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United States Secret Service  
Freedom of Information and Privacy Acts Branch  
245 Murray Drive  
Building 410  
Washington, D.C. 20223

FOIA Requestor Service Center  
Disclosure Officer  
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Email: FOIA@uss.s.dhs.gov (as of posting date)

Notes: Redactions made using "white out" rather than "black-out."

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U.S. Department of Homeland Security  
UNITED STATES SECRET SERVICE

JAN 04 2008

Re: Freedom of Information Act Appeal 2005-0020

Reference is made to your letter dated September 16, 2007, which was received by the United States Secret Service (Secret Service) on September 27, 2007. Through your letter you appeal the July 24, 2006 determination of Special Agent in Charge, Craig W. Ulmer, Freedom of Information and Privacy Acts Officer, withholding in full and in part records responsive to your Freedom of Information Act request.

The records pertinent to your appeal, consisting of approximately 96 pages, have been reviewed. Based on this review, it has been determined that information may be released to you. Attached please find approximately 81 pages of records responsive to your request. However, some information contained in some of these records continues to be withheld under the Freedom of Information Act. Additionally, please be advised that 15 pages continue to be withheld in their entirety.

The Secret Service records in question contain information compiled for law enforcement purposes. Pursuant to Title 5, United States Code, Section 552(b)(7)(C) and (b)(7)(E) information is being withheld since the disclosure could reasonably be expected to: constitute an unwarranted invasion of personal privacy, including the privacy of Secret Service employees, and/or would disclose techniques and procedures for law enforcement investigations, or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law. Information has also been withheld under section (b)(2) as information related solely to the internal practices of an agency the disclosure of which would risk the circumvention of a statute or agency regulation.

Any denial on appeal is subject to judicial review in the District Court in the district where the complainant resides, has a principal place of business, or in which the agency records are situated, or in the District of Columbia.

Sincerely,

A handwritten signature in black ink, appearing to read "BK Nagel".

Brian K. Nagel  
Deputy Director

Enclosure

## 2004 Campaign Operational Guide

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RIF

United States Secret Service  
Directives System

Manual : 2004 Campaign Operational Guide  
RO : DPD



Section : FRONT  
Date : 02/04/2004

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**Subject:** Issuance of the 2004 Campaign Operational Guide

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**To:** All Supervisors and All Manual Holders of the 2004 Campaign Operational Guide

**Filing Instructions:**

This directive serves to formally issue the 2004 Campaign Operational Guide.

Binders for the 2004 Campaign Operational Guide are being shipped with directives checklists, and table of contents, pre-filed for your convenience.

**Impact Statement:** Although the Office of Protective Operations (OPO) basic policies are outlined in the Protective Operations Manual, the more specific procedures and operating guidelines that relate to the 2004 Presidential Campaign are included in this Guide. In this regard, the Guide should be used as a supplement to the Protective Operations Manual, as well as the Administrative Manual.

The 2004 Campaign Operational Guide addresses administrative and operational procedures for candidate/nominee protective details, operations offices, coordinating centers, jump teams, advance teams, equipment coordinators, and additional federal special agents from the Department of Homeland Security.

All offices are requested to make the 2004 Campaign Operational Guide accessible to all employees and to encourage them to become aware of its contents. (To facilitate this process, this Operational Guide will be made available online as part of the LaserFiche-based USSS Manual Library.) There are several administrative and procedural differences from previous campaigns.

We remind all offices it is not intended that employees have an individual copy of the guide. It is the responsibility of supervisors to ensure the library copy of the guide is located to allow accessibility by all employees.


RIF

Manual : 2004 Campaign Operational Guide  
RO : DPD

Section : FRONT  
Date : 02/04/2004

Revisions to this Operational Guide will be issued in accordance with the U. S. Secret Service Directives System. The Directives Checklist will be filed in the front of this manual, and will be used to log in all future directives.

Questions on this directive should be addressed to the Management and Organization Division, Policy Analysis and Records Systems Branch, at 202-406-6885. Questions on the content of the 2004 Campaign Operational Guide should be directed to the Dignitary Protective Division, Candidate Nominee Operations Staff (CNOS), at 202-406-6360.

  
Mark J. Sullivan  
AD-Protective Operations

DCP#: CNO 2004-2

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# DIVISION OVERVIEW

**Office Hours:** 8:00 a.m. to 6:00 p.m. EST/EDT (Monday - Friday)  
(01/2003 - 12/2004 - at direction of DPD/CNOS)

**Office Location / Mailing Address:**

Suite 3400  
950 H Street, NW  
Washington, DC 20223

**Phone/FTS:**

**Router Code:**

**Office Code:**

**Fax:**

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Direct Line A/C (202)</u></b>
Donato Coyer	Special Agent in Charge	
David J. O'Connor	Deputy Special Agent in Charge	
	Assistant to the Special Agent in Charge	
	Assistant to the Special Agent in Charge	
	Assistant to the Special Agent in Charge	
	Assistant to the Special Agent in Charge	
	Assistant to the Special Agent in Charge	
	Special Agent	
	Special Agent	
	Special Agent	
	Protective Support Technician	
	Protective Support Technician	
	Budget Coordinator	
	Administrative Support Coordinator	

02/04/04  
BAC

## CNOS Operations Center

**Location:** Candidate Nominee Operations Staff  
Suite 3300  
950 H Street, NW  
Washington, DC 20223

**Phone:**  
**Fax:**

**Operational Responsibilities:** Detail Issues/Residence Security Coordination/Campaign Event Security Planning

**\*Future Relocation:**

**\*Phone:** TBD  
**\*Fax:** TBD

## Combined Manpower Operations Center (INV, OPO, and CNOS)

**Location:** 950 H Street, NW  
Washington, DC 20223

**Phone:**  
**Fax:**

# ADVANCES - GENERAL INFORMATION

(Refer to Protective Operations Manual section OPO-03, Advances-General Information.)

## Mission

Candidate Nominee Operation Staff (CNOS) advance teams are responsible for implementing security arrangements for the candidates, nominees, and nominee spouses authorized protection by the Department of Homeland Security. CNOS policies will be adhered to in conjunction with those established by the Office of Protective Operations.

## Responsibilities

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## Technical Security Division

## Uniformed Division

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## Detail Operations

## Origin of Advances

## Notifications

## Assignment of the Advance Team

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# Pre-Advance

(Refer to Protective Operations Manual section OPO-05, Pre-Advance)

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# ADVANCE TEAM PROCEDURES

(Refer to Protective Operations Manual section OPO-06, Advance Team Procedures.)

## Preliminary Coordination

## Subsequent Coordination

## SAIC or RAIC of District

## Staff Lead Advance

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## Preliminary Site Walk-Through

## Staff / USSS Meetings

## Police Meetings

(Refer to Protective Operations Manual section OPO-06, Advance Team Procedures.)

### Initial Police Meeting

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## Site Security Survey

## Equipment/Support Requests

## Preliminary Survey

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B7c*

Note:

## Agent Briefings

### General Briefing

### Site Briefing

*Done*

## Supervisor Briefings

## Shooting Incidents

*did file*

# FOREIGN ADVANCES

## Preliminary Coordination

### Operations Office Responsibility

(Refer to Protective Operations Manual section OPO-03, Advance - General Information.)

### Pre-Advance

(Refer to Protective Operations Manual section OPO-05, Pre-Advance.)

*B/D  
B-1e*

# Advance Team Briefings

Internal Briefing

## Subsequent Coordination

SAIC of District

U.S. Embassy

*Done*

## Meetings

## Reading Files

## Site Security

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# COMMUNICATIONS

(Refer also to Protective Operations Manual section OPO-10, Communications.)

