ARRIVAL & DEPARTURE BRIEFING FOR THE 73rd UNITED NATIONS GENERAL ASSEMBLY

August 30th, 2018

United States Mission to the United Nations

https://usun.state.gov/about/6632

US Mission Resources

U.S. MISSION	PHONE / E-MAIL	FAX
Port Courtesies (Arrivals) Escort Screening (Departures)	Email: airportescorts@state.gov	
--Ms. Jessica Nelson	212-415-4029 (Desk) Email: NelsonJA@state.gov	212-415-4162
-- Mr. Brian Morgan	212-415-4037 (Desk) Email: MorganB@state.gov	212-415-4162
-- Ms. Lisa Bowen	212-415-4144 (Desk) Email: bowenlx@state.gov	212-415-4162
After Hours Telephone	212-415-4444	

U.S. Mission Travel Courtesies Web Page: https://usun.state.gov/about/6632

Briefing Schedule

10:00 – 10:10 AM	**Welcoming Remarks / Introductions** James B. Donovan, Minister Counselor USUN Host Country Affairs
10:10 – 10:25 AM	**Courtesies of the Port (Arrivals)** Office of the Chief of Protocol, Washington D.C.
10:25 – 10:55 PM	- **Port Authority of NY/NJ-** Airport Operations, Private Flights, Airport Access - **Port Authority Police Department (PAPD)-** Motorcade Staging Areas, Parking
10:55 – 11:15	**Diplomatic Aircraft Clearance** Office of Global Programs and Initiatives Washington, D.C.

Briefing Schedule (Continued)

11:15 – 11:35 AM	**U.S. Customs and Border Protection** **CBP – Newark International Airport** **CBP – John F. Kennedy International Airport**
11:35 – 12:00 PM	**U.S. Secret Service Dignitary Protection**
12:00 – 12:15 PM	**Airport Escort Screening Departure Courtesies**
12:15 – 12:35 PM	**Other Federal/City Agencies**
12:35 – 1:00 PM	**Questions and Answers/Conclusion of presentation**
1:00 PM	**Reception – Express Bar**

Port Courtesy Briefing

U.S. Department of State

Office of the Chief of Protocol

What is a Port Courtesy?

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

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

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

- Port Courtesies are initiated by the Foreign Embassy/Mission and are administered at the **FIRST** international arrival port in the United States. Domestic flights do not require/receive port courtesy assistance.

Who is eligible for a Port Courtesy?

- Chiefs of State/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 Minster/ Secretary (and their traveling parties)
- Deputy Cabinet Minister/ Deputy Secretary (and their traveling parties)
- State Minister/Secretary
- Members of Royal Families
- Members of Parliament/Congress
- Governors
- 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

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

Port Courtesy Deadlines

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

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

- If an unexpected official arrival of head of state or cabinet level official occurs with less than three business days, 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: **202-647-4074**
  - 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.**

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.

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

- Individuals who are traveling with diplomatic visas, such as **A-1, A-2, G-1, G-2, G-3, G-4, or NATO-1 through NATO-6** already have the fingerprinting requirements waived.

- 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.

Information Required for Port Courtesy Requests

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

Private Aircraft Arrivals

- The Fixed Base Operator (FBO) is the private airport located at a commercial airport that will service the aircraft after landing.
- The FBO is very important and must be included in **all** private aircraft port courtesy requests.

Arrival Flight

U.S. Port of Entry	Arrival Date	Flight Type	Carrier Name	Flight #
LAX - LOS ANGELES INTERNATIONAL AIRPORT	04/11/2015 14:45	PRIVATE		
Aircraft Make	**Aircraft Model**	**Tail Number**	**Call Sign**	**Fixed Base Operator**
BOEING	747	TONY - 2	FRANCO - 1	SIGNATURE

Embassy 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 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 **six** greeters are allowed to go to the airport to greet the dignitary upon arrival. The greet will typically occur planeside at the bottom of the stairs.

