



**ARRIVAL & DEPARTURE
BRIEFING FOR THE
71st UNGA**

August 25, 2016

UNITED STATES MISSION TO THE UNITED NATIONS



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ARRIVAL / DEPARTURE BRIEFING FOR THE 71st UNGA
August 25th, 2016**

RESOURCES

U.S. MISSION

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U.S. DEPARTMENT OF STATE

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Ms Amy Bratt Bradley or Ms. Kira Robin --Airport Escort Screening Courtesies (Departures)	202-647-4503 (Desk) Email: escortscreening@state.gov http://www.state.gov/s/cpr/c69857.htm	
Department of State Operations Center (24/7)	202-647-1512	



**UNITED STATES MISSION TO THE UNITED NATIONS
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BRIEFING SCHEDULE

3:00 – 3:10 PM	Welcoming remarks/Introductions James B. Donovan, Minister Counselor USUN Host Country Affairs
3:10 – 3:30 PM	Courtesies of the Port (Arrivals) Office of the Chief of Protocol, Washington DC
3:30 – 3:50 PM	Diplomatic Aircraft Clearance Office of International Security Operations, Washington DC
3:50 – 4:10 PM	Airport Escort Screening Courtesies (Departures) US Mission to the United Nations Host Country Affairs
4:10 – 5:10 PM	Airport Operations: State Flights, Airport Access, Motorcades and Parking (EWR, JFK, LGA) <ul style="list-style-type: none">• Customs Border Protection (CBP)• Port Authority Operations• Port Authority Police Department (PAPD)• Transportation Security Administration (TSA)
5:10 – 5:15 PM	Questions and Answers
5:15 – 5:30 PM	Conclusion/Meet and Greet

Agents and representatives from other United States Government agencies will be available to answer questions from delegations following the end of the briefing session.



Courtesies of the Port

(Request for Facilitation on Arrival)

* This is for Arrivals only, and is not to be used for departure requests

Definition

A Port Courtesy 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 the Foreign Missions. Please note, that any children of a qualifying dignitary flying independently are not eligible for a Port Courtesy.

- Chief of State/Head 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*)
- Vice President/Deputy Prime Minister
- Cabinet Ministers/Cabinet Secretaries (*and their traveling parties*)
- Deputy Cabinet Ministers/Deputy Cabinet Secretaries (*and their traveling parties*)
- State Minister/State Secretary
- Members of Royal Families
- Members of Parliament/Congress
- 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 Justices (*example: Supreme Court Justices*)
- High-Ranking Foreign Military Officers not posted to an Embassy or Consulate
- Other High-Ranking Officials as designated by the Office of Chief of Protocol at the Department of State



Courtesies of the Port

(Request for Facilitation on Arrival)

Important Reminders:

- Diplomatic Missions should take advantage of the normal Port Clearance Program to simplify Customs passport processing by submitting a Port Courtesy requests via E-GOV.
- Port Courtesy requests are for the first port of entry into the United States.
- Requests must be submitted a **minimum of three (3) business days** prior to the arrival date into the United States.
- Embassies should identify the 2 official delegation arrival greeters on the Port Courtesy request.
- If weapons will be brought into the United States, the weapon information and security officer's information must be listed on the port courtesy request and be submitted a minimum of three (3) business days prior to the arrival date into the United States.
- For weapons please refer to the weapons procedures diplomatic note.
- **ALL** requests for Courtesies of the Port must be made through the electronic **e-Gov system**. Please refer to the detailed information provided on pages 8-13 of this guide.
- In order to use the e-Gov Port Courtesies module, you must EMAIL the "Application for OFM Web Site Account" request form to the Office of Foreign Missions email at: OFMeGovHelpDesk@state.gov (application can be found on the e-Gov user guide).
- You may contact the Office of Foreign Missions help desk by e-mail at ofmhelpdesk@state.gov or by telephone at 202-895-3564 for more information.
 - They will add the Port Courtesies module to your e-Gov account.
 - For non-technical questions you may contact Office of the Chief of Protocol at portcourtesies@state.gov or 202-647-4074. After hours, please contact Port Courtesy emergency line at 202-997-4923 and ask for the Port Courtesy Officer.
- e-Gov user guide:

<http://www.state.gov/documents/organization/170352.pdf>



Courtesies of the Port

(Request for Facilitation on Arrival)

For additional instructions and information, please refer to our website at: <http://usun.state.gov/about/6632/6636>. Missions may also call the Host Country Affairs Section of the United States Mission to the United Nations at (212) 415-4131 for assistance.

Question: Where can I download a copy of the Courtesies of Port e-Gov User Guide?

Answer: Go to <http://usun.state.gov/about/hostaff/c32161.htm> and select link under “COURTESIES OF THE PORT” entitled “E-Gov User Guide”

