#### **CRYPTOME**

20 November 2010

A sends:

On this page:

http://www.state.gov/s/cpr/c21866.htm

There is a link which was taken down or doesn't work:

Departure Escort Screening Courtesies

http://www.state.gov/ofm/c11402.htm

BUT it is available through the most recent Internet Archive, for example here:

http://web.archive.org/web/20080612155044/http://www.state.gov/ofm/c11402.htm

Which provides four documents [copies following]:

- -- Escort Screening Courtesies [ 125 Kb]
- -- Escort Screening Courtesies supplemental guidance [ 88 Kb]
- -- 06/20/07 Instructions for the Completion and Submission of Requests [ 480 Kb]
- -- 03/30/07 Request for Escort Screening Courtesies

This is very interesting in light of the current concern over airline screening procedures.

Previous Internet Archive pages have earlier versions.

Escort Screening Courtesies 11/20/2010 5:52 PM



Office of Foreign Missions

#### Escort Screening Courtesies Escort Screening Courtesies

- -- Escort Screening Courtesies [ 125 Kb]
- -- Escort Screening Courtesies supplemental guidance [ 88 Kb]
- --06/20/07 Instructions for the Completion and Submission of Requests [ 480 Kb] --03/30/07 Request for Escort Screening Courtesies



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The Secretary of State presents his compliments to Their Excellencies and Messieurs and Mesdames the Chiefs of Mission and has the honor to inform them of new policies and procedures with regard to airport screening courtesies for senior officials of cabinet minister rank or above departing from U.S. airports for either domestic or international destinations. The new program replaces the screening courtesies program outlined in the Department's circular diplomatic Note 03-69, dated May 4, 2003, which is hereby rescinded.

The new program provides a Department of State escort officer for eligible senior officials, accompanying spouses, and their children under the age of twelve, who are not already being escorted by a United States Secret Service or Diplomatic Security Service Protective Detail. The presence of an escort officer confers the same screening courtesies and exemptions currently received by senior officials under armed escort. If the senior official is traveling with an entourage, members of the entourage below the level of cabinet minister will be subject to customary screening, which will be expedited whenever possible.

#### DIPLOMATIC NOTE

The following paragraphs explain the policies and procedures applicable to the new Escort Screening Courtesies Program:

- 1. Requests shall be filed on-line with the Office of Foreign Missions. The form is located at the website for the Office of Foreign Missions, http://www.state.gov/ofm (http://www.state.gov/documents/organization/28793.doc). Complete instructions regarding the information needed and the submission procedure can be found there as well.
- 2. Requests should be sent via e-mail to Escortscreening@state.gov at least three full business days prior to the date of the senior official's first departure from a U.S. airport. A request submitted less than three full business days in advance will be considered, but it may not always be possible to accommodate such a request.
- 3. A separate request must be submitted for each person for whom screening courtesies are being sought: the senior official, accompanying spouse, and each of their children under the age of twelve.
- 4. The request must give the name of the point-of-contact (POC) designated by the Mission for the trip, a daytime telephone number, and an after-hours telephone number. The POC and the assigned escort officer must be in contact regarding the details of the senior official's itinerary prior to the departure. Failure to confirm the details of the request with the escort officer will prevent the Office of Foreign Missions from being able to provide this courtesy to the senior official.

- 5. Upon receipt of a request, the Department either: (a) will respond with the details of the arrangements being made for providing an escort, including the name and contact information of the escort officer; or (b) will inform the Mission that the request cannot be accommodated. If it is not possible to accommodate the request and provide an escort officer, the traveling dignitary will be subject to customary passenger screening.
- 6. Upon receipt of approval, all subsequent arrangements should be made directly between the Mission POC and the escort officer(s) assigned to the senior official at the particular airport(s). The escort officer will meet the departing senior official at a designated location at the airport and will remain with the senior official until departure, in order to facilitate any last-minute changes in plans.

The new program described above, which addresses departures from airports, does not affect the existing program of "Expedited Port Courtesies" for arriving dignitaries that is administered by the Office of Protocol.

The procedures and requirements outlined above shall be effective as of the date of this Note.

Department of State

Washington,

FEB - 6 2004



The Secretary of State presents his compliments to Their Excellencies and Messieurs and Mesdames the Chiefs of Mission and has the honor to restate the policies and procedures regarding airport screening courtesies for senior officials of cabinet minister rank or above departing from U.S. airports. The subject was last brought to the attention of the Chiefs of Mission in the Department's circular diplomatic note No. 04-10 dated February 6, 2004.

The program provides a Department of State escort officer for cabinet ministers and above, accompanying spouses and children under the age of twelve, who are not already being escorted by a United States Secret Service or Diplomatic Security Service protective detail. The rank of the cabinet minister should be equivalent to the rank of Cabinet Secretary in the United States Government, i.e., the Secretary of State or the Secretary of Defense. Members of the delegation accompanying the escorted official will be subject to customary screening.

