



# Department of Defense INSTRUCTION

NUMBER 3025.19  
November 29, 2011

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USD(P)

SUBJECT: Procedures for Sharing Information with and Providing Support to the U.S. Secret Service (USSS), Department of Homeland Security (DHS)

References: See Enclosure 1

1. PURPOSE. In accordance with the authority in DoD Directive (DoDD) 5111.1 and Deputy Secretary of Defense Memorandum (References (a) and (b)), this Instruction:

a. Establishes policy, assigns responsibilities, and provides procedures for employment of DoD capabilities pursuant to DoDD 3025.13 (Reference (c)) and information sharing in support of the USSS.

b. Specifies the type of information that the Department of Defense shall furnish to the USSS, in support of USSS responsibilities in sections 3056 and 3056A of title 18, United States Code (U.S.C.) (Reference (d)).

c. Supersedes and cancels DoD Instruction 5030.34 (Reference (e)).

2. APPLICABILITY. This Instruction applies to:

a. OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff (CJCS) and the Joint Staff, the Combatant Commands, the Office of the Inspector General of DoD, the Defense Agencies, the DoD Field Activities, and all other organizational entities in DoD (hereinafter referred to collectively as the "DoD Components").

b. Army National Guard and Air National Guard (hereinafter referred to collectively as the "National Guard") personnel when either of the following circumstances applies:

(1) Under Federal command and control.

(2) The Secretary of Defense determines that it is appropriate to employ National Guard personnel in title 32, U.S.C., status to fulfill a request for Defense Support of Civil Authorities, and the Governors of the affected States concur in the employment of National Guard personnel in such a status.

3. DEFINITIONS. See Glossary.

4. POLICY

a. DoD Components providing information to or support to the USSS shall do so in accordance with References (c) and (d), chapter 18 of title 10, U.S.C. (Reference (f)), Public Law 94-524 (Reference (g)), section 1535 of title 31, U.S.C. (Reference (h)), DoD 7000.14-R (Reference (i)), DoDD 5525.5 (Reference (j)), and DoDD 3025.18 (Reference (k)). Requests for support shall be processed expeditiously, with concern for any effect on operational readiness, and with proper evaluation of appropriate reimbursement.

b. All information collected, maintained, used, or disseminated (including sharing) of identification and record data, shall adhere to the requirements and restrictions imposed by the section 552a of title 5, U.S.C. (also known as “The Privacy Act of 1974, as amended” (Reference (l))), as amended and implemented in DoD by DoDD 5400.11 (Reference (m)) and DoD 5400.11-R (Reference (n)), and other Federal laws, Executive orders, and DoD policies.

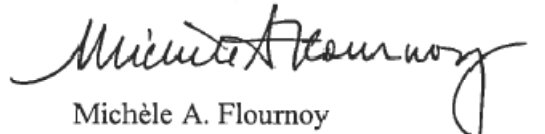
5. RESPONSIBILITIES. See Enclosure 2.

6. PROCEDURES. Enclosure 3 provides basic procedures for employment of DoD explosive ordnance disposal (EOD) and explosive detection dog (EDD) capabilities; Enclosure 4 provides basic procedures for communications support; Enclosure 5 provides procedures for accounting, reporting, and determining reimbursements for protective assistance support; and Enclosure 6 provides procedures for information sharing in support of the USSS.

7. INFORMATION COLLECTION REQUIREMENTS. The report concerning DoD Costs in Support of USSS Protective Duties referred to in section 1 of Enclosure 5 of this issuance is submitted to Congress in accordance with Reference (g) and in coordination with the Office of the Assistant Secretary of Defense for Legislative Affairs (ASD(LA)).

8. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

9. EFFECTIVE DATE. This Instruction is effective upon its publication to the DoD Issuances Website.



Michèle A. Flournoy  
Under Secretary of Defense for Policy

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1. References
2. Responsibilities
3. DoD EOD and EDD Support to the USSS
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5. Accounting, Reporting, and Determining Reimbursements for Protective Assistance Support
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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5111.1, "Under Secretary of Defense for Policy (USD(P)), December 8, 1999
- (b) Deputy Secretary of Defense Memorandum, "Delegations of Authority," November 30, 2006
- (c) DoD Directive 3025.13, "Employment of Department of Defense Resources in Support of the United States Secret Service," October 8, 2010
- (d) Section 3056 and 3056A of title 18, United States Code
- (e) DoD Instruction 5030.34, "Agreement Between the United States Secret Service and the Department of Defense Concerning Protection of the President and Other Officials," September 17, 1986 (hereby cancelled)
- (f) Chapter 18 of title 10, United States Code
- (g) Public Law 94-524, "Presidential Protection Assistance Act of 1976," October 17, 1976
- (h) Section 1535 of title 31, United States Code
- (i) DoD 7000.14-R, "Department of Defense Financial Management Regulations (FMRs)," Volumes 1-15, current edition
- (j) DoD Directive 5525.5, "DoD Cooperation with Civilian Law Enforcement Officials," January 15, 1986
- (k) DoD Directive 3025.18, "Defense Support of Civil Authorities (DSCA)," December 29, 2010
- (l) Section 552a of title 5, United States Code (also known as "The Privacy Act of 1974, as amended")
- (m) DoD Directive 5400.11, "DoD Privacy Program," May 8, 2007
- (n) DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007
- (o) DoD Directive S-5210.36, "Provision of DoD Sensitive Support to DoD Components and Other Departments and Agencies of the U.S. Government," November 6, 2008
- (p) Public Law 104-208, "Omnibus Consolidated Appropriations Act, 1997" September 30, 1996
- (q) DoD 5240.1-R, "Procedures Governing the Activities of DoD Intelligence Components That Affect United States Persons," December 1982
- (r) DoD Directive 5105.77, "National Guard Bureau (NGB)," May 21, 2008
- (s) DoD Directive 5200.31E, "DoD Military Working Dog (MWD) Program," August 10, 2011
- (t) DoD 1338.10-M, "Manual for the Department of Defense Food Service Program," November 22, 1978
- (u) Joint Federal Travel Regulations, Volume 1, "Uniformed Service Members," current edition
- (v) Joint Travel Regulations, Volume 2, "Department of Defense Civilian Personnel," current edition
- (w) Section 202 of title 3, United States Code
- (x) DoD Directive 5200.27, "Acquisition of Information Concerning Persons and Organizations not Affiliated with the Department of Defense," January 7, 1980

