



U.S. Department of Justice

Justice Management Division

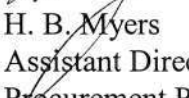
*Management and Planning Staff*

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Washington, D.C. 20530

April 11, 2006

MEMORANDUM FOR BUREAU PROCUREMENT CHIEFS

FROM:   
H. B. Myers  
Assistant Director  
Procurement Policy and Review Group

SUBJECT: DOJ Procurement Guidance Document (PGD) 06-05  
Use of Non-federal Conference and Training Facilities

This procurement Guidance Document contains revised policies and procedures pertaining to the use of non-federal conference and training facilities. The new policy streamlines the request and reporting processes. Procurement Guidance Document 06-03 is hereby cancelled.

Background. Section 1173 of Public Law 109-162, the Violence Against Women and Department of Justice Reauthorization Act of 2005 (The Act), states that unless authorized in writing by the Attorney General, the Department of Justice (and each entity within it) shall use for any predominantly internal training or conference meeting only a facility that does not require a payment to a private entity for the use of the facility. The Act also requires the Attorney General to prepare an annual report to the Chairmen and ranking minority members of the Committees on the Judiciary of the Senate and of the House of Representatives that details each training and conference meeting that required specific authorization. The report must include an explanation of why the facility was chosen, and a breakdown of any expenditures incurred in excess of the cost of conducting the training or conference meeting at a facility that did not require such authorization.

Procedures. Financial Management Policies and Procedures Bulletin 06-12, Use of Non-federal Conference and Training Facilities, dated April 7, 2006, provides the implementation regulations for Section 1173 of Public Law 109-162. A copy of that document is attached for your information and guidance. Following are highlights from that document:

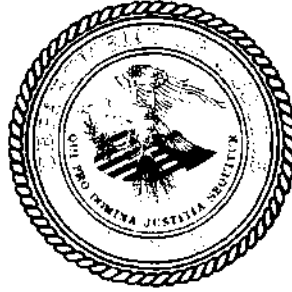
- § 1 explains that approval must be obtained regardless of the cost of the conference facility and/or the conference.
- § 8(b) requires that requests must be submitted by no lower than the official responsible for approving the event.

- § 9 requires that the report be submitted by the same individual that submitted the request.
- § 8(b) lists the locations/accommodations that may have the appearance of being lavish and requires that events held in such locations be requested by the Component Head.
- § 7(g) requires market research to be performed as set forth in the FAR, Part 10, in order to obtain the cost and availability information necessary to submit the request.
- § 7(g) requires that estimated costs be determined and itemized by category (e.g. meeting space, M&IE, transportation, any other costs).
- § 7(i) reminds that commitments or announcements regarding events in a non-federal facility should not be made until approval granted by the AAG/A.
- § 7(i) requires proper procurement regulations be followed once approval is granted.
- The policy introduces the Finance Staff's new website, <http://10.173.2.12/jmd/fs/nfrc/index.htm>, Non-federal Facility Request Center. It includes a request and report format what when submitted will be sent to the Non-federal Facility Request Center mailbox. It also includes Frequently Asked Questions.
- Please direct questions to the Non-federal Facility Request Center, email to: Non-Fed.Facility.Request.Center@usdoj.gov.

These requirements are effective for all predominantly internal training and conference meetings held in non-federal facilities on or after January 5, 2006.

Please make this information immediately available to the appropriate people in your organization and add this document to your collection of DOJ Procurement Guidance Documents.

Attachment



## FINANCIAL MANAGEMENT POLICIES AND PROCEDURES BULLETIN

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*No. 06-12*

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APR - 7 2006

TO: Executive/Administrative Officers  
Offices, Boards, and Divisions

JMD Senior Management Staff

Bureau Chief Financial Officers

FROM:

  
Melinda B. Morgan  
Director  
Finance Staff

SUBJECT: Use of Non-federal Conference and Training Facilities

1. **Scope.** This Bulletin applies to any use of a non-federal facility for a predominantly internal training or conference meeting regardless of dollar value. Financial Management Policies and Procedures Bulletin 06-08, Use of Non-federal Conference and Training Facilities is hereby rescinded.

2. **Background.** Section 1173 of Public Law 109-162, the Violence Against Women and Department of Justice Reauthorization Act of 2005 (The Act), states that unless authorized in writing by the Attorney General, the Department of Justice (and each entity within it) shall use for any predominantly internal training or conference meeting only a facility that does not require a payment to a private entity for the use of the facility. The Act also requires the Attorney General to prepare an annual report to the Chairmen and ranking minority members of the Committees on the Judiciary of the Senate and of the House of Representatives that details each training and conference meeting that required specific authorization. The report must include an explanation of why the facility was chosen, and a breakdown of any expenditures incurred in excess of the cost of conducting the training or conference meeting at a facility that did not require such authorization.

3. Delegation of Authority. The Attorney General has delegated to the Assistant Attorney General for Administration (AAG/A) the authority to approve or disapprove the use of facilities for training and conference meetings that require payments to private entities.

4. Effective Date. These requirements are effective for all predominantly internal training and conference meetings held in non-federal facilities on or after January 5, 2006. If an event is held at a non-federal facility on or after January 5, 2006, but the component obligated funds towards the event *prior to* January 5, 2006, the component does not need AAG/A approval to hold the event at the non-federal facility. The component must, however, comply with the reporting requirement in § 9.

