

JUSTICE MANAGEMENT
DIVISION

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Procurement Services
Staff
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Planning Staff
Strategic Planning &
Performance Staff
**JMD Document
Library**

DOJNet

Justice Management Division

ASSISTANT ATTORNEY GENERAL FOR ADMINISTRATION

[Jolene A. Lauria](#)

- Under the leadership of the Assistant Attorney General for Administration, the Justice Management Division (JMD) serves as the management arm of the Department of Justice, advising the Attorney General and Deputy Attorney General of various issues related to the operation of the Department. The Assistant Attorney General for Administration serves as the Department's Chief Financial Officer, and her four deputies serve as the Department's Controller, Chief Human Capital Officer, Chief Information Officer, and Senior Procurement Executive.

DEPUTY ASSISTANT ATTORNEY GENERAL / CONTROLLER

[Jolene A. Lauria](#)

- Manages the Department's appropriations, budget and finance functions through the activities of the Appropriations Liaison Office, Budget Staff, Finance Staff, Asset Forfeiture Management Staff, Debt Collection Management Staff, and the Strategic Planning and Performance Staff.

DEPUTY ASSISTANT ATTORNEY GENERAL FOR HUMAN RESOURCES AND
ADMINISTRATION (DAAG/HRA)[Michael J. Williams](#)

- Responsible for Departmental human resources, security and emergency planning, equal employment opportunity, library services, and administrative support functions.

DEPUTY ASSISTANT ATTORNEY GENERAL FOR INFORMATION RESOURCE
MANAGEMENT / CHIEF INFORMATION OFFICER (DAAG IRM/CIO)[Melinda Rogers](#)

- Provides leadership relating to the management of the Department's information technology resources by formulating department-wide Information Technology (IT) policies and strategic plans.
- Provides guidance and review oversight, and makes recommendations concerning the IT budget requests of the Department's component agencies.

DEPUTY ASSISTANT ATTORNEY GENERAL FOR POLICY, MANAGEMENT, AND
PROCUREMENT (DAAG/PMP)[William N. Taylor II](#)

- Serves as the Department's Senior Procurement Executive, supports the policy and management initiatives of the Department's leadership
- Manages the formal process to establish or reorganize DOJ organizations, serves as the Department's liaison with the GAO and Inspector General, advocates the President's competitive sourcing initiative, oversees the Department's ethics program, improves the utilization of small and disadvantaged businesses, and articulates and implements an effective Department Records Management Program.

Updated: January 05 2024

ORGANIZATIONAL CHART

JMD DOCUMENT LIBRARY



JMD DEIA COMMITTEE

QUICK LINKS

- [DOJ Employee Service Portal \(DOJEMP\)](#)
- [DOJ Libraries Acquisitions Services](#)
- [Payroll Calendar](#)
- [Flexible work options](#)
- [JMD Supervisors' Corner](#)
- [DOJ Libraries Research Guides](#)
- [JMD Correspondence Style Guide](#)



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TO Table of Organization
Unified position management,
budget analysis, and visualization
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Additional Resources

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MISSION AND FUNCTIONS STATEMENT

The Appropriations Liaison Office (ALO) reports to the Deputy Assistant Attorney General/Controller and performs activities necessary to meet the technical requirements of the Department's appropriations legislation. The ALO advises components and Department leadership on the development of legislation initiated by the House and Senate Appropriations Committees, coordinates the flow of information between the committees and the Department, and explains and advocates the Department's resource needs to Congress. In particular, the ALO:

- Manages the flow and communication of information to the House and Senate Appropriations Committees.
- Articulates the committees' priorities and concerns to the Department to provide insight to senior Department officials during the course of negotiating appropriations bill outcomes, drafting reports, and preparing for hearings and briefings.
- Coordinates the Department's responses to appropriations committee requests and other inquiries from individual Members and congressional staff.
- Ensures Departmental policy and leadership offices are aware of committee activities and interests in the event that they are Department-sensitive.

These functions are integral to the Department's proper funding as well as its ongoing cooperative and productive relationship with Congress.

CONTACT ALO

[Alan Hanson](#)
Director
(b) (6)

[Dan Lucas](#)
(b) (6)

[Nikita Purdy](#)
(b) (6)

RELATED RESOURCES

- [U.S. House of Representatives Committee on Appropriations](#)
- [U.S. Senate Committee on Appropriations](#)
- [U.S. Congress](#)
- [Record of Appropriations Action](#)

Updated: November 02 2022

BUDGET STAFF

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Budget Staff

WELCOME

The Budget Staff serves as the central budget office for the Department of Justice and oversees the budget formulation and execution activities, including the Working Capital Fund. [more...](#)

Our website is intended to be a convenient resource for internal DOJ budget and performance information. On this site, you will find guidance on [formulating and executing the budget](#) and information related to [appropriations](#). You will also find [Working Capital Fund](#) data. Helpful budget-related resources such as [training opportunities](#), and the [budget cycle](#) calendar are provided for your reference. In addition, learn about the organization of [our staff](#) and current [employment opportunities](#). We hope that you find everything that you are looking for while you are here. Please feel free to [contact us](#) if you have any questions or comments.

Updated: September 12 2019

SEARCH BUDGET STAFF

SEARCH

ORGANIZATION CHART

DIRECTOR'S OFFICE

Scott Levery
 Room 2732
 950 Pennsylvania Avenue
 Washington, DC 20530
 (b) (6)
 (b) (6) @usdoj.gov

QUICK LINKS

- [JMD Organization Chart](#)
- [Budget Cycle Calendar](#)
- [Releasing Budget Materials](#)
- [Budget Staff Contacts by Component](#)

RELATED RESOURCES

- [American Association for Budget and Program Analysis \(AABPA\)](#)
- [Budget Formulation and Execution Manager \(BFEM\)](#)
- [Chief Financial Officers Council](#)
- [Chief Information Officers Council](#)
- [Congressional Budget Office \(CBO\)](#)
- [Bureau of the Fiscal Service](#)
- [Government Executive](#)
- [Office of Management and Budget \(OMB\)](#)

CHIEF DIVERSITY OFFICER

DOJ At-A-Glance
 AG's DEIA Advisory Council
 DEIA Committees
 Training
 Professional Development Opportunities
 Volunteer
 DEIA Events Calendar

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Chief Diversity Officer



MISSION

The Chief Diversity Officer Staff is responsible for carrying out the Justice Department's commitment to advancing diversity, equity, inclusion, and accessibility (DEIA) for its employees. The Justice Department's current work to advance and promote DEIA builds upon past initiatives and is guided by [Executive Order \(EO\) 14035, "Diversity, Equity, Inclusion, and Accessibility in the Federal Workforce."](#) As required by that EO, the Justice Department developed a DEIA Strategic Plan that articulated a road map to advance DEIA across Department components. The plan aligns with the [Justice Department's Strategic Plan](#), prioritizes key areas, and establishes a set of data-driven strategies.

Over time, the Justice Department's DEIA Strategic Plan will help standardize promising practices across components and ensure accountability for progress. The Justice Department's implementation of this plan will guide the development of future strategies.

For questions and comments may be directed to (b) (6)

Diversity: The practice of including the many communities, identities, races, ethnicities, backgrounds, abilities, cultures, and beliefs of every individual.

Equity: The consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to historically marginalized and underserved communities that have been denied such treatment.

Inclusion: The recognition, appreciation, and use of the talents and skills of employees of all backgrounds.

Accessibility: The design, construction, development, and maintenance of facilities, information and communication technology, programs, and services so that all people, including people with disabilities, can fully and independently use them. Accessibility includes the provision of accommodations and modifications to ensure equal access to employment and participation in activities for people with disabilities, the reduction or elimination of physical and attitudinal barriers to equitable opportunities, a commitment to ensuring that people with disabilities can independently access every outward-facing and internal activity or electronic space, and the pursuit of best practices such as universal design.

Underserved Communities: Populations sharing a particular characteristic, as well as geographic communities, who have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life. In the context of the Federal workforce, this term includes individuals who belong to communities of color, such as Black and African American, Hispanic, and Latino, Native American, Alaska Native, and Indigenous, Asian American, Native Hawaiian and Pacific Islander, Middle Eastern, and North African persons. It also includes individuals who belong to communities that face discrimination based on sex, sexual orientation, and gender identity (including lesbian, gay, bisexual, transgender, queer, gender non-conforming, and non-binary (LGBTQ+) persons), persons who face discrimination based on pregnancy or pregnancy-related conditions, parents; and caregivers. It also includes individuals who belong to communities that face discrimination based on their religion or disability; first-generation professionals or first-generation college students; individuals with limited English proficiency; immigrants; individuals who belong to communities that may face employment barriers based on older age or former incarceration; persons who live in rural areas; veterans and military spouses; and persons otherwise adversely affected by persistent poverty, discrimination, or inequality. Individuals may belong to more than one underserved community and face intersecting barriers.

Updated: December 26 2023

CDO LEADERSHIP

(b) (6) [Candice L. Cook](#)
 Chief Diversity Officer
 (b) (6)
 Preferred Communication:
 Email

[Meet the Chief Diversity Officer](#)

ORGANIZATION CHART

CDO STAFF

[Mercedes Beverly](#)
 Operations Manager
 (b) (6)
[Melissa Gibson](#)
 DEIA Program Manager
 (b) (6)
[Deserea Jackson](#)
 DEIA Program Manager
 (b) (6)

QUICK LINKS

- [DOJ Strategic Plan](#)
- [OPM DEIA](#)
- [DEIA Policy Statement](#)
- [Employee Organizations at DOJ](#)
- [Federal Employee Organizations](#)
- [Equal Employment Opportunity information](#)

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CONSOLIDATED EXECUTIVE OFFICE

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Consolidated Executive Office

MISSION

The Consolidated Executive Office (CEO) provides quality administrative support in the areas of acquisition services, human resources liaison, voice and data communications, and facilities coordination to the executives, managers and employees of the Department's leadership offices, senior management offices, and selected Justice Management Division staffs. CEO provides support in a collaborative and productive manner allowing these offices to concentrate on their individual missions. Customer service and accountability for every requirement is our priority.