• e-Gov user guide

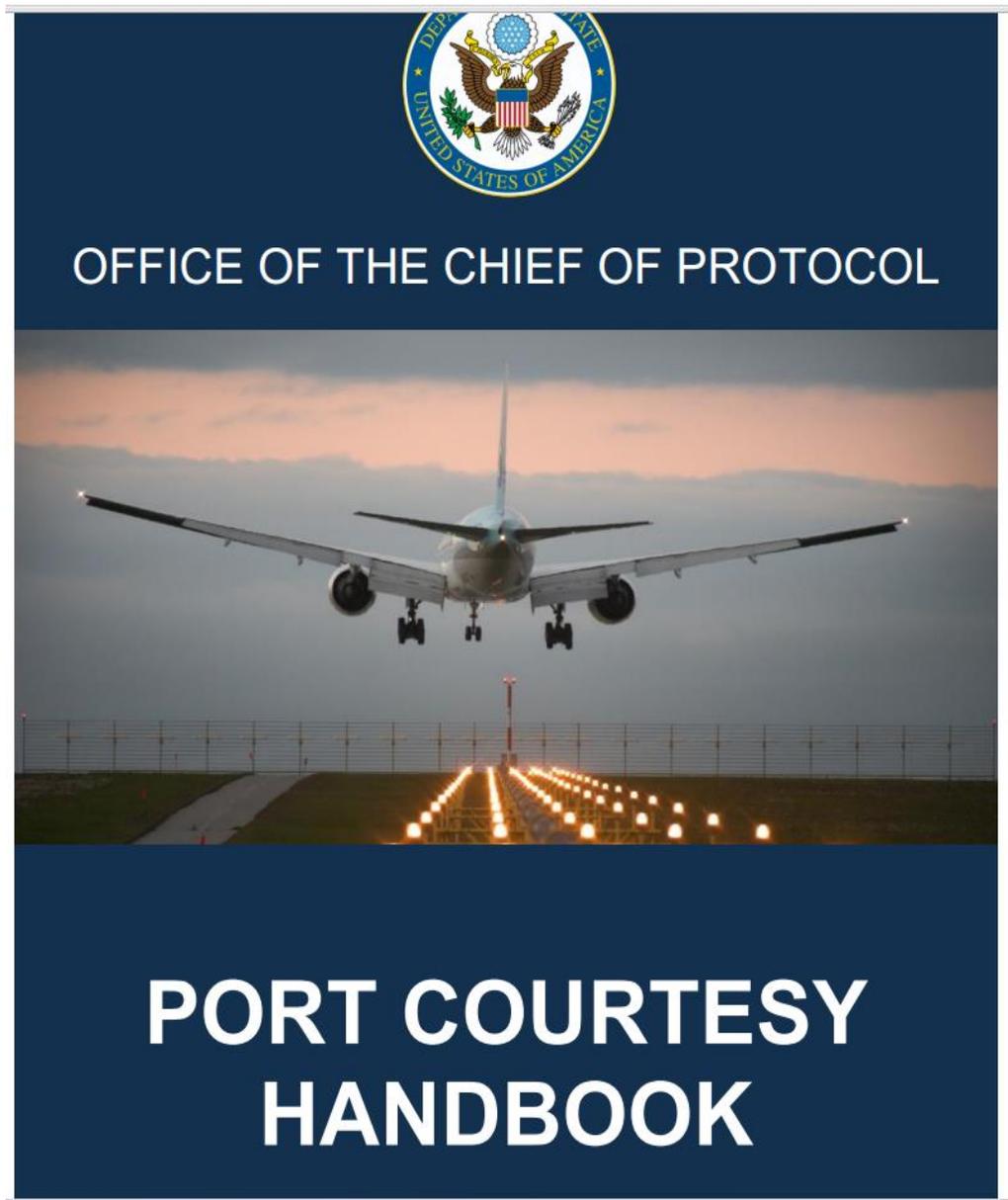
If you are unable to obtain an e-Gov account please contact the United States Mission's Host Country Affairs Section for further

<http://usun.state.gov/about/6632/6636>

E-Gov user guide:

<http://www.state.gov/documents/organization/170352.pdf>

Please download a copy of the Courtesies of Port e-Gov User Guide to use as a personal reference. This 30-page user guide provides specific directions for submitting a Port Courtesies request and contains important information regarding all aspects of Courtesies of the Port.





Office of Foreign Missions' Website

How to Access OFM E-Gov

<http://www.state.gov/ofm/>

The screenshot shows the website for the Office of Foreign Missions (OFM) under the U.S. Department of State. The page features a navigation menu with categories such as 'ABOUT STATE', 'POLICY ISSUES', 'COUNTRIES & REGIONS', 'ECONOMICS, ENERGY & ENVIRONMENT', 'ARMS CONTROL & INTERNATIONAL SECURITY', 'CIVILIAN SECURITY & DEMOCRACY', 'PUBLIC DIPLOMACY & PUBLIC AFFAIRS', and 'ASSISTANCE & DEVELOPMENT'. The main content area is titled 'Office of Foreign Missions' and includes a sidebar with a list of links. The 'OFM E-Gov System' link is highlighted with a red box, and a yellow arrow points to it. The main content area also includes a section for 'Highlights' and a 'Stay Connected with State.gov' section with social media icons.

U.S. DEPARTMENT OF STATE
DIPLOMACY IN ACTION

SECRETARY KERRY MEDIA CENTER BLOG TRAVEL CAREERS BUSINESS YOUTH & EDUCATION MYSTATEDEPARTMENT

ABOUT STATE POLICY ISSUES COUNTRIES & REGIONS ECONOMICS, ENERGY & ENVIRONMENT ARMS CONTROL & INTERNATIONAL SECURITY CIVILIAN SECURITY & DEMOCRACY PUBLIC DIPLOMACY & PUBLIC AFFAIRS ASSISTANCE & DEVELOPMENT

Home » Office of Foreign Missions

Office of Foreign Missions

The Foreign Missions Act (22 U.S.C. 4301-4316) provides the legal foundation to facilitate secure and efficient operations of U.S. missions abroad, and of foreign missions and international organizations in the United States. Congress mandated the creation of the Office of Foreign Missions (OFM) in the Act to serve the interests of the American public, the American diplomatic community abroad, and the foreign diplomatic community residing in the United States ensuring that all diplomatic benefits, privileges, and immunities would be properly exercised in accordance with federal laws and international agreements.

The Office of Foreign Missions has four missions:

- Employment of reciprocity to ensure equitable treatment for United States diplomatic and consular missions abroad and their personnel through reciprocity;
- Regulation of the activities of foreign missions in the United States in a manner that will protect the foreign policy and national security interests of the United States;
- Protection of the United States public from abuses of privileges and immunities by members of the foreign missions; and
- Provision of service and assistance to the foreign mission community in the United States to assure appropriate privileges, benefits, and services on a reciprocal basis.

OFM also provides a range of services to the foreign diplomatic community, including issuance of vehicle titles, vehicle registrations, driver's licenses, and license plates; processing of tax exemption and duty-free customs requests; and facilitation of property acquisitions through local zoning law procedures. By assisting, advising, and regulating

OFM presses for fair treatment of U.S. foreign diplomats based in the United States receive the same treatment that each respective government provides in return. Additionally, OFM assists foreign missions in dealing with local government offices in the United States.

