

**DEPARTMENT OF JUSTICE
REQUEST FOR APPROVAL OF CONFERENCE**

REQUESTER INFORMATION

Component:	FBI - Federal Bureau of Investigation	JMD Tracking #:	FBI-01320
Name of Requester:	KAREN LYNN WRIGHT	Date of Request:	4/12/2024
Component Head Certification:	Brian C. Turner	Certification Date:	3/26/2024
Component Point of Contact:	Morgan Rose	POC Phone #:	208-637-3095

OVERVIEW OF CONFERENCE

Title: 2024 Cyber Criminal Summit					
Start Date: 8/13/2024		End Date: 8/15/2024		# of Conference Days: 3	
Facility Name: Embassy Suites Denver - Downtown Convention Center		X Non-Federal Facility		Federal Facility	
City: Denver		State: Colorado		Country: United States (Continental)	
NUMBER OF ATTENDEES					
Total: 299 246 *		DOJ: 299	Other Federal: 0		Other Non-Federal: 0

* Travel costs paid for by DOJ

REQUIREMENT FOR APPROVAL	Requested	Within Threshold	Exceeds Threshold
Total Conference Cost	\$504,311.47		
Predominantly Internal Conference Held in Non-Federal Facility	X		
Refreshments			
Cost of Meals Provided at Conference			
Space and Audio-visual Equipment and Services	X		X
Logistical Conference Planner			
Programmatic Conference Planner			

COMPONENT PURPOSE / JUSTIFICATION FOR APPROVAL

The Cyber Criminal Section seeks to host a summit with represented attendees from section and field office personnel and other U.S. Intelligence Community (USIC) and external partners. The summit will facilitate open dialogue and discussion on strategies, tactics and techniques, resources, needs, risks, opportunities and pertinent cases related to cyber-criminal activity. The summit will also provide attendees, from Cyber Division and all 56-field offices, the opportunity to network and collaborate in an in-person and open setting. In addition, this event will help to support cyber operational and intelligence outcomes and capabilities. If this event were not held, we would forfeit the opportunities for cross collaboration, networking, and learning from each other.

ADDITIONAL EXPLANATORY NOTES / INSTRUCTIONS

All travel costs are limited to GSA Standard Rates.

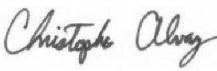
This conference is being resubmitted for retroactive approval as the total cost (\$504,311.47) exceeded the total cost approved (\$453,445.69). There were more attendees that participated than originally projected whose travel costs were paid for by the Department. Additionally, the original Meeting Space and AV estimate dated February 2024 was for \$18,871.07, which was the amount and approved by DOJ, however, during the review of the Terms and Conditions (T&C's), changes were made by Encore (the last day of April), which were not requested by the FBI or procurement, to increase the total agreement to \$27,362.71. The FBI Contracting Officer (CO) did not realize the dollar amount change for the AV costs required additional approval by DOJ and the CO signed a final agreement for \$27,362.71 with the Encore on May 1, 2024.

APPROVALS

JMD recommends that the Assistant Attorney General for Administration retroactively approve the conference. The conference costs exceed the threshold for Conference Space and Audio-visual Equipment and Services, but are reasonable based on Component justification.

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Christopher C. Alvarez
Deputy Assistant Attorney General/Controller

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LAURIA**

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Jolene A. Lauria
Assistant Attorney General for Administration

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Approve
Disapprove

**DEPARTMENT OF JUSTICE
REQUEST FOR APPROVAL OF CONFERENCE**

REQUESTER INFORMATION

Component:	DEA - Drug Enforcement Administration	JMD Tracking #:	DEA-01126
Name of Requester:	Beverly E. Humphreys	Date of Request:	2/5/2024
Component Head Certification:	George S. Papadopoulos	Certification Date:	1/24/2024
Component Point of Contact:	Banu Alexander	POC Phone #:	571-324-8091

OVERVIEW OF CONFERENCE

Title: International Drug Enforcement Conference (IDEC) XXXVIII				
Start Date: 9/24/2024		End Date: 9/26/2024		# of Conference Days: 3
Facility Name: Grand Hyatt Athens		X Non-Federal Facility		Federal Facility
City: Athens		State: N/A - Outside US		Country: Greece
NUMBER OF ATTENDEES				
Total: 435 224 *		DOJ: 224	Other Federal: 20	Other Non-Federal: 191

