

Completed by County Counselor's Office

Action Requested:	Ordinance	Res.Ord No.:	5550
Sponsor(s):	Theresa Galvin	Legislature Meeting Date:	10/4/2021

Introduction

Action Items: ['Appropriate', 'Transfer']

Project/Title:

Requesting an ordinance appropriating and transferring \$12,082 for the reimbursement of overtime salaries received from the U.S. Marshals Service for Joint Law Enforcement Operations.

Request Summary

Per the Obligation Documents agreed upon by the Jackson County Sheriff's Office and the United States Marshals Service, the Sheriff's Office requests the appropriation and transfer of \$12,082 received thus far in 2021 for the reimbursement of overtime salaries.

Obligation M-21-D45-O-000044 \$11,024 received for overtime incurred January through July 2021.

Obligation M-21-D45-O-000152 \$1,058 received for overtime incurred 5/17/2021 through 7/9/2021.

Contact Information

Department:	Sheriff	Submitted Date:	9/14/2021
Name:	Elizabeth A. Money	Email:	EMoney@jacksongov.org
Title:	Office Administrator	Phone:	816-541-8017

Request for Legislative Action

Budget Information			
Amount authorized by this legislation this fiscal year:			\$12,082
Amount previously authorized this fiscal year:			\$ 0
Total amount authorized after this legislative action:			\$12,082
Is it transferring fund?			Yes
Transferring Fund From:			
Fund:	Department:	Line Item Account:	Amount:
001 (General Fund)	9999 (*)	32810 (Undesignated Fund Balance)	\$12,082
Transferring Fund To:			
Fund:	Department:	Line Item Account:	Amount:
001 (General Fund)	4201 (Sheriff)	55030 (Overtime Salaries)	\$12,082

Prior Legislation	
Prior Ordinances	
Ordinance:	Ordinance date:
5291	November 18, 2019
5294	November 25, 2019
Prior Resolution	
Resolution:	Resolution date:
20173	June 3, 2019
20181	June 10, 2019

Purchasing	
Does this RLA include the purchase or lease of supplies, materials, equipment or services?	No
Chapter 10 Justification:	
Core 4 Tax Clearance Completed:	
Certificate of Foreign Corporation Received:	
Have all required attachments been included in this RLA?	

Compliance	
Certificate of Compliance	
Not Applicable	
Minority, Women and Veteran Owned Business Program	
Goals Not Applicable for following reason: Not spending money - appropriation	
MBE:	.00%

Request for Legislative Action

WBE:	.00%
VBE:	.00%
Prevailing Wage	
Not Applicable	

Fiscal Information

- Funds sufficient for this appropriation and/or transfer are available from the source indicated on the budget information tab.

History

Elizabeth A. Money at 9/14/2021 10:01:58 AM - [Submitted |]
Department Director: Ronald A. Fletcher at 9/14/2021 10:22:23 AM - [Approved | Approved.]
Finance (Purchasing): Barbara J. Casamento at 9/14/2021 11:41:08 AM - [Not applicable |]
Compliance: Katie M. Bartle at 9/14/2021 2:28:45 PM - [Approved | eRLA 238]
Finance (Budget): Sarah L. Matthes at 9/20/2021 8:42:50 AM - [Approved |]
Executive: Sylvia Stevenson at 9/21/2021 2:45:46 PM - [Approved |]
Legal: Elizabeth Freeland at 9/28/2021 2:00:02 PM - [Approved |]

Supplemental Appropriation Request Jackson County, Missouri

Funds sufficient for this appropriation are available from the source indicated below.

Date: September 20, 2021

ORD #	5550
eRLA #	238

Department / Division	Character/Description	From	To
General Fund - 001			
4201 - Sheriff	47060 - Increase Revenues	4,033	
9999 - Non Specific Department	47060 - Increase Revenues	8,049	
32810	Undesignated Fund Balance		12,082
32810	Undesignated Fund Balance	12,082	
4201 - Sheriff	55030 - Overtime		12,082
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> APPROVED <i>By Sarah Matthes at 8:41 am, Sep 20, 2021</i> </div>		\$ 24,164	\$ 24,164
Budgeting			

INSTRUCTIONS: See last page for detailed instructions.

