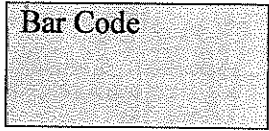


**ORGANIZED CRIME DRUG ENFORCEMENT TASK FORCES
REIMBURSEMENT REQUEST FOR OVERTIME COSTS AND
AUTHORIZED EXPENSE / STRATEGIC INITIATIVE PROGRAMS
FOR STATE AND LOCAL LAW ENFORCEMENT PERSONNEL**



DATE OF REQUEST: _____

FEDERAL TAX IDENTIFICATION #: _____

DC #: **K - 32 -**

SEND PAYMENT TO:

(State or Local Agency, Address, Zip Code)

ADMINISTRATIVE OR FINANCIAL STAFF CONTACT : _____

Telephone/E-mail: _____

OCDETF INVESTIGATION / STRATEGIC INITIATIVE NUMBER: **GL - -**

SPONSORING FEDERAL AGENCY INVESTIGATION NUMBER: _____

DATES FOR WHICH REIMBURSEMENT IS REQUESTED: FROM _____ TO _____	AMOUNT REQUESTED:	OVERTIME \$ _____ EXPENSES \$ _____ TOTAL \$ _____	
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Number Of Officers Involved In Overtime: _____

Total Number Of Overtime Hours Claimed In This Request: _____

Total Number Of Regular Hours Worked During This Time Period On This OCDETF Investigation / Strategic Initiative(s): _____

In accordance with the executed State and Local Agreement, reimbursement is hereby requested for overtime and for authorized expense/Strategic Initiative programs of law enforcement officers from the above-named agency. I hereby certify that total overtime from all sources, inclusive of this request; for each officer covered by this request does not exceed 25% of the current approved Federal salary rate in effect at the time the overtime was performed. I further certify that the funds requested are for overtime, travel, Strategic Initiative operation expenses, and per diem expenses incurred by the officer(s) identified in the Agreement for work on the cited OCDETF investigation or Strategic Initiative, and that the State and Local officer(s) have been paid.

NOTE: DIRECT PAYMENTS TO OFFICERS ARE NOT ALLOWED.

Certified: _____
 Authorized State or Local Official Title Date

Certified: _____
 Sponsoring Federal Agency Group/Squad Supervisor Date

Approved: _____
 Sponsoring Agency Regional OCDETF Coordinator Date

Approved: _____
 Assistant United States Attorney Regional OCDETF Coordinator Date

Approved for Payment: _____
 OCDETF Executive Office Date

**ORGANIZED CRIME DRUG ENFORCEMENT TASK FORCES
OFFICERS OVERTIME LOG**

OCDETF Investigation / Strategic Initiative Number:

GL- -

State or Local Agency:

Current Billing Period:

State or Local Employee Name	Number of Regular Hours Worked on case/ Strategic Initiative	Number of Overtime Hours Worked on case/ Strategic Initiative	Officer's Overtime Rate	Authorized Expenses Claimed for this pay period	OCDETF Overtime Amount Claimed for this pay period	Other Federal Overtime Earned to date this Fiscal Year *	Cumulative OCDETF Overtime Charged to date this Fiscal Year*	Cumulative Overtime Charged from all Federal Sources this fiscal year *
Totals								

*Fiscal Year is from Oct 1, 2012– Sep 30, 2013



Organized Crime Drug Enforcement Task Forces

State and Local Overtime and Authorized Expense/Strategic Initiative Programs

Policies and Procedures Manual

October 2012

Executive Office for the
Organized Crime Drug Enforcement Task Forces

Organized Crime Drug Enforcement Task Forces State and Local Overtime and Authorized Expense/Strategic Initiative Programs

INTRODUCTION:

The Organized Crime Drug Enforcement Task Forces (OCDETF) Program has consistently worked in close partnership with State and Local law enforcement agencies in the investigation and prosecution of major drug trafficking organizations. Since its inception in 1982, OCDETF has operated a program designed to reimburse State and Local law enforcement agencies for the overtime costs of sworn law enforcement officers incurred while assisting in OCDETF investigations or more recently, approved Strategic Initiatives.

