

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

REQUESTER INFORMATION

Component:	DEA - Drug Enforcement Administration	JMD Tracking #:	DEA-01138
Name of Requester:	Leslie A. Miele	Date of Request:	11/27/2024
Component Head Certification:	George S. Papadopoulos	Certification Date:	11/26/2024
Component Point of Contact:	Nichole Bain	POC Phone #:	(571) 776-3192

OVERVIEW OF CONFERENCE

Title: Sensitive Investigative Unit (SIU) Basic Training Course No. 123			
Start Date: 1/13/2025	End Date: 2/14/2025	# of Conference Days:	33
Facility Name: Panthera Training Center	X Non-Federal Facility	Federal Facility	
City: Moorefield	State: West Virginia	Country: United States (Continental)	

NUMBER OF ATTENDEES

Total: 65 65 *	DOJ: 15	Other Federal: 0	Other Non-Federal: 50
----------------------------	----------------	-------------------------	------------------------------

* Travel costs paid for by DOJ

REQUIREMENT FOR APPROVAL	Requested	Within Threshold	Exceeds Threshold
Total Conference Cost	\$735,033.50		
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			
Programmatic Conference Planner			

COMPONENT PURPOSE / JUSTIFICATION FOR APPROVAL

This course is a mandated component of DEA's SIU Program and for the vetting of foreign Law Enforcement personnel selected to participate in this program. The SIU mission is to train, equip, and support specialized units within host nation police forces. The mission is also to develop and share intelligence in order to target, disrupt, and prosecute major transnational criminal organizations. Participants selected for the program are expected to learn critical enforcement and surveillance techniques. These methods include interview techniques, operation planning, intelligence, and wiretap management. Several elements of the training, such as raids training, firearms, tactical training, and other physical activities, require in person participation in a controlled environment with TR oversight.

A portion of the training course is scheduled at the Panthera Training Center. The facility provides the environmental necessities for specialized training in weaponized use of fire, improvised explosive devices, convoy attacks, agent rescue strategy, and rough terrain driving that cannot be accommodated at any federal facilities.

ADDITIONAL EXPLANATORY NOTES / INSTRUCTIONS

All travel costs are limited to GSA Standard Rates.

DEA has indicated this event is contingent on funding being available.

APPROVALS

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

**MATTHEW
ROPER**

Digitally signed by
MATTHEW ROPER
Date: 2024.12.03
11:44:46 -05'00'

SIGNATURE: _____



CHRISTOPHER ALVAREZ
2024.12.03 14:37:20 -05'00'

Christopher C. Alvarez

Deputy Assistant Attorney General/Controller

**JOLENE
LAURIA**

Digitally signed by JOLENE
LAURIA
Date: 2024.12.06 08:11:50
-05'00'

SIGNATURE: _____

Jolene A. Lauria

Assistant Attorney General for Administration



Approve
Disapprove

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

REQUESTER INFORMATION

Component:	DEA - Drug Enforcement Administration	JMD Tracking #:	DEA-01142
Name of Requester:	Beverly E. Humphreys	Date of Request:	5/20/2025
Component Head Certification:	Robert J. Murphy	Certification Date:	5/20/2025
Component Point of Contact:	Nichole Bain	POC Phone #:	571-776-3192

OVERVIEW OF CONFERENCE

Title: International Drug Enforcement Conference (IDEC2025)				
Start Date: 8/26/2025		End Date: 8/28/2025		# of Conference Days: 3
Facility Name: The Renaissance		X Non-Federal Facility		Federal Facility
City: Nashville		State: Tennessee		Country: United States (Continental)
NUMBER OF ATTENDEES				
Total: 535 200 *		DOJ: 200	Other Federal: 25	Other Non-Federal: 310

* Travel costs paid for by DOJ

REQUIREMENT FOR APPROVAL	Requested	Within Threshold	Exceeds Threshold
Total Conference Cost	\$999,505.50		
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			
Programmatic Conference Planner			

COMPONENT PURPOSE / JUSTIFICATION FOR APPROVAL

Purpose of the conference is to share drug trafficking-related intelligence with global partners and jointly develop strategies against international criminal organizations. This event has been held annually since 1983. Its mission is to provide essential drug-related intelligence with foreign counterparts and to develop an operational strategy that can be used against international drug traffickers. The country attaché for every country office DEA has around the world attends and invites foreign delegates representing each country within that country attaché's area of responsibility. There are representatives from up to 130 countries in attendance, with a total of up to 535 attendees. DEA will pay travel costs for its 200 employee representatives to attend; the foreign counterpart attendees' home nations/agencies will fund their own travel.

Holding IDEC is both critical to DEA's mission and directly supportive of immigration enforcement, national security, and public safety.

ADDITIONAL EXPLANATORY NOTES / INSTRUCTIONS

All travel costs are limited to GSA Standard Rates.

