ARRIVAL & DEPARTURE BRIEFING FOR THE 76th UNITED NATIONS GENERAL ASSEMBLY

September 2, 2021

United States Mission to the United Nations

https://usun.usmission.gov/mission/host-country-section/

US Mission Host Country Affairs Resources

U.S. MISSION	PHONE / E-MAIL
Ms. Lisa Bowen	212-415-4144 (Desk) 646-510-0041 (Cell) Email: BowenLX@state.gov
Mr. Brandon Nolen	212-415-4246 (Desk) 646-510-0006 (Cell) Email: NolenBK@state.gov
After Hours Telephone	212-415-4020 (Ask for Host Country Duty Officer)
Port Courtesies (Arrivals)	Submit via eGov.
Escort Screening (Departures)	Submit to both: escortscreening@state.gov airportescorts@state.gov

Briefing Schedule

10:00 – 10:10 AM	**Welcoming Remarks** Ambassador Richard M. Mills, Jr.
10:10 – 10:20 AM	**Introductions** Eileen Merritt Counselor, U.S. Mission
10:20 – 10:35 AM	**Courtesies of the Port (Arrivals)** Office of the Chief of Protocol, Washington D.C.
10:35 – 10:55 AM	**Port Authority of NY/NJ-** Airport Operations, Private Flights, Airport Access **Port Authority Police Department (PAPD)-** Motorcade Staging Areas, Parking
10:55 – 11:15 AM	**Diplomatic Aircraft Clearance** Office of Global Programs and Initiatives Washington, D.C.

Briefing Schedule (Continued)

11:15 – 11:35 AM	**U.S. Customs and Border Protection** **CBP – Newark International Airport** **CBP – John F. Kennedy International Airport**
11:35 – 11:50 AM	**U.S. Secret Service Dignitary Protection**
11:50 – 12:00 PM	U.S. State Department Diplomatic Security Service
12:00 – 12:15 PM	**Airport Escort Screening Departure Courtesies**
12:15 – 12:35 PM	**NYC Department of Health**
12:35 – 1:00 PM	**Questions and Answers/Conclusion of presentation**

Port Courtesies for Arrivals

U.S. Department of State

Office of the Chief of Protocol

What is a Port Courtesy?

- A *Port Courtesy* or *Courtesy of the Port* is a request to provide expedited clearance on arrival into the United States for senior-ranking foreign government officials.

- Port Courtesy requests are managed by the Office of the Chief of Protocol in coordination with U.S. Customs and Border Protection (CBP).

- A Port Courtesy is only provided to individuals traveling on **official business** to the United States. Port Courtesies are <u>not</u> provided for personal travel.

- Port Courtesiy requests are initiated by the Foreign Embassy/Mission and the courtesy is provided only at the **FIRST** international arrival port in the United States. Domestic flights do not require/receive Port Courtesy assistance.

Who is eligible for a Port Courtesy?

- Chiefs of State/Head of Government (and their traveling parties)
- First Lady/ Spouse of Chief of State/Head of Government
- Former Chief of State/Head of Government (and their traveling parties)
- Cabinet Minster/ Secretary (and their traveling parties)
- Deputy Cabinet Minister/ Deputy Secretary (and their traveling parties)
- State Minister/Secretary
- Members of Royal Families
- Members of Parliament/Congress
- Governors
- Chief of Mission *accredited to the United States*
- Chief of Mission *designate to the United States*
- Spouse of Chief of Mission *accredited to the United States*
- Permanent Representative to the United Nations *in New York*
- Permanent Representative *designate* to the United Nations *in New York*
- Highest Judicial Tribunal Justice (and their traveling parties)
- High-Ranking Foreign Military Officer not posted to an Embassy or Consulate
- Other High-Ranking Officials as designated by the Chief of Protocol

**** Please note, children and spouses flying separate from the qualifying dignitary are <u>not</u> eligible for Port Courtesies. ****

Port Courtesy Deadlines

- **A request for Port Courtesies must be submitted a minimum of THREE (3) business days in advance of the arrival date.**

- Port Courtesy requests should be submitted:
  - Mondays – Fridays: by **4:00PM** Eastern Standard Time (EST)
  - Requests submitted on weekends or holidays will be processed the next business day.

- If an unexpected official arrival of Head of State or Cabinet level official occurs with less than three business days notice, the Embassy/Mission is encouraged to submit a request urgently and reach out to Office of the Chief of Protocol to confirm receipt.
  - Weekdays/Normal Business Hours (8:30AM-5:00PM): Port Courtesy Desk Line: **202-647-4503**
  - Weekends/After Normal Business Hours: Port Courtesy Duty Cell: **202-997-4923 (for official arrivals of Heads of State or Cabinet level officials only)**
  - Alternatively, send an e-mail to the Port Courtesy Inbox: **PortCourtesies@state.gov**
  - Missions may also contact USUN Host Country Affairs officers BowenLX@state.gov and NolenBK@state.gov for guidance.

