



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY

WASHINGTON, D.C. 20350-1000

CH-1 of 12 FEB 1993

SECNAVINST 3020.4E

NO9N

6 NOV 1986

SECNAV INSTRUCTION 3020.4E

From: Secretary of the Navy

Subj: EMPLOYMENT OF DEPARTMENT OF DEFENSE RESOURCES IN SUPPORT  
OF THE UNITED STATES SECRET SERVICE

Encl: (1) DOD Directive 3025.13 of 13 Sep 85

(R)

1. Purpose. To provide revised guidance for providing support to the United States Secret Service.

2. Cancellation. SECNAVINST 3020.4D.

3. Background. Section 3056 of Title 18, U. S. Code, authorizes the Secret Service to carry out certain protective functions and extends certain powers to the Secret Service for the exercise of these functions. Furthermore, Public Law 90-331 (82 Stat. 170) requires that Federal departments and agencies assist the Secret Service in its protective functions. Enclosure (1) delineates the support that will be provided by the Department of Defense.

4. Action

(R)

a. The explosive ordnance disposal technician credentials, referred to in paragraph A of enclosure (1), may be obtained from the Chief of Naval Operations (N8673) or from the Commandant of the Marine Corps (LMW).

b. Attention is also directed to paragraphs C and D of enclosure (1) pertaining to Secret Service support and reporting requirements. In all instances when support is provided to the U.S. Secret Service, it will be reported to the Chief of Naval Operations (N09N) or the Commandant of the Marine Corps (POS), as appropriate, with a copy to the Deputy Comptroller of the Navy.

5. Report. Symbol DD-DA&M(SA)1466(3020) has been assigned to the report in paragraph 4b and is approved for 3 years from the date of Change Transmittal 1.

(R)

*F. B. Kelso II*  
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Acting

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(See page 2)



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SECNAVINST 3020.4E CH-1

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# Department of Defense DIRECTIVE

SECNAVINST 3020.4E

6 NOV 1986

September 13, 1985

NUMBER 3025.13

ExSec, DoD

SUBJECT: Employment of Department of Defense Resources in Support of the  
United States Secret Service

- References:
- (a) DoD Directive, 3025.13, subject as above, August 10, 1978 (hereby canceled)
  - (b) Title 18, United States Code, Sections 1385 and 3056 and Public Law 90-331, "To Authorize the United States Secret Service to Furnish Protection to Major Presidential or Vice Presidential Candidates," June 6, 1968
  - (c) Public Law 94-524, "Presidential Protection Assistance Act of 1976," October 17, 1976 (18 U.S.C. 3056)
  - (d) through (k), see enclosure 1

## A. REISSUANCE AND PURPOSE

This Directive:

1. Reissues reference (a) to include additional responsibilities regarding the production, issue, use, and disposition of Explosive Ordnance Disposal (EOD) technician credentials.
2. Implements enclosure 2 by establishing DoD policy governing the use of DoD resources to support the U.S. Secret Service, Department of the Treasury, in performing its protective duties under references (b) and (c).
3. Assigns responsibilities to staff officials for carrying out this Directive (See section D.).

## B. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Organization of the Joint Chiefs of Staff (OJCS), the Defense Agencies, and the Unified and Specified Commands (hereafter referred to collectively as "DoD Components"). The term "Military Services," as used herein refers to the Army, Navy, Air Force, and Marine Corps.

## C. POLICY

1. Logistics and other support, as defined in enclosure 2, will be provided only upon request of the Director, U.S. Secret Service or an authorized representative. Such support is an express exception to 18 U.S.C. 1385 (reference (b)) and is authorized by 18 U.S.C. 3056 and P. L. 94-524 (references (b) and (c)). When requested by the Director of the U.S. Secret

Enclosure (1)

Service, Federal departments and agencies are directed to assist the Secret Service in performing its statutory protective duties (DoD Instruction 5030.34, reference (d)).