## Radio Communications

## Telephone Communications

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## Command Post (CP)

### Operation

### Command Post Requirements

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## Radio Equipment

## Telephone Equipment

## Administrative Requirements

## Emergency Action Requirements

# Security Room

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# FORMS AND REPORTS UTILIZED DURING CAMPAIGN 2004

In addition to the regularly required forms and reports from individuals, the following forms and reports will be utilized during the campaign. This list is not all-inclusive; it is a sampling of the most frequently used forms. The specific Secret Service Manual (e.g., Administrative, Protective Operations) should always be consulted for detailed instructions.

These forms are available and may be downloaded in OmniForm format via the USSS Forms Library at Intranet address or through the Management and Organization Division home page.

## Supervisors

SSF 1899, Temporary Assignment Evaluation - To be completed for each individual agent upon termination of a candidate detail.

SSF 1875, Protective Operations Activity and Personnel Reports (Shift Report) - To be completed by each shift leader and residence supervisor on a daily basis.

## Detail Operations and Coordinating Centers

SSF 2040, Requisition for Stocked Supplies - These requisitions must be forwarded through the CNOS for approval.

SSF 2041, Procurement Requests - These requests must be forwarded through the CNOS for approval and coordination.

SSF 1911, Requests for Space Alterations, Equipment and Service - at locations involving protective operations.

SSF 1994, Requests for Support from Federal Agencies - for protective operations.

SSF 1996, Designation of Non-Governmental Property - to be secured by the United States Secret Service.

SSF 1847, Accountable Property Control Record - Can be used when temporarily issuing accountable property.

SF 702, Safe or Cabinet Security Record - To be used for all safes or secured cabinets.

## Field Offices

SSF 3047, Preliminary Survey Report

SSF 1963, Candidate Nominee Final Survey Report

SSF 1961, Record of Name Searches

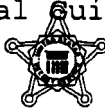
SSF 1779A, Authorization to Secure Lodging

## Other

Requests for new/other forms should be coordinated through the CNOS Administrative Support Coordinator.

United States Secret Service  
Directives System

Manual : 2004 Campaign Operational Guide  
RO : DPD



Section : CNO-05  
Date : 02/27/2004

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**Subject:** Time and Attendance Reporting

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**To:** All Supervisors and All Manual Holders of the 2004 Campaign Operational Guide

**Filing Instructions:**

- Remove and destroy section CNO-05 (dated 02/04/2004) and replace with the attached revised pages.
- File this policy memorandum in front of this section.

**Impact Statement:** This revision includes additional requirements regarding reporting Scheduled Overtime (SOT) in support of Campaign 2004. In order to ensure an accurate accounting of all SOT expenditures resulting from campaign related activities, it is mandatory that timekeepers from ALL OFFICES/DIVISIONS INCLUDING UNIFORMED DIVISION track all campaign SOT expenditures and report biweekly SOT usage to the AD-Administration Budget Staff.

Specific questions related to SOT reporting procedures within this directive should be addressed to the Office of Administration Budget Staff at 202-406-5791. General questions regarding campaign time and attendance issues should be directed to the Dignitary Protective Division, Candidate Nominee Operations Staff (CNOS), at 202-406-6360.

  
Mark J. Sullivan  
AD-Protective Operations

DCP#: CNO 2004-3

RIF

# TIME AND ATTENDANCE REPORTING

## Secret Service Personnel

Time and attendance (T&A) records will be processed and submitted by the employee's respective permanent field office or division. The SAIC/RAIC/Division Chief of each office/division will generally be responsible for signing the T&A records for his/her personnel assigned to the CNOS, based on the information transmitted via official message from the CNOS and field offices. In some cases, an appropriate CNOS detail supervisor will sign T&A records. (Refer to the Human Resources and Training Manual Chapter PER-09, Payroll Processing Operations and Procedures for specific guidelines).

The CNOS will ensure the work schedule information for each employee is transmitted via official message to the appropriate field office or division prior to 12:01 a.m. on the Saturday preceding the work week. If any changes occur in the reported hours, the supervising unit will transmit that information to the applicable office(s) on the following Monday via an amended official message.

Although the T&A cards in all cases will ultimately be approved and submitted to the Personnel Division, Payroll Operations Branch, by each employee's office of permanent assignment, the preliminary processing procedures will vary somewhat for personnel assigned to different units. The following section will identify those preliminary procedures for each unit.

The CNOS, or the local field office, will be responsible for transmitting, via official message, the work schedule information of each Secret Service agent assigned to a jump team or an advance team. Work schedules must be transmitted to the field office by 12:00 Noon, on Fridays in order to allow the field office ample time to submit traveling schedules. All work/travel schedules need to be transmitted to OPO (work) or the INV (travel) by 12:01 a.m. on the Saturday prior to the work week. Any changes in reported hours will be transmitted to the appropriate office(s) on the following Monday.

Due to logistical problems inherent in the campaign, SSF 1852s for Jump Team and Advance Team members will be signed by their respective SAICs or appropriate detail supervisor.

## Candidate Detail (Operations, Traveling Detail, Residence Security)

The detail operations staff will be responsible for transmitting via official message the work schedule information of each employee to his/her office of permanent assignment prior to 12:01 a.m. on Saturday preceding the work week. Any changes in reported hours will be transmitted to the appropriate office(s) on the following Monday. The detail leader will verify the SSF 1852 for all personnel on CNOS details for each pay period.

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## Coordinating Centers and Convention Coordinating Centers

The coordinators will be responsible for transmitting, via official message, the work schedule information of each employee to his/her office of permanent assignment and to the CNOS prior to 12:01 a.m. on the Saturday preceding the work week. Any changes in reported hours will be transmitted to the appropriate office(s) on the following Monday.

The coordinators will also verify and sign the SSF 1852 for all personnel assigned to the coordinating centers during each pay period, including advance team members. Advance team 1852s, which are not signed by the above, will be signed at the advance team agent's post of duty (POD).

## Local or Out-of-District Field Office Support

The CNOS will transmit these work schedules via official message to the appropriate offices.

## Scheduled Overtime (SOT) Reporting Requirements

The Secret Service received a specific appropriation for scheduled overtime (SOT) hours incurred by employees in support of candidate/nominee protection during the 2004 Presidential Campaign. In order to ensure an accurate accounting of all SOT expenditures resulting from campaign related activities, timekeepers from **all offices/divisions including the Uniformed Division** are required to track all campaign SOT expenditures, and report biweekly SOT usage to Office of Administration Budget Staff on a bi-weekly basis.

**Timekeepers from every office are required to report SOT hours worked by ALL EMPLOYEES in support of the Campaign. If no Campaign-related SOT is worked by a particular office and/or within a particular pay period, negative responses are also required.** (NOTE: Only Campaign-related SOT is to be reported. Presidential and Vice-Presidential SOT should NOT be included in these totals.)

Reports are to be submitted via a specialized Campaign SOT application available via the USSS Intranet.

**Reports are to be made by no later than 12:00 a.m. on the first Wednesday following each pay period.**

The ADM Budget Staff will maintain a report record for each office and will be responsible for notifying offices that are not in compliance. Offices will be advised via Official Message/DCP when these totals are no longer required.

## Federal Special Agents (FSAs)

### Jump Team Members

FSAs assigned to a jump team will submit their SSF 1852 to their [redacted] for approval.

The [redacted] will verify and sign the SSF 1852 and return it to the FSA before he/she departs for their post of duty. The FSA will then submit the original to his/her office T&A clerk. The [redacted] will forward a copy to the CNOS.

The CNOS copy will be verified by the CNOS and forwarded to the Financial Management Division (FMD).

### Residence Security

FSAs assigned to residence security details will submit SSF 1852s to the [redacted] no later than the Monday after the close of the pay period, or on the last day prior to leaving the assignment, whichever occurs first.

The [redacted] or controlling SAIC, will verify and sign the SSF 1852s for all FSAs on residence security assignment for each pay period. One copy will be returned to the FSA who will submit it to his/her office T&A clerk. An additional copy will be forwarded by the detail operations supervisor or residence supervisor to the CNOS for disposition.

