



U.S. Department of Justice

United States Marshals Service

Investigative Operations Division

Washington, DC 20530-0001

January 22, 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 2024 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. The USMS' funding levels are based on the DOJ allocation process and projected revenue in the AFF.

Since 2013, the Investigative Operations Division (IOD) has utilized an allocation methodology based on crime statistics and open warrants instead of the number of Task Force Officers (TFO) on a Task Force or prior levels of spending, which has resulted in a more equitable distribution of JLEO funding. For fiscal year (FY) 2024, 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 2023. See the attached Allocation Table for more information.

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 USMS' JLEO allocation. All other Adam Walsh Act expenses will be vetted by IOD for charge against the USMS' appropriate funding source. This does not impact the FY 2024 JLEO allocations outlined in the attachment to this memorandum.

The IOD will maintain a reserve of JLEO funding to be allocated to Task Forces on a case-by-case basis for special operations, as well as other USMS priorities. Reserve allocation decisions are based on a variety of factors such as request justification, dashboard metrics, historical performance, good stewardship of past funding, and compliance with accounting procedures. 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.

All TFO travel except major cases and Rapidly Advancing Manhunt events, if possible, should utilize allocated JLEO funding for the year. Starting in 2024, as a proof-of-principle, IOD will be working with Task Forces to begin utilizing E2 for TFO travel. In the past, [Form USM-356, Travel Authorization/Advance](#), and [Form USM-357, Travel Expense Reimbursement Voucher](#), were used for TFO travel. The Form USM-356 and Form USM-357 will still be used during this transition process.

The IOD will continue to conduct monthly reviews of JLEO funding and will work with districts and Regional Fugitive Task Forces (RFTF) to identify excess or unused funds that can be added to the reserve and remain available for USMS JLEO priorities. In past FYs, this approach has allowed the USMS to maximize the overall JLEO funding while remaining able to meet new JLEO requirements.

As the FY 2024 JLEO funding is allocated, all recipients must understand proper accounting procedures. To assist with this, see the [Step-by-Step: JLEO Processing Procedures](#) guide on the Financial Services Division'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, IOD will be conducting periodic assessments of the JLEO accounting procedures in select districts and RFTFs. These assessments will be conducted to ensure standardization in the accounting process and to resolve any deficiencies that are determined to be present.

Beginning in FY 2021, and continuing in FY 2024, several changes that stemmed from the DOJ Office of Inspector General Audit findings of the USMS' Administration of JLEO Funds are as follows:

- Any state and local agency that has union rules or bylaws deviating from the standard TFO hourly billed rate of 150 percent multiplied by the 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 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 explaining who made the changes and why must be attached to the timesheet.
- The [Task Force Clearinghouse](#) portal 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 Clearinghouse to ensure it is accurate and up to date.

All state and local agencies receiving JLEO funding are required to be registered in the [System for Award Management](#) (SAM). This requirement is critical to the accurate and timely payment of JLEO vendor requests for reimbursement.

On April 4, 2022, the Federal Government stopped using Dun & Bradstreet's Data Universal Numbering System (DUNS) to uniquely identify vendors and entities. Going forward, vendors doing business with the Federal Government will use a Unique Entity Identifier (UEI) that is created within SAM. Each UEI code consists of 12 alpha-numeric characters and will replace the 9-digit DUNS number. New vendors published from SAM to the United Financial Management System (UFMS) will have the UEI populated in the address code field. Please make sure your state and local agencies are using the most recent revision (dated March 2022) when completing the [Form USM-607B](#), *Joint Law Enforcement Operations Statement*.

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 \$21,901, which for FY 2024 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).

Starting in FY 2020, all Task Forces entering an obligation in the UFMS for each state and local agency must enter in the title field the unique Originating Agency Identifier (ORI) assigned by the Federal Bureau of Investigation Criminal Justice Information Services; the National Crime Information Center ORI followed by the state and local agency name. This change is necessitated by external audit and reporting requirements.

As a reminder, the following limitations and conditions govern the use of JLEO funding:

- The amount of JLEO funding obligated in the UFMS for a state or local agency must match the amount listed on the [Form USM-607](#), *Joint Law Enforcement Operations Task Force Obligation Document*.
- An agency cannot be reimbursed for any amounts in excess of what is authorized via a Form USM-607 or [Form USM-607A](#), *Joint Law Enforcement Operations Task Force Modification Document*, and obligated in the UFMS.
- [Form USM-607B](#) must be used by all state and local agencies who participate in the JLEO program. Each state and local agency is responsible for initiating and completing the Form USM-607B, and districts and RFTFs are required to retain timesheets as supporting documentation.
- As of October 1, 2018, the Form USM-7TF timesheet replaced the Form USM-7. Form USM-7TF must be uploaded in the UFMS as supporting documentation to the invoice (Form USM-607B).
- JLEO funds are made available for state and local officer overtime salary expenses and shall not include any costs for benefits, such as retirement, Federal Insurance Contributions Act taxes, or other expenses.
- Districts and RFTFs cannot use JLEO funds for a purpose other than that for which the funds were allocated.
- 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 Acting Chief Michael Halper, IOD-Resource Management Branch, at 703-740-0433 or Michael.Halper@usdoj.gov.

Attachment