ENCLOSURE 2

RESPONSIBILITIES

1. ASSISTANT SECRETARY OF DEFENSE FOR HOMELAND DEFENSE AND AMERICAS' SECURITY AFFAIRS (ASD(HD&ASA)). The ASD(HD&ASA), under the authority, direction, and control of the Under Secretary of Defense for Policy (USD(P)), shall

a. Evaluate and submit for decision all USSS requests for support to the Secretary of Defense or his designee, except as noted in Enclosure 3 of Reference (c). The evaluation shall consider, but not be limited to, the legality, lethality, risk, cost, appropriateness, and readiness.

b. Coordinate requests for support to and information sharing with the USSS with appropriate OSD officials and the heads of appropriate DoD Components.

c. Consult with other Federal departments and agencies regarding DoD support to the USSS, as appropriate.

d. Develop, coordinate, and oversee DoD support to the USSS.

e. In coordination with the CJCS:

(1) Oversee the management and implementation of DoD support to and information sharing with the USSS.

(2) Monitor the activation, deployment, and employment of DoD personnel, facilities, and other capabilities involved in DoD support to and information sharing with the USSS.

f. Coordinate with the General Counsel of the Department of Defense (GC, DoD) to ensure DoD support to and information sharing with the USSS is consistent with applicable law, Executive orders and other presidential directives, and DoD policy.

g. Coordinate with the Assistant Secretary of Defense for Public Affairs (ASD(PA)) to ensure information relating to support to and information sharing with the USSS receives appropriate dissemination using all approved media.

h. Represent DoD equities with other Federal agencies, State and local authorities, and non-governmental organizations regarding DoD support, including but not limited to manpower, equipment, and other DoD capabilities.

i. Manage, in conjunction with the Under Secretary of Defense (Comptroller) (USD(C))/Chief Financial Officer (CFO), Department of Defense, fiscal policy regarding support to the USSS, including development of memorandums of agreement (MOAs) or understanding with the USSS regarding reimbursement.

j. Coordinate with the Assistant Secretary of Defense for Reserve Affairs (ASD(RA)) on all requests for assistance (RFAs) that may require the employment of Reserve Component personnel and capabilities in support of the USSS.

k. Coordinate with Chief, National Guard Bureau (NGB), through the Secretary of the Army or Secretary of the Air Force, on all RFAs that may require the employment of National Guard personnel and capabilities in support of the USSS.

2. UNDER SECRETARY OF DEFENSE FOR INTELLIGENCE (USD(I)). The USD(I), in addition to the responsibilities in section 10 of this enclosure, shall:

a. Provide advice to the ASD(HD&ASA) regarding support to the USSS that includes sensitive support (in accordance with DoDD S-5210.36 (Reference (o))), intelligence, counterintelligence, cover, and security.

b. Provide advice to the ASD(HD&ASA) regarding support to the USSS that includes the employment of military working dogs (MWDs) with explosive detection capability.

3. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R), in addition to the responsibilities in section 10 of this enclosure and in coordination with the CJCS, shall provide advice to the ASD(HD&ASA) regarding the potential effects of fulfilling RFAs on the readiness of both the Active and Reserve Components.

4. ASD(RA). The ASD(RA), under the authority, direction, and control of the USD(P&R), shall advise the ASD(HD&ASA) on the potential effect on Reserve Component readiness and the most effective use of the Reserve Components for fulfilling RFAs.

5. USD(C)/CFO. The USD(C)/CFO, in addition to the responsibilities in section 10 of this enclosure, shall:

a. Provide criteria, consistent with Enclosure 5, to the DoD Components concerning accounting, reporting, and reimbursements regarding support to the USSS.

b. Provide ASD(HD&ASA) advice on the effect of DoD support to the USSS on DoD budget and financial resources.

6. ASSISTANT SECRETARY OF DEFENSE FOR NETWORKS AND INFORMATION INTEGRATION/DoD CHIEF INFORMATION OFFICER (ASD(NII)/DoD CIO). The ASD(NII)/DoD CIO shall inform all appropriate organizations (at a minimum, security, law enforcement, investigations, intelligence, and counterintelligence activities) of the immediate and direct reporting requirements of Enclosure 6 for information sharing with the USSS.



7. DIRECTOR, DEFENSE INFORMATION SYSTEMS AGENCY (DISA). The Director, DISA, under the authority, direction, and control of the ASD(NII)/DoD CIO and in addition to the responsibilities in section 10 of this enclosure, shall provide communications support to the USSS in accordance with Reference (g) and section 8100 of Public Law 104-208 (Reference (p)) and the procedures in section 2 of Enclosure 4.

