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Description of document: US Secret Service (USSS) Campaign Operational Guide for 1996, 2000, 2004 and 2012 Presidential Elections

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Source of document: U.S. Secret Service FOIA Office
245 Murray Lane Building T-5
Washington, D.C. 20223
Email: FOIA@usss.dhs.gov

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

Freedom of Information Act Program
Communications Center
245 Murray Lane, S.W., Building T-5
Mail Stop 8205
Washington, D.C. 20223

Date: August 5, 2022

File Number: 20200688

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 May 18, 2020, for information pertaining to the following records:

A copy of the 1996 Campaign Operational Guide
A copy of the 2000 Campaign Operational Guide
A copy of the 2004 Campaign Operational Guide
A copy of the 2012 Campaign Operational Guide

By way of explanation, here is a copy of the 2008 Campaign Operational Guide, located online:

https://www.governmentattic.org/35docs/USSS2008PresCampOpGuid_2007.pdf.

After a detailed review of all potentially responsive records, 388 page(s) were released and 0 page(s) were withheld in their entirety. After considering the "Foreseeable Harm" standard, outlined in Title 5 U.S.C § 552(a)(8)(A)(i) and Department of Justice guidance, exemptions under FOIA Statute Title 5 U.S.C. § 552, and/or the PA Statute Title 5 U.S.C. § 552a, have been applied where deemed appropriate.

Enclosed are the documents responsive to your request, as well as a document that explains the exemptions in more detail. Withheld information is pursuant to the exemptions marked below.

Section 552 (FOIA)

(b) (1) (b) (2) (b) (3) Statute:
 (b) (4) (b) (5) (b) (6) (b) (7) (A) (b) (7) (B)
 (b) (7) (C) (b) (7) (D) (b) (7) (E) (b) (7) (F) (b) (8)

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

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 our FOIA Public Liaison Kevin Tyrrell, at (202) 220-1819. Alternatively, you may send an e-mail to foia@uss.dhs.gov.

FOIA File No. 20200688 is assigned to your request. Please refer to this file number in all future communication with this office.

Sincerely,



Kevin L. Tyrrell
Freedom of Information Act Officer
Office of Intergovernmental and Legislative Affairs

Enclosure:
FOIA and Privacy Act Exemption List

memorandum

DATE: January 8, 1996
REPLY TO
ATTN OF: AD - Protective Operations
SUBJECT: 1996 Campaign Operational Guide
TO: All Supervisors

U. S. Secret Service
105.010

The 1996 Campaign Operational Guide has been completed. 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 1996 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 1996 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 Treasury Agents (ATF, IRS, and Customs).

SAIC's are requested to make the 1996 Campaign Operational Guide accessible to all employees and to encourage them to become aware of its contents, as there are several administrative and procedural differences from previous campaigns.

Enclosed you will find the following for your 1996 Campaign Operational Guide.

- *Binder
- *Contents
- *Tabs
- *Photo of 1996 Campaign Identification
- *1996 Directives Checklist

The color photo of the Campaign Identification is to be inserted behind page 3 of section CNP-13.

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

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.

Questions on this package should be addressed to the Policy Analysis and Records Systems Branch, Management and Organization Division [redacted] Questions on the content of the manual should be directed to the Candidate Nominee Protective Division (CNPD), [redacted]

[redacted]

[redacted]

AD - Protective Operations

Attachment

1996 Campaign Operational Guide

Department of the Treasury
United States Secret Service



1996 Campaign Operational Guide Table of Contents

CNP-1	1996 Candidate Nominee Protective Division Overview
CNP-2	Advances
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CNP-4	Reports Utilized During Campaign 1996
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CNP-7	Detail Operations Guidelines
CNP-8	Coordinating Centers Guidelines
CNP-9	Detail Guidelines
CNP-10	Equipment Coordinator Guidelines
CNP-11	(b)(7)(C) (b)(7)(D) Guidelines
CNP-12	Transportation
CNP-13	Identification
CNP-14	Press
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CNP-18	Termination Procedures
CNP-19	Support

1996 CANDIDATE NOMINEE PROTECTIVE DIVISION CNP - 172

Division Overview

Office Hours: 9:00 am to 5:30 pm (EST/EDT) - Monday - Friday
(1/2/96 - 11/96) At direction of CNPD.

Office Location:

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

Phone/FTS: (b)(6); (b)(7)(C)

Mailing Address:

Same as Above

Fax: (b)(6); (b)(7)(C)

<u>Name</u>	<u>Title</u>	<u>Direct Line A/C (202)</u>	<u>Residence No.</u>
(b)(6); (b)(7)(C)	(b)(6); (b)(7)(C)	(b)(6); (b)(7)(C)	

Coordinating Centers

1. CNPD Operations Center (CNPD)

Location: (b)(6); (b)(7)(C)

Phone:

Open: At direction of CNPD
Closed: At direction of CNPD
Area: USA (Except areas covered by coordinating centers during specific time periods.)

Operational Responsibility: Detail Issues/Residence Security

2. Joint Operations Center (JOC)

Location: (b)(6); (b)(7)(C)

Phone:

Open:
Closed:
Area:

Operational Responsibility:

3. Iowa Coordinating Center (ICC)

Location: (b)(6); (b)(7)(C)

Phone:

Open: At direction of CNPD
Closed: At direction of CNPD
Area: Iowa

4. New England Coordinating Center (NECC)

Location:

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

Phone:

Open:

At direction of CNPD

Closed:

At direction of CNPD

Area:

New Hampshire, Maine

ADVANCES - GENERAL INFORMATION

(Refer to OPO-3 of the Protective Operations Manual)

Mission

Candidate Nominee Protective Division (CNPD) Advance Teams are responsible for implementing security arrangements for the candidates, nominees, and nominee spouses authorized protection by the Secretary of the Treasury. CNPD policies will be adhered to in conjunction with those established by the Office of Protective Operations.

Advance (b)(7)(E)

After determining that a host field office cannot provide the advance (b)(7)(C) the Joint Operations Center or the appropriate Coordinating Center (CC) will assign (b)(7)(E) upon confirmation of the proposed visit. The district SAIC is encouraged to assign a local agent as lead advance, if resources permit.

(b)(7)(E)
(b)(7)(E) usually available, these functions must be absorbed (b)(7)(E)
(b)(7)(E) (b)(7)(C) One member of the (b)(7)(C) is assigned as the (b)(7)(E)
(b)(7)(E)
(b)(7)(E)

(b)(7)(E) Agent

There will (b)(7)(E) assigned to CNPD advances. This is the responsibility of the (b)(7)(E)

(b)(7)(E)

(b)(7)(E)

Technical Security Division

(b)(7)(E)

Counter Assault (b)(7)(E)

(b)(7)(E)

USSS/Uniformed Division

Countersniper (b)(7)(E)

(b)(7)(E)

Magnetometer Advance

(b)(7)(E)

Detail Operations Responsibilities

(b)(7)(E)

Origin of Advance

Notifications

(b)(7)(E)

Assignment of the Advance (b)(7)(E)

(b)(7)(E)

Pre-Advance

(Refer to OPO-5 of the Protective Operations Manual)

(b)(7)(E)

Advance (b)(7)(E) Procedures

(Refer to OPO-6 of the Protective Operations Manual)

Preliminary Coordination

Prior to any "on-site" advance work, the Lead Advance Agent is required to make certain contacts as outlined in OPO-6, Advance (b)(7)(C) Procedures, of the Protective Operations Manual.

Subsequent Coordination

Subsequent coordination in OPO-6 refers to the various arrangements necessary to coordinate an advance upon arrival in the city to be visited.

SAIC or RAIC of District

The field office SAIC or RAIC, in conjunction with the Lead Advance Agent, is responsible for coordinating decisions relating to security. Upon arrival, the Lead Advance Agent routinely contacts the SAIC, or her/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-13)

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

Staff Lead Advance

The Staff Lead Advance is the designated representative of the protectee's staff who is responsible for coordinating all matters regarding the protectee's itinerary. A Staff Advance (b)(7)(C) may consist of several members, each with his/her own area of responsibility. The Staff Lead Advance will act as the counterpart to the USSS Lead Advance Agent, and coordinate the activities of the Staff Advance (b)(7)(C) in order to ensure positive interaction.

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 guarantee a timely exchange of pertinent information.

Preliminary Site Walk-Thru

(b)(7)(E)

Staff - USSS Meetings

(b)(7)(E)

Police Meetings

(Refer to OPO-6 of the Protective Operations Manual)

(b)(7)(E)

Site Security Survey

(b)(7)(E)

(b)(7)(E)

Equipment/Support Requests

The Lead Advance Agent will coordinate all equipment, manpower, and other operational requests received from the individual advance (b)(7)(C) members. He/she is responsible for discussing these requests with the district SAIC, and then submitting these requests to the Joint Operations Center. Appropriate 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 Detail Ops and the traveling detail via the USSS Network, official message and/or facsimile machine, prior to the visit (refer to OPO-16 and OPO-17 of the Protective Operations Manual).

Note: The ID situation report will be part of the preliminary survey for Campaign '96. The preliminary survey will be sent via unofficial mail to the lead advance agent of the city from which the detail is departing.

Agent Briefings

General Briefing

(b)(7)(E)

Site Briefing

(b)(7)(E)

CNPD Press Agent

If a CNPD Press Agent is utilized to travel with a press pool, and time permits, he/she will be briefed, prior to his/her arrival on site, by the Lead Advance Agent. Specific information regarding press movements and agreements will be discussed. Potential areas of conflict with the detail or protectee will be identified (refer to OPO-12 of the Protective Operations Manual and CNP-13 and CNP-14 of this manual).

Supervisor Briefings

CNPD Detail Leader or Assistant Detail Leader

(b)(7)(E)

CNPD Shift Leader

The Shift Leader will be briefed by the Lead Advance and/or Site Agent upon arrival at the first site. The Detail Leader remains responsible for briefing the respective Shift Leader(s) on any issue(s) which could have a significant impact on the detail.

Shooting Incidents

(b)(7)(E)

Foreign Advance

(b)(7)(E)

Preliminary Coordination

Operations Office Responsibility (refer to OPO-3 of the Protective Operations Manual)

(b)(7)(E)

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

All contact with the host country (U.S. Embassy) will be channeled through CNPD, with the results being made available to the Lead Advance Agent and Detail Supervisor.

Pre-Advance

(refer to OPO-5 of the Protective Operations Manual)

(b)(7)(E)

Advance (b)(7)(E) Briefings

Internal Briefing

The CNPD pre-advance supervisor will brief the Detail Leader upon completion of the pre-advance trip.

In addition, the CNPD pre-advance supervisor will conduct a briefing for all advance (b)(7)(E) 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 designee, is essential upon arrival in country. The SAIC, or designee, will routinely attend any police meetings, in conjunction with the (b)(7)(E) Agent. Field office representation 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.

(b)(7)(E) Agent

The (b)(7)(E) is responsible for contacting the appropriate State Department personnel, normally the Administrative Control Officer (ACO), regarding requests for equipment, lodging, transportation, etc. The (b)(7)(E) is responsible for all

(b)(7)(E)

(b)(7)(E)

9. Assist the Lead Advance Agent, as necessary, in any aspect of the advance; and
10. Compile all cost-tracking information.

Meetings

All meetings referred to in OPO-7, under "Subsequent Coordination" of the Protective Operations Manual, will be attended by advance (b)(7)(D) members.

Reading Files

The Lead Advance Agent will coordinate with the ID Advance Agent in establishing the general and intelligence reading files located in the Embassy. The Lead Advance Agent is responsible for reviewing these files daily, and remaining current on all teletypes to/from the Embassy concerning the visit.

Site Security

CNPD Site Agents are responsible for establishing a secure environment for CNPD protectees as outlined in OPO-8 of the Protective Operations Manual and CNP-4 of this manual (Refer to OPO-3 and OPO-6).

COMMUNICATIONS

(Refer to OPO-10 of the Protective Operations Manual)

The Voice Programs Branch of the Information Resources Management Division (IRMD) will provide radio, telephone, and facsimile support for CNPD protective visits. To facilitate this support, the service will be assisted by Communications Management Control Activity (CMCA) teams.

To obtain communications support, the Lead Advance Agent should call IRMD's Voice Programs Branch at 202-435-5761. This support will be provided based on the following guidelines:

Radio Communications

(b)(7)(E)

Telephone Communications

If adequate notice is given (normally 24 hours), IRMD will provide telephone support for the following:

(b)(7)(E)

(b)(7)(E)

Command Post (CP)

(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 OPO-10 of the Protective Operations Manual; appropriate USSS staffing is available to handle the volume of radio/telephones traffic; and that CP agents are adequately briefed.

Operation

(b)(7)(E)

Command Post Requirements

(b)(7)(E)

(b)(7)(E)

Radio Equipment

IRMD and CMCA will routinely install a radio console programmed to the appropriate frequencies.

Telephone Equipment

The RON Command Post will normally be provided with two main business (MB) telephones, and one facsimile line.

Administrative Requirements

In addition to the administrative requirements outlined in OPO-10, any Site Surveys completed for the (b)(7)(E) (b)(7)(E) as well as any contingency plans, (b)(7)(E)

(b)(7)(E)

Emergency Action Requirements

The Command Post should have available: master keys to the hotel, and/or other event locations; spare keys to the Protectee's Suite; and spare keys for the primary and emergency motorcades, etc.

The CP should also have the following emergency equipment (most of which is carried by the Detail's Equipment Coordinator): Emergency lights (flashlights, etc.); Victim Rescue Units (VRU's); emergency medical kit (FAT) with defibrillator; and any other equipment deemed appropriate for the safety/security of the protectee.

Security Room

(b)(7)(E)

REPORTS UTILIZED DURING CAMPAIGN 1996

In addition to the regularly required reports from individuals, the following reports will be utilized during the Campaign. These are listed by responsible person or operations center. This list is not all inclusive. It is a sampling of the most frequently used forms. The specific Secret Service Manual (i.e., Admin, OPO, etc.) should always be consulted for detailed instructions.

Supervisors

1. **SSF 1899, Temporary Assignment Evaluation.** To be completed for each individual agent upon termination of a candidate detail.
2. **SSF 1875, Protective Operations Activity and Personnel Reports (Shift Report).** This report will be completed by each shift leader and residence supervisor on a daily basis.

Detail Operations and Coordinating Centers

1. **SSF 2040, Requisition for Stocked Supplies.** These requisitions must be forwarded through CNPD for approval.
2. **SSF 2041, Procurement Requests.** These requests must be forwarded through CNPD for approval and coordination.
3. **SSF 1911, Requests for Space Alterations, Equipment and Service at Locations Involving Protective Operations.**
4. **SSF 1994, Requests for Support from Federal Agencies for Protective Operations.**
5. **SSF 1996, Designation of Non-Governmental Property to be Secured by the United States Secret Service.**
6. **SSF 1847, Accountable Property Control Record.** Can be used when temporarily issuing accountable property.
7. **SF 702, Safe or Cabinet Security Record.** To be used for all safes or secured cabinets.
8. **SSF 1838, Message Number Log.** To be maintained by each office having an official message printer.

9. **Identification Usage Control Log (No Form Number).** This form will be provided with the Identification package supplied by DPD Identification Section.
10. **CNPD Cost Tracking Sheet (No Form Number).** Each USSS employee will complete and forward to Detail Ops at the end of rotation.
11. **CNPD Cost Tracking - Detail Summary Sheet (No Form Number).** Detail Ops will summarize individual sheets and forward summary sheets to CNPD within 24 hours of end of rotation.

Field Offices

1. **SSF 3047, Preliminary Survey Report.**
2. **SSF 1963, Candidate Nominee Final Survey Report.**
3. **SSF 1961, Record of Name Searches.**
4. **SSF 1779A, Authorization to Secure Lodging.**
5. **SSF 1799B, Hotel Bill Certification.**
6. **Identification Usage Control Log (No Form Number).**

TIME AND ATTENDANCE REPORTING

Secret Service Personnel

Time and attendance (T&A) records will be processed and submitted by the employee's respective permanent field office or division. The SAIC/Division Chief of each field office or division will be responsible for signing the T&A records for his/her personnel assigned to the Candidate Nominee Protective Division (CNPD) based on the information transmitted via official message from CNPD and field offices.

The CNPD supervising unit 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 Sunday 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 Payroll 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.

(b)(7)(E) (b)(7)(E) (b)(7)(E) **Coordinator**

The (b)(7)(C) (b)(7)(E) (b)(7)(C) Coordinator within a Coordinating Center, in the Joint Operations Center, 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 (b)(7)(C) (b)(7)(C) or an Advance (b)(7)(E) (b)(7)(E)

(b)(7)(E)

(b)(7)(E)

Candidate Detail (Operations, Traveling Detail, Residence Security)

The operations section will be responsible for transmitting via official message the work schedule information of each employee to his/her office of permanent assignment (b)(7)(E)

(b)(7)(E)

Coordinating Centers and Convention Coordinating Centers

The Deputy Coordinator will be responsible for transmitting via official message the work schedule information of each employee to his/her office of permanent assignment (b)(7)(E)

(b)(7)(E)

The Coordinator or Deputy Coordinator will also verify and sign the SSF 1852 for all personnel assigned to the coordinating centers during each pay period, including advance (b)(7)(E) members. Advance (b)(7)(E) 1852's which are not signed by the above will be signed at the Advance (b)(7)(E) Agent's Post of Duty (POD).

Local or Out-of-District Field Office Support

(b)(7)(E)

Joint Operations Center will transmit these work schedules via official message to the appropriate offices.

Treasury Agents

(b)(7)(E)

Members

(b)(7)(E)

(b)(7)(E)

Security

(b)(7)(E)

(b)(7)(E)

Local Treasury Agent Support

Treasury Agents from local field offices supporting CNPD as post standers will submit SSF 1852's for approval to the USSS SAIC of that district. The SSF 1852 will indicate chronologically the cities, dates, times, and protective codes for which the Treasury Agent worked during the respective pay period. Also listed should be the Treasury Agent's POD address.

(b)(7)(E)

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

The pink copy will be reviewed for accuracy.

TREASURY AGENTS (TA'S)

Utilization

(refer to CNP-11 of this manual, OPO-13 & OPO-18 of the Protective Operations Manual)

The U.S. Secret Service utilizes Special Agents from other Treasury Department Bureaus to perform certain protective related duties.

(b)(7)(E)

Administrative Guidelines/Requirements

Purpose

These instructions provide guidelines and establish processing procedures relating to costs incurred by Treasury Agents during temporary assignment to the United States Secret Service in support of the 1996 Presidential Campaign.

Scope

The provisions of these instructions apply to all Treasury Agents assisting the Secret Service during the 1996 Presidential Campaign.

Travel

Travel Advances

The U.S. Secret Service will not issue travel advances to non-USSS employees. Travel advances will be issued by the respective Treasury Bureaus. Treasury Agents will be responsible for reimbursing their respective bureau in accordance to their own specific bureau policy.

Airline Travel

The U.S. Secret Service will be responsible for issuing airline tickets to Treasury Agents for transportation to, from and between assignments. Treasury Agents have been instructed to contact the local Secret Service office to obtain their ticket either through teleticketing or prepaid to the airline. The local Secret Service office will contact SATO for reservations. Under no circumstances, are non-Secret Service employees allowed to contact SATO directly. Use of a non-Secret Service Government Transportation Request (GTR) is not allowed. A Treasury Agent, in an emergency situation, may use his/her official Government American Express Travel Credit Card to purchase transportation. This should only be used as a last resort.

When a Treasury Agent uses his/her Credit Card to purchase transportation, they will claim the expense through their standard agency voucher process. The Treasury Agent must provide CNPD a copy of the ticket and a memorandum submitted through their bureau supervisor explaining the emergency circumstances. A copy of this memorandum and ticket will be forward to the Financial Management Division in order to reconcile the monthly billing statements from that Treasury Bureau.

Unused, Downgraded or Exchanged Tickets

It is imperative that whole or partial unused tickets be returned to the Secret Service Financial Management Division. All unused tickets issued to Treasury Agent personnel should be given to the USSS (b)(7)(C) (b)(7)(C) Leader or Residence Security Supervisor who will attach these unused tickets to his/her Travel Voucher Worksheet, 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.

Premium Class Air Fare

In accordance with Federal Travel Regulations (FTR), regular economy coach accommodations shall be used for all modes of commercial transportation when feasible. Use of premium class accommodations is prohibited. In accordance with the Federal Travel Regulations, premium class of air travel includes first class service as well as intermediate air service (i.e., business, clipper, etc.)

When premium-class air accommodations are required because no other accommodations can satisfy mission requirements, prior approval must be obtained from the SAIC of ADPO or CNPD.

NOTE: If premium-class accommodations are utilized, the SSF 3236 approval letter must accompany traveler's voucher (See sample SSF 3236 at end of text).

City-Pairs

In accordance with General Service Administration (GSA) regulations, it is Secret Service policy that contract air carriers or Amtrak be used 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).

(b)(7)(E)

(b)(7)(E)

Rental Vehicles

Contracting rental vehicles for campaign purposes is restricted to authorized Secret Service personnel. See Section CNP-8 of this manual. CNPD must be contacted when the need for a rental vehicle is established. CNPD will provide the requestor with a log number which the requestor will provide to SATO when ordering the actual rental vehicles.

Privately Owned Vehicles (POV's)

Authorization to use privately owned conveyances, in lieu of Government or commercial transportation, is required from the requesting Secret Service office. Such requests will be communicated to the Secret Service by your office of permanent assignment in advance of the travel. Approval by the Secret Service 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 (cost comparison).

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 piece of plain bond paper 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 POD is limited to the equivalent cost of round trip taxi fare.

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

Government Owned Vehicles - Gasoline Purchases

Replenishment of gasoline used in Treasury official vehicles may be made and claimed on your Travel Voucher. Reimbursement is allowed only for fuel consumed as a direct result of supporting the Secret Service. Receipts must be attached to the travel voucher along with the number of miles driven for which reimbursement is claimed.

Hotel Accommodations

Hotel arrangements for all personnel on protective details will normally be made by a Secret Service advance agent. The advance agent will arrange for the total bill to be sent directly to the U.S. Secret Service. Upon departure from a hotel the traveler will sign his/her folio verifying all charges are correct and all personal charges (e.g., food, phone calls, laundry/dry cleaning, etc.) to the room are paid by the traveler. The appropriate financial codes must be indicated on the traveler's hotel folio. Official business expenses (e.g., parking, OB phone calls, etc.) should be paid in cash and receipts submitted as an attachment to your travel voucher.

When lodging expenses are paid by the traveler, a copy of the hotel bill stamped "paid" must be submitted along with the travel worksheet.

Submission of Travel Worksheets

Treasury Agents will submit their travel vouchers directly to their own bureau using their approved voucher process.

Any in town per diem claims for Treasury Agent support will be submitted to and authorized by the local USSS SAIC. The Field Office will forward these claims directly to the Financial Management Division for processing.

Per Diem Rate - Domestic

Effective March 12, 1993, the General Services Administration updated the maximum per diem rates for travel to locations within the continental United States (CONUS). The update is based on GSA's recent analysis of lodging and meal cost data. This analysis resulted in adjusting the maximum lodging amounts in certain localities and adds two new additional meal and incidental expenses (M&I) rates of \$30 and \$38 for certain per diem localities resulting in a four tier system for M&I rates consisting of \$26, \$30, \$34, and \$38. The update establishes 37 locations at the new \$38 maximum rate, increases 44 locations to the \$34 rate and 189 locations to the \$30 rate.

The previous Secret Service practice of providing an enhanced M&IE rate for travel related to protection is discontinued. (NOTE: This change does not affect the authority for direct billing of hotel lodging costs in conjunction with protective assignments.) This change is effective for all travel on or after March 12, 1993.

- 1) Per diem at post of duty (POD) - Per Diem can be paid at the employee's regular post of duty under specified conditions, however, it must be approved by the Secret Service SAIC, DSAIC or ASAIC of that district. You may only be eligible for reimbursement of per diem at POD during the actual day or days of the visit of a protectee and if the assignment requires the employee to work sixteen (16) hours per day or to remain overnight at his or her post of duty.
- 2) Single day travel (SDT) - Travel must be away from an employee's POD and be in excess of 10 hours to be eligible for per diem. If multiple locations are involved, the rate of reimbursement will be based on the rate for the locale with the highest rate where official duty was performed.
- 3) Multiple day travel - A traveler may only have one rate of reimbursement for a single calendar day. The rate will be determined by the location of the traveler's lodging.
- 4) Receipts - Long distance telephone and lodging receipts are required regardless of amount. Receipts are required for all incidental expenses exceeding \$25.00.

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

Per Diem Rates - Foreign

(b)(7)(E)

Time and Attendance (T&A) Reporting

Treasury Agents will submit SSF 1852's to their immediate Secret Service supervisor for approval before leaving the assignment.

After signing and approving the T&A, the supervisor will return the original and one copy to the Treasury Agent who is responsible for submitting it to the Payroll Clerk at his/her POD.

The pink copy of the SSF 1852 will be submitted by the Secret Service supervisor to the FMB/FAB for disposition.

Assignment

Supervisor

(b)(7)(E)

In the event Treasury Agents are assigned to "local post standing" duties which involve missions in different locations, they must indicate on the face of the SSF 1852 all assigned locations with the date(s). At the end of the assignment or pay period, whichever is appropriate, the SSF 1852 will be submitted to the Secret Service Field Office in which the assignment took place. After approval by the local Secret Service SAIC/RAIC, the original and one copy will be returned to the Treasury Agent. The pink copy of the SSF 1852 will be submitted by the SAIC to FMD for disposition. When possible it will be returned after the assignment terminates. If not, it will be mailed to the Treasury Agent's POD. In the case of assignments in Washington, D.C., SSF 1852 forms should be sent to the Washington Field Office, Suite 1000, 1050 Connecticut Avenue, N.W., Washington, D.C., 20036-5305 (Attn: Protection Squad).

In most instances, the approving supervisor will provide the proper overtime authorization number in the "Remarks" section of the SSF 1852. In the event this number is omitted, the proper number to be used is as follows:

- | | | |
|--|------------|-----------|
| 1. Presidential Protection | ADPO (PPD) | (b)(7)(E) |
| 2. Vice Presidential Protection | ADPO (VPD) | |
| 3. Dignitary Protection | ADPO (DPD) | |
| 4. Candidate Nominee Protective Division | ADPO (CNP) | |

(Note: In the above authorization number, the appropriate fiscal year '96 or '97 should be used.)

It is important that the appropriate financial code be included on the SSF 1852 and all columns are completed to reflect totals for each pay category. The mailing address of the Treasury Agent's POD must be included in the "Remarks" section of the SSF 1852. You are also required to document overtime on the SSF 1852 in accordance with the Secret Service guidelines.

Financial Codes

(b)(7)(E)

(b)(7)(E)

Sample SSF 3236 - Request for Authorization or Approval of First Class Air Accommodations

Request for Authorization or Approval of Premium Class Air Accommodations

1. Office: Protective Operations

2. Traveler's Name: (b)(6); (b)(7)(C)
Title or Position: Special Agent
Division or Field Office: Cleveland

3. Origin and Destination or Segments for Which Premium Class Accommodations are Requested, period of travel, time and date of flight:
Cleveland to Kansas City 5/15/90 - 5/25/96 - Flight on 5/15/90 at 7:00 a.m.

4. Additional Cost to the Government for Such Premium Class Over Next Lower Class Below Premium Class:
\$30.00

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.)

No seats available in less than premium class to get me to Kansas City in time to stand post for visiting dignitary. The next available flight is at 8:30 a.m. which would not get me to my post in time. The previous flight was at 10:30 p.m. the previous evening. The cost of per diem and additional hotel costs exceeds the difference between premium class and the next lower class of airfare.

6. Name of Carrier, If Foreign:

7. Authorization: ASSISTANT DIRECTOR OR CHIEF COUNSEL 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		Date P: <i>PRD use only!</i>	
2. Name		E. Mailing Address (Home) and Phone Number (A/C)		NOTE: (Falsification of an item on an expense account warrants a forfeiture of claim (28 U.S.C. 3614) 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. 267; 1.0.1001)	
3 a. Responsibility Center	3 b. Worksheet No.				
6. City/State (POD)	8. Protectee(s) Visit				
7. Estimated Amount of Worksheet	Project Code	Date	Arrival	Time	Departure
					Time
8. Protective Assignment		10. Remained Overnight (RON) _____ Yes _____ No			
Date Started	Time Started	Number of Room Nights _____			
Date Ended	Time Ended	Protectee's Name _____			
		Head RON Authorized By _____		Name/Title	
11. Other Expenses		12. Detail Assignments (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"/> TRD Coordinator			
		6. <input type="checkbox"/> Other _____ <i>(Consistent with Protective Operations Manual, Section OPO-3)</i>			
NOTE: Attach all receipts for long distance phone calls and any expenses exceeding \$25.00. No receipt needs to be attached for hotel costs which were direct billed.					
14. I CERTIFY THAT THIS VOUCHER IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT PAYMENT OR CREDIT HAS NOT BEEN RECEIVED BY ME. ALL IN TOWN PER DIEM AND HOTEL COSTS WERE AUTHORIZED AND APPROVED. PER DIEM IS ONLY CLAIMED FOR THE DAY OR DAYS OF THE ACTUAL VISIT.					
Traveler				Date	
Sign Here:					
15. This voucher is approved. Long distance phone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance phone calls are included, the approving official must have been authorized in writing by the head of the agency (21 U.S.C. 880a)). 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:					
<p>In compliance with the Privacy Act of 1974, the following information is provided: Submission of the information on this form is authorized by 5 U.S.C. Chap. 87 as implemented by the Federal Travel Regulations (FTR 301-11), E.O. 11609 of July 22, 1971, and 28 U.S.C. 8011(b) and 9108. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or retention 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 in appropriate Federal, State, local, or foreign agencies when relevant to civil, criminal, or regulatory investigations or prosecutions, or</p>			<p>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 collected under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 3387, November 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel and/or retention allowance expense reimbursements 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.</p>		
UNITED STATES SECRET SERVICE		Exception to SF 1012 Approved by GSA/IRMS 2/92		SSF 3200I (02/93)	

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 on the SSF 1889 - Travel Card.
- 3b. **Worksheet No.:** Enter the sequential number of the worksheet. In order to aid the employee in maintaining control of worksheet submissions, it is now required that the employee sequentially number each worksheet submitted. This number should reflect the fiscal year and sequential number beginning from one (e.g., 92-1, 1st worksheet submitted in FY 92, and 92-2, 2nd worksheet submitted in FY 92). These numbers will be reflected on the completed computer generated travel voucher returned to the traveler by FMD.
4. **Authorization No. & Date:** For temporary duty, enter the appropriate Consolidated Travel Authorization (CTA) number and date of issuance (e.g., CTA 92-2, 1/1/92).
5. **Mailing Address:** Enter your office mailing address.
6. **City/State (POD):** Enter the city and state at which per diem is claimed.
7. **Estimated Amount of Worksheet:** Based on your calculations give an estimate of the amount of your claim.
8. **Protectee(s) Visit:** List project code(s) as well as the arrival date and time and departure date and time for the appropriate protectee or protectees. The times listed should be one (1) hour before the protectee arrives (wheels down) through one (1) hour after the protectee departs the locale (wheels up).
9. **Protective Assignment:** Enter the date and time you began your protective assignment as well as the date and time your protective assignment ended (for per diem purposes only). The time should be continuous. There should be no breaks for investigative or administrative work and commuting time should not be included.
10. **Remained Overnight (RON):** Check the appropriate block indicating whether you remained overnight and incurred hotel charges. Indicate the number of nights you incurred charges; and the protectee whose assignment required the overnight stay. Also indicate the name and title of the ASAC/RAIC or above who authorized you to remain overnight. NOTE: This block should be completed even though hotel charges may be direct billed.
11. **Other Expenses:** Enter any items not included in the per diem allowance and itemize by amount and date of incurrence (e.g., taxicab fares, official business telephone calls, hotel charges if paid by employee, etc.)
12. **Detail Assignment:** Check the appropriate box indicating your assignment while on the protective detail. Refer to the Protective Operations Manual, Section OPO-3, for additional information.
13. **Additional Comments:** Enter any information pertinent to the temporary duty assignment which will effect reimbursement, e.g., scheduled arrival versus actual arrival.
14. **Traveler Sign Here:** Only the original signature of the employee will be accepted by FMD.
15. **Approving Official:** Only the original signature of the authorized officer (ASAC/RAIC or above) who has knowledge of the in-town assignment will be accepted by FMD. Only ASAC's/RAIC's or above may approve SSF 3200I, In Town Per Diem worksheets. Resident Agents-in-Charge (RAIC's) worksheets will be approved by Special Agents-in-Charge (SAC's) of their respective Field Offices. SAIC's and Division Chief's worksheets will be approved by the appropriate Assistant Director (AD) in Headquarters.

SSF 3200I 02/96

Sample SSF 3200A - Travel Voucher Worksheet - Attachment (FRONT)

Travel Voucher Worksheet — Attachment						
1. SSN 123 - 45 - 6789		2. RCC CHI		3. OFFICE TELEPHONE NUMBER (b)(6); (b)(7)(C)		
4. NAME TRAVELER (b)(6); (b)(7)(C)			5. WORKSHEET NO. 97 - 1			
6. ITINERARY						
DATE	RON CITY / STATE	RD	MOTEL	GPO COST	PROJECT CODE	
1/5/91						
1/6/91						
1/7/91						
1/8/91						
1/9/91						
1/10/91						
1/11/91						
1/12/91						
1/13/91						
1/14/91						
1/15/91					(b)(6); (b)(7)(C)	
1/16/91						
1/17/91						
1/18/91						
1/19/91						
1/20/91						
1/21/91						
1/22/91						
1/23/91						
1/24/91						
1/25/91						
1/26/91					(b)(6); (b)(7)(C)	
TOTAL COST \$ 888.75				TOTAL COST \$ 1,353.00		

UNITED STATES SECRET SERVICE

SSF 3200A (08/91)

Sample SSF 3200A - Travel Voucher Worksheet - Attachment (BACK)

7. ADDITIONAL MISCELLANEOUS EXPENSES (Specify by Type & Date)					
(b)(6); (b)(7)(C)					
					TOTAL COST \$ 59.00
8. TICKET INFORMATION (Specify by SATO)					
TICKET NO.	CARRIER	MODE	AMOUNT	DATE ISSUED	POINTS OF TRAVEL <small>FROM TO</small>
(b)(6); (b)(7)(C)					
					TOTAL COST \$ 1000.00
9. FIRST CLASS AUTHORIZATIONS:			10. NON-CERTIFICATED AIR CARRIER		
TICKET NO. Airfare Authorization			EXEMPTION CODE		
11. TRAVELER'S SIGNATURE					12. DATE
13. APPROVING OFFICIAL					14. DATE
14. TITLE			15. DATE		
<p>PRIVACY ACT STATEMENT In compliance with the Privacy Act of 1974, the following information is provided: Submission of the information on this form is authorized by 5 U.S.C. Chpt. 57 as implemented by the Federal Travel Regulations (FTR) 41 CFR, 101-11.6, 101-11.8 of July 23, 1971, 41 CFR 101-11.6 of March 27, 1982, 41 CFR 101-11.6 of November 23, 1988, and 31 U.S.C. 6501(a) and (b)(2). The primary purpose of the requested information is to determine payment or reimbursement in respect submitted for allowable travel and other expenses incurred under applicable transportation authorization and to report and maintain status of such expenditures to the Government. The information will be used by officials 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 law, contract, or regulatory investigations or operations, or when pertinent to a requirement by law regarding information with the filing or filing of an affidavit, the execution of a subpoena, or the performance of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is protected under the authority of the Internal Revenue Code (26 U.S.C. 6109(a) and (b)) and 41 CFR 101-11.6, November 23, 1988, for use as a tax identification number (specification number; document is mandatory) or otherwise starting from other appropriate government request communication system is, or may be, available to the Government of your SSN and other personal information is available in all other appropriate sources. Failure to provide the information other than SSN required to support the claim may result in delay or loss of reimbursement.</p>					

DETAIL OPERATIONS GUIDELINES

General

The following guidelines are provided for Candidate/Nominee Detail Operations. Questions regarding additional procedures or specific problems should be directed to Candidate Nominee Protective Division (CNPD).

Assignment of Protective Stop/Survey Numbers

(b)(7)(E)

(b)(7)(E)

Monthly Reporting Procedure

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

Detailed Itinerary

The detailed itinerary showing the next day's schedule for the candidate with stop/site numbers and telephone numbers should be prepared (by the detail operations office) from the schedule information stored in the computer. This itinerary must reach the Joint Operations Center daily by 10 p.m. EST. Information copies of this itinerary should be directed to ID, TSD, AD-PO, AD-INV, the appropriate coordinating centers and affected field offices/resident offices/resident agencies.