U.S. Protocol Greeters at Airport Arrivals

- The Office of the Chief of Protocol will greet foreign Chiefs of State and/or Heads of Government arriving into Washington, D.C. **ONLY**:
  - Washington Dulles International Airport (IAD)
  - Ronald Reagan National Airport (DCA)
  - Joint Base Andrews (ADW)
  - Union Station (AmTrack Train Arrivals)

- The Office of the Chief of Protocol does not greet dignitaries below the Chief of State/Head of Government level, or those arriving to airports outside of Washington, D.C.

Reminders & Tips

- **A request for Port Courtesies must be submitted a minimum of THREE (3) business days in advance of the arrival date!**
- Please omit honorifics (H.E., T.H., Mr., Dr., H.H., etc.) when completing the name/title of the dignitary.
- 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 can be grouped together in ONE (1) Port Courtesy request if on the same flight. For example, no need to submit separate Port Courtesy requests for different ministers arriving on the same flight.
- Companions and security officers should only be listed once in the Port Courtesy request. Do not list Armed Security Officer in the companion section a second time.

Reminders & Tips

(Continued)

- REMEMBER - The "Remarks Section" is for communication purposes only between Protocol and the Foreign Mission. Any information in this section is not sent to CBP, DS, USSS, etc.

- In the Point of Contact section, please identify the working level embassy representative responsible for the visit. Please provide their direct number and extension - **not** the main embassy phone line.

Port Courtesy Contact Information

Ms. Lika Johnston
U.S. Department of State
Office of the Chief of Protocol

Desk: 202-647-4074
Cell: 202-997-4923
E-mail: **PortCourtesies@state.gov**

The PORT AUTHORITY of NEW YORK and NEW JERSEY

John F. Kennedy
Newark Liberty
LaGuardia & Teterboro
Airports

Private Aircraft, Parking and Motorcades

Aircraft and Vehicle Parking

Kelly Wood, *Port Authority Operations*

Good afternoon,

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 John F. Kennedy Airport such as: reduced number of parking locations for special/private 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.

As we expect many dignitaries to arrive at 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.

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 will strictly enforce the **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 an alternate airport for extended parking.

Private Aircraft

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

Private Aircraft

- 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 or departure site.
- Be sure to contact the appropriate Fixed Base Operator (FBO) for the intended airport of arrival to coordinate all ground handling services and airport fees (landing and parking). They are identified in the USUN online briefing booklet.
- Aircraft are required to unload the dignitary/delegation and reposition the aircraft to another airport for parking with this two (2) hour window. Alternate parking locations are identified in the USUN online briefing booklet.

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 size and noise control regulations.
- Make sure to file flight plans for all departures by contacting 1-800-WXBRIEF (1-800-992-7433)

Commercial Flights

This information is similar for arrivals and departures:

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

Vehicle Parking at John F. Kennedy International Airport

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

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

John F. Kennedy International Airport Exempt Parking Information

- Diplomatic vehicles be exempt from parking fees at Terminal parking lots provided that :
  - The vehicle bears U.S. Department of State Diplomat license plates,

    AND

  - It is for a period less than 24 hours.

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

Motorcades

Port Authority Police Sgt. Spollen

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 Parking lot #7. Entrance on 130th place and East Hangar Road. This is a change from our previous location.

