

Attachment B

March 25, 2014

Task Force Partner,

You have been approved for your requested Joint Operations Budget (JOPS) of \$9,981.06. TEOAF has made a second disbursement to the Secret Service. The following JOPS funding **(\$9,981.06)** has been approved and allocated to your Department for FY 2014 Task Force Spending. After you make a purchase with your department's credit card, you will need to submit a Treasury Executive Office of Asset Forfeiture (TEOAF) Reimbursement Request to my attention. I will then process the request and your department's financial institution will receive a wire transfer from the National Finance Center (NFC). Please keep in mind you must spend your funds according to the following spending schedule:

Asset Forfeiture Division will maintain reserve JOPS funding which is potentially available to those departments that have met the following criteria:

- Ø Exhausted their initial funding allocation
- Ø Can demonstrate a need for additional funding
- Ø Seizure activity warrants additional funding
- Ø Has met the quarterly expenditure percentages
 - § **1/13/14-----1st (25%)** of funds expended
 - § **4/1/14-----2nd (50%)** of funds expended
 - § **7/1/14-----3rd (75%)** of funds expended
 - § **9/30/14-----4th (100%)** of funds expended

As in the past, TEOAF will monitor JOPS spending by each Task Force Department on a quarterly basis not an annual basis. If we do not show expenditures on a quarterly bases (see above spending schedule), FY 2015 funds will be reduced. This is a TEOAF rule that we must abide by so again please be diligent in maintaining this spending schedule.

IMPORTANT – As a reminder, if you are submitting a Reimbursement Request for overtime, it is necessary to accompany the form with a Secret Service Standard Form 1852 (Time and Attendance) form. Some of you have been submitting this form however it is now mandatory per our Headquarters. I can send a blank form to you should need one.

Be advised that Resident Agent In Charge Curtis D. High, curtis.high@usss.dhs.gov is the Greater Greensboro Financial Crimes Task Force Supervisor and the only approving authority for all investigative related activities and TEOAF monies.

All reimbursement documentation should be forwarded to SA Jim Newsome, at the Greensboro RO, who will insure the documentation of paperwork for timely reimbursements of approved expenditures.

We appreciate your partnership and thank you in advance for your consideration in this matter.

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