ARRIVALS & DEPARTURES
BRIEFING FOR THE 77th UNGA

September 7, 2022
**UNITED STATES MISSION TO THE UNITED NATIONS**  
**HOST COUNTRY AFFAIRS**  
**ARRIVAL / DEPARTURE BRIEFING FOR THE 76th UNGA**  
September 7, 2022, 3:00 PM to 6:00 PM  
Virtual Briefing

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**RESOURCES**

<table>
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<tr>
<th><strong>U.S. MISSION Host Country Affairs</strong></th>
<th><strong>PHONE/EMAIL</strong></th>
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<tbody>
<tr>
<td>Ms. Lisa Bowen</td>
<td>212-415-4144 (Desk)</td>
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<tr>
<td></td>
<td>646-510-0041 (Cell)</td>
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<tr>
<td></td>
<td><a href="mailto:BowenLX@state.gov">BowenLX@state.gov</a></td>
</tr>
<tr>
<td>After Hours Telephone</td>
<td>212-415-4444 (Ask for Host Country Duty Officer)</td>
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**U.S. DEPARTMENT OF STATE**

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<th><strong>E-Gov Port Courtesies (Arrivals)</strong></th>
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<tr>
<td>Ms. Grace Mendel</td>
<td>202-647-4169 (Desk)</td>
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<td></td>
<td>202-821-9151 (Cell)</td>
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<tr>
<td></td>
<td>Email: <a href="mailto:portcourtesies@state.gov">portcourtesies@state.gov</a></td>
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<tr>
<td>Ms. Madeline Allen</td>
<td>202-647-1604 (Desk)</td>
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<tr>
<td></td>
<td>Email: <a href="mailto:escortscreening@state.gov">escortscreening@state.gov</a></td>
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<tr>
<th><strong>Diplomatic Aircraft Clearances</strong></th>
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<tr>
<td>Mr. Rodney Bethea</td>
<td>202-453-8390 (Desk)</td>
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| Mr. Tom Brown                        | 202-453-8388 (Desk) |
|                                      | Email: brownt@state.gov |

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<tr>
<th><strong>Diplomatic Security Service</strong></th>
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<tr>
<td><strong>Dignitary Protection Division</strong></td>
<td>201-346-8100</td>
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<th><strong>Department of State</strong></th>
<th><strong>PHONE</strong></th>
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<tr>
<td><strong>Operations Center (24/7)</strong></td>
<td>202-647-1512</td>
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UNITED STATES MISSION TO THE UNITED NATIONS
ARRIVAL/DEPARTURE BRIEFING FOR THE 74th UNGA

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<td>Ambassador Richard M. Mills, Jr.</td>
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<td>03:10 – 03:20 PM</td>
<td>James B. Donovan, Minister Counselor</td>
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<td>03:20 – 03:35 PM</td>
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<td>Private Flights, Airport Access</td>
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<td></td>
<td>Port Authority Police Department (PAPD) – Motorcade Staging Areas, Parking</td>
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<td>Diplomatic Aircraft Clearance</td>
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<td>Office of Global Programs and Initiatives</td>
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<td>Washington, D.C.</td>
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<td>04:15 – 04:35 PM</td>
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<td>CBP – Newark International Airport</td>
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<td>CBP – John F. Kennedy International Airport</td>
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<td>U.S. Secret Service Dignitary Protection</td>
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<td>04:50 AM – 05:00 PM</td>
<td>U.S. Department of State Diplomatic Security Service</td>
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<td>Office of the Chief of Protocol, Washington, D.C.</td>
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Courtesies of the Port
(Request for Facilitation on Arrival)

* This process is for Arrivals only, and is not for departure requests

Definition
A PortCourtesy or “Courtesy of the Port” provides Foreign Government Officials and their traveling parties expedited processing and clearance upon arrival into the United States. Requests for Port Courtesies are managed by the Office of the Chief of Protocol in coordination with U.S. Customs and Border Protection (CBP). Port Courtesies are only granted to the individual(s) traveling in an official business capacity and will not be provided for personal travel. Foreign Missions are responsible for submitting requests for Port Courtesies on behalf of the traveling dignitary and delegation members. The expedited processing and clearance of the dignitary and delegation members occurs at the FIRST international port of entry into the United States. Any additional domestic flight connections neither receive nor require Port Courtesy assistance.