Updated: July 01 2020

ORGANIZATION CHART

CONTACT

Consolidated Executive Office*Cynthia Carter, Director*

Room 7113 RFK

950 Pennsylvania Avenue NW

Washington, DC 20530

Phone: (b) (6)

Fax: (b) (6)

RELATED LINKS

- [Transit Subsidy Application](#)
- [DOJ Application for Parking Benefit](#)

FACT SHEETS

- [Role of the Program Office in Procurement Actions](#)

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DEBT COLLECTION MANAGEMENT STAFF

- Nationwide Central Intake Facility
- Consolidated Debt Collection System
- Debt Accounting Operations Group
- Private Counsel Program
- Resources
- DCM Contacts

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Debt Collection Management Staff



OVERVIEW

The Debt Collection Management Staff (DCM) provides the operational, litigation support, policy and client support services, training, and reporting needed to facilitate the collection of debts owed to the United States Government.

Our website provides information about Department of Justice debt collection services for use by the various components of DOJ. On this site, you will find guidance on the four main functions of the DCM, as well as related forms and documents tracking our performance throughout the years.

DCM is comprised of the Nationwide Central Intake Facility, the Debt Accounting Operations Group, the Consolidated Debt Collection System, and the Private Counsel Program. Helpful resources such as the legislation guiding our operations and forms used often in the debt collection process are provided for your convenience. Please feel free to contact us if you have any questions or comments.

- [DCM brochure](#)

Updated: September 14 2017

ORGANIZATIONAL CHART

DIRECTOR

[Dennis Dauphin](#)
2 Constitution Square
Sixth Floor West
145 N Street, NE
Washington, DC 20530

CONTACT DCM

Phone: 202-514-5343
Fax: 202-514-1965

[Katrina Gonzalez](#)
Deputy Director
NCIF & Debt Operations

[Richard Smith](#)
Program Manager
CDCS

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DEPARTMENTAL ETHICS OFFICE

- Training Materials
- Political Activity / Hatch Act Guidance
- Financial Disclosure
- Ethics Library

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Departmental Ethics Office



OVERVIEW

Welcome to the Departmental Ethics Office's Intranet Web site. On this site we are providing computer and web-based training and other resources that we hope will help you better understand the ethics rules, and meet your obligations for ethics training.

On the left you will find a number of training options and also links to resources outside DOJ on a subject matter basis. Remember, there is a great deal of information on the ethics rules available on our [Internet Web site](#).

Updated: May 05 2017

CONTACT

For additional information on a wide variety of ethics topics go to [Departmental Ethics Office \(justice.gov\)](#)

If you have questions please call – 202-514-8196

ELECTRONIC LITIGATION PROGRAM

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Electronic Litigation Program

The Electronic Litigation Program (eLit) is responsible for coordinating advancements in the Department's ability to utilize electronic evidence, manage electronic case information, and conduct electronic litigation efficiently and effectively in criminal and civil cases. It works with the Department's eight litigating divisions, five law enforcement agencies, Chief Information Officers, Office of Legal Education, budget and human resources staff, and external partners to integrate people, technology, practices, training, and Department policy around electronic litigation efforts.

LEADERSHIP

[William N. Taylor II](#)

Deputy Assistant Attorney General
Policy, Management, and
Procurement

(b) (6)

[John Haried](#)

Director of Electronic Litigation

(b) (6)

Updated: October 30 2023

EQUAL EMPLOYMENT
OPPORTUNITY STAFF

EEO Complaint
Processing

Discrimination or
Harassment Because of
Sexual Orientation

Hiring Individuals With
Disabilities

Veterans Employment
Program Office

Management Directive
(MD715)

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Equal Employment Opportunity Staff

MISSION

The Equal Employment Opportunity Staff (EEOs) is responsible for developing policy, methods, and procedures for implementing a model EEO program that complies with established Departmental policies. Government-wide EEO statutes and regulations, and EEO-related Presidential Executive Orders. EEOs provides advice, technical assistance, and support to management officials and bureau EEO personnel, and also works closely with Human Resources and diversity and inclusion officials to support equal employment opportunity for all, and to provide a work environment that is free from discrimination and harassment. Additionally, EEOs maintains the integrity of EEO programs by monitoring and evaluating the effectiveness of all DOJ Component EEO programs, and compliance with established Departmental EEO policy and procedures.

An overview of the Department's EEO Program is provided in [Part 4 of the Department's Human Resources Order](#). This section of the order contains detailed information outlining program responsibilities and requirements within the Offices, Boards and Divisions, as well as the Bureaus.

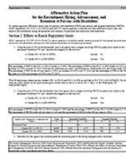
Please see our [Internet Web Site](#) for additional information.

DOJ EEO STRATEGIC PLAN

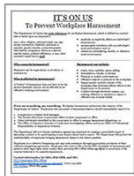
The [DOJ Equal Employment Opportunity Framework, 2023 – 2026](#) establishes an enterprise-wide strategic approach to affording current and future DOJ employees the equal opportunity to contribute to the Justice Department. It aligns with the Justice mission, complements Departmental diversity and human capital objectives, and builds upon the DOJ EEO Strategic Plan for 2015-2018. The DOJ EEO Community will work closely with senior leaders, managers, supervisors, employees, and other EEO stakeholders across the Department to achieve the Plan's goals. Employees should contact their DOJ Component EEO Office for more information about this Plan and other EEO matters.

Any questions or comments may be directed to Richard Toscano, Director, EEOs, at Richard.Toscano@usdoj.gov.

FEATURED DOCUMENTS



[Affirmative Action Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities, FY2020](#)



[It's On Us To Prevent Workplace Harassment](#)



[DOJ Policy Statement, Reasonable Accommodation](#)



[DOJ Instruction, Reasonable Accommodation Process](#)



[DOJ Equal Employment Opportunity Framework, 2023-2026](#)



[EEO Training](#)



[Career Advancement for Administrative Professionals and the Planning, Assessing, and Developing Your Career Initiatives](#)

CONTACT EEOs

Voice: 202-616-4800
Fax: 202-616-4823
TDD: 202-616-4824

EVENTS & NEWS

[2023 DOJ National Disability Employment Awareness Month Observance](#)
Wednesday, October 25, 2023

[Resurvey of the DOJ Workforce – Voluntary Self-Identification of Disability Status](#)

EEOs STAFF

Director
Richard Toscano

Deputy Director
Denise M. Abrahams

Assistant Director for
Affirmative Employment
Granette Trent

Assistant Director for EEO
Complaints Management
Joel Kravetz

Attorney Advisor and EEO
Counselor
Cheryl Angeletti-Harris
Tamika Springs
Carolyn Weiss

EEO Program Manager
Isabel Flores Kaufman

Management and Program
Analyst
Annette Garland

Statistician
Rolando Medina

Administrative Officer
Florence Hall

FACILITIES & ADMINISTRATIVE SERVICES STAFF

About Us

Policies & Guidance

FAQs

Forms

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Facilities & Administrative Services Staff



MISSION

The Facilities and Administrative Services Staff (FASS) under the guidance of the Director, Scott Snell, provides dedicated facilities management, logistics management, and administrative support service for the Offices, Boards and Divisions (OBDs) of the Department of Justice. FASS is also responsible for policy oversight and programs management for the following Department-wide areas: Real Property asset management, Department Rent Management System (DRMS), Environmental Program, Energy Management Program, Safety & Health Program, and Workers' Compensation Program.

Updated: May 05 2017

ORGANIZATION CHART

DIRECTOR'S OFFICE

Scott Snell

Director

145 N Street NE, 2CON 9E 206

Washington DC 20530

(b) (6)

Erica Carter

Deputy Director

145 N Street NE, 2CON 9E 202

Washington, DC 20530

(b) (6)

QUICK LINKS

- Shuttle Bus
- RFK Cable TV Services – Channel Line Up
- Transit Subsidy
- Parking Management
- Justice Parking and Remote Credentialing (JPARC)
- Rent Management
- Alcohol Waivers
- DOJ Seals and Logos
- Gifts/ Seals/ Flags
- FASS-Managed Conference Rooms – Scheduling
- 2CON Conference Rooms – Self-scheduling
- Federal Advisory Committee Act (FACA)

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FINANCE STAFF

[Accounting Operations](#)
[Financial Systems](#)
[Policy & Services](#)
[Financial Management](#)
[Policies & Guidance](#)
[G-Invoicing](#)
[Payroll](#)
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Finance Staff: About Us

OVERVIEW

JMD Finance Staff is a high performing organization that promotes best practices and empowers a highly diverse, collaborative and skilled workforce by embracing flexibility, transparency, innovation and stewardship of taxpayers' dollars.