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

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

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

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

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

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

JFK Airport-Supplement #1

Directions to Motorcade Formation at JFK Airport 130TH Place & East Hangar Rd

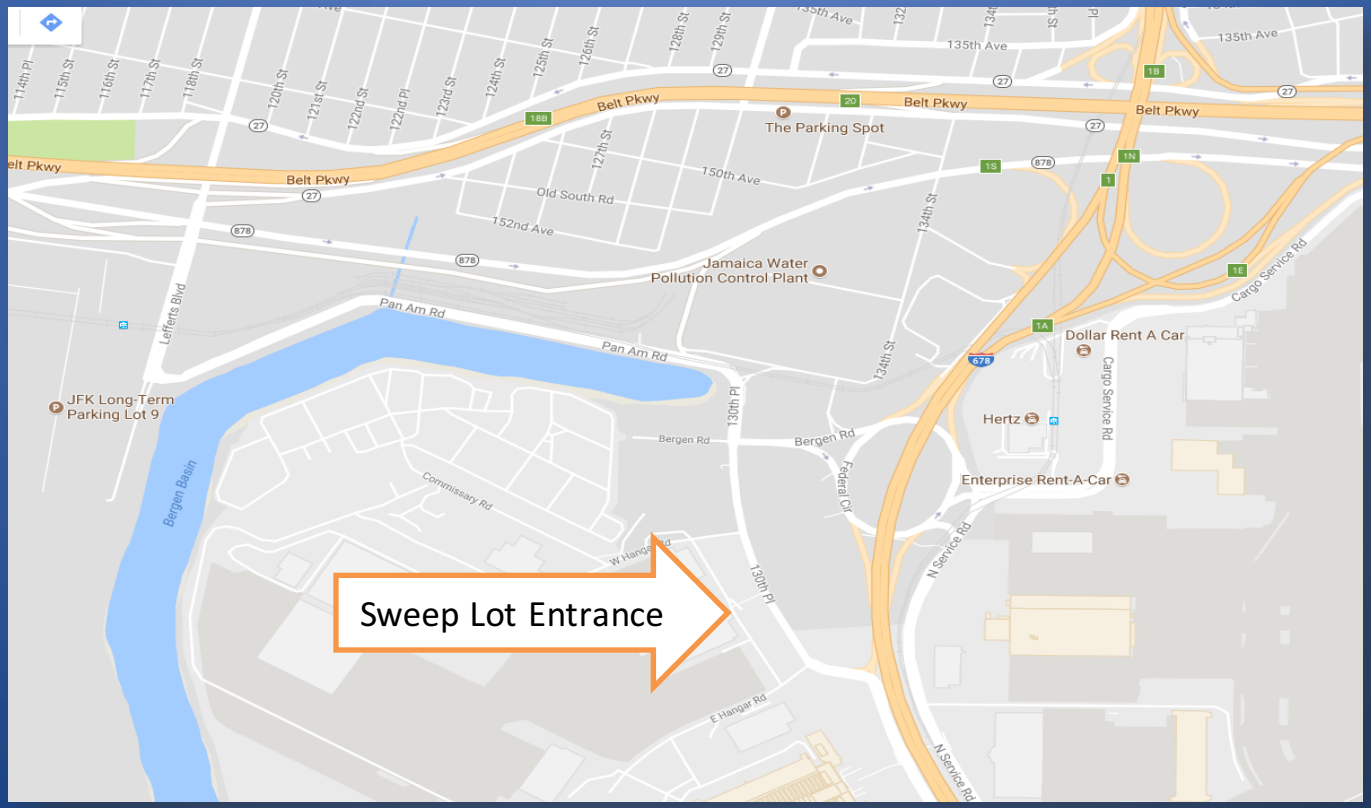
Van Wyck. Expwy (I-678)

1.Take I-678 South (Van Wyck. Expwy.) toward JFK Airport.

2. Keep right at exit B toward 130th Place

3.Turn left at the first traffic light onto East Hangar Road.

4.The sweep lot entrance will be on your right.



JFK Airport - Supplement #2

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

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

  And

- It is for a period less than 24 hours.