State and Local officers assigned to assist in OCDETF investigations or Strategic Initiatives perform a variety of functions, including but not limited to: interviewing witnesses, conducting surveillance, performing undercover assignments, handling informant transportation and/or prisoner transportation, preparing and executing search and arrest warrants, serving subpoenas, assisting with trial preparation, and testifying at trials.

The sponsoring Federal agency is expected to provide funds for case or Strategic Initiative related travel and per diem costs by State and Local officers. In limited cases, when the sponsoring agency is unable to do so, overtime funding may be used for this purpose.

The OCDETF State and Local Overtime Fund is not to be used for equipment procurement or operational subsidies; nor is it to be used for the purchase of evidence or for confidential informant payments. Additionally, overtime and expenses for personnel other than sworn law enforcement officers are not permitted.

The OCDETF Executive Office is the coordination and policy office for the OCDETF State and Local Overtime and Authorized Expense/Strategic Initiative Programs. The OCDETF Executive Office will coordinate and manage funding on a nationwide basis for all State and Local agreements and reimbursement requests. The OCDETF Executive Office is responsible for planning, developing, and implementing the policies and procedures for the State and Local Overtime and Authorized Expense/Strategic Initiative Programs with support from the OCDETF Regional Coordination Groups and the OCDETF Agencies.

There is one Regional Coordination Group located in each of the nine OCDETF regions. Each Regional Coordination Group is located in a core-city to assist with managing the State and Local Program in that geographic region. The Regional Coordination Group is also responsible for identifying and implementing any additional policy requirements for its specific region, as needed. Those regional policies will be documented in the Addendum B and attached to the approved Agreement. The Agencies are agreeing to adhere to these additional requirements and must have written approval by the Regional Coordination Group for any exceptions to the regional policies.

POLICIES & PROCEDURES

1. Agreement

- a. Agreements are specific to a single OCDETF investigation or Strategic Initiative. While a single State or Local law enforcement agency may be simultaneously participating in several OCDETF investigations or Strategic Initiatives, a separate Agreement must be executed for each OCDETF investigation or Strategic Initiative number.
- b. Eligibility. An Agreement to participate in the OCDETF State and Local Overtime and Authorized Expense/Strategic Initiative Programs (“Agreement”) must be completed whenever a State or Local law enforcement agency plans to seek reimbursement for the overtime costs and authorized travel and per diem expenses resulting from participation in an OCDETF investigation or Strategic Initiative. It must be carefully reviewed and understood by all approving officials. The sponsoring Federal agency must be a participant in the Department of Justice Assets Forfeiture Fund.
- c. Funding. Funds awarded to an OCDETF region shall be allocated on a case by case or Strategic Initiative by Strategic Initiative basis, after a review of the substance and needs of each particular investigation or Strategic Initiative. Funds shall not simply be equally divided among participating agencies or divided based upon some pre-existing ratio. The sponsoring Federal agency must be a participant in the Department of Justice Assets Forfeiture Fund.
- d. Agreement Term. Agreements are approved on a fiscal year basis. The fiscal year of the Federal Government begins on October 1 of a given year and ends on September 30 of the following year. An Agreement must fall within a fiscal year period. If there is a pre-existing active investigation or Strategic Initiative utilizing State and Local Overtime, the agreement should be dated from the beginning of the fiscal year (October 1) through the entire fiscal year (September 30). However, if a case is newly initiated during the fiscal year, the beginning agreement date should accurately reflect when the case will begin using State and Local Overtime funding (beginning date of the Agreement through September 30). It is extremely important that start dates are accurate on the Agreement, as funds may be deobligated if there is prolonged inactivity.
- e. Inactivity Deobligations. If an Agreement does not have any activity during the last ninety (90) days from the last time a bill has been submitted or during the first ninety (90) days from the date the Agreement was signed, the funds shall be deobligated. For example, if an Agreement is dated October 1st, and there is no activity by December 31st, the Agreement’s funds will be deobligated. The Executive Assistants will run a 90 day inactivity report from MIS on a monthly basis to identify inactive Agreements eligible for deobligation. The OCDETF Executive Office will assist with the monitoring of the aging Agreements. Further, if a State or Local agency determines that it is no longer performing work under a particular Agreement, a modification memorandum identifying the amount to be deobligated will be submitted to the OCDETF Executive Office as soon as possible.