The Finance Staff (FS) formulates and establishes Department-wide policies, procedures, and financial systems to support planning, programming, budgeting, accounting and other financial management activities. FS is a 100% reimbursable program funded through the Working Capital Fund (WCF) that supports the following service areas:

- Consolidation and Preparation of the Department-wide Financial Statements
- Migration of DOJ Components to UFMS
- Functional, Operational, and Infrastructure Support for DOJ Financial Systems
- Oversight and Development of Department-wide Travel Policy and Procedures
- Financial Audit Support
- Oversight and Development of Department-wide Accounting Policy and Procedures
- Liaison Between NFC and Department's Servicing Personnel and Payroll Offices
- Oversight of information technology internal controls compliance for systems operated by the FS, and IT support for FS

GOALS

- Finding solutions dedicated to keeping the Department financially sound
- Ensuring clear and concise financial policy
- Meeting or exceeding the Department's Controller priorities
- Securing an unqualified financial audit opinion
- Promoting best practices while encouraging innovation and stewardship of taxpayers' dollars
- Implementing cost effective solutions in streamlining operations

CORE VALUES

- Valuing and engaging our people
- Investing in the future
- Customers are priority
- Securing an unqualified audit opinion

GUIDING PRINCIPLES

- The success of your mission is our mission
- We think outside of (as though there is no) box
- We give genuine, personal attention with pride in performance
- We build quality relationships by honestly managing customer expectations
- We provide accurate, timely, and reliable service

ORGANIZATIONAL PRIORITIES

- Standardizing policies and procedures
- Training and development
- Staffing and resource planning
- IT investments
- Work-life balance
- The utmost in collaboration, communication, and community
- The highest quality customer service

FINANCE STAFF SITE

Having issues with our site?
 Please contact the [Finance Staff Webmaster](#)

ORGANIZATION CHART

CONTACTS BY SERVICE AREA

LEADERSHIP

[Chris Alvarez](#)
 Director

[Matt Roper](#)
 Deputy Director

[Dr. Jeffrey Pullen](#)
 Associate Director
 Financial Systems

[Nat Wheeler](#)
 Associate Director
 Accounting Operations

QUICK LINKS

- [Conference Request & Reporting Center](#)
- [JMD Financial Systems Center](#)
- [DOJ Agency Financial Report](#)
- [2024 Payroll Calendar](#)
- [DOJ Employment Factbook](#)

HUMAN RESOURCES

Employee Assistance Program

HR Information Technology

Offices, Boards and Divisions HR Services

Executive Resources

Human Capital Management & Accountability

Domestic Violence, Sexual Assault & Stalking in the Workplace

Internal Detail Opportunities

Human Resources Policy & Advisory Services

Labor & Employment Law

Programs & Events

Learning & Workforce Development

Work / Life

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Human Resources

MISSION

The Human Resources Staff supports the Department's mission of administering justice by developing and implementing policy and programs, providing guidance, and leading efforts to attract, develop, and retain high performing employees.

This site serves as a comprehensive portal to the Department's human resources policies, procedures, and practices. Whether you are looking for employment opportunities or need information on benefits, you may begin your search here. Please contact a member of our staff if you need further assistance by calling (202) 514-4350.

Updated: March 31 2021

ORGANIZATION CHART

HR LEADERSHIP

Melody Armstrong
Director, Human Resources
(b) (6)

HR LINKS

- Human Resources on Justice.gov
- HR Order DOJ 1200.1

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INTERNAL REVIEW
AND EVALUATION OFFICE[Audit Liaison Handbook](#)
[ALG Guidance](#)[DOJNet](#) » [Justice Management Division](#)

Internal Review and Evaluation Office

MISSION AND FUNCTIONS STATEMENT

The Internal Review and Evaluation Office (IREO) provides components with guidance and support on the implementation of government-wide internal control standards and matters related to audit and program review by the Department's Office of the Inspector General (OIG) and the Government Accountability Office (GAO).

INTERNAL CONTROLS

Through its Program Review Services group, the IREO oversees the implementation of the internal control standard OMB Circular A-123, *Management's Responsibility for Enterprise Risk Management and Internal Control*. The IREO provides the framework for performing the annual assessment, which forms the basis for management's assurance statements required by the *Federal Managers Financial Integrity Act of 1982*, commonly referred to as FMFIA or the Integrity Act. Specifically, IREO has full or partial responsibility for performing assessments in the following areas:

- OMB Circular Appendix A, *Management of Reporting and Data Integrity Risk*
- OMB Circular Appendix B, *Risk Management Framework for Government Charge Card Programs*
- OMB Circular Appendix C, *Requirements for Payment Integrity Improvement*
- OMB Circular Appendix D, *Management of Financial Management Systems – Risk and Compliance*
- Entity Level Assessment
- Service Provider Reports
- Fraud Risk Assessment

In addition, the IREO provides support with acquisitions reporting requirements:

- Federal Procurement Data System (FPDS-NG) Data Verification and Validation.
- Acquisition Assessment.
- Federal Activities Inventory Reform (FAIR) Act.

Together with the Audit Liaison Group (ALG), IREO prepares the following reports related to audit recommendations:

- Attorney General's Semi-Annual Report to Congress.
- Good Accounting Obligation in Government (GAO-IG) Act Report

AUDIT LIAISON

The IREO ALG supports senior management on matters related to the audit and program review activities of the Department of Justice (DOJ) OIG and the GAO by actively engaging in oversight of and guidance to components in their handling of the GAO and the OIG activities within their organizations. Specifically, the ALG executes the following:

- Informs Senior management routinely and timely of significant GAO and OIG activities, findings, and recommendations, as well as other issues.
- Provides oversight, guidance, and support to DOJ components on audit, inspection, and program review activities of the OIG and the GAO.
- Advises components on the GAO's authority to review DOJ information, assists in negotiating reasonable accommodations, and concurs on the release of information to the GAO.
- Consults with components on the accuracy of OIG questioned costs and funds to be better used determinations and the reasonableness of proposed recommendations in terms of whether those solutions can be implemented fully and timely.

ORGANIZATIONAL CHART

SEMIANNUAL REPORTING

GAO & OIG CONTACTS

FORMS

- [Request for Information](#)

CONTACT IREO

145 N Street, NE
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Washington, DC 20530
Phone: (b) (6)
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Email: (b) (6)

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Dictionaries

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Environmental Law

Ethics: State Law & Professional Responsibility

Expert Witnesses: Researching/Vetting Experts

Expert Witnesses: Finding Experts

Expert Witnesses: Important Cases & Resources

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Google Tips, Sample Searches, and Links

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Upcoming Training

All courses are taught online.

Westlaw CLE: Secondary Sources on Westlaw, January 9, 3:00-4:00 EST. Registration Required

Lexis CLE: Technology and the Legal Practitioner, January 30, 3:00-4:00 EST. Registration Required

View our training calendar

New Titles

Unsettled Waters: Rights, Law, and Identity in the American West

Eric P. Parramond

Publication Date: 2019

THE SCHOOLHOUSE GATE

Justin Driver

Publication Date: 2018

The Tie Goes to Freedom: Justice Anthony M. Kennedy on Liberty

Helen J. Knowles

Publication Date: 2019

States of Confusion: How Our Voter ID Laws Fail Democracy and What to Do about It

Don Wassenaar, Sonia R. Jarvis, Nicole A. Gordon

Publication Date: 2023

Spies on Trial: True Tales of Espionage in the Courtroom

Cecil C. Irvine

Publication Date: 2019

Data Money: Inside Cryptocurrencies, Their Commodities, Markets, and Blockchains

Koray Caskan

Publication Date: 2023

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ACQUISITION MANAGEMENT

OAM Teams

Acquisition
Organization

Acquisition Policy

Acquisition Programs

Acquisition Career
ManagementAcquisition Systems
ManagementDOJ Charge Card
Programs

DOJNet » Justice Management Division

Acquisition Management

LEADERSHIP

Management and oversight of the Department of Justice's acquisition function is the responsibility of the Chief Acquisition Officer (CAO) and the Senior Procurement Executive (SPE). The CAO is the Department's top acquisition executive and has the authority, accountability and responsibility for Department-wide acquisition decision-making. This includes the development of goals, guidelines and policies, measurement and evaluation of the performance of the Department's various acquisition organizations. The SPE assists the CAO in the performance of his duties with regards to the acquisition function.

OFFICE OF ACQUISITION MANAGEMENT

The Office of Acquisition Management (OAM) supports the CAO and SPE in managing an efficient acquisition system that implements the requirements of pertinent statutes, regulations and other guidance; promoting effective business practices to achieve public policy objectives; and ensuring that acquisition personnel are properly trained and have a clear understanding of the mission and objectives of Department acquisition management programs.

Strategic Objective I	Strategic Objective II	Strategic Objective III	Strategic Objective IV	Strategic Objective V
Policy Direction Provide policy guidance and advice to the CAO, SPE, Bureau Procurement Chiefs, and other agency senior leadership.	Workforce Management Enhance acquisition personnel knowledge, skills, and abilities by establishing policy and promoting training and development.	Acquisition Operations Oversee Integrated Acquisition Environment (IAI) systems, acquisition processes, and other functional operations.	Acquisition Programs Develop, implement, and monitor adherence to Government-wide and Department-wide programs and initiatives.	Performance Assessment Manage a system of reporting procedures and controls to facilitate Department-wide performance.
Strategy 1 – Prescribe and publish Department acquisition standards, policies, and procedures.	Strategy 1 – Assess, oversee, and promote skill requirements and knowledge resources for personnel.	Strategy 1 – Coordinate, evaluate, and monitor performance of the DOJ's acquisition systems.	Strategy 1 – Develop standards and procedures for Department-wide programs and initiatives.	Strategy 1 – Monitor and evaluate Department compliance with internal and external reporting.
Strategy 2 – Analyze acquisition statutes, executive orders, and other regulations to assess DOJ implications and prepare DOJ policy positions.	Strategy 2 – Develop and maintain an acquisition career management program which provides professional development for the acquisition work force.	Strategy 2 – Establish internal controls to manage acquisition resources, maintain the accuracy of data, and promote efficient management of information.	Strategy 2 – Execute and manage Department programs to promote collaboration, enhance methodologies, and facilitate cost efficiencies.	Strategy 2 – Establish processes and procedures to ensure accountability and demonstrate reporting compliance in accordance with laws and policy.
Strategy 3 – Advocate for DOJ policy agenda and interests on the Civilian Agency Acquisition Council.	Strategy 3 – Manage the DOJ Acquisition Human Capital Plan including workforce planning and analysis.	Strategy 3 – Manage acquisition authorities, accountability, and responsibility for system use and administration.	Strategy 3 – Evaluate and coordinate acquisition management policies, plans, and programs.	Strategy 3 – Develop strategies for expanding efficiencies and rectifying deficiencies.