8. GC, DoD. The GC, DoD, shall provide legal counsel to the ASD(HD&ASA) on DoD support to and information sharing with the USSS.

9. ASD(PA). The ASD(PA) shall provide the ASD(HD&ASA) advice on matters pertaining to news releases that may involve DoD support to the USSS.

10. HEADS OF THE OSD AND DoD COMPONENTS ENGAGED IN SUPPORTING THE USSS. The Heads of the OSD and DoD Components engaged in supporting the USSS shall:

a. Designate and maintain an office of primary responsibility (OPR) for support to and information sharing with the USSS, provide this OPR designation and contact information to the CJCS within 60 days of the publication of this Instruction, and provide updates to this information within 30 days should the OPR change.

b. Dedicate appropriate capabilities consistent with DoD policies, goals, and objectives to implement this Instruction (e.g., personnel, equipment, and information sharing).

c. Comply with and disseminate throughout their Components the guidance issued by the ASD(HD&ASA) pursuant to section 1 of this enclosure.

d. Review training and operational programs to determine how and where assistance can best be provided to the USSS consistent with the responsibilities in this enclosure.

e. Issue implementing documents incorporating the guidelines and procedures in this Instruction, including:

(1) Procedures for prompt transfer of relevant information to law enforcement agencies.

(2) Procedures for establishing local points of contact in subordinate commands for coordination with Federal, State, and local civilian law enforcement officials.

(3) Guidelines for evaluating RFAs in terms of their impact on national security and military readiness and for providing such evaluations to the CJCS.

f. Inform the CJCS of all RFAs and requests for information (RFIs) from the USSS, if not received directly from the DoD Executive Secretary (ExecSec); or if an RFA or RFI is received for a single capability for which the Head of a DoD Component is the OPR or serves as a DoD

Executive Agent. This does not apply to routine USSS requests to law enforcement and criminal investigative organizations of DoD Components for information or investigative assistance regarding current or past DoD affiliated personnel.

g. Ensure DoD support to the USSS that includes support from defense intelligence components complies with DoD 5240.1-R (Reference (q))

11. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments, in addition to the responsibilities in section 10 of this enclosure, shall

a. Select and provide qualified communications personnel to support the USSS in a manner that minimizes the impact on operational readiness.

b. Designate an OPR to coordinate the administrative and logistical support required to ensure the availability of qualified communications personnel, and to coordinate the specific skill qualifications and other selection criteria with DISA.

c. Administer financial responsibilities for DoD support to the USSS as required by law or DoD policy, including reimbursement requirements, as applicable.

12. CJCS. The CJCS, in addition to the responsibilities in section 10 of this enclosure, shall:

a. Provide planning guidance to the Heads of the DoD Components for whom support to the USSS may require the employment of military forces or centralized command and control.

b. Review all requests for DoD support to the USSS, and advise the ASD(HD&ASA) on the effect the requested support will have on readiness and military operations.

c. Prepare, staff, and issue orders and messages approved by proper authority on DoD support to the USSS.

d. Issue guidance to the Combatant Commanders and the Joint Staff on the implementation of this Instruction.

e. Maintain sufficient staff to manage the day-to-day operational aspects of DoD support to the USSS.

f. Provide cost estimates of DoD support to the USSS that is under consideration for approval by the Secretary of Defense to the ASD(HD&ASA), as requested. Cost estimates are developed with the assistance of the DoD Components.

g. Establish and maintain effective liaison with the DoD Components for the timely exchange of information related to support of the USSS.

13. COMMANDERS OF THE COMBATANT COMMANDS. The Commanders of the Combatant Commands, in addition to the responsibilities in section 10 of this enclosure and through the CJCS, as appropriate, shall:

- a. Provide DoD support to the USSS in accordance with approved requests and instructions.
- b. Develop operational policies, plans, and procedures to support the provisions of this Instruction.
- c. Implement the provisions of this Instruction in appropriate training and exercises.
- d. When designated as a supported commander, coordinate with supporting military components all reimbursement for assistance provided pursuant to this Instruction.
- e. Advocate for necessary capabilities and requirements through the Joint Requirements Oversight Council, subject to Reference (k), and the planning, programming, budgeting, and execution process.

14. COMMANDER, UNITED STATES NORTHERN COMMAND (CDRUSNORTHCOM). The CDRUSNORTHCOM, in addition to the responsibilities in sections 10 and 13 of this enclosure, shall coordinate EOD missions for USSS support in accordance with Reference (c).

15. CHIEF, NGB. The Chief, NGB, in accordance with DoDD 5105.77 (Reference (r)), in addition to the responsibilities in section 10 of this enclosure, shall:

- a. Serve as the channel of communications for all matters pertaining to the National Guard between DoD Components and the States.
- b. Report National Guard special event support of civil authorities or qualifying entities when using Federal resources, equipment, and funding to the National Joint Operations and Intelligence Center.
- c. Serve as an advisor to the Combatant Commanders on National Guard matters pertaining to the combatant command missions, and support planning and coordination for DoD support of special events as requested by the CJCS or the Combatant Commanders.
- d. Ensure that National Guard appropriations are appropriately reimbursed for support to the USSS.
- e. Advocate for needed capabilities for support to the USSS.
- f. Develop, in accordance with Reference (r) and in coordination with the Secretaries of the Army and Air Force and the ASD(HD&ASA), guidance regarding this Instruction as it relates to National Guard matters.