2. Public Law 94-524 (reference (c)) provides that the support provided to the Secret Service shall be made on a reimbursable basis, except when the Department of Defense provides temporary assistance directly related to protecting the President, Vice President, or other officer immediately in order of succession to the Office of the President.

a. Permanent support may only be provided upon advance written request of the Director or Deputy Director of the Secret Service.

b. Moreover, every department and agency making expenditures (i.e., incurring costs) to support Secret Service protective duties shall transmit a detailed report of such expenditures to Washington Headquarters Services (WHS) in accordance with enclosure 3, attachments 1 and 2.

c. These reporting procedures shall reinforce the principle that fiscal accountability for public expenditures should reside in the agency having the authority to obligate those expenditures.

3. All DoD personnel assigned to assist the Secret Service shall be subject to overall supervision of the Director, U.S. Secret Service, or a designee, during the duration of the assignment, in accordance with enclosure 2.

4. All requests by the Secret Service for DoD support (except EOD and Protective Services Support Personnel) for the President and Vice President shall be submitted to the Office of the Director, White House Military Office, for approval.

a. Except for aircraft support, the White House Military Office will route such requests through the Office of the Executive Secretary of the Department of Defense to the Secretary and Deputy Secretary of Defense.

b. Requests for aircraft approved by the White House Military Office will be submitted to the Office of the Vice Chief of Staff of the Air Force.

5. All requests by the Secret Service for support other than in subsection C.4., above, must be approved by the Executive Secretary, or a designee before such support is provided, except that:

a. Military commanders may approve and respond to urgent requests as circumstances justify; however, all such cases will be reported to the Executive Secretary.

b. DoD communications support for the Secret Service will be provided by the Director, Defense Communications Agency (DCA), in direct coordination with the Secret Service. The Director, DCA, need not inform the Executive Secretary of such support, unless:

(1) Secret Service communications requirements cannot be met within DCA resources.

(2) This support is provided according to the Secret Service's responsibilities for protecting major Presidential candidates.

6. Within the Continental United States (CONUS), including Alaska, DoD support will be provided by the Military Departments. The commanders of the Unified Commands will provide support in those areas under their geographical jurisdiction. In other areas of the world, support requirements will be tasked to a Military Department or a Unified Command, based on proximity of available resources.

D. RESPONSIBILITIES

1. The Executive Secretary of the Department of Defense or an authorized representative (see exception under subsection C.4., above):

a. Shall approve or disapprove Secret Service requests for DoD support in accordance with enclosure 2.

b. Shall forward approved requests for DoD support to the Deputy Director for Operations, National Military Command Center (NMCC). (See exception under paragraph C.4.a., above.)

c. Shall act as the point of contact for the Department of Defense in all matters pertaining to DoD support of the Secret Service.

d. May designate a person(s) recommended by the Secretary of the Military Department concerned, in consultation with the Joint Chiefs of Staff (JCS), with authority for approving Secret Service requests for support by the Military Department. The designated person shall:

(1) Direct his or her department to provide the support.

(2) Notify the Executive Secretary of the action that has been taken.

e. Has departmental supervision over and establishes policies for the production, issue, use, and disposition of EOD credentials.

2. The Assistant Secretary of Defense (Public Affairs) (ASD (PA)), in response to specific inquiries, may acknowledge that the Department of Defense is providing support to the Secret Service but will let the Secret Service provide specific information on inquiries. News queries directed to DoD subordinate elements will be referred to the Office of the Assistant Secretary of Defense (Public Affairs).

3. The Assistant Secretary of Defense (Comptroller) (ASD (C)) shall provide guidance to DoD Components concerning accounting, reporting, and determining reimbursements for protective assistance support.

4. The Secretaries of the Military Departments and Directors of Defense Agencies shall:

a. Provide Military Service resources in accordance with approved instructions (see paragraph D.5.a., below).

b. Coordinate the use of resources under the operational control of the Unified Commands with cognizant commanders in instances when DoD support to the Secret Service is of such magnitude as to limit the mission capability of the Unified Commands.

c. Accumulate and report the full costs of resources used in providing support services in accordance with the guidance provided in enclosure 3.

d. Submit claims for reimbursement for assistance provided in accordance with Sections 6 and 8 of P.L. 94-524 (reference (c)) to the Director, U.S. Secret Service, U.S. Treasury Department, 1800 G Street, N.W., Washington, D.C. 20223.