5. Definitions.

- a. Predominantly internal. A “predominantly internal” training or conference meeting is one that is run or sponsored by the Department of Justice and where the majority (more than 50%) of the attendees are Department of Justice employees.
- b. Training. “Training” includes any program, course, curriculum, subject, system or routine of instruction or education provided to employees.
- c. Conference. “Conference” includes any meeting, retreat, seminar, symposium or other event attended by employees.
- d. Federal facility. “Federal facility” means property owned, leased, or substantially controlled by the federal Government or the government of the District of Columbia.
- e. Non-federal facility. “Non-federal facility” means any facility that is not a federal facility. For further clarification see the definition of “non-Government facility” in 5 U.S.C. § 4101(6).

6. Examples of Meetings Not Covered.

- a. Conferences arranged by the Office of Justice Programs for grantees.
- b. Meetings arranged by United States Trustees for debtors and/or creditors.

7. Policy.

- a. When planning any conference or training event, components are required to follow Part 301-74 of Title 41 of the Code of Federal Regulations, entitled “Conference Planning.” These regulations, in part, require that components:
  - 1) Minimize all conference costs, including administrative costs, conference attendees

- travel costs, and conference attendees' time costs;
- 2) Maximize the use of Government-owned or Government provided conference facilities as much as possible;
  - 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). 41 C.F.R. § 301-74.1.
- b. In minimizing conference costs, components must consider all indirect and direct costs to be paid by the Department, including: travel and per diem of employees, lodging room charges, conference and meeting space charges, cost of space for break out sessions, any additional costs associated with the use of the facility, ground transportation/local transportation at the event location, equipment usage, computer and telephone fees, refreshments, printing, registration fees, and employees' travel and conference time. *See* 41 C.F.R. § 301-74.2. Components must also consider possible alternatives to a conference, e.g., teleconferencing. 41 C.F.R. § 301-74.3.
- c. To ensure that components maximize the use of federal facilities and minimize total costs to the Department, components planning predominantly internal training or conference meetings shall first consider all federal facilities in appropriate locations. A partial list of federal facilities is available on the Non-federal Facility Request Center web site, <http://10.173.2.12/jmd/fs/nfrc/index.htm>. If a federal facility meets the component's needs at a reasonable price, there is no requirement that non-federal facilities be considered.
- d. The component may consider non-federal facilities if:
- 1) federal facilities are not available or do not meet the component's requirements (e.g., size of the meeting room, necessary technological equipment, sufficient lodging at the facility or in the proximity of the facility); or
  - 2) the component believes that a non-federal facility can be procured at a lower cost taking into account all costs described in § 7(b).
- e. When considering the use of non-federal facilities, components should avoid the appearance of lavish accommodations and locations. The following are examples that may raise the appearance of being lavish accommodations or locations: locations outside the continental United States, resort and tourist locations, five star hotels, locations known for gambling. Such locations require special approval procedures as discussed in § 8(b).
- f. Components must ensure that the non-federal facilities they consider meet the

requirements of the Federal Emergency Management Administration, the Americans with Disabilities Act, and the security requirements of the Department of Homeland Security (Homeland Security Presidential Directive 12) and are registered in the Central Contractor Registration (CCR) data base, unless an exception otherwise allows a facility to be eligible for a contract award to host conferences for government employees.

- g. Components considering the use of a non-federal facility for a predominantly internal training or conference meeting are required to conduct market research to determine the facility that best meets their needs as set forth in the Federal Acquisition Regulation (FAR), Part 10. In order for this market research to be effective, the components must communicate the same sufficiently detailed requirements to all potential facilities. At least three facilities need to be included in the market research. During market research, components must not make any commitments to any of the facilities.

The market research must determine the cost of the event with respect to each of the three (or more) facilities, broken down as follows. (Costs related to attendees should include costs of DOJ employees as well as those of any non-DOJ attendees whose expenses are being covered by DOJ.):

- 1) conference and meeting space;
  - 2) space for break out sessions;
  - 3) equipment (i.e. audio visual, computer fees, telephone fees);
  - 4) printing and distribution;
  - 5) refreshments;
  - 6) meals and incidental expenses for attendees (M&IE portion of per diem);
  - 7) travel costs for attendees (e.g., by common carrier or privately owned vehicle (POV));
  - 8) local transportation costs for attendees (e.g., rental car, POV) at event location;
  - 9) lodging room costs; and
  - 10) any other costs associated with the use of the facility.
- h. If after conducting the market research the component determines that its needs can best be met through the use of a non-federal facility, the component must submit a request for approval as described in § 8.

- i. Components should not make any commitments or announce a training or conference meeting to be held in a non-federal facility until approval for the use of the facility is granted by the AAG/A. With such approval, components are still required to follow established procurement regulations to obtain a facility.