- **The Office of the Chief of Protocol cannot guarantee approval of any requests submitted less than THREE (3) business days in advance of the arrival date.**

US-VISIT Exemption

- Visitors travelling as a part of a delegation that is led by a Chief of State or Head of Government on an un-official B1/B2 or I visa are required to provide biometrics at the port-of-entry unless an official US-Visit Exemption is requested.

- The US-VISIT Exemption can be requested to exempt visitors on un-official B1/B2 or I visas from having their biometrics taken at the port-of-entry (POE).

- To qualify, the traveler must be part of a delegation that is led by the **Chief of State or head of delegation**, but is also part of the **official delegations consolidated motorcade facilitated by U.S. government agencies, such as Diplomatic Security (DS) or United States Secrete Service (USSS).**

- Individuals who are traveling with diplomatic visas, such as **A-1, A-2, G-1, G-2, G-3, G-4, or NATO-1 through NATO-6** already have the fingerprinting requirements waived, and do not need to apply for the US-VISIT.

- This does **not** exempt the travelers from requiring a valid visa to enter the U.S.

- Mission should submit a request for US-VISIT exemption via email to PortCourtesies@state.gov **at least 3 business days prior to the arrival.**

- The mission should list the Name, Date of Birth, Passport Number, Country of Birth and Country of Citizenship of each individual for US-VISIT exemption on the US-VISIT exemption spreadsheet.

Information Required for Port Courtesy Requests

- First, Middle and Last names (EXACTLY as they are printed on the passport)
- Official Government Title
- Date of Birth
- Nationality
- Passport type (Diplomatic/Official/Personal)
- Passport number that coincides with the visa in the corresponding passport
- Date/place of passport issuance and expiration
- Visa type and visa foil number

Greeters at Airport - Arrivals

- For commercial aircraft arrivals, airports within the United States allow up to **two** greeters from the Foreign Embassy/ Mission to greet the dignitary upon arrival. ALL greeters must be listed on the port courtesy document.

- For commercial aircraft arrivals, the greet will occur once the dignitary departs the international terminal and proceeds into the processing area. Please note, each airport is very different and the greeting can vary greatly. Greeters must report to the CBP at least 30 minutes prior to the arrival.

- For commercial aircraft arrivals, plane-side greets are **extremely rare** and must have the approval of CBP.

- For private aircraft arrivals, a maximum of **six** greeters are allowed to go to the airport to greet the dignitary upon arrival. The greet will typically occur planeside at the bottom of the stairs.

- For domestic, commercial aircraft arrivals, greeters should meet their dignitary in the baggage claim area. There is no greet prior to baggage claim, as the dignitary will not be processed through Customs.

Reminders & Tips

- A request for Port Courtesies must be submitted a minimum **of THREE (3) business days** in advance of the arrival date!
- Please **login in advance** to make sure you still have access to the designated e-GOV system.
- **ARMED SECURITY** officers must travel with the VIP and have appropriate official A, G or NATO visa.
- Requests that have not been accepted, can now be edited by the mission without being returned.
- If the correct title is not listed in the drop down menu, select “Other” and then you can type the necessary title. For spouses of dignitaries, please clarify “Spouse of Ambassador” or “Spouse of President.”
- Passengers **should** be grouped together in ONE (1) Port Courtesy request if on the same flight. Please do not submit separate Port Courtesy requests for different ministers arriving on the same flight.
- Companions and security officers should only be listed once in the Port Courtesy request. Do not list Armed Security Officer in the companion section a second time.

Reminders & Tips
(Continued)

- REMEMBER - The “Remarks Section” is for communication purposes only between Protocol and the Foreign Mission. Any information in this section is not sent to CBP, DS, USSS, etc.
- Please do not add attachments into the eGov form, as these cannot be viewed. If there is a need to submit additional documents, please email them to PortCourtesies@state.gov.
- In the Point of Contact section, please identify the working level embassy representative responsible for the visit. Please provide their direct number and extension - **not** the main embassy phone line.

Port Courtesy Contact Information

Ms. Grace Mendel
U.S. Department of State
Office of the Chief of Protocol

Desk: 202-647-4503
Cell: 202-997-4923
E-mail: **PortCourtesies@state.gov**

New York: USUN Host Country Affairs

Lisa Bowen 212-415-4144 (Desk); BowenLX@state.gov
Brandon Nolen 212-415-4246 (Desk); NolenBK@state.gov

PORT
AUTHORITY
NY NJ

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY AIRPORTS

09/02/2021

AIR LAND RAIL SEA

John F. Kennedy International
Newark Liberty International
LaGuardia
Teterboro
New York Stewart International

Private Aircraft, Parking and Motorcades

Aircraft Parking

Mr. Marcelo Morelli
JFK Airport Operations

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Good afternoon,

The Port Authority looks forward to working with you to ensure the most successful visit of your dignitary.