Any information pertaining to a stop/site should be entered into the computer when received. This will allow CNPD, AD-Protective Operations, and AD-Investigations to make more timely decisions regarding manpower utilization.

Operations Office Staffing

Each Detail Operations Office will be staffed with:

- (1) GS-14 Operations Supervisor
- (2) GS-13 Operations Agents
- (1) Administrative/Clerical Employee

(b)(7)(E)

Projected Itinerary

(b)(7)(E) to the Joint Operations Center each week by the detail operations office no later than 8:30 a.m. EST on Friday, with information copies to AD-Protective Operations, AD-Investigations, TSD, ID, IRMD, the appropriate coordinating centers and affected field/resident offices/resident agencies.

It should provide information regarding the (b)(7)(E) for the next week, Sunday through Saturday, and should be prepared from information regarding (b)(7)(E) previously entered into AMPS or via the CNPD LAN by detail operations.

(b)(7)(E) should be provided to CNPD by follow-up official message with the same distribution. A significant change is defined (b)(7)(E)

(b)(7)(E)

Rotation Plan

(b)(7)(E)

Emergency Purchases

In cases of emergency where immediate purchases are necessary, CNPD should be notified via phone of the pertinent information. CNPD will then follow the procedures outlined in the Administrative Manual to complete the purchase.

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

Accounting for Assigned Property

Each detail will be charged separately for assigned accountable property. The Detail Supervisor In Charge will be the accountable property officer. It is required at the end of each detail rotation, that all property be inventoried and accounted for by the Detail Leader. (Refer to Admin. Manual, Section AOD-3, Property Charged to Offices.)

CNPD Leased Vehicles

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

(b)(7)(E)

Automobile Accident Requirements and Notification

Refer to the Investigative Manual Section, SIS - 11, page 30 (Leased Vehicles) and CNP-12 of this manual.

Protective Survey/Files Procedure

(b)(7)(E)

Use of Candidate Facilities

(b)(7)(E)

(b)(7)(E)

Hotel Bills

Whenever the detail operations need to obtain hotel rooms, the standard direct billing procedures as outlined in the OPO Manual will apply (Refer to section CNP-6 of this manual).

Hours of Operation

(b)(7)(E)

(b)(7)(E) Additional hours of office operation are authorized based on operational needs as determined by the Detail Leader and Operations Supervisor in consultation with CNPD.

All Operations offices will be supplied with one (1) telephone answering machine or voice mail, and one (1) pager. 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 will be identified on the answering machine outgoing message for "emergency calls which require immediate attention." Either the Operations Supervisor or Operations Agents will maintain the pager in his/her possession to receive emergency notifications during any period the office is closed for business.

COORDINATING CENTERS GUIDELINES

Coordinating Center Operations Staffing

Each Coordinating Center Operations will be staffed with:

(b)(7)(E)

(b)(7)(E)

Most personnel will follow an "A" and "B" rotation system with the exception of the CC Coordinator. A duty response SA should be assigned for after business hours coverage. Telephone answering machines and pagers will be issued to each coordinating center for this purpose.

As specific questions of procedure or policy arise, CNPD should be contacted.

Listed below are some of the requirements and procedures for the coordinating centers during the 1996 Campaign. This list is not all inclusive. It is intended to highlight those procedures which are not normally included in the daily activities of an operations center.

Rental Vehicles

All rental vehicles must be approved by CNPD or AD-PO. Prior to considering the use of rental vehicles, every effort should be made to utilize existing CNPD leased vehicles and United States Secret Service owned vehicles.

When the need for a rental vehicle has been established, CNPD will be contacted for an authorization number. CNPD will issue an authorization number. The requesting coordinating center operations special agent will make the rental arrangements through SATO Travel.

The Field Office advance agent/CNPD advance (b)(7)(E) (b)(7)(D) leader or their representatives will pick up the vehicle(s). **No credit cards will be used in this transaction.** The rental agent will give one copy of the rental agreement to the advance (b)(7)(E) (b)(7)(D) 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 CNPD who will forward it to Financial Management Division.

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

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

The advance (b)(7)(E) (b)(7)(D) leader is responsible for prompt notification to the affected coordinating center or CNPD in the event of cancellation of the rental to avoid being charged for vehicles not used. The affected coordinating center will notify SATO Travel who will cancel the reservation.

It is the responsibility of the advance (b)(7)(E) (b)(7)(D) leader to inspect vehicles for damage and ensure proper return of vehicles to the rental agency. Call the affected coordinating center or CNPD upon returning a vehicle and provide the rental agreement number, date and time of return, and the actual or estimated cost for each vehicle.

CNPD (b)(7)(E) Vehicles

CNPD leased vehicles are assigned to the coordinating centers and are accountable by the supervisor. All equipment issued with the vehicles is the responsibility of the Coordinator. Any questions regarding maintenance, repairs, and use should be directed to CNPD (b)(6); (b)(7)(C)

Motor Vehicle Accidents

(refer to CNP-12 of this manual)

Emergency Purchases

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

In emergency purchase situations after regular duty hours, the coordinating center must be able to articulate the justification of the purchase and advise CNPD immediately on the next working day. CNPD will obtain the emergency purchase order number, and provide it to the coordinating center, who must complete an SSF 2041 using this purchase order number within two (2) days, and forward it to Procurement Division via CNPD.

Accounting for Assigned Property

In accordance with AOD guidelines, property that is issued to the Coordinating Centers will be the responsibility of the Coordinator.

Hotel Bills

Whenever the coordinating center needs to obtain hotel rooms, the standard billing procedures outlined in the OPO Manual will apply. See section, CNP-6 of this manual, for reference.

(b)(7)(E)

(b)(7)(E)

Usage

(b)(7)(E)

Treasury Agent Usage (Other Than (b)(7)(E) Teams)

(b)(7)(E)

DETAIL GUIDELINES

The following guidelines are provided in an attempt to standardize some basic detail operations as details travel from district to district. In addition, each detail will submit to CNPD any other requirements they deem necessary for a smooth and efficient operation.

Traveling Detail Staffing

Candidate Details will normally be aligned as follows:

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E) That should be determined by the SAIC of the local office and the local police based on the size of the motorcade, type of route, time of day, etc..

Unless local situations dictate otherwise, (b)(7)(E) However, final determination lies with the local field office SAIC in accordance with the local police policies.

(b)(7)(E) will be made to the Joint Operations Center by the Detail Leader, (b)(7)(E) along with the logistics and availability.

Residence Security Guidelines

(b)(7)(E)

(b)(7)(E)

Aircraft Seating Guidelines

(b)(7)(E)

(b)(7)(E)

Advances

Inquiries concerning itineraries, site information, routes, etc., will be made to the local staff person and with the detail operations section. Under no circumstances should an advance agent make inquiries with the candidate's national staff headquarters.

(b)(7)(E)

(b)(7)(E)

EQUIPMENT COORDINATOR GUIDELINES

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

GUIDELINES

(b)(7)(E)

Time and Attendance Reporting (SSF 1852)

1. The (b)(7)(C) within the coordinating center, the field office, or the Joint Operations Center will be responsible for transmitting via official message the work schedule information for each Secret Service (b)(7)(E) (b)(7)(C) Member to the office of his/her permanent assignment prior to 12:01 a.m. on the Sunday preceding the work week. Any changes in reported hours will be transmitted to the appropriate office(s) on the following Monday.

Due to logistical problems inherent in the campaign, the (b)(7)(E) Team Leader's SSF 1852 will be signed by his/her respective SAIC.

2. Treasury Agents assigned to (b)(7)(C) Teams will submit their SSF 1852 to their (b)(7)(C) (b)(7)(C) Leader for approval.

(b)(7)(E) will verify and sign the SSF 1852, returning it to the Treasury Agent before he/she departs for his/her permanent assignment. The Treasury Agent will then submit the original to his/her office T&A clerk. The pink copy will be kept by the (b)(7)(C) (b)(7)(C) and forwarded to FMD/FAB for disposition.

Travel Advances

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

Airline Tickets

All airline tickets for Treasury Agents will be obtained by U.S. Secret Service personnel through SATO Travel.

SATO will either teleticket to a local USSS office for pick-up or make arrangements for airport pick-up of prepaid ticket. Every effort should be made to utilize the teleticket machine in lieu of pre-paid tickets.

Hotels

Hotel bills will be handled in the same manner as for Secret Service personnel. The Treasury bureau "RC" codes (ATF, CID, CUS, IRS) should be indicated on the individual folio.

Rental Vehicles

(Refer to CNP-8 of this manual)

If a problem arises at the rental counter, the rental agent should call SATO immediately at (b)(6); (b)(7)(C)
or (b)(6); (b)(7)(C)

Travel Vouchers

All Treasury Agents will submit their travel vouchers through their respective Treasury Bureaus using standard GSA travel procedures. The individual agency is responsible for processing their own vouchers and submitting a properly documented monthly bill for reimbursement to CNPD for review and approval.

Any "In-Town" per diem vouchers will be submitted to and approved by the local SAIC or designee. These vouchers should be sent directly to the U.S. Secret Service Financial Management Division with a copy forwarded to CNPD.

TRANSPORTATION

Unless the local USSS office provides a Transportation Advance Agent, the motorcade advance will be conducted by the Lead Advance Agent (refer to OPO-3, OPO-6, OPO-9 of the Protective Operations Manual, and CNP-2 of this manual.)

(b)(7)(E)

(b)(7)(E)

All Others

(b)(7)(E)

(b)(7)(E)

The following (b)(7)(E) should be used as a guide when no additional information has been provided by the candidate detail:

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

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(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

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(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

Motor Vehicle Accidents

(refer to Investigative Manual, section SIS-11)

Guidance

The following CNPD procedures will provide guidance to all personnel on reporting motor vehicle accidents:

In the glove compartment of each CNPD vehicle are the following required motor vehicle accident forms:

SSF 3164	(Motor Vehicle Accident Report)
SSF 1908	(Notification In Case of Accident card)
SF 94	(Statement of Witness form)

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

As soon as practical, CNPD and the field office in whose district the accident occurred must be notified. In addition, a copy of the SSF 3164 should be transmitted by facsimile to CNPD within 24 hours of the accident. (b)(6); (b)(7)(C)

A CNPD Accident Checklist is provided on the following page to help guide you through some of the actions to be taken following an accident.

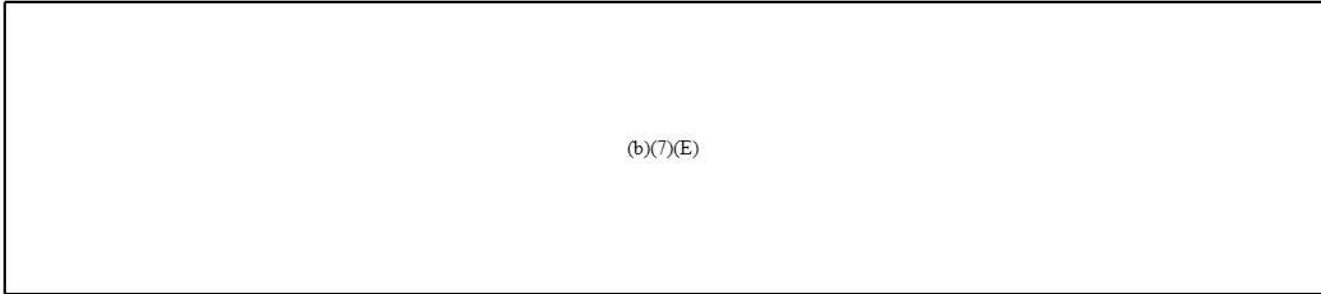
Any questions regarding motor vehicle accidents should be directed to CNPD at (b)(6); (b)(7)(C)

Sample CNPD - Accident Checklist

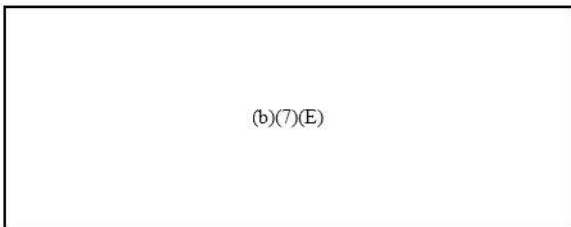
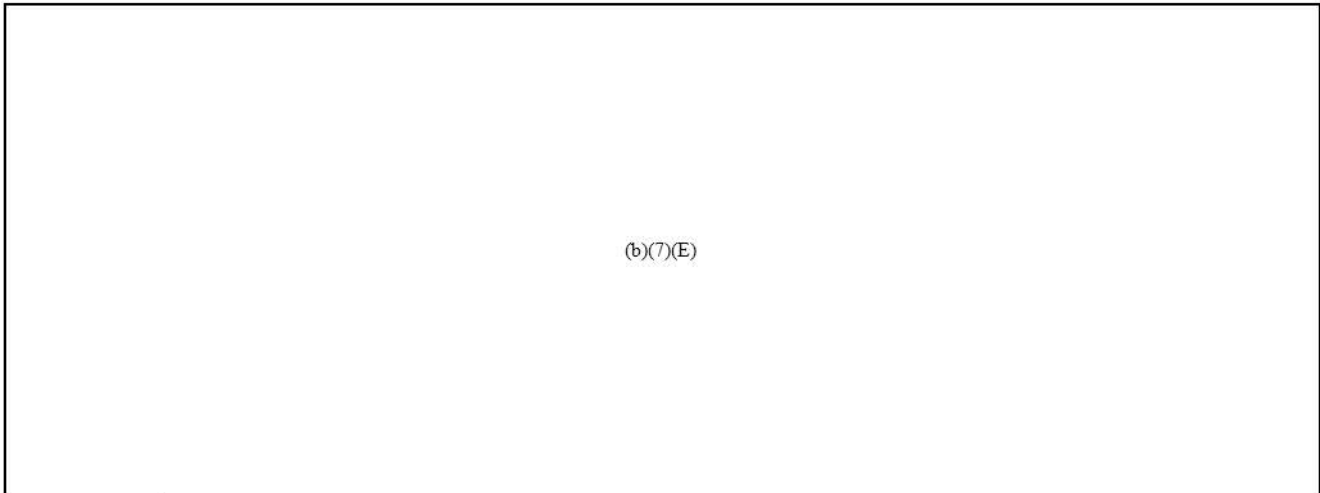
_____	Provide medical assistance to the injured
_____	Notify the proper authorities (police/fire/ambulance/appropriate field office)
_____	Identify and interview witnesses. Furnish them with SF 94 (Statement of Witnesses)
_____	Preserve the evidence
_____	Record the pertinent data on SSF 3164 (Motor Vehicle Accident Report) complete sections I-IX
_____	Request an NCIC check on both the vehicle the driver of the other party's vehicle and under the appropriate circumstances, the occupants of the other vehicle
_____	Avoid furnishing employee home addresses or telephone numbers to anyone, unless demanded by the police; Official addresses will suffice
_____	Avoid encouraging claims
_____	Direct inquiries about filing claims to the local field office
_____	Arrange for the towing, removal and proper storage of disabled official vehicles
	After completing the above at the scene of the accident:
_____	Notify CNPD as soon as practical (b)(6); (b)(7)(C) as well as your supervisor
_____	Fax CNPD (b)(6); (b)(7)(C) a copy of SSF 3164 within 24 hours.
_____	Write an official memorandum explaining the circumstances surrounding the accident (refer to Investigative Manual, section SIS-11, for appropriate distribution)
_____	Complete "Vehicle Accident Report" as required by the state in which the accident occurred
_____	Obtain an estimate for the repair of the vehicle from an authorized dealership
_____	Obtain a copy of the police report if one was made
_____	If necessary, complete and submit employee injury forms
_____	Refer to the Investigative Manual, section SIS-11, for specific procedures and requirements concerning the proper reporting of motor vehicle accidents

IDENTIFICATION

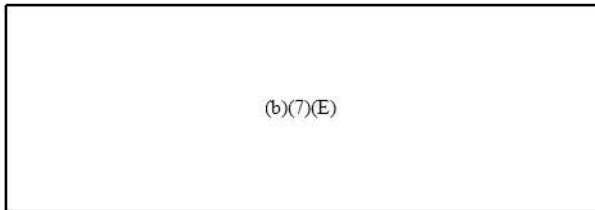
Campaign 1996 Identification



An identification set will consist of the following items:



This type of identification has been manufactured (b)(7)(E)



(b)(7)(E)

d. Campaign (b)(7)(E)

(b)(7)(E)

e. (b)(7)(E)

(b)(7)(E)

In addition to the aforementioned procedures, each detail will be furnished an ample supply of identification, (an identification kit), to be utilized in the event of an emergency.

DPD-ID will issue the Identification Kit to each candidate detail leader. The kit contains everything the detail leader needs to issue and control identification. Each Identification Kit contains:

(b)(7)(E)

(b)(7)(E)

Identification Kits and all unused identification are returned to DPD-ID at the conclusion of the detail.

(b)(7)(E)

Questions regarding identification systems should be directed to Dignitary Protective Division, Identification Section at (b)(6); (b)(7)(C) or CNPD at (b)(6); (b)(7)(C)

Samples of 1996 Campaign Identification are found on the following page(s).

Personnel Lapel Pin

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

PRESS

Credentials

The following credentialing procedures have been adopted for the 1996 Campaign:

(b)(7)(E)

Press Agent

CNPD may provide a Press Agent to accompany the press, based on the volume of traveling press and the magnitude of the visit. (b)(7)(E)

(b)(7)(E)

(b)(7)(E)

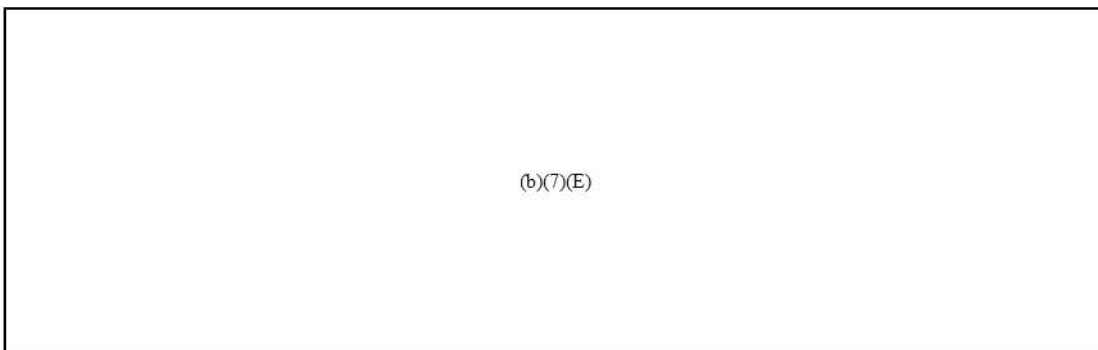
EQUIPMENT

General

Each Detail will be responsible for assigned accountable property. The Detail Leaders shall be the accountable property officers.

Equipment Issued

Issued to Traveling Detail



Issued to Advance Teams

CP binder w/necessary forms

Police tape will be at all FO's, RA's, and CNPD (b)(7)(E)

- 1 "KEE Blok" lock
- 2 split lens red/blue dash lights

(b)(7)(E)

- 1 disposable camera
- 1 cellular telephone
- 1 laptop computer
- 1 portable printer
- 1 skypager (for PRC)

In addition to the above listed equipment (b)(7)(E) will be available to the advance teams (from CNPD) as needed. Key variable loaders and chargers will be issued to each team after the conventions.

Issued to

(b)(7)(E)

- 1 alpha-numeric skypager

Issued to Equipment Coordinators

- 1 alpha-numeric skypager

Placed in all CNPD (b)(7)(E) Vehicles

(b)(7)(E)

In addition, each designated (b)(7)(E) will be equipped with:

(b)(7)(E)

Each designated (b)(7)(E) will be equipped with:

(b)(7)(E)

Placed in Command Post at Protectee's Permanent Residence

Provided by CNPD:

(b)(7)(E)

In addition, CNPD will provide foul weather gear (parkas, boots and duffel bag) as requested.

Provided by IRMD - Voice Communications Branch:

(b)(7)(E)

(b)(7)(E)

Available at each RON site

Transported by the Equipment Coordinator:

(b)(7)(E)

(b)(7)(E)

Provided by IRMD - Voice Communications Branch:

(b)(7)(E)

In addition, the Advance Agent should set up his/her computer with printer for use by the detail.

Issued to each Detail Operations Office

Provided by CNPD:

(b)(7)(E)

Provided by IRMD - Voice Communications Branch:

(b)(7)(E)

Provided by IRMD at each in-and-out site

The (b)(7)(E) agent may request IRMD support (telephone lines, radio console (b)(7)(E) and/or hand held radios) at in-and-out sites based on the following: non-availability of existing commercial telephones, length of stay at site to exceed 8 hours, unusually large or complex site, or adverse intelligence.

AVIATION POLICIES AND PROCEDURES

Secret Service Air Travel

(b)(7)(E)

FAA Security Regulations

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

FAA Aircraft Inspections

(b)(7)(E)

Name Checks for Charter Aircraft Crews

(b)(7)(E)

Secret Service Policy

(b)(7)(E)

Charter Aircraft

General Policy

(b)(7)(E)

FAA Air Taxi and Commercial Operator's Certificate

(b)(7)(E)

Co-Pilot Requirement

All aircraft chartered by this 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 this Service. (b)(7)(E)

(b)(7)(E)

Categories of Aircraft

(b)(7)(E)

General Procedures for Chartering Aircraft

Generally, aircraft are chartered for the USSS by the Travel Management Contractor (currently SATO). A SSF 3037 "Charter Usage Report" must be completed at the time the charter request is made. See OPO-17 of the Protective Operations Manual for copy of form.

Use of Chartered Aircraft by Protectees

Initial Protectee Briefing for Use of Charter Aircraft

(b)(7)(E)

Reimbursements Made by USSS to Candidates/Nominees

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

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

The Secret Service was further directed to:

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

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

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

Notification Procedures for Traveling Aboard Candidate Charters

The Detail Leader is responsible for contacting CNPD to advise of the anticipated use of the candidate's chartered aircraft. The Detail Operations section will provide SSF 3037, Charter Usage Report, to CNPD upon termination of chartered aircraft use.

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
 - e. number of USSS personnel on charter
4. Contact person and telephone number of the billing committee

The bill should be forwarded for approval to:

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

After approval, CNPD 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 air fare or a pro rata share of a candidate chartered aircraft, which ever is less.

Commercial Aircraft

(Refer to CNP-9 of this manual and OPO-14 of the Protective Operations Manual)

MANAGEMENT OF CAMPAIGN RECORDS

Campaign records are divided into two (2) categories: Administrative Files and Protective Survey/Stop Files.

Establishing Administrative Files

Each candidate detail and coordinating center will be provided with file folders and pre-printed Master File Classification Codes (MFCC) file folder labels for establishing administrative files. Blank labels will be provided for additional codes and file folders as required.

Using the set of MFCC labels, establish file folders for each of the preprinted administrative file codes. Position labels on file folders (top or side) according to the type of file cabinet being used.

For ease of deactivation, the labels will be color coded (yellow and blue) to indicate which files are to be shipped to Headquarters and which files are to be destroyed.

Use a blank label of the same color as a continuation of an already established folder. Only yellow labels may be used to establish additional file codes.

Establishing Protective Survey/Stop Files

When a candidate detail operations section receives notification of an impending trip, a protective survey/stop file will be established thru the CNPD LAN or thru the Agent Management and Protection Support (AMPS) system as follows:

1. Using a pre-stamped file folder, annotate across the top of the folder the stop destination, stop date(s) and the protective survey/stop number. The following is an example of protective/stop numbering for the first visit of protectee number 052 to Washington, DC.

Office	Classification	Protectee	Division	Fiscal
		(b)(7)(E)		
		(b)(7)(E)		

(b)(7)(E)

(b)(7)(E)

Disposition of Administrative and Protective Survey/Stop Files

(b)(7)(E)

Preparing Administrative and Protective Survey/Stop Files for Transfer/Shipment

Inventory Records

(b)(7)(E)

Packaging Records

(b)(7)(E)

Shipping

(b)(7)(E)

(b)(6); (b)(7)(C); (b)(7)(E)

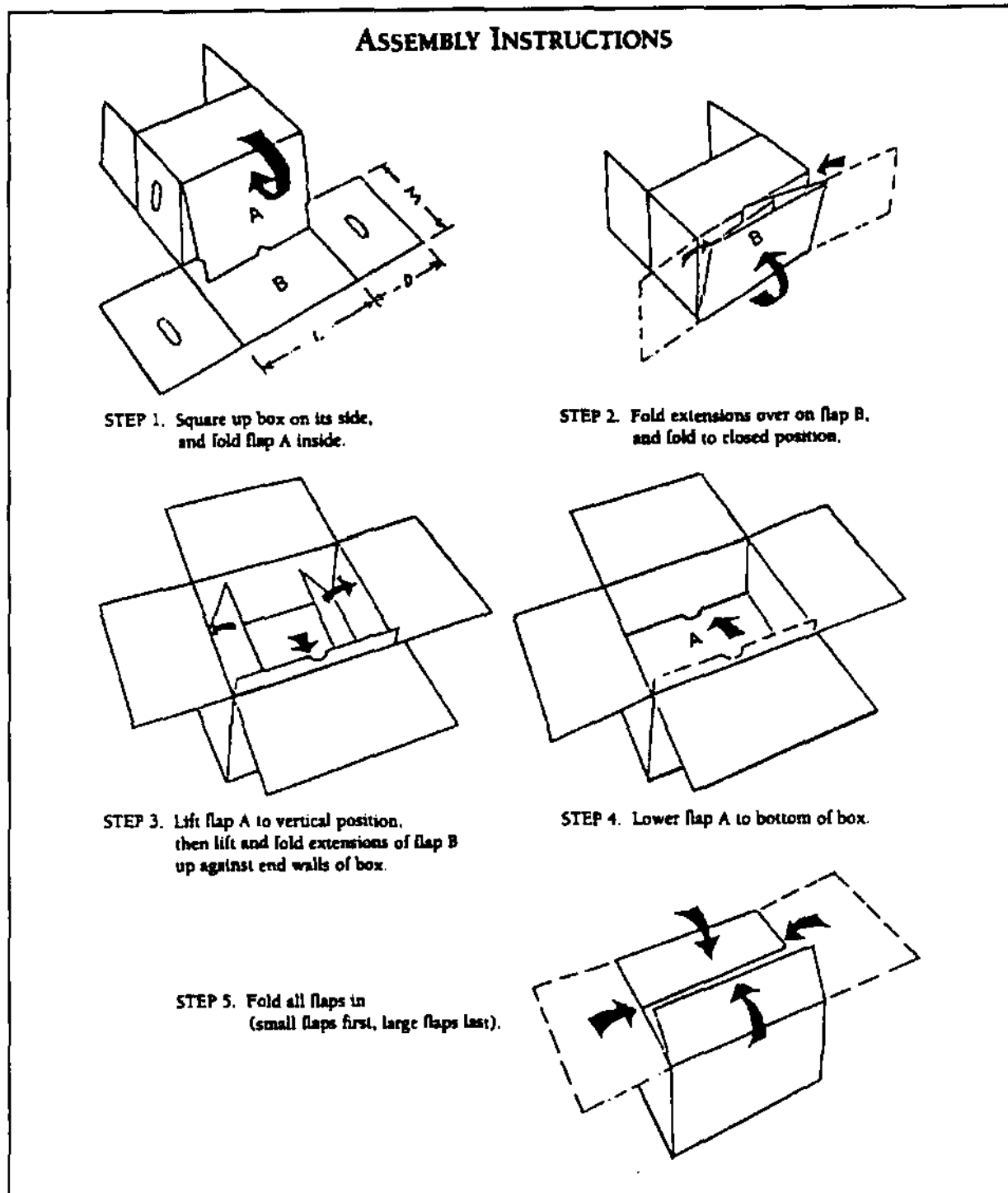
Sample SSF 3283 - Records Inventory Sheet

RECORD INVENTORY			
Office: _____		Total Boxes Shipped: _____	
Accession Number: _____		Centre Points _____	FRC _____ Other _____
Box Number	File/MFCC Number	Subject	Year
	110.000	Secret Service Recurring Reports. (This area is to be used primarily for reports which cannot be classified by their subject content elsewhere in the MFCC)	
	110.040	Monthly Reports (to include SSF 1523)	
	115.000	Statistics	
	130.000	Cooperation/Liaison with state and Local Governments	
	131.000	Cooperation/Liaison with Federal Agencies	
	175.000	Public Relations	
	176.040	Press Accreditation	
	178.000	Official Appreciation/Commendation and Sympathy	
	200.030	Manpower Strength and Distribution	
	200.040	Job Related Injuries of Secret Service Employees	
	200.100	Employee Attendance and Absence	
	203.061	Promotion of Special Agents	
	203.080	Temporary Assignments of other Treasury Agents (OTA's)	
	203.081	Temporary Assignment Evaluation (SSF 1599)	
	203.090	Reassignments	
	204.000	Pay Administration	
	204.030	Overtime Work - 1811 Series	
	204.040	Overtime Work - Non-1811 Series	
	207.000	Retirements	
	303.022	Investment Fund (Third Party Drafts)	
	303.101	SSF 1911 - Report of obligations approved for the acquisition of space, alterations equipment and services at locations involving protective operations	
	400.030	Government Transportation Request	
	400.120	Accommodation, Billing and Certification (Hotel/Motel Accounts)	
	500.000	Procurement Requests and Requisitions	

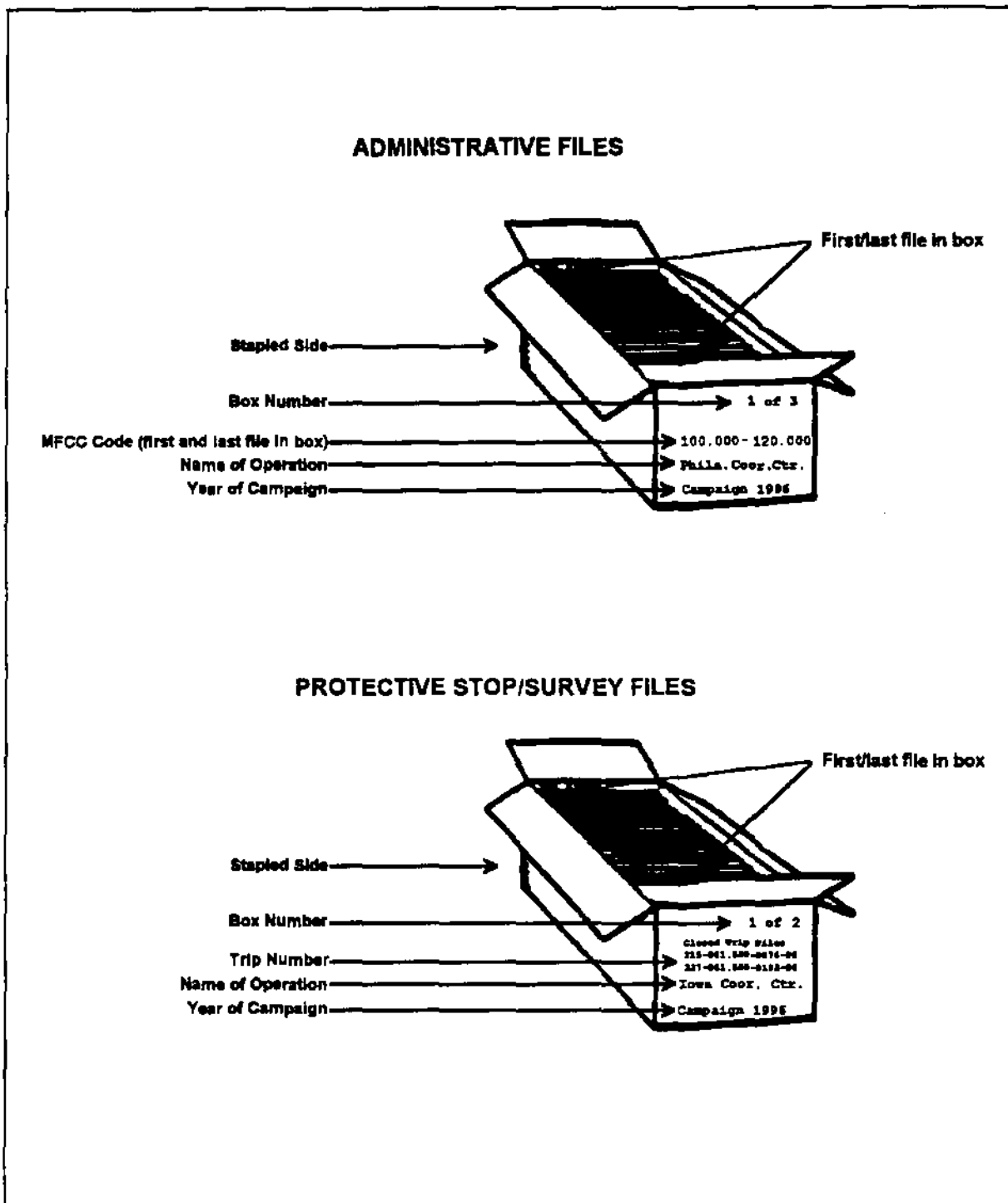
UNITED STATES SECRET SERVICE

SSF 3283 (04/94)

Sample - Assembling of Federal Records



Sample - Labeling Requirements



TERMINATION PROCEDURES

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

Preparation for Termination

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

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

SSF 1911

A separate consolidated SSF 1911, (Request for Space, Alteration, Equipment, and Service at locations involving Protective Operations) is required to cancel all SSF 1911's previously approved for services, and utilities such as telephones, electricity, water, sewage, etc. In addition, a separate SSF 1911 should be prepared in the event that it becomes necessary to repair damage resulting from the Service's presence at a protective site. Instructions for using this form can be found in the Administrative Manual, section AOD-8(1). Separate SSF 1911's should be prepared for rentals, repairs, purchases, etc. These will be prepared by AOD representatives supporting CNPD activities.

For the duration of the campaign, the Detail Leader of the candidate detail will initial the SSF 1911 and forward it to the SAIC-Candidate Nominee Protective Division for approval. See the Administrative Manual, section AOD-8(1) for cancellation instructions.

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:

- 1) Total current value of all property removed from residence and command post;

- 2) Costs associated with the removal of property from residence or command post;
- 3) Costs associated with restoration after removal of property from residence or command post.

The original and attachments should be forwarded to the SAIC-CNPD. CNPD 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-6(9). The actual physical move of the property will be coordinated by AOD unless otherwise instructed by CNPD. CNPD will also notify the terminating unit regarding the disposition of any protective equipment.

Disposition of Vehicles

Upon termination of protective details and coordinating centers, disposition of vehicles will be directed to CNPD.

Disposition of Administrative and Stop Files

The disposition procedures for administrative files and stop files are specifically addressed in CNP-7 and CNP-17 of this manual.

Disposition of Campaign Identification

Upon termination of a candidate detail or coordinating center the following procedures will apply for returning unused identification to the Dignitary Protective Division, Identification Section:

(b)(7)(E)

(b)(7)(E)

Disposition of Protective Equipment

Protective equipment (i.e., (b)(7)(E)) will be turned into the CNPD supply section or relocated to another detail or coordinating center as directed by a CNPD representative designated to assist in the termination process.

Details Based in Washington, D.C.

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

Details Based Outside Washington, D.C.

(b)(7)(E)

Disposition of Technical Equipment

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

Detail Operations - TSD Operations will assign personnel to remove locks and alarms. Where appropriate, form SSF 1911 will be utilized for all repair work to be performed.

Disposition of Communication Equipment

IRMD will supervise the removal and disposition of all radios, rapicoms and other related communications equipment. They will also terminate telephone services.

Disposition of Weapons

(b)(6); (b)(7)(C); (b)(7)(E)

Disposition of Office Supplies

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

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

Disposition of Office Furniture

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

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

Disposition of Office Equipment

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

Change of Mailing Address

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

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

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

SUPPORT

(Refer to OPO-13 of the Protective Operations Manual)

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 USSS Detail Operations. This 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. Manpower will be required to staff the Candidate/Nominee Details, Coordinating Centers, advance teams, and post-standing assignments (b)(7)(C) teams). Field office equipment will be used when possible, e.g., vehicles, command post, etc.

Intelligence Division

(b)(7)(E)

Technical Security Division

(b)(7)(E)

(b)(7)(E)

Military Support

All military support requests should be made through CNPD or the appropriate Coordinating Center.

