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United States Secret Service
Communications Center (FOIA/PA)
245 Murray Lane
Building T-5
Washington, D.C. 20223
Fax: 202-406-5586
Email: FOIA@usss.dhs.gov
[DHS FOIA / Privacy Act Online Request Submission Form](#)

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DEPARTMENT OF HOMELAND SECURITY
UNITED STATES SECRET SERVICE
WASHINGTON, D.C. 20223

Freedom of Information Act & Privacy Act Program
Communications Center
245 Murray Lane, S.W., Building T-5
Washington, D.C. 20223

Date: FEB 22 2019

File Number: 20160541

Dear Requester:

This is the final response to your Freedom of Information Act (FOIA) request, originally received by the United States Secret Service (Secret Service) on February 10, 2016, for information pertaining to USSS 2008 Campaign Operational Guide.

Enclosed are documents responsive to your request. In an effort to provide you with the greatest degree of access authorized by law, we have considered this material under the FOIA statute, Title 5 U.S.C. § 552. Pursuant to this Act, exemptions have been applied where deemed appropriate. The exemptions cited are marked below.

In addition, approximately 65 page(s) were released, and approximately 23 page(s) were withheld in their entirety. An enclosure to this letter explains the exemptions in more detail.

☒ If this box is checked, deletions were made pursuant to the exemptions indicated below.

Section 552 (FOIA)

<input type="checkbox"/> (b) (1)	<input type="checkbox"/> (b) (2)	<input type="checkbox"/> (b) (3) Statute:		
<input type="checkbox"/> (b) (4)	<input type="checkbox"/> (b) (5)	<input type="checkbox"/> (b) (6)	<input type="checkbox"/> (b) (7) (A)	<input type="checkbox"/> (b) (7) (B)
<input type="checkbox"/> (b) (7) (C)	<input type="checkbox"/> (b) (7) (D)	<input checked="" type="checkbox"/> (b) (7) (E)	<input type="checkbox"/> (b) (7) (F)	<input type="checkbox"/> (b) (8)

The following checked item(s) also apply to your request:

☐ Some documents originated with another government agency(s). These documents were referred to that agency(s) for review and direct response to you.

☐ Some documents, in our files, contain information furnished to the Secret Service by another government agency(s). These documents were referred to that agency(s) for review and direct response to you.

☒ Fees: In the processing of this FOIA request, no fees are being assessed.

☐ Other:

If you deem our decision an adverse determination, you may exercise your appeal rights. Should you wish to file an administrative appeal, your appeal should be made in writing and received within ninety (90) days of the date of this letter, by writing to: Freedom of Information Appeal, Deputy Director, U.S. Secret Service, Communications Center, 245 Murray Lane, S.W., Building T-5, Washington, D.C. 20223. If you choose to file an administrative appeal, please explain the basis of your appeal and reference the case number listed above.

Additionally, you have the right to seek dispute resolution services from the Office of Government Information Services (OGIS) which mediates disputes between FOIA requesters and Federal agencies as a non-exclusive alternative to litigation. Please note that contacting the Secret Service's FOIA Program and/or OGIS is **not** an alternative to filing an administrative appeal and **does not** stop the 90-day appeal clock. You may contact OGIS at: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001. You may also reach OGIS via e-mail at ogis@nara.gov, telephone at 202-741-5770/toll free at (877) 684-6448, or facsimile at (202) 741-5769.

If you need any further assistance, or would like to discuss any aspect of your request, please contact FOIA Analyst, Ms. Alizai, or our FOIA Public Liaison Kevin Tyrrell, at (202) 406-6370. Alternatively, you may send an e-mail to foia@uss.s.dhs.gov.

FOIA/PA File No. 20160541 is assigned to your request. Please refer to this file number in all future communication with this office.

Sincerely,


Kim E. Campbell
Special Agent In Charge

Freedom of Information Act & Privacy Act Officer

Enclosure:

☒ FOIA and Privacy Act Exemption List

United States Secret Service
Directives System

Manual : 2008 Campaign Operational Guide
RO : DPD



Section : FRONT
Date : 10/01/2007

Subject: Issuance of the 2008 Campaign Operational Guide

To: All Supervisors and All Manual Holders of the 2008 Campaign Operational Guide

Filing Instructions:

This directive serves to formally issue the 2008 Campaign Operational Guide.

Binders for the 2008 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 2008 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 2008 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 2008 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.

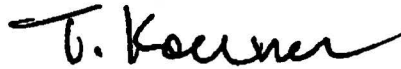
RIF

Manual : 2008 Campaign Operational Guide
RO : DPD

Section : FRONT
Date : 10/01/2007

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 Organizational Development Branch, at (b)(7)(E) Questions on the content of the 2008 Campaign Operational Guide should be directed to the Dignitary Protective Division, Candidate Nominee Operations Staff (CNOS), at (b)(7)(E)



Timothy J. Koerner
AD-Protective Operations

DCP#: CNO 2007-02

2008 Campaign Operational Guide

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DIVISION OVERVIEW

Candidate Nominee Operations Section

Provides the planning, organization, and supervision of protective details established to provide security for individuals determined to be major candidates for the office of President, Vice President, and their families.

Office Hours: 9:00 a.m. to 5:30 p.m. EST/EDT (Monday - Friday)
(01/2008 - 12/2008 - at direction of CNOS)

Office Location / Mailing Address:

(b)(7)(E)

Phone/FTS: (b)(7)(E)

Router Code: CNO

Office Code: 172

Fax: (b)(7)(E)

Direct Line

Name

David J. O'Connor

(b)(6)(b)(7)(C)

Title

Special Agent in Charge
Assistant 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
Special Agent
Protective Operations Specialist
Protective Support Coordinator
SPST
LPST

A/C (202)

(b)(6)(b)(7)(C)

CNOS Operations Center

Location: Candidate Nominee Operations Section

(b)(7)(E)

Phone:

(b)(7)(E)

Fax:

Operational

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

Location:

(b)(7)(E)

Phone:

(b)(7)(E)

Fax:

ADVANCES - GENERAL INFORMATION

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

Mission

Candidate Nominee Operations Section (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.

Origin of Advances

Notifications / Detail Operations / Assignment of the Advance Team

The CNOS will establish a Detail Operations Center (DOC) to support each CNOS protectee. The DOC staff will provide the initial contact with the district SAIC and other support units (input required trip information into (b)(7)(E) upon notification of protectee travel. If the local SAIC indicates that advance team support is required, advance teams will receive their assignments from CNOS Operations. CNOS Operations in consultation with INV/OPO will assign the appropriate advance team personnel from the designated Campaign 2008 ROTA. INV/OPO will send the initial official message activating the advance team(s). The CNOS will be responsible for issuing all subsequent messages indicating reporting instructions, advance team assignments, etc. This will include all information previously obtained by the CNOS from the field office and Logistic Resource Center (LRC) regarding travel arrangements, hotel information, rental car information, and field office counterpart information. The CNOS will subsequently provide all available information to the lead advance agent for coordination and dissemination to the remainder of the advance team.