This year has brought changes that will affect operations at John F. Kennedy International Airport (JFK), such as: ongoing construction; a drastic reduction in the number of aircraft parking locations for special/private flights; and the anticipated arrival of an unprecedented number of heads of state, heads of government, and foreign ministers.

We expect many dignitaries to arrive and depart via JFK at the same time of day. With the drastic reduction of aircraft parking locations, the adherence to time schedules and policies will be essential. This is to ensure that your dignitary and accompanying party will not be delayed upon arrival and departure.

PRIVATE AIRCRAFT

This information is for arrivals and departures and applies to private aircraft both foreign and domestic.

- Please consider arriving and departing outside the hours of 7 a.m. to 10 a.m. and 3 p.m. to 10 p.m.
- Arriving and departing during these “peak” hours of the day may result in your aircraft being delayed to its assigned parking location

PRIVATE AIRCRAFT

This information is for arrivals and departures and applies to private aircraft both foreign and domestic.

- Overnight parking of foreign military or state aircraft at JFK, EWR, and LGA is strictly prohibited; however, overnight and extended parking will be permitted at Teterboro airport (TEB). Only aircraft with a MGTW of less than 100,000 lbs. are permitted at TEB.
- Port Authority Operations will provide a “follow me” vehicle to escort the aircraft to and from the parking site.
- Port Authority Operations will determine all Private aircraft parking locations – contact information is located at the end of the Port Authority of NY/NJ section in the USUN online briefing booklet.

PRIVATE AIRCRAFT

This information is for arrivals and departures and applies to private aircraft both foreign and domestic.

- Because many private flights are expected to be on the ground at the same time, a parking spot may not be confirmed until a short time before arrival of the aircraft. Aircraft may be required to be towed into/out of the arrival/departure site.

- Please contact the appropriate Fixed Base Operator (FBO) for the intended airport of arrival/departure to coordinate all ground handling services and airport fees (landing and parking). FBOs are identified in the USUN online briefing booklet.

- Aircraft are required to unload the dignitary/delegation and reposition the aircraft to another airport for parking with this two (2) hour window. Alternate parking locations are identified in the USUN online briefing booklet.

PRIVATE AIRCRAFT

This information is for arrivals and departures and applies to private aircraft both foreign and domestic.

- Due to heightened security measures at JFK Airport, arrangements for greeting will be made in accordance with federal and airport requirements.
- For all flights there is a strict limit of two (2) greeters.

SPECIAL AIRCRAFT

Same as private aircraft with the following additional notes.

- For the use of an Airbus 380 or Boeing 747-8, prior permission is required at least 72 hours in advance from Port Authority Airport Operations.
- Certain types of aircraft are prohibited from landing due to size and noise control regulations.
- Make sure to file flight plans for all departures by contacting 1-800-WXBRIEF (1-800-992-7433)

JFK REDEVELOPMENT PROGRAM

https://www.anewjfk.com/

- JFK has begun its transformation as part of a redevelopment effort.
- JFK has drastically reduced parking locations for private aircraft.
- Please consider alternative airports.

Vehicle Parking

Sergeant Sean Spollen
JFK Port Authority Police Department

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VEHICLE PARKING

- Many dignitary arrivals and departures do not require special motorcade arrangements, except for parking.

- If your representative is not under protection and you wish only to park your vehicle(s) in order to pick up your dignitary, **do not park in front of the terminal, go directly to the parking lot!**

VEHICLE PARKING

Exempt parking information:

Diplomatic vehicles are exempt from parking fees at Terminal parking lots provided that :

- The vehicle bears U.S. Department of State Diplomat license plates,

AND

- It is for a period less than 24 hours.

*****Refer to supplement #2 of this presentation for further details.***

Motorcades

Sergeant Sean Spollen
JFK Port Authority Police Department

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MOTORCADES

For arrivals into John F. Kennedy (JFK) International Airport, all motorcades for commercial and special flights will form two (2) hours before the arrival at the rear of JFK Parking lot # 9. Entrance is at the south end of Leffert's Boulevard. This is a change from our previous location.