OFM also provides a range of services to the foreign diplomatic community, including issuance of vehicle titles, vehicle registrations, driver's licenses, and license plates; processing of tax exemption and duty-free customs requests; and facilitation of property acquisitions through local zoning law procedures. By assisting, advising, and regulating

Stay Connected with State.gov

Mobile Video RSS Subscribe Contact

Highlights

Connect with OFM on Facebook!

08/05/2016: Diplomatic Note 16-1205: New Aspects of and Procedures related to the Non Eligibility Letter Program

08/05/2016: Notice: Dependent Work Authorization Requests

08/04/2016: Diplomatic Note 16-1204: Mailing ID Cards to Mission Address

08/01/2016: Diplomatic Note 16-1183: Personnel Accredited For More Than Six Years

08/01/2016: Notice: eGovernment System Outage & Upgrades

07/29/2016: Notice: Zika Cases Confirmed

07/27/2016: Notice: New Associate Regional Director for External Relations at OFM Houston

Office of Foreign Missions E-Gov Account Logon

Users should go to <https://egov.ofm.state.gov>. If a user already has a User ID and password, they should input this information. Users who need access to the system should select “Request access to this system,” which is circled below in red.

The screenshot shows the eGov login page. At the top left, there is a callout box with the text "New users must request access to the system here" pointing to the "Request access to this system" link. In the center, there are input fields for "User name:" and "Password:" with a "Log In" button below them. A callout box on the right says "Registered users: Enter logon information here" with an arrow pointing to the password field. At the bottom, the "Request access to this system" link is circled in red.

Access Request for OFM e-Gov Application

The screenshot shows the "Access Request for OFM e-Gov Application" page. It contains a heading "Access Request for OFM e-Gov Application" followed by instructions: "Use the list below to determine your eligibility. If you meet the eligibility requirements, follow the instructions below to request access to the system." Below this are sections for "Eligibility" and "Instructions". A callout box on the right says "Link to Account Request Form" with an arrow pointing to the "Link to Account Request Form" link at the bottom of the instructions. The "Link to Account Request Form" link is also circled in red.

OFM E-Gov New User Application



U.S. Department of State

*OMB APPROVAL NO.1405-0105
EXPIRATION DATE:03-31-2018
ESTIMATED BURDEN:10 MIN.

APPLICATION FOR OFM WEBSITE ACCOUNT

Email application to OFM HelpDesk at OFMeGovHelpDesk@state.gov

Type of Request

New Account
 Change to Existing Account
 Delete Account

Section 1 Applicant Information

Mission

1. Surname	2. Given Name	3. Middle Initial	4. PID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Date of Birth (mm-dd-yyyy)	6. Telephone Number	7. E-mail Address	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Section 2 User Acknowledgement

I understand that I am authorized to use this account for the sole purpose of requesting certain privileges and benefits provided by the U.S. Department of State to the mission(s) listed in Section 4 of this application. Any other users of this account are strictly prohibited. I will not divulge my login or password to any other person. I will notify the OFM HelpDesk if I have any reason to believe my password has been compromised. I further acknowledge that improper use could result in administrative action against me.

Print Name

Signature _____ Date (mm-dd-yyyy) _____

Section 3 Account Access (check applicable sections)

<input type="checkbox"/> All	<input type="checkbox"/> Bonded Warehous	<input type="checkbox"/> Port Courtesies
<input type="checkbox"/> Accreditation	<input type="checkbox"/> Customs	<input type="checkbox"/> Tax
<input type="checkbox"/> Airport Escort	<input type="checkbox"/> DMV	<input type="checkbox"/> White House Tours

Privacy Act and Paperwork Reduction Statement

***AUTHORITIES:** The information is sought pursuant to Vienna Convention on Diplomatic Relations of 1961; Vienna Convention on Consular Relations of 1963; Diplomatic Relations Act (22 U.S.C. 254a-e); International Organizations Immunities Act (22 U.S.C. 288e (a)); Foreign Missions Act of 1982 (22 U.S.C. 4301-4316) as amended.

PURPOSE: The purpose of this form is to authorize access to the Office of Foreign Missions' electronic data submission (e-Gov) system. The information solicited on this form will be used to determine eligibility and create user accounts for the e-Gov system.

Email completed application to OFM Help Desk

at:

OFMeGovHelpDesk@state.gov

Submitting a Port Courtesy

Once a user has received E-Gove account logon information, access the E-Gov program from the U.S. Department of State's Office of Foreign Missions Website at

<http://www.state.gov/ofm>

First time users will enter the User Name and Password provided to them by the system administrator. Ensure that your cursor is positioned in the **User Name** data entry field. Use the mouse to point with the cursor, then [CLICK] the left mouse button in the User Name text window and type your Logon ID that has been provided. Use the [TAB] key to position the cursor in the **Password** text box, then [CLICK] the left mouse button in the Password text window and enter your password. With the left mouse button [CLICK] the **Login** button or press [ENTER] key.

After logging into the e-Gov program using assigned User Name and Password combination, the system will advance the user to the **Main Menu**.



 **U.S. Department of State**
Office of Foreign Missions

[Main Menu](#) | [Request a New Service](#) | [View Service Requests](#) | [View Profile](#) | [Logoff](#)

Main Menu

[Request a New Service](#)

[View Service Requests](#)

[View Your User Profile](#)

Logged in as: TESTER
Logged in since: Tue, 12/14/2010 10:35:19

Port Courtesy Request

Once logged into the system, the user will be at the main menu page. Here the user has the option to either “Request a New Service” or “View Service Requests.”

U.S. Department of State
Office of Foreign Missions

Main Menu | [Request a New Service](#) | [View Service Requests](#) | [View Profile](#) | [Logoff](#)

Main Menu

[Request a New Service](#)
[View Service Requests](#)
[View Your User Profile](#)

Logged in as: TESTER
Logged in since: Tue, 12/14/2010 10:35:19

Use this link to Request a New Service.

...or you may also use this link.

U.S. Department of State
Office of Foreign Missions

[Request a New Service](#) | [Main Menu](#) | [Logoff](#)

Request a Service from the list below to begin.

