MEMORANDUM FOR THE DEPUTY ATTORNEY GENERAL

FROM: Lee J. Lofthus
Assistant Attorney General for Administration

SUBJECT: DEA-01081: Basic Diversion Investigation Training #55

PURPOSE: To obtain the Deputy Attorney General’s approval for the Drug Enforcement Administration (DEA) Basic Diversion Investigation Training #55

TIMETABLE: As soon as practicable.

SYNOPSIS: The DEA is requesting approval to host the Basic Diversion Investigation Training #55 in Leesburg, VA from February 15, 2021 - May 7, 2021. The DEA Principal Deputy Administrator has certified that this event is compliant with all of the Departmental guidelines and controls on conferences and restrictions on non-essential spending. DEA indicates that the conference is in accordance with applicable policies, procedures, and sound financial management principles. The conference is essential to accomplishing the Department’s core mission requirements.

The Basic Diversion Investigator (BDI) class is typically held at the DEA Academy; however, BDI #55 must be held outside of the Academy to accommodate the Basic Agent Training classes at the DEA Academy while adhering to COVID-19 safety protocols. The 12-week program must be taught at an academy-type setting. Because of practical and hands-on exercises, it cannot be taught virtually. Class topics will include how to conduct regulatory complaints and criminal investigations in regards to controlled substances and chemicals manufacturers, distributors, researchers, importer/exporters, pharmacies, and practitioners who are authorized by their state and DEA.

Conducting the class is a mission priority for the DEA to ensure that the agency has sufficient Diversion Investigators (DI) onboard to combat the diversion of controlled substances. Currently, the DEA has onboarded 692 of the 770 authorized DIs and anticipates losing 40 DIs to attrition. There
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are two BDI classes planned, each with 40 trainees. Also, the FY 2021 President's Budget included an additional 62 DI positions and the registrant fee to accommodate the new positions was increased starting in October 2020.

After consideration of several options, the National Conference Center at Leesburg, VA, was determined to best meet DEA's requirements, based on its setting, proximity to the DEA Academy, availability, and ability to maintain safety protocols during the COVID-19 pandemic. During the class, the wearing of face coverings and adherence to social distancing guidelines will be mandatory.

The Justice Management Division (JMD) has reviewed the request for approval of this conference and determined that the conference costs are reasonable and are within the Department's policy guidelines.

In accordance with the Office of Management and Budget’s Memorandum, M-12-12, “Promoting Efficient Spending to Support Agency Operations,” dated May 11, 2012, and DOJ Policy Statement 1400.01 “Planning, Approving, Attending, and Reporting Conferences” this is to request Deputy Attorney General approval for this event. Per DOJ delegation for approval of conferences, Department expenditures over $500,000 require Deputy Attorney General Approval.

RECOMMENDATION: JMD recommends that the Deputy Attorney General approve the conference with signature for approval on the attachment.

Attachment
# DEPARTMENT OF JUSTICE
## REQUEST FOR APPROVAL OF CONFERENCE

### REQUESTER INFORMATION

<table>
<thead>
<tr>
<th>Component:</th>
<th>DEA - Drug Enforcement Administration</th>
<th>JMD Tracking #:</th>
<th>DEA-01081</th>
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</thead>
<tbody>
<tr>
<td>Name of Requester:</td>
<td>Heather Wehrle</td>
<td>Date of Request:</td>
<td>1/5/2021</td>
</tr>
<tr>
<td>Component Head Certification:</td>
<td>Preston L. Grubbs</td>
<td>Certification Date:</td>
<td>1/4/2021</td>
</tr>
<tr>
<td>Component Point of Contact:</td>
<td>Erika Romo</td>
<td>POC Phone #:</td>
<td>(571) 776-3576</td>
</tr>
</tbody>
</table>

### OVERVIEW OF CONFERENCE

- **Title:** Basic Diversion Investigation Training #55
- **Start Date:** 2/15/2021
- **End Date:** 5/7/2021
- **# of Conference Days:** 82
- **Facility Name:**
  - National Conference Center
  - Non-Federal Facility
- **City:** Leesburg
- **State:** Virginia
- **Country:** United States (Continental)

### NUMBER OF ATTENDEES

| Total: | 44 | 44 * | DOJ: | 44 | Other Federal: | 0 | Other Non-Federal: | 0 |

* Travel costs paid for by DOJ

### REQUIREMENT FOR APPROVAL

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Requested</th>
<th>Within Threshold</th>
<th>Exceeds Threshold</th>
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<tbody>
<tr>
<td>Total Conference Cost</td>
<td>$793,210.00</td>
<td></td>
<td></td>
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<tr>
<td>Predominantly Internal Conference Held in Non-Federal Facility</td>
<td>X</td>
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<tr>
<td>Refreshments</td>
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<td></td>
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<td>Cost of Meals Provided at Conference</td>
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<tr>
<td>Space and Audio-visual Equipment and Services</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Logistical Conference Planner</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Programmatic Conference Planner</td>
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</table>
Diversion Investigation agents require training to conduct investigations in regards to controlled substances. Conducting the class is a mission priority for the DEA to ensure that the agency has sufficient Diversion Investigators (DI) onboard to combat the diversion of controlled substances. The Basic Diversion Investigator (BDI) class is typically held at the DEA Academy; however, BDI #55 must be held outside of the Academy to accommodate the Basic Agent Training classes at the DEA Academy while adhering to COVID-19 safety protocols. The 12-week program must be taught at an academy-type setting. Because of practical and hands-on exercises, it cannot be taught virtually. Class topics will include how to conduct regulatory complaints and criminal investigations in regards to controlled substances and chemicals manufacturers, distributors, researchers, importer/exporters, pharmacies, and practitioners who are authorized by their state and DEA.

All costs will be paid for by Diversion Fee proceeds.

Conference/Meeting Space, Meals and Lodging costs are part of an all-inclusive package provided by the National Conference Center.

All travel costs are limited to GSA Standard Rates.

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

Lee Lofthus
Assistant Attorney General for Administration

Jeffrey A. Rosen
Deputy Attorney General

Approve
Disapprove