*****Refer to supplement #1 of this presentation for directions.***

MOTORCADES

1. Once a car is put into position in the motorcade, it must stay in that place with the driver;

2. The maximum number of vehicles in the motorcade is **ten (10) vehicles**; this includes the principal limousine and security vehicles;

3. **Motorcades are limited to two (2) per aircraft.** This may be accomplished by using vans or buses for large delegations;

4. When the motorcade has been formed, the vehicles will be escorted to the designated terminal or ramp area approximately twenty (20) minutes before the arrival;

5. For departures from JFK Airport, the motorcade will be met by a Port Authority Police lead vehicle at Federal Circle and escorted to the appropriate terminal or ramp;

MOTORCADES

JFK Airport-Supplement # 1

Directions to Motorcade Formation at JFK Airport

160-50 Leffert's Blvd., South Ozone Park, NY 11420

MOTORCADES

JFK Airport-Supplement # 2

Diplomatic vehicles are exempt from parking fees at Terminal parking lots provided that:

The vehicle bears U.S. Department of State Diplomat license plates **AND** It is for a period less than 24 hours.

It will not be required that the operator present official ID nor that the Ambassador or equivalent be present in the vehicle for the exemption to apply.

Parking lot attendants are aware of the policy. If problems arise, the vehicle operator should ask the attendant to contact the Port Authority Parking Supervisor to resolve the issue. Contact number is 718-244-8158

****Please note that this procedure does not apply to dignitaries under U.S. Government protection.**

LAGUARDIA AIRPORT
DIRECTIONS TO MOTORCADE SWEEP AREA

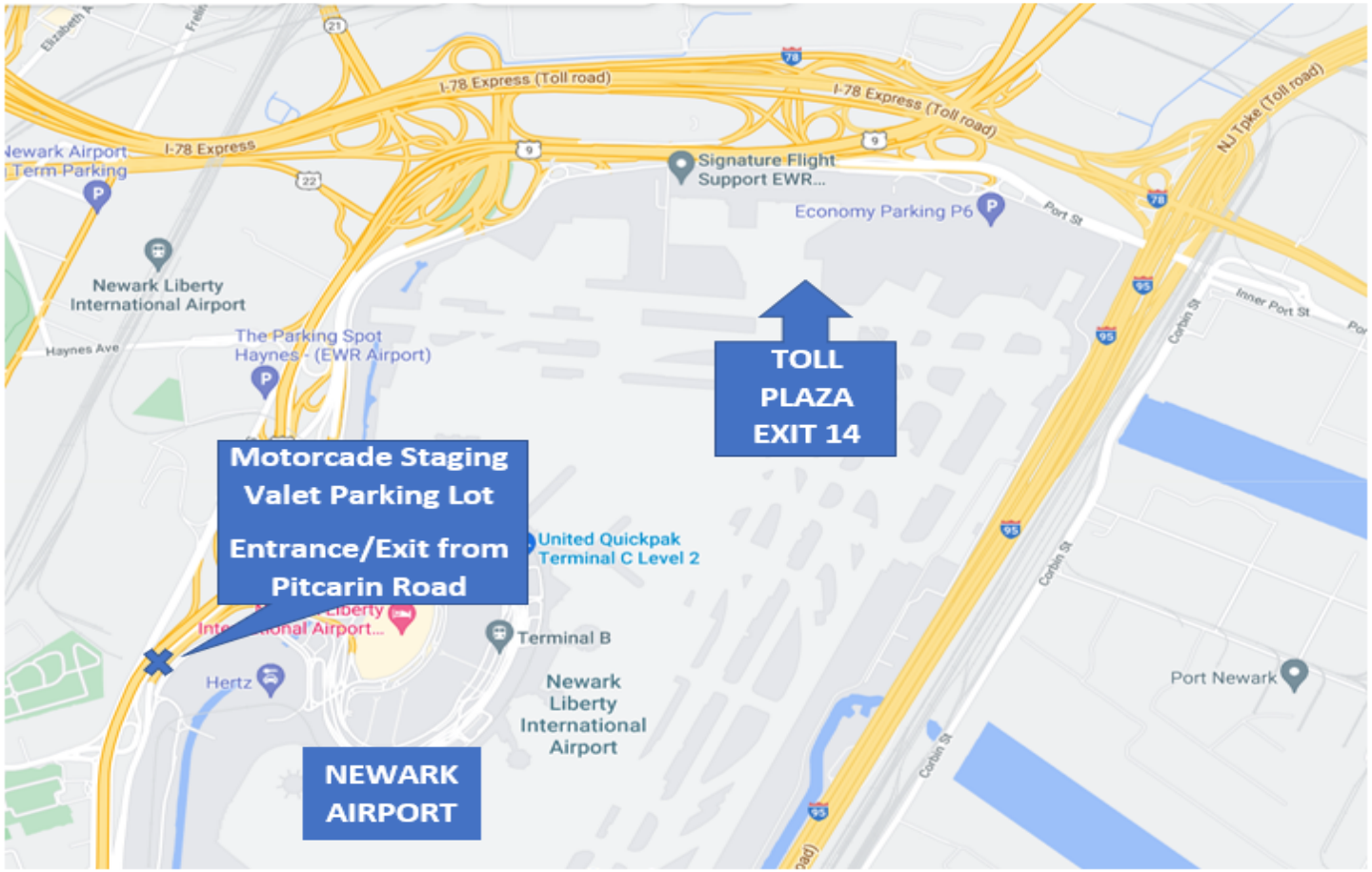
1. Take I-278 (BQE) East to Grand Central Parkway East.
2. Take exit 5 toward Astoria Boulevard / 82nd Street / Terminal A.
3. Take a slight right at Astoria Boulevard.
4. Merge left onto 23rd Avenue.
5. Turn left at 82nd Street (over the GCP).
6. Continue onto Ditmars Boulevard.
7. Turn right at light onto Marine Terminal Road.
8. Turn left at Fiorello Lane.
9. The sweep area is the parking lot on the right-hand side, located on the south side of Hangar #7.