Customs	Bonded Warehouse Ordering
DMV	Vehicle Registration
	Vehicle Title
	Replacement Plates
	Driver License/Non-Driver ID
Tax	Tax Exemption Card
	Exemption from Utilities Taxes
	Exemption from Gasoline Taxes
Protocol	Notification of Appointment
	Notification of Change
	Notification of Termination
Whitehouse Visit	Request for Chief of Mission Tour
Travel	Courtesies of Port

Use this link to create new Courtesies of the Port Request.



Diplomatic Aircraft Clearance

Definition

A diplomatic aircraft clearance is the U.S. Government 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 overflight of Puerto Rico and the U.S. Virgin Islands) in accordance with a specific purpose, itinerary, aircraft, and crew.

Who needs to request a diplomatic aircraft clearance?

- Foreign missions in the United States must request a diplomatic clearance for all foreign military, government owned or civil aircraft chartered solely to carry an official VIP into U.S. national airspace. If approved, the Department of State will issue a Diplomatic Clearance Number (DCN). Foreign state aircraft are prohibited from entering U.S. national airspace without a DCN. Failure to obtain a DCN in advance could result in the aircraft being diverted to another location.
- The DCN authorizes the crew to operate a specific aircraft strictly in accordance with the itinerary and details as shown in the diplomatic request and approval.
- 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:

- Foreign missions must submit diplomatic aircraft clearance requests via the web-based Diplomatic Clearance Application System (DCAS).
- For questions concerning DCAS contact Mr. Rodney Bethea at betheard@state.gov.



Diplomatic Aircraft Clearance

(Continued)

When to file for diplomatic aircraft clearance?

- Foreign missions **must submit diplomatic aircraft clearance requests a minimum of three (3) full business days in advance** of the planned arrival into U.S. national airspace. For this purpose, a business day is considered to be Monday through Friday, excluding U.S. Federal Holidays.
- Foreign missions also must submit requests to amend a previously approved request at least three (3) full business days in advance of the planned arrival into U.S. national airspace.
- 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 officials to travel on short notice.

Who should submit Diplomatic Aircraft Clearance requests? ***(Embassy or Permanent Mission)***

- Permanent Missions are strongly encouraged to have their embassy in Washington, DC file all DCAS requests electronically.
- Most embassies in Washington have trained and experience DCAS-operators.
- After reviewing the embassy's request, the DCAS Administrator will electronically send an approval notice to the submitter via the DCAS system.
- The Embassy can then inform the Permanent Mission of the approval.
- Please avoid sending duplicate requests to both the U.S. Permanent Mission to the United Nations and to the U.S. Department of State. Multiple requests for the same flight could result in confusion and delays.



Diplomatic Aircraft Clearance (Continued)

Port Authority of NY & NJ aircraft parking limitations

- During UNGA, the New York/New Jersey Port Authority limits parking and servicing of diplomatic aircraft to two (2) hours at John F. Kennedy, Newark Liberty, and LaGuardia Airports.
- Aircraft commanders are required to unload the dignitary/delegation and reposition the aircraft to another location within this two (2) hour window.
- **THIS IS STRICTLY ENFORCED BY ALL AIRPORT AUTHORITIES.**

Where to get additional information?

Department of State

Office of International Security Operations: Diplomatic Aircraft Clearance Procedures

The screenshot shows the U.S. Department of State website. The main heading is "U.S. DEPARTMENT OF STATE" with the tagline "DIPLOMACY IN ACTION". Below this is a navigation menu with categories like "SECRETARY KERRY", "MEDIA CENTER", "BLOG", "TRAVEL", "CAREERS", "BUSINESS", "YOUTH & EDUCATION", and "MySTATEDEPARTMENT". The page title is "Office of International Security Operations: Diplomatic Aircraft Clearance Procedures". The content area contains the following text:

Office of International Security Operations: Diplomatic Aircraft Clearance Procedures

DIPLOMATIC AIRCRAFT CLEARANCE PROCEDURES FOR FOREIGN STATE AIRCRAFT TO OPERATE IN THE UNITED STATES NATIONAL AIRSPACE

A. GENERAL CLEARANCE REQUIREMENTS.

1. Foreign governments seeking diplomatic clearance for state aircraft to transit U.S. territorial airspace or land in the United States must obtain a diplomatic clearance number (DCN) issued in advance by the Office of International Security Operations, Bureau of Political-Military Affairs (PMISO), Department of State. The DCN authorizes the aircraft to transit or land in the United States and/or its territories, in accordance with the approved itinerary.
2. To obtain a DCN, foreign governments must submit information to PMISO via the web-based Diplomatic Clearance Application System (DCAS) at <https://dcas.state.gov>. Applications and amendments must be submitted a minimum of three business days in advance of the aircraft's arrival or movement within the United States. Once the PMISO Diplomatic Clearance Officer verifies that all necessary data is provided, he coordinates the request within the U.S. government and, as appropriate, he approves or declines the application in DCAS. The automated system will reflect that clearance has been granted or declined. For approved applications, DCAS displays a unique DCN for the aircrew to insert into the flight plan.
3. 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.4.
4. 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, foreign governments must submit a diplomatic request to the applicable host nation for approval. The host nation will, in turn, coordinate with the United States Government before responding. Due to the extensive coordination, each request must be submitted at least three full business days in advance of the aircraft entering the applicable airspace. Clearances to transit or land in the Freely Associated States will not be processed via DCAS. Final approval rests with the applicable host nation.

B. AIRCRAFT CLEARANCE LEAD-TIME AND VALIDITY.

<http://www.state.gov/t/pm/iso/c56895.htm>



Diplomatic Aircraft Clearance (Continued)

- To obtain a Diplomatic Clearance Application System (DCAS) account, access <https://dcas.state.gov>. Click on the “Request Account” link located in the upper right-hand corner (just below the Department of State seal), and fill in all required information. The DCAS Administrator will review and approve the request, or contact the applicant for additional information.