Department of Defense

Department of Defense communications personnel assist IRMD - Voice Communications Branch in supporting the Candidate/Nominee Details.

(b)(7)(E)

Treasury Agencies

The Bureau of Alcohol, Tobacco, and Firearms, U.S. Customs, and the Internal Revenue Service provide a pool of Special Agents for assignment on (b)(7)(E) All Treasury Agents have received a minimum of (b)(7)(E) (refer to CNP-6 of this manual for additional information).

State and City Government Agencies

Police, fire, and ambulance services of the local jurisdiction should be used whenever feasible to support Candidate/Nominee Details.

memorandum

DATE: February 1, 2000

REPLY TO
ATTN OF: AD - Protective Operations

SUBJECT: 2000 Campaign Operational Guide

TO: All Supervisors

U. S. Secret Service

105.010

The 2000 Campaign Operational Guide has been completed. 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 2000 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 2000 Campaign Operational Guide addresses administrative and operational procedures for candidate/nominee protective details, operations offices, coordinating centers, (b)(7)(C) teams, advance teams, equipment coordinators, and additional Treasury Agents (ATF, IRS, and Customs).

SAICs are requested to make the 2000 Campaign Operational Guide accessible to all employees and to encourage them to become aware of its contents, as there are several administrative and procedural differences from previous campaigns.

Enclosed you will find the following for your 2000 Campaign Operational Guide.

- Binder
- Contents
- Tabs
- 2000 Directives Checklist

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

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.

Questions on this package should be addressed to the Policy Analysis and Records Systems Branch, Management and Organization Division (b)(6); (b)(7)(C) Questions on the content of the manual should be directed to the Candidate Nominee Operations Section (CNOS) (b)(6); (b)(7)(C)

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

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

AD - Protective Operations

Attachment

2000 Campaign Operational Guide

Table of Contents

CNO-01	Division Overview
CNO-02	Advances
CNO-03	Communications
CNO-04	Forms and Reports Utilized During Campaign 2000
CNO-05	Time and Attendance Reporting
CNO-06	Treasury Special Agents
CNO-07	Detail Operational Guidelines
CNO-08	Coordinating Centers Guidelines
CNO-09	Detail Guidelines
CNO-10	Equipment Coordinator Guidelines
CNO-11	(b)(7)(C) (b)(7)(D) Guidelines
CNO-12	Transportation
CNO-13	Identification
CNO-14	Press
CNO-15	Equipment
CNO-16	Aviation Policies and Procedures
CNO-17	Management of Campaign Records
CNO-18	Termination Procedures
CNO-19	Support

DIVISION OVERVIEW

Office Hours: 8:00 a.m. to 6:00 p.m. EST/EDT (Monday - Friday)
(01/1999 - 12/2000 - at direction of MED/CNOS)

Office Location / Mailing Address:

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

Phone/FTS: (b)(6); (b)(7)(C)

Router Code: (b)(6); (b)(7)(C)

Office Code: (b)(6); (b)(7)(C)

FAX: (b)(6); (b)(7)(C)

<u>Name</u>	<u>Title</u>	<u>Direct Line A/C (202)</u>	<u>Residence No.</u>
(b)(6); (b)(7)(C)	(b)(6); (b)(7)(C)	(b)(6); (b)(7)(C)	(b)(6); (b)(7)(C)

Coordinating Centers

1. CNOS Operations Center (CNOS)

Location:

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

Phone:

FAX:

Operational

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

2. COMBINED MANPOWER OPERATIONS CENTER (INV, OPO, and CNOS)

Location:

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

Phone:

FAX:

Open:

Closed:

Area:

Operational

Responsibilities: Advance (b)(7)(E) Teams Coordination/ All Campaign Related Manpower Issues

3. Iowa Coordinating Center (ICC)

Location:

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

Phone:

FAX:

Open:

Closed:

Area:

4. **New England Coordinating Center (NECC)**

Location:

Phone:

FAX:

Open:

Closed:

Area:

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

ADVANCES - GENERAL INFORMATION

(Refer to OPO-3 of the Protective Operations Manual)

Mission

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

Responsibilities

After determining that a host field office cannot provide the advance team, the Combined Manpower Operations Center or the appropriate Coordinating Center (CC), will assign a (b)(7)(E) upon confirmation of the proposed visit. The district SAIC is encouraged to assign a local agent as (b)(7)(E) if resources permit. (b)(7)(E) candidate visits. (b)(7)(E) these functions must be absorbed by the (b)(7)(E) advance team. One member of the team is assigned as the (b)(7)(E) (b)(7)(E) conduct site surveys; and (b)(7)(E) member conducts the (b)(7)(E) also assumes responsibility for the (b)(7)(E) advance.

(b)(7)(E)

Agent

(b)(7)(E)

(b)(7)(E)

Coordinator

(b)(7)(E)

(b)(7)(E) **Division**

(b)(7)(E)

(b)(7)(E) **Team**

(b)(7)(E)

(b)(7)(E) **Unit**

(b)(7)(E)

(b)(7)(E) **Division**

(b)(7)(E)

(b)(7)(E) **Advance**

(b)(7)(E)

(b)(7)(E)

Detail Operations

(b)(7)(E)

Origin of Advances

Notifications

(b)(7)(E)

Assignment of the Advance Team

(b)(7)(E)

Pre-Advance

(Refer to OPO-5 of the Protective Operations Manual)

(b)(7)(E)

Advance Team Procedures

(Refer to OPO-6 of the Protective Operations Manual)

Preliminary Coordination

(b)(7)(E) as outlined in Protective Operations Manual section OPO-6, Advance Team Procedures.

Subsequent Coordination

Subsequent coordination in OPO-6 refers to the various arrangements necessary to coordinate an advance upon arrival in the city to be visited.

SAIC or RAIC of District

(b)(7)(E)

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

(b)(7)(E) Advance

(b)(7)(E)
(b)(7)(E) (b)(7)(E)
(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

Staff / USSS Meetings

(b)(7)(E)

Police Meetings

(Refer to OPO-6 of the Protective Operations Manual)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E) refer to OPO-17 of the Protective Operations Manual.)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

Survey

(b)(7)(E)

Equipment/Support Requests

(b)(7)(E)

(b)(7)(E) He/she is responsible for discussing these requests with the district SAIC, and then submitting these requests to the Combined Manpower Operations Center. Appropriate

reporting dates, times, and locations, as well as proposed scheduling, will be submitted at this time.

Preliminary Survey

The (b)(7)(E) must submit a Preliminary Survey Report, if possible, 24 hours prior to the visit. It should be disseminated to the Detail OPS and the traveling detail via the USSS Network, official message and/or facsimile machine, prior to the visit (refer to OPO-16 and OPO-17 of the Protective Operations Manual).

Note: The ID situation report will be part of the preliminary survey for Campaign 2000. The preliminary survey will be sent via unofficial mail to the lead advance agent of the city from which the detail is departing.

Agent Briefings

(b)(7)(E)

(b)(7)(E)
(b)(7)(E)
(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E) **Agent**

If a (b)(7)(E)
(b)(7)(E)
(b)(7)(E) Potential areas of conflict with the detail or protectee will be identified (refer to OPO-12 of the Protective Operations Manual and CNO-13 and CNO-14 of this manual).

Supervisor Briefings

CNOS (b)(7)(E)

(b)(7)(E)

CNOS (b)(7)(E)

(b)(7)(E)

Shooting Incidents

(b)(7)(E)

Foreign Advances

(b)(7)(E)

Preliminary Coordination

Operations Office Responsibility

(Refer to OPO-3 of the Protective Operations Manual)

(b)(7)(E)

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 CNOS, with the results being made available to the (b)(7)(E)

(b)(7)(E)

(Refer to OPO-5 of the Protective Operations Manual)

(b)(7)(E)

(b)(7)(E) **Briefings**

(b)(7)(E) **Briefing**

(b)(7)(E)

(b)(7)(E)

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 (b)(7)(E) 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.

(b)(7)(E) Agent

The (b)(7)(E) is responsible for contacting the appropriate State Department personnel, normally the Administrative Control Officer (ACO), regarding requests for equipment, lodging, transportation, etc. The

(b)(7)(E)

Functions of the (b)(7)(E) include, but are not limited to:

(b)(7)(E)

(b)(7)(E)

Meetings

All meetings referred to in OPO-7, under "Subsequent Coordination" of the Protective Operations Manual, will be attended by advance team members.

Reading Files

The (b)(7)(E) agent will coordinate with the (b)(7)(E) in establishing the general and (b)(7)(E) (b)(7)(E). The (b)(7)(E) Agent is responsible for reviewing these files daily and remaining current on all teletypes (b)(7)(E) concerning the visit.

(b)(7)(E) Security

CNOS (b)(7)(E) are responsible for establishing a secure environment for CNOS protectees as outlined in OPO-8 of the Protective Operations Manual and CNO-4 of this manual (OPO-3 and OPO-6).

COMMUNICATIONS

(Refer to OPO-10 of the Protective Operations Manual)

The Voice Programs Branch of the Information Resources Management Division (IRMD) will provide radio, telephone, and facsimile support for CNOS protective visits. To facilitate this support, the service will be assisted by (b)(7)(E)

To obtain communications support, the lead advance agent should call IRMD's Voice Programs Branch at (b)(6); (b)(7)(C) this support will be provided based on the following guidelines:

Radio Communications

(b)(7)(E)

Telephone Communications

If adequate notice is given (normally 24 hours), IRMD will provide telephone support for the following:

(b)(7)(E)

(b)(7)(E)

Command Post (CP)

(b)(7)(E)

Operation

(b)(7)(E)

Command Post Requirements

(b)(7)(E)

(b)(7)(E)

Radio Equipment

IRMD and CMCA will routinely install a radio console programmed to the appropriate frequencies.

Telephone Equipment

The RON Command Post will normally be provided with two main business telephones, and one facsimile line.

Administrative Requirements

In addition to the administrative requirements outlined in OPO-10, (b)(7)(E)

(b)(7)(E)

(b)(7)(E)

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

(b)(7)(E)

Emergency Action Requirements

(b)(7)(E)

(b)(7)(E)

Security Room

(b)(7)(E)

(b)(7)(E)

FORMS AND REPORTS UTILIZED DURING CAMPAIGN 2000

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, etc.) should always be consulted for detailed instructions.

These forms may be obtained through normal supply channels. In addition, electronic copies of these forms (and others) may be downloaded from the Management and Organization Division home page on the Secret Service Intranet (b)(6); (b)(7)(C)

Supervisors

1. SSF 1899, Temporary Assignment Evaluation. To be completed for each individual agent upon termination of a candidate detail.
2. SSF 1875, Protective Operations Activity and Personnel Reports (Shift Report). This report will be completed by each shift leader and residence supervisor on a daily basis.

Detail Operations and Coordinating Centers

1. SSF 2040, Requisition for Stocked Supplies. These requisitions must be forwarded through CNOS for approval.
2. SSF 2041, Procurement Requests. These requests must be forwarded through CNOS for approval and coordination.
3. SSF 1911, Requests for Space Alterations, Equipment and Service at Locations Involving Protective Operations
4. SSF 1994, Requests for Support from Federal Agencies for Protective Operations
5. SSF 1996, Designation of Non-Governmental Property to be Secured by the United States Secret Service
6. SSF 1847, Accountable Property Control Record. Can be used when temporarily issuing accountable property.
7. SF 702, Safe or Cabinet Security Record. To be used for all safes or secured cabinets.

Field Offices

1. SSF 3047, Preliminary Survey Report
2. SSF 1963, Candidate Nominee Final Survey Report
3. SSF 1961, Record of Name Searches
4. SSF 1779A, Authorization to Secure Lodging

TIME AND ATTENDANCE REPORTING

Secret Service Personnel

Time and attendance (T&A) records will be processed and submitted by the employee's respective permanent field office or division. The SAIC/Division Chief of each field office or division will be responsible for signing the T&A records for his/her personnel assigned to the Candidate Nominee Operations Section (CNOS), based on the information transmitted via official message from CNOS and field offices.

The CNOS supervising unit 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 proceeding 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 Payroll 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.

(b)(7)(E) (b)(7)(E) (b)(7)(E) **Coordinator**

The (b)(7)(C) (b)(7)(E) (b)(7)(C) Coordinator within a Coordinating Center, in the Combined Manpower Operations Center, 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 (b)(7)(C) (b)(7)(C) or an advance (b)(7)(C) (b)(7)(E)

(b)(7)(E)

Candidate Detail (Operations, Traveling Detail, Residence Security)

The operations section will be responsible for transmitting via official message the work schedule information of each employee to his/her office of permanent assignment (b)(7)(E)

(b)(7)(E)

Coordinating Centers and Convention Coordinating Centers

The Deputy Coordinator will be responsible for transmitting, via official message, the work schedule information of each employee to his/her office of permanent assignment (b)(7)(E)

(b)(7)(E)

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

Local or Out-of-District Field Office Support

(b)(7)(E)

The Combined Manpower Operations Center will transmit these work schedules via official message to the appropriate offices.

Treasury Special Agents (TSAs)

(b)(7)(E) (b)(7)(E) **Members**

(b)(7)(E)

(b)(7)(E) **Security**

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

Local Treasury Agent Support

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

(b)(7)(E)

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

(b)(7)(E)

United States Secret Service
Directives System

Manual : Campaign Operational Guide
RO : FMD

Section : CNO-06
Date : 9/7/2000

Subject: <allusa:0737> Request for Assistance from Treasury Bureaus
Date: 7 Sep 00 15:00:56 GMT
From: (b)(6); (b)(7)(C) (FMD)
Organization: United States Secret Service
Newsgroups: usa

ATTN:
SEQ#: (b)(6); (b)(7)(C)
UNID#:
POSTED: Thu, 07 Sep 2000 10:47:13 -0400
FROM: (b)(6); (b)(7)(C)
To:
SUBJ: Request for Assistance from Treasury Bureaus

//ROUTINE//

FM: Headquarters (AD-Protective Operations) DCP# PO 2000-2
TO: All Supervisors and Holders of the OPO Manual and 2000 Campaign Operational Guide
Subject: Request for Assistance from Treasury Bureaus

This directive should be filed in front of Section OPO-18 of the OPO Manual and Section CNO-06 of the 2000 Campaign Operational Guide and is in effect until superseded.

When receiving assistance from Treasury Bureaus (IRS, Customs, ATF), obtain a completed SSF-1852 (Special Time and Attendance Worksheet) from the Treasury Agent. The following fields are necessary information for billing and must be completed:

Social Security Number
Grade and Step
Office of the Treasury Special Agent (TSA) (e.g., Richmond)
Treasury Bureau (IRS, UCS, ATF)

A copy of all USSS supervisory approved SSF-1852s must be forwarded to Financial Management Division, Accounting Branch. Based on the project code listed on the SSF-1852, Accounting will forward the campaign SSF-1852s to Major Events Division for processing. Accounting will process all non-campaign SSF-1852s. The Secret Service will calculate the personnel costs and transfer the money to the Treasury Bureaus.

If you have questions, you may contact or e-mail

Headquarters

(AD-Protective Operations)

TREASURY SPECIAL AGENTS (TSAs)

Utilization

(refer to CNO-11 of this manual, OPO-13 & OPO-18 of the Protective Operations Manual, Official Messages)

The U.S. Secret Service utilizes TSAs from the U.S. Customs Service (USCS); Bureau of Alcohol Tobacco and Firearms (BATF), Internal Revenue Service-Criminal Investigations Division (IRS-CID) and the office of the Treasury Inspector General for Tax Administration (TIGTA), to perform certain protective related duties.

(b)(7)(E)



Administrative Guidelines/Requirements

Purpose

These instructions provide guidelines and establish processing procedures relating to costs incurred by TSAs during temporary assignment to the USSS in support Campaign 2000.

Scope

These instructions apply to all TSA personnel tasked to support this Service during Campaign 2000. 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 Candidate Nominee Operations Section (CNOS).

Travel

Travel Advances

The USSS will not issue travel advances of funds to TSA personnel. Travel advances of funds will be the responsibility of the respective TSA's agency. TSAs will be responsible for all the administrative requirements established by their respective bureaus.

Airline Travel

The TSAs' respective agencies will be responsible for issuing airline tickets for transportation to and from a specific assignment. TSAs assigned as poststanders and residence security should generally obtain round trip tickets. TSAs should obtain tickets from their agencies only after they have received their reporting instructions from the Service. After reporting to their assignments, the USSS will be responsible for issuing tickets for all subsequent assignments (i.e., detail and (b)(7) (b)(7)(C) during the travel rotation, through SATO. Secret Service personnel will coordinate directly with SATO for all TSA travel subsequent to arrival at an originating assignment. Under no circumstances are non-Secret Service personnel allowed to contact SATO directly. Use of a non-Secret Service Government Transportation Request (GTR) is not allowed.

Travel Emergency

A TSA may utilize the established government travel procedures for their respective agency if in an emergency situation. This procedure should only be utilized in an emergency and as a last resort.

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

Airline Tickets

It is required that all used or unused airline ticket and receipts for tickets issued by the Secret Service, be submitted to the USSS Detail Leader, (b)(7)(C) (b)(7)(C) 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 supervisor will assist TSAs in this situation.

Premium Class Air Fare

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 (i.e., 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 SAIC of ADPO or CNOS.

NOTE: If premium class accommodations are utilized, the SSF 3236 approval letter must accompany the voucher for each traveler (see example SSF 3236 at end of text).

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.

(b)(7)(E)

(b)(7)(E)

Rental Vehicles

Contracting rental vehicles for campaign purposes is restricted to authorized USSS personnel. (See Section CNO-08 of this manual.)

Privately Owned Vehicles (POV's)

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

Travelers will document the use of POV(s) on a cost comparison breakdown when a POV is used. The breakdown should be completed on a separate sheet (OM) and attached to the TSAs 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 (POD) is limited to the equivalent cost of round trip taxi fare. Do not park POV's in commercial airport lots while traveling on extended trips such as 21-day assignments.

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

Government Owned Vehicles (GOV) - Gasoline Purchases

Gasoline purchases used in Treasury official vehicles may be made and claimed on TSAs' travel vouchers or

the USSS in-town per diem voucher. Reimbursement is allowed only for fuel consumed as a direct result of supporting USSS. Receipts must be attached to the TSAs travel vouchers or USSS personnel can pay for TSA 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 TSAs' travel vouchers or the USSS in-town per diem voucher.

Hotel Accommodations

A USSS supervisor or advance agent will make hotel arrangements for all TSA 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 TSA 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 TSA and then attached to TSA's traveler Voucher or USSS in-town per diem Voucher for reimbursement. Only the room charge must appear on the room bill.

Submission of Travel Worksheets

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

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

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

Per Diem Rate - Domestic

The GSA determines the maximum per diem rates for travel within the continental United States (CONUS). The rates applied are based on the most recent GSA analysis of lodging and meal cost data. The current rates range from \$26 to \$46 daily.

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

1. Single day travel - Travel must be away from an employee's POD in excess of ten hours to be eligible for per diem. If multiple locations are involved in the single day, the rate of reimbursement will be based on the rate for the highest locale where the official duty occurred.

2. Multiple day travel - A traveler may only have one rate of reimbursement for a single calendar day. The rate will be determined by the location of the traveler's lodging.
3. Receipts - Long distance telephone and lodging receipts are required whenever paid by the traveler, regardless of amount. Receipts are required for all incidental expenses exceeding \$25.00.

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

Per Diem Rates - Foreign

(b)(7)(E)

Time and Attendance (T&A) Reporting

The USSS supervisors will provide copies of SSF 1852, Special Time and Attendance Worksheet, to all assigned TSA personnel.

TSA's will submit two completed copies of each SSF 1852 to their immediate USSS supervisor for approval before leaving any assignment (i.e., detail, residence security (b)(7)(X) and (b)(7) (b)(7)(X)). The USSS supervisor will ensure the SSF 1852 corresponds to the official work schedule.

After approving and signing the SSF 1852, the USSS supervisor will return one copy to the TSA. The TSA will submit this copy to his/her agency timekeeper for proper payment of overtime. The USSS supervisor will forward the second copy to MED. The USSS supervisor will insure the SSF 1852 corresponds to the official work schedule and that all necessary financial codes are included.

USSS assigned TSA supervisors:

(b)(7)(E)

In the event TSAs are assigned to local post standing duties which involve missions in different locations, they must indicate in the Remarks area of the SSF 1852 all assigned locations with the corresponding date(s). At the end of the assignment or pay period, whichever is appropriate, two copies of each SSF 1852 will be submitted to the USSS field office in that district. After approval and signing, the USSS supervisor of that office will return one copy to the TSA and forward the second copy to MED.

In most instances, the approving supervisor will provide the proper overtime authorization number in the Remarks area of the SSF 1852. Reference is made to the FMD Financial Codes Booklet for all appropriate codes. All official campaign codes will be sent via Service-wide message or e-mail.

It is important that the appropriate financial code(s) are included on every form and that all columns are completed to reflect totals for each pay category. The mailing address of the TSA POD must be included in the Remarks area of the SSF 1852. The signing and approving USSS supervisor is required to ensure all overtime on each SSF 1852 is in accordance with USSS guidelines.

Financial Codes

(b)(7)(E)

Reimbursement Information

Administrative questions should be directed to USSS supervisors or MED.

Distribution of Forms

All necessary forms will be available through USSS supervisors and local offices. In addition, electronic copies of forms may be downloaded via the USSS Intranet through the Management and Organization Division home page.

Sample SSF 3236 - Request for Authorization or Approval of First Class Air Accommodations

Request for Authorization or Approval of First-Class Air Accommodations

1. Office
2. Traveler's Name:
Title or Position:
Division or Field Office:
3. Origin and Destination or Segments for Which First-Class Accommodations are Requested, period of travel, time and date of flight:
4. Additional Cost to the Government for Such First-Class Over Next Lower Class Below First-Class:
5. Circumstances Justifying Use of First-Class Accommodations:
(Provide a description of the circumstances under the regulations justifying use of first-class accommodations. Also, provide a complete and detailed explanation as to why less-than-first-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-first-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				See reverse side for instructions.	
1. SSN		4. Authorization No. & Date		Date: (FMD use only)	
2. Name		5. Mailing Address (Home) and Phone Number (A/T)		NOTE: (Falsification 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. 267, 1.0.1001)	
3 a. Responsibility Center	3 b. Worksheet No.				
6. City/State (POD)		8. Protective(s) Visit			
7. Estimated Amount of Worksheet		Project Code	Date	Arrival	Departure
				Time	Time
9. Protective Assignment		10. Remained Overnight (RON) _____ Yes _____ No			
Date Started	Time Started	Number of Room Nights _____			
Date Ended	Time Ended	Protector's Name _____			
		HOM RON Authorized By _____		Name/Title	
11. Other Expenses		12. Detail Assignment (Check one)			
		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"/> TRN Coordinators			
		6. <input type="checkbox"/> Other _____			
		(Consistent with Protective Operations Manual Section OPO-3)			
13. Additional Comments					
NOTE: Attach all receipts for any expense exceeding \$25.00 and for all long distance telephone calls (regardless of amount). No receipt needs to be attached for hotel costs, which were direct billed.					
14. I CERTIFY THAT THIS VOUCHER IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT PAYMENT OR CREDIT HAS NOT BEEN RECEIVED BY ME. ALL IN TOWN PER DIEM AND HOTEL COSTS WERE AUTHORIZED AND APPROVED. PER DIEM IS ONLY CLAIMED FOR THE DAY OR DAYS OF THE ACTUAL VISIT.					
Traveler					Date
Sign Here					
15. This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the agency (31 U.S.C. 6606)). 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					
<p>PRIVACY ACT STATEMENT:</p> <p>In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulation (FTR 301-11); F.O. 11009 of July 22, 1974, and 28 U.S.C. 501 (b) and 5109. The primary purpose of the requested information is to determine payment of 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 employer identification number; disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance expense reimbursement which is, or may be taxable income. Failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.</p>					
UNITED STATES SECRET SERVICE		Exception to SF 3012		SSF 3200I (02/93)	
Approved by GSA/IRMS 2/93					

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 on the SSF 1989 - Travel Card.
- 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. 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.

Sample SSF 3200A - Travel Voucher Worksheet - Attachment (BACK)

7. ADDITIONAL MISCELLANEOUS EXPENSES (Identify by Type & Date)						
TOTAL COST						\$
9. TICKET INFORMATION (Issued by SATO)						
TICKET NO.	CARRIER	MODE	AGENT'S VALUATION OF TICKET	DATE OF ISSUE	POINTS OF TRAVEL	
					FROM	TO
TOTAL COST						\$
9. PREMIUM CLASS AUTHORIZATIONS:			10. NON-CERTIFICATED AIR CARRIER			
TICKET NO.		(Attach Authorization)	EXEMPTION CODE:			
11. TRAVELER'S SIGNATURE					12. DATE	
13. APPROVING OFFICIAL			14. TITLE		15. DATE	
<p>PRIVACY ACT STATEMENT: In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (41 CFR 301-11), L.O. 11909 of July 22, 1971, E.O. 11012 of March 27, 1967, P.R. 5297 of November 22, 1943, and 28 U.S.C. 501 (b) and 6102. 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 officials 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 collected under the authority of the Internal Revenue Code (26 U.S.C. 601 (b) and 6109) and L.O. 5397, November 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel and/or relocation allowances as part of a 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.</p>						

DETAIL OPERATIONS GUIDELINES

General

The following guidelines are provided for Candidate/Nominee Detail Operations. Questions regarding additional procedures or specific problems should be directed to Major Events Division, Candidate Nominee Operations Section (CNOS).

Assignment of Protective Stop/Survey Numbers

(b)(7)(E)

Monthly Reporting Procedure

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

Detailed Itinerary

The detailed itinerary showing the next day's schedule for the candidate with trip numbers and telephone numbers should be prepared by the detail operations office from the schedule information stored in the

computer. This itinerary must reach the Headquarters Combined Manpower Operations Center daily by 10 p.m. EST. Information copies of this itinerary should be directed to ID, TSD, AD-PO, AD-INV, the appropriate coordinating centers and affected field offices/resident offices/resident agencies.

Any information pertaining to a stop/site should be entered into the computer when received. This will allow MED/CNOS, AD-Protective Operations, and AD-Investigations to make more timely decisions regarding manpower utilization.

Operations Office Staffing

Each Detail Operations Office will be staffed with:

- (1) GS-14 Operations Supervisor
- (2) GS-13 Operations Agents
- (1) Administrative/Clerical Employee

(b)(7)(E)

Projected Itinerary

(b)(7)(E) to the Combined Manpower Operations Center each week by the detail operations office no later than 8:30 a.m. EST on Friday, with information copies to AD-Protective Operations, AD-Investigations, MED, TSD, ID, IRMD, the appropriate coordinating centers and affected field/resident offices/resident agencies.

It should provide information regarding the (b)(7)(E) next week, Sunday through Saturday, and should be prepared from information regarding the (b)(7)(E) (b)(7)(E) previously entered into AMPS or via the MED/CNOS LAN by detail operations.

(b)(7)(E) to MED/CNOS by follow-up official message with the same distribution. A significant change is (b)(7)(E) (b)(7)(E)

Rotation Plan

(b)(7)(E)

Emergency Purchases

In cases of emergency where immediate purchases are necessary, MED/CNOS should be notified via telephone of the pertinent information. MED/CNOS will then follow the procedures outlined in the Administrative Manual to complete the purchase.

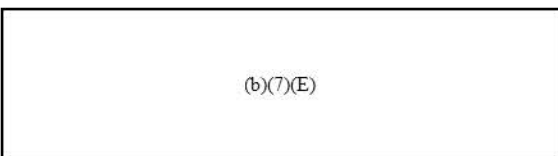
In emergency situations after regular duty hours, detail operations must be able to articulate the justification of the purchase and advise MED/CNOS immediately on the next working day. MED/CNOS will obtain an emergency purchase order number and provide it to the detail operations. Detail operations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

Accounting for Assigned Property

Each detail will be charged separately for assigned accountable property. The Detail Supervisor in Charge will be the accountable property officer. It is required at the end of each detail rotation, that all property be inventoried and accounted for by the Detail Leader. (Refer to Admin. Manual, section AOD-03, Property Charged to Offices.)

MED/CNOS Leased Vehicles

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



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

Automobile Accident Requirements and Notification

Refer to Investigative Manual section SIS-11 (Leased Vehicles subsection) and CNO-12 of this manual.

Protective Survey/Files Procedure

(b)(7)(E)

(b)(7)(E)

Use of Candidate Facilities

(b)(7)(E)

(b)(7)(E)

Hotel Bills

Whenever the detail operations need to obtain hotel rooms, the standard direct billing procedures as outlined in the OPO Manual will apply (Refer to section CNO-06 of this manual).

Hours of Operation

(b)(7)(E)

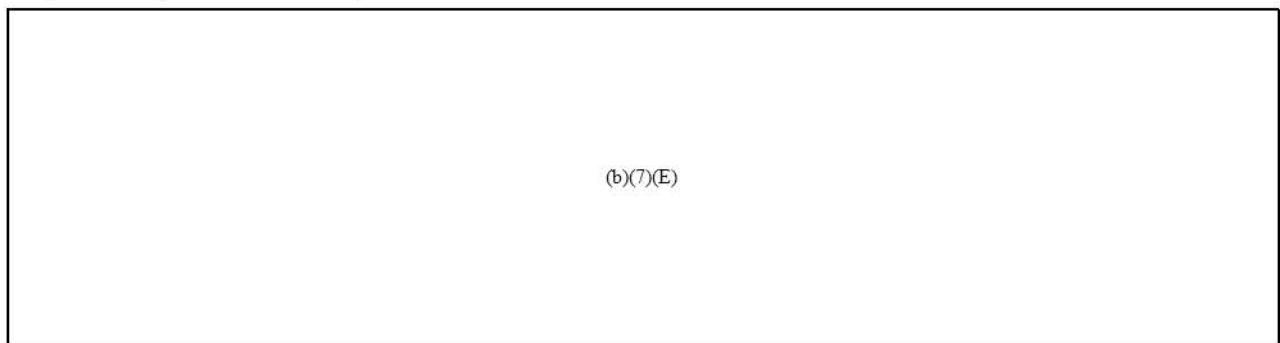
(b)(7)(E) Additional hours of office operation are authorized based on operational needs as determined by the Detail Leader and Operations Supervisor in consultation with CNOS.

All Operations offices will be supplied with one (1) telephone answering machine or voice mail, and one (1) pager. 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 will be identified on the answering machine outgoing message for emergency calls, which require immediate attention. Either the operations supervisor or operations agents will maintain the pager in their possession to receive emergency notifications during any period the office is closed for business.

COORDINATING CENTER GUIDELINES

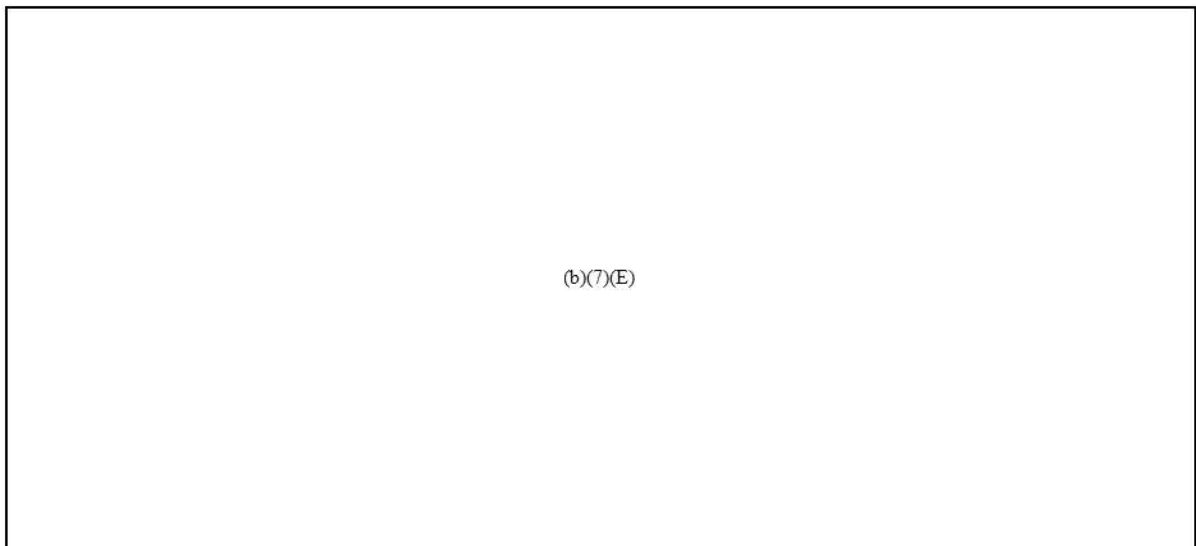
Coordinating Center Operations Staffing

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.



With the creation of the Major Events Division (MED) and the permanent establishment of the Candidate Nominee Operations Section (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:



(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

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

Listed below are some of the requirements and procedures for Coordinating Centers during Campaign 2000. The campaign manual is a work in progress and the list is not all-inclusive.

Rental Vehicles

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

When the need for a rental vehicle has been established, CNOS, the specific Candidate Detail Operations Section (or in their unexpected absence, OPO) will be contacted for an authorization number. Subsequently, the requesting USSS Special Agent will make the rental arrangements through SATO. Treasury Special Agent personnel are not authorized to contact 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 CNOS, who will forward it to 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 Section or CNOS in the event of cancellation of the rental to avoid being charged for vehicles not used. The affected Coordinating Center, Candidate Detail Operations Section or CNOS will notify SATO to cancel the reservation.

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

CNOS (b)(7)(E) Vehicles

CNOS leased vehicles are assigned to the Coordinating Center, Candidate Detail or CNOS and are accountable by those respective supervisors. All equipment issued with the vehicle(s) is the responsibility of that respective supervisor. Any questions regarding maintenance, repairs and use should be directed to CNOS, telephone (b)(6); (b)(7)(C)

Motor Vehicle Accidents

(refer to CNO-12 of this manual)

Emergency Purchases

In case of an emergency where immediate purchases are necessary, CNOS will be notified via phone with the pertinent information. 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 Section must be able to justify the purchase and notify CNOS immediately. CNOS will obtain the Emergency Purchase Order (EPO) order number and provide it to the requestor, who must then complete an SSF 2041, Procurement Request within two (2) days. This must be immediately submitted to CNOS for review and forwarding to the Procurement Division.

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

Accounting for Assigned Property

In accordance with AOD guidelines, property that is issued to the Coordinating Centers or Candidate Detail Operations Section is the responsibility of those respective supervisors.

Hotel Bills

Whenever the Coordinating Center or Candidate Detail Operations Section needs to obtain hotel rooms, the standard billing procedures outlined in the OPO Manual will apply. See section CNO-06 of this manual for reference.

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

MED/CNOS coordinator should approve all local agreements, billing letters and reservation commitments.

