

From: "[REDACTED]" >
To: [REDACTED]
Cc: [REDACTED]

Subject: RE: [EXTERNAL EMAIL] - RE: Draft email re support persons

Date: Mon, 09 Nov 2020 03:19:24 +0000

Importance: Normal

Attachments: Briefing_RSVP_Tracker_11-8-2020.xlsx

Embedded: unnamed

Inline-Images: image001.png; image003.png

Hi all,

To provide an update on the below, we received an email this evening from [REDACTED] that [REDACTED] has decided not to attend due to the unpredictability of Hurricane Eta. We still have not received a questionnaire from [REDACTED] after sending a follow-up email.

Thanks,

[REDACTED]
[REDACTED]

From: [REDACTED] >
Sent: Sunday, November 8, 2020 3:40 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: Re: [EXTERNAL EMAIL] - RE: Draft email re support persons

Hey team,

For good measure, here is where we stand.

Missing:

Travel solution for [REDACTED] *confirming extending trip to make flights available)*
Confirmation to reserve hotel room for [REDACTED] *interviewing)*

Confirmation of attendance & RSVP info:

[REDACTED]
[REDACTED]

We can keep our Monday afternoon meeting and continue to monitor the situation. We just need to be thinking about alternative options if we need to pull this down quickly.

We also may want to send an email to the invitees that we are monitoring the situation.

[REDACTED]
[REDACTED]

On Nov 8, 2020, at 2:27 PM, [REDACTED] > wrote:

Hello,

My suggestion is that we hold off until Tuesday to make a decision. I spoke with Miami and their office is closed tomorrow. Maybe we can discuss further on Monday afternoon?

I have the concern that if we post-poned this, we wouldn't be able to reschedule until after Thanksgiving. Participants and attorneys have already scheduled for this (as well as someone possibly leaving for [REDACTED]). COVID rates are also climbing. [REDACTED], would Congress allow you to put this off again?

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

On Nov 8, 2020 2:00 PM, "[REDACTED]" > wrote:
Can we move our tomorrow afternoon call until tomorrow morning?

[REDACTED]
[REDACTED]

On Nov 8, 2020, at 1:54 PM, [REDACTED] > wrote:

Hi [REDACTED],

[REDACTED] [REDACTED] can be available for a call today. Let me know what works best for your team.

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

On Nov 8, 2020 1:16 PM, "[REDACTED]" > wrote:
[Ladies,](#)

We may need to hop on a call today or early tomorrow. I'm not sure if you heard but there is a hurricane off the coast of Florida. The hurricane is supposed to hit Miami on Tuesday but it is moving very slowly. Florida may have severe weather the whole week. At this point, it is too early to know how it will impact travel but I'm not sure if our invitees will feel comfortable traveling in the current weather conditions.

Let me know if you all have thoughts.

[REDACTED]

From: [REDACTED] >
Sent: Sunday, November 8, 2020 11:31 AM
To: [REDACTED]
[REDACTED]
Cc: [REDACTED]
Subject: [EXTERNAL EMAIL] - RE: Draft email re support persons

This looks good to me. I'm sorry for the delay. I sent to our finance people to ensure they didn't have any issues with the reimbursement section. They are good.

I believe the visitor parking lot is plainly labeled when you enter the FO area. There is storage if necessary, but we can have them leave in their vehicle too (preferred and recommended method). [REDACTED], anything to add?

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

On Nov 6, 2020 5:03 PM, "[REDACTED]" > wrote:
Hi all,

Attached is a draft of the reminder/logistics email for the attendees. There are two questions for FBI re: storage for electronics and staff to help direct parking. Please let me know if you have edits and if there is anything that needs to be included that I might have missed.

Thank you!

