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FEDERAL BUREAU OF INVESTIGATION

POLICY DIRECTIVE

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1. Policy Directive Title.	Conference Planning--Conference Cost Reporting and Approvals to Use Nonfederal Facilities
2. Publication Date.	2016-09-30
3. Effective Date.	2016-09-30
4. Review Date.	2019-09-30

5. Date of Last Renewal.
N/A

6. Authorities:

6.1. Title 41 Code of Federal Regulations (CFR) Part 301-74, Conference Planning

6.2. Department of Justice (DOJ) Policy Statement 1400.01, *Planning, Approving, Attending, and Reporting Conferences* (June 2012)

6.3. Title 5 United States Code (U.S.C.), App. 2

6.4. Office of Management and Budget (OMB) Memorandum M-11-35, *Eliminating Excess Conference spending and Promoting Efficiency in Government* (September 21, 2011)

6.5. OMB Memorandum M-12-12, *Promoting Efficient Spending to Support Agency Operations* (May 11, 2012)

6.6. OMB Circular A-123, Management's Responsibility for Internal Control (December 21, 2004)

7. Purpose:

7.1. This document establishes the policy and procedures for planning, authorizing, approving, and reporting conferences.

7.2. This policy also lays out the requirements for the Federal Bureau of Investigation (FBI) to seek the approval of the FBI associate deputy director (ADD), the DOJ assistant attorney general for administration (AAG/A), the deputy attorney general (DAG), the Finance Division (FD) assistant director (AD)/chief financial officer (CFO), and/or the Attorney General (AG) prior to using certain federal and nonfederal facilities at various cost thresholds.

8. Policy Statement:

8.1. All FBI divisions and field offices (FOs) must submit a request to the Training Division (TD) in the training system via TRUSTEE or a successor system to sponsor a conference or event at least 120 calendar days prior to the scheduled conference date. This is essential to allow sufficient time for collaboration between TD and FD for compliance with DOJ policy, FD AD review and approval, and ADD review and approval in preparation for the DOJ's review and final approval.

8.2. Conferences (DOJ-sponsored and non-DOJ-sponsored) estimated to cost over $500,000 must be submitted to the AG for approval and are not permitted except under special circumstances.

8.3. DOJ-sponsored conferences estimated to cost the FBI more than $250,000, but less than $500,000, must be submitted to the DAG for approval.

8.4. DOJ-sponsored conferences estimated to cost the FBI more than $50,000, but less than $100,000, must be submitted to the ADD for approval.

8.5. DOJ-sponsored conferences estimated to cost the FBI less than $50,000 must be submitted to the FD AD.

8.6. Attendance at any non-DOJ-sponsored conference for which the total cost to DOJ will be more than $100,000, but less than $500,000 must be submitted to the DAG for approval. This is a collective total, not the cost for a single component.

8.7. When a conference is composed of more than 50 percent DOJ employees and is held in nonfederal facilities, it must be submitted to the AAG/A for approval, regardless of cost.

8.8. Attendance at conferences held outside the United States cannot exceed 50 DOJ employees. Exemptions are listed in subsection 12.2.

8.9. All conferences requiring DOJ approval must be submitted for review and approval by both the TD's AD and deputy assistant director (DAD).

8.10. TD must prepare all requests for approvals in writing and according to the DOJ-required format.

8.11. To minimize costs, it is FBI policy to ensure that the FBI Academy is fully utilized to agree with Policy Directive (PD) 0668D, *FBI Conference and Event Planning*. Before other federal space or nonfederal space is considered, the FBI Academy must be assessed for space. If space is available, events must be held at the FBI Academy, unless the request provides sufficient justification.

8.12. The assigned travel authorization (TR) number issued by TD must be listed on all documentation (e.g., Travel Request Initiation and Payment [TRIP] documentation).