Responsibilities

If a Secret Service Field Office is unable to provide the protective advance team needed to support a candidate/nominee visit to their district, CNOS will assign the necessary personnel. The district SAIC is encouraged to assign a local lead advance agent whenever possible.

The CNOS will assign a (b)(7)(E) to support the candidate/nominee visit. These members will be assigned the following advance positions:

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Special Operations Division (SOD)

Tactical Teams

Counter Assault Team (CAT), Counter Sniper Team (CS), Uniformed Division Canine and other tactical assets may be requested through CNOS Operations based upon specific mitigating protective intelligence information related to a protectee or venue. Authorization for the deployment of SOD tactical assets will be granted by CNOS Operations after consultation with the Office of Protective Operations.

Any request for SOD tactical assets must be made by the lead advance agent or field office supervisor to CNOS Operations.

Magnetometer Support

When determined to be appropriate, the USSS Uniformed Division (UD) will provide walk through magnetometer coverage for CNOS visits during the 2008 campaign. For routine CNOS protectee visits it will be the responsibility of the lead advance agent to conduct the magnetometer advance. (b)(7)(E)

(b)(7)(E)

(b)(7)(E)

Regardless of who conducts the magnetometer advance, Uniformed Division personnel will travel to the city to be visited (b)(7)(E)

(b)(7)(E)

Additionally, for certain CNOS protectee visits in which multiple magnetometers are utilized (b)(7)(E) It will be the responsibility of the Uniformed Division magnetometer advance officer, in coordination with CNOS Operations, to determine which protectee visits qualify for (b)(7)(E)

Pre-Advance

(Refer to Protective Operations Manual section OPO-03, Pre-Advance)

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(b)(7)(E)

All pre-advances must be approved by the CNOS.

ADVANCE TEAM PROCEDURES

(Refer to Protective Operations Manual sections OPO-03 and OPO-04.)

Preliminary Coordination

Prior to any "on-site" advance work, the lead advance agent is required to make certain contacts as outlined in Protective Operations Manual section OPO-03, Advance Team Procedures.

Subsequent Coordination

Subsequent coordination in OPO-03 refers to the various arrangements necessary to coordinate an advance upon arrival in the city to be visited.

SAIC of District

The Field Office SAIC or their designee, in conjunction with the lead advance agent, is responsible for coordinating decisions relating to security of CNOS protectees. Upon arrival, the lead advance agent routinely contacts the SAIC, or his/her designee, in order to discuss schedule changes, police meetings, intelligence concerns, support requests, and any other pertinent information regarding the visit. (Refer to OPO-11, Support.)

The SAIC or their designee should provide the date, time, and location of the initial police meeting, as well as identifying the police jurisdiction(s) involved.

Staff Lead Advance

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It is incumbent upon the USSS lead advance agent to contact his/her staff counterpart and maintain a close working relationship with him/her throughout the advance to achieve a timely exchange of pertinent information.

Preliminary Site Walk-Through

Security considerations are not routinely discussed with the staff but should be addressed during USSS/police meetings and USSS/police walk-throughs.

Site or host committee contact names and numbers should be obtained/confirmed at each location.

Staff and USSS site advance personnel should begin coordinating all phases of the site advance process, in order to maintain continuity and the required informational exchanges.

Staff / USSS Meetings

All USSS personnel assigned to the advance team are required to attend the staff/USSS countdown meetings. USSS personnel are responsible for providing input during the planning stages, in order to minimize conflicts between staff functions and security preparations.

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Once the initial introductions have been completed by the SAIC or his/her designee, the lead advance agent will provide a general briefing regarding the visit, as outlined in OPO-03, Advance Team Procedures.

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Lead advance agents are reminded of the U. S. Secret Service "OPSEC" program and are required to review this policy at each police meeting.

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Equipment/Support Requests

The lead advance agent will coordinate all equipment, manpower, and other operational requests received from the individual advance team members. He/she is responsible for discussing these requests with the district SAIC or their designee, and then submitting these requests to the DOC supervisor. Appropriate costs, reporting dates, times, and locations, as well as proposed scheduling, will be submitted at this time.

Preliminary Survey

The lead advance must submit a Preliminary Survey Report, if possible, 24 hours prior to the visit. It should be disseminated to the DOC and the traveling detail via the USSS Network, official message, and/or facsimile machine, prior to the visit (refer to Protective Operations Manual section OPO-14).

Note: The ID situation report will be part of the preliminary survey for Campaign 2008. The preliminary survey will be sent via unofficial mail to the lead advance agent of the city from which the detail is departing.

Lead Advance Agent Briefings

General Briefing

The lead advance agent will conduct the general briefing for all special agents assigned to assist CNOS for the visit. If time permits, a briefing sheet, marked "OFFICIAL USE ONLY," should be prepared for each agent.

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(b)(7)(E)



(b)(7)(E)



Public Notification of Intent to Conduct Security Screening

The Secret Service has established a tool to inform members of the public entering protected sites that they and their belongings are subject to search. Site Agents are encouraged to utilize this tool, the SSF 4088 (Search Warning Sign For Public Entering Protected Sites), at all protected sites where members of

the general public could be screened by Secret Service personnel.

As part of their responsibilities, lead advance and site agents should evaluate the appropriateness of using this tool at protected sites. When the SSF 4088 is utilized, it should be posted prior to the commencement of any screening and clearly visible immediately outside of the area where screening of the general public may occur. In addition, when the SSF 4088 is displayed at a protected site, its utilization should be documented in the Preliminary and Final Surveys for the visit.

Poster-size copies of the SSF 4088 may be obtained from the Administrative Operations Division, Supply Section. In addition, an electronic version of this form is available in a downloadable electronic format via the USSS Forms Library at Intranet address <http://ssweb/mno/pars/forms/omni-ofm.htm>. This electronic version may be downloaded and printed on a standard color printer.

Note: The SSF 4088 should be utilized only to complement established Secret Service screening procedures. Screening procedures that are not in accordance with Secret Service policies are not to be utilized, regardless of whether the SSF 4088 is displayed at the protected site.

Shooting Incidents

The guidelines and procedures for Secret Service personnel who are involved in or associated with a shooting incident are explained in the Investigative Manual section INV-31, Procedures following a Shooting Incident or Use of Other Deadly Force; and Human Resources and Training Manual section RTC-04(01), Use of Force. These procedures will also govern Federal Special Agents (FSAs) working in support of Campaign 2008.

