



Organized Crime Drug Enforcement Task Forces

State & Local Overtime and Authorized Expense/Strategic Initiative Programs

Policies and Procedures Manual

Fiscal Year 2025

Executive Office for the
Organized Crime Drug Enforcement Task Forces

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INTRODUCTION

The Organized Crime Drug Enforcement Task Forces (OCDETF) Program has consistently worked in close partnership with State & Local Law Enforcement Organizations in the investigation and prosecution of Transnational Criminal Organizations (TCOs). Since its inception in 1982, OCDETF has operated a Program designed to reimburse State & Local Law Enforcement Organizations for the overtime costs of sworn Law Enforcement Officers incurred while assisting in OCDETF investigations and approved Strategic Initiatives.

State & 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 & 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 & Local Overtime (SLOT) Fund cannot be used for equipment procurement or operational subsidies, the purchase of evidence, or for confidential informant payments. Additionally, overtime and expenses are not permitted for personnel who are not active, sworn Law Enforcement Officers.

The OCDETF Executive Office (EXO) serves as the coordination and policy office for the OCDETF State & Local Overtime and Authorized Expense/Strategic Initiative Programs. The OCDETF EXO coordinates and manages funding on a nationwide basis for all State & Local Agreements (Agreement) and Reimbursement Requests. The OCDETF EXO is responsible for planning, developing, and implementing the policies and procedures for the State & Local Overtime and Authorized Expense/Strategic Initiative Programs with support from OCDETF Regional Coordination Groups (RCG) and OCDETF agencies.

There is one Regional Coordination Group located in each of the nine OCDETF regions. Each RCG is in a Core City to assist with managing the State & Local Program for the corresponding geographic region. The RCG consists of the Regional Director and one senior/supervisory level Regional Agency Coordinator from each OCDETF member agency. The RCG is also responsible for identifying and implementing any additional policy requirements for its specific region, as needed. Regional policies are documented in the Addendum B of approved Agreements. The agencies must adhere to these additional requirements unless they have written approval by the RCG for any exceptions to the regional policies.

POLICIES & PROCEDURES

1. Allocation

- a. The OCDETF EXO will provide the SLOT allocation for each region in October.
- b. The OCDETF EXO will work with the Regional Directors and Program Specialists to allocate the regions' resources by Federal Agency. Past expenditure trends and any investigative realities of the new fiscal year will determine the initial allocation level. It is important to note that the amount is not necessarily static and may be adjusted according to demonstrated investigative need(s) throughout the fiscal year.
- c. The Regional Director or Program Specialist will provide the Federal Agency Program Analysts with their respective Federal Agency's fiscal year budget allocation for State & Local overtime.
- d. The Regional Coordinators and Program Analysts will use this initial budget allocation and the budget calculator, which is located on page 2 on the Agreement form, to work with their Group Supervisors and/or Case Agents to determine the individual reimbursable agreement levels.
- e. The Regional Coordinators and Program Analysts will be responsible for ensuring that the reimbursable agreement levels for their agency fall within the allocated regional funding levels.
- f. The Program Specialists will track the region's obligations and, on a regular basis, discuss the current obligation and balance amounts with the Program Analysts.

2. Agreement

- a. Single Investigation. Agreements are specific to a single OCDETF investigation or Strategic Initiative. While a single State & Local Law Enforcement Organization may simultaneously participate in several OCDETF investigations or Strategic Initiatives, a separate Agreement must be created and executed for each OCDETF investigation or Strategic Initiative number. In certain instances, multiple participating Federal Agencies may sponsor an Agreement on a single investigation; however, in such instances all Federal Agencies must coordinate with each other and abide by the cap limits for cumulative agreements. [For example, if both DEA and FBI are working with ABC Police Department on case NE-CT-0000, DEA and FBI may each submit an Agreement, but the funding total may not exceed the cap limits without a waiver (See section 2g below for Agreement Caps.)] State & Local Law Enforcement Organizations should not be split up into different divisions; all activity should fall under one State & Local Law Enforcement Organization and be entered in the Management Information System (MIS) accordingly (For example, ABC Police Department-Unit B will be listed as ABC Police Department and will still have the same overall accounting information as the other units).
- b. Eligibility. An Agreement with the OCDETF State & Local Overtime and Authorized Expense/Strategic Initiative Programs must be completed whenever a State & Local Law Enforcement Organization seeks reimbursement for the overtime costs and authorized travel and per diem expenses resulting from participation in an OCDETF investigation or Strategic Initiative. All Agreements must be carefully

reviewed and understood by the required approving officials.

