



**Functional Series [500](#)
Management Services**

INTERIM UPDATE 06-03

SUBJECT: VIP Visitor Access to the RRB

NEW MATERIAL: This is a joint SEC, ES and LPA/PL Notice. It addressed VIP visitor access. This policy change will be incorporated into ADS 565, Physical Security Programs (Domestic).

EFFECTIVE DATE: 05/05/2006

POLICY

USAID/W Notice
SEC
05/05/2006

Subject: VIP Visitor Access to the RRB

A VIP visitor is defined as senior White House and Administration officials, representatives of foreign governments at the ministerial level and above, and foreign ambassadors or other visitors as requested by the Administrator's Office.

Offices expecting VIP's must notify SEC by sending an e-mail to the "SEC VIP" mailbox (SECVIP@usaid.gov) at least 24-hours in advance of the visit. The e-mail notification must include the identity of the designated escort officer, sponsoring bureau or office, telephone number, and the name(s) and title of each VIP in the delegation. If the VIP visitor is a Head of State/Deputy Head of State (or equivalent) or they are traveling with an armed security detail, the sponsor must call SEC directly on 712-0990 to make additional arrangements.

The designated escort officer may obtain a VIP escort security pass from the Bureau or office Administrative Management Specialist (AMS). The escort should arrive in the appropriate lobby 15-minutes in advance of the visit to check-in with the 14th Street Visitor Control Desk. It is important to arrive early to finalize coordination with security personnel and avoid potentially embarrassing delays. The escort pass issued by the sponsoring bureau/office AMS Officer will allow the escort officer and members of the VIP delegation to bypass security and proceed through open turnstiles. VIP delegations must be escorted throughout the entirety of their visit by their designated escort. As a courtesy, SEC recommends sponsors assist VIP visitors in their passage throughout USAID/W corridors and assist them in locating restrooms.

All other Agency visitors not meeting the above criteria must check-in at USAID's 14th Street Visitor Control Desk for processing. After verification of photo identification and confirmation of sponsorship, visitors will be issued a non-photo Visitor Pass, undergo screening, and then be permitted entry into USAID/W space accompanied by their sponsor.

This is a joint SEC, ES and LPA/PL Notice. This policy change will be incorporated into ADS 565, Physical Security Programs (Domestic).

Point of Contact: Any questions concerning this Notice may be directed to the appropriate office: for protocol consideration and support, contact Luigi Crespo, LPA/PL, (202) 712-4024 or for VIP visitor access to the RRB, contact Lorrie Meehan, SEC/PIDS, (202) 712-5338, or Rafael Alequin, SEC/PIDS, (202) 712-0731.

Notice 0520

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU5_0603_051006_cd44	05/05/2006	05/05/2006		ADS CD 44	This IU will be cancelled once the information in it is incorporated into ADS 565.

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