Justification for exceeding Space and Audio-visual Equipment: Costs for the plenary room; six breakout rooms; registration station; exhibition space; etc are waived. A/V costs include: lighting, sound, jumbo screen, podium, microphones, translation/interpretation booths, headsets for all attendees, and presentation equipment. Additionally, several meeting rooms will require a smaller monitor, 2-3 translation booths, and headsets.

The \$344,064 External Conference Trainer/Instructor/Presenter/Facilitator costs are for interpretation services.

APPROVALS

JMD Finance Staff 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.

**MATTHEW
ROPER**

Digitally signed by
MATTHEW ROPER
Date: 2025.05.20
16:53:30 -04'00'

SIGNATURE: _____



CHRISTOPHER ALVAREZ
2025.05.21 10:41:46 -04'00'

Christopher C. Alvarez

Deputy Assistant Attorney General/Controller

**JOLENE
LAURIA**

Digitally signed by JOLENE
LAURIA
Date: 2025.05.21 17:27:33
-04'00'

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-01104
Name of Requester:	Rachel Johnson	Date of Request:	4/29/2025
Component Head Certification:	Maureen Henneberg	Certification Date:	4/28/2025
Component Point of Contact:	Rachel Johnson	POC Phone #:	202.305.2494

OVERVIEW OF CONFERENCE

Title: National Police Week 2025					
Start Date: 5/12/2025		End Date: 5/16/2025		# of Conference Days: 5	
Facility Name: Washington Hilton		X Non-Federal Facility		Federal Facility	
City: Washington		State: District of Columbia		Country: United States (Continental)	
NUMBER OF ATTENDEES					
Total: 4595 55 *		DOJ: 5	Other Federal: 90		Other Non-Federal: 4500

* Travel costs paid for by DOJ

REQUIREMENT FOR APPROVAL	Requested	Within Threshold	Exceeds Threshold
Total Conference Cost	\$543,143.14		
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

This event supports the Department's goal to expand equal access to justice by providing resources, services, and support to the families and agencies of emergency responders who died in the line of duty. National Police Week and the C.O.P.S. National Police Survivors' Conference provides surviving family members and co-workers the opportunity to honor their fallen officers and find support and understanding from other survivors, talk with mental health professionals, and attend seminar sessions that help them, and their family address their grief. C.O.P.S. estimates the number of conference attendees based on the number of fallen officers being honored at the memorial services. In a cooperative effort with the National Law Enforcement Officers Memorial Fund, the Fraternal Order of Police, and law enforcement agencies and organizations, C.O.P.S. has been able to provide an integrated and comprehensive week of memorial activities that honors the memory of the officers lost in the line of duty and builds the basis for law enforcement survivors to understand ways they can begin to rebuild their shattered lives. This event will further the Attorney General's and Department of Justice's goals to Uphold the Rule of Law, Keep Our Country Safe, Protect Civil Rights, Ensure Economic Opportunity and Fairness for All, and Administer Just Court and Correctional Systems to uphold the rule of law, to keep our country safe, and to protect civil rights.

ADDITIONAL EXPLANATORY NOTES / INSTRUCTIONS

All travel costs are limited to GSA Standard Rates.

Substantial AV is needed to host the general sessions in the ballroom of the Washington Hilton with an estimated 2,000 in person attendees each day. AV is required to present videos, PowerPoint, control the lighting, manage the sound for up to six presenters simultaneously and live stream the general session to those survivors who are unable to attend in person. The AV needs are complex and requires a professional production team to ensure the audience can see and hear the content throughout the general sessions as well as the 36 break-out sessions on the afternoon of May 14, 2025, and 22 break-out sessions on the morning of May 16, 2025.

Total logistical planning cost exceeds the threshold of \$11,000 due to the event's large scale and high attendance. The logistical planning costs reflect the complexity of organizing an event of this size.

The conference has been shared with the ODAG, who concurs with this conference proceeding.

APPROVALS

JMD Finance Staff 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 and Logistical Conference Planners, but are reasonable based on Component justification.

MATTHEW
ROPER

Digitally signed by
MATTHEW ROPER
Date: 2025.05.01
11:23:36 -04'00'

Christopher Alvarez

CHRISTOPHER
ALVAREZ
2025.05.01 12:06:57
-04'00'

JOLENE LAURIA

Digitally signed by JOLENE
LAURIA
Date: 2025.05.01 18:30:56 -04'00'

SIGNATURE: _____

Jolene Ann Lauria

Assistant Attorney General for Administration

X

Approve

Disapprove

DEPARTMENT OF JUSTICE REQUEST FOR APPROVAL OF CONFERENCE

REQUESTER INFORMATION

Component:	OJP - Office of Justice Programs	JMD Tracking #:	OJP-01099
Name of Requester:	Rachel Johnson	Date of Request:	8/22/2024
Component Head Certification:	Maureen Henneberg	Certification Date:	8/20/2024
Component Point of Contact:	Rachel Johnson	POC Phone #:	202.305.2494