The Assistant Director - Inspection, or the SAIC of the district, will open an investigation and will coordinate that investigation with the respective Federal agency.

USSS policies supplement the relevant Department of Homeland Security and Office of Personnel Management regulations and statutory provisions. All formal disciplinary and adverse actions pertaining to any Secret Service or other Federal employee temporarily assigned to the CNOS, will be initiated by the Field Office SAIC or the SAIC of DPD in accordance with the Human Resources and Training Manual section PER-11, Formal Disciplinary and Adverse Actions. If the incident warrants an investigation, an inspector will be assigned to coordinate the investigative efforts with the respective Federal agency.

FOREIGN ADVANCES

(b)(7)(E)

Preliminary Coordination

CNOS Operations Office Responsibility

(Refer to Protective Operations Manual section OPO-05)

In the event the Secretary of Homeland Security directs the USSS to accompany a CNOS protectee outside the borders of the USA, the CNOS and the Detail Operations Center (DOC) staff will coordinate all foreign visits through the State Department/U.S. Embassy, and the protectee's staff advance office. Basic information will be obtained concerning the proposed number of countries/cities/sites to be visited, in order to begin the development of advance team(s). The SAIC of that district will be notified.

The CNOS will initiate the process for obtaining "visas" and/or other passport requirements through the Liaison Division and will establish a basic plan for the mission.

All contacts with the host country (U.S. Embassy) will be channeled through the CNOS, with the results being made available to the lead advance agent and detail supervisor.

Pre-Advance

(Refer to Protective Operations Manual section OPO-05)

Time permitting it is CNOS policy to conduct a pre-advance visit to all foreign countries, in conjunction with the protectee's Staff Advance Office, State Department, and other support groups.

A CNOS supervisor will represent the USSS on the pre-advance and will document all staff/host country agreements made with the Secret Service. In addition, any specific information affecting the advance team's operation in the country (e.g., climate, weapon restrictions, hazards, food, water) should be noted and relayed as appropriate.

Advance Team Briefings

Internal Briefing

The CNOS pre-advance supervisor will brief the detail leader upon completion of the pre-advance trip.

In addition, the CNOS pre-advance supervisor will conduct a briefing for all advance team members and provide any information obtained, agreements made, and expectations for the trip. Generally, an Intelligence Division representative provides background information and a briefing on the intelligence climate of each country to be visited.

Subsequent Coordination

SAIC of District

Contact with the district SAIC, or his/her designee, is essential upon arrival in country. The SAIC, or designee, will routinely attend any police meetings, in conjunction with the lead advance agent. Field office representation and oversight is extremely important on foreign as well as domestic advances.

U.S. Embassy

The U.S. Ambassador, or his designate, is the primary contact upon arrival in country.

Logistics Agent

The logistics agent is responsible for contacting the appropriate State Department personnel, normally the Administrative Control Officer (ACO), regarding requests for equipment, lodging, transportation, etc. The logistics agent, in most cases, is the second in charge of the advance team and is responsible for all administrative matters relating to the visit.

Functions of the logistics agent include, but are not limited to:

1. Select, equip, organize, and staff an advance team operations office, which will be used as the main contact point for the advance team;
2. Attend all internal advance team "countdown" meetings, host government meetings, and foreign police meetings with the lead advance agent;
3. Conduct daily liaison with the CNOS and the specific DOC assigned to the protectee;

4. Establish a system of accountability (Office Memorandum, etc.) for all requests made to the State Department (ACO);
5. Provide advance team support in regard to vehicles, interpreters, equipment, etc.;
6. Coordinate and document all support requests (passports, weapons, radios, etc.) through the lead advance agent, district SAIC, and CNOS;
7. Develop a logistics plan for support personnel and equipment, in conjunction with all site agents;
8. Coordinate with ACO all lodging requirements and billing procedures;
9. Assist the lead advance agent, as necessary, in any aspect of the advance; and
10. Compile all cost-tracking information as and annotated on SSF 4078.

Meetings

All meetings referred to in the Protective Operations Manual section OPO-05, under "Subsequent Coordination," will be attended by advance team members.

Reading Files

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Site Security

CNOS site agents are responsible for establishing a secure environment for CNOS protectees as outlined in section CNOS-04, Forms and Reports Utilized during Campaign 2008, and Protective Operations Manual section OPO-06, Site Security.

COMMUNICATIONS

(Refer also to Protective Operations Manual section OPO-08, Communications.)

When determined to be appropriate, the Information Resources Management Division (IRM), Voice Programs Branch, will provide radio, telephone, and facsimile support for CNOS protective visits. To facilitate this support, the service will be assisted by Department of Defense Communications Management Control Activity (CMCA) teams

Radio Communications

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For specific communications equipment lists available for each stop, refer to section CNOS-15, Equipment.

Telephone Communications

If adequate notice is given (normally 24 hours) and commercially available equipment or field office radio infrastructure is not available or adequate, IRM will provide telephone support for the following:

1.

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If this is the case, no additional telephone requirements are necessary.

2. (b)(7)(E)

The spouses' details of the Presidential and Vice Presidential Nominees, when they are traveling independently of the nominee, will receive communications support from IRM for (b)(7)(E)

(b)(7)(E)

Command Post (CP)

The Command Post should be the center of all telephone, radio, and police communications, as well as a center for all security information relating to the visit of the CNOS protectee (post assignments, itinerary, and logistics). (b)(7)(E)

(b)(7)(E)

The lead advance agent is responsible for ensuring that the following has been completed: appropriate communications equipment has been installed and is operational; the CP is properly equipped for the visit; all pertinent surveys, post assignments, etc. are present as outlined in the Protective Operations Manual section OPO-08, Communications; appropriate USSS staffing is available to handle the volume of radio/telephones traffic; and that CP agents are adequately briefed.

Operation

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(b)(7)(E) as appropriate. Only "authorized personnel" on official business, should be allowed in the CP during a visit. The Command Post is an operational office of the Secret Service and professional conduct is required at all times.

Reference is made to the official message of the Deputy Director dated March 1, 2005, concerning "Interagency Coordination." In furtherance of agreed upon interagency protocols (b)(7)(E)

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(b)(7)(E) depending on the nature of the event.

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Radio Equipment

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(b)(7)(E)

Administrative Requirements

In addition to the administrative requirements outlined in OPO-08, Communications, any site surveys completed for the lead advance, as well as any contingency plans, should be available in the Command Post.