PORT AUTHORITY NY NJ
AIR LAND RAIL SEA

Newark Liberty International Airport

Directions to Motorcade Staging Area

Motorcade staging/sweeping area in the valet parking lot. The entrance and exit will be from the gate on Pitcarin Road. Departing motorcades are met by PAPD at Exit 14 (near the toll booth) for the New Jersey Turnpike.



PORT AUTHORITY NY NJ
AIR LAND RAIL SEA

Thank You!

PORT
AUTHORITY
NY NJ

AIR LAND RAIL SEA

Diplomatic Aircraft Clearances

Arrivals for Foreign State Aircraft

Presented by: Mr. Rodney Bethea

Diplomatic Aircraft Clearances

A diplomatic aircraft clearance is the U.S. Government's approval, to a foreign government request, for a foreign State Aircraft to enter and operate within the national airspace of the United States (to include overflights of Puerto Rico and the U.S. Virgin Islands), in accordance with a specific purpose, itinerary, and aircraft.

Diplomatic Aircraft Clearances

- Who needs to request a diplomatic aircraft clearance?
- How to file for clearance
- When to file for Diplomatic Aircraft Clearances?
- Who should submit Diplomatic Aircraft Clearance requests? (Embassy or Permanent Mission)
- Port Authority of NY & NJ Aircraft Parking Limitations
- Where to get additional overflight information?
- Obtaining a DCAS Account – https://DCAS.state.gov

Diplomatic Aircraft Clearances

Department of State, Office of Global Programs and Initiatives: Diplomatic Aircraft Clearance Procedures

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Diplomatic Aircraft Clearance Procedures for Foreign State Aircraft To Operate in United States National Airspace

Share

A. GENERAL CLEARANCE REQUIREMENTS

1. Foreign governments seeking diplomatic clearance for state aircraft to transit United States territorial airspace or land must obtain a Diplomatic Clearance Number (DCN) issued in advance by the United States Department of State, Bureau of Political-Military Affairs, Office of Global Programs and Initiatives (PM/GPI). A DCN authorizes the aircraft to transit or land in the United States and its territories in accordance with the approved itinerary.

2. To obtain a DCN, foreign governments must submit information to PM/GPI via the web-based Diplomatic Clearance Application System (DCAS). Once the PM/GPI Diplomatic Clearance Officer verifies that all necessary data is provided and that diplomatic clearance is appropriate, the automated system will reflect that clearance has been granted and a unique diplomatic clearance number has been issued.

3. Clearances to transit or land in the Freely Associated States of the Republic of the Marshall Islands, the Republic of Palau, or the Federated States of Micronesia will not be entered in or processed via DCAS. Final approval rests with the applicable host nation. To transit or land in the Freely Associated States, foreign governments must submit a formal request to the applicable host nation for approval. The host nation government will submit a dip note to the U.S. embassy requesting the U. S. government concur, approve, or consult regarding a foreign state vessel. If there is no objection to the request, the U.S. embassy will be informed, which then communicates this to the host nation. Each request must be submitted at least three full business days in advance of the aircraft entering the applicable airspace.