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

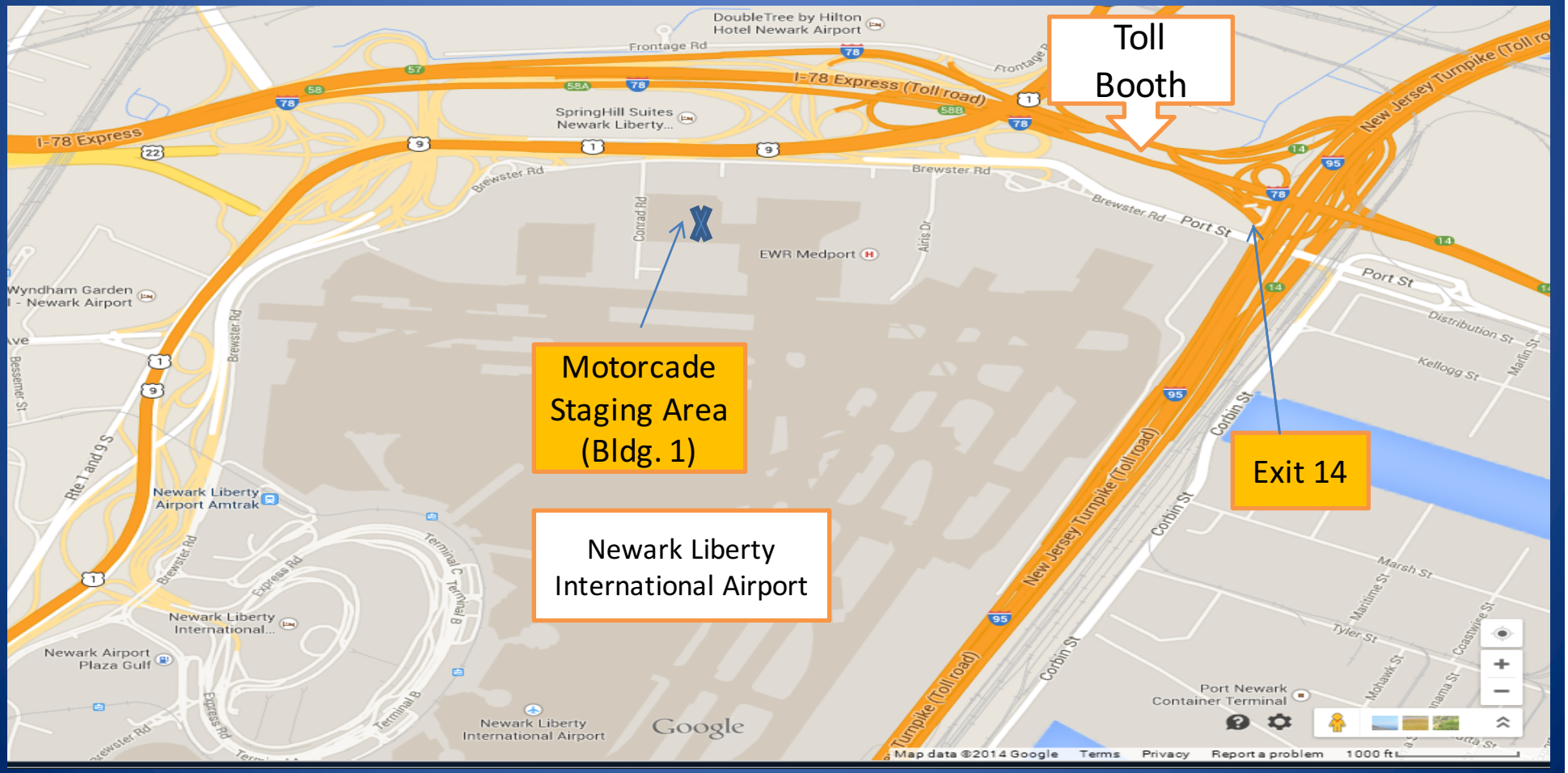
Parking lot attendants are aware of the policy. If problems arise, the vehicle operator should ask the attendant and contact the Port Authority parking supervisor to resolve the issue.

Port Authority Supervisor: 718-244-8158

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

Newark Liberty International Airport

Motorcade staging area located 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 Blvd./ 82nd St./ Terminal A.
3. Take a slight right at Astoria Blvd.
4. Merge left onto 23rd Ave.
5. Turn left at 82nd St. (over the GCP)
6. Continue onto Ditmars Blvd.
7. Turn right at light onto Marine Terminal Rd.
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

LAGUARDIA AIRPORT MOTORCADE SWEEP AREA

Diplomatic Aircraft Clearances

Arrivals for Foreign State Aircraft

Presented by: George Renfro

Diplomatic Aircraft Clearances

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 overflights of Puerto Rico and the U.S. Virgin Islands), in accordance with a specific purpose, itinerary, and aircraft.