8.13. FD's Procurement Section (PS) should be contacted prior to making financial commitments to any vendors (e.g., hotels), and the appropriated approvals must be obtained in accordance with current DOJ policy. Exceptions are listed in subsection 12.1.14.

8.14. If the approved conference or event is to be held in a nonfederal facility requiring payment to a private entity, a requisition must be submitted to PS, FD at least 90 days prior to the scheduled conference date. The requisition must be submitted after TD has received a request in the training system of record and must include a description of the market survey conducted.

8.15. When planning a conference, the sponsoring division or FO must comply with the following:

8.15.1. Minimize all conference costs, including administrative costs and conference attendees' travel costs and time costs.

8.15.2. Maximize the use of government-owned and government-provided conference facilities as much as possible.

8.15.3. Identify opportunities to reduce costs in selecting a particular conference location and facility (e.g., through the availability of lower rates during the off season at a site with seasonal rates).

8.15.4. Avoid luxurious venues that are not cost-effective due to geographic location or seasonal price increases.

8.15.5. Refrain from using government funds for food and beverages, which are generally considered personal expenses.

8.15.5.1. A rare exception may be authorized for working meals at a conference that are necessary to accomplish official business and enhance the cost effectiveness of the conference. In order to use government funds to provide meals to federal employees attending conferences or training sessions, all three of the following conditions must be satisfied:

8.15.5.1.1. The meals are incidental to the conference or training.

8.15.5.1.2. Attendance at the meals is important for the host agency to ensure attendees' full participation in essential discussions, lectures, or speeches concerning the purpose of the conference or training.

8.15.5.1.3. The meals are part of a conference or training that includes not just the meals and discussions, speeches, lectures, or other business that may take place when the meals are served, but also substantial functions occurring separately from when the food is served.

8.15.5.2. If all three conditions have been satisfied, meals may also be provided to employees who are attending conferences or training sessions within their official duty stations, and the explanation must be included in the request in the training system of record.

8.15.6. The cost of any meal (i.e., continental breakfast, breakfast, lunch, or dinner), plus gratuities and hotel service costs, must not exceed 150 percent of the individual meal allocation for the geographical location. For example, in a geographical location where the meals and incidental expenses (M&IE) rate is $61 and the dinner allocation is $34, the maximum cost of the dinner for an FBI-sponsored conference or training session may not exceed $51 ($34 X 150 percent) per person. No taxes may be charged.

8.15.7. Although meals may be permissible within the 150 percent of the per diem, government funds are generally not available to provide refreshments. Food may only be provided during receptions where it is purchased with representations funds in accordance with PD 0345D, *Counterintelligence Official Reception and Representation Expenses (CORRE) and Representation Funds*.

8.15.8. Government funds may not be used to pay for entertainment costs, including, but not limited to, amusement, diversion, social activities, tickets to shows or sporting events, space rental only for social or entertainment purposes, transportation, and gratuities.

8.15.9. Trinkets (e.g., hats, mugs, portfolios, t-shirts, coins, lapel pins, lanyards) must not be purchased as giveaways for conference attendees, regardless of whether they include the FBI logo or conference name.

8.15.10. Government funds may be used only for work-related expenditures. Basic supplies that are necessary for use during the conference (e.g., pens, paper, and name tags) may be purchased.

8.16. Only TD may determine whether or not an exemption to the conference approval and reporting requirements applies. TD will also determine the levels of FBI and/or DOJ approval required, given the specific circumstances of the event request.

8.17. Individuals attending non-FBI-sponsored events must obtain approval through the Government Employees Training Act [GETA] Training Management System (GTMS) (or successor system) by submitting an FD-1026, "GETA Training Request," online. Payments may be made through invoices, purchase cards, reservation of funds/obligations (RIO) documents, reimbursable agreement obligation (RAO) documents, requisitions, or reimbursements to employees. The government typically pays after the employee has attended the event. However, payment may be made prior to the event, as long as the government's interests are protected.

