

### **Processing of Dignitaries**

The Office of Physical Security may provide special security accommodations for Dignitaries (including official delegations) visiting the Peace Corps Headquarters based upon the completion of the following form. This form must be completed in full by the Peace Corps Point of Contact (PoC) responsible for the organization and management of the Dignitary's visit and must be received by the Office of Physical Security a minimum of 24 hours in advance of the arrival. Note that Dignitaries requiring armed escort must be accompanied by US Federal law enforcement officers (i.e. Diplomatic Security [DS] or US Secret Service [USSS]).

### **Required Information**

Peace Corps PoC

Name of individual escorting the Dignitary

Date, time, and duration of the visit

Number of individuals in delegation

Names of individuals in delegation

Destinations within Headquarters

Number of expected vehicles

Expected parking accommodations

Expected number of armed members of the delegation

Contact name and contact information for accompanying DS or USSS lead agent

Number of expected press representatives

Other special accommodations

### **Procedures**

1. The individual escorting the Dignitary must be present on the curb in front of the Peace Corps Headquarters building at least 15 minutes prior to the arrival of the Dignitary.
2. The escorting individual must visually identify the Dignitary at the curb.
3. The escort must stay with the Dignitary at all times within the facility.
4. If visiting space within the Headquarters facility, one elevator will be locked off specifically for the Dignitary and delegation. This elevator will be operated by a member of the EPSTE staff.

Signature of PoC: \_\_\_\_\_ Date: \_\_\_\_\_