The CNOS copy will be verified by the CNOS and then forwarded to the FMD.

### Local Federal Special Agent Support

FSAs from local field offices supporting the CNOS as poststanders, will submit SSF1852s to the USSS SAIC of that district for approval. The SSF 1852 will indicate chronologically the cities, dates, times, and protective codes the FSA worked during the respective pay period. Also listed should be the FSAs POD address.

One copy of SSF 1852 will be mailed to the FSA's post of duty by local office.

The SAIC will forward one copy of the SSF 1852 to FMD/FAB for disposition.

The CNOS copy will be verified by the CNOS and forwarded to FMD.

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# FEDERAL SPECIAL AGENTS (FSAs)

## Utilization

(Refer to CNO-11, Jump Team Guidelines, and Protective Operations Manual sections OPO-13, Support, and OPO-18, Personnel Resources Utilization and Cost Tracking Procedures.)

The U.S. Secret Service utilizes FSAs from the Bureau of Immigration and Customs Enforcement (ICE) and other Federal agencies to perform certain protective related duties.

During Presidential Campaigns, FSAs can .

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## Administrative Guidelines/Requirements

### Purpose

These instructions provide guidelines and establish processing procedures relating to costs incurred by FSAs during temporary assignment to the USSS in support of Campaign 2004.

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## Scope

These instructions apply to all FSA personnel tasked to support the USSS during Campaign 2004. These procedures were developed in conjunction with the affected USSS offices and representatives from each of the supporting agencies. Each campaign is unique and administrative requirements and procedures change. Issues not directly addressed in this section should be forwarded to the CNOS.

## Travel

### Travel Advances

The USSS will not issue travel advances of funds to FSA personnel. Travel advances of funds will be the responsibility of the FSA's agency. FSAs will be responsible for all the administrative requirements established by their agencies.

### Airline Travel

The FSAs employing agency will be responsible for issuing airline tickets for transportation to and from a specific assignment.

FSAs should obtain tickets from their agencies only after they have received their reporting instructions from the USSS. After reporting to their assignments, the USSS will be responsible for issuing tickets for all subsequent assignments (i.e., detail and during the travel rotation through SATO. Secret Service personnel will coordinate directly with SATO for all FSA travel subsequent to arrival at an originating assignment. Under no circumstances are non-Secret Service personnel allowed to contact SATO directly. Use of a non-Secret Service Government Transportation Request (GTR) is not allowed.

### Travel Emergency

FSAs may utilize the established Government travel procedures for their respective agencies if in an emergency situation. This procedure should only be utilized in an emergency and as a last resort.

When FSAs use their agencies' process for transportation, they will claim the expenditure via the internal process for their agencies. The FSA or his/her agency will be required to provide the CNOS a copy of the ticket and a memorandum submitted through an FSA supervisor that explains the emergency circumstances. Upon review and approval by the CNOS, a copy of the ticket(s) and any other supporting documents will be attached to the request for reimbursement.

## Airline Tickets

It is required that all used or unused airline ticket and receipts for tickets issued by the Secret Service be submitted to the USSS , or other supervisor at the conclusion of these assignments. Issued tickets are accountable and must be tracked by the FMD. The respective USSS supervisor will attach all used, partially used, and unused tickets to his/her Travel Voucher Worksheet or SSF 3200 for submission to the FMD.

When an agent has lost an unused ticket, he/she must furnish documentation from the airline carrier or SATO, as evidence of unfurnished services. The USSS supervisors will assist FSAs in these situations.

## Premium Class Airfare

In accordance with Federal Travel Regulations (FTR), regular economy coach accommodations shall be used for all modes of commercial transportation whenever feasible. Use of premium class accommodations is prohibited. The FTR identifies premium class air travel as first class and/or intermediate service (e.g., business, clipper, etc.).

When premium class air travel is required because no other accommodations can satisfy mission requirements, prior approval must be obtained from the OPO or the CNOS.

**Note:** If premium class accommodations are utilized, the SSF 3236, Request for Authorization or Approval of First-Class Air Accommodations, must accompany the voucher for each traveler (see sample at the end of this section).

## City Pairs

In accordance with General Service Administration (GSA) regulations, Secret Service policy is to utilize contract air carriers and Amtrak for travel between selected city pairs. The selected city pairs and contract air carriers are listed in the Federal Air Service and Travel Directory (which is available in your office). SATO is also aware of all contract carriers.

Exemptions from using contract carriers will be approved by the OPO or CNOS for the following reasons:

- Space or scheduled flights are not available in time to accomplish the purpose of travel or contractor's schedule would require the traveler to incur unnecessary overnight lodging expense.
- The contractor's schedule for the travel involved is inconsistent with the Government's policy of scheduling travel to the maximum extent practical during normal working hours.
- A cost comparison substantiates that:
  - a. a restricted or unrestricted coach fare, available to the general public, is lower than the contract fare, all other cost factors being equal; or
  - b. the use of non-contract coach fare available to the general public, plus the cost of such factors as ground transportation, lost productive time, allowable overtime, and additional overnight lodging expenses would result in lower cost to the Government than if the same cost factors were added to the contract fare.

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Bite*

- When tickets are issued by the USSS, the city pair requirement will be satisfied. All other tickets must be in accordance with guidelines set forth by the GSA for travel by commercial carrier.

For travel in which the contract carrier was not used, the appropriate exemption must be indicated on the SSF 3200A under "Non-Certified Air Carrier Exemption Code".

**Note:** SATO will automatically book flights on contract carriers.

## Rental Vehicles

Contracting rental vehicles for campaign purposes is restricted to authorized USSS personnel. (Refer to CNO-08, Coordinating Center Guidelines.)

## Privately Owned Vehicles (POVs)

Authorization to use privately owned conveyances, in lieu of Government or commercial transportation, is required from the requesting USSS office. Such requests will be communicated to the USSS by the office of permanent assignment in advance of the travel. Approval by the USSS will be based upon a determination that the use of the POV is advantageous to the Government, taking into consideration the availability/desirability of Government transportation.

Travelers will document the use of POV(s) on a cost comparison breakdown when a POV is used. The breakdown should be completed on a separate sheet (OM) and attached to the Travel Voucher. Reimbursement for parking, ferry, bridge, road, and tunnel fees are allowed in addition to the mileage allowance.

Reimbursement for mileage to, and parking at, common carrier terminals or other areas while the traveler is away from his/her point of departure (POD) is limited to the equivalent cost of round-trip taxi fare. Do not park POVs in commercial airport lots while traveling on extended trips such as 21-day assignments.

Requests for reimbursement for POV usage are made on the Travel Voucher. Total reimbursement is limited to the cost of appropriate common carrier transportation, including per diem by that method of transportation (claims should therefore not exceed these amounts).

## Government Owned Vehicles (GOV) - Gasoline Purchases

Gasoline purchases used in GOV assigned to the FSA may be made and claimed on travel vouchers or the USSS in-town per diem voucher. Reimbursement is allowed only for fuel consumed as a direct result of supporting the USSS. Receipts must be attached to the travel vouchers or USSS personnel can pay for FSA official vehicle gasoline using the USSS gas card.

Do not park GOVs in commercial airport lots while traveling on extended trips such as 21-day assignments. Such parking fees are not reimbursable. Use taxis to travel to/from airport terminals. These taxi fees can be claimed on the travel vouchers or the USSS in-town per diem voucher.

## Hotel Accommodations

A USSS supervisor or advance agent will make hotel arrangements for all FSA personnel on protective assignments. The advance agent will arrange for the total room bill to be sent directly to the USSS. Upon departure from a hotel, the FSA will sign his/her folio verifying all room charges are correct.

**Note:** Only the room charge and taxes, if applied, should appear on the traveler folio. The USSS does not pay incidentals (e.g., food, phone calls, laundry/dry cleaning, etc.) via the room bill. Any authorized incidentals incurred must be paid by the FSA and then attached to travel voucher or USSS in-town per diem voucher for reimbursement. Only the room charge must appear on the room bill.