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

(b)(7)(E) (b)(7)(E) **Usage**

(b)(7)(E)

(b)(7)(E)

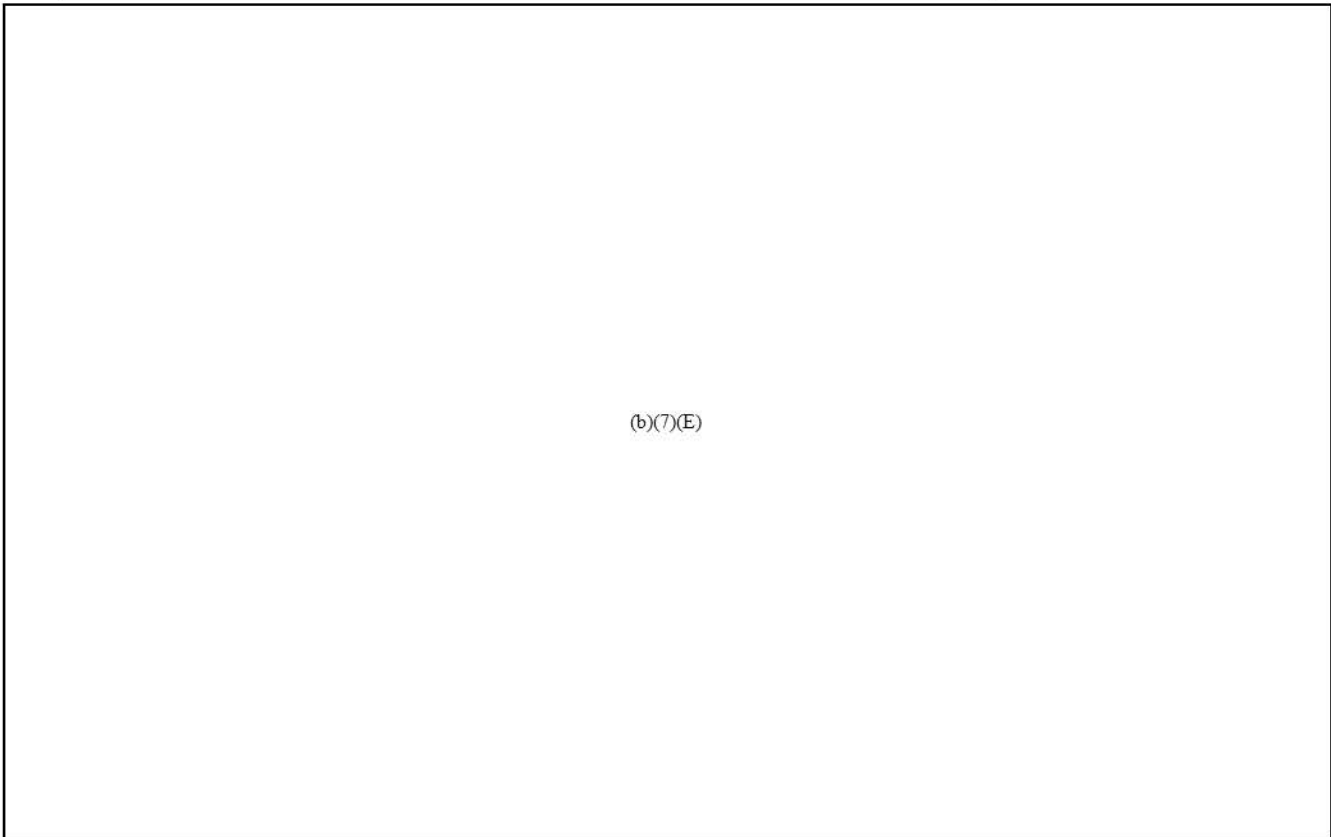
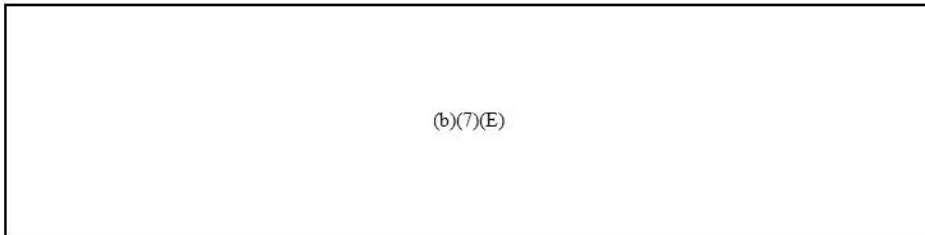
(b)(7)(E)

DETAIL GUIDELINES

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

Traveling Detail Staffing

Candidate Details will normally be aligned as follows:



(b)(7)(E)

Motorcades

(b)(7)(E)

Residence Security Guidelines

(b)(7)(E)

(b)(7)(E)

Aircraft Seating Guidelines

(b)(7)(E)

(b)(7)(E)

Advances

Inquiries concerning itineraries, site information, routes, etc. will be made to the local staff person and with the detail operations section. Under no circumstances should an advance agent make inquiries with the candidate's national staff headquarters.

(b)(7)(E)

EQUIPMENT COORDINATOR GUIDELINES

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

GUIDELINES

(b)(7)(E)

Time and Attendance Reporting

The (b)(7)(E) within the coordinating center, the field office, or the Combined Manpower Operations Center will be responsible for transmitting via official message the work schedule information for each **Secret Service** (b)(7)(E) to the office of his/her permanent assignment prior to 12:01 a.m. on the Saturday preceding the work week. Any changes in reported hours will be transmitted to the appropriate office(s) on the following Monday.

Due to logistical problems inherent in the campaign, the (b)(7) (b)(7) leader's SSF 1852 will be signed by his/her respective SAIC/RAIC.

TSA's assigned to (b)(7) teams will submit their SSF 1852 to their (b)(7) (b)(7) leader for approval.

The (b)(7)(E) will verify and sign the SSF 1852, and return it to the TSA before he/she departs for his/her permanent assignment. The TSA will then submit the original to his/her office T&A clerk.

Travel Advances

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

Airline Tickets

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

Obtaining airline tickets for TSA travel to end from a protective assignment will be the responsibility of the TSA or Agency. Every effort should be made to utilize the teleticket machine in lieu of pre-paid tickets.

Hotels

Hotel bills will be handled in the same manner as for Secret Service personnel. The Treasury bureaus "RC" codes (ATF, CID, CUS, IRS) should be indicated on the individual folio.

Rental Vehicles

(Refer to CNO-03 of this manual)

If a problem arises at the rental counter, the rental agent should call SATO immediately at (b)(6); (b)(7)(C)

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

Travel Vouchers

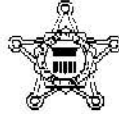
All TSAs will submit their travel vouchers through their respective Treasury Bureaus using standard GSA travel procedures. The individual agency is responsible for processing their own vouchers and submitting a properly documented monthly bill for reimbursement to MED/CNOS for review and approval.

Any "in-town" per diem vouchers will be submitted to and approved by the local SAIC or designee. These vouchers should be sent directly to the U.S. Secret Service Financial Management Division with a copy forwarded to MED/CNOS.

United States Secret Service
Directives System

Manual : 2000 Campaign Operational Guide
RO : MED/CNOS

Section : CNO-12
Date : 03/16/2000



Subject: Transportation

To: All Supervisors and All Manual Holders of the 2000 Campaign Operational Guide

Filing Instructions:

Remove and destroy pages 3 and 4 of 2000 Campaign Operational Guide section CNO-12 (dated 02/01/2000) and replace with the attached revised pages.

(b)(7)(E)

The impact of this revision will be to clarify policy and procedures regarding use of ambulances in candidate/nominee motorcades. No additional administrative burdens are anticipated as a result of this manual change.

This directive is to be filed in all copies of the 2000 Campaign Operational Guide and is in effect until superseded. The Responsible Office will review all policy contained in this section in its entirety by or before March 2003.

Questions regarding this policy may be directed to the Candidate Nominee Operations Section (CNOS) at (b)(6); (b)(7)(C)

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

AD - Protective Operations

DCP #: CNO 2002-2

TRANSPORTATION

Unless the local USSS office provides a transportation advance agent, the motorcade advance will be conducted by the Lead Advance Agent (refer to OPO-03, OPO-06, OPO-09 of the Protective Operations Manual, and CNO-02 of this manual.)

(b)(7)(E)

(b)(7)(E)

All Others

(b)(7)(E)

(b)(7)(E)

The following (b)(7)(E) should be used as a guide when no additional information has been provided by the candidate detail:

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

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Press Vehicle(s)

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(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

Motor Vehicle Accidents

(Refer to Investigative Manual, section SIS-11)

Guidance

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

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

SSF 3164	(Motor Vehicle Accident Report)
SSF 1938	(Motor Vehicle Accident Worksheet)
SF 94	(Statement of Witness form)
SSF 1908	(Notification in Case of Accident card)

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

As soon as practical, MED/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 MED/CNOS within 24 hours of the accident (b)(6); (b)(7)(C) 364).

A MED/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 MED/CNOS at (b)(6); (b)(7)(C)

Sample MED/CNOS - Accident Checklist

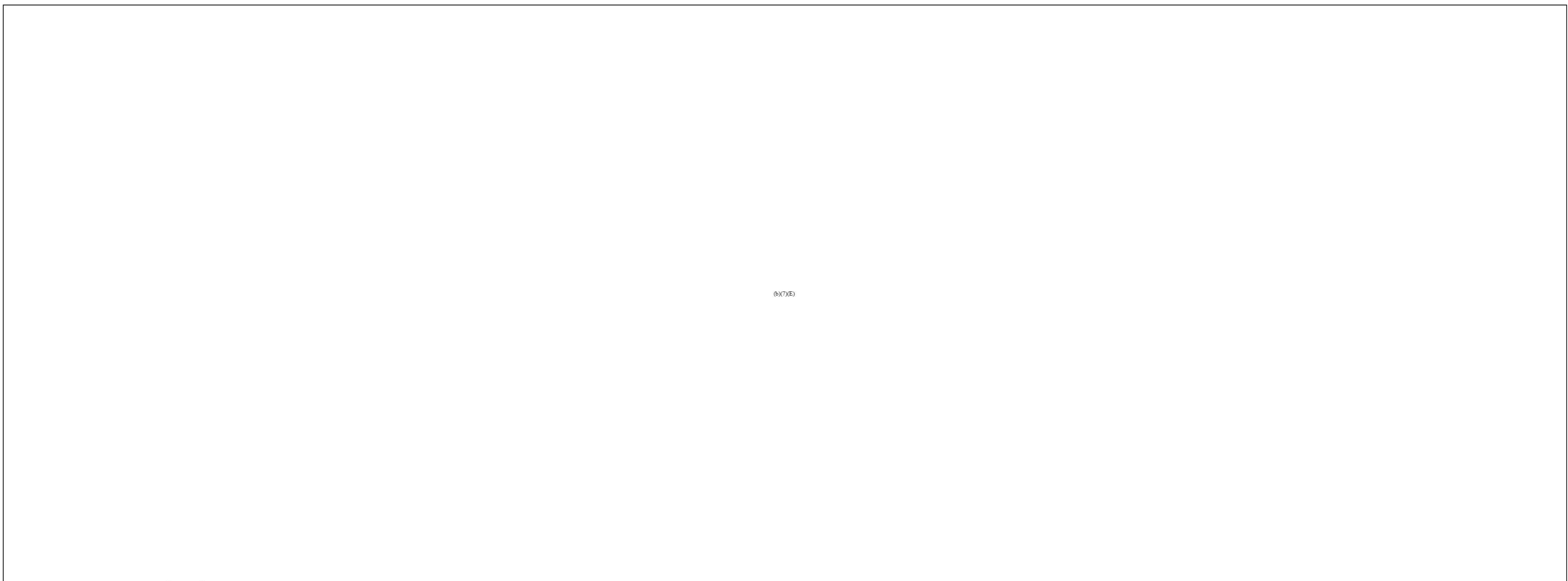
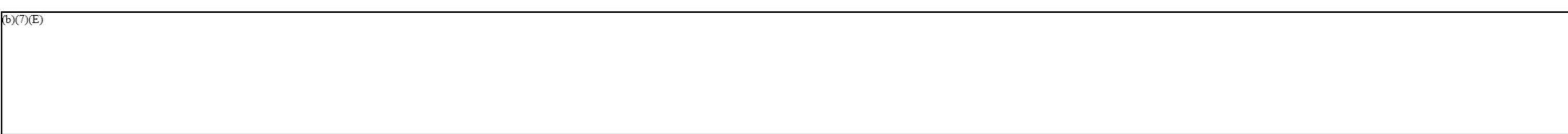
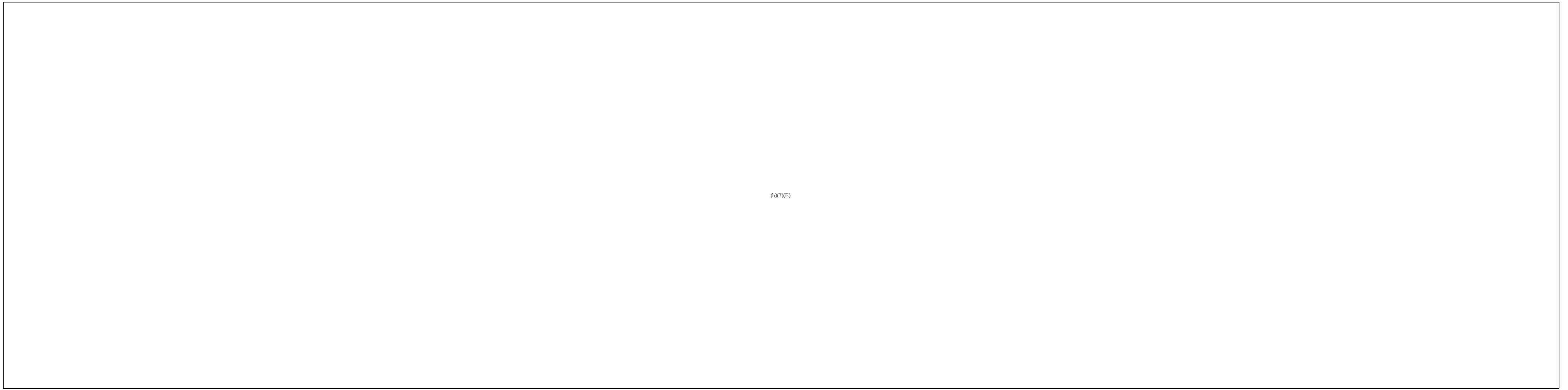
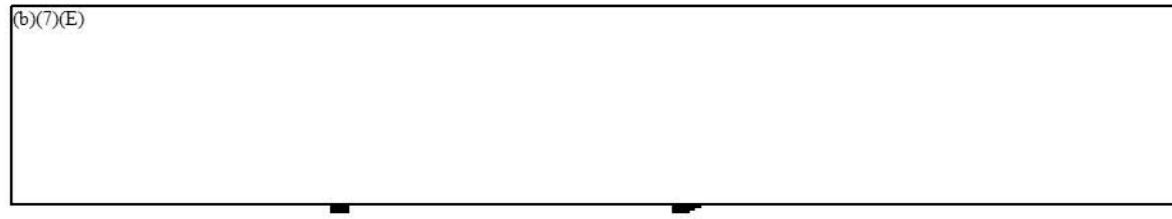
- _____ Provide medical assistance to the injured
 - _____ Notify the proper authorities (police/fire/ambulance/appropriate field office)
 - _____ Identify and interview witnesses. Furnish them with SF 94 (Statement of Witnesses)
 - _____ Preserve the evidence
 - _____ Record the pertinent data on SSF 3164 (Motor Vehicle Accident Report); complete sections I-IX
 - _____ Request an NCIC check on both the vehicle and the driver of the other party's vehicle and under the appropriate circumstances, the occupants of the other vehicle
 - _____ Avoid furnishing employee home addresses or telephone numbers to anyone, unless demanded by the police (official addresses will suffice)
 - _____ Avoid encouraging claims
 - _____ Direct inquiries about filing claims to the local field office
 - _____ Arrange for the towing, removal and proper storage of disabled official vehicles
- After completing the above at the scene of the accident:*
- _____ Notify MED/CNOS as soon as practical (b)(6); (b)(7)(C) as well as your supervisor
 - _____ FAX MED/CNOS (b)(6); (b)(7)(C) a copy of SSF 3164 within 24 hours.
 - _____ Write an official memorandum explaining the circumstances surrounding the accident (refer to Investigative Manual, section SIS-11, for appropriate distribution)
 - _____ Complete "Vehicle Accident Report" as required by the state in which the accident occurred
 - _____ Obtain an estimate for the repair of the vehicle from an authorized dealership
 - _____ Obtain a copy of the police report if one was made
 - _____ If necessary, complete and submit employee injury forms
 - _____ Refer to the Investigative Manual, section SIS-11, for specific procedures and requirements concerning the proper reporting of motor vehicle accidents

IDENTIFICATION

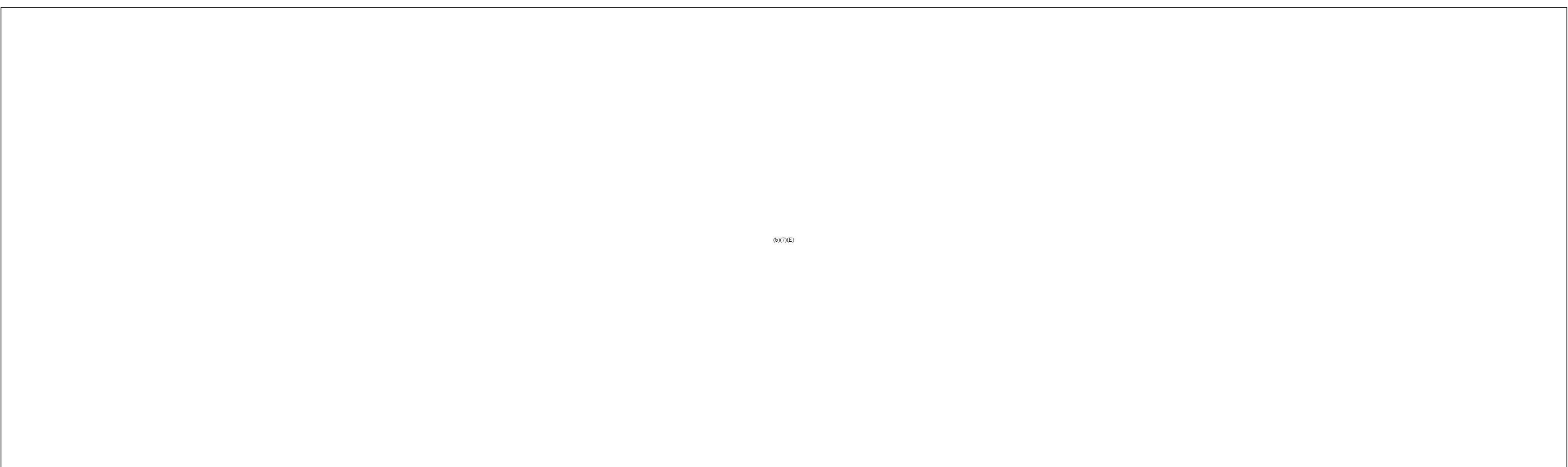
Campaign 2000 Identification

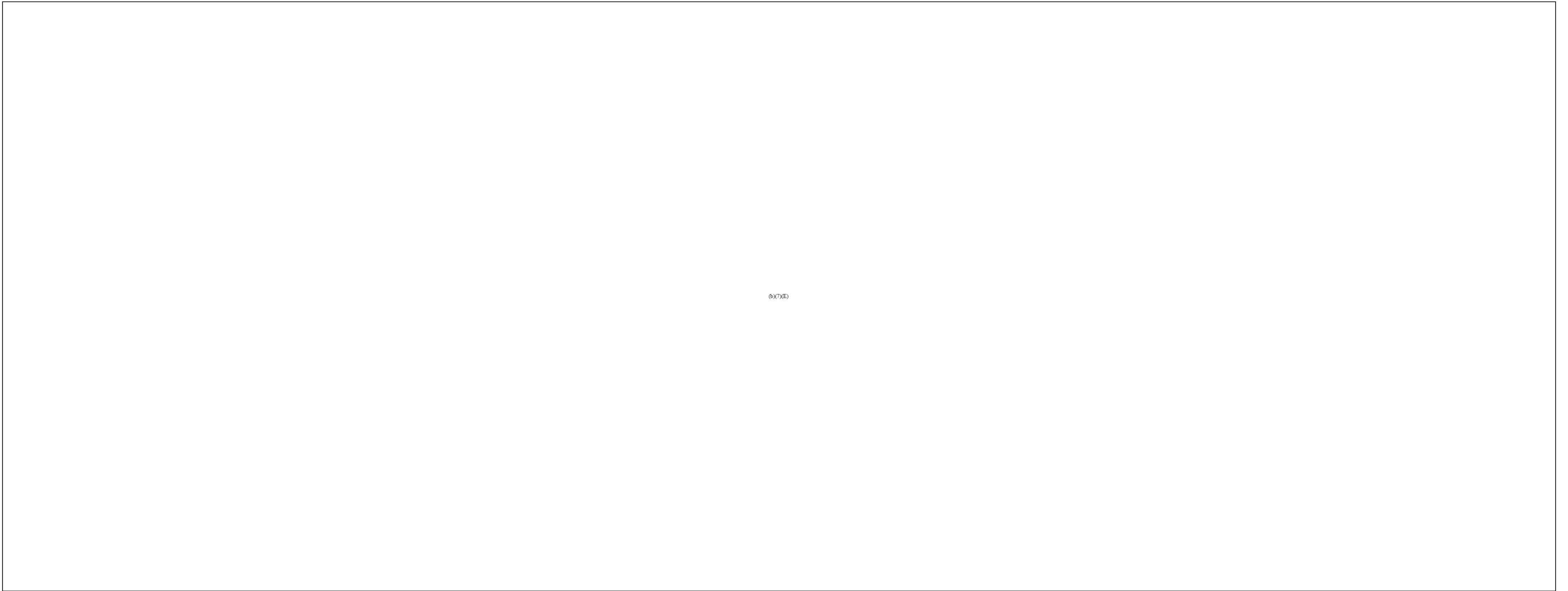
Identification for Campaign 2000 falls into two distinctive categories:

- 1.
- 2.

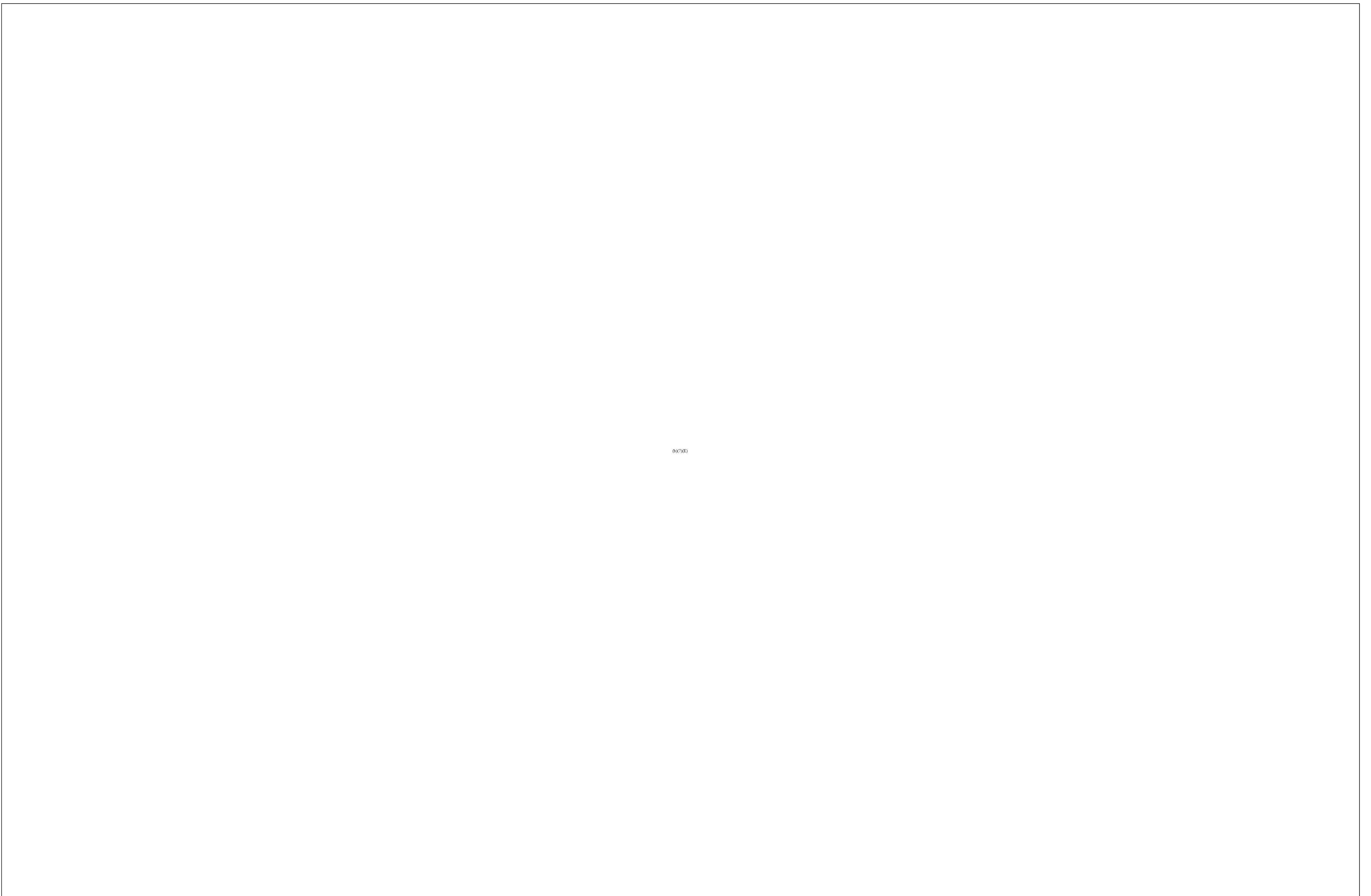


Identification Kits





Credentials



(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

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(b)(7)(E)

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Sample Event Credentials

(b)(7)(E)

(b)(7)(E)

Sample Event Credentials (continued)

(b)(7)(E)

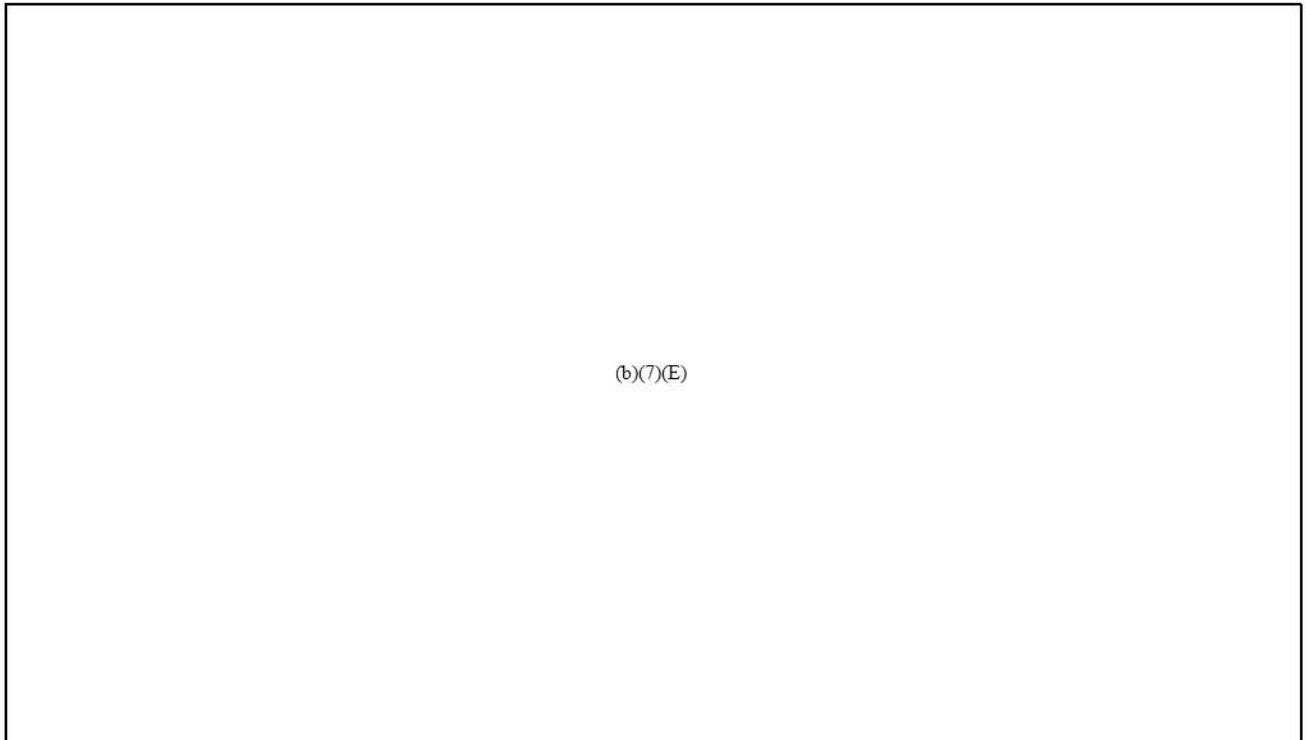
(b)(7)(E)

PRESS

Credentials

(Refer to section CNO-13 of this manual for examples of press credentials.)

The following credentialing procedures have been adopted for the 2000 Campaign:



Press Agent

MED/CNOS may provide a press agent to accompany the press, based on the volume of traveling press and the magnitude of the visit. (b)(7)(E)

(b)(7)(E)

(b)(7)(E)

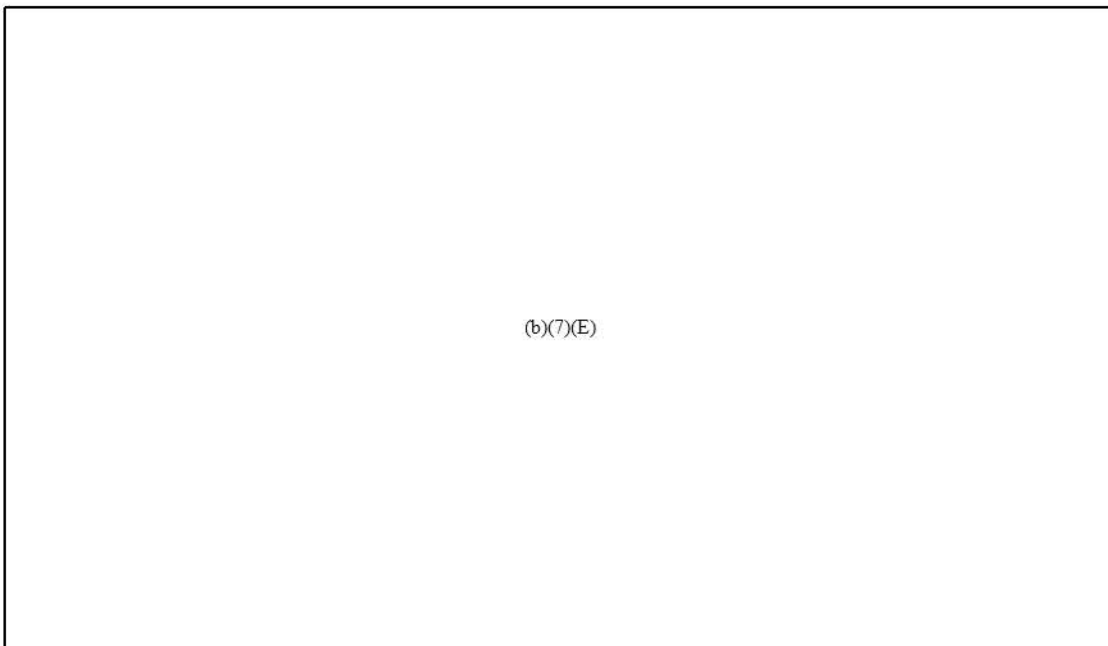
EQUIPMENT

General

Each detail will be responsible for assigned accountable property. The detail leaders and equipment coordinators shall be the accountable property officers.

Equipment Issued

Issued to Traveling Detail



Issued to Advance Teams

- 1 CP binder w/necessary forms
- 1 Police tape will be at all FO's, RA's, and CNOS (b)(7)(E)
- 2 split lens red/blue dash lights

(b)(7)(E)

- 1 disposable camera

- 1 cellular telephone (Lead) w/charger and extra battery

(b)(7)(E)

- 1 portable printer
- 3 SkyPager (Lead, Site and PRC)
- 2 flashlights
- 1 roll of police tape

(b)(7)(E)

- disposable rubber gloves
- 1 roll evidence tape

Note: With the exception of the computer and printer, all the above items will be loaded in a specially designed hard case.

In addition to the above listed equipment, PX-300's will be available to the advance teams (from MED/CNOS) as needed.

(b)(7)(E)

Issued to

(b)(7)(E)

(b)(7)(E)

Issued to Equipment Coordinators

- 1 alpha-numeric SkyPager

(b)(7)(E)

Placed in All MED/CNOS (b)(7)(E) Vehicles

(b)(7)(E)

(b)(7)(E)

Each designated (b)(7)(E) will be equipped with:

(b)(7)(E)

Placed in Command Post at Protectee's Permanent Residence

Provided by MED/CNOS:

(b)(7)(E)

In addition, MED/CNOS will provide foul weather gear (parkas, boots and duffel bag) as requested.

Provided by IRMD - Voice Communications Branch:

(b)(7)(E)

(b)(7)(E)

Available at Each RON site

Transported by the Equipment Coordinator: (also listed under traveling detail)

(b)(7)(E)

Provided by IRMD - Voice Communications Branch:

(b)(7)(E)

In addition, the advance agent should set up his/her computer with printer for use by the detail.

Issued to Each Detail Operations Office

Provided by MED/CNOS:

(b)(7)(E)

Provided by IRMD - Voice Communications Branch:

(b)(7)(E)

Provided by IRMD at Each In-and-Out Site

The (b)(7)(E) agent may request IRMD support (telephone lines, radio console, (b)(7)(E) (b)(7)(E) at in-and-out sites based on the following: non-availability of existing commercial telephones, length of stay at site to exceed eight hours, unusually large or complex site, or adverse intelligence.

AVIATION POLICIES AND PROCEDURES

Secret Service Air Travel

(b)(7)(E)

FAA Security Regulations

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

FAA Aircraft Inspections

(b)(7)(E)

Charter Aircraft

General Policy

(b)(7)(E)

Name Checks for Charter Aircraft Crews

(b)(7)(E)

FAA Air Taxi and Commercial Operator's Certificate

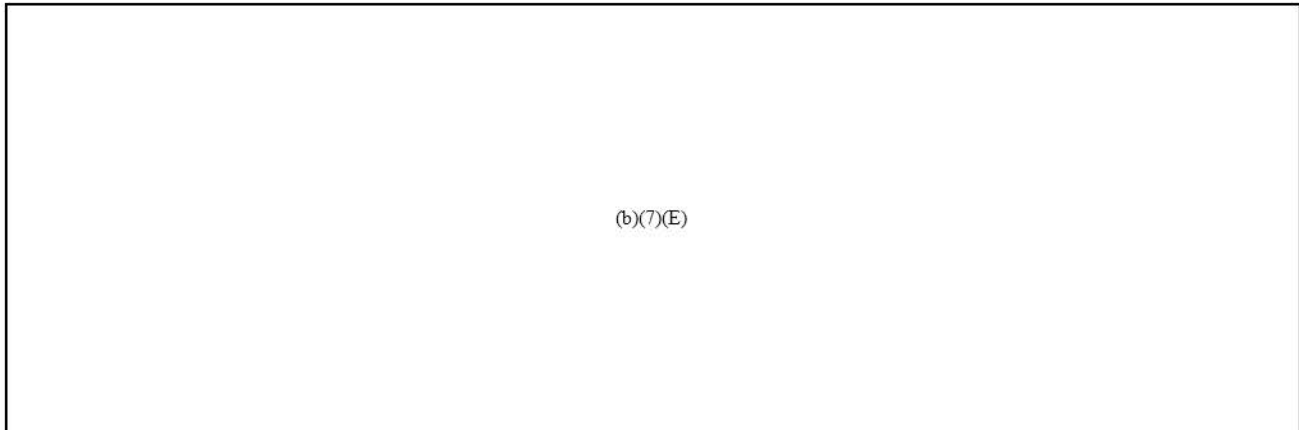
(b)(7)(E)

Co-Pilot Requirement

All aircraft chartered by this 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 this Service. (b)(7)(E)

(b)(7)(E)

Categories of Aircraft

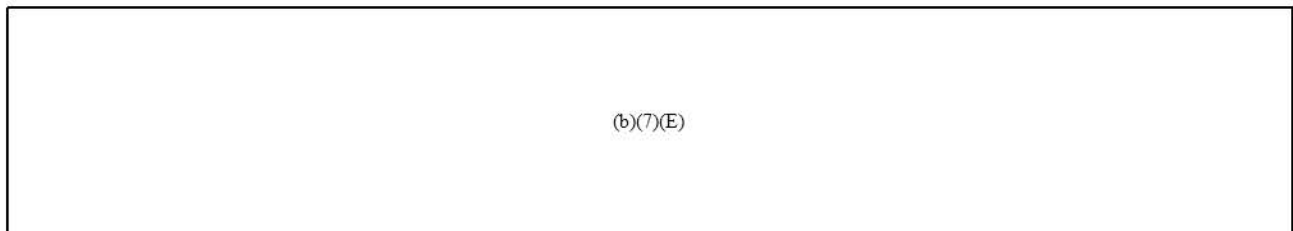


General Procedures for Chartering Aircraft

Generally, aircraft are chartered for the USSS by the Travel Management Contractor (currently SATO). An SSF 3037, Charter Usage Report must be completed at the time the charter request is made. See OPO-17 of the Protective Operations Manual for copy of form.

Use of Chartered Aircraft by Protectees

Initial Protectee Briefing for Use of Charter Aircraft



Reimbursements Made by USSS to Candidates/Nominees

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

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

The Secret Service was further directed to:

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

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

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

Notification Procedures for Traveling Aboard Candidate Charters

The Detail Leader is responsible for contacting CNOS to advise of the anticipated use of the candidate's chartered aircraft. The Detail Operations section will provide SSF 3037, Charter Usage Report, to CNOS upon termination of chartered aircraft use.