SECTION 1: OBLIGATION

DOCUMENT CONTROL #: M-21-D45-O-000044

SECTION 2: PARTICIPATING AGENCIES

The United States Marshals Service will modify funding provided pursuant to the Memorandum of Understanding (MOU) in place between:

Jackson Co Sheriff's Office

and

Western District of Missouri (45)

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

SECTION 3: APPROPRIATION DATA

FISCAL YEAR	ORGANIZATION	FUND	PROJECT	SOC / PURPOSE
2021	H50 D45	AFF-B-OP	JLEOTFS4	25205 - TFO Overtime

Current Funded Amount: \$19,180.00

Adjusted Amount: (\$1,058.21)

Revised Amount: \$18,121.79

SECTION 4: DESCRIPTION OF MODIFICATION

This is the FY2021 JLEO Commitment.

De-obligate amount used by Jackson Co Sheriff's Office for Operation Archangel [\$1,058.21] from FY2021 JLEO commitment with Jackson Co Sheriff's Office due to TFO will max out on overall payment from all Federal sources.

All other items remain unchanged.

SECTION 5: CONTACT INFORMATION

DISTRICT/RFTF CONTACT:

Name: Micheal Stokes

Phone: 816-512-1996

E-mail: Micheal.Stokes@usdoj.gov

STATE/LOCAL CONTACT:

Name: Elizabeth Money

Phone: 816-541-8017 xt.72259

E-mail: emoney@jacksongov.org

SECTION 6: AUTHORIZATION

USMS Representative - Certification of Funds:

Signature: KATERI FLORY

Digitally signed by KATERI FLORY
Date: 2021.08.24 16:55:32 -05'00'

Date: 8/24/2021

Kateri Flory, Administrative Officer

Chief Deputy or RFTF Commander - Obligation Approval:

Signature: SCOTT SEELING

Digitally signed by SCOTT SEELING
Date: 2021.08.25 13:35:49 -05'00'

Date: 8/25/2021

Scott Seeling, Chief Deputy US Marshal

Reimbursement of overtime work shall be consistent with the Fair Labor Standards Act. Annual overtime for each state or local law enforcement officer is capped at the equivalent of 25% of a GS-1811-12, Step 1, of the general pay scale for the RUS. Reimbursement for all types of qualified expenses shall be contingent upon availability of funds and the submission of a proper request for reimbursement which shall be submitted monthly or quarterly on a fiscal year basis, and which provides the names of the investigators who incurred overtime for the Task Force during the quarter; the number of overtime hours incurred, the hourly regular and overtime rates in effect for each investigator.

Departmental Representative - Acknowledgement:

Signature: /s/ Captain R. Montgomery

Date: 08-27-2021

Jackson Co Sheriff's Office

FORM USM-607A INSTRUCTIONS

The Joint Law Enforcement Operations Task Force Modification Document is designed to provide district and regional fugitive task forces with one standard form to record increases or decreases in funding for existing obligations. For new obligations, please refer to Form USM-607, Joint Law Enforcement Operations Task Force Obligation Document. Joint Law Enforcement Operations partnerships with state and local agencies exist under a reimbursable agreement detailed in the Memorandum of Understanding. The United States Marshals Service reserves the right to modify funding as needed and will provide notification of any changes to the JLEO participating agency.

SECTION 1: Obligation Number

- A. Enter UFMS Document Control number for the existing obligation to be modified.

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: Appropriation Data

- A. Insert valid appropriation data in the fields provided, using the original obligation document for reference.

SECTION 4: Description of Modification

- A. Enter a brief description of the reason or purpose for the modification. Space is limited to a maximum of 150 characters.
- B. If a more detailed description is necessary, please note "See attached" in the text field, type the full description of the modification into a new document and attach the additional page to this form. Be sure to note the obligation number on the attachment.

SECTION 5: Contact Information

- A. Enter District/RFTF contact information (Box 1) and State/Local contact information (Box 2).

SECTION 6: Authorization

- A. Certification of Funds: Signature will be applied by USMS District official or IOD representative (RFTF).
- B. Obligation Approval: Signature will be applied by District or RFTF representative.
- C. Acknowledgement: The JLEO participant can acknowledge receipt of the modification form in one of two ways:
 - 1. Sign the completed Form USM-607A and return to the issuing District/RFTF office.
 - 2. Send an email to the District/RFTF point of contact acknowledging that the agency has received and understood the USM-607A. The USMS POC will then print the e-mail and attach to the modification form in lieu of an agency signature.