* Travel costs paid for by DOJ

REQUIREMENT FOR APPROVAL	Requested	Within Threshold	Exceeds Threshold
Total Conference Cost	\$842,840.73		
Predominantly Internal Conference Held in Non-Federal Facility	X		
Refreshments	X		
Cost of Meals Provided at Conference			
Space and Audio-visual Equipment and Services	X		X
Logistical Conference Planner			
Programmatic Conference Planner			

COMPONENT PURPOSE / JUSTIFICATION FOR APPROVAL

The Drug Enforcement Administration (DEA) is seeking approval to co-sponsor the IDEC XXXVIII in Athens, Greece. The IDEC develops and nurtures important relationships between DEA and participating countries. The purpose of the conference is to prioritize actions aimed at enhancing intelligence and information sharing; deny criminals access to legitimate financial systems; strengthen investigations, interdiction, and prosecutions; disrupt drug trafficking and other threats and build international capacity, cooperation, and partnerships. Since its inception IDEC has provided the only annual global conference that brings together international drug law enforcement agency heads, attorneys general and other upper-level government and interagency officials, and military leaders to synchronize collaborative enforcement efforts.

ADDITIONAL EXPLANATORY NOTES / INSTRUCTIONS

All travel costs are limited to GSA Standard Rates.

Representation funds are being used for the entire cost of the refreshments.

DEA is funding the meeting space, and the host country is funding the cost of the AV and three meals (lunch). M&IE is being reduced to offset the costs of three provided lunches.

DEA was unable to find and secure a hotel within the lodging per diem rate; hotels with the capability to host the conference were above the rate and hotels willing to honor the rate were unable to host the conference and would incur additional transportation charges. The chosen venue agreed to a lodging rate of \$293 (\$297 with taxes and fees), which is 49% above the lodging per diem rate.

This conference is being resubmitted for retroactive approval as the total cost (\$842,840.73) exceeded the total cost approved (\$836,004.12). There were more attendees that participated than originally projected whose travel costs were paid for by the Department. Additionally, the hotel charged a 10 euro (\$10.58) Climate Crisis Resilience Lodging Tax per person, per day that was not originally on the proposal which equates to $\$10.58 \times 224 \text{ attendees} \times 4 \text{ nights} = \$9,479.68$.

APPROVALS

JMD recommends that the Assistant Attorney General for Administration retroactively approve the conference. The conference costs exceed the threshold for Conference Space and Audio-visual Equipment and Services, but are reasonable based on Component justification.

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Christopher C. Alvarez

Deputy Assistant Attorney General/Controller

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Jolene A. Lauria

Assistant Attorney General for Administration



Approve



Disapprove

**DEPARTMENT OF JUSTICE
REQUEST FOR APPROVAL OF CONFERENCE**

REQUESTER INFORMATION

Component:	OJP - Office of Justice Programs	JMD Tracking #:	OJP-01080
Name of Requester:	Rachel Johnson	Date of Request:	9/6/2023
Component Head Certification:	Maureen Henneberg	Certification Date:	8/22/2023
Component Point of Contact:	Rachel Johnson	POC Phone #:	202.305.2494

OVERVIEW OF CONFERENCE

Title: 2023 Violent Crime Reduction Conference				
Start Date: 12/11/2023		End Date: 12/13/2023		# of Conference Days: 3
Facility Name: JW Marriott Indianapolis		X Non-Federal Facility		Federal Facility
City: Indianapolis		State: Indiana		Country: United States (Continental)
NUMBER OF ATTENDEES				
Total: 1004 672 *		DOJ: 375	Other Federal: 50	Other Non-Federal: 579

* Travel costs paid for by DOJ

REQUIREMENT FOR APPROVAL	Requested	Within Threshold	Exceeds Threshold
Total Conference Cost	\$1,768,080.30		
Predominantly Internal Conference Held in Non-Federal Facility			
Refreshments			
Cost of Meals Provided at Conference			
Space and Audio-visual Equipment and Services	X		X
Logistical Conference Planner	X	X	
Programmatic Conference Planner	X	X	