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
 - e. number of USSS personnel on charter
4. Contact person and telephone number of the billing committee

The bill should be forwarded for approval to:

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

After approval, 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 air fare or a pro rata share of a candidate chartered aircraft, whichever is less.

Commercial Aircraft

(Refer to CNO-09 of this manual and OPO-14 of the Protective Operations Manual)

MANAGEMENT OF CAMPAIGN RECORDS

Campaign records are divided into two categories: Administrative Files and Protective Survey/Stop Files.

Establishing Administrative Files

Each candidate detail and coordinating center will be provided with file folders and pre-printed Master File Classification Codes (MFCC) file folder labels for establishing administrative files. Blank labels will be provided for additional codes and file folders as required.

Using the set of MFCC labels, establish file folders for each of the preprinted administrative file codes. Position labels on file folders (top or side) according to the type of file cabinet being used.

For ease of deactivation, the labels will be color coded (yellow and blue) to indicate which files are to be shipped to Headquarters and which files are to be destroyed.

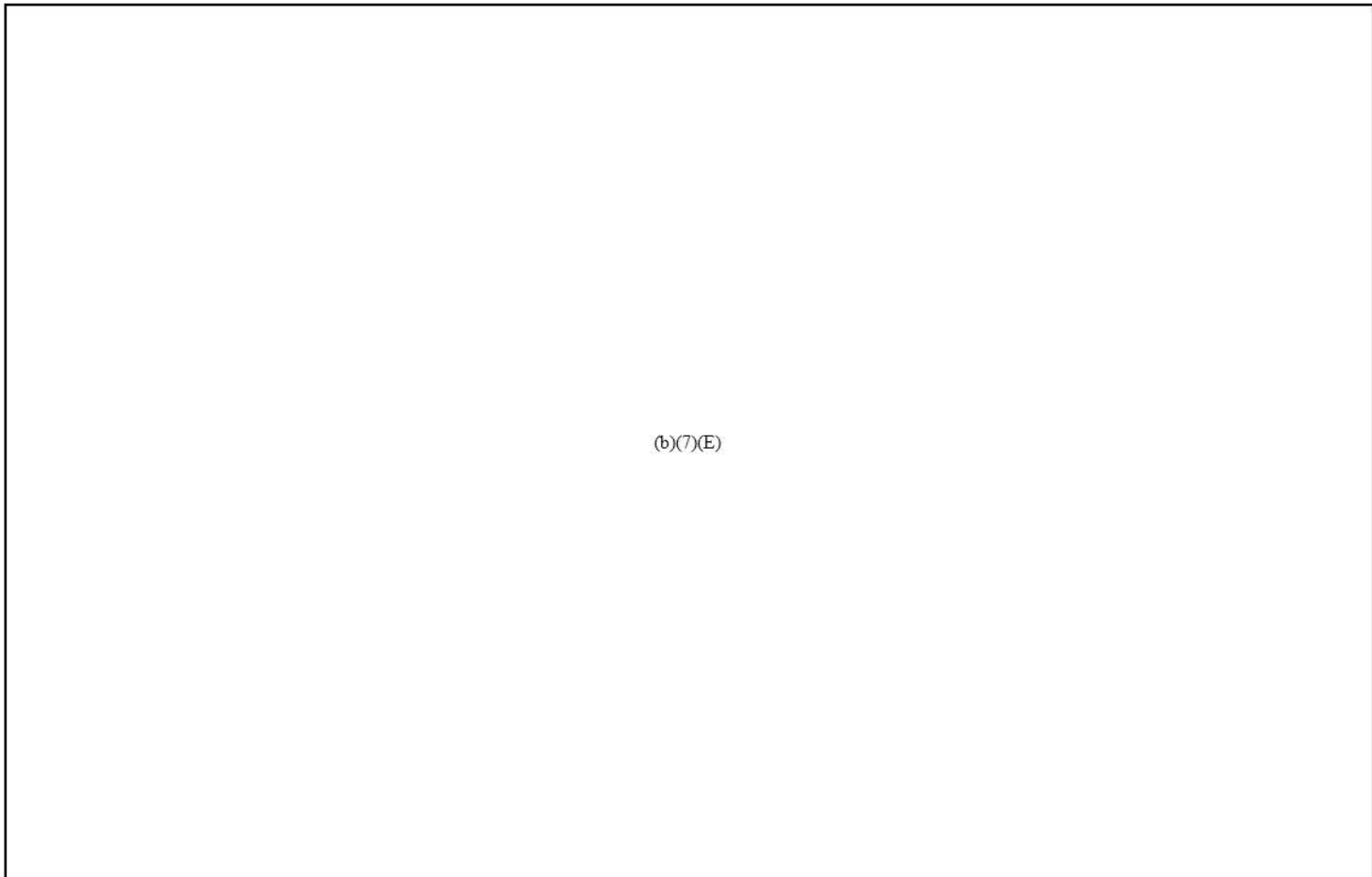
Use a blank label of the same color as a continuation of an already established folder. Only yellow labels may be used to establish additional file codes.

Establishing Protective Survey/Stop Files

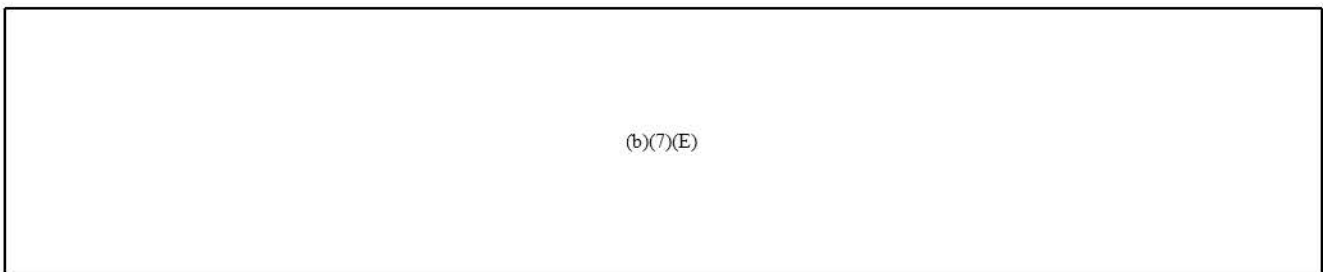
When a candidate detail operations section receives notification of an impending trip, a protective survey/stop file will be established thru the CNOS LAN or thru the Agent Management and Protection Support (AMPS) system as follows:

1. Using a pre-stamped file folder, annotate across the top of the folder the stop destination, stop date(s) and the protective survey/stop number. The following is an example of protective/stop numbering for the first visit of protectee number 052 to Washington, DC.

Office	Classification Case	Protectee Number	Division Trip	Fiscal Year
(b)(7)(E)				
(b)(7)(E)				



Disposition of Administrative and Protective Survey/Stop Files



Preparing Administrative and Protective Survey/Stop Files for Transfer/Shipment

Inventory Records

(b)(7)(E)

Packaging Records

(b)(7)(E)

Shipping

(b)(7)(E)

(b)(7)(E)

All Administrative and Closed Stop files will be shipped to the address below:

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

All open stop files will be shipped to the address below:

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

Shipment of these boxes will be coordinated by AOD.

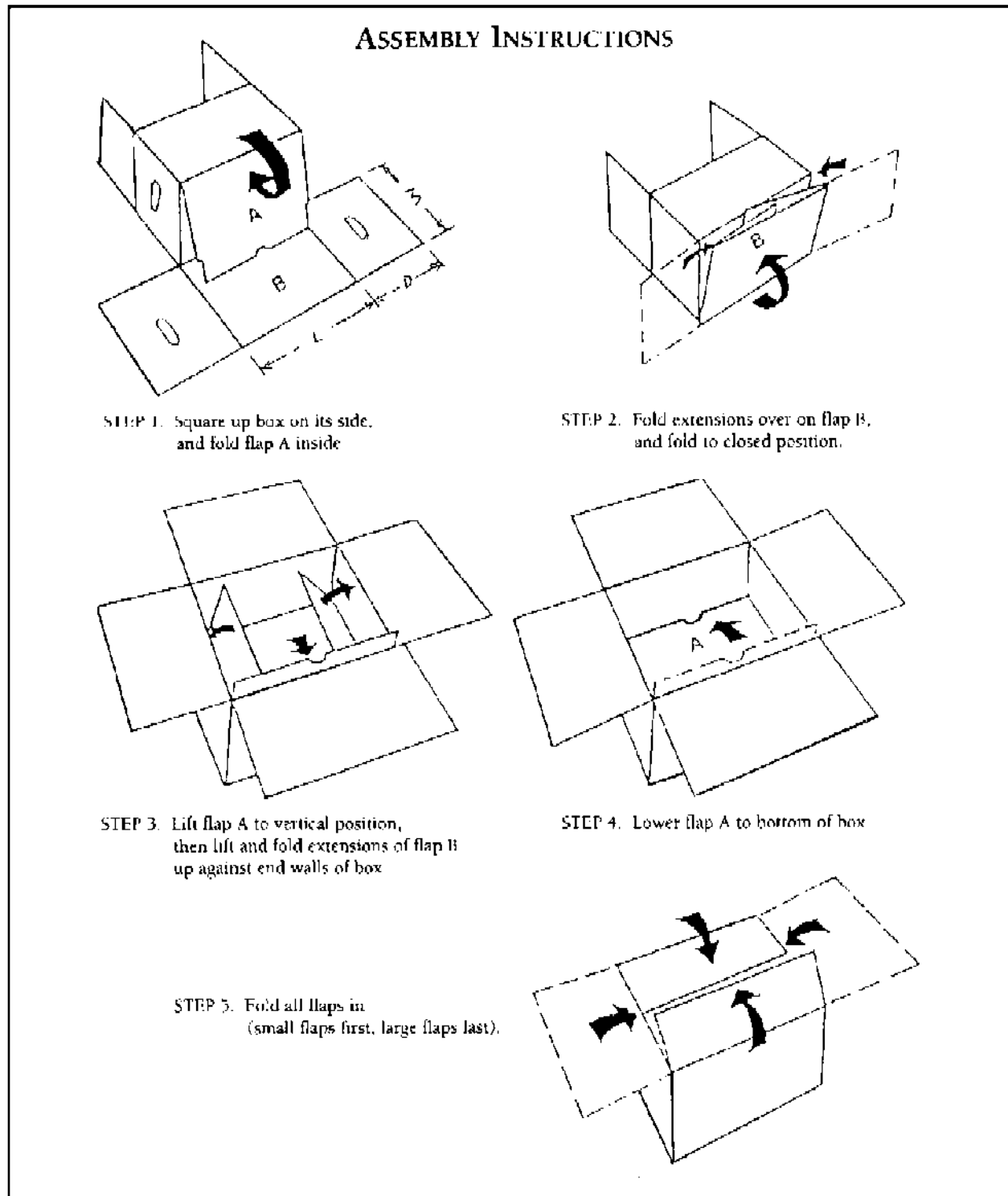
Sample SSF 3283 - Records Inventory Sheet

RECORD INVENTORY			
Office:		Total Boxes Shipped:	
Accession Number:		Centre Pointe _	FRC _ Other
Box Number	File / MFCC Number	Subject	Year
	111.000	Secret Service Requiring Reports	
	110.040	Monthly Reports (To include SSF 1823)	
	115.000	Statistics	
	130.000	Cooperations/Liaison with State & Local Govts.	
	131.000	Cooperation/Liaison with Federal Agencies	
	175.000	Public Relations	
	176.000	Press, Radio, Television, Movies, and Videos	
	178.000	Official Appreciation/Commendation & Sympathy	
	200.030	Manpower Strength and Distribution	
	200.040	Job Related Injuries of Secret Service Empl.	
	200.100	Employee Attendance and Absence	
	203.061	Promotion of Special Agents	
	203.060	Temporary Assignments (To include temporary assignment replacements:	
	203.081	Temporary Assignment Evaluation (SSF 1899)	
	203.090	Reassignments	
	204.000	Pay Administration	
	204.030	Overtime Work 1811 Series	
	204.040	Overtime Work Non-1811 Series	
	207.000	Retirements	
	303.022	Impress Fund (Third Party Drafts)	
	303.101	SSF 1911 - Report of Oblig. Approved for the	
		the Acquisition of Space, A.T., Equip and	
		Services at Locations Involving Prop Oper	
	400.030	Government Transportation Request	
	400.120	Accommodation, Billing and Certification	
		(Hotel/Motel Accounts)	
	500.000	Procurement Requests and Requisitions	

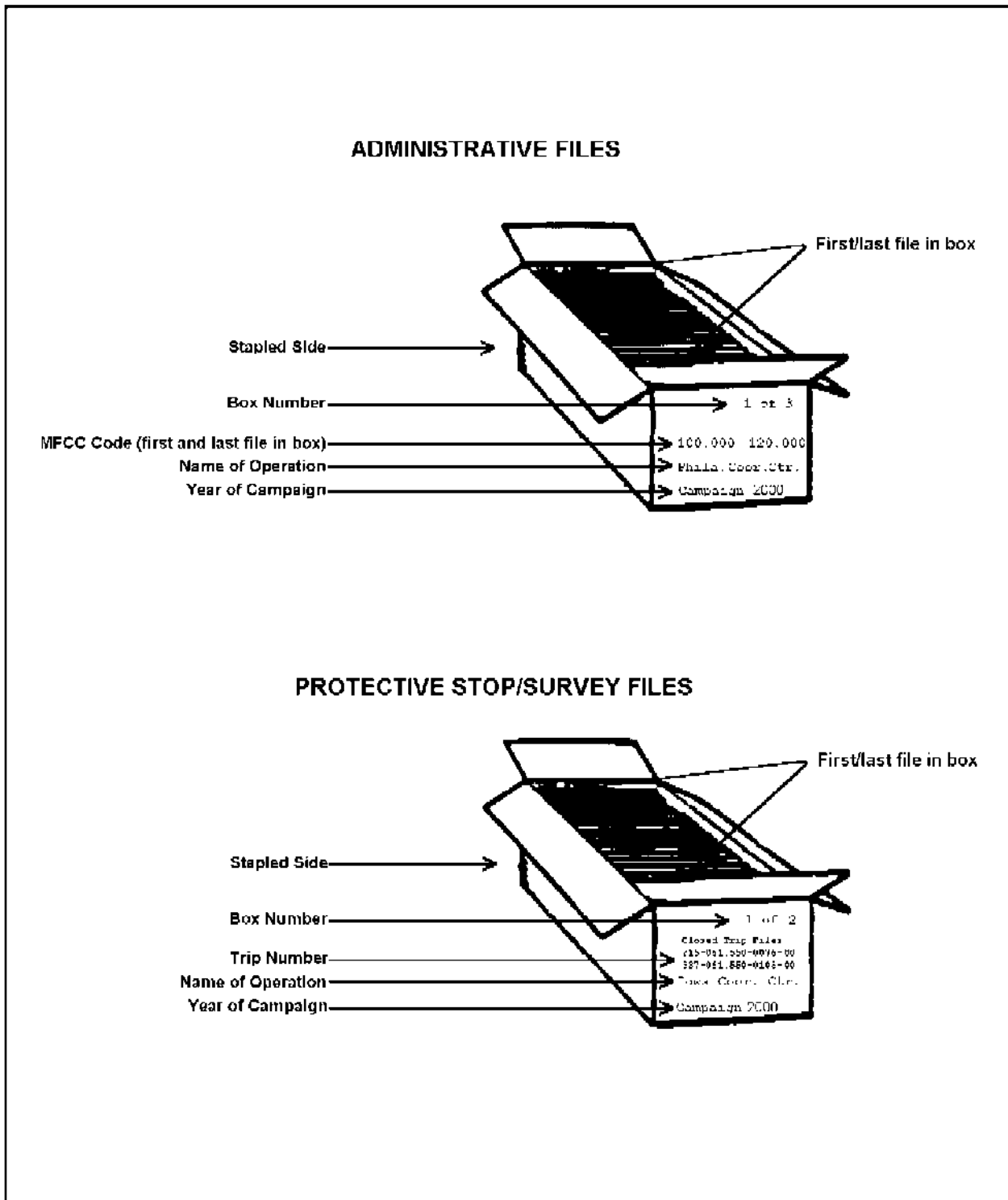
UNITED STATES SECRET SERVICE

SSF 3283 (04/94)

Sample - Assembling of Federal Records Center Carton



Sample - Labeling Requirements



TERMINATION PROCEDURES

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

Preparation for Termination

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

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

SSF 1911

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

For the duration of the campaign, the Detail Leader of the candidate detail will initial the SSF 1911 and forward it to the DSAIC (Candidate Nominee Operations Section). See the Administrative Manual, section AOD-08 (01) for cancellation instructions.

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:

- 1) Total current value of all property removed from residence and command post;
- 2) Costs associated with the removal of property from residence or command post;
- 3) Costs associated with restoration after removal of property from residence or command post.

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

Dispositions

Disposition of Accountable Property

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

Disposition of Vehicles

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

Disposition of Administrative and Stop Files

The disposition procedures for administrative files and stop files are specifically addressed in CNO-07 and CNO-17 of this manual.

Disposition of Campaign Identification

Upon termination of a candidate detail or coordinating center, the following procedures will apply for returning unused identification to the Dignitary Protective Division, Identification Section:

(b)(7)(E)

(b)(7)(E)

Return to Candidate Nominee Operations Section

(b)(7)(E)

Disposition of Protective Equipment

Protective equipment (i.e. (b)(7)(E)) will be turned into the MED/CNOS supply section or relocated to another detail or coordinating center as directed by a MED/CNOS representative designated to assist in the termination process.

Details Based in Washington DC

(b)(6); (b)(7)(C); (b)(7)(E)

Details Based Outside Washington DC

(b)(6); (b)(7)(C); (b)(7)(E)

Disposition of Technical Equipment

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

Detail Operations - TSD Operations will assign personnel to remove locks and alarms. Where appropriate, form SSF 1911 will be utilized for all repair work to be performed.

Disposition of Communication Equipment

IRMD will supervise the removal and disposition of all radios, RapiComs and other related communications equipment. They will also terminate telephone services.

Disposition of Weapons

(b)(7)(E)

(b)(7)(E)

Disposition of Office Supplies

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

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

Disposition of Office Furniture

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

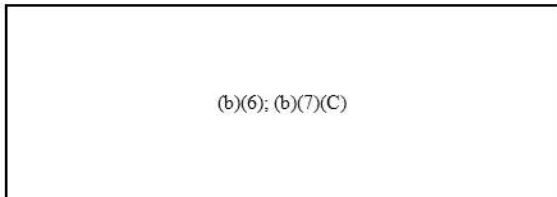
All safes will be cleared by the appropriate representative of all material and left open. The TSD representative will ensure that the combination is reset to the factory setting. AOD will coordinate the physical move of furniture, etc.

Disposition of Office Equipment

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

Change of Mailing Address

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



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

SUPPORT

(Refer to OPO-13 of the Protective Operations Manual)

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 USSS Detail 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. Manpower will be required to staff the Candidate/Nominee Details, Coordinating Centers, advance teams, and post-standing assignments (jump teams). Field office equipment will be used when possible, e.g., vehicles, command post, etc.

(b)(7)(E) **Division**

(b)(7)(E)

(b)(7)(E) **Division**

(b)(7)(E)

Military Support

All military support requests should be made through CNOS or the appropriate Coordinating Center.

Department of Defense

(b)(7)(E)

(b)(7)(E) Teams

(b)(7)(E)

Treasury Agencies

(b)(7)(E)

(b)(7)(E) (Refer to CNO-6 of this manual for additional information).

State and City Government Agencies

(b)(7)(E)

United States Secret Service
Directives System

Manual : 2004 Campaign Operational Guide
RO : DPD

Section : FRONT
Date : 02/04/2004



Subject: Issuance of the 2004 Campaign Operational Guide

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

Filing Instructions:

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

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

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

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

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

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

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

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

[redacted]

[redacted]

AD-Protective Operations

DCP#: CNO 2004-2

2004 Campaign Operational Guide

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CNO-18	Termination Procedures

DIVISION OVERVIEW

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

Office Location / Mailing Address:

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

Phone/FTS:

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

Router Code:

Office Code:

Fax:

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

Name

Title

**Direct Line
A/C (202)**

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

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

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

CNOS Operations Center

Location:

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

Phone:
Fax:

Operational

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

*Future Relocation:

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

*Phone: TBD
*Fax: TBD

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

Location:

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

Phone:
Fax:

ADVANCES - GENERAL INFORMATION

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

Mission

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

Responsibilities

After determining that a host field office cannot provide the advance team, the Combined Manpower Operations Center or the appropriate Coordinating Center (CC) will assign (b)(7)(E) advance team upon confirmation of the proposed visit. The district SAIC is encouraged to assign a local agent as lead advance, if resources permit. Since the (b)(7)(E)

(b)(7)(E)

(b)(7)(E) by the (b)(6); (b)(7)(C) advance team. One member of the team is assigned as the (b)(6); (b)(7)(C)

(b)(7)(E)

(b)(7)(E)

Agent

The (b)(7)(E) is the responsibility of the lead advance agent.

(b)(7)(E)

Agent

(b)(7)(E) advance agent for CNOS advances. (b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E) **Division**

(b)(7)(E)

(b)(7)(E) **Team**

(b)(7)(E)

(b)(7)(E) **Unit**

(b)(7)(E)

(b)(7)(E) **Division**

(b)(7)(E) **Team**

(b)(7)(E)

(b)(7)(E) **Advance**

(b)(7)(E)

(b)(7)(E)

Detail Operations

(b)(7)(E)

Origin of Advances

Notifications

(b)(7)(E)

Assignment of the Advance Team

After determining that a host field office cannot provide the advance team, the Combined Manpower Operations Center will assign an advance team upon confirmation of the proposed visit.

Pre-Advance

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

(b)(7)(E)

ADVANCE TEAM PROCEDURES

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

Preliminary Coordination

Prior to any (b)(7)(E) as outlined in Protective Operations Manual section OPO-06, Advance Team Procedures.

Subsequent Coordination

Subsequent coordination in OPO-06 refers to the various arrangements necessary to coordinate an advance upon arrival in the city to be visited.

SAIC or RAIC of District

(b)(7)(E)

The (b)(7)(E), as well as identifying the police jurisdiction(s) involved.

Staff Lead Advance

The (b)(7)(E)

(b)(7)(E) A staff advance team may consist of several members, each with specific areas of responsibility. The staff lead advance will act as the (b)(7)(E)

(b)(7)(E)

(b)(7)(E)

Preliminary Site Walk-Through

(b)(7)(E)

Staff / USSS Meetings

(b)(7)(E)

Police Meetings

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

Initial Police Meeting

Time may only allow for informal police meetings; however, if possible, at least one formal police meeting should be held before a visit occurs.

(b)(7)(E)

USSS sign-in sheets should be used to identify all personnel attending a police meeting. Copies of the completed forms may be distributed to the participants (refer to Protective Operations Manual section OPO-17).

Once the initial introductions have been completed by the SAIC or his/her designee, the lead advance agent will (b)(7)(E) as outlined in OPO-06, Advance Team Procedures.

Following the (b)(7)(E) agent's briefing, separate counterpart discussions will be conducted to address specific security requirements for the visit.

The (b)(7)(E) agents are reminded of the U. S. Secret Service "OPSEC" program and are required to review this policy at each police meeting.

Site Security Survey

(b)(7)(E)

(b)(7)(E)

Equipment/Support Requests

The lead advance agent will coordinate all equipment, manpower, and other operational requests received from the individual advance (b)(7)(D) members. He/she is responsible for discussing these requests with the district SAIC, and then submitting these requests to the CNOS. Appropriate 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 Detail Operations staff and the traveling detail via the USSS Network, official message, and/or facsimile machine, prior to the visit (refer to Protective Operations Manual sections OPO-16 and OPO-17).

Note: The ID situation report will be part of the preliminary survey for Campaign 2004. The preliminary survey will be sent via unofficial mail to the lead advance agent of the city from which the detail is departing.

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 (b)(7)(E) should be prepared for each agent.

(b)(7)(E)

The lead advance agent is responsible for providing general information on the visit that will assist the agents in supporting the mission. Intelligence, logistics, and emergency procedure information are essential elements to this briefing. Any questions or problems should be resolved at this meeting. Upon the conclusion of this briefing, the site agent(s) normally meet with the personnel assigned to their respective site(s) to provide additional or specific information regarding post assignments, logistics, reporting times, etc.

Site Briefing

Site agents are required to brief the personnel assigned to their site, in detail, regarding all phases of security and operation at the site. Each "poststander" should have definitive information concerning the purpose and function of the post he/she is assigned, as well as a general understanding of the other posts.

During this briefing, the (b)(7)(E) position should be explained to each individual "poststander." (b)(7)(E) (b)(7)(E) understood.

It is the joint responsibility of the site agent and TSD agent to brief the (b)(7)(E) (b)(7)(E) and other pertinent information regarding the site.

CNOS Press Agent

If a CNOS press agent is utilized to (b)(7)(E) and time permits, he/she will be briefed, prior to his/her arrival on site, by the lead advance agent. Specific information regarding (b)(7)(E) (b)(7)(E) will be discussed. Potential areas of conflict with the (b)(7)(E) will be identified (refer to sections CNO-13 and CNO-14 and Protective Operations Manual section OPO-12, Press).

Supervisor Briefings

CNOS Detail Leader or Assistant Detail Leader

The (b)(7)(E) will be briefed by (b)(7)(E)
(b)(7)(E) agent prior to departure enroute to the site or city.
(b)(7)(E)

pertinent information must be provided.

CNOS Shift Leader

The shift leader will be briefed by the lead advance and/or site agent upon arrival at the first site. The detail leader remains responsible for briefing the respective shift leader(s) on any issue(s) which could have a significant impact on the detail.

Shooting Incidents

(b)(7)(E)

FOREIGN ADVANCES

(b)(7)(E)

Preliminary Coordination

Operations Office Responsibility

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

The CNOS and the Detail Operations staff will (b)(7)(E)
(b)(7)(E) Basic information will be obtained
concerning the (b)(7)(E)
(b)(7)(E) 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, Pre-Advance.)

(b)(7)(E)

Advance Team Briefings

Internal Briefing

(b)(7)(E)

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

(b)(7)(E) representative provides background information and a briefing on the (b)(7)(E) 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.

(b)(7)(E)

Agent

(b)(7)(E)

(b)(7)(E)

Meetings

All meetings referred to the Protective Operations Manual section OPO-07, under "Subsequent Coordination," will be attended by advance team members.

Reading Files

The lead advance agent will coordinate with the (b)(7)(E) agent in establishing the general and (b)(7)(E). The (b)(7)(E) agent is responsible for reviewing these files daily and remaining current on all teletypes to/from the embassy concerning the visit.

Site Security

CNOS site agents are responsible for establishing a secure environment for CNOS protectees as outlined in section CNO-04, Forms and Reports Utilized during Campaign 2004, and Protective Operations Manual section OPO-08, Site Security.

COMMUNICATIONS

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

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.

To obtain communications support, the lead advance agent should call IRM, Voice Programs Branch at (b)(6); (b)(7)(C)

(b)(6); (b)(7)(C) This support will be provided based on the guidelines.

Radio Communications

(b)(7)(E)

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

Telephone Communications

If adequate notice is given (normally 24 hours), IRM will provide telephone support for the following:

(b)(7)(E)

(b)(7)(E)

Command Post (CP)

(b)(7)(E)

Operation

(b)(7)(E)

Command Post Requirements

(b)(7)(E)

(b)(7)(E)

Radio Equipment

The IRM and the CMCA will routinely install a radio console programmed to the appropriate frequencies.

Telephone Equipment

The RON Command Post will normally be provided with two main business telephones and one facsimile line.

Administrative Requirements

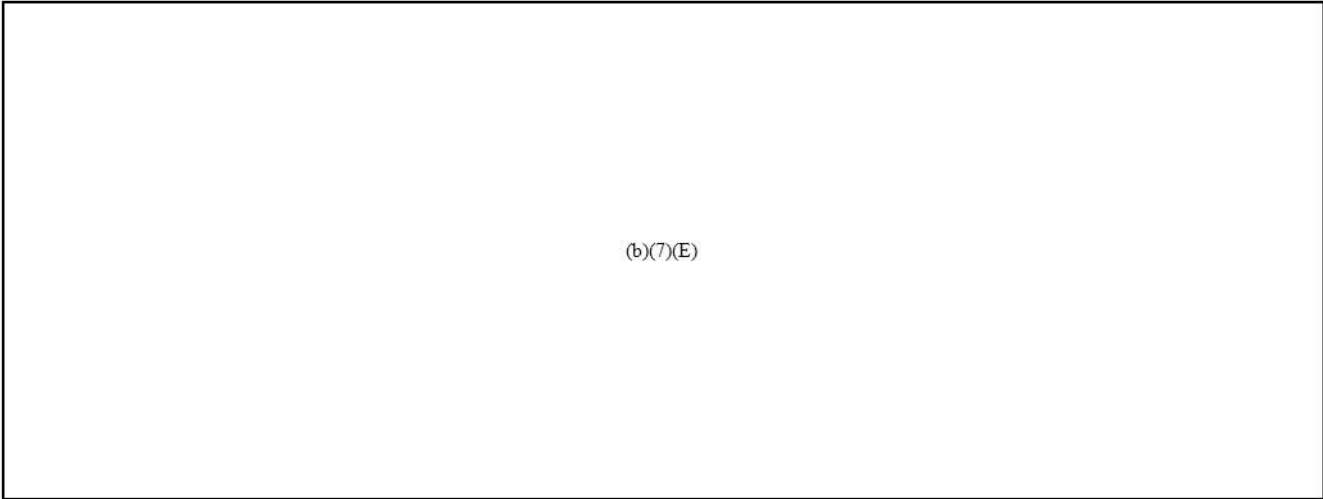
In addition to the administrative requirements outlined in OPO-10, Communications, any site surveys completed for the (b)(7)(E)

(b)(7)(E)

Emergency Action Requirements

(b)(7)(E)

Security Room



FORMS AND REPORTS UTILIZED DURING CAMPAIGN 2004

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

These forms are available and may be downloaded in OmniForm format via the USSS Forms Library at Intranet address <http://ssweb/mno/pars/forms> or through the Management and Organization Division home page.

Supervisors

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

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

Detail Operations and Coordinating Centers

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

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

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

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

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

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

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

Field Offices

SSF 3047, Preliminary Survey Report

SSF 1963, Candidate Nominee Final Survey Report

SSF 1961, Record of Name Searches

SSF 1779A, Authorization to Secure Lodging

Other

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

TIME AND ATTENDANCE REPORTING

Secret Service Personnel

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

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

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

(b)(7)(E) (b)(7)(E) (b)(7)(E) **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 (b)(7)(E) (b)(7)(E) or an advance (b)(7)(E) (b)(7)(E)

(b)(7)(E)

Candidate Detail (Operations, Traveling Detail, Residence Security)

The detail operations staff will be responsible for transmitting via official message the work schedule information of each employee to his/her office of permanent assignment (b)(7)(E)

(b)(7)(E)

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 (b)(7)(E)

(b)(7)(E)

The coordinators will also verify and sign the SSF 1852 for all personnel assigned to the coordinating centers during each pay period, including advance (b)(7)(D) members. Advance (b)(7)(D) 1852s, which are not signed by the above, will be signed at the advance (b)(7)(D) agent's post of duty (POD).

Local or Out-of-District Field Office Support

(b)(7)(E)

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

Federal Special Agents (FSAs)

(b)(7)(E) (b)(7)(E) **Members**

(b)(7)(E)

Residence Security

(b)(7)(E)

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

Local Federal Special Agent Support

(b)(7)(E)

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

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

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

FEDERAL SPECIAL AGENTS (FSAs)

Utilization

(Refer to CNO-11, (b)(7)(E) (b)(7)(C) Guidelines, and Protective Operations Manual sections OPO-13, Support, and OPO-18, Personnel Resources Utilization and Cost Tracking Procedures.)

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

(b)(7)(E)

- **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 CNOS. The CNOS reconciles any necessary adjustments and then coordinates the manpower response/logistics.

Administrative Guidelines/Requirements

Purpose

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

Scope

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

Travel

Travel Advances

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

Airline Travel

The FSAs employing agency will be responsible for issuing airline tickets for transportation to and from a specific assignment. FSAs assigned as poststanders and residence security should generally obtain round-trip tickets. FSAs should obtain tickets from their agencies only after they have received their reporting instructions from the USSS. After reporting to their assignments, the USSS will be responsible for issuing tickets for all subsequent assignments (i.e., detail and (b)(7)(C) (b)(7)(C) during the travel rotation through (b)(7)(E) Secret Service personnel will coordinate directly with (b)(7)(E) all FSA travel subsequent to arrival at an originating assignment. Under no circumstances are non-Secret Service personnel allowed to contact (b)(7)(E) directly. Use of a non-Secret Service Government Transportation Request (GTR) is not allowed.

Travel Emergency

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

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

Airline Tickets

It is required that all used or unused airline ticket and receipts for tickets issued by the Secret Service be submitted to the USSS Detail Leader, (b)(7)(C) (b)(7)(C) Leader, or other supervisor at the conclusion of these assignments. Issued tickets are accountable and must be tracked by the FMD. The respective USSS supervisor will attach all used, partially used, and unused tickets to his/her Travel Voucher Worksheet or SSF 3200 for submission to the FMD.

When an agent has lost an unused ticket, he/she must furnish documentation from the airline carrier or (b)(7)(E) as evidence of unfurnished services. The USSS supervisors will assist FSAs in these situations.

Premium Class Airfare

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

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

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

City Pairs

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

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

(b)(7)(E)

(b)(7)(E)

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

Note (b)(7)(E) will automatically book flights on contract carriers.

Rental Vehicles

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

Privately Owned Vehicles (POVs)

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

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

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

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

Government Owned Vehicles (GOV) - Gasoline Purchases

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

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

Hotel Accommodations

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

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

Submission of Travel Worksheets

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

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

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

Per Diem Rate - Domestic

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

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

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

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

Per Diem Rates - Foreign

(b)(7)(E)

Time and Attendance (T&A) Reporting

The USSS supervisors will provide copies of SSF 1852, Special Time and Attendance Worksheet, to all assigned FSA personnel.

FSAs will submit two completed copies of each SSF 1852 to their immediate USSS supervisor for approval before leaving any assignment (i.e., detail, residence security team, and (b)(7)(X) (b)(7)(E). The USSS supervisor will ensure the SSF 1852 corresponds to the official work schedule.

After approving and signing the SSF 1852, the USSS supervisor will return one copy to the FSA. The FSA will submit this copy to his/her agency timekeeper for proper payment of overtime. The USSS supervisor will forward the second copy to the CNOS. The USSS supervisor will ensure the SSF 1852 corresponds to the official work schedule and that all necessary financial codes are included.

USSS assigned FSA supervisors:

(b)(7)(E)

In the event FSAs are assigned to local post standing duties that involve missions in different locations, they must indicate in the Remarks area of the SSF 1852 all assigned locations with the corresponding date(s). At the end of the assignment or pay period, whichever is appropriate, two copies of each SSF 1852 will be submitted to the USSS field office in that district. After approval and signing, the USSS supervisor of that office will return one copy to the FSA and forward the second copy to the CNOS.

In most instances, the approving supervisor will provide the proper overtime authorization number in the Remarks area of the SSF 1852. Reference is made to the FMD Financial Codes Booklet for all appropriate codes. All official campaign codes will be sent via Service-wide message or e-mail.

It is important that the appropriate financial code(s) are included on every form and that all columns are completed to reflect totals for each pay category. The mailing address of the FSA POD must be included in the Remarks area of the SSF 1852. The signing and approving USSS supervisor is required to ensure all overtime on each SSF 1852 is in accordance with USSS guidelines.

Financial Codes

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

Additional RC codes may be obtained by contacting the CNOS.

These codes must be indicated on the following documents:

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

Reimbursement Information

Administrative questions should be directed to a CNOS supervisor.