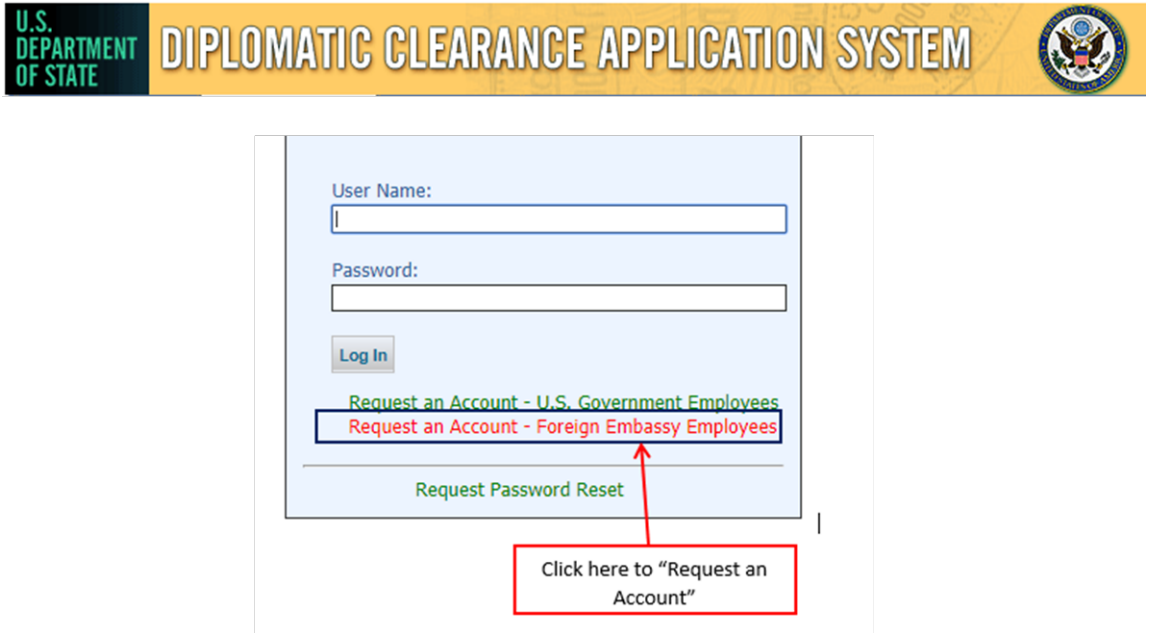
4. Foreign governments seeking to land state aircraft at U.S. military facilities located in a foreign territory do not require a DCN issued by the U.S. government; however, they do require a landing authorization number per paragraph B.5. below.

B. AIRCRAFT CLEARANCE LEAD TIME AND VALIDATION

1. ***Each foreign mission must submit diplomatic clearance requests via DCAS (https://dcas.state.gov) no later than three full business days (72 working hours) in advance of the aircraft's initial entry into the United States.*** "Business days" routinely are Monday through Friday and do not include federal holidays when the U.S. government is closed. For an example not involving a holiday, requests for aircraft to arrive in U.S. airspace on Monday at 1300Z hours must be submitted via DCAS no later than the previous Wednesday at 1300Z hours. To facilitate planning, federal holidays observed by the U.S. government in 2018 will be:

https://www.state.gov/diplomatic-aircraft-clearance-procedures-for-foreign-state-aircraft-to-operate-in-united-states-national-airspace/

Diplomatic Aircraft Clearances (DCAS)



https://dcas.state.gov

U.S. Customs and Border Protection

John F. Kennedy International Airport (JFK)

Newark Liberty International Airport (EWR)

LaGuardia Airport (LGA)

U.S. Customs and Border Protection

Newark Liberty International Airport

All local requests and questions should be emailed to

Newark-psrteam@cbp.dhs.gov

- All requests should be emailed at least 72 hours in advance.
- Maximum of two greeters per flight (regardless of multiple delegations per country on flight).
- Once the delegation is met by CBP, they will be guided through the Immigration and Customs Process.
- All members of the delegation traveling on **Non Diplomatic Visas** are subject to Biometrics Capture unless exempted by U.S. State Department.

U.S. Customs and Border Protection

John F. Kennedy International Airport

U.S. Customs and Border Protection

John F. Kennedy International Airport

Commercial Diplomatic Arrivals

- No more than two (2) greeters per flight
- Only travelers with diplomatic class visas (A or G) will be allowed to proceed “over the top”
- I94 and Customs Declarations forms **not** required
- Have a staff member or greeter remain behind to collect all checked baggage

U.S. Customs and Border Protection

John F. Kennedy International Airport

Private Diplomatic Flight Arrivals

- Complete Manifests listing all passengers and crew
- Manifest should include names, dates of birth, passport, and visa information
- Notify of any changes as soon as possible
- I94 and Customs Declarations forms **not** required

U.S. Customs and Border Protection

John F. Kennedy International Airport

COVID-19

- Traveling from China, Iran, the Schengen Area, United Kingdom, Ireland, Brazil, South Africa or India
- Must have A or G Diplomatic Visa
- All travelers must be tested prior to entry