The screenshot shows a web browser window with the URL <https://dcas.state.gov/Content/Access/CertifyForm.cfm?CFID=324167&CFTOKEN=d59fc9547a74ce4->. The page header includes the U.S. Department of State logo, the title "DIPLOMATIC CLEARANCE APPLICATION SYSTEM", and the date "August 08, 2016". Navigation links for "Login", "Contact Us", and "Request Account" are visible. The "Request Account" link is highlighted with a red box. A red arrow points from a callout box containing the text "Click here to 'Request Account'" to the highlighted link. Below the header is a "USER AGREEMENT" section with a scrollable text area containing the following text:

I understand that as a user of the Diplomatic Clearance Application System (DCAS), I have been granted privileges to access the DCAS and facilitate the request for diplomatic aircraft clearance. I understand that as a condition of my use I must adhere to the following restrictions:

- I am responsible for the safeguarding of the username and password assigned to me by the Department of State.
- Passwords will expire every 6 months. Passwords may be changed without notice if the application administrator determines that a potential compromise of login information has occurred.

Below the text area are two buttons: "I Accept" and "I Decline". At the bottom of the page, there is a link to "The United States Entry Guide".

<https://dcas.state.gov>



Airport Escort Screening Courtesies

(Request for Facilitation on Departure)

* This is for Departures only, and is not to be used for arrival requests

Definition

Under the Airport Escort Screening Courtesies (AESC) program, qualifying foreign officials can be assigned a Department of State Airport Escort Officer who is authorized to assist dignitaries with their departure(s) from certain airports in the United States.

Who is eligible?

Foreign officials who are the functional equivalents of United States Cabinet-level officials are eligible for the services provided under the AESC program when they are not escorted by the U.S. Secret Service, Department of State's Diplomatic Security Service, or other recognized U.S. government protective details. The dignitary's spouse and children under the age of 12 may also receive services under the AESC program when accompanying the dignitary.

- The AESC program requires approval from multiple agencies and involves specialized screening arrangements on behalf of the Transportation Security Administration's Airport security screening process; therefore **we are required to strictly adhere to a pre-established eligibility list.**
- In addition, AESC requests must be submitted a minimum of **THREE (3) business days** in advance of the dignitary's first departure date. Understand that this deadline is critical to ensure adequate time to file the necessary paperwork with all those involved in the departure process.
- It is important to note that the AESC's (departures) eligibility criteria differ from that of the Port Courtesies (arrivals).



Airport Escort Screening Courtesies

(Continued)

- Please note that a country's view of a particular official's rank and entitlement to AESC on departure may differ from the view of the Department of State. As the U.S. is providing AESC on departure as a **courtesy**, the Department of State shall determine whether a particular foreign official is entitled to AESC on departure.
- High level dignitaries who are boarding an aircraft at one airport in the United States for another U.S. airport are also eligible for Airport Escort Screening Courtesies at the airport of departure. Your request should include a full U.S. travel itinerary for all internal (domestic) flights as well as flights departing the U.S. for international destinations.
- AESC requests are not necessary for state (private) flights.

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:
 - airportescorts@state.gov
 - escortscreening@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 “**Updated**” request form.



Airport Escort Screening Courtesies

(Continued)

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

- The TSA-TPO Program is a resource which can be utilized for traveling Ambassadors and for VIPs who are denied AESC for eligibility reasons (this does not include individuals who were denied based on TIME).
- The TSA-TPO Program is managed and administrated by TSA and offers *expedited* screening for VIP travelers which is different and separate from the AESC Program.
- Expedited screening via the TSA-TPO Program can be requested by calling 888-262-2396, 703-603-1558 or via email at tsa.tpo@dhs.gov. When submitting a request via email please include the following:
 - Full name of the traveler
 - Travel dates with full flight itinerary
 - Point of contact with direct contact information to include an afterhours phone number



Airport Escort Screening Courtesies (Continued)

U. S. Mission Website

<http://www.usun.state.gov>

The screenshot shows a web browser window displaying the 'About' page of the U.S. Mission to the United Nations. The browser address bar shows 'usun.state.gov/about'. The page header includes the mission's logo and navigation links: HIGHLIGHTS, REMARKS, MAJOR SPEECHES, ABOUT (highlighted with a red box and a red arrow), and LEADERSHIP. A breadcrumb trail shows 'HOME / ABOUT'. On the left sidebar, a list of sections is provided: Political Section, Management and Reform Section, Economic and Social Section, Legal Section, Military Staff Committee, Host Country Section (highlighted with a red box and a yellow arrow), Press and Public Diplomacy Section, and Hotline For Waste, Fraud and Abuse at the United Nations. The main content area features a large photograph of the United Nations Secretariat Building with an American flag flying in front. To the right of the photo is a text block describing the mission's role. Below the photo and text is a paragraph of text.

UNITED STATES MISSION
to the UNITED NATIONS

HIGHLIGHTS | REMARKS | MAJOR SPEECHES | **ABOUT** | LEADERSHIP

HOME / ABOUT

Political Section
Management and Reform Section
Economic and Social Section
Legal Section
Military Staff Committee
Host Country Section
Press and Public Diplomacy Section
Hotline For Waste, Fraud and Abuse at the United Nations

About
Share

The U.S. Mission to the United Nations (USUN) serves as the United States' delegation to the United Nations. USUN is responsible for carrying out the nation's participation in the world body. In 1947 the United States Mission was created by an act of Congress to assist the President and the Department of State in conducting United States policy at the United Nations. Since that time, USUN has served a vital role as the Department of State's UN branch. Today, USUN has approximately 150 people on staff who serve to represent the United States' political, economic and social, legal, military, public diplomacy and management interests at the United Nations.

The United States Mission to the United Nations is located at 799 United Nations Plaza (between E. 44th and E. 45th on First Ave) across the street from United Nations Headquarters.

