

U.S. Department of Justice
United States Marshals Service

Joint Law Enforcement Operations Task Force Obligation Document

INSTRUCTIONS: See last page for detailed instructions.

SECTION 1: OBLIGATION

DOCUMENT CONTROL #: JLEO-25-0947

SECTION 2: PARTICIPATING AGENCIES

Notification to state and local agencies of funding provided in support of Joint Law Enforcement Operations, pursuant to the Memorandum of Understanding (MOU) between:

Ocala Police Department
and
FLRFTF

All other terms and conditions of the MOU remain the same.

SECTION 3: PERIOD OF PERFORMANCE

October 24, 2024 to September 30, 2025

SECTION 4: APPROPRIATION DATA

FISCAL YEAR	ORGANIZATION	FUND	PROJECT	SOC / PURPOSE	DOLLAR AMOUNT
2025	A3401	AFF-B-OP	JLEOTFS8	25205 - TFO Overtime	\$10,000.00
Total Obligation Amount:					\$10,000.00

SECTION 5: DESCRIPTION OF OBLIGATION

Task Force Overtime Reimbursement FY 2025

TIN#59-6000392 , UEI# LSNNNBN7BL45- ORI# FL0420100 - Vendor Name: CITY OF OCALA

SECTION 6: CONTACT INFORMATION

DISTRICT/RFTF CONTACT:

Name: Marty West, Deputy Commander
Phone: (850) 528-8281
E-mail: Marty.West@USDOJ.GOV

STATE/LOCAL CONTACT:

Name: Steven Cuppy
Phone: 352-427-3298
E-mail: SCuppy@Ocalapd.gov

SECTION 7: AUTHORIZATION

USMS Representative - Certification of Funds:

Signature: SANDEE BURKEMPER Digitally signed by SANDEE BURKEMPER Date: 2024.12.06 15:14:48 -0500 Date: 12/6/2024
Sande Burkemper, Asst Chief DIB/JLEO

Chief Deputy or RFTF Commander - Obligation Approval:

Signature: DELVIN BROWN Digitally signed by DELVIN BROWN Date: 2024.12.05 16:19:14 -0500 Date: _____
Delvin Brown, Chief Inspector

Reimbursement of overtime work shall be consistent with the Fair Labor Standards Act. Annual overtime for each state or local law enforcement officer is capped at the equivalent of 25% of a GS-1811-12, Step 1, of the general pay scale for the RUS. Reimbursement for all types of qualified expenses shall be contingent upon availability of funds and the submission of a proper request for reimbursement which shall be submitted monthly or quarterly on a fiscal year basis, and which provides the names of the investigators who incurred overtime for the Task Force during the quarter; the number of overtime hours incurred, the hourly regular and overtime rates in effect for each investigator.

Departmental Representative - Acknowledgement:

Signature: [Signature] Michael Balken, Chief of Police Date: 12/11/24
Signature: [Signature] Ben Marciano, Mayor of Ocala Date: 12/11/24

DocuSigned by:
Peter Lee
5BB28E162F2E4C2...
Peter Lee
City Manager

Approved as to form and legality:

Signed by:
William E. Sexton, Esq.
B07DCFC4E86E429...

FORM USM-607 INSTRUCTIONS

The Joint Law Enforcement Operations Task Force Obligation Document is designed to provide district and regional fugitive task forces with one standard obligating form to record new obligations in UFMS. To adjust funding in an existing obligation, please refer to Form USM-607A, Joint Law Enforcement Operations Task Force Modification Document. Funding in support of the JLEO mission is pursuant to the existing Memorandum of Understanding (MOU) between the USMS and the JLEO participant. Reimbursements are subject to the availability of funds and contingent upon the submission of proper documentation. Please note that overtime reimbursements require the submission of agency invoices and supporting documentation on a quarterly basis.

In the event that the USMS will use a payment method OTHER than reimbursement directly to the state or local agency, additional guidance will be provided by USMS Headquarters. The district or RFTF office is responsible for communicating payment procedures to their partnering agencies. All payments are made via Electronic Funds Transfer (EFT) through the U.S. Department of Treasury.

SECTION 1: Obligation Number

- A. Enter UFMS Document Control Number.

SECTION 2: Participating Agencies

- A. BOX 1: Enter name of state or local JLEO participating agency.
B. BOX 2: Use drop down menu to select appropriate USMS District/RFTF.

SECTION 3: Period of Performance

- A. Insert valid period of performance for the obligation. Obligations created using the one-page JLEO Task Force Obligation Form may not cross fiscal years. If there is a need to cross fiscal years, please utilize a Purchase Order for the obligation.
B. Period of performance must begin no earlier than the date of funds availability (provided by IOD and the Asset Forfeiture Division) and end no later than September 30 of the following calendar year.

SECTION 4: Appropriation Data

- A. Enter information across appropriate field for all items being obligated. All fields for a line item must be completed in order to proceed to the next step.
B. Project Codes: District task force obligations are funded under the **JLEOTFS4** project code for a JLEO obligation. RFTF project codes have been assigned by region and will be entered by Headquarters IOD staff.

