



HUMAN RESOURCES

3.8 Office Management

INTERRUPTION OF NORMAL OFFICE PROCEDURES

- A. Policy:** It is the policy of the USMS that USMS facilities and offices remain operational and capable of conducting the official business of the Federal Government during regular office hours. Participation in events that interrupt the normal operation of the facility or office must first be approved by USMS Headquarters. An exemption to the notification requirements is explained below in the event of an unexpected local emergency.
- B. Authority:** The closing of USMS activities, facilities, and offices for brief periods is within the administrative authority of the agency as outlined in 5 C.F.R. 610.305 and DOJ Order 1630.1B.
- C. Normal Operations:** USMS offices and facilities will operate during normal duty hours of the regular workweek. Official national holidays are excluded from the normal workweek (unless specific requirements mandate that offices or facilities continue to operate).
- D. Interruption of Normal Operations:** If interruption of normal operations of a USMS office or facility is caused by events beyond the control of management (i.e., inclement weather, building fire, flood, etc.), the U.S. Marshal or Assistant Director will make every effort to resume operation of the facility (even if on a limited basis) as quickly as possible. Each USMS district office and headquarters division is required to have a Continuity of Operations Plan (COOP) in place to ensure that USMS essential functions can be carried out under all circumstances. Headquarters and district COOP plans will be updated on an annual basis.
- E. Local Events:** If a local event occurs or is anticipated that could affect normal operations, and temporary closing of a USMS office or facility is being considered, advance authority must be granted by Headquarters.
- F. Procedures**
1. To request authority to temporarily cease normal operation of a USMS facility or office because of a condition that is of a local nature, but not an emergency, the following steps will be followed by the requesting district / office:
 - a. Consult with the Human Resources Division on leave regulations.
 - b. Submit a written request to Headquarters, Attn: Deputy Director, that describes the situation or condition that would require or justify the closing.
 - c. Specify the date(s) and hour(s) for which the closing is requested and identify the arrangements which will be made to handle any emergency situation that may develop during the temporary closing of the facility.
 - d. Contact the Communications Center at 202-307-9100 or 1-800-336-0102 to request that the agency status line (1-877-365-8767) be updated with the closure information.
 2. In the event of an emergency, the U.S. Marshal or Assistant Director may close local USMS facilities and is responsible for the following:
 - a. Immediate notification to the Communications Center, which will notify the Office of the

Director

- b. Implementation of COOP plan if closure is expected to be extended.
 3. Closures affecting the headquarters facility located in Arlington, VA will be requested by, and reported to the Communications Center by, personnel from the Human Resources Division in compliance with this directive and OPM guidelines.
- G. Notification:** The U.S. Marshal will be notified as to whether the request was approved or disapproved.
- H. Administrative Dismissals of Employees:** The provisions of Department of Justice Order 1630.1B, Chapter 14 describe circumstances under which individual employees may be allowed to participate in authorized events and be excused administratively.

TRANSFER OF THE OFFICE OF U.S. MARSHAL

- A. Purpose:** This policy directive sets forth policy and procedure for the transfer of the Office of U.S. Marshal
- B. Authority:** The Director's authority to issue written directives is set forth in 28 CFR 0.111 and 28 USC 561(g).
- C. Policy**
1. The Chief Deputy U.S. Marshal or senior district staff member is responsible for coordinating all actions related to the transfer of accountability from the outgoing U.S. Marshal to his or her successor, including activities which were interim to the appointment of a new U.S. Marshal.
 2. The Headquarters staff will provide assistance in their respective areas of expertise.
 3. The DOJ Order 2710.8C, *Removal and Maintenance of, and Access to Documents*, governs the removal of documentary materials from Department of Justice custody by departing employees.
- D. Procedures**
1. **Documentation of Transfer Responsibility:** A checklist of required actions for the transfer of accountability to a new U.S. Marshal is attached.
 - a. In addition to specifying whether the incoming U.S. Marshal, outgoing U.S. Marshal, or both should complete an action, the checklist provides a cross-reference to relevant forms. When no specific form is indicated on the checklist, the district will determine the document format.
 - b. Both the incoming and outgoing U.S. Marshals must sign the checklist when all items are completed. The district will forward copies of the completed checklist to the Assistant Director, Financial Services Division, and to the Assistant Director, Human Resources Division, who will maintain the copies in the respective district's file. The original checklist will be retained in the district office files for a minimum of 3 years, and a copy will be placed in the financial records within the district.
 2. **Briefing of Newly Appointed U.S. Marshals by District Personnel:** District personnel should prepare a briefing profile of the district and present it to the incoming U.S. Marshal. The briefing should include, but is not limited to the following:
 - a. A directory of district court and the U.S. Attorney's office personnel
 - b. A description of the physical characteristics of the district (square miles, population, number and location of suboffices, location of correctional facilities, etc.)
 - c. An organizational chart and personnel directory of USMS district

