



Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic: (b) (6)
International: (b) (6)

Q-496564-45119.632CH

Issued: 07/12/2023

Quote Expiration: 07/28/2023

Estimated Contract Start Date: 08/01/2023

Account Number: 540949

Payment Terms: N30

Delivery Method:

SHIP TO	BILL TO
U.S. Department of Justice 950 Pennsylvania Ave NW Washington, DC 20530-0001 USA	DOJ-JMD-DC 950 Pennsylvania Ave NW Washington DC 20530-0001 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Chase Hill Phone: (b) (6) Email: (b) (6) Fax:	Keith Alston Phone: Email: (b) (6) Fax:

Quote Summary

Program Length	12 Months
TOTAL COST	(b)(4) per JMD
ESTIMATED TOTAL W/ TAX	

Discount Summary

Average Savings Per Year	(b)(4) per JMD
TOTAL SAVINGS	

Payment Summary

Date	Subtotal	Tax	Total
Aug 2023	(b)(4) per JMD		
Total			

Delivery Schedule

Aug 2023						
Invoice Plan Name	Bundle	Category	Item	Description	Term	QTY
Placeholder Plan 1	A la Carte	Software	100678	INVESTIGATE PRO USB DONGLE	(b)(4) per JMD	
Placeholder Plan 1	A la Carte	Software	100749	INVESTIGATE PRO DONGLE LICENSE		

Quote Details

Aug 2023				
Invoice Plan Name	Item	Description	Delivery Date	Qty
Year 1- License & Support	100678	INVESTIGATE PRO USB DONGLE	Aug 2023	(b)(4) per JMD
Year 1- License & Support	100749	INVESTIGATE PRO DONGLE LICENSE	Aug 2023	

Unless otherwise noted, Axon asserts that all products and services included in this quote qualify as a commercial product or a commercial service as defined by Federal Acquisition Regulation 2.101.

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at www.axon.com/legal/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature

Date Signed

7/12/2023



PURCHASE CARD TRANSACTION FORM



U.S. DEPARTMENT OF JUSTICE
JUSTICE MANAGEMENT DIVISION

PART I - REQUESTOR

1. Name of Requestor (b) (6), (b) (7)(C) 2. Requestor Title Special Assistant 3. Requesting Organization SCO 4. Date of Request 2023-07-12 5. Action (check one): ☒ New ☐ Revised

PART II - DESCRIPTION OF SUPPLIES / SERVICES

6. Insert the description, quantity and unit price for each product / service acquired.

Add Row	Product Description	Unit of Issue	Quantity	Unit Rate	Subtotal
Remove Row	INVESTIGATE PRO USB DONGLE	Each	(b)(4) per JMD		
Remove Row	INVESTIGATE PRO DONGLE LICENSE	Each			
Delivery/Shipping ☐ FOB Destination ☐ FOB Origin		Shipping Est.=0		Grand Total=(b)(4) per JMD	

7. Justification of Purchase
Investigation software.

PART III - VENDOR INFORMATION

8. Vendor Name & Address
Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255

9. Vendor Point-of-Contact (POC) Name
Chase Hill

10. Vendor's POC Information
(b) (6)

11. Vendor's Contract Number

12. Vendor DUNS Number (Optional)

13. Business Type (Check all that apply):
☐ Small-Disadvantaged-Business ☒ Other
☐ Small-Veteran-Owned
☐ Small-Woman-Owned
☐ Small-Business
☐ Small-Service-Disabled-Veteran-Owned

PART IV - APPROPRIATION INFORMATION & FUNDING APPROVAL

14. Insert complete appropriation data and authorized amount. Funding must be approved by the organization's Funds Certifying Officer:

JPQ / UPQ / GPQ No.	Date Approved	Amount
		0
		0
+ - Row		Grand Total:

15. Complete Blocks 15a & 15b if this request is to modify funds from a previously request. Increases must be approved prior to purchase.

15a Original Amount: 0 15b Revised Amount: 0

16. I certify that the use of federal funds for the items to be purchase is allowable and appropriate:

16a. Signature of Funds Certifying Officer

16b. Date

16c. Name of Funds Certifying Officer

PART V - APPROVAL TO PURCHASE SUPPLIES / SERVICES

17. The "Authorizing Official" is the individual within the requestor's organization that is authorized to approve requisitions:

NOTE: Allottee cannot serve as funds certifier and cardholder's approving funds, may only perform 2 of these 3 functions

17a. Signature of Authorizing Official

17b. Date

17c. Name and Title of Authorizing Official

18. As required by component specific policy

18a. Signature of Approver

18b. Date

18c. Name and Title of Approver

PURCHASE CARD TRANSACTION FORM



U.S. DEPARTMENT OF JUSTICE
JUSTICE MANAGEMENT DIVISION

PART VI - Micro-Purchase Procurement Checklist *REQUIRED*

19. Required Sources:

Option	Source Priority	Determination	Contract Solutions
1	Sources Identified in FAR Part 8.002 and FAR Part 8.003	☐ Suitable ☒ Not Suitable	AbilityOne GSA Global Supply UNICOR (mandatory items >\$3,500)
2	OMB Mandatory Best In Class (BIC) Solutions	☐ Suitable ☐ Not Suitable	For the latest list, always check Solutions Finder (https://hallways.cap.gsa.gov/login-information) and the Best in Class (BIC) Resource Page (https://hallways.cap.gsa.gov/app/#/gateway/bestclass-bic) on the Acquisition Gateway
3	Justice Mandatory Solutions	☐ Suitable ☐ Not Suitable	DOJ Wireless Blanket Purchase Agreement (equipment only) DOJ Worldwide Delivery Services
4	OMB Preferred BIC Solutions	☐ Suitable ☐ Not Suitable	GSA FSSI OS3, FSSI OS4 and MAS SIN 3399400S4 (for office supplies) GSA Advantage GSA/FSSI NASA SEWP
5	Justice Preferred Solutions	☐ Suitable ☐ Not Suitable	DOJ Wireless Blanket Purchase Agreement (equipment only) DOJ Worldwide Delivery Services
6	Other Government-Wide Solutions	☐ Suitable ☐ Not Suitable	
7	Open Market Solutions	☐ Suitable ☐ Not Suitable	GSA Commercial Platforms Pilot Proof of Concepts Program

20. Determinations

- Yes No
☐ ☒ 20.01. Is this purchase a personal convenience item(s) exclusively for the benefit of an employee(s)?
- Yes No
☐ ☒ 20.02. Is/Are the Item(s) on the Don't Buy Listing in the OBD Purchase Card Manual?
- Yes No
☐ ☒ 20.03. Will this transaction result in a split purchase?
- Yes No
☒ ☐ 20.04. Have you rotated vendors for the same type of purchase?
- Yes No
☐ ☒ 20.05. Does the transaction amount include sales taxes or other fees?
- Yes No
☐ ☒ 20.06. Does the transaction represent an advance payment as defined in the OBD Purchase Card Manual?
- Yes No
☐ ☒ 20.07. Is this transaction a Call against an existing internal BPA?
- Yes No
☐ ☒ 20.08. Is this transaction a payment against an existing open market contract?
- Yes No
☐ ☒ 20.09. Is this transaction an order against an existing GSA/FSS, GSA/FSSI BPA, JWAC, or GWAC contract?
- Yes No
☐ ☐ 20.10. [OPTIONAL] Has verification been made that vendor is not debarred or suspended (www.sam.gov)? Attach SAM system verification search. (Excluded Parties List System (FAR 9.404(c)(7)))
- Yes No
☐ ☒ 20.11. Is this a purchase for copy or printing services?
- Yes No
☐ ☒ 20.12. Is this for construction/renovation/alteration services over \$2,000 that is not a repair (i.e., electrical services, painting >200 sq. ft. to public building or public work FAR Part 22.401 and FAR Part 22.402)?
- Yes No
☐ ☒ 20.13. Does purchase use Representation Funds (SOC 2572 only)?
- Yes No
☐ ☒ 20.14. Is purchase for food, beverages and/or light refreshments?
- Yes No
☐ ☒ 20.15. Is purchase for trinkets or other give-away items?
- Yes No
☐ ☒ 20.16. Is this purchase for food, beverages and/or light refreshments?
- Yes No
☐ ☒ 20.17. Is item for reasonable accommodation for an employee?
- Yes No
☐ ☒ 20.18. Is purchase for paid advertisements?
- Yes No
☐ ☒ 20.19. Is the action greater than \$3,500 and subject to UNICOR (FAR 8.6)?

PURCHASE CARD TRANSACTION FORM



U.S. DEPARTMENT OF JUSTICE
JUSTICE MANAGEMENT DIVISION

- Yes No
☐ ☒ 20.20. Is purchase for non-professional services greater than \$2,500 AND will employees be more than 5 employees?
- Yes No
☒ ☐ 20.21. Is purchase for Electronic and Information Technology (EI&T) goods or services? http://dojnet.doj.gov/jmd/pss/section_508.php
- Yes No
☒ ☐ 20.22. Is purchase for software or hardware?
- Yes No
☒ ☐ 20.23. Is purchase for IT services that require access to a DOJ IT system?
- Yes No
☐ ☒ 20.24. Is purchase for services that require access to personally identifiable information?
- Yes No
☐ ☒ 20.25. Is purchase for a commercially available, off-the-shelf item that uses external standby power devices, or that contains an internal standby power function? See <http://www.energystar.gov>, http://www1.eere.energy.gov/femp/technologies/eeep_purchasingspecs.html, and <http://www.epa.gov/watersense>.
- Yes No
☒ ☐ 20.26. Does this product use the Department of Energy's recommendation or the lowest standby power wattage?
- Yes No
☐ ☒ 20.27. Is product a delivery of hazardous material (i.e., pesticides or medical waste)?
- Yes No
☐ ☒ 20.28. Is transaction for products or services that will use products identified on EPA's list of designated products (<http://www.epa.gov/epaoswer/non-hw/procure/products.htm>) or USDA's list of designated products (www.biopreferred.gov/designationitemlist.aspx)?
- Yes No
☐ ☒ 20.29. Is this purchase to an individual (except an individual involved in undercover law enforcement operations)?
- Yes No
☐ ☒ 20.30. Is this purchase for a product that is made from radioactive materials, e.g., ammunition, electronic tubes, instrument panel gauges, compasses, identification markers.
- Yes No
☐ ☒ 20.31. Is this a purchase for a computer monitor, desktop computer, notebook or personal computer copiers, digital duplicators, facsimile (fax) machines, mailing machines, multifunction devices, printers, and scanners.(www.epeat.net)? (see DOJ Electronics Stewardship Program).
- Yes No
☐ ☒ 20.32. Is purchase for a product that contains ozone-depleting substances (e.g., refrigerator)? See <http://www.epa.gov/ozone.snap/index.html>.
- Yes No
☐ ☒ 20.33. Is purchase for repair or maintenance of a product that contains ozone-depleting substances (e.g., air conditioners, refrigerators)?

PART VII - Price Reasonableness

I have knowledge of this item based on prior experience acquiring same or similar goods or services. Therefore the price is deemed fair.

21a. Signature of Cardholder

21b. Date

21c. Name of Cardholder

PART VIII - Order Placement Information *REQUIRED*

22. Transaction was made via: ☐ Internet ☐ Telephone ☐ Fax ☐ Contract Invoice Payment ☐ Other

23. Confirmation Number: _____

24a. Signature of Cardholder

24b. Date

24c. Name of Cardholder

PART IX - Receiving Report

25a. Product / Service

25b. Quantity Ordered

25c. Quantity Received

I certify that all of the above products and/or services have been received, inspected, and accepted.

26a. Signature of Receiver

26b. Date

26c. Name of Receiver

PART X - Closeout

27a. Amount Obligated with Purchase:

27b. Adjustments Made (attach Justification):

27c. Total Amount Paid:

PART XI - Property

Insert the description, model number and serial number for each item inventoried. If the item was input into the DOJ Property Tracking System (PTS), insert "yes" in the "Input in PTS" column. If the item was bar coded, insert "yes" in the "Bar Coded" column.

Item Description	Model No.	Serial No.	Input in PTS	Bar Coded	Bar Code #
			Yes No ☐ ☐	Yes No ☐ ☐	
+ - Row					
Row					

From: (b) (6), (b) (7)(C)

To: (b) (6), (b) (7)(C)

Subject: RE: Urgent Notification: DOJ Mobile Devices Require a Critical Update

Date: Wed, 15 Feb 2023 15:45:35 -0500

Importance: Normal

Inline-Images: image001.jpg; image002.png

Thank you!

From: (b) (6), (b) (7)(C)

Sent: Wednesday, February 15, 2023 3:39 PM

To: (b) (6), (b) (7)(C)

Subject: RE: Urgent Notification: DOJ Mobile Devices Require a Critical Update

Yes

From: (b) (6), (b) (7)(C)

Sent: Wednesday, February 15, 2023 3:37 PM

To: (b) (6), (b) (7)(C)

Subject: FW: Urgent Notification: DOJ Mobile Devices Require a Critical Update

Hi, do I need to follow these steps for my iPhone? Thanks,

From: DOJ Service Desk (JMD) <(b) (6)>

Sent: Wednesday, February 15, 2023 12:06 PM

Subject: Urgent Notification: DOJ Mobile Devices Require a Critical Update

Duplicative Records

From: (b) (6), (b) (7)(C)

To: Christina Zeman <(b) (6)>, (b) (6), (b) (7)(C)

Cc: (b) (6), (b) (7)(C), (b)(6), (b)(7)(c) - (Karen Drolet's email address), "Alston, Keith (JMD)" <(b) (6)>, Chase Hill <(b) (6)>

Subject: RE: Axon Investigates software

Date: Mon, 17 Jul 2023 13:22:40 -0400

Importance: Normal

Christina,

Thanks for the update. When you have a tracking number for shipment, please forward to us.

Thanks,

(b) (6), (b) (7)(C)

From: Christina Zeman <(b) (6)>

Sent: Monday, July 17, 2023 11:35 AM

To: (b) (6), (b) (7)(C); (b) (6), (b) (7)(C)

Cc: (b) (6), (b) (7)(C); (b)(6), (b)(7)(c) - (Karen Drolet's email address); Alston, Keith (JMD) <(b) (6)>; Chase Hill <(b) (6)>

Subject: [EXTERNAL] RE: Axon Investigates software

Good morning (b) (6), (b) (7)(C),

Received an update from our Fulfillment Manager that the 3rd party that we work with for the dongles has advised that current shipping estimate is Wednesday.

I will keep you posted with any updates received if they are able to ship out earlier.

Also, I have requested an invoice to be sent to (b) (6), (b) (7)(C) attention and once that is generated, someone from our AR Team will be in contact to process the credit card.

Respectfully,

CHRISTINA ZEMAN

Federal, Senior Inside Sales Representative

M / (b) (6)

AXON.COM

From: (b) (6), (b) (7)(C)

Sent: Monday, July 17, 2023 9:54 AM

To: Christina Zeman <(b) (6)>; (b) (6), (b) (7)(C); Chase Hill <(b) (6)>

Cc: (b) (6), (b) (7)(C); (b)(6), (b)(7)(c) - (Karen Drolet's email address); Alston, Keith (JMD) <(b) (6)>

Subject: RE: Axon Investigates software

Good morning Christina,

Is there an update on this order? Let us know if (b) (6), (b) (7)(C) needs to contact you with our credit card info.

(b) (6), (b) (7)(C)

From: Christina Zeman <(b) (6)>
Sent: Friday, July 14, 2023 10:03 AM
To: (b) (6), (b) (7)(C); Chase Hill <(b) (6)>
Cc: (b) (6), (b) (7)(C); (b)(6), (b)(7)(c) - (Karen Drolet's email address); Alston, Keith (JMD) <(b) (6)>;
<(b) (6)>
Subject: [EXTERNAL] RE: Axon Investigates software

Thank you! Received and I have submitted your order.
I will provide updates on shipping out as soon as received.

Respectfully,

CHRISTINA ZEMAN
Federal, Senior Inside Sales Representative

M / (b) (6)

AXON.COM

From: (b) (6), (b) (7)(C)
Sent: Friday, July 14, 2023 9:53 AM
To: Christina Zeman <(b) (6)>; Chase Hill <(b) (6)>
Cc: (b) (6), (b) (7)(C); (b)(6), (b)(7)(c) - (Karen Drolet's email address); Alston, Keith (JMD) <(b) (6)>;
<(b) (6)>
Subject: RE: Axon Investigates software

As requested.

From: Christina Zeman <(b) (6)>
Sent: Friday, July 14, 2023 9:33 AM
To: (b) (6), (b) (7)(C); (b) (6), (b) (7)(C); Chase Hill <(b) (6)>
Cc: (b) (6), (b) (7)(C); (b)(6), (b)(7)(c) - (Karen Drolet's email address); Alston, Keith (JMD) <(b) (6)>
Subject: [EXTERNAL] RE: Axon Investigates software

Good morning (b) (6), (b) (7)(C),

I have received the notice this morning that your tax-exempt document was added to your account and your quote is now reflecting accordingly.

Can you please sign and return and I will get your order submitted right away this morning.

Respectfully,

CHRISTINA ZEMAN
Federal, Senior Inside Sales Representative

M / (b) (6)

AXON.COM

From: (b) (6), (b) (7)(C)
Sent: Friday, July 14, 2023 9:26 AM
To: (b) (6), (b) (7)(C); Christina Zeman <(b) (6)>; Chase Hill <(b) (6)>
Cc: (b) (6), (b) (7)(C); (b)(6), (b)(7)(c) - (Karen Drolet's email address); Alston, Keith (JMD) <(b) (6)>
Subject: RE: Axon Investigates software

Christina,

What is the status of this order? We need this to be processed as soon as possible. Is there a way for you to ship us the dongles and then have the paperwork and payment completed afterward?

(b) (6), (b) (7)(C)

From: (b) (6), (b) (7)(C)
Sent: Thursday, July 13, 2023 3:51 PM
To: Christina Zeman <(b) (6)>; Chase Hill <(b) (6)>
Cc: (b) (6), (b) (7)(C)
Subject: RE: Axon Investigates software

Thanks,

From: Christina Zeman <(b) (6)>
Sent: Thursday, July 13, 2023 3:21 PM
To: (b) (6), (b) (7)(C); (b) (6), (b) (7)(C)
Cc: Chase Hill <(b) (6)>
Subject: [EXTERNAL] RE: Axon Investigates software

Hi (b) (6), (b) (7)(C),

Our team has asked if you can please include the attached tax-exempt sample on your agency letterhead, sign, and return. Unfortunately, we are unable to use the SF1094-15c document.

Thank you!

CHRISTINA ZEMAN
Federal, Senior Inside Sales Representative

M / (b) (6)

AXON.COM

From: (b) (6), (b) (7)(C)
Sent: Thursday, July 13, 2023 11:56 AM
To: (b) (6), (b) (7)(C); Christina Zeman <(b) (6)>
Cc: (b) (6), (b) (7)(C); (b)(6), (b)(7)(c) - (Karen Drolet's email address); Alston, Keith (JMD) <(b) (6)>; Chase Hill <(b) (6)>
Subject: RE: Axon Investigates software

As requested.

From: (b) (6), (b) (7)(C)
Sent: Thursday, July 13, 2023 10:26 AM
To: Christina Zeman <(b) (6)>
Cc: (b) (6), (b) (7)(C); (b)(6), (b)(7)(c) - (Karen Drolet's email address); (b) (6), (b) (7)(C); Alston, Keith (JMD)
<(b) (6)>; Chase Hill <(b) (6)>
Subject: RE: Axon Investigates software

Christina,
Thanks for getting back to me. (b) (6), (b) (7)(C) has the tax exempt form and will be forwarding that to you. Below is (b) (6), (b) (7)(C) info for billing purposes.

(b) (6), (b) (7)(C)
950 Pennsylvania Ave. NW
Room B-206
Washington, DC 20530

Let me know if you need anything else.

Thanks,
(b) (6), (b) (7)(C)

From: Christina Zeman <(b) (6)>
Sent: Thursday, July 13, 2023 8:47 AM
To: (b) (6), (b) (7)(C)
Cc: (b) (6), (b) (7)(C); (b)(6), (b)(7)(c) - (Karen Drolet's email address); (b) (6), (b) (7)(C); Alston, Keith (JMD)
<(b) (6)>; Chase Hill <(b) (6)>
Subject: [EXTERNAL] RE: Axon Investigates software

Good morning (b) (6), (b) (7)(C),

Pleasure meeting you.

I will be assisting with placing your order. Once the tax-exempt form is received, we will have it removed from your quote. I will then send the updated quote back over to you, if you can then please sign and return, I am then able to process your order internally.

Once your order is processed, I will notify our AR Team that it is of interest to pay via Credit Card and to send out the invoice and they will call to collect the Credit Card Information, respectively. So please provide (b) (6), (b) (7)(C) contact information so I can include that as the billing POC.

Thank you, (b) (6), (b) (7)(C)! Let me know if you have any questions at this time and look forward to working with you.

Respectfully,

CHRISTINA ZEMAN
Federal, Senior Inside Sales Representative

M / (b) (6)

AXON.COM

From: Chase Hill <(b) (6)>
Sent: Thursday, July 13, 2023 8:28 AM
To: (b) (6), (b) (7)(C)
Cc: (b) (6), (b) (7)(C), (b)(6), (b)(7)(c) - (Karen Drolet's email address); (b) (6), (b) (7)(C); Alston, Keith (JMD)
<(b) (6)>; Christina Zeman <(b) (6)>
Subject: Re: Axon Investigates software

(b) (6), (b) (7)(C),

Thank you for reaching out – sorry for the delay in response but on travel his week and about to get on my next flight. I am including Christina Zeman on the email who will be able to support this transaction. She will be reaching out to you shortly with next steps.

Side Note – our system automatically generates tax on quotes. It is a strange request (since you are the Federal government) but will need a tax exempt form in order to remove tax from all future quotes/orders/invoices. If one is not available we have a template we can provide that DOJ, DHS, DOI, etc. can use. Let me know if you have any questions as we process this order for you.

Chase Hill

Account Executive - Federal Civilian
Axon Enterprise, Inc. (AXON)

M / (b) (6)
E / (b) (6)
[AXON.COM](https://www.axon.com)

From: (b) (6), (b) (7)(C)
Date: Wednesday, July 12, 2023 at 2:58 PM
To: Chase Hill <(b) (6)>
Cc: (b) (6), (b) (7)(C), (b)(6), (b)(7)(c) - (Karen Drolet's email address), (b) (6), (b) (7)(C), "Alston, Keith (JMD)" <(b) (6)>
Subject: Axon Investigates software

Hi Chase,

We received your quote for the [REDACTED] licenses for the Axon Investigates software and we would like to proceed with the purchase. (b) (6), (b) (7)(C) our purchase card holder would like to call you with our credit card information and pay over the phone. The phone number we have for you is (b) (6) so please confirm that she can reach you there.

Please have the dongle(s) shipped **overnight** to:

(b) (6), (b) (7)(C)
950 Pennsylvania Ave. NW
Room B-206
Washington, DC 20530

We are in desperate need of this software and want to have it installed as soon as possible. Let us know if there are any problems or questions.

Thank you,

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)
Records Officer
Special Counsel's Office - Smith

(b) (6), (b) (7)(C)

From: (b) (6), (b) (7)(C)

To: (b) (6), (b) (7)(C)

Subject: FW: Axon Investigate software

Date: Wed, 12 Jul 2023 15:24:35 -0400

Importance: High

Attachments: Q-496564-45119.632CH.pdf

From: Alston, Keith (JMD) <(b) (6)>

Sent: Wednesday, July 12, 2023 11:24 AM

To: (b) (6), (b) (7)(C); (b) (6), (b) (7)(C); (b) (6), (b) (7)(C); Alkire, Dee A. (JMD)

<(b) (6)>; Yun, Jun (JMD) <(b) (6)>; Feliciano, Damian R. (JMD)

<(b) (6)>

Subject: FW: Axon Investigate software

Importance: High

Duplicative Records

From: (b) (6), (b) (7)(C)

To: Christina Zeman <(b) (6)>, (b) (6), (b) (7)(C)

Cc: (b) (6), (b) (7)(C), (b)(6), (b)(7)(c) - (Karen Drolet's email address), "Alston, Keith (JMD)" <(b) (6)>, Chase Hill <(b) (6)>

Subject: RE: Axon Investigates software

Date: Wed, 19 Jul 2023 15:59:46 -0400

Importance: Normal

Thanks Christina! I'll let you know when it has arrived.

From: Christina Zeman <(b) (6)>

Sent: Wednesday, July 19, 2023 3:07 PM

To: (b) (6), (b) (7)(C); (b) (6), (b) (7)(C)

Cc: (b) (6), (b) (7)(C); (b)(6), (b)(7)(c) - (Karen Drolet's email address); Alston, Keith (JMD) <(b) (6)>; Chase Hill <(b) (6)>

Subject: [EXTERNAL] RE: Axon Investigates software

Hi all,

Please see below for tracking information:

Tracking: https://www.ups.com/track?track=yes&trackNums=1Z96Y06R0227950546&loc=en_US&requester=ST/trackdetails

Tracking will update once it has been scanned into UPS's system.

Also, have been told that they are being shipped from Spokane, Washington.

Respectfully,

CHRISTINA ZEMAN

Federal, Senior Inside Sales Representative

M / (b) (6)

AXON.COM

From: (b) (6), (b) (7)(C)

Sent: Wednesday, July 19, 2023 11:56 AM

To: Christina Zeman <(b) (6)>; (b) (6), (b) (7)(C)

Cc: (b) (6), (b) (7)(C); (b)(6), (b)(7)(c) - (Karen Drolet's email address); Alston, Keith (JMD) <(b) (6)>; Chase Hill <(b) (6)>

Subject: RE: Axon Investigates software

Thanks for the update Christina!

From: Christina Zeman <(b) (6)>

Sent: Wednesday, July 19, 2023 11:48 AM

To: (b) (6), (b) (7)(C) ; (b) (6), (b) (7)(C)
Cc: (b) (6), (b) (7)(C) ; (b)(6), (b)(7)(c) - (Karen Drolet's email address) ; Alston, Keith (JMD) <(b) (6)>; Chase Hill <(b) (6)>
Subject: [EXTERNAL] RE: Axon Investigates software

Hi (b) (6), (b) (7)(C),

I have followed up to inquire that they will be shipping today, as soon I receive an update/the tracking information from our Fulfillment Manager, I will have that information over to you.

I believe that the invoice and contact information was sent on Monday to (b) (6), (b) (7)(C), but it is attached now as well as a contact number below for CC payment.

Ph: (b) (6), option (b), option (b)

Respectfully,

CHRISTINA ZEMAN

Federal, Senior Inside Sales Representative

M / (b) (6)

AXON.COM

From: (b) (6), (b) (7)(C)
Sent: Wednesday, July 19, 2023 11:10 AM
To: Christina Zeman <(b) (6)>; (b) (6), (b) (7)(C)
Cc: (b) (6), (b) (7)(C) ; (b)(6), (b)(7)(c) - (Karen Drolet's email address) ; Alston, Keith (JMD) <(b) (6)>; Chase Hill <(b) (6)>
Subject: RE: Axon Investigates software

Hi Chrstina,
Are the dongles being shipped out today? If so, please provide a tracking number.

(b) (6), (b) (7)(C) has not been contacted yet to process the payment. When should she expect to be contacted?

We really need this software as soon as possible, so please let us know if there is anything we can do to speed up this process.

Thank you,

(b) (6), (b) (7)(C)

From: Christina Zeman <(b) (6)>
Sent: Monday, July 17, 2023 11:35 AM
To: (b) (6), (b) (7)(C) ; (b) (6), (b) (7)(C)
Cc: (b) (6), (b) (7)(C) ; (b)(6), (b)(7)(c) - (Karen Drolet's email address) ; Alston, Keith (JMD) <(b) (6)>; Chase Hill <(b) (6)>
Subject: [EXTERNAL] RE: Axon Investigates software

Duplicative Records

From: (b) (6), (b) (7)(C)
To: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)
Cc: (b) (6), (b) (7)(C)

Subject: RE: Service Alert: AnyConnect 4.10 Software Update for JMD-managed Workstations

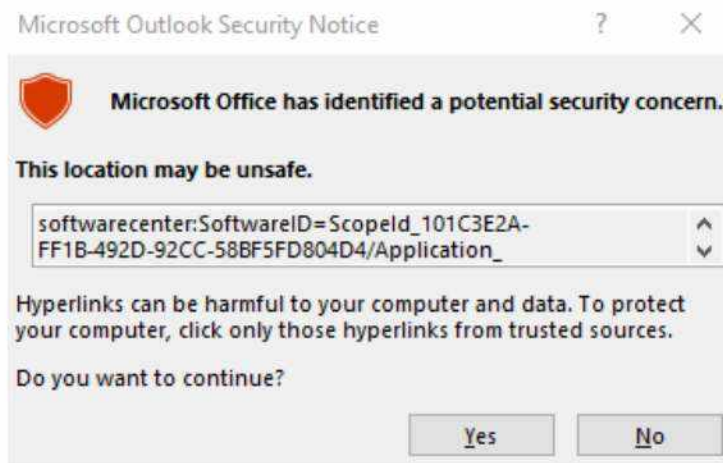
Date: Fri, 28 Apr 2023 08:56:29 -0400

Importance: Normal

Inline-Images: image003.png; image004.jpg; image005.png; image001.png

As an alternative to walking around the offices to install for the staff, or asking staff to stop by admin team with their laptops for update, we could distribute the software update directly via e-mail [link](#) to SCO-S All.

1. Click [link](#).
2. If a pop-up opens, see below, click Yes to continue.



3. Click Install once Software Center for AnyConnect 4.10.06079 opens.
4. When installation is complete, Software Center will show Status: Installed, see below.

JMD

Applications 1

Updates

Operating Systems

Installation status

Device compliance

Options

Applications > Application details



Cisco AnyConnect 4.10.06079

Uninstall

Status: Installed

Date published: Not specified

Restart required: Might be required

Download size: 31 MB

Estimated time: Not specified

Total components: 1

Date Modified: 1/20/2023

Regards,

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

From: McIntyre, Ariel (JMD) <(b) (6)>

Sent: Thursday, April 27, 2023 4:20 PM

To: (b) (6), (b) (7)(C)

Subject: FW: Service Alert: AnyConnect 4.10 Software Update for JMD-managed Workstations

Let's figure out how to handle the below.

Thanks!

Ariel (she/her)

From: DOJ Service Desk (JMD) <(b) (6)>

Sent: Thursday, April 27, 2023 3:52 PM

Subject: Service Alert: AnyConnect 4.10 Software Update for JMD-managed Workstations

OCIO | DOJ SERVICE DESK
Systems and Services Notification



U.S. Department of Justice
Office of the Chief Information Officer

Service Alert: AnyConnect 4.10 Software Update for JMD-managed Workstations

To: JMD-supported users

Details: Users with JMD-managed workstations are required to upgrade Cisco AnyConnect Client to version 4.10.06079 to mitigate a severe stability bug and address security vulnerabilities.

Beginning on April 27, OCIO will push mandatory updates to users in a series of phases through the end of May. Affected users in each phase will receive a specific notification in advance, because the update will cause the computer to disconnect from the internet temporarily.

Users may also complete the update on their own prior to the automated push by following these instructions:

1. Connect to the DOJ Network either on-site or remotely.
2. Using the search magnifying glass in the lower left part of the screen, search for Service Center and then in Software Center search for Cisco AnyConnect 4.10.06079.
3. Perform the upgrade by clicking on the search result.
4. Once completed, open Cisco AnyConnect (find it by using the magnifying glass in the lower left of the screen, like in step 2) and verify the version 4.10.06079 by clicking on the lowercase i in the lower left of the AnyConnect window.

If you have any questions, please contact the DOJ Service Desk at (b) (6) or (b) (6).

This email notification was issued by the DOJ Service Desk.
U.S. Department of Justice | Justice Management Division
Office of the Chief Information Officer



Axon Enterprise Inc.
PO BOX 29661
DEPARTMENT 2018
PHOENIX, AZ 85038-9661
Ph: (b) (6), option (b) (6), option (b) (6)
arinquies@axon.com
www.axon.com
TIN: (b) (6)
DUNS Number: (b) (6)
UEI Number: (b) (6)

Invoice

Invoice ID INUS171571
Date 17-Jul-23
Page 1 of 2
Sales Order
Requisition
Your Ref Q-496564
Our Ref
Payment Net 30 days
Invoice Account 540949
Terms of Delivery EXW

BILL TO

DOJ-JMD-DC
950 Pennsylvania Ave NW
Washington, DC 20530-0001
USA

SHIP TO

U.S. Department of Justice- Attn: Room B-206
950 Pennsylvania Ave NW
Washington, DC 20530-0001
USA

Line No.	Ship to*	Item Number	Description	Quantity	Unit Price	Amount
1	1	100749	INVESTIGATE PRO DONGLE LICENSE Tax Date 17-Jul-23	(b)(4) per JMD		
2	1	100678	INVESTIGATE PRO USB DONGLE Tax Date 17-Jul-23			

Sales Amount	(b)(4) per JMD
Misc. Charges	
Discount	
Sales Tax	
Total	
Amount Received	
BALANCE DUE	USD

Payment Due 16-Aug-23

PAYMENT REMITTANCE INFORMATION

For ACH/EFT Payment: (Preferred Method)	For Wire Transfers	For Check Payments Mail To:	For Overnight Check Payments Mail
Account Name Axon Enterprise, Inc. Account Number (b) (6) Bank Routing No (b) (6) Reference No INUS171571	Beneficiary Axon Enterprise, Inc. Account Number (b) (6) Bank Routing No (b) (6) SWIFT Code (b) (6) Reference No INUS171571	Axon Enterprise, Inc. PO BOX 29661 DEPARTMENT 2018 PHOENIX, AZ 85038-9661 Reference No INUS171571	Axon Enterprise, Inc. JPMorgan Chase (AZ1-2170) Attn: Axon Enterprises 29661-2018 2108 E Elliot Rd, Tempe, AZ 85283 Reference No INUS171571

Please reference the invoice number on your ACH, Wire or Check payment and send to AR@axon.com

Important Note: By selecting the wire transfer payment method, you agree to accept the processing & transaction fees charged by the bank relating to this wire



Axon Enterprise Inc.
PO BOX 29661
DEPARTMENT 2018
PHOENIX, AZ 85038-9661
Ph: (b) (6), option (b) (6), option (b) (6)
arinquies@axon.com
www.axon.com
TIN: (b) (6)
DUNS Number: (b) (6)
UEI Number: (b) (6)

BILL TO
DOJ-JMD-DC
950 Pennsylvania Ave NW
Washington, DC 20530-0001
USA

Invoice

Invoice ID INUS171571
Date 17-Jul-23
Page 2 of 2
Sales Order
Requisition
Your Ref Q-496564
Our Ref
Payment Net 30 days
Invoice Account 540949
Terms of Delivery EXW

SHIP TO
U.S. Department of Justice- Attn: Room B-206
950 Pennsylvania Ave NW
Washington, DC 20530-0001
USA

*Tax Note

Ship-to-address Legend*

1 U.S. Department of Justice- Attn: Room B-206
950 Pennsylvania Ave NW
Washington, DC 20530-0001
USA

PAYMENT REMITTANCE INFORMATION

For ACH/EFT Payment: (Preferred Method)	For Wire Transfers	For Check Payments Mail To:	For Overnight Check Payments Mail
Account Name Axon Enterprise, Inc. Account Number (b) (6) Bank Routing No (b) (6) Reference No INUS171571	Beneficiary Axon Enterprise, Inc. Account Number (b) (6) Bank Routing No (b) (6) SWIFT Code (b) (6) Reference No INUS171571	Axon Enterprise, Inc. PO BOX 29661 DEPARTMENT 2018 PHOENIX, AZ 85038-9661 Reference No INUS171571	Axon Enterprise, Inc. JPMorgan Chase (AZ1-2170) Attn: Axon Enterprises 29661-2018 2108 E Elliot Rd, Tempe, AZ 85283 Reference No INUS171571

Please reference the invoice number on your ACH, Wire or Check payment and send to AR@axon.com

Important Note: By selecting the wire transfer payment method, you agree to accept the processing & transaction fees charged by the bank relating to this wire

From: "McIntyre, Ariel (JMD)" <(b) (6)>

To: (b) (6), (b) (7)(C)

Subject: FW: OCIO updates, WebEX, H Drive Migration, AltSECid/OKTA

Date: Thu, 30 Mar 2023 11:17:50 -0400

Importance: Normal

Attachments: OCIO_JCON_Customer_Meeting_28_March_2023_Slide_Final.pptx

Inline-Images: image001.png; image003.png; image002.png; image004.png; image005.png; image006.png; image007.png

FYI about impending OCIO disasters.

Thanks!

Ariel (she/her)

From: Ely, Daniel J. (JMD) <(b) (6)>

Sent: Wednesday, March 29, 2023 6:46 PM

To: Finance_Leadership (JMD) <(b) (6)>

Subject: OCIO updates, WebEX, H Drive Migration, AltSECid/OKTA

Key updates:

WebEx

AltSecID

H Drive to One Drive Migration

Mobile Apps update

I think the main things we need to worry about is:

- If you have an active WebEX account, do not schedule new events under the old classic WebEX. Old events already scheduled/created will still work under classic.
- The H Drive to One Drive Migration
- AltSecID/OKTA

Recently Matt and I had PIV certificates expire without notice. We went to the ID section in 2CON to update our certificates since our PIVs do not expire until 2025 but the certificate on it expired in March 2023. No appointment is necessary for the ID section in 2CON (according to ID Section). Once we arrived at the ID section they already had a new PIV card ready for me and they made a PIV card for Matt on the spot. We were informed they are not updating certificates but instead issuing new PIVs (according to ID Section). After the PIV is set up at the ID Section, you will not be able to log into a JCON machine. You must have Account Management via DOJ Service Desk (b) (6) push the AltSecID info to the PIV, this requires 2-3 hours from when you contact the Helpdesk (according to Service Desk).

Once you can log onto the JCON machine with the new PIV, you will not be able to access JEDI-NG. You will click on JEDI-NG, sign in with PIV and enter your PIN. The below screen will pop up. You will click Set up and another screen will pop up with a QR code. You will need to have OKTA Verify App downloaded to your mobile device and scan the QR code with it. This will authenticate you and you will now be able to access JEDI-NG.

Any questions let me know.

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Set up security methods

 (b)(6) Daniel Ely

Security methods help protect your account by ensuring only you have access.