Who is eligible?
Below is an extensive list of those foreign dignitaries who are eligible for a Port Courtesy request. The Office of the Chief of Protocol is required to adhere strictly to this list when receiving requests for Port Courtesies from Foreign Missions. **Please note that any children flying independently of a qualifying dignitary are not eligible for Port Courtesies.

- Chiefs of State/Heads of Government (and their traveling parties)
- First Lady/ Spouse of Chief of State/Head of Government
- Former Chiefs of State/Heads of Government (and their traveling parties)
- Cabinet Minister/ 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
- Chiefs of Mission accredited to the United States
- Chiefs 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 Justices (and their traveling parties)
- High-Ranking Foreign Military Officers not posted to an Embassy or Consulate
- Other High-Ranking Officials as designated by the Chief of Protocol
Courtesies of the Port (Request for Facilitation on Arrival) continued

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, the Embassy/Mission is encouraged to 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
- The Office of the Chief of Protocol cannot guarantee any requests submitted less than THREE (3) business days in advance of the arrival date.

US-VISIT Exemption

- The US-VISIT Exemption exempts visitors on un-official B1/B2 or I visa 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, and also part of an official delegation consolidated motorcade facilitated by U.S. government agencies, such as Diplomatic Security (DS) or United States Secret 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.
- This does not exempt the travelers from requiring a 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 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.

Prior to Arrival

- Ensure each member of the delegation holds the correct passport with the correct visa type.
- Submit a Port Courtesy request, listing the high-level dignitary, support staff, media (if applicable) and security officers, a minimum of three business days, in advance of the arrival date.
- If applicable, submit a US-VISIT exemption request, a minimum of three business days, in advance of the arrival date.
- Properly declare all equipment, agricultural products and/or negotiable monetary funds, using an active ATA Carnet; thus ensuring the information listed on the Carnet is reflected in the physical items coming into the United States. The Carnet must be certified by the Customs and Immigrations Department of the host country, prior to entering into the United States.
UN Mission Greeters at Airport Arrivals

- For commercial aircraft arrivals, airports within the United States allow up to two greeters from the Foreign Embassy 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 process 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 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.

- For private aircraft arrivals, a maximum of two 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.

Submitting COP Requests Via e-GOV

Courtesies of the Port are submitted through e-Gov. Registered e-Gov users with IDs and passwords may log on at https://egov.ofm.state.gov. New users should click on “Request access to this system” in lower left corner and follow the instructions to submit the request form. Approval by accredited members of the Mission’s administrative staff is required.

For assistance with e-Gov access, please contact the Help Desk at 202-895-3564 or ofmegovhelpdesk@state.gov.

Additional Resource:

The Arrival and Departure Handbook from the U.S. Department of State’s Office of the Chief of Protocol
Courtesies of the Port (Request for Facilitation on Arrival) continued

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.
- **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.

**CONTACTS:**

Ms. Grace Mendel  
Office of the Chief of Protocol  
U.S. Department of State, Washington D.C.  
Desk: 202-647-4169 ; Cell: 202-821-9151  
E-mail: PortCourtesies@state.gov

Ms. Lisa Bowen  
U.S. Mission to the UN/ Host Country Affairs  
Desk: 212-415-4144, Cell: 646-510-0041  
E-mail: BowenLX@state.gov
John F. Kennedy International
Newark Liberty International
LaGuardia
Teterboro
New York Stewart International

State (Private) Aircraft

Motorcade and Parking
The United Nations 77th General Assembly is fast approaching. We are privileged to join together in celebration of this historic occasion, and we look forward to working with you on coordinating the visits of your dignitary to the New York Area.