8.18. All non-FBI-sponsored FBI Headquarters (FBIHQ) group training events (i.e., consisting of 15 employees or more and at the same time, location, and day) must be entered into the training system of record. GTMS, or the successor system, should not be utilized for group training events to avoid duplication of approvals. Please refer to the *Non-FBI-Sponsored Conference and Event Policy Guide,* 0668PG, for additional guidance regarding non-FBI-sponsored events.

8.19. It is the FBI's policy to comply with the spirit and letter of the statutory and DOJ rules regarding the conduct of these events and to encourage FBI employees to report any failure to do so in order to ensure that noncompliance can be investigated and corrected.

8.19.1. Failure to comply with any part of this policy prior to holding a conference will result in the conference not being approved by the ADD. If policy noncompliance occurs, the conference and personnel associated must be referred to Inspection Division (INSD) by TD or FD Audit Unit (AU). Examples of noncompliance include:

8.19.1.1. Sending additional attendees to non-DOJ-sponsored events after DOJ has approved the number of attendees, thus exceeding the approved monetary threshold.

8.19.1.2. Conducting a conference without the appropriate DOJ and/or FBI approvals.

8.19.1.3. Purchasing (light) refreshments for an event without DOJ approval.

8.19.1.4. Purchasing trinkets or paying for entertainment costs.

8.19.2. Failure to comply with any part of this policy after the event has received proper approval will result in increased event scrutiny by DOJ, TD, and FD and could jeopardize a division's/FO's ability to obtain approval for future conferences. This increased examination by DOJ, TD, and FD would require that the division/FO provide details of all aspects of the event prior to approval being granted. This includes details about the attendees and documentation supporting all cost estimates. In addition, the division/FO head may also be required to provide written approval that justifies why the event is essential to accomplishing the mission. Noncompliance increases audit risk.

9. Scope:

This policy is applicable to all FBIHQ divisions and FOs.

10. Proponent:

10.1. Finance Division

10.2. Training Division

11. Roles and Responsibilities:

11.1. Requesting Division or FO

11.1.1. The requesting division or FO must:

11.1.1.1. Complete a request in the training system of record that (a) includes a description of the course or conference, the purpose of the course conference, the people being trained, the information being covered, and the reason why the training or conference is essential to accomplishing the requesting division's/FO's or the FBI's core mission; (b) provides the course objectives; (c) provides an impact statement that describes the negative impact to the requesting division/FO if this course/event does not occur; (d) includes the number and breakdown of anticipated participants (travelers and nontravelers) attending the conference; and (e) includes the estimated conference costs.

11.1.1.2. Submit a request in the training system of record 120 calendar days prior to the course or event start date to ensure sufficient time for TD to process requests in accordance with applicable laws, regulations, and policies. Requests submitted less than 120 calendar days prior to the event may be denied by TD unless there is a strong operational justification articulating the urgent need for the event. Furthermore, such courses or events may be denied if there is insufficient time for processing.

11.1.1.3. Provide the conference's federal attendees (including anyone traveling on Federal Invitational Travel Orders) with documentation that details, by meal, how much attendees are required to deduct for each meal from any claimed per diem in circumstances when meals are approved and provided. The deduction is required whether the attendee participates in the meal or not. This documentation must be sent to the financial manager of each division or FO participating in the event and to TD for filing in the event folder.

11.1.1.4. Submit a request for light refreshments (regardless of cost) through the training system of record, and then through TD's Academy Operations Unit (AOU), the FD AD, the ADD, and the AAG/A for approval. Government funds are generally not available to provide refreshments, unless specifically approved by the AAG/A.

11.1.1.5. Ensure that requests for the use of CORRE and representation expenses (REP) funds have the necessary approval (i.e., ADD) before requesting approval from the section chief (SC) of the Budget Section. REP requests under $5,000 are approved by the Budget Section SC in the CORRE/REP system of record. REP requests over $5,000 and all CORRE requests are approved by the FD AD in the CORRE/REP system of record.