ENCLOSURE 3

DoD EOD AND EDD SUPPORT TO THE USSS

1. GENERAL

a. As appropriate, amplifying procedures by the Heads of DoD Components and the ASD(HD&ASA) shall be published separately and released consistent with Reference (c) and DoDD 5200.31E (Reference (s)).

b. The ExecSec (unless otherwise specified in Enclosure 3 of Reference (c)) has overall responsibility for non-routine RFAs. National Special Security Event (NSSE) and Special Event Assessment Rating (SEAR) RFAs will be considered non-routine and coordinated through the ExecSec and the ASD(HD&ASA).

2. MILITARY DEPARTMENT CAPABILITIES

a. Capabilities assigned under the tactical control of the Combatant Commands shall be coordinated with supporting Service component commanders. In those instances when DoD support to the USSS is of such magnitude as to limit the mission capability of the Combatant Commands, the Secretaries of the Military Departments, in coordination with the CJCS, shall provide another sourcing solution.

b. The Secretary of the Air Force has overall responsibility for non-routine MWD support missions in accordance with Reference (c). Refer to Reference (s) for overall policy pertaining to MWD.

c. Each Military Department providing support shall accumulate and report the full costs of its support to the USSS in accordance with the guidance in Enclosure 5.

d. The Secretaries of the Military Departments shall ensure that reimbursement from the USSS is arranged in advance of providing support.

3. EOD CREDENTIALS

a. Military Departments will notify the U.S. Northern Command (USNORTHCOM) Joint EOD (JEOD) Very Important Persons Protection Support Activity (VIPPSA) of lost EOD credentials or blank credential forms.

b. EOD credentials, DD Form 2335, "Explosive Ordnance Disposal Technician Credentials," may be requested from:

J3 (ATTN: JEOD VIPPSA)  
JFHQ-NCR / MDW

103 Third Avenue SW  
Fort Leslie J. McNair, D.C. 20319

c. USNORTHCOM JEOD VIPPSA shall issue EOD credentials only to qualified EOD personnel to identify the bearers as EOD technicians assigned and authorized to support the USSS.

d. USNORTHCOM JEOD VIPPSA shall ensure stringent control of and accounting for EOD credentials.

(1) Because of the access given to a person with EOD credentials, EOD personnel shall use or carry these credentials only when on a USSS support detail.

(2) When not in use, local units shall protect and store EOD credentials in the same manner as material classified as Confidential.

4. INQUIRY RESPONSE. In response to specific inquiries, the ASD(PA) may acknowledge that the Department of Defense is providing EOD or EDD support to the USSS; however, only the USSS may provide specific information in response to inquiries. News queries directed to DoD subordinate elements shall be referred to the ASD(PA).

5. JOINT STAFF SUPPORT TO USSS OPERATIONS. The Director, Joint Staff, through the Deputy Director for Antiterrorism and Homeland Defense (J-34), shall:

a. Request Military Department support, as appropriate, and designate Combatant Command responsibility for DoD military support to USSS operations, unless a Military Department has already been designated pursuant to paragraph 2.b. or section 6. of this enclosure or Enclosure 3 of Reference (c).

b. Ensure that USSS requests for DoD support received outside of normal duty hours are promptly provided to the ExecSec, or designee, and that the departments and commands concerned are alerted of the impending requests.

c. Provide the ExecSec and the ASD(HD&ASA) with information on the action taken on each USSS request for DoD EOD or EDD support in accordance with section 1 of this enclosure.

6. EOD SUPPORT. The CDRUSNORTHCOM, through the CJCS:

a. Is responsible for EOD support missions in accordance with Reference (c).

b. Provides appropriate guidance for assigned EOD forces and for Military Department forces temporarily under the tactical control of CDRUSNORTHCOM.

ENCLOSURE 4

COMMUNICATIONS SUPPORT TO THE USSS

1. PURPOSE. This enclosure provides procedures for DoD communications support to the USSS, in accordance with the USSS responsibilities in section 3056A of Reference (d).

2. PROCEDURES

a. DISA. DISA shall serve as the sole authorized DoD activity, except for support provided by the White House Communications Agency, to coordinate approved communications missions for the USSS, and in this capacity shall:

(1) Provide communications support to the USSS pursuant to approved RFAs, in coordination with the ExecSec and the ASD(HD&ASA) and in accordance with current administrative and financial processes for such support.

(2) Validate that USSS officials requesting support are authorized to request that support.

(3) Select the DoD resources (equipment, personnel, etc.) to respond to specific requests and in doing so make every effort to apportion mission assignments equitably among the Military Departments. Direct and control the deployment of technical support personnel and equipment to protective mission destinations.

(4) Arrange for or provide the necessary administrative and logistical support to effectively accomplish assignments. Facilitate specialized communications training in coordination with the USSS and the Military Departments to ensure continuity of qualified personnel.

(5) Document every mission request to ensure that it accurately reflects the requesting and approving authority.

(6) Manage reimbursement of funds from the USSS for all mission support. Ensure the full cost of communications support to the USSS is accumulated and reported in accordance with Enclosure 5.

b. Military Departments. The Military Departments shall:

(1) Select and provide qualified communications personnel in a manner that minimizes the impact on operational readiness.

(2) Establish an OPR to coordinate the administrative and logistical support and to ensure availability of qualified communications personnel. The specific skill qualifications and other selection criteria shall be coordinated with DISA.