During this time, the Port Authority looks forward to working with you to ensure the most successful visit of your dignitary. This year will bring changes that will affect operations at our airports: reduced number of parking locations for special/state flights, relocation of motorcade staging locations, and the anticipated unprecedented number of chiefs of state, heads of government, and foreign ministers that will visit New York. To meet this challenge, vast amounts of resources will be committed to making the arrival or departure run smoothly. Therefore, we have prepared this document to assist you in providing the information you may need, as well as to answer any questions you may have.

Finally, as we expect many dignitaries to arrive to and depart from the airports at the same time of day, we cannot emphasize enough that adherence to time schedules and policies will be essential to ensure that your dignitary and accompanying party will not be delayed upon arrival and departure.

Thank you in advance for your cooperation,

The Port Authority of NY & NJ
Aircraft

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

- Due to the high volume of aircraft traffic and reduction of aircraft parking locations, The Port Authority of NY & NJ has instituted a **two (2) hour** restriction on ground parking for all foreign military and state aircraft into JFK, LGA, and EWR. The foreign military or state aircraft must **depart within two (2) hours of arrival** and relocate to an alternate location. At Teterboro airport, extended/overnight parking will be permitted.
- Overnight parking of foreign military or state aircraft at John F. Kennedy International, Newark Liberty, or LaGuardia Airport is strictly prohibited.
- Port Authority Operations will provide a “follow me” vehicle to escort the aircraft to the parking site.
- Port Authority Operations will determine all State aircraft parking locations – contact information is provided below.
- In addition, because many special flights are expected to be on the ground at the same time, a particular parking spot may not be confirmed until a short time before the arrival of the aircraft and it may be required to be towed into or out of the arrival departure site.
- Be sure to contact the appropriate Fixed Base Operator (FBO) for the intended airport arrival to coordinate all ground handling services and all airport fees (landing and parking).
- Aircraft are required to unload the dignitary/delegation and reposition the aircraft to another location with this two (2) hour window.
- Diplomatic Clearance Application System (DCAS) applications will be reviewed to ensure aircraft have an available parking location.
- If aircraft parking is not available based on original DCAS submittal, JFK Operations will advise and ask to consider a change to the time and/or date of the aircraft arrival and/or departure.
- JFK Operations will have a seventy-two (72) hour prior permission request (PPR) to confirm aircraft parking.

Special Flights – Same as Private Aircraft with the following additions:

- For the use of an A380 or B747-8, prior permission is required at least 72 hours in advance from Port Authority Operations.
- Certain types of aircraft are prohibited from landing due to their size and noise control regulations.
- Make sure to file flight plans for all departures by contacting 1-800 WXBRIF (1-800-992-7433)

Alternate Aircraft Airport Parking Locations

- Dover Air Force Base, Delaware (KDOV)
- Newburgh/Stewart International, New York (KSWF)
- Charleston Air Force Base, South Carolina (KCHS)
- Scott Air Force Base, Illinois (KBLV)
**Commercial Flights** - This information is similar for arrivals and departures:

- Please limit the number of greeters who will welcome the delegation upon arrival. Due to heightened security measures at all airports, arrangements for greeting will be made in accordance with federal and airport requirements. For commercial flights there is a strict limit of two (2) greeters in the federal inspection area as per the Customs and Border Protection regulations.

- Please advise the responsible airline directly for any special requirements you may have.

**Airport Parking at John F. Kennedy International Airport**

Many dignitary arrivals and departures do not require special motorcade arrangements, except for parking. Due to the many expected motorcades at the airport terminals during UNGA, we request that if your representative is not under protection and you wish only to park your vehicle(s) in order to pick up your dignitary, you may take advantage of diplomatic exemption from parking fees. (**Please see supplement #2 for further details.**)

**Motorcades**

For arrivals into John F. Kennedy Airport, all motorcades for commercial and special flights will form two (2) hours before the arrival at JFK. 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 JFK Parking lot # 7 (130th Place between West Hangar Road and East Hangar Road). The entrance will be on East Hangar Road. This is a change from our previous location. (**Please refer to the directions in Supplement #1 of this document.**)

DO NOT go directly to the POLICE BUILDING for a terminal parking pass during this time.