OAM Strategic Objectives

ACQUISITION LEADERSHIP

**Jolene Ann Lauria**
Chief Acquisition
Officer**William N. Taylor II**
Senior Procurement
Executive**(b) (6) Tara M. Jamison**
Deputy Senior
Procurement Executive

ORGANIZATIONAL CHART

RELATED LINKS

- [System for Award Management](#)
- [U.S. Small Business Administration](#)
- [Federal Acquisition Regulation](#)
- [SAM.gov Contract Opportunities](#)
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Updated: June 20 2023

OFFICE OF RECORDS MANAGEMENT
POLICY, FOIA AND EDISCOVERY

[RIM Directive](#)
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Policy, FOIA and Ediscovery[Transition-related records management information](#)[OneDrive File Plan Instructions](#)

VISION

Public trust through records integrity.

MISSION

The Office of Records Management Policy, FOIA and Ediscovery assures the fair and impartial administration of justice through records management that preserves the essential evidence of DOJ functions, policies, and actions.

BACKGROUND

The Federal Records Act requires the Attorney General, as head of the Department of Justice (DOJ), to make and preserve records that adequately and properly document the organization, functions, policies, decisions, procedures and essential transactions of the agency. (44 U.S.C. 3101).

On June 1, 2005, the Office of Records Management Policy, FOIA and Ediscovery (ORMP) was established in the Justice Management Division to develop and implement a modern records management program for the paper and electronic records of the DOJ. The ORMP responsibilities include development of Orders, policies, and procedures, and long-range and strategic planning consistent with DOJ's mission, goals, and management processes.

The ORMP acts as a liaison with the [National Archives and Records Administration \(NARA\)](#) and works with all components of DOJ to provide legal, business, and policy guidance and support for the DOJ modern records program. The ORMP facilitates component collaboration on records issues and coordinates DOJ input on legislation and regulations that relate to records management. This office manages the operations associated with the Offices, Boards and Divisions' transfer of Department records to records centers as appropriate and accessioning of permanent records to the National Archives. The ORMP also works with private and other public sector entities on critical records management issues and policies.

Updated: August 01 2022

ORMP RIM STRATEGIC PLAN

JMD EDISCOVERY

CAPTRACK LINK

- [CAPTrack](#)
*Note: Access is limited to appointed records personnel or designated staff. Please contact ORMP if you need assistance.

JRCS LINKS

- [Justice Records Control Schedule User Manual](#)
- [JRCS Application](#)
- [JRCS User Account Request Form](#)

ARCIS LINKS

- [Archives and Records Center Information System User Manuals](#)
- [Log Into ARCIS](#)
- [Information About ARCIS](#)

ERA LINKS

- [ERA System Login Page](#)
- [ERA User Manual](#)
- [ERA Account Request Form](#)

RELATED LINKS

- [Presidential Memorandum on Managing Government Records](#)
- [M-23-07 Update to Transition to Electronic Records](#)
- [M-19-21 Transition to Electronic Records](#)
- [NARA Records Express Blog](#)
- [NARA Federal Records Management](#)

**OFFICE OF
GENERAL COUNSEL**[DOJNet](#) » [Justice Management Division](#)

Office of General Counsel



The Office of General Counsel (OGC) of the Justice Management Division (JMD) is primarily responsible for providing legal advice and guidance to the Assistant Attorney General for Administration, JMD staffs, the Office on Violence Against Women and Department leadership on a diverse range of legal and policy questions relating to the organization, management, and administration of the Department. Major practice areas include: appropriations; budget and financial management; personnel matters; information resource and records management; Freedom of Information and privacy matters; security; contract and procurement; executive travel; delegations of authority; and real property and material management. The Office of General Counsel also represents JMD (and, on occasion, other DOJ components) in administrative litigation.

Updated: October 30 2023

LEADERSHIP[Morton J. Posner](#)

General Counsel

(b) (6)

[John E. Thompson](#)

Deputy General Counsel

(b) (6)

[Kristen B. Hahn](#)

Deputy General Counsel

(b) (6)

Please contact OGC leadership through your component's leadership or legal counsel

Office of the Chief Information Officer

Organization

- Cybersecurity Services
- Policy & Planning
- Service Delivery
- OCIO Document Library

OCIO Site Management

DOJNet > JMD > OCIO

Office of the Chief Information Officer

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MISSION

Provide innovative, high-quality, and secure IT capabilities that support the Department in upholding law, justice, and public safety.

VISION

Deliver exceptional IT services and innovative capabilities, while transforming our workforce to continually adapt to a future of accelerating change.

GOALS

OCIO FY24 Priorities

- Goal 1: Enhance Service Delivery
- Goal 2: Elevate Cybersecurity
- Goal 3: Embrace Innovation
- Goal 4: Expand the Workforce
- Goal 5: Increase Financial Transparency

Updated: December 01 2023

OCIO LEADERSHIP



Melinda Rogers
Chief Information Officer



Kevin Cox
Deputy Chief Information Officer

[OCIO Leadership Biographies](#)

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DATA STRATEGY FOR DOJ

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LOCATIONS

RFK Main Building

950 Penn Avenue NW

Room 1310

Washington, DC 20530

2CON

145 N Street NE

4E 504A

Washington, D.C. 20002

Administrative Assistant

Taylor Hathorn

(b) (6)

PROCUREMENT SERVICES
STAFF

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 (PIBs)

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Procurement Services Staff

Contractual authority within the Department of Justice is delegated by the Attorney General to the heads of major components as specified in Subpart [2801.601](#) of the Justice Acquisition Regulation (JAR). For the Offices, Boards & Divisions (OBDs), authority is delegated to the Assistant Attorney General for Administration (AAG/A), who serves as the Head of the Contracting Activity (HCA) for the OBDs. The AAG/A, who also serves as the Department's Chief Acquisition Officer, has redelegated operational procurement authority for the OBDs to the Director, Procurement Services Staff (PSS). The PSS Director serves as the Bureau Procurement Chief for the OBDs and, per Subpart [2802.101](#) of the JAR, also serves as the Chief of the Contracting Office responsible for supervising, managing and directing PSS operations.

In this capacity as the operational contracting activity for the OBDs, PSS issues and manages thousands of contract actions and obligates approximately \$1B annually. In addition, PSS [redelegates procurement authority](#) to approximately 300 individuals throughout the OBDs.

Updated: November 29 2021

ORGANIZATIONAL CHART

CONTACT PSS

Two Constitution Square
 145 N Street, NE
 Suite 8E.300
 Washington, DC 20530
 Phone: 307-2000

RELATED LINKS

- [List of major Washington DC-based Procurement Offices](#)
- [List of Purchase Card Holders](#)
- [List of Contracting Officers](#)

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The Security and Emergency Planning Staff (SEPS) directs the Department of Justice, according to DOJ Order 1701, in government-wide policies and initiatives pertaining to physical security, emergency preparedness personnel security, litigation security, and information assurance. SEPS also provides security management to the Justice Command Center, a secure 24-hour facility operating in support of law enforcement and national security programs.

ALERT: Some users are experiencing issues with the ticketing system. We are aware of this and are working quickly to find a resolution. We will post an announcement when it is resolved. If you have any questions email seps@doj.gov

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SEPS Personal Safety Tips

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CPSEC - Pocket Guide

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SPMs or Designees Only

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202-514-2094 - PHONE

Robert F. Kennedy/Main Justice Building

950 Pennsylvania Avenue, NW, Suite 6217

Washington, DC 20530

News and Updates

- SE-312 and Form 4414 Pending Update FAQ - November 30, 2023
- Interagency Security Committee - Member Calendar of Events, 2024
- Signed Interagency Security Committee Executive Order Updates - November 27, 2023
- 2024 National CPSEC Symposium Registration - January 18, 2024

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James L. Dunlap
Director
202-514-2094



Christine E. Gunning
Senior Administrative
(b) (6)

SEPS OFFICES	
Justice Protective Service	Assistant Director: Christopher Hartle
Personnel Security	Assistant Director: Sonica Fields
Office of Information Safeguards & Security Oversight	Assistant Director: Glenn B. Batsley
Office of Command Resilience	Assistant Director: Brian W. Anderson Justice Command Center, Continuity Awareness, EOP
Information Security	Assistant Director: Daniel O. Hertenstein
Finance & Budget	Budget Officer: Michele Wells

Report

Protecting the mission through reporting

Department Personnel Security Reporting Requirements

SEPS Organization Chart

Security Programs Manager (SPM) List

Continuity Programs Manager (CPM) List

DOI Security Incident Program

DOI Security Policy

Justice Security Operations Center (JSOC)

DOJNet

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Strategic Planning & Performance Staff



WELCOME

The Strategic Planning and Performance Staff (SPPS) manages the implementation of the Government Performance and Results Act Modernization Act (GPRAMA), Enterprise Risk Management (ERM), the Foundations for Evidence-Based Policymaking Act (Evidence Act) and the Program Management Improvement Accountability Act (PMIAA). The Staff promotes, plans and leads the Department's strategic planning and [performance management efforts](#) to assist senior leadership in the assessment of objectives, performance and efficiency, and advises and assists leadership to ensure that the Department of Justice's mission and goals are achieved. The Staff also promotes and leads the Department in the identification and management of enterprise risks that may have a significant impact on the performance and achievement of the Department's strategic objectives and strategies. Through ERM efforts, the Department will be better able to identify and address significant risks and have the ability to respond quickly should risk occur. The Staff provides leadership over the Department's evaluation and learning agenda activities.

