

Army Regulation 1-4

RESC/ARM 25-30, etd April 2004

Administration

# Employment of Department of the Army Resources in Support of the United States Secret Service

Headquarters  
Department of the Army  
Washington, DC  
10 March 1986

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# SUMMARY of CHANGE

AR 1-4

Employment of Department of the Army  
Resources in Support of the United  
States Secret Service

Change 1. The approval authority for support to the Secret Service has been changed from the Special Assistant to the Secretary of Defense to the Executive Secretary of the Department of Defense (para 5). Other minor editorial changes are included.

Administration

**Employment of Department of the Army Resources in Support of the United States Secret Service**

The original form of this regulation was published on 1 October 1979.

This UPDATE printing publishes a Change 1 which is effective 10 March 1986. The portions of the text that are revised by Change 1 are highlighted in this printing.

By Order of the Secretary of the Army:

JOHN A. WICKHAM, JR.  
*General, United States Army*  
*Chief of Staff*

Official:

R. L. DILWORTH  
*Brigadier General, United States Army*  
*The Adjutant General*

**Summary.** This regulation implements DOD Directive 3025.13 dated 13 September 1985. It reduces operational reporting requirements and establishes policy and procedures for accounting and reporting costs incurred in support of the U.S. Secret Service.

**Applicability.** This regulation applies to all Active Army, Army National Guard, and U.S. Army Reserve elements furnishing resources to assist the U.S. Secret Service in the performance of its protective duties.

**Impact on New Manning System.** This regulation does not contain information that affects the New Manning System.

**Internal Control Systems.** This regulation is subject to the requirements of AR 11-2. It contains internal control provisions but does not contain checklists for conducting internal control reviews. These checklists are being developed and will be published at a later date.

**Supplementation.** Supplementation of this regulation and the establishment of forms other than DA Forms are prohibited without prior approval of HQDA(DAMO-ODS), WASH DC 20310-0440.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by the Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested improvements.** The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Operations and Plans. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA(DAMO-ODS), WASH DC 20310-0440.

**Distribution.** Distribution of this issue has been made in accordance with DA Form

12-9A requirements for 1-series publications. The number of copies distributed to a given subscriber is the number of copies requested in Block 4 of the subscriber's DA Form 12-9A. AR 1-4 distribution is D for Active Army, ARNG, and USAR.

**Changes.** Changes to the basic publication will be indicated using the strikethrough and underscore method, and the tint method. Strikethrough indicates material that is being deleted from or changed in the publication. Underscore is one method that is used to indicate new material being added since the previous printing. Tint, or a shaded portion, is another method used to show new material being added to the publication. Tint is also used to show material that has been greatly reorganized since the last printing.

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\*This regulation supersedes AR 1-4, 31 August 1973.

**RESERVED**

## 1. Purpose

This regulation prescribes policy and procedures for providing Army resources in support of the U.S. Secret Service in performing its statutory protective duties.

## 2. Applicability

~~This regulation applies to all Active Army, Army National Guard, and U.S. Army Reserve elements furnishing resources to assist the U.S. Secret Service in the performance of its protective duties. Moved to title page.~~

## 3. Background and authority

The statutory basis for support of the U.S. Secret Service is stated in section 3056, title 18, United States Code (18 USC 3056); Public Law 90-331, dated 6 June 1968; and Public Law 94-524, dated 17 October 1976. In 1968, an Interdepartmental Agreement was negotiated between the Department of Defense (DOD) and the Department of the Treasury specifying procedures to follow to be followed and types of assistance to be provided. DOD Directive 3025.13 establishes DOD policy for executing the Interdepartmental Agreement and assigns responsibilities for furnishing support.