8. AAG/A Approval for Uses of Non-Federal Facilities.

- a. Any component wishing to hold a predominantly internal training or conference meeting at a non-federal facility must obtain approval from the AAG/A before entering into a contract with such facility. Requests for approval must be sent to the Director, Finance Staff, using the Non-federal Facility Request Center web site, <http://10.173.2.12/jmd/fs/nfrc/index.htm>. The web site includes a form that when completed and submitted should be forwarded to the Non-federal Facility Request Center, [Non-Fed.Facility.Request.Center@usdoj.gov](mailto:Non-Fed.Facility.Request.Center@usdoj.gov), for processing.
- b. Requests for approval for use of non-federal facilities must be submitted by no lower than the management official responsible for approving the conference in the component. Any request to hold a training or conference meeting in a non-federal facility in the following locations must be submitted by the component head, and this responsibility may not be redelegated:
  - 1) Any location outside the continental United States (including Hawaii and Alaska);
  - 2) Any location known for gambling (*e.g.*, Las Vegas, Nevada; Reno, Nevada; Atlantic City, New Jersey);
  - 3) Any location considered a tourist attraction or common vacation location (*e.g.*, Disney World and Orlando, Florida; Opryland or Nashville, Tennessee); and
  - 4) Any resort facility or resort location (*e.g.*, Hilton Head, South Carolina; Sonoma Valley, California).
- c. Any request for approval of a non-federal facility must include the following information:
  - 1) A statement of the purpose of the training or conference meeting;
  - 2) The number of attendees and their organizations and duty stations (components must also indicate which, if any, of the attendees who are not DOJ employees will have their expenses paid for by the component);
  - 3) The frequency of the training or conference meeting and the date of the last such

event, if applicable;

- 4) Dates of the training or conference meeting;
- 5) The location of the training or conference meeting (City/State) and reason(s) for choosing the location;
- 6) Reason why a location where a federal facility is located was not considered, if applicable;
- 7) A list of federal and non-federal facilities considered;
- 8) Estimated costs of using each of the federal and non-federal facilities considered, including all costs listed in § 7(g) as determined by the market research, itemized and broken out by category.
- 9) Reasons why the federal facilities did not meet the meeting's requirements (refer to § 7(d)); and
- 10) Justification for the use of a non-federal facility.

#### 9. Reporting.

Within 30 days after completion of any training or conference meeting held at a non-federal facility, the sponsoring office must report to the Director, Finance Staff: the original estimated cost and the actual cost of using the non-federal facility itemized as described in § 7(g), and the number of attendees, their organizations and duty stations. The individual that submitted the request for approval under § 8(b), must also submit the report. The report must highlight and explain any increases in costs above those submitted with the original request for approval. The website includes a report format that must be completed and submitted to the Non-federal Facility Request Center mailbox, [Non-Fed.Facility.Request.Center@usdoj.gov](mailto:Non-Fed.Facility.Request.Center@usdoj.gov).

#### 10. Non-federal Facility Request Center Web Site.

The Finance Staff has developed a Non-federal Facility Request Center web site, <http://10.173.2.12/jmd/fs/nfrc/index.htm>. The site is designed to assist staff in completing all the necessary steps to receive approval to use a non-federal facility for a training or conference meeting. The web site includes standard forms to use to submit requests for approval and the report required by § 9. It also includes Frequently Asked Questions.

#### 11. Questions.

Questions regarding these requirements may be directed to Lori Arnold, Assistant Director,



Financial Management Policies and Requirements Group, Finance Staff, on (202)616-5216, or Brad Callery, of her staff, on (202)353-2546. You may also email [Non-Fed.Facility.Request.Center@usdoj.gov](mailto:Non-Fed.Facility.Request.Center@usdoj.gov).