- f. Agreement Caps. No individual agreement with a State or Local department may exceed \$25,000, and the cumulative amount of OCDETF State and Local overtime monies that may be expended on a single OCDETF investigation or Strategic Initiative in a single fiscal year may not exceed \$50,000 without express prior approval from the OCDETF Executive Office. The OCDETF Executive Office will entertain requests to exceed these funding levels in particular cases. Please submit a written request including justification approved by the AUSA Regional Coordinator to the OCDETF Budget Officer when seeking to exceed the above stated funding levels.
- g. Agreement Cover Page. All missing fields (except for the DC #) must be accurately completed before an Agreement is accepted. Please verify that all phone numbers, email addresses, and fax numbers are correct.
- h. Funding Modifications. Each Reimbursable Agreement will be allowed no more than six (6) modifications per year. If the funds for a particular agreement are completely deobligated with the intention of closing that agreement, it will not count as a modification for purposes of this policy. These amendments or changes must be transmitted by a memorandum approved and signed by the AUSA Regional OCDETF Coordinator or designee and forwarded to the OCDETF Executive Office. The modification must be included in the Region's State and Local agreement file and be available upon request.
- i. Full Time Requirement. Officers assigned to OCDETF investigations or Strategic Initiatives must work full-time on the investigation(s) or Strategic Initiative(s) in order to be paid overtime. In order to satisfy the "full-time" requirement, a law enforcement officer must work forty (40) hours per week or eight (8) hours per day on a single or multiple OCDETF investigation(s) or Strategic Initiative(s). Any established exceptions or waivers to this definition shall be requested by the Regional Coordination Group and attached as Addendum A to the Agreement. [The parent State or Local agency must pay the base salary of its officers. In the event officers must work overtime on an OCDETF investigation or Strategic Initiative, the OCDETF Program will reimburse the parent State or Local law enforcement agency for a limited amount of those overtime costs.]
- j. Officers List. The "List of State or Local Law Enforcement Officers Assigned to participate in the State and Local Overtime and Authorized Expense/Strategic Initiative Program" identifies the specific State or Local officers who have been assigned to the investigation or Strategic Initiative and are expected to be eligible to receive overtime or travel and per diem funding.
- k. Required Signatures
 - (1) Each Agreement must be approved and signed by a State or Local law enforcement agency official, who is authorized to assign the participating law enforcement officers to the OCDETF investigation or Strategic Initiative; the SAC (or designee) of the sponsoring Federal agency field office where the State or Local officers will be working; the sponsoring Agency Regional OCDETF Coordinator; and the AUSA Regional OCDETF Coordinator.

- (2) When an OCDETF investigation or Strategic Initiative involves more than one Federal law enforcement agency, a single Agreement may be used and an official from the sponsoring Federal agency must sign the Agreement. There must be a separate Agreement for each State or Local agency, and for each investigation or Strategic Initiative in which a State or Local agency is participating.
- (3) Other signatures may also be required at the discretion of the AUSA Regional OCDETF Coordinator.
- (4) All required signatures must be obtained before the Agreement can be accepted and the funds obligated.