## 4. Persons authorized protection

Secret Service protection is authorized for ~~these~~ the following persons—

- a. The President and members of his immediate family.
- b. The President-elect.
- c. The Vice President or other officer next in line to succeed the President.
- d. The Vice-President-elect.
- e. A former President ~~during his lifetime and his wife and his wife during their lifetimes.~~
- f. The widow of a former President until her death or remarriage. Minor children of a former President until 16 years of age, unless protection is declined.
- g. Major Presidential or Vice Presidential candidates, as determined by the Secretary of the Treasury ~~on~~with the advice of the Congressional Advisory Committee, unless protection is declined. ~~On~~Upon request of the candidate, the spouse of a designated Presidential or Vice-Presidential candidate, beginning not more than 60 days before the general Presidential election.
- h. The visiting head of a foreign government.
- i. At the direction of the President, other distinguished visitors to the United States, and official U.S. representatives on special missions abroad.

## 5. Approving authority

~~The Special Assistant to the Secretary and the Deputy Secretary of Defense or an authorized representative. The Executive Secretary of the Department of Defense must approve requests for U.S. Secret Service support. (See exception in para 10c.)~~

## 6. Types of support

a. The Department of the Army will provide, consistent with Defense priorities, the following resources—

- (1) Medical services.
- (2) Aircraft and crews.
- (3) Explosive ordnance disposal (EOD).
- (4) Criminal investigators.
- (5) Counterintelligence personnel.
- (6) Motor vehicles.
- (7) Communications.
- (8) Other support required ~~to help~~ by the U.S. Secret Service to perform its protective functions.

b. Support may be temporary or permanent. Each request for temporary support must be made by an authorized official of the U.S. Secret Service. Requests for permanent support, or support not directly related to the protective function, must be submitted in writing and signed by the Director or Deputy Director of the U.S. Secret Service.

## 7. Command policy

Persons assigned to support the U.S. Secret Service will be under operational control of the Director, U.S. Secret Service or an authorized representative for the length of their assignments.

## 8. Support responsibilities

Within the Continental United States (CONUS), including Alaska, support will be provided by the appropriate military department. Commanders of unified commands will furnish support in areas within their geographic jurisdiction. In other areas of the world, support requirements will be assigned to a military department or unified command, based on which has the nearest available resources.

## 9. Routine requests (not time sensitive)

a. The Military Assistant to the President (or the Director, U.S. Secret Service) will submit requests for support (except EOD) to the ~~Special Assistant to the Secretary and Deputy Secretary of Defense Executive Secretary of the Department of Defense~~ for approval. Approved requests are then forwarded in the form of requirements through the National Military Command Center (NMCC) to a military department or DOD agency in CONUS, or to a unified command overseas.

b. The Director of Military Support (DOMS), Office of the Deputy Chief of Staff for Operations and Plans, will task the appropriate major command, HQDA agency, or other Army element by telephone or electrical message to provide CONUS support requirements assigned to DA. DOMS will assign each requirement a DA identification number. At the earliest convenient time, the command, agency, or element charged with furnishing the support will contact the designated U.S. Secret Service agency and confirm details of the requirement. Modification of a requirement to perform the mission more effectively is

authorized if the U.S. Secret Service agent agrees.

c. U.S. Secret Service requests for EOD support in CONUS will be made directly to the Explosive Ordnance Disposal Control Center (EODCC) in whose area of responsibility the support is desired. (See also AR 75-15, chap 7.) The EODCC will forward the request telephonically to the Army Operations Center (AOC) for referral to the approving authority. Should the request be disapproved or should supplementary guidance be issued, the AOC will send the disapproval or the guidance through command channels to the EODCC involved. Unless informed otherwise, approval will be assumed and the support will be provided as requested.

d. Routine requests (except EOD) made directly to Army units or commands will not be accepted. The requestor will be referred to the channels specified in a above.

e. The NMCC will assign overseas requirements (including EOD support) direct to the appropriate unified command. Army units and commands overseas will provide support to the U.S. Secret Service according to procedures prescribed by the unified command.

## 10. Urgent requests (time sensitive)

a. CONUS commanders receiving urgent requests directly from the U.S. Secret Service will seek approval of the request if time and events permit. Requests for approval will be sent immediately by telephone through command channels to the AOC. All available information should be reported.

b. Army overseas commanders receiving urgent requests will seek approval through command channels from the proper unified command.

c. Commanders may respond to urgent requests without advance approval; however, approval of ongoing actions will be requested immediately.

