



U.S. Department of Justice
United States Marshals Service
Southern District of Texas

Houston, Texas 77002

December 21, 2020

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

Subject: Joint Law Enforcement Operations Program Guidance

D.A. Isidro R. 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.

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. As you are aware, for the past several years, the USMS has made overtime reimbursements available to your department in support of this very important mission. Over this time, we have learned some very valuable lessons regarding best practices for invoicing overtime 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 procedures listed below will assist the USMS with reimbursing your agency in a timely manner and with properly accounting for the funding. Your agency will be required to follow the procedures below to receive reimbursement. Please share this letter with your USMS Task Force Officer (TFO), your Task Force Officer's direct supervisor, timekeeper, and billing office so everyone is aware of these important controls.

Please read the following carefully as new procedures have been implemented for submitting an invoice. These changes have been flagged with an asterisk for your reference.

- 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.

- * If your banking information changes, you will need to update your banking information at www.sam.gov prior to us processing any further payment to you. Once that is complete, please notify USMS Financial Specialist Janell Moreno, Janell.moreno@usdoj.gov, so that she can ensure that the USMS accounting system is updated with your updated information.
- Your agency was provided with Form USM-607 (attached) that was signed by your department's authorized representative. This form is an acknowledgement of the funds available for your department for overtime reimbursement for the period **October 7, 2020 through September 30, 2021**. You will see on the attached USM-607 and the new Document Control Number for your agency to use during the FY2021. This number is to be noted on your USM-607B when submitting for reimbursement.
- Failure to include all the information above may result in rejected invoices and delays in reimbursement. **Invoices should be submitted to Supervisory Deputy U.S. Marshal, Carlos Palos**, who will review, verify hours worked, 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.
- Overtime reimbursement shall continue to be invoiced monthly. Required documents include the
 - Form USM-607B *Joint Law Enforcement Statement*
 - Form USM-607B must be used by all state and local agencies who participate in the JLEO program. Each agency is responsible for initiating and completing the form. The Form USM-607B replaces the need for your agency to submit an agency invoice. This form must also be signed by someone within your agency who is authorized to certify financial documents. Their signature must be included in the "State/Local Authorization" section of the form as Agency Representative.
 - * If any handwritten changes are made, the form USM-607B must be initialed and dated with a memo explaining who made the changes and why.
 - Form USM-7TF *Task Force Officer Time Record*
 - The form USM-7TF, must also be completed with the TFO's regular/overtime hours and signatures from both TFO and SDUSM must be obtained. This document must be attached to the 607B.
 - * If any handwritten changes are made, the form USM-7TF must be initialed and dated with a memo explaining who made the changes and why.
 - Your agency's timesheet which supports the hours listed on your USM-607B and the USM-7TF.

- *Your agency must note on the “Description of Services” if the billed overtime rate is not 1.5 x base rate and justify how the overtime rate was calculated on the USM-607B. A memo must also be included explaining the reason for the deviation (e.g., contract terms, union rules, etc.). This memo is required to be on file in the event of an audit or billing questions.
- The USMS will conduct quarterly audits of available JLEO funds. If your agency has not submitted regular reimbursement requests, a portion of your funding may be pulled back and distributed to other JLEO partners. If this occurs, you will be provided with Form USM-607A that details the decrease in funding. We strongly encourage the monthly submission of reimbursement requests so that your agency can take full advantage of these funds.
 - The USMS is unable to provide JLEO funding for fuel or routine maintenance, vehicle insurance, registration, state inspections, cellular telephones, or other wireless devices. The USMS is prohibited from making third party payments to state and local agency vendors. JLEO funding can only be used to reimburse state and local agencies for approved expenses the agencies have already incurred and paid.
- JLEO funds are made available for state and local officer overtime salary expenses and shall not include any costs for benefits, such as retirement, FICA, and other expenses. State and Local task force officers can earn up to 25% of a GS-12, Step 1 (\$76,721), which is **\$19,180**.

Sincerely,



Johnny R. Williams, Jr.
Chief Deputy United States Marshal
Southern District of Texas

Attachment:

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