*Click on “About” and then “Host Country Section” to find the link for Airport Courtesies”



Airport Escort Screening Courtesies (Continued)

Escort Screening Courtesies Request Form

Airportescorts@state.gov'."/>

airports. If authorized, a special lane moves high-ranking dignitaries through the normal airport arrival process without waiting in the general arrivals line (1). As of February 2012, all requests for Courtesies of the Port must be made through the e-Gov system. In order to use the e-Gov Port Courtesies module, you must fax an Application for OFM Web Site Account request form to the Office of Foreign Missions. You may contact the Office of Foreign Missions help desk by e-mail at ofmgothelpdesk@state.gov or by telephone at 202-895-3564 for more information. They will add the Port Courtesies module to your e-Gov account. For non-technical questions you may contact Office of the Chief of Protocol at portcourtesies@state.gov or 202-647-2663. After hours, please contact DOS Operations Center at 202-647-1512 and ask for the Port Courtesy Officer. USUN Host Country Affairs section will still be available to assist if needed.

- e-Gov user guide

If you are unable to obtain an e-Gov account please contact the United States Mission's Host Country Affairs Section for further instructions. It may be possible to request Port Courtesies using the link below for the "Courtesies of The Port" form. This form must be submitted two (2) business days prior to the scheduled arrival date of the dignitary or delegation. If the dignitary or delegation is arriving with an armed security detail or your mission is requesting an armed U.S. security detail, this form must be submitted three (3) business days prior to the scheduled arrival date of the dignitary or delegation. For assistance contact: 212-415-4407.

Courtesies Of The Port Request Form **ESCORT SCREENING COURTESIES for DEPARTURE**

This airport courtesy provides for expedited assistance through airport security on departure by a U.S. State Department official at major U.S. airports. Available only to "Ministerial or Cabinet" rank officials. This "Escort Screening Courtesies Request Form" must be submitted at least three (3) business days prior to the scheduled departure date of the dignitary or delegation. Dignitaries protected by U.S. armed security officers will have their departure through airport security facilitated by the accompanying detail; so there is no need to request this assistance from the U.S. Mission. Dignitaries departing on diplomatic (special) aircraft cannot be afforded "Escort Screening Courtesies". For assistance contact: 212-415-4037 or 212-415-4453

Diplomatic Note HC-73-14 - Update to Escort Screening procedures [Escort Screening Courtesies Request Form](#)

OVERFLIGHT AND LANDING CLEARANCES

This airport courtesy provides for authorization to enter and/or overfly U.S. air space and to land at U.S. airports for dignitaries that are arriving by "diplomatic (special) aircraft" (3). All such aircraft must request Overflight and Landing Clearance prior to entering U.S. airspace. This "Overflight and Landing Clearance" form must be submitted at least two (2) business days prior to entering U.S. airspace. This courtesy is specifically arranged through the U.S. State Department in Washington, D.C. For assistance contact: 202-736-7158.

[Overflight and Landing Clearance Request Form](#)

Example of the "Escort Screening Courtesies Request Form" is located on the following page.



U.S. DEPARTMENT OF STATE REQUEST FOR ESCORT SCREENING COURTESIES

PROCESSING AND COORDINATION REQUIRE THAT SUBMISSIONS BE MADE AT LEAST THREE (3) BUSINESS DAYS PRIOR TO INITIAL DEPARTURE DATE. PLEASE E-MAIL COMPLETED FORMS TO AIRPORTESCORTS@STATE.GOV. PLEASE DIRECT QUESTIONS TO US MISSION AT 212-415-4037.

Date of Request:	DATE OF REQUEST ____/____/____ <small>(Example: January 30, 2004)</small>	Passport Nationality:	ENTER PASSPORT NATIONALITY
		Passport Number:	ENTER PASSPORT NUMBER
Full Name of Traveler:	NAME OF OFFICIAL		
Official Title:	TITLE OF OFFICIAL		
Date of Birth:	OFFICIAL'S DATE OF BIRTH ____/____/____ <small>(Example: January 30, 2004)</small>	Country of Birth:	OFFICIAL'S COUNTRY OF BIRTH
		City of Birth:	OFFICIAL'S CITY OF BIRTH
Point of Contact:*	ENTER NAME OF CONTACT		
Organization:	ENTER MISSION/EMBASSY		
Telephone & Fax Numbers:	Phone:	Extension:	Fax:
After Hours Telephone Number(s):	PROVIDE AFTER HOURS PHONE NUMBER		
E-Mail Address for Confirmation:	ENTER EMAIL ADDRESS		

FLIGHT ITINERARY

	If traveling from or to Washington DC or NY, choose Airport from drop-down list (click on the "Airport" box); otherwise, please type name of Airport in shaded box.		
Airline and Flight No. ENTER AIRLINE AND FLIGHT NUMBER	Departure Airport AIRPORT DEPARTING FROM (i.e., JFK)	month/day/year MONTH/DAY/YEAR OF DEPARTURE	Time TIME OF DEPARTURE
	Arrival Airport DESTINATION AIRPORT (i.e. PARIS, FRANCE)	month/day/year MONTH/DAY/YEAR OF ARRIVAL AT DESTINATION	Time TIME OF ARRIVAL AT DESTINATION AIRPORT
Airline and Flight No. USE ADDITIONAL SECTIONS TO ENTER ANY/ALL FLIGHTS THAT TAKE OFFICIAL TO FINAL DESTINATION	Departure Airport Airport	month/day/year ---- ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	Arrival Airport Airport	month/day/year ---- ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm

* The name of the Mission's point of contact must appear on the form or the request will not be processed.

Itinerary continues on next page: Yes No



**U.S. DEPARTMENT OF STATE
REQUEST FOR ESCORT SCREENING COURTESIES**

Full Name of Traveler:
Official Title:
Nationality:

FLIGHT ITINERARY CONTINUATION

	If traveling from or to DC or NY, choose Airport from drop-down list (click on the "Airport" box); otherwise, please type name of Airport in shaded box.		
Airline and Flight No. <small>USE ADDITIONAL SECTIONS TO ENTER ANY/ALL FLIGHTS THAT TAKE OFFICIAL TO FINAL DESTINATION</small>	Departure Airport Airport	month/day/year ---- ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	Arrival Airport Airport	month/day/year ---- ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
Airline and Flight No.	Departure Airport Airport	month/day/year ---- ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	Arrival Airport Airport	month/day/year ---- ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
Airline and Flight No.	Departure Airport Airport	month/day/year ---- ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	Arrival Airport Airport	month/day/year ---- ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
Airline and Flight No.	Departure Airport Airport	month/day/year ---- ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	Arrival Airport Airport	month/day/year ---- ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
Airline and Flight No.	Departure Airport Airport	month/day/year ---- ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	Arrival Airport Airport	month/day/year ---- ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm



Airport Escort Screening Courtesies

(Continued)

Important Reminders

- Request forms are available on the U.S. Mission to the United Nations website at:

WWW.USUN.STATE.GOV

- Request forms *must* be saved as a “Word” document and e-mailed THREE (3) full business days prior to the dignitary’s departure.