e. Submit reports of all costs incurred to support the U.S. Secret Service covering semiannual periods ending September 30 and March 31 to the Directorate for Information Operations and Reports, Washington Headquarters Services, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. These reports will be due on the 45th calendar day or next business day after the last day of the reporting period. These reports are assigned Report Control Symbol DD-Comp(SA)1466. Supporting schedules to the report will include:

- (1) The person or officer receiving the support.
- (2) The dates the support was provided.
- (3) A description of the services provided (enclosure 3, section D).

f. Request blank EOD credentials, DD Form 2335, "Explosive Ordnance Disposal Technician" from the Executive Secretary, Department of Defense, Washington, D.C. 20301-1000.

g. Ensure that only qualified EOD personnel are issued EOD credentials to identify the bearer as an EOD technician assigned and authorized to support the U.S. Secret Service.

h. Ensure that EOD credentials are controlled by a continuous receipt and accounting system.

(1) Because of the access given to a person with EOD credentials, credentials will not be used or carried by a person except when on a Secret Service support detail.

(2) When not in use, credentials and blank credential forms will be protected and stored in the same manner as confidential material.

i. Report lost EOD credentials or blank credential forms to:

(1) The Executive Secretary, Department of Defense, Washington, D.C. 20301-1000.

(2) U.S. Secret Service, Technical Security Division, Washington, D.C. 20223.

(3) Military law enforcement and intelligence officials.

5. The National Military Command Center (NMCC), under the direction and supervision of JCS, shall:

a. Designate the appropriate Military Department/Unified Command(s) to provide DoD support and dispatch Directives for compliance by the department/command concerned, unless the department has already been designated under paragraph D.1.d., above.

b. Ensure that Secret Service requests for DoD support received outside of normal duty hours are promptly given to the Executive Secretary or a designee and that the department/command(s) concerned are alerted of the impending request(s).

c. Provide the Executive Secretary with information on the action taken on each Secret Service request for DoD support.

6. The Commanders of Unified Commands, under the supervision of JCS, shall provide DoD support for the Secret Service in accordance with approved requests and instructions (paragraph D.4.a., above).

E. PROCEDURES

1. For requests in support of the President and Vice President, see subsection C.4., above.

2. Other requests will normally be addressed through channels to the Executive Secretary.

3. Outside of normal duty hours, requests may be received by the NMCC for action and forwarding to the Executive Secretary.

F. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. Forward two copies of the implementing documents to the Executive Secretariat of Defense within 120 days.



William H. Taft, IV  
Deputy Secretary of Defense

Enclosures - 3

1. References
2. Interdepartmental Agreement Between the Department of Defense and the Department of the Treasury Concerning Secret Service Protective Responsibilities
3. Guidance on Accounting, Reporting, and Determining Reimbursements for Protective Assistance Support

REFERENCES, continued

- (d) DoD Instruction 5030.34, "Agreement Between the United States Secret Service and the Department of Defense Concerning Protection of the President and Other Officials," October 27, 1981
- (e) DoD 7220.9-M, "Department of Defense Accounting Manual," October 1983, authorized by DoD Instruction 7220.9, October 22, 1981
- (f) DoD 1338.10-M, "Manual for the Department of Defense Food Service Program," November 22, 1978, authorized by DoD Directive 1338.10, June 12, 1979
- (g) Joint Travel Regulations, Volumes 1 and 2, July 1, 1965
- (h) DoD Instruction 7230.7, "User Charges," January 29, 1985
- (i) DoD 4500.36-R, "Management, Acquisition, and Use of Motor Vehicles," July 1981, authorized by DoD Directive 4500.36, April 10, 1985
- (j) OMB Circular No. A-94, "Discount Rates to be Used in Evaluating Time-Distributed Costs and Benefits"
- (k) AFR 76-11, "US Government Rate Tariffs," September 9, 1974

**Interdepartmental Agreement Between the Department of  
Defense and the Department of the Treasury Con-  
cerning Secret Service Protective Responsibilities.**

**I. Purpose of Agreement**

For many years the Department of Defense has rendered valuable support to the Secret Service, Department of the Treasury, to aid in discharging that Agency's statutory protective responsibilities. The purpose of this agreement is to provide procedures for and delineate in more specific terms the logistical assistance and other support the Department of Defense will provide to the Secret Service.