[REDACTED]
[REDACTED]

From: [REDACTED] >
Sent: Friday, November 6, 2020 12:47 PM
To: [REDACTED] > [REDACTED]
[REDACTED]
[REDACTED]
Subject: Re: Draft email re support persons

Blank forms for reimbursement

From: [REDACTED] >

Sent: Friday, November 6, 2020 12:34 PM

To: [REDACTED] >; [REDACTED]

Subject: Re: Draft email re support persons

I recommend making this robust with all possible information they may need. Data points to **update**.

Subject: ODAG Briefing Reminder

Good afternoon,

Thank you for your interest in the upcoming meeting. Please be sure to bring your government issued identification for verification and building access. Electronic devices, to include cell phones, laptops/tablets, and recording devices are not permitted in FBI space. If you must bring those items into the building, secure storage will be available to you and you may retrieve your items at the conclusion of the meeting.

We would like to confirm that support persons will be invited to enter the FBI [Miami Field Office](#) and attend the meeting at the [in that space](#) on November 12th. Thank you for your patience as we finalized the number of meeting attendees, in order to ensure COVID-19 protocols are followed. Please ensure you have submitted any support person's information as part of your RSVP questionnaire, so that they will be able to enter the building. [Additionally, please remember to bring a cloth face mask and that everyone will be screened before entering.](#)

Parking:

Parking is available in the visitor lot. Additional spaces will be available should the visitor lot reach capacity. FBI personnel will be present outside to help you find your way to the meeting space.

If last minute changes arise, regarding your itinerary or should you have additional questions, please submit updates/questions to the [REDACTED] inbox. A staff member will monitor the emails, should you need assistance.

Date: **October 15, 2019**

Time: **10:00 AM**

Location: 2030 SW 145th Avenue, Miramar, FL 33027

Reimbursement:

Attached you will find the Victim Services Division's form for reimbursement(s). One is blank if you prefer to print and mail, the other is a fillable form for emailing. We will also have hard copies of these forms available for you on Tuesday. Please complete the attached banking information form and include any of the applicable receipts (such as car rental, lodging, tolls, parking receipts, etc.) with the packet. Food is NOT a covered expense. Please note that our Finance Division requires receipts showing itemized expenses; please do not submit credit card statements, as this does not meet our documentation requirements and will not be accepted. If you are requesting reimbursement for lodging, please be aware we are only able to reimburse for the hotel room and taxes. Incidental expenses such as laundry or room service charges cannot be reimbursed. For mileage reimbursement, please include starting and ending addresses and dates of travel between them. We highly recommend making copies of the receipts and maintaining them for your records. Once approved, the funds will appear in your account, without notice, from the U.S. Treasury Department. Please monitor your account in the coming weeks.

<< Victim Reimbursement Form-Blank.docx >> << Victim Reimbursement Form-Fillable.docx >>

Once completed, you may email the packet to: [REDACTED] or you may mail it to the mailing address below:

FBI Victim Services Division

EFTA01651592

Attn: Miami Reimbursement
935 Pennsylvania Avenue NW
Room 3329
Washington, DC 20535

We appreciate your patience during this process. We will do our best to minimize the processing time.

Respectfully,
Victim Services Division

From: [REDACTED] >

Sent: Friday, November 6, 2020 12:24 PM

To: [REDACTED]
[REDACTED]
[REDACTED] >

Subject: Re: Draft email re support persons

See below.

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

From: [REDACTED] >

Sent: Friday, November 6, 2020 12:15 PM

To: [REDACTED]
[REDACTED]
[REDACTED]

Subject: [EXTERNAL EMAIL] - Draft email re support persons

DRAFT- OK?

Subject: Support persons invited to attend meeting

Dear attendees,

We would like to confirm that support persons will be invited to enter the [FBI Miami Field Office](#) and attend the meeting at the [in that space](#) on November 12th. Thank you for your patience as we finalized the number of meeting attendees, in order to ensure COVID-19 protocols are followed. Please ensure you have submitted any support person's information as part of your RSVP questionnaire, so that they will be able to enter the building. [Additionally, please remember to bring a cloth face mask and that everyone will be screened before entering.](#)

Thank you.