When completed, the form will be returned to the District/RFTF office. Districts are responsible for modifying obligations in UFMS according to the USM-607A information. RFTF modifications will be forwarded to Headquarters IOD to be entered into UFMS.

Joint Law Enforcement Operations Task Force
Obligation Document

INSTRUCTIONS: See last page for detailed instructions.

SECTION 1: OBLIGATION

DOCUMENT CONTROL #: M-21-D45-O-000044

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:

Jackson Co Sheriff's Office

and

Western District of Missouri (45)

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

SECTION 3: PERIOD OF PERFORMANCE

October 7, 2020

to

September 30, 2021

SECTION 4: APPROPRIATION DATA

FISCAL YEAR	ORGANIZATION	FUND	PROJECT	SOC / PURPOSE	DOLLAR AMOUNT
2021	H50 D45	AFF-B-OP	JLEOTFS4	25205 - TFO Overtime	\$19,180.00
Total Obligation Amount:					\$19,180.00

SECTION 5: DESCRIPTION OF OBLIGATION

FY2021 Overtime Funding for Task Force Officers under Joint Law Enforcement Operations Program.

- JLEO funds being allocated are to be used for overtime expenses only. District and Regional Task Forces cannot use JLEO funds for any other purpose. JLEO funds are made available for state and local TFO overtime salary expenses and shall not include any costs for benefits, such as retirement, FICA, and other expenses. JLEO funds cannot be used for the purchase or reimbursement of prepaid fuel cards. Cannot be used to pay for car insurance, registration, or state inspections. Cannot be used for fuel or minor routine maintenance on vehicles provided to state and local agencies under the JLEO program. Cannot be used to reimburse agencies for the purchase of uniforms, equipment, etc. Cannot be used to pay for cellular telephones/accessories or other wireless devices or the services for devices.
- JLEO Form USM-607B, Joint Law Enforcement Operations Statement, must be used by all state and local agencies who participate in the JLEO Program. Each state and local agency is responsible for initiating and completing Form USM-607B, and districts and RFTFs are required to retain USM-7TF timesheets as supporting documentation.
- The USMS is prohibited from making third party payments to state and local agency vendors. JLEO funding can only be used to reimburse state and local agencies for approved TFO overtime expenses the agencies have incurred.
- Reimbursements under the JLEO program cannot be made via government purchase card.
- Purchase Orders may not be issued to state and local agencies to extend JLEO funds beyond the end of the FY in which they are issued.
- Any state and local agency that has union rules or bylaws deviating from the standard TFO hourly billed rate of 1.5% x Regular Rate of Pay must draft a memo explaining the reason for the deviation (e.g., contract terms, union rules, etc.). This memo must be on file with USMS in the event of an audit or questions about the billing rate.

SECTION 6: CONTACT INFORMATION

DISTRICT/RFTF CONTACT:

Name: Micheal Stokes

Phone: 816-512-1996

E-mail: Micheal.Stokes@usdoj.gov

STATE/LOCAL CONTACT:

Name: Carmen Hayes

Phone: 816-881-4229

E-mail: chayes@jacksongov.org

SECTION 7: AUTHORIZATION

USMS Representative - Certification of Funds:

Signature: KATERI FLORY

Digitally signed by KATERI FLORY
Date: 2020.12.11 16:07:44 -0600

Date: 12/11/2020

Kateri Flory, Administrative Officer

Joint Law Enforcement Operations Task Force Obligation Document (continued)

Chief Deputy or RFTF Commander - Obligation Approval:

Signature: SCOTT SEELING

Digitally signed by SCOTT SEELING
Date: 2020.12.15 15:08:29 -05'00'

Date: 12/15/2020

Scott Seeling, Chief Deputy US Marshal

Reimbursement of overtime work shall be consistent with the Fair Labor Standards Act. Annual overtime for each state or local law enforcement officer is capped at the equivalent of 25% of a GS-1811-12, Step 1, of the general pay scale for the RUS. Reimbursement for all types of qualified expenses shall be contingent upon availability of funds and the submission of a proper request for reimbursement which shall be submitted monthly or quarterly on a fiscal year basis, and which provides the names of the investigators who incurred overtime for the Task Force during the quarter; the number of overtime hours incurred, the hourly regular and overtime rates in effect for each investigator.