## Submission of Travel Worksheets

The USSS is the only Federal agency authorized to pay in-town per diem and must maintain the associated documentation.

Per diem can be paid at the employee's regular POD under specified conditions; however, it must be approved by the local SAIC, DSAIC, ASAIC, or FSA supervisor. Personnel may only be eligible for reimbursement during the actual day or days of the visit of a protectee, and if the assignment requires the employee work 16 hours or more per day or is required to remain overnight at his/her POD.

All FSAs on in-town assignments should complete the USSS in-town per diem voucher. All in-town per diem claims for FSA support will be submitted to, and authorized by, the FSA's supervisor or local USSS SAIC. The supervisor or field office will forward these claims directly to FMD. FSAs will be reimbursed directly by FMD.

## Per Diem Rate - Domestic

The GSA determines the maximum per diem rates for travel within the continental United States (CONUS). The rates applied are based on the most recent GSA analysis of lodging and meal cost data. The current rates range from \$38 to \$51 daily.

Rates for each locality can be found in the Federal Travel Regulations available in all USSS and ICE offices.

1. Single day travel - Travel must be away from an employee's POD in excess of 10 hours to be eligible for per diem. If multiple locations are involved in the single day, the rate of reimbursement will be based on the rate for the highest locale where the official duty occurred.
2. Multiple day travel - A traveler may only have one rate of reimbursement for a single calendar day. The rate will be determined by the location of the traveler's lodging.
3. Receipts - Long distance telephone and lodging receipts are required whenever paid by the traveler, regardless of amount. Receipts are required for all incidental expenses exceeding \$25.00.

For additional information on the rules associated with per diem reimbursement, the traveler should refer to the Federal Travel Regulations or the Administrative Manual.



## Financial Codes

Responsible center (RC) code and the appropriate project code must be included on all travel related documents. Sub-program codes can be found in the FMD Financial Codes Booklet. The assigned RC code for the Bureau of Immigration and Customs Enforcement (ICE) is UCS.

Additional RC codes may be obtained by contacting the CNOS.

These codes must be indicated on the following documents:

- **In-Town Per Diem - Travel Voucher Worksheet, SSF 3200I.** The appropriate RC code should be indicated in the "RC" code block "Responsible Center" on the SSF 3200I.
- **SSF 1852, Time and Attendance Worksheet.** The appropriate RC code should be indicated in the "RC" block and the appropriate project code should be indicated under the "Detail Code" block for each day on the SSF 1852.
- **Hotel Bill Folio** - The appropriate "RC" and project codes should be indicated next to your signature on the hotel bill folio.

## Reimbursement Information

Administrative questions should be directed to a CNOS supervisor.

## Distribution of Forms

All necessary forms will be available through USSS supervisors and local offices. In addition, all forms are available and may be downloaded in OmniForm format via the USSS Forms Library at Intranet address [\[redacted\]](#) through the Management and Organization Division home page.

## Sample SSF 3236, Request for Authorization or Approval of Premium Class Air Accommodations

### Request for Authorization or Approval of Premium Class Air Accommodations

1. Office:
2. Traveler's Name:  
Title or Position:  
Division or Field Office:
3. Origin and Destination or Segments for Which Premium Class Accommodations are Requested, period of travel, time and date of flight:
4. Additional Cost to the Government for Such Premium Class Over Next Lower Class Below Premium Class:
5. Circumstances Justifying Use of Premium Class Accommodations:  
*(Provide a description of the circumstances under the regulations justifying use of premium class accommodations. Also, provide a complete and detailed explanation as to why less than premium class accommodations could not be used, the extenuating circumstances as to why an earlier or subsequent flight could not be taken including date and time of the next available "less than premium class" accommodations before or after the proposed flight to be used. Provide all the ramifications if authorization, or approval is not granted.)*
6. Name of Carrier, if Foreign:
7. Authorization: \_\_\_\_\_ Date \_\_\_\_\_

RIF





### Sample SSF 3200I, Travel Voucher Worksheet - In Town Per Diem (Front)

TRAVEL VOUCHER WORKSHEET - In Town Per Diem			See reverse side for instructions.			
1. SSN		4. Authorization No. & Date		Doc # : (FMD use only)		
2. Name		5. Mailing Address (Home) and Phone Number (A/C)		NOTE: (Falsification of an item in an expense account works a forfeiture of claim (26 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment of not more than 5 years or both (18 U.S.C. 287; 1.0.1001)		
3a. Responsibility Center	3b. Worksheet No.					
6. City/State (POD)		8. Protectee(s) Visit				
		Project Code	Date	Arrival Time	Departure Date	Time
7. Estimated Amount Worksheet						
9. Protective Assignment		10. Remained Overnight (RON) <span style="float:right">___ Yes ___ No</span>				
Date Started	Time Started	Number of Room Nights		_____		
Date Ended	Time Ended	Protectee's Name		_____		
		Hotel RON Authorized By		_____		
		Name/Title				
11. Other Expenses		12. Detail Assignment (Check one)				
		1. <input type="checkbox"/>				
		2. <input type="checkbox"/>				
		3. <input type="checkbox"/>				
		4. <input type="checkbox"/>				
		5. <input type="checkbox"/>				
		6. <input type="checkbox"/> Other _____				
		<i>(Consistent with Protective Operations Manual, Section OPO-3)</i>				
13. Additional Comments						
NOTE: Attach all receipts for any expense exceeding \$25.00 and for all long distance telephone calls (regardless of amount). No receipt needs to be attached for hotel costs which were direct billed.						
14. I CERTIFY THAT THIS VOUCHER IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT PAYMENT OR CREDIT HAS NOT BEEN RECEIVED BY ME. ALL IN TOWN PER DIEM AND HOTEL COSTS WERE AUTHORIZED AND APPROVED. PER DIEM IS ONLY CLAIMED FOR THE DAY OR DAYS OF THE ACTUAL VISIT.						
Traveler					Date	
Sign Here:						
15. This voucher is approved. Long distance phone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance phone calls are included, the approving official must have been authorized in writing by the head of the agency (31 U.S.C. 680a)). All in town per diem and hotel costs were authorized and approved. Per diem is only claimed for the day or days of the actual visit.						
Approving Official			Title	Date		
Sign Here:						
<b>PRIVACY ACT STATEMENT:</b> In compliance with the Privacy of 1974, the following information is provided: Solicitation of the information on this form is authorized by U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (FTR 301-11), E.O. 11609 of July 22, 1971, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal State, local, or foreign agencies when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance expense reimbursement which is, or may be taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.						
UNITED STATES SECRET SERVICE <small>This form was electronically produced via OmniForm by</small>		Exception to SF 1012 Approved by GSA/IRMS 2/93		SSF 3200I (02/93)		

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## Sample SSF 3200I, Travel Voucher Worksheet - In Town Per Diem (Back)