Diplomatic Aircraft Clearances

The Diplomatic Clearance Application System (DCAS), is an online methodology for foreign government diplomatic officials to submit requests for overflight, landing clearances to the U.S. Department of State. These clearances are required for non-U.S. government military/state aircraft (aka "official" aircraft) seeking to over-fly or land in the United States or its territories.

Diplomatic Aircraft Clearances

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

Diplomatic Aircraft Clearances

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

In This Section:

«Go Back

Quick Links

- Archives
- Passports
- Visas
- Careers
- Diversity Visa
- Travel Advisories
- Per Diem Rates

Home > Under Secretary for Arms Control and International Security > Bureau of Political-Military Affairs (PM) > Office of International Security Operations (PM/ISO)

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

Share

A. GENERAL CLEARANCE REQUIREMENTS

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

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

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

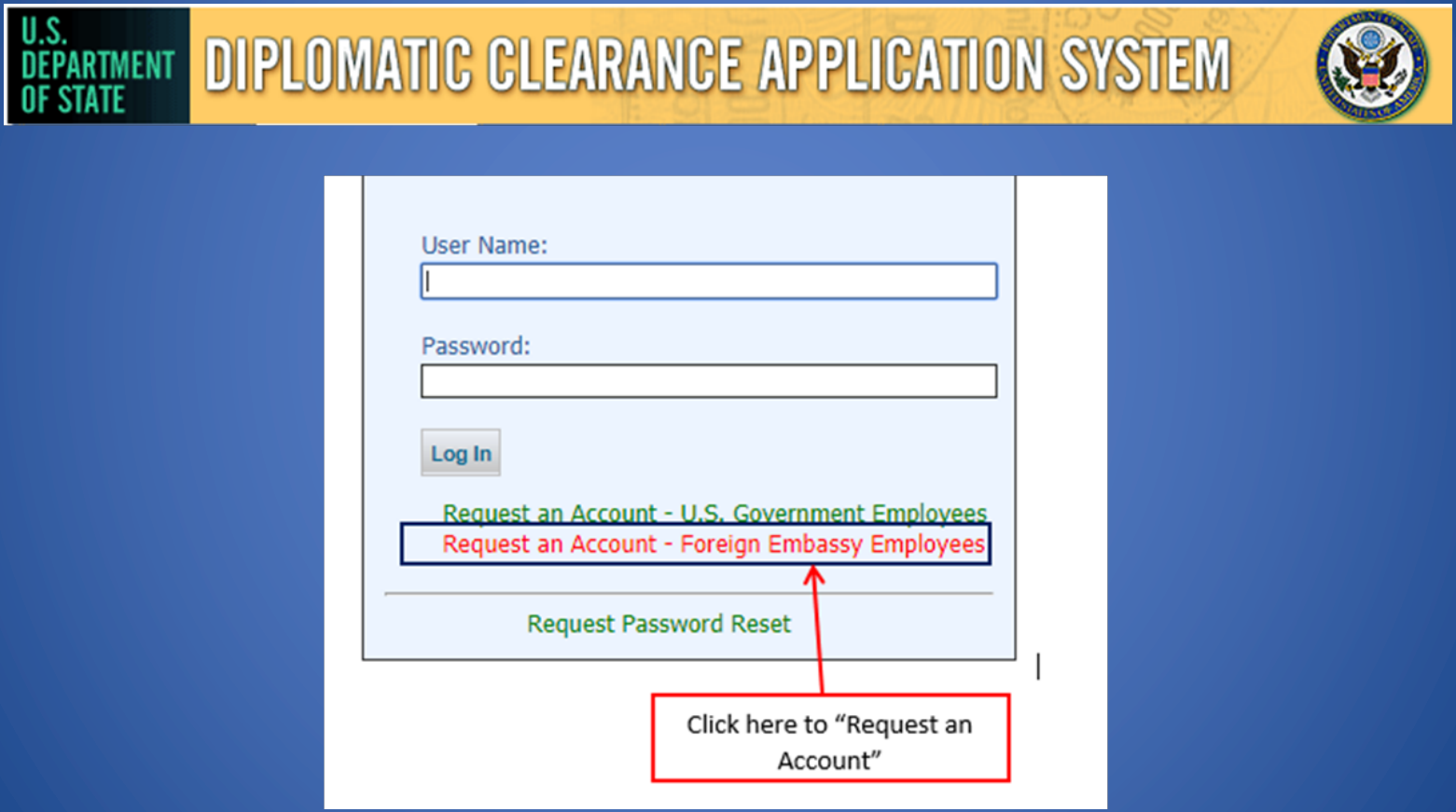
4. Foreign governments seeking to land state aircraft at U.S. military facilities located in a foreign territory do not require a DCN issued by the U.S. government; however, they do require a landing authorization number per paragraph B.5. below.