OVERVIEW OF CONFERENCE

Title: 2024 National Public Safety Partnership (PSP) Violent Crime Reduction Summit					
Start Date: 12/9/2024		End Date: 12/11/2024		# of Conference Days: 3	
Facility Name: Hyatt Regency Minneapolis		X Non-Federal Facility		Federal Facility	
City: Minneapolis		State: Minnesota		Country: United States (Continental)	
NUMBER OF ATTENDEES					
Total: 625 583 *		DOJ: 294	Other Federal: 0		Other Non-Federal: 331

* Travel costs paid for by DOJ

REQUIREMENT FOR APPROVAL	Requested	Within Threshold	Exceeds Threshold
Total Conference Cost	\$1,309,533.85		
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 Violent Crime Reduction Summit aligns with the Attorney General's priority to combat violent crime and gun violence by strengthening local, state, federal, and community partnerships to prevent the most significant violence in a jurisdiction. The PSP Violent Crime Reduction Summit is the cornerstone event for the program. The 2024 anniversary Summit will bring together representatives from 40 alumni sites, 22 active PSP sites, including 5 new sites to be selected by the DOJ in Summer 2024, DOJ leaders, and SMEs for 2½ days to discuss strategies to reduce violent crime; participate in peer learning; discuss how to leverage technology, data, and strategic information to effectively focus resources; and implement tools and promising practices to build trust between law enforcement and the communities they serve. The summit will include plenary, customized breakout, and peer sharing sessions for approximately 625 participants. Topics will include community violence intervention strategies, research and evaluation partnerships, constitutional policing, gun violence reduction, crime analysis, technology, and improving homicide investigation and prosecution. DOJ leadership, including representatives from EOUSA, the FBI, the COPS Office, OJP, OVW, ATF, DEA, and USMS, will participate in plenary panels, keynote addresses, and individual site sessions.

ADDITIONAL EXPLANATORY NOTES / INSTRUCTIONS

All travel costs are limited to GSA Standard Rates.

External Conference Trainer/Instructor/Presenter/Facilitator costs include over 40+ facilitators during the plenary sessions and 16 breakout sessions throughout the 2 1/2 day event as well as the Indirect Costs associated.

APPROVALS

JMD recommends that the Assistant Attorney General for Administration approve the conference. The conference costs are reasonable and within DOJ policy guidelines.

**MATTHEW
ROPER**

Digitally signed by
MATTHEW ROPER
Date: 2024.08.23
11:56:33 -04'00'

SIGNATURE: _____



CHRISTOPHER ALVAREZ
2024.08.26 08:36:13 -04'00'

Christopher C. Alvarez

Deputy Assistant Attorney General/Controller

SIGNATURE: _____



CHRISTOPHER ALVAREZ
2024.08.26 08:36:31 -04'00'

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-01102
Name of Requester:	Rachel Johnson	Date of Request:	10/24/2024
Component Head Certification:	Maureen Henneberg	Certification Date:	10/24/2024
Component Point of Contact:	Rachel Johnson	POC Phone #:	202.305.2494

OVERVIEW OF CONFERENCE

Title: OJJDP National Conference on Youth Justice: Shaping the Next 50 Years				
Start Date: 11/18/2024		End Date: 11/21/2024		# of Conference Days: 4
Facility Name: Washington Hilton		X Non-Federal Facility		Federal Facility
City: Washington		State: District of Columbia		Country: United States (Continental)
NUMBER OF ATTENDEES				
Total: 3500 282 *		DOJ: 150	Other Federal: 150	Other Non-Federal: 3200

* Travel costs paid for by DOJ

REQUIREMENT FOR APPROVAL	Requested	Within Threshold	Exceeds Threshold
Total Conference Cost	\$738,969.91		
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

This will be the first conference held by OJJDP since 2011. It is an opportunity to highlight the work and mission of OJJDP, as well as evidence-based practices and other promising practices that have positively impacted the juvenile justice field.

ADDITIONAL EXPLANATORY NOTES / INSTRUCTIONS

All travel costs are limited to GSA Standard Rates.

Padfolios have been requested and have been approved by the AAG/A on 10/8/24 for an estimated cost of \$3,900.

The Meeting Space and Audio-Visual threshold has been exceeded due to the elements of an in-person event (staging, projectors/screen, laptops, internet access, power, microphone, sound, etc.) as well as all the equipment and labor to successfully run any filmed components of this event (such as cameras, operators, and upgraded mixers) (\$129,942.08).

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.

**MATTHEW
ROPER**

Digitally signed by
MATTHEW ROPER
Date: 2024.11.12
11:22:58 -05'00'

SIGNATURE: _____



CHRISTOPHER ALVAREZ
2024.11.12 12:02:20 -05'00'

Christopher C. Alvarez

Deputy Assistant Attorney General/Controller

**JOLENE
LAURIA**

Digitally signed by JOLENE
LAURIA
Date: 2024.11.13 18:11:38
-05'00'

Jolene A. Lauria

Assistant Attorney General for Administration

☒
☐

Approve
Disapprove