### INSTRUCTIONS FOR COMPLETING THE SSF 3200I - IN TOWN PER DIEM

1. **SSN:** Enter employee's social security number (SSN). Employee's travel account information is now based on SSN identification. All inquiries must cite this identifier. (See the Privacy Act statement on the front of this form.)
2. **Name :** Enter last, first and middle initial.
- 3a. **Responsibility Center:** Enter employee's designated office of record. Use the accounting responsibility center (RC) code found in the Financial Booklet.
- 3b. **Worksheet No.:** Enter the sequential number of the worksheet. In order to aid the employee in maintaining control of worksheet submissions, it is now required that the employee sequentially number each worksheet submitted. This number should reflect the fiscal year and sequential number beginning from one (e.g., 92-1, 1st worksheet submitted in FY 92, and 92-2, 2nd worksheet submitted in FY 92). These numbers will be reflected on the completed computer generated travel voucher returned to the traveler by FMD.
4. **Authorization No. & Date:** For temporary duty, enter the appropriate Consolidated Travel Authorization (CTA) number and date of issuance (e.g., CTA 92-2, 1/1/92).
5. **Mailing Address :** Enter your office mailing address.
6. **City/State (POD):** Enter the city and state at which per diem is claimed.
7. **Estimated Amount of Worksheet:** Based on your calculations give an estimate of the amount of your claim.
8. **Protectee(s) Visit:** List project code(s) as well as the arrival date and time and departure date and time for the appropriate protectee or protectees. The times listed should be one (1) hour before the protectee arrives (wheels down) through one (1) hour after the protectee departs the locale (wheels up).
9. **Protective Assignment:** Enter the date and time you began your protective assignment as well as the date and time your protective assignment ended (for per diem purposes only). The time should be continuous. There should be no breaks for investigative or administrative work and commuting time should not be included.
10. **Remained Overnight (RON):** Check the appropriate block indicating whether you remained overnight and incurred hotel charges. Indicate the number of nights you incurred charges; and the protectee whose assignment required the overnight stay. Also indicate the name and title of the ASAC/RAIC or above who authorized you to remain overnight. NOTE: This block should be completed even though hotel charges may be direct billed.
11. **Other Expenses:** Enter any items not included in the per diem allowance and itemize by amount and date of incurrence (e.g., taxicab fares, official business telephone calls, hotel charges if paid by employee, etc.)
12. **Detail Assignment:** Check the appropriate box indicating your assignment while on the protective detail. Refer to the Protective Operations Manual, Section OPO-3, for additional information.
13. **Additional Comments:** Enter any information pertinent to the temporary duty assignment which will affect reimbursement. e.g., scheduled arrival versus actual arrival.
14. **Traveler Sign Here:** Only the original signature of the employee will be accepted by FMD.
15. **Approving Official:** Only the original signature of the authorized officer (ASAC/RAIC or above) who has knowledge of the in-town assignment will be accepted by FMD. Only ASAC's/RAIC's or above may approve SSF 3200I, In Town Per Diem worksheets. Resident Agents-In-Charge (RAIC's) worksheets will be approved by Special Agents-In-Charge (SAIC's) of their respective Field Offices. SAIC's and Division Chief's worksheets will be approved by the appropriate Assistant Director (AD) in Headquarters.

# DETAIL OPERATIONS GUIDELINES

## General

The following guidelines are provided for Candidate/Nominee Detail Operations. Questions regarding additional procedures or specific problems should be directed to the CNOS.

## Assignment of Protective Stop/Survey Numbers

Detail Operations will assign a protective survey number obtained from the Candidate/Nominee Detail Operations, for each stop planned by a candidate, as soon as travel plans are confirmed. This number will be the control number and will be used on all correspondence relating to that visit. A protective file will be opened and will be used to accumulate all paperwork relative to the stop. The numbers will be assigned in numerical sequence as the stops are announced. The following is an example of protective stop numbering for the visit of protectee number 052 to Washington, D.C.

Office	Classification Case	Protectee Number	Division Trip	Fiscal Year
115	601	052	0001	04

## Monthly Reporting Procedure

At the close of the each month, each candidate detail operations staff will summarize the total number of stops and sites for their respective protectees. These statistics will be reported to the CNOS via memorandum by the third working day following the close of the month.

## Detailed Itinerary

## Operations Office Staffing

Each Detail Operations staff will consist of:

## Projected Itinerary

*b/e b/d*

## Rotation Plan

### Emergency Purchases

In cases of emergency where immediate purchases are necessary, DPD/CNOS should be notified via telephone of the pertinent information. DPD/CNOS will then follow the procedures outlined in the Administrative Manual section PRO-07, Special Types of Acquisitions, to complete the purchase.

In emergency situations after regular duty hours, detail operations must be able to articulate the justification of the purchase and advise DPD/CNOS immediately on the next working day. DPD/CNOS will obtain an emergency purchase order number and provide it to the detail operations. Detail operations must complete an SSF 2041 using this purchase order number within 2 days and forward it through DPD/CNOS to the Procurement Division.

### Accounting for Assigned Property

Each detail will be charged separately for assigned accountable property. The detail officer will be the accountable property officer. At the end of each detail rotation all property must be inventoried and accounted for by the detail officer. (Refer also to Administrative Manual section AOD-03, Property Charged to Detail Officers.)

### DPD/CNOS Purchased Vehicles

Each Candidate detail will be assigned the following vehicles for use within the candidate's home district.

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## Automobile Accident Requirements and Notification

(Refer to section CNO-12, Transportation, and Investigative Manual section ISD-21, Accident and Tort Claim Investigations.)

### Protective Survey/Files Procedure

When a candidate detail operations office receives confirmation of an impending trip, a protective survey/stop file will be established as follows:

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It is important the stop files be complete. They are official documentation.

- Periodically review the open stop files to determine which reports are still outstanding. An official message will be sent to the responsible field offices requesting the submission of missing reports. This action will reduce the number of missing reports at the conclusion of a detail.
- When a detail operation is scheduled to be closed, the office responsible for outstanding reports will be notified by official message and directed to submit reports to DPD/CNOS.

## Use of Candidate Facilities

Whenever a candidate's private facilities are utilized by the Secret Service in an official capacity (e.g., space, utilities) the Secret Service will pay its proportional share of such facilities (see section 3 of Public Law 94-524). Members of Congress cannot be reimbursed for use of their facilities by the Secret Service. Reference is made to the Administrative Manual section AOD-08(01), SSF 1911, Request for Space, Alteration, Equipment, and Services at Locations Involving Protective Operations, for the determination of use and preparation of the SSF 1911.

Concurrence of the protectee or designee and/or property owner (via SSF 1996, Designation of Non-Government Property to be Secured by the USSS), must be attained whenever installation of equipment or alteration of property is involved. For reimbursement of any of the candidate's private facilities (other than a Member of Congress), the candidate should prepare a bill setting forth all the particulars. Payment is based on GSA schedule and the guidelines set forth in the Administrative Manual section AOD-08(01).

The RC code "CNO" and appropriate project codes will be included. The following certification signed by the candidate or his/her authorized representative must be affixed to the bill or invoices:

"I certify that the above bill is correct and just and that payment therefore has not been received."

Detail operations will forward this bill to DPD/CNOS for approval. The DPD/CNOS will then forward the bill to FMD for payment.

Questions regarding the above should be directed to AOD, Facilities Management Branch at (202) 406-5822.

## Hotel Bills

Whenever the detail operations need to obtain hotel rooms, the standard direct billing procedures as outlined in the Protective Operations Manual section OPO-18, Personnel Resource and Utilization and Cost Tracking, will apply. (Refer also to CNO-06, Federal Special Agents.)

## Hours of Operation

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# COORDINATING CENTER GUIDELINES

## Coordinating Center Operations Staffing

Staffing requirements for each Coordinating Center Operations Section are unique. Specific staffing levels and positions will be determined based on factors including, but not limited to, the event type, size, and duration. The necessity to develop and utilize a Coordination Center is based on the logistical effort required to implement operational security.

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## Team Members and Support Staff

*See B12*

The CNOS should be contacted regarding any issues related to procedure or policy.

Listed below are some of the requirements and procedures for Coordinating Centers during Campaign 2004.

## Rental Vehicles

The CNOS in consultation with the Logistics Resource Center (LRC) must approve all rental vehicles. Prior to approval being sought, every effort should be made to utilize existing CNOS purchased/leased vehicles or other USSS vehicles. During specific campaign events (i.e., Republican and Democratic National Conventions, Presidential Debates, and Inaugural) where time permits, the AOD should exercise all available options through the GSA.

When the need for a rental vehicle has been established, the CNOS after consulting with the LRC, the specific Candidate Detail Operations Section (or in their unexpected absence, OPO) will be contacted for an authorization number. Subsequently, the LRC agent will make the rental arrangements through SATO. Other Federal agent personnel are not authorized to contact the LRC or SATO regarding travel ticketing or vehicle rentals.

