

# Request for State and Local Overtime Funding

The Joint Law Enforcement Operations (JLEO) State and Local Overtime (SLOT) program reimburses State, County, and Local Law Enforcement agencies for overtime (OT) expenses incurred by sworn law enforcement officers assisting in open ATF investigations. In order for the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) to generate a Memorandum of Agreement (MOA), the below form, and the ATF UFMS Vendor Form must be completed and emailed to ATF's JLEO Program office at [SLOT@atf.gov](mailto:SLOT@atf.gov).

## Section I – Memorandum of Agreement

1. Fiscal Year:	2. Type of Request: <input type="checkbox"/> New <input type="checkbox"/> Renewal
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## Section II – Agency Information

3. Name of Agency:			
4. Agency Head First and Last Name:		5. Agency Head Title:	
6. Street Address:			
7. City:	8. State:	9. Zip Code:	10. Telephone Number:
11. County/Countries Served:			
12. Jurisdiction Type (please select one): <input type="checkbox"/> Municipality <input type="checkbox"/> County <input type="checkbox"/> State <input type="checkbox"/> Territory <input type="checkbox"/> Tribal <input type="checkbox"/> Other			

## Section III – Agency Reimbursement Information

The agency must have an active registration in the System for Awards Management ([www.sam.gov](http://www.sam.gov)) in order to do business with the Federal Government. The information recorded in SAM by the agency must match the ATF UFMS Vendor Form and the information recorded below.

13. Agency Contact First and Last Name (Reference Payment):		14. Email Address:	
15. Taxpayer Identification Number (TIN):	16. Data Universal Numbering System (D-U-N-S) Number	17. Cage Code (Optional):	18. National Crime Information Center's (NCIC) Originating Agency Identifier (ORI):

## Section IV – ATF Information

19. Field Division:		20. Special Agent in Charge First and Last Name:	
21. Field Office:		22. Resident Agent in Charge or Group Supervisor First and Last Name:	
23. Street Address (Field Office):			
24. City:	25. State:	26. Zip Code:	27. Telephone Number:

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**Section V – ATF Investigative Emphasis and Justification**

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28. ATF Task Force Name:

29. Number of SLOT Recipients Assigned to the ATF Task Force:

30. Requested Funding Amount:

31. Anticipated Seizures and/or Forfeitures, Equitable Sharing Agreements, or Law Enforcement Justification for Participation:

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32. Description of the Work of the Task Force or Investigation:

## Instructions for Completing the Request for SLOT Funding Form

### Section I: Memorandum of Agreement

- 1-2 Enter the fiscal year for the MOA to be generated.  
Select if this is a new request or a renewal. If the agency has had a previous MOA with ATF, then renewal shall be selected.

### Section II: Local, County or State Agency Information

- 3-12 Enter the official name of the State, county or local law enforcement agency requesting to receive JLEO funds through the Department of Justice (DOJ) Asset Forfeiture Funds (AFF).  
Enter the Agency heads name as shown on his/her signature block.  
Enter the Agency head official title (i.e. Police Chief, Sheriff, etc.).  
Enter the street address, city, state, and zip code where the agency is located.  
Enter the Agency's point of contact phone number.  
Provide the name of the county or counties served by the agency.  
Select the jurisdiction type from one of the following options:  
"Municipality" represents a recognized and designated city, town, township, village, etc. "County" may represent one county or more than one county in partnership. "State" represents a state law enforcement agency, a state-directed activity.  
"Territory" represents Puerto Rico, Guam, U.S. Virgin Islands, and the Northern Mariana Islands. "Tribal" represents an American Indian/Alaska Native law enforcement entity.

### Section III: Agency Reimbursement Information

- 13-18 Enter the name of the person from the agency and their email address of who will reference payments. This person will be the liaison for ATF should there be any issues with reimbursement.  
Enter the agency's Taxpayer Identification Number (TIN). The TIN is a nine digit number.  
Enter the Duns & Bradstreet's Data Universal Numbering System (D-U-N-S) number. An agency wanting to conduct business with the U.S Federal Government can request a D-U-N-S number for free from D&B if they do not have one.  
Enter the Commercial and Government Entity (CAGE) code (this is optional). The CAGE code is a five character ID number.  
Enter the National Crime Information Center's Originating Agency Identifier (ORI). The ORI contains nine alphanumeric characters.

### Section IV: ATF Information

- 19-27 This section is to be filled out by ATF personnel.  
Enter the field division the agency will be assigned to.  
Enter the Special Agent in Charge (SAC) name as shown on his/her signature block.  
Enter the field office the agency will be assigned to.  
Enter the Resident Agent in Charge (RAC) or the Group Supervisor (GS).  
Enter the street address, city, state, and zip code where the field office is located.  
Enter the field office telephone number.

### Section V: ATF Investigative Emphasis and Justification

- 28-32 This section is to be filled out by ATF personnel.  
Enter the ATF Task Force Name (no abbreviations).  
Enter the number of SLOT recipients that is anticipated to be assigned to the ATF Task Force. A SLOT recipient must be a sworn law enforcement officer who has the authority to enforce law, make arrest, and carry firearms within their agency's jurisdiction. ATF Task Force Officers, ATF Special Deputy's, and sworn law enforcement officers are eligible to participate.  
Enter an estimated amount of SLOT funding the field division could potentially be requesting.  
Enter a brief or detailed description for 31 and 32.