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FEDERAL BUREAU OF INVESTIGATION

Precedence: . PRIORITY

Date: 07/13/2011

To: Birmingham

Attn: Training Coordinator
Training Technician
SA [REDACTED]

Chicago

Attn: Training Coordinator
Training Technician
SA [REDACTED]

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Cleveland

Attn: Training Coordinator
Training Technician
SA [REDACTED]

Counterterrorism

Attn: SA [REDACTED]
SA [REDACTED]
SA [REDACTED]
SA [REDACTED]
SA [REDACTED]
SA [REDACTED]

b6
b7C

Dallas

Attn: Training Coordinator
Training Technician
SA [REDACTED]
SA [REDACTED]

Houston

Attn: Training Coordinator
Training Technician
SA [REDACTED]
SA [REDACTED]
SA [REDACTED]
SA [REDACTED]
SA [REDACTED]

Indianapolis

Attn: Training Coordinator
Training Technician
SA [REDACTED]

Los Angeles

Attn: Training Coordinator
Training Technician
SA [REDACTED]

Miami

Attn: Training Coordinator
Training Technician
SA [REDACTED]

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Norfolk

Attn: Training Coordinator
Training Technician
SA [REDACTED]

Newark

Attn: Training Coordinator
Training Technician
SA [REDACTED]

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New York	Attn: Training Coordinator Training Technician SA [REDACTED]
Philadelphia	Attn: Training Coordinator Training Technician SA [REDACTED]
Pittsburgh	Attn: Training Coordinator Training Technician SA [REDACTED]
Phoenix	Attn: Training Coordinator Training Technician SA [REDACTED]
Portland	Attn: Training Coordinator Training Technician SA [REDACTED]
Sacramento	Attn: Training Coordinator Training Technician SA [REDACTED]
St. Louis	Attn: Training Coordinator Training Technician SA [REDACTED]
Salt Lake City	Attn: Training Coordinator Training Technician SA [REDACTED]
San Antonio	Attn: Training Coordinator Training Technician SA [REDACTED]
San Diego	Attn: Training Coordinator Training Technician SA [REDACTED]
San Francisco	Attn: Training Coordinator Training Technician SA [REDACTED]
Tampa	Attn: Training Coordinator Training Technician SA [REDACTED]
Washington Field	Attn: Training Coordinator Training Technician SA [REDACTED] SA [REDACTED]

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From: Counterterrorism
RMS/CEPDU/4445
Contact: [REDACTED]

Approved By: [REDACTED]

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Drafted By: [REDACTED] mld

Case ID #: 1L-HQ-1599036 (Pending)

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Title: COUNTERTERRORISM INVESTIGATIONS
AND OPERATIONS (CTIOPS)
08/01/2011-08/12/2011

Synopsis: Inform selected candidates of the travel and lodging details related to the above-captioned training.

Details: The Counterterrorism Division (CTD)/Continuing Education and Professional Development Unit (CEPDU) will sponsor an iteration of the Counterterrorism Investigations and Operations (CTIOPS) course.

BASIC INFORMATION REGARDING COURSE

Official Title: Counterterrorism Investigations and Operations

Location: [REDACTED]

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Duration: 14 days

Training Hours: 8AM - 5PM

Course dates: 08/01/2011 - 08/12/2011. Class begins at 9AM on Monday, August 1.

TRAVEL INFORMATION

Travel dates: Sunday, July 31 and Saturday, August 13. There will be no class on the travel days.

Total MI&E rates:

[REDACTED]

lodging per day
MI&E per full day
MI&E on travel days

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TRAVEL AND LODGING

The course TR number is TR: [REDACTED]

The Program/Subprogram code is [REDACTED]

Hotel: A list of area hotels that offer the government rate are below:

[REDACTED]

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Transportation: ALL FLIGHTS SHOULD BE SCHEDULED TO ARRIVE AND DEPART WASHINGTON DULLES INTERNATIONAL AIRPORT (IAD).



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Rental cars are authorized for all students traveling to the CTIOPS course. Students MUST utilize Enterprise Rent-A-Car at Dulles International Airport for their car reservation. To make your reservation, contact the Enterprise representative, [redacted] at [redacted] ext. [redacted] or [redacted] and provide her with the following information:

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FBI-Continuing Education
First and Last Name
Arrival Date and Time
Departure Date and Time
Car type: Standard
Confirm: Dulles Airport

YOU MUST CONTACT [redacted] VIA E-MAIL OR TELEPHONE TO RESERVE A CAR. DO NOT ATTEMPT TO MAKE A RESERVATION THROUGH THE ENTERPRISE WEBSITE. YOU WILL NOT RECEIVE THE CORRECT RATE IF YOU DO NOT RESERVE YOUR CAR THROUGH [redacted]

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The cost of a rental car is approximately [redacted] which allows for the rental of a standard size car. If the amount you are charged does not reflect this, contact SOS [redacted] for approval of reimbursement.

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The driving directions to the [] are as follows:

From Dulles Airport: []

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From WFO and FBIHQ: []

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From Quantico: []

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PASSING OF STUDENT CLEARANCES

All SAs must have their Chief Security Officer (CSO) forward their [] to [] Physical Security Specialist at the [] CSOs MUST forward the [] to [] NO LATER THAN 5 PM EST on Monday, July 25. This will ensure that all attendees can [] on the first day of the course. Additionally, it will allow students to park in the employee parking lot beginning on the first day.

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To access the [] students should park in the employee parking lot, which is located in front of the building on [] Before entering the lot, []

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After parking, proceed through the front door, where you will have to repeat the process, and take the elevator down to the first floor. CTIOPS will take place in the Regional Training Center, Room 1E-500A.

TRAINING FACILITY INFORMATION

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- Telecommunication devices (i.e. personal laptops, PDA's, IPODs, flash drives, 2-way pagers and cameras) are NOT permitted. Please do not bring any of these items into the [] facility. Cell phones and BlackBerrys are permitted at the [] but will NOT be allowed in the classroom. b7E
- Dress for the training is business casual; blue jeans are NOT permitted.
- Authorized firearms are permitted at the [] b7E
- There will be no classes on Saturday or Sunday.

DOJ Lodging Tax Exemption Policy

Due to a recent change in DOJ travel policy (3/18/10), travelers who incur lodging tax expenses in tax exempt locations cannot be reimbursed for these taxes on their travel voucher. Travelers are reminded that it is now a requirement to complete a state tax exempt form, to be presented to the hotel while on TDY, to ensure the removal of state lodging taxes. A current list of state tax exempt forms is located on the GSA website, on the Internet: <http://smartpay.gsa.gov>

1. Scroll down to the bottom of the page.
2. Within the Section: About GSA Smartpay, click on: "Tax Information"
3. On the right side of the webpage, click on: "State Tax Information"
4. Click on the applicable state for tax information

50-MILE RADIUS RULE

Please see EC 319H-HQ-A1487554 regarding travel within a 50-mile radius of one's residence or official duty station (found at [])

[] If lodging is required and the official duty station and/or personal residence falls within 50 miles of the training site, please notify SOS [] immediately to determine if lodging will be provided. b6
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POINTS-OF-CONTACT (POCs)

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Any questions about this in-service or selection of class attendees should be directed to SOS [redacted] telephone number [redacted] and MPA [redacted] telephone number [redacted]
[redacted]

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LEAD(s):

Set Lead 1: (Info)

ALL RECEIVING OFFICES

To provide travel and lodging arrangements for the captioned training.

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