Once a car is put into position in the motorcade, it must stay in that place with the driver. Also, for special flights and ramp side movements on commercial flights, no car will move onto the ramp without a Port Authority Police lead vehicle. We are limiting the number of vehicles in the motorcade to ten (10) vehicles; this includes the principle’s limousine and security vehicles. We are also limiting the number of motorcades to a private/special flight to two (2) per aircraft. This may be accomplished by using vans or buses for large delegations. When the motorcade has been formed, they will be escorted to the designated terminal or ramp area approximately twenty (20) minutes before the arrival.

Please note that ramp side arrivals and departures for commercial flights are restricted; requests for such will be reviewed individually. For these type movements, a limited number of vehicles from the motorcade will be escorted onto the ramp, the remaining vehicles will wait at another designated location.

For departures from John F. Kennedy Airport, the motorcade will be met by a Port Authority Police lead vehicle at Federal Circle and escorted to the appropriate terminal or ramp.
Contact Information

Port Authority of NY & NJ Police John F. Kennedy International Airport
VIP Sergeant at Police Building 269
718-244-4305, 718-244-4335 (24-hour desk)
Sgt. Sean Spollen – sspollen@panynj.gov

Lieutenant at Police Building 269 718-244-4346
Lt. Thomas Lomonaco – tlomonaco@panynj.gov

Port Authority of NY & NJ Airport Operations
John F. Kennedy International Airport
Assistant Chief Operations Supervisor
Aeronautical Operations at Building 145
Ms. Arianne Reyes – arreyes@panynj.gov; telephone 718-244-3774
ALL JFK VIP Email - JFK_VIP@PANYNJ.GOV

Port Authority of NY & NJ Operations Newark Liberty International Airport
VIP/Security Lieutenant
Lt. Robert Coccodrilli – rcoccodrilli@panynj.gov 973-961-6493

For Newark Liberty International Airport CBP assistance with International Dignitary arrivals email - Newark-PSRTeam@cbp.dhs.gov

Port Authority of NY & NJ Police LaGuardia Airport
VIP Lieutenant: 718-533-4028, 718-533-3904 (24-hour desk)
Lt Nicolas Yum – nyum@panynj.gov

LaGuardia Airport
Chief of Operations, PA Operations – Building 30
718-533-4283, 718-533-3700 (24-hour desk)
Kevin Gillen - kgillen@panynj.gov

Fixed Base Operators (FBO) – For arranging aircraft ground services:

John F. Kennedy International Airport, Building 145
Modern Aviation 347-566-6620

LaGuardia Airport, Terminal A
Modern Aviation 718-779-4040

Newark Liberty International Airport
Eric Richardson 973-624-1660
Signature Aviation
JFK Airport – Supplement #1

DIRECTIONS TO MOTORCADE FORMATION AT JFK AIRPORT

1. Take I-678 South (Van Wyck Expressway) toward Kennedy Airport.
2. At exit C, toward 130th Place
3. Turn Left at the first traffic light onto 130th Place.
4. Turn Right on West Hangar Road.
5. The sweep lot entrance will be on your left.

[Image of aerial view of JFK Airport area]
DIPLOMATIC EXEMPT PARKING INFORMATION

John F. Kennedy International Airport
Exempt Parking Information

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

1. The vehicle bears U.S. Department of State Diplomat license plates,
   and
2. 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.

**Port Authority Supervisor:** 718-244-8158

**Please note that this procedure does not apply to dignitaries under US Government protection.**
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.
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 / 82\textsuperscript{nd} Street / Terminal A.
3. Take a slight right at Astoria Boulevard.
4. Merge left onto 23\textsuperscript{nd} Avenue.
5. Turn left at 82\textsuperscript{nd} 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.
DIPLOMATIC AIRCRAFT CLEARANCE (DCAS)

A diplomatic aircraft clearance is the U.S. Government’s approval to authorize a foreign state aircraft to enter and operate within the national airspace of the United States and its territories, in accordance with a specific purpose, itinerary, and aircraft.