11.1.1.6. Consider whether there is the need for conference space and audiovisual (A/V) equipment and services; if so, the cost must be limited to $25 per day per attendee, not to exceed a cumulative total of $20,000. Should the costs exceed this limit, additional justification will be required and TD must request AAG/A, FD AD, and ADD approval.

11.1.1.6.1. In calculating the $20,000 threshold, all conference costs, including the facility and equipment rental, travel of all federal employees, meals, and other conference fees must be included.

11.1.1.7. Submit a requisition to the PS, FD, with a copy to TD, at least 90 business days prior to the conference or event date and include a description of the market research conducted. A request must be submitted in the training system of record before a requisition is submitted.

11.1.1.8. Provide copies of purchase orders (POs), vendor billing statements, and other supporting documentation to TD for filing in the event folder, including the breakdown of the costs and methodology used to develop the costs.

11.1.1.9. Comply with DOJ-approved attendance policies and regulations at non-DOJ-sponsored

conferences estimated to cost more than $100,000.

11.1.2. After the event has taken place, the training system of record will automatically notify the financial manager (FM), the requestor, and the sponsoring division/FO point of contact (POC) of the requirement to provide the information listed below, which must be included on the DOJ report:

11.1.2.1. A detailed list of all actual costs (e.g., conference space, trainer[s], guest speaker[s], supplies, printing, and A/V services), in accordance with DOJ Policy Statement 1400.01

11.1.2.2. An explanation of any variance in costs from those submitted with the original request for DOJ approval

11.1.2.3. A list of actual attendees, including instructors, students, and guest speakers

11.1.3. In the event that the sponsoring division/FO (i.e., the one paying for conference) is different from the requesting division/FO, the sponsoring division/FO must handle all finance-related tasks listed above in coordination with the requesting division/FO.

11.3. TD

11.3.1. TD must:

11.3.1.1. Ensure compliance with applicable laws, regulations, policies, and procedures for all submitted TR numbers in consultation with the Office of the General Counsel (OGC).

11.3.1.2. Ensure compliance on all FBI conferences and events, as set forth in 41 CFR Part 301-74 and as defined by DOJ Policy Statement 1400.01.

11.3.1.3. Review event requests in the training system of record to determine the most cost-effective location and/or venue, taking operational requirements into consideration, and document market research for locations considered.

11.3.1.4. Notify the division or FO when additional information is required before the conference planning can proceed.

11.3.1.5. Determine, during the initial review, whether a condition exists that requires prior DOJ approval, and prepare all necessary documents for DOJ approval submissions.

11.3.1.6. Review and make decisions regarding whether a conference is exempt from the DOJ reporting requirements. TD has authority to approve or deny an event based on compliance/noncompliance with DOJ policy.

11.3.1.7. Issue TR numbers based on the information submitted in the training system of record.

11.3.1.8. Report conferences in compliance with statutory and regulatory rules concerning this policy.

11.3.1.9. Collect all reportable cost elements and submit the quarterly report via e-mail to FD's AU) in the DOJ-required format no later than 30 calendar days following the close of each fiscal quarter.

11.3.1.10. Notify the division or FO and PS, when appropriate, of DOJ-approved conferences and approved attendance at non-DOJ-sponsored conferences.

11.4. FD, PS

11.4.1. FD, PS must:

11.4.1.1. Enter into contracts only after the required approvals have been granted.

11.4.1.2. Handle all contracting issues associated with the conference or event.

11.4.1.3. Provide TD with a written description of the contracting procedures used for conferences or events held in nonfederal facilities, including whether contracts were awarded on a competitive basis and a discussion of any cost comparison conducted in evaluating potential contractors.

11.4.1.4. Provide TD with a copy of all signed financial documents (e.g., contracts, letters of intent, and POs), along with a copy of the contracting officer's (CO) warrant certificate or letter for the file.