1. Agreement/Modification Approval

- (1) The sponsoring Agency Regional OCDETF Coordinator(s) must submit the proposed Agreement to the OCDETF Regional Coordination Group for approval. This should occur as part of the OCDETF investigation selection process or soon thereafter if the need for State and Local participation is expected. Each fiscal year, the Strategic Initiatives will be reviewed for approval by the Regional Coordination Group and the OCDETF Executive Office.
- (2) The OCDETF Regional Coordination Group must review and approve all Agreements. Each Agreement shall be for a specific amount of funding and for a specific period of time.
- (3) The original signed Agreement must be submitted promptly to the OCDETF Executive Office for final review and acceptance.
- (4) The OCDETF Regional Coordination Group will ensure that the cumulative overtime and authorized expense commitments do not exceed the total regional fund allocation. The OCDETF Executive Office will not be liable to reimburse any overtime over the approved regional fund allocation. Prior approval must be received from the Regional Coordination Group in order to exceed allocation.
- (5) The OCDETF Regional Coordination Group also will ensure that official records are maintained to document the total number of regular and overtime hours worked by the State and Local officer(s). These records shall be maintained for six (6) years.
- (6) Reimbursement for any expenditure(s) above the Agreement amount must obtain prior approval by both the OCDETF Regional Coordination Group and the OCDETF Executive Office.
- (7) The Regional Coordination Group may approve reimbursement for State and Local overtime worked during the thirty (30) day period prior to the date the case was approved as an OCDETF investigation. In no circumstance can the total amount of retroactive overtime paid exceed \$5,000 or cross into another fiscal year. The agreement beginning date may never be before the case was

approved as an OCDETF investigation. [For example if the OCDETF case was approved on February 15th the OCDETF Regional Coordination Group may approve payment for overtime worked from January 16th through February 14th, and the date of the Agreement would be February 15th]

- (8) Amendments or changes in the amount of the Agreement or the listed participating law enforcement officers that occur after an Agreement has been executed must be agreed to by all approving officials. These amendments or changes must be transmitted by a memorandum approved and signed by the AUSA Regional OCDETF Coordinator or designee for the region and forwarded to the OCDETF Executive Office. All changes made to the original agreement must be approved and initialed by the person making the revision and the AUSA Regional OCDETF Coordinator.

- (9) If a State or Local officer is unable to be assigned to an OCDETF investigation or Strategic Initiative on a full-time basis, an exception to the full-time rule may be granted by the OCDETF Regional Coordination Group. Any established exceptions or waivers shall be requested by the Regional Coordination Group and attached as Addendum A to the Agreement. [The parent State or Local agency must pay the base salary of its officers. In the event officers must work overtime on an OCDETF investigation or Strategic Initiative, the OCDETF Program will reimburse the parent State or Local law enforcement agency for a limited amount of those overtime costs.]

m. Periodic Review, Reporting, and Estimates

In order to obtain the required information regarding the “delivered” and “undelivered” status of open obligations, the following procedure must be followed in each region:

- (1) *By the 10th of each month*, the Executive Assistant/OCDETF Program Specialist (or other individual in the Core City U.S. Attorney’s Office responsible for handling State and Local billing) will provide to the Federal Agency Regional Coordinators a report, listing all agreements for which a State or Local agency has not submitted a bill for at least thirty (30) days, reflecting time worked through the end of the previous month. (For example, by March 10th, the Executive Assistant/OCDETF Program Specialist will prepare a listing of State or Local agreements for which agencies have not submitted a bill reflecting work through February 28).

- (2) The sponsoring Agency Regional OCDETF Coordinator from the sponsoring agency will be responsible for contacting the State and Local agencies on that list to determine the status of existing obligations. Specifically, the State or Local agency must provide the sponsoring Agency Regional OCDETF Coordinator with some form of documentation (either a copy of a bill, or an e-mail or fax) indicating the dollar amount to be reimbursed for any time worked by State and Local officers through the end of the month in question.