The Diplomatic Clearance Application System (DCAS) is the online methodology for foreign governments to submit requests for overflight and landing clearances to the U.S. Department of State. These clearances are required for foreign state aircraft (to include military) seeking to over-fly or land in country.

Who needs to request a diplomatic aircraft clearance?
* Foreign missions (or embassies) in the United States must request a diplomatic clearance for all foreign state or civil aircraft chartered solely to transport a VIP into U.S. national airspace. If approved, the Department of State will issue a unique Diplomatic Clearance Number (DCN). During the UN General Assembly (UNGA), foreign state aircraft must be issued a DCN to be authorized to enter U.S. national airspace. Failure to obtain a DCN in advance could result in the aircraft having to divert to another location other than what was requested.

* The DCN authorizes the aircraft to operate strictly in accordance with the approved itinerary shown in the DCAS application.

* These procedures do not apply to foreign dignitaries arriving on commercial aircraft, e.g., Delta, United, or other foreign carriers.

How to file for clearance:
* All applications must be submitted via the web-based Diplomatic Clearance Application System (DCAS).
* For questions concerning DCAS, contact Mr. Rodney Bethea at betheard@state.gov or Mr. Tom Brown at brownt@state.gov.

When to file for diplomatic aircraft clearance?
* Applications for diplomatic aircraft clearances must submitted a minimum of three (3) full business days in advance of the planned arrival into the U.S. A business day is Monday through Friday, excluding U.S. Federal Holidays.
* Foreign governments must also submit requests to amend a previously approved request at least three (3) full business days in advance of the planned arrival into the U.S.
* The Department of State will consider exceptions to the three (3) full business day rule for the following circumstances:
  * To support urgent medical, humanitarian, or disaster relief emergencies.
  * To support short-notice, official VIP governmental meetings, which are hastily arranged, requiring senior government VIP officials to travel on short notice.
Who should submit Diplomatic Aircraft Clearance requests?
(Embassy or Permanent Mission)

* Permanent Missions are strongly encouraged to allow their embassy in Washington, D.C. to electronically file all DCAS requests.
* The majority of embassies in Washington, D.C. have trained and experienced DCAS operators who are familiar with the submission procedures.
* After reviewing the embassy’s submissions, the DCAS Administrator will electronically transmit an approval notification to the Application Submitter via the DCAS email notification system.
* The Embassy can then inform the Permanent Mission and others of the approval.
* Please avoid submitting duplicate requests from both the foreign Mission and the embassy to the U.S. Department of State. Multiple submissions for the same purpose/flight will result in confusion and potential delays in providing an approval.

New York & New Jersey Port Authority Aircraft Parking Limitations

* During UNGA, the New York/New Jersey Port Authority (NYNJPA) limits parking and servicing of diplomatic aircraft to a maximum of two (2) hours ground time at John F. Kennedy, Newark Liberty, and LaGuardia Airports.
* Aircraft commanders are required to unload the VIP/delegation and reposition the aircraft to another airport within this two (2) hour window.

THIS LIMITATION IS STRICTLY ENFORCED BY ALL AIRPORT AUTHORITIES

Where to get additional information?
Department of State Office of Global Programs and Initiatives:  Diplomatic Aircraft Clearance Procedures
Diplomatic Aircraft Clearance continued


- To obtain a Diplomatic Clearance Application System (DCAS) account, go to https://dcas.state.gov. Click on the “Request an Account - Foreign Embassy Employees” link and fill in all required information. The DCAS Administrator will review and approve the request as quickly as possible.

- We have enhanced the overall security of DCAS with the Okta Verify Multifactor Authentication (MFA) process. This mobile phone-based application is required to obtain access to DCAS.

