

INSTRUCTIONS: See last page for detailed instructions.

**SECTION 1: OBLIGATION**

DOCUMENT CONTROL #: M-22-D45-O-0000075

**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:

Independence Police Department

and

Western District of Missouri (45)

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

**SECTION 3: PERIOD OF PERFORMANCE**

October 12, 2021 to September 30, 2022

**SECTION 4: APPROPRIATION DATA**

FISCAL YEAR	ORGANIZATION	FUND	PROJECT	SOC / PURPOSE	DOLLAR AMOUNT
2022	H50 D45	AFF-B-OP	JLEOTFS4	25205 - TFO Overtime	\$175,000.00

**Total Obligation Amount: \$175,000.00**

**SECTION 5: DESCRIPTION OF OBLIGATION**

FY2022 Overtime Funding for Task Force Officers under Joint Law Enforcement Operations Program.

- JLEO funds being allocated are to be used for overtime expenses only. District and Regional Task Forces cannot use JLEO funds for any other purpose. JLEO funds are made available for state and local TFO overtime salary expenses and shall not include any costs for benefits, such as retirement, FICA, and other expenses. JLEO funds cannot be used for the purchase or reimbursement of prepaid fuel cards. Cannot be used to pay for car insurance, registration, or state inspections. Cannot be used for fuel or minor routine maintenance on vehicles provided to state and local agencies under the JLEO program. Cannot be used to reimburse agencies for the purchase of uniforms, equipment, etc. Cannot be used to pay for cellular telephones/accessories or other wireless devices or the services for devices.
- JLEO Form USM-607B, Joint Law Enforcement Operations Statement, 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 Form USM-607B, and districts and RFTFs are required to retain USM-7TF timesheets as supporting documentation.
- 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 TFO overtime expenses the agencies have incurred.
- 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.
- Any state and local agency that has union rules or bylaws deviating from the standard OT hourly rate of 1.5 x Regular Rate of Pay must draft a memo explaining the reason for the deviation (e.g., contract terms, union rules, etc.). This memo must be on file with USMS in the event of an audit or questions about the billing rate.

**SECTION 6: CONTACT INFORMATION**

**DISTRICT/RFTF CONTACT:**

Name: Micheal Stokes  
Phone: 816-512-1996  
E-mail: Micheal.Stokes@usdoj.gov

**STATE/LOCAL CONTACT:**

Name: Dennea Leap  
Phone: 816-325-7315  
E-mail: dleap@indepmo.org

**SECTION 7: AUTHORIZATION**

**USMS Representative - Certification of Funds:**

Signature: KATERI FLORY

Digitally signed by KATERI FLORY  
Date: 2022.01.02 23:27:57 -06'00'

Date: 1/2/2022

Kateri Flory, Administrative Officer

## Joint Law Enforcement Operations Task Force Obligation Document *(continued)*

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### Chief Deputy or RFTF Commander - Obligation Approval:

Signature: SHANE VAN METER

Digitally signed by SHANE VAN METER  
Date: 2022.01.03 09:17:57 -06'00'

Date: 1/3/2022

Shane VanMeter, (A) Chief Deputy US Marshal

*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: \_\_\_\_\_

Date: \_\_\_\_\_

Independence Police Department



## **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.