## Department of Justice Training Locations Survey

Component	Training Location (List Each Location on a Separate Row if your Component has Multiple Training Locations)	Training Location City	Training Location State	Training Location Street Address	Training Point of Contact (POC) for Each Facility	POC Phone Number	POC Email Address	Size of Facility (Max. # of Attendees)	Size of Facility (# of Classrooms)	Video conference (Yes/No)	Secure Communications Capability (Yes/No)	Overnight Accommodations (Yes/No)	Food and Beverage Service (Yes/No)	Is the Training Facility Open to Other Components? (Yes/No)
ATF	ATF Academy	Glynco	GA	1131 Chapel Crossing Rd	Todd Lockhart	912-267-2896	<a href="mailto:Todd.Lockhart@atf.gov">Todd.Lockhart@atf.gov</a>	40	100	Yes	Yes	Yes	Yes	Yes
ATF	Headquarters, Room 3400	Washington	DC	650 Mass. Avenue	Deborah Tyler	202-927-7673	<a href="mailto:Deborah.Tyler@atf.gov">Deborah.Tyler@atf.gov</a>	50	1	Yes	Yes	No	No	No
ATF	Headquarters, Computer Lab (Techworld)	Washington	DC	650 Mass. Avenue	Carroll Moak	202-927-3148	<a href="mailto:Carroll.Moak@atf.gov">Carroll.Moak@atf.gov</a>	12	1	No	No	No	No	No
ATF	National Laboratory Center	Ammendale	MD	6000 Ammendale Road	Timothy Curtis	240-264-3766	<a href="mailto:Timothy.Curtis@atf.gov">Timothy.Curtis@atf.gov</a>	14	1	No	No	No	No	No
ATF	National Center for Explosives Training Resea	Bowling Green	VA	21268 North Range Rd.	Steven Beggs	804-633-1555 ext. 12	<a href="mailto:Steven.Beggs@atf.gov">Steven.Beggs@atf.gov</a>	60	2	No	No	No	No	No
ATF	Canine Center	Front Royal	VA	122 Cavalry Drive	Terry Bohan	504-622-8066 ext.223	<a href="mailto:Terry.Bohan@atf.gov">Terry.Bohan@atf.gov</a>	25	1	No	Yes	No	No	No
BOP	Management and Specialty Training Center	Aurora	CO	791 Chambers Road	Florentino Morlote	202-514-8758	<a href="mailto:florentino.morlote@usdoj.gov">florentino.morlote@usdoj.gov</a>	90	15	Yes	No	No	No	Yes
BOP	Management and Specialty Training Center	Aurora	CO	792 Chambers Road	Florentino Morlote	202-514-8759	<a href="mailto:florentino.morlote@usdoj.gov">florentino.morlote@usdoj.gov</a>	91	4	Yes	No	No	No	Yes
BOP	Management and Specialty Training Center	Aurora	CO	793 Chambers Road	Florentino Morlote	202-514-8760	<a href="mailto:florentino.morlote@usdoj.gov">florentino.morlote@usdoj.gov</a>	91	4	Yes	No	No	No	Yes
BOP	Management and Specialty Training Center	Aurora	CO	794 Chambers Road	Florentino Morlote	202-514-8761	<a href="mailto:florentino.morlote@usdoj.gov">florentino.morlote@usdoj.gov</a>	91	4	Yes	No	No	No	Yes
BOP	Management and Specialty Training Center	Aurora	CO	795 Chambers Road	Florentino Morlote	202-514-8762	<a href="mailto:florentino.morlote@usdoj.gov">florentino.morlote@usdoj.gov</a>	91	4	Yes	No	No	No	Yes
BOP	Central Office Training Center	Washington	DC	400 1st NW	Elaine Chapman	202-353-8252	<a href="mailto:elaine.chapman@usdoj.gov">elaine.chapman@usdoj.gov</a>	110	1	Yes	No	No	No	Yes
BOP	Central Office Training Center	Washington	DC	401 1st NW	Elaine Chapman	202-353-8253	<a href="mailto:elaine.chapman@usdoj.gov">elaine.chapman@usdoj.gov</a>	110	1	Yes	No	No	No	Yes
BOP	Central Office Training Center	Washington	DC	402 1st NW	Elaine Chapman	202-353-8254	<a href="mailto:elaine.chapman@usdoj.gov">elaine.chapman@usdoj.gov</a>	110	1	Yes	No	No	No	Yes
Civil	JCON Computer Training Room	Washington	DC	20 Massachusetts Avenue NW; Room 7147	Jean Agostinho	(202)307-0340	<a href="mailto:jean.agostinho@usdoj.gov">jean.agostinho@usdoj.gov</a>	12	1	No	No	No	No	Yes
Civil	JCON Computer Training Room	Washington	DC	1100 L Street, NW; Room 8000	Jean Agostinho	(202)307-0340	<a href="mailto:jean.agostinho@usdoj.gov">jean.agostinho@usdoj.gov</a>	20	1	No	No	No	No	Yes
Civil Rights Division	Room 9060 1425 NYAV Building	Washington	DC	1425 New York Ave. NW	Karen Fisher	202-616-2255	<a href="mailto:Karen.Fisher@usdoj.gov">Karen.Fisher@usdoj.gov</a>	12	1	No	No	No	No	No
Civil Rights Division	Room LL114 Northwestern Building	Washington	DC	1800 G Street NW	Lew Summers	202-514-5373	<a href="mailto:Lew.Summers@usdoj.gov">Lew.Summers@usdoj.gov</a>	8	1	No	No	No	No	No
Criminal Division	Criminal Division Training Center	Washington	DC	1301 NY Ave., NW, DC	Denise Turcotte	202-307-0511	<a href="mailto:denise.turcotte@usdoj.gov">denise.turcotte@usdoj.gov</a>	40	1	Yes	No	No	No	Yes
DEA	DEA Academy	Quantico	Virginia	2500 Investigation Pkwy	SAC John McCarty	703 632-5010	<a href="mailto:John.R.McCarty@usdoj.gov">John.R.McCarty@usdoj.gov</a>	250 bed facility	7	Yes	Yes	Yes	Yes	Yes
ENRD	Patrick Henry Building	Washington	DC	601 D Street	BJ Parker	202/514-4719	<a href="mailto:bj.parker@usdoj.gov">bj.parker@usdoj.gov</a>	15 - computer training room only	1	No	No	No	No	No
EOIR	Computer Training Lab	Falls Church	VA	5107 Leesburg Pike	Brian McGrath	704-305-6933	<a href="mailto:brian.mcgrath@usdoj.gov">brian.mcgrath@usdoj.gov</a>	12	1	No	No	No	No	No
EOUSA	National Advocacy Center	Columbia	SC	1620 Pendleton St	Mike Bailie	803-705-5151	<a href="mailto:mike.bailie@usdoj.gov">mike.bailie@usdoj.gov</a>	350 Sleeping Rooms	10 Courtrooms	Yes	Yes	Yes	Yes	Yes
EOUSA	National Advocacy Center	Columbia	SC	1621 Pendleton St	Mike Bailie	803-705-5152	<a href="mailto:mike.bailie@usdoj.gov">mike.bailie@usdoj.gov</a>	351 Sleeping Rooms	5 Classrooms (50-150)	In every classroom		264 Guestrooms	Breakfast	Yes
EOUSA	National Advocacy Center	Columbia	SC	1622 Pendleton St	Mike Bailie	803-705-5153	<a href="mailto:mike.bailie@usdoj.gov">mike.bailie@usdoj.gov</a>	352 Sleeping Rooms	1 Salon (250)			117 at Inn across the street	Lunch	Yes
EOUSA	National Advocacy Center	Columbia	SC	1623 Pendleton St	Mike Bailie	803-705-5154	<a href="mailto:mike.bailie@usdoj.gov">mike.bailie@usdoj.gov</a>	353 Sleeping Rooms	2 Computer Labs				Limited Dinner	Yes
EOUSA	National Advocacy Center	Columbia	SC	1624 Pendleton St	Mike Bailie	803-705-5155	<a href="mailto:mike.bailie@usdoj.gov">mike.bailie@usdoj.gov</a>	354 Sleeping Rooms	1 TV Studio					Yes

