

## **Task Force Partner,**

You have been approved for requested Joint Operations Budget (JOPS) 1st Quarter Funding of \$ 2,000.00. **HOWEVER** due to various administrative issues within the Treasury Executive Office of Asset Forfeiture (TEOAF), only **this first quarter** of your joint operations task force budget will be allocated. It is expected that TEOAF will make a second disbursement to the Secret Service later in the fiscal year, at that time we will be able to allocate the remaining portion of your requested amount.

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

- Exhausted their initial funding allocation
- Can demonstrate a need for additional funding
- Seizure activity warrants additional funding
- Has met the quarterly expenditure percentages

The following JOPS 1st quarter funding of **(\$2,000.00)** has been approved and allocated to your Department for FY 2015 Task Force Spending. After you make a purchase with your department's credit card or you have incurred overtime, you will need to submit a Treasury Executive Office of Asset Forfeiture (TEOAF) Reimbursement Request to Resident Agent In Charge Curtis D. High. We 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:

- **02/02/15-----1<sup>st</sup> (25%) of total funds expended**
- **04/20/15-----2<sup>nd</sup> (50%) of total funds expended**
- **07/06/15-----3<sup>rd</sup> (75%) of total funds expended**
- **09/30/15-----4<sup>th</sup> (100%) of total 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 2016 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.**

**TEOAF is recommending that 60% of your budget be spent on overtime and 40% be spent on equipment/training.**

**Additionally, please begin sending all monthly statistical documentation to Resident Agent In Charge Curtis D. High only; for the tracking of monthly activity statistics for the Greater Greensboro Financial Crimes Task Force.**

**All reimbursement documentation should be forwarded to both Resident Agent In Charge Curtis D. High and 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.**

**Jim Newsome**

James E. Newsome  
Special Agent  
United States Secret Service  
Greensboro Resident Office