

UNITED STATES MISSION TO THE UNITED NATIONS
NEW YORK

July 2, 2014

HC-73-14

The United States Mission to the United Nations presents its compliments to the Permanent Missions and Permanent Observer Offices to the United Nations and has the honor to provide the following information regarding procedures relating to the Escort Screening Courtesies Program.

The Office of Host Country Affairs has determined that a small percentage of requests for escort screening courtesies were not processed due to email transmission delays between the computer servers of some Missions and the servers at the United States Mission. While the United States Mission is working to resolve the problem, it seeks the cooperation of the Permanent Missions and Observer Offices in verifying that their Escort Screening request has been received.

Once an email request has been received by Airportescorts@state.gov, the United States Mission's servers will automatically send a reply which acknowledges receipt of the email. If a Permanent Mission or Observer office has not received an automatic response to an Escort Screening request within fifteen minutes of submission, immediately contact either of the United States Mission's Escort Screening Courtesy managers Paula Thomas at 212-415-4037 or Jason Lang at 212-415-4453. They will be happy to provide guidance on the best course of action. If necessary, Permanent Missions and Observer Offices may be asked to fax their time-sensitive

DIPLOMATIC NOTE

requests to **212-415-4162** to the attention of the officers listed above. Please note that request forms for Escort Screening Courtesies must still be submitted **three business days** in advance of a Minister's scheduled departure date to allow for appropriate scheduling and assignment of a US State Department Escort Officer. If forms are received outside the three business day window, it greatly reduces the chance that an escort officer can be assigned for a scheduled departure.

So that the United States Mission is able to better serve the Permanent Missions and Observer Offices, each Mission and Office should select a specific, dedicated email address which will be used exclusively for escort screening requests. Once chosen, that specific address should be e-mailed to Airportescorts@state.gov . The United States Mission's Escort Screening program managers will then have the ability to contact their colleagues at other Missions and Observer Offices immediately to mitigate any potential issues expeditiously.

The United States Mission continues to assure the provision of a high level of service to the Permanent Missions and Permanent Observer Offices to the United Nations and avails itself of this opportunity to renew to the Permanent Missions and Permanent Observer Offices to the United Nations the assurances of its highest consideration.

A handwritten signature, possibly initials, enclosed within a hand-drawn oval. The signature is written in dark ink and is somewhat stylized.