



**U.S. Department of Justice**

United States Marshals Service

Southern District of Texas  
515 Rusk Avenue, Room 10002  
Houston, TX 77002

---

August 25, 2016

District Attorney Isidro Alaniz  
Webb County District Attorney  
1110 Victoria St, Suite 401  
Laredo TX 78040

Subject: Joint Law Enforcement Operations Vehicle Retrofit Program Guidance

Dear District Attorney Alaniz,

I would first like to take this opportunity to thank your department for committing your valuable resources in support of the United States Marshals Service's fugitive mission. I am convinced that this collaborative effort to locate and apprehend violent fugitives drastically reduces the crime rate in the Southern District of Texas. Our combined efforts last fiscal year led to the arrest of over 5,300 federal, state and local fugitives and over 6,700 felony warrants cleared.

As part of our fugitive apprehension mission, the United States Marshals Service (USMS) administers funds through the Joint Law Enforcement Operations (JLEO) program. The JLEO is funded through revenues deposited into the Department of Justice Asset Forfeiture Fund. JLEO funding is the source of overtime reimbursements made to your agency by the USMS for operations in support of fugitive apprehension. For the past several years, the USMS has made overtime reimbursements available to your department in support of this very important mission and is now able to make limited funding available to retrofit a vehicle. Over this time period, we have learned some very valuable lessons regarding best practices for invoicing to ensure that JLEO funds are both properly accounted for and efficiently used. In short, we need to strengthen controls over JLEO funding so that it remains available to us. The bullets listed below will assist the USMS with reimbursing your department in a timely manner and with properly accounting for the funding. Your department will be required to follow the procedures below to receive reimbursement. Please share this letter with your USMS Task Force Officer, your Task Force Officer's direct supervisor, timekeeper, and billing office so everyone is aware of these important controls.

1. Your agency was provided with a form USM-607 (attached). This form is an acknowledgement of the funds available for your department for retrofit reimbursement for the period of **August 15 2016, through August 16, 2017.**
2. All partnering agencies **must be registered in SAM.gov** before reimbursements will be made. Agencies can register in SAM at the following website: [www.sam.gov](http://www.sam.gov).

3. Reimbursement is only available for items permanently affixed to the vehicle, including:

- a. Emergency lights
- b. Sirens
- c. Gun vault/safe
- d. Laptop or radio mounts
- e. Rifle/shotgun mounts
- f. Window tinting
- g. Secondary power source/alternator

4. Retrofit reimbursement requests must include the following elements:

- a. Supporting documents reflecting the type and amount of each expense
- b. Total invoice amount
- c. **Document control number M-16-D79-O-000916**
- d. Billing period (month in which retrofit occurred)
- e. Name, title, phone number, and mailing address of primary point of contact
- f. Agency tax identification and DUNS number
- g. EFT banking information (bank name, address, account number, routing number)

Failure to include all of the above information may result in rejected invoices and delays in reimbursement. This very important control will better enable the USMS to project reimbursements and ensure that JLEO funds are used as efficiently as possible.

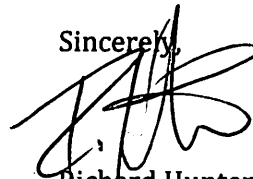
**Invoices should be submitted to Supervisory Deputy U.S. Marshal William Gruenz, who will review and forward for payment. Additional backup documentation must be available upon request to verify the accuracy of the summary level invoices in case of an audit or to assist the district in the invoice review process. If you have questions regarding the invoicing procedure, please contact Mary Mendenhall at (713) 217-1043.**

5. The USMS is unable to provide fuel funding.

6. All reimbursement requests must be submitted for processing by **September 15, 2017**.

Please understand that the above requirements are necessary to properly track and account for this vital source of funding.

Sincerely,



Richard Hunter  
Chief Deputy U.S. Marshal  
Southern District of Texas

**Attachments:**

Joint Law Enforcement Operations Task Force Obligation Document (Form USM-607)

**Copies Furnished:**

Richard Hunter, Chief Deputy United States Marshal  
John Allen, Assistant Chief Deputy United States Marshal  
William Gruenz, Supervisory Deputy United States Marshal  
Mary Mendenhall, Financial Specialist