11.4.1.5. Monitor and report compliance with statutory and regulatory rules concerning this policy.

11.5. AU, FD

11.5.1. AU, FD must:

11.5.1. Review approval submissions received from TD, as appropriate, and provide to the FD Front

Office for approval. Upon approval by the ADD, FD AU provides these approvals back to TD.

11.5.2. Review the quarterly report submissions received from TD for compliance with DOJ and FBI policies and submit them to the FD Front Office for approval.

11.5.3. Monitor the internal controls related to planning, approving, and reporting of DOJ and non-DOJ-sponsored conferences, as required by OMB Circular A-123.

11.6. FD Front Office

11.6.1. The FD Front Office must:

11.6.1.1. Submit approval requests to the ADD for signature.

11.6.1.2. Submit ADD-approved requests to DOJ via [redacted] as required by DOJ Policy Statement 1400.01. b7E

11.6.1.3. Submit quarterly conference reports to the ADD for signature.

11.6.1.4. Submit ADD-approved conference reports to DOJ via [redacted] no later than 45 calendar days following the close of the fiscal quarter.

11.7. Conference Participants

11.7.1. Conference participants must:

11.7.1.1. Submit a request in the TRIP system prior to travel related to conference attendance.

11.7.1.2. Enter actual expenses incurred while on travel to the conference into TRIP within five days of returning from their trips. Participants must submit only costs incurred during conferences or on approved travel days. Costs for additional travel on extra days must not be charged to the conference TR number.

11.7.1.3. Attach in TRIP copies of the documentation provided by sponsoring divisions/FOs that details conference travel requirements.

11.8. FBI employees must report any failure to comply with this policy to their supervisors, any FD or TD POCs, their division/FO compliance officers, or OIC personnel (see the OIC Intranet site).

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12. Exemptions:

12.1. Certain meetings or activities are not subject to either the conference approval or the data reporting requirement under DOJ Policy Statement 1400.01. TD will make the final determination in consultation with OGC, as appropriate. Exempted meetings or activities include:

12.1.1. Training courses taught at federal training centers such as the FBI Academy.

12.1.2. Training courses taught at other federal facilities where there are no costs for logistical conference planners or government-provided food and beverages.

12.1.3. Awards ceremonies not part of an event that otherwise qualifies as a conference.

12.1.4. Conferences held by grant recipients.

12.1.5. Special events that are not part of larger events that otherwise qualify as conferences (e.g., equal employment opportunity diversity programs, job fairs, and memorial services) and events funded exclusively with Rep funds.

12.1.6. Routine operational meetings (e.g., staff meetings and all-hands meetings) and site visits, if held in a federal facility and if there are no costs for conference planning, meals, or refreshments.

12.1.7. Meetings held for the purposes of planning, staging, or conducting surveillance and undercover activities, when such activities are directly related to an ongoing or imminent law enforcement operation.

12.1.8. Meetings to coordinate investigative, intelligence, and/or prosecutorial efforts in connection with a pending case, a specific criminal activity, or a threat against the United States, including meetings at law enforcement or security operational centers (such as those established for special events like the Super Bowl).

12.1.9. Testing, when the primary purpose of the event is to evaluate the job applicant's qualifications to perform his or her job. In order for a conference or event to be excluded from the reporting

requirement, the majority of the event must be dedicated to the administration and taking of a test. For example, quarterly firearms certification would not be considered a conference.

12.1.10. Video conferences and webinars where there are no costs to the DOJ for logistical conference planning or government-provided food or beverages.

12.1.11. Peer reviews, performed primarily by nonfederal independent evaluators, to evaluate grant and cooperative agreement applications, where there are no costs to the DOJ for government-provided food or beverages.

12.1.12. International law enforcement and other foreign government training and capacity-building activities performed by the DOJ, on a reimbursable basis, for predominately non-U.S., non-DOJ attendees, whether held overseas or in the United States.