The Chiefs of Mission are advised that requests from missions for escort officers should strictly comply with the policies and procedures outlined in the circular diplomatic note of February 6, 2004, which are restated below:

- 1. Missions are required to complete a request form located on the website for OFM (<a href="www.state.gov/ofm">www.state.gov/ofm</a>). The website includes information and instructions for completing the form. The Office of Foreign Missions will not accept forms submitted by consular posts.
- 2. Completed request forms should be downloaded and saved on the mission's computer. The form must then be filed on-line with the Office of Foreign Missions (OFM) as an e-mail attachment. The e-mail with the attached form should be sent to Escortscreening@state.gov at least three full business days (i.e. Monday through Friday, excluding U.S. holidays and weekends) prior to the anticipated date of the first departure from a U.S. airport. A request submitted Friday morning, for example, for a departure the following Monday does not meet the above criteria and is unlikely to be accommodated. Missions should also note that the term "departure" refers to any flight from a U.S. airport regardless of destination, and not just to flights from U.S. airports to destinations outside the U.S.
- 3. To expedite the review of a request, missions should list the surname or family name in capital letters and match the spelling of the name on the individual's visa.

- 4. A separate request must be submitted for each person for whom screening courtesies are sought even if they have the same itinerary. Information on the number (not names) of additional persons who may be accompanying the individual(s) under escort, but not entitled to screening courtesies themselves, would be helpful to the escort officer and TSA.
- 5. The Embassy Point-of-Contact (POC) designated on the form must be available at all times before departure to receive calls from the assigned escort officer. Since failure to confirm dates, time, and location of departures may prevent the escort officer from arriving at the airport, specific contact information, including a daytime and after-hours telephone number, is mandatory. If there are multiple departure airports and more than one POC, contact information for each POC must be included.
- 6. Upon receipt of a request by e-mail, OFM will respond by e-mail or telephone advising whether the request has been approved or denied. All subsequent arrangements for escort courtesies shall be made directly between the POC(s) and the escort officer(s) assigned to the departure from a particular airport.

- 7. The airport screening courtesy program addresses departures from airports and does not affect the "Expedited Port Courtesies" program for arriving dignitaries administered by the Office of Protocol. However, missions which request a protective detail from the United States Secret Service or Diplomatic Security Service through the "Expedited Port Courtesies" program should not also request courtesy escorts through the airport courtesies program administered by the Office of Foreign Missions.
- 8. Additional reception services that may be available from municipal protocol authorities or airline representatives are also separate from the airport screening courtesies program administered by the Department's Office of Foreign Missions.

The security of the traveling public is paramount and the extension of airport screening courtesies must be consistent with this requirement. The Department looks forward to the continued cooperation of the Chiefs of Mission in complying with the procedures for requesting such courtesies and for their understanding of the reasons for its limited use. Questions about the program should be directed to OFM at (202) 647-4554.

Department of State,

Washington,

Lund

### **INSTRUCTIONS**

## "Request for Escort Screening Courtesies" Form

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#### 1. Introduction

Sections 2 and 3 following explain how to download, fill out, and submit the "Request for Escort Screening Courtesies" form.

#### 2. Copying the Request Form from OFM's Website

From a computer with an Internet connection, open a browser and enter URL <a href="www.state.gov/ofm">www.state.gov/ofm</a>. Click on the Escort Screening Courtesies button on the left-hand navigation bar.



Figure 1 - OFM's Internet Homepage

You'll be taken to the Escort Screening Request Page. Currently, there is a single link on the page "Escort Screening Courtesies". Click on that link.



Figure 2 - Choose Services From Outlook Tools Menu

You will be brought to Department of State Diplomatic Note 04-10. Scroll down the page and there will be a link to the request form embedded in the body of the Diplomatic Note.

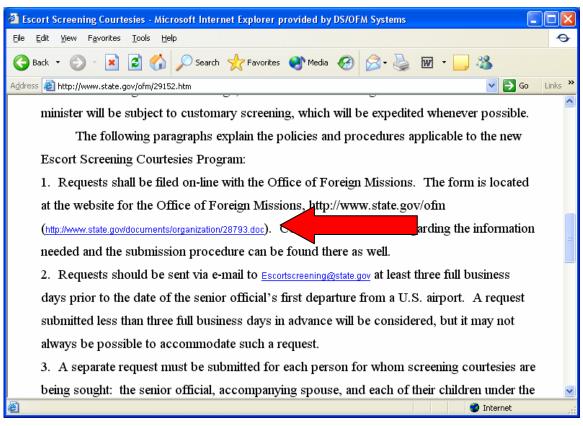


Figure 3 - Diplomatic Note 04-10

Click on the link <a href="http://www.state.gov/documents/organization/28793.doc">http://www.state.gov/documents/organization/28793.doc</a>

The "Request for Escort Screening Courtesies" form will open.

