

Vendor# 11590

GL# 01104630-550300

LUBBOCK COUNTY
TRAVEL AUTHORIZATION & ADVANCE REQUEST

THE DEPARTMENT DIRECTOR IS RESPONSIBLE FOR SECURING ALL SIGNATURES PRIOR TO TRAVEL. AN APPROVED TRAVEL AUTHORIZATION MUST BE SUBMITTED TO THE AUDITOR'S OFFICE ACCORDING TO THE ACCOUNTS PAYABLE PAYMENT SCHEDULE TO RECEIVE A TRAVEL ADVANCE. RELATED BROCHURES OR OTHER SUPPORTING DATA MUST BE ATTACHED.

NAME: White Byron DATE: 9/17/2021
Last First

DESTINATION: Hoover, Al

PURPOSE: NCFI Ransomware Training

DATE(S): October 11th - 15th 2021

Travel advance requested and required by the _____ day of _____, _____.

<u>\$ 0.00</u>	Registration Fee	=	\$	<u>0.00</u>
<u>0</u>	# of Breakfasts @ \$10.00	per meal	=	\$ <u>0.00</u>
<u>0</u>	# of Lunches @ \$15.00	per meal	=	\$ <u>0.00</u>
<u>0</u>	# of Dinners @ \$21.00	per meal	=	\$ <u>0.00</u>
<u>0</u>	# of Days lodging @ \$0.00	per night	=	\$ <u>0.00</u>
Total Advance			=	\$ <u>0.00</u>

Fund #: 01104630 Line Item: 550300

I hereby request authorization to travel outside Lubbock County on official business as detailed above. I have read the Lubbock County Travel Policy and will follow that policy for travel and in making requests for advancement and reimbursement of expenses. I understand that I must submit a travel report within ten days of returning from this travel or the full advance will be deducted from my next paycheck.

[Signature]
EMPLOYEE SIGNATURE

9/17/21
DATE

I hereby certify the above requested travel for official Lubbock County business is directly related to this department's operations. There are sufficient unexpended funds in the current budget line item to cover all reimbursable expenses incurred. Related brochures or other supporting data are attached and 0 meals are included in the registration fee being requested and will not be reimbursed. Please issue travel expense advance if requested.

[Signature]
DEPARTMENT DIRECTOR

9-21-21
DATE

APPROVAL FROM TWO (2) MEMBERS OF THE COMMISSIONERS' COURT:

SIGNATURE

DATE

SIGNATURE

DATE

NOTE: TRAVEL IS NOT APPROVED WITHOUT ALL SIGNATURES. TRAVEL MAY NOT BE REIMBURSED WITHOUT PROPER AUTHORIZATION AND SUPPORTING DOCUMENTATION.



LUBBOCK COUNTY SHERIFF'S OFFICE

P. O. Box 10536
LUBBOCK, TX 79408
PHONE: (806) 775-1469
FAX: (806) 775-1491

KELLY S. ROWE
Sheriff

Mike Reed
Chief Deputy LE

Cody Scott
Chief Deputy Detention

To: Lieutenant Lee Anderson
From: Byron White
Date: September 17, 2021
Reference: NCFI Ransomware Training

I am writing to request to put in for the National Computer Forensic Institute Ransomware course. This course is being held on October 11th, 2021 – October 15th, 2021 at Hoover, Alabama. The cost of air fare, lodging and meals for the course is covered by the United States Secret Service. The course will be held at the National Computer Forensic Institute (2020 Valleydale Road Hoover Alabama).

Ransomware training includes:

- A large-scale overview presentation of the Nationwide ransomware challenge and subsequent role of law enforcement investigations will be provided to all attendees to the training.
- All attendees will be required to bring a standard (windows or mac) non-restricted laptop, with open Wi-Fi capability.
- Introduction and Identification of teams by state and/or region, incident response roles of the various segments of the investigation will occur. Additional time will be provided for in-depth discussion of the roles and responsibilities amongst the teams.
- Educational-Block breakouts by technical roles, responsibilities and capabilities to respond to a ransomware attack will occur during the training week.
- Legal concepts, processes and education will occur for team members to understand their requirements during a ransomware attack.
- For team members who choose to participate in Stage 2 Competition event some equipment will be issued to SLTT. Issuance of light hardware and software to SLTT and task force officers funded by the NCFI. It will not be necessary for all team members to have individual issued software for this training. Specific details on equipment or software will be the subject of a future message.

Travel Funding and Logistics

- The NCFI Travel and Logistical Section will assist all attendees with travel coordination and support for this training event.
- As standard operating procedures and as directed in the NCFI law; the NCFI will coordinate the event to include funding travel, lodging, airfare for all SLTT and task force members.

Federal Law enforcement entities wishing to participate in the exercise, as well as National Guard may participate subject to availability of their own agency's internal funding and travel approval process.

Sincerely,

Byron White