Please note: The documentation provided to the sponsoring Agency Regional OCDETF Coordinator will not be a substitute for a formal bill. The agency will still be expected to submit its formal bill to the Regional Coordination

Group, in accordance with the State and Local Overtime and Authorized Expense/Strategic Initiative Policies and Procedures Manual. However, to the extent that bills are submitted in a timely fashion, but do not clear all approving officials within the 30-day period, this follow-up procedure will enable us to nevertheless account for the amounts expended under the agreement during the prior months.

- (3) If a State or Local agency indicates that it is no longer performing work under a particular Agreement, any unexpended funds under that Agreement should be immediately deobligated and a modification memorandum identifying the amount to be deobligated shall be submitted to the OCDETF Executive Office as soon as possible. If a status review reflects that no overtime funds were billed under the Agreement during the last ninety (90) days from the last time a bill has been submitted or during the first ninety (90) days from the date the Agreement was signed, the funds shall be deobligated.
- (4) The Regional Agency Coordinator must provide an estimate of overtime worked for the prior month to the OCDETF Executive Assistant/OCDETF Program Specialist in a timely manner, no later than the 15th of the month. The reimbursement amounts must then be entered into the Management Information System (MIS) by the Executive Assistant/OCDETF Program Specialist no later than the 25th of each month. [If a region does not receive a monthly estimate for the corresponding bill for that month, it may not be paid.] Reimbursements submitted by the 10th of each month in lieu of the estimate will be accepted.
- (5) The Executive Assistant/OCDETF Program Specialist is responsible for entering all information related to the Agreement into MIS. The Executive Assistant/OCDETF Program Specialist will also be responsible for generating a memo or letter from MIS and distributing to state and local agencies upon initial approval of the Agreement and in the instance of any modification to the funding amount in the Agreement. Additionally, the Executive Assistant/OCDETF Program Specialist will be responsible for generating any specific reports from MIS requested by the Federal Agency Coordinator and/or AUSA.

2. Reimbursement Requests

- a. Eligibility. Prior to any Reimbursement Request being submitted, a signed and fully executed Agreement between the State or Local law enforcement agency and the OCDETF Region must be in place.
- b. Submission. To receive reimbursement funds for overtime and authorized expenses incurred by their officers, State and Local agencies must submit their specific OCDETF Reimbursement Request Form. The Reimbursement Request must contain the signature of the authorized State or Local official certifying that the overtime costs, authorized travel, and per diem expenses are for the law enforcement officers identified in the Agreement, and that the costs were incurred as part of the approved OCDETF investigation or Strategic Initiative, and that the requested funds have been paid to the State and Local officer(s).