## Department of Justice Training Locations Survey

Component	Training Location (List Each Location on a Separate Row if your Component has Multiple Training Locations)	Training Location City	Training Location State	Training Location Street Address	Training Point of Contact (POC) for Each Facility	POC Phone Number	POC Email Address	Size of Facility (Max. # of Attendees)	Size of Facility (# of Classrooms)	Video conference (Yes/No)	Secure Communications Capability (Yes/No)	Overnight Accommodations (Yes/No)	Food and Beverage Service (Yes/No)	Is the Training Facility Open to Other Components? (Yes/No)
EOUSA	National Advocacy Center	Columbia	SC	1625 Pendleton St	Mike Bailie	803-705-5156	<a href="mailto:mike.bailie@usdoj.gov">mike.bailie@usdoj.gov</a>	355 Sleeping Rooms	12 Breakout Rooms					Yes
EOUSA	National Advocacy Center	Columbia	SC	1626 Pendleton St	Mike Bailie	803-705-5157	<a href="mailto:mike.bailie@usdoj.gov">mike.bailie@usdoj.gov</a>	356 Sleeping Rooms						Yes
EOUSA	National Advocacy Center	Columbia	SC	1600 Hampton St.	Mike Bailie	803-705-5158	<a href="mailto:mike.bailie@usdoj.gov">mike.bailie@usdoj.gov</a>	357 Sleeping Rooms	4 Classrooms (35-50)					Yes
EOUSA	National Advocacy Center	Columbia	SC	1601 Hampton St.	Mike Bailie	803-705-5159	<a href="mailto:mike.bailie@usdoj.gov">mike.bailie@usdoj.gov</a>	358 Sleeping Rooms	1 Computer Lab					Yes
EOUSA	National Advocacy Center	Columbia	SC	1602 Hampton St.	Mike Bailie	803-705-5160	<a href="mailto:mike.bailie@usdoj.gov">mike.bailie@usdoj.gov</a>	359 Sleeping Rooms	1 TV Studio					Yes
EOUSA	National Advocacy Center	Columbia	SC	1603 Hampton St.	Mike Bailie	803-705-5161	<a href="mailto:mike.bailie@usdoj.gov">mike.bailie@usdoj.gov</a>	360 Sleeping Rooms	5 Editing Studios					Yes
EOUSA	National Advocacy Center	Columbia	SC	1604 Hampton St.	Mike Bailie	803-705-5162	<a href="mailto:mike.bailie@usdoj.gov">mike.bailie@usdoj.gov</a>	361 Sleeping Rooms	1 Courtroom					Yes
EOUST	National Bankruptcy Training Institute/National Advocacy Center	Columbia	SC	1620 Pendleton Street	Melinda Moore	803-705-5153	<a href="mailto:Melinda.Moore@usdoj.gov">Melinda.Moore@usdoj.gov</a>	250	6 Auditoriums/10 courtrooms/5	Yes	Yes	Yes	Yes	Yes
FBI	FBI Academy	Quantico	VA	USMC Base Quantico	Unit Chief Patricia M. Boord	703-632-3055	<a href="mailto:pboord@fbiacademy.edu">pboord@fbiacademy.edu</a>	910	40	Yes (Very Limited)	Yes (Limited)	Yes	Yes	Yes (Limited to Avail. And Clearances)
FBI	Ft Monmouth	Ft. Monmouth	NJ		Wendy Blouin	732-935-6155	FBI NET	79	4 class/ 1 conf	Yes	Yes	Yes, 26	Restaurants near by	
FBI	Headquarters	Washington	DC	HQ Room 1062	George Peorte	202-324-1035	FBI NET	39	2 classrooms	No	No	Local hotels	Restaurants near by /	No
FBI	Savannah	Savannah	GA	220 E. Bryan St Savannah, GA 31402	Michele Beckett	912-944-0746	FBI NET	125	1 class / 3 conf	Yes	Yes	Local hotels	Restaurants near by /	No
FBI	CJIS	Clarksburg	WV				FBI NET	32	2 classrooms	No	Yes	Local hotels	Restaurants near by /	No
FBI	WFO / Spy museum	Washington	DC		Vicki DuBois	202-278-3536	FBI NET	55 - 80	1 classroom	No	No	Local hotels	Restaurants near by	Yes
FBI	Hazardous Devicies School	Huntsville	AL	Bldg 7010 Redstone Arsenal	David Jernigan or Merridith Parker	256-876-4486	<a href="mailto:merridith.m.parker@redstone.army.mil">merridith.m.parker@redstone.army.mil</a>	72	6 class / 1 aud.	Yes, non-secure	No	Local hotels	Restaurants near by	Yes
FBI	Computer Crimes Center	Columbia	SC	151 Westpark Blvd Columbia, SC 29210	Wanda Busbee	803-551-4381	<a href="mailto:wanda.busbee@ic.fbi.gov">wanda.busbee@ic.fbi.gov</a>	30	1 conference	Yes	Yes	Local hotels	Restaurants near by	Not Sure
JMD Finance Staff	Finance Staff - 4th FloorTraing Room	Washington	DC	600 E Street NW	Joe Glenn	202-616-6358	<a href="mailto:joe.w.glenn@usdoj.gov">joe.w.glenn@usdoj.gov</a>	24 classroom style		No	Yes	No	Restaurants near by	Yes
JMD UFMS PSO	1st Floor Training Room	Washington	DC	600 E Street NW	Darryl Lawson	202-514-0173	<a href="mailto:darryl.s.lawson@usdoj.gov">darryl.s.lawson@usdoj.gov</a>	24 classroom style		No	Yes	No	Restaurants near by	Yes
NDIC	NDIC - 4th Floor Large Conference Room	Johnstown	PA	319 Washington Street	Cheryl Leleck	814-532-4940	<a href="mailto:cheryl.a.leleck@usdoj.gov">cheryl.a.leleck@usdoj.gov</a>	36 classroom style 115 auditorium style	N/A	Yes	No	No	No	Yes
NDIC	NDIC - 5th Floor Ball Room	Johnstown	PA	319 Washington Street	Cheryl Leleck	814-532-4940	<a href="mailto:cheryl.a.leleck@usdoj.gov">cheryl.a.leleck@usdoj.gov</a>	20 classroom style	N/A	Yes	No	No	No	Yes
NDIC	NDIC - 3rd Floor Training Room	Johnstown	PA	319 Washington Street	Cheryl Leleck	814-532-4940	<a href="mailto:cheryl.a.leleck@usdoj.gov">cheryl.a.leleck@usdoj.gov</a>	17 at computer workstations	N/A	No	No	No	No	Yes
NDIC	Penn Traffic Building Community Room	Johnstown	PA	319 Washington Street	Newfield Properties, LLC	814-536-9922		24 classroom style 60 auditorium style	N/A	No	No	No	No	Yes
NDIC	The Conference Center at the University of Pittsburgh at Johnstown (Campus Room)	Johnstown	PA	University Drive	Mark Williams	814-269-1922	<a href="mailto:markwill@pitt.edu">markwill@pitt.edu</a>	18 classroom style	2	No	No	No	Yes	Yes
NDIC	University of Pittsburgh at Johnstown (Biddle Hall Room 201)	Johnstown	PA	University Drive	Judith Freedman	814-269-2099	<a href="mailto:jfreedma@pitt.edu">jfreedma@pitt.edu</a>	24 classroom style	1	Yes	No	No	Yes	Yes
US Marshals Service	Training Academy at Federal Law Enforcement Center	Glynco	GA 31522	1131 Chapel Crossing Rd	Michael Cherne	912 267-2555	<a href="mailto:mike.cherne@usdoj.gov">mike.cherne@usdoj.gov</a>	24	1	No	No	No	Yes	Yes
US Marshals Service	Special Operations Group Tactical Center, Camp Beauregard	Pineville	LA 71360	1401 F Street	Scott Flood	318 640-4560	<a href="mailto:scott.flood@usdoj.gov">scott.flood@usdoj.gov</a>	80	5	Yes	Yes	Yes	Yes, if contracted	Yes