- c. Funding. Funds awarded to an OCDETF region shall be allocated based upon the specific needs and substance of a case or Strategic Initiative. Funds should be requested based on estimated need, not the highest possible Cap limit (see section 2g below for Cap limits). Funds shall not simply be equally divided among participating agencies or divided according to a pre-existing ratio.
- d. Agreement Term. Agreements are approved on a fiscal year basis. The fiscal year of the Federal Government begins on October 1st of a given year and ends on September 30th of the following year. An Agreement must fall within a fiscal year period. If a State & Local Law Enforcement Agency is actively working an OCDETF investigation or Strategic Initiative at the end of one fiscal year and continues into the new fiscal year the agreement dates should be October 1st to September 30th; if the case work had stalled or paused during the prior fiscal year and will not begin immediately in the new fiscal year the State & Local Law Enforcement Agency may refrain from submitting a new agreement until they believe work will begin again to reflect a more accurate beginning agreement date.

For a new case that is initiated during the fiscal year, the beginning Agreement date should accurately reflect when the case will begin using State & Local overtime funding (beginning date of the Agreement through September 30th). The beginning Agreement date may never be before the case was approved as an OCDETF investigation. [For example, if a case was approved on June 1st the Agreement start date must fall on or after the June 1st date.] It is imperative that start dates are accurate on the Agreement, as funds may be de-obligated if there is prolonged inactivity.

- e. Agreement Timeliness. As stated above, the beginning Agreement start date must accurately reflect when the case will begin using State & Local overtime funding. Agreements need to be signed in a timely manner to avoid interrupting an active investigation. Agreements should have all required signatures up to the Regional Director within 30 days of the start date on the agreement. [For example, if an Agreement has a start date of April 1st, all signatures up to the Regional Director should be signed by April 30th.]
- f. Inactivity Deobligations. If an Agreement does not have a bill entered in MIS within ninety (90) days of the Agreement funding date (in MIS) or ninety (90) days between the last bill payment date (in MIS), the funds should be deobligated. [For example, if an Agreement is dated October 1st, and there is no activity by December 30th, the Agreement's funds should be deobligated.] The Regional Program Specialist Assistant/Program Specialist will routinely run 90-day inactivity reports from MIS to identify inactive Agreements eligible for deobligation. The OCDETF EXO will assist with monitoring aging Agreements. Furthermore, if a State & Local Law Enforcement Organization determines there will be no additional work performed under a particular Agreement, a funding change notification (modification memo) identifying the amount to be deobligated should be submitted to the OCDETF EXO as soon as possible.
- g. Agreement Caps. No individual Agreement with a State & Local Law Enforcement

Organization may exceed \$25,000, and the cumulative amount of OCDETF State & Local overtime monies that may be expended on a single OCDETF investigation within a single fiscal year may not exceed \$50,000 without express prior approval from the OCDETF Executive Office. The OCDETF EXO will entertain requests to exceed these funding levels; however, there will be increased scrutiny from management pursuant to levels of funding requested. To receive approval to exceed this level of funding, a Cap Waiver Request Form approved by the Regional Director, must be sent to the OCDETF Internal Auditor and OCDETF Budget Mailbox (ocdetf.budget.mailbox@usdoj.gov).