Set up required

**Okta Verify**
Okta Verify is an authenticator app, installed on your phone, used to prove your identity
Used for access

Set up

[Back to sign in](#)

[Privacy Act Statement](#)

U.S. DEPARTMENT OF JUSTICE



Set up Okta Verify

 (b)(6) Daniel Ely

- On your mobile device, download the Okta Verify app from the App Store (iPhone and iPad) or Google Play (Android devices).
- Open the app and follow the instructions to add your account.
- When prompted, tap Scan a QR code, then scan the QR code below:





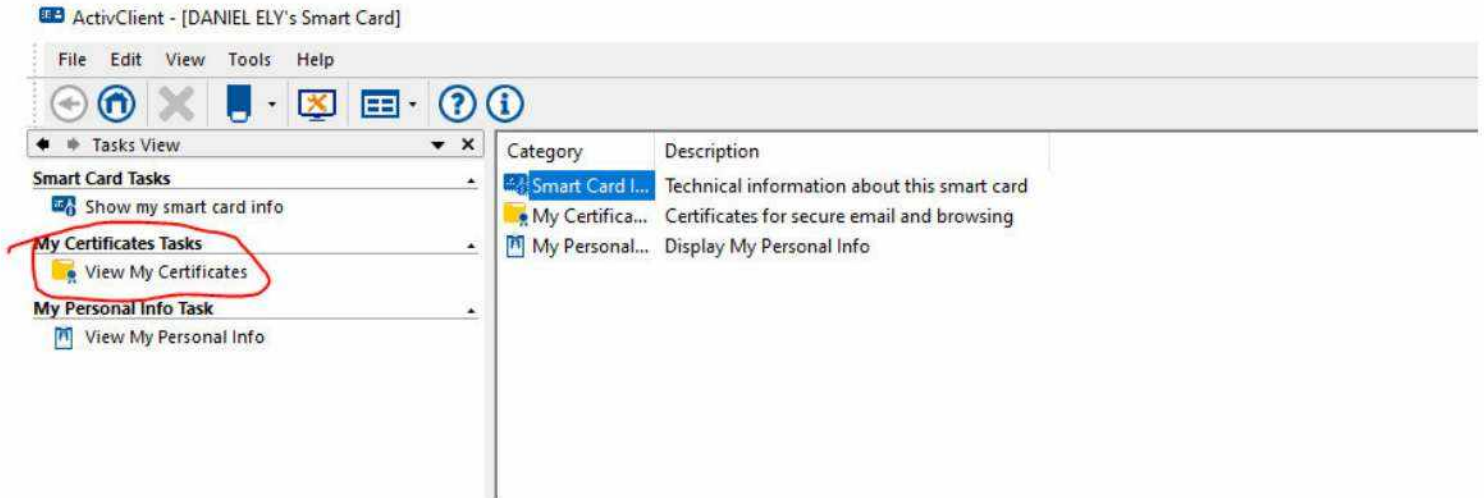
Okta Verify

To check your certificate expiration date...

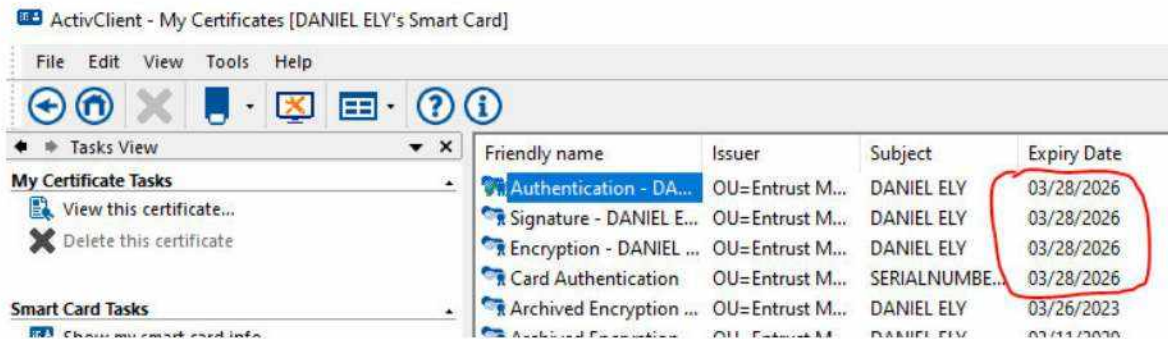
Right click on icon below and click Open.



Click on "View My Certificates"



Check date, as you can see mine expired on 3/26/2023 and it booted me off the computer promptly. Now my new PIV expires on DEC 2027 but my certificates expire earlier on 3/28/2026.



Daniel Ely
U.S. Department of Justice (DOJ) | JMD Finance Staff
145 N St., NE Rm 7e-101
Washington DC, 20530
Mobile: (b) (6)
Email: (b) (6)

Finance staff
<https://dojnet.doj.gov/jmd/fs/>

Unified Financial Management System (UFMS)
https://doj365.sharepoint.us/sites/jmd-JFS/Pages/UFMS_Program.aspx

WebTA Time & Attendance
<https://doj.wta.nfc.usda.gov/doj/>

E2 CWTsato
[Travel](#)

Working Capital Fund (WCF)
<https://dojnet.doj.gov/jmd/bs/wcf.php>

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JCON End-User Services Customer Meeting

Office of the Chief Information Officer
Service Delivery Staff

March 28, 2022

Darlene Brooks – Assistant Director, End-User Support Services (ESS)



U.S. Department of Justice
Office of the Chief Information Officer

Agenda

Topic	Team	Presenter
Welcome		Darlene Brooks
EIS Transition Updates	Voice Services	Barbara Granfield
WebEx Updates	Voice Services	Angela Thornton
Windows 10 End of Life (update)	ESS	Jun Yun
AltSecID (update)	SCIC	Douglas Miller
CEF DC Migration	IOS	Tamara Hastey
H Drive to One Drive migration (update)	ECS	Rahul Dua
Zscaler / Office Apps on Mobile Devices	ECS	Rahul Dua
App Integration/Vetting With M365	ECS	Rahul Dua
Mobile App for Learn DOJ	ATS	Peter Crichlow
Close Account Process / License Recovery	SCIC	Douglas Miller
Teams Roadmap with user impact	ECS	Omar Khan
Notes from the Service Desk	ESS	Jun Yun



EIS Transition Updates

DOJ / CCN Quarterly Meeting

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EIS Transition (update)

WASP Phones Service

- All WASP Phone Service Must be transition off by May 2024

Next Steps

- 4/10: Review WASP inventory and return with updates
- 4/10: Meeting invitations will be sent to phone POCs with legacy WASP inventory
- 4/30: Selection of new phone service

Phone Service Options

- VoIP Phones & Jabber Softphones
- Cell Phones Only
- TEAMS

Challenges:

- I don't know if the Phone is being use and I don't recognize the name
- I can't find the phone on my inventory
 - Recommendation:
 - ✓ Call the number, to see if someone picks up
 - ✓ Request to suspend the line



WebEx Updates

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Webex Updates – Events (classic) End of Life

- **Starting April 1, 2023**, Webex Events (classic) will be End of Life and replaced with Webex Webinars
- A host **cannot** schedule new events with Webex Events (classic)
- If a host has any scheduled events with Webex Events (classic) that start on April 1, 2023, or later, they can still start those events, manage activities within those events, and cancel those events. However, **the host will not be able to change the date and time to April 1, 2023, or later.**
- It's recommended for host to start using Webex Meetings and Webinars for future scheduling.

Webex Updates – DOJ Login

- March 30 at 1900 – 2200 (ET) DOJ is updating the Identity Provider for JMD-Webex, replacing the current sign in process with DOJ Login.
- DOJ Login is a cloud-based platform that facilitates secure sign-in across multiple platforms, including workstations and mobile devices (e.g., smartphones and tablets). Okta Verify is a multifactor authentication (MFA) application that verifies user identity.
- End users must authenticate and sign into DOJ applications and networks using a DOJ-issued Personal Identity Verification (PIV) card. Users without a DOJ-issued PIV card are required to sign in with phishing-resistant multifactor authentication (MFA).

Webex Upcoming Update - Cisco WebEx Upgrade to 43.4

- **April 7 at 1900 – April 8 at 0000 ET:** Cisco WebEx will be upgraded to 43.4, which includes the following Webinars experience:
- Completed webinars now include a new report in the Activity tab called Reports summary which combines attendance, registration, and survey data all into one csv file. This report is all inclusive for the webinar data pipeline and saves hosts from the effort of viewing the three reports separately or combining them manually.
- Attendees can join a webinar once using one email address. This prevents uninvited attendees from using an email address that has been approved or invited to join the webinar.
- Webinar presenters can open and share an MP4 file to attendees during the webinar. This is an alternative way to share a video.
- Host and cohost to have same privileges on the webinar report page. Cohosts can now access and download the same reports as the host from the webinar report page. Both hosts and cohosts can see the same tabs on the reporting page including attendance, registration (if required), survey (if any), activity (if any), recordings, and insights.

No impact to customers or service interruption is expected.



End of Life for Windows 10 versions

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End of Life for Windows 10 Images versions 1803, 1909, and 20H2

Windows 10 Releases	Release date	End of Life date	Currently Deployed in JMD (current / last meeting)	Notes
Version 1803	30 Apr 2018	11 May 2021	19 / 80	Hardware Replacement Required.
Version 1909	12 Nov 2019	10 May 2022	497 / 860	Remote In-place upgrade to 21H2
Version 20H2	20 Oct 2020	9 May 2023	1317 / 1726	Will update to 21H2 during monthly patch cycle in April
Version 21H2	16 Nov 2021	11 Jun 2024	2659 / 1888	Will be upgraded to 22H2 during monthly patch cycle
Version 22H2	18 Oct 2022	13 May 2025	51 / 0	Last version before end of life for Windows 10 OS
Windows 10 OS	29 Jul 2015	14 Oct 2025	-	End of Life of all Windows 10 version
Windows 11	October 4, 2021	Approx. 10 year from release date	0	Currently under evaluation. Expected rollout with next Tech refresh cycle in 2024.

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Upgrade to 21H2

- **19** remaining 1803 computers.
Service Desk will contact the user and the POC about scheduling an appointment to upgrade the computer. Currently in discussion with OCIO/CSS regarding account action needed for users not responsive to OCIO requests.
- **497** remaining 1909 Users should upgrade directly from Software Center or have Service Desk push the update at a specific date. SD will reach out each user about the path forward.



- 20H2 and 21H2 version users will be upgraded to 22H2 during monthly patching cycles. These upgrades are quick 3 minute updates.



Alternate Security ID (update)

AltSecID Deployment

AltSecID

- Alternative Security Identities is an Active Directory attribute that lamDOJ can use as a repository for certificate information. This allows for an explicit mapping between certificates and accounts. We can then associate users with their secondary certificates.

Status

- AltSecID was fully deployed to both the GSD and AHB environments in Feb'23.

Benefits

- User Accounts – AltSecID provides greater login security for all user and is generally transparent for normal User Login
- Admin Accounts – AltSecID provides secure login using your regular User PIV and generally removes the need to remember and change passwords.

AltsecID – details

Update Account Information

- Two user account fields are update to assure the PIV card used for the account is accurate. This also provides reference to the User PIV card when logging into and admin account

USER: (b)(6) Douglas Miller

Info

(b)(6) Douglas Miller

AlternativeSecurityID

X509:<I>DC=gov,DC=doj,DC=gsd,CN=GSD Root CA<SR>ACC50100000097B15

AltSecID Sync: USAccess -> IamDOJ -> Active Directory

- Automatic synchronization occurs following and PIV certificate change (New PIV card or certificate update.
- ~ 2 hours from issuance / activation of new PIV to ability to login.

Changes to Login Process

- User Account – Transparent
- Admin Account – Make User of UserName Hint field:

AltsecID – Admin Account Login

Change in Admin Login Process

- Use Sign-in options to select **User PIV**.
- Enter Pin as normal
- Complete **Username hint** field {domain}\User ID (of admin account)



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AltsecID Project Schedule

Milestone	Description	Target Date	Status
AHB Pilot	Successful correlation of 25 AHB accounts with AltsecID	6/03/22	Complete
AHB Change Request	AHB Deployment CR Approval	6/07/22	Complete
GSD Change Request	GSD Deployment CR Approval	8/17/22	Complete
AHB Deployment	Complete correlation of remaining 200+ AHB user accounts with their AltsecID	8/31/22	In Progress
GSD Pilot Users	Identify representative set of test users for GSD pilot	8/31/22	In Progress
GSD Correlation w/ AltsecID	IamDoJ to implement correlation code for AltsecID to GSD ahead of Pilot	Sept 2022	Not Started
GSD Pilot	Pilot AltsecID to GSD correlation with representative test users	Oct 2022	Not Started
GSD Deployment	Complete correlation of all 4200+ GSD user accounts with their AltsecID	Oct 2022	Not Started



CEF-DC Migration

Current Status & Accomplishments

Background: The CEF-DC Datacenter is slated to close the end of calendar year 2025. All data and networking services will be moved to CEF-E. Currently a hardware refresh has been started at the CEF-E facility.

Windows/IOS team along with Network Operations, Linux, Storage and Backup and Secure Enclave are involved in the CEF-DC migration move.

Once CEF-DC hardware resources have been replicated in CEF-E, CEF-DC hardware will be sent to CEF-W for reuse.

Accomplishments

- Drafted communications to impacted IOS customers.
- Compiled and prioritized migration of impacted IOS customers – meetings with customers are still needed to finalize migration.
- Ordered necessary network apparatus for CEF-E.

Solution

Windows IOS Next Steps

Impacted IOS Customers

- ATS, CDCS, Compliance, CSS, DOJ Fed Svcs, ECS, eDiscovery, EUC, Finance, JCS, JSTARS, Linux, Mobility, Network, and Windows Team

Approach

- Distribute notification to impacted IOS customers
- Finalize migration prioritization with impacted IOS customers
- Finalize the preferred migration approach for each impacted customer
 - A three (3) option approach is being offered to customers
 - a) Decommission servers, no further action needed by customer
 - b) "Lift and Shift" servers which will require an outage
 - c) Create new virtual servers, install necessary applications, test and delivery to customer for UAT prior to PROD deployment
- Schedule meetings with impacted customers to discuss expectations and further prioritize server list for migration

Windows IOS Milestones

Phase 1

- Procurement of necessary hardware
- 25% available resources available for migrations pending new hardware delivery

Phase 2

- NetOps provides Connectivity

Phase 3

- Deploy new hardware at CEF-E (Compute, Storage and Backup)
- Move remaining 75% of VMs and data left

CEF-DC Migration Complete Date: FY25 Q2

Customer Priority

Customer Name	# of Server(s)	Priority
ATS	7	High
CDCS	2	Low
Compliance	5	Low
CSS	13	Medium
DOJ Fed Svcs	40	High
ECS	14	Medium
eDiscovery	23	High
EUC	89	Medium to High
Finance	1	Low
JCS	16	Medium
JStars	16	High Risk
Linux	6	Medium
Mobility	22	Low
Network	25	Medium
Windows Team	96	Medium



H-Drive Migration update

H: Drive Migration to OneDrive

BLUF: ECS to begin migrating user H: Drive data to OneDrive. Comprehensive user communications will be provided once schedule is finalized, and training is offered to ensure users are familiar with OneDrive capabilities and features.

Background: ECS supports the eDiscovery Streamlined Custodian Project and its objective to copy user individual files to their OneDrive. The project increases efficiency for eDiscovery and Accounts Management by reducing the complexity of searching user data in multiple file locations and streamlines the close account process.

User Experience upon Migration: ECS will duplicate the user's existing H: drive files and file structure to that user's OneDrive. ECS will remap users to a restricted H: Drive that only allows PST and PDF files (multipurpose devices scanner/printer support). ECS is offering comprehensive user communications and OneDrive training to familiarize users with OneDrive capabilities and features.



Benefits

The move to OneDrive benefits DOJ:

- Microsoft OneDrive for Business integrates with the Microsoft 365 application suite.
- Access to files and folders from all DOJ devices, including mobile on Zscaler.
- Provides ability to share files and/or folders with any DOJ user.
- All DOJ end users are licensed for OneDrive, no additional licensing costs.
- OneDrive provides each end user one (1) terabyte (TB) of file storage.
- Server and storage cost reduction, providing cost savings to DOJ.
- The M365 cloud provides redundancy and accessibility greater than local file servers such as H: drive.
- Streamlined records management: Relocating user's individual files to their OneDrive provides eDiscovery and Accounts Management teams greater efficiency by reducing the complexity of searching for user data in multiple file locations and streamlined close account process.

H: Drive Migration User Experience

ECS will migrate users in batches by office (same as OneDrive migration)

Before Migration

- Users receive comms
 - 3 Weeks
 - 1 Week
 - Day of
- Users receive Job Aides
 - Recently accessed files from H drive ("Recent" and "Pinned") file paths in Office Applications will change
 - Files on demand
- User Training
 - OneDrive training
 - Live remote by office
 - LearnDOJ
- Priority User considerations (VIP)
 - White Glove

During Migration

- Users have no access to H drive from 1800-2100 EST
- Re-Map users H Drive to Restricted H Drive
- Copy existing PST files to users new restricted H Drive
- Complete incremental migration
- Force reboot

After Migration

- Users will now access their former H drive files from OneDrive
- An exact H drive copy (files, file structure, names, etc.) will be in a folder on OneDrive
- Users H drive restricted to PDF and PST files
- Priority User (VIPs) support
 - White Glove / standby support

Note: Users will be remapped to a restricted H Drive to allow for PDFs (Multifunction Devices (HP/Canon/Xerox) that scan and print to H.) and PSTs

H: Drive to OneDrive File Copy View

Current H: Drive View

File Name Share View

Computer > H Drive (H:)

Name	Date modified
ITIL-ISO 20000	
OneDrive - DOI	
Computer	
3D Objects	
Desktop	
Documents	
Downloads	
Music	
Pictures	
Videos	
Windows (C:)	
G Drive (G:)	
H Drive (H:)	
M Drive (M:)	
Network	

56 items

New H: Drive Folder in OneDrive

File Home Share View

OneDrive - DOI

PowerShell
SOS IPR
Teams Training

OneDrive - DOI

_HomeDrive112922

0200 Organization and Planning
0400 Policy, Directives, and Guidance
0600 Information and Privacy (FOIA, Declassification)
0700 Internal Oversight
0800 Records and Information Management
0900 Information Technology
1000 Ethics
1100 Equal Employment Opportunity (EEO)
1200 Human Resources (HR)

118 items 1 item selected Available when online

Post-Migration View w/ H: Files

File Home Share View

OneDrive - DOI

_HomeDrive112922

Teams Training

0200 Organization and Planning
0400 Policy, Directives, and Guidance
0600 Information and Privacy (FOIA, Declassification)
0700 Internal Oversight
0800 Records and Information Management
0900 Information Technology
1000 Ethics
1100 Equal Employment Opportunity (EEO)
1200 Human Resources (HR)

112 items

DOI: XCON Quarterly Meeting For Official Use Only



Office App on Mobile Devices w/ Zscaler

Office App on Mobile Devices

ZScaler Client Connector: An always-on virtual private network (VPN) mobile security application that enforces required internet security policies and access controls on mobile devices.

M365 Office Mobile Apps: ZScaler on DOJ-issued mobile devices enables end users to use the Microsoft Office 365 suite of applications on their mobile devices (i.e., mobile device versions of Word, Excel, PowerPoint, OneNote, OneDrive, Teams, Planner and Outlook).

Schedule:

- Pilot Migrations – Through March 2023
- Velocity Migrations – April 2023





App Integration / Vetting with M365



Communicate to ECS before purchasing or developing a new application that integrates with M365. Please engage ECS during the evaluation phase.

Common issues include:

- Vendor must support GCC High
- Must support delegate access or Application Access policies to restrict mailbox access
- Ensure application does not require rights that cannot be restricted (i.e. Read/write to all SharePoint sites, read/write to Azure Active Directory)
- Waste of time and resources



Mobile App for LearnDOJ

Mobile App for LearnDOJ

Overview

The SuccessFactors Mobile App is being introduced to the Department of Justice as an opportunity to extend current Learning Management System trainings to mobile devices.

Business Benefit

DOJ personnel will have mobile-enabled training available from their mobile phones.

Participating Components

- ATF
- DEA
- JMD, including OCIO JCON supported Offices
- USMS
- *CIV is testing the app



Recent Accomplishments

1. Components participating in this initial deployment have successfully accessed and authenticated the LMS Mobile App.
2. Sample content has been tested and approved for mobile-readiness.
3. Mobile configuration settings have been determined and is in the final approval stage.

Next Steps

1. Demo the configured mobile application to the participating components.
2. Prepare for User Acceptance Testing, and the cut-over to production.
3. Create the mobile app training guide, communication plan, and service desk support documentation.

Mobile App for LearnDOJ

Key Milestones	Owner	Completion Date	Status
Present the mobile app roadmap to the CMB	LMS team	11/16/2022	Complete
Configuration documents and mobile readiness confirmed	LMS Team	03/15/2023	Complete
Demo configured mobile app	LMS Team	04/03/2023	On Schedule
Approval of cut-over to production plan	LMS Team/Component	05/10/2023	On Schedule
User acceptance testing complete	Component	05/10/2023	On Schedule
Mobile readiness complete in production environment	Component	05/17/2023	On Schedule
Go-live	LMS Team	05/25/2023	On Schedule



Close Account Process / License Recovery

Close Account Process and O365 License Recovery

Issue

- Failure to fully offboard accounts had resulted in over 1,200 O-365 licenses not being released.
- Over licensing results in increased cost to JMD and poor stewardship of the people's money.

Two Contributing Factors

- Incomplete offboarding process resulting in legacy accounts backlogged in system
- Failure of Supervisors / CORs to request account closure in a timely fashion

Solutions

- New offboarding process implemented to address backlog of account closures (Implemented – 900 recovered)
- Follow-up with close account requests following user decertification being enforced (Underway).
- Reminder to Supervisors and CORs of their responsibility and DOJ policy (this slide)
- Better tie-in between HR / Identity processes and User account management (future)

Close Account Process - Streamlined

New Closure Account Process

- Managers and CORs still responsible for timely submission

Timeline from Day of Submission

- Within 24 hours – Account disabled
- By end of following pay period, accounts will begin processing to:
 - Record pertinent user info (Last login, GIA / LIA)
 - Ensure archive of required user data per data retention requirements.
 - Account removed from group and distribution list membership
- Following week (point in which account close action will not be reversed / new account creation required)
 - Email address (GIA) is released from account
 - Account added to email retention schedule
 - Account end synchronization with O-365 (License released)

Close Account Process - Streamlined

Close Account Backlog

- Additional resources secured to address significant backlog
- Working backwards (Most effective means to release licenses)
 - Implement process for new accounts
 - Close accounts not recertified for FY23
 - Work backward within Service NOW
 - Address legacy accounts from Remedy system

Teams Road Map

Teams Updates with User Impact

#	Functionality	Tag	Timeline
1	Start a Teams chat with a distribution group, mail enabled security group or M365 group. Will be restricted to 250 members. Contact ECS to test	MC397435	Delivered Piloting
2	My Activity Feed is being eliminated which is a log of your actions in Teams. Activity Feed will persist.	MC450203	March 2023
3	Microsoft Viva Insights App – productivity, time management and semi-monthly digest email	MC517341	April 2023
4	Teams Video Clips - Users can record, send, and playback video messages in chats. Recording is limited to 1 minute	MC525143	April 2023
5	Collaborate in Teams Meetings with Excel Live	MC523057	April 2023
6	Rich text formatting in notes field of Planner notes	MC295027	April 2023
7	Change in chat deletion policy. User can only permanently delete the chat in their mailbox, not in the mailbox of other people in the chat	MC466199	April 2023
8	New Teams Files App	MC528955	May 2023
9	Suggested files in 1:1 chat. User can now easily save time when you need to send a file in a chat by tapping on a "Share file" suggestion	MC513664	May 2023
10	Explicit recording consent - a user's audio, video, and screenshare/consent-share won't be captured in the meeting recording until they provide consent	MC523053	May 2023
11	Change call queue and auto attendant greetings/announcements by end user	MC527629	May 2023
12	Voice enabled channels and call dynamic caller ID (call as call queue number)	MC423128	July 2023

DSU: JCOH Quarterly Meeting

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Notes from the Service Desk

From the Service Desk

- 30 days prior to International Travel with GFE
- PIV Exemption / RSA Emergency tokens policy in review
- DSO/RSO search in SNOW is update on the component information.
- Software cost are extra.
- Computers off the network.
- Self-Service Portal will feature more request forms. Currently 23 requests.
 - Moving away from PDFs and instant ticket number creation.



Closing Q&A

Next meeting: Jun 27, 2022

From: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)

To: (b) (6), (b) (7)(C)

Subject: RE: Axon Investigate software

Date: Thu, 13 Jul 2023 10:56:27 -0400

Importance: Normal

I will talk to both of them. If anyone asks you about something and I'm causing a delay, you're welcome to tell them that, that's no problem. We'll get this resolved so you can order today. I just need to crack down on our processes now that the admin team is fully staffed. I have a lot less leeway in the audit now that I have staff.

Thanks!

Ariel

This message is intended for official use and may contain SENSITIVE information. If this message contains SENSITIVE information, it should be properly delivered, labeled, stored, and disposed of according to policy.

From: (b) (6), (b) (7)(C)

Sent: Thursday, July 13, 2023 10:40 AM

To: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)

Subject: RE: Axon Investigate software

I've had (b) (6), (b) (7)(C) & (b) (6), (b) (7)(C) contact me about the status of this purchase, so I would like to inform them now if something else needs to be done. Thanks,

From: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)

Sent: Thursday, July 13, 2023 10:38 AM

To: (b) (6), (b) (7)(C); (b)(6), (b)(7)(c) - (Karen Drolet's email address)

Subject: RE: Axon Investigate software

We can tack it on to the 11am.

Thanks!

Ariel

This message is intended for official use and may contain SENSITIVE information. If this message contains SENSITIVE information, it should be properly delivered, labeled, stored, and disposed of according to policy.

From: (b) (6), (b) (7)(C)

Sent: Thursday, July 13, 2023 10:37 AM

To: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address); (b)(6), (b)(7)(c) - (Karen Drolet's email address)

Subject: RE: Axon Investigate software

Can we have a quick call to discuss?

From: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)

Sent: Thursday, July 13, 2023 10:28 AM

To: (b)(6), (b)(7)(c) - (Karen Drolet's email address); (b) (6), (b) (7)(C)

Cc: (b) (6), (b) (7)(C)

Subject: RE: Axon Investigate software

Duplicative Records



From: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)

To: (b) (6), (b) (7)(C), (b) (6), (b) (7)(C)

Cc: (b) (6), (b) (7)(C), (b)(6), (b)(7)(c) - (Karen Drolet's email address)

Subject: RE: Axon Investigate software

Date: Thu, 13 Jul 2023 10:58:21 -0400

Importance: Normal

I'm causing a delay in the Axon purchase. (b) (6), (b) (7)(C) will let you know when it's been ordered, should be today.

Thanks!

Ariel

This message is intended for official use and may contain SENSITIVE information. If this message contains SENSITIVE information, it should be properly delivered, labeled, stored, and disposed of according to policy.

From: (b) (6), (b) (7)(C)

Sent: Wednesday, July 12, 2023 12:40 PM

To: (b)(6), (b)(7)(c) - (Karen Drolet's email address)

Cc: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address); (b) (6), (b) (7)(C)

Subject: RE: Axon Investigate software

Duplicative Records

To: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)

Cc: (b)(6), (b)(7)(c) - (Karen Drolet's email address)

Subject: RE: Axon Investigate software

Date: Mon, 17 Jul 2023 15:08:50 -0400

Importance: Normal

Ariel, when you get a few minutes, Karen and I would like to go over the process to update the policy. Thanks,

From: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)

Sent: Thursday, July 13, 2023 10:28 AM

To: (b)(6), (b)(7)(c) - (Karen Drolet's email address); (b) (6), (b) (7)(C)

Cc: (b) (6), (b) (7)(C)

Subject: RE: Axon Investigate software

Duplicative Records

From: (b) (6), (b) (7)(C)

To: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address), "Brooks, Darlene W. (JMD)"
<(b) (6)>, "Schwarten, Benjamin L. (JMD)"
<(b) (6)>

Cc: (b)(6), (b)(7)(c) - (Thomas Windom's email address), (b)(6), (b)(7)(c) - (Greg Bernstein's email address), (b) (6), (b) (7)(C)
(b)(6), (b)(7)(C), (b)(6), (b)(7)(C)
(b)(6), (b)(7)(c) - (Karen Drolet's email address), (b)(6), (b)(7)(c) - (Maria Vento's email address)

Subject: RE: Database software

Date: Tue, 03 Jan 2023 12:15:03 -0500

Importance: Normal

Sorry, Beyond Compare.

Thanks,

(b) (6), (b) (7)(C)
(b) (6), (b) (7)(C)

From: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)

Sent: Tuesday, January 3, 2023 11:59 AM

To: Brooks, Darlene W. (JMD) <(b) (6)>; Schwarten, Benjamin L. (JMD)
<(b) (6)>

Cc: (b)(6), (b)(7)(c) - (Thomas Windom's email address), (b)(6), (b)(7)(c) - (Greg Bernstein's email address), (b) (6), (b) (7)(C), (b) (6), (b) (7)(C)
(b) (6), (b) (7)(C), (b)(6), (b)(7)(c) - (Karen Drolet's email address), (b)(6), (b)(7)(c) - (Maria Vento's email address), (b) (6), (b) (7)(C)

Subject: RE: Database software

Please also add Beyond Control.

Thanks!

Ariel

From: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)

Sent: Tuesday, January 3, 2023 11:11 AM

To: Brooks, Darlene W. (JMD) <(b) (6)>; Schwarten, Benjamin L. (JMD)
<(b) (6)>

Cc: (b)(6), (b)(7)(c) - (Thomas Windom's email address), (b)(6), (b)(7)(c) - (Greg Bernstein's email address), (b) (6), (b) (7)(C), (b) (6), (b) (7)(C)
(b) (6), (b) (7)(C), (b)(6), (b)(7)(c) - (Karen Drolet's email address), (b)(6), (b)(7)(c) - (Maria Vento's email address), (b) (6), (b) (7)(C)

Subject: RE: Database software

Please add the following applications for SCO users:

Textmap
Casemap
USATab
FEDSIMS

Thanks!

Ariel

From: (b)(6), (b)(7)(c) - (Maria Vento's email address)
Sent: Tuesday, January 3, 2023 10:50 AM
To: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)
Cc: (b)(6), (b)(7)(c) - (Thomas Windom's email address); (b)(6), (b)(7)(c) - (Greg Bernstein's email address); (b) (6), (b) (7)(C) ; Brooks, Darlene W. (JMD) <(b) (6)>
Subject: Database software

Hi Ariel –

On the election side we have been using the LexisNexus CaseMap suite of software, including both Textmap and Casemap. TextMap, in particular, is a up and running and being continually updated. These databases are part of the standard software option in the USAO Software Center, but do not appear as a download option in the software center on the SCO laptops. Darlene asked that I send an email to you to get this process going.

Let me know if you have questions or need more info.

Thank you! Maria

Maria K. Vento
United States Department of Justice

To: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)

Cc: (b) (6), (b) (7)(C)

Subject: RE: Service Alert: AnyConnect 4.10 Software Update for JMD-managed Workstations

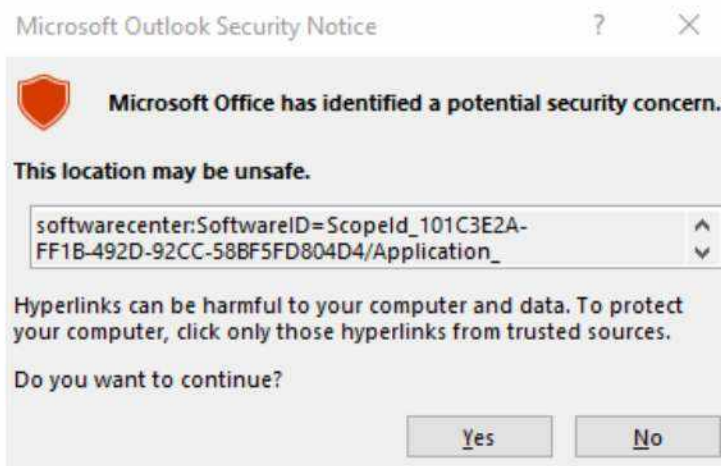
Date: Fri, 28 Apr 2023 08:50:20 -0400

Importance: Normal

Inline-Images: image003.png; image004.jpg; image005.png

We could distribute the software update directly via e-mail [link](#) to SCO-S All.

1. Click link.
2. If below pop-up opens, click Yes.



3.

Regards,

(b) (6), (b) (7)(C)

From: McIntyre, Ariel (JMD) <(b) (6)>

Sent: Thursday, April 27, 2023 4:20 PM

To: (b) (6), (b) (7)(C)

Subject: FW: Service Alert: AnyConnect 4.10 Software Update for JMD-managed Workstations

Duplicative Records

From: (b) (6), (b) (7)(C)

To: "Yun, Jun (JMD)" <(b) (6)>

Cc: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address), (b) (6), (b) (7)(C)

Subject: Fwd: [EXTERNAL] Maintenance Agreement #S646610

Date: Mon, 13 Mar 2023 14:21:08 -0400

Importance: Normal

Jun,
I'm not sure if this maintenance agreement for Camtasia should go to you guys in OCIO or TRD, but see below.
Thanks.

Thanks,

(b) (6), (b) (7)(C)

From: Russell, Shana D. (JMD) <(b) (6)>

Sent: Monday, March 13, 2023 1:31:31 PM

To: (b) (6), (b) (7)(C)

Subject: FW: [EXTERNAL] Maintenance Agreement #S646610

Shana Russell

Assistant Director,
Consolidate Executive Office
950 Pennsylvania Ave., NW Room 7125
Washington, DC 20530
(b) (6)
(202) 514-3607 fax

From: TechSmith Corporation <CustService@TechSmith.com>

Sent: Monday, March 13, 2023 1:21 PM

To: Russell, Shana D. (JMD) <(b) (6)>

Subject: [EXTERNAL] Maintenance Agreement #S646610



Maintenance Agreement # S646610
as of March 13, 2023

Agreement Owner: US Department of Justice

License Summary

Product	Licenses	Exp. Date
Camtasia®	(b)(4) per JMD	March 13, 2024

You have enrolled in maintenance. Your agreement will renew on the expiration date shown above. Please save this message as the agreement number will be needed when contacting our Support Team.

Customers covered by a TechSmith maintenance agreement are entitled to the following benefits:

Software Upgrades. Receive all upgrades of the software purchased for the duration of your agreement. TechSmith releases a major version of Snagit® and Camtasia® every year.

Maintenance Support. Our staff of knowledgeable support representatives are available to assist users with questions regarding the installation and operation of TechSmith products. Contact options are:

- Submitting a Support Ticket
<https://support.techsmith.com/hc/en-us/requests/new>
- Messaging through Online Chat
From 8 a.m. - 5 p.m. Eastern Time, Monday - Friday, the quickest way to receive assistance from TechSmith Sales, Customer Care or Technical Support is to use online chat available [here](#) by clicking "Chat With Us".
- Our Maintenance Phone Line
+1-800-517-3001 (U.S. & Canada only) or +1-517-879-5929 from 9 a.m. - 5 p.m. Eastern Time, Monday - Thursday. (A voicemail system is available during [non-business hours and holidays](#).)

Extended Version Support. You'll have premium support on the current version plus the last three years of prior versions. TechSmith's support policy can be found [here](#).

Volume Discounts. Add seats to your agreement at any time at a cumulative volume discount. [Contact](#) our Sales department to learn about your options.

Camtasia® Certification. Gain exclusive access to video-based training courses that take your screencasting skills to the next level.

Visit your [TechSmith Account](#) to manage your maintenance agreement.

[Privacy Policy](#)

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From: (b) (6), (b) (7)(C)

To: "Russell, Shana D. (JMD)" <(b) (6)>

Subject: RE: [EXTERNAL] Maintenance Agreement #S646610

Date: Mon, 13 Mar 2023 13:36:44 -0400

Importance: Normal

Thank you!

Regards,

(b) (6), (b)

(b) (6), (b) (7)(C)

From: Russell, Shana D. (JMD) <(b) (6)>

Sent: Monday, March 13, 2023 1:32 PM

To: (b) (6), (b) (7)(C)

Subject: FW: [EXTERNAL] Maintenance Agreement #S646610

Duplicative Records

From: (b) (6), (b) (7)(C)

To: (b)(6), (b)(7)(c) - (Jack Smith's email address)

Subject: RE: Critical Apple iPhone/iPad iOS (16.2) Update

Date: Thu, 05 Jan 2023 16:19:49 -0500

Importance: Normal

Inline-Images: image001.jpg; image002.png

Hi, Jack.

I'm not in office today, but Ariel/IT is coming over!

Regards,

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

From: (b)(6), (b)(7)(c) - (Jack Smith's email address)

Sent: Thursday, January 5, 2023 4:18 PM

To: (b) (6), (b) (7)(C)

Subject: RE: Critical Apple iPhone/iPad iOS (16.2) Update

(b) (6), (b) (7)(C)

If you could stop by to help me with this I would deeply appreciate it.

Jack

From: (b) (6), (b) (7)(C)

Sent: Thursday, January 5, 2023 4:00 PM

To: (b) (6), (b) (7)(C)

Subject: Critical Apple iPhone/iPad iOS (16.2) Update

All, please update your iPhones, but turn OFF JMD wi-fi before update or it will fail.

Settings -> General -> Software Update.

Let us know if there are issues or drop by IT area for assistance, thanks.

Regards,

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

From: DOJ Service Desk (JMD) <(b) (6)>

Sent: Thursday, December 29, 2022 11:38 AM

Subject: Advisory: Now Available - Critical Apple iPhone/iPad iOS (16.2) Update

OCIO | DOJ SERVICE DESK

Systems and Services Notification



U.S. Department of Justice
Office of the Chief Information Officer

Advisory: Now Available - Critical Apple iPhone/iPad iOS (16.2) Update

To: JMD Users

Details: Apple recently released a critical operating system (iOS) update (16.2) for iPhone and iPad. JMD users are required to update their mobile devices to ensure that DOJ assets are fully protected by the security patches incorporated in the new releases.

To update a mobile device, users must be on a secure Wi-Fi network and follow the directions below:

1. Plug your device into a charger
2. Tap on the Settings icon
3. Go to General > Software Update and follow the prompts (iPad users should scroll down on the Software Update page to locate the option to install iOS)
4. The automated iOS update process will take several minutes to complete
5. Once the process is finished, your mobile device will automatically restart

No action is required if you have already updated your device to the latest iOS. Thank you for your vigilance.