- d. A review of the district workplan and current fiscal condition, including information pertaining to pending requests for additional funding, outstanding obligations, and fiscal projections
- e. An outline of district workload data for the current and previous fiscal years
- f. A status report on each of the collateral duty areas that identifies ongoing activities or problems, etc.
- g. Copies of past audits, risk assessments, corrective action plans, internal review reports on district operations, and various operational plans
- h. A copy of the most recent listing of the district's accountable personal property inventory

E. Responsibilities

- 1. **Chief Deputy U.S. Marshal:** Coordinates all district actions related to the transfer
- 2. **Human Resources Division:** Maintains completed checklist in district file
- 3. **District Personnel:** Prepares briefing for the incoming U.S. Marshal
- 4. **U.S. Marshal:** Incoming and outgoing U.S. Marshals complete the attached checklist
- 5. **Financial Services Division:** Maintains completed checklist in district file

F. Checklist for Transfer of Office and Accountability Between U.S. Marshals

CHECKLIST FOR TRANSFER OF OFFICE AND ACCOUNTABILITY BETWEEN U.S. MARSHALS		
Outgoing USM	Incoming USM	Area/Function/Applicable Forms
ASSUMPTION OF OFFICE		
	[]	Complete and send the following forms to the Director, USMS: Form USM-1, <i>Oath of Office</i> , (sent to HRD for OPF) Form DOJ-233, <i>Employee Locator Information</i>
ACCOUNTING AND FINANCIAL MANAGEMENT		
[]		Complete a Certified Statement of Accountability for cash and collections on hand that have not been deposited.
[]		File outstanding vouchers for travel expenses.
[]		Repay outstanding travel advances.
[]		Cancel government-issued credit cards.
[]		Send memorandum to Financial Services Division with the following statement: "I acknowledge that remaining charges on government-issued credit cards are a personal liability between the credit card company and myself." Note: departing federal employment does not forgive or transfer debts.
[]		Cancel certifying and disbursing authority by doing the

		<p>following:</p> <p>Submit a written request to cancel to the Office of Finance. Destroy Disbursing Officer's signature stamp Remove the following forms from the district's active file and place in closed file:</p> <p><i>USM-14, Designation of Certifying/Assistant Disbursing Officer</i> <i>USM-377, Designation of Certifying & Disbursing Officer</i> <i>USM-376, Signature/Designation of Card for Certifying</i> <i>SF-210, Signature Card for Certifying Officer</i></p>
	[]	<p>Request certifying and disbursing authority by completing and sending the following forms to the Financial Services Division (Note: blank forms are available from the Office of Finance):</p> <p><i>USM-14, Designation of Certifying/Assistant Disbursing Officer</i> <i>USM-377, Designation of Certifying & Disbursing Officer</i> <i>USM-376, Signature/Designation of Card for Certifying</i> <i>SF-210, Signature Card for Certifying Officer</i> <i>TFS-5583, Signature Card</i> <i>TFS-3023, Specimen Signatures</i></p>
	[]	Review outstanding travel advances for employees.
[]	[]	For initial or last month, submit a full or partial month financial closeout report of the automated accounting system.
[]	[]	Complete an inventory of Deposit Fund Accounts (15X6876 & 15X6874).
[]	[]	Verify that report from completed forms <i>USM-286, Receipt and Disbursement Record Folder</i> , from the Financial Management System match court case file maintained in the district.
[]	[]	Complete a Certified Statement of Transfer of unused U.S. Treasury Checks.
BUILDING & ADMINISTRATIVE SECURITY		
[]		Advise COMSEC custodian, Information Technology Services, to determine reassignment of the Secure Telephone Unit (STU-III) and STU keys and secure facsimile machine.
[]		Delete access alarm authorization (code number/card number) for access control systems for courthouse, district, and suboffices.
[]		Return badge, credentials and pocket badge with a completed Form <i>USM-287, Request for Badge/Credential Action</i> , to the Badge and Credential Program, Human Resources Division.
[]		Return office keys, weapons, and all other government-issued property to the district with a completed Form <i>USM-325, Hand Receipt</i> .
[]		Ensure users no longer have access to or use of USMS

