# POSITION DESCRIPTION

# Assistant Secretary for Diplomatic Security, Department of state

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| **OVERVIEW** |
| Senate Committee | Foreign Relations |
| Agency Mission | The Department of State is the lead institution for the conduct of American diplomacy, and the secretary is the president’s principal foreign policy advisor. |
| Position Overview | The assistant secretary for diplomatic security has responsibilities both domestically and abroad, overseeing Department of State security programs to protect U.S. government employees and facilities under chief of mission authority overseas from terrorist, criminal or technical attack, and ensuring the integrity of classified national security information produced and stored in these facilities.Domestically, the assistant secretary:* Provides personal protection for the secretary and distinguished foreign visitors below the rank of head of state

* Ensures the physical protection of State Department facilities in the United States
* Works with foreign government diplomatic and consular facilities to ensure protection of their personnel and facilities in the United States
* Conducts background investigations for State Department employees and prospective employees
* Directs the security training of federal employees assigned overseas, under chief of mission authority
* Directs an all-source intelligence operation focused on the protection of diplomatic and consular facilities
* Directs Department of State counterintelligence operations
* Directs criminal investigations of visa regulations and passport violations
* Coordinates with the chief information officer on information security requirements

Overseas, the assistant secretary:* Directs deployed regional security officers and assistant regional security officers, security electronic officers, security technical specialists and diplomatic couriers
* Ensures coordination with the United States Marine Corps Security Group and the United States Navy Construction Battalion for the provision of support
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| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Undersecretary for Management[[2]](#endnote-2) |
| **RESPONSIBILITIES** |
| Management Scope | The Bureau of Diplomatic Security had a fiscal 2014 budget of $1.597 billion (budget outlays).[[3]](#endnote-3) The assistant secretary oversees the Overseas Security Advisory Council, a senior coordinator for security infrastructure, a principal deputy assistant secretary for diplomatic security, an office of countermeasures and information security, and an executive director for diplomatic security.[[4]](#endnote-4) |
| Primary Responsibilities | * Establishes and operates security and protective functions at posts abroad
* Develops and implements communications, computer and information security
* Conducts emergency planning
* Establishes and operates local guard services
* Supervises the U.S. Marine Corps security guard program
* Serves as a liaison to support American private sector interests overseas
* Protects foreign missions and international organizations, and foreign officials and diplomatic personnel, as authorized by law
* Protects the secretary and other persons designated by the secretary of states as authorized by law
* Oversees physical protection of State Department facilities, communications, and computer and information systems
* Carries out the rewards program for information concerning international terrorism
* Performs other security, investigative and protective matters authorized by law
* Develops and coordinates counterterrorism planning, threat-analysis programs and liaison efforts with other federal agencies to carry out these duties
* Develops and implements technical and physical security programs, including security-related construction and security related to radio communications, personnel, armored vehicles, and computers and communications, while working with the research programs necessary to develop such programs
* Manages the diplomatic courier service
* Assists foreign government security training by managing and developing antiterrorism assistance programs, which are administered by the State Department under chapter 8 of part II of the Foreign Assistance Act of 1961 (22 U.S.C. 2349aa et seq.)[[5]](#endnote-5)
* Leads security and law enforcement activities of the Bureau of Diplomatic Security and the Diplomatic Security Service
* Holds responsibility for the protection of personnel and families abroad, department facilities, and information, and responsibility for international investigations, threat analysis, cybersecurity, counterterrorism and security technology
* Oversees personnel that protect the secretary, high-ranking foreign dignitaries and officials visiting the United States; investigates passport and visa fraud; and conducts technical and personnel security investigations in 25 U.S. cities and 161 countries
* Appears before congressional committees and in the media
* Liaises with international security partners representing the United Nations, foreign nations, foreign missions in the U.S and international organizations, as required[[6]](#endnote-6)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | The State Department’s Bureau of Diplomatic Security is a unique federal law enforcement agency, with personnel serving simultaneously as diplomats and law enforcement professionals.* Extensive law enforcement experience in the United States with other federal, state and local authorities, as well as with foreign law enforcement and military personnel
* Extensive overseas diplomatic experience, working with the foreign, interior and defense ministries at up to the deputy minister and general officer levels
* Prior State Department experience
* Knowledge of the federal budget process and prior interaction with Congress

Note: Francis X. Taylor (2001-2001), Richard J. Griffin (2005 to 2006) and Eric J. Boswell (2007 to 2008) all held this position concurrently with the director of the Office of Foreign Missions. However, the most recent position appointee (Gregory B. Starr) did not. |
| Competencies | * Ability to manage a large, complex, multinational operation
* Ability to react immediately and effectively to crises that arise without warning
* Strong communication and interpersonal skills with a diverse oversight range
* Excellent leadership skills for working with a wide range of staff
* Energy for frequent long distance travel, including to zones of active hostility
* Excellent negotiation skills with both domestic and international actors
* Ability to work in a matrixed agency
* Ability to work across partisan lines
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| **PAST APPOINTEES** |
| Gregory B. Starr (2013 to 2017): United Nations Under-Secretary-General for Safety and Security; Director of the Diplomatic Security Service; Deputy Assistant Secretary of State for Countermeasures[[7]](#endnote-7) |
| Eric J. Boswell (2008 to 2012): Assistant Deputy Director for Security, Office of the Director of National Intelligence; Director of Administration, Pan American Health Organization; Senior Advisor, Security Change Management at UN Headquarters[[8]](#endnote-8) |
| Richard J. Griffin (2005 to 2007): Inspector General, U.S. Department of Veterans Affairs; Deputy Director, U.S. Secret Service; Assistant Special Agent in Charge of the Presidential Protective Division, Secret Service[[9]](#endnote-9) |

1. The Consolidated Appropriations Act, 2017 (Public Law 115-31, May 5, 2017), contains a provision that continues the freeze on the payable pay rates for certain senior political officials at 2013 levels during calendar year 2017. [↑](#endnote-ref-1)
2. https://www.state.gov/r/pa/ei/rls/dos/99484.htm [↑](#endnote-ref-2)
3. Leadership Directories: https://lo.bvdep.com/OrgDocument.asp?OrgId=-1&LDIBookId=19&LDIOrgId=153771&LDISecId=180&FromRecent=1&Save=0#O153771 [↑](#endnote-ref-3)
4. Leadership Directories: https://lo.bvdep.com/OrgChart.asp?curp=1&LDIBookId=19&LDISectionId=180&LDIOrgId=153771 [↑](#endnote-ref-4)
5. http://uscode.house.gov/statviewer.htm?volume=100&page=856# [↑](#endnote-ref-5)
6. OPM [↑](#endnote-ref-6)
7. https://www.state.gov/r/pa/ei/biog/217677.htm [↑](#endnote-ref-7)
8. https://2001-2009.state.gov/r/pa/ei/biog/106593.htm [↑](#endnote-ref-8)
9. https://2001-2009.state.gov/outofdate/bios/g/48441.htm [↑](#endnote-ref-9)