If numerous police will be on duty at the hotel for extended periods, (b)(7)(E) (b)(7)(E) to reduce CP congestion. The Secret Service will pay for the rental of the room. **All incidental charges must be paid by the police officers incurring the charges.** The Secret Service will not provide sleeping accommodations for police officers. (b)(7)(E)

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The lead advance agent remains responsible for reconciling all room charges associated with the (b)(7)(E)

(b)(7)(E)

Emergency Action Requirements

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Security Room

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The security room should become operational when posting is initiated at the site. Appropriate police and/or fire department personnel may provide counterparts in the security room for communication purposes. Normally, IRM will not provide telephone or radio console support for most security rooms. Existing telephone lines and portable radios will be used for communication. The site agent and/or the lead advance agent will determine when to discontinue the security room assignment.

Any surveys, other documents, and/or spare keys pertinent to the operation of the site, as listed in OPO-08, should be provided.

FORMS AND REPORTS UTILIZED DURING CAMPAIGN 2008

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 (b)(7)(E) or through the Management and Organization Division home page.

Supervisors

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

Temporary Assignment Evaluations (previously SSF 1899) will be the subject of a future official message.

Detail Operations and Coordinating Centers

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

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 / Advance agents

Protective Advance Documents Software

SSF 1981, 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.

TIME AND ATTENDANCE REPORTING

General

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).

Work Schedules and Associated Reporting

Secret Service Personnel

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.

Jump Team/Advance Team Coordinator

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 to 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.

R I F

Candidate Detail (Operations, Traveling Detail, Residence Security)

The detail operations center (DOC) / CNOS 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 1852s for all personnel on CNOS details for each pay period.

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 SSF 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

On protective movements that require additional agents beyond those available from CNOS teams, personnel will be drawn from the various field offices. The advance agent, after consultation with the local SAIC, will communicate the work schedule of these SAs to the CNOS.

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

Federal Special Agent (FSA) Personnel

Jump Team Members / Residence Security / Local FSA Support

All FSAs will be paid by their respective agency based upon a USSS / CNOS generated official and approved work schedule (vetted through the agency representative assigned to CNOS).

Scheduled Overtime (SOT) Tracking In Support of the 2008 Presidential Campaign

In order to track scheduled overtime (SOT) costs associated with the 2008 Presidential Campaign, the Office of Administration requires all timekeepers for all offices (to include all Secret Service field offices, resident offices, and resident agencies) and divisions (to include the Uniformed Division) to report campaign SOT usage to the Office of Administration on a bi-weekly (pay period) basis. Reports are to be submitted via a specialized Campaign SOT application available via the USSS Intranet.

Note: Only campaign related SOT in support of Presidential/Vice Presidential candidates and spouses is to be reported. SOT in support of Presidential, Vice Presidential, FPOTUS, and other protectees **should not** be included in these totals; however, SOT hours for Candidate Hillary Clinton **should** be included in Campaign SOT intranet reporting.

As a result of the unusually early start to the 2008 Presidential Campaign, all offices and divisions shall have begun reporting 2008 campaign related SOT commencing with pay period 9 (April 29 - May 12, 2007).

Reporting Requirements

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.**

In order to access the Campaign SOT application, users must first login to the SSWeb/Sharepoint by selecting the "Login" hyperlink located in the upper right hand corner of the Home Page. (Your login username and password are the same as your e-mail access. If you have problems logging in you will need to contact the IRM Network Operations Duty Desk at (b)(7)(E) for assistance.) Following login, users may navigate to this application via the SSWeb/Sharepoint Home Page (from the navigation frame on the left, select "Administration," then select Financial Management Division and click on the "Campaign SOT" tab.)

Reports are to be made no later than 12:00 a.m. on the first Wednesday following each pay period. If timekeepers are away from their office during the reporting period, it is requested that a backup timekeeper fulfill the reporting requirement. If there is no campaign related overtime to report, timekeepers must still submit a report with zero (0) to ensure consistent reporting.

The Office of Administration's Budget Staff will maintain an accounting record for each office and will notify offices that are not in compliance with this request.

The Office of Administration will notify all offices via normal DCP channels when this reporting is no longer required. Any questions or issues regarding this subject may be directed to the Office of Administration's Budget Staff at (b)(7)(E)

FEDERAL SPECIAL AGENTS (FSAs)

Utilization

(Refer to CNOS-11, Jump Team Guidelines, and Protective Operations Manual sections OPO-11, Support, and OPO-15, Personnel Resources Utilization and Cost Tracking Procedures.)

(b)(7)(E)

The lead advance agent, in conjunction with the controlling field office SAIC, or designee, will review posting of all agents, both USSS and FSA. The SAIC, or designee, will utilize or exhaust available resources, while adhering to current guidelines as agreed to by the Office of Protective Operations (OPO) and the Office of Investigations (INV). Additional support will be requested as follows:

- **Permanent Protective Detail Support**

The lead advance agent will provide the request through the detail operations office, while the field office will provide it to INV. After any reconciliation, INV will coordinate the manpower response in conjunction with the CNOS Operations.

- **Candidate/Nominee Detail Support**

The lead advance agent will provide the additional requests through the DOC / CNOS. The CNOS reconciles any necessary adjustments and then coordinates the manpower response with OPO / INV manpower.

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 2008.

Scope

These instructions apply to all FSA personnel tasked to support the USSS during Campaign 2008. 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 CNOS, in conjunction with the LRC, will be responsible for flight arrangements and ticketing for all Secret Service related FSA travel.

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 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

Electronic Tickets (E-Tickets)

This method of ticketing is a paperless electronic system. In the past, government agencies were exempt from paying fees associated with the issuance of paper airline tickets; however, the airline industry has since changed this policy. As a result of industry changes, all Secret Service employees must use electronic tickets unless one of the following four exemptions is met:

- 1) The employee is traveling on a carrier that will not issue an electronic ticket (i.e. Amtrak)
- 2) The employee is on a mission critical travel requiring a paper ticket (i.e. traveling with a protectee on a commercial flight);
- 3) Foreign travel; or
- 4) When prior approval has been received from the LRC.

Special fares, such as restricted or nonrefundable fares are prohibited.

It is required that all used or unused airline ticket and receipts for tickets issued by the USSS be submitted to the USSS jump team leader, or other supervisor at the conclusion of their assignments. Issued tickets are accountable and must be tracked by 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 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, and the LRC.

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.

The GSA contract city pair must be used unless one of the four exemptions is met.

- 1) The GSA city pair is sold out.
- 2) The traveler elects to travel by train.
- 3) The GSA city pair flight schedule does not meet the mission requirements (e.g., reporting for a scheduled briefing, assignment, etc.).
- 4) The GSA city pair flight would cause the traveler to remain overnight at a location, conflicting with mission requirements.

Approval for all non-GSA city pair flights under these exemptions must be obtained from the SAIC- Logistics Resource Center (or his/her designee).

Rental Vehicles

Contracting rental vehicles for campaign purposes is restricted to authorized USSS personnel. (Refer to CNOS-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.