- c. Monthly Billing. Reimbursement Requests MUST be submitted from the State or Local agency to the immediate supervisor of the sponsoring Federal case agent (GS, SSA, etc.) on a monthly basis if work has been performed for that month. Any deviation from monthly billing must be approved by the OCDETF Regional Coordination Group and the OCDETF Executive Office.
- d. Supporting Documentation. It is the responsibility of the State & Local agency to retain and have available for inspection sufficient supporting documentation for all regular hours and overtime hours worked towards a specific OCDETF case. Officers' timesheets must reflect work towards a specific OCDETF case and must be reviewed and signed by an authorized State & Local official.
- e. Federal Agency Review. The Sponsoring Federal Agency Supervisory Special Agent (or designee) of the field office of the Federal agency with which the State/Local officer(s) is working must sign and forward the original signed Reimbursement Request to the sponsoring Agency Regional OCDETF Coordinator. The Sponsoring Federal Agency Supervisory Special Agent is responsible for determining that the monies claimed are in accordance with the Agreement and authorized by the Regional Coordination Group under these Policies and Procedures, and for insuring that overtime payments are legitimate and not excessive.
- f. Timing. The Reimbursement Request must be submitted to the Regional Coordination Group within thirty (30) days of the close of the month in which the overtime was worked. If the request is not submitted within this time period, it may not be honored and paid.
- g. Regional Coordinator Review. The sponsoring Agency Regional OCDETF Coordinator is then responsible for reviewing the request and for submitting the original signed Reimbursement Request to the AUSA Regional OCDETF Coordinator after ensuring that the request falls within the allotted budget allocation for the Agreement. The total overtime payments for an individual officer for a 12-month period are not to exceed 25% of the current Federal salary rate in effect at the time the overtime was performed. The Executive Assistant/OCDETF Program Specialist will monitor these payments via MIS and communicate to the Federal Agency Regional OCDETF Coordinators who provide status updates to any officer approaching the threshold. Additionally, the Reimbursement Request contains an Officers Overtime Log that should be used to track individual officer's hours. The column in the Overtime Log entitled 'Other Federal Overtime earned to date this Fiscal Year' should be used to track other Federal (non-OCDETF cases) overtime hours earned in the Fiscal Year, so that when combined with the officer's total OCDETF overtime hours the individual officer's Federal overtime hours can be tracked towards the 25% threshold.
- h. MIS Responsibilities. The Executive Assistant/OCDETF Program Specialist is responsible for entering all information related to the Reimbursable Request into MIS. The Executive Assistant/OCDETF Program Specialist will also be responsible for generating a memo or letter from MIS and distributing to state and local agencies in the instance of any cost modification to the Reimbursement Request.
- i. Authorization. Prior to payment, the initiating sponsoring Agency Regional OCDETF Coordinator must certify that only authorized expenses are claimed. The State or Local officers may follow the travel regulations of their respective agencies when such written

regulations exist as long as the State or Local regulations do not conflict with Federal regulations; otherwise, Federal travel regulations shall govern all State and Local travel and per diem. In no instance shall the amount claimed exceed Federal allowances.

- j. Officer Overtime Log. The overtime log must be attached to the Reimbursement Request when submitting the monthly invoices. When completing the overtime log, each column must be completed. The overtime log must include the number of regular hours worked, the number of overtime hours worked, the overtime rate, and the cumulative overtime total of each State and Local officer on all federal cases such as HIDTA, Safe Streets, etc.
- k. AUSA Review. The AUSA Regional OCDETF Coordinator is responsible for final review and approval of the Reimbursement Request. All changes made to the original Reimbursement must be approved and initialed by the person making the revision and the AUSA Regional OCDETF Coordinator. The Reimbursement Request shall then be transmitted promptly to the OCDETF Executive Office for payment processing. All Reimbursement Requests for overtime incurred in a prior fiscal year *must* be submitted to the OCDETF Executive Office *no later than* November 30 of the new fiscal year. Requests received after the November 30 cut-off date may not be reimbursed.
- l. Executive Office Responsibilities. The OCDETF Executive Office is responsible for ensuring that reimbursement is appropriate, that funds are available for payment, and that the reimbursement is processed and paid through the Financial Management Information System (FMIS) of the Department of Justice.

3. Payment

- a. Reimbursement Requests **MUST** be submitted from the State or Local agency to the immediate supervisor of the sponsoring Federal case agent (GS, SSA, etc.) on a monthly basis if work has been performed for that month. Any deviation from monthly billing must be approved by the OCDETF Regional Coordination Group and the OCDETF Executive Office.
- b. Payments will be made directly to the State or Local law enforcement agency for the expenses of the officers designated in the Agreement. Direct payments to officers are not allowed.
- c. Payments will be based upon: (a) the authorized overtime rate of each participating officer listed in the Agreement as established by his/her State or Local agency and (b) the authorized case or Strategic Initiative specific travel and per diem expenses incurred as a result of the investigation or Strategic Initiative, to the extent that these costs are not covered by the sponsoring Federal agency. The total overtime payments for an individual officer for a 12-month period are not to exceed 25% of the current Federal salary rate in effect at the time the overtime was performed. The Executive Assistant/OCDETF Program Specialist will monitor these payments via MIS and communicate to the Federal Agency Regional OCDETF Coordinators who provide status updates to any officer approaching the threshold.
- d. The State or Local law enforcement agency shall maintain for a period of six (6) years, complete and accurate records and accounts of all obligations and expenditures of funds under the Agreement in accordance with generally accepted accounting principles to facilitate on-site inspection and auditing of such records and accounts.