Distribution of Forms

All necessary forms will be available through USSS supervisors and local offices. In addition, all forms are available and may be downloaded in OmniForm format via the USSS Forms Library at Intranet address (b)(6); (b)(7)(C) 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 3200A, Travel Voucher Worksheet - Attachment (Back)

7. ADDITIONAL MISCELLANEOUS EXPENSES (Identify by Type & Date)						
TOTAL COST						
8. TICKET INFORMATION (Issued by SATO)						
TICKET NO.	CARRIER	MODE	AGENT'S VALUATION OF TICKET	DATE OF ISSUE	POINTS OF TRAVEL	
					FROM	TO
TOTAL COST						
9. PREMIUM CLASS AUTHORIZATIONS:			10. NON-CERTIFICATED AIR CARRIER			
TICKET NO.:		(Attach Authorization)		EXEMPTION CODE:		
11. TRAVELER'S SIGNATURE					12. DATE	
13. APPROVING OFFICIAL				14. TITLE		16. DATE
<small> PRIVACY ACT STATEMENT: In compliance with the Privacy Act of 1974, the following information is provided. Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (FTR 301-11), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9097 of November 22, 1943, and 28 U.S.C. 601.1 (b) and 6108. 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. 8387, 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>						
<small>UNION STATES SECRET SERVICE</small>						<small>SSF 3200A (02/93)</small>

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: (Falsification 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			
7. Estimated Amount Worksheet		Project Code		Date	Arrival Time
				Date	Departure Time
9. Protective Assignment		10. Remained Overnight (RON) ___ Yes ___ No			
Date Started	Time Started	Number of Room Nights		_____	
Date Ended	Time Ended	Protectee's Name		_____	
		Hotel RON Authorized By		_____	
11. Other Expenses		12. Detail Assignment (<i>Check one</i>)			
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>					
NOTE: Attach all receipts for any expense exceeding \$25.00 and for all long distance telephone calls (regardless of amount). No receipt needs to be attached for hotel costs which were direct billed.					
14. I CERTIFY THAT THIS VOUCHER IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT PAYMENT OR CREDIT HAS NOT BEEN RECEIVED BY ME. ALL IN TOWN PER DIEM AND HOTEL COSTS WERE AUTHORIZED AND APPROVED. PER DIEM IS ONLY CLAIMED FOR THE DAY OR DAYS OF THE ACTUAL VISIT.					
Traveler					Date
Sign Here:					
15. This voucher is approved. Long distance phone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance phone calls are included, the approving official must have been authorized in writing by the head of the agency (31 U.S.C. 680a)). All in town per diem and hotel costs were authorized and approved. Per diem is only claimed for the day or days of the actual visit.					
Approving Official			Title		Date
Sign Here:					
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>					
UNITED STATES SECRET SERVICE		Exception to SF 1012		SSF 3200I (02/93)	
<small>This form was electronically produced via Omniform by USSSADMIN\NOLPARS</small>		Approved by GSA/IRMS 2/93			

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/Nominee Detail Operations. Questions regarding additional procedures or specific problems should be directed to the CNOS.

Assignment of Protective Stop/Survey Numbers

(b)(7)(E)

Office	Classification Case	Protectee Number	Division Trip	Fiscal Year
(b)(7)(E)				

Monthly Reporting Procedure

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

Detailed Itinerary

The detailed itinerary showing the next day's schedule for the candidate with trip numbers and telephone numbers should be prepared by the detail operations staff from the schedule information stored in the computer. This itinerary must reach the CNOS daily by 10 p.m. ET. Information copies of this itinerary should be directed to ID, TSD, AD-OPO, AD-INV, the appropriate coordinating centers and affected field offices, resident offices, resident agencies.

Any information pertaining to a stop/site should be entered into the computer when received. This will allow DPD/CNOS, AD-OPO, and AD-INV to make more timely decisions regarding manpower utilization.

Operations Office Staffing

Each Detail Operations staff will consist of:

(b)(7)(E)

There will also be representation of the Logistics Resource Center (LRC). The LRC, working in conjunction with the Office of Protective Operations, has established unified standards, fairness, and consistency in 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)(6); (b)(7)(C) Washington, D.C. Each operations staff will assign (on a weekly basis) a duty agent for coverage after business hours.

Projected Itinerary

(b)(7)(E)

Rotation Plan

(b)(7)(E)

Emergency Purchases

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

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

Accounting for Assigned Property

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

DPD/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 CNO-12, Transportation, and Investigative Manual section ISD-21, Accident and Tort Claim Investigations.)

Protective Survey/Files Procedure

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

(b)(7)(E)

Use of Candidate Facilities

(b)(7)(E)

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

Hotel Bills

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

Hours of Operation

Each candidate detail operations staff will be staffed 7 days a week and will maintain business hours of 8 a.m. - 6 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 Caucus 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 (b)(7)(E) the (b)(7)(E) and the (b)(7)(E). 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 - (b)(7)(E)

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. The suggested time frame for the preliminary survey trip is approximately (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 (b)(7)(E) (b)(7)(E) the (b)(7)(E) and the (b)(7)(E). 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 (b)(7)(E)

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.

(b)(7)(E)

The DPD/CNOS and Field Office Coordinators will remain available for the duration of the event. All other team members and support staff will follow an "A" and "B" rotation system during extended operations.

When necessary, cell phones, pagers, and PDAs will be issued to each coordinator. In addition, each Coordinating Center will have available a telephone answering service or telephone answering machines that will provide the local field office number and/or Coordinating Center supervisory staff numbers after hours.

Team members and support staff are subordinate to the DPD/CNOS and Field Office Coordinators regarding all USSS and event specific procedures. All coordinator level personnel have managerial responsibility for their specific support staff.

Each coordinator will be responsible for developing a preliminary staffing estimate and timetable for the arrival/departure of all there assigned personnel. In addition, all coordinators will establish timelines for the development of their areas of responsibility. These requirements will be reported via memorandum, with computer disc, to the field office and DPD/CNOS Coordinators based on their established reporting requirements. These requirements will be reported in the (b)(7)(E) memorandum with all other manpower and equipment projections.

At the beginning of each operation all coordinators are required to establish an event file that will serve as a reference for all activities and assigned duties. These materials will be collected and used in the establishment of an event archive. This permanent event record is then made available for future event planners.

All coordinators are required to submit After Action Reports (AARs) upon termination of the event and consistent with the reporting timeline requirements established by the DPD/CNOS Coordinator. Copies are to be provided with computer disc to the DPD/CNOS Coordinator and the Field Office Coordinator. The DPD/CNOS Coordinator will compile and prepare the complete AAR for submission to the Director through the AD-OPO.

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

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

Rental Vehicles

The CNOS in consultation with the Logistics Resource Center (LRC) must approve all rental vehicles. Prior to approval being sought, every effort should be made to utilize existing CNOS purchased (b)(7)(E) vehicles or other USSS vehicles. During specific campaign events (i.e., (b)(7)(E) and Inaugural) where time permits, the AOD should exercise all available options through the GSA.

When the need for a rental vehicle has been established, the CNOS after consulting with the LRC, the specific Candidate Detail Operations Section (or in their unexpected absence, OPO) will be contacted for an authorization number. Subsequently, the LRC agent will make the rental arrangements through (b)(7)(E) Other Federal agent personnel are not authorized to contact the LRC or (b)(7)(E) 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 (b)(7)(E) (b)(7)(D) 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 (b)(7)(E) (b)(7)(D) leader is responsible for prompt notification to the affected Coordinating Center, Candidate Detail Operations Section or the CNOS in the event of cancellation of the rental to avoid being charged for vehicles not used. The affected Coordinating Center, Candidate Detail Operations Section, or the CNOS will notify SATO to cancel the reservation.

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

CNOS Leased Vehicles

CNOS leased vehicles that may be assigned to the Coordinating Center (b)(7)(E) or CNOS are accountable by those respective supervisors. All equipment issued with the vehicle(s) is the responsibility of that respective supervisor. Any questions regarding maintenance, repairs and use should be directed to the CNOS, telephone (202) 406-6200.

Motor Vehicle Accidents

(Refer to section CNO-12, Transportation.)

Emergency Purchases

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

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

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

Accounting for Assigned Property

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

Hotel Bills

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

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

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

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

Usage

FSA Usage (Other Than Teams)

(b)(7)(E)

DETAIL GUIDELINES

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

Traveling Detail Staffing

Candidate Details will normally be aligned as follows:

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

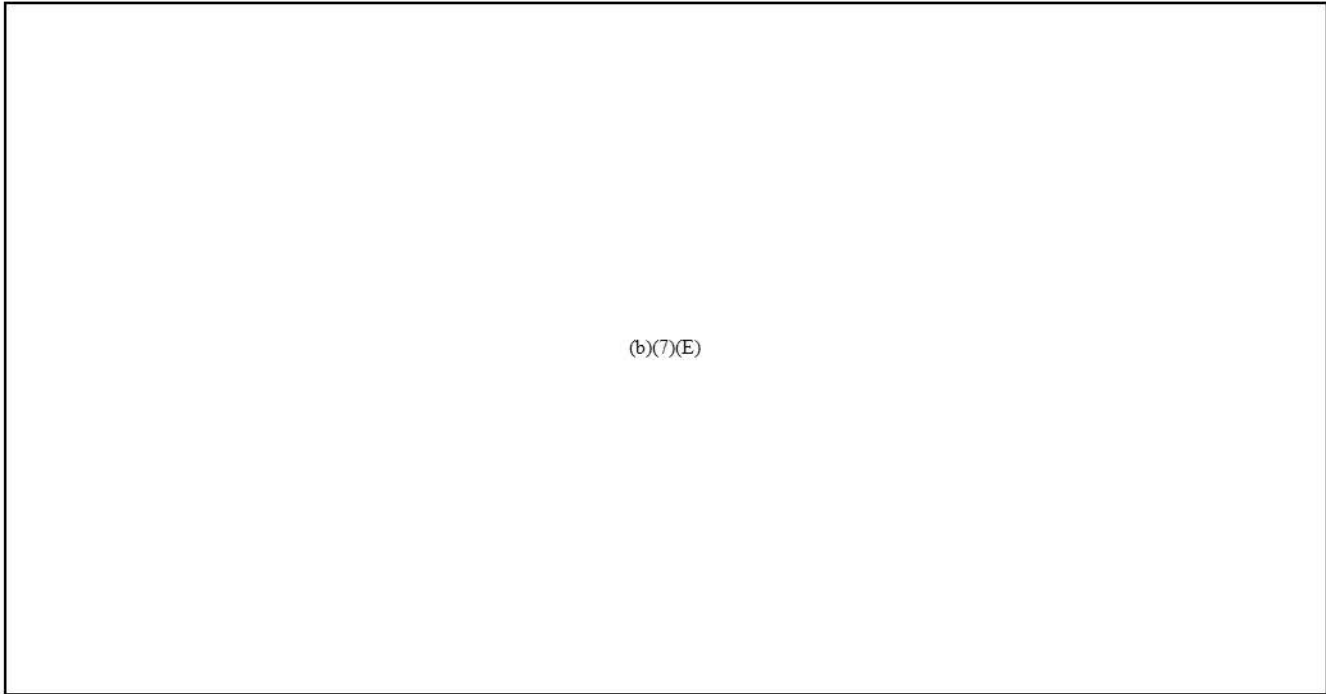
(b)(7)(E)

Motorcades

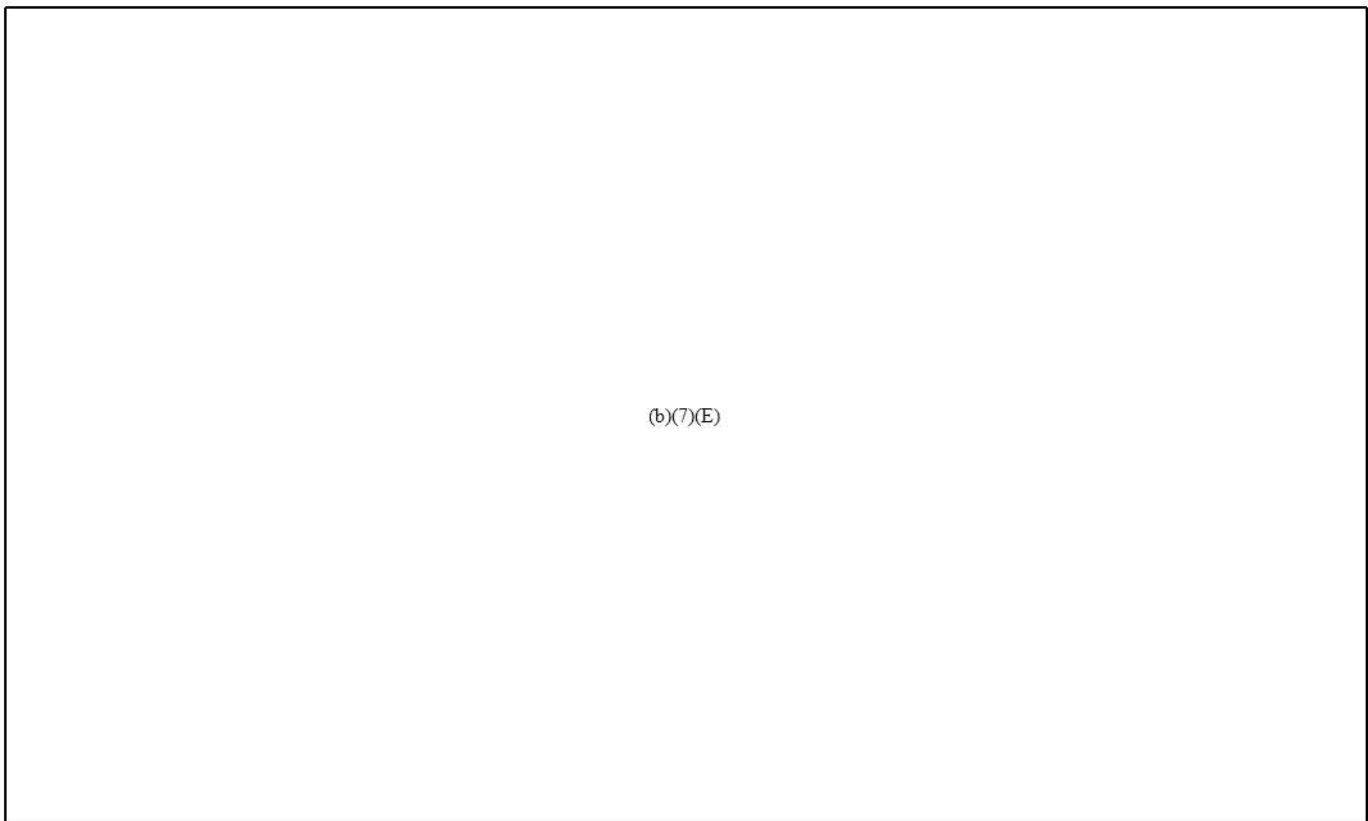
(b)(7)(E)

Residence Security Guidelines

(b)(7)(E)



Aircraft Seating Guidelines



(b)(7)(E)

Advances

Inquiries concerning itineraries, site information, routes, etc. will be made to the local staff person and with the detail operations staff. Under no circumstances should an advance agent make inquiries with the candidate's national staff headquarters.

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

EQUIPMENT COORDINATOR GUIDELINES

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

(b)(7)(E)

(b)(7)(E)

- D. The Equipment Coordinator's tour of duty will be determined by the Detail Leader and will be reported on the work schedule.

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

GUIDELINES

(b)(7)(E)

Time and Attendance Reporting

The (b)(7)(C) (b)(7)(C) Leader 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 (b)(7)(C) (b)(7)(C) member to the office of his/her permanent assignment prior to 12:01 a.m. on the Saturday preceding the work week. Any changes in reported hours will be transmitted to the appropriate office(s) on the following Monday.

Due to logistical problems inherent in the campaign, the (b)(7)(C) (b)(7)(C) Leader's SSF 1852, Special Time and Attendance Worksheet, will be signed by his/her respective SAIC/RAIC or appropriate detail supervisor.

FSA's assigned to (b)(7)(C) teams will submit their SSF 1852 to their (b)(7)(C) (b)(7)(C) leader for approval.

The (b)(7)(C) (b)(7)(C) leader will verify and sign the SSF 1852 and return it to the FSA before he/she departs for his/her permanent assignment. The FSA will then submit the original to his/her office T&A clerk.

Travel Advances

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

Airline Tickets

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

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

Hotels

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

Rental Vehicles

(Refer to CNO-03, Communications.)

If a problem arises at the rental counter, the rental agent should call (b)(7)(E) immediately at (b)(7)(E) or (b)(7)(E).

Travel Vouchers

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

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

TRANSPORTATION

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-09 and CNO-02, Advances).

Route Security

Presidential Nominee

(b)(7)(E)

All Others

(b)(7)(E)

Motorcade Alignment

(b)(7)(E)

Candidates or VP Nominees

(b)(7)(E)

Car

(b)(7)(E)

(b)(7)(E) **Car**

(b)(7)(E)

(b)(7)(E) **Vehicle**

(b)(7)(E)

(b)(7)(E) **Vehicle**

(b)(7)(E)

(b)(7)(E) **(PI) Vehicle**

(b)(7)(E)

(b)(7)(E) **Vehicle(s)**

(b)(7)(E)

(b)(7)(E) **Vehicle(s)**

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E) **Car**

(b)(7)(E)

Presidential Nominee

(b)(7)(E) **Car**

(b)(7)(E)

(b)(7)(E) **Car**

(b)(7)(E)

(b)(7)(E) **Car**

(b)(7)(E)

(b)(7)(E) **Vehicle**

(b)(7)(E)

(b)(7)(E) **Vehicle**

(b)(7)(E)

(b)(7)(E) **Vehicle**

(b)(7)(E)

(b)(7)(E) **Vehicle(s)**

(b)(7)(E)

(b)(7)(E) **Vehicle(s)**

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

Car

(b)(7)(E)

(b)(7)(E)

Spouse Detail

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

Car

(b)(7)(E)

(b)(7)(E)

Vehicle

(b)(7)(E)

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

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

As soon as practical, the DPD/CNOS and the field office supervisor in whose district the accident occurred must be notified. In addition, a copy of the SSF 3164 should be transmitted by facsimile to the DPD/CNOS within 24 hours of the accident (b)(6); (b)(7)(C)

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

Sample SSF 4042, Accident Checklist (DPD/CNOS)

ACCIDENT CHECKLIST (DPD/CNOS)

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

At the scene of the accident:

- Provide medical assistance to the injured.
- Notify the proper authorities (police/fire/ambulance/appropriate field office).
- Identify and interview witnesses. Furnish them with SF 94, Statement of Witnesses.
- Preserve the evidence.
- Record the pertinent data on SSF 3164, Motor Vehicle Accident Report; complete sections I-IX.
- Request an NCIC check on both the vehicle and the driver of the other party's vehicle and under the appropriate circumstances, the occupants of the other vehicle.
- Avoid furnishing employee home addresses or telephone numbers to anyone, unless demanded by the police (official addresses will suffice).
- Avoid encouraging claims.
- Direct inquiries about filing claims to the local field office.
- Arrange for the towing, removal and proper storage of disabled official vehicles.

After completing the above at the scene of the accident:

- Notify DPD/CNOS as soon as practical (b)(6); (b)(7)(C) as well as your supervisor.
- FAX DPD/CNOS (b)(6); (b)(7)(C) a copy of SSF 3164 within 24 hours.
- Write an official memorandum explaining the circumstances surrounding the accident (refer to Investigative Manual section ISD-21, for appropriate distribution).
- Complete "Vehicle Accident Report" as required by the state in which the accident occurred.
- Obtain an estimate for the repair of the vehicle from an authorized dealership.
- Obtain a copy of the police report if one was made.
- If necessary, complete and submit employee injury forms.

IDENTIFICATION

Campaign 2004 Identification

Identification for Campaign 2004 falls into two distinctive categories:

1.

(b)(7)(E)

2.

(b)(7)(E)

System, and

(b)(7)(E)

(b)(7)(E)

Permanent

(b)(7)(E)

(b)(7)(E)

Temporary

(b)(7)(E)

(b)(7)(E)

Press/Media Passes and

(b)(7)(E)

(b)(7)(E)

Identification Kits

(b)(7)(E)

(b)(7)(E)

Credentials

(b)(7)(E)

Although the Campaign 2004 badge will be the primary credential for the duration of the campaign, the event-specific badges will take precedence as the primary credential during that specific event.

(b)(7)(E)

(b)(7)(E)

Campaign Credentials for Candidate Detail Staff Workers

(b)(7)(E)

Credentialing and Access Control

(b)(7)(E)

USSS Personnel Credentialing and Property/Asset Management

(b)(7)(E)

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

Sample Hard ID (b)(7)(E) Color Combinations

(b)(7)(E)

(b)(7)(E)

Sample Hard ID (b)(7)(E) Color Combinations

(b)(7)(E)

(b)(7)(E)

Sample Hard ID (b)(7)(E) Color Combinations

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Sample Hard ID (b)(7)(E) Color Combinations

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Sample Hard ID (b)(7)(E) Color Combinations

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Sample Hard ID (b)(7)(E) Color Combinations

(b)(7)(E)

(b)(7)(E)

Sample Hard ID (b)(7)(E) **Color Combinations**

(b)(7)(E)

(b)(7)(E)

Sample Hard ID (b)(7)(E) **Color Combinations**

[Redacted line]

[Redacted Table Content]

(b)(7)(E)

[Redacted Table Content]

(b)(7)(E)

PRESS

Credentials

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

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

(b)(7)(E)

Press Agent

DPD/CNOS may provide a press agent to accompany the press, based on the volume of traveling press and the magnitude of the visit. The press agent will coordinate press screening procedures with advance (b)(7)(E) personnel and is responsible for maintaining the integrity and control of the press contingent.

In order to maintain the integrity of screened press movements, the press agent must remain with the press contingent at all times. (b)(7)(E)

(b)(7)(E)

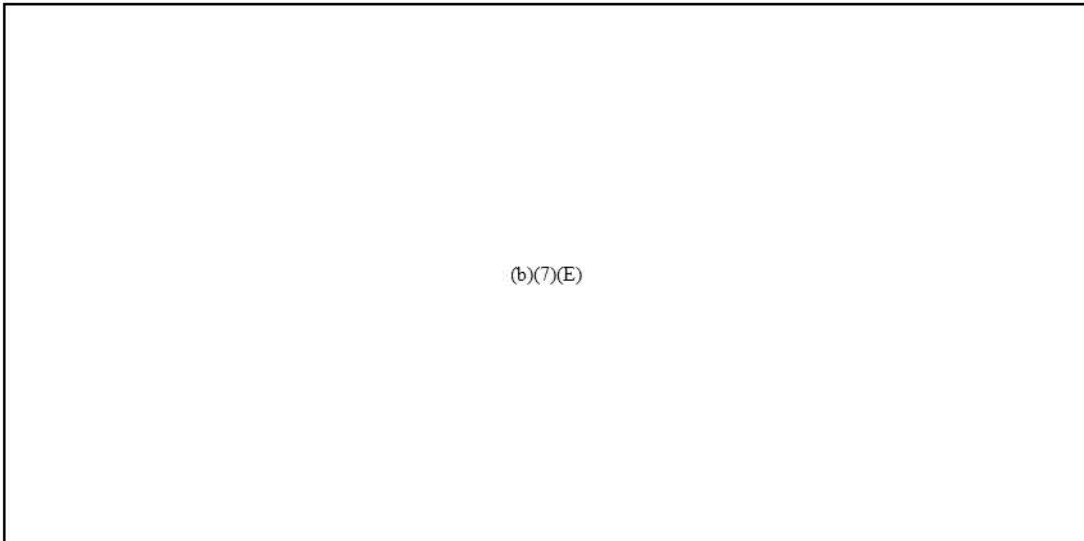
EQUIPMENT

General

Each detail will be responsible for assigned accountable property. The detail leaders and equipment coordinators shall be the accountable property officers.

Equipment Issued

Issued to Traveling Detail



Issued to Advance Teams

- 1 PDA
- 1 Police tape will be at all FO's, RA's, and CNOS (b)(7)(E)
- 1 cellular telephone (Lead) w/charger and extra battery
- 1 flashlight
- 1 USSS placard

Note: All the above items will be loaded in a specially designed hard case.

In addition to the above listed equipment (b)(7)(E) will be available to the advance teams (from DPD/CNOS) as needed. (b)(7)(E) and chargers will be issued to each equipment coordinator.

Issued to (b)(7)(E) (b)(7)(E)

(b)(7)(E)

- 2 hand held radios/ 2 surveillance kits (FSAs)
- 1 six-pocket battery charger
- 1 radio coder

Note: The above equipment will be housed in a specially designed hard case and assigned to each (b)(7)(E) leader.

Issued to Equipment Coordinators

(b)(7)(E)

Placed in all DPD/CNOS Vehicles

- 1 first aid kit
- 1 fire extinguisher (2 ½ lb. dry chemical)
- 1 flashlight
- 1 package emergency road flares
- 1 set jumper cables
- 1 ice scraper
- 5 vinyl raincoats
- 1 USSS placard
- 1 package accident forms

Each designated follow-up will be equipped with:

- 2 rolls police tape
- 1 FATS kit (First Aid Trauma System)
- 1 rope bag

Placed in Command Post at Protectee's Permanent Residence

(b)(7)(E)

Provided by IRM - Voice Communications Branch:

(b)(7)(E)

(b)(7)(E)

Available at Each RON Site

(b)(7)(E)

Provided by IRM - Voice Communications Branch:

(b)(7)(E)

In addition, the advance agent should set up his/her computer with printer for use by the detail.

Issued to Each Detail Operations Staff

Provided by DPD/CNOS:

(b)(7)(E)

Provided by IRM - Voice Communications Branch:

(b)(7)(E)

Provided by IRM at Each In-and-Out Site

The lead advance agent may request IRM support (telephone lines, radio console (b)(7)(E) and/or hand-held radios) at in-and-out sites based on the following: non-availability of existing commercial telephones, length of stay at sites to (b)(7)(E) unusually large or complex sites, or adverse intelligence.

AVIATION POLICIES AND PROCEDURES

Secret Service Air Travel

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

(b)(7)(E)

FAA Security Regulations

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

FAA Aircraft Inspections

(b)(7)(E)

The CNOS will provide Liaison Division with the above information. Liaison Division will make the request to FAA and advise the CNOS of the results.

(b)(7)(E)

Charter Aircraft

General Policy

(b)(7)(E)

Name Checks for Charter Aircraft Crews

Detail Operations will ensure that (b)(7)(E)

(b)(7)(E)

FAA Air Taxi and Commercial Operator's Certificate

(b)(7)(E)

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. (b)(7)(E)

(b)(7)(E)

Categories of Aircraft

(b)(7)(E)

General Procedures for Chartering Aircraft

Generally, aircraft are chartered for the USSS by the LRC through (b)(7)(E) An SSF 3037, Charter Usage Report must be completed at the time the charter request is made. Refer also to the Protective Operations Manual section OPO-17, Index of Forms.

Use of Chartered Aircraft by Protectees

Initial Protectee Briefing for Use of Charter Aircraft

(b)(7)(E)

Reimbursements Made by USSS to Candidates/Nominees

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

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

The Secret Service was further directed to:

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

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

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

Notification Procedures for Traveling Aboard Candidate Charters

The Detail Leader is responsible for contacting the CNOS to advise of the anticipated use of the candidate's chartered aircraft. The Detail Operations section will provide SSF 3037, Charter Usage Report, to the CNOS upon termination of chartered aircraft use.

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:

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

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

Commercial Aircraft

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

MANAGEMENT OF CAMPAIGN RECORDS

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

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

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

TERMINATION PROCEDURES

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

Preparation for Termination

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

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

SSF 1911

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

For the duration of the campaign, the Detail Leader of the candidate detail will initial the SSF 1911 and forward it to the DSAIC-Candidate Nominee Operations Staff. Refer to the Administrative Manual section AOD-08(01) for cancellation instructions.

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(09), Property Disposition. The actual physical move of the property will be coordinated by the AOD unless otherwise instructed by DPD/CNOS. DPD/CNOS will also notify the terminating unit regarding the disposition of any protective equipment.

Disposition of Vehicles

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

Disposition of Records

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

Disposition of Campaign Identification

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

(b)(7)(E)

(b)(7)(E)

Return to Candidate Nominee Operations Section

(A) If the detail is based in the Washington, DC area, hand delivers the suitcase containing identification,

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

(B) If the detail is not based in the Washington, DC area, the (b)(7)(E) containing the identification should be locked and sent to the (b)(6); (b)(7)(C)

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

Disposition of Protective Equipment

Protective equipment (i.e. (b)(7)(E)) 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

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

Details Based Outside Washington, DC

The on-site AOD representative will make the necessary arrangements for shipment of protective equipment to (b)(6); (b)(7)(C)

Disposition of Technical Equipment

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

Detail Operations - TSD Operations will assign personnel to remove locks and alarms. Where appropriate, form SSF 1911 will be utilized for all repair work to be performed.

Disposition of Communication Equipment

The IRM will supervise the removal and disposition of all radios (b)(7)(E) and other related communications equipment. They will also terminate telephone services.

Disposition of Weapons

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

(b)(7)(E)

Disposition of Office Supplies

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

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

Disposition of Office Furniture

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

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


Disposition of Office Equipment

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

Change of Mailing Address

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

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



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

SUPPORT

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

Candidate/Nominee Staff Advance Office

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

USSS Support

Field Office

Field offices will provide the major source of support for the campaign. Manpower will be required to staff the candidate/nominee details, coordinating centers, advance teams, and post-standing assignments (b)(7)(C) teams). Field office equipment will be used when possible (vehicles, command post, etc).

Intelligence Division

(b)(7)(E)

Technical Security Division

(b)(7)(E)

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

(b)(7)(E)

Other Federal Agencies

A pool of Special Agents from other Federal agencies has been identified for assignment on (b)(7)(C) teams and residence security. All FSAs have received (b)(7)(E) Refer to CNO-06, Federal Special Agents, for additional information).

State and City Government Agencies

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

United States Secret Service
Directives System

Manual : 2012 Campaign Operational Guide
RO : DPD

Section : FRONT
Date : 12/16/2011



Subject: Issuance of the 2012 Campaign Operational Guide

To: To All Supervisors and All Manual Holders of the 2012 Campaign Operational Guide

Filing Instructions:

This directive serves to formally issue the 2012 Campaign Operational Guide.

Binders for the 2012 Campaign Operational Guide are being shipped with directives checklists, and table of contents, pre-filed for your convenience.

Impact Statement: Although the protective policies of the Office of Protective Operations (OPO) are outlined in the Protective Operations Manual, the more specific procedures and operating guidelines that relate to the 2012 Presidential Campaign are included in this manual. In this regard, the 2012 Campaign Operational Guide should be used as a supplement to the Protective Operations Manual, as well as other appropriate Secret Service policies and procedures.

The 2012 Campaign Operational Guide addresses administrative and operational procedures for candidate/nominee protective details, operations offices, coordinating centers, (b)(7)(E) teams, advance teams, equipment coordinators, and the utilization of additional Federal Special Agents from the Department of Homeland Security.

Offices are requested to make the 2012 Campaign Operational Guide accessible to all employees, and to encourage them to become aware of its contents. (To facilitate this process, the manual will also be made available online as part of the LaserFiche-based USSS Manual Library.) There are several administrative and procedural differences from previous campaigns.

Revisions to the 2012 Campaign 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 concerning this directive should be addressed to the Management and Organization Division, Policy Analysis and Organizational Development Branch, at (b)(6); (b)(7)(C) Questions regarding the content of the 2012 Campaign Operational Guide should be directed to the Dignitary Protective Division, Candidate Nominee Operations Section (CNOS), at (b)(6); (b)(7)(C)

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

AD - Protective Operations

DCP#: CNO 2012-02

2012 Campaign Operational Guide

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SECTION OVERVIEW

Candidate Nominee Operations Section

The Dignitary Protective Division Candidate Nominee Operations Section (CNOS) plans, organizes, and supervises protective details established for major candidates for the office of President, Vice President, and their families, as determined by the Secretary of Homeland Security.

Office Hours: 9:00 a.m. to 5:30 p.m. EST/EDT (Monday - Friday)
(01/2011 - 12/2012 - at direction of CNOS)

Office Location:

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

Phone/FTS:

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

Router Code:

Office Code:

Fax:

Mailing Address:

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

Name

Title

Phone

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

Vacant

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

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

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

CNOS Operations Center

The CNOS Operations Center (CNOS Operations) is responsible for managing campaign protective detail issues, residence security coordination, and campaign event security planning.

Location:

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

Phone:

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

Fax:

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

ADVANCE - GENERAL INFORMATION

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

Mission

Candidate Nominee Operations Section (CNOS) advance teams are responsible for implementing security arrangements for the candidates, nominees, and their spouses authorized protection by the Secretary of Homeland Security.

CNOS policies and procedures will conform to those established by the Office of Protective Operations (OPO).

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 Special Agent in Charge (SAIC) and other support units upon notification of protectee travel. (Trip information is required to be entered into the (b)(7)(E) 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 the Office of Investigations (INV) and OPO, will assign the appropriate advance team personnel from the designated Campaign 2012 (b)(7)(E)

(b)(7)(E) INV/OPO will send the initial official message activating the advance team(s). CNOS will be responsible for issuing all subsequent messages indicating reporting instructions, advance team assignments, etc. This will include information previously obtained by the CNOS from the field office and Logistics Resource Center (LRC) regarding travel arrangements, hotel information, rental car information, and field office counterpart information. CNOS will provide all available information to the Lead Advance Agent for coordination and dissemination to the remainder of the advance team.

Responsibilities

If a United States Secret Service (USSS) field office is unable to provide the protective advance (b)(7) needed to support a candidate/nominee visit to its district, CNOS will assign personnel as required. The district SAIC is encouraged to assign a (b)(7)(E) whenever possible.

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

(b)(7)(E)

(b)(7)(E)

Agent

The (b)(7)(E) advance is the responsibility of the (b)(7)(E)

In the case of a complex, multi-jurisdictional, or excessive distance motorcade (i.e., campaign bus tour) an additional advance agent may be requested by the CNOS Lead Advance Agent or field office supervisor.

(b)(7)(E)

Agent

(b)(7)(E)

(b)(7)(E)

Agent

(b)(7)(E)

Counter Surveillance Unit (CSU) Advance Agent

(b)(7)(E)

Special Operations Division (SOD)

Tactical Teams

(b)(7)(C) (b)(7)(C)
(b)(7)(E)

(b)(7)(E) Authorization for the deployment of SOD tactical assets will be granted by CNOS Operations after consultation with the OPO.

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 Uniformed Division (UND) will provide walk-through magnetometer coverage for CNOS visits during the 2012 Campaign. (b)(7)(E)

(b)(7)(E)

Pre-Advance

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

(b)(7)(E)

(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 the Protective Operations Manual, section OPO-03, Advance - General Information.

Subsequent Coordination

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

Special Agent in Charge (SAIC) of District

The Field Office SAIC or his/her designee, in conjunction with the Lead Advance Agent, is responsible for coordinating decisions relating to security of Candidate Nominee Operations Section (CNOS) protectees. Upon arrival, the Lead Advance Agent will contact the SAIC, or his/her designee, in order to discuss schedule changes, police meetings, protective intelligence concerns, support requests, and any other pertinent information regarding the visit. (Refer to OPO-11, Support.)

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

Staff Lead Advance

The Staff Lead Advance is the designated representative of the protectee's staff who is responsible for coordinating all matters regarding the protectee's itinerary. (b)(7)(E)

(b)(7)(E)

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 to facilitate prompt communication of scheduling or other logistical information.

(b)(7)(E)

Staff/USSS Meetings

(b)(7)(E)

Police Meetings

Initial Police Meeting

(b)(7)(E)

Site Security Survey

(b)(7)(E)



Equipment/Support Requests

The Lead Advance Agent will coordinate all equipment, staffing, and other operational requests received from the individual advance (b)(7)(E) members. He/she is responsible for discussing these requests with the district SAIC or his/her designee, and then submitting these requests to the Detail Operations Center (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 Agent must submit a (b)(7)(E) 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 the Protective Operations Manual, section OPO-14, (b)(7)(E) and Documents).

Note: The Protective Intelligence Situation Reports will be part of the Preliminary Survey Report for Campaign 2012. (b)(7)(E) 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 (b)(7)(E) marked "FOR OFFICIAL USE ONLY/LAW ENFORCEMENT SENSITIVE", should be prepared for each agent.

(b)(7)(E)

CNOS Detail Leader or Assistant Detail Leader

(b)(7)(E)

CNOS Shift Leader

(b)(7)(E)

CNOS Press Agent

(b)(7)(E)

Homicide Bomber Briefing

(b)(7)(E)

Site Agent Briefing

Site Agents are required to brief the personnel assigned to their site, in detail, regarding all phases of security and operation at the site. Each post stander should have definitive information concerning the purpose and function of the post he/she is assigned, as well as a general understanding of the other posts. Further, when applicable the Site Agent should ensure that the magnetometer deployment and utilization plan is understood by all those involved with securing the site.

