

**DEPARTMENT OF THE TREASURY
EXECUTIVE OFFICE FOR ASSET FORFEITURE**

DIRECTIVE NO. 16

DATE: October 27, 2021

SUBJECT: Acknowledgements and Advice on Equitable Sharing Requests

1. **PURPOSE.** This Department of the Treasury Executive Office for Asset Forfeiture (TEOAF) Directive establishes Treasury policy pertaining to notices to state and local law enforcement agencies that apply for an equitable share of forfeited assets.
2. **SCOPE.** This Directive applies to all equitable sharing requests that are submitted to agencies participating in the Treasury Forfeiture Fund (TFF).
3. **POLICY.** TEOAF administers the federal equitable sharing program and requires that TFF member agencies provide accurate and timely updates on the equitable sharing process to all recipient state and local agencies.
4. **SEIZING AGENCY RESPONSIBILITIES.** The seizing agency (i.e., the TFF participating agency that is processing the equitable sharing request) must provide participating state and local agencies with point-of-contact information and notify the agencies of the status of their equitable sharing request at key points in the equitable sharing process.
5. **PROCEDURES.**
 - A. **Upon the Receipt of an Equitable Sharing Request** – Within 30 days of the receipt of an equitable sharing request, the receiving TFF participating agency shall provide the submitting state or local agency with a written notice of receipt and point-of-contact information for future updates.
 - B. **Upon Issuance of Payment** – Within 30 days of receiving TEOAF notification that a payment has been made, the involved TFF participating agency shall provide the recipient state or local agency with written notice that includes the payment amount, the asset identification number related to the payment, and the payment transmittal date.
 - C. **Communication Effort** – TFF participating agencies may create their own communications to meet the requirements contained in this Directive.
6. **AUTHORITY.** 31 U.S.C. § 9705; Treasury Directive 15-04, "Delegations Relating to the Treasury Forfeiture Fund," October 10, 2017; and Treasury Order 102-14, "Delegation of Authority with Respect to the Department of the Treasury Forfeiture Fund," October 18, 2021.
7. **INFORMATION CONTACT.** Any inquiries pertaining to this Directive should be directed to TEOAF's Equitable Sharing Team at (202) 622-9600.
8. **CANCELLATION.** TEOAF Directive No. 16, "Equitable Sharing – Acknowledgements and Advice on Sharing Requests," September 16, 1994 (revised 1/12/2016), is hereby superseded.
9. **EFFECTIVE DATE.** October 27, 2021.

/S/
John Farley
Director
TEOAF