**II. Support to be Provided by the Department of Defense to the United States Secret Service**

A. The Department of Defense shall, upon request, provide the Secret Service with medical service, motor vehicles, communications, and such other support as may be necessary to assist the Secret Service in the performance of its protective functions.

B. The Department of Defense shall, upon request, make available appropriate aircraft to transport Secret Service agents to destinations where persons entitled to Secret Service protection intend to travel or do travel either within or outside the United States, in the event commercial transportation is not available, readily obtainable, or satisfactorily capable of meeting the requirement.

C. The Department of Defense shall, upon request, make available when appropriate aircraft to transport Secret Service automobiles required by persons entitled to Secret Service protection when such persons travel either within or outside the United States.

D. The Department of Defense shall, upon request, make available when appropriate helicopters and other aircraft and crews to provide transportation to persons entitled to Secret Service protection when such persons travel either within or outside the United States and the Secret Service personnel accompanying such persons.

E. The Department of Defense shall, upon request, make available when appropriate a sufficient number of helicopters and crews to accompany motorcades when persons entitled to Secret Service protection travel within or outside the United States to aid in the security of the motorcades by overhead surveillance and to assist in the event motor vehicles containing protected persons should become immobilized.

(Page 1 of 2 pages)  
(Revision June 27, 1968)

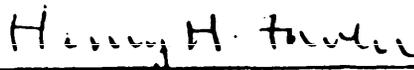
III. Procedure for Requesting Assistance and Supervision of Department of Defense Personnel Furnishing Support to the Secret Service

A. The Secretary of Defense will designate an official within the Office of the Secretary of Defense who shall have the responsibility for providing the support required by the Secret Service in accordance with the provisions of this agreement. Logistic and other support will be provided only upon request by the Director of the Secret Service or his authorized representative.

B. Requests for logistical support and other assistance shall be communicated to the official designated by the Secretary of Defense as soon as possible after the need for such assistance is ascertained.

C. All Department of Defense personnel assigned to assist the Secret Service in accordance with the provisions of this agreement shall, during the duration of their assignment, be subject to overall supervision and direction of the Director, U. S. Secret Service or his authorized representative.

  
Secretary  
Department of Defense

  
Secretary  
Department of the Treasury

Date: June 10, 1968

Date: JUN 11 1968

Guidance on Accounting, Reporting, and Determining  
Reimbursements for Protective Assistance Support

A. GENERAL

This guidance specifies the criteria for accounting and reporting the use of resources by the Department of Defense to support the Secret Service's protective functions and for determining and billing the reimbursable portion of such support. Each DoD Component providing support to the Secret Service will provide criteria for implementing the accounting, reporting, and billing requirements. Questions and recommended solutions or changes to the guidance herein shall be referred to the Assistant Secretary of Defense (Comptroller) (ASD(C)), or a designee, for consideration.

B. ACCOUNTING

1. General. When resources (e.g., services, equipment, facilities) are used to support the Secret Service's protective functions, the full cost incurred by the Department of Defense will be accumulated and recorded in the accounting books and records. Each request for support by the Secret Service should be treated as a separate task and will be separately costed. The cost of the support rendered or made available pursuant to a Secret Service request is to be determined and accumulated regardless of whether the support is on a permanent, temporary, reimbursable, or nonreimbursable basis.

2. Documentation. As a part of the normal administrative control procedures, a copy of the Secret Service request or a statement of the requested support and the official approval should be retained by the organization providing the support. In addition, the task request approval document or file shall be annotated to identify the protectee(s) (i.e., person(s) designated by the Secret Service for protection) as well as the date(s), location(s) of the support, and the DoD resources employed in providing such support.

3. Accounting System. The system used to account for the cost of support to the Secret Service need be no different than the system management officials consider adequate for the normal administration and control of resources. When the accounting system used by management has the capability to accumulate and distribute the indirect costs incurred in providing the support, including the indirect costs for the overall management of the activity (e.g., an industrial fund activity), this system should be used to accumulate the indirect costs.

a. 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.

b. If management has no other recurring or significant use for an accounting system that separately can identify direct and indirect costs, the Comptroller of the DoD Component concerned will establish a memorandum costing or cost finding system for activities providing support to the Secret Service.

c. The system will include, as a minimum:

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

(2) Specific guidance for classifying by expense pool(s), local indirect costs and developing an annual local overhead rate(s).