If you have any questions or concerns, please contact the DOJ Service Desk at (b) (6) or (b) (6).

This email notification was issued by the DOJ Service Desk.
U.S. Department of Justice | Justice Management Division
Office of the Chief Information Officer

From: "Plante, Jeanette (JMD)" <(b) (6)>
To: (b) (6), (b) (7)(C), (b) (6), (b) (7)(C), "Kirwin, Sara (JMD)" <(b) (6)>, "Karimullah, Saad (JMD)" <(b) (6)>
Cc: "Schwarten, Benjamin L. (JMD)" <(b) (6)>, (b) (6), (b) (7)(C), (b) (6), (b) (7)(C), "Spriggs, Dwayne (JMD)" <(b) (6)>, (b) (6), (b) (7)(C) - (Ariel McIntyre's email address)

Subject: RE: Questions regarding L Drive and NSD Team

Date: Tue, 03 Jan 2023 10:11:22 -0500

Importance: Normal

Thank you, everyone.

Jeanette Plante, Director
Office of Records Management Policy, FOIA
and Ediscovery
Department of Justice
Two Constitution Square, Suite 8W.700
145 N. Street, NE
Washington, DC 20530
C-(b) (6)

From: (b) (6), (b) (7)(C)
Sent: Monday, January 2, 2023 2:04 PM
To: (b) (6), (b) (7)(C); Kirwin, Sara (JMD) <(b) (6)>; Karimullah, Saad (JMD) <(b) (6)>
Cc: Schwarten, Benjamin L. (JMD) <(b) (6)>; Plante, Jeanette (JMD) <(b) (6)>; (b) (6), (b) (7)(C); Spriggs, Dwayne (JMD) <(b) (6)>; (b) (6), (b) (7)(C) - (Ariel McIntyre's email address)
Subject: RE: Questions regarding L Drive and NSD Team

We are good with the software verification. Excellent work on the transfer.

Thanks,

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)
Records Officer
Special Counsel's Office - Smith
(b) (6), (b) (7)(C)

From: (b) (6), (b) (7)(C)
Sent: Monday, January 2, 2023 10:20 AM
To: Kirwin, Sara (JMD) <(b) (6)>; Karimullah, Saad (JMD) <(b) (6)>; (b) (6), (b) (7)(C)
Cc: Schwarten, Benjamin L. (JMD) <(b) (6)>; Plante, Jeanette (JMD) <(b) (6)>; (b) (6), (b) (7)(C); Spriggs, Dwayne (JMD) <(b) (6)>;

(b)(6), (b)(7)(c) - (Ariel McIntyre's email address)

Subject: RE: Questions regarding L Drive and NSD Team

Thanks, Sara. I'm comfortable with the software verification unless (b)(6), (b)(7)(c) and (b)(6), (b)(7)(c) says otherwise.

Regards,

(b)(6), (b)(7)(c)
(b)(6), (b)(7)(C)

From: Kirwin, Sara (JMD) <(b)(6)>

Sent: Monday, January 2, 2023 10:13 AM

To: (b)(6), (b)(7)(C); Karimullah, Saad (JMD) <(b)(6)>; (b)(6), (b)(7)(C)

Cc: Schwarten, Benjamin L. (JMD) <(b)(6)>; Plante, Jeanette (JMD)

<(b)(6)>; (b)(6), (b)(7)(C); Spriggs, Dwayne (JMD) <(b)(6)>;

(b)(6), (b)(7)(c) - (Ariel McIntyre's email address)

Subject: RE: Questions regarding L Drive and NSD Team

Good morning,

Saad and I just spoke, the software verified the NSD data was copied to the (b)(7)(E) per NSD site with no errors. Currently (b)(6), (b)(7)(c) and (b)(6), (b)(7)(c) are owners of the (b)(7)(E) per NSD and can add members if requested (our team can as well) if additional checks are needed.

Let us know if you would like us to add any additional access to the NSD team or to the folders (b)(7)(E) per NSD and (b)(7)(E) per NSD (b)(6), (b)(7)(C); (b)(6), (b)(7)(c) will have access to those as well).

Thanks,

Sara

(b)(6)

From: (b)(6), (b)(7)(C)

Sent: Monday, January 2, 2023 9:22 AM

To: Karimullah, Saad (JMD) <(b)(6)>; (b)(6), (b)(7)(C)

Cc: Schwarten, Benjamin L. (JMD) <(b)(6)>; Plante, Jeanette (JMD)

<(b)(6)>; (b)(6), (b)(7)(C); Spriggs, Dwayne (JMD) <(b)(6)>;

Kirwin, Sara (JMD) <(b)(6)>; (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)

Subject: Re: Questions regarding L Drive and NSD Team

Thanks for the update, Saad. Is there someone or some software/mechanism to verify the NSD data? We'd like to confirm some reconciliation was done for the NSD data migration.

Thanks,

(b)(6), (b)(7)(c)
(b)(6), (b)(7)(C)

From: Karimullah, Saad (JMD) <(b)(6)>

Sent: Monday, January 2, 2023 9:13:45 AM

To: (b) (6), (b) (7)(C) ; (b) (6), (b) (7)(C)
Cc: Schwarten, Benjamin L. (JMD) <(b) (6)>; Plante, Jeanette (JMD)
<(b) (6)>; (b) (6), (b) (7)(C) ; Spriggs, Dwayne (JMD) <(b) (6)>;
Kirwin, Sara (JMD) <(b) (6)>
Subject: RE: Questions regarding L Drive and NSD Team

Good Morning –

Below Incremental task from (b)(7)(E) per NSD file has been completed successfully to below SharePoint Locations.

Repository
(b)(7)(E) per NSD

SharePoint Locations
(b)(7)(E) per NSD

“L” Drive EOUSA Incremental task to below SharePoint location is currently running and expected to get done this afternoon. Gregory Bernstein will verify data.

Repository
L drive EOUSA

SharePoint Locations
(b)(7)(E) per NSD

Let me know if you have any questions.

Regards,
Saad J. Karimullah | IT Specialist
Email Collaboration Services (ECS) | Service Delivery Staff
Office of the Chief Information Officer
Department of Justice, Justice Management Division (JMD)
2CON 4W.207
Phone: (b) (6)

From: (b) (6), (b) (7)(C)
Sent: Sunday, January 1, 2023 2:49 PM
To: Kirwin, Sara (JMD) <(b) (6)>; (b) (6), (b) (7)(C)
Cc: Schwarten, Benjamin L. (JMD) <(b) (6)>; Plante, Jeanette (JMD)
<(b) (6)>; Karimullah, Saad (JMD) <(b) (6)>; (b) (6), (b) (7)(C) ;
Spriggs, Dwayne (JMD) <(b) (6)>
Subject: Re: Questions regarding L Drive and NSD Team

Thank you, everyone, and happy new year!

Thanks,

(b) (6), (b) (7)(C)

From: Kirwin, Sara (JMD) <(b) (6)>
Sent: Sunday, January 1, 2023 1:27:33 PM
To: (b) (6), (b) (7)(C)
Cc: Schwarten, Benjamin L. (JMD) <(b) (6)>; Plante, Jeanette (JMD)
<(b) (6)>; Karimullah, Saad (JMD) <(b) (6)>; (b) (6), (b) (7)(C) ;

Spriggs, Dwayne (JMD) <(b) (6)>; (b) (6), (b) (7)(C)

Subject: Re: Questions regarding L Drive and NSD Team

Happy New Year!

I've been in touch with Saad today and so far things are on track. Will do testing tomorrow and will keep you posted.

Sara

On Jan 1, 2023, at 1:17 PM, (b) (6), (b) (7)(C) wrote:

Happy New Year.

Please let (b) (6) and I know how the migrations, reconciliations, and validations are going and the ETA on completion for tomorrow. We very much appreciate the efforts all are putting into this considering the holiday.

I hope all is going well.

(b) (6), (b) (7)(C)

From: Swarten, Benjamin L. (JMD) <(b) (6)>

Sent: Friday, December 30, 2022 11:23 AM

To: Plante, Jeanette (JMD) <(b) (6)>; Karimullah, Saad (JMD) <(b) (6)>; (b) (6), (b) (7)(C); Kirwin, Sara (JMD) <(b) (6)>; (b) (6), (b) (7)(C)

Cc: Spriggs, Dwayne (JMD) <(b) (6)>; (b) (6), (b) (7)(C)

Subject: RE: Questions regarding L Drive and NSD Team

Attached is the latest diagram reflecting the change.

[Drupal 9 is here!](#) Are you ready?

Benjamin L. Swarten

Office of the Chief Information Officer

Application Services/Service Delivery Staff

USDOJ JMD/OCIO

Pronouns: He, Him, His ([what is this?](#))

(b) (6)

(b) (6)

From: Plante, Jeanette (JMD) <(b) (6)>

Sent: Friday, December 30, 2022 11:07 AM

To: Karimullah, Saad (JMD) <(b) (6)>; (b) (6), (b) (7)(C); Kirwin, Sara (JMD) <(b) (6)>; (b) (6), (b) (7)(C)

Cc: Spriggs, Dwayne (JMD) <(b) (6)>; Swarten, Benjamin L. (JMD)

<(b) (6)>; (b) (6), (b) (7)(C)

Subject: RE: Questions regarding L Drive and NSD Team

Very good, thank you.

Jeanette Plante, Director

Office of Records Management Policy, FOIA

and Ediscovery
Department of Justice
Two Constitution Square, Suite 8W.700
145 N. Street, NE
Washington, DC 20530
C-(b) (6)

From: Karimullah, Saad (JMD) <(b) (6)>
Sent: Friday, December 30, 2022 10:59 AM
To: Plante, Jeanette (JMD) <(b) (6)>; (b) (6), (b) (7)(C); Kirwin, Sara (JMD) <(b) (6)>; (b) (6), (b) (7)(C)
Cc: Spriggs, Dwayne (JMD) <(b) (6)>; Schwarten, Benjamin L. (JMD) <(b) (6)>; (b) (6), (b) (7)(C)
Subject: RE: Questions regarding L Drive and NSD Team

Good Morning -

our engineers was successfully able to copy the data and preserved the metadata from (b)(7)(E) per NSD to the (b)(7)(E) per NSD.

Regards,
Saad J. Karimullah | IT Specialist
Email Collaboration Services (ECS) | Service Delivery Staff
Office of the Chief Information Officer
Department of Justice, Justice Management Division (JMD)
2CON 4W.207
Phone: (b) (6)

From: Plante, Jeanette (JMD) <(b) (6)>
Sent: Friday, December 30, 2022 10:41 AM
To: (b) (6), (b) (7)(C); Kirwin, Sara (JMD) <(b) (6)>; (b) (6), (b) (7)(C)
Cc: Karimullah, Saad (JMD) <(b) (6)>; Spriggs, Dwayne (JMD) <(b) (6)>; Schwarten, Benjamin L. (JMD) <(b) (6)>; (b) (6), (b) (7)(C)
Subject: RE: Questions regarding L Drive and NSD Team

Excellent, thanks (b) (6), (b) (7)(C).

Jeanette Plante, Director
Office of Records Management Policy, FOIA
and Ediscovery
Department of Justice
Two Constitution Square, Suite 8W.700
145 N. Street, NE
Washington, DC 20530
C-(b) (6)

From: (b) (6), (b) (7)(C)
Sent: Friday, December 30, 2022 10:39 AM
To: Kirwin, Sara (JMD) <(b) (6)>; (b) (6), (b) (7)(C)
Cc: Karimullah, Saad (JMD) <(b) (6)>; Spriggs, Dwayne (JMD) <(b) (6)>; Schwarten, Benjamin L. (JMD) <(b) (6)>; Plante, Jeanette (JMD) <(b) (6)>; (b) (6), (b) (7)(C)
Subject: RE: Questions regarding L Drive and NSD Team

3. The team has no issue with the changes to metadata.

(b) (6), (b) (7)(C)

From: (b) (6), (b) (7)(C)

Sent: Thursday, December 29, 2022 4:24 PM

To: Kirwin, Sara (JMD) <(b) (6)>; (b) (6), (b) (7)(C)

Cc: Karimullah, Saad (JMD) <(b) (6)>; Spriggs, Dwayne (JMD) <(b) (6)>;

Schwarten, Benjamin L. (JMD) <(b) (6)>; Plante, Jeanette (JMD)

<(b) (6)>; (b) (6), (b) (7)(C)

Subject: RE: Questions regarding L Drive and NSD Team

Good Afternoon,

1. Gregory Bernstien completed the process with no problems.
2. From previous conversations with Greg the only access needed will be SCO access.
3. Why does moving a document from one library to another change the creation date. Is it tied to the day a document is retained in a particular location vs actual creation? I am checking with the team on the importance of the metadata.
4. I reviewed chats with the team and they do not meet retention beyond the year mentioned previously and are not necessary to be moved to the new Team. The third party app will not be necessary.
5. We will coordinate on staff regarding what fix meet their needs. The actual moves are not a 1/3 item just the process.
6. Everlaw migration will happen by 1/3.

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Records Officer

Special Counsel's Office

(b) (6), (b) (7)(C)

From: Kirwin, Sara (JMD) <(b) (6)>

Sent: Thursday, December 29, 2022 2:20 PM

To: (b) (6), (b) (7)(C); (b) (6), (b) (7)(C)

Cc: Karimullah, Saad (JMD) <(b) (6)>; Spriggs, Dwayne (JMD) <(b) (6)>;

Schwarten, Benjamin L. (JMD) <(b) (6)>; Plante, Jeanette (JMD)

<(b) (6)>; (b) (6), (b) (7)(C)

Subject: Questions regarding L Drive and NSD Team

Hi (b) (6), (b) (7)(C) and (b) (6), (b) (7)(C),

Our team is keeping the [SCO Smith Information Map and Migration Plan.xlsx \(sharepoint.us\)](#) up to date with our progress on information moves and we have a few questions:

1. Was access to Relativity from SCO-S accounts validated?
2. When copying the L-Drive to SPO, the migration tool copied the permissions, do you need USADC accounts removed from SPO?
3. Moving the files from (b)(7)(E) per NSD to the (b)(7)(E) per NSD will change the metadata on those files (create and modify dates), (b) (6), (b) (7)(C) is ok with this as long as it is documented, is that ok from your perspective? Otherwise, we will need to purchase a 3rd party tool. _

4. Do you have an answer if chats must be ported over from (b)(7)(E) per NSD to the new (b)(7)(E) per NSD? As above, that will require a 3rd party tool.
5. Regarding classified email, initial guidance from S/TS is to put in a separate folder. As with the other email we will need to know the specifics for each mailbox prior to moving.
6. Any word on the Everlaw data moving to Relativity? Do we need to be tracking this?

Sara Kirwin

JMD Ediscovery Program Manager

Department of Justice | Justice Management Division

C- (b) (6)

Pronouns: she/her/hers ([What's this?](#))

If you require immediate assistance, please contact the [OCIO eDiscovery Team](#).

From: "Karimullah, Saad (JMD)" <(b) (6)>

To: (b) (6), (b) (7)(C), (b) (6), (b) (7)(C), "Kirwin, Sara (JMD)" <(b) (6)>

Cc: "Schwarten, Benjamin L. (JMD)" <(b) (6)>, "Plante, Jeanette (JMD)" <(b) (6)>, (b) (6), (b) (7)(C), "Spriggs, Dwayne (JMD)" <(b) (6)>, (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)

Subject: Re: Questions regarding L Drive and NSD Team

Date: Mon, 02 Jan 2023 14:29:08 -0500

Importance: Normal

Hi (b) (6),

Thats really good to hear! We are still working with USADC for the incremental task. Currently its at 68% during 1PM check. We are hoping to have it completed soon, so Greg can verify. I will keep you posted.

Let me know if you have any questions.

Regards,

Saad J. Karimullah | IT Specialist

Email Collaboration Services (ECS) | Service Delivery Staff

Office of the Chief Information Officer

Department of Justice, Justice Management Division (JMD)

2CON 4W.207

Phone: (b) (6)

From: (b) (6), (b) (7)(C)

Sent: Monday, January 2, 2023 2:04 PM

To: (b) (6), (b) (7)(C); Kirwin, Sara (JMD) <(b) (6)>; Karimullah, Saad (JMD) <(b) (6)>

Cc: Schwarten, Benjamin L. (JMD) <(b) (6)>; Plante, Jeanette (JMD)

<(b) (6)>; (b) (6), (b) (7)(C); Spriggs, Dwayne (JMD)

<(b) (6)>; (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)

Subject: RE: Questions regarding L Drive and NSD Team

Duplicative Records

From: (b) (6), (b) (7)(C)

To: (b) (6), (b) (7)(C); (b) (6), (b) (7)(C); (b) (6), (b) (7)(C)

Subject: RE: IT Request

Date: Fri, 10 Feb 2023 15:59:17 -0500

Importance: Normal

No, thank you!

From: (b) (6), (b) (7)(C)

Sent: Friday, February 10, 2023 3:59 PM

To: (b) (6), (b) (7)(C); (b) (6), (b) (7)(C); (b)(6), (b)(7)(c) - (Ariel McIntyre's email address); (b) (6), (b) (7)(C)

Subject: RE: IT Request

Got it, thanks.

Regards,

(b) (6), (b) (7)(C)

From: (b) (6), (b) (7)(C)

Sent: Friday, February 10, 2023 3:58 PM

To: (b) (6), (b) (7)(C); (b) (6), (b) (7)(C); (b)(6), (b)(7)(c) - (Ariel McIntyre's email address); (b) (6), (b) (7)(C)

Subject: RE: IT Request

It is not a today thing, but the sooner she can get it the better (i.e., Tuesday). I think whatever software OCIO can make available to view .pst files would be great. I was able to use Mozilla Thunderbird when I was at the Criminal Division, but I don't think NSD had it.

From: (b) (6), (b) (7)(C)

Sent: Friday, February 10, 2023 3:52 PM

To: (b) (6), (b) (7)(C); (b) (6), (b) (7)(C); (b)(6), (b)(7)(c) - (Ariel McIntyre's email address); (b) (6), (b) (7)(C)

Subject: RE: IT Request

Is this a today thing? Just asking since this may not be something OCIO has on-hand. You guys had it at NSD?

Regards,

(b) (6), (b) (7)(C)

From: (b) (6), (b) (7)(C)

Sent: Friday, February 10, 2023 3:50 PM

To: (b) (6), (b) (7)(C); (b) (6), (b) (7)(C); (b)(6), (b)(7)(c) - (Ariel McIntyre's email address); (b) (6), (b) (7)(C)

Subject: RE: IT Request

You are all amazing! Thank you so much!

Best Regards,

(b) (6), (b) (7)(C)

From: (b) (6), (b) (7)(C)

Sent: Friday, February 10, 2023 3:49 PM

To: (b) (6), (b) (7)(C); (b) (6), (b) (7)(C); (b)(6), (b)(7)(c) - (Ariel McIntyre's email address); (b) (6), (b) (7)(C)

Subject: RE: IT Request

We asked and will follow-up once we hear back.

Regards,

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

From: (b) (6), (b) (7)(C)

Sent: Friday, February 10, 2023 3:48 PM

To: (b) (6), (b) (7)(C); (b) (6), (b) (7)(C); (b)(6), (b)(7)(c) - (Ariel McIntyre's email address); (b) (6), (b) (7)(C)

(b) (6), (b) (7)(C); (b) (6), (b) (7)(C)

Subject: RE: IT Request

Update – I checked our software center and we do not have Mozilla Thunderbird. Any assistances from IT would be greatly appreciated. This is for (b) (6), (b) (7)(C).

Best Regards,

(b) (6), (b) (7)(C)

From: (b) (6), (b) (7)(C)

Sent: Friday, February 10, 2023 3:42 PM

To: (b) (6), (b) (7)(C); (b) (6), (b) (7)(C); (b)(6), (b)(7)(c) - (Ariel McIntyre's email address); (b) (6), (b) (7)(C)

(b) (6), (b) (7)(C); (b) (6), (b) (7)(C)

Subject: RE: IT Request

I remember the name of the software. It's called Thunderbird. I'm going to check our software center to see if we have it.

Best Regards,

(b) (6), (b) (7)(C)

From: (b) (6), (b) (7)(C)

Sent: Friday, February 10, 2023 3:28 PM

To: (b) (6), (b) (7)(C); (b) (6), (b) (7)(C); (b)(6), (b)(7)(c) - (Ariel McIntyre's email address); (b) (6), (b) (7)(C)

(b) (6), (b) (7)(C); (b) (6), (b) (7)(C)

Subject: IT Request

Hi all,

An attorney needs to view a .pst file without opening it in outlook. I know there's an application that you can use to do this, but I can't remember what it's called. Is it possible to see what software we may already have a license for to view these types of files?

Best Regards,

(b) (6), (b) (7)(C)

Platform: Microsoft Teams **Name:** Axon Investigate software demo **Timezone:** UTC-0400

Contributors: Keith (JMD) Alston, Ahmad (JMD) (CTR) Azamy, Serey (JMD) (CTR) Bou, (b) (6), (b) (7)(C), (b) (6), (b) (7)(C)

2023/07/14

o

Keith (JMD) Alston

12:53:54 pm

Ok it's a go..... @Bou, @Serey @JMD) @CTR) please add both (b) (6), (b) (7)(C) and (b) (6), (b) (7)(C) to the Axon Investigate software. @ (b) (6), (b) (7)(C) can you let me know once you have logged off your system?

o

Serey (JMD) (CTR) Bou

01:03:25 pm

Added to the group. Please make you install both Axon Investigate 3.2 and AviSynth+ 3.7 from the Software Center

o

Keith (JMD) Alston

01:44:34 pm

@ (b) (6), (b) (7)(C) your system has the Axon Investigate software installed. Please remote back to your system and verify you can launch the software. I don't like pre-licensing software under my profile so I'll send you the activation license in a sec.

Great! Now we just have to wait for the new license dongles to be delivered. Please ensure that you are saving data in another folder/drive and not under the Axon software folder (if it's set as a default). Should I have to uninstall and reinstall the software to update the new licenses, I want to make sure you all do not loose any data.

02:57:17 pm

From: (b) (6), (b) (7)(C)

To: (b)(6), (b)(7)(c) - (Julie Edelstein's email address)

Subject: FW: Safety and Security in SDFL

Date: Mon, 26 Jun 2023 16:38:47 -0400

Importance: Normal

Attachments: Safety_and_Security_SDFL.docx

Julie,

These were my initial thoughts that I shared with

(b)(6), (b)(7)(c) - (David Raskin)

From: (b) (6), (b) (7)(C)

Sent: Thursday, June 22, 2023 9:34 PM

To: (b)(6), (b)(7)(c) - (David Raskin's email address)

Subject: Safety and Security in SDFL

David,

Attached are some initial thoughts regarding safety and security in Miami vs. (b)(7)(E) per FBI .

Happy to provide a less verbose version that isn't so stream of consciousness in the future.

Also, if it's helpful, I'm happy to do an official risk assessment that may come in handy.

See you tomorrow and thanks for the chat –

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

From: "Flowe, Michael (JMD) (CTR)" <(b) (6)>

To: "Vanmeter, David (JMD) (CTR)" <(b) (6)>, [PXL (PXL/C) - Julie Edelman's em], "Baxley, Yvonne (JMD) (CTR)" <(b) (6)>

Cc: "Wi, Joshua J. (JMD)" <(b) (6)>

Subject: Migrate Windows User / Devices to Zscaler ZIA FedRAMP

Date: Wed, 04 Oct 2023 08:41:09 -0400

Importance: Normal

Good morning,

I have been tasked to upgrade to your computer's Zscaler software to Zscaler ZIA FedRAMP. Please let me know when you will be available for this upgrade, the process will take about 10 minutes.

Thank you

Michael Flowe | The Leidos Team

End User Support | OCIO

Phone (b) (6)

(b) (6) | leidos.com

(b) (6)

From: "Flowe, Michael (JMD) (CTR)" <(b) (6)>

To: "Wi, Joshua J. (JMD)" <(b) (6)>, "Vanmeter, David (JMD) (CTR)" <(b) (6)>, "(b) (6), (b)(7)(c) - (Julie Edelstein's email address)" <(b) (6)>, "Baxley, Yvonne (JMD) (CTR)" <(b) (6)>, "Brooks, Darlene W. (JMD)" <(b) (6)>

Subject: RE: Migrate Windows User / Devices to Zscaler ZIA FedRAMP

Date: Fri, 06 Oct 2023 13:49:04 -0400

Importance: Normal

Joshua,

A package was created for the remaining users (see below) for the Zscaler High migration.

Thank you

Michael Flowe | The Leidos Team

End User Support | OCIO

Phone (b) (6)

(b) (6) | leidos.com

(b) (6)

From: Wi, Joshua J. (JMD) <(b) (6)>

Sent: Monday, October 2, 2023 10:00 AM

To: Flowe, Michael (JMD) (CTR) <(b) (6)>; Vanmeter, David (JMD) (CTR) <(b) (6)>; (b)(6), (b)(7)(c) - (Julie Edelstein's email address) <(b) (6)>; Baxley, Yvonne (JMD) (CTR) <(b) (6)>; Brooks, Darlene W. (JMD) <(b) (6)>

Subject: RE: Migrate Windows User / Devices to Zscaler ZIA FedRAMP

Just a follow up as I still see following systems on Zscaler Moderate environment. Please coordinate with Michael to migrate to High as soon as possible.

(b)(6) David Vanmeter

(b)(6), (b)(7)(c) - (Julie Edelstein's email address)

(b)(6) Yvonne Baxley

WINDOWS HP HP EliteBook x360 830 G8 Notebook PC

WINDOWS HP HP EliteBook x360 830 G8 Notebook PC

WINDOWS HP HP EliteBook x360 830 G8 Notebook PC

Regards

Joshua J. Wi

IT Project Manager (Network/Infosec)

DOJ | OCIO | SDS | I&O

Telework M,Tu,W,F 7:00 am – 4:00 pm ET

2CON 4W: Thursday

Mobile: (b) (6)

Email: (b) (6)

For NetOps or JCOTS incidents, please contact the DOJ Service Desk
(Email: (b) (6), Phone: (b) (6))
to have an Incident ticket opened.

From: Wi, Joshua J. (JMD)

Sent: Friday, September 29, 2023 9:44 AM

To: Flowe, Michael (JMD) (CTR) <(b) (6)>; Vanmeter, David (JMD) (CTR) <(b) (6)>; (b)(6), (b)(7)(c) - (Julie Edelstein's email address) <(b) (6)>; Baxley, Yvonne (JMD) (CTR) <(b) (6)>

Subject: RE: Migrate Windows User / Devices to Zscaler ZIA FedRAMP

FYI, Zscaler Moderate connection will be decommissioned in Nov. Please work with Michael to update your zscaler client to connect to Zscaler FedRamp High as soon as you can.

Regards

Joshua J. Wi

IT Project Manager (Network/Infosec)

DOJ | OCIO | SDS | I&O

Telework M,Tu,W,F 7:00 am – 4:00 pm ET

2CON 4W: Thursday

Mobile: (b) (6)

Email: (b) (6)

***For NetOps or JCOTS incidents, please contact the DOJ Service Desk
(Email: (b) (6), Phone: (b) (6))
to have an incident ticket opened.***

From: Flowe, Michael (JMD) (CTR) <(b) (6)>
Sent: Thursday, September 28, 2023 10:16 AM
To: Vanmeter, David (JMD) (CTR) <(b) (6)>; (b)(6), (b)(7)(c) - (Julie Edelstein's email address); Baxley, Yvonne (JMD) (CTR) <(b) (6)>; Ursua, Ghary (JMD) (CTR) <(b) (6)>
Cc: Wi, Joshua J. (JMD) <(b) (6)>
Subject: Migrate Windows User / Devices to Zscaler ZIA FedRAMP

Good morning,

I have been tasked to upgrade to your computer's Zscaler software to Zscaler ZIA FedRamp. Please let me know when you will be available for this upgrade, the process will take about 10 minutes.

Thank you

Michael Flowe | The Leidos Team

End User Support | OCIO

Phone (b) (6)

(b) (6) | leidos.com

(b) (6)

To: (b) (6), (b) (7)(C)

Cc: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address), (b) (6), (b) (7)(C), (b) (6), (b) (7)(C), (b) (6), (b) (7)(C)

Subject: FW: Axon Investigate software

Date: Wed, 12 Jul 2023 15:28:59 -0400

Importance: Normal

Hello,

Please prepare the PCTF for the Axon investigate software. Please contact the vendor, Axon and order the software.

Thanks,

(b)(6), (b)(7)(c) - (Karen Drolet)

This message is intended for official use and may contain SENSITIVE information. If this message contains SENSITIVE information, it should be properly delivered, labeled, stored, and disposed of according to policy.

From: (b) (6), (b) (7)(C)

Sent: Wednesday, July 12, 2023 12:40 PM

To: (b)(6), (b)(7)(c) - (Karen Drolet's email address)

Cc: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address), (b) (6), (b) (7)(C)

Subject: RE: Axon Investigate software

Duplicative Records

From: Jay Montoya <(b) (6)>

To: (b) (6), (b) (7)(C)

Cc: (b)(6), (b)(7)(c) - (Karen Drolet's email address), (b) (6), (b) (7)(C)

Subject: [EXTERNAL] Thank you for Renewing!

Date: Thu, 23 May 2024 14:35:38 -0400

Importance: Normal

Hi Team US Department of Justice,

Thank you for renewing your TechSmith Maintenance Agreement.

Did you know? In addition to the [online certification courses](#) available with your maintenance subscription, TechSmith also offers free webinars to get you started quickly, expand your skills, and discover new uses. You can find the current webinar schedule [here](#). We also have recorded webinars available in [our library](#).

When the next major version of our software comes out, you'll get it for free. If you ever have questions about how to find the upgrade or get your latest software key, I recommend [this article](#).

Best Regards,

Jay Montoya

Renewal Specialist

TechSmith Renewals Team

(b) (6)

Tell us how we're doing! Please take this [quick survey](#) about your experience with the TechSmith Sales team.

From: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)

To: (b) (6), (b) (7)(C), (b)(6), (b)(7)(c) - (Karen Drolet's email address)

Subject: RE: Axon Investigate software

Date: Fri, 07 Jul 2023 14:37:06 -0400

Importance: Normal

Inline-Images: image001.jpg

I'm fine with it but we're only paying for (b)(4) per JMD at a time.

Thanks!

Ariel

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From: (b) (6), (b) (7)(C)

Sent: Friday, July 7, 2023 2:12 PM

To: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address), (b)(6), (b)(7)(c) - (Karen Drolet's email address)

Subject: FW: Axon Investigate software

Axon finally got back to Keith. Attached is the rough quote for your awareness.

Thanks,

(b) (6), (b) (7)(C)

From: Alston, Keith (JMD) <(b) (6)>

Sent: Friday, July 7, 2023 2:00 PM

To: (b) (6), (b) (7)(C); (b) (6), (b) (7)(C); Feliciano, Damian R. (JMD)

<(b) (6)>; Yun, Jun (JMD) <(b) (6)>; Bou, Serey (JMD) (CTR)

<(b) (6)>; Azamy, Ahmad (JMD) (CTR) <(b) (6)>; (b) (6), (b) (7)(C);

Alkire, Dee A. (JMD) <(b) (6)>

Subject: Fwd: Axon Investigate software

Duplicative Records

From: "Sikder, Diba (JMD) (CTR)" <(b) (6)>

Cc: "mLINQS-TSG (JMD)" <(b) (6)>

Subject: mLINQS 13.1.0 Release & DOJ Login - mLINQS Production Integration

Date: Fri, 10 May 2024 16:39:10 -0400

Importance: High

Attachments: clear_cache_instruction.pdf; moveLINQ_13.1.0_Release_Notes.pdf

Dear mLINQS Users,

The latest release of moveLINQ 13.1.0, will be installed in the production environments on Tuesday May 14, 2024, and includes several software fixes and enhancements. All changes are detailed in the attached Release Notes.

Please be sure to save your work and be out of the system by **5pm EST on Monday May 13, 2024.**

mLINQS will also integrate DOJ Login in production. **Please test the URL to the portal(s) to which you have access on Tuesday May 14, 2024.**

Expense Management Portal URL

[moveLINQ - System Notification \(mlinqsonline.net\)](https://mlinqsonline.net)

Approver Portal URL

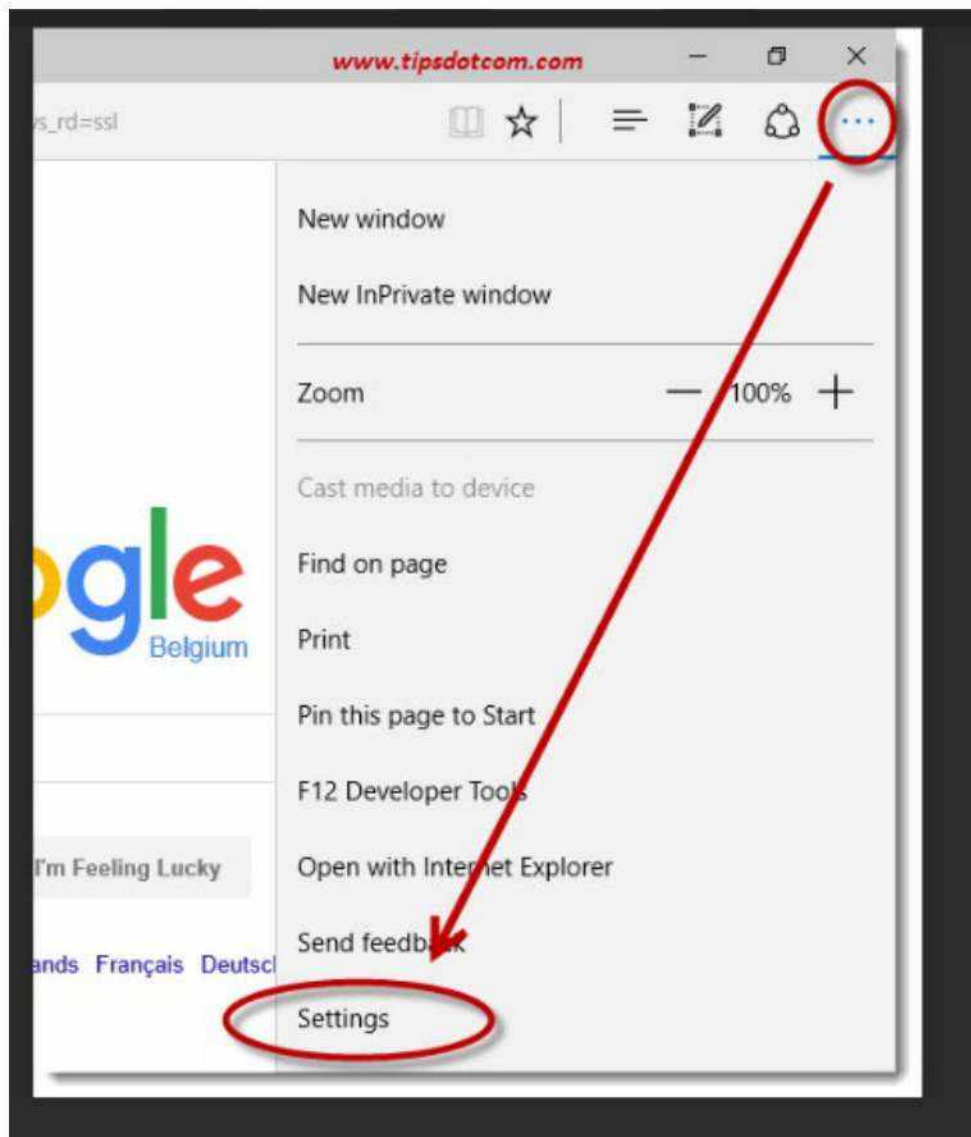
https://doj_approver.mlinqsonline.net/Account/Login

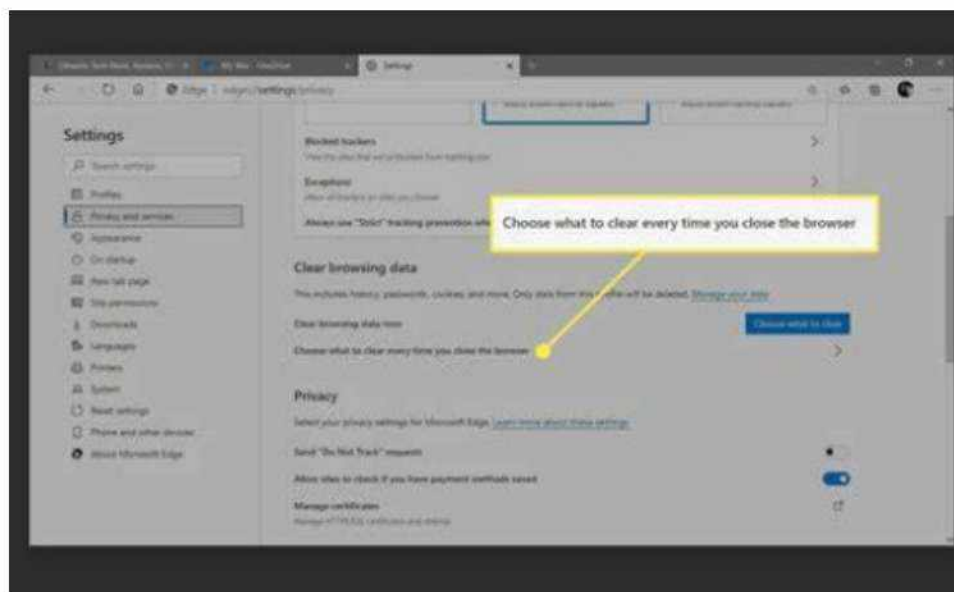
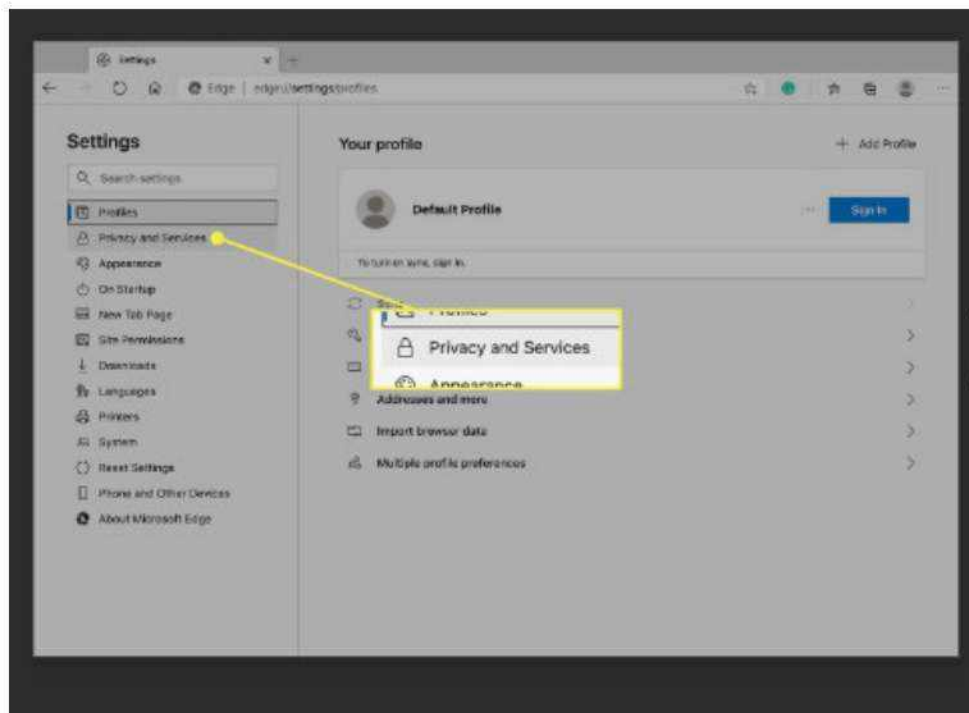
Employee Portal URL