e. The State or Local law enforcement agency shall permit examination and auditing by representatives of OCDETF, the sponsoring Federal agency, the U.S. Department of Justice, the Comptroller General of the United States, and/or any of their duly authorized agents and representatives, of any and all records, documents, accounts, invoices, receipts, or expenditures relating to this Agreement. In addition, all such records and reports shall be maintained until all audits and examinations are completed and resolved, or for a period of six (6) years after termination of the Agreement, whichever is later. Failure to provide proper documentation will limit State or Local law enforcement agencies from receiving OCDETF funding in the future.

f. Electronic Funds Transfer Process

- (1) The Debt Collection Improvement Act of 1996 requires that most payments made by the Federal government, including vendor payments, must be made by electronic funds transfer (EFT). A benefit of receiving payments by EFT is that your funds are directly deposited to your account at a financial institution and are available to you on the date of payment. In accordance with the act, all OCDETF reimbursement payments will be issued via EFT.
- (2) All participating State and Local agencies must complete and submit the attached ACH vendor enrollment form. The OCDETF Executive Office must receive one ACH form from each participating agency or police department prior to processing their reimbursement payments.
- (3) In certain circumstances the OCDETF Executive Office may make exceptions for agencies that are unable to accept this form of payment, however, such agencies must include written justification in the addendum A of each new agreement.
- (4) ACH banking information must be updated and submitted to your Regional Coordination Group when any banking information changes. Reasons for change include but are not limited to change in bank name, routing number, and account number.
- (5) If payment via EFT is unsuccessful after two attempts due to incorrect ACH banking information, the Executive Office will submit payment for Reimbursement Requests with a Treasury Check.
- (6) The Internet Payment Platform (IPP) is the secure web-based payment information system provided by the U.S. Department of Treasury's Financial Management System. The IPP system can be used by the State or Local agencies to exchange invoices and banking information in order to process and track payment reimbursement with the OCDETF Executive Office. Please refer to <https://www.ipp.gov/> for registration, an instructional video, and a downloadable brochure on the IPP system.

4. Audit Review

The State or Local law enforcement agency shall permit examination and auditing by representatives of OCDETF, the sponsoring Federal agency, the U.S. Department of Justice, the Comptroller General of the United States, and/or any of their duly authorized agents and representatives, of any and all records, documents, accounts, invoices, receipts, or expenditures relating to this Agreement. In addition, all such records and reports shall be maintained until all audits and examinations are completed and resolved, or for a period of six (6) years after termination of the Agreement, whichever is later. Failure to provide proper documentation will limit State or Local law enforcement agencies from receiving OCDETF funding in the future.

APPROVED FORMS (as of October 2010)

1. A nine-page OCDETF form to be used by State and Local agencies and affected Federal agencies when an Agreement is sought for the use of the OCDETF State and Local Overtime and Authorized Expense/Strategic Initiative Programs;
2. A one-page form to be used by the State and Local agencies and affected Federal agencies to notify the OCDETF Executive Office of the change in number of officers listed on an existing, approved agreement;
3. A one-page form to be used by State and Local agencies to request reimbursement of overtime and authorized expenses;
4. An Officers Overtime Log form must be attached to the reimbursement request as page 2, and will be used to assist in tracking individual officer hours and payments and to ensure that the annual maximum is not exceeded; and
5. Automated Clearing House (ACH)/Vendor payment information; this is the preferred way of payment (EFT) mandated by the 1996 Debt Collection Improvement Act.

While changes to these forms are minor, *previous versions are now obsolete and should no longer be used.*