(3) Criteria for developing and disseminating an annual rate for general and administrative expenses and any other allocable nonlocally incurred expenses.

4. Costing. Costs shall be assigned to each task as outlined in paragraphs B.4.a. through B.4.k, below. These are minimum requirements. Equivalent practices or methods that are more accurate and include all of the same cost elements may be substituted:

a. Military personnel costs will be based on hours worked times the officer or enlisted man-hour rate (calculated on the annual composite standard rates as determined by the Military Departments) accelerated to cover leave, holiday, and certain other personnel costs. The acceleration factors prescribed in Part II, Chapter 26, Addendum 3, DoD 7220.9-M (reference (e)) will be used.

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

c. Subsistence provided by appropriated fund dining facilities will be costed at the meal rates in accordance with DoD 1338.10-M (reference (f)). The surcharge will be applied to all meals to ensure full costing for food preparation and service as well as the raw food costs.

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

e. Personnel travel, transportation, per diem, and other authorized personnel expenses, other than accumulated under paragraphs B.4.c. and d., above, will be costed at the entitlement amounts authorized by the Joint Travel Regulation, volumes 1 and 2 (reference (g)). Actual payment vouchers will be used whenever available.

f. Transportation of supplies, materials, and equipment will be costed at amounts payable or paid or estimates if payable amounts are unavailable. Transportation rates should be requested from the Military Traffic Management Command in order to make reasonable estimates.

g. Consumable materials and supplies will be costed at the standard catalog price.

h. Loaned plant and equipment (investment items other than aircraft) will 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 acquisition cost plus cost of additions less depreciation. The interest rate published in OMB Circular A-94 (reference (j)) (currently at a 10 percent annual rate) will be used. See DoD Instruction 7230.7 (reference (h)).

i. Contractual services will 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 will be costed at the Government rates published by the Air Force in AFR 76-11 (reference (k)). Helicopter usage will be costed at the Government rate published annually by the ASD(C) (i.e., ASD(C) memorandum, September 29, 1984). Rates for any aircraft not listed in these documents will be furnished by HQ USAF/ACMCA, Room 4D184, The Pentagon, Washington, D.C. 20330-5018, upon request.

k. Motor vehicle usage will 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 DoD 4500.36-R (reference (i)).

#### C. REIMBURSEMENTS

##### 1. General

a. All support requested by the Secret Service for carrying out its protective mission is reimbursable unless otherwise stated in P.L. 94-524 (reference (c)) (i.e., certain temporary support). Reimbursement under this Directive will also be based on incremental costs incurred as stated in P.L. 94-524. This differs from normal interagency reimbursement practices that call for reimbursement for all costs incurred in providing services that are beyond an agency's mission.

b. A bill will be prepared and submitted for all reimbursable support furnished to the Secret Service and an account receivable record will be prepared in accordance with Part II, Chapter 26 of the DoD 7220.9-M (reference (e)). 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 Part II, Chapter 26, paragraph C of the Manual may be applied.

2. Criteria. The following criteria will be used to determine which support to the Secret Service is reimbursable.

a. An authorized Secret Service official must have requested the support for their protective mission either orally or in writing. Requests for permanent support must be in writing.

b. An authorized DoD representative must have approved the request.

c. Permanent support tasks are reimbursable.

d. Temporary support tasks are reimbursable, except for:

(1) Support to the Secret Service in its duties directly related to protecting the President or the Vice President or other officials in succession to the Office of the President.

(2) Support of general purpose nonprotective services ordinarily supplied to the President or Vice President (i.e., the existing unreimbursed services such as normal communications and transportation that are outside of the protective assignment of the Secret Service). This support would not be requested by the Secret Service.

3. Documentation. Documentation of Secret Service requests or the DoD authorization of reimbursements for services shall comply with the criteria in paragraphs C.2.a. and b., above. Either the request or approval should classify support as permanent or temporary and, if the latter, whether covered by the exceptions in paragraph C.2.d, above. Any support provided to the Secret Service in carrying out its protective mission at its request that is not exempted is reimbursable.

