



United States Department of State

*Office of Foreign Missions  
Washington, D.C. 20520*

**Office of Foreign Missions  
Airport Escort Screening Courtesies Program  
Guidance for Asia-Pacific Economic Cooperation  
Ministerial Meetings  
November 8-13, 2011**

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The following information is intended to assist embassy personnel with ensuring the proper procedures are followed with respect to requesting and amending requests for the assignment of an escort officer through the Office of Foreign Missions' (OFM) Airport Escort Screening Courtesies (AESC) Program for eligible dignitaries participating in the Asia-Pacific Economic Cooperation (APEC) Ministerial Meetings, scheduled for November 8 -13, 2011.

Comprehensive information concerning the Office of Foreign Missions' (OFM) Airport Escort Screening Courtesies (AESC) Program is available on its website at [www.state.gov/ofm/esc/index.htm](http://www.state.gov/ofm/esc/index.htm) and in the Department of State's circular diplomatic notes No. 04-10 and No. 04-159, both of which are available at OFM's website.

**Who is eligible for Escort Screening Courtesies?**

The following individuals are eligible for escort screening courtesies:

- Cabinet ministers and higher-ranking government officials;
- Accompanying spouse of primary traveler;
- Accompanying children under the age of 12 of the primary traveler.

Escort screening courtesies will only be available if the individual(s) are not already being escorted by a United States Secret Service or Diplomatic Security detail. The rank of the cabinet minister should be equivalent to the rank of Cabinet

Secretary in the United States Government, e.g., the Secretary of State or the Secretary of Energy.

## **Are Escort Screening Courtesies Available at all Airports in Hawaii?**

Escort Screening Courtesies will be available at Honolulu International Airport (HNL) in Honolulu.

## **How Do I Request Airport Escort Screening Courtesies?**

- Embassies are required to complete a “Request for Escort Screening Courtesies” Form. The request form is available at the Office of Foreign Missions’ (OFM) website at <http://www.state.gov/ofm/esc/request/index.htm>.
- The Embassy should complete the request form and attach the document to an e-mail message addressed to [Escortscreening@state.gov](mailto:Escortscreening@state.gov).
- A separate request must be submitted for each person for whom screening courtesies are requested.
- Requests for airport escort screening courtesies should be transmitted to OFM at least three full business days prior to the anticipated date of first departure from a U.S. airport.
- Given the volume of requests for this service associated with the Asia-Pacific Economic Cooperation (APEC) Ministerial Meetings, OFM strongly encourages embassies to submit its requests for airport escort screening courtesies as far in advance as possible.

## **Armed Security Details**

Dignitaries traveling with armed security are not eligible for services under OFM's Airport Escort Screening Program.

- If the dignitary is a head of state/government, the Embassy should contact the U.S. Secret Service for this type of assistance.
- If the dignitary is not a head of state/government, the Embassy should contact the Bureau of Diplomatic Security for this type of assistance.

## **Changes/Revisions to Requests for Escort Screening Courtesies**

OFM will attempt to accommodate changes/revisions to any requests submitted for airport escort screening courtesies. The manner in which the Embassy should inform OFM of such developments is dependent on the status of the request.

### Escort Not Yet Assigned

If a request for airport escort screening courtesies has already been submitted to OFM, but the Embassy's designated point of contact on the request has not yet been contacted by an escort officer, then a new request must be transmitted to OFM.

### Escort Already Assigned

If the change is for the same date as was previously submitted to OFM, then the Embassy's designated point of contact may coordinate directly with the assigned escort officer. Given the high-volume of work anticipated during the period of the APEC Ministerial Meetings, it is possible that the escort officer will not be able to accommodate the change request. In such situations, or when the change is for a different date as was previously submitted, a new request must be transmitted to OFM.

## **How Do I Contact OFM During Normal Business Hours?**

During normal business hours (Monday – Friday, 8am – 5pm EST), embassies

should contact OFM's AESC Program by telephone at (202) 895-3500 X 4 by electronic mail at [Escortscreening@state.gov](mailto:Escortscreening@state.gov).

### **How Do I Contact OFM After Normal Business Hours?**

After normal business hours, embassies may contact the Bureau of Diplomatic Security's Command Center by telephone at (571) 345-3146 or 1-800-866-217-2089 and ask to be connected to OFM's Duty Officer.