Departmental Representative - Acknowledgement:

Signature: Capt. S. Montgomery

Jackson Co Sheriff's Office

Date: 01-29-2021

Joint Law Enforcement Operations Task Force Obligation Document *(continued)*

Joint Law Enforcement Operations Task Force Obligation Document *(continued)*

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.

INSTRUCTIONS: See page 2 for detailed instructions.

SECTION 1: OBLIGATION

The obligation number will be entered once all parties have signed the form USM614

UFMS OBLIGATION #: M-21-D45-O-000152

SECTION 2: PARTICIPATING AGENCIES

Notification to state and local agencies of funding provided in support of U.S. Marshals Service operations, pursuant to the Memorandum of Understanding (MOU) between

Jackson Co Sheriff's Office

and

Western District of Missouri (45)

SECTION 3: PROJECT / OPERATION NAME

Operation Archangel KC MO

SECTION 4: PERIOD OF PERFORMANCE

May 17, 2021

to

July 9, 2021

SECTION 5: APPROPRIATION DATA

FISCAL YEAR	ORGANIZATION	FUND	PROJECT	SOC	PURPOSE	DOLLAR AMOUNT
				21000	Travel / Per Diem	
				31011	Investigative Expenses	
2021	H51 D45	0324AD	FWB3000F	25200	State & Local Overtime	\$512.85
				26001	Supplies & Materials	
TOTAL OBLIGATION AMOUNT:						\$512.85

SECTION 6: CONTACT INFORMATION

DISTRICT/HQ CONTACT:

Name: Josh Kohler

Phone: 816-512-2024

E-mail: joshua.kohler@usdoj.gov

STATE/LOCAL CONTACT:

Name: Chance Cooper

Phone: 816-517-1825

E-mail: ccooper@jacksongov.org

SECTION 7: AUTHORIZATION

This obligation document serves as notification of funding provided to support state and local agencies participating in U.S. Marshals Service Operations subject to the availability of funds. The U.S. Marshals Service reserves the right to remove unused residual funds upon completion of payments under this obligation.

USMS Administrative Representative - Certification of Funds:

Signature: KATERI FLORY

Digitally signed by KATERI FLORY
DN: cn=KATERI FLORY, o=USDOJ, ou=USDOJ, email=KATERI.FLORY@USDOJ.GOV

Date: 5/4/2021

Kateri Flory, Administrative Officer

USMS Operational Representative - Obligation Approval:

Signature: 

Date: 5-4-21

Scott Seeling, Chief Deputy US Marshal

Departmental Representative - Acknowledgement:

Signature: 

Date: 6-25-21

Representative - Jackson Co Sheriff's Office

SECTION 8: STATE/LOCAL FINANCIAL CONTACT INFORMATION:

A. The state/local agency will be applied by the state/local agency financial contact information
B. The state/local agency will provide a valid DUNS number from the SAM gov database

Name: Elizabeth Money

E-mail: emoney@jacksongov.org

Phone: 816-541-8017 xt.72259

State/Local Agency DUNS #: 117044176

FORM USM-614 INSTRUCTIONS

The Investigative Operations Obligation Document is designed to provide district, regional fugitive task forces, and SOIB one standard obligating form to record new obligations with in UFMS. To adjust funding in an existing obligation, please refer to Form USM-614A, Investigative Operations Modification Document. Funding in support of the operation is pursuant to the existing Memorandum of Understanding (MOU) between the USMS and the state or local law enforcement agency 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, RFTF, and SOIB 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 Obligation number.

SECTION 2: Participating Agencies

- A. BOX 1: Enter name of state or local participating agency.
- B. BOX 2: Use drop down menu to select appropriate USMS Office.

SECTION 3: Project/Operation Name

- A. USMS Office will insert the name of the project or operation being funded.

SECTION 4: Period of Performance

- A. Insert valid period of performance for the obligation. Obligations created using the one-page Investigative Operations Obligation Form may not cross fiscal years.
- B. Period of performance must begin no earlier than the date of funds availability and end no later than September 30 of the current fiscal year.

SECTION 5: 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: Will be assigned by USMS Office.

SECTION 6: Contact Information

- A. Enter District/HQ contact information (Box 1) and State/Local contact information (Box 2).

