

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

REQUESTER INFORMATION

Component:	OJP - Office of Justice Programs	JMD Tracking #:	OJP-01076
Name of Requester:	Rachel Johnson	Date of Request:	5/11/2023
Component Head Certification:	Maureen Henneberg	Certification Date:	5/1/2023
Component Point of Contact:	Rachel Johnson	POC Phone #:	202.305.2494

OVERVIEW OF CONFERENCE

Title: National Police Week 2022			
Start Date: 5/12/2022	End Date: 5/16/2022	# of Conference Days:	5
Facility Name: Hilton Alexandria Mark Center & DoubleTree Crystal City	<input checked="" type="checkbox"/> Non-Federal Facility	<input type="checkbox"/> Federal Facility	
City: Alexandria and Arlington	State: Virginia	Country: United States (Continental)	

NUMBER OF ATTENDEES

Total: 6407	42 *	DOJ: 8	Other Federal: 94	Other Non-Federal: 6305
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* Travel costs paid for by DOJ

REQUIREMENT FOR APPROVAL	Requested	Within Threshold	Exceeds Threshold
Total Conference Cost	\$570,084.82		
Predominantly Internal Conference Held in Non-Federal Facility			
Refreshments			
Cost of Meals Provided at Conference			
Space and Audio-visual Equipment and Services	X		X **
Logistical Conference Planner	X		X **
Programmatic Conference Planner	X	X	

** Amount is within the per person threshold, but exceeds the overall policy cap.

COMPONENT PURPOSE / JUSTIFICATION FOR APPROVAL

The National Police Week 2022 supports the Department's priority to state, local, and tribal public safety officers to enhance safety measures for officers and provide assistance to the survivors of fallen officers. National Police Week and the C.O.P.S. National Police Survivors' Conference provides comfort and support to the families and coworkers and assists families in pursuing the benefits offered by OJP-DOJ. Enacted in 1976, the Public Safety Officers' Benefits (PSOB) Program is a unique effort of BJA; the PSOB Office; local, state, tribal, and federal public safety agencies; and national organizations to provide death, disability, and education benefits to those eligible for the program. Volunteers from across the country accompany survivors from each state to help them through the emotionally charged and event-packed week. The conference cost includes normal expense like audio/visual, printing, travel, planners, and conference facilitators. Because this award funds direct support to family members of public safety officers killed in the line of duty, there is an unique conference cost expense: local transportation expense to rent buses/vans during the week-long event. Through this event, C.O.P.S. continues to be there for family members for as long as they are needed, connecting them with counseling, peer support, and other resources to support them in their personal grief journey.

ADDITIONAL EXPLANATORY NOTES / INSTRUCTIONS

All travel costs are limited to GSA Standard Rates.

As required per Office of Justice Programs (OJP) policy, the C.O.P.S. Inc. Police Survivors' Conference did not obtain the appropriate approvals prior to holding the event. As such, this event activity occurring May 11–16, 2022, in Alexandria, VA and Arlington, VA with total costs of \$570,084.82 is now being submitted for retroactive approval.

The event honored 563 fallen officers, covering 2022, with a total of 6,407 attendees. The grantee initially acted under the previous process from which they were exempted from conference cost reporting (CCR) requirements and misunderstood the subsequent required approval process; therefore, the required approval was initially not obtained. Given the importance of this event providing direct services to survivors of fallen law enforcement officers, as well as its usefulness in supporting OJP strategic goals, BJA recommends retroactive approval of this event, allowing the grantee to be reimbursed for activities conducted.

APPROVALS

JMD Finance Staff recommends that the Acting Assistant Attorney General for Administration retroactively approve the conference. The conference costs exceed the threshold for Conference Space and Audio-visual Equipment and Services and Logistical Conference Planners, but are reasonable based on Component justification.

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Travel and attendance at DOJ sponsored conferences followed the guidance in the 2022 Department of Justice COVTD-19 Workforce Safety Plan, dated 2/11/2022, (Travel and Events section, page 11), or JMD COVTD related guidance issued.

JOLENE LAURIA
SIGNATURE: **LAURIA**
Digitally signed by JOLENE LAURIA
Date: 2023.06.06 19:01:54 -04'00'

Jolene A. Lauria
Acting Assistant Attorney General for Administration

Approve
 Disapprove