#### 4. Computation

a. The intent of P.L. 94-524 (reference (c)) is to make the Secret Service accountable for the funds it has available to carry out its protective services by requiring reimbursement for support provided to it. In computing the cost of reimbursable support to be billed, the amount included in the DoD cost accumulation process will be used, except as limited by the following paragraph. Each DoD Component shall ensure that its reimbursement computation practices adhere to the fiscal responsibilities specified in reference (c).

b. For support provided in all situations, other than that described in paragraph C.2.d., above, the amounts to be reimbursed for services, equipment, and facilities shall include identifiable costs that are above the costs to the DoD Component (subparagraph C.4.b.1., below).

(1) For example, the reimbursement computation would include salaries of DoD personnel who are providing permanent support to the Secret Service, such as a permanent guard detail. This would not include the salaries of DoD personnel who are providing temporary support but remain under the overall control of their parent Service or agency (see enclosure 2, III.C.), such as an Army bomb disposal squad assigned to protect a Presidential candidate for a short period of time.

(2) In addition, the reimbursable cost would include aircraft operation and maintenance costs, rental cars, and travel costs incurred by a DoD Component as a direct result of providing temporary support to Secret Service protective functions. Also, the costs of acquiring and installing authorized facilities and equipment, such as fences and electronic devices, which will be used for protective purposes on a permanent basis, are reimbursable.

D. REPORTING

Costs of DoD resources expended to support the U.S. Secret Service's protective functions will be accumulated by task. All costs incurred will be reported in accordance with the formats prescribed in attachments 1 and 2 of this enclosure and submitted as required by paragraph D.4.e. of this Directive.

Attachments - 2

1. Summary Format for Reporting DoD Costs in Support of Secret Service for Protective Assistance
2. Detailed Information and Cost of DoD Resources Used to Support Secret Service Protective Assistance Operations

SUMMARY FORMAT FOR REPORTING DOD COSTS IN SUPPORT OF  
SECRET SERVICE FOR PROTECTIVE ASSISTANCE

RCS: DD-Comp(SA)1466

Department or agency \_\_\_\_\_

Report date \_\_\_\_\_

	<u>Total Cost Incurred</u> <u>1/</u> Temporary support to President and Vice President (not reim- bursable)	All other support	Costs subject to reimbursement <u>2/</u>
<u>Cost categories</u>			
Personnel Services & Benefits			
	Military		
	Civilian		
Subsistence & Quarters			
	Military		
	Civilian		
Travel & Transportation of Persons			
	Military		
	Civilian		
Transportation of Things			
Rent, Communication, & Utilities			
Other Services, Supplies, & Materials			
Capital Assets			
Other (Specify)			
	Total		

Submit reports to:

Washington Headquarters Services  
Directorate for Information Operations and Reports  
1215 Jefferson Davis Highway, Suite 1204  
Arlington, VA 22202-4302

1/ All costs incurred for DoD support to Secret Service for protective assistance pursuant to P.L. 94-524 computed in accordance with costing guidelines.

2/ Costs computed in accordance with reimbursement guidelines.

DoD COMPONENT  
 Detailed Information and Cost of DoD Resources Used to Support  
 Secret Service Protective Assistance Operations for \_\_\_\_\_

<u>TRAVEL</u> <u>DATES</u>	<u>TRIP</u> <u>LOCATION</u>	<u>PERSONNEL</u> <u>SERVICES &amp;</u> <u>BENEFITS 1/</u>	<u>SUBSISTENCE TRANSPORTATION</u> <u>&amp; QUARTERS 1/</u> <u>OF PERSONS</u>	<u>RENT</u> <u>COMMUNICATION</u> <u>&amp; UTILITIES</u>	<u>OTHER</u> <u>SERVICES</u> <u>&amp;</u> <u>MATERIALS</u>	<u>CAPITAL</u> <u>ASSETS</u>	<u>OTHER</u> <u>SPECIFY</u>	<u>TOTAL</u>
		Includes total compensation and benefits	See B.4.c. and d.	See B.4.f. h., i., and j.	See B.4. g., i., and j.	See B.4.j.		
		See B.4.a. and b.	See B.4.a., e., and k.					
<b>TOTALS</b>								

1/ Cost must be accumulated and reported separately for military and civilian personnel.