Diplomatic Aircraft Clearances (DCAS)

Okta

Okta Multifactor Authentication (MFA) Required for Access
- Accessed via your mobile phone
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 the U.S. State Department.

JOHN F. KENNEDY INTERNATIONAL AIRPORT

- All local requests and questions should be emailed to: JFKUNGA@cbp.dhs.gov (Private Flights) OR PORTCOURTESY-JFK@cbp.dhs.gov (Immediate Attention-IA requests on commercial flights)
- All requests should be emailed at least 72 hours in advance.
- 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.

Phone: 718-553-1648 (24/7); Fax: 718-553-0043
UNGA CBP Command Post Phone: 718-244-2559
PORTCOURTESY-JFK@cbp.dhs.gov

Commercial Diplomatic Arrivals:
- No more than two greeters per flight.
- Only travelers with diplomatic class visas (A or G) will be allowed to proceed “over the top.”
- I-94 and Customs Declaration forms not required.
- Have a staff member remain behind to collect all checked baggage.

Private Diplomatic Arrivals:
- Email: JFKUNGA@cbp.dhs.gov
- 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.
- Completed I-94 forms and Customs Declaration forms not required.
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

You may obtain a copy of the “Request for Protection Form” from the U.S. Secret Service dpd.ops@usss.dhs.gov directly or through USUN Host Country Affairs (BowenLX@state.gov).

Completed forms should be sent to dpd.ops@usss.dhs.gov
- Work with Missions who are receiving Protection from the Department of State’s Diplomatic Security Service (DSS).
- Consult with Missions hosting VIPs with accompanying security, but not receiving protection from USSS or DSS.
- Work with Missions on general security concerns or questions during UNGA and throughout the year.
- Airport departures involving armed security officers for VIPs not receiving USSS or DSS support
AIRPORT ESCORT SCREENING COURTESIES PROGRAM (AESC)  
(Request for Facilitation on Departure)  
* This is for Departures only, and is not for arrival requests

**Definition**

The Airport Escort Screening Courtesies Program, or AESC, assists qualifying foreign officials with airport security when connecting to and departing from the United States. AESC requests are managed by the U.S. Department of State’s Office of the Chief of Protocol in close coordination with the Transportation Security Administration. An AESC form must be submitted for Departure Courtesies in addition to a request for a Port Courtesy for Arrival.

**Who is eligible?**

- Chief of State/Head of Government (when not accompanied by a USSS or DS security detail)
- Spouse of Chief of State/Head of Government
- Former Chiefs of State/Heads of Government
- Cabinet Ministers
- Immediate Members of Royal Families
- Speaker/President of Parliament/Congress
- Central Bank Governors
- Supreme Court Justices
- Head of designated International Organizations

**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.
- Chiefs of State, Heads of Government, Foreign Ministers, Heads of International Organizations or any other officials receiving a USSS or DSS Detail do NOT need to apply for AESC Courtesies.

**Accompanying Party**

- Spouses and Children under the age of twelve (12) will receive the same screening exemption as the eligible official only when accompanying the eligible official on the same flight.
  - An additional DS-4138 form is needed for spouses and Children under 12.

- Delegation members traveling with an AESC eligible VIP will be provided with expedited screening. ONLY the eligible official (and their spouse and children under 12, if applicable) will forgo security screening.
  - An additional DS-4138 form is NOT needed for accompanying staff. Please just list their names in the email
AESC program, continued.

**Submitting AESC Requests**

- 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.