ENCLOSURE 5

ACCOUNTING, REPORTING, AND DETERMINING REIMBURSEMENTS FOR  
PROTECTIVE ASSISTANCE SUPPORT

1. GENERAL. This enclosure specifies the criteria for accounting and reporting DoD support to USSS protective functions and for determining and billing the reimbursable portion of such support in accordance with Reference (i). Questions and recommended solutions or changes to the guidance herein shall be referred to the ASD(HD&ASA), or designee, for consideration.

2. ACCOUNTING

a. General. When DoD capabilities (e.g., services, equipment, and facilities) are used to support USSS protective functions, the full cost incurred by the Department of Defense shall be tracked. Each request for DoD support by the USSS shall be treated as a separate task and accounted for separately. The cost of the support rendered or made available pursuant to a USSS request is to be determined and accumulated regardless of whether the support is on a permanent, temporary, reimbursable, or non-reimbursable basis.

b. Documentation. As a part of the normal administrative control procedures, a copy of the USSS request or a statement of the requested support and the official approval shall be retained by the organization providing the support. In addition, the approval document or file shall be annotated to identify the protectees (i.e., the persons designated by the USSS for protection) as well as the dates and locations of the support and the DoD capabilities employed in providing such support.

c. Accounting System. The system used to account for the cost of support to the USSS need be no different from the system used for normal administration and control of capabilities. This could be a manual or automated system. When the accounting system used has the capability to accumulate and distribute the indirect costs incurred in providing the support, including the indirect costs for overall management of the activity (e.g., an industrial fund activity), that system should be used to accumulate the indirect costs. For current financial management guidance, see Reference (i).

(1) When the existing accounting system can be modified efficiently and in a timely manner to provide for a systematic and rational indirect costing process that would be beneficial in the day-to-day operations of the activity, this action should be taken.

(2) If there is no other recurring or significant use for an accounting system that can separately identify direct and indirect costs, the comptroller of the DoD Component concerned shall establish a cost finding system for activities providing support to the USSS.

(3) The system shall include, at a minimum:



(a) Adequate internal controls and criteria by which to distinguish direct from indirect costs.

(b) Specific guidance for classifying by expense pools and local indirect costs, and for developing an annual local overhead rate.

(c) Criteria for developing and disseminating an annual rate for general and administrative expenses and any other allocable non-locally incurred expenses.

(4) Costs shall be assigned to each task as outlined in this paragraph and subparagraphs (these are minimum requirements). Equivalent practices or methods that are more accurate and include all of the same cost elements may be substituted. Actual costs shall include all direct costs attributable to providing such goods or services regardless of whether DoD expenditures are increased. Actual costs shall also include indirect costs (overhead) if the personnel, equipment, aircraft, and supplies are provided for USSS benefit.

(a) Military personnel costs shall be based on hours worked multiplied by the officer or enlisted hourly rate (calculated on the annual composite standard rates as determined by the Military Departments) accelerated to cover leave, holiday, and certain other personnel costs (e.g., pay and allowances). The acceleration factors prescribed in Reference (i) shall be used. See Appendix to Enclosure 5 for costing out formats.

(b) Civilian personnel costs shall be based on hours worked multiplied by the employee's basic hourly rate accelerated to cover leave and Government contributions. When the accounting system for civilian personnel costs does not determine acceleration factors, the factors prescribed in Part II of Chapter 26 of Addendum 3 to Reference (i) shall be used.

(c) Subsistence provided by appropriated fund dining facilities shall be costed at the meal rates in DoD 1338.10-M (Reference (t)). The surcharge shall be applied to all meals to ensure full costing for food preparation and service and for raw food costs.

(d) Quarters provided shall be costed by the furnishing activity. (Civil engineer or public works department records and housing office records shall be used to make an estimate of costs.) Costs shall be based on the net payments made by the quartered DoD personnel, such as visiting officer quarters payments.

(e) Personnel travel, transportation, per diem, and other authorized personnel expenses, other than those accumulated in accordance with subparagraphs 2.c.(4)(c) and 2.c.(4)(d) of this enclosure, shall be costed at the entitlement amounts authorized by the Joint Federal Travel Regulations, Volumes 1 and 2 (References (u) and (v)). Actual payment vouchers shall be used whenever available.

(f) Transportation of supplies, materials, and equipment shall be costed at amounts payable or paid, or based upon estimates if payable amounts are unavailable. Transportation rates should be requested from the Commander, Surface Deployment and Distribution Command, in order to make reasonable estimates.

(g) Consumable materials and supplies shall be costed at the standard catalog price.

(h) Loaned plant and equipment (investment items other than aircraft) shall be costed based on computing an annual rent, which will be the sum of the annual depreciation plus interest on the investment. The amount of interest on the investment is determined by applying the interest rate to the net book value, which is the acquisition cost and cost of additions less depreciation. The interest rate published in Reference (i) (currently at a 10 percent annual rate) shall be used.

(i) Contractual services shall be costed at the acquisition price for the goods or services provided, plus the cost of any related contract administration.

(j) DoD fixed-wing aircraft usage shall be costed at Government rates. Helicopter usage shall be costed at the Government rate published annually by the USD(C)/CFO. Rates for any aircraft not listed in these documents shall be furnished upon request by

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SAF/FMB  
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Washington, DC 20330-5018

(k) Motor vehicle usage shall be costed at the average rate per mile, obtainable from the latest motor vehicle report of the DoD Component, which is prepared in accordance with Chapter 1 of Volume 11A of Reference (i).

