



U.S. Department of Justice

United States Marshals Service

Investigative Operations Division

Washington, DC 20530-0001

October 29, 2025

MEMORANDUM TO: United States Marshals
Chief Deputy United States Marshals
District Task Force Commanders and Warrant Supervisors
Regional Fugitive Task Force Commanders
District Administrative Officers

FROM: Peter D. Marketos
Assistant Director

SUBJECT: Fiscal Year 2026 Joint Law Enforcement Operations
Allocation and Program Guidance

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The Joint Law Enforcement Operations (JLEO) Program is a vital United States Marshals Service (USMS) program supported by the Department of Justice (DOJ) and funded through revenues deposited into the Assets Forfeiture Fund (AFF). Funding for the JLEO Program is discretionary. USMS funding levels are based on the DOJ allocation process and projected revenue in the AFF.

The Investigative Operations Division (IOD) utilizes a methodology to determine state and local Task Force Officers (TFO) overtime allocations. As announced in an [IOD Memorandum](#) dated September 25, 2025, starting in fiscal year (FY) 2026, the initial JLEO overtime allocation methodology will build upon the foundation of former models by refining how violent crime is measured and by increasing the impact of production. USMS Task Forces were informed of the requirement to certify their Task Force Clearinghouse information to receive their full initial JLEO overtime allocations. Additionally, 10% of the overall JLEO overtime allocation was reserved to support the Memphis and D.C. Safe Operations. The attached table shows district and Regional Fugitive Task Forces (RFTF) JLEO overtime amounts at the 90% and 100% levels. Districts and RFTFs will be capped at the 90% level to start FY 2026. IOD has requested additional JLEO funding to support the Memphis and D.C. Safe operations; if received, the reserved 10% of JLEO overtime funding will be returned to districts and RFTFs.

After discussions with the Office of the General Counsel, it has been determined that all Adam Walsh Act-related activities performed by USMS TFOs will be funded by IOD utilizing the Agency's JLEO's allocation. All other Adam Walsh Act expenses will be vetted by IOD. This review does not impact the FY 2026 JLEO allocations outlined in the attachment to this memorandum.

IOD will maintain a reserve of JLEO funding for special other Agency priorities. The JLEO Working Group continues to meet and consider additional metrics which will further enhance the allocation methodology, as well as the reserve allocation process.

IOD will conduct periodic reviews of JLEO funding and will work with districts and RFTFs to identify excess or unused funds that can be pulled back. This approach allows the USMS to monitor and maximize use of overall JLEO funding.

All TFO travel should utilize allocated JLEO funding for FY 2026. Form [USM-356](#), *Travel Authorization/Advance*, and Form [USM-357](#), *Travel Expense Reimbursement Voucher*, are to be used for TFO travel. For TFOs possessing a travel card, E2 Solutions must be the mechanism utilized to book all travel. TFOs must adhere to DOJ Policy Statement 1400.04, [Travel Policy](#), and other USMS-mandated travel requirements. All lodging reservations must be booked in E2.

As the FY 2026 JLEO funding is allocated, all recipients must understand proper accounting procedures. To assist, please reference the [Step-by-Step: JLEO Processing Procedures](#) guide on FSD's ["How To's" Intranet page](#) and the [USMS Financial Management Manual](#). These procedures must be followed by all Task Forces receiving JLEO funding. To ensure preparedness for future external audits, the IOD anticipates conducting assessments of the JLEO accounting procedures in select districts and RFTFs. These assessments will be conducted to ensure standardization in the accounting process and resolve any deficiencies identified.

Project Code **JLEOTFOT** will be utilized to allocate state and local TFO overtime funding for **district** use. Division RFTFs will continue to utilize their respective JLEO project codes. Additionally, beginning in FY 2026, project code **JLEOTRNG** has been established to allocate funding to divisions and districts for training expenses approved by the Training Division. **JLEOSURG** has been created to track JLEO expenditures for mandated surge operations and **JLEOMCU1** has been established to track expenditures incurred in support of the Missing Child Mission. These newly established project codes are designed to enhance tracking and auditing of JLEO spending.

To continue to comply with the DOJ Office of Inspector General (OIG) audit findings, the following guidelines apply:

- Any state and local agency that has union rules or bylaws deviating from the standard TFO hourly billed rate of 150%, multiplied by Regular Rate of Pay, must draft a memorandum explaining the reason for the deviation (e.g., contract terms, union rules, etc.). This memorandum must be on file in the respective district or RFTF in the event of an audit or questions about the billing rate.

Any handwritten changes on the Form [USM-7TF](#), *Task Force Officer Time Record*, must be initialed and dated. A memorandum for the file explaining who made the changes and the reason for any changes must be attached to the timesheet. This document should be retained at the district or RFTF offices.

- The USMS Task Force Clearinghouse (TFCH) is a central repository for JLEO information, including forms, Frequently Asked Questions, etc. All Task Forces are required to complete the bi-annual certification of their information in the TFCH to ensure it is accurate and up to date.

