



Memorandum for the Deputy Attorney General  
Subject: DEA-01081: Basic Diversion Investigation Training #55

are two BDI classes planned, each with 40 trainees. Also, the FY 2021 President's Budget included an additional 62 DI positions and the registrant fee to accommodate the new positions was increased starting in October 2020.

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

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

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

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

Attachment

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

**REQUESTER INFORMATION**

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

**OVERVIEW OF CONFERENCE**

<b>Title:</b> Basic Diversion Investigation Training #55			
<b>Start Date:</b>	2/15/2021	<b>End Date:</b>	5/7/2021
		<b># of Conference Days:</b>	82
<b>Facility Name:</b>	National Conference Center	<input checked="" type="checkbox"/> <b>Non-Federal Facility</b>	<input type="checkbox"/> <b>Federal Facility</b>
<b>City:</b>	Leesburg	<b>State:</b>	Virginia
		<b>Country:</b>	United States (Continental)

**NUMBER OF ATTENDEES**

<b>Total:</b>	44	44 *	<b>DOJ:</b>	44	<b>Other Federal:</b>	0	<b>Other Non-Federal:</b>	0
---------------	----	------	-------------	----	-----------------------	---	---------------------------	---

\* Travel costs paid for by DOJ

<b>REQUIREMENT FOR APPROVAL</b>	<b>Requested</b>	<b>Within Threshold</b>	<b>Exceeds Threshold</b>
<b>Total Conference Cost</b>	\$793,210.00		
<b>Predominantly Internal Conference Held in Non-Federal Facility</b>	<b>X</b>		
<b>Refreshments</b>			
<b>Cost of Meals Provided at Conference</b>	<b>X</b>	<b>X</b>	
<b>Space and Audio-visual Equipment and Services</b>	<b>X</b>	<b>X</b>	
<b>Logistical Conference Planner</b>			
<b>Programmatic Conference Planner</b>			

**COMPONENT PURPOSE / JUSTIFICATION FOR APPROVAL**

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

**ADDITIONAL EXPLANATORY NOTES / INSTRUCTIONS**

All costs will be paid for by Diversion Fee proceeds.

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

All travel costs are limited to GSA Standard Rates.

**APPROVALS**

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

*Christopher Alvarez*  
Digitally signed by CHRISTOPHER ALVAREZ  
Date: 2021.01.07 18:17:25 -05'00'

JOLENE LAURIA  
Digitally signed by JOLENE LAURIA  
Date: 2021.01.08 11:09:28 -05'00'

SIGNATURE: LEON LOFTHUS  
Lec Lofthus  
Assistant Attorney General for Administration

Digitally signed by LEON LOFTHUS  
Date: 2021.01.08 12:47:41 -05'00'

Concurring Component:  
none

SIGNATURE: Jeffrey A. Rosen  
Jeffrey A. Rosen  
Deputy Attorney General

*for sum 1-13-2021*

Concurring Component:  
none



Approve  
Disapprove