## 11. Operational reporting

a. Commands and agencies providing support requested by either routine or urgent procedures will report immediately through command channels by telephone any significant problems or deviations from the approved support request.

b. Serious incidents that evolve from U.S. Secret Service support missions will be reported according to the serious incident report procedures (AR 190-40).

c. Individuals, groups, or organizations communicating a threat against U.S. Secret Service protectees will be reported as directed in AR 190-10.

## 12. Loans of Army property

a. A request from the U.S. Secret Service for the loan of Army property will be processed according to AR 735-5 and AR 700-131. Request channels are given in paragraph 9a.

b. Accountability for Army property loaned to the U.S. Secret Service will be maintained according to AR 735-5.

### 13. Travel and transportation allowances and other expenses

Military and civilian personnel assigned to duty in support of the U.S. Secret Service will be reimbursed in accordance with volumes I and II, Joint Travel Regulations (JTR). Ordinarily, persons on duty at or near their permanent duty stations are not entitled to per diem, except as stated in items 15 and 17, paragraph M4201, JFR. Commanders, therefore, should procure and contract for their transportation, meals, quarters, and other required services. Special allowances will be processed in accordance with AR 75-15, paragraph 7-14.

### 14. Accounting

The full cost of DA resources furnished under an approved U.S. Secret Service request will be accumulated and recorded in the accounting records of the installation and major Army command (MACOM) furnishing the support. The term "full cost" as used in this regulation means both the direct and allocable indirect costs of support furnished the U.S. Secret Service, whether the support is permanent or temporary. Each approved U.S. Secret Service request will be costed separately and a copy (for retention by the command providing the support) will be annotated to identify the official receiving protection and the date, location, and Army resources involved. Costs will be computed as shown below in Table 1.

**Table 1**  
**Computation Table**

**Resource:** Military personnel

**Cost Basis:** Hours worked times an hourly rate. The formula is as follows: Hourly rate = (hourly composite military personnel rate + hourly permanent change of station rate) × (1 + acceleration factors). Use current hourly composite military personnel and PCS rates and acceleration factors in the computation. Acceleration factors are retirement, leave, and holiday pay and other personnel costs.

**Resource:** Civilian personnel

**Cost Basis:** Hours worked times each employee's hourly rate of pay plus applicable current leave and Government contribution factors.

**Resource:** Subsistence (from appropriated fund dining facilities)

**Cost Basis:** Current meal rates. Include per diem surcharges to assure full cost for food preparation and service.

**Resource:** Quarters

**Cost Basis:** Estimates derived from civil engineer or housing authority records. Costs should be net of any payments made by quartered Army personnel.

**Resource:** Travel, transportation, per diem, and other authorized personnel expenses.

**Cost Basis:** Entitled amounts authorized in volumes I and II, JTR. Actual payment vouchers will be used when available.

**Resource:** Transportation of materiel

**Cost Basis:** Actual or estimated amounts payable or amounts paid. Current transportation rates issued by the Military Traffic Management Command will be used.

**Resource:** Consumable materiel

**Cost Basis:** Standard catalog prices.

**Resource:** Loaned plant equipment

**Cost Basis:** Annual depreciation plus interest on investment. Interest is computed at 10 percent of the net book value of the plant or equipment—that is, the acquisition cost plus the cost of additions less accumulated depreciation.

**Resource:** Contractual services

**Cost Basis:** Acquisition price of goods or services plus cost of any related contract administration.

**Resource:** Fixed-wing and rotary-wing aircraft

**Cost Basis:** Prevailing Government rates. If not available, rates can be requested from Comptroller of the Army (HQDA, (DACA-CAA) WASH DC 20310).