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Army	Judge Advocate General's Legal Center and School (JAG)	Charlottesville	VA	600 Massie Road	Jerry Stevens	434-971-3322		building with various classrooms	classrooms, auditorium and conference rooms	Yes	Yes	Yes - hotels nearby	Yes	Yes
Federal Trade Commission	Conference Room	Washington	DC	6 Pennsylvania Ave., NW	Melissa Farmer	202-326-3340		75	1				Yes	Yes
Dept. of Health & Human Services	Wilbur J. Cohen Building, Auditorium	Washington	DC	330 Independence Ave., SE	Marlene Holmes	202-619-0510		450	1			No	No	Yes
Dept. of Health & Human Services	Natcher Center, Conference Rooms	Bethesda	MD	45 Center Drive (metro red line)	Information	301-496-9966		10-150	several			No	Yes	Yes
Dept. of Health & Human Services	Natcher Center, Main Auditorium	Bethesda	MD	45 Center Drive (metro red line)	Information	301-496-9966		500-1,000	1			No	Yes	Yes
Dept. of the Interior	Main Auditorium	Washington	DC	1849 C Street, NW	Marianne Gately	202-208-4412 202-208-6141 (fax)		650	1			No	No	Yes
DoDEA	Webb Building, Room 902	Arlington	VA	4040 North Fairfax Drive	Belinda Croteau	703-696-4325		15	1			No	Yes	Yes
DoDEA	Webb Building, Room 904	Arlington	VA	4040 North Fairfax Drive	Belinda Croteau	703-696-4325		50	1			No	Yes	Yes
General Services Administration	GSA Building, Auditorium	Washington	DC	7th and D Street, SW	Olivia Jefferson Teresa Gating	202-708-7209 202-708-7105		206	1			No	No	Yes
General Services Administration	GSA Building, Room A	Washington	DC	7th and D Street, SW	Olivia Jefferson Teresa Gating	202-708-7209 202-708-7105		50	1			No	Yes	Yes
General Services Administration	GSA Building, Room B	Washington	DC	7th and D Street, SW	Olivia Jefferson Teresa Gating	202-708-7209 202-708-7105		50	1			No	Yes	Yes
General Services Administration	GSA Building, Room C	Washington	DC	7th and D Street, SW	Olivia Jefferson Teresa Gating	202-708-7209 202-708-7105		12	1			No	Yes	Yes
General Services Administration	GSA Building, Room D	Washington	DC	7th and D Street, SW	Olivia Jefferson Teresa Gating	202-708-7209 202-708-7105		15	1			No	Yes	Yes
General Services Administration	GSA Building, Conference Rooms	Washington	DC	7th and D Street, SW	Olivia Jefferson Teresa Gating	202-708-7209 202-708-7105		10-45, depending on arrangement	7			No	Yes	Yes
Mellon Auditorium	Auditorium	Washington	DC	1300 Constitution Ave., NW	Jenna Mack w/ Baldwin Group	202-369-5695 202-483-1464 (fax)		1415	1			No	outside catering	Yes
Mellon Auditorium	Rear Green Room	Washington	DC	1300 Constitution Ave., NW	Jenna Mack w/ Baldwin Group	202-369-5695 202-483-1464 (fax)		225-425, 72, 50	3			No	outside catering	Yes
Mellon Auditorium	Balcony	Washington	DC	1300 Constitution Ave., NW	Jenna Mack w/ Baldwin Group	202-369-5695 202-483-1464 (fax)		200	1			No	outside catering	Yes
National Building Museum	Great Hall	Washington	DC	401 F Street, NW	Patrick Neal	202-272-2448		1,000	1			No	No	only for evening events, must get contract
National Endowment for the Arts (NEA)	Old Post Office Pavilion, Room MO9	Washington	DC	1100 Pennsylvania Ave., NW	Murray Welsh	202-682-5462		199	1			No	No	Yes
National Endowment for the Arts (NEA)	Old Post Office Pavilion, Room MO7	Washington	DC	1100 Pennsylvania Ave., NW	Murray Welsh	202-682-5462		85	1			No	No	Yes
National Endowment for the Humanities (NEH)	Old Post Office Pavilion, Room 315	Washington	DC	1100 Pennsylvania Ave., NW	Barry Maynes	202-606-8236		20-30	1			No	Yes	Yes