COMPONENT PURPOSE / JUSTIFICATION FOR APPROVAL

In support of the Attorney General's and Department's priority to combat violent crime and gun violence, this event will provide information that targets the most significant violent crime problems, enhances partnerships with Federal, State, Local, and Tribal Law Enforcement, and invests in community-based programs to prevent violence. This event will build upon the content and focus of two important DOJ initiatives: Project Safe Neighborhood (PSN) and the National Public Safety Partnership (PSP). BJA, in coordination the CNA Corporation, Institute for Intergovernmental Research, and Saxman One, will host an in-person violent crime reduction conference for federal, state, and local representatives to enhance their knowledge of state-of-the-art approaches and ongoing DOJ initiatives to reduce violence and crime in communities across the nation. PSN is coordinated by the U.S. Attorneys' Offices (USAOs) in the 94 federal judicial districts. The PSP Program brings together representatives from 27 active PSP sites selected by the DOJ. The event will be held in person to facilitate networking, distraction-free participation away from the daily demands, and hands-on time with PSN team members, peers, and subject matter experts (SMEs). There is no way to replicate that intense face-to-face and immediate application of the agenda via webinar, web-based, or other remote training. In-person is the best way to implement this training.


ADDITIONAL EXPLANATORY NOTES / INSTRUCTIONS

All travel costs are limited to GSA Standard Rates.

APPROVALS

JMD Finance Staff recommends that the Acting Assistant Attorney General for Administration approve the conference. The conference costs exceed the threshold for Conference Space and Audio-visual Equipment and Services, but are reasonable based on Component justification. OJP indicated they briefed ODAG on the event and the estimated cost.


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Jolene A. Lauria
Acting Assistant Attorney General for Administration

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Approve
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**DEPARTMENT OF JUSTICE
REQUEST FOR APPROVAL OF CONFERENCE**

REQUESTER INFORMATION

Component:	OJP - Office of Justice Programs	JMD Tracking #:	OJP-01081
Name of Requester:	Rachel Johnson	Date of Request:	9/19/2023
Component Head Certification:	Maureen Henneberg	Certification Date:	9/18/2023
Component Point of Contact:	Rachel Johnson	POC Phone #:	202.305.2494

OVERVIEW OF CONFERENCE

Title: National Summit to Advance State’s Criminal Justice Priorities					
Start Date: 12/5/2023		End Date: 12/6/2023		# of Conference Days: 2	
Facility Name: Sheraton Atlanta Hotel, 165 Courtland Street NE, Atlanta, GA 30303		X Non-Federal Facility		Federal Facility	
City: Atlanta		State: Georgia		Country: United States (Continental)	
NUMBER OF ATTENDEES					
Total: 500 491 *		DOJ: 10	Other Federal: 0	Other Non-Federal: 490	

* Travel costs paid for by DOJ

REQUIREMENT FOR APPROVAL	Requested	Within Threshold	Exceeds Threshold
Total Conference Cost	\$1,413,164.87		
Predominantly Internal Conference Held in Non-Federal Facility			
Refreshments			
Cost of Meals Provided at Conference			
Space and Audio-visual Equipment and Services	X		X
Logistical Conference Planner	X		X
Programmatic Conference Planner	X		X **

** Amount is within the per person threshold, but exceeds the overall policy cap.

COMPONENT PURPOSE / JUSTIFICATION FOR APPROVAL

The National Summit to Advance State's Criminal Justice Priorities will help states across the country identify urgent challenges, unpack their criminal justice data to understand them, and learn about data-driven solutions. It is also an essential step for BJA to help states understand their systems' current operations, define targets for improvement, and begin plans to close the gap while acknowledging the complex landscape and with expert facilitation. BJA in coordination with the CNA Corporation and the Justice Reinvestment Initiative (JRI) partners - Arnold Ventures, Pew Charitable Trusts, Council of State Governments Justice Center and the Crime and Justice Institute - will host an in person conference for approximately 500 people representing every state. State teams will reflect all three branches of state government and include state corrections leadership and a combination of other justice practitioners and stakeholders (such as behavioral health, large county systems, advocacy and lived experience). The event will be held in person to facilitate open dialogue, networking, distraction-free participation away from the daily demands and time with national leaders and peers. There is no way to replicate that intense face-to-face and immediate application of the agenda via webinar, web-based, or other remote vehicle. In-person is the best way to implement this training.