When using a POV for official business on a comparative cost basis, you may be reimbursed at the current published mileage rate (published by the General Services Administration), not to exceed the cost of travel by a common carrier plus per diem allowance. Mileage reimbursement for POV's may not exceed the comparative cost of coach air accommodations when air service is available, or train accommodations (when air service is unavailable), or bus accommodations (when neither air nor train service is available).

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 to the individual's agency. 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 the GOV assigned to the FSA will be purchased utilizing their personal government issued travel credit cards. 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 Vouchers

FSA travel vouchers (with exception of In-Town Per Diem vouchers) will be submitted to the FSA's respective agency. All reimbursements will be computed in accordance with the Federal Travel Regulation and in accordance with the FSA's agency policies.

Submission and reimbursement of In-Town Per Diem Vouchers

The USSS has authority to pay employees, to include FSA's, per diem at their post of duty in limited circumstances. Employees on a protective assignment may be eligible for reimbursement of per diem at their post of duty. Reimbursement will only be made during the actual day or days of the visit of the protectee. A protective visit is defined as the arrival of a protectee in a district in which the protectee typically does not work or reside. An employee may be entitled to in town per diem if an assignment on a protective visit requires the employee to work sixteen (16) hours per day or to remain overnight at his/her post of duty. To remain overnight is defined as obtaining authorized hotel accommodations or other lodging. In town per diem will not be paid in instances when the protectee remains in the district in which the protectee typically works or resides.

In-Town Per Diem vouchers (SSF3200I) will be submitted to the FSA supervisor. The SSF 3200I must be approved by the SAIC, DSAIC, ASAIC, or FSA supervisor prior to being forwarded to FMD. (In-town per diem claims should not be submitted to the FSA's agency). FMD will reimburse FSA's for in-town per diem voucher claims in accordance with USSS policies contained in section FMD-08(05) of the Administrative Manual. All in-town per diem vouchers (SSF 3200I) must contain the FSA's home address in block 5. Reimbursement

checks will be mailed to the address provided in block 5.

Per Diem Rates - Foreign

Per Diem will be granted for travel outside the CONUS in accordance with the FTR and the rates assigned by the Department of State, Allowances Committee. The USSS supervisor for each FSA will provide specific guidance whenever foreign travel is required (i.e., rate of locale, anticipated advance money, passport requirements, and health and safety considerations).

Time and Attendance (T&A) Reporting

All FSA's will be paid by their respective agency based upon a USSS / CNOS generated official and approved work schedule (vetted through the agency representative assigned to CNOS).

Financial Codes

The 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 (b)(7)(E) [redacted]

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" (block 3a) on the SSF 3200I.
- **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 DOC / 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 (b)(7)(E) [redacted] or 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 _____

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

TRAVEL VOUCHER WORKSHEET - In Town Per Diem				<i>See reverse side for instructions.</i>
1. SSN		4. Authorization No. & Date		Doc #: (FMD use only)
2. Name		5. Mailing Address (Home) and Phone Number (A/C)		<small>NOTE: (Fabrication of an item in an expense account works a forfeiture of claim (28 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))</small>
3a. Responsibility Center	3b. Worksheet No.			
6. City/State (POD)		8. Protectee(s) Visit		
		<div style="display: flex; justify-content: space-between;"> <div>Project Code</div> <div>Date</div> <div>Arrival Time</div> <div>Departure Time</div> </div>		
7. Estimated Amount Worksheet				
9. Protective Assignment		10. Remained Overnight (RON) Yes No		
Date Started Time Started Date Ended Time Ended		Number of Room Nights _____ Protectee's Name _____ Hotel RON Authorized By _____ <div style="text-align: right;"><small>Name/Title</small></div>		
11. Other Expenses		12. Detail Assignment (Check one)		
13. Additional Comments		1. <input type="checkbox"/> Lead Advance SA 2. <input type="checkbox"/> Site Advance SA 3. <input type="checkbox"/> ID Advance SA 4. <input type="checkbox"/> Motorcade Advance SA 5. <input type="checkbox"/> TSD Coordinator 6. <input type="checkbox"/> Other _____ <small>(Consistent with Protective Operations Manual, Section OPO-3)</small>		
<small>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.</small>				
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:				
PRIVACY ACT STATEMENT: <small>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.</small>				
<div style="display: flex; justify-content: space-between;"> <div>UNITED STATES SECRET SERVICE</div> <div>Exception to SF 1012</div> <div>SSF 3200I (02/93)</div> </div> <small>This form was electronically produced via OmniForm by USSS\ADMIN\HNDP\PARS Approved by GSA/IRMS 2/93</small>				

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 ASAIC/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 (ASAIC/RAIC or above) who has knowledge of the in-town assignment will be accepted by FMD. Only ASAIC'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 Detail Operations procedures. Questions regarding additional procedures or specific problems should be directed to the CNOS.

Assignment of Protective Stop/Survey Numbers

The detail operations center (DOC) will assign a protective survey number obtained from Agent Management and Protection Support System (AMPS) 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	08

Monthly Reporting Procedure

At the close of the each month, each candidate detail operations center (DOC) will summarize the total number of protected visits 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

Any information pertaining to a stop/site should be entered into COLD when received. This will allow CNOS, AD-OPO, and AD-INV to make more timely decisions regarding staffing resources.

Operations Office Staffing

Each candidate detail operations center (DOC) will consist of:

(b)(7)(E)

There will also be a representative of the Logistics Resource Center (LRC) housed within the CNOS. The LRC, working in conjunction with the Office of Protective Operations, has established unified standards and consistency for Secret Service travel related matters. The primary goals of the LRC are to provide alternatives to our standard modes of travel and to incorporate cost effective logistical options in supporting travel for CNOS, PPD, VPD, and DPD trips.

The CNOS will be located at (b)(7)(E) Each candidate DOC will be staffed daily between the hours of 7:00 a.m. and 7:00 p.m. with a duty agent assigned for after business hours.

Rotation Plan

Rotation plans for a candidate detail should be provided to the CNOS 5 days in advance of the desired rotation. It is recognized that in many instances this information will not be available on a timely basis, but it should be provided at the earliest opportunity. All activation of new INV personnel needs to be coordinated through INV in cooperation with CNOS. The CMOC will disseminate the initial activation message. The CNOS will be responsible for subsequent rotation instructions.

Emergency Purchases

In cases of emergency where immediate purchases are necessary, CNOS should be notified via telephone of the pertinent information. 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, the detail operations center (DOC) must be able to articulate the justification of the purchase and advise CNOS immediately. CNOS will obtain an emergency purchase order number and provide it to the DOC. The DOC must complete an SSF 2041 using this purchase order number within 2 days and forward it through CNOS to the Procurement Division.