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National Endowment for the Humanities (NEH)	Old Post Office Pavilion, Room 415	Washington	DC	1100 Pennsylvania Ave., NW	Barry Maynes	202-606-8236		20-30	1			No	Yes	Yes
National Judicial College	Judicial College Building/MS 358	Reno	NV		Charity Clarke	775-784-6747 or 800-255-8343	<a href="mailto:clarke@judges.org">clarke@judges.org</a>	building with various classrooms	various	Yes	Yes	Yes	Yes	Yes
OPM	Federal Executive Institute	Charlottesville	VA	1301 Emmet Street	Bonnie Boston	434-980-6277	<a href="mailto:bonnie.boston@opm.gov">bonnie.boston@opm.gov</a>	campus style	various rooms - largest room can	Yes	Yes	Yes	Yes	Yes
OPM	Eastern Management Development Center	Shepardstown	WV	239 Lowe Drive	Meg Bowman	304-870-8034	<a href="mailto:meg.bowman@opm.gov">meg.bowman@opm.gov</a>	campus style	various	Yes	Yes	Yes	Yes	Yes
OPM	Western Management Development Center	Aurora	CO	3151 South Vaughn Way, Suite 300	George Liscic	303-671-1039	<a href="mailto:george.liscic@opm.gov">george.liscic@opm.gov</a>	campus style	various	Yes	Yes	Yes	Yes	Yes
OPM	Auditorium	Washington	DC	1900 E Street NW	Betty Huff	202-606-2220		240	1			No	Yes	Yes
OPM	Conference Center, Room 1350	Washington	DC	1900 E Street NW	Betty Huff	202-606-2220		100	1			No	Yes	Yes
State Department	Rooms 1105/1107	Washington	DC	2201 C Street, NW	Lisa Exton	202-647-1729		70/92	2			No	No	Yes
State Department	Rooms 1205/1207	Washington	DC	2201 C Street, NW	Lisa Exton	202-647-1729		60/60	2			No	No	Yes
State Department	Rooms 1406/1408	Washington	DC	2201 C Street, NW	Lisa Exton	202-647-1729		57/57	2			No	No	Yes
State Department	Loy Henderson Conference Room	Washington	DC	2201 C Street, NW	Lisa Exton	202-647-1729		572	1			No	No	Yes
State Department	Dean Acheson Auditorium	Washington	DC	2201 C Street, NW	Lisa Exton	202-647-1729		763	1			No	No	Yes
State Department	Room 1912	Washington	DC	2201 C Street, NW	Lisa Exton	202-647-1729		100	1			No	No	Yes
Trade Center Management	Ronald Reagan Building and International Trade Center, Amphitheater	Washington	DC	14th & Pennsylvania Ave., NW	Karen Ketcham	202-312-1300		501 fixed seats 620 w/chairs	1			No	Yes	Yes
USDA/Executive Services	South Building, Jefferson Auditorium	Washington	DC	14th & Independence Ave. SW	Adrienne Harris	202-720-7261		500	1			No	No	Yes
USDA/Executive Services	Whitten Building, Patio	Washington	DC	14th & Independence Ave. SW	Adrienne Harris	202-720-7261		300, 500 standing	1			No	Yes	Yes
USDA/Ofc. Of Operations	South Building, Back of Cafeteria	Washington	DC	14th & Independence Ave. SW	Matthew Sheldon Marian Romero	202-720-9501		150	1			No	Yes	Yes
USDA/Rural Utilities Service (RUS)	South Building, Room 0204	Washington	DC	14th & Independence Ave. SW	Gregory Perry	202-692-0036		40	1			No	No	Yes
USDA, Rural Economic & Community Development (RECD)	South Building, Room 5030	Washington	DC	14th & Independence Ave. SW	Gregory Perry	202-692-0036		40	1			No	No	Yes
USDA, Rural Economic & Community Development (RECD)	Reporters Building, 7th Floor Conference Room	Washington	DC	300 7th Street SW	Donna Grover	202-692-0036		25	1			No	Yes	Yes
USDA, Farm Service Agency (FSA)	South Building, Room 4916	Washington	DC	14th & Independence Ave. SW	Pearle Mahone	202-690-2858		25-35	1			No	No	Yes