- h. OCDETF Director Approval. A single OCDETF investigation or Strategic Initiative may not reach or exceed \$100,000 without written approval from the OCDETF Director or designee. The \$100,000 cap is a cumulative total from all prior fiscal years, not just funding in the current fiscal year. To receive approval to exceed this level of funding, a Cap Waiver Request Form (generally prepared by individuals with direct knowledge of case details and State & Local Officer activities) approved by the Regional Director, must be sent to the OCDETF Internal Auditor and Budget Mailbox (ocdetf.budget.mailbox@usdoj.gov). As part of the \$100,000 cap approval process, the OCDETF EXO will verify all IIFs and interim reports are up to date and uploaded into MIS. Approvals will be reviewed and granted on a case-by-case basis. Investigations reaching or exceeding the \$100,000 cap are subject to increased scrutiny and should include a detailed and thorough summary of the financial investigation in the request form.
- i. Strategic Initiative Overtime. All requests for overtime on Strategic Initiatives are approved at the regional level by the Regional Director in consultation with the Regional Coordination Group. These Strategic Initiative Overtime Agreements should be completed and routed in the same manner as regular OCDETF case overtime agreements. Each region has a specific Strategic Initiative Case Number for each approved Initiative. **Please note: all Strategic Initiative Overtime funding will come out of the regional allotment (i.e., there is NOT a separate funding pool at the Executive Office or anywhere else).** As such, it is incumbent on the RCG to manage Strategic Initiative overtime funds within their region. These funds must be maintained with the same diligence as regular OCDETF case overtime funds since both are withdrawn from the same regional allotment. It is important to note that this is NOT the process for Strategic Initiative operational expenses, which are approved and processed separately; please see the *FY25 OCDETF SI Ops Manual* for additional information.
- j. 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 other information are correct.
- k. Agreement Page Two. The SLOT Reimbursable Agreement Form includes a second page which is intended for use as a “calculator” tool to help forecast the investigative need(s) of a respective State & Local Law Enforcement Organization. Page two requires basic investigative information which will determine the initial reimbursable agreement level more accurately. This is an initial estimate to assist in creating a baseline budget plan – modifications can be made to meet evolving

investigative conditions. When making the initial reimbursable agreement amounts, and any subsequent modifications, the Regional Coordinator or Program Analyst must factor in their respective agency's initial fiscal year funding allocation and **work within those parameters.**

- l. Funding Modifications. Each Reimbursable Agreement will be allowed no more than five (5) modifications per year. If the funds for a particular Agreement are completely deobligated with the intention of closing the Agreement, it will not count as a modification for purposes of this policy. No increase modifications should be submitted if there are no bills entered on the Agreement in MIS. These amendments or changes must be submitted as a Modification Memo, signed by the Regional Director, or designee, and sent to the OCDETF EXO in a timely manner not to exceed thirty (30) days. The signed Modification Memo should be returned to the State & Local Law Enforcement Organization, included in the region's State & Local agreement file, and be available upon request.
- m. Full-Time Participation. Officers assigned to OCDETF investigations or Strategic Initiatives are expected to work full-time (as defined by the State & Local Law Enforcement Organization) on the investigation(s) or Strategic Initiative(s) to be paid overtime. To satisfy the "full-time" expectation, at a minimum a Law Enforcement Officer should work forty (40) hours per week as defined by the State & Local Law Enforcement Organization 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 approved by the RCG and attached as an Addendum A to the Agreement. Officers not meeting the full-time expectation will not be reimbursed for overtime without an approved exception or waiver in the Addendum A. If the Addendum A allows for zero regular hours to be worked, it must also limit the number of overtime hours allowed in a billing month with zero regular hours (the limit established is up to the discretion of the RCG but should be explicitly mentioned in Addendum A if allowed).
- n. 30 Day Reach-back Policy. The Regional Coordination Group may approve reimbursement for State & Local overtime worked during the thirty (30) day period prior to the date the case was approved as an OCDETF investigation (i.e., when the Investigation Initiation Form was signed by the Regional Director). The total amount of retroactive overtime paid can never exceed \$5,000 or cross into another fiscal year. Once the case is approved, the Agreement form should be completed; the start date on the Agreement 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. The beginning date of the Agreement would be February 15th, and the reimbursement for reach-back timeframe would be included in the February Reimbursement Request in this scenario.]
- o. Officers List. The list of "State & Local Law Enforcement Officers Assigned to Participate in the State & Local Overtime and Authorized Expense/Strategic Initiative Program" identifies the specific State & 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. Only officers listed on this form are eligible

to receive overtime reimbursement. The OCDETF SLOT Officers' Modification Form may be used to add additional officers who are not listed on the original Agreement. The modification form must be received by the OCDETF EXO before overtime is reimbursed. *Note: **ONLY** list officers expected to work on the investigation; officers may be added as needed.*

p. Required Signatures.