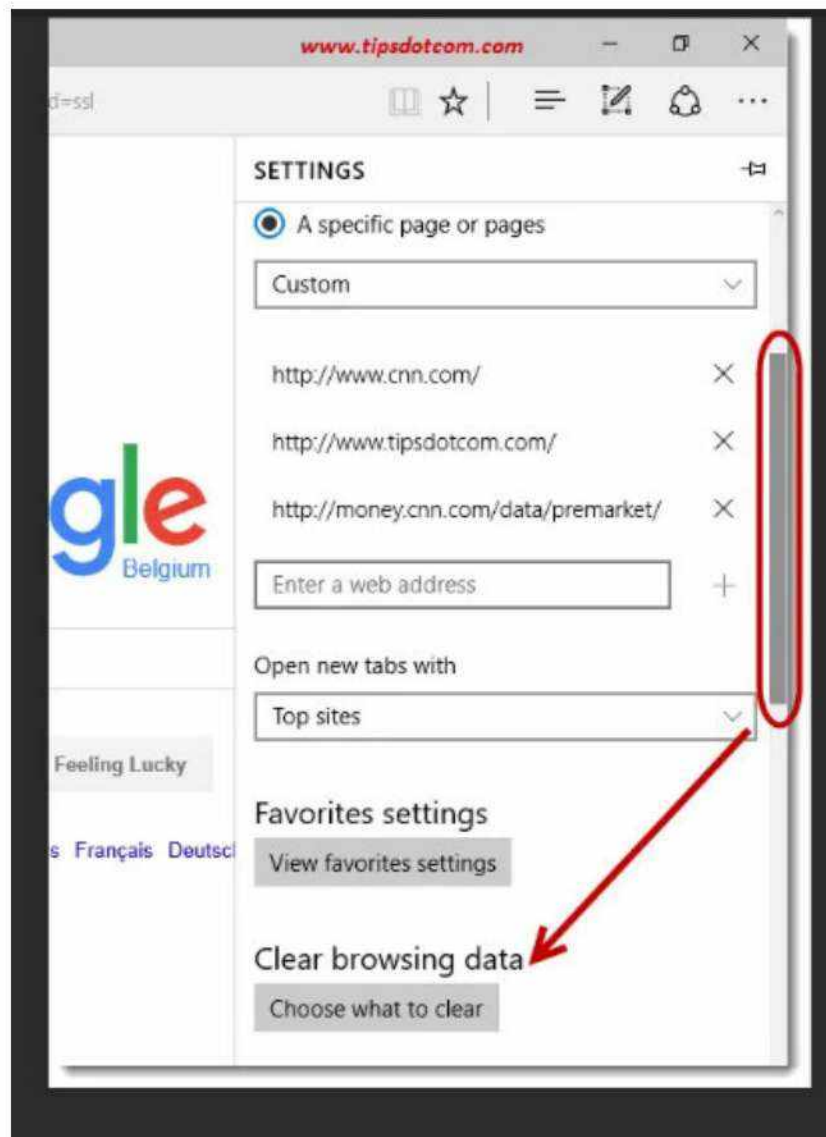
[moveLINQ Employee Portal \(mlinqsonline.net\)](https://mlinqsonline.net)

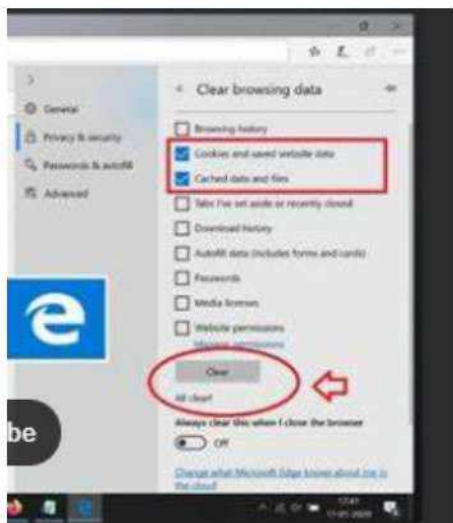
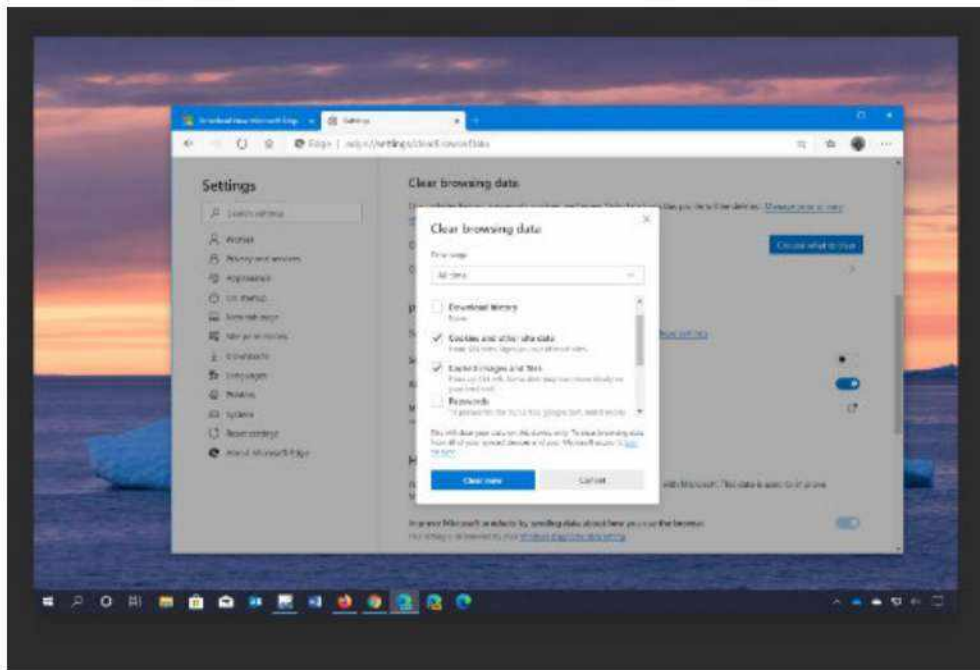
If you encounter any issues Clear your cache and try again. Please see guidance attached.

Thank you,
Diba









moveLINQ 13.1.0

Release Notes



Relocation accounting made easy

INTRODUCTION

The latest version of our relocation management software, **moveLINQ 13.1.0**, is now available!

The focus of Version 13.1.0 is on compliance, user experience, enhancing efficiency, automation, flexibility, and user friendliness of the technology. Included in this Release Notes document is a full list of software changes and fixes, along with detailed descriptions of the new capabilities and implementation instructions, when appropriate. For security auditing purposes, all new administrative options included in this release will be attributed to the **mLINQS Updates** user account.

After moveLINQ 13.1.0 has been installed, the new software enhancements and software bug fixes detailed will be accessible. All new enhancements have been documented in the updated **User and Administrative Guides**, which can be found under the **Help** menu bar within moveLINQ.

NEW SOFTWARE ENHANCEMENTS

TEMPORARY QUARTERS REGULATION UPDATES

The Federal Travel Regulation (FTR) provided a proposed regulation change to the calculation of Temporary Quarters (TQ) Actual Reimbursement Method to be based on the locality rate instead of the CONUS rate and to add a new Reimbursement Method called "Lodgings Plus". With feedback from the General Services Administration (GSA), this proposal did not receive any feedback from agencies and therefore is planned to be implemented in the near future. To help agencies implement the changes, the mLINQS Solution has been updated accordingly for Civilian organization types. Based on the latest feedback from GSA, the new regulations should be made effective on or about July 1, 2024.

TQ Actual Reimbursement Method to use the locality per diem rate will be implemented based on the Report Date of the Relocation. A new Organization Setting has been added to determine the date per diem should start being calculated based on the locality rate within the application. In other words, I have an existing Relocation with a Report Date of 8/1/2024 that has a previously approved Authorization with 30 days TQ that was calculated based on the old rules, using the standard CONUS rates of \$107/\$59.

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Temporary Quarters Actual Reimbursement	
No. of Days:	30
Maximum Amt:	4,980.00
Actual Amt:	4,980.00

Temporary Quarters Expenses	
Edit	Day
Update	Cancel
Daily Expenses - Day 1	
Per Diem Rate: 107.00 / 59.00	
Calculated Per Diem Entitlement: 107.00 / 59.00	

Let's assume that the FTR ruling went into effect on 7/1/2024. After updating the configuration (steps to follow), a customer would need to create an Amendment for the increased funds. To complete this, a user would simply create the Amendment and navigate to the TQ screen and select Save to apply the new regulations. This will update the per diem to use the locality rate.

Temporary Quarters Actual Reimbursement	
No. of Days:	30
Maximum Amt:	6,420.00
Actual Amt:	6,420.00

Temporary Quarters Expenses	
Edit	Day
Update	Cancel
Daily Expenses - Day 1	
Per Diem Rate: 145.00 / 59.00	
Calculated Per Diem Entitlement: 145.00 / 59.00	

- By default, the new Organization Settings have been set to update on 12/31/2049. To change the configuration:
 - Log into the Expense Management Portal as a user with the **Add/Update Organization Settings** permission.
 - Select the desired **Organization**, if applicable. Note, this feature is only available for Civilian organization types.
 - Navigate to the **Admin > Organization Setup > Organization Settings** using the main menu bar.
 - Select "Civilian" from the **Type** dropdown, if applicable.
 - Select the **TQ** tab along the top toolbar.
 - Under **Miscellaneous**, enter the applicable date (i.e., 07/01/2024) to the right of "Date to use locality rate for Actuals Calculation".
 - Select **Save**.
 - For additional guidance, refer to the *Organization Settings* section within the **Expense Management Administrator Guide**.

For Lodgings Plus, an agency must determine if it will allow the new Reimbursement Method. Lodgings Plus is a method of reimbursement that provides the employee and family their actual incurred lodging costs limited to the locality per diem rate, but the meals and incidental expenses (M&IE) are reimbursed at a flat rate. The new method of reimbursement option allows the calculation methods implemented for government temporary duty (TDY) travel. If allowed, the application will need to be configured appropriately (steps to follow). If implemented, on the TQ screen, the user will have an additional Method of Reimbursement for "Lodgings Plus".

Temporary Quarters for: New Location ▼
Method of Reimbursement: Lodgings Plus ▼

When selected, M&IE costs will be entered as one expense field. This is different than Actual Reimbursement Method that has M&IE shown as Breakfast, Lunch, Dinner, and Incidentals. By default, the amount of M&IE will be shown as the Calculated Per Diem Entitlement Amounts, which is the determined flat amount of reimbursement based on the new ruling. Also outlined in the new ruling, TQ Actual and Lodging Plus will use the same multiplier for an employee and each family member for each 30 day period. Therefore, no additional configuration is needed for each multiplier.

Update Cancel

Daily Expenses - Day 1
Per Diem Rate: 145.00 / 69.00
Calculated Per Diem Entitlement: 145.00 / 69.00
Leave: Normal Per Diem ▼

Lodging: 145.00 M&IE: 69.00

☐ Copy Costs Through: Day 1 ▼

Expense Category: Temporary Quarters ▼ Expense Category: Temporary Quarters ▼
Payment Method: IBA ▼ Payment Method: CASH ▼
☒ Taxable? ☐ Deductible? ☒ Taxable? ☐ Deductible?
Vendor: Citibank ▼ Vendor: <Select a Vendor> ▼
☐ Copy Details Through: Day 1 ▼

- By default, Lodgings Plus Reimbursement has been turned off. To change the configuration:
 - Log into the Expense Management Portal as a user with the **Add/Update Organization Settings** permission.
 - Select the desired **Organization**, if applicable. Note, this feature is only available for Civilian organization types.
 - Navigate to the **Admin > Organization Setup > Organization Settings** using the main menu bar.
 - Select "Civilian" from the **Type** dropdown, if applicable.
 - Select the **TQ** tab along the top toolbar.
 - Under **Miscellaneous**, select the checkbox to the left of "Allow Lodgings Plus Reimbursement".
 - After selecting the checkbox, the "Date to use Lodging Plus Reimbursement" will be available. Enter the effective date (i.e., 07/01/2024) for this new reimbursement method. Any Relocation with a report date before this date will not include the reimbursement method in the Reimbursement Method dropdown.
 - Select **Save**.
 - For additional guidance, refer to the *Organization Settings* section within the **Expense Management Administrator Guide**.

Both Temporary Quarters updates are available for vouchering in the Employee Portal using the Self Vouchering Wizard.

M&IE RATE CALCULATION FOR A CAR FERRY

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The Joint Travel Regulations (JTR) Section 050302 states that when traveling by car ferry, the employee and family's Meals and Incidental Expenses (M&IE) are reimbursed at the highest M&IE rate in CONUS. To comply, a new En Route Method of Calculation is now available for each entered Leg on a Uniformed Relocation. During the time the travelers are on a car ferry, simply select "Car Ferry" for the Leg to apply the correct M&IE rate.

Edit	Date	Ldg Cost	M&IE Cost	Expenses
Edit	08/01/2022	0.00	79.00	0.00
Edit	08/02/2022	0.00	79.00	0.00

Once "Car Ferry" is selected for **Method of Calculation**, the user will not be able to select or enter driving or Gov't Vehicle information for the Leg. The M&IE Cost will automatically calculate according based on the highest M&IE rate based on the expense date. Lodging will not be entered as a Lodging Cost. Instead, these fees, called berth, should be entered as an additional itemized expense, like the Car Ferry Ticket Fare and Storage of the Vehicle. Berth fees are fully reimbursable and are often included as part of the traveler's ticket fare.

Self-Vouchering for En Route in the Employee Portal has been updated to ask the user if they traveled by car ferry and calculate accordingly.

- By default, this feature will be turned off. To change the configuration:
 - Log into the Expense Management Portal as a user with the **Add/Update Organization Settings** permission.
 - Select the desired **Organization**, if applicable. Note this feature is only available for Uniformed organization types.
 - Navigate to the **Admin > Organization Setup > Organization Settings** using the main menu bar.
 - Select "Uniformed" from the **Type** dropdown, if applicable.
 - Select the **En Route** tab along the top toolbar.
 - Under **Miscellaneous**, select the checkbox to the left of "Allow Car Ferry".
 - Select **Save**.
 - For additional guidance, refer to the *Organization Settings* section within the **Expense Management Administrator Guide**.
- A new Document Audit has also been created to notify a user when the Car Ferry Method of Calculation is used. By default, the new Document Audit will be configured as off. To update the configuration:
 - Log into the Expense Management Portal as a user with the **Update Document Audits** permission.

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- Select the desired **Organization**, if applicable. Note, this feature is only available for Uniformed organization types.
- Navigate to the **Admin > Organization Setup > Document Audit** using the main menu bar.
- Select “Uniformed Relocations” from the **Type** radio buttons.
- Select the desired **Document Type**.
- Select “En Route” from the **Area** dropdown.
- Select **Edit** to the left of the “Car Ferry method used” audit.
- Update to the desired **Severity** and **Audit Failure Information**.
- Select **Update** to save changes or **Cancel** to close without saving.
- For additional guidance, refer to the *Document Audits* section within the **Expense Management Administrator Guide**.

USE THE LOCALITY RATE INSTEAD OF THE CONUS RATE FOR EN ROUTE

For Civilian, some Relocation Types require En Route to be calculated and paid at the locality per diem rate, instead of the standard CONUS per diem rate. To accommodate this, a new Relocation Type Setting has been created to allow a Relocation Type to use the locality rate.

- Applicable Relocation Type(s) will need to be updated to allow the use of the Locality Rate. Update **Relocation Type Settings** by:
 - Log into the Expense Management Portal as a user with the **Add/Update Relocation Type Settings** permission.
 - Select the desired **Organization**, if applicable. Note this feature is only available for Civilian organization types.
 - Navigate to the **Admin > Organization Setup > Relocation Type Settings** using the main menu bar.
 - Select the applicable **Type of Relocation** and **Type of Relocation Travel**.
 - Select “Use Locality Rate in CONUS” under the **En Route** heading.
 - Select **Save**.
 - For additional guidance, refer to the *Relocation Type Settings* section within the **Expense Management Administrator Guide**

MILEAGE CALCULATION FOR JTR CIVILIANS

According to the Joint Travel Regulations (JTR), the number of travel days for a civilian officer should be calculated by dividing the number of miles by 350. If the remainder is 51 or more, then an additional day is allowed. Else, no additional day is allowed. This is the same calculation for military officers under the JTR too. Previously, Civilian organizations within the application were configured to allow the calculation defined in the Federal Travel Regulation (FTR) only. To meet the needs of both regulations, a new Organization Setting for calculating the number of travel days based on FTR or JTR is available for En Route. Based on the En Route Organization Setting, the number of travel days will be calculated accordingly.

- With this update, the Organization Settings will follow the previous FTR settings as defined by your agency before the update. If you follow the JTR for Civilian Officers, update the Organization Settings by:
 - Log into the Expense Management Portal as a user with the **Add/Update Organization Settings** permission.

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- Select the desired **Organization**, if applicable. Note, this feature is only available for Civilian organization types.
- Navigate to the **Admin > Organization Setup > Organization Settings** using the main menu bar.
- Select “Civilian” from the **Type** dropdown, if applicable.
- Select the **En Route** tab along the top toolbar.
- Under **Miscellaneous**, select “JTR” from the **Calculate Number of Driving Days Using** dropdown.
- Select **Save**.
- For additional guidance, refer to the *Organization Settings* section within the **Expense Management Administrator Guide**.

WARDROBE ALLOWANCE

The Department of the State Standardized Regulations (DSSR) 242.2b updated the reimbursement of Wardrobe Allowance to make a distinction between an employee traveling alone or with family and additional zone change amounts.

Wardrobe Allowance	
Wardrobe Allowance Expense: Wardrobe Allowance	
Description:	
Zone Change:	One ▼
Allowed Wardrobe Amount:	350.00
Wardrobe Amount:	350.00
Cost Details	
Exp Cat:	Miscellaneous Expense ▼
Payment Method:	CASH ▼
Vendor:	<Select a Vendor> ▼
☒ Taxable?	
☐ Deductible?	

The Wardrobe Allowance entry has been updated to allow for a **Zone Change** of None, One, or Two. The applicable **Allowed Wardrobe Amount** and **Wardrobe Amount** will be displayed based on **Amounts** defined within the **Organization Settings**. If desired, the user can update the **Wardrobe Amount**.

Reimbursement Method:	Not Applicable ▼	Weekly Basic Gross Pay:	0.00
-----------------------	------------------	-------------------------	------

A **Reimbursement Method** of “Not Applicable” has been added to the MEA/DLA Voucher to allow Wardrobe Allowance to be reimbursed on a Voucher without including MEA/DLA expenses.

The Self-Vouchering Wizard in the Employee Portal has been updated to allow the reimbursement of an Wardrobe Allowance.

- By default, the Organization Settings have been updated to expire previous Wardrobe amounts as of 4/8/2023 and create new Wardrobe Zone Amounts based on the current regulations. To change the configuration:
 - Log into the Expense Management Portal as a user with the **Add/Update Organization Settings** permission.
 - Select the desired **Organization**, if applicable.
 - Navigate to the **Admin > Organization Setup > Organization Settings** using the main menu bar.
 - Select the desired **Type**, if applicable.
 - Select the **MEA/DLA** tab along the top toolbar.
 - Under **Amounts**, select the **Edit** to the left of “Wardrobe Allowance for Employee – 1 Zone”, “Wardrobe Allowance for Employee – 2 Zone”, “Wardrobe Allowance for Employee and Family Members – 1 Zone”, and/or “Wardrobe Allowance for Employee and Family Members – 2 Zones”
 - Make desired changes.
 - Select **Update** to save changes or **Cancel** to close without saving.
 - For additional guidance, refer to the *Organization Settings* section within the **Expense Management Administrator Guide**.

PET SHIPMENT AND QUARANTINE EXPENSES

The application has been updated to allow the reimbursement of Pet Shipment and Quarantine Expenses up to a configured maximum amount. Allowance is available for Civilian and Uniformed Organizations

After configuration, a user will have the option to add Pet Shipment and Quarantine Expenses on the MEA/DLA screen. On the screen, the Allowed Expense Total will display the Organization Setting’s maximum allowed amount. Below is the Actual Expense Total based on the expenses added by a user to the table. Additional Pet Shipment and Quarantine Expenses can be added to the MEA/DLA Expense tables.

Pet Shipment & Quarantine				
Allowed Expense Total: 4,000.00 Actual Expense Total: 4,000.00				
Edit	Date	Description	Actual Cost	Delete
Edit	01/01/2024	Pet Transportation	2,000.00	Delete
Edit	01/01/2024	Quarantine Fees	2,000.00	Delete
	01/01/2024	Pet Transportation ▼		Add

The Self Vouchering Wizard in the Employee Portal has been updated to allow the reimbursement of Pet Shipment and Quarantine Fees.

- Applicable Relocation Type(s) will need to be updated to allow Pet Shipment and Quarantine for use on an Authorization or Voucher. Update **Relocation Type Settings** by:
 - Log into the Expense Management Portal as a user with the **Add/Update Relocation Type Settings** permission.

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- Select the desired **Organization**, if applicable.
 - Navigate to the **Admin > Organization Setup > Relocation Type Settings** using the main menu bar.
 - Select the applicable **Type of Relocation** and **Type of Relocation Travel**.
 - Select "Pet Shipment and Quarantine" under the **MEA/DLA** heading.
 - **Note:** Pet Shipment and Quarantine is a DSSR entitlement, therefore, Fixed/Lump Sum – FTR and Pet Shipment and Quarantine cannot both be selected.
 - Select **Save**.
 - For additional guidance, refer to the *Relocation Type Settings* section within the **Expense Management Administrator Guide**
- The Organization Settings has included a Pet Shipment and Quarantine limit for CONUS and OCONUS. If the Organization Type is Civilian, the limit is \$4,000 for CONUS and OCONUS. If the Organization Type is Uniformed, the limit is \$550 for CONUS and \$2,000 for OCONUS. To change the configuration:
 - Log into the Expense Management Portal as a user with the **Add/Update Organization Settings** permission.
 - Select the desired **Organization**, if applicable.
 - Navigate to the **Admin > Organization Setup > Organization Settings** using the main menu bar.
 - Select the desired **Type**, if applicable.
 - Select the **MEA/DLA** tab along the top toolbar.
 - Under **Amounts**, select the **Edit** to the left of "Pet Shipment and Quarantine in CONUS" and/or "Pet Shipment and Quarantine in OCONUS"
 - Make desired changes.
 - Select **Update** to save changes or **Cancel** to close without saving.
 - For additional guidance, refer to the *Organization Settings* section within the **Expense Management Administrator Guide**.
 - The MEA/DLA Expense Table has been updated to include a Pet Transportation and Quarantine Fees have been created. To configure additional expenses:
 - Log into the Expense Management Portal as a user with the **Add/Update Expense Data** permission.
 - Select the desired **Organization**, if applicable.
 - Navigate to the **Admin > Organization Setup > Expense Info > Expenses > MEA/DLA** using the main menu bar.
 - Select the "Pet Shipment/Quarantine" **Type**.
 - Enter the remaining fields and select **Add**.
 - For additional guidance, refer to the *MEA/DLA Expenses* section within the **Expense Management Administrator Guide**.

NON-TAXABLE TEMPORARY QUARTERS

For Civilian Relocations, the Temporary Quarters (TQ) screen has been updated to allow the selection of a global non-taxable for the entire allowance. In some cases, like Pre-Departure and Temporary Quarters Subsistence Allowance (i.e., provided under the Department of State Standardized Regulations), TQ expenses

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may and should not follow the often defaulted taxability configuration in the administrative TQ Expense table. To improve usability for these Relocation Types, a new checkbox has been added to the TQ screen to allow a user to uncheck taxability on all expenses for the TQ location. This setting must be set on the Authorization before any expenses are created. Once set, the checkbox cannot be unselected until the complete TQ allowance is deleted. The setting will copy to Vouchers that are created from the Authorization but cannot be edited on the Voucher.



After selecting the “Set TQ as Non-Taxable” checkbox and saving the screen, each expense created will uncheck and disable selection of the “Taxable” checkbox.



- Since this setting is set on an Authorization before expenses are created, the Authorization Templates have been updated to include the setting too. To update the Authorization Templates:
 - Log into the Expense Management Portal as a user with the **Add/Update Authorization Templates** permission.
 - Select the desired **Organization**, if applicable.
 - Navigate to the **Admin > Organization Setup > Authorization Templates** using the main menu bar.
 - Select the desired **Relocation Type**.
 - Select the desired **Type of Relocation Travel**.
 - Select the **TQ** tab.
 - Select the “Set TQ as Non-Taxable” for **Temporary Quarters at Old Location** and/or **Temporary Quarters at New Location**.
 - Select **Save**.
 - For additional guidance, refer to the *Authorization Templates* section within the **Administrator Guide**.

LEAVE FOR TEMPORARY QUARTERS UPDATE

When inputting Temporary Quarters (TQ), the user has the option to select Leave for any TQ day. When selected, this option adjusts the maximum calculation based on the employee and family members leaving TQ for any reason. For example, if the travelers travel for the holidays and check out of the hotel. The travelers were no longer authorized per diem on these days. Selecting Leave of No Per Diem will adjust the Maximum

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Allowable reimbursement accordingly. The Leave options have been updated to include "Emp on TDY." This option specifically will keep the Employee's lodging portion in the maximum allowable calculation, but remove their M&IE, which would be reimbursed under the Temporary Duty (TDY) allowance.

Daily Expenses - Day 1	
Per Diem Rate:	107.00 / 59.00
Calculated Per Diem Entitlement:	187.25 / 103.25
Leave:	Emp On TDY ▼

- No Configuration Needed

ADDITIONAL MEDICARE TAX

The Internal Revenue Service (IRS) implemented an Additional Medicare Tax to be applied to wages over a certain threshold by the Affordable Care Act. Employers are responsible for withholding the tax on wages in certain circumstances. For more information about the Additional Medicare Tax, refer to the IRS's site: <https://www.irs.gov/businesses/small-businesses-self-employed/questions-and-answers-for-the-additional-medicare-tax>.

To help confirm the correct withholding amount is withheld for Medicare (HIT), a new checkbox is available on the **Tax Info** screen of a document. Once selected, the applicable rate for Additional Medicare Tax will be applied to the **Employee HIT** amount. As the Additional Medicare Tax is not matched by the Employer, the **Employer HIT** amount is not affected.

Federal Tax Filing Status: Married filing jointly ▼	Total Taxable Income: 55,000.00
State Tax Filing Status: Married filing jointly ▼	☒ Include Social Security (FICA) Deduction
Retirement Plan: FERS ▼	☐ Include Additional Medicare (HIT) Deduction
Estimated WTA/RITA Date: 4/30/2021	

The additional percentage is configured within the **Federal Payroll Admin** table. The current Additional Medicare Rate of .9% has already been added to the **Federal Payroll Admin** table.

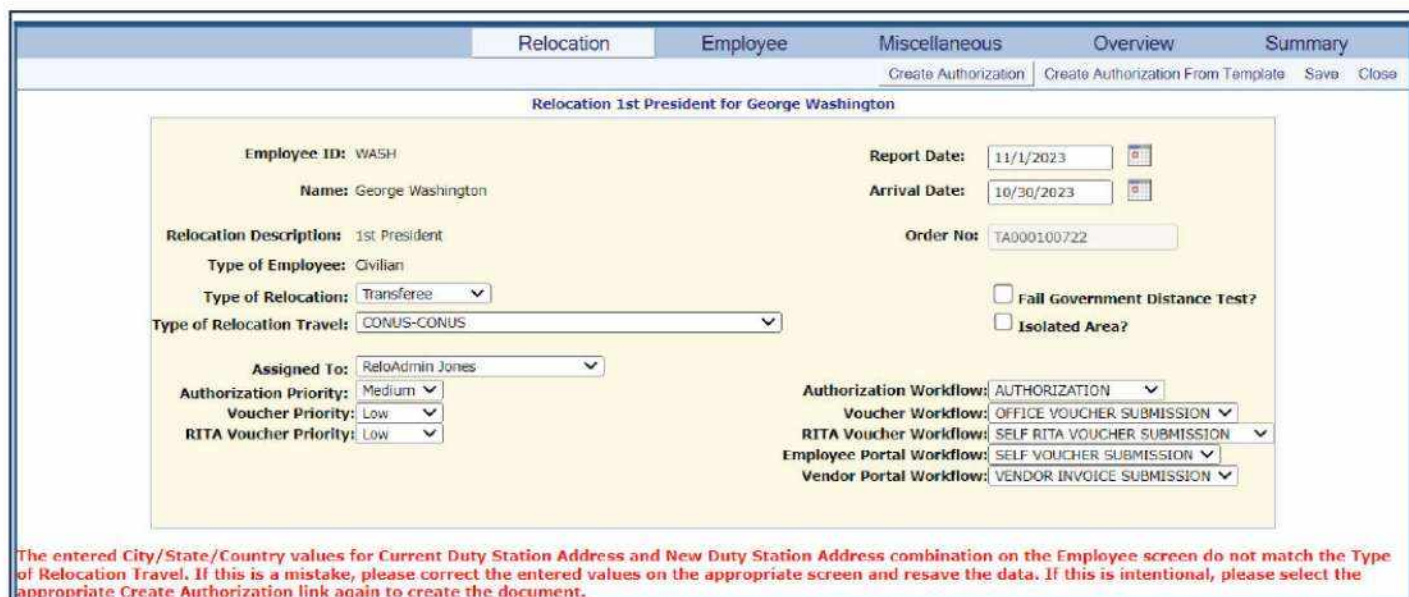
- No Configuration Needed

RELOCATION TYPE TRAVEL VALIDATION ON AUTHORIZATION CREATION

A common mistake within the application is when the wrong Type of Relocation Travel is selected that does not match the location information entered on the Employee screen before creating an Authorization. For example, a user can enter a New Duty Station location in Anchorage, AK and still select a Type of Relocation as "CONUS to CONUS". This simple error can result in a lot of issues when applying accurate allowances and their taxability. To reduce the risk of user error, a new data validation has been added to help this! When a

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user selects the Create an Authorization/Creation Authorization From Template, the application will check the entered Current Duty Station Address and New Duty Station Address against the selected Type of Relocation Travel. If the values do not logically match, a red message will appear to inform the user. If the selected values are intentional and accurate, the user can simply select the Create Authorization or Create Authorization From Template button again to continue. If the fields are inaccurate, the user has a chance to correct the Type of Relocation Type or Employee screen before creating the first document.



Relocation 1st President for George Washington

Employee ID: WASH
Name: George Washington

Relocation Description: 1st President
Type of Employee: Civilian
Type of Relocation: Transferee
Type of Relocation Travel: CONUS-CONUS

Assigned To: RefoAdmin Jones
Authorization Priority: Medium
Voucher Priority: Low
RITA Voucher Priority: Low

Report Date: 11/1/2023
Arrival Date: 10/30/2023
Order No: TA000100722

Authorization Workflow: AUTHORIZATION
Voucher Workflow: OFFICE VOUCHER SUBMISSION
RITA Voucher Workflow: SELF RITA VOUCHER SUBMISSION
Employee Portal Workflow: SELF VOUCHER SUBMISSION
Vendor Portal Workflow: VENDOR INVOICE SUBMISSION

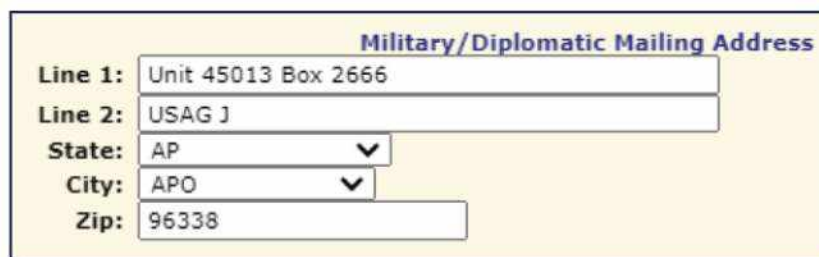
☐ Fall Government Distance Test?
☐ Isolated Area?

The entered City/State/Country values for Current Duty Station Address and New Duty Station Address combination on the Employee screen do not match the Type of Relocation Travel. If this is a mistake, please correct the entered values on the appropriate screen and resave the data. If this is intentional, please select the appropriate Create Authorization link again to create the document.

- No Configuration Needed

ENTRY OF MILITARY/DIPLOMATIC MAILING ADDRESS

The United States Postal Service offers mail services to military and diplomatic personnel across the globe using a special type of mailing address. This type of mailing address doesn't conform to the standard city, state, and country needed to calculate per diem within the mLINQS Solution. Therefore, a new and dedicated Military/Diplomatic Mailing Address section can be optionally added to the Employee screen.



Military/Diplomatic Mailing Address

Line 1: Unit 45013 Box 2666
Line 2: USAG J
State: AP
City: APO
Zip: 96338

When needed for mailing purposes, enter the following information:

- **Line 1 and Line 2:** Enter the unit or Post Office box number.

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- **State:** Select AA (Armed Forces of the Americas), AE (Armed Forces of Europe), or AP (Armed Forces of the Pacific).
- **City:** Select APO (Army Post Office), FPO (Fleet Post Office), or DPO (Diplomatic Post Office).
- **Zip:** Enter the Zip Code.

For mailing purposes, like the W-2 Report and Year End Tax Letter Report, the Military/Diplomatic Mailing Address will be used. If the address is blank, the report will use the New Address, as previously designed.

- By default, the Military/Diplomatic Mailing Address will not be turned on. To start entering military and diplomatic addresses:
 - Log into the Expense Management Portal as a user with the **Add/Update Organization Settings** permission.
 - Select the desired **Organization**, if applicable.
 - Navigate to the **Admin > Organization Setup > Organization Settings** using the main menu bar.
 - Select the desired **Type**, if applicable.
 - Select the **Relocation** tab along the top toolbar.
 - Select the checkbox for **Show Military/Diplomatic Mailing Address on Employee Tab**.
 - Select **Save**.
 - For additional guidance, refer to the *Organization Settings* section within the **Expense Management Administrator Guide**.

AMENDMENT INFORMATION ADDED TO THE MAIN DOCUMENT SCREEN

For an Amendment document, the Main Screen has been updated to display the Expense Category, the authorized cost from the previous Authorization/Amendment Document, the authorized cost from the current document, and the difference. This is to help determine the difference between each Authorization/Amendment Document quickly. Also included is the total Advance Amounts for each document and a difference.

Amendment Summary			
Expense Category	Prev Authorized Cost	Current Authorized Cost	Difference
Employee FICA	29,322.58	25,782.22	459.64
Employer HIT	6,857.70	6,965.20	107.50
HHG Transportation	1,000.00	1,000.00	0.00
Househunting Trip	1,523.50	1,523.50	0.00
Miscellaneous Expense	650.00	650.00	0.00
Permanent Duty Travel	1,195.50	1,195.50	0.00
Real Estate Allowances	357,000.00	357,000.00	0.00
Temporary Quarters	7,528.00	13,310.50	5,782.50
Withholding Tax Allowance	104,047.87	105,678.83	1,630.96
Total Costs:	509,125.15	517,105.75	7,980.60
Advance Amounts:	0.00	0.00	0.00

- No Configuration Needed

DEFAULT VALUE FOR NUMBER OF POVS

When entering a Shipment and/or Storage of a Privately Owned Vehicle (POV) Expense, the Number of POVs field would default to a one (1) if the field was left blank or as a 0. Later when a Deobligation Expense was created, the Number of POVs would generate as a 0, then update to a 1 if a user edited the expense. This would then cause issues with some agency's audits. For example, the "Number of POV(s) shipped exceeds

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parameter” audit being set to one (1). The system would count the 1 from the original POV expense and the 1 for the edited deobligation expense, resulting in two POVs and triggering the error. To solve this problem, the default value has been removed.

- No Configuration Needed.

STATE TAX WITHHOLDING DISPLAYED WHEN CREATING A RITA/ETTRA VOUCHER

To help determine the appropriate state(s) for the State Marginal Tax Rate, the Create Relocation Income Tax Allowance/Extended TDY Tax Reimbursement Allowance Voucher screen has been updated. The screen now displays the State Tax Withholding for each Voucher.

☒ Select All						
Vouchers						
☒ Voucher #1	Submitted By: ReloAdmin Jones	Submitted On: 11/20/2023	State: CA	Vch Paid Date: 11/20/2023		
Trip/Allowance						Cost
HHT-Employee						3,910.50
Tax Allowance(s)						1,486.49
						Total: 5,396.99
☒ Voucher #2	Submitted By: ReloAdmin Jones	Submitted On: 11/20/2023	State: CA	Vch Paid Date: 11/20/2023		
Trip/Allowance						Cost
HHG/POV						14,129.00
Tax Allowance(s)						5,370.82
						Total: 19,499.82
☒ Voucher #3	Submitted By: ReloAdmin Jones	Submitted On: 11/20/2023	State: CA	Vch Paid Date: 11/20/2023		
Trip/Allowance						Cost
ER-Employee						1,424.50
Tax Allowance(s)						541.49
						Total: 1,965.99

- No Configuration Needed

SHOW/HIDE WORKFLOW DETAILS

For improved usability and readability, the document Tracking screen has been updated to hide the details of a Workflow by default. The Workflow list will now only display the Primary individual for each Level. To see the Back-Up(s) for a Level, select the Show Workflow Details link to the right of the table. Once selected, select Hide Workflow Details to return to the shorter list.