Accounting for Assigned Property

Each candidate detail will be issued accountable property. Each candidate detail will have two equipment handlers per rotation to assist agent personnel with the movement of the issued property. The Detail Leader will still be the primary accountable agent for all issued property. At the end of each detail rotation all property must be inventoried and accounted for by each Detail Leader or their designated representative. (Refer also to Administrative Manual section AOD-03, Property Charged to Offices.)

CNOS Purchased Vehicles

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

(b)(7)(E)

Additional vehicles will be assigned based upon the needs of the detail/district (i.e., spouse details, shift change).

Automobile Accident Requirements and Notification

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

Protective Survey/Files Procedure

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

- Protective Survey Stop numbers will be obtained from AMPS.
- The field office or coordinating center will be contacted first by the detail operations center (DOC) or by CNOS, advised of the Protective Survey/Stop number, and requested to supply the name of an advance agent or contact agent depending on the staffing capability of the effected office.
- As the various documents are received relating to a specific stop, they will be filed in the appropriate protective survey/stop file. Some items, such as the situation report, may not be required for each survey.

The following reports will normally be required to close out a stop file:

- 1) Trip Notification
- 2) Reporting Instructions
- 3) Preliminary Survey (Protective Advance Documents Software)
- 4) Work Schedules (to include SOT Reports)
- 5) Shift Reports

6) Final Survey (Protective Advance Documents Software; to include ID Threat Assessments & TSD Surveys)

When all documents have been received, the file may be stamped "closed" and relocated from the active files to the closed files, which are filed numerically by stop number.

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 center is scheduled to be closed, the office responsible for outstanding reports will be notified by official message and directed to submit reports to 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. Reference is made to the Administrative Manual section AOD-08(01).

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. Once a determination is made as to what improvements are necessary a SSF 1911, Request for Space, Alteration, Equipment, and Services at Locations Involving Protective Operations, is completed and signed by the appropriate parties.

For reimbursement of any of the candidate's private facilities, 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 center (DOC) will forward this bill to CNOS for approval. The CNOS will then forward the bill to FMD for payment.

Questions regarding the above should be directed to AOD, Facilities Management Branch at (b)(6)(b)(7)(C)

Hotel Bills

Whenever a detail operations center (DOC) needs to obtain hotel rooms, the standard direct billing procedures as outlined in the Protective Operations Manual section OPO-15, Personnel Resource and Utilization and Cost Tracking, will apply. (Refer also to CNOS-06, Federal Special Agents.)

Hours of Operation

Each candidate detail operations staff will be staffed 7 days a week and will maintain business hours of 7:00 a.m. - 7 p.m. at a minimum. Additional hours of operation are authorized based on operational needs as determined by the Detail Leader and Operations Supervisor in consultation with the CNOS.

Each detail operations staff will be supplied with one telephone answering machine or voice mail. At the close of business each day, the answering machine or voice mail will be activated to receive non-emergency caller information. The telephone number of the pager (or cell phone number) will be identified on the answering machine's outgoing message for emergency calls, which require immediate attention. Either the operations supervisor or operations agents will maintain their pager in their possession to receive emergency notifications during any period the office is closed for business.

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.

Coordinating Centers for the New Hampshire Primary and the Iowa Caucuses are routinely developed in December prior to those events that have traditionally occurred in the following February. However, there have been instances where an Iowa Coordinating Center has been established yet never activated. The determination to activate these Coordinating Centers is based on the level of activity generated by the campaign process.

Coordinating Centers have traditionally been established for the Democratic National Convention, the Republican National Convention, and the Presidential Inaugural. Additional Coordinating Centers may be required for other significant campaign activities such as Presidential Debates or events within geographic regions generating a significant USSS logistical effort.

With the creation of the Dignitary Protective Division (DPD) and the permanent establishment of the Candidate Nominee Operations Staff (CNOS), preliminary surveys are now a routine function preceding any event wherein a Coordinating Center is determined necessary. In addition to providing preliminary manpower and equipment estimates, the preliminary survey further determines Coordinating Center staffing requirements.

Requirements will include the following on-site event supervisory positions:

DPD/CNOS Event Coordinator - (GS-14)

The primary responsibility of the DPD/CNOS Event Coordinator is to identify the coordinators from all necessary USSS offices (i.e., AOD, IRM, UD, TSD PID, PPD, VPD, FMD, FSD, etc.) and to assemble the intra-agency team.

The DPD/CNOS representative coordinates the preliminary survey visit with the respective field office, while assuming the preponderance of the administrative burden. (b)(7)(E)

(b)(7)(E) This time frame is the result of all actions related to AOD and Procurement Division responsibilities. However, the preliminary survey trip should occur as soon as event information is developed and useful estimations can be made regarding manpower, equipment, and preliminary site surveys.

The DPD/CNOS Coordinator is responsible for establishing any required documents, including the preliminary survey report, the operational security plan, and the event pocket guide. The DPD/CNOS Coordinator supervises and manages team development, reporting requirements, and the Coordinating Center. The DPD/CNOS Coordinator ensures the field office coordinator has access to all USSS assets required for the development of the operational security plan.

The DPD/CNOS Coordinator provides organizational guidance when it is necessary for the establishment of a Law Enforcement Executive Committee, Sub-committees, the Coordinating Center, (b)(7)(E) the Multi-Agency Communications Center (MACC), and other agency communications centers.

Field Office Coordinator - (GS-14)

The primary responsibility of the Field Office Coordinator is to manage the overall law enforcement effort in the on-site development of the operational security plan. This includes all required USSS assets and counterparts from the local public safety community. The Field Office Coordinator oversees the day-to-day advance in preparation for the event. The Field Office Coordinator oversees manpower and equipment requirements necessary for the implementation of the security plan that will be approved by the Field Office SAIC. During the event the Field Office SAIC assumes all supervisory responsibility for operational security. While in the operational phase the Field Office Coordinator continues to manage all on-site security issues. The Field Office Coordinator shares management and supervisory responsibilities for the entire team with the DPD/CNOS Coordinator.

The Field Office Coordinator conducts all required intra- and interagency countdown meetings.

The Field Office Coordinator, or designee, initiates contact with local hotels for all housing requirements.

Team Members and Support Staff

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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 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 Center (DOC) (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 advance agent/jump team leader. 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 advance agent/jump team leader is responsible for prompt notification to the affected Coordinating Center, Candidate Detail Operations Center (DOC) 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 Center (DOC), 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. In addition, the employee returning the vehicle should ensure it is returned with a full tank of fuel to avoid unnecessary charges from the rental company.

Motor Vehicle Accidents

(Refer to section CNOS-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 Center (DOC) must be able to justify the purchase and notify the CNOS immediately. The CNOS will contact the PRO and the requestor than complete a TOPS/iPro requisition. This must be immediately submitted to CNOS for review and forwarding to PRO. Emergency purchases cannot be made over \$25,000.00. PRO must be contacted for all emergency purchase order approvals.