- (1) Each Agreement must be approved and signed by a State & Local Law Enforcement Organization official who has supervisory authority over, and is authorized to assign, the participating Law Enforcement Officers to the OCDETF investigation or Strategic Initiative; the Sponsoring Federal Agency Special Agent in Charge (SAC), or designee, of the sponsoring Federal Agency field office where the State & Local Officers will be working; the sponsoring Agency Regional OCDETF Coordinator; and the Regional Director, or designee.
- (2) When an OCDETF investigation or Strategic Initiative involves more than one Federal Law Enforcement Organization, a single Agreement or multiple Agreements may be used; however, an official from the participating Federal Agency must sign the Agreement and be listed as a participating agency in MIS. There must be a separate Agreement for each State & Local Law Enforcement Organization, and for each investigation or Strategic Initiative in which a State & Local Law Enforcement Organization is participating.
- (3) Other signatures may also be required at the discretion of the Regional Director.
- (4) All required signatures must be obtained before the Agreement can be accepted and the funds obligated.

q. 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 shortly after if there is an expected need for State & Local participation. Each fiscal year, the Strategic Initiatives will be reviewed for approval by the RCG and the OCDETF EXO.
- (2) The OCDETF RCG must review and approve all Agreements. Each Agreement shall be for a specific amount of funding and for a specific period.
- (3) The signed Agreement must be promptly submitted to the OCDETF EXO for final review and acceptance.
- (4) The OCDETF RCG will ensure the cumulative overtime and authorized expense commitments do not exceed the total regional funding allocation. The OCDETF EXO will not be liable for reimbursing any overtime over the approved regional funding allocation. Prior approval must be received from the RCG to exceed the allocation.
- (5) Reimbursement for any expenditure(s) above the Agreement amount must obtain prior approval by the OCDETF Regional Director, or designee.

- (6) Amendments or changes to the original amount of an approved Agreement must be transmitted by a modification memo, signed by the Regional Director, or designee, and sent to the OCDETF EXO in a timely manner not to exceed thirty (30) days. Deobligations only require the initials of the OCDETF Program Specialist.
 - r. Deobligation. If a State & Local Law Enforcement Organization indicates that it is no longer performing work under a particular Agreement, any unexpended funds under that Agreement should be immediately deobligated and a Funding Change Notification identifying the amount to be deobligated shall be submitted to the OCDETF EXO as soon as possible.
 - s. Non-DOJ Led Investigations. Non-DOJ Federal Agencies (such as HSI, IRS, Coast Guard, etc.) sponsoring OCDETF investigations may participate in the OCDETF State & Local Overtime Program. However, a statement must be included with the Reimbursable Agreement that the sponsoring Federal Agency considers DOJ as a sharing participant of any assets seized and forfeited for the investigation. This statement must be included with the Reimbursable Agreement prior to OCDETF EXO approval.
3. Reimbursement Requests
- a. Eligibility. Prior to submission of any Reimbursement Request, a signed and fully executed Agreement between the State & Local Law Enforcement Organization and the OCDETF region must be in place. *Note: Once an Agreement is fully signed, billing may begin from the start date listed on the agreement regardless of when the final approval signature was received.*
 - b. Submission. To receive reimbursement funds for overtime and authorized expenses incurred by officers, State & Local Law Enforcement Organizations must submit their specific OCDETF Reimbursement Request Form. The Reimbursement Request must contain the signature of the authorized State & Local Official certifying the overtime costs, authorized travel, and per diem expenses are for the Law Enforcement Officers identified in the Agreement; the costs were incurred as part of the approved OCDETF investigation or Strategic Initiative; and the requested funds have been paid to the State & Local Officer(s). The State & Local Law Enforcement Organization is responsible for paying officers' base salaries. OCDETF will reimburse the State & Local Law Enforcement Organization for approved overtime worked on an OCDETF investigation or Strategic Initiative. The State & Local Law Enforcement Organization must pay out all overtime prior to submission to OCDETF for reimbursement.
 - c. Monthly Billing. Reimbursement Requests and supporting documentation must be submitted from the State & Local Law Enforcement Organization to the immediate supervisor of the sponsoring Federal Case Agent (GSA, SSA, etc.) monthly if work has been performed during the month. Any deviation from monthly billing must be approved by the OCDETF Regional Coordination Group and the OCDETF Executive Office.
 - d. Overtime Qualification. Officers must be listed on the Agreement (either on the