Workflow			Show Workflow Details
Level	Tracking Stamp	Name	
1	SEND	ReloAdmin Jones	Primary
3	EMPLOYEE SIGNATURE	Joe Schmoe	Primary
4	AO SIGNATURE	Luke Schmoe	Primary
5	SUBMIT	ReloAdmin Jones	Primary

- No Configuration Needed

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PRINTED DOCUMENT FOR VOUCHER

The system generated printed Voucher form has been updated to include Advance Liquidation information on the front page of the Voucher and RITA/ETTRA Voucher. The Allowance table continues to display the amounts payable and not payable to the employee. This amount is then deducted by various taxes. Advance Liquidation has also been shown as a deduction to the total Amount Payable to Employee amount.

18. ALLOWANCE	19. AMOUNT NOT PAYABLE TO EMPLOYEE	20. AMOUNT PAYABLE TO EMPLOYEE
Househunting Trip	0.00	2,024.38
Withholding Tax Allowance	0.00	570.98
21. GROSS AMOUNT PAYABLE	0.00	2,595.36
DEDUCT Federal Income Tax Withholding		570.98
State Income Tax Withholding (VA)		149.23
Employee's Contribution to Social Security		160.91
Employee's Contribution to Medicare		37.63
Advance Liquidation		0.00
22. AMOUNT PAYABLE TO EMPLOYEE		1,676.61

- No Configuration Needed

PRESET COMMENTS FOR EXTENDED TDY

Preset Comments feature has been updated to be optionally used in Extended Temporary Duty (Ext TDY) Organizations. Any previously configured "Main Document" and "Taxes" Areas are available within an Ext TDY document. In addition, a new "Extended TDY" area has been added.

- Previously configured Preset Comments will remain and none are added for Extended TDY. To configure Preset Comments:
 - Log into the Expense Management Portal as a user with the **Add/Update Preset Comments** permission.
 - Select the desired **Organization**, if applicable.
 - Navigate to the **Admin > Organization Setup > Preset Comments** using the main menu bar.
 - Filter the list by selecting the desired **Area**, else view "All Comment Areas" by default.
 - Select the desired **Area**. If filtered, the **Area** will be determined for you to match your filter.
 - Enter a **Description** and **Comment**.
 - Select **Add** to save.
 - For additional guidance, refer to the *Preset Comments* section within the **Expense Management Administrator Guide**.

SEARCH BY RELOCATION TYPE

The Open Relocation, Search, and Assigned Voucher screens have been updated to include an option to search by Relocation Type.

- No Configuration Needed

EXPORT ADMINISTRATIVE TABLES

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The ability to export additional administrative tables is available within the application. Navigate to the applicable administrative table and select an export button at the bottom of the administrative table. Organizational data will only be exported for organizations assigned to the applicable user.

- **Export the Organization Data** to see the Organization Code, Organization, Organization Type, the setting of Append, Use Default, or Replace for Accounting Parts, Accounting Setup, Attachment Types, Audits, Buyer Value Option (BVO) Multipliers, BVO Types, Document Miscellaneous Parts, Document Miscellaneous Setup, Email Templates, Employee Miscellaneous Parts, Employee Miscellaneous Setup, Employee Portal Forms, En Route Expenses, Expense Categories, Extended TDY Expenses, Guaranteed Home Sale (GHS) Multipliers, GHS Types, Household Good Expenses, Househunting Trip Expenses, Miscellaneous Expense Allowance/Dislocation Allowance Expenses, Organization Settings, Payment Methods, Preset Comments, Real Estate Expenses, Relocation Miscellaneous Parts, Relocation Miscellaneous Setup, Relocation Types, Stamps, Tax Expenses, Third Party Miscellaneous Parts, Third Party Miscellaneous Setup, TMSS Search Types, To Do List, Temporary Quarters/Temporary Lodging Expenses, Workflows, Workflow Roles, Last Updated By, and Last Updated On.
- **Export the Relocation Type Settings** to see the Organization, Organization Code, Relocation Type Name, Location Type, and each allowance/expiration setting for all Relocation Types within the application (available to the user). Each organization type (i.e., Civilian, Uniformed, and Extended TDY) are listed in a separate worksheet within the Microsoft Excel spreadsheet.
- **Export the Workflows Data** to see the Organization, Workflow Name, Document Type, Level Number, Workflow Role, Tracking Stamp, Send Email (Yes/No), Relocation Type (i.e., TRAN), Travel Type (i.e., CC), Allowance (i.e., HHT), Expense Code (i.e., Ldg), Last Updated By, and Last Updated On.
- **Export the Workflow Roles Data** to see the Organization, Workflow Name, User Display Name, User ID, Primary (Yes/No), Last Updated By, and Last Updated On.

REQUIRED RELOCATION OR DOCUMENT MISCELLANEOUS FIELDS NOT COMPLETED AUDIT

Two new Document Audits have been created to notify a user when required miscellaneous fields are not completed. Although, fields can be marked as required, the Relocation Miscellaneous and Document Main screen does not require the user to navigate to these screens, complete, and save them before creating or processing a document. A Document Audit for each of these screens to ensure required fields are completed is now available.

- By default, the new Document Audit will be configured as off. To update the configuration:
 - Log into the Expense Management Portal as a user with the **Update Document Audits** permission.
 - Select the desired **Organization**, if applicable.
 - Navigate to the **Admin > Organization Setup > Document Audit** using the main menu bar.
 - Select the desired **Type**, if applicable.
 - Select the desired **Document Type**.
 - Select "Document" from the **Area** dropdown.
 - Select **Edit** to the left of the "Required Relo Misc field(s) are not completed" or "Required Document Misc field(s) are not completed" audit.
 - Update to the desired **Severity** and **Audit Failure Information**.
 - Select **Update** to save changes or **Cancel** to close without saving.
 - For additional guidance, refer to the *Document Audits* section within the **Expense Management Administrator Guide**.

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HHG EXPENSE(S) PAST THE EXPIRATION DATE AUDIT

A new Document Audit has been created for Vouchers to notify a user if the expense date for Household Good (HHG) expense(s) are past the expiration date.

- By default, the new Document Audit will be configured as off. To update the configuration:
 - Log into the Expense Management Portal as a user with the **Update Document Audits** permission.
 - Select the desired **Organization**, if applicable. Note, this audit is not available for Extended TDY.
 - Navigate to the **Admin > Organization Setup > Document Audit** using the main menu bar.
 - Select “Civilian Relocations” or “Uniformed Relocations” from the **Type** radio buttons, if applicable.
 - Select “Voucher” from the **Document Type** dropdown.
 - Select “Household Goods” from the **Area** dropdown.
 - Select **Edit** to the left of the “Expense(s) past the Expiration Date” audit.
 - Update to the desired **Severity** and **Audit Failure Information**.
 - Select **Update** to save changes or **Cancel** to close without saving.
 - For additional guidance, refer to the *Document Audits* section within the **Expense Management Administrator Guide**.

HHG UAB WEIGHT EXCEEDS PARAMETER AUDIT

Based on the Joint Travel Regulations (JTR) for civilian, the Unaccompanied Air Baggage (UAB) weight cannot exceed 1,000 lbs. Some agencies have also adopted similar rules by adding a maximum allowable weight. A new Document Audit has been created to address this situation. The audit allows a parameter be set for the maximum weight. If a UAB expense is entered for a higher amount of the weight, then the audit will trigger.

- By default, the new Document Audit will be configured as off. To update the configuration:
 - Log into the Expense Management Portal as a user with the **Update Document Audits** permission.
 - Select the desired **Organization**, if applicable. Note, this audit is only available for Uniformed organization types.
 - Navigate to the **Admin > Organization Setup > Document Audit** using the main menu bar.
 - Select “Uniformed Relocations” from the **Type** radio buttons, if applicable.
 - Select the desired **Document Type**.
 - Select “Household Goods” from the **Area** dropdown.
 - Select **Edit** to the left of the “HHG UAB (estimated) weight exceeds Parameter” audit.
 - Update to the desired **Parameter**, **Severity** and **Audit Failure Information**.
 - Select **Update** to save changes or **Cancel** to close without saving.
 - For additional guidance, refer to the *Document Audits* section within the **Expense Management Administrator Guide**.

FICA/HIT AMOUNTS DO NOT MATCH AUDIT

Two new Document Audits have been created for Authorizations and Vouchers to compare the amount of Federal Insurance Contribution Act (FICA) or Health Insurance Tax (HIT) for the Employee and Employer. Typically, the Internal Revenue Service requires an employer to match the employee’s portion for these taxes. An audit will trigger if the amounts are not the same.

- By default, the new Document Audit will be configured as off. To update the configuration:
 - Log into the Expense Management Portal as a user with the **Update Document Audits** permission.

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- Select the desired **Organization**, if applicable.
- Navigate to the **Admin > Organization Setup > Document Audit** using the main menu bar.
- Select the desired **Type**, if applicable.
- Select the desired **Document Type**.
- Select "Tax" from the **Area** dropdown.
- Select **Edit** to the left of the "FICA amounts do not match" audit or the "HIT amounts do not match" audit.
- Update to the desired **Severity** and **Audit Failure Information**.
- Select **Update** to save changes or **Cancel** to close without saving.
- For additional guidance, refer to the *Document Audits* section within the **Expense Management Administrator Guide**.

HOME MARKETING INCENTIVE AUDITS

To comply with the Federal Travel Regulation (FTR) and Joint Travel Regulation (JTR), some new Home Marketing Incentive (HMI) Document Audits have been created.

Based on the FTR, HMI Expenses cannot exceed 5% of the Guaranteed Home Sale (GHS) Price. The HMI Expenses exceed GHS Price Limit is a Voucher Document Audit that allows the agency to ensure that the total HMI amount doesn't exceed a percentage of the GHS Price. By default, the audit is set with a parameter of .05 to match the FTR but can be updated in the Document Audit table if needed.

Based on the FTR and JTR, HMI Expenses cannot exceed a percentage of the Agency Savings Amount. The HMI Expenses exceed Agency Savings Limit is a Voucher Document Audit that allows the agency to ensure that the total HMI amount doesn't exceed a percentage of the Agency Savings amount. By default, the audit is set with a parameter of 1 (100%) to match the FTR. To follow the JTR, the parameter should be updated to .5 (50%). If desired, the parameter can be set to a different percentage.

The HMI Expenses Exceed Parameter is a Document Audit that allows an agency to determine a maximum limit based on their agency policy. Configure the Document Audit with a parameter based on your policy and if the HMI amount exceeds the parameter amount, the audit will trigger. Audit is available for Authorization and/or Vouchers.

The HMI Expenses Exceed Authorized is a Voucher Document Audit that limits the amount of HMI expenses to the amount that was authorized.

- By default, the new Document Audit will be configured as off. To update the configuration:
 - Log into the Expense Management Portal as a user with the **Update Document Audits** permission.
 - Select the desired **Organization**, if applicable. Note, this audit is not available for Extended TDY.
 - Navigate to the **Admin > Organization Setup > Document Audit** using the main menu bar.
 - Select "Civilian Relocations" or "Uniformed Relocations" from the **Type** radio buttons, if applicable.
 - Select the desired **Document Type**.
 - Select "Real Estate" from the **Area** dropdown.
 - Select **Edit** to the desired audit.
 - Update to the desired **Severity**, **Parameter** (if needed), and **Audit Failure Information**.
 - Select **Update** to save changes or **Cancel** to close without saving.
 - For additional guidance, refer to the *Document Audits* section within the **Expense Management Administrator Guide**.

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USER ACCOUNTING INACTIVITY UPDATE

For hosted customers, the mLINQS SaaS Solution has been updated to actively lock a user's account based on days of inactivity. This account locking is performed automatically and is independent of the user attempting to log into the application like previously designed. The previous design will continue to work for on-premises customers.

- No Configuration Needed

RELOCATION COUNT INFORMATION MESSAGE

Previously, when a new Relocation/Extended TDY record was created and the license count was close to the expiration date or low on license count, an informational message would display to the user. However, often these are not the users that manage the application licenses. Therefore, the message has been removed. For a user with "Update Maintenance Number" permission, a low license count message will appear upon a successful log in. Simple select **Continue** below the message to access the application.

Relocation Count Information

Your organization has processed 19 employee relocations during your current license term. Your license allows you to process a maximum of 00021 relocations by its expiration date of 9/30/2024. If you need your license capacity increased, please contact mLINQS.

[Continue](#)

- No Configuration changes were made to user's previous permissions. To configure a role with to see this message:
 - Log into the Expense Management Portal as a user with the **Add/Update Roles** permission.
 - Select the desired **Organization**, if applicable.
 - Navigate to the **Admin > System Setup > Roles** using the main menu bar.
 - Select **Edit** to the left of the desired **Role**.
 - Select the checkbox to the left of "Update Maintenance Number" under the **System Setup Permissions** heading.
 - Select **Update** to save changes or **Cancel** to close without saving.
 - For additional guidance, refer to the *Roles* section within the **Expense Management Administrator Guide**

OMIT COMMAS FROM THE W-2 REPORT

When generating the W-2 Report, a CSV file is created with the applicable information required to import the information into a W-2 software for printing. CSV, or Comma-Separated Value, is a common file format that separates data in a tabular format. Each data element is then separated by a comma. With the addition of commas in fields like addresses and cities, the file could easily be incorrectly separated. mLINQS has updated the report generation to omit any incorrect commas to ensure the data is correct each time.

- No Configuration Needed

ADDED ARRIVAL DATE TO SDO

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The Standard Data Output (SDO) has been updated to include the Arrival Date.

- No Configuration Needed

REPORT UPDATES

The Logi Reporting Portal has been updated to a new version for security and bug fixes. Although the portal will not display any significant changes, some reports have been modified too.

The Real Estate Home Sale and Purchase Report has been updated to include the Voucher Paid Date.

- No Configuration Needed

SOFTWARE BUG FIXES

REAL ESTATE EXPENSE ROUNDING

When creating a Real Estate expense on an Authorization, if a user doesn't use the Calculate link, the Reimbursement Cost would sometimes calculate off by a penny due to a rounding error. This has been fixed.

DISPLAY ISSUE FOR CALCULATE THIRD PARTY EMPLOYEE TAXES ON READ ONLY DOCUMENTS

When an Authorization is configured to "Calculate Third Party Employee Taxes" and the document is locked or submitted (i.e., Read Only), the screen would display 0.00 for the Third Party Employee Taxes amounts. This has been fixed.

PER DIEM LOCATIONS WITH AN APOSTROPHE

When a per diem location includes an apostrophe ('), the En Route screen would display an "ERROR with inserting/updating En Route Trip per diem expenses" message. This has been fixed to allow the use of an apostrophe.

SPELLING OF AUTHORIZATION ON THE WORKFLOWS SCREEN

Within the administrative Workflows screen, the Document Type "Authorization" was misspelled. This has been fixed.

TO DO LIST ITEMS WITH TEXT ENTERED

In some cases when configuring a To-Do List Item, once a task name was entered a user could not remove the task from the configuration to no longer use the task. This has been fixed.

DISPLAY OF HOUSEHUNTING TRIP EXPENSES ON THE SUMMARY SCREEN

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In some cases, when using the Self Vouchering Wizard for Househunting Trip, the Summary screen would display some expenses as the Employee and Spouse traveling and others as the Employee only traveling. This has been fixed.

PER DIEM CALCULATION WHEN SPOUSE/DOMESTIC PARTNER HAS A DATE OF BIRTH

In some cases, when a spouse or domestic partner has a Date of Birth entered on the Employee screen, the per diem calculation for the En Route would appear incorrectly in the Self Vouchering Wizard. This has been fixed.

EN ROUTE FOR EMPLOYEE AND FAMILY AVAILABILITY IN SELF VOUCHERING

In some cases, when an employee and family had already been included on an En Route Voucher, the option to voucher for En Route would still appear available in the Self Vouchering Wizard. This has been fixed.

NO DOCUMENT ATTACHMENTS AUDIT

The "No Attachments Included in Document" Audit included attachments associated to the Document History. For example, if a document had no attachments uploaded but had stamped a document with "Automatically Create Document Attachment (pdf) when Stamping" selected the audit wouldn't trigger. This has been fixed to trigger based on attachment uploads only.

STATE ON THE EMPLOYEE QUESTIONNAIRE

The Employee Questionnaire has always been designed for the user to enter the state abbreviation with entering the State in United States Addresses. But the field was allowing the user to enter additional characters, over 2. This has been fixed to limit the user to two characters.

DISPLAY FOR UNSUBMITTED VOUCHER REPORT

The Unsubmitted Voucher Report displays allowances that have not been vouchered for based on an Authorization. The report was improperly only showing Authorization that had at least one Voucher included in the Relocation. This has been fixed to display allowances regardless of a Voucher in the Relocation.

TECHNICAL SUPPORT

For any issues related to this release, please contact our Technical Support staff at helpdesk@mlinqs.net.



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mLINQS®, LLC, headquartered in Fairfax, Virginia, is a Service-disabled Veteran-Owned Small Business founded in 2003. mLINQS develops highly specialized software and provides related support services to streamline federal E-Gov travel, transportation, and Relocation business processes. In 2004, the company released moveLINQ®, the industry leading Relocation expense management system designed to meet the unique needs of federal agencies. mLINQS also provides professional services for travel and Relocation IT, program, and change management government-wide through its servLINQ® support team. All mLINQS products and services, as described in detail at <http://www.mlings.net>, are available on mLINQS GSA Schedule found on GSA Advantage at https://www.gsaadvantage.gov/ref_text/GS33F0007U/0Z0IUJ.3UQVP7_GS-33F-0007U_GS33F0007U.PDF.

For questions about this document, contact:

mLINQS, LLC • 11350 Random Hills Rd., Suite 800 • Fairfax, Virginia 22030 • 703-425-1122 • HelpDesk@mLINQS.net • <http://www.mLINQS.net>

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From: "Russell, Shana D. (JMD)" <(b) (6)>

To: (b) (6), (b) (7)(C)

Cc: (b)(6), (b)(7)(c) - (Karen Drolet's email address)

Subject: RE: [EXTERNAL] Your subscription payment for Camtasia® Maintenance was successful.

Date: Wed, 26 Jun 2024 09:24:05 -0400

Importance: Normal

Attachments: osc_-_camtasia_2022_JCEO23000303_(b)(4) per JMD.pdf

Please see attached.

Shana Russell

Consolidate Executive Office

950 Pennsylvania Ave., NW

Washington, DC 20530

(b) (6)

From: (b) (6), (b) (7)(C)

Sent: Tuesday, June 25, 2024 5:11 PM

To: Russell, Shana D. (JMD) <(b) (6)>

Cc: (b)(6), (b)(7)(c) - (Karen Drolet's email address)

Subject: RE: [EXTERNAL] Your subscription payment for Camtasia® Maintenance was successful.

Shana I am having TechSmith look into this but are you able to tell me which license this was associated with? I can't find in my records where we ordered a Camtasia license in March 2023, but I might be missing something.

From: Russell, Shana D. (JMD) <(b) (6)>

Sent: Monday, June 24, 2024 11:29 AM

To: (b) (6), (b) (7)(C)

Cc: (b)(6), (b)(7)(c) - (Karen Drolet's email address)

Subject: RE: [EXTERNAL] Your subscription payment for Camtasia® Maintenance was successful.

I had a charge in March that I emailed you about. The charge was for (b)(4) per JMD. I never received a credit.

You might need to go into each account I purchased and cancel the subscription.

Shana Russell

Consolidate Executive Office

950 Pennsylvania Ave., NW

Washington, DC 20530

(b) (6)

From: (b) (6), (b) (7)(C)

Sent: Monday, June 24, 2024 10:34 AM

To: Russell, Shana D. (JMD) <(b) (6)>

Cc: (b)(6), (b)(7)(c) - (Karen Drolet's email address)

Subject: FW: [EXTERNAL] Your subscription payment for Camtasia® Maintenance was successful.

Good morning Shana,

I believe the charge from Camtasia listed below was charged to your credit card. Please let me know if this is not the case. I have requested that Camtasia cancel this charge since we no longer need this specific license. I will be in touch when I have more information about the cancellation.

Thanks,

(b) (6), (b) (7)(C)

From: (b)(6), (b)(7)(c) - (Karen Drolet's email address)

Sent: Monday, June 24, 2024 9:00 AM

To: (b) (6), (b) (7)(C)

Subject: FW: [EXTERNAL] Your subscription payment for Camtasia® Maintenance was successful.

Thanks,

Karen

This message is intended for official use and may contain SENSITIVE information. If this message contains SENSITIVE information, it should be properly delivered, labeled, stored, and disposed of according to policy.

From: TechSmith Corporation <mailer@fastspring.com>

Sent: Sunday, June 23, 2024 7:17 AM

To: (b)(6), (b)(7)(c) - (Karen Drolet's email address)

Subject: [EXTERNAL] Your subscription payment for Camtasia® Maintenance was successful.



TechSmith

Hello Karen Drolet,

Your subscription payment for Camtasia® Maintenance (b)(4) per JMD was successful.

[View Invoice](#)

[Manage Your Orders](#)

Your Subscription

Camtasia® Maintenance **x1**

Subscription renews every year. You will be billed again on 6/23/25.

[Full Terms and Subscription Management](#)

TechSmith Corporation, 14 Crescent Road, East Lansing, MI, 48823-5708 USA, +1-517-879-5929

www.techsmith.com

[Privacy Policy](#)

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PURCHASE CARD TRANSACTION FORM



U.S. DEPARTMENT OF JUSTICE
JUSTICE MANAGEMENT DIVISION

PART I - REQUESTOR

1. Name of Requestor
OSC

2. Requestor Title

3. Requesting Organization
CEO/OSC

4. Date of Request
Mar 13, 2023

5. Action (check one):
☒ New ☐ Revised

PART II - DESCRIPTION OF SUPPLIES / SERVICES

6. Insert the description, quantity and unit price for each product / service acquired.

Add Row	Product Description	Unit of Issue	Quantity	Unit Rate	Subtotal
Remove Row	Camtasia 2022	Each	(b)(4) per JMD		
Remove Row			0	\$0.00	\$0.00
Delivery/Shipping ☒ FOB Destination ☐ FOB Origin		Shipping Est.=		Grand Total=	
				(b)(4) per JMD	

7. Justification of Purchase

PART III - VENDOR INFORMATION

8. Vendor Name & Address

TechSmith.com

9. Vendor Point-of-Contact (POC) Name

10. Vendor's POC Information

11. Vendor's Contract Number

12. Vendor Unique Entity Identifier (Optional)

13. Business Type (Check all that apply):

☐ Small-Disadvantaged-Business

☒ Other (enter below)

☐ Small-Veteran-Owned

☐ Small-Woman-Owned

☐ Small-Business

☐ Small-Service-Disabled-Veteran-Owned

PART IV - APPROPRIATION INFORMATION & FUNDING APPROVAL

14. Insert complete appropriation data and authorized amount. Funding must be approved by the organization's Funds Certifying Officer:

JPQ / UPQ / GPQ No.	Date Approved	Amount
		(b)(4) per JMD
		\$0.00
		(b)(4) per JMD
Grand Total:		

15. Complete Blocks 15a & 15b if this request is to modify funds from a previously request. Increases must be approved prior to purchase.

15a Original Amount: \$0.00 15b Revised Amount: \$0.00

16. I certify that the use of federal funds for the items to be purchase is allowable and appropriate:

WANDA WATTS Digitally signed by WANDA WATTS
Date: 2023.03.27 17:07:08 -04'00'

3/27/2023

Wanda Watts, Deputy Assistant Director, DAOG

16a. Signature of Funds Certifying Officer

16b. Date

16c. Name of Funds Certifying Officer

PART V - APPROVAL TO PURCHASE SUPPLIES / SERVICES

17. The "Authorizing Official" is the individual within the requestor's organization that is authorized to approve requisitions:

NOTE: Allottee cannot serve as funds certifier and cardholder's approving funds, may only perform 2 of these 3 functions

CYNTORIA CARTER Digitally signed by CYNTORIA
CARTER
Date: 2023.03.30 13:46:02 -04'00'

17a. Signature of Authorizing Official

17b. Date

Cyntoria Carter, Director, Consolidated Executive Office

17c. Name and Title of Authorizing Official

18. As required by component specific policy

18a. Signature of Approver

18b. Date

18c. Name and Title of Approver

PURCHASE CARD TRANSACTION FORM



U.S. DEPARTMENT OF JUSTICE
JUSTICE MANAGEMENT DIVISION

PART VI - Micro-Purchase Procurement Checklist *REQUIRED*

19. Required Sources:

Option	Source Priority	Determination	Contract Solutions
1	Sources Identified in FAR Part 8.002 and FAR Part 8.003	☐ Suitable ☒ Not Suitable	*AbilityOne *GSA Global Supply *UNICOR (mandatory items >\$3,500)
2	OMB Mandatory Best In Class (BIC) Solutions	☐ Suitable ☒ Not Suitable	For Laptops and Desktops: *NASA SEWP *GSA MAS Information Technology (IT) *NITAAC CIO-CS For Identity Protection Services: *GSA Identity Monitoring Data Breach Response and Protection Services (IPS) Blanket Purchase Agreements (BPA)
3	Justice Mandatory Solutions	☐ Suitable ☒ Not Suitable	Sources can be found in the Acquisition Gateway Solutions Finder Tool (https://hallways.cap.gsa.gov/login-information)
4	OMB Preferred BIC Solutions	☐ Suitable ☒ Not Suitable	*GSA FSSI OS3, FSSI OS4 and MAS SIN 3399400S4 (for office supplies) *GSA Advantage *GSA/FSSI *NASA SEWP
5	Justice Preferred Solutions	☐ Suitable ☒ Not Suitable	*DOJ Wireless Blanket Purchase Agreement (equipment only) *DOJ Worldwide Delivery Services *Sources can be found in the Acquisition Gateway Solutions Finder Tool (https://hallways.cap.gsa.gov/login-information)
6	Other Government-Wide Solutions	☐ Suitable ☒ Not Suitable	
7	Open Market Solutions	☐ Suitable ☒ Not Suitable	*GSA Commercial Platforms Proof of Concepts Program *Other open market vendor

20. Determinations

- Yes No
☐ ☒ 20.01. Is this purchase a personal convenience item(s) exclusively for the benefit of an employee(s)?
- Yes No
☐ ☒ 20.02. Is/Are the Item(s) on the Don't Buy Listing in the OBD Purchase Card Manual?
- Yes No
☐ ☒ 20.03. Will this transaction result in a split purchase?
- Yes No
☒ ☐ 20.04. Have you rotated vendors for the same type of purchase?
- Yes No
☐ ☒ 20.05. Does the transaction amount include sales taxes or other fees?
- Yes No
☐ ☒ 20.06. Does the transaction represent an advance payment as defined in the OBD Purchase Card Manual?
- Yes No
☐ ☒ 20.07. Is this transaction a Call against an existing internal BPA?
- Yes No
☐ ☒ 20.08. Is this transaction a payment against an existing open market contract?
- Yes No
☐ ☒ 20.09. Is this transaction an order against an existing GSA/FSS, GSA/FSSI BPA, JWAC, or GWAC contract?
- Yes No
☐ ☒ 20.10. [OPTIONAL] Has verification been made that vendor is not debarred or suspended (www.sam.gov)? Attach SAM system verification search. (Excluded Parties List System (FAR 9.404(c)(7))
- Yes No
☐ ☒ 20.11. Is this a purchase for copy or printing services?
- Yes No
☐ ☒ 20.12. Is this for construction/renovation/alteration services over \$2,000 that is not a repair (i.e., electrical services, painting >200 sq. ft. to public building or public work FAR Part 22.401 and FAR Part 22.402)?
- Yes No
☐ ☒ 20.13. Does purchase use Representation Funds (SOC 2572 only)?
- Yes No
☐ ☒ 20.14. Is purchase for food, beverages and/or light refreshments?
- Yes No
☐ ☒ 20.15. Is purchase for trinkets or other give-away items?
- Yes No
☐ ☒ 20.16. Is this purchase for the retirement or departure of a federal employee?
- Yes No
☐ ☒ 20.17. Is item for reasonable accommodation for an employee?

PURCHASE CARD TRANSACTION FORM



U.S. DEPARTMENT OF JUSTICE
JUSTICE MANAGEMENT DIVISION

- Yes No
☐ ☒ 20.18. Is purchase for paid advertisements in a newspaper?
- Yes No
☐ ☒ 20.19. **Acquisition from Federal Prison Industries (FAR 8.6).** Is the action greater than \$3,500 and include UNICOR mandatory products (<https://unicor.gov/SopAlphaList.aspx>)?
- Yes No
☐ ☒ 20.20. Is purchase for non-professional services greater than \$2,500 AND will use more than 5 employees?
- Yes No
☐ ☒ 20.21. **Section 508 (FAR 39.2).** Is purchase for Information and Communication Technology (ICT) goods or services? http://dojnet.doj.gov/jmd/pss/section_508.php
- Yes No
☐ ☒ 20.22. Is purchase for software or hardware?
- Yes No
☐ ☒ 20.23. Is purchase for IT services that require access to a DOJ IT system?
- Yes No
☐ ☒ 20.24. Is purchase for services that require access to personally identifiable information?
- Yes No
☐ ☒ 20.25. **Energy Efficiency (FAR 23.2).** Is purchase for a commercially available, off-the-shelf item that uses external standby power devices, or that contains an internal standby power function? See <http://www.energystar.gov>, http://www1.eere.energy.gov/femp/technologies/eed_purchasingspecs.html, and <http://www.epa.gov/watersense>.
- Yes No
☐ ☒ 20.26. **Hazardous Material (FAR 23.2).** Is product a delivery of hazardous material (i.e., pesticides or medical waste)?
- Yes No
☐ ☒ 20.27. **Recovered Material and Biobased Products (FAR 23.4).** Is transaction for products or services that will use products identified on EPA's list of designated products (<http://www.epa.gov/epaoswer/non-hw/procure/products.htm>) or USDA's list of designated products (www.biopreferred.gov/designationitemlist.aspx)?
- Yes No
☐ ☒ 20.28. **Drug-Free Workplace (FAR 23.5).** Is this purchase to an individual (except an individual involved in undercover law enforcement operations)?
- Yes No
☐ ☒ 20.29. **Notice of Radioactive Material (FAR 23.6).** Is this purchase for a product that is made from radioactive materials, e.g., ammunition, electronic tubes, instrument panel gauges, compasses, identification markers?
- Yes No
☐ ☒ 20.30. **Contracting for Environmentally Preferable Products and Services (FAR 23.7).** Is this a purchase for a computer monitor, desktop computer, notebook or personal computer copiers, digital duplicators, facsimile (fax) machines, mailing machines, multifunction devices, printers, and scanners. (www.epeat.net)? (see DOJ Electronics Stewardship Program)
- Yes No
☐ ☒ 20.31. **Ozone-Depleting Substances (FAR 23.8).** Is purchase for a product that contains ozone-depleting substances (e.g., refrigerator)? See <http://www.epa.gov/ozone.snap/index.html>.
- Yes No
☐ ☒ 20.32. **Ozone-Depleting Substances (FAR 23.8).** Is purchase for repair or maintenance of a product that contains ozone-depleting substances (e.g., air conditioners, refrigerators)?

PART VII - Price Reasonableness

I have knowledge of this item based on prior experience acquiring same or similar goods or services. Therefore the price is deemed fair.

21a. Signature of Cardholder

21b. Date

21c. Name of Cardholder

PART VIII - Order Placement Information *REQUIRED*

22. Transaction was made via: ☒ Internet ☐ Telephone ☐ Fax ☐ Contract Invoice Payment ☐ Other

23. Confirmation Number:

SHANA RUSSELL Digitally signed by SHANA RUSSELL
Date: 2023.03.27 11:49:15 -04'00'

24a. Signature of Cardholder

24b. Date

Shana Russell

24c. Name of Cardholder

PURCHASE CARD TRANSACTION FORM



U.S. DEPARTMENT OF JUSTICE
JUSTICE MANAGEMENT DIVISION

PART IX - Receiving Report

25a. Product / Service

25b. Quantity Ordered

25c. Quantity Received

I certify that all of the above products and/or services have been received, inspected, and accepted.

26a. Signature of Receiver

26b. Date

26c. Name of Receiver

PART X - Closeout

27a. Amount Obligated with Purchase:

27b. Adjustments Made (attach Justification):

27c. Total Amount Paid:

PART XI - Property

Insert the description, model number and serial number for each item inventoried. If the item was input into the DOJ Property Tracking System (PTS), insert "yes" in the "Input in PTS" column. If the item was bar coded, insert "yes" in the "Bar Coded" column.

Item Description

Model No.

Serial No.

Input in PTS

Bar Coded

Bar Code #

Yes No
☐ ☐

Yes No
☐ ☐

From: TechSmith Corporation
To: Russell, Shana D. (JMD)
Subject: [EXTERNAL] Maintenance Agreement #S646610
Date: Monday, March 13, 2023 1:21:10 PM



Maintenance Agreement # S646610 as of March 13, 2023

Agreement Owner: US Department of Justice

License Summary

Product	Licenses	Exp. Date
Camtasia®	(b)(4) per JMD	March 13, 2024

You have enrolled in maintenance. Your agreement will renew on the expiration date shown above. Please save this message as the agreement number will be needed when contacting our Support Team.

Customers covered by a TechSmith maintenance agreement are entitled to the following benefits:

Software Upgrades. Receive all upgrades of the software purchased for the duration of your agreement. TechSmith releases a major version of Snagit® and Camtasia® every year.

Maintenance Support. Our staff of knowledgeable support representatives are available to assist users with questions regarding the installation and operation of TechSmith products. Contact options are:

- Submitting a Support Ticket
<https://support.techsmith.com/hc/en-us/requests/new>
- Messaging through Online Chat
From 8 a.m. - 5 p.m. Eastern Time, Monday - Friday, the quickest way to receive assistance from TechSmith Sales, Customer Care or Technical Support is to use online chat available [here](#) by clicking "Chat With Us".
- Our Maintenance Phone Line
+1-800-517-3001 (U.S. & Canada only) or +1-517-879-5929 from 9 a.m. - 5 p.m. Eastern Time, Monday - Thursday. (A voicemail system is available during [non-business hours and holidays](#).)

Extended Version Support. You'll have premium support on the current version plus the last three years of prior versions. TechSmith's support policy can be found [here](#).

Volume Discounts. Add seats to your agreement at any time at a cumulative volume discount. [Contact](#) our Sales department to learn about your options.

Camtasia® Certification. Gain exclusive access to video-based training courses that take your screencasting skills to the next level.

Visit your [TechSmith Account](#) to manage your maintenance agreement.

TechSmith Corporation, 14 Crescent Road, East Lansing, MI 48823-5708 USA, +1-517-879-5929

www.techsmith.com

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From: [TechSmith Corporation](#)
To: [Russell, Shana D. \(JMD\)](#)
Subject: [EXTERNAL] TechSmith Order # TEC230313-1987-34536
Date: Monday, March 13, 2023 1:21:12 PM



Thank you for your order!

Order Details

Order # [TEC230313-1987-34536](#)

Order Date March 13, 2023

Order Summary

Subtotal

Tax

Total

(b)(4) per JMD

Payment Method: MasterCard via FastSpring *****(b) (6)

Will appear as FS*TechSmith or fsprg.com

Access Account and Manage Subscriptions

From here you can manage your software keys, subscriptions, personal information and email preferences.

Items Purchased



Camtasia® 2022

Perpetual (First Year Maintenance Included)

Maintenance Agreement

(b) (6)

Software Key

(b) (6)

[Download the Camtasia Installer](#)

[Instructions for entering your Camtasia key](#)

(b)(4) per JMD

Qty

(b)(4) per JMD

Billing Information

Shana Russell

US Department of Justice

950 Pennsylvania Ave., NW

Washington, DC 20530

USA

(b) (6)

You have received this email after an order made through FastSpring – an authorized TechSmith reseller.

TechSmith Corporation, 14 Crescent Road, East Lansing, MI 48823-5708 USA, [+1-517-879-5929](tel:+15178795929)

www.techsmith.com

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U.S. Department of Justice Requisition for Equipment, Supplies or Services		1. Requisition Number		2. Document Control No.		
		3. Page No. 1 of 1		4. Date Prepared 3/10/2023		
		5. For information call (Name, Telephone Code, and Extension)				
6. To: Procurement Services Staff (NPB) CEO		7. From (Requisitioning Point---Name and Location) Special Counsel's Office - Smith				
8. Recommended Source(s): Amazon.com and Overstock.com		9. Required Delivery Date asap				
10a. Treasury Account Symbol (TAS)/Appropriation: 15-0327 / 2023 10b. Cost Center or Account Class: 2023/0327ADIR/OBD/JSC04 10c. Sub-Object Classification Code (SOC): various		11. Federal Supply Contract No. (if known)				
12. Signature of Budget Official ARIEL MCINTYRE Digitally signed by ARIEL MCINTYRE Date: 2023.03.10 18:07:12 -05'00'		14. Signature of Approving Officer (b) (6), (b) (7)(C) Digitally signed by (b) (6), (b) (7)(C) Date: 2023.03.10 16:49:16 -05'00'				
13. Name and Title of Budget Official Ariel McIntyre, Executive Officer, SCO		15. Name and Title of Approving Officer (b) (6), (b) (7)(C) , Deputy Executive Officer, SCO				
Stock No. (16)	Description of Articles or Services (Attach Statement of Work if required) (17)	Quantity (18)	Unit of Issue (19)	Estimated Unit Price (20)	Amount (21)	Prop Code (22)
	Camtasia 2022 - Screen Recorder & Video Editor Standard [PC/Mac Online Code] (amazon.com link below) https://www.amazon.com/Camtasia-2022-Screen-Recorder-Standard/dp/B0B1MF9P4Q	(b)(4) per JMD	EA	(b)(4) per JMD		
	Polifurniture Denmark 3-door Wardrobe - Brown (overstock.com link below) https://www.overstock.com/Home-Garden/Polifurniture-Denmark-Wardrobe-with-3-Doors/31994571/product.html	1	EA	\$499.99	\$499.99	
	Cardinal Economy 3-Ring Binders, 1.5", Round Rings, Holds 350 Sheets, ClearVue Presentation View, Non-Stick, White, Carton of 12 https://www.amazon.com/Cardinal-ClearVue-Presentation-Non-Stick-90631/dp/B00A45VHPS/ref=pd_lpo_1?pd_rd_w=70T4P&cont	4	12	\$42.99	\$171.96	
	Post-it Notes, 3x3 in, 24 Pads, America's No.1 Favorite Sticky Notes, Canary Yellow, Clean Removal, Recyclable (654-24VAD) https://www.amazon.com/Post-Americas-Favorite-Recyclable-654-24VAD/dp/B000P614RM/ref=asc_df_B000P614RM	2	24	\$24.74	\$49.48	
	TOTAL				(b)(4) per JMD	
23. Deliver to (Give complete shipping address, including ZIP code) Special Counsel's Office, U.S. Department of Justice 950 Pennsylvania Avenue, NW - Room B-206 Washington, DC 20530						
24. Remarks						

NOTE: Blocks 10a, b, and c must be completed or 186 will be returned

From: "TechSmith Corporation" CustService@TechSmith.com

To: (b)(6), (b)(7)(C) - (Karen Orloff's email add)

Subject: [EXTERNAL] Maintenance Agreement #S691308

Date: Fri, 23 Jun 2023 10:28:45 -0400

Importance: Normal



TechSmith

Maintenance Agreement # S691308 as of June 23, 2023

Agreement Owner: US Department of Justice

License Summary

Product	Licenses	Exp. Date
Camtasia®	(b)(4) per JMD	June 23, 2024

You have enrolled in maintenance. Your agreement will renew on the expiration date shown above. Please save this message as the agreement number will be needed when contacting our Support Team.