12.1.13. Firearms training conducted at a state or local government facility if there are no costs for temporary duty (TDY) travel, logistical conference planning, or government-provided food or beverages.

12.1.14. Federal Advisory Committee meetings covered by 5 U.S.C. App.2.

12.2. Financial commitments may be granted before the ADD's and DOJ's approvals in extenuating circumstances with TD-FD joint compliance.

12.3. Attendance at conferences held outside the United States may not exceed 50 DOJ employees, unless:

12.3.1. The majority of federal employees in attendance are law enforcement personnel stationed outside the United States.

12.3.2. The conference is a law enforcement training or operational conference for law enforcement personnel. See subsection 12.1.12. for exceptions.

13. Supersession:

PD 0589D, *Conference Planning—Conference Cost Reporting and Approvals to use Non-Federal Facilities*

14. References, Links, and Forms:

14.1. References

14.1.1. DOJ Policy Statement 1400.01, "Planning, Approving, Attending, and Reporting Conferences," Section II C

14.1.2. Inspector General (IG) Report 07-42, *Department of Justice Conference Expenditures* (September 2009)

14.1.3. *Non-FBI-Sponsored Conference and Event Policy Guide, 0668PG*

14.1.4. PD 0345D, *Counterintelligence Official Reception and Representation Expenses (CORRE) and Representation Funds*

14.1.5. PD 0597D, *Selection of Locations for Classified Conferences*

14.1.6. PD 0812D, *Training Division Statement of Authorities and Responsibilities*

14.2. Links

14.2.1. OIC Intranet site

14.2.2. TRIP Intranet site

14.3. Forms

14.3.1. FD-1026, "GETA Training Form"

15. Key Words, Definitions, and Acronyms:

15.1. Key Words

15.1.1. Conferences

15.1.2. DOJ Policy 1400.01

15.1.3. Nonfederal facility

15.1.4. Training

15.1.5. Travel authorization

15.2. Definitions

15.2.1. Conference: per DOJ Policy Statement 1400.01, a meeting, a retreat, a seminar, a symposium, an event, or a training activity. A conference is typically a prearranged event with designated participants and/or registration, a published substantive agenda, and scheduled speakers or discussion panels discussing a particular topic. A conference is "held" by the DOJ (or a DOJ component) when the conference is funded and planned by DOJ itself, or funded by DOJ, but conducted by an outside entity through the use of a cooperative agreement. When a conference is funded in conjunction with another agency or agencies, the conference is held by DOJ only when the DOJ provides more funding than any other agency. The following examples are considered conferences:

15.2.1.1. A mandated seminar to learn about financial investigative methods for investigating criminal enterprises (e.g., Organized Crime Drug Enforcement Task Force [OCDETF] Financial Investigative Seminar).

15.2.1.2. A meeting at which attendees gain exposure to cross examination from attorneys on cases they have investigated (e.g., computer analysis and Response Team Moot Court).

15.2.1.3. A meeting of senior managers from within investigative divisions or FOs (e.g., OIG Investigations Managers Conference or special agent in charge [SAC] conferences).

15.2.1.4. A workshop at which attendees gain training and participate in policy discussions.

15.2.1.5. Division/FO all-employee conferences.

15.2.2. Event: a preplanned activity such as a conference, a meeting, a retreat, a seminar, a symposium, or a training activity.

15.2.3. Federal facility: property owned, leased, or substantially controlled by the federal government or the government of the District of Columbia (DC).

15.2.4. Internal training or conference meeting: a meeting held by a DOJ component when the majority (i.e., more than 50 percent) of the attendees are DOJ employees.