- Notifications *must* be e-mailed to the U.S. Mission to ensure that proper notifications are made to all involved U.S. agencies. E-mail to:

AIRPORTESCORTS@STATE.GOV

- In order to prevent delays: Request forms *must* be sent via e-mail – IF you do not receive an automatic response that your request has been received within 15 minutes of sending your request, it is imperative that you contact the USUN Airport Escort Screening Officers at 212-415-4037 or 212-415-4453
- Please **do not** send a duplicate request form to our Washington office. Multiple requests for the same dignitary results only in confusion, and delays the processing of your request.
- Dignitaries accompanied by armed U.S. security will have their departure through airport security arranged by the specific U.S. security agency protecting them; please do not send a separate request.
- Dignitaries departing on diplomatic (special/private) aircraft *cannot* be afforded “Escort Screening Courtesies” on departure.
- The request form must be completed as indicated on the previous two pages.
- **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.



John F. Kennedy, Newark Liberty and LaGuardia Airports

State (Private) Aircraft

Motorcade and Parking

Port Authority of NY & NJ - John F. Kennedy International, Newark Liberty and LaGuardia Airports

Introduction

The United Nations 71st General Assembly is fast approaching. We are privileged to join together in celebration of this historic occasion, and as one of the gateway airports, 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 effect operations at John F. Kennedy Airport such as: 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 JFK Airport 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

State Aircraft – This information is for arrivals and departures and applies to State 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. The foreign military or state aircraft must **depart within two (2) hours of arrival** and relocate to another location.
- Overnight parking of foreign military or state aircraft at John F. Kennedy International, Newark Liberty, LaGuardia or Teterboro 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.

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

- For aircraft larger than a 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 WXBRIEF (1-800-992-7433)

Alternate Aircraft Airport Parking Locations

- Wrightstown/McGuire Air Force Base, New Jersey (KWRI)
- 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:

- Greeters please limit the number of greeters who will welcome the delegation upon arrival. Due to heightened security measures at JFK Airport, 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, diplomatic exempt parking fees are available. (**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 the JFK 130th Place sweep areas. 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 rampside 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 principles 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.

Transportation Security Administration (TSA) Screening

Per TSA policy, all members of the delegation, except for the principal receiving US Secret Service or US 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. **

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 or 718-244-3813
Sgt. John Passarotti - jpassarotti@panynj.gov

Port Authority of NY & NJ Operations John F. Kennedy International Airport

Assistant Airport Duty Manager & VIP/Diplomatic Flight Coordination
Aeronautical Operations at Building 145
Marlene Mizzi - mmizzi@panynj.gov ; telephone 718-244-3797
ALL JFK VIP Email - JFK_VIP@PANYNJ.GOV

Port Authority of NY & NJ Operations Newark Liberty International Airport

VIP/Security Lieutenant
Lt. Steven Skific – sskific@panynj.gov
973-961-6493
Newark Passenger Service Representative Team - 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 Scott Glazer – sglazer@panynj.gov

Port Authority of NY & NJ Operations LaGuardia Airport

Chief of Operations, PA Operations – Terminal B
718-533-3605, 718-533-3700 (24 hour desk)
Kevin Dauwalter - kdauwalt@panynj.gov

Fixed Base Operations (FBO) – For state aircraft ground services:

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

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

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

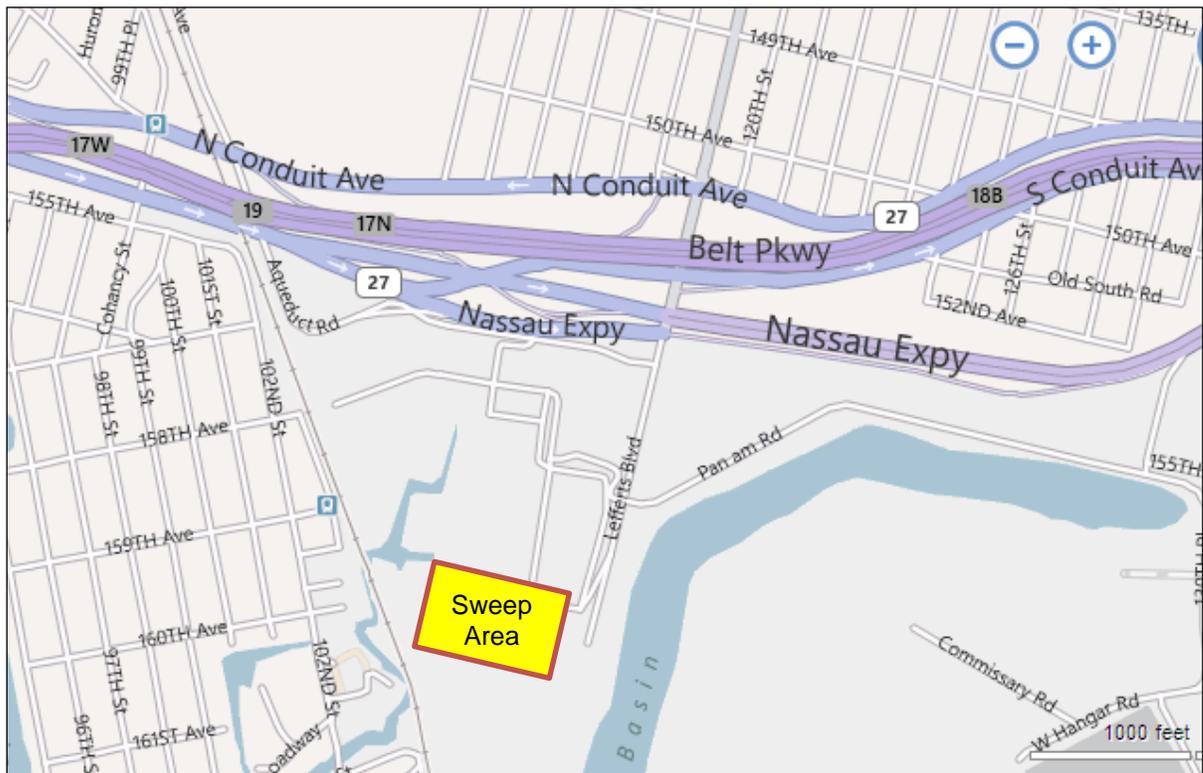
JFK Airport – Supplement #1

DIRECTIONS TO MOTORCADE FORMATION AT JFK AIRPORT 130th Place (Lot #7)