SECTION 7: Authorization

- A. Certification of Funds: Signature will be applied by the USMS representative upon confirmation that funds have been moved into the budget.
- B. Obligation Approval: Signature will be applied by USMS representative upon receipt of obligation document. To ensure sufficient internal controls and proper segregation of duties, the USMS 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. Once form is signed by all parties in section 7, the USMS office that is responsible for initiating the commitment, will create the obligation in UFMS and attach this form.

SECTION 8: State/local Financial Contact Information

- A. The state/local agency will be applied by the state/local agency financial contact information.
- B. The state/local agency will provide a valid DUNS number from the SAM.gov database.

INSTRUCTIONS: See last page for detailed instructions.

SECTION 1: OBLIGATION

UFMS OBLIGATION #: M-21-D45-O-000152

SECTION 2: PARTICIPATING AGENCIES

The United States Marshals Service will modify funding provided pursuant to the
Memorandum of Understanding (MOU) in place between:

Jackson Co Sheriff's Office

and

Western District of Missouri (45)

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

SECTION 3: APPROPRIATION DATA

FISCAL YEAR	ORGANIZATION	FUND	PROJECT	SOC / PURPOSE
2021	H51 D45	0324AD	FWB3000F	25200 - State and Local OT

Original Funded Amount: \$512.85

Adjusted Amount: \$545.40

Revised Amount: \$1,058.25

SECTION 4: DESCRIPTION OF MODIFICATION

Increase Operation Archangel funding. All other items remain unchanged.

SECTION 5: CONTACT INFORMATION

DISTRICT/HQ CONTACT:

Name: Josh Kohler

Phone: 816-512-2024

E-mail: joshua.kohler@usdoj.gov

STATE/LOCAL CONTACT:

Name: Chance Cooper

Phone: 816-517-1825

E-mail: ccooper@jacksongov.org

SECTION 6: AUTHORIZATION

USMS Administrative Representative - Certification of Funds:

Signature: KATERI FLORY

Digitally signed by KATERI FLORY
Date: 2021.05.14 16:10:41 -0500

Date: 5/14/2021

Kateri Flory, Administrative Officer

USMS Operational Representative - Obligation Approval:

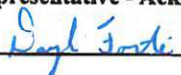
Signature: SCOTT SEELING

Digitally signed by SCOTT SEELING
Date: 2021.05.17 12:13:58 -0500

Date: 5/17/2021

Scott Seeling, Chief Deputy US Marshal

Departmental Representative - Acknowledgement:

Signature: 

Date: 6-25-21

Jackson Co Sheriff's Office

FORM USM-614A INSTRUCTIONS

The Investigative Operations Modification Document is designed to provide district, regional fugitive task forces, and SOIB with one standard form to record increases or decreases in funding for existing obligations. For new obligations, please refer to Form USM-614, Investigative Operations Obligation Document.

SECTION 1: Obligation Number

- A. Enter UFMS Obligation number for the existing obligation to be modified.

SECTION 2: Participating Agencies

- A. BOX 1: Enter name of state or local participating agency.
- B. BOX 2: Use drop down menu to select appropriate USMS Office.

SECTION 3: Appropriation Data

- A. Insert valid appropriation data in the fields provided, using the original obligation document for reference.

SECTION 4: Description of Modification

- A. Enter a brief description of the reason or purpose for the modification. Space is limited to a maximum of 150 characters.
- B. If a more detailed description is necessary, please note "See attached" in the text field, type the full description of the modification into a new document and attach the additional page to this form. Be sure to note the obligation number on the attachment.

SECTION 5: Contact Information

- A. Enter District/HQ contact information (Box 1) and State/Local contact information (Box 2).

SECTION 6: Authorization

- A. Certification of Funds: Signature will be applied by USMS representative.
- B. Obligation Approval: Signature will be applied by USMS representative.
- C. Acknowledgement: The state or local participant can acknowledge receipt of the modification form in one of two ways:
 - 1. Sign the completed Form USM-614A and return to the issuing District/HQ Office.
 - 2. Send an e-mail to the District/HQ point of contact acknowledging that the agency has received and understood the USM-614A. The USMS POC will then print the e-mail and attach to the modification form in lieu of an agency signature.
- D. When completed, the form will be returned to the District/HQ Office. Once form is signed by all parties in Section 6, the USMS office that is responsible for initiating the commitment in UFMS, will create the obligation in UFMS and attach this form.