

INSTRUCTIONS: See last page for detailed instructions.

SECTION 1: OBLIGATION

DOCUMENT CONTROL #:

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:

Fort Bend County Sheriff's Office

and

Southern District of Texas (79)

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

SECTION 3: PERIOD OF PERFORMANCE

October 3, 2015 to September 30, 2016

SECTION 4: APPROPRIATION DATA

| FISCAL YEAR | ORGANIZATION | FUND | PROJECT | SOC / PURPOSE | DOLLAR AMOUNT |
|---------------------------------|--------------|----------|----------|----------------------|--------------------|
| 2016 | D79 | AFF-B-OP | JLEOTFS4 | 25302 - TFO Overtime | \$11,000.00 |
| Total Obligation Amount: | | | | | \$11,000.00 |

SECTION 5: DESCRIPTION OF OBLIGATION

TFO Overtime for 1 TFO

SECTION 6: CONTACT INFORMATION

DISTRICT/RFTF CONTACT:

Name: Arthur Fernandez
Phone: 713-238-9443
E-mail: Arthur.Fernandez@usdoj.gov

STATE/LOCAL CONTACT:

Name: Linda Rosenberg
Phone: 281-633-7680
E-mail: Linda.Rosenberg@fortbendcountytexas.gov

SECTION 7: AUTHORIZATION

USMS Representative - Certification of Funds:

Signature: ahephner@usms.doj.gov Digitally signed by ahephner@usms.doj.gov
DN: cn=ahephner@usms.doj.gov
Date: 2015.11.19 11:55:01 -0500 Date: 11/19/2015
Ann Hephner, AO

Chief Deputy or RFTF Commander - Obligation Approval:

Signature: RICHARD HUNTER Digitally signed by RICHARD HUNTER
DN: cn=RICHARD HUNTER, o=U.S. Department of Justice, ou=USMS, email=RICHARD.HUNTER@USMS.DOJ.GOV, c=US
Date: 2015.11.19 10:42:00 -0500 Date: 11/19/2015
Rich Hunter, Chief Deputy

Departmental Representative - Acknowledgement:

Signature: _____ Date: _____
Agency Representative (Name and Title)

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.