### 3. REIMBURSEMENTS

a. General. Reimbursement shall be in accordance with Reference (i). A summary of the rules for determining the reimbursable amounts to be collected by the DoD Components is found in Reference (i). Consult with the ASD(HD&ASA) to determine applicability of any MOAs or memorandums of understanding with the USSS regarding reimbursement.

(1) Transfer of funds shall be made directly to the appropriate DoD Component through the Intra-Governmental Paying and Collection System.

(2) A bill shall be prepared and submitted for all reimbursable support furnished to the USSS and an accounts receivable record shall be prepared in accordance with Reference (i). Bills should be computed by task on a monthly basis and rendered within 30 days after the end of the month during which the support was provided. When the accumulated amount of the reimbursement during a fiscal quarter is under \$100, the waiver of reimbursement procedure in Reference (i) may be applied.

b. Criteria. These criteria shall be used to determine what support to the USSS is reimbursable:

(1) An authorized USSS official, as determined by the DHS, must have requested the support for the protective mission either verbally or in writing. Requests for permanent support must be in writing. Advise requesting USSS officials that verbal requests should be submitted in writing within a reasonable period of time.

(2) The Secretary of Defense, or designee, must have approved the request either verbally or in writing.

(a) Permanent support tasks are reimbursable.

(b) Temporary support tasks are reimbursable, except for:

1. Support to the USSS in its duties directly related to protecting the President or the Vice President (or other officer immediately next in order of succession to the Office of the President).

2. Support of general-purpose non-protective services ordinarily supplied to the President or Vice President (i.e., the existing un-reimbursed services such as normal communications and transportation that are outside of the protective assignment of the USSS). This support would not be requested separately by the USSS.

c. Documentation. Documentation of USSS requests and the DoD authorization of reimbursements for services shall comply with the criteria in subparagraphs 3.b.(1) and 3.b.(2) of this enclosure. Either the request or approval should classify support as permanent or temporary and, if the latter, whether covered by the exceptions in subparagraph 3.b.(2)(b) of this enclosure. Any support provided to the USSS in carrying out its protective mission at its request that is not exempted is reimbursable. The funding document (i.e., Military Interdepartmental Purchase Request) must be submitted within the first quarter of each fiscal year.

d. Computation

(1) In computing the cost of reimbursable support to be billed, the amount included in the DoD cost accumulation process shall be used, except as limited by subparagraph 3.d.(2) of this enclosure. Each DoD Component shall ensure that its reimbursement computation practices adhere to the fiscal responsibilities specified in Reference (c).

(2) Reimbursable support provided in situations other than that described in subparagraph 2.c.(4) of this enclosure shall include identifiable costs that exceed the costs to the DoD Component for services, equipment, and facilities.

(a) Reimbursable costs include aircraft operation and maintenance, rental car, and travel costs incurred by a DoD Component as a direct result of providing temporary support to the USSS in carrying out its protective functions.

(b) In addition, the costs of improving authorized facilities and acquiring equipment, such as fences and electronic devices, that will be used for protective purposes on a permanent basis are reimbursable.

4. REPORTING. Costs of DoD capabilities expended to support the USSS in carrying out its protective functions shall be accumulated by task. All costs incurred shall be reported in accordance with the formats in the appendix to this enclosure.

Appendix

Formats for Reporting Costs Incurred in Support of USSS Protective Functions

APPENDIX TO ENCLOSURE 5

FORMATS FOR REPORTING COSTS INCURRED IN SUPPORT OF  
THE USSS IN CARRYING OUT ITS PROTECTIVE FUNCTIONS

Figure 1. Summary Format for Reporting DoD Costs in Support of USSS Protective Duties

DoD Component _____ Report date _____			
Total Cost Incurred			
Cost Categories	Temporary Support to President and Vice President (not reimbursable)	All Other Support	Costs Subject to Reimbursement
Personnel Services and Benefits			
Military			
Civilian			
Subsistence and Quarters			
Military			
Civilian			
Travel and Transportation of Personnel			
Military			
Civilian			
Transportation of Things			
Rent, Communications, and Utilities			
Other Services, Supplies, and Materials			
Capital Assets			
Other (Specify)			
Total			
Submit reports to:	OASD(HD&ASA) 2600 Defense Pentagon Washington, D.C. 20301	OCJCS 9999 Joint Staff Pentagon Washington, D.C. 20318	OUS(D)/CFO 1100 Defense Pentagon Washington, D.C. 20301
All costs incurred for DoD support to the USSS for its protective duties pursuant to References (g) and (i) shall be computed in accordance with the costing guidelines managed by Component Heads. Costs shall be compiled in accordance with DoD Component reimbursement guidelines.			

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Figure 2. Detailed Format for Reporting DoD Costs in Support of USSS Protective Assistance

DoD COMPONENT _____									
DETAILED INFORMATION AND COST OF DoD CAPABILITIES USED TO									
SUPPORT USSS PROTECTIVE ASSISTANCE OPERATIONS FOR _____									
Travel Dates	Trip Location	Personnel Services & Benefits <sup>1</sup>	Subsistence & Quarters <sup>1</sup>	Transportation Of Persons	Transportation Of Things	Rent, Communications & Utilities	Other Services & Materials	Capital Assets	Other Specify
		<i>Includes total compensation &amp; benefits</i>							
TOTALS									
<sup>1</sup> Cost must be accumulated and reported separately for military and civilian personnel.									