Customers covered by a TechSmith maintenance agreement are entitled to the following benefits:

Software Upgrades. Receive all upgrades of the software purchased for the duration of your agreement. TechSmith releases a major version of Snagit® and Camtasia® every year.

Maintenance Support. Our staff of knowledgeable support representatives are available to assist users with questions regarding the installation and operation of TechSmith products. Contact options are:

- Submitting a Support Ticket
<https://support.techsmith.com/hc/en-us/requests/new>
- Messaging through Online Chat
From 8 a.m. - 5 p.m. Eastern Time, Monday - Friday, the quickest way to receive assistance from TechSmith Sales, Customer Care or Technical Support is to use online chat available [here](#) by clicking "Chat With Us".
- Our Maintenance Phone Line
+1-800-517-3001 (U.S. & Canada only) or +1-517-879-5929 from 9 a.m. - 5 p.m. Eastern Time, Monday - Thursday. (A voicemail system is available during [non-business hours and holidays](#).)

Extended Version Support. You'll have premium support on the current version plus the last three years of prior versions. TechSmith's support policy can be found [here](#).

Volume Discounts. Add seats to your agreement at any time at a cumulative volume discount. [Contact](#) our Sales department to learn about your options.

Camtasia® Certification. Gain exclusive access to video-based training courses that take your screencasting skills to the next level.

Visit your [TechSmith Account](#) to manage your maintenance agreement.

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www.techsmith.com

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From: TechSmith <email@techsmith.messages4.com>

To: (b)(6), (b)(7)(C) - (Karen Drier's email add)

Subject: [EXTERNAL] Changes to Your TechSmith Software Licensing

Date: Tue, 11 Jun 2024 14:07:11 -0400

Importance: Normal



At TechSmith, our dedication to advancing screen capture and video editing technology drives every decision we make. That's why our future major releases—starting with Snagit 2025 and Camtasia 2025 this fall—will only be offered in an annual subscription model.

We appreciate your investment in our software. We will continue to honor your active maintenance agreement and provide access to all new versions, including future subscription offerings.



A message from Wendy Hamilton - CEO, TechSmith

Here's what this means for you:

- b** There is no additional cost to access future subscription versions as long as you continue to renew maintenance.
- b** If you do not renew your maintenance agreement, you will lose access to subscription versions when it expires.
- b** You will always have access to previously purchased perpetual versions, and support will continue to be provided per our support policies.

We want to answer all your questions. This comprehensive [FAQ](#) provides more details and guidance on what to do if you need further assistance.

TechSmith is shifting to a subscription model to enable continuous innovation with the most impactful technology available. We are excited about these new opportunities to improve our service to customers and want to show you what we're working on.

We're hosting a customer-only online event on June 12th. You'll see previews of

future releases, hear from industry experts, and give feedback that will shape our future together. [Reserve your spot here.](#)

Thank you for trusting TechSmith as we enter this exciting era of innovation together.



Wendy Hamilton
CEO, TechSmith



TechSmith Corporation, 14 Crescent Road, East Lansing, MI, 48823-5708 USA
+1.517.381.2300
www.techsmith.com

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This email was sent to [\(b\)\(6\), \(b\)\(7\)\(C\) - \(Karen Drolet's email address\)](#)

From: TechSmith <email@techsmith.messages4.com>

To: (b)(6), (b)(7)(C) - (Karen Drier's email add)

Subject: [EXTERNAL] Changes to Your TechSmith Software Licensing

Date: Tue, 04 Jun 2024 09:05:16 -0400

Importance: Normal



At TechSmith, our dedication to advancing screen capture and video editing technology drives every decision we make. That's why our future major releases—starting with Snagit 2025 and Camtasia 2025 this fall—will only be offered in an annual subscription model.

We appreciate your investment in our software. We will continue to honor your active maintenance agreement and provide access to all new versions, including future subscription offerings.



A message from Wendy Hamilton - CEO, TechSmith

Here's what this means for you:

- b** There is no additional cost to access future subscription versions as long as you continue to renew maintenance.
- b** If you do not renew your maintenance agreement, you will lose access to subscription versions when it expires.
- b** You will always have access to previously purchased perpetual versions, and support will continue to be provided per our support policies.

We want to answer all your questions. This comprehensive [FAQ](#) provides more details and guidance on what to do if you need further assistance.

TechSmith is shifting to a subscription model to enable continuous innovation with the most impactful technology available. We are excited about these new opportunities to improve our service to customers and want to show you what we're working on.

We're hosting a customer-only online event on June 12th. You'll see previews of

future releases, hear from industry experts, and give feedback that will shape our future together. [Reserve your spot here.](#)

Thank you for trusting TechSmith as we enter this exciting era of innovation together.



Wendy Hamilton
CEO, TechSmith



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This email was sent to [\(b\)\(6\), \(b\)\(7\)\(C\) - \(Karen Drolet's email address\)](#)

From: Rick Clark with CloudNine <marketing@cloudnine.com>

To: (b)(6), (b)(7)(C) - (Karen Drolet's email address)

Subject: [EXTERNAL] Karen, Join Us at ILTACON August 21-24

Date: Fri, 11 Aug 2023 12:00:39 -0400

Importance: Normal



LogoAndSlogan

Hello Karen,

Attending ILTACON in Orlando August 20-24?

The CloudNine team (Rick Clark, Chris Haag, and Catherine Ostheimer) will be there and would love to share the latest updates to our SaaS and on premise eDiscovery software with you.

Make plans to see a demo of our award-winning review platform, [CloudNine Review](#), rated [a High Performer and Easiest Set Up by G2](#). You can also see [CloudNine Analyst](#), the *only* eDiscovery solution that renders data in its native format with timelines—from traditional sources like email to modern sources like texts, Slack, Teams, Facebook and WhatsApp.

Simply send a reply, or reach out to your [CloudNine representative](#) to reserve a meeting time today.

See you there!

Sincerely,

The CloudNine Team

[CloudNine](#)



Screenshot 2023-08-08 at
4.11.43 PM



ILTACON

CloudNine, 12848 Queensbury Lane, Suite 208, Houston, TX 77024, 713-462-6464

[Unsubscribe](#) [Manage preferences](#)

From: (b)(6), (b)(7)(c) - (Karen Drolet's email address)

To: "Yang, Carol (JMD)" <(b) (6)>

Subject: FW: [EXTERNAL] What's the Cost of Moving to the Cloud?

Date: Fri, 16 Jun 2023 11:03:22 -0400

Importance: Normal

Hello,

Why is she sending me the email below? I believe we are getting CloudNine through CMS, right? Please advise.

Thanks,

(b)(6), (b)(7)(c) - (Karen Drolet)

This message is intended for official use and may contain SENSITIVE information. If this message contains SENSITIVE information, it should be properly delivered, labeled, stored, and disposed of according to policy.

From: Misti Jones <(b) (6)>

Sent: Friday, June 16, 2023 11:01 AM

To: (b)(6), (b)(7)(c) - (Karen Drolet's email address)

Subject: [EXTERNAL] What's the Cost of Moving to the Cloud?

Hi Karen:

We're glad to have you as a CloudNine Concordance customer. But did you know that cloud-based eDiscovery platforms offer tremendous advantages over on-premise solutions? These benefits include:

- Eliminating hardware cost
- No Microsoft SQL software needed
- Reduced staffing requirements to maintain software, upgrades, patches
- Secure access for remote workers (VPN or remote desktop not necessary)
- ISO certified technology
- Cyber insurance coverage

"But what about the cost of moving to the cloud" you ask? We have your back. We're now offering free migration, training, and preferred hosting pricing on CloudNine Review for as low as \$1/GB/month for migrated data.

Let's find 20 minutes in the next week and we can show you how easy it is to cut eDiscovery costs, right size your solution and safeguard your data by leveraging the power and efficiency of CloudNine

Review. Find a convenient time on my calendar here: < insert calendar link>

P.S. To learn about other benefits of moving your eDiscovery to the cloud, read our [“Three Things to Consider When Moving to the Cloud”](#) blog.

CloudNine, 12848 Queensbury Lane, Suite 208, Houston, TX 77024, 713-462-6464

[Unsubscribe](#) [Manage preferences](#)

From: (b)(6), (b)(7)(c) - (Karen Drolet's email address)

To: (b) (6), (b) (7)(C)

Cc: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address); (b) (6), (b) (7)(C)

Subject: RE: Axon Investigate software

Date: Wed, 12 Jul 2023 14:49:23 -0400

Importance: Normal

Thank you for the information.

Thanks,

(b)(6), (b)(7)(c) - (Karen Drolet)

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From: (b) (6), (b) (7)(C)

Sent: Wednesday, July 12, 2023 12:40 PM

To: (b)(6), (b)(7)(c) - (Karen Drolet's email address)

Cc: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address); (b) (6), (b) (7)(C)

Subject: RE: Axon Investigate software

Duplicative Records

2023/05/31

o

Keith (JMD) Alston

11:14:41 am

I believe your iOS needs updating. Can you check to see if it does? If it does, please make sure you turn off the Wi-Fi before updating your iOS. The iPhone will not update while connected to the JMDGFEMOBILE Wi-Fi.

- Settings
- General
- Software Update

From: "DOJ Service Desk (JMD)" <(b) (6)>

To: Undisclosed recipients,;

Subject: Informational Notification: Mobile Device Management

Date: Fri, 18 Apr 2025 10:12:12 -0400

Importance: Normal

Inline-Images: image001.jpg

OCIO | DOJ SERVICE DESK Systems and Services Notification



U.S. Department of Justice
Office of the Chief Information Officer

Informational Notification: Mobile Device Management

To: Non-Compliant Mobile Device Users

Details: Your mobile device is reporting with an operating system that is older than the latest Apple iOS version. Please update your device as soon as possible. Neglecting to update your device's iOS can result in security vulnerabilities, in addition to missing out on the latest features and bug fixes. Please download and install this update as soon as possible to maintain compliance.

To update your mobile device's iOS, users must be on a secure, off-premise Wi-Fi network. Device updates will not work on RFK/2CON Wi-Fi networks. Please follow the directions below:

1. Plug your device into a charger.
2. Tap on the Settings icon.
3. Go to General → Software Update and follow the prompts.
4. The automated iOS update process will take several minutes to complete.
5. Once the process is finished, your phone will automatically restart. Your phone is restarting when the screen is black with the Apple logo and a progress bar.

Impact: If your device is not updated to the most current iOS version within 7 days, it will continue to be flagged as non-compliant.

Note: Non-compliant users will receive weekly email notifications from the Service Desk indicating their mobile device must be updated. These are legitimate communications regarding subjects such as credential management, iOS version updates, outage notifications,

and other information relating to your mobile device. Please make sure you read these notices carefully for important information that may impact your user experience.

If you have any questions or concerns, contact the DOJ Service Desk at (b) (6) or (b) (6). You can also reach the DOJ Service Desk through the [DOJ Employee Service Portal](#).

This email notification was issued by the DOJ Service Desk.
U.S. Department of Justice | Justice Management Division
Office of the Chief Information Officer

To: (b) (6), (b) (7)(C)

Subject: FW: Urgent Notification: DOJ Mobile Devices Require a Critical Update

Date: Wed, 15 Feb 2023 12:14:58 -0500

Importance: Normal

Inline-Images: image001.jpg; image002.png

Hi all, please upgrade your

Thanks!

Ariel

From: DOJ Service Desk (JMD) <(b) (6)>

Sent: Wednesday, February 15, 2023 12:06 PM

Subject: Urgent Notification: DOJ Mobile Devices Require a Critical Update

OCIO | DOJ SERVICE DESK Systems and Services Notification



U.S. Department of Justice
Office of the Chief Information Officer

Urgent Notification: DOJ Mobile Devices Require a Critical Update

To: iPhone Users

Details: Your government-furnished Apple mobile device has been identified as running on an outdated version of the Apple operating system (iOS). Neglecting to update your device's iOS can result in security vulnerabilities, in addition to missing out on the latest features and bug fixes.

To update your mobile device's iOS, users must be on a secure wifi network and please follow the directions below:

1. Plug your device into a charger.
2. Tap on the Settings icon.
3. Go to *General > Software Update* and follow the prompts.

4. The automated iOS update process will take several minutes to complete.
5. Once the process is finished, your phone will automatically restart. Your phone is restarting when the screen is black with the Apple logo and progress bar.

If you do not update your device's iOS in 7 days, access to mobile email and mobile Teams will be temporarily disabled.

Should this occur, please go through the steps outlined above to update your iOS. After your device is updated, contact the [DOJ Service Desk](#) ((b) (6)) to have access to email and Teams restored.

We appreciate every employee doing their part to keep DOJ's devices and network protected and secure.

If you have any questions or concerns about this matter, please contact the DOJ Service Desk at ((b) (6)) or ((b) (6)).

This email notification was issued by the DOJ Service Desk.
U.S. Department of Justice | Justice Management Division
Office of the Chief Information Officer

From: "McIntyre, Ariel (JMD)" <(b) (6)>

To: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)

Subject: FW: Service Alert: JMD Windows 10 Workstations—February Restart

Date: Wed, 01 Mar 2023 14:47:39 -0500

Importance: Normal

Inline-Images: image001.jpg; image002.png

Thanks!

Ariel (she/her)

From: DOJ Service Desk (JMD) <(b) (6)>

Sent: Wednesday, March 1, 2023 2:44 PM

Subject: Service Alert: JMD Windows 10 Workstations—February Restart

OCIO | DOJ SERVICE DESK Systems and Services Notification



U.S. Department of Justice
Office of the Chief Information Officer

Service Alert: JMD Windows 10 Workstations—February Restart

To: JMD-supported users

Details: JMD-supported computers received the latest software and security updates on February 24 at 9:00 PM ET. Users must restart their computers to complete the update process.

JMD will initiate a restart command on March 3 at 10:00 PM ET to any outstanding computers that have not been restarted since the initial deployment.

If you have any questions, please contact the DOJ Service Desk at (b) (6) or (b) (6)

This email notification was issued by the DOJ Service Desk.
U.S. Department of Justice | Justice Management Division
Office of the Chief Information Officer

From: "Merrick, Brian (JMD)" <(b) (6)>
To: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address) <(b) (6), (b) (7)(C)>, (b) (6), (b) (7)(C)
Cc: "Brooks, Darlene W. (JMD)" <(b) (6)>, "Crichlow, Peter W. (JMD)" <(b) (6)>, "Deb, Swati (JMD)" <(b) (6)>
Subject: CloudNine Short Term and Long Term Solutions Activities and Planning - Status Update (7/7)
Date: Fri, 07 Jul 2023 11:23:50 -0400
Importance: Normal

Good morning,

Highlighted items show the progress that was made yesterday. Though installation of the Cloud9 Law software onto the 3 VM Workstations was not completed due to a late night delivery of the VMs, the software installation will be done this morning and testing will commence. If no issues are found, the infrastructure portion of the effort should conclude today.

There is a working session scheduled with the ISSO team this afternoon that should put in position to wrap up the security assessment by Mon/Tues next week.

To-be architecture (Long term) activities (OCIO recommends for long term for scalability)							
Step							
1	Build a VM server in Azure	Done	Windows	IOS Windows	6/23/2023	4 hours	
2	Install SQL Server software	Done	Susan/Saad	ATS/Desktop	6/29/2023	2 hours	
3	Install License Manager	Done	Susan/Saad	ATS/Desktop	6/29/2023	2 hours	
4	Create a service account (GSD/SVC-Cloud9-SQL)	Done	Desktop/Account Management	Desktop/Account Management	6/29/2023	1 hour	
5	Create a security group (CloudNine_prod_admins)	Done	Desktop/Account Management	Desktop/Account Management	6/29/2023	30 min	
6	Add ATS team to the security group	Done	Desktop/Account Management	Desktop/Account Management	6/29/2023	30 min	
7	Grant security group access to the server	Done	Desktop/Account Management	Desktop/Account Management	6/29/2023	30 min	
8	Build 3 Cloud9 VM Workstations	Done	Saad/Susan	IOS Windows	7/6/2023	2 days	
9	Acquire CloudNine server license	Done	Peter	Vendor	7/3/2023	2 days	7/1: Confirm with vendor what type of license is needed (multipack?)
10	Install license onto the server	Done	Susan/vendor	Susan	7/5/2023	1 day	
11	Request 1TB file storage	Done	Saad/Susan	IOS Windows	7/6/2023	1 Day	
12	Create and grant security group access to the file server (CloudNine_users)	Done	Saad/Susan	JCON Account Management	7/6/2023	1 Day	
13	Install Clod9 Law on VM Workstations	In progress	Susan	Susan	7/6/2023	1 day	7/7: VMs were received late night on 7/6; Software installation will be conducted 7/7; Should not delay project schedule
14	End- to-testing	Not Started	Susan/Saad	Saad/Susan/Peter	7/7/2023	1 day	

From: "Merrick, Brian (JMD)" <(b) (6)>
To: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address) <(b) (6), (b) (7)(C)>, (b) (6), (b) (7)(C)
Cc: "Deb, Swati (JMD)" <(b) (6)>, "Crichlow, Peter W. (JMD)" <(b) (6)>, "Brooks, Darlene W. (JMD)" <(b) (6)>
Subject: CloudNine Short Term and Long Term Solutions Activities and Planning - Status Update (7/7)
Date: Mon, 10 Jul 2023 10:56:37 -0400
Importance: Normal

Good morning,
Highlighted items show the progress that was made Friday (7/7). We completed end-to-end testing successfully.

We had productive planning session with the ISSO Team, the security assessment should be completed by Wednesday (7/12).

To-be architecture (Long term) activities (OCIO recommends for long term for scalability)							
Step							
1	Build a VM server in Azure	Done	Windows	IOS Windows	6/23/2023	4 hours	
2	Install SQL Server software	Done	Susan/Saad	ATS/Desktop	6/29/2023	2 hours	
3	Install License Manager	Done	Susan/Saad	ATS/Desktop	6/29/2023	2 hours	
4	Create a service account (GSD/SVC-Cloud9-SQL)	Done	Desktop/Account Management	Desktop/Account Management	6/29/2023	1 hour	
5	Create a security group (CloudNine_prod_admins)	Done	Desktop/Account Management	Desktop/Account Management	6/29/2023	30 min	
6	Add ATS team to the security group	Done	Desktop/Account Management	Desktop/Account Management	6/29/2023	30 min	
7	Grant security group access to the server	Done	Desktop/Account Management	Desktop/Account Management	6/29/2023	30 min	
8	Build 3 Cloud9 VM Workstations	Done	Saad/Susan	IOS Windows	7/6/2023	2 days	
9	Acquire Cloud9 server license	Done	Peter	Vendor	7/3/2023	2 days	7/1: Confirm with vendor what type of license is needed (multipack?)
10	Install license onto the server	Done	Susan/vendor	Susan	7/5/2023	1 day	
11	Request 1TB file storage	Done	Saad/Susan	IOS Windows	7/6/2023	1 Day	
12	Create and grant security group access to the file server (CloudNine_users)	Done	Saad/Susan	JCON Account Management	7/6/2023	1 Day	
13	Install Cloud9 Law on VM Workstations	In progress	Susan	Susan	7/6/2023	1 day	7/7: VMs were received late night on 7/6; Software installation will be conducted 7/7; Should not delay project schedule
14	End- to-testing	Not Started	Susan/Saad	Saad/Susan/Peter	7/7/2023	1 day	Conducted end to end testing of the VM based architecture successfully.

From: "Merrick, Brian (JMD)" <(b) (6)>
To: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address), (b) (6), (b) (7)(C), (b) (6), (b) (7)(C)
Cc: "Brooks, Darlene W. (JMD)" <(b) (6)>, "Crichlow, Peter W. (JMD)" <(b) (6)>, "Deb, Swati (JMD)" <(b) (6)>
Subject: CloudNine Short Term and Long Term Solutions Activities and Planning - Status Update (7/6)
Date: Thu, 06 Jul 2023 08:25:21 -0400
Importance: Normal

Good morning,
The long term solution is moving forward. After meeting with our cybersecurity team, we found a more efficient architecture which will speed processing time and allow us to leverage an existing ATO with a notice of change to support this activity.

To-be architecture (Long term) activities (OCIO recommends for long term for scalability)							
Step							
1	Build a VM server in Azure	Done	Windows	IOS Windows	6/23/2023	4 hours	
2	Install SQL Server software	Done	Susan/Saad	ATS/Desktop	6/29/2023	2 hours	
3	Install License Manager	Done	Susan/Saad	ATS/Desktop	6/29/2023	2 hours	
4	Create a service account (GSD/SVC-Cloud9-SQL)	Done	Desktop/Account Management	Desktop/Account Management	6/29/2023	1 hour	
5	Create a security group (CloudNine_prod_admins)	Done	Desktop/Account Management	Desktop/Account Management	6/29/2023	30 min	
6	Add ATS team to the security group	Done	Desktop/Account Management	Desktop/Account Management	6/29/2023	30 min	
7	Grant security group access to the server	Done	Desktop/Account Management	Desktop/Account Management	6/29/2023	30 min	
8	Build 3 Cloud9 VM Workstations	In progress	Saad/Susan	IOS Windows	7/6/2023	2 days	
9	Acquire CloudNine server license	Done	Peter	Vendor	7/3/2023	2 days	7/1: Confirm with vendor what type of license is needed (multipack?)
10	Install license onto the server	Done	Susan/vendor	Susan	7/5/2023	1 day	
11	Request 1TB file storage	In progress	Saad/Susan	IOS Windows	7/6/2023	1 Day	
12	Create and grant security group access to the file server (CloudNine_users)	In progress	Saad/Susan	JCON Account Management	7/6/2023	1 Day	
13	Install Clod9 Law on VM Workstations	Not Started	Susan	Susan	7/6/2023	1 day	
14	End- to-testing	Not Started	Susan/Saad	Saad/Susan/Peter	7/7/2023	1 day	

To: (b)(6), (b)(7)(c) - (Karen Drolet's email address), (b) (6), (b) (7)(C)

Cc: (b) (6), (b) (7)(C)

Subject: RE: Axon Investigate software

Date: Thu, 13 Jul 2023 10:25:08 -0400

Importance: Normal

Here is the current process as outlined in the approved procurement policy. Is this the process we are following here? As Jack mentioned in our budget briefing

Thanks!

Ariel

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From: (b)(6), (b)(7)(c) - (Karen Drolet's email address)

Sent: Thursday, July 13, 2023 9:01 AM

To: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address); (b) (6), (b) (7)(C)

Cc: (b) (6), (b) (7)(C)

Subject: FW: Axon Investigate software

Importance: High

Duplicative Records

From: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)

To: (b)(6), (b)(7)(C) per EOUSA (USADC)" <(b) (6)>, (b)(6), (b)(7)(C) per EOUSA (USADC)" <(b) (6)>

Cc: (b) (6), (b) (7)(C)

Subject: Re: Reminder - Process: USA-7/Processes/USA7Main. Please complete Task 2394702.

Date: Fri, 18 Aug 2023 10:13:04 -0400

Importance: Normal

Thanks so much everyone for your patience and assistance!

Thanks!

Ariel

From: (b)(6), (b)(7)(C) per EOUSA (USADC) <(b) (6)>

Sent: Friday, August 18, 2023 9:00:56 AM

To: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address); (b)(6), (b)(7)(C) per EO (USADC) <(b) (6)>

Cc: (b) (6), (b) (7)(C)

Subject: RE: Reminder - Process: USA-7/Processes/USA7Main. Please complete Task 2394702.

Good morning,

Just an FYI. (b) (6), (b) (7)(c) returned Matt Burke's phone yesterday and JP's iPhone software and email were updated.

(b)(6), (b)(7)(C) per EOUSA

Supervisory IT Help Desk Technician

US Attorney's Office - DC

601 D Street NW, Washington, DC 20530

Office: (b) (6)

(b) (6)

From: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)

Sent: Thursday, August 17, 2023 2:12 PM

To: (b)(6), (b)(7)(C) per EOUSA (USADC) <(b) (6)>; (b)(6), (b)(7)(C) per EO (USADC) <(b) (6)>

Cc: (b) (6), (b) (7)(C)

Subject: RE: Reminder - Process: USA-7/Processes/USA7Main. Please complete Task 2394702.

Hi (b)(6), (b)(7)(c) thanks. (b) (6), (b) (7)(c) will come over at 4pm today if someone can meet him. You should have JP's laptop, we don't have it here. Matt Burke will eventually return to USA-DC I assume, but you don't need to hold a laptop for him.

Thanks!

Ariel

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From: (b)(6), (b)(7)(C) per EOUSA (USADC) <(b) (6)>

Sent: Thursday, August 17, 2023 1:54 PM

To: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address); (b)(6), (b)(7)(C) per EO (USADC) <(b) (6)>

Cc: (b) (6), (b) (7)(C)

Subject: RE: Reminder - Process: USA-7/Processes/USA7Main. Please complete Task 2394702.

Hi Ariel,

I am here until 5 today and here tomorrow from 8:30 – 5:00. Let me know what works for you. Reminder, we will need JP's PIV card and laptop. I believe his laptop is here with us, but I can double check.

Also, we still have a laptop set aside for Matt Burke. Will he be returning to our agency or is he done?

(b)(6), (b)(7)(C) per EOUSA

Supervisory IT Help Desk Technician

US Attorney's Office - DC

601 D Street NW, Washington, DC 20530

Office: (b) (6)

(b) (6)

From: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)

Sent: Thursday, August 17, 2023 1:52 PM

To: (b)(6), (b)(7)(C) per EOUSA (USADC) <(b) (6)>; (b)(6), (b)(7)(C) per EO (USADC) <(b) (6)>

Cc: (b) (6), (b) (7)(C)

Subject: RE: Reminder - Process: USA-7/Processes/USA7Main. Please complete Task 2394702.

Hi (b)(6), (b)(7)(C) and (b)(6), (b)(7)(C) from my office will bring over Matt Burke's phone to be returned and JP Cooney's phone to be activated. Please let us know a good time.

Thanks!

Ariel

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From: (b)(6), (b)(7)(C) per EOUSA (USADC) <(b) (6)>

Sent: Friday, July 28, 2023 12:45 PM

To: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address); (b)(6), (b)(7)(C) per EO (USADC) <(b) (6)>

Cc: (b) (6), (b) (7)(C); (b) (6), (b) (7)(C)

Subject: RE: Reminder - Process: USA-7/Processes/USA7Main. Please complete Task 2394702.

Sounds good, thanks!

(b)(6), (b)(7)(C) per EOUSA

Supervisory IT Help Desk Technician

US Attorney's Office - DC

601 D Street NW, Washington, DC 20530

Office: (b) (6)

(b) (6)

From: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)

Sent: Friday, July 28, 2023 12:32 PM

To: (b)(6), (b)(7)(C) per EO (USADC) <(b) (6)>; (b)(6), (b)(7)(C) per EOUSA (USADC) <(b) (6)>

Cc: (b) (6), (b) (7)(C) ; (b) (6), (b) (7)(C)

Subject: RE: Reminder - Process: USA-7/Processes/USA7Main. Please complete Task 2394702.

Hi all apologies I will not make it over today. I'll circle back next week with a time.

Thanks!

Ariel

This message is intended for official use and may contain SENSITIVE information. If this message contains SENSITIVE information, it should be properly delivered, labeled, stored, and disposed of according to policy.

From: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)

Sent: Wednesday, July 26, 2023 10:20 AM

To: (b)(6), (b)(7)(C) per EO (USADC) <(b) (6)>; (b)(6), (b)(7)(C) per EOUSA (USADC) <(b) (6)>

Cc: (b) (6), (b) (7)(C) ; (b) (6), (b) (7)(C)

Subject: Re: Reminder - Process: USA-7/Processes/USA7Main. Please complete Task 2394702.

Thank you both. I'm going to try to make it over this Friday. The only phone that needs setup is JP Cooney. Matt Burke is returning his phone. I'll touch base again tomorrow to finalize a time for Friday.

Thanks!

Ariel

From: (b)(6), (b)(7)(C) per EO (USADC) <(b) (6)>

Sent: Wednesday, July 26, 2023 10:12:43 AM

To: (b)(6), (b)(7)(C) per EOUSA (USADC) <(b) (6)>; (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)

Cc: (b) (6), (b) (7)(C) ; (b) (6), (b) (7)(C)

Subject: Re: Reminder - Process: USA-7/Processes/USA7Main. Please complete Task 2394702.

Good morning, (b)(6), (b)(7)(C)

Thank you for the update.

Ariel,
Please let me know if you plan to bring the equipment to the office. If needed, I can come down to pick you up to escort you to the IT team.

I will be out of the office Monday, July 31, 2023 – Monday, August 14, 2023. (b)(6), (b)(7)(C) per EOUSA will be acting in my absence, Monday, July 31, 2023, through Friday, August 4, 2023. If you do not make it here this week, please feel free to contact her next week.

(b)(6), (b)(7)(C) per EOUSA will be acting in my absence, Monday, August 7, 2023, through Friday, August 11, 2023.

Best,

(b)(6)

Get [Outlook for iOS](#)

From: (b)(6), (b)(7)(C) per EOUSA (USADC) <(b) (6)>

Sent: Tuesday, July 25, 2023 5:18:10 PM

To: (b)(6), (b)(7)(C) per EOUSA (USADC) <(b) (6)>; (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)

Cc: (b) (6), (b) (7)(C) ; (b) (6), (b) (7)(C)

Subject: RE: Reminder - Process: USA-7/Processes/USA7Main. Please complete Task 2394702.

Good afternoon All,

I checked and confirmed that we have both Matt's and J.P.'s laptops in IT. We will still need their PIV cards (with pin number) and their iPhones in order to setup the mail app on their devices. I'm in everyday from 9:00-5:30. Let me know what timeframe works for you.

(b)(6), (b)(7)(C) per EOUSA

Supervisory IT Help Desk Technician
US Attorney's Office - DC
601 D Street NW, Washington, DC 20530
Office: (b) (6)
(b) (6)

From: (b)(6), (b)(7)(C) per EOUSA (USADC) <(b) (6)>

Sent: Tuesday, July 25, 2023 4:51 PM

To: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)

Cc: (b) (6), (b) (7)(C) ; (b) (6), (b) (7)(C) ; (b)(6), (b)(7)(C) per EOUSA (USADC)
<(b) (6)>

Subject: RE: Reminder - Process: USA-7/Processes/USA7Main. Please complete Task 2394702.

Good afternoon, Ariel

My apologies, I thought this was resolved. I just spoke with the IT Supervisor, (b)(6), (b)(7)(C) per EOUSA (copied on email), he indicated that the IT team will need to bring in their laptops (the laptops may already be with the IT team), cell phones and PIV cards. You, or J.P and Matt can bring in the equipment. My understanding is that the updates will take 15 minutes (per person/update) without incident. Fingers crossed.

(b)(6), (b)(7)(C)

TIME SENSITIVE:

See below. As we discussed, please coordinate this action with Ariel.

Please let me know if you need anything further.

Best,

(b)(6)

(b)(6), (b)(7)(C) per EOUSA

Criminal Division Operations Manager
(b) (6)

From: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)

Sent: Tuesday, July 25, 2023 10:55 AM

To: (b)(6), (b)(7)(C) per EOUSA (USADC) <(b) (6)>

Cc: (b) (6), (b) (7)(C) ; (b) (6), (b) (7)(C)

Subject: RE: Reminder - Process: USA-7/Processes/USA7Main. Please complete Task 2394702.

Good morning , hope you are well. I'm still looking to turn in Matt Burke's mobile phone and get JP Cooney's mobile activated per the below. Can you help coordinate a time with the IT team?

Thanks!

Ariel

This message is intended for official use and may contain SENSITIVE information. If this message contains SENSITIVE information, it should be properly delivered, labeled, stored, and disposed of according to policy.

From: (b)(6), (b)(7)(C) - (Ariel McIntyre)
Sent: Wednesday, June 28, 2023 5:33 PM
To: (b)(6), (b)(7)(C) per EOUSA (USADC) <(b) (6)>
Cc: (b) (6), (b) (7)(C); (b) (6), (b) (7)(C)
Subject: RE: Reminder - Process: USA-7/Processes/USA7Main. Please complete Task 2394702.

Hi [REDACTED] thanks so much.

Matt Burke does have a phone but I will turn it in for him. If that can be accomplished when I bring JP's phone over for the upgrade, that would be great. I think Thursday or Friday of next week will work best for me if that works for your IT team.

Thanks!

Ariel

This message is intended for official use and may contain SENSITIVE information. If this message contains SENSITIVE information, it should be properly delivered, labeled, stored, and disposed of according to policy.

From: (b)(6), (b)(7)(C) per EOUSA (USADC) <(b) (6)>
Sent: Monday, June 26, 2023 5:46 PM
To: (b)(6), (b)(7)(C) - (Ariel McIntyre's email address)
Cc: (b) (6), (b) (7)(C); (b) (6), (b) (7)(C)
Subject: RE: Reminder - Process: USA-7/Processes/USA7Main. Please complete Task 2394702.

Good evening, Ariel

You're welcome.

I spoke with the IT team. See below. Please advise.

- Please confirm whether Matt has a USAO-DC issued cell phone. If so, he needs to update to the new IOS version. If needed, the IT team will send me the instructions for updating his phone so that I can send to Matt. Also, if he will be keeping the phone, he does need to complete the USA-7 form, then send it back to the IT team. Please advise.
- J.P.'s phone also needs to be updated. He can bring it in, or you can bring in his phone, along with his PIV card. The IT team will need his pin#. Seemingly, the IT team will be able to perform the update while you wait. Likely, a convenient date and time can be set up with the IT team.

Thank you in advance.

(b)(6)
(b)(6), (b)(7)(C) per EOUSA
Criminal Division Operations Manager
(b) (6)

From: (b)(6), (b)(7)(C) - (Ariel McIntyre's email address)
Sent: Monday, June 26, 2023 3:51 PM

To: (b)(6), (b)(7)(C) per EOUSA (USADC) <(b) (6)>
Cc: (b) (6), (b) (7)(C); (b) (6), (b) (7)(C)
Subject: RE: Reminder - Process: USA-7/Processes/USA7Main. Please complete Task 2394702.

Perfect, thanks so much!

Ariel

From: (b)(6), (b)(7)(C) per EOUSA (USADC) <(b) (6)>
Sent: Monday, June 26, 2023 3:47 PM
To: (b)(6), (b)(7)(C) - (Ariel McIntyre's email address)
Cc: (b) (6), (b) (7)(C); (b) (6), (b) (7)(C)
Subject: RE: Reminder - Process: USA-7/Processes/USA7Main. Please complete Task 2394702.

Good afternoon, Ariel

I am in receipt of your email. I am going to contact the IT team. If it's not a problem, I will circle back soon.

Best,

(b)(6)

(b)(6), (b)(7)(C) per EOUSA

Criminal Division Operations Manager

(b) (6)

From: (b)(6), (b)(7)(C) - (Ariel McIntyre's email address)
Sent: Monday, June 26, 2023 3:30 PM
To: (b)(6), (b)(7)(C) per EOUSA (USADC) <(b) (6)>
Cc: (b) (6), (b) (7)(C); (b) (6), (b) (7)(C)
Subject: FW: Reminder - Process: USA-7/Processes/USA7Main. Please complete Task 2394702.

Good afternoon, hope you are well. I have equipment questions for two of our USA-DC attorneys that I'm hoping you can help with.

Matthew Burke keeps receiving notifications (see email below) to log into a database and sign a USA-7. However, he returned his USA-DC laptop to (b)(6), (b)(7)(C) per EOUSA on 5/17/23, so he no longer has any USA-DC equipment. Can you get the email notifications stopped?

JP Cooney got a new phone around the same time but he no longer has a laptop. However, the phone was not fully activated and required him to use a USA laptop in order to activate the phone. I thought we had a workaround here but we don't. How can we get his phone activated? I'm happy to bring it back over to your office if necessary.

Thanks!

Ariel

This message is intended for official use and may contain SENSITIVE information. If this message contains SENSITIVE information, it should be properly delivered, labeled, stored, and disposed of according to policy.

From: (b)(6), (b)(7)(C) - (Matthew Burke's email address)
Sent: Wednesday, June 14, 2023 6:54 PM
To: (b)(6), (b)(7)(C) - (Ariel McIntyre's email address)
Subject: FW: Reminder - Process: USA-7/Processes/USA7Main. Please complete Task 2394702.

Ariel,

Sorry for the dumb question, but I keep getting this notice about the need to sign a USA-7 form. I can't log in to USA Forms from my SCO computer, and I sent my DC USAO laptop back to the DC USAO several weeks ago.

Any ideas about what this is and whether I can somehow sign it from my SCO computer?

Thanks,

Matt

From: noreply_usaforms@usa.doj.gov <noreply_usaforms@usa.doj.gov>

Sent: Wednesday, June 14, 2023 6:45 PM

To: Burke, Matthew (USADC) <(b) (6)>

Subject: Reminder - Process: USA-7/Processes/USA7Main. Please complete Task 2394702.

Review the form for accuracy, digitally sign, and then click the "Complete" button.

Workflow ID: 696459

District: USADC

Status: Pending Requester

Requester: Burke, Matthew

Submitted: 05/25/2023

Click here to access the task:

<https://usaforms.usa.doj.gov/lc/libs/ws/index.html?taskId=2394702>

From: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)

To: (b) (6), (b) (7)(C)

Subject: RE: RITM3006515 - Oncue Trial Presentation Software

Date: Thu, 25 Jan 2024 09:57:48 -0500

Importance: Normal

Attachments: RITM3006515_-_Oncue_Trial_Presentation_Software.pdf

Signed and saved [here](#). I changed the approving office director name from (b)(6), (b)(7)(c) to (b)(6), (b)(7)(c).