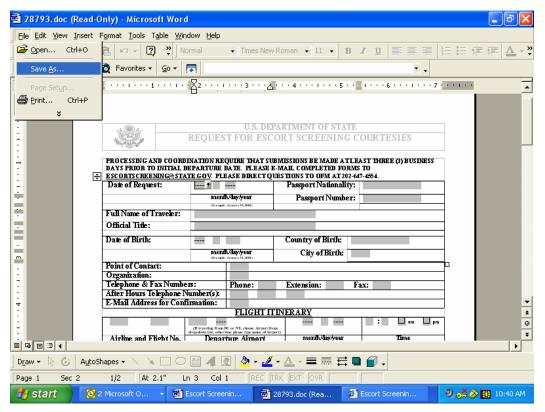


Figure 4 - Blank Request Form

Save the blank form to a file location on your computer.

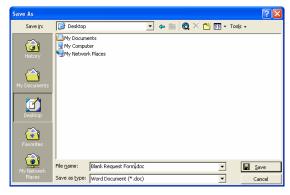


Figure 5 - "Save As" Dialog Box

# 3. Fill out and submit "Request for Escort Screening Courtesies"

Fill out the grey fields of the form, utilizing drop-down boxes for Month and Year, as well as originating or terminating airport if traveling from or to New York or Washington. If a flight is originating or terminating in cities other that New York or Washington, use the free-text field within the Departure or Arrival Airport area. *Note that the form will be returned to you if critical fields are left blank.* 

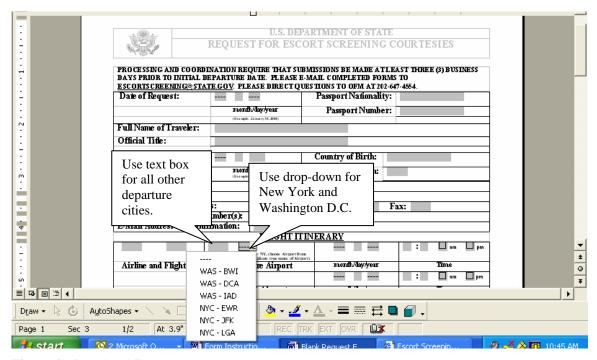


Figure 6 – Populated Form

Once the form is completed, save the filled-out form to your computer, and send it as an attachment to <a href="EscortScreening@state.gov">EscortScreening@state.gov</a>.



## 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 ESCORTSCREENING@STATE.GOV. PLEASE DIRECT QUESTIONS TO OFM AT 202-647-4554.

Date of Request:			Passport Nat	ionality:			
		h/day/year January 30, 2004)	Passport 1	Passport Number:			
Full Name of Traveler:							
Official Title:							
Date of Birth:			Country of Bi	rth:			
	month/day/year (Example: January 30, 2004)		City of B	irth:			
Point of Contact:*							
Organization:							
Telephone & Fax Number	ers:	Phone:	<b>Extension:</b>	Fa	x:		
After Hours Telephone N	Number(s):						
E-Mail Address for Conf	firmation:						
		FLIGHT ITI	NERARY				
		om or to DC or					
		irport from drop-					
		ck on the "Airport" se, please type					
		ort in shaded box.					
Airline and Flight No.	Departure Airport		month/da	y/year		Time	
0	-	Airport			:	am	pm
	Arrival Airport		month/da	y/year		Time	
		Airport			:	am	pm
Airline and Flight No.	Departure Airport		month/da	y/year		Time	
-		Airport			:	am	pm
	Arrival Airport		month/da	y/year		Time	
		Airport			:	am	pm
Airline and Flight No.	Depar	ture Airport	month/da	y/year		Time	
-		Airport			:	am	pm
	Arri	val Airport	month/da	y/year		Time	
		Airport			:	am	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

<b>Full Name of Traveler:</b>					
Official Title:					
Nationality:					
	FLIGHT ITINERARY C	ONTINUATION			
Airline and Flight No.	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.  Departure Airport	month/day/year		Time	
	Airport		:	am	∟ pm
	Arrival Airport Airport	month/day/year 	:	Time am	рт
Airline and Flight No.	Departure Airport Airport	month/day/year 	:	Time am	pm
	Arrival Airport Airport	month/day/year 	:	Time am	рт
Airline and Flight No.	<b>Departure Airport</b> Airport	month/day/year 	:	Time am	рт
	Arrival Airport Airport	month/day/year 	:	Time am	рт
Airline and Flight No.	<b>Departure Airport</b> Airport	month/day/year 	:	Time am	pm
	Arrival Airport Airport	month/day/year 	:	Time am	pm
Airline and Flight No.	<b>Departure Airport</b> Airport	month/day/year 	:	Time am	pm
	<b>Arrival Airport</b> Airport	month/day/year 	:	Time am	pm
Airline and Flight No.	Departure Airport Airport	month/day/year 	:	Time am	pm
	Arrival Airport	month/day/year	:	Time	Прт