*REMINDER:* 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

**Updates or Changes to Itinerary**

- Updates or changes in departure itinerary must be initiated as soon as possible and a new updated request AESC form must be sent via email to USUN and Washington directly at the following email addresses: escortscreening@state.gov and airportescorts@state.gov

- The updated request should include the statement “*Update of Itinerary*” in the subject line. It is also strongly recommended that the updated departure details be included in the body of the email as well as on the new request form.
**AESC Participating Airports**

Not every airport in the U.S. participates in the Airport Escort Screening Program. **U.S. airports not listed below should still be included in the itinerary shown on the AESC form.**

- 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)

**Expediting Screening is provided at all other non-participating U.S. airports**

**Always include the entire U.S. travel itinerary**

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**Additional Information and Reminders**

- 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

- The Airport Escort Screening Courtesies Program has different eligibility criteria than the Port Courtesies program. Please carefully review both.
AESC program, continued.

- **Escort Screening request form** Please download and save this form to your computer as it is not possible to email the completed from the website.

- **E-mail Completed DS-4138 forms to both: AIRPORTESCORTS@STATE.GOV, ESCORTSCREENING@STATE.GOV**

- If you do not receive an automatic response that your request has been received within 15 minutes of sending, please call (212) 415-4144 for assistance.

- Dignitaries accompanied by armed U.S. security and/or departing on diplomatic (special/private) aircraft are ineligible for AESC on departure.

- **Important**: Should the Escort Officer not be able to reach the POC/VIP within 24 hours of departure, the VIP will be at risk of not receiving these courtesies due to cancellation of the assignment because the POC was unreachable.

- Requests MUST be submitted THREE (3) business days in advance of the departure date.

**Transportation Security Administration (TSA) Screening**

Per TSA policy, all members of the delegation, except for the principal receiving U.S. Secret Service or U.S. Department of State Diplomatic Security protection, must pass through the screening process prior to departure. **There is a maximum of two greeters at the gate.**
**ADDITIONAL GUIDANCE:**

*EXPEDITED SCREENING ON DEPARTURE*

Transportation Security Administration’s Travel Protocol Office Program (TSA-TPO)

For Permanent Representatives and other VIPs who are not eligible for AESC or for other VIPs who were denied AESC for eligibility reasons (this does not include individuals who are denied based on TIME), **expedited screening** on departure may be requested. The TSA-TPO Program is managed and administered by TSA and is different and separate from the AESC Program.

Please contact the Transportation Security Administration’s Travel Protocol Office (TSA-TPO) directly via e-mail: TSA.TPO@tsa.dhs.gov or via telephone numbers: 888-262-2396 or 703-603-1558. Please be sure to include the following information:

- Full name of the traveler
- Travel dates with full flight itinerary
- Point of contact with direct contact information to include an afterhours phone number

* Please note that an Escort Officer will NOT be assigned.

**TEMPORARY RADIO FREQUENCIES**

Foreign missions requesting temporary radio frequencies to support high-level visits (Chiefs of State/Heads of Government, Former Heads of Government, Ministers, etc.) should submit their requests a minimum of three business days before the arrival date (not including the date of submission nor the arrival date). Foreign missions may request this through an email, diplomatic note, or letter to OFMTravelServices@state.gov. Upon receipt of the submission, OFM will email an acknowledgement of receipt. The request should include **required items 1-7**, while items 8-14 are helpful but optional:

1) Name and title of visiting official
2) Itinerary of visiting official (including the city, state and date range at each city)
3) Specific frequency desired (in MHz)
4) Alternate frequencies (in MHz), if requested frequency is not available
5) Type of equipment and the number of units (Example: 10 Motorola XPD mobiles, 15 portables, etc.)
6) Embassy point of contact (name, title, phone, mobile, e-mail, etc.).
7) Estimated geographic service area for portable and mobile units. (Example: 5-mile radius of Chase Tower, Chicago, IL.)
8) Frequency operating range of equipment and any tuning limitations
9) Required frequency separation (in MHz) for duplex or repeater operation
10) Transmit power output level of each type of equipment. (If not known, please provide approximate level of watts for each type of equipment.)
11) System configuration (Example: simplex, half duplex, repeater, or full duplex)
12) For half duplex (repeater) or duplex, list specific transmit and receive frequencies needed for each type of equipment.
13) Emission designator which includes bandwidth and emission classification. Example (bandwidth): 8 kHz, 11 kHz, 16 kHz, etc. Example (classification of emission): voice, data, or other.
14) When applicable, location of base or repeater stations and antennas, including name of hotel and floor number.