(b)(7)(E)

It is the joint responsibility of the Site Agent and Technical Security Division (TSD) Agent to brief the EOD/K-9 support person regarding the itinerary, logistics, protective intelligence, and other pertinent information regarding the site.

Public Notification of Intent to Conduct Security Screening

The USSS 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 are being screened by USSS 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 the screening and clearly visible immediately outside of the area where screening of the general public will occur. In addition, when the SSF 4088 is displayed at a protected site, its utilization should be documented in the (b)(7)(E) for the visit.

Poster-size copies of the SSF 4088 may be obtained from the Administrative Operations Division (AOD), Supply Section. This form is available in electronic format, and may be accessed via the Management and Organization Division's home page under Keywords and Quick Links, "Forms." This electronic version may be downloaded and printed on a standard color printer.

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

Shooting Incidents

(b)(7)(E)

FOREIGN ADVANCES

(b)(7)(E)

Preliminary Coordination

CNOS Operations Office Responsibility

In the event the Secretary of Homeland Security directs the USSS to accompany a CNOS protectee outside the borders of the U.S., (b)(7)(E)

(b)(7)(E)

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 CNOS, with the results being made available to the Lead Advance Agent and the Detail Leader.

Pre-Advance

(b)(7)(E)

(b)(7)(E)

Briefings

Internal Briefing

(b)(7)(E)

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

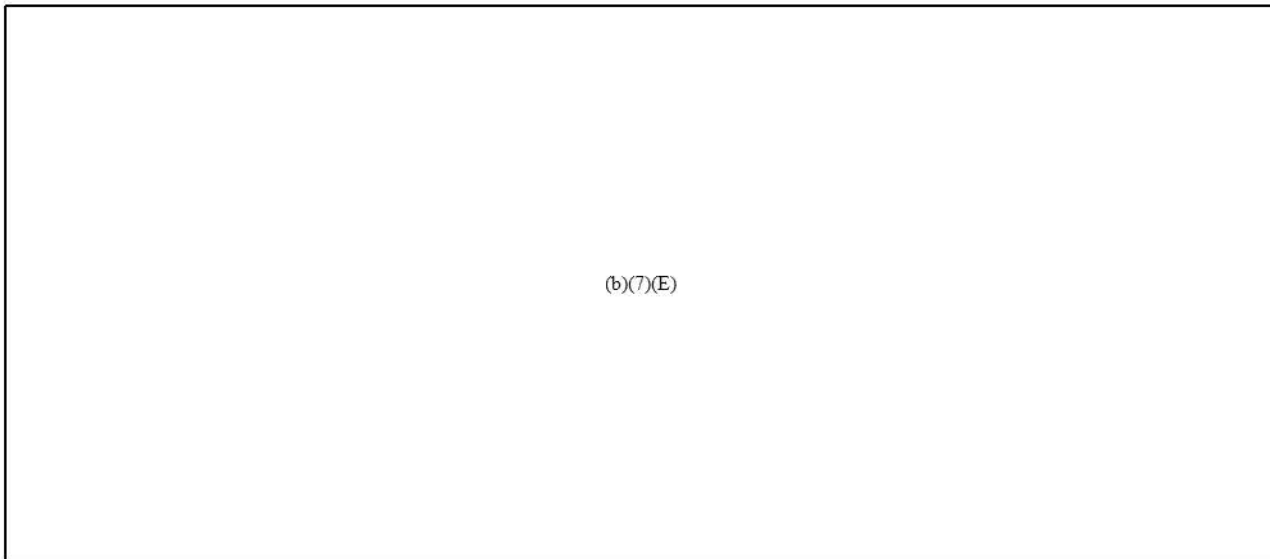
The U.S. Ambassador, or his/her designee, is the primary contact upon arrival in country.

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 (b)(7)(E) and is responsible for all administrative matters relating to the visit.

Functions of the Logistics Agent include, but are not limited to:

(b)(7)(E)



Meetings

All meetings referred to in the Protective Operations Manual, section OPO-05, under "Subsequent Coordination," will be attended by advance (b)(7)(E) members.

Reading Files

The Lead Advance Agent will coordinate with the (b)(7)(E) in establishing the general and (b)(7)(E) reading files (b)(7)(E). The (b)(7)(E) is responsible for reviewing these files daily and remaining current on all teletypes to/from the embassy concerning the visit.

Site Security

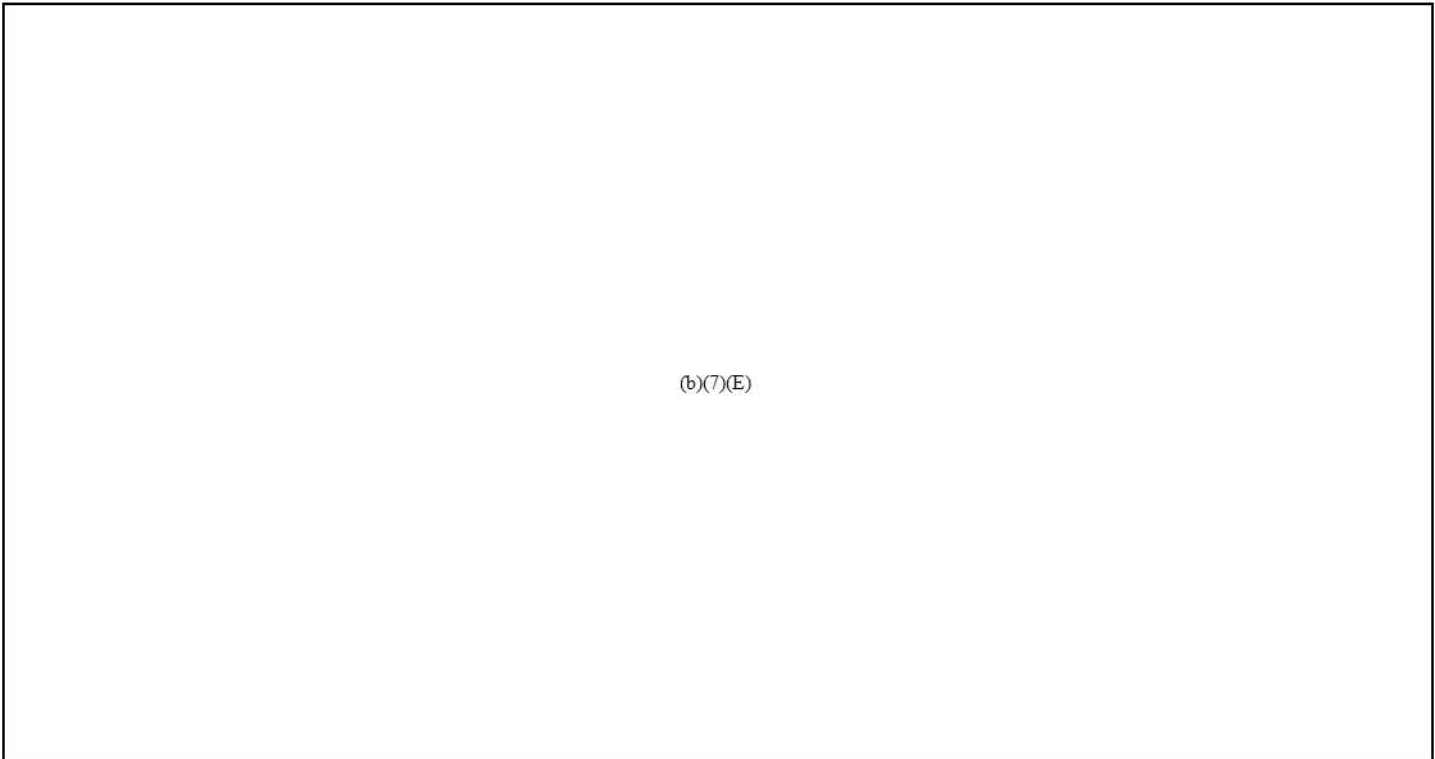
CNOS site agents are responsible for establishing a secure environment for CNOS protectees as outlined in section CNO-04, Forms and Reports Utilized during Campaign 2012, and Protective Operations Manual section OPO-06, Site Security.

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 Candidate Nominee Operations Section (CNOS) protective visits. To facilitate this support, the United States Secret Service (USSS) will be assisted by Department of Defense Communications Management Control Activity (CMCA) teams.

Radio Communications



(b)(7)(E)

Telephone Communications

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

(b)(7)(E)

Command Post (CP)

(b)(7)(E)

Operation

(b)(7)(E)

Command Post Requirements

(b)(7)(E)

Radio Equipment

IRM and CMCA routinely will install a radio console programmed to the appropriate frequencies.

Telephone Equipment

(b)(7)(E)

Administrative Requirements

Any (b)(7)(E)

(b)(7)(E)

The Lead Advance Agent remains responsible for reconciling all room charges associated with the CP/down room.

Emergency Action Requirements

(b)(7)(E)

Security Room

(b)(7)(E)

(b)(7)(E)

FORMS AND REPORTS UTILIZED DURING CAMPAIGN 2012

In addition to the routinely 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 United States Secret Service (USSS) manual (e.g., Administrative Manual, Protective Operations Manual) should always be consulted for detailed instructions.

Copies of these forms are available in electronic format, and may be accessed via the Management and Organization Division's home page under Keywords and Quick Links, "Forms."

Supervisors

SSF 1875D, a Protective Operations Activity and Personnel Report (Dignitary Protective Division (DPD)) is to be completed by each shift leader and residence supervisor on a daily basis.

Detail Operations and Coordinating Centers

SSF 2040, Requisition for Stocked Supplies - These requisitions must be forwarded through the Candidate Nominee Operations Section (CNOS) for approval

SSF 1911, Requests for Space, Alterations, Equipment, and Service at Locations Involving Protective Operations

SSF 1994, Requests for Support/Services 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, Security Container Check Sheet - To be used for all safes or secured cabinets

Field Offices/Advance Agents

Protective Advance Documents Software

SSF 1961, Record of Name Searches

SSF 1779A, Authorization to Secure Lodging

SSF 4088, Search Warning Sign for Public Entering Protected Sites

Other

Requests for new/other forms should be coordinated through the CNOS Administrative Support Coordinator. Upon approval by CNOS leadership, a formal request for forms development will be made to the Management and Organization Division, Forms Management Program, via SSF 3326, Request for Form Change (Creation, Revision, or Cancellation).

TIME AND ATTENDANCE REPORTING

General

Time and attendance (T&A) records will be processed and submitted by each employee's respective permanent field office or division. The Special Agent in Charge (SAIC)/Resident Agent in Charge (RAIC) /chief of each office/division generally will be responsible for signing the T&A records for his/her personnel assigned to the Candidate Nominee Operations Section (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

United States Secret Service (USSS) 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 ultimately will 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 will identify the preliminary procedures for each unit.

(b)(7)(E) (b)(7)(E) (b)(7)(E) **Coordinator**

The CNOS, or the local field office, will be responsible for transmitting, via official message, the work schedule information of each USSS agent assigned to a (b)(7)(C) team or an advance (b)(7)(C) (b)(7)(E)

(b)(7)(E)

Candidate Detail (Operations, Traveling Detail, Residence Security)

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 (b)(7)(E)

(b)(7)(E)

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 (b)(7)(E)

(b)(7)(E)

The coordinators will also verify and sign the SSF 1852 for all personnel assigned to the coordinating centers during each pay period, including advance (b)(7)(E) members. Advance (b)(7)(E) SSF 1852s that are not signed by the above will be signed at the advance (b)(7)(E) agent's post of duty (POD).

Local or Out-of-District Field Office Support

(b)(7)(E)

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

Federal Special Agent (FSA) Personnel

(b)(7)(E) (b)(7)(E) Members/Residence Security/Local FSA Support

(b)(7)(E)

Scheduled Overtime (SOT) Tracking in Support of the 2012 Presidential Campaign

In order to track scheduled overtime (SOT) costs associated with the 2012 Presidential Campaign, the Office of Administration requires all timekeepers for all offices (to include all USSS field offices, resident offices, and resident agencies) and divisions (to include the Uniformed Division) to report campaign related SOT usage to the Office of Administration on a bi-weekly (pay period) basis. The specific reporting procedures for campaign SOT will be provided via Official Message by the Office of Administration.

Any questions or issues regarding this subject may be directed to the main number of the Office of Administration, Budget Staff at (b)(6); (b)(7)(C)

FEDERAL SPECIAL AGENTS (FSAs)

Utilization

Refer to Protective Operations Auxiliary Manual section CNO-11, (b)(7)(C) (b)(7)(D) Guidelines, and Protective Operations Manual sections OPO-11, Support, and OPO-15, Personnel Resources Utilization and Cost Tracking Procedures.

The United States Secret Service (USSS) utilizes Federal Special Agents (FSAs) from Immigration and Customs Enforcement (ICE) and other Federal agencies to perform certain protective duties.

(b)(7)(E)

- **Permanent Protective Detail Support:**

The Lead Advance Agent will request additional support through the CNOS Detail Operations Center (DOC), while the field office will provide a request to INV. After any reconciliation, INV will coordinate the manpower response in conjunction with CNOS Operations.

- **Candidate/Nominee Detail Support:**

The Lead Advance Agent will make additional requests through the DOC. The CNOS will reconcile any necessary adjustments and then coordinate the personnel response with OPO/INV.

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 2012.

Scope

These instructions apply to all FSA personnel tasked to support the USSS during Campaign 2012. 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 adhering to all the administrative requirements established by their agencies.

Airline Travel

The CNOS, in conjunction with the Logistics Resources Center (LRC), will be responsible for flight arrangements and ticketing for all USSS related FSA travel.

Under no circumstances are non-USSS personnel allowed to contact (b)(7)(E) directly.

Travel Emergency

FSA's may utilize the established Federal 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 FSA's 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)

E-Tickets are a paperless electronic ticketing 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 USSS employees (and FSA's) 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 (e.g., Amtrak);
2. The employee is on mission critical travel requiring a paper ticket (e.g., 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 tickets and receipts for tickets issued by the USSS be submitted to the USSS (b)(7)(X) (b)(7)(D) leader, or other supervisor at the conclusion of the assignment. Issued tickets are accountable and must be tracked by the Financial Management Division (FMD). The respective USSS supervisor will attach all used, partially used, and unused tickets to his/her SSF 3200, Travel Voucher Worksheet, for submission to FMD.

When an agent has lost an unused ticket, he/she must furnish documentation from the airline carrier or (b)(7)(E) as evidence of unfurnished services. The USSS supervisors will assist FSA's 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 except in certain, limited circumstances and only with prior approval. The FTR identifies premium class air travel as first class and/or intermediate service (e.g., business, clipper, etc.).

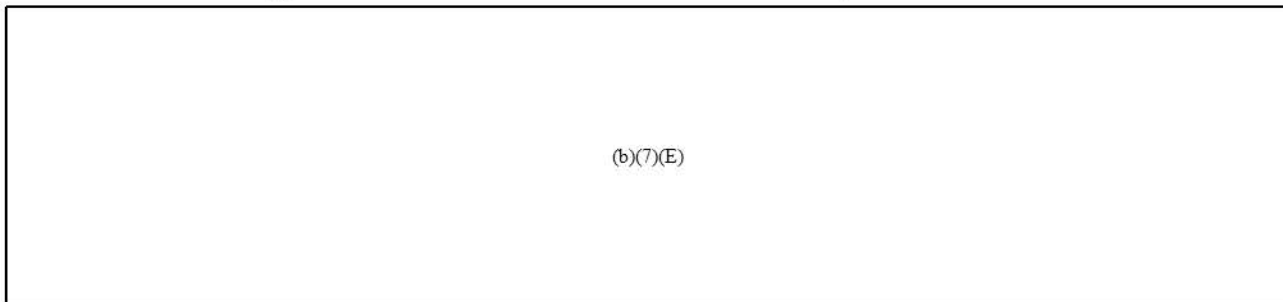
When premium class air travel is required because no other accommodations can satisfy mission requirements, prior approval must be obtained from OPO or CNOS, as well as from LRC.

Note: If premium class accommodations are utilized, the SSF 3236, Request for Authorization or Approval of Premium 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, USSS 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 should be available in all divisions/offices). SATO is also aware of all contract carriers.

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



Approval for all non-GSA city pair flights under these exemptions must be obtained from the LRC.

Rental Vehicles

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

Privately Owned Vehicles (POVs)

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

Use of a POV for official business on a comparative cost basis may be reimbursed at the current published mileage rate (published by the GSA), not to exceed the cost of travel by a common carrier plus per diem allowance. Mileage reimbursement for POVs 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 POVs on a cost comparison breakdown when a POV is used. The breakdown should be completed on a separate sheet (official memorandum) 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 is limited to the equivalent cost of round-trip taxi fare. Parking POVs in commercial airport lots while traveling on extended trips, such as 21-day assignments, is not permitted unless comparatively cheaper to round-trip taxi fare.

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 (GOVs)

Gasoline purchases related to authorized utilization of a GOV assigned to the FSA may be made utilizing the FSA's agency issued government travel credit card. In such case, 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.

GOVs should not be parked in commercial airport lots while traveling on extended trips, such as 21-day assignments. Such parking fees are not reimbursable. Taxis should be used for 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 Lead Advance Agent will make hotel arrangements for all FSA personnel on protective assignments. The Lead 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 (i.e., food, phone calls, laundry/dry cleaning, etc.) via the room bill. Any authorized incidentals incurred must be paid by the FSA and then receipts must be attached to travel voucher or USSS in-town per diem voucher for reimbursement. Only the room charge must appear on the hotel 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 FTR 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 FSAs, 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, Travel Voucher Worksheet - Protective In Town Per Diem) 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 FSAs for in-town per diem voucher claims in accordance with USSS policies contained in the Administrative Manual, section FMD-08(05), Per Diem Basis Travel. 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

(b)(7)(E)

Time and Attendance (T&A) Reporting

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).

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 Immigration and Customs Enforcement (ICE) is ICE.

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 the 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. Copies of these forms are available in electronic format, and may be accessed via the Management and Organization Division's home page under Keywords and Quick Links, "Forms."

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 - Protective In Town Per Diem See reverse side for instructions.			
1. SSN		4. Authorization No. & Date	
2. Name		5. Mailing Address and Phone Number (A/C)	
3a. Organization Code	3b. Worksheet No.	NOTE: (Falsification 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; 18 U.S.C. 1001))	
6. City/State (POD)	8. Protectee(s) Visit		
	Project Code	Date	Arrival Time
		Date	Departure Time
7. Estimated Amount Worksheet			
9. Protective Assignment		10. Remained Overnight (RON) ___ Yes ___ No	
Date Started	Time Started	Number of Room Nights _____	
Date Ended	Time Ended	Protectee's Name _____	
		Hotel RON Authorized By _____	
		Name/Title	
11. Other Expenses		10a. Hotel PO Number (HT Number) or Cardholder Name and Office (see instructions)	
		12. Detail Assignment (Check one)	
		1. <input type="checkbox"/> Lead Advance SA	
		5. <input type="checkbox"/> TSD Coordinator	
		2. <input type="checkbox"/> Site Advance SA	
		6. <input type="checkbox"/> Other	
		3. <input type="checkbox"/> ID Advance SA	
		4. <input type="checkbox"/> Motorcade Advance SA	
		(Consistent with Administrative Manual, Section FMD-11(03), and/or approved in advance by the Office of Administration through ERC.)	
NOTE: Attach all receipts for any expense exceeding \$40.00 and for all long distance telephone calls (regardless of amount). No receipt needs to be attached for hotel costs which were direct billed.			
14. I CERTIFY THAT THIS VOUCHER IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT PAYMENT OR CREDIT HAS NOT BEEN RECEIVED BY ME. ALL IN TOWN PER DIEM AND HOTEL COSTS WERE AUTHORIZED AND APPROVED. PER DIEM IS ONLY CLAIMED FOR THE DAY OR DAYS OF THE ACTUAL VISIT.			
Traveler			Date
Sign Here:			
15. This voucher is approved. Long distance phone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance phone calls are included, the approving official must have been authorized in writing by the head of the agency (31 U.S.C. 680a)). All in town per diem and hotel costs were authorized and approved. Per diem is only claimed for the day or days of the actual visit.			
Approving Official		Title	Date
Sign Here:			
PRIVACY ACT STATEMENT: In compliance with the Privacy of 1974, the following information is provided: Solicitation of the information on this form is authorized by U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (FTR 301-11), E.O. 11609 of July 22, 1971, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance expense reimbursement which is, or may be taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.			
UNITED STATES SECRET SERVICE This form was electronically produced via ComForm.		Exception to SF 1012 Approved by GSA/IRMS 2/93	
SSF 3200I (Rev. 09/2008)			

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 account number (SSN). Employee's travel account information is now based on SSN identification. All inquires must cite this identifier. (See the Privacy Act statement on the front of this form.)
2. **Name :** Enter last name, first name, and middle initial.
- 3a. **Organization Code:** Enter the Organization code of the office or division to which you are permanently assigned.
- 3b. **Worksheet No.:** Enter the sequential number of the worksheet. In order to aid the employee in maintaining control of worksheet submissions, it is required that the employee sequentially number each worksheet submitted. This number should reflect the fiscal year and sequential number beginning from one (e.g., 08-1, 1st worksheet submitted in FY 08, and 08-2, 2nd worksheet submitted in FY 08). For Protective In Town Vouchers, an "I" should be placed behind the sequential number. 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 08-1, 10/01/07).
5. **Mailing Address :** Enter your office's physical 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 no more than one (1) hour before the protectee arrives (wheels down) through be no more than 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). Hours claimed should not exceed one hour prior to protectee's arrival, or one hour after departure. 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.
- 10a. **Hotel PO Number (HT #):** Enter the hotel number (HT Number) of the direct billed hotel where the employee stayed. The Hotel number may be obtained from the office manager or administrative support staff, responsible for obligating and paying the office's invoices in TOPS. If a government issued credit card was used to pay for the room, enter the cardholder name and office on this line.
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 Administrative Manual, Section FMD-11(03), 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 Candidate Nominee Operations Section (CNOS).

Assignment of Protective Stop/Survey Numbers

(b)(7)(E)

Office	Classification Case	Protectee Number	Division Trip	Fiscal Year
(b)(7)(E)				

Monthly Reporting Procedure

At the close of the each month, each DOC will summarize the total number of protected visits for their respective protectees. These statistics will be reported to 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, Assistant Director – Office of Protective Operations (OPO), and Assistant Director – Investigations (INV) to make more timely decisions regarding staffing resources.

Operations Office Staffing

Each candidate DOC will consist of:

(b)(7)(E)

There will also be a representative of the Logistics Resource Center (LRC) housed within CNOS. The LRC, working in conjunction with the OPO, has established unified standards and consistency for United States Secret Service (USSS) 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, the Presidential Protective Division, Vice Presidential Protective Division, and Dignitary Protective Division.

CNOS will be located at (b)(6); (b)(7)(C) Washington, D.C. 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

(b)(7)(E)

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 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 I-Procurement Request in TOPS using this purchase order number within 2 days and forward it through CNOS to the Procurement Division (PRO) using the proper chain of approval in I-PRO.

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 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 his/her designated representative. (Refer to the 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 (e.g., spouse details, shift change).

Automobile Accident Requirements and Notification

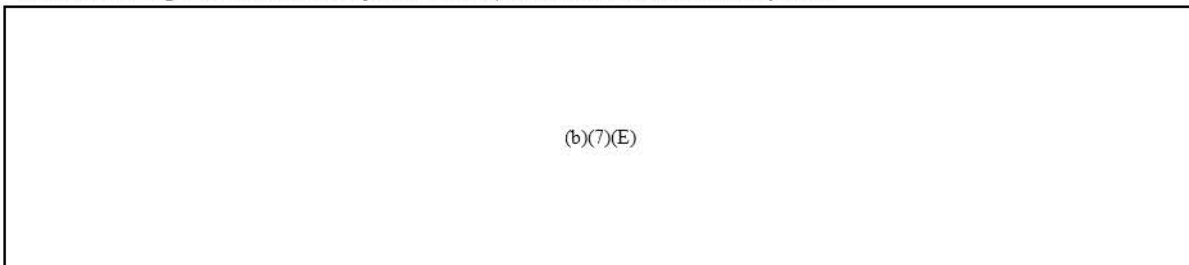
Refer to section CNO-12, Transportation, and the Investigative Manual, section ISD-21, Accident and Tort Claim Investigations.

Protective Survey/Files Procedure

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

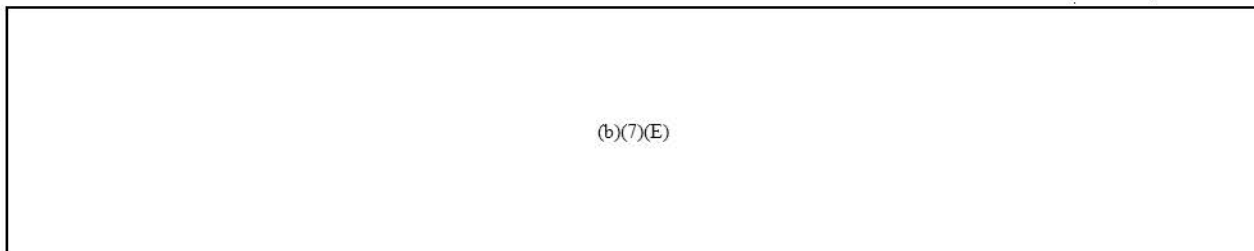
(b)(7)(E)

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

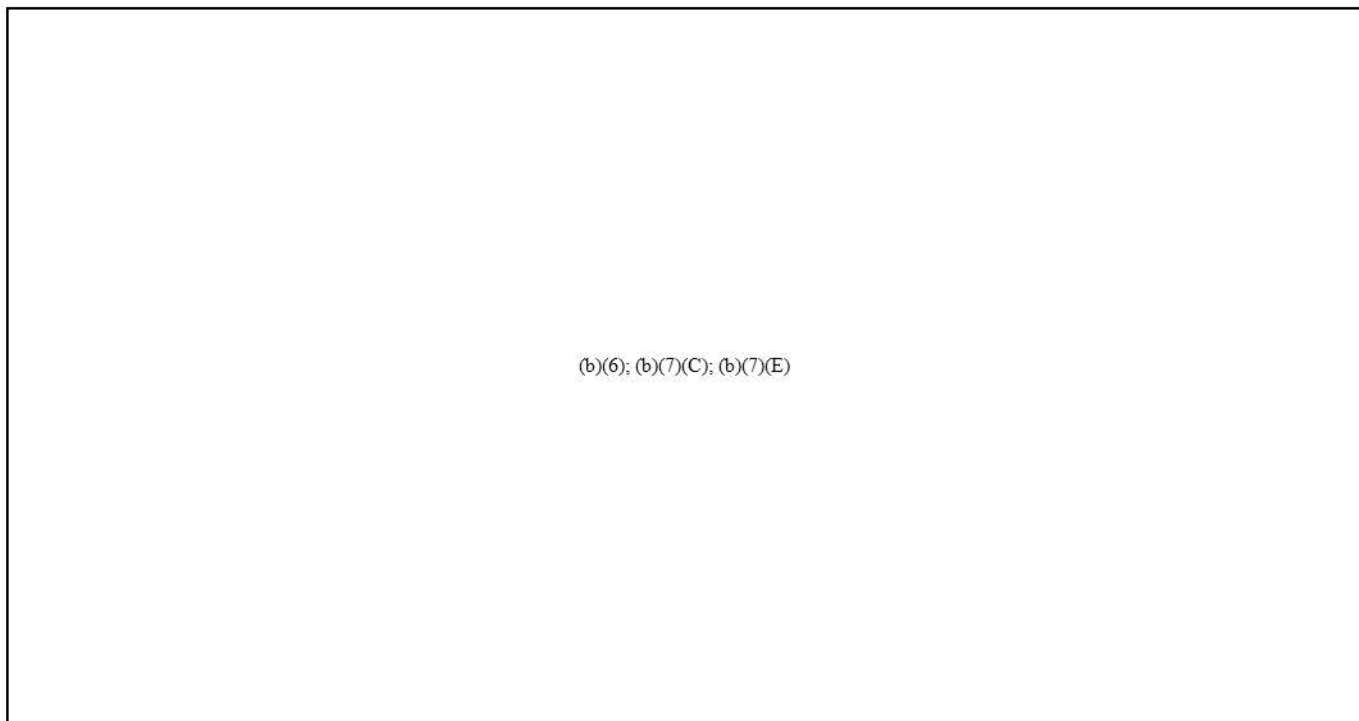


When all documents have been received, the file may be stamped "closed" and relocated from the active files to the closed files, which are filed numerically by stop number.

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



Use of Candidate Facilities



Hotel Bills

Whenever a 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 to CNO-06, Federal Special Agents.)

Hours of Operation

Each candidate DOC will be staffed seven days a week, and will maintain business hours of at least 7:00 a.m. – 7:00 p.m. Additional hours of operation will be authorized based on operational needs as determined by the Detail Leader and operations supervisor, in consultation with CNOS.

Each DOC 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 cell phone number of the duty agent will be identified on the answering machine's outgoing message for emergency calls that require immediate attention. Either the operations supervisor or operations agents will maintain their cell phone 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.

(b)(7)(E)

Preliminary surveys are a routine function preceding any event wherein a coordinating center is deemed necessary. In addition to providing preliminary protective staffing and equipment estimates, the Preliminary Survey Report further determines coordinating center staffing requirements. Requirements will include the following on-site event supervisory positions.

Dignitary Protective Division (DPD)/Campaign Nominee Operations Section (CNOS) Event Coordinator — (b)(7)(E)

(b)(7)(E)

(b)(7)(E)

Field Office Coordinator —

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

Requirements and Procedures for Campaign Related Coordinating Centers

Rental Vehicles

CNOS, in consultation with the 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. Where time permits during specific campaign events (i.e., Republican and Democratic National Conventions, Presidential Debates, and Presidential Inauguration), AOD should exercise all available options through the General Services Administration (GSA) for additional vehicles.

When all non-commercial vehicle sources (i.e., USSS and GSA) have been exhausted, an authorization number for rental vehicles must be sought through DOC/CNOS after consulting with the LRC. Subsequently, the LRC agent will make the rental arrangements through (b)(7)(E). Other Federal agent personnel are not authorized to contact the LRC or (b)(7)(E) regarding travel ticketing or vehicle rentals.

USSS personnel 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 (b)(7)(E) (b)(7)(E) 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 CNOS, who will forward it to FMD.

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

USSS personnel picking up the vehicle must also place the appropriate RC and project codes on the rental agreement.

The Lead Advance Agent (b)(7)(E) Leader is responsible for prompt notification to the affected coordinating center, candidate DOC or CNOS in the event of cancellation of the rental to avoid being charged for vehicles not used. The affected coordinating center, DOC, or CNOS will notify (b)(7)(E) to cancel the reservation.

It is the responsibility of the USSS personnel renting vehicles 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 CNO-12, Transportation.

Emergency Purchases

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

In emergency purchase situations after regular business hours, the affected coordinating center or DOC must be able to justify the purchase and notify CNOS immediately. CNOS will contact the Procurement Division (PRO) and the requestor, and then complete a TOPS/I-PRO requisition following the proper chain of approval in I-Pro. This must be submitted immediately to CNOS for review and forwarding to PRO. Emergency purchases cannot be made over (b)(7)(E) PRO must be contacted for all emergency purchase order approvals.

If available and time permits, the on-site AOD or PRO coordinator(s) should be consulted regarding any emergency purchases, as appropriate.

Accounting for Assigned Property

In accordance with AOD guidelines, property that is issued to the coordinating centers or a DOC is the responsibility of those respective supervisors (refer to CNO-13, Identification.)

Hotel Bills

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

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

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

The coordination of local agreements, billing letters, and reservation commitments should be reviewed by the Deputy Chief, FMD for appropriate language content.

(b)(7)(E)

(b)(7)(E)

Usage

(b)(7)(E)

FSA Usage (Other Than (b)(7)(E) Teams)

(b)(7)(E)

DETAIL GUIDELINES

The following guidelines are provided in an attempt to standardize basic candidate protective detail operations throughout the United States Secret Service (USSS). Additionally, each candidate protective detail should provide all other requirements they feel are necessary.