SECTION 5: Description of Obligation

- A. Enter description of obligation (optional). Include any pertinent information such as number of TFO vehicles, for example.

SECTION 6: Contact Information

- A. Enter District/RFTF contact information (Box 1) and State/Local contact information (Box 2).

SECTION 7: Authorization

- A. Certification of Funds: Signature will be applied by USMS District official or IOD representative (RFTF) after the Asset Forfeiture Division has confirmed that funds have been moved into the budget.
B. Obligation Approval: Signature will be applied by District or RFTF representative upon receipt of obligation document. To ensure sufficient internal controls and proper segregation of duties, the district/RFTF representative approving obligation forms cannot also approve invoices or reimbursements related to the same obligation. (See U.S. Office of Management and Budget (OMB) Circular A-123 and USMS Office of Finance guidance for further information regarding internal controls.)
C. Acknowledgement: Signature will be applied by state or local agency representative. The obligation is not valid until all parties have signed. When completed, the form will be returned to the District/RFTF office. Districts are responsible for entering obligations into UFMS. RFTF obligations will be forwarded to Headquarters IOD to be entered into UFMS.



U.S. Department of Justice
United States Marshals Service
Investigative Operations Division

Washington, DC 20530-0001

November 7, 2024

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 2025 Joint Law Enforcement Operations
Allocation and Program Guidance

Digitally signed by PETER
MARKETOS
Date: 2024.11.07
09:14:57 -05'00'

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. This allocation is based on crime statistics and open warrants instead of the number of TFOs on a Task Force or prior levels of spending, which has resulted in a more equitable distribution of JLEO funding. For fiscal year (FY) 2025, IOD has approved the allocation of funds to Task Forces based on crime statistics and open warrants plus a performance-based addition relative to the amount of violent state and local work accomplished in FY 2024.

After discussions with the Office of the General Counsel, it has been determined 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 2025 JLEO allocations outlined in the Attachment to this memorandum.

The 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.

Memorandum from Assistant Director Peter D. Marketos
Subject: Fiscal Year 2025 Joint Law Enforcement Operations Program Guidance

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All TFO travel should utilize allocated JLEO funding for FY 2025. 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.

The IOD will conduct periodic reviews of JLEO funding and will work with districts and Regional Fugitive Task Forces (RFTF) 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.

As the FY 2025 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](#). 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.

Beginning in FY 2025, Project Code [JLEOTFOT](#) has been established to allocate state and local TFO overtime funding for **district** use. This newly established project code is designed to enhance tracking and auditing of JLEO spending. Division RFTFs will continue to utilize their respective JLEO project codes.

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 percent, 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 to 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.

Memorandum from Assistant Director Peter D. Marketos
Subject: Fiscal Year 2025 Joint Law Enforcement Operations Program Guidance

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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 \$21,741, which for FY 2025 is 25 percent of a GS-12, Step 1 (\$86,962) pay level. 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 QO query 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,

Memorandum from Assistant Director Peter D. Marketos
Subject: Fiscal Year 2025 Joint Law Enforcement Operations Program Guidance

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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. 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 2025 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, Resource Management Branch, at 202-409-2043 or Beth.Fitzwater@usdoj.gov.

Attachment

Certificate Of Completion

Envelope Id: 94F630A8-6EA5-43C0-85CA-46ED76751E60	Status: Completed
Subject: SIGNATURE - Joint LEO Task Force Grant Document (OPD 250271)	
Source Envelope:	
Document Pages: 6	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Patricia Lewis
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	110 SE Watula Avenue
	City Hall, Third Floor
	Ocala, FL 34471
	plewis@ocalafl.org
	IP Address: 216.255.240.104


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Signer Events

William E. Sexton, Esq.
wsexton@ocalafl.org
City Attorney
City of Ocala
Security Level: Email, Account Authentication (None)

Signature

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Signature Adoption: Pre-selected Style
Using IP Address: 216.255.240.104

Timestamp

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Viewed: 1/8/2025 4:19:46 PM
Signed: 1/8/2025 4:20:16 PM

Electronic Record and Signature Disclosure:
Accepted: 1/7/2025 1:28:01 PM
ID: 0152abf8-67b2-4306-814f-36484076d981

Peter Lee
plee@ocalafl.org
City Manager
City of Ocala
Security Level: Email, Account Authentication (None)

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5BB28E162F2E4C2...
Signature Adoption: Pre-selected Style
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Viewed: 1/8/2025 3:42:03 PM
Signed: 1/8/2025 3:42:13 PM

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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	1/7/2025 1:16:29 PM
Envelope Updated	Security Checked	1/8/2025 12:41:38 PM
Envelope Updated	Security Checked	1/8/2025 12:41:38 PM
Envelope Updated	Security Checked	1/8/2025 12:48:02 PM
Certified Delivered	Security Checked	1/8/2025 3:42:03 PM
Signing Complete	Security Checked	1/8/2025 3:42:13 PM
Completed	Security Checked	1/8/2025 4:20:16 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

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- ii. send us an email to contracts@ocalafl.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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- Until or unless you notify City of Ocala - Procurement & Contracting as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Ocala - Procurement & Contracting during the course of your relationship with City of Ocala - Procurement & Contracting.