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 a Candidate Detail Operations Center (DOC) is the responsibility of those respective supervisors (refer to CNOS-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 CNOS-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 the Deputy Chief, FMD for appropriate language content.

Jump Team Usage

All manpower considerations will be coordinated with the CNOS. The Coordinating Center Logistics SA should report all available local support during these discussions. Every effort should be made to minimize travel and reduce lodging expenses without compromising operational security. After local district Secret Service manpower is exhausted, the manpower coordinator within the Coordinating Center will make a request for jump team support.

FSA headquarters representatives will be assigned within the CNOS and assist with all FSA manpower requests. The FSA headquarters representatives will further initiate all logistics for their respective personnel.

When a jump team arrives for its initial assignment, it will be under the control of the requesting Coordinating Center. The jump team will remain under the control and supervision of the Coordinating Center, until the events have concluded. Continued travel to additional assignments not under the control of the requesting Coordinating Center will be coordinated by the CNOS in consultation with the INV and the OPO.

FSA Usage (Other Than Jump Teams)

Specific procedures for requesting and using local FSAs for post standing will be addressed in detail prior to the activation of the Coordinating Centers.

The CNOS has arranged with the FSA Headquarters representatives to assign personnel within the CNOS.

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DETAIL GUIDELINES

The following guidelines are provided in an attempt to standardize basic candidate protective detail operations service wide. Additionally, each candidate protective detail should provide the CNOS all other requirements they feel are necessary.

Traveling Detail Staffing

Candidate Protective Details will normally be aligned as follows:

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Aircraft Seating Guidelines

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When a protectee's staff makes plans for the use of a charter aircraft the detail operations center should assist the lead advance / site agent in following the guidelines established in OPO-12.

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Advances

Inquiries concerning itineraries and site information should be made with the detail operations center (DOC). Under no circumstances should an advance agent make inquiries with the candidate's national staff headquarters.

Hotel reservations for the candidates are usually made by their campaign offices prior to a trip occurring. Hotel reservations for the operational details should be coordinated between the advance agent and the DOC / CNOS. The detail operations center (DOC) should be able to project the appropriate number of rooms necessary for a candidate detail based upon the overall logistics. In those areas covered by a coordinating center, the advance agent will coordinate room reservations with the center. Attempts should be made to

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JUMP TEAM GUIDELINES

The following guidelines are provided for jump teams utilized during the course of the 2008 Presidential Campaign.

Jump teams will be utilized to staff post standing and other protective support assignments in various locations throughout the campaign time frame. (b)(7)(E)

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The jump team will be under the direct supervision of the CNOS. Upon assignment to a coordinating center the Jump Team Leader will receive instructions from the operations section within that center.

The Jump Team Leader will be responsible for the administrative paper work of the jump team members; the following sections identify the required administrative procedures.

Time and Attendance Reporting

The operations supervisor 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 jump team 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.

The Jump Team Leader's SSF 1852, Special Time and Attendance Worksheet, will be signed by his/her respective SAIC/RAIC or appropriate detail supervisor.

FSAs assigned to jump teams will be paid by their respective agency based upon a USSS/CNOS generated official and approved work schedule (vetted through the agency representative assigned to CNOS).

Travel Advances

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

Airline Tickets

All airline tickets for FSA travel on a USSS/CNOS protective assignment will be the responsibility of CNOS in conjunction with the LRC. Electronic tickets will be utilized.

Hotels

Hotel bills for FSA personnel will be handled in the same manner as for Secret Service personnel. The (b)(7)(E) Responsibility Center (RC) code (UCS) should be indicated on the individual hotel folio.

Rental Vehicles

(Refer to CNOS-03, Communications.)

If a problem arises at the rental counter, the rental agent should call SATO immediately at 1-800-356-7294 or 703-931-3306.

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 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 FMD with a copy forwarded to CNOS.

TRANSPORTATION

Unless the local USSS office provides a transportation advance agent, the motorcade advance will be conducted by the Lead Advance Agent (refer to Protective Operations Manual sections, OPO-03, OPO-06, OPO-07 and CNOS-02, Advances).

Route Security

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All Others

Motorcades are expected to flow with traffic. The policies and procedures of the local police jurisdiction will be followed. (b)(7)(E)

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Motorcade Alignment

The following motorcade alignment should be used as a guide when no additional information has been provided by the candidate detail.

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Tail Car

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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.

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

SSF 3164, Motor Vehicle Accident Report
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: (b)(7)(E))

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 (b)(7)(E)

AVIATION POLICIES AND PROCEDURES

Secret Service Air Travel

All airline travel during the 2008 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).

The Special Operations Division Airspace Security Branch (SOD ASB) will be the primary point of contact for DPD/CNOS regarding requests pertaining to the FAA and TSA. Candidate/Nominee charter aircraft flights into the National Capitol Region (NCR) restricted airspace should be pre-coordinated through SOD ASB to insure adherence to proper TSA waiver protocols.

Local field offices are not authorized to negotiate separate agreements for airspace restrictions, radar surveillance, or interdiction without first obtaining the approval of the Special Operations Division Airspace Security Branch. Any requests for airport runway or taxiway freezes which impact airport operations must be pre-coordinated with the local FAA airport personnel, FAA headquarters and SOD ASB.

Additional information regarding USSS airspace security procedures can be found in the Airspace Security section of the Protective Operations Manual.

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.

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1. No alcoholic beverages may be consumed within 8 hours prior to flying, or during the flight.

2. (b)(7)(E)

3.

4. If requested to take action in any situation, safety is the primary consideration.

5. (b)(7)(E)

6.

7.

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; and
 - 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 12th 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

While in the performance of a protective mission involving a protectee aboard an aircraft, the safety and security of the protectee remains the primary responsibility of the USSS protective detail. In order to adhere to established FAA regulation (14 CFR 121.550), an agent may be assigned to the flight deck when appropriate. The decision (b)(7)(E) should be made on a case-by-case basis.

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Charter Aircraft

General Policy

The CNOS, along with the Logistics Resource Center (LRC), 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 by the LRC through SATO.

Name Checks for Charter Aircraft Crews

The detail operations center (DOC) will ensure that names of all crew members of a charter aircraft used by a protectee are submitted for routine name checks. The DL/ADL or Plane Agent should immediately submit the names of replacements and/or new crew members.

FAA Air Taxi and Commercial Operator's Certificate

Any aircraft charter operations contracted by this Service must be the holder of an FAA Air Taxi and Commercial Operator's Certificate (ATCO) and therefore licensed to operate an aircraft under FAA Federal Air Regulations (FAR) Part 135. A carrier licensed by the FAA under Part 121 is also available for use by the Service. Part 121 addresses larger aircraft such as those used by commercial airlines.