ENCLOSURE 6

INFORMATION SHARING BETWEEN THE DEPARTMENT OF DEFENSE  
AND THE USSS

1. PURPOSE

a. These procedures arrange for and define the types of information to be furnished by the Department of Defense to the USSS in carrying out its responsibilities in section 3056 of Reference (d) and section 202 of title 3, U.S.C. (Reference (w)). Those procedures requiring actions to be accomplished by the USSS shall be incorporated into a MOA between DHS and the Department of Defense.

b. Requests for information about DoD civilian employees, military personnel, dependents of DoD military personnel, and family members of DoD civilian employees, not covered by paragraph 1.a. of this enclosure, may be provided to the USSS upon request by an appropriate agency official in accordance with Reference (k).

2. DoD SUPPORT TO USSS FOR ITS PROTECTIVE DUTIES

a. In order to enable the USSS to perform its protective duties, both the USSS and Department of Defense may, from time to time, either request information or share it based on potential threats to protectees.

b. The identity or type of USSS protectees shall be supplied to the Department of Defense by the USSS on an individual basis in order to facilitate reimbursement and justify required DoD support. The notifications shall include the identity of the protectee, dates of protective assignment, and other pertinent information such as location and threat information. This notification will normally be made prior to commencement of the protective assignment in accordance with procedures for liaison between the USSS and the DoD Components concerned (e.g., in an execute order regarding an NSSE or in JEOD VIPPSA publications).

3. INFORMATION TO BE FURNISHED BY THE DEPARTMENT OF DEFENSE TO THE  
USSS

a. The Department of Defense shall furnish to the USSS the information in Appendix 1 of this enclosure. Such information shall be supplied by the Department of Defense if it is collected in the normal course of military training or operations and may be relevant to a violation of any Federal law within the jurisdiction of the USSS, in accordance with DoD policy. Efforts by the Department of Defense to elicit or seek such information, to evaluate such information, or to further investigate such information are not contemplated by this Instruction, except upon specific request of the USSS through established channels on a case-by-case basis, and then only on military installations or in overseas areas where U.S. forces are stationed.

b. Excepted information, information originated by another Federal department or agency, which, pursuant to this Instruction, is to be reported by the Department of Defense to the USSS will be so reported unless prohibited by the originating agency. Whenever, in compliance with such a prohibition, information is not reported to the USSS, the Department of Defense will notify the USSS of the existence of such information and the identity of the originating agency. However, information received that is considered to reflect an immediate threat or present danger to any person or facility under USSS protection will be provided to the USSS, and the originating agency will be informed of such action.

#### 4. INFORMATION TO BE REPORTED BY THE USSS TO THE DEPARTMENT OF DEFENSE

a. The USSS will furnish to the Department of Defense, as it comes to USSS attention, information specified in Appendix 2 of this enclosure. Efforts by the USSS to elicit or seek such information, to evaluate such information, or to investigate further such information are not contemplated by these procedures.

b. The provisions concerning excepted information contained in paragraph 3.b. of this enclosure shall apply to the transmission of information by the USSS to the Department of Defense.

c. The USSS will provide any applicable security classification guidance, dissemination, and safeguarding instructions for USSS classified and controlled unclassified information that is released to the Department of Defense.

#### 5. IMPLEMENTATION

a. The USSS and the Department of Defense will maintain an active liaison to ensure the prompt sharing of information required under these procedures for the protection of the President and other protected persons. Furthermore, in order to effect the best possible protection for such persons, the USSS and the Department of Defense will construe the obligations imposed on each in the broadest terms and take such steps as are necessary to ensure that these procedures are carried out. Information pertaining to participation in lawful political opposition to or criticism of policies and decisions of the U.S. Government or officials of the U.S. Government is not desired by the USSS and is not within the purview of these procedures.

b. These procedures shall be incorporated into a separate MOA, which will supersede all prior agreements between the Department of Defense and the USSS with respect to exchanging information for protecting persons. The MOA will be reviewed by DoD and USSS representatives annually, or more frequently as the Department of Defense or the USSS may request, to make certain that they are both practicable and productive. Revisions may be made by the USD(P) and the USSS Director.



c. Information will be protected pursuant to and consistent with law and policy applicable to the type of information being transmitted (e.g., classified, sensitive but unclassified, law enforcement sensitive). In all situations, priority attention shall be given to the preparation and delivery of pertinent information. Information transmitted pursuant to these procedures shall be treated in all respects as sensitive and will not be disseminated outside the receiving agency or department without the expressed consent of the originator (Department of Defense or USSS). The information detailed in Appendix 1 of this enclosure shall be reported to the USSS by the fastest available means or to the closest USSS field office. Written confirmation should follow.

Appendixes

1. Information to be Furnished by the Department of Defense to the USSS
2. Information to be Furnished by the USSS to the Department of Defense

APPENDIX 1 TO ENCLOSURE 6

INFORMATION TO BE FURNISHED BY THE  
DEPARTMENT OF DEFENSE TO THE USSS

A DoD Component that has lawfully collected or obtained information in the normal course of operations will transmit such information to the USSS if the information may be relevant to a violation of any Federal law within the jurisdiction of the USSS and the transmission is consistent with Reference (q) and DoDD 5200.27 (Reference (x)). Information provided will include:

a. Identification Data. To the extent available, the name or names of an individual or group deemed a threat to USSS protectees, including former legal names, aliases, and pseudonyms; address; photograph; physical description; date and place of birth; employment; marital status; and identifying military service numbers, as applicable.

b. Record Data. Files, summaries, or excerpts from DoD files of information concerning an individual or group relevant to References (d) and (g). Types of record data to be reported include:

(1) Information pertaining to a threat, plan, or attempt to physically harm or kidnap the President of the United States, the Vice President of the United States, or other persons being protected by the USSS; the Secretary of Homeland Security; or other high Government officials such as Cabinet members, members of Congress, Justices of the U.S. Supreme Court, foreign heads of state, ambassadors, governors, or mayors.