The USSS Special Agent or his/her representative will make all necessary arrangements for the rental vehicle(s) pick up. No credit cards should be used in the transaction. The rental agent will write the authorization number on the rental agreement and give one copy to the . This copy serves as the vehicle registration and should be retained in the vehicle until the vehicle is returned. This copy will then be sent to the CNOS, who will forward it to the FMD.

The Collision Damage Waiver (CDW) on the rental agreement **should not** be accepted.

The agent picking up the vehicle **must** also place the appropriate RC and project codes on the rental agreement.

The leader is responsible for prompt notification to the affected Coordinating Center, Candidate Detail Operations Section or the CNOS in the event of cancellation of the rental to avoid being charged for vehicles not used. The affected Coordinating Center, Candidate Detail Operations Section, or the CNOS will notify SATO to cancel the reservation.

It is the responsibility of the USSS Special Agent renting the vehicle, or his/her designee (other USSS personnel only), to inspect all rentals for damage and to ensure prompt and proper return to the rental agency.

## CNOS Leased Vehicles

CNOS leased vehicles that may be assigned to the Coordinating Center, Candidate Detail, or CNOS are accountable by those respective supervisors. All equipment issued with the vehicle(s) is the responsibility of that respective supervisor. Any questions regarding maintenance, repairs and use should be directed to the CNOS, telephone

## Motor Vehicle Accidents

(Refer to section CNO-12, Transportation.)

## Emergency Purchases

In case of an emergency where immediate purchases are necessary, the CNOS will be notified via phone with the pertinent information. The CNOS will then follow the procedures outlined in the Administrative Manual to complete the purchase.

In emergency purchase situations after regular duty hours, the affected Coordinating Center or Candidate Detail Operations staff must be able to justify the purchase and notify the CNOS immediately. The CNOS will obtain the Emergency Purchase Order (EPO) order number and provide it to the requestor, who must then complete an SSF 2041, Procurement Request, within 2 days. This must be immediately submitted to CNOS for review and forwarding to the Procurement Division.

If available and time permitting, the on-site AOD or Procurement Division Coordinator(s) should be consulted regarding any emergency purchases.

## Accounting for Assigned Property

In accordance with AOD guidelines, property that is issued to the Coordinating Centers or Candidate Detail Operations Section is the responsibility of those respective supervisors (refer to CNO-13, Identification.)

## Hotel Bills

Whenever the Coordinating Center or Candidate Detail Operations Section needs to obtain hotel rooms, standard billing procedures should be followed, as outlined in Administrative Manual section FMD-08(07), Hotel Accommodations. For additional information refer to section CNO-06, Federal Special Agents.

The Field Office Coordinator, or designee, will initiate contact with local hotels utilizing established points of contact, local agreements, billing letters, and reservation commitments.

The DPD/CNOS Coordinator should approve all local agreements, billing letters, and reservation commitments.

The coordination of local agreements, billing letters, and reservation commitments should go through FMD, Chief, Finance Section, for appropriate language content.

## Jump Team Usage

## FSA Usage (Other Than Jump Teams)

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# DETAIL GUIDELINES

The following guidelines are provided in an attempt to standardize some basic detail operations as details travel from district to district. In addition, each detail will submit to the CNOS any other requirements it deems necessary.

## Traveling Detail Staffing

Candidate Details will normally be aligned as follows:

## Motorcades

The following motorcade alignments should be utilized:

## Residence Security Guidelines

*BA 101c*

## Aircraft Seating Guidelines

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## Advances

*3/2 B/E*

# GUIDELINES

The following guidelines for Special Officers (SOs) assigned to the 2004 Candidate Details are provided in an attempt to standardize their utilization for the campaign.

A. The is an integral part of the overall security provided to the protectee and may be called upon to perform a variety of duties, including, but not limited to:

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# JUMP TEAM GUIDELINES

The following guidelines are provided for jump teams that will be utilized in the 2004 Presidential Campaign.

## Time and Attendance Reporting

The \_\_\_\_\_ within the coordinating center, the field office, or the CNOS will be responsible for transmitting via official message the work schedule information for each Secret Service \_\_\_\_\_ member to the office of his/her permanent assignment prior to 12:01 a.m. on the Saturday preceding the work week. Any changes in reported hours will be transmitted to the appropriate office(s) on the following Monday.

Due to logistical problems inherent in the campaign, the \_\_\_\_\_ s SSF 1852, Special Time and Attendance Worksheet, will be signed by his/her respective SAIC/RAIC or appropriate detail supervisor.

FSA's assigned to jump teams will submit their SSF 1852 to their \_\_\_\_\_ for approval.

The \_\_\_\_\_ will verify and sign the SSF 1852 and return it to the FSA before he/she departs for his/her permanent assignment. The FSA will then submit the original to his/her office T&A clerk.

## Travel Advances

Travel advances for FSA's will be the responsibility of their own agencies. The Secret Service will not provide any advance of funds to FSA's.

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## Airline Tickets

During the protective travel rotation, airline tickets for FSAs will be obtained by U.S. Secret Service personnel through the LRC.

Obtaining airline tickets for FSA travel to and from a protective assignment will be the responsibility of the FSA or his/her agency. Every effort should be made to utilize electronic tickets.

## Hotels

Hotel bills will be handled in the same manner as for Secret Service personnel. The Bureau of Immigration and Customs Enforcement (ICE) Responsibility Center (RC) code (UCS) should be indicated on the individual folio.

## Rental Vehicles

(Refer to CNO-03, Communications.)

If a problem arises at the rental counter, the rental agent should call SATO immediately at \_\_\_\_\_ or \_\_\_\_\_

## Travel Vouchers

All FSAs will submit their travel vouchers through their respective agencies using standard GSA travel procedures. The individual agency is responsible for processing its own vouchers and submitting a properly documented monthly bill for reimbursement to DPD/CNOS for review and approval.

Any in-town per diem vouchers will be submitted to and approved by the local SAIC or designee. These vouchers should be sent directly to the FMD with a copy forwarded to DPD/CNOS.

# TRANSPORTATION

## Route Security

### Presidential Nominee

### All Others

## Motorcade Alignment

### Candidates or VP Nominees

*bio  
etc*

## Spouse Detail

## Motor Vehicle Accidents

(Refer to Investigative Manual section ISD-21, Accident and Tort Claim Investigations.)

### Guidance

The following DPD/CNOS procedures will provide guidance to all personnel on reporting motor vehicle accidents.

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In the glove compartment of each DPD/CNOS vehicle are the following required motor vehicle accident forms:

- SSF 3164, Motor Vehicle Accident Report
- SSF 1938, Motor Vehicle Accident Worksheet
- SF 94, Statement of Witness
- SSF 1908, Notification in Case of Accident Card
- SSF 4042, Accident Checklist

These forms should be filled out at the scene of the accident.

As soon as practical, the DPD/CNOS and the field office supervisor in whose district the accident occurred must be notified. In addition, a copy of the SSF 3164 should be transmitted by facsimile to the DPD/CNOS within 24 hours of the accident (Fax Number:

A DPD/CNOS Accident Checklist is provided on the following page to guide personnel through some of the actions to be taken following an accident.

Any questions regarding motor vehicle accidents should be directed to the DPD/CNOS at

## Sample SSF 4042, Accident Checklist (DPD/CNOS)

### ACCIDENT CHECKLIST (DPD/CNOS)

**INSTRUCTIONS:** Refer to the Investigative Manual section ISD-21, Accident and Tort Claim Investigations, for specific procedures and requirements concerning the proper reporting of motor vehicle accidents.