SPPS ensures the Department is in full compliance with GPRAMA by: verifying that program performance for all components aligns properly with the Department's current Strategic Plan; ensuring performance information within budget submissions justifies funding requests; and reporting timely performance information each year within the Department's Annual Performance Report/Annual Performance Plan. The Staff manages the Department's Risk Profile Process, promotes a risk aware culture through the use of a customized ERM methodology, and provides ERM training to assist components in identifying and managing risk. SPPS implements the Department's evaluation activities under the Evidence Act, including the development of the Department's Learning Agenda; Capacity Assessment of Statistics, Evaluation, Research and Analysis; and Evaluation Plans. SPPS also coordinates the Department's Implementation of PMIAA and leads the DOJ PMIAA Steering Committee.

In addition, SPPS supports the Department's Performance Improvement Officer (PIO)/Evaluation Officer (EO), who is the Deputy Assistant Attorney General/Controller.

Updated: March 02 2021

DIRECTOR'S OFFICE

[Robin Funston](#)
Rm 7W.210
145 N Street, NE
Washington, DC 20530

(b) (6)

SPPS
DETAIL OPPORTUNITY

STAFF DIRECTORY

[Robin Funston](#)
Director

(b) (6)

[Tennille Nance](#)
Senior Advisor - Performance

(b) (6)

[Denise Leung](#)
Senior Advisor - Enterprise Risk Management

(b) (6)

[Russell Burnett](#)
Senior Advisor - Evaluation

(b) (6)

[Marita La Palm](#)
Performance Analyst

(b) (6)

JUSTICE MANAGEMENT
DIVISION

Appropriations Liaison Office
Budget Staff
Chief Diversity Officer
Consolidated Executive Office
Debt Collection Management Staff
Departmental Ethics Office
Electronic Litigation Program
Equal Employment Opportunity Staff
Facilities & Administrative Services Staff
Finance Staff
Human Resources
Internal Review & Evaluation Office
Library Staff
Office of Acquisition Management
Office of Records Management Policy, FOIA, and Ediscovery
Office of General Counsel
Office of the Chief Information Officer
Procurement Services Staff
Security & Emergency Planning Staff
Strategic Planning & Performance Staff
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- [GIFTS BETWEEN EMPLOYEES](#), Departmental Ethics Office, December 2023
- [GIFTS FROM OUTSIDE SOURCES](#), Departmental Ethics Office, December 2023
- [EXTENDED TEMPORARY DUTY TRAVEL](#), JMD Finance Staff-Travel Services Group, October 2023
- [IMPARTIALITY IN PERFORMING OFFICIAL DUTIES](#), Departmental Ethics Office, August 2023
- [CONFLICTING FINANCIAL INTERESTS](#), Departmental Ethics Office, August 2023
- [2023 TRANSITION RELOCATION ALLOWANCES](#), JMD Finance Staff-Travel Services Group, April 2023
- [ASSETS FORFEITURE FUND BUDGET PROCESS](#), JMD Asset Forfeiture Management Staff, April 2023
- [ASSETS FORFEITURE FUND JOINT LAW ENFORCEMENT OPERATIONS FUNDING](#), JMD Asset Forfeiture Management Staff, April 2023
- [ASSETS FORFEITURE FUND SUPER SURPLUS](#), JMD Asset Forfeiture Management Staff, April 2023
- [CONFERENCE APPROVAL](#), JMD Finance Staff-Travel Services Group, April 2023
- [JUSTICE GIFT FUND](#), JMD Finance Staff, Feb. 2023
- [REPRESENTATION FUNDS](#), JMD Finance Staff, April 2023
- [TEMPORARY TRAVEL DUTY – BASIC RULES](#), JMD Finance Staff-Travel Services Group, April 2023
- [THE ANTIDEFICIENCY ACT](#), JMD Finance Staff, April 2023
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Updated: November 30 2023

ORGANIZATIONAL CHART

JMD DOCUMENT LIBRARY



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STAFF PROFILE

Assistant Attorney General Jolene Ann Lauria

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Jolene Ann Lauria was appointed Assistant Attorney General for Administration on December 21, 2023. In this role, Ms. Lauria is also the Department's Chief Financial Officer and its Designated Agency Ethics Official. She is responsible for Department-wide financial reporting, the annual financial statement, budget formulation and execution, the assets forfeiture fund, and debt management. Ms. Lauria also oversees facilities, procurement, human resources, information resources, policy, and strategic planning. She is a key executive liaison with the appropriations subcommittees. Ms. Lauria was the lead executive that consolidated seven separate financial systems into a single modern DOJ Unified Financial Management System supporting all 40 components and servicing over 16,000 users. For this effort, Ms. Lauria was twice a Federal 100 winner, in 2009 and 2015. This prestigious award recognized her risk-taking, vision and pioneering spirit in the federal IT community.

Jolene Lauria has been the Department's Controller since 2007. Prior to this position, Ms. Lauria was the Department's Director of Budget Staff, and she was the Deputy Chief Financial Officer/Director of Budget at the National Oceanic and Atmospheric Administration (NOAA). Ms. Lauria has held a variety of positions in budget and financial management during her 33 years in the Federal government. From 2015-2018, Ms. Lauria served on INTERPOL's Executive Committee as the representative for the Americas Region. She is currently the Chair of INTERPOL's Advisory Group on Financial Matters that reviews and makes recommendations on INTERPOL's worldwide budget. Ms. Lauria received a Master's degree in Public Administration from American University in 1989. In 2013, she graduated from the Federal Bureau of Investigation National Academy, Class 252. Ms. Lauria was the recipient of a Meritorious Presidential Rank Award in 2006, and she received a Distinguished Presidential Rank Award in 2010.

Dates of Service

2023 - Present

Updated December 22, 2023



STAFF PROFILE

Deputy Assistant Attorney General/Controller Jolene Ann Lauria

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Jolene Ann Lauria is the Deputy Assistant Attorney General/Controller for the Department of Justice (DOJ). She is the principal financial management and budget expert for the Department of Justice. In this capacity, she is responsible for the development and execution of a budget of over \$30 billion, DOJ's Performance and Accountability Reports, and the operational responsibilities which are at the core of executing one of the nation's largest public sector budgets. This budget spans over 40 separate component organizations, including high-profile law enforcement organizations, such as the Federal Bureau of Investigation, Drug Enforcement Administration, the United States Marshals Service, the Bureau of Alcohol, Tobacco, Firearms and Explosives, and the Bureau of Prisons. Her responsibilities also include the issuance of the Department's public financial statements, its accounting operations, and operational control over Departmental funds such as the Working Capital Fund (\$1.7 billion), the Assets Forfeiture Fund (\$2.1 billion), and the Civil Debt Collection Fund (\$180 million). Jolene also serves as the Department's Performance Improvement Officer and Evaluation Officer. In all of these capacities, she makes critical strategic planning and resource recommendations to the Attorney General, Senior Policy Staff, the White House and Congress.

Ms. Lauria is the lead executive responsible for implementing DOJ's Unified Financial Management System, turning a long-standing Departmental vision of operating a single modern financial management system into a reality.

Ms. Lauria has served in several key financial management positions during her 25 years in the Federal government. Prior to this position, Ms. Lauria was the Director of Budget Staff for the Department of Justice where she had operational responsibility for the formulation and execution of the Department's budget, and its performance outcome measures. She was the Deputy Chief Financial Officer/Director of Budget at the National Oceanic and Atmospheric Administration (NOAA), a \$4 billion organization. As Deputy CFO/Director of Budget, Jolene was responsible for all budget and financial management activities for a vast array of programs from weather and climate prediction services to critical environmental research to managing the nation's fisheries. Jolene has held a variety of other positions in the budget and financial management arena including: senior budget examiner to the Attorney General for Immigration and Federal Prison issues, budget analyst for President's Office of Management and Budget, and as professional staff at the U.S. Senate Appropriations Subcommittee for Commerce, Justice, State, the Judiciary, and related agencies. In addition to budget related positions, Jolene has held analyst positions at the U.S. Department of Housing and Urban Development, Public and Indian Housing Policy, the Montgomery County Government, Office of Legislative Oversight, and the Baltimore City Department of Social Services, Intergovernmental Liaison Unit. She has also worked for non-Profit organizations such as the International City Management Association, and the American Society for Public Administration.

Ms. Lauria has a B.S. in Political Science, a certificate in Public Administration from the University of Maryland, Baltimore County, and has a Master's degree in Public Administration (MPA) from the American University. Jolene is also a graduate of the Federal Bureau of Investigation National Academy. She was the recipient of the Patricia Roberts-Harris Fellowship at the American University and the American University's Arthur S. Flemming Award for Exemplary Public Service. Ms. Lauria was awarded the Presidential Rank Award in 2010 (Distinguished) and 2006 (Meritorious), and in 2010, she received the Attorney General's Award, the highest honor granted by the Department. Jolene was twice a Federal 100 winner, in 2009 and 2015. This prestigious award recognized her risk-taking, vision and pioneering spirit in the federal IT community.