It is critical for all state and local agencies receiving JLEO funding to be actively registered in the [System for Award Management](#) to avoid unnecessary payment delays.

Vendors doing business with the Federal Government use a Unique Entity Identifier (UEI) created within the System for Award Management (SAM). Each UEI code consists of 12 alpha-numeric characters and replaces the 9-digit Dun & Bradstreet's Data Universal Numbering System (DUNS) number. New vendors published in SAM.gov to the United Financial Management System (UFMS) must have the UEI populated in the address code field.

All Task Forces are required to maintain records of the hourly overtime rates, overtime hours worked each month, and amounts paid for each of their TFOs. This information is required by DOJ as supporting documentation of AFF payments, and it will ensure TFOs are not paid more than the annual DOJ-mandated maximum overtime payment of \$22,155, which for FY 2026 is 25% of a GS-12, Step 1 (\$88,621) pay level (Rest of the United States). This maximum includes all federal overtime sources (High Intensity Drug Trafficking Area, JLEO, and other AFF DOJ funding). Additionally, all improper payments utilizing JLEO funding must be reported on the quarterly Improper Payments Elimination and Recovery Act report.

To comply with external audit and reporting requirements, all Task Forces entering an obligation in the UFMS for a state and local agency must enter in the title field the unique National Crime Information Center (NCIC) Originating Agency Identifier (ORI) assigned by the Federal Bureau of Investigation's Criminal Justice Information Services followed by the agency name and the state. **Furthermore, the NCIC ORI in the obligation Title must match the NCIC ORI in the TFCH.**

Some agencies may have multiple valid NCIC ORIs. If you would like to use a different NCIC ORI, please first validate the preferred ORI using an NCIC Query ORI in Capture, then contact the JLEO Program Manager Michael Friedman, IOD-BIC, at Michael.Friedman2@usdoj.gov to have the ORI updated in the TFCH. Please note, the preferred ORI must be an NCIC ORI; it cannot be an Nlets or local system identifier. Additionally, the preferred ORI should be for your partner agency. For example, if the partner is the County District Attorney's Office, the ORI should be for the County District Attorney's Office and not the Sheriff's Office.

All UFMS obligations for state and local agencies should match the standard formatting outlined below. Agency names can include abbreviations, but please do not use acronyms alone (e.g., please do not use MCSO to represent Mobile County Sheriff's Office). The UFMS allows a maximum capacity of 50 characters, including spaces.

Obligations for State and Local Agencies

Standard format: NCIC ORI - Agency Name/State Abbreviation - Operation – Additional Information

- Example: AL0020000 - Mobile County Sheriff's Office/AL

Obligations for Travel

Please include the type of travel in obligation title. For example, *HRFA Trng*, *OST Trng*, *AWA Trng*, *Other Trng*, *Operation (OWO/OTB/ONS)*, and *Case Travel*. As a reminder, the following limitations and conditions govern the use of state and local JLEO funding:

- Form [USM-607](#), *Joint Law Enforcement Operations Task Force Obligation Document*, is utilized for all initial obligations, must be fully approved and uploaded in UFMS. Any deviations could result in delayed TFO overtime payments.
- Form [USM-607A](#), *Joint Law Enforcement Operations Task Force Modification Document (UFMS)*, must be utilized, fully approved and uploaded in UFMS to reflect all changes to the original obligating document (Form USM-607).
- Form [USM-607B](#), *Joint Law Enforcement Operations Statement*, is the TFO overtime invoice. **Beginning in FY 2026, JLEO invoices should be submitted to the district or division on a quarterly basis.** Each state and local agency is responsible for initiating and completing the form. The form must contain all required signatures prior to payment submission. Districts and RFTFs are required to retain timesheets as supporting documentation. As stated, **Overtime Salary Rate does not include any fringes or benefits.**
- Form [USM-7TF](#), *Task Force Officer Time Record*, is the official verification of TFO overtime hours recorded as worked by the participating agency and must accompany the invoice (Form USM-607B) as supporting documentation. Districts and RFTFs are required to retain timesheets.
- Districts and RFTFs cannot use JLEO funds for a purpose other than that for which the funds were allocated. JLEO funding expires at the end of each FY. No prior year requests for JLEO funding will be authorized. If prior year funds are needed, prior year requests should be processed using FY 2026 JLEO funds.
- JLEO funds cannot be used for the purchase or reimbursement of prepaid fuel cards.
- JLEO funds cannot be used to pay for vehicle insurance, registration, or state inspections.
- JLEO funds cannot be used to pay for cellular telephones, other wireless devices, or the service for 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.
- Reimbursements under the JLEO program cannot be made via government purchase card.
- Purchase orders may not be issued to state and local agencies to extend JLEO funds beyond the end of the FY in which they are issued.

If you have any questions regarding JLEO allocations or accounting procedures, please contact Chief Beth Fitzwater, IOD-Resource Management Branch, at 202-409-2043 or IOD.JLEO@usdoj.gov.

Attachment