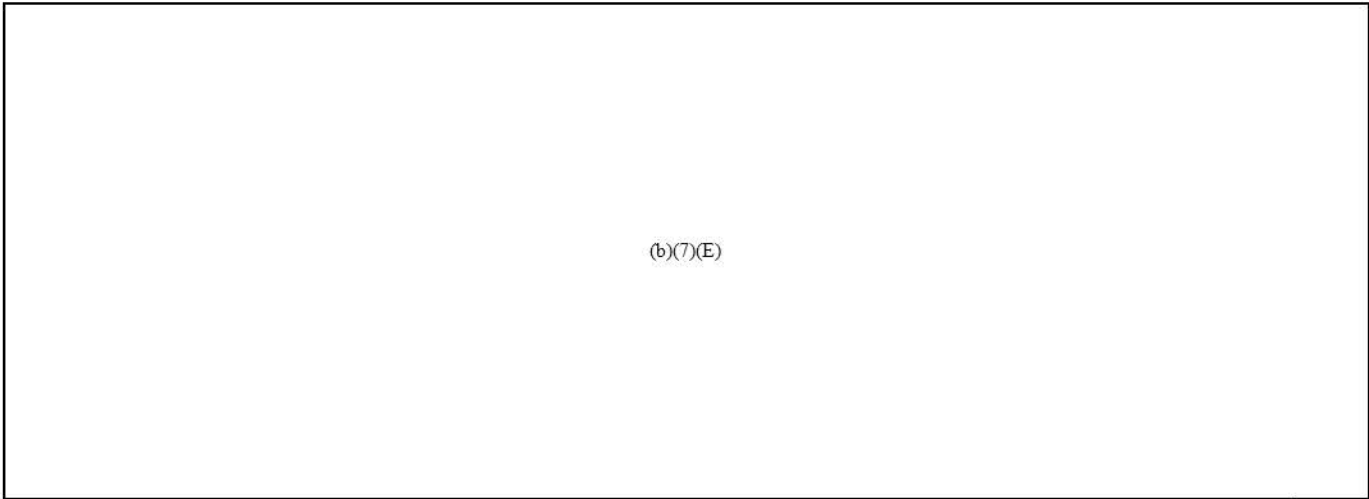
Traveling Detail Staffing

Candidate protective details will normally be aligned as follows:

(b)(7)(E)

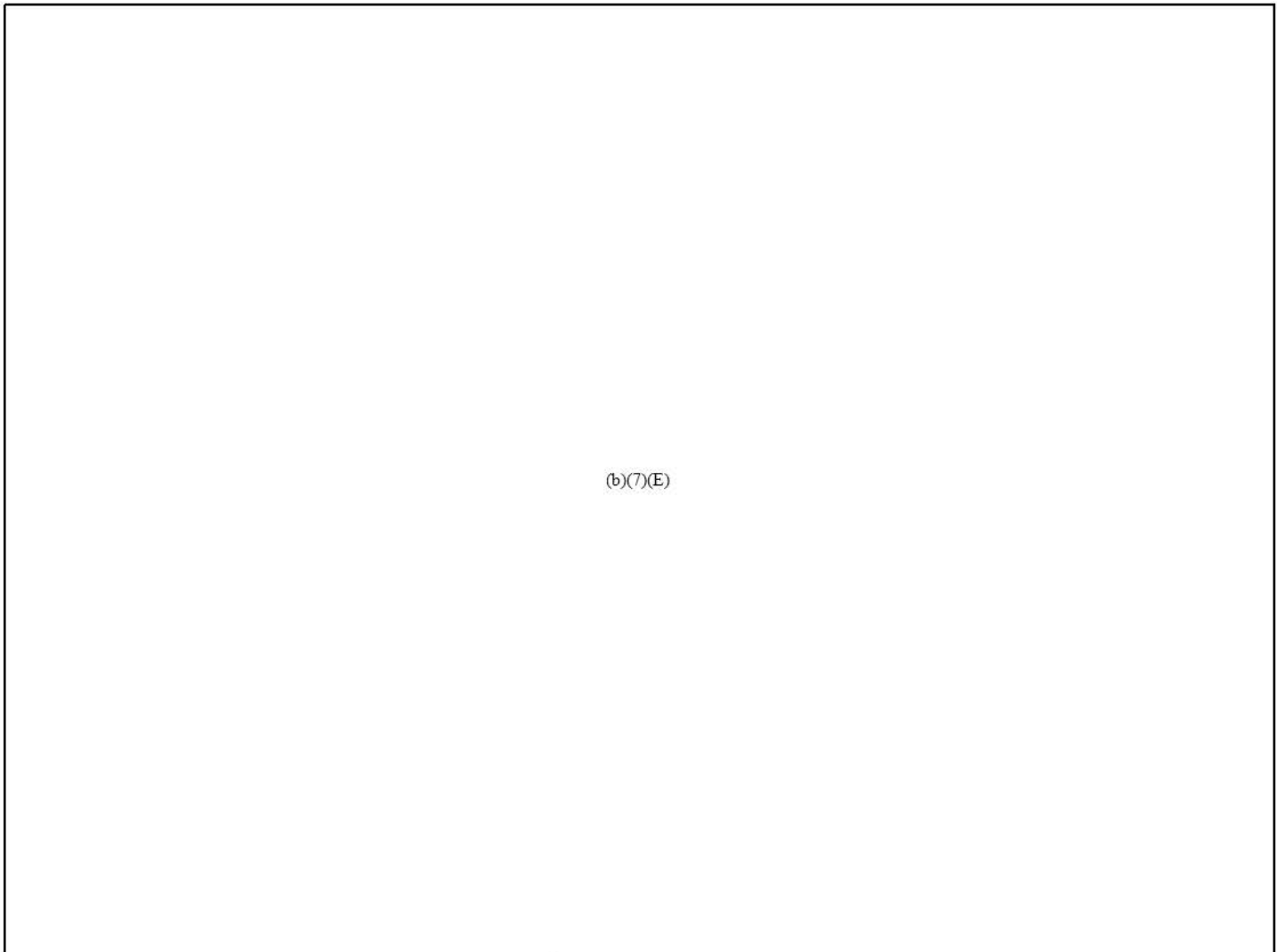
(b)(7)(E)

(b)(7)(E)



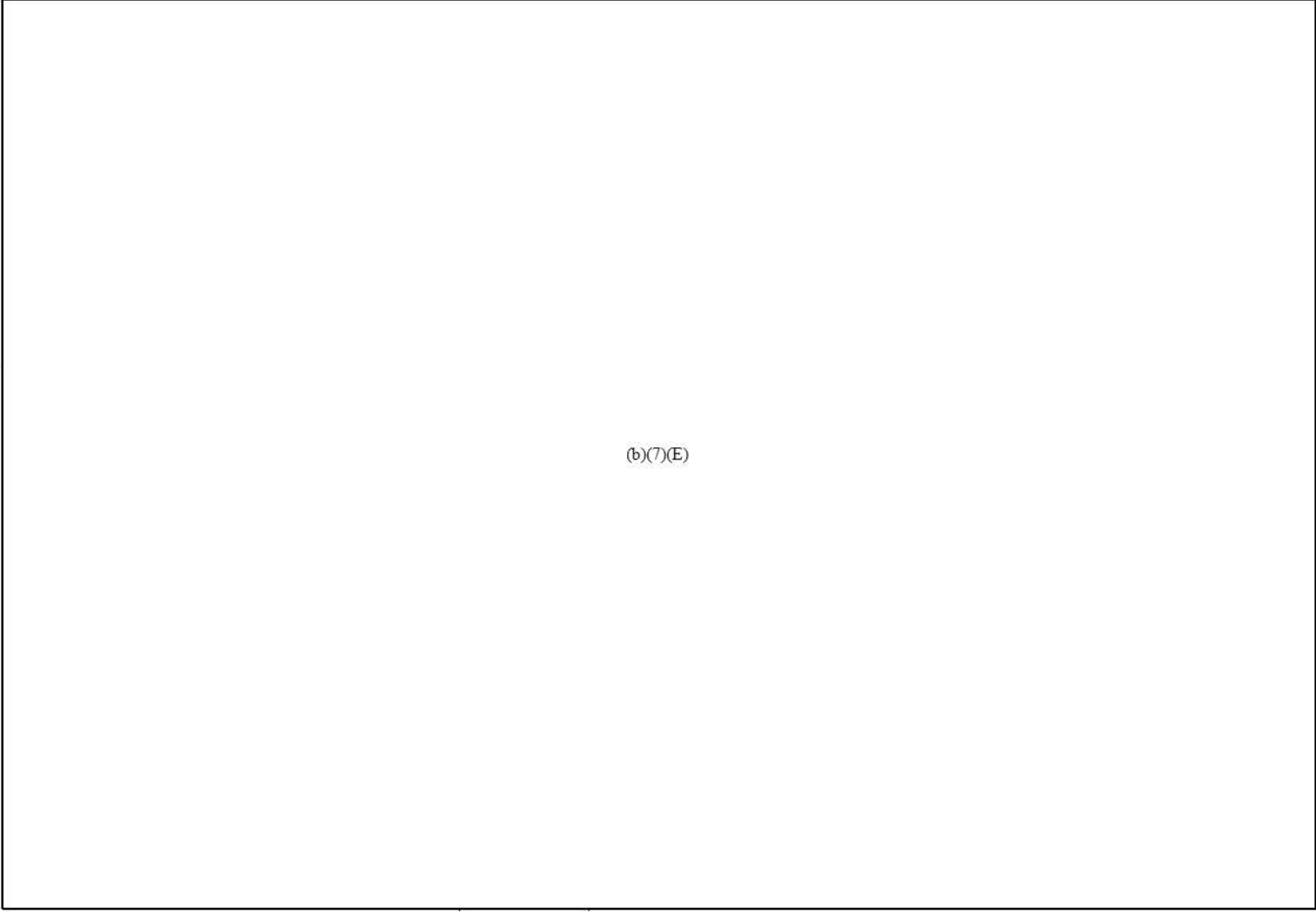
(b)(7)(E)

Residence Security Guidelines



(b)(7)(E)

Aircraft Seating Guidelines



(b)(7)(E)

Advances

Inquiries concerning itineraries and site information should be made with the DOC. Under no circumstances should an Lead 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 Lead Advance Agent and the DOC/CNOS. The 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 Lead Advance Agent will coordinate room reservations with the center. (b)(7)(E)

(b)(7)(E)

(b)(7)(E)

EQUIPMENT COORDINATOR GUIDELINES

The following guidelines for Campaign 2012 Equipment Coordinators are provided in an attempt to standardize their utilization during the campaign.

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

(b)(7)(E)

The Equipment Coordinator will be utilized at the direction of the Detail Leader.

(b)(7)(E)

The Equipment Coordinator's work hours will be determined by the Detail Leader and maintained on the work schedule.

(b)(7)(E)

(b)(7)(E)

Shift (standard equipment)

(b)(7)(E)

Equipment Coordinator (standard equipment kit)

(b)(7)(E)

(b)(7)(E)

The Equipment Coordinator will be responsible for the maintenance of the detail issued equipment and replacement of vital equipment when necessary.

The Equipment Coordinator will submit an SSF 1852, Special Time and Attendance Worksheet, to the Detail Leader for signature and return it to the Special Agent in Charge (SAIC) at his/her post of duty (POD). He/she will also submit an SSF 3200 to the SAIC at his/her POD upon return to the duty station.

Each Equipment Coordinator will be issued a cell phone for use while traveling with the detail.

Equipment Coordinators are encouraged to call PST (b)(6); (b)(7)(C) or PST (b)(6); (b)(7)(C) (b)(6); (b)(7)(C) if they have any questions or concerns.

(b)(7)(E)

(b)(7)(E)

GUIDELINES

(b)(7)(E)

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 USSS (b)(7)(C) (b)(7)(D) 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 (b)(7)(C) (b)(7)(D) Leader's SSF 1852, Special Time and Attendance Worksheet, will be signed by his/her respective Special Agent in Charge (SAIC)/Resident Agent in Charge (RAIC), or appropriate detail supervisor.

FSA's assigned to (b)(7)(E) 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). Refer to the Protective Operations Manual, section CNO-06, Federal Special Agents (FSAs).

Travel Advances

Travel advances for FSAs will be the responsibility of their own agencies. The USSS 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 Logistics Resources Center (LRC). Electronic tickets will be utilized.

Hotels

Hotel bills for FSA personnel will be handled in the same manner as for USSS personnel. The U.S. Immigration and Customs Enforcement (ICE) Responsibility Center (RC) code (UCS) should be indicated on the individual hotel folio, as appropriate.

Rental Vehicles

(Refer to CNO-03, Communications.)

If a problem arises at the rental counter, the rental agent should call (b)(7)(E) immediately at (b)(6); (b)(7)(C)

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

Travel Vouchers

All FSAs will submit their travel vouchers through their respective agencies using standard General Services Administration (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 the Financial Management Division (FMD) with a copy forwarded to CNOS.

TRANSPORTATION

The motorcade advance will be conducted by the Lead Advance Agent, unless the United States Secret Service (USSS) local field office provides a Transportation Advance Agent, (refer to Protective Operations Manual sections, OPO-03, Advance – General Information, OPO-06, Site Security, OPO-07, Motorcades, and CNO-02(01), Advance – General Information).

Route Security

Presidential Nominee

(b)(7)(E)

All Others

(b)(7)(E)

Motorcade Alignment

(b)(7)(E)

Candidates or Vice Presidential (VP) Nominees

(b)(7)(E) **Car**

(b)(7)(E)

(b)(7)(E) **Car**

(b)(7)(E)

(b)(7)(E) **Vehicle**

(b)(7)(E)

(b)(7)(E) **Vehicle**

(b)(7)(E)

(b)(7)(E) **Vehicle**

(b)(7)(E)

(b)(7)(E) **Vehicle(s)**

(b)(7)(E)

(b)(7)(E)

Vehicle(s)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

Car

(b)(7)(E)

Presidential Nominee

(b)(7)(E)

Car

(b)(7)(E)

(b)(7)(E)

Car

(b)(7)(E)

(b)(7)(E)

Car

(b)(7)(E)

(b)(7)(E)

Vehicle

(b)(7)(E)

(b)(7)(E)

Vehicle

(b)(7)(E)

(b)(7)(E)

Vehicle

(b)(7)(E)

(b)(7)(E)

Vehicle(s)

(b)(7)(E)

(b)(7)(E)

Vehicle(s)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E) **Car**

(b)(7)(E)

Spouse Detail

(b)(7)(E)

(b)(7)(E)

(b)(7)(E) **Car**

(b)(7)(E)

(b)(7)(E) **Vehicle**

(b)(7)(E)

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, In Case of Accident Card; and
- SSF 4042, Accident Checklist (DPD/CNOS).

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

Any questions regarding motor vehicle accidents should be directed to the DPD/CNOS at (b)(6); (b)(7)(C)

IDENTIFICATION

Campaign 2012 Identification

Identification for Campaign 2012 falls into two categories:

(b)(7)(E)

(b)(7)(E)

System, and

(b)(7)(E)

(b)(7)(E)

Permanent

(b)(7)(E)

(b)(7)(E)

Temporary (b)(7)(E)

(b)(7)(E)

Press/Media Passes and (b)(7)(E)

(b)(7)(E)

Identification Kits

(b)(7)(E)

(b)(7)(E)

Credentials

(b)(7)(E)

Although the Campaign 2012 pin will be the primary credential for the duration of the campaign, the event-specific badges will take precedence as the primary credential during that specific event.

(b)(7)(E)

Credentialing and Access Control

(b)(7)(E)

Sample Hard ID (b)(7)(E) **Color Combinations**

(b)(7)(E)

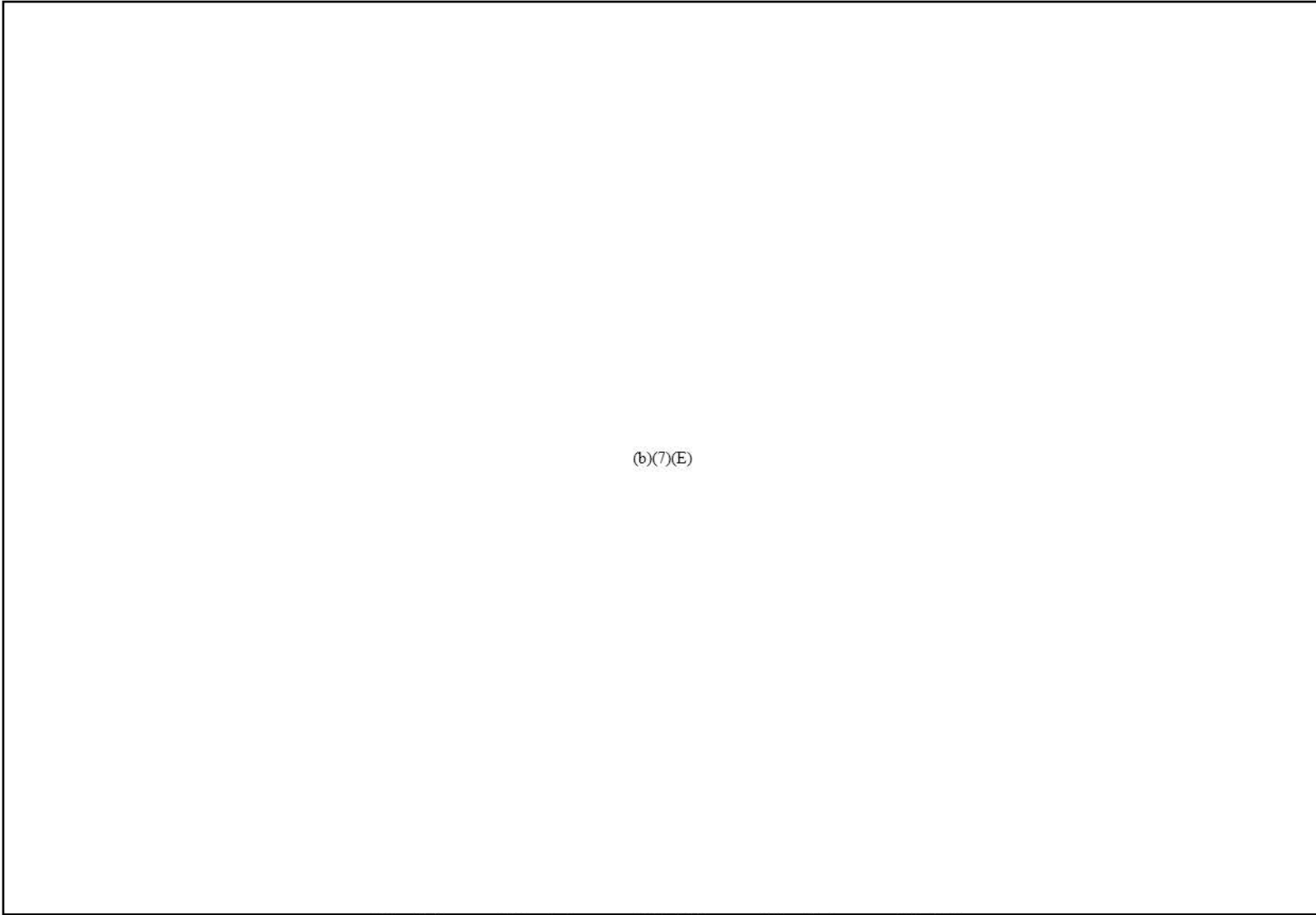
(b)(7)(E)

Sample Hard ID (b)(7)(E) **Color Combinations**

(b)(7)(E)

(b)(7)(E)

Sample (b)(7)(E) **Color Combinations**



(b)(7)(E)

Sample (b)(7)(E) Color Combinations

(b)(7)(E)

(b)(7)(E)

Protectee

(b)(7)(E)

(b)(7)(E)

Staff and Press

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

Federal Special Agent

(b)(7)(E)

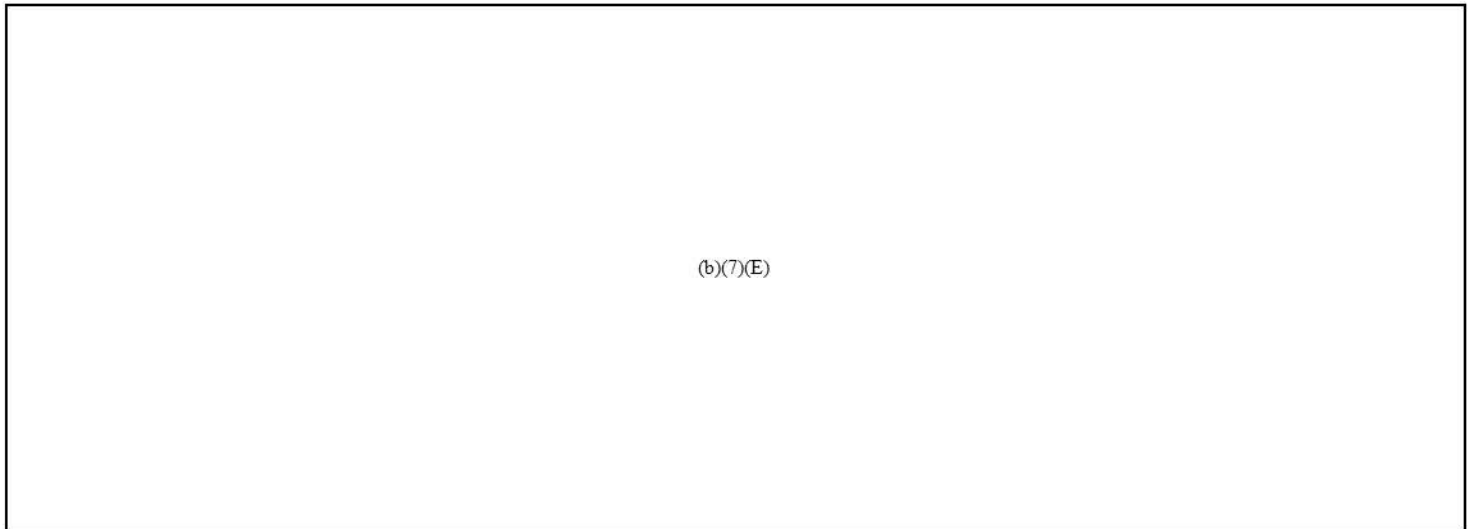
(b)(7)(E)

PRESS

Credentials

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

The following credentialing procedures have been adopted for the 2012 Campaign:



Press Agent

DPD/CNOS will provide a Press Agent to accompany the press, based on the volume of traveling press and the magnitude of the visit. The Press Agent will coordinate press screening procedures with advance (b)(7)(E) personnel and is responsible for maintaining the integrity and control of the press contingent.

In order to maintain the integrity of screened press movements, the Press Agent must remain with the press contingent at all times.

(b)(7)(E)

(b)(7)(E)

EQUIPMENT

General

Each detail will be responsible for assigned accountable property. The Detail Leaders and Equipment Coordinators shall be the accountable property officers.

Equipment Issued

Issued to Traveling Detail

Shift (Standard Equipment)

(b)(7)(E)

*To be requested through Candidate Nominee Operations Center (CNOS) Operations

Issued to Equipment Coordinators

Equipment Coordinator (Standard Equipment Kit)

(b)(7)(E)

Issued to Advance Teams

(b)(7)(E)

Note: All the above items will be loaded in a specially designed hard case.

In addition to the above listed equipment, (b)(7)(E) will be available to the advance teams (from the Dignitary Protective Division (DPD)) as needed.

Issued to (b)(7)(E) Leader

(b)(7)(E)

Equipment Inside DPD/CNOS Vehicles

CNOS (b)(7)(E)

(b)(7)(E)

CNOS Follow Up

(b)(7)(E)

Placed in Command Post/Security Room at Protectee's Permanent Residence

(b)(7)(E)

Available at Each RON Site

(b)(7)(E)

Additional communications support provided is referenced in CNO-03, Communications.

AVIATION POLICIES AND PROCEDURES

Secret Service Air Travel

All airline travel during the 2012 Campaign will be governed by the policies and procedures outlined in the Administrative Manual, section FMD-08(04), Methods of Transportation.

(b)(7)(E)

TSA Security Regulations

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

FAA Aircraft Inspections

(b)(7)(E)

CNOS will provide Liaison Division with the above information. Liaison Division will make the request to FAA and advise CNOS of the results.

(b)(7)(E)

Charter Aircraft

General Policy

(b)(7)(E)

Name Checks for Charter Aircraft Crews

DOC will ensure that names of all crew members of a charter aircraft used by a protectee are submitted for routine name checks. The (b)(7)(E) should immediately submit the names of replacements and/or new crew members.

FAA Air Taxi and Commercial Operator's Certificate

(b)(7)(E)

Co-Pilot Requirement

All aircraft chartered by the USSS 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 USSS. (b)(7)(E)

(b)(7)(E)

General Procedures for Chartering Aircraft

Generally, aircraft are chartered for the USSS by the LRC through (b)(7)(E) An SSF 3037, Charter Usage Report, must be completed at the time the charter request is made. Refer also to the Protective Operations Manual, section OPO-14, Protective Survey Reports and Documents.

Use of Chartered Aircraft by Protectees

Initial Protectee Briefing for Use of Charter Aircraft

(b)(7)(E)

Reimbursements Made by USSS to Candidates/Nominees

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

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

The USSS was further directed to:

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

Notification Procedures for Traveling Aboard Candidate Charters

The Detail Leader is responsible for contacting CNOS to advise of the anticipated use of the candidate's chartered aircraft. The DOC will provide SSF 3037 to CNOS upon termination of chartered aircraft use.

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:

- Unique invoice number;
- Date of Invoice;
- Leg-by-leg breakout of charter;
 - point to point;
 - cost of leg portion to committee;
 - number of seats on charter; and
 - number of USSS personnel on charter; and
- Contact person and telephone number of the billing committee.

The bill should be forwarded for approval to:

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

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

Commercial Aircraft

(Refer to section CNO-09, Detail Guidelines, and Protective Operations Manual section OPO-12, Aviation Policies and Procedures.)

MANAGEMENT OF CAMPAIGN RECORDS

Introduction

In addition to their operational value to United States Secret Service (USSS) officials and planners of future protective events, USSS campaign records may also include materials of historical significance. As such, most campaign records produced by the USSS are considered "permanent" records, and are eventually transferred to the National Archives and Records Administration (NARA) for long term preservation.

This directive describes the applicable protocols related to management of campaign records, and supplements the general records management policies and procedures housed in the Professional Responsibility Manual, sections MNO-06, Records Management, and MNO-07, Records Disposition Schedules.

Campaign Records Retention

Government records, including campaign records, are stored, retained, and transferred in accordance with established records disposition "schedules." A records disposition schedule constitutes the Secret Service's official policy for records retention and disposal protocols, and provides:

- A description of the record(s);
- How long they should be retained; and
- Mandatory instructions on what to do with them when they are no longer needed for current agency business.

Once each schedule is reviewed and approved by NARA, it is incumbent upon all USSS employees to ensure that records placed in their custody are managed according to the provisions of the applicable schedule.

The major classes of records created during a presidential campaign, their descriptions, and their corresponding disposition schedules are summarized in the paragraphs below. (The applicable NARA schedule citation number appears in parentheses.)

Campaign Files

(b)(7)(E)

(b)(7)(E)

Inaugural Activities Files

Contain originals and/or official file copies of correspondence, reports, photograph, maps, and other documentation accumulated in connection with protection afforded during inaugural activities.

a. Records maintained in Headquarters as project files

Disposition: TEMPORARY. Cut off at the end of inaugural activities and send to MNO for destruction when 5 years old. (N1-87-89-1)

b. "Information only" records maintained in Headquarters and field offices

Disposition: TEMPORARY. Cut off at the end of the calendar year. Destroy when 5 years old. (N1-87-89-1)

Establishing Local Filing Systems

Campaign records are divided into two categories: Administrative Files and Protective Survey/Stop Files.

Establishing Administrative Files

MNO will provide each candidate detail and coordinating center with pre-printed Master File Classification Codes (MFCC) file folder labels for establishing administrative files. Blank labels will be provided for additional codes and file folders as required.

Using the set of MFCC labels, create file folders for each of the pre-printed administrative file codes. Position labels on file folders (top or side) according to the type of file cabinet being used. Use a blank label as a continuation of an already established folder.

Establishing Protective Survey/Stop Files

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

1. Using a pre-stamped file folder, annotate across the top of the folder the stop destination, stop date(s) and the protective survey/stop number. The following is an example of protective/stop numbering for the first visit of protectee number 052 to Washington, DC.

Office	Classification Case	Protectee Number	Division Trip	Fiscal Year
--------	---------------------	------------------	---------------	-------------

(b)(7)(E)				
-----------	--	--	--	--

(b)(7)(E)				
-----------	--	--	--	--

(b)(7)(E)

Disposition of Administrative and Protective Survey/Stop Files

(b)(7)(E)

Preparing Administrative and Protective Survey/Stop Files for Transfer/Shipment

Inventory Records

(b)(7)(E)

(b)(7)(E)

Packaging Records

(b)(7)(E)

Shipping

(b)(7)(E)

All administrative and closed protective survey/stop files will be shipped to the address below:

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

All open stop files will be shipped to the address below:

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

Shipment of these boxes will be coordinated by AOD.

(b)(7)(E)

Sample SSF 3283 - Records Inventory Sheet

RECORD INVENTORY

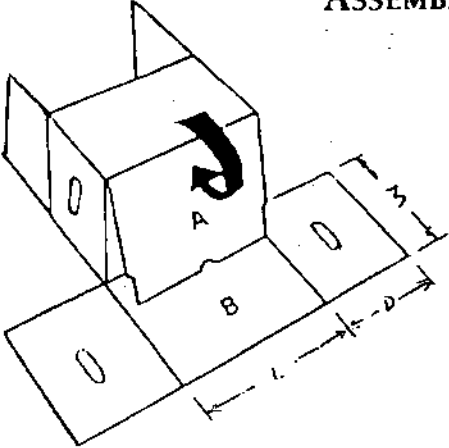
Office:		Total Boxes Shipped:	
Accession Number:		Centre Pointe	FRC - Other
Box Number	File / MFCC Number	Subject	Year
	110.000	Secret Service Recurring Reports	
	110.040	Monthly Reports (To include SSF 1823)	
	115.000	Statistics	
	130.000	Cooperations/Liaison with State & Local Govts.	
	131.000	Cooperation/Liaison with Federal Agencies	
	175.000	Public Relations	
	176.000	Press, Radio, Television, Movies, and Videos	
	176.000	Official Appreciation/Commendation & Sympathy	
	200.030	Manpower Strength and Distribution	
	200.040	Job Related Injuries of Secret Service Empl.	
	200.100	Employee Attendance and Absence	
	203.061	Promotion of Special Agents	
	203.080	Temporary Assignments (To include temporary assignment replacements)	
	203.081	Temporary Assignment Evaluation (SSF 1899)	
	203.090	Reassignments	
	204.000	Pay Administration	
	204.030	Overtime Work 1811 Series	
	204.040	Overtime Work Non-1811 Series	
	207.000	Retirements	
	303.022	Imprest Fund (Third Party Drafts)	
	303.101	SSF 1911 - Report of Oblig. Approved for the the Acquisition of Space, Alt, Equip and Services at Locations Involving Prot Oper	
	400.030	Government Transportation Request	
	400.120	Accommodation, Billing and Certification (Hotel/Motel Accounts)	
	500.000	Procurement Requests and Requisitions	

UNITED STATES SECRET SERVICE

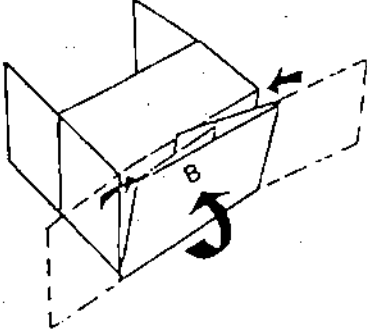
SSF 3283 (04/94)

Sample - Assembling of Federal Records Center Carton

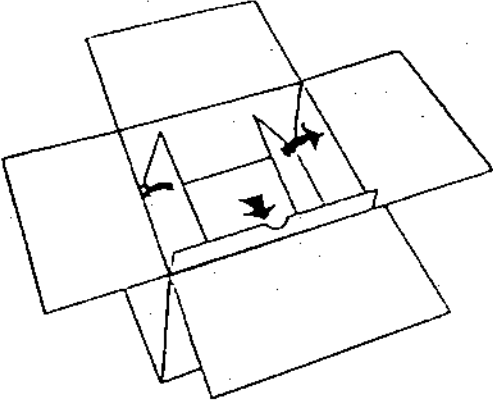
ASSEMBLY INSTRUCTIONS



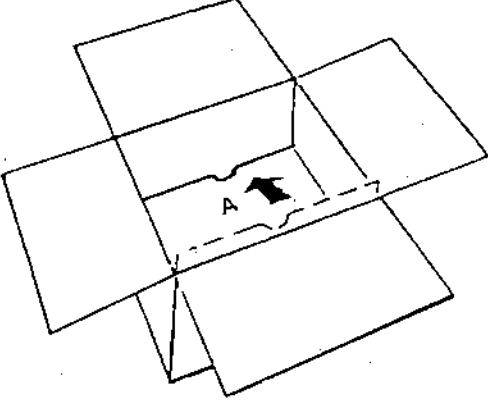
STEP 1. Square up box on its side, and fold flap A inside.



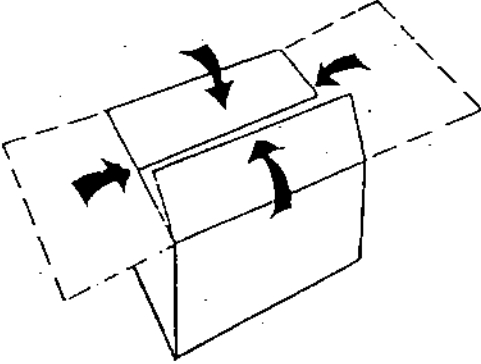
STEP 2. Fold extensions over on flap B, and fold to closed position.



STEP 3. Lift flap A to vertical position, then lift and fold extensions of flap B up against end walls of box.



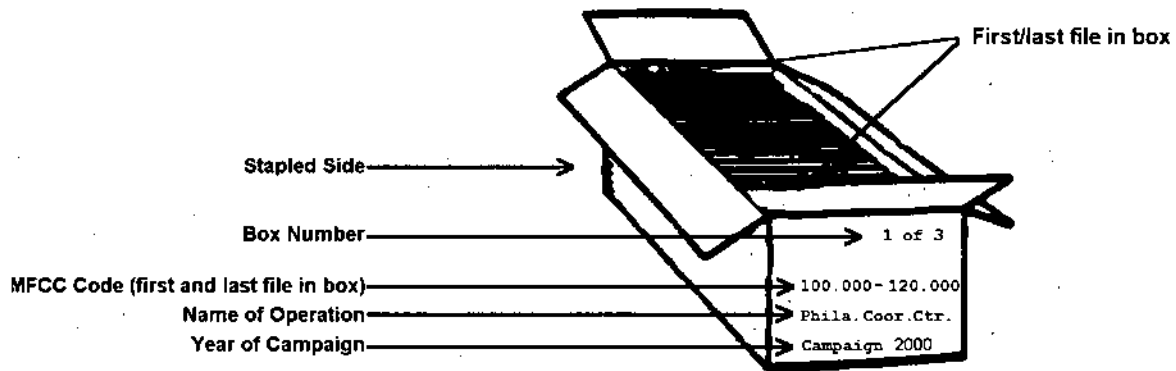
STEP 4. Lower flap A to bottom of box.



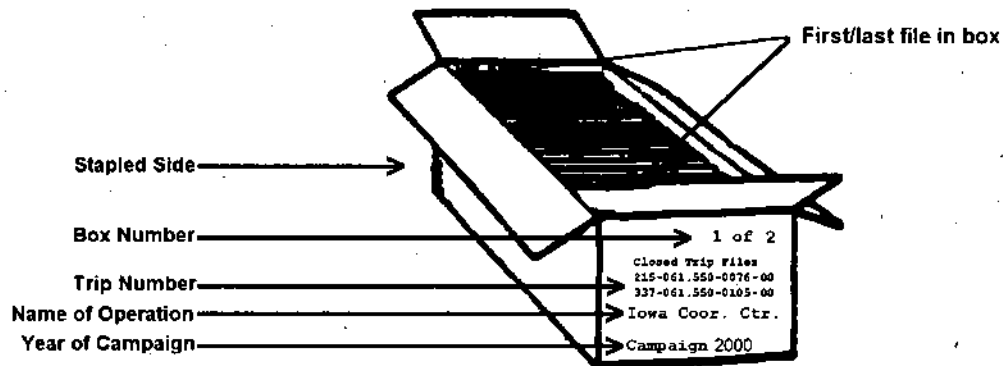
STEP 5. Fold all flaps in (small flaps first, large flaps last).

Sample - Labeling Requirements

ADMINISTRATIVE FILES



PROTECTIVE STOP/SURVEY FILES



TERMINATION PROCEDURES

Termination activities will be coordinated by the Dignitary Protective Division (DPD)/Candidate Nominee Operations Section (CNOS) and the Administrative Operations Division (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 the Assistant Director (AD)-Administration (ADM) 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 the Detail Leader, CNOS, 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 Special Agent in Charge (SAIC), (2.) AD-Office of Protective Operations (OPO), and then (3.) 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), SSF 1911, Request for Space, Alteration, Equipment, and Service at Locations Involving Protective Operations. Separate SSF 1911s should be prepared for other rentals, repairs, purchases, etc., associated with the protectee's owned or leased residence. These SSF 1911s 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 CNO-07, Detail Operations Guidelines and CNO-17, Management of Campaign Records.

Disposition of Campaign Identification

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

(b)(7)(E)

Return to Candidate Nominee Operations Section

If the detail is based in the Washington, DC area, hand deliver the suitcase containing identification, to:

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

If the detail is not based in the Washington, DC area, the suitcase containing the identification should be locked and sent via FedEx to:

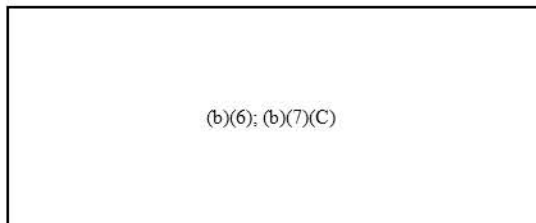
(b)(6); (b)(7)(C)

NOTE: When possible, identification should be hand delivered to DPD.

Disposition of Protective Equipment

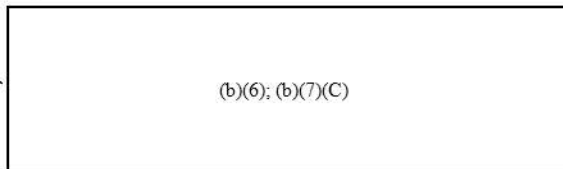
Protective equipment will be turned into the DPD/CNOS Equipment Section or relocated to another detail or coordinating center as directed by a DPD/CNOS representative designated to assist in the termination process.

Details Based in Washington, DC



Details Based Outside Washington, DC

The on-site AOD representative will make the necessary arrangements for shipment of protective equipment to:



Disposition of Technical Equipment

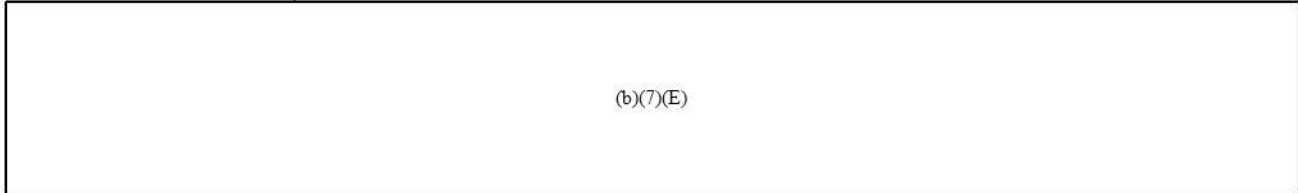
- **Coordinating Centers** - The TSD coordinator will be responsible for removing and returning this equipment to TSD.
- **Detail Operations** - TSD Operations Section will assign personnel to remove locks and alarms. Where appropriate, form SSF 1911 will be utilized for all repair work to be performed to a protectee's residence.

Disposition of Communication Equipment

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:



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:

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

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 the 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 Candidate Nominee Operations Section (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 (b)(7)(C) teams). Field office equipment will be used when possible (i.e., vehicles, command post, etc).

Protective Intelligence and Assessment Division

(b)(7)(E)

Technical Security Division

(b)(7)(E)

Mail Screening

(b)(7)(E)

Military Support

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

Department of Defense

(b)(7)(E)

Explosive Ordnance Disposal (EOD) Teams

(b)(7)(E)

Other Federal Agencies

As in previous presidential campaign cycles, USSS special agent staffing may be supplemented by Federal Special Agents (FSAs) from other Federal agencies, who may be utilized for (b)(7)(E) and residence security. All FSAs utilized will have received eight hours of orientation. (Refer to CNO-06, Federal Special Agents (FSAs), for additional information).

State and City Government Agencies

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