U.S. Customs and Border Protection

John F. Kennedy International Airport

Phone: 718 553-1648

Fax: 718 553-0043

PORTCOURTESY-JFK@cbp.dhs.gov

UNITED STATES SECRET SERVICE
DIGNITARY PROTECTIVE DIVISION

UN GENERAL ASSEMBLY 76

ARRIVALS / DEPARTURES BRIEFING

THE OVERALL CLASSIFICATION OF THIS PRESENTATION IS:
UNCLASSIFIED/FOR OFFICIAL USE ONLY // (U/FOUO)

Individuals Authorized U.S. Secret Service Protection

U.S. Law *ONLY* authorizes the U.S. Secret Service to provide protection to:

1. **Visiting Heads of State or Government**
2. **Spouses of visiting Heads of State or Government**

Types of U.S. Secret Service Protection

1. **Full Protection**
2. **Port Courtesy (Airport Assistance Only)**
3. **Modified Port Courtesy**

U.S. Secret Service assets provided to your Delegation

1. **Advance Team to work with your Mission to plan the visit**

   The Advance Team will begin approximately one week prior to arrival

2. **A limousine for your Head of State / Government**

   A separate limousine will be provided for the Spouse

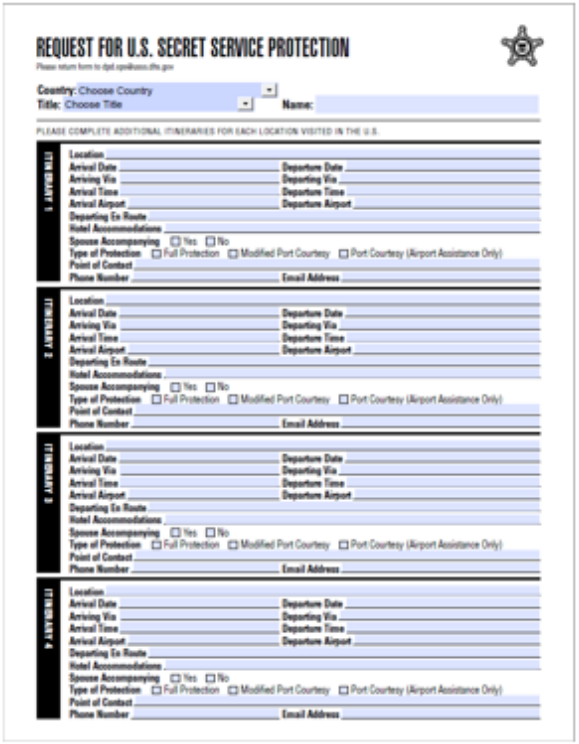
3. **Identification pins for each member of your Delegation**

4. **Additional resources will be provided on a case-by-case basis**

How to request U.S. Secret Service Protection

Complete the Request for Protection form and return to:

dpd.ops@usss.dhs.gov



REQUEST FOR U.S. SECRET SERVICE PROTECTION

Please return form to dpd.ops@usss.dhs.gov

Country: Choose Country
Title: Choose Title
Name:

PLEASE COMPLETE ADDITIONAL ITINERARIES FOR EACH LOCATION VISITED IN THE U.S.

ITINERARY 1
Location
Arrival Date / Departure Date
Arriving Via / Departing Via
Arrival Time / Departure Time
Arrival Airport / Departure Airport
Departing En Route
Hotel Accommodations
Spouse Accompanying ☐ Yes ☐ No
Type of Protection ☐ Full Protection ☐ Modified Port Courtesy ☐ Port Courtesy (Airport Assistance Only)
Point of Contact
Phone Number / Email Address

ITINERARY 2
Location
Arrival Date / Departure Date
Arriving Via / Departing Via
Arrival Time / Departure Time
Arrival Airport / Departure Airport
Departing En Route
Hotel Accommodations
Spouse Accompanying ☐ Yes ☐ No
Type of Protection ☐ Full Protection ☐ Modified Port Courtesy ☐ Port Courtesy (Airport Assistance Only)
Point of Contact
Phone Number / Email Address

ITINERARY 3
Location
Arrival Date / Departure Date
Arriving Via / Departing Via
Arrival Time / Departure Time
Arrival Airport / Departure Airport
Departing En Route
Hotel Accommodations
Spouse Accompanying ☐ Yes ☐ No
Type of Protection ☐ Full Protection ☐ Modified Port Courtesy ☐ Port Courtesy (Airport Assistance Only)
Point of Contact
Phone Number / Email Address

ITINERARY 4
Location
Arrival Date / Departure Date
Arriving Via / Departing Via
Arrival Time / Departure Time
Arrival Airport / Departure Airport
Departing En Route
Hotel Accommodations
Spouse Accompanying ☐ Yes ☐ No
Type of Protection ☐ Full Protection ☐ Modified Port Courtesy ☐ Port Courtesy (Airport Assistance Only)
Point of Contact
Phone Number / Email Address

UNGA76
2021 UNITED NATIONS GENERAL ASSEMBLY

To contact the U.S. Secret Service:

dpd.ops@usss.dhs.gov

U.S. Department of State
Bureau of Diplomatic Security
New York Field Office
201-346-8100

- High-Ranking VIP Protection Details
- VIPs arriving with armed security officers

Airport Escort Screening Courtesies Program for Departures (AESC)

U.S. Department of State
Office of the Chief of Protocol

AESC Program Briefing

- The Airport Escort Screening Courtesies Program, or AESC, assists qualifying foreign government officials with airport Security when transiting and departing the United States.