Updated October 26, 2023



STAFF PROFILE

Deputy Assistant Attorney General for Human Resources and Administration Michael J. Williams

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Mike Williams was appointed as the Department of Justice's Deputy Assistant Attorney General for Human Resources and Administration and Chief Human Capital Officer on June 18, 2023. Mr. Williams oversees Human Resources; Security and Emergency Planning; Diversity, Equity, Inclusion, and Accessibility; and the Equal Employment Opportunity Staff. In addition, he provides oversight of the Justice Library and the Consolidated Executive Office.

Mike Williams is a member of the Senior Executive Service and has a diverse background in human resources management. Prior to his current role, Mr. Williams served as the Chief Human Resources Officer at the Executive Office for United States Attorneys, where he provided Human Resources, Security and Emergency Management, and Employee Assistance Program policy and operational oversight to the 93 United States Attorneys' Offices located throughout the 50 states, the District of Columbia, Guam, the Marianas Islands, Puerto Rico, and the U. S. Virgin Islands. Prior to joining DOJ, Mr. Williams served as the Director of Hiring Reform and Staffing Policy at the U.S. Department of Homeland Security, where he led several Human Capital initiatives within DHS, as well as providing leadership on several interagency and legislative initiatives. He also served as the Chief of Human Capital for the Commission and Boards Services at the General Services Administration, as well as holding a variety of human resources positions within the Departments of the Air Force, Army, and Navy. Mr. Williams is a graduate of Delaware State University.

Dates of Service

2023 - Present

Updated August 22, 2023



STAFF PROFILE

Chief Information Officer Melinda Rogers

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Melinda Rogers serves as DOJ's Deputy Assistant Attorney General for Information Resource Management and CIO. She previously served as DOJ's Deputy CIO and CISO. Ms. Rogers is responsible for overseeing the Department's \$3.5 billion Information Technology (IT) investment portfolio, providing strategic direction and directly supporting mission operations through IT service delivery and the Department's Cybersecurity Program. Ms. Rogers has extensive experience in the financial services sector in private industry, where she was Equifax's Assistant VP for Fraud Prevention and Identity Verification Solutions as well as NationsBank's Assistant VP for Commercial Real Estate Lending. Ms. Rogers received her MBA from Emory University and is an alumna of George Mason University.

Updated October 27, 2023



STAFF PROFILE

Deputy Assistant Attorney General for Policy, Management, and Procurement William N. Taylor II

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William N. Taylor II was appointed as the Department of Justice's Deputy Assistant Attorney General for Policy, Management, and Procurement (DAAG PMP) by Attorney General Merrick Garland on January 2, 2024. Mr. Taylor oversees the Internal Review and Evaluation Office, Office of General Counsel, Facilities and Administrative Services Staff, Departmental Ethics Office, Procurement Services Staff, Office of Records Management Policy, Office of Acquisition Management, and the Department's Electronic Litigation Program. He is also the Department's Senior Procurement Executive and Suspension & Debarment Official.

He is a member of the Senior Executive Service and has a diverse background in administrative oversight and project management. Prior to his current role, he served as Senior Advisor to the previous DAAG PMP for a year and a half. During the previous 8 years, he served as Executive Officer in the Office of the Pardon Attorney with oversight over all administrative functions, as well as programmatic management of presidential clemency programs across multiple administrations. His career with DOJ began in 1994 when he was hired as a litigation support contractor with the Civil Division. He later became a Federal employee in 2007 when he was hired as Supervisory Paralegal in the Environmental Crimes Section of the Environment & Natural Resources Division (ENRD). From there, he held various leadership positions, including Case Manager for the Deepwater Horizon Criminal Task Force and Assistant Director of the Office of Litigation Support in ENRD.

Dates of Service

2024 - Present

Updated January 5, 2024



Justice Management Division (JMD) Organization

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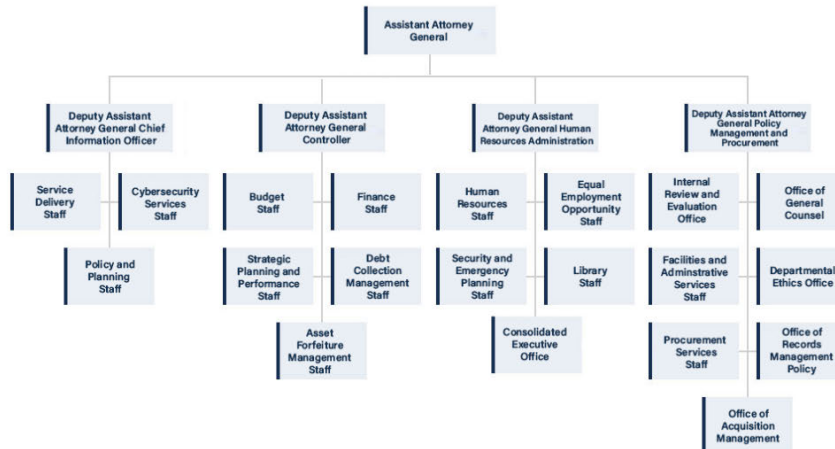
The Justice Management Division (JMD), under the direction of the [Assistant Attorney General for Administration](#), provides advice and assistance to senior management officials relating to basic Department policy for budget and financial management, personnel management and training, facilities, procurement, equal employment opportunity, information processing, records management, security, and all other matters pertaining to organization, management and administration.

These staffs make up the Justice Management Division.

[View A-Z List](#)

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JUSTICE MANAGEMENT
DIVISION

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Electronic Litigation
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Equal Employment
Opportunity Staff

Facilities &
Administrative Services
Staff

Finance Staff

Human Resources

Internal Review &
Evaluation Office

Library Staff

Office of Acquisition
Management

Office of Records
Management Policy,
FOIA, and Ediscovery

Office of General
Counsel

Office of the Chief
Information Officer

Procurement Services
Staff

Security & Emergency
Planning Staff

Strategic Planning &
Performance Staff

**JMD Document
Library**

DOJNet » Justice Management Division

JMD

DEIA Committee
Diversity / Equity / Inclusion / Accessibility

The JMD DEIA Committee (the Committee) identifies, informs, and addresses the emerging DEIA needs and priorities within JMD, in alignment with President Biden's June 25, 2021, [Executive Order 14035](#), "Diversity, Equity, Inclusion, and Accessibility (DEIA) in the Federal Workforce," the [DOJ Strategic Plan](#), and the DOJ DEIA Strategic Plan.

Advancing DEIA work within JMD will involve a variety of activities that may change from year to year. Committee members identify efforts and activities that aid JMD employees to look internally at their experience in JMD. These may include, but are not limited to, participating in special emphasis observance events, identifying topics needing additional training, and reviewing annual results from the DEIA index of the Federal Employee Viewpoint Survey to inform DEIA areas needing improvement. The Committee may also elevate concerns and recommendations to the Assistant Attorney General for Administration (AAG/A) where applicable and appropriate.

Updated: January 04 2024

ORGANIZATIONAL CHART

SUGGESTION BOX

TOOLS & RESOURCES

- [DEIA Events Calendar](#)
- [DOJ EEO Policy](#)
- [Employee Organizations at DOJ](#)
- [Federal Employee Organizations](#)
- [DOJ Careers](#)
- [Disability Hiring](#)
- [Monthly Newsletters](#)

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Acquisitions Services

Ordering and Managing Publications

Acquisitions Services orders publications for all DOJ components. Once a component places an order with Library Acquisitions, we will automatically renew or update all titles for the component each year. The Antitrust, Civil, Civil Rights, Criminal, Environment and Tax divisions first coordinate their orders through their local library before Acquisitions processes them.

For information about our ordering policies or billing issues, please call or email Maria Chesler at (b) (6)

Acquisitions Bulletin

Our department publishes a [monthly newsletter](#) to help you keep up to date on our activities, including orders, reports, and renewals. We also provide news on [online resources](#) available to you at no cost from the DOJ Libraries.

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Contact Information

For assistance, please contact us at (b) (6), [libraries.doj.gov](#) or (b) (6), (b) (6)

FINANCE STAFF

- Accounting Operations
- Financial Systems
 - Functional
 - Infrastructure
- Payroll
 - Employment Fact Book
 - Notifications
 - webTA
 - Reporting
 - Payroll Documents & Calendars
 - Waivers
 - Internal Control/Policy Documents
 - Production
- Policy & Services
 - Financial Management Policies & Guidance
- G-Invoicing
 - Payroll
 - Travel

DOJNet » JMD » Finance Staff » Financial Systems » Financial Systems Payroll Systems Group

Payroll Documents & Calendars

PAYROLL DOCUMENTS

- [Payroll SOC Codes](#)
- [On the Spot Award Calculator](#)
- [Annual Pay Cap Information](#)

PAYROLL CALENDARS

- [2024 Payroll Calendar, PDF Version](#)
[2024 Text Only Version](#)
- [2023 Payroll Calendar, PDF Version](#)
[2023 Text Only Version](#)
- [2022 Payroll Calendar, PDF Version](#)
[2022 Text Only Version](#)
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[2007 Text Only Version](#)

FINANCE STAFF SITE

Having issues with our site?
Please contact the [Finance Staff Webmaster](#)

ORGANIZATION CHART

CONTACTS BY SERVICE AREA

FSPAY ORGANIZATION CHART

FSPAY DIRECTORY

LEADERSHIP

Jermaine Cooper
Assistant Director
200N 7E 1401
(b) (6)

HELP DESK CONTACT INFO

- NFC System Issues:
(b) (6) @usdoj.gov
- Reporting Specific Issues:
(b) (6) @usdoj.gov
- WebTA Specific Issues:
(b) (6) @usdoj.gov
- Insight Specific Issues:
(b) (6) @usdoj.gov

QUICK LINKS

- [T&A Handbook](#)
- [2024 Payroll Calendar](#)