original form or through modification); meet the Full Time Participation requirements outlines in section 2m above; work in excess of their regular hours as determined by the State & Local Law Enforcement Organization; and all overtime hours claimed on Reimbursement Requests should match what is documented on officer's timesheets. *Note: The federal overtime provisions are contained in the the Fair Labor Standards Act (FLSA) at <https://www.dol.gov/agencies/whd/flsa>.*

- e. Supporting Documentation. The State & Local Law Enforcement Organization must retain supporting documentation, on paper or electronic copies, for all regular hours and overtime hours worked towards a specific OCDETF case for a period of six (6) years. Supporting documentation should be readily available for inspection. Officers' timesheets or other supporting documentation must reflect work towards a specific OCDETF case and must be reviewed and signed by an authorized State & Local Official.
- f. 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 the monies claimed are in accordance with the agreement and authorized by the RCG under the *State & Local Overtime and Authorized Expense/Strategic Initiative Programs Policies and Procedures Manual*, and for ensuring overtime payments claimed are legitimate and not excessive.
- g. 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. [For example, if overtime is incurred in May, the Reimbursement Request for the May overtime should be submitted to the Regional Coordination Group no later than June 30th.] Requests not submitted within this period, may not be honored, or paid.
- h. Regional Coordinator Review. The sponsoring Federal Agency Regional OCDETF Coordinator is responsible for reviewing the request and for submitting the original signed Reimbursement Request to the Regional Director after ensuring the request is within the allotted budget allocation for the Agreement. The total overtime payments for an individual officer within a federal fiscal year including all other non-OCDETF federal sources (such as Safe Streets, HIDTA, IRS, HSI, FEMA, etc.) cannot exceed 25% of the current federal salary rate in effect at the beginning of the fiscal year in which the overtime was performed. The FY25 cap is \$21,740.50 per officer. The OCDETF Program Specialist, or designee, will monitor these payments through MIS and communicate to the Federal Agency Regional OCDETF Coordinators, who provide status updates to any officer approaching the threshold.
- i. MIS Responsibilities. The OCDETF Program Specialist, or designee, is responsible for entering all information related to the Reimbursable Request into MIS. The OCDETF Program Specialist, or designee, will also be responsible for generating a memo or letter from MIS and distributing to the State & Local Law Enforcement Organization in the instance of any cost modification to the Reimbursement Request.

- j. Authorized Expenses. Prior to reimbursement, the initiating sponsoring Agency Regional OCDETF Coordinator must certify only authorized expenses are claimed. The State & Local Officers may follow the travel regulations of their respective Organizations when such written regulations exist if the State & Local regulations do not conflict with federal regulations; otherwise, federal travel regulations shall govern all State & Local travel and per diem. In no instance shall the amount claimed exceed federal allowances. Receipts for all authorized expenses must be submitted with the Reimbursement Request.
- k. Officer Overtime Log. The Overtime Log (page 2 of the Reimbursement Request) must be attached to the Reimbursement Request when submitting the monthly invoices. When completing the Overtime Log, each column must be completed with the totals reported at the bottom. The Overtime Log must include the officer's name from the Agreement or Officer Modification Form, the number of regular hours worked, the number of overtime hours worked, the overtime rate, and the cumulative overtime total of each State & Local Officer on all federal cases such as HIDTA, Safe Streets, etc. Do not leave any columns blank; enter "0" for any columns with a non-applicable amount. The 'Totals' row of Columns A, B, D, and E must match the amounts listed on the Reimbursement Request. Additionally, the Reimbursement Request contains an officer's Overtime Log for tracking individual officer's hours. The column in the overtime log titled 'Other Federal Overtime earned this Fiscal Year' should be used to track other federal non-OCDETF cases (i.e., Safe Streets, HIDTA, IRS, HSI, FEMA, etc.) overtime hours earned in the fiscal year, so when combined with the officer's total OCDETF overtime hours the individual officer's total federal overtime hours can be tracked towards the 25% threshold.
- l. Regional Director Review. The Regional Director is responsible for final review and approval of the Reimbursement Request. The Reimbursement Request shall then be transmitted promptly to the OCDETF EXO for payment processing. All Reimbursement Requests for overtime incurred in a prior fiscal year *must* be submitted to the OCDETF EXO *no later than* the date outlined in the fiscal year-end communication sent from the OCDETF EXO. **Requests received after the specified cut-off date may not be reimbursed.**
- m. OCDETF Executive Office Responsibilities. The OCDETF EXO is responsible for ensuring the reimbursement is appropriate, funds are available for payment, and the reimbursement is processed and paid through the Unified Financial Management System (UFMS) of the Department of Justice.

