

Life Cycle of an Asset in Consolidated Asset Tracking System (CATS)

This chart follows the sequence of data entry activities through the asset forfeiture life cycle and differentiates responsibilities for Investigative Agencies (IA), U.S. Attorney's Office (USAO), and U.S. Marshals Service (USMS) as custodian of the property.

Agency	Business Function	Activity
IA	Seizure	Enter the Seizure/FIRE Form.
USMS	Seizure	Enter the USM-102 for Non-participating agencies, Private Seizures, and Government, Non-NASAF seizures.
IA	Abandonment	The seized asset is not claimed. The asset is Adopted by an IA, who enter the Seizure Form.
IA	Custody	Enter Custody/Storage Details on the Seizure/FIRE Form.
USMS	Custody	Complete the USM-102 to take custody of an asset. Record Custody, Storage Details, and Appraisal.
IA	Notice	Enter Advertising and Notifications.
IA	Claims	Enter Claim(s). (Forfeiture type changes to Judicial)
IA	Equitable Sharing	Enter DAG-71 plus DAG-72 Recommendation
IA/ USAO/USMS	Accounting	Enter any Expenses and Collections.
USAO	Forfeiture	Accept and enter case information. Enter Forfeiture Decision and Disposition.
USAO	Equitable Sharing	Enter DAG-72 Decision (Civil and Criminal).
AFMLS	Equitable Sharing	Enter DAG-72 decision for assets greater than \$1 million; monitor State/Local compliance.
IA/USAO	Disposal	Enter Disposal Instructions
USMS	Custody	Enter Forfeiture Receipt Date.
USMS	Disposal	Add Disposal Data and Real Property Disposal Data.
USMS/Custodial Agency	Accounting	Add Expense Data for payment to state/locals and Collections.
IA/USA/USMS	Accounting	Review and document expense and income transactions not yet entered. (Reminder: Enter payment to Lien Holder if petition exists.)
USMS	Equitable Sharing	Add Equitable Sharing Memo.
IA/USMS	Disposal	Add File Closure.
IA/USAO/USMS	Reports	Generate reports to manage forfeiture process.

User Guide for the Asset Forfeiture Life Cycle

Table of Contents

Seizure

Case Processing
Asset Information/Details
Additional Processing
Items/Contents List
Party Details Party Alias
Custody/Storage Details
Other Agency Details
Intra- Agency Details
Probable Cause/Approval
Generate Asset ID Blocks
OCDETF Cases
Hardship Release
Referral Assets
Electronic Funds Transfer
Threshold Deviation
Comments Log
Notice Extension
PCV Entry/Approval

Custody

Appraisals
Custody/Storage Details
Custody Codes
Asset Substitution
Vendor Search
National Vendors
USM-102 Form
Private Seizures
To Be Sold Assignment
Gov't Net Equity Worksheet
Electronic Funds Transfer
Conducting Inventory
Special Situations
Items/Contents List
Federal Asset Sales (FAS)
Post and Walk

Notification

Access Internet Ads
Ad Details - Judicial Assets
Ad Details - Admin Assets
Generate Notice Letters
Scheduled Ad Date/Code
Assignment
Notice Letter Details
Control Article Numbers
Notice Review for USPIS

Claims & Petitions

Claim Receipt
Valid/Deficient
Cost Bond
Petition Data & Ruling
Petition Net Equity

Disposal

Disposal Instruction
Recording Disposal
Real Property Disposal
File Closure
Disposal by Fidelity National
Default Solutions
Propagate List

Forfeiture

Administrative

Forf. Recommendations
Forf. Recommendations:USP

Judicial

Warrant Information
Civil/Judicial Forfeiture

FIRE/Judgment

Introduction to FIRE
FIRE Process

Forfeiture Decision
Forfeiture Decision Errors
Restitution Order/Hold (*Both*)
DEA Lab Clean-up

Criminal Forfeiture
Parallel Processing
Asset List
Forfeiture Tags
Lis Pendens TRO
Substitution
Ancillary Pet./Civil Claims

Forfeiture Judgment
Linking to Judgment Assets
Judgment Summary
Exceptions

Equitable Sharing

Sharing Request - DAG-71
Sharing Request -Federal
Contribution Form
DAG-72
Copy From
Extinguish Granted Sharing
Equitable Sharing Memo
Sharing Cash or Proceeds
"Offset" Sharing
Transfer of Property
Items to Proceeds
International Sharing
Budgetary Adjustment

Accounting

Accounting Search Facility
Expenses
SOC Codes
Collections
Sum Expense & Income
USMS-Balancing Acct.

Official Use

Official Use

Abandonment

Declaration of Abdmtd

Other

Action Item Facility
Personal Preferences
Service of Process
Office Setup
Broadcast Messages
PIV Messages
Vendor Facility
Vendor Search
Search Facility
Status Inquiry
FBI Agent Table Maintenance

Reports

Reports Menu
Generate & Save Reports
Report Tips Excel Tips
Report Queue
List of Converted Reports
Seizure
Custody
Notification
Claims & Petitions
Forfeiture
Disposal
Equitable Sharing
Official Use
Accounting
Other: Vendor Details
Security
Service of Process

Docgen

Document Generation
Document Queue
Generating Seizure Form
Seizure
Custody
Notification
Claims & Petitions
Forfeiture
Disposal
Equitable Sharing

The Asset Forfeiture Process