1. Take the Belt Pkwy East toward Kennedy Airport.
2. At exit 19, take the ramp right for Nassau Expressway toward Lefferts Boulevard / Long Term Parking lot.
3. Turn right onto Lefferts Boulevard.
4. Proceed to end of street, entrance to motorcade/sweep area is on the right hand side.

From the southbound Van Wyck Expressway (I-678)

1. Take I-678 South (Van Wyck Expressway) toward Kennedy Airport.
2. At exit 1W, take ramp right toward Belt Pkwy West / Verrazano Bridge.
3. Continue straight onto Route-27 West / North Conduit Avenue.
4. Take the ramp left for the Belt Parkway West toward Verrazano Bridge.
5. At exit 18B, take the ramp right for Route-27 West / North Conduit Avenue toward Aqueduct Racetrack/ Lefferts Boulevard / JFK Long Term Parking lot.
6. Turn left onto Lefferts Boulevard.
7. Proceed to end of street, entrance to motorcade/sweep area is on the right hand side.



JFK Airport - Supplement #2

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 US 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 contact the Port Authority parking supervisor to resolve the issue.

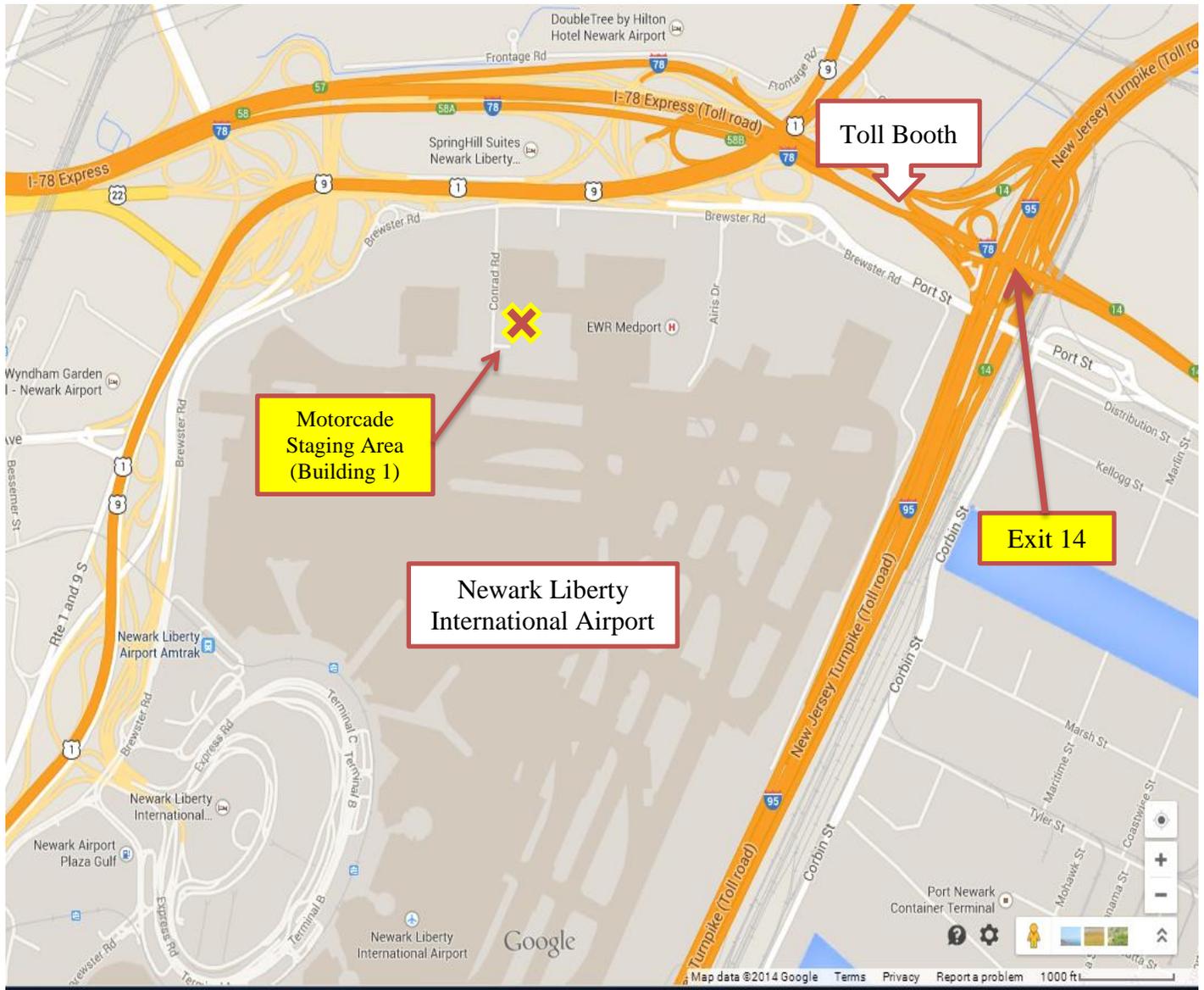
Port Authority Supervisor: 718-244-8158

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

Newark Liberty International Airport

Directions to Motorcade Staging Area

Motorcade staging area is in front of Building 1 off Conrad 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 / 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.