		computer and telecommunication systems. Notify ITS with termination of access requests within 1 working day.
	<input type="checkbox"/>	Add access alarm authorization (code number/card number) for access control systems for courthouse, district, and suboffices.
	<input type="checkbox"/>	Change the following: District and suboffice perimeter entrance locks (only if all keys cannot be accounted for). Combinations of safes and vaults to which outgoing U.S. Marshal had access. Names authorized for entry to safety deposit boxes, etc. GSA Standard Form 700, <i>Security Container Information</i> GSA Standard Form 702, <i>Security Container Checklist</i>
	<input type="checkbox"/>	Request issuance of credentials and badge by submitting completed Form <u>USM-287</u> , <i>Request for Badge/Credential Action</i> , with two color photographs and a credential signature card signed in black ink to the Badge and Credential Program, Human Resources Division.
<input type="checkbox"/>		Inventory any National Security Information (NSI) and transfer all classified materials to appropriately cleared district personnel until incoming U.S. Marshal is cleared for NSI access.
PROPERTY & INVENTORY		
<input type="checkbox"/>		Withdraw <u>SF-1402</u> , <i>Certification of Appointment</i> , and file in a closed file.
<input type="checkbox"/>		Cancel hand receipts for all USMS property in your possession.
<input type="checkbox"/>	<input type="checkbox"/>	Inventory or transfer levies on realty held by outgoing U.S. Marshal.
<input type="checkbox"/>	<input type="checkbox"/>	Inventory and account for all seized property with the Seized Property Custodian.
<input type="checkbox"/>	<input type="checkbox"/>	File completed seized property inventory report in district file as the record of the transfer of custody to incoming Marshal.
<input type="checkbox"/>		Execute the Request and Non-Disclosure Agreement under DOJ Order 2710.8C, <i>Removal and Maintenance of, and Access to, Documents</i> to request retention of copies of any materials worked on during tenure with DOJ.
SECURITY CLEARANCES		
<input type="checkbox"/>		Advise Personnel Security Officer, USMS, of the need to be debriefed regarding access to classified information.
	<input type="checkbox"/>	Send memo to Personnel Security Officer, USMS, requesting security clearance.
COURT OPERATIONS		
	<input type="checkbox"/>	Review file of outstanding court orders pertaining to U.S.

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		Marshal's operations.
<input type="checkbox"/>		Transfer unserved process using Form <u>USM-121</u> , <i>Register of Process/Process Assignment Record</i> , or a memorandum.
<input type="checkbox"/>	<input type="checkbox"/>	Complete inventory of outstanding jail bills on Form OBD-26, <i>Report of Unpaid Obligations</i> . (FMIS generated report)
<input type="checkbox"/>		Transfer prisoners in custody by name and facility on last day of outgoing U.S. Marshal using Form <u>USM-236</u> , <i>Prisoner Status Register</i> .
ADMINISTRATION		
	<input type="checkbox"/>	Review all current special deputations; Form <u>USM-3</u> , <i>Oath of Office-Special Deputation</i> , and Form <u>USM-4</u> , <i>Oath of Office-Special Deputation</i> (for Contract Court Security Officer).

ALL ITEMS ON THE CHECKLIST HAVE BEEN COMPLETED

District: _____

Outgoing U.S. Marshal Date

Incoming U.S. Marshal Date