Once the request is approved, OFM will send approval letters to the email from which the request originated If you have any questions, please call (202) 895-3500, ext. 5.

Link to:
The Arrival and Departure Handbook from the U.S. Department of State’s Office of the Chief of Protocol
DIRECTORY

U.S. DEPARTMENT OF STATE

U.S. MISSION Host Country Affairs  PHONE/EMAIL
Ms. Lisa Bowen  212-415-4144 (Desk)
646-510-0041 (Cell)
BowenLX@state.gov

After Hours Telephone  212-415-4444 (Ask for Host Country Duty Officer)

E-Gov Port Courtesies (Arrivals)
Ms. Grace Mendel  202-647-4169 (Desk)
202-821-9151 (Cell)
Email: portcourtesies@state.gov

AESC Courtesies (Departures)
Ms. Madeline Allen  202-647-1604 (Desk)
Email: escortscreening@state.gov

Diplomatic Aircraft Clearances
Mr. Rodney Bethea  202-453-8390 (Desk)
202-549-7148 (Cell)
Email: betheard@state.gov

Mr. Tom Brown  202-453-8388 (Desk)
Email: brownt@state.gov

Diplomatic Security Service
Dignitary Protection Division  201-346-8100

Department of State
Operations Center (24/7)  202-647-1512

U.S. SECRET SERVICE DIGNITARY PROTECTION DIVISION  202-406-7650
DPD.OPS@USSS.DHS.GOV

U.S. CUSTOMS AND BORDER PROTECTION
Newark Liberty International Airport  Newark-psrteam@cbp.dhs.gov

John F. Kennedy International Airport  PORTCOURTESY-JFK@cbp.dhs.gov
Phone: 718 553-1648 Fax: 718 553-0043
PORT AUTHORITY OF NY & NJ POLICE  
JOHN F. KENNEDY INTERNATIONAL AIRPORT  
VIP Sergeant at Police Building 269  
718-244-4305, 718-244-4335 (24-hour desk)  
Sgt. Sean Spollen – sspollen@panynj.gov  

Lieutenant at Police Building 269  
718-244-4346  
Lt. Thomas Lomonaco – tlomonaco@panynj.gov  

PORT AUTHORITY OF NY & NJ AIRPORT OPERATIONS  
JOHN F. KENNEDY INTERNATIONAL AIRPORT  
Assistant Chief Operations Supervisor  
Aeronautical Operations at Building 145  
Ms. Arianne Reyes – arreyes@panynj.gov; telephone 718-244-3774  
ALL JFK VIP Email - JFK_VIP@PANYNJ.GOV  

PORT AUTHORITY OF NY & NJ OPERATIONS  
NEWARK LIBERTY INTERNATIONAL AIRPORT  
VIP/Security Lieutenant  
Lt. Robert Coccodrilli – rcoccodrilli@panynj.gov 973-961-6493  

Newark Liberty International Airport CBP assistance with International Dignitary arrivals email - Newark-PSRTeam@cbp.dhs.gov  

PORT AUTHORITY OF NY & NJ POLICE  
LAGUARDIA AIRPORT  
VIP Lieutenant: 718-533-4028, 718-533-3904 (24-hour desk)  
Lt Nicolas Yum – nyum@panynj.gov  

LaGuardia Airport  
Chief of Operations, PA Operations – Building 30  
718-533-4283, 718-533-3700 (24-hour desk)  
Kevin Gillen - kgillen@panynj.gov  

FIXED BASE OPERATORS (FBO) – for arranging aircraft ground services:  

John F. Kennedy International Airport, Building 145  
Modern Aviation 347-566-6620  

LaGuardia Airport, Terminal A  
Modern Aviation 718-779-4040  

Newark Liberty International Airport  
Eric Richardson 973-624-1660  
Signature Aviation