4. Payment

- a. Receiving Organization. Payments will be made directly to the State & Local Law Enforcement Organization for the expenses of the officers designated in the Agreement. Direct payments to officers are not allowed.
- b. Officer Caps. Payments will be based upon: (a) the authorized overtime rate of each participating officer listed in the Agreement as established by their State & Local Law Enforcement Organization and (b) the authorized case or Strategic Initiative specific travel and per diem expenses incurred because 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 within a Federal fiscal year including all other non-OCDETF Federal sources (i.e., Safe Streets, HIDTA, IRS, HSI, FEMA, etc.) are not to exceed 25% of the current Federal salary rate in effect at the beginning of the fiscal year in which the overtime was performed. As mentioned, the FY25 cap is \$21,740.50 per officer. The Regional Program Specialist Assistant or 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.

- c. Actual Hours Worked. Payments will be made only on actual overtime hours worked on an OCDETF investigation. [For example, if a State & Local Law Enforcement Organization has a policy to allow for minimum amount of hours to be paid out regardless of how many they worked, the State & Local Law Enforcement Organization can only claim OCDETF reimbursement for the actual hours worked.]
- d. Restrictions. Fringe benefits (such as retirement, FICA, or other expenses) are **NOT** to be included in overtime payment. Auxiliary educational benefits are also **NOT** to be included in overtime payment. Reimbursement of overtime payment is based solely on the authorized overtime rate of each participating officer listed in the Agreement. Under no circumstances may a State & Local Law Enforcement Organization include any administrative fees for the processing of overtime. Additionally, officers are not eligible for reimbursement of compensation time earned in lieu of overtime payment. OCDETF will only reimburse an actual dollar (\$) amount paid to the officer for overtime worked, and any additional benefit (including compensation time) will **NOT** be reimbursed.
- e. Record Keeping. The State & Local Law Enforcement Organization shall maintain paper or electronic records for a period of six (6) years. Accurate and complete records must account for all obligations and expenditures of funds under the agreement in accordance with generally accepted accounting principles to facilitate on-site auditing and inspection.

5. Audit Review

The State & Local Law Enforcement Organization 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 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 & Local Law Enforcement Organizations from receiving OCDETF funding in the future.

APPENDIX A: ACRONYMS

- DC#: Document Control Number
- DEA: Drug Enforcement Administration
- DOJ: Department of Justice
- EXO: Executive Office
- FBI: Federal Bureau of Investigation
- FEMA: Federal Emergency Management Agency
- FICA: Federal Insurance Contributions Act
- FLSA: Fair Labor Standards Act
- GSA: Group Supervisory Agent
- HIDTA: High Intensity Drug Trafficking Areas
- HSI: Homeland Security Investigations
- IIF: Investigation Initiation Form
- IRS: Internal Revenue Service
- OCDETF: Organized Crime Drug Enforcement Task Forces
- MIS: Management Information System
- RCG: Regional Coordination Group
- SAC: Special Agent in Charge
- SLOT: State & Local Overtime
- SSA: Supervisory Special Agent
- TCO: Transnational Criminal Organizations
- UFMS: Unified Financial Management System