**At the scene of the accident:**

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**After completing the above at the scene of the accident:**

- Notify DPD/CNOS as soon as practical as well as your supervisor.
- FAX DPD/CNOS a copy of SSF 3164 within 24 hours.
- Write an official memorandum explaining the circumstances surrounding the accident (refer to Investigative Manual section ISD-21, for appropriate distribution).
- Complete "Vehicle Accident Report" as required by the state in which the accident occurred.
- Obtain an estimate for the repair of the vehicle from an authorized dealership
- Obtain a copy of the police report if one was made.
- If necessary, complete and submit employee injury forms.

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K.C.

# IDENTIFICATION

## Campaign 2004 Identification

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## Credentials

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## USSS Personnel Credentialing and Property/Asset Management

(Refer to DPD-06, Equipment and Equipment Tracking.)

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BTE

# PRESS

## Credentials

(Refer to section CNO-13, Identification, for examples of press credentials.)

The following credentialing procedures have been adopted for the 2004 Campaign:

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# EQUIPMENT

## General

## Equipment Issued

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Bite

# AVIATION POLICIES AND PROCEDURES

## Secret Service Air Travel

All airline travel during the 2004 campaign will be governed by the policies and procedures outlined in the Administrative Manual section FMD-08(04), Methods of Transportation.

The establishment of policies and procedures regulating the aviation industry is the responsibility of the Federal Aviation Administration (FAA). The regulations pertaining to aviation security guidelines are governed by the Transportation Security Administration (TSA). DPD is responsible for maintaining the relationship with FAA and TSA and will coordinate all Secret Service requests.

## FAA Security Regulations

### Authorization to Have a Weapon Aboard an Aircraft

The purpose of this regulation is to authorize certain Federal law enforcement officers to carry weapons aboard an aircraft.

Pursuant to Transportation Security Regulation (49 CFR Part 1544) and FAA Regulation (FAA Part 108.11), a law enforcement officer (LEO) may carry a firearm on board an aircraft if:

1. The LEO is authorized by his/her agency to have the firearm; is a sworn law enforcement officer employed by a Federal, state, or local government; and has completed training required by his/her agency and the FAA.
2. There is a need to have the firearm on board based on one of the following in accordance with TSA Regulation 1544.219(a)(2):
  - a. Providing protective escort;
    - dignitary protection advance team
    - dignitary protection assigned to a principal
    - witness protection
  - b. Surveillance operations considered hazardous;
  - c. Prisoner escort, in accordance with TSA Regulation 1544.221
  - d. FBI special agent (due to their jurisdiction over crimes committed while an aircraft is in flight);
  - e. DHS Federal Air Marshal (for travel while in a mission status);
  - f. The LEO is on official travel and required to report to another location, armed and immediately prepared for duty.
3. The LEO needs to physically check-in with airline officials at the airport at least 1 hour prior to boarding, or in an emergency, as soon as practical.

4. The LEO is identified by credentials which includes a clear, full-face picture, employee signature, official seal of the agency or issuing official's signature.
5. The LEOs must complete the air carrier's specific form for "Carry-On Firearms Authorization." He/she must present this form and/or advise the gate agent and flight attendant at the door of the aircraft that the LEO is armed.
6. At the screening checkpoint, LEOs will be asked to present their credentials to an airport LEO, the TSA checkpoint security supervisor (CSS), or the TSA screener-in-charge.

The following professional standards are required when a LEO is flying armed:

1. No alcoholic beverages may be consumed within 8 hours prior to flying, or during the flight.
2. The LEO must conform to airline regulations with regard to prior notification, execution of required forms, and advising ticket agent, gate agent, and flight crew that he/she is flying armed.
3. A crew member should advise the LEO of other armed LEOs on board the aircraft.
4. If requested to take action in any situation, safety is the primary consideration.
5. The LEO must be aware of the fact, that in any situation involving interference with the flight/problems on the flight, the crew is trained to deal with the problem and in many cases, delay tactics are part of the plan.
6. The LEO must be discreet and not unnecessarily display the weapon whether worn or in carry-on. Absolute control over firearm must be maintained. If in a carry-on bag, the LEO may not leave the bag unattended (or placed in the over-head storage) for any reason.
7. The LEO should or must not turn over his/her firearm to a crew member, as he/she are not authorized to personally take possession of the LEO's firearm.
8. An air carrier representative has the right to deny boarding to any passenger who appears to be under the influence of intoxicants.
9. If a disagreement arises (with regard to your authority to carry a weapon) that cannot be resolved, the LEO should deplane and thereafter:
  - a. Involve a supervisory airline official other than a crew member (in most cases, the Ground Security Coordinator is the appropriate person);
  - b. Inform his/her supervisor as soon as practical;
  - c. If the situation was not resolved satisfactorily, upon return to the office the LEO should submit a memorandum detailing the incident, to the agency head, who should forward a copy to the TSA (Aviation Operations – Air Carrier Division), 701 South 12<sup>th</sup> St., Arlington, VA 22202.
10. Remember that any violation of the Transportation Security Regulations with regard to carrying a firearm on an airplane may subject the individual to a civil penalty and in most cases, will also result in a letter from the airline's representative to the agency head.
11. Conduct should be courteous and professional at all times. Members of the flight crew are well trained, highly skilled professionals with a tremendous responsibility. They will benefit from the LEO's positive attitude as he/she complies with the rules that have been established to allow firearms on board.

## Secret Service Policy

## FAA Aircraft Inspections

## Charter Aircraft

### General Policy

The CNOS, along with the Logistics Resource Center, must be contacted for approval and assignment of a log number **prior** to initiating any SATO charter request for transporting agents or support personnel. The use of charter aircraft is approximately three times more expensive than scheduled air service and should be the last option considered. Actual charter reservations will be made through SATO.

## FAA Air Taxi and Commercial Operator's Certificate

### Categories of Aircraft

The charter aircraft used by the Service will be broken down into two categories, depending on requirements. Aircraft listed in item (A) are generally more expensive than those listed in item (B).

(A) Turbojet aircraft with speeds of approximately 500 mph

This type of aircraft will normally be used only when distances to be traveled are in excess of approximately 500 miles and/or when speed is the primary factor. A co-pilot is required under FAA Regulations in all turbojet aircraft.

(B) Single and twin-engine light and medium non-turbojet

Light and single-engine, and small to medium sized twin-engine aircraft should be utilized when distances to be traveled are under approximately 500 miles and when speed is not the primary requirement.

## General Procedures for Chartering Aircraft

Generally, aircraft are chartered for the USSS by the LRC through SATO. An SSF 3037, Charter Usage Report must be completed at the time the charter request is made. Refer also to the Protective Operations Manual section OPO-17, Index of Forms.

## Use of Chartered Aircraft by Protectees

### Reimbursements Made by USSS to Candidates/Nominees

In regard to reimbursements made by USSS to presidential candidates/nominees for travel on aircraft chartered by candidates or by organizations supporting candidates, the House of Representatives and Senate Conference Committee (Report No. 96-471) directed the Secret Service to:

"...encourage protectees to provide for agent air travel at no cost to the government, or else to decline Secret Service Protection."

The Secret Service was further directed to:

"...advise the Appropriations Committees as to the actual payments to candidates for providing air travel to Secret Service employees protecting presidential candidates no later than 15 days prior to the presidential election."

These directives and USSS billing procedures will be explained to each individual candidate in writing by the CNOS. A return response is to be requested before any use of a candidate charter is anticipated. Copies of all correspondence will be forwarded to FMD for inclusion with the payment files.

If the USSS declined to pay for the seats on an aircraft chartered by a candidate, the candidate would in all likelihood sell the available seats to media members or others, and the USSS would not be allotted sufficient seats to accomplish the protective mission.

## Billing Procedures

Protectees seeking reimbursement for air transportation provided to USSS personnel should prepare a bill setting forth all of the particulars necessary for a clear understanding of the charges. The detail number must also be included. The following certification signed by the candidate or by his/her duly authorized representative must be affixed to the invoice:

"I certify that the above bill is correct and just and that payment therefore has not been received."