ADDITIONAL EXPLANATORY NOTES / INSTRUCTIONS

All travel costs are limited to GSA Standard Rates.

APPROVALS

JMD Finance Staff recommends that the Acting Assistant Attorney General for Administration approve the conference. The conference costs exceed the threshold for Conference Space and Audio-visual Equipment and Services, Logistical Conference Planners, and Programmatic Conference Planners, but are reasonable based on Component justification.

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Jolene A. Lauria
Acting Assistant Attorney General for Administration

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Approve
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**DEPARTMENT OF JUSTICE
REQUEST FOR APPROVAL OF CONFERENCE**

REQUESTER INFORMATION

Component:	OJP - Office of Justice Programs	JMD Tracking #:	OJP-01094
Name of Requester:	Rachel Johnson	Date of Request:	6/10/2024
Component Head Certification:	Maureen Henneberg	Certification Date:	6/7/2024
Component Point of Contact:	Rachel Johnson	POC Phone #:	202.305.2494

OVERVIEW OF CONFERENCE

Title: 2024 NIJ Research Conference			
Start Date: 9/16/2024	End Date: 9/18/2024	# of Conference Days: 3	
Facility Name: Wyndham Grand Pittsburgh Downtown	X Non-Federal Facility	Federal Facility	
City: Pittsburgh	State: Pennsylvania	Country: United States (Continental)	

NUMBER OF ATTENDEES

Total: 750 238 *	DOJ: 80	Other Federal: 20	Other Non-Federal: 650
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* Travel costs paid for by DOJ

REQUIREMENT FOR APPROVAL	Requested	Within Threshold	Exceeds Threshold
Total Conference Cost	\$622,042.36		
Predominantly Internal Conference Held in Non-Federal Facility			
Refreshments			
Cost of Meals Provided at Conference			
Space and Audio-visual Equipment and Services	X		X
Logistical Conference Planner	X	X	
Programmatic Conference Planner	X	X	

COMPONENT PURPOSE / JUSTIFICATION FOR APPROVAL

The conference will highlight and share research, promote best practices, and information between researchers and practitioners in the field. This conference serves the primary goals of: (1) promoting peer learning among researchers studying similar topics and employing similar methodologies; (2) promoting peer learning among practitioners; (3) exposing graduate students, DOJ and other government employees, and invited and interested practitioners to NIJ and the breadth and depth of the evidence and resources that we have to offer; (4) connecting current grantees to discuss progress, problem solve on challenges, and strategize on dissemination activities; and (5) engaging with invited participants such as public officials and members of the media to support more robust support and dissemination of NIJ's work.

ADDITIONAL EXPLANATORY NOTES / INSTRUCTIONS

All travel costs are limited to GSA Standard Rates.

This conference (OJP-01083) was previously approved on February 5, 2024 for a total cost of \$445,082.24. This conference is being resubmitted for additional travel costs of roughly \$170K (an increase from 150 to 238 attendees whose travel costs are being paid for by the Department).


The total cost of Meeting Space (\$53,072) and AV (\$123,059.14) or \$176,131.14 total includes: Encore on-site support for all AV equipment and labor for all the elements of an in-person event (staging, projectors/screen, laptops, internet access, power, microphone, sound, etc). Included in Encore's labor rate will be an in-room facilitator to ensure the General Session (Ballroom 1 and 2 combined) is running as planned along with on-site floating staff to help facilitate and troubleshoot as necessary throughout the concurrent 7 breakout sessions throughout each conference day. There is also a dedicated space for posters/exhibits and the expected number of poster presenters and exhibitors.

APPROVALS

JMD recommends that the Assistant Attorney General for Administration approve the conference. The conference costs exceed the threshold for Conference Space and Audio-visual Equipment and Services, but are reasonable based on Component justification.

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Christopher C. Alvarez
Deputy Assistant Attorney General/Controller

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Jolene A. Lauria
Assistant Attorney General for Administration

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