The local General Aviation District Office (GADO) may be contacted by the local USSS field office regarding the certification level of an air carrier and competency level. A listing of recommended air taxi and commercial operators is routinely maintained in the local USSS field office.

There are a number of corporate and/or privately owned aircraft that may be used by protectees which are not holders of Part 135 or 121 certificates but are licensed under FAR Part 91-127. The competency level of this holder should be investigated through available sources, with the local FAA GADO office being a primary contact.

Co-Pilot Requirement

All aircraft chartered by the Service must have a licensed co-pilot. The co-pilot must meet the same minimum standards with regard to type of license and applicable ratings as the pilot in command. Since this is not an FAA requirement on smaller aircraft, the additional cost for the co-pilot will be paid by the Service. Although ATCO may advise that a co-pilot is not necessary, since the carrier may hold an "auto-pilot authorization," the Service requirement for a co-pilot still exists.



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:

Communications Center (DPD/CNOS)
245 Murray Lane, SW, Bldg T-5
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 CNOS-09, Detail Guidelines, and Protective Operations Manual section OPO-12, Aviation Policies and Procedures.)

MANAGEMENT OF CAMPAIGN RECORDS

Temporary administrative personnel assigned to a detail operations center (DOC) and/or coordinating center 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 Organizational Development.

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 DPD/CNOS and AOD 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 AD-Administration and AOD to send a representative from AOD to support CNOS in coordinating the accountability and disposition of all equipment, furniture, and the return of space and facilities acquired to support 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 CNOS 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 close out the protectee's residence. This SSF 1911 is to record final disposition of security modifications and devices, the owner/protectee's approval and the USSS' costs for the removal of security facility modifications and devices from the owner/protectee's property, whether the protectee rented, leased or owned the property. The closeout SSF 1911 describes which devices are being removed (copy of installation invoices that lists devices can be attached), which devices are being left behind, what facility modifications are being reversed, and any repairs that are being effected to reverse damage inflicted by either installation or removal. TSD and IRM are required to provide an economic analysis of all devices being left behind to show that it is: a) not economically feasible for the government to remove the devices and restore the facility (when the owner/protectee consents to the abandonment of the devices), or b) the value of the items being left behind and the cost of the improvements/devices that the owner/protectee would reimburse the government. Should facility modifications be made that will not be removed, the General Services Administration (GSA) must provide an appraisal of the property indicating what value the modifications add to the owner/protectee's property. AOD, in coordination with CNOS, Detail Leader, TSD and IRMD will initiate the appraisal with GSA.

The SSF 1911 shall be prepared by the CNOS Detail Leader, or designated individual. The SSF 1911 is forwarded for approval and signatures to: 1) the responsible SAIC, 2) AD-OPO, and then AD-ADM. AOD is available to assist the CNOS Detail Leader in the preparation of the SSF 1911.

Instructions for the preparation and processing of the SSF 1911 form can be found in the Administrative Manual section AOD-08(01). Separate SSF 1911's should be prepared for other rentals, repairs, purchases, etc., associated with the protectee's owned or leased residence. These SSF 1911's are also prepared by the CNOS Detail Leader in coordination with the AOD representatives supporting the CNOS protectee activities.

Summary Memorandum

Upon termination of a Candidate/Nominee detail, the Detail Leader 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(01), Lost, Stolen and Damaged Property, and AOD 06(09), Property Disposition. The actual physical move of the property will be coordinated by 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 the responsibility of DPD/CNOS.

Disposition of Records

The disposition procedures for administrative files and stop files are specifically addressed in CNOS-07, Detail Operations Guidelines and CNOS-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:

Permanent Identification - Candidate and family lapel emblem will be packed in the supplied plastic boxes. Staff lapel emblems will be packed separately in the supplied plastic boxes.

Temporary Identification - The (b)(7)(E) will be sorted by letter and numeral, and then packed in separate supplied plastic bags.

Press Credentials - Press passes will be packed in bulk, 25 each to a pack in numerical order.

Baggage Tags - Baggage tags will be packed in bulk, 25 each to a pack by category, candidate, staff, Press, etc.

Information Usage Logs - All completed usage logs should be placed on top of the unused identification in the supplied suitcase for return to the DPD/CNOS.

Miscellaneous Supplies - In addition to the aforementioned identification, all other items (badge clips, chains, baggage ties, etc.) provided as part of the identification kit will also be returned. All items should be returned in the supplied suitcase.

Return to Candidate Nominee Operations Section

- (A) If the detail is based in the Washington, DC area, hand deliver the suitcase containing identification, to the Dignitary Protective Division, Credentialing Section 4th Floor, 1111 18th Street, NW, Washington, DC 20223 (obtain receipt).
- (B) If the detail is not based in the Washington, DC area, the suitcase containing the identification should be locked and sent to: Communications Center (DPD/CNOS); 245 Murray Lane, SW Bldg T-5: Washington, DC 20223, via FedEx (When possible, identification should be hand delivered).

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 Operations Section

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Details Based Outside Washington, DC

The on-site AOD representative will make the necessary arrangements for shipment of protective equipment to DPD/CNOS, 9250 Hampton Overlook, Capitol Heights, MD 20743.

Disposition of Technical Equipment

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

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Disposition of Communication Equipment

The IRM will supervise the removal and disposition of all radios and other related communications equipment. IRM 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 responsible CNOS representative conducting the inventory at the time of termination.

General Supplies - Surplus office supplies will be handled by the responsible CNOS representative.

Disposition of Office Furniture

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

All drawers of 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 DPD/CNOS and AOD representatives 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 centers, and residence security details during the last week of the operation (just prior to deactivation) should use the return address listed below:

Communications Center (DPD/CNOS)
245 Murray Lane, SW Bldg T-5
Washington, DC 20223

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 USSS AOD Mail Communications Center (AOD/MCC) will be processed and forwarded to the CNOS for further disposition.

SUPPORT

(Refer to Protective Operations Manual section OPO-11, 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

Field offices will provide the major source of support for the campaign. Staffing resources will be required for the candidate/nominee details, coordinating centers, advance teams, and post-standing assignments (jump teams). Field office equipment will be used when possible (vehicles, command post, etc).

Intelligence Division

CNOS will provide an advance agent for candidate/nominee support on a routine basis. ID will supply periodic threat analysis reports to the advance team via the PI Advance agent and coordinate PI advances and investigations conducted by field office personnel.

Technical Security Division

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Mail Screening

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Military Support

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

Department of Defense

Department of Defense communications personnel assist IRM's Voice Communications Branch in supporting the candidate/nominee details.

Explosive Ordnance Disposal Teams

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All such requests should be coordinated through the CNOS or the appropriate Coordinating Center.

Other Federal Agencies

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State and City Government Agencies

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