15.2.5. Market survey/research: refers to a cost comparison of multiple facilities in multiple cities, unless an overriding operational reason is documented to hold the conference in a specific city. Cost comparisons must compare and document the availability of lodging rooms at per diem rates, the convenience of the conference location, the availability of meeting space, equipment and supplies, and the commuting or travel distance of attendees. When selecting the most cost-effective location and facility, components are required to follow procurement regulations, including the competitive bid process, as appropriate. To ensure that components maximize the use of federal facilities and minimize total costs to the DOJ, individuals planning a conference must first consider all federal facilities in the locations identified via city-level cost comparison analyses. The component may only consider nonfederal facilities if:

15.2.5.1. Federal facilities are not available or do not meet the component's requirements.

15.2.5.2. The component documents that a nonfederal facility can be procured at a lower cost.

15.2.6. Non-FBI-sponsored conference or event: a conference or an event that is not controlled by the FBI, is provided by external vendors, and will occur even if the FBI does not attend.

15.2.7. Nonfederal facility: any facility that is not a federal facility. State and local government facilities are considered nonfederal facilities.

15.2.8. RAO: the UFMS code for a reimbursable agreement obligation used to reserve/obligate funds for upcoming direct expenses being paid via the Intergovernmental Payments and Collections System

(IPAC), including:

15.2.8.1. Funding of travel for another agency's personnel where the FBI is reimbursing the other agency rather than the traveler directly.

15.2.8.2. Federally sponsored GETA training requirements.

15.2.8.3. Joint duty assignment (JDA) or detailee payments.

15.2.9. RIO: the UFMS code for an obligation used to reserve funds for purchases that do not fall under federal acquisition, purchase card, or travel card regulations.

15.2.10. Twenty-thousand-dollar threshold: includes all conference costs, including the facility and equipment rental, travel of all federal employees, meals, and other conference fees.

15.3. Acronyms

15.3.1. AAG/A: assistant attorney general for administration

15.3.2. AD: assistant director

15.3.3. ADD: associate deputy director

15.3.4. AG: Attorney General

15.3.5. AOU: Academy Operations Unit

15.3.6. AU: Audit Unit

15.3.7. A/V: audiovisual

15.3.8. CFO: chief financial officer

15.3.9. CFR: Code of Federal Regulations

15.3.10. CO: contracting officer

15.3.11. CORRE: counterintelligence-official reception and representation expenses

15.3.12. DAD: deputy assistant director

15.3.13. DAG: deputy attorney general

15.3.14. DC: District of Columbia

15.3.15. DOJ: Department of Justice

15.3.16. FBI: Federal Bureau of Investigation

15.3.17. FBIHQ: Federal Bureau of Investigation Headquarters

15.3.18. FD: Finance Division

15.3.19. FM: financial manager

15.3.20. FO: field office

15.3.21. GETA: Government Employees Training Act

15.3.22. GTMS: GETA Training Management System

15.3.23. IG: Inspector General

15.3.24. INSD: Inspection Division

15.3.25. IPAC: Intergovernmental Payments and Collections System

15.3.26. JDA: joint duty assignment

15.3.27. M&IE: meals and incidental expenses

15.3.28. OCDETF: Organized Crime Drug Enforcement Task Force

15.3.29. OGC: Office of the General Counsel

15.3.30. OIC: Office of Integrity and Compliance

15.3.31. OMB: Office of Management and Budget

15.3.32. PD: policy directive

15.3.33. PG: policy guide

15.3.34. PL: public Law

15.3.35. PO: purchase order

15.3.36. POC: point of contact

15.3.37. REP: representation expenses

15.3.38. RIO: reservation of funds/obligation

15.3.39. RAO: reimbursable agreement obligation

15.3.40. SAC: special agent in charge

15.3.41. SC: section chief

15.3.42. TD: Training Division

15.3.43. TDY: temporary duty

15.3.44. TR: travel authorization

15.3.45. TRIP: Travel Request Initiation, and Payment

15.3.46. UFMS: Unified Financial Management System

15.3.47. U.S.C.: United States Code

16. Appendices and Attachments:

None

Sponsoring Executive Approval	
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Name:	David T. Resch
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