



United States Marshals Service Home Intrusion Detection Systems Appeal Form



APPEAL POLICY/INSTRUCTIONS

The HIDS Reimbursable program has a one time \$2500 limit for installation and \$600, per fiscal year, limit for maintenance and monitoring, per judge.

For special consideration of a security situation that justifies exceeding the program limits, please complete and email this form to HIDS.USMS@USDOJ.GOV. The deciding official will then review your appeal submission, complete any necessary research, and provide you with a final decision within seven business days.

Judge Information

Name/Contact

* First		Middle	
* Last		* Phone	
			(999) 999-9999
* Email Address			

HIDS Account Information

* HIDS Account Number

HIDS Reimbursement Appeal

* HIDS Reimbursement Request ID (If appeal submitted in advance of a reimbursement denial insert "NA")

* Provide justification for your appeal below and remember to include any supporting documentation in support of your appeal when emailing it back to the HIDS Program Office. (Include attachments if necessary)

* Appeal Claimant/Requestor Sign Here

* Date

U.S. MARSHALS SERVICE USE ONLY

USMS Final Decision

USMS Deciding Official Sign Here



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Capable HIDS can usually be acquired within the program limits, however, an appeals process covers situations where reasonable efforts to stay within the limits have not been successful. If a system or device falls outside of the standard program limits, but the judge believes that an exception is necessary, the judge may initiate an appeal. The USMS HIDS program is designed to provide capable intrusion detection to all USMS-protected judges within the programs funding limits, but it does not necessarily cover every security component a vendor may recommend. Some security components will not be eligible for reimbursement if a system provides adequate intrusion detection without these components.

All appeals should be submitted as soon as possible, with the initial reimbursement request, after notification of partial reimbursement, or after reimbursement denial. A HIDS appeal request form should be completed and mailed to HIDS.USMS@usdoj.gov. The email should contain:

- Full name
- HIDS account number
- Street address, city, state, and zip code of the home
- Reason for the appeal to include any supporting documentation

The appeal must contain adequate information from which the deciding official can fully assess the situation. This includes the reasons additional items should be covered and sufficient invoices, written estimates, or other relevant documentation to establish the appeal case. The judge should include at least two estimates; however, two estimates are not adequate justification in and of themselves for an appeal to be successful. The estimate(s) or invoice(s) must be in line with other competitively priced vendors in the area, and the equipment and system design must be determined by the HIDS program to be necessary to achieve adequate detection of intrusion into the home.

Appeals may be granted for:

- Extra intrusion sensors for a very large home
- Atypical component necessary because of a special security circumstance
- Exceptional market factors in a locality

All appeals require:

- Reasonable efforts by the judge to identify a competitive price within the program limits
- Components are required or recommended by the HIDS program for intrusion detection
- The system cannot be reconfigured to obtain capable intrusion detection more cost-effectively