Thanks!

Ariel

This message is intended for official use and may contain SENSITIVE information. If this message contains SENSITIVE information, it should be properly delivered, labeled, stored, and disposed of according to policy.

From: (b) (6), (b) (7)(C)

Sent: Thursday, January 25, 2024 9:47 AM

To: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)

Subject: Fwd: RITM3006515 - Oncue Trial Presentation Software

Can you sign this and send it back to me? It's for the Oncue software.

Thanks,

(b) (6), (b) (7)(C)

From: Alston, Keith (JMD) <(b) (6)>

Sent: Thursday, January 25, 2024 9:41:24 AM

To: (b) (6), (b) (7)(C)

Cc: JMD_SN <(b)(6) - JMD Service Now>

Subject: RITM3006515 - Oncue Trial Presentation Software

Good morning (b) (6), (b) (7)(C)

Can you sign this Test SW/HW form and send it back to me?

We are testing the Oncue software and need this form to move the process forward.

Thanks,

Keith Alston

End-User Support Services

IT Specialist Tier II

Office of the Chief Information Officer

Department of Justice, Justice Management Division (JMD)

(b) (6) (Mobile)

(b) (6)

Test New Hardware/Software

(Be as specific and /or descriptive as possible. Use all space necessary.)

When completed and signed: **Submit this signed form electronically to "(b) (6)"**
(MUST be signed by or emailed from a JCON Designated Signing Official (DSO) or Alternate (ADSO).
If you have any questions regarding this request form, please call the DOJ Service Desk on (b) (6).

Request Number (OSS/CS assigns):

Date January 24, 2024 Office: (b) (6), (b) (7) Phone: (b) (6), (b) (7)(C)
Requestor (b) (6), (b) (7)

Type Request (Check one from each line)

- ☐ Number of users _____, ☐ All JCON
☐ New Requirement, ☐ Upgrade to existing item
☐ Hardware, ☐ Software, ☐ Combination

Suggested product (if any) Oncue Trial Presentation Software

Describe what function is desired. Be as descriptive as possible.

The software is laser focused on creating the best presentation software available for the legal industry—simple workflows, powerful tools, blazing fast presentation.

State why the business requirement/justification for the function desired

The most reliable trial presentation software designed from the ground up by full-time trial presentation consultants. Since 2014, OnCue has been used in thousands of trials of all sizes.

Describe why the present JCON products don't meet your needs

The current Trial Director Software is freezes during presentations and the software has been deemed unreliable.

Describe the impact if this request is not approved. Be specific.

If the software is not approved it would significantly impact up coming trials.

If a software request, list all approved legacy applications presently on the desktop

Trial Director 360 and Trial Director 2023

Server(s) affected (if known) N/A

Vendor Name, Phone, Address, Website (if known)

Website: https://www.oncuetech.com/

Contact email: orders@oncuetech.com

Approving Office Director name (b) (6), (b) (7)(C)

Approving Designated Signing Official	
Name:	Signature:
Ariel McIntyre, Executive Officer	ARIEL MCINTYRE Digitally signed by ARIEL MCINTYRE Date: 2024.01.25 09:56:20 -05'00'

Appendix B, JMD/SMO JCON Policy 3.1.4

From: "Hartsfield, Bryan (CRM)" <(b) (6)>

To: (b) (6), (b) (7)(C)

Cc: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address), "Gregory, Monet (CRM)" <(b) (6)>

Subject: RE: SL Performance Closeout Items

Date: Thu, 21 Dec 2023 15:07:34 -0500

Importance: Normal

I sure will.

Bryan M. Hartsfield
Service Desk Manager, ITM (Contractor)
Criminal Division | U. S. Department of Justice

(b) (6)

Office Phone: (b) (6)

Cell Phone: (b) (6)

From: (b) (6), (b) (7)(C)

Sent: Thursday, December 21, 2023 2:55 PM

To: Hartsfield, Bryan (CRM) <(b) (6)>

Cc: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address); Gregory, Monet (CRM) <(b) (6)>

Subject: RE: SL Performance Closeout Items

Bryan,

I was able to pick up the laptop successfully and I dropped off a laptop, phone, and tablet. If possible, could you send me over an updated hardware receipt and hand receipt for Ray to sign that reflects that the other equipment was turned in?

Thanks,

(b) (6), (b) (7)(C)

From: Hartsfield, Bryan (CRM) <(b) (6)>

Sent: Monday, December 18, 2023 7:06 AM

To: Gregory, Monet (CRM) <(b) (6)>; (b) (6), (b) (7)(C)

Cc: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)

Subject: RE: SL Performance Closeout Items

Good morning (b) (6), (b) (7)(C),

These items can be dropped off at our office located below. When dropping the equipment of you can also pick up a new laptop for Ray as well.

1400 New York Avenue NW
Washington DC 20005 7th floor.

Bryan M. Hartsfield
Service Desk Manager, ITM (Contractor)
Criminal Division | U. S. Department of Justice

(b) (6)

Office Phone: (b) (6)

Cell Phone: (b) (6)

From: Gregory, Monet (CRM) <(b) (6)>
Sent: Monday, December 18, 2023 6:20 AM
To: (b) (6), (b) (7)(C)
Cc: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address); Hartsfield, Bryan (CRM) <(b) (6)>
Subject: RE: SL Performance Closeout Items

Good morning!

Bryan, cc'd here, can coordinate with you directly to take care of the items you outlined below.

Thank you,
Monet

From: (b) (6), (b) (7)(C)
Sent: Friday, December 15, 2023 11:08 AM
To: Gregory, Monet (CRM) <(b) (6)>
Cc: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)
Subject: RE: SL Performance Closeout Items

Good morning, Monet.

Ray has a CRM phone and Ipad that he would like to turn in. He also needs to have his CRM laptop replaced if possible. Please let me know where I can drop these items off and how I can go about getting him a replacement laptop.

Thanks,
(b) (6), (b) (7)(C)

From: Gregory, Monet (CRM) <(b) (6)>
Sent: Friday, September 29, 2023 11:29 AM
To: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)
Cc: (b) (6), (b) (7)(C)
Subject: RE: SL Performance Closeout Items

Good morning, Ariel.

I understand that Ray should be back up and running on his CRM laptop. I'd love for him to sign off on his mid-year today if possible in [USA Performance](#). Would it be best to coordinate that through you or Ray? If it's not done today or tomorrow, I'd like to hold off and I'll make a note in the system.

Also, our Director of Security reached out (b)(6) per CRM directly regarding his fingerprinting needs and he appears to be all set.

Thanks!
Monet

From: Gregory, Monet (CRM)
Sent: Wednesday, September 27, 2023 8:14 AM
To: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)
Cc: (b) (6), (b) (7)(C)
Subject: RE: SL Performance Closeout Items

Good morning, Ariel.

Certainly – I will have our IT staff reach out to (b) (6), (b) (7)(C) mid-morning to connect.

As it relates to the fingerprint question – I have kicked that over to my security team and will get you an answer today.

Thank you!
Monet

From: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)
Sent: Tuesday, September 26, 2023 4:41 PM
To: Gregory, Monet (CRM) <(b) (6)>
Cc: (b) (6), (b) (7)(C)
Subject: RE: SL Performance Closeout Items

Hi Monet, thanks. I think we will get Ray's issues resolved faster if our IT staff works with your IT staff instead of involving Ray. He will bring his CRM laptop tomorrow, so we're happy to reach out to a POC you designate, or someone can reach out to (b) (6), (b) (7)(C), who is cc'd on this email.

Separate question: another CRM detailee, (b)(6) per CRM, needs to renew his fingerprints (see attached), which he can do in our building. However, we need someone from CRM to initiate the request. Do you know who could do that?

Thanks!

Ariel

This message is intended for official use and may contain SENSITIVE information. If this message contains SENSITIVE information, it should be properly delivered, labeled, stored, and disposed of according to policy.

From: Gregory, Monet (CRM) <(b) (6)>
Sent: Tuesday, September 26, 2023 3:14 PM
To: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)
Cc: (b) (6), (b) (7)(C)
Subject: RE: SL Performance Closeout Items

Good afternoon, Ariel.

Thank you for reaching out and thank you for your assistance! Yes – my IT team will need to connect with Ray at a time when has his CRM computer handy at a number of his preference. He's also emailed me about this matter. I am happy to coordinate with him directly if that's okay with you?

Thanks,
Monet

From: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)
Sent: Monday, September 25, 2023 11:53 AM
To: Gregory, Monet (CRM) <(b) (6)>
Cc: (b) (6), (b) (7)(C)
Subject: FW: SL Performance Closeout Items

Hi Monet, I'm the executive officer for the Jack Smith Special Counsel's Office. We need to get Ray Hulser's CRM account unlocked in order for him to access USAPerformance. Are you able to put that request in via your IT folks? Once his account is unlocked, we should be able to help him access USAPerformance.

Thanks!

Ariel

This message is intended for official use and may contain SENSITIVE information. If this message contains SENSITIVE information, it should be properly delivered, labeled, stored, and disposed of according to policy.

From: (b)(6), (b)(7)(c) - (Ray Hulser's email address)
Sent: Monday, September 25, 2023 8:19 AM
To: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)
Subject: FW: SL Performance Closeout Items

Hi Ariel,

Very sorry to bother you with this, but I could use some help getting plugged into my USA Performance account. I have tried to get in using my SCO PIV and email account, and it won't seem to work. My CRM account is not working.

Any suggestions would be welcome.

Thanks.

Ray

From: Gregory, Monet (CRM) <(b) (6)>
Sent: Friday, September 22, 2023 9:48 AM
To: (b)(6), (b)(7)(c) - (Ray Hulser's email address)
Subject: SL Performance Closeout Items

Good morning, Ray.

I hope this finds you well. I know you have zero spare time so I'm going to keep this concise. We need the following from you to closeout this year's performance:

1. Your signature in [USA Performance® - Login Page \(opm.gov\)](https://www.opm.gov/usa-performance/login) to document your mid-year progress review. Once you've logged in, under "Quick Links", select "View my 2023 Plan" and scroll to "Part 2: Progress Review." Sign as the employee. (If you have trouble accessing the site, please let me know)
2. Your FY 23 accomplishments by **Friday, September 29**. Feel free to limit your narrative to 2-3 pages.

You'll hear from OAAG in mid-October to conduct your appraisal and ask that you make time for that conversation and sign your appraisal immediately thereafter. I want to be sure we can consider you for a pay adjustment and performance award but in order to do so, we must have a completed appraisal on file.

Thank you!
Monet

From: "Alston, Keith (JMD)" <(b) (6)>

To: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address), (b) (6), (b) (7)(C)

Cc: JMD_ServiceNow <(b)(6) - JMD Service Now>

Subject: RE: SCTASK4007704 - Test new ReviewLauncher software

Date: Thu, 01 Feb 2024 11:50:07 -0500

Importance: Normal

Attachments: SCTASK4007704_-_Test_new_ReviewLauncher_software.pdf

Good morning Ariel,

Please sign this software testing form for the new ReviewLauncher software and send back to me.

The ReviewLauncher software is needed for (b) (6), (b) (7)(C) to view videos with timestamps.

Thank you,

Keith Alston

End-User Support Services

IT Specialist Tier II

Office of the Chief Information Officer

Department of Justice, Justice Management Division (JMD)

(b) (6) (Mobile)

(b) (6)

Test New Hardware/Software

(Be as specific and /or descriptive as possible. Use all space necessary.)

When completed and signed: Submit this signed form electronically to "(b) (6)"
(MUST be signed by or emailed from a JCON Designated Signing Official (DSO) or Alternate (ADSO).
If you have any questions regarding this request form, please call the DOJ Service Desk on (b) (6).

Request Number (OSS/CS assigns):

Date January 31, 2024 Office: (b) (6), (b) (7) Phone: _____

Requestor (b) (6), (b) (7)

Type Request (Check one from each line)

- ☐ Number of users _____, ☐ All JCON
☐ New Requirement, ☐ Upgrade to existing item
☐ Hardware, ☐ Software, ☐ Combination

Suggested product (if any) ReviewLauncher software

Describe *what function* is desired. Be as descriptive as possible.

State *why* the business requirement/justification for the function desired

SCO-S is unable to use any other media player software to view the videos with timestamps without using ReviewLauncher.

Describe *why* the present JCON products don't meet your needs

Current media player software does not allow videos to play with a timestamps.

Describe the impact if this request is not approved. Be specific .

The impact level is high

If a software request, list all approved legacy applications presently on the desktop

N/A

Server(s) affected (if known) N/A

Vendor Name, Phone, Address, Website (if known)

The ReviewLauncher software was received on a CD from the Secret Service agency.

Approving Office Director name (b) (6), (b) (7)

Approving Designated Signing Official	
Name:	Signature:

From: (b) (6), (b) (7)(C)

To: "Alston, Keith (JMD)" <(b) (6)>

Cc: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)

Subject: Review launcher

Date: Thu, 01 Feb 2024 12:14:54 -0500

Importance: Normal

Attachments: SCTASK4007704_-_Test_new_ReviewLauncher_software.pdf

Hi Keith – see attached signed form from Ariel.

(b) (6), (b) (7)(C)

Records Officer

Special Counsel's Office - Smith

(b) (6), (b) (7)(C)

Test New Hardware/Software

(Be as specific and /or descriptive as possible. Use all space necessary.)

When completed and signed: Submit this signed form electronically to "(b) (6)"
(MUST be signed by or emailed from a JCON Designated Signing Official (DSO) or Alternate (ADSO).
If you have any questions regarding this request form, please call the DOJ Service Desk on (b) (6).

Request Number (OSS/CS assigns):

Date January 31, 2024 Office: (b) (6), (b) (7) Phone: _____

Requestor (b) (6), (b) (7)

Type Request (Check one from each line)

- ☐ Number of users _____, ☐ All JCON
☐ New Requirement, ☐ Upgrade to existing item
☐ Hardware, ☐ Software, ☐ Combination

Suggested product (if any) ReviewLauncher software

Describe *what function* is desired. Be as descriptive as possible.

State *why* the business requirement/justification for the function desired

SCO-S is unable to use any other media player software to view the videos with timestamps without using ReviewLauncher.

Describe *why* the present JCON products don't meet your needs

Current media player software does not allow videos to play with a timestamps.

Describe the impact if this request is not approved. Be specific.

The impact level is high

If a software request, list all approved legacy applications presently on the desktop

N/A

Server(s) affected (if known) N/A

Vendor Name, Phone, Address, Website (if known)

The ReviewLauncher software was received on a CD from the Secret Service agency.

Approving Office Director name (b) (6), (b) (7)(C)

Approving Designated Signing Official	
Name:	Signature:
	ARIEL MCINTYRE Digitally signed by ARIEL MCINTYRE Date: 2024.02.01 12:11:28 -05'00'

Test New Hardware/Software

(Be as specific and /or descriptive as possible. Use all space necessary.)

When completed and signed: **Submit this signed form electronically to "(b) (6)"**
(MUST be signed by or emailed from a JCON Designated Signing Official (DSO) or Alternate (ADSO).
If you have any questions regarding this request form, please call the DOJ Service Desk on (b) (6).

Request Number (OSS/CS assigns):

Date January 24, 2024 Office: (b) (6), (b) (7) Phone: (b) (6), (b) (7)(C)
Requestor (b) (6), (b) (7)

Type Request (Check one from each line)

- ☐ Number of users _____, ☐ All JCON
☐ New Requirement, ☐ Upgrade to existing item
☐ Hardware, ☐ Software, ☐ Combination

Suggested product (if any) Oncue Trial Presentation Software

Describe what function is desired. Be as descriptive as possible.

The software is laser focused on creating the best presentation software available for the legal industry—simple workflows, powerful tools, blazing fast presentation.

State why the business requirement/justification for the function desired

The most reliable trial presentation software designed from the ground up by full-time trial presentation consultants. Since 2014, OnCue has been used in thousands of trials of all sizes.

Describe why the present JCON products don't meet your needs

The current Trial Director Software is freezes during presentations and the software has been deemed unreliable.

Describe the impact if this request is not approved. Be specific.

If the software is not approved it would significantly impact up coming trials.

If a software request, list all approved legacy applications presently on the desktop

Trial Director 360 and Trial Director 2023

Server(s) affected (if known) N/A

Vendor Name, Phone, Address, Website (if known)

Website: https://www.oncuetech.com/

Contact email: orders@oncuetech.com

Approving Office Director name (b) (6), (b) (7)

Approving Designated Signing Official	
Name:	Signature:

From: "Sikder, Diba (JMD) (CTR)" <(b) (6)>

To: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)

Subject: RE: moveLINQ 13.3.0 Now Available in Test

Date: Wed, 29 Jan 2025 14:03:18 -0500

Importance: Normal

Inline-Images: image001.png

Will do. Thanks for the heads up.

Diba

From: (b)(6), (b)(7)(c) - (Ariel McIntyre's email address)

Sent: Wednesday, January 29, 2025 1:45 PM

To: Sikder, Diba (JMD) (CTR) <(b) (6)>

Subject: RE: moveLINQ 13.3.0 Now Available in Test

Hi Diba, can you please remove this email from any distro lists you maintain as it will be inactive after this Friday, Jan. 31.

Thanks!

Ariel

This message is intended for official use and may contain SENSITIVE information. If this message contains SENSITIVE information, it should be properly delivered, labeled, stored, and disposed of according to policy.

From: Sikder, Diba (JMD) (CTR) <(b) (6)>

Sent: Wednesday, January 29, 2025 9:53 AM

Subject: FW: moveLINQ 13.3.0 Now Available in Test

From: Jeff Edmonds <(b) (6)>

Sent: Tuesday, January 28, 2025 7:05 PM

To: Jeff Edmonds <(b) (6)>

Subject: [EXTERNAL] moveLINQ 13.3.0 Now Available in Test

Dear mLINQS Hosted Customer,

The latest release of our relocation management software, moveLINQ 13.3.0, has been installed in your Test environment, and includes several software fixes and enhancements. All changes are detailed in the attached Release Notes.

As always, please let the help desk know if you have any questions.

Thank you,

Jeff

(b) (6) | (b) (6)
Government relocation accounting made easy

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<http://www.mLINQS.net>



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From: "Sikder, Diba (JMD) (CTR)" <(b) (6)>

To: Undisclosed recipients,;

Subject: FW: moveLINQ 13.2.1 Now Available in Test and Production

Date: Wed, 22 Jan 2025 10:19:00 -0500

Importance: Normal

Attachments: moveLINQ_Release_Notes_13.2.1.pdf

Inline-Images: Outlook-Id1udtal.png

From: Jeff Edmonds <(b) (6)>

Sent: Tuesday, January 21, 2025 5:20 PM

To: Jeff Edmonds <(b) (6)>

Subject: [EXTERNAL] moveLINQ 13.2.1 Now Available in Test and Production

Dear mLINQS Hosted Customer,

The latest release of our relocation management software, moveLINQ 13.2.1, has been installed in your Test and Production environments, and includes several software fixes. All changes are detailed in the attached Release Notes.

As always, please let the help desk know if you have any questions.

Thank you,
Jeff

Jeff Edmonds | Director of IT

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moveLINQ 13.2.1

Release Notes



Relocation accounting made easy

INTRODUCTION

The latest version of our relocation management software, **moveLINQ 13.2.1**, is now available!

The focus of the Version 13.2.1 Hot Fix release is on correcting the W-2 export feature that generates the output file used to import data into the 1099Pro software for the processing of official W-2 forms.

SOFTWARE BUG FIXES

EMPLOYEE ADDRESS ON W-2 OUTPUT FILE

When using the Generate W-2 File feature, the address shown in the exported file includes the employee's current or new duty station address. This has been fixed to instead include the employee's current or new residence address from the relocation Employee screen.

TECHNICAL SUPPORT

For any issues related to this release, please contact our Technical Support staff at helpdesk@mlinqs.net.



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About mLINQS, LLC

mLINQS®, LLC, headquartered in Fairfax, Virginia, is a Service-disabled Veteran-Owned Small Business founded in 2003. mLINQS develops highly specialized software and provides related support services to streamline federal E-Gov travel, transportation, and relocation business processes. In 2004, the company released moveLINQ®, the industry leading relocation expense management system designed to meet the unique needs of federal agencies. mLINQS also provides professional services for travel and relocation IT, program, and change management government-wide through its servLINQ® support team. All mLINQS products and services, as described in detail at <http://www.mlinqs.net>, are available on mLINQS GSA Schedule found on GSA Advantage at https://www.gsaadvantage.gov/ref_text/GS33F0007U/0ZQNSK.3VH0N8_GS-33F-0007U_GS33F0007U.PDF.

For questions about this document, contact:

mLINQS, LLC • 11350 Random Hills Rd., Suite 800 • Fairfax, Virginia 22030 • 703-425-1122 • HelpDesk@mLINQS.net • <http://www.mLINQS.net>

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moveLINQ 13.3.0

Release Notes



Relocation accounting made easy

INTRODUCTION

The latest version of our relocation management software, **moveLINQ 13.3.0**, is now available!

The focus of Release 13.3.0 is on user experience, enhancing efficiency, automation, flexibility, and user friendliness of the technology. Included in this Release Notes document is a full list of software changes and fixes, along with detailed descriptions of the new capabilities and implementation instructions, when appropriate. For security auditing purposes, all new administrative options included in this release will be attributed to the **mLINQS Updates** user account.

After moveLINQ 13.3.0 has been installed, the new software enhancements and software bug fixes detailed will be accessible. All new enhancements have been documented in the updated **User and Administrative Guides**, which can be found under the **Help** menu bar within moveLINQ.

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NEW SOFTWARE ENHANCEMENTS

COMPLETING AND ROUTING FILLABLE PDFS

Throughout the Relocation and Extended TDY process, a clerk may need to send the employee or approving official a form to fill out and/or sign and submit for approval. This could be done by uploading the form within Expense Management Portal for the employee or approving official to download. After downloading and completing the form, the user would then have to upload the completed form. With the new Fillable PDFs feature, Expense Management users can now complete this task within the Expense Management Portal without the need to download, save a copy, and upload the completed form. With the new Fillable PDF feature, forms can now be uploaded, edited, signed, saved, and routed all natively within the application.

To begin the process, on the Overview screen of a Relocation or Extended TDY Travel, an Expense Management user can select the Fillable PDF option for an uploaded PDF document. After selecting the Fillable PDF option, select a Workflow with all the necessary parties needed for completing the PDF document. Once a Workflow is selected, select the Workflow Role for the necessary party needed to complete the next step in completing the PDF document. After uploading the PDF document, select the Send Email to notify the user(s) within the selected Workflow Role that a Fillable PDF is awaiting their completion. If needed, select Edit to change the Workflow, Workflow Role, or remove the Fillable PDF option.

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Relocation Attachments

☐ Allow Viewing in Approver Portal
☐ Allow Viewing in Employee Portal
☒ **Fillable PDF**

Workflow: AUTHORIZATION
 Workflow Role: Relocatee
 Name:
 Comments:
 File to Upload: No file chosen
 Max file size is: 25000 KB (24.4MB)

Upload

Edit	Open	Attachment	App Portal	Emp Portal	Workflow Role	Comments	Uploaded	Delete
Edit	Open	Fillable PDF	☒	☒	Relocatee	Send Email	ReloAdmin Jones 10/25/24 3:29 PM	Delete
Edit	Open	Receipt	☒	☒		Lodging Receipt	George Washington 03/14/24 3:42 PM	Delete
Edit	Open	Documentation	☒	☒		VISA Paperwork	George Washington 08/22/22 7:46 PM	Delete
Edit	Open	Service Agreement (SA)	☒	☒		Employee signed SA on 1/1/2022	ReloAdmin Jones 08/22/22 4:02 PM	Delete

Once routed, the employee or approving official will see the Fillable PDF awaiting their attention above the Inbox in a Fillable PDF table. The table includes the name of the Attachment, Relocation Description, Level of Workflow User (Primary/Backup), and Assigned To.

Fillable PDF

Document	Relocation	Level	Assigned To
Fillable PDF	1st President DC to VA	Primary	Relocatee

[Edit](#) [Assign](#)

Inbox

Show entries

Search:

Urgent	Stamp Date	Status	Employee	Description	Order No.	Document	Attention	Travel Type	Report Date	From	To	Assigned To	Level
	8/19/2022	SEND	George Washington	1st President VA to DC Military	TMIL0000169	Amendment #1 to Authorization		ACTIVE MEMBER	4/19/2020	WASHINGTON, DC	MCLEAN, VA	ReloAdmin Jones	Primary
	8/22/2022	SEND	George Washington	1st President DC to VA	TA000100712	Voucher #1		Transferee	7/1/2024	Washington, DC	McLean, VA	ReloAdmin Jones	Primary
	5/23/2024	DENY DOCUMENT	George Washington	1st President DC to VA	TA000100712	Authorization		Transferee	7/1/2024	Washington, DC	McLean, VA	ReloAdmin Jones	Primary

Showing 1 to 3 of 3 entries

Previous Next

To edit the Fillable PDF, the user would simply select the Edit button for the Fillable PDF. This will open the attachment in an editable Adobe screen. The user can directly update the Fillable PDF and select "Submit Form" to save the information entered. Selecting the "Submit Form" will save any updates entered in the existing Relocation Attachment and return the user to the Fillable PDF Inbox. The edit feature for Fillable PDFs is not available in the Expense Management Portal.

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To save your changes and return to the Inbox, select the **Submit Form** link on the screen.

1 of 2 100% Submit Form

1040 Department of the Treasury—Internal Revenue Service **2023** OMB No. 1545-0047 IRS User Only—Do not enter or staple in this space.

For the year Jan. 1–Dec. 31, 2023, or other tax year beginning _____, 2023, ending _____, 2023

See separate instructions.

Your first name and middle initial _____ Last name _____ Your social security number _____

If joint return, spouse's first name and middle initial _____ Last name _____ Spouse's social security number _____

Home address (number and street). If you have a P.O. box, see instructions. _____ Apt. no. _____

City, town, or post office. If you have a foreign address, also complete spaces below. _____ State _____ ZIP code _____

Foreign country name _____ Foreign province/state/country _____ Foreign postal code _____

Filing Status ☐ Single ☐ Head of household (HOH) ☐ Married filing jointly (even if only one had income) ☐ Married filing separately (MFS) ☐ Qualifying surviving spouse (QSS)

Check only one box. If you checked the MFS box, enter the name of your spouse. If you checked the HOH or QSS box, enter the child's name if the qualifying person is a child but not your dependent: _____

Digital Assets At any time during 2023, did you: (a) receive tax a reward, interest, or payment for property or services; or (b) sell, exchange, or otherwise dispose of a digital asset or a financial interest in a digital asset? (See instructions.) ☐ Yes ☐ No

Standard Deduction ☐ Someone can claim: ☐ You as a dependent ☐ Your spouse as a dependent ☐ Spouse itemizes on a separate return or you were a dual-status alien

Age/Blindness You: ☐ Were born before January 2, 1950 ☐ Are blind **Spouse:** ☐ Was born before January 2, 1950 ☐ Is blind

Dependents (see instructions):

(i) First name	Last name	(ii) Social security number	(iii) Relationship to you	(iv) Check the box if qualifies for (see instructions)	Child tax credit	Credit for other dependents
					☐	☐
					☐	☐
					☐	☐
					☐	☐

If more than four dependents, see instructions and check _____

Once completed, the user would select the next group the Fillable PDF should be routed to by using the Assigned To field and selecting the Assign button. This will remove the Fillable PDF from the user's Inbox and make the form available for the next assigned group of users. This process can continue until the form is completed. An Expense Management user can remove the Fillable PDF attribute, which will remove the form from all users' inboxes.

For Fillable PDFs that have the "Allow Viewing in Approver Portal" and/or "Allow Viewing in Employee Portal" the attached form will continue to display on the My/Open Documents (or My/Open Relocations) screen in the portals. Although the user will not be able to edit the Fillable PDF from that screen. The attachment will only be available for viewing.

- No Configuration Needed.

CALCULATING THE STATE MARGINAL TAX RATE BASED ON STATE INCOME

When calculating the Relocation Income Tax Allowance (RITA) or Extended TDY Taxable Reimbursement Allowance (ETTRA), the system automatically applies the correct Federal Marginal Tax Rate (FMTR), State Marginal Tax Rate(s) (SMTR), and Local Marginal Tax Rate. The FMTR is determined by using the Federal Taxable Income and Filing Status. Similarly, the SMTR can be determined using the Federal Taxable Income and Filing Status, even though not all individuals claim their entire Federal Taxable Income amount to a state as taxable income. Depending on moving and state tax guidelines, the employee may claim a different taxable income amount for each state. A new Organization Setting has been created to allow an agency to capture state specific taxable income for determining the SMTR. When the new setting is enabled, a Filing Status and Taxable Income will be available for each State/US Territory entered for RITA/ETTRA calculation.

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The SMTR will be determined using each State/US Territory's Taxable Income and Filing Status. The Self-Vouchering Wizard within the Employee Portal has been updated to request this information from an employee too when submitting a RITA/ETTRA Voucher.

- By default, the new Use State Income for RITA/ETTRA will be turned off. Update the configuration by:
 - Log into the Expense Management Portal as a user with **ADD/UPDATE ORGANIZATION SETTINGS** permission.
 - Select the desired **Organization**, if applicable.
 - Navigate to the **Admin > Organization Setup > Organization Settings** using the main menu bar.
 - Navigate to the **Tax** screen.
 - Under the **Miscellaneous** heading, select **Use State Income for RITA/ETTRA**.
 - Select **Save** to save changes.
 - For additional guidance, refer to the **Organization Settings** section within the **Expense Management Administrator Guide**.

DEFAULTING FROM LOCATION FOR EN ROUTE

Within the Expense Management Portal, when creating an En Route allowance for an Authorization, the From location currently defaults to the Current Address and the To location defaults to the New Duty Station Address listed on the Employee screen. Although, the Jointed Travel Regulations (JTR) clearly states that travel is directly from the Old Duty Station Address to the New Duty Station Address. The Federal Travel Regulation (FTR) isn't as clear as the JTR but allows agencies to determine the From address. To allow agencies this same flexibility, the Expense Management's Organization Settings has been updated. Agencies can now configure the use the Current Duty Station or continue to use the Current Address for the From location.

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- By default, this new setting will be turned on for Uniformed organization and turned off for Civilian organizations. Update the configuration by:
 - Log into the Expense Management Portal as a user with **ADD/UPDATE ORGANIZATION SETTINGS** permission.
 - Select the desired **Organization**, if applicable. Note, this feature is only available for Civilian and Uniformed organization types.
 - Navigate to the **Admin > Organization Setup > Organization Settings** using the main menu bar.
 - Navigate to the **En Route** screen.
 - Under the **Miscellaneous** heading, select **Use Duty Station for From Address**.
 - Select **Save** to save changes.
 - For additional guidance, refer to the **Organization Settings** section within the **Expense Management Administrator Guide**.

SELECTING CERTIFICATION STATEMENT WHEN USING A RETURN TRACKING STAMP

In the Expense Management Portal, when a user selects a Tracking Stamp on the Document Tracking screen, the user is asked to certify that the document is accurate. Although, when a user selects a Tracking Stamp to be returned to a previous user, the document may not be accurate, but the user is still required to select the statement to apply the stamp. This has been updated to no longer ask the user to certify the document is accurate when applying a Tracking Stamp with the Return attribute.

The screenshot shows a web form titled "Stamp Document". It contains the following elements:

- Workflow:** A dropdown menu with "AUTHORIZATION" selected.
- Tracking Stamp:** A dropdown menu with "NEED MORE INFORMATION" selected.
- Comments:** A large text input area.
- Return To:** A radio button is selected next to "ReloAdmin (Level 1 SEND)".
- Attention:** A dropdown menu with "ReloAdmin Jones (Primary)" selected.
- Automatically Create Document Attachment (pdf) when Stamping:** A checkbox that is checked.

The text "Stamp Document" appears at the top center and bottom center of the form area.

- No Configuration Needed.

AUDITING FOR AN OUTSTANDING ADVANCE

A new Voucher Document Audit is available to flag the voucher when no advance has been applied but an outstanding advance amount exists. When configured, the audit will display on the document audit screen when the Voucher has a remaining balance for an Authorized Advance and no advance amount has been applied to the Voucher. For example, if the Total Advance Authorized has a Remaining Amount of \$600 and the Advance Applied is \$0, the audit will trigger. As the Remaining Amount changes over time, the audit that's displayed on earlier Vouchers will no longer be displayed. For example, the previous \$600 audit is triggered on Voucher 1. Then the Remaining Amount is fully applied on Voucher 2. This would result in a Remaining Amount of \$0. The audit would not be displayed on Voucher 1 or Voucher 2.

- By default, the new audit will be turned off. Update the configuration by:
 - Log into the Expense Management Portal as a user with **UPDATE DOCUMENT AUDITS** permission.
 - Select the desired **Organization**, if applicable.
 - Navigate to the **Admin > Organization Setup > Document Audits** using the main menu bar.
 - Select the "Voucher" **Document Type**.
 - Select the "Accounting" **Area**.
 - Select **Edit** to the left of the "No Advance Applied on Voucher" audit.
 - Update the desired **Severity** using the drop down.
 - Enter any **Audit Failure Information** needed.
 - Select **Update** to save or **Cancel** to close without saving.
 - For additional guidance, refer to the **Document Audits** section within the *Expense Management Administrator Guide*.

RESETTING CANCELLED DOCUMENTS

In the Expense Management Portal, when an Authorization is stamped with the "Cancel" attribute, the document is locked, and the relocation is closed. This is required to close a relocation that doesn't have a Voucher document associated with it, as the Relocation Close Out option isn't available. Since the Relocation is closed and cancelled, it will appear in the Reset Cancelled Documents screen and the Reset Closed Relocations screen. If a user resets the closed Relocation, the Relocation continues to have no Relocation Close Out option. This could cause problems for the user when attempting to close the Relocation again. Due to this situation, the Reset Closed Relocations screen has been updated to not display a Relocation that has been closed using the "Cancel" stamp attribute. Now, the only way to reset the relocation is by resetting the cancelled document.

- No Configuration Needed.

INCREASING USER SECURITY

In an effort to increase security in the User table, some additional validations have been added to the application. The Single Sign On ID and Employee ID fields must be unique and therefore each can only be associated with one User account.

- No Configuration Needed.

ACCESSING ALLOWANCE DATA

Based on customer feedback, the Reporting Portal has been updated to include several allowance related reports. Reports with Househunting Trip (HHT), En Route, Dislocation Allowance (DLA)/Miscellaneous Expense Allowance (MEA), and Temporary Lodging (TL)/Temporary Quarters (TQ) details are now available.

The Househunting Trip by Organization report provides details about HHT on the latest Authorization/Amendment or created Voucher. The report includes HHT details like Type, Method, Begin Date, End Date, From location, To location, and Total Cost.

The En Route Trip by Organization report provides details about an En Route Trip on the latest Authorization/Amendment or created Voucher. The report includes En Route details like Begin Date, End Date, From location, To location, Travelers, and Total Cost.

The DLA/MEA, Wardrobe and Pet Allowance by Organization report provides details about the miscellaneous expenses on the latest Authorization/Amendment or created Voucher. The report includes Method, Total DLA/MEA Cost, Total Wardrobe Cost, Total Pet Cost, Employee Portion, Dependent Portion, and Wardrobe Zone.

The Temporary Lodging/Quarters by Organization report provides details about the TL/TQ on the latest Authorization/Amendment or created Voucher. The report includes Type, Method, Begin Date, End Date, Number of Days, Location, and Total Cost.

Each report also includes general information like the Organization, Employee Name, Employee ID, Relocation Description, Report Date, Order Number, Document Name, Current Location, New Location, Email Addresses, Relocation Type, Travel Type, Closed, Current Status, and more. Each report can be run for an individual Organization or for all Organizations.

- No Configuration Needed.

REPORTING ON REAL ESTATE INVOICE NUMBER

Some customers need to report on the Real Estate Invoice Number. The Relocation Estate Home Sale and Purchase by Organization Report has been updated to include the Invoice Number.

- No Configuration Needed.

SORTING OUTSTANDING RITA VOUCHERS ON ASSIGNED TO

Some customers would like to sort Outstanding Relocation Income Tax Allowances (RITA) by the Relocation's Assigned To field. The Outstanding RITA Report has been updated to include the Assigned To field from the Relocation.

- No Configuration Needed.

SOFTWARE BUG FIXES

CLICKING EXPORT RATES MORE THAN ONE TIME

When using the Transportation Management Services System (TMSS) feature within the Expense Management Portal, a user has the option to select the Export Rates link to create a Microsoft Excel Document of the Query Results. If a user selected the Export Rates button a second time, an error would appear instead of the export results file. This has been fixed to allow a user to select the Export Rates link more than one time.

CLICKING EXPORT RATES FOR A FOREIGN LOCATION

When using the Transportation Management Services System (TMSS) feature within the Expense Management Portal, a user has the option to select the Export Rates link to create a Microsoft Excel Document of the Query Results. If a user selected the Export Rates button for a location to and/or from a foreign location, an error would appear instead of the export results file. This has been fixed to generate the query files results.

QUERYING EXTENDED STORAGE VIA TMSS

When using the Transportation Management Services System (TMSS) feature within the Expense Management Portal, a user can select to search for Extended Storage to display the results of various Extended Storage costs available within TMSS. The query results include the Rate, SCAC, Company, Tariff, Packing cost, Warehouse and Handling cost, 1 Month of Storage cost, Delivery Cost, Handling cost, a Discount, and a Total number of Extended Storage for a designated number of months. Previously the Total number of Extended Storage for a designated number of months was using the 1st Month of Storage Cost, which includes the Packing and Warehouse Cost for the Monthly Storage Cost. This has been fixed to calculate using the Monthly Storage Cost.

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AUDITING STATE WITHHOLDINGS FOR PUERTO RICO

When using the State Selection for HHT (Househunting Trip) Vouchers, State Selection for Lease Breaking Vouchers, State Selection for Real Estate Sales Voucher, and/or State Selection for TQ (Temporary Quarters) – Old Location Vouchers, the audit will trigger if the Current Residence or Current Duty Station do not match the State Withholding on the Voucher's Tax Info screen. When using Puerto Rico as the Current Residence or Current Duty Station and as the State Withholding, the audit was improperly triggering as if the selections didn't match. This has been fixed so that if Puerto Rico is selected for each field listed, it will not trigger the audit.