- AESC Requests are managed by the Office of the Chief of Protocol in close coordination with the Transportation Security Administration.

- AESC can be requested for qualifying travelers for domestic flights and departures within and out of the US.

- The AESC Program is separate from the Port Courtesy Program. Requesting and approval of one program does not mean approval for the other.

Eligibility Criteria

- Eligible Travelers
  - Individuals ranked at the Cabinet Minister level or higher, as well as select members of royal families
  - Spouses and children under the age of twelve (12) only when accompanying the primary traveler

- Additional Requirements
  - Must be traveling on a Commercial aircraft, not private/chartered flights
  - Must not already be escorted by or under the protection of the United States Secret Service, Diplomatic Security Service or another protective detail

- Delegation members traveling with an AESC eligible VIP will be provided with expedited screening ONLY, but will not forgo security screening themselves.

- **REMINDER:** The Airport Escort Screening Courtesies Program has different eligibility criteria than the Port Courtesies program. Please carefully review both.

Requesting AESC

- A completed DS -4138 request form must be submitted via email to both escortscreening@state.gov and **airportescorts@state.gov** in a typed, PDF format from the UN Mission or Embassy.

- Requests that are handwritten or received from Consulate Offices will not be accepted and will be returned for correction.

- AESC Request Forms must be submitted a minimum of **THREE (3) business days** in advance of the dignitary's anticipated departure date and must include all the required information

- AESC Requests are processed only during the following hours:
  - Monday – Friday between 8:00am and 4:00pm (EST)
  - Any requests or changes that are received after 4:00pm, over the weekend, or a holiday will be reviewed the next business day.

- **The Office of the Chief of Protocol cannot guarantee any requests submitted less than THREE (3) business days in advance of the departure date.**

Information Required for AESC Requests

- Passport Information (exactly as shown)
  - First, Middle and Last names (EXACTLY as they are printed on the passport)
  - Official Government Title
  - Date of Birth
  - Nationality
  - Passport type (Diplomatic/Official/Personal)
  - Passport number Date/place of passport issuance and expiration
  - City AND Country of Birth
- Point of Contact Name, Local Telephone Number and E-mail Address
- Complete Flight Itinerary for Departure
  - Airport, Airline, Flight Number, Departure Time, and if applicable, Arrival Time

Participating Airports

- ATL (Atlanta)
- BOS (Boston)
- BWI (Baltimore)
- DCA (Washington Reagan National)
- DFW (Dallas-Ft. Worth)
- DTW (Detroit)
- EWR (Newark)
- FLL (Ft. Lauderdale)
- HNL (Honolulu)
- IAD (Washington Dulles)
- IAH (Houston Intercontinental)
- JFK (New York Kennedy)
- LAX (Los Angeles)
- LGA (New York LaGuardia)
- MIA (Miami)
- ORD (Chicago O'Hare)
- PBI (West Palm Beach)
- SEA (Seattle)
- SFO (San Francisco)

Expedited Screening is provided at all other non-participating U.S. airport

Always include the entire U.S. travel itinerary

Additional Information

- Gate Passes and Lounge/Club Passes are provided solely at the discretion of the airline. Please work directly with the airline to make those arrangements.
- The VIP should carry his/her own hand luggage
  - Escort Officers cannot assist with overweight baggage fees or the number of bags allowed by the airline
- Escort Officers will arrange a time and location to meet based on the airport, airline, departure time, anticipated weather, or special events that may cause more traffic than normal
- There are times when an Escort Officer may not remain with the VIP/delegation
- Requests should be submitted <u>three (3) full business days</u> before the first departure

AESC Contact Information

Please email requests to both escortscreening@state.gov & airportescorts@state.gov

New York:
US Mission to the UN
Host Country Affairs
Lisa Bowen
Desk: 212-415-4144; BowenLX@state.gov
Brandon Nolen
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Washington DC:
Ms. Madeline Allen
U.S. Department of State
Office of the Chief of Protocol
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AirportEscorts@state.gov

Washington website: https://www.state.gov/s/cpr/rls/c69857.htm

Questions?