RELATED RESOURCES

- [WebTA](#)
- [NFC](#)
- [Insight](#)
- [EPP](#)

HUMAN RESOURCES

- Employee Assistance Program
- HR Information Technology
- Offices, Boards and Divisions HR Services
- Executive Resources
- Human Capital Management & Accountability
- Domestic Violence, Sexual Assault & Stalking in the Workplace
- Internal Detail Opportunities
- Human Resources Policy & Advisory Services
 - COVID-19 DOJ HR Guidance
- Staffing & Recruitment
 - Classification & Special Projects/Programs
 - Compensation/Pay & Leave
 - Benefits & Retirement
 - Performance Management & Awards
 - Workforce Shaping & Restructuring
 - HR Memoranda
- Labor & Employment Law
- Programs & Events
- Learning & Workforce Development
- Work / Life

[DOJNet](#) » [Justice Management Division](#) » [Human Resources](#) » [Human Resources Policy](#)

Compensation & Leave

[COMPENSATION/PAY](#)

[LEAVE / WORKPLACE FLEXIBILITIES](#)

[DOJ RECRUITMENT, RELOCATION, AND RETENTION INCENTIVE PROGRAMS](#)

[2021 EMERGENCY LEAVE TRANSFER PROGRAM \(ELTP\)](#)

[2022 EMERGENCY LEAVE TRANSFER PROGRAM \(ELTP\)](#)

[2023 EMERGENCY LEAVE TRANSFER PROGRAM \(ELTP\)](#)

Updated: January 04 2024

CONTACTS

Compensation & Leave

Primary POC:
[Tara Smith-Overton](#)

DOJNet

U.S. Department of Justice Intranet

SEARCH DOJNET

SEARCH

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Learning & Development Council (LDC)

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Supervisors' Corner

Congratulations you're a supervisor! Now what?

Leading others can be a daunting – yet very rewarding – assignment. We know you have many questions, such as what might be required of you as you embark on this new chapter of professional learning and growth. The Learning and Workforce Development (LWD) Team wants to be part of your successful transition into leadership.

There are a few things you need to know as you assume your position. First, all new supervisors must complete training in four key areas during their first year, and again every three years thereafter. These trainings include:

Mentoring

Improving employee performance and productivity

Conducting employee performance appraisals

Identifying and assisting with unacceptable performance

JMD Human Resources offers "HR Training for Supervisors" on a quarterly basis. It is a 1.5-day training covering these topics and many others. Look for an email announcing the training which will contain a link to register on learnDOJ.

As a follow up to this course, JMD's Employment and Labor Relations Team offers training in Adverse Actions that picks up where the mandatory training leaves off. Check learnDOJ for the next available course offering or reach out to JMD's Training Officer, [Charlotte Overton](#).

The LWD Team will also supplement this effort by offering periodic trainings on the four topics, as needed, to ensure compliance.

In addition, the DOJ Strategic Plan requires training in Implicit Bias and Interviewing Skills. Online courses are offered in both areas. Specifically, [Understanding Unconscious Bias](#), [Overcoming Unconscious Bias](#), and [Effective Interview and Hiring Strategies](#) are all part of the learnDOJ menu.

One time training is required of all new supervisors in:

[Merit Systems Principles and Prohibited Personnel Practices](#)

[Recruitment, Hiring, and Retention of Persons with Disabilities](#)

[OPM's Telework Fundamentals](#)

Annual training is required in:

[Diversity Management](#)

[Section 412](#)

[Uniformed Services Employment and Reemployment Rights Act \(USERRA\)](#)

[Veteran Employment Training](#)

LWD also provides numerous leadership trainings and workshops throughout the year. Topics include delegating, conflict resolution, accountability, team essentials, and other valuable programs. We encourage you to visit learnDOJ to register. If there is a training you are interested in but do not see listed, you may now request that training through our [online submission form](#), located on the LWD SharePoint site.

Should you have any questions about the information above or something else, please reach out to JMD's Training Officer, [Charlotte Overton](#).

Additional resources for supervisors:

HR Services

Additional Training

The LWD Team has also packaged new trainings to help guide new supervisors in several key areas:

MENTORING EMPLOYEES

+

IMPROVING EMPLOYEE PERFORMANCE AND PRODUCTIVITY

+

IDENTIFYING AND ASSISTING EMPLOYEES WITH UNACCEPTABLE PERFORMANCE

+

CONDUCTING PERFORMANCE APPRAISALS

+

MEASURING OUTCOMES AND USING KPIS

+

To request additional information or to learn more about any of the programs above, please contact JMD's Training Officer, Charlotte Overton, at charlotte.loverton@usdoj.gov

Updated: November 22, 2023

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Research Guides

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[Civil Rights](#)
[Company Research](#)
[Consumer Information](#)
[Corporation Records by State](#)
[Court Dockets](#)
[Court Resources](#)
[Criminal Division: Websites of Interest](#)
[Dictionaries](#)
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[Ethics, State Law & Professional Responsibility](#)
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[Supreme Court Research](#)
[Tax Research](#)
[Technical Standards and Specifications](#)

Additional Information

For additional help or consultation, please visit or phone your library, email [\(b\) \(6\)@usdoj.gov](#) or contact us via our Ask A Librarian service.

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DOJNet > JMD > OCIO > Service Delivery > Applications & Platform Services

Office of the Chief Information Officer

Organization

- Cybersecurity Services
- Policy & Planning
- Service Delivery
 - Applications & Platform Services
 - Application Technical Services
 - JMD Ediscovery
 - Enterprise SharePoint
 - Email & Collaboration Services
 - Justice Enterprise File Sharing (JEFS) System
 - JSTARS
 - DOJ Employee Service Portal (DOJEMP)
 - Web Services
- End-User Support Services
- Infrastructure & Operations
 - LE Services & Information Sharing
 - Section 508
 - Service Engineering & Improvement
- OCIO Document Library

OCIO Site Management

DOJ Employee Service Portal

Empowering Personnel, Transforming Business

OVERVIEW

The DOJ Employee Service Portal (DOJEMP) allows DOJ employees and contractors to submit service requests, report IT issues, and more.

GO TO PORTAL

BENEFITS

QUICK REFERENCE GUIDE

Updated: December 18, 2023

LEADERSHIP

(b) (6)

Swati Deb

Assistant Director

CONTACTS

DOJEMP

Kimberly Casem

Product Owner

(b) (6)

DOJ Service Desk

(b) (6)

<https://dojemp.usdoj.gov>

DOJEMP Team

(b) (6)

DOJ Employee Service Portal

GO TO PORTAL

RELATED RESOURCES

- DOJ Employee Service Portal
- DOJ Enterprise SharePoint Portal
- SharePoint Standards and Procedures Document
- Web & Social Media Policies & Best Practices

JUSTICE MANAGEMENT
DIVISION

Appropriations Liaison
Office
Budget Staff
Chief Diversity Officer
Consolidated Executive
Office
Debt Collection
Management Staff
Departmental Ethics
Office
Electronic Litigation
Program
Equal Employment
Opportunity Staff
Facilities &
Administrative Services
Staff
Finance Staff
Human Resources
Internal Review &
Evaluation Office
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**Table of Organization**
Unified position management,
budget analysis, and visualization

OVERVIEW

The Table of Organization (T.O.) provides a unified and definitive position management system. T.O. provides a consistent and up-to-date understanding of approved positions for each office and staff, including details and acting designations by tracking detailees, acting, and other temporary assignments. The tool is managed jointly by Human Resources (HR) and Budget Staff but available to executives and managers in the Justice Management Division (JMD).

HOW TO REQUEST AN ACCOUNT

Complete, sign, and submit the Table of Organization (T.O.) Account Request Form to request an account. Provide justification for access to T.O., and indicate your role(s) as an Administrator and/or a Team member, including the name of the team.

Approvals from your Designated Signing Official (DSO) and T.O. Lead are required, as well as agreement to the T.O. Rules of Behavior (ROB). Contact the T.O. at Tableoforg@jmd.usdoj.gov with any questions or concerns.

RESOURCES

[T.O. Delegations of Authority Approval Matrix](#), February 2023, v1 | PDF (110KB)
Identifies authorities and approval process for making permanent changes to a position of record, providing specific actions of all approving officials.

[T.O. job aid: How to sign in with a PIV card and bookmark in Google Chrome and Microsoft Edge](#), v.1, March 2023 | PDF (754KB)
Provides instructions for how to sign in with a PIV card and save a bookmark in Google Chrome and Microsoft Edge.

[T.O. Quick Reference Guide](#), June 2023, v.2 | PDF (1.2MB)
Describes individual sections of the T.O. interface, including position information and position count of on-board, detailed, and vacant positions by funding source, as well as temporary assignments.

[T.O. Account Request Form, April 2023](#), v.1 | PDF (490KB)
Submits electronic request for a T.O. account for both administrators and/or a team members, including justification to Designated Signing Officials (DSOs) and T.O. Lead, and also records user agreement to T.O. Rules of Behavior (ROB).

TABLE OF ORGANIZATION FAQs

GENERAL



MAKING UPDATES TO THE T.O.



Updated: June 05 2023

LEADERSHIP

Jolene Ann Lauria
Assistant Attorney General

CONTACTS

Scott Leverty
(b) (6)

Bernie White
(b) (6)

QUICK LINKS

[T.O. – Organizational Chart](#)
(restricted access)

To request access, submit the
[T.O. Account Request Form](#)

LEARN MORE

Contact the Table of
Organization staff with
questions and concerns.