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USDA, Farm Service Agency (FSA)	Park Center	Alexandria	VA	3101 Park Center Drive	Darlene Gray	703-305-1386								
USDA, Food Safety Inspection (FSIS)	Cotton Annex, Room 524	Washington	DC	12th & C Street, SW	Sheila Santiago-Cosby	301-504-4230		30				No	Yes	Yes
USDA, Food Safety Inspection (FSIS)	South Building, Room 0161	Washington	DC	12th & C Street, SW	Sheila Santiago-Cosby	301-504-4230		44				No	Yes	Yes
USDA, Food Safety Inspection (FSIS)	South Building, Room 1160	Washington	DC	12th & C Street, SW	Sheila Santiago-Cosby	301-504-4230		20	1	Yes		No	No	Yes
USDA, Agricultural Research Services (ARS)	Whitten Building, Room 328A	Washington	DC	14th & Independence Ave. SW	Theresa Brown	301-504-1008		10	1			No	No	Yes
USDA, Agricultural Research Services (ARS)	South Building, Room 3109S (under renovation)	Washington	DC	14th & Independence Ave. SW	Joyce Cooper Stephanie Basham	202-720-7556 301-504-1223		40	1			No	No	Yes
USDA, Agricultural Research Services (ARS)	South Building, Room 3854	Washington	DC	14th & Independence Ave. SW	Joyce Cooper	202-720-7556		20+	1			No	No	Yes
USDA, Economic Research Service (ERS)	Jefferson Waugh Auditorium	Washington	DC	1800 M Street	Dominique Wood	202-694-5103		125	Theatre Style			No	Yes	Yes
USDA, Economic Research Service (ERS)	Food Safety Conference Room	Washington	DC	1800 M Street	Dominique Wood	202-694-5103		38	1			No	Yes	Yes
USDA, Economic Research Service (ERS)	Competitive Agriculture Conference Room	Washington	DC	1800 M Street	Dominique Wood	202-694-5103		20	1			No	Yes	Yes
USDA, Economic Research Service (ERS)	Natural Resource/Rule America Conference Room	Washington	DC	1800 M Street	Dominique Wood	202-694-5103		24	1			No	Yes	Yes
USDA, Food and Consumer Services (FCS)	Room 204A	Alexandria	VA	Park Center, 3101 Park Center Dive	Patricia Gross	703-305-2818		36-70, 12 tables	1			No	Request Authorization	Yes
USDA, Food and Consumer Services (FCS)	Room 204B	Alexandria	VA	Park Center, 3101 Park Center Dive	Patricia Gross	703-305-2818		36-70, 12 tables	1			No	Request Authorization	Yes
USDA, Food and Consumer Services (FCS)	Room 204C	Alexandria	VA	Park Center, 3101 Park Center Dive	Patricia Gross	703-305-2818		36-70, 12 tables	1			No	Request Authorization	Yes
USDA, Food and Consumer Services (FCS)	Sixth Floor, Room 642	Alexandria	VA	Park Center, 3101 Park Center Dive	Patricia Gross	703-305-2818		18-22, 6 tables	1			No	Request Authorization	Yes
USDA, Food and Consumer Services (FCS)	Room 826	Alexandria	VA	Park Center, 3101 Park Center Dive	Patricia Gross	703-305-2818		28-38, 6 tables	1			No	Request Authorization	Yes
USDA, Food and Consumer Services (FCS)	Room 830	Alexandria	VA	Park Center, 3101 Park Center Dive	Patricia Gross	703-305-2818		28-38, 6 tables	1			No	Request Authorization	Yes

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USDA, Food and Consumer Services (FCS)	14th Floor	Alexandria	VA	Park Center, 3101 Park Center Drive	Patricia Gross	703-305-2818		30, 6 tables	1			No	Request Authorization	Yes