**Resource:** Motor vehicle usage

**Cost Basis:** Current average rates per mile.

### 15. Reimbursement

a. Support furnished the U.S. Secret Service under an approved request is reimbursable unless the support is temporary and is directly related to the protection of the President or Vice President (or, in the absence of a Vice President, the officer next in line to succeed the President). Reimbursable support will be limited to identifiable costs over and above the normal operational costs to the supporting command (that is, reimbursable costs will be limited to the incremental costs for the support).

b. The costs of reimbursable support furnished the U.S. Secret Service will be aggregated, totaled and billed each fiscal quarter. Standard Form 1080 will be used for this purpose. A detailed breakout of costs by task will accompany the bill. Billing will be made no later than 45 days after the end of the quarter in which support was furnished. On submission of the SF 1080, an account receivable will be established. Bills will be sent through the MACOM to the Director, U.S. Secret Service, U.S. Treasury Department, 1800 G Street, NW, WASH DC 20223. When the total value of reimbursable support during a quarter is less than \$100, reimbursement will be waived.

### 16. Report of Costs in Support of Secret Service for Protective Assistance (DD-COMP(SA) 1466)

a. The cost of Army resources expended in support of the U.S. Secret Service's protective mission will be accumulated by task. DA Form 4794-R (Report of Costs in Support of Secret Service For Protective Assistance) in figure 1 will be used to report such costs. Separate supporting schedules also will be prepared for each individual receiving protection. (See DA Form 4795-R (Detailed Information and Cost of DOD

Resources Used in Secret Service Protective Assistance For in fig. 2.) DA Form 4794-R and DA Form 4795-R may be locally reproduced on 8-1/2" x 10-1/2" by 11" paper. Copies for local reproduction purposes are located at the back of this regulation.

b. Reports will be prepared semiannually, for the periods ending 31 March and 30 September. They will be sent to arrive at the MACOM headquarters no later than the 15th calendar day following the end of each semiannual reporting periods. MACOMs then will consolidate reports and send them to the Commander, U.S. Army Finance and Accounting Center, ATTN: Department 130, Indianapolis, IN 46249, to arrive by the 25th calendar day (or the next business day) following the reporting periods after the end of each semiannual reporting period.

**FOR OFFICIAL USE ONLY**  
(When filled in)

<b>DEPARTMENT OF DEFENSE REPORT OF COSTS IN SUPPORT OF SECRET SERVICE FOR PROTECTIVE ASSISTANCE</b> <small>For use of this form, see AR 1-4; the proponent agency is DCSOPS.</small>				<b>REQUIREMENT CONTROL SYMBOL</b> <small>DD-Comp(SA)1468</small>
<b>DEPARTMENT OR AGENCY</b>				<b>REPORT DATE</b>
<b>COST CATEGORIES</b>		<b>TOTAL COSTS INCURRED<sup>1/</sup></b>		<b>REIMBURSABLE COSTS<sup>2/</sup></b>
		<b>TEMPORARY SUPPORT TO PRESIDENT AND VICE PRESIDENT (Not Reimbursable)</b>	<b>ALL OTHER SUPPORT</b>	
<b>PERSONNEL SERVICES &amp; BENEFITS</b>	<b>MILITARY</b>			
	<b>CIVILIAN</b>			
<b>SUBSISTENCE &amp; QUARTERS</b>	<b>MILITARY</b>			
	<b>CIVILIAN</b>			
<b>TRAVEL &amp; TRANSPORTATION OF PERSONS</b>	<b>MILITARY</b>			
	<b>CIVILIAN</b>			
<b>TRANSPORTATION OF THINGS</b>				
<b>RENT, COMMUNICATION &amp; UTILITIES</b>				
<b>OTHER SERVICES, SUPPLIES &amp; MATERIELS</b>				
<b>CAPITAL ASSETS</b>				
<b>OTHER (Specify)</b>				
<b>TOTAL</b>				
<b>REMARKS</b>				
<sup>1/</sup> All costs incurred for DOD Support to Secret Service for protective assistance under PL 94-524 computed in accordance with costing guidelines. <sup>2/</sup> Costs computed in accordance with reimbursement guidelines.				

DA Form 4794-R. 1 Aug 79

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\*U.S. GOVERNMENT PRINTING OFFICE: 1986-490-999; 40142