Email: (b) (6)

DOJ TELEWORK RESOURCES

Connecting / Access
Office 365 Topics
Contact Management
Conduct a Web Conference
Manage, Store & Share Documents
Telework FAQs

DOJNet

TELEWORKING SUPPORT FOR DOJ USERS



Welcome to the DOJ Telework Site. The Telework Site provides safe and secure access to the DOJ resources you need to do your job successfully and efficiently while working remotely. This page is updated frequently to ensure that we are sharing the most up-to-date information and addressing questions and concerns.

HOW DO I?



[Use Office 365](#)



[Manage Contacts](#)



[Conduct a Web Conference](#)



[Manage, Store & Share Documents](#)



[Connect & Access DOJ Networks](#)



[Find Answers to FAQs](#)

CHECKLIST OF ESSENTIAL EQUIPMENT FOR TELEWORK

- ☐ Government-furnished laptop/s or tablet/s
- ☐ PIV card and/or RSA token
- ☐ External PIV card reader, if applicable
- ☐ Government-furnished mobile device
- ☐ Chargers for laptop/s, tablet/s, and mobile device/s
- ☐ At-home Internet Connection

Updated: April 20 2020

CONTACTS

Need Help?

Contact the OCIO Service Desk:

(b) (6)

Have a question about this site?

Contact the [Web Services Team](#)

RELATED RESOURCES

- [OCIO on DOJNet](#)
- [Email & Collaboration Services \(ECS\)](#)
- [Microsoft Teams](#)
- [OCIO Portal on SharePoint](#)
- [Self-Help Quick Links](#)
- [US Trustee's Home Network Guide](#)

DOCUMENTS

- [ICAM Job-aid: How to encrypt email](#)
- [SolarWinds Data Breach Frequently Asked Questions and Additional Security Measures](#)

USER GUIDES

- **Connectivity:**
 - [DOJ Remote Access Guide](#)
 - [Connecting to the VPN via PIV](#)
 - [Connecting to the VPN via RSA Token](#)
- **Microsoft Teams:**
 - [Microsoft Teams Overview](#)
 - [Microsoft Teams Visual Guide](#)
 - [Job aid: How to install Microsoft Office 365 Teams and Login](#)
 - [Job aid: Instructions for initial sign-in to Microsoft Office 365 Teams](#)
 - [Job aid: Scheduling and starting a Microsoft Office 365 Teams meeting](#)
 - [Job aid: Joining meetings via Microsoft Office 365 Teams](#)
 - [6 Benefits of Using Microsoft Teams](#)
- **ECS One Drive:**
 - [ECS OneDrive Overview](#)
 - [Microsoft OneDrive Quick Start Guide](#)
 - [Job aid: Activation Instructions for Microsoft OneDrive](#)
 - [Job aid: Additional activation instructions for Microsoft OneDrive](#)

FACILITIES & ADMINISTRATIVE
SERVICES STAFF

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 - Fiscal Management Team
 - Justice Building Services
 - Logistics Management Team
 - Multimedia & Publication Services
 - Personal Property Services
 - Personnel Program Management Team
 - Real Property Management Services
 - Parking Management
 - Rent Management
 - Justice Parking & Remote Credentialing (JPARC)
- Policies & Guidance
- FAQs
- Forms

DOJNet » JMD » FASS » Real Property Management Services

JUSTICE PARKING AND
REMOTE CREDENTIALING

U.S. Department of Justice

INTRODUCTION

The U.S. Department of Justice (DOJ) is utilizing Justice Parking and Remote Credentialing (JPARC) to electronically issue parking passes for the 2CON, 3CON, 4CON, and Liberty Square parking garages for federal personnel.

For some offices utilizing JPARC, the electronically issued parking passes replace previously issued paper floater parking passes. Please consult with your parking coordinator to see if paper floater parking passes are still valid for your office.

Personnel must submit a request for a parking pass on the [JPARC Request Tool](#) by 3 p.m. on the business day before parking is needed. Requests received by 3 p.m. will be processed by 5 p.m. on the same business day. Each day of parking needed requires an individual request.

RESOURCES

[Job aid: How to submit JPARC requests for DOJ electronically issued parking garage passes June 2022 \(PDF | 670KB\)](#)

This job aid provides step-by-step instructions for submitting and obtaining an electronically issued JPARC parking pass.

JPARC FREQUENTLY ASKED QUESTIONS (FAQS)

[What is the URL for the JPARC website?](#)

[Is JPARC only for JMD, or for other DOJ components too?](#)

[Is JPARC available to contractors \(CTRs\)?](#)

[How quickly are JPARC requests processed?](#)

[Do users have to submit a single request for each day of parking, or can they submit multiple days \(and/or weeks\) in a single JPARC request?](#)

[Do I need to print a JPARC pass?](#)

[Can I email the JPARC pass to a non-DOJ email account?](#)

[Can personnel request a parking pass for another person?](#)

[To what building garages does JPARC apply?](#)

[May I use a floating parking pass instead?](#)

[Where should the JPARC pass be displayed?](#)

[May I access the JPARC site from my personal devices to submit a request, or must I use a DOJ-issued device?](#)

[Who is my parking coordinator?](#)

CONTACTS

Questions or concerns about a JPARC pass?
Contact your staff's [parking coordinator](#)

For technical assistance with the JPARC application, contact:
DOJ Service Desk:

(b) (6)

QUICK LINKS

- [JPARC Request Tool](#)

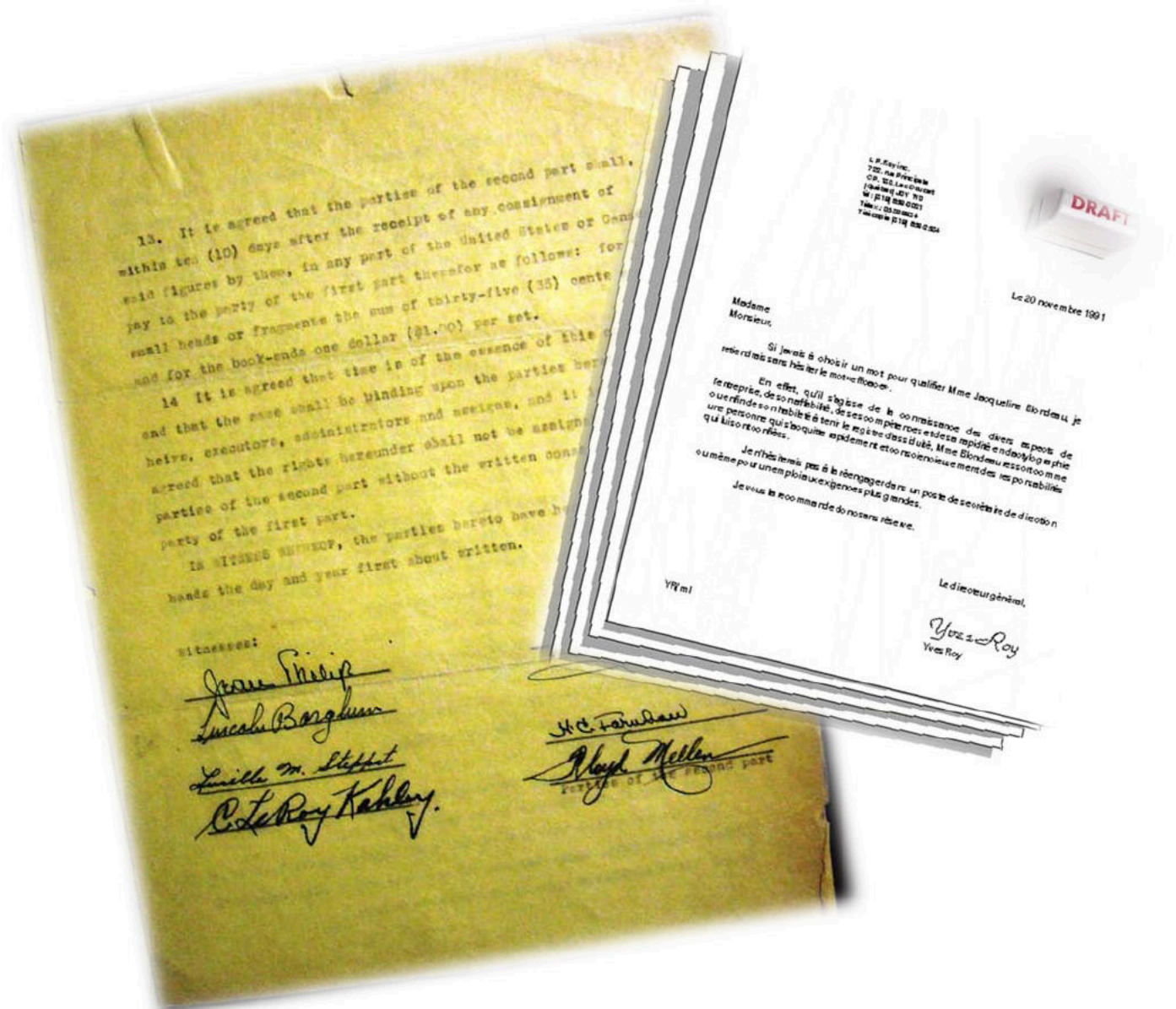
Updated: August 24, 2023



U.S. Department of Justice
Justice Management Division

Justice Management Division

Correspondence Style Guide



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 - [Finance Staff \(FS\)](#)
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 - [DAAG Human Resources and Administration](#)
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 - [Chief Learning Officer](#)
 - [Consolidated Executive Office \(CEO\)](#)
 - [Equal Employment Opportunity Staff \(EEOS\)](#)
 - [Human Resources \(HR\)](#)
 - [Employee Assistance Program](#)
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 - [Emergency Preparedness Information](#)
 - [DAAG Policy, Management, and Procurement](#)
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