In addition, the following information must be provided by the protectee's billing office:

1. Unique invoice number
2. Date of Invoice
3. Leg-by-leg breakout of charter
  - a. point to point
  - b. cost of leg portion to committee
  - c. number of seats on charter
  - d. number of USSS personnel on charter
4. Contact person and telephone number of the billing committee

The bill should be forwarded for approval to:

United States Secret Service  
Dignitary Protective Division-Candidate Nominee Operations Staff  
950 H Street, NW, Suite 3300  
Washington, D.C. 20223

After approval, the CNOS will attach the appropriate SSF 3037 and forward the package to FMD for payment. USSS will reimburse a candidate no more than the lowest cost of first class airfare or a pro rata share of a candidate chartered aircraft, whichever is less.

## Commercial Aircraft

(Refer to section CNO-09, Detail Guidelines, and Protective Operations Manual section OPO-14, Aviation Policies and Procedures.)

# MANAGEMENT OF CAMPAIGN RECORDS

Temporary administrative personnel assigned to detail operations and coordinating centers will comply with all applicable records management policies and procedures (an overview of this information is contained within Administrative Manual chapter MNO-06, Records Management).

Upon termination/closeout of detail operations and individual coordinating centers, campaign files are to be sent directly to the DPD/CNOS. The CNOS Campaign Administrative Coordinator will be responsible for the sorting, inventory, transfer of files, and coordination with the Management and Organization Division, Policy Analysis and Records Systems Branch.

Final retention and disposition of campaign files will take place at the conclusion of the campaign and will be consistent with schedules contained in Administrative Manual sections MNO-07(05), Disposition Schedule for Field Office Protection Records; MNO-07(06), Records Disposition Schedule for the Office of Investigations, MNO-07(08), Protective Operations Records Disposition Schedule; and MNO-07(10), Records Disposition Schedule for Headquarters Protective Operations and Protective Divisions.

# TERMINATION PROCEDURES

Termination activities will be coordinated by a DPD/CNOS and AOD representative with administrative support teams assisting with all termination activities.

## Preparation for Termination

Prior to the termination of operations at Coordinating Centers, Operations Offices, and residence security sections, DPD/CNOS will notify the AD-Administration and AOD to send a representative of AOD to conduct an inventory of all accountable property issued to the unit.

In addition to this AOD representative, a representative from DPD/CNOS will be sent to the terminating unit to assist in coordinating the disposition of equipment, administrative/stop files, and vehicles.

## SSF 1911

A separate consolidated SSF 1911, Request for Space, Alteration, Equipment, and Service at Locations Involving Protective Operations, is required to cancel all SSF 1911s previously approved for services, and utilities such as telephones, electricity, water, sewage, etc. In addition, a separate SSF 1911 should be prepared if it becomes necessary to repair damage resulting from the Service's presence at a protective site. Instructions for using this form can be found in the Administrative Manual section AOD-08 (01). Separate SSF 1911s should be prepared for rentals, repairs, purchases, etc. These will be prepared by AOD representatives supporting CNOS activities.

## Summary Memorandum

Upon termination of a Candidate/Nominee detail, the \_\_\_\_\_ will prepare a summary memorandum, "Final Critique and Evaluation" containing the information listed below. This memorandum will be submitted within 30 days of the detail's termination date. The memo should include the following information:

- Total current value of all property removed from residence and command post
- Costs associated with the removal of property from residence or command post, and
- Costs associated with restoration after removal of property from residence or command post.

The original and attachments should be forwarded to the SAIC-DPD. DPD/CNOS will distribute copies of this report to the appropriate Assistant Directors.

## **Dispositions**

### **Disposition of Accountable Property**

The inventory will be done in conjunction with the supervisor responsible for the accountable property. Any lost or stolen property should be reported by the accountable supervisor using procedures found in the Administrative Manual section AOD-06(09), Property Disposition. The actual physical move of the property will be coordinated by the AOD unless otherwise instructed by DPD/CNOS. DPD/CNOS will also notify the terminating unit regarding the disposition of any protective equipment.

### **Disposition of Vehicles**

Upon termination of protective details and coordinating centers, instructions for disposition of vehicles will be directed to DPD/CNOS.

### **Disposition of Records**

The disposition procedures for administrative files and stop files are specifically addressed in CNO-07, Detail Operations Guidelines and CNO-17, Management of Campaign Records.

### **Disposition of Campaign Identification**

Upon termination of a candidate detail or coordinating center, the following procedures will apply for returning unused identification to the DPD, Credentialing Section:

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BTE

## Disposition of Protective Equipment

Protective equipment will be turned into the DPD/CNOS Equipment Section or relocated to another detail or coordinating center as directed by a DPD/CNOS representative designated to assist in the termination process.

### Details Based in Washington, DC

Deliver protective equipment to the

Dignitary Protective Division  
Candidate Nominee Operation Staff  
950 H Street, NW, Suite 3300  
Washington, DC 20223

### Details Based Outside Washington, DC

The on-site AOD representative will make the necessary arrangements for shipment of protective equipment to DPD/CNOS, ' 4

## Disposition of Technical Equipment

Coordinating Centers - The will be responsible for removing and returning this equipment to TSD.

Detail Operations -

## Disposition of Communication Equipment

The IRM will supervise the removal and disposition of all equipment. They will also terminate telephone services.

## Disposition of Weapons

Upon termination of a candidate detail, the following steps are to be followed with regard to the disposition of weapons assigned to that detail:

- Details located in the Washington, DC area should return all weapons to the Candidate Nominee Operations Staff.
- For details located outside the Washington, DC area, contact the DPD/CNOS Equipment Coordinator for instructions.

## Disposition of Office Supplies

**Controlled Items** - Controlled or accountable items will be returned by the AOD representative conducting the inventory at the time of termination.

**General Supplies** - Surplus office supplies will be handled by the AOD representative.

## Disposition of Office Furniture

Prior to termination of the operations at coordinating centers, detail operations, or residence security details, an inventory of accountable property will be conducted by a representative of the AOD and DPD/CNOS in conjunction with the supervisor who is responsible for the items. All discrepancies if appropriate, signed by the AOD and DPD/CNOS representatives will serve as the release of custody form.

All safes will be cleared by the appropriate representative of all material and left open. The TSD representative will ensure that the combination is reset to the factory setting. AOD will coordinate the physical move of furniture, etc.

## Disposition of Office Equipment

Prior to termination, an inventory of office equipment will be conducted by the AOD and DPD/CNOS representative to ensure that all office equipment is present. Disposition of this equipment will be directed by the DPD/CNOS representative.

## Change of Mailing Address

Correspondence that is prepared and dispatched from coordinating centers, detail operations details, and residence security details during the last week of the operation (just prior to deactivation) should use the return address listed below:

U.S. Secret Service  
950 H Street, Suite 3300, NW  
Washington, DC 20223  
Attention: CNOS

In addition, coordinating centers, detail operations offices, and residence security details, which obtained a post office box for their use, should file a change of address card, using the above noted address for mail forwarding purposes. Mail received at the Mail Distribution Section will be processed and forwarded to the CNOS for further disposition.

# SUPPORT

(Refer to Protective Operations Manual section OPO-13, Support.)

## Candidate/Nominee Staff Advance Office

Each candidate/nominee's Staff Advance Office is responsible for coordinating the advance preparations for all travel of the protectee with the CNOS Operations. The staff advance office will assign the appropriate staff advance personnel and coordinate the staff support units.

## USSS Support

Field Office

Intelligence Division

Technical Security Division

## Military Support

All military support requests should be made through the CNOS or the appropriate coordinating center.

## Other Federal Agencies

A pool of Special Agents from other Federal agencies has been identified for assignment on jump teams and residence security. All FSAs have received 8 hours of orientation. (Refer to CNO-06, Federal Special Agents, for additional information).

## State and City Government Agencies

Police, fire, and ambulance services of the local jurisdiction should be used whenever feasible to support candidate/nominee details.

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