



**U. S. Department of Justice**  
**Drug Enforcement Administration**

Louisville Field Division  
600 Dr. Martin Luther King Jr. Place, Suite 1006  
Louisville, Kentucky 40202

[www.dea.gov](http://www.dea.gov)

**JUL 27 2018**

Dear Participating State and Local Task Force Agency:

As you may know, on October 1, 2017 the Drug Enforcement Administration (DEA) created the Louisville Field Division, to include the States of Kentucky, Tennessee and West Virginia. Since then we have been assembling the necessary personnel to form an administrative unit and should be fully operational in September 2018.

Attached is the FY 2019 State & Local Task Force Agreement between your agency and the Louisville Field Division. We would like to take this opportunity to advise you of the changes in the overtime reimbursement process concurrent with the establishment of the Louisville Field Division

Effective for all overtime worked by officers of your agency on or after October 1, 2018, all invoicing for overtime reimbursement must be submitted to the Louisville Field Division at the above address. In order to process the invoices as efficiently and expeditiously as possible, we have set the following minimum requirements:

- All invoices must be submitted on your agency's letterhead and contain the name and phone number of a point-of-contact at your agency.
- Invoices must be for a specific officer and reference the officer's name and last four of their social security number. Single invoices for multiple officers will not be accepted;
- Invoices must include the specific dates of the period of performance for which reimbursement is being requested under the terms of the agreement;
- All invoices must include both your agency's Tax Identification Number (TIN) as well as your agency's Data Universal Numbering System (DUNS) number.

If you have any questions or need additional information, please contact Administrative Officer Angel Lawrence at 502-232-1007

Sincerely,

A handwritten signature in black ink that reads "D. Christopher Evans".

D. Christopher Evans  
Special Agent in Charge