B. AIRCRAFT CLEARANCE LEAD TIME AND VALIDATION

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

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

Diplomatic Aircraft Clearances (DCAS)



https://dcas.state.gov

Diplomatic Aircraft Clearances

Questions?

U.S. Customs and Border Protection

John F. Kennedy International Airport (JFK)

Newark Liberty International Airport (EWR)

LaGuardia Airport (LGA)

U.S. Customs and Border Protection

Newark Liberty International Airport

All local requests and questions should be emailed to

Newark-psrteam@cbp.dhs.gov

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

U.S. Customs and Border Protection

John F. Kennedy International Airport

Commercial Diplomatic Arrivals

- No more than two (2) greeters per flight
- Only travelers with diplomatic class visas (A or G) will be allowed to proceed “over the top”
- Must have a completed customs declaration form
- Have a staff member remain behind to collect all checked baggage

Private Diplomatic Arrivals

- Complete Manifests listing all passengers and crew
- Manifest should include names, dates of birth, passport, and visa information
- Notify of any changes as soon as possible
- Completed I-94 forms and Customs Declaration forms are needed for all passengers

U.S. Customs and Border Protection

John F. Kennedy International Airport

Phone: 718 553-1648

Fax: 718 553-0043

PORTCOURTESY-JFK@cbp.dhs.gov

Dignitary Protective Division

DPD Mission

- DPD organizes and coordinates protection for Foreign Heads of State/Government and their spouses
- Types of Protection: Full Protection, Port Courtesy Only, Modified Port Courtesy
- DPD Identification Section develops disposable types of identification pins and press badges

Dignitary Protective Division

Types of Visits:

- State
- Official
- Official Working
- Working
- Private

Dignitary Protective Division

We Need To Know…

- Port of Entry
- Flight Details
- Hotel Information
- Accompanied by Spouse

DPD Trip Identification

DPD Operations

202-406-7650

DPD.OPS@USSS.DHS.GOV

Airport Escort Screening Courtesies Program for Departures (AESC)

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

AESC Program Briefing

- Eligibility
- Requesting AESC
- Participating Airports
- Additional Information

Eligibility Criteria

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

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

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

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

Requesting AESC

- A completed DS -4138 request form must be submitted via email to escortscreening@state.gov in a typed, PDF format from the UN Mission or Embassy.
  - Requests that are handwritten or received from Consulate Offices will not be accepted and will be returned for correction.

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

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

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

Information Required for AESC Requests

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

Participating Airports

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

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

Always include the entire U.S. travel itinerary

Additional Information

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

AESC Contact Information

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

Desk: 202-647-4503
Email: escortscreening@state.gov
Website: https://www.state.gov/s/cpr/rls/c69857.htm

OTHER FEDERAL/STATE AGENCIES Announcements

Questions?