ACCESSING THE TAX INFO SCREEN ON A LOCKED RELOCATION

Within the Expense Management Portal, when a user attempted to access the Tax Info screen on a document for a Closed Out Relocation, Cancelled Authorization, or In Use Relocation, an error would display. This has been fixed to display the Tax Info screen without an error.

ADDING A RELOCATION NOTE

Within the Expense Management Portal, when a Relocation Note was added the Last Updated column didn't consistently display the user's name that added the note. This has been fixed. Additionally, when a Relocation Note is added from the Employee and Approver Portals, the user's display name will continue to be displayed in each portal.

SORTING BY UPLOAD DATE FOR RELOCATION ATTACHMENTS

Within the Expense Management Portal, a user can upload attachments on the Relocation Overview screen. These attachments are displayed in a table in chronological order. If desired, a user can select the Uploaded table heading to reverse the chronological order. Although, if the Uploaded table heading is selected a second time, the order doesn't change. This has been fixed to reverse the chronological order each time the Uploaded table heading is selected.

DELETING RELOCATION ATTACHMENTS

Within the Expense Management Portal, a user without the Delete Relocation Attachment permission was able to delete an attachment on the Relocation Overview screen. This has been fixed to properly remove the Delete link on a Relocation Attachment when a user doesn't have the associated permission.

ENTERING PRIVACY TRAINING DATE ON RESET USER PASSWORD

Within the Expense Management Portal, an administrative user selecting to reset a user password, the option to enter the user's Privacy Training Date is incorrectly available. An administrative user should select Edit to

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update the Privacy Training Date. This has been fixed to no longer display the Privacy Training Date field when resetting a password for a user.

SAVING A SHARED REPORT TO MY REPORTS

When using the Reporting Portal, a user has the options to save a report to Shared Reports (providing access to everyone with system access) or My Reports (providing access to that user only). When the user opened a Shared Report, modified the report, and then saved the newly modified report to My Reports. This resulted in the new report saving to the original author of the Shared Report's My Reports instead of the user that modified and saved the new report. This has been fixed to save to the new report's author instead of the original author.

SELF VOUCHERING IN DIFFERENT TIME ZONES

When using the Employee Portal's Self Vouchering Wizard in a drastically different time zone, the dates entered on the voucher created in Expense Management can be off one date. For example, a user in Turkey created a Temporary Quarters voucher for January 1 – 5. When created in the Expense Management Portal, the claimed dates would be January 2 – 6. This has been fixed to display the same dates regardless of time zone of any user.

ENTERING COMMAS IN NUMBER FIELDS

When using the Employee Portal's Self Vouchering Wizard, the employee user could enter a comma as part of a number field and the wizard would read the comma as a decimal point. For example, if an employee entered "1,000.00" for an expense, the wizard would update the amount to "1.00". This has been fixed to not allow the employee user to enter a comma in a number field. For example, if an employee entered "1,000.00" for an expense, the wizard would not accept the comma typed and display the amount entered as "1000.00" for the expense.

ENTERING NUMBER OF DAYS FOR POV STORAGE

When using the Employee Portal's Self Vouchering Wizard to voucher for a Privately Owned Vehicle (POV) shipment, the employee is instructed to enter the number of days for POV storage. This is a required field, but the question stated to enter if applicable. This has been fixed to be more user friendly and no longer state if applicable in the question to the user.

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SELF VOUCHERING FOR PET OR WARDROBE AFTER DLA/MEA

When using the Employee Portal's Self Vouchering Wizard for a Pet Shipment and Quarantine Expenses and/or a Wardrobe Allowance after completing a Dislocation Allowance/Miscellaneous Expense Allowance (DLA/MEA) claim, the employee user would not have the Pet Shipment and Quarantine Expenses and/or a Wardrobe Allowance available for allowances to self-voucher. This has been fixed. Now regardless of the timing of the DLA/MEA claim, the Pet Shipment and Quarantine Expenses and/or Wardrobe Allowance will continue to be available until the respective allowance has been claimed.

LABELING DAYS INCLUDED FOR TQ-LP

When using the Employee Portal's Self Vouchering Wizard for Temporary Quarters Lodgings Plus (TQ-LP), the created document wasn't labeling Days Included for 61+ correctly. This has been fixed to label the Days Included as 61+ when appropriate.

CREATING LODGING AMOUNT ON TQ LUMP SUM

When using the Employee Portal's Self Vouchering Wizard for Temporary Quarters (TQ) for Fixed/Lump Sum, the Lodging was created for \$0. This has been fixed.

SELF VOUCHERING WITH SINGLE STATE WITHHOLDING TAX RATE OF 0%

When the Expense Management is configured for a Single State Withholding Tax Rate defined as 0%, a Voucher created from the Employee Portal's Self Vouchering Wizard was calculating the State W/H Tax Rate based on the State Payroll Administrative Tables. This has been fixed to use the defined Organization Setting.

OPENING DOCUMENTS VIA THE INBOX IN THE APPROVER PORTAL

When using the Approver Portal, a user can be configured to access Organizations and configured to be in a Workflow. If the user has access to an Organization and a Workflow that doesn't belong to that Organization, the user was unable to open a document via the Inbox for the routed document that didn't belong to the Organization access. This has been fixed to grant the user for both configurations.

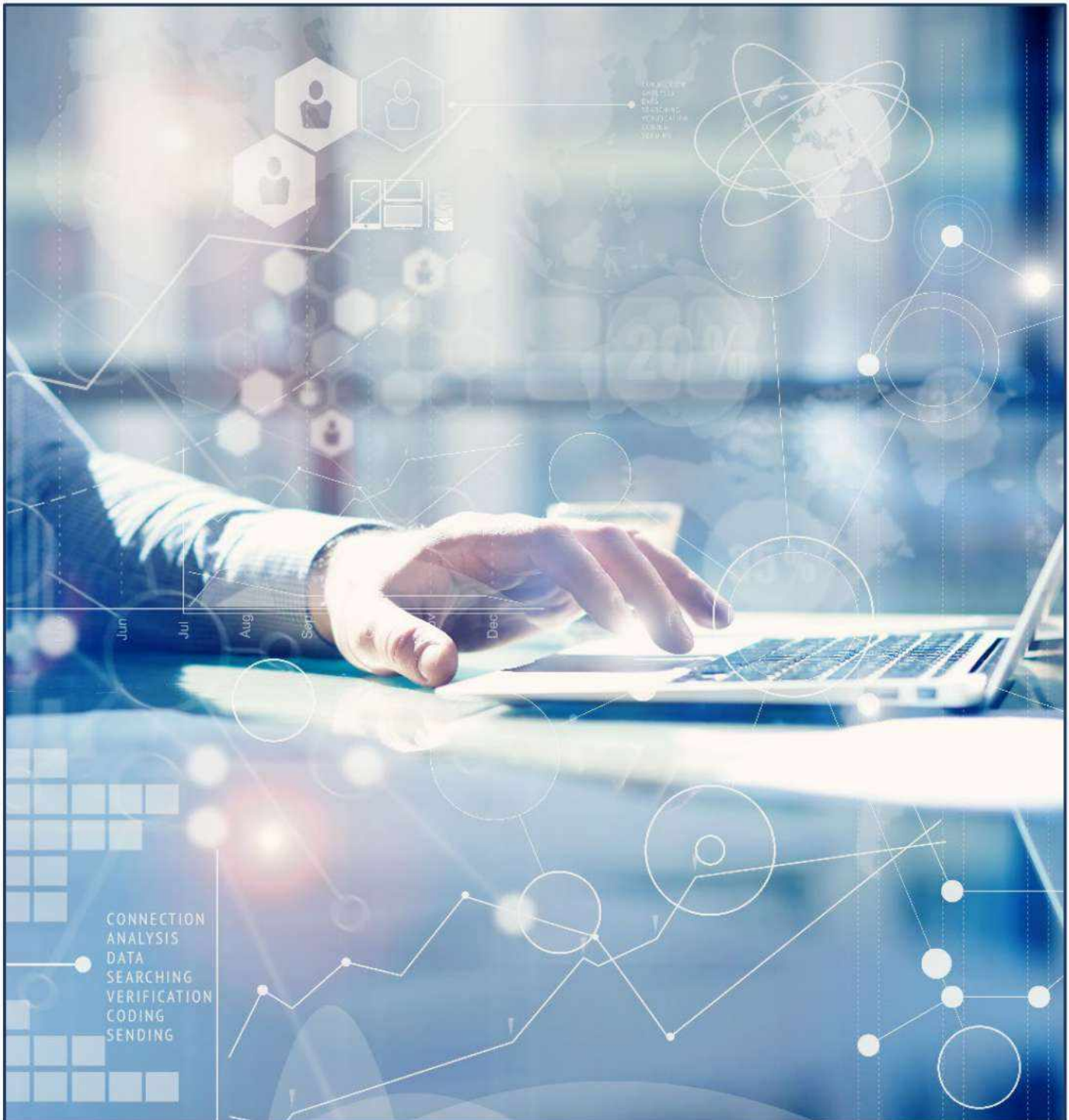
OPENING RELOCATION ATTACHMENTS IN THE APPROVER PORTAL

When using the Approver Portal, selecting to Open an attachment on the Relocation via the Open Relocations/Documents screen would result in an Error message. This has been fixed to open the attachment without an Error message. This was caused by a value not being populated when a file was uploaded from the Employee or Approver Portals. This has also been fixed to allow the attachment to open without an Error message.

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TECHNICAL SUPPORT

For any issues related to this release, please contact our Technical Support staff at helpdesk@mlinqs.net.



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mLINQS®, LLC, headquartered in Fairfax, Virginia, is a Service-disabled Veteran-Owned Small Business founded in 2003. mLINQS develops highly specialized software and provides related support services to streamline federal E-Gov travel, transportation, and relocation business processes. In 2004, the company released moveLINQ®, the industry leading relocation expense management system designed to meet the unique needs of federal agencies. mLINQS also provides professional services for travel and relocation IT, program, and change management government-wide through its servLINQ® support team. All mLINQS products and services, as described in detail at <http://www.mlinqs.net>, are available on mLINQS GSA Schedule found on GSA Advantage at https://www.gsaadvantage.gov/ref_text/GS33F0007U/0ZQNSK.3VH0N8_GS-33F-0007U_GS33F0007U.PDF.

For questions about this document, contact:

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Platform: Microsoft Teams **Name:** SCO-S support group **Timezone:** UTC-0400

Contributors: (b) (6), (b) (7)(C), (b) (6), (b) (7)(C) - (Aniel McIntyre), Dee A. (JMD) Alkire, Keith (JMD) Alston, Darlene W. (JMD) Brooks, (b) (6), (b) (7)(C), Duane E. (JMD) Carroll, Bernice (JMD) (CTR) Dargan, Damian R. (JMD) Feliciano, Natasha A. (JMD) Gibson, Barbara (JMD) (CTR) Granfield, Ashley (JMD) (CTR) Harrison, Kaijie (JMD) (CTR) Hu, (b) (6), (b) (7)(C), (b) (6), (b) (7)(C) - (Karen Orr), Carmen L. (JMD) McGruder, Douglas (JMD) Miller, Gary L. (JMD) Murphy, Damon (JMD) (CTR) Nestell, Peter D. (JMD) Omberg, (b) (6), (b) (7)(C), (b) (6), (b) (7)(C), (b) (6), (b) (7)(C), Jun (JMD) Yun

2023/01/13

JHK (JSPT)

11:29:59 am

@(b) (6), (b) (7)(C) - (Aniel McIntyre) let me add the new people to the Teams DL SCO-S-All and then you just need to delete (b) (6), (b) (7)(C)

2023/01/30

Darlene W. (JMD) Brooks

02:39:15 pm

(b) (6), (b) (7)(C)

We need a profile (no PIV) and laptop (no phone) for (b) (6), (b) (7)(C) USA Western District of Washington. Please use the initials (b) (6), (b) (7)(C). Set the laptop for password use and ship it to (b) (6), (b) (7)(C). His number is (b) (6), (b) (7)(C) or (b) (6), (b) (7)(C). He will need access to every...

Confirming receipt and will process. Should this user receive the same software as the other users? (Textmap Casemap and Beyond Compare) Thanks

Keith (JMD) Alston

03:16:31 pm

I can register his software. Is (b) (6), (b) (7)(C) available now? Or do we have a time (b) (6), (b) (7)(C) will be available?

2023/02/10

(b) (6), (b) (7)(C)

03:45:09 pm

doesn't look like it's on software center, but NSD had it?

does that mean it'll be available for download from software center upon approval?

04:01:32 pm

and thanks for the install file @Alston, @Keith @JMD)... we were able to help people delete old server printers and add them all very easily

06:07:51 pm

2023/02/21

(b) (6), (b) (7)(C)

08:55:06 am

SPeaking of needing software. Can we get Camtasia by TechSmith loaded on to the desktop (b) (6), (b) (7)(C) will be using? He says the USAOs have the [necessary software] (<https://www.techsmith.com/video-editor.html>) available in their Software Center.

(b) (6), (b) (7)(C)

12:42:12 pm

SPeaking of needing software. Can we get Camtasia by TechSmith loaded on to the desktop (b) (6), (b) (7)(C) will be using? He says the USAOs have the necessary software available in their Software Center.
2021 is good.

2023/02/22

(b) (6), (b) (7)(C)

09:25:37 am

Sent an email for status on the (b) (6), (b) (7)(C) Remote Access to Y51327 and related software

2023/02/27

Dee A. (JMD) Alkire

03:23:41 pm

Can someone from SCO-S please assist us in completing the setup for (b) (6), (b) (7)(C). Tier 2 needs to complete her software install and her print setup. The tech needs to schedule a little time with her to complete these tasks. He has stopped by a couple of times, but she has not been in the office. I told him that I would just post here, and ask one of you to please coordinate/schedule a time that works best for the user. Thank You!

2023/03/01

Keith (JMD) Alston

11:26:44 am

(b) (6), (b) (7)(C)

Sent an email request for another desktop set up for remote access by (b) (6), (b) (7)(C). I have setup the 2 remote desktops and the 1 vanilla desktop. The desktop (A105664) located in cubicle 3E.112B is fully connected to the network with 1GB speed/duplexing. The desktop (A105667) located in cubicle 3E.112C is fully connected to the network with 1GB speed/duplexing. The vanilla desktop (A105647) located in cubicle 3E.40A however I have to verify if the system has 7Zip already installed or if I will still need to install the software. Which system to you want me to added the 2 other SCO-S staff for remote access?

@Yun,@Jun@(JMD) are we installing Westlaw software from Software Center or was that a push from Device Management

03:37:42 pm

2023/03/06

(b) (6), (b) (7)(C)

09:46:06 am

Yun, Jun (JMD)

We'll work on a replacement right away
I reviewed his C:drive and it is clear of federal records.

2023/03/14

Keith (JMD) Alston

02:06:15 pm

(b) (6), (b) (7)(C) - (Ariel McIntyre)

is anyone aware of any audio enhancing capabilities in windows or as add-ons? we have some recordings where the audio is very low. headphones help somewhat but are not ideal.

We have VLC Media Player available for installation from Software Center. You can try installing that software to see if it allows more enhanced audio.

2023/05/19

(b) (6), (b) (7)(C)

11:35:26 am

Is Camtasia not in the software center? Are people to download it directly from the website?

Jun (JMD) Yun

11:37:18 am

Not all software is visible on the software center. Approved software are made visible to the user requested.

(b) (6), (b) (7)(C)

11:39:02 am

Yun, Jun (JMD)

Not all software is visible on the software center. Approved software are made visible to the user requested. Ah. Can we make it visible to (b) (6), (b) (7)(C) (b) (6), (b) (7)(C)?

2023/05/22

(b) (6), (b) (7)(C)

09:09:33 am

Where do we stand on the machines for use with the Law Prediscovery software for (b) (6), (b) (7)(C) and (b) (6), (b) (7)(C)?

Keith (JMD) Alston

03:45:58 pm

(b) (6), (b) (7)(C) I just setup a desktop system in 3E.112B for (b) (6), (b) (7)(C). I am waiting for our NetOps team to enable the port and then I will be able to complete the software installs and configure for (b) (6), (b) (7)(C) to remote to that desktop. I will let you all know once that has been completed.

2023/05/24

Keith (JMD) Alston

02:07:31 pm

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C) is going to need a desktop configured the same as what we have for (b) (6), (b) (7)(C). Please also start the process for her to be able to remote in to the machine. There is room for it in 3E.112B. (b) (6), (b) (7)(C) the desktop has been setup and configured for Remote Desktop Connection for (b) (6), (b) (7)(C). I also installed Camtasia, CaseMap/Text, however I would like to license/register the software once (b) (6), (b) (7)(C) has successfully remotely into the system. Can one of you schedule a day/time with (b) (6), (b) (7)(C) to have the software license once she has remotely into the system?

(b) (6), (b) (7)(C)

02:09:06 pm

Alston, Keith (JMD)

(b) (6), (b) (7)(C) and (b) (6), (b) (7)(C) the desktop has been setup and configured for Remote Desktop Connection for (b) (6), (b) (7)(C). I also installed Camtasia, CaseMap/Text, however I would like to license/register the software once (b) (6), (b) (7)(C) has successfully remotely into the system. Can one of you schedule a day/time with (b) (6), (b) (7)(C) ...We have gotten the license key for Camtasia and I emailed it to her this morning. I am waiting to hear about her PIV being activated so I don't know if she needs her PIV for the desktop or if you can put that in a PIV exemption.

Keith (JMD) Alston

02:44:28 pm

(b) (6), (b) (7)(C)

Also, do you have a license to use for CaseMap/TextMap for (b) (6), (b) (7)(C) I want to ensure (b) (6), (b) (7)(C) can remote access the system and then I will license the software under her user profile.

(b) (6), (b) (7)(C)

02:44:52 pm

Alston, Keith (JMD)

(b) (6), (b) (7)(C) I want to ensure (b) (6), (b) (7)(C) can remote access the system and then I will license the software under her user profile. I emailed her with that info and will let you know when I hear back from her.

2023/06/01

(b) (6), (b) (7)(C)

10:07:32 am

Are we able to get FTK Imager in the software center.

2023/06/07

Keith (JMD) Alston

10:57:32 am

I'll be down shortly to add the staff to both systems and I can license the software then

(b) (6), (b) (7)(C)

10:58:36 am

Alston, Keith (JMD)

I'll be down shortly to add the staff to both systems and I can license the software then I just emailed you the license key we have.

o

Keith (JMD) Alston

02:45:46 pm

(b) (6), (b) (7)(C)

Alston, Keith (JMD) can you install Law Prediscovery on the law PC A51183? Do you have the software available for me to install?

o

(b) (6), (b) (7)(C)

02:49:05 pm

Alston, Keith (JMD)

Do you have the software available for me to install? I just forwarded you the email with the software key.

o

Keith (JMD) Alston

03:19:21 pm

(b) (6), (b) (7)(C)

I'm having our Device Management team assist with this software packaging/installation. Can you verify which software(s) needs to be installed on the Law PC?

Choose the Software to Download: *

- ☐ Concordance 10.25.1.14
- ☐ Concordance Desktop 1.9.1.6
- ☐ Concordance FYI Reviewer 5.19.0.40
- ☐ Concordance FYI Server 5.16.0.65
- ☐ Discovery Portal 4.5.77
- ☐ Explore 7.8
- ☐ LAW 7.8
- ☐ LAW & Explore 7.8
- ☐ Sentinel Licensing Installers

o

(b) (6), (b) (7)(C)

03:30:40 pm

Alston, Keith (JMD)

(b) (6), (b) (7)(C)

I'm having our Device Management team assist with this software packaging/installation. Can you verify which software(s) needs to be installed on the Law PC? Law 7.8

2023/06/09

(b) (6), (b) (7)(C)

09:41:07 am

We have purchased licenses for ReadySuite for (b) (6), (b) (7)(C) and (b) (6), (b) (7)(C). Can you please push that to them in the Software Center?

2023/06/12

Keith (JMD) Alston

11:12:04 am

(b) (6), (b) (7)(C) Beyond Compare software has been licensed for (b) (6), (b) (7)(C).

2023/06/13

Keith (JMD) Alston

09:04:26 am

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C) is having issues with the Law PreDiscovery. I have forwarded his email to Yun, Jun (JMD) Brooks, Darlene W. (JMD) Feliciano, Damian R. (JMD) Alston, Keith (JMD) Good morning (b) (6), (b) (7)(C), I am still working with our Device Management team to configure the Law software. When we attempted to configure the software on Thursday last week we found it required additional software to complete the configuration. Once the software has been properly configured on both of the 4TB systems, I will provide you with an update so that (b) (6), (b) (7)(C) can test the software to ensure it is working properly.

(b) (6), (b) (7)(C)

02:45:01 pm

@Yun, @Jun @ (JMD) @Alston, @Keith (b) (6), (b) (7)(C) also want licenses for Folder Sizes software. Is that available in the software center or do we need to purchase?

Jun (JMD) Yun

02:49:55 pm

New software must be tested first. Will send you the form. Do you have the link to the software?

(b) (6), (b) (7)(C)

02:50:28 pm

The link to order it is: [Buy Disk Space Analysis Software : FolderSizes] (<https://www.foldersizes.com/order>)

Keith (JMD) Alston

03:03:29 pm

(b) (6), (b) (7)(C)

Alston, Keith (JMD) Can you install ReadySuite on the two desktops for (b) (6), (b) (7)(C) It's D-A105651 and D-A069241. I just got a request from (b) (6), (b) (7)(C) about this. I installed the software on D-A069241. Someone else is logged into D-A105651. They will need to log off before I'm able to login and install the software.

(b) (6), (b) (7)(C)

03:05:01 pm

Alston, Keith (JMD)

I installed the software on D-A069241. Someone else is logged into D-A105651. They will need to log off before I'm able to login and install the software. That is (b) (6), (b) (7)(C) machine so I just pinged her to log off.

oo

Keith (JMD) Alston

04:03:50 pm

The software has been installed on both systems. Can you have them log into those systems and see if they are able to license the software? Please let me know if there's any issues with licensing the software.

oo

(b) (6), (b) (7)(C)

04:50:52 pm

Alston, Keith (JMD)

The software has been installed on both systems. Can you have them log into those systems and see if they are able to license the software? Please let me know if there's any issues with licensing the software. Thanks Keith. We're checking and will follow up if there are issues

Platform: Microsoft Teams **Name:** SCO-S support group **Timezone:** UTC-0400

Contributors: (b) (6), (b) (7)(C) - (Ariel McIntyre), Dee A. (JMD) Alkire, Keith (JMD) Alston, Anthony (JMD) Bayle, Darlene W. (JMD) Brooks, Shannon V. (JMD) Brown, (b) (6), (b) (7)(C), Duane E. (JMD) Carroll, Anitra S. (JMD) Collins, Bernice (JMD) (CTR) Dargan, Damian R. (JMD) Feliciano, Natasha A. (JMD) Gibson, Barbara (JMD) (CTR) Granfield, Jennifer (JMD) Hunt, Carmen L. (JMD) McGruder, Douglas (JMD) Miller, Gary L. (JMD) Murphy, Damon (JMD) (CTR) Nestell, Peter D. (JMD) Omberg, (b) (6), (b) (7)(C), (b) (6), (b) (7)(C), (b) (6), (b) (7)(C), (b) (6), (b) (7)(C), Jun (JMD) Yun

2024/08/23



(b) (6), (b) (7)(C)

10:10:19 am

Can we have Camtasia 2024 pushed to (b) (6), (b) (7)(C) software center? His laptop asset tag is A071987. Let me know if you need any other info to complete this. This is an urgent request.



Keith (JMD) Alston

10:23:57 am

(b) (6), (b) (7)(C) has been added to the Camtasia 2024 software group. Please allow up to 30 minutes for the permissions to synch before the software will be available for install from Software Center.

2024/12/09



(b) (6), (b) (7)(C)

09:54:59 am

I need to know if this external hard drive's hardware encryption meets the requirements under 0904? [Aegis Padlock Desktop FIPS For Sale - Hardware Encrypted Drive] (<https://apricorn.com/aegis-padlock-dt-fips>) and I need to know if possible by 12:30 or sooner today.



Damian R. (JMD) Feliciano

01:04:43 pm

(b) (6), (b) (7)(C)

I need to know if this external hard drive's hardware encryption meets the requirements under 0904? Aegis Padlock Desktop FIPS For Sale - Hardware Encrypted Drive and I need to know if possible by 12:30 or sooner today. Yes, Apricorn drives can be used for your use case.

2025/01/03



Duane E. (JMD) Carroll

09:29:06 am

Please update your iOS in Setting - General - Software. Then perform the following steps.

Platform: Microsoft Teams **Name:** SCO-S support group **Timezone:** UTC-0400

Contributors: (b) (6), (b) (7)(C), (b) (6), (b) (7)(C) - (Adel McIntyre), Dee A. (JMD) Alkire, Keith (JMD) Alston, Darlene W. (JMD) Brooks, (b) (6), (b) (7)(C), Duane E. (JMD) Carroll, Anitra S. (JMD) Collins, Bernice (JMD) (CTR) Dargan, Damian R. (JMD) Feliciano, Natasha A. (JMD) Gibson, Barbara (JMD) (CTR) Granfield, Ashley (JMD) (CTR) Harrison, Ashley (JMD) (CTR) Harrison, Kaijie (JMD) (CTR) Hu, (b) (6), (b) (7)(C), (b) (6), (b) (7)(C) - (Karen Doo), Christopher M. (JMD) (CTR) McAdams, Christopher M. (JMD) (CTR) McAdams, Carmen L. (JMD) McGruder, Douglas (JMD) Miller, Gary L. (JMD) Murphy, Damon (JMD) (CTR) Nestell, Peter D. (JMD) Omberg, (b) (6), (b) (7)(C), (b) (6), (b) (7)(C), (b) (6), (b) (7)(C), (b) (6), (b) (7)(C), Jun (JMD) Yun

2023/04/11



Darlene W. (JMD) Brooks

02:21:56 pm

Dargan, Bernice (JMD) (CTR)
Disregard my IM
Please delete these messages... they don't belong in this chat

2023/04/25



Keith (JMD) Alston

02:43:28 pm

(b) (6), (b) (7)(C) I went to see (b) (6), (b) (7)(C) however he was not there. I will email him to schedule a time to register his Beyond Compare software.

2023/04/26



Keith (JMD) Alston

09:03:53 am

Good morning (b) (6), (b) (7)(C) yes I did the email communications this morning however I will have to defer to Jun for that information. I will follow up with (b) (6), (b) (7)(C) this morning to register the Beyond Compare software.

2023/04/28



Jun (JMD) Yun

12:08:07 pm

(Edited) (b) (6), (b) (7)(C) Who needs Thunderbird software and what's the reason?

(b) (6), (b) (7)(C) (b) (6), (b) (7)(C) Who needs Thunderbird software and what's the reason?

(2023/04/28 at 12:09:28 pm)



PNS2 (JSPT)

12:11:19 pm

Yun, Jun (JMD)

(b) (6), (b) (7)(C) Who needs Thunderbird software and what's the reason?
(b) (6), (b) (7)(C) was trying to view some Thunderbird files. We are looking to have the (b) (6), (b) (7)(C) team sort it out through NUIX.

Jun (JMD) Yun

12:42:40 pm

(b) (6), (b) (7) requested ReadySuite software, we sent information on you purchasing the licenses. let us know when that is done and we can help you install it

(b) (6), (b) (7)(C)

12:43:10 pm

Yun, Jun (JMD)

(b) (6), (b) (7) requested ReadySuite software, we sent information on you purchasing the licenses. let us know when that is done and we can help you install it
We purchased the license and got the link and he has already downloaded it.

Jun (JMD) Yun

12:43:24 pm

ok he can just install it himself from the software center.

(b) (6), (b) (7)(C)

12:44:38 pm

Yun, Jun (JMD)

ok he can just install it himself from the software center.
I didn't think it was available through the software center?? He downloaded it through a link we were given after we purchased it.

2023/05/04

Jun (JMD) Yun

02:28:48 pm

USA machine "probably" uses McAfee encryption software that is built in to the flash drive.

He needs to use that to encrypt the files and copy to the flash drive.

once done, he can bring that flash drive over to JMD machine, run the McAfee software from the flash drive, decrypt the files and copy over to the JMD computer.

2023/05/08

Keith (JMD) Alston

05:19:26 pm

(b) (6), (b) (7)(C)

Can we get Quicktime loaded on to (b) (6), (b) (7)(C) laptop A105271 Checking with our Device Management team to see if that software is available for install or if it requires testing.

(b) (6), (b) (7)(C)

05:28:02 pm

Alston, Keith (JMD)

Checking with our Device Management team to see if that software is available for install or if it requires testing.

Call off the hunt for Quicktime. Further investigation shows it is a different issue.

2023/05/12

Dee A. (JMD) Alkire

12:20:30 pm

(Edited on 2023/05/12 at 12:20:37 pm) For (b) (6), (b) (7)It is NOT ready. I just heard the account is done, so Tier 2 still needs to check it, logon, and load software....So....Just FYI....

2023/05/16

oo

Jun (JMD) Yun

10:01:10 am

(b) (6), (b) (7)(C)

Is (b) (6), (b) (7) able to install Camtasia on his desktop now that we have purchased a license or does OCIO need to do it from an admin perspective? (b) (6), (b) (7), the software is available from software center and (b) (6), (b) (7) can install the license when Camtasia pops up asking

2023/07/26

oo

(b) (6), (b) (7)(C)

01:31:56 pm

@Alston, @Keith @ (JMD) (b) (6), (b) (7) is in the office and is ready whenever you are to install the Axon software on his computer. I have the dongle at my desk.

2023/07/31

oo

Keith (JMD) Alston

09:38:01 am

(b) (6), (b) (7)(C) our Device Management team is working on adding the HP printer drivers to Software Center. I will come down and install the drivers for you as soon as they have been added.

2023/08/04

oo

(b) (6), (b) (7)(C)

10:29:16 am

Any thoughts on why I am unable to delete a file from this folder T:\Election Investigation\9. Other\Litigation Support. I check the permissions group and it looks like I should be able to do so.

oo

Douglas (JMD) Miller

10:29:54 am

(b) (6), (b) (7)(C)

Any thoughts on why I am unable to delete a file from this folder T:\Election Investigation\9. Other\Litigation Support. I check the permissions group and it looks like I should be able to do so. Investigating

2023/08/08

oo

Keith (JMD) Alston

03:14:29 pm

(b) (6), (b) (7)(C) I believe the software provided by the Axon reps at the time we ordered it was the most updated software. Also the same Axon software is also loaded on the dongles which should be the same version as the desktop install.

oo

Damian R. (JMD) Feliciano

03:41:10 pm

Just as a FYI if it is an incremental version update; we should be able to publish the updated version to Software Center as soon as we receive the latest version. If it is a major updated version we will have to test and vet that version.

2023/08/21

(b) (6), (b) (7)(C)

09:38:55 am

Please add the VLC media player to (b) (6), (b) (7)(C) software center

Keith (JMD) Alston

09:53:18 am

(b) (6), (b) (7)(C)

Please add the VLC media player to (b) (6), (b) (7)(C) software center@ (b) (6), (b) (7)(C) the VLC Media Player is already available for all staff.

(b) (6), (b) (7)(C)

10:02:15 am

Alston, Keith (JMD)

(b) (6), (b) (7)(C) the VLC Media Player is already available for all staff. Please check in with (b) (6), (b) (7)(C) as she did not see it in her software center. 3E.115. i would do it but I am teleworking

2023/08/28

(b) (6), (b) (7)(C)

07:33:10 am

T:\Election Investigation\9. Other\Litigation Support\Internal Transfers is at it again not letting the folks who have access the ability to delete folder 2023.08.24 Grand Jury? Is the same problem as before?

Douglas (JMD) Miller

07:39:38 am

(b) (6), (b) (7)(C)

T:\Election Investigation\9. Other\Litigation Support\Internal Transfers is at it again not letting the folks who have access the ability to delete folder 2023.08.24 Grand Jury? Is the same problem as before? I will investigate. Previous issue indicated that one individual had a file within the folder still open while others were attempting to deleting said file and parent folder.

(b) (6), (b) (7)(C)

08:01:13 am

T:\Election Investigation\9. Other\Litigation Support\Internal Transfers is at it again not letting the folks who have access the ability to delete folder 2023.08.24 Grand Jury? Is the same problem as before?

I am not showing the existence of folder 2023.08.24 Grand Jury.

Closest match is folder 2023.08.25. It is empty. Owner is (b) (6), (b) (7)(C). Last record of folder containing file was from 8/25/23 at 8:05 PM.

► Election Investigation ► 9. Other ► Litigation Support ► Internal Transfers ►

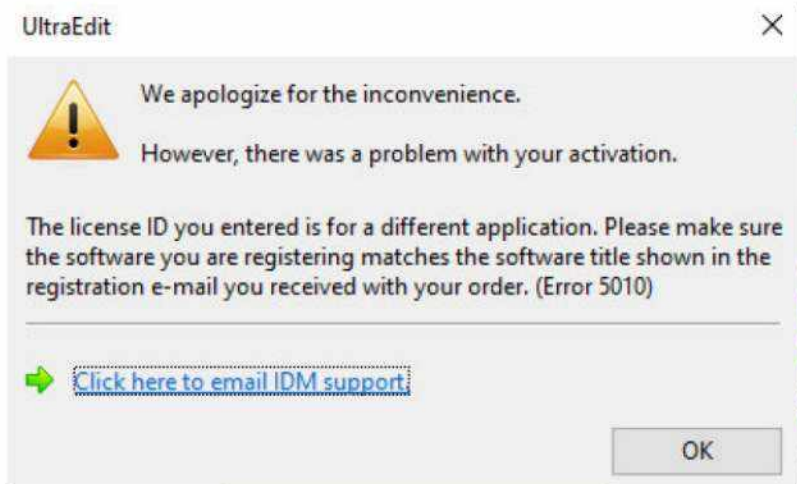
☐ Name	Date modified	Type
 2023.08.25	8/25/2023 8:40 PM	File folder

2023/08/30

11:28:36 am

(b) (6), (b) (7)(C)

(b) (6), (b) (7)(C) is having an issue with her UltraEdit license. "I downloaded UltraEdit from the software center prior to receiving this license. The Trial period ended so I tried to enter the License ID and Password but I received the below error:" can someone reach out to her?



2023/12/21

Keith (JMD) Alston

01:52:38 pm

(b) (6), (b) (7)(C) - (Ariel McIntyre) per our conversation.... we have the following Trial Director software version currently available for our NSD staff. Will this version work for your staff?

Applications > Application details



Trial Director (b) (7)(E) per NSD

Published by IProTech

Install

Status: Available
Version: (b) (7)(C) per NSD
Date published: Not specified
Restart required: No
Download size: Less than 1 MB
Estimated time: Not specified
Total components: 0

I have updated our Device Management team. I will let you know once the software has been added to our Software Center.

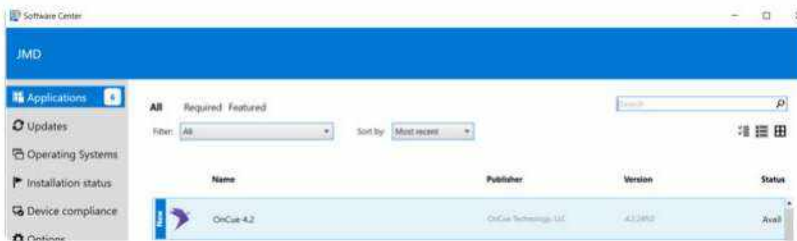
01:58:44 pm

2024/01/29

Jun (JMD) Yun

01:53:20 pm

(b) (6), (b) (7)(C) OnCue is in software center and (b) (6), (b) (7)(C) is added as user.



2024/02/14

Keith (JMD) Alston

03:54:11 pm

(b) (6), (b) (7)(C) we are working on making your local print driver available in Software Center. Once it has been added I will follow up with you.

2024/03/13

(b) (6), (b) (7)(C)

11:50:22 am

Can you please add Camtasia to the software center for (b) (6), (b) (7)(C) and (b) (6), (b) (7)(C)?

Keith (JMD) Alston

01:18:45 pm

Good afternoon all, Both (b) (6), (b) (7)(C) and (b) (6), (b) (7)(C) have been added to the Camtasia software. Please allow 30 minutes for the permissions to synch.

The driver should have been placed in Software Center. Please search there by the model number and let me know if you're able to see that driver or not.

04:02:35 pm

(b) (6), (b) (7)(C)

04:26:14 pm

Alston, Keith (JMD)

The driver should have been placed in Software Center. Please search there by the model number and let me know if you're able to see that driver or not. The drivers were in the software center so I was able to successfully install it.

2024/06/05

(b) (6), (b) (7)(C)

02:21:18 pm

Could I please have Camtasia made available in the software center for (b) (6), (b) (7)(C)?

Keith (JMD) Alston

02:35:18 pm

Please allow 30 minutes for the permissions to replicate before the software will be available for installation from Software Center

2024/06/06

Jun (JMD) Yun

12:09:32 pm

(b) (6), (b) (7)(C)

Our licenses were expiring and the license keys issued to us are upgraded to the latest version because we have a maintenance agreement with them. It's going to take some time, we also don't have access to 2024 version.

Did your renewal come with a link for the upgraded software?

2024/06/10

Do

Keith (JMD) Alston

04:16:34 pm

Good afternoon (b) (6), (b) (7)(C) the USB dongle has the license and software for Axon however just the Axon software can be installed from Software Center. I believe it can be used as trial 30 days until another license can be purchased.

Do

(b) (6), (b) (7)(C)

04:21:21 pm

Alston, Keith (JMD)

Good afternoon (b) (6), (b) (7)(C) the USB dongle has the license and software for Axon however just the Axon software can be installed from Software Center. I believe it can be used as trial 30 days until another license can be purchased. We don't have dongles and can we make the software available to (b) (6), (b) (7)(C)?

Do

Keith (JMD) Alston

04:32:20 pm

(b) (6), (b) (7)(C) has been added to the Axon software. Please allow 15 to 30 minutes for permission to replicate before the software will be available for download.

2024/06/21

Do

(b) (6), (b) (7)(C)

01:47:11 pm

Please make Camtasia 2024 visible in (b) (6), (b) (7)(C) software center

Do

Jun (JMD) Yun

02:56:42 pm

Give it about 30 minutes and should appear in the Software center

2024/06/24

Do

Keith (JMD) Alston

12:21:28 pm

GM (b) (6), (b) (7)(C) can you install the driver from Software Center? I will also have a tier 2 tech follow up with you.