(2) Information pertaining to threats, incidents, or demonstrations against foreign diplomatic missions (embassies, chanceries, and consulates) in the United States or its territories.

(3) Information concerning instances of the use or attempted use of bodily harm, assassination, or kidnapping as a political weapon both foreign and domestic (including coups or attempted coups).

(4) Information concerning individuals whose actions demonstrate a tendency toward mental and emotional instability, and who display an unreasonable or irreconcilable insistence upon personally contacting, for redress of grievances, the President of the United States, the Vice President of the United States, or other persons being protected by the USSS; the Secretary of Homeland Security; or other high Government officials such as Cabinet members, members of Congress, Justices of the U.S. Supreme Court, foreign heads of state, ambassadors, governors, or mayors.

(5) Information pertaining to terrorists and to their individual and group activities outside the United States, its territories and possessions, or on military installations in the United States.

(6) Information pertaining to the unauthorized ownership or concealment of caches of firearms, explosives, or other paramilitary or military equipment outside the United States, its territories and possessions, or on military installations in the United States, when the circumstances or such ownership or concealment implies a potential threat to a USSS protectee identified in section 2 of this enclosure.

(7) Information pertaining to threatened civil disturbances in the United States or its territories that may require the use of federalized National Guard or U.S. military personnel for maintenance or restoration of public order.

(8) Information pertaining to U.S. citizens or residents who have renounced or indicated a desire to renounce the U.S. Government, who are characterized by:

- (a) Violent, irrational, or suicidal behavior or other emotional instability;
- (b) Violent anti-U.S. sentiment; or
- (c) A propensity toward violence.

(9) DoD personnel or personnel who are being separated, discharged, or retired from the Military Services or from civilian employment in the Department of Defense and who are deemed by competent official authority to constitute a threat to the safety of the President of the United States, the Vice President of the United States, or other persons being protected by the USSS; the Secretary of Homeland Security; or other high Government officials such as Cabinet members, members of Congress, Justices of the U.S. Supreme Court, foreign heads of state, ambassadors, governors, or mayors.

(10) Information pertaining to any individual or group who, because of their activity or behavior, may pose a danger to the President, the Vice President, or any other person being protected by the USSS.

(11) Information regarding the unauthorized access to or appropriation of USSS planning and operational information that describes sensitive or specific protective measures and tactics being implemented by the USSS.

c. Classification Guidance. Guidance regarding the marking, dissemination, and safeguarding of DoD classified and controlled information, as required.

APPENDIX 2 TO ENCLOSURE 6

INFORMATION TO BE FURNISHED BY THE USSS  
TO THE DEPARTMENT OF DEFENSE

Information reported to the Department of Defense by the USSS pursuant to this Instruction will include:

a. Identification Data. To the extent available, the name of an individual or group, including former legal names, aliases, and pseudonyms; address; photograph; physical description; date and place of birth; employment; marital status; and identifying military service numbers, as applicable.

b. Record Data. Files, summaries, or excerpts from USSS files of information concerning an individual or group reportable under the provisions of this enclosure. Types of record data to be reported include:

(1) Information pertaining to individuals or groups who plot, plan, or threaten to do physical harm to the Secretary of Defense, Deputy Secretary of Defense, Secretaries of the Military Departments, or other senior DoD officials.

(2) Information pertaining to and the results of any USSS investigation of military personnel and DoD civilian employees considered to be a threat or potential threat to any person whose protection is a USSS responsibility.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ASD(HD&ASA)	Assistant Secretary of Defense for Homeland Defense and Americas' Security Affairs
ASD(NII)/DoD CIO	Assistant Secretary of Defense for Networks and Information Integration/DoD Chief Information Officer
ASD(PA)	Assistant Secretary of Defense for Public Affairs
ASD(RA)	Assistant Secretary of Defense for Reserve Affairs
CJCS	Chairman of the Joint Chiefs of Staff
DHS	Department of Homeland Security
DISA	Defense Information Systems Agency
DoDD	DoD Directive
EDD	explosive detection dog
EOD	explosive ordnance disposal
ExecSec	Executive Secretary of the Department of Defense
GC, DoD	General Counsel of the Department of Defense
J-34	Deputy Director for Antiterrorism and Homeland Defense
JEOD	joint explosive ordnance disposal
MOA	memorandum of agreement
MWD	military working dogs
NGB	National Guard Bureau
NSSE	national special security event
OPR	office of primary responsibility
RFA	request for assistance
RFI	request for information
SEAR	special event assessment rating
U.S.C.	United States Code
USD(C)/CFO	Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense
USD(I)	Under Secretary of Defense for Intelligence
USD(P)	Under Secretary of Defense for Policy
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

USSS	United States Secret Service
VIPPSA	Very Important Persons Protection Support Activity

PART II. DEFINITION

This term and its definition are for the purpose of this Instruction.

major Presidential and Vice Presidential candidates. Those individuals identified as such by the Secretary of Homeland Security pursuant to section 3056 of Reference (d).