

# **1 FAM 260**

## **BUREAU OF DIPLOMATIC SECURITY**

### **(DS)**

*(CT:ORG-133; 08-03-2004)*  
*(Office of Origin: DS/OFM/AO)*

## **1 FAM 261 ASSISTANT SECRETARY FOR**

### **DIPLOMATIC SECURITY (DS)**

#### **1 FAM 261.1 Responsibilities**

*(TL:ORG-128; 10-09-2003)*

- a. Reports directly to the Under Secretary for Management (M).
- b. Assists the Secretary of State and the Under Secretary for Management with formulating policy on security programs worldwide for the Department and the foreign affairs community serving abroad under the authority of the chiefs of missions.
- c. Formulates and directs the implementation of diplomatic security policies to provide a secure environment for the conduct of U.S. diplomacy and the promotion of U.S. interests worldwide.
- d. Advises the Secretary and the Under Secretary for Management on diplomatic security matters and supervises the Bureau of Diplomatic Security;
- e. Establishes diplomatic security program priorities in accordance with Congressional mandates, program objectives and policies of the President, the Secretary, the Department, and the Bureau.
- f. Coordinates the provision of diplomatic security services and the exchange of security-related intelligence and operational information among the Department, foreign governments, other U.S. Government agencies, and all law enforcement authorities.
- g. Represents the Department in negotiations with other Federal agencies and foreign governments regarding diplomatic security, and counter measures program matters.
- h. Represents the Department in meetings with other countries having mutual security concerns.

i. Has overall substantive, and coordinating responsibility for the following Department regulatory publications:

(1) *Foreign Affairs Manual* Volume 1 (Organization and Functions) 1 FAM 260—*Bureau of Diplomatic Security*; and

(2) *Foreign Affairs Manual* Volume 12 (Diplomatic Security) and its related *Foreign Affairs Handbooks* in their entirety including:

(a) *Emergency Planning Handbook* (12 FAH-1);

(b) *Protection Handbook* (12 FAH-2);

(c) *Investigations Handbook* (12 FAH-3);

(d) *Field Office Management Handbook* (12 FAH-4);

(e) *Physical Security Handbook* (12 FAH-5);

(f) *Overseas Security Policy Board (OSPB) Security Standards and Policy Handbook* (12 FAH-6);

(g) *Local Guard Program (LGP)* (12 FAH-7); and

(h) *Residential Security Program* (12 FAH-8).

j. Serves as the Director, Office of Foreign Missions (see 1 FAM 264).

## **1 FAM 261.2 Organization**

(TL:ORG-89; 08-28-2000)

An organization chart of DS is found as 1 FAM 261 Exhibit 261.2.

## **1 FAM 261.3 Authorities**

(TL:ORG-128; 10-09-2003)

a. The Bureau of Diplomatic Security within the Department of State was established pursuant to the Omnibus Diplomatic Security and Antiterrorism Act of 1986 (Public Law 99-399; 22 U.S.C. 4801, et seq). Title I of the Act defines the security functions and responsibilities of the Secretary of State. Under Delegation of Authority No. 214, the Secretary delegated these responsibilities to the Assistant Secretary for Diplomatic Security. Title II of the Act authorized the creation of the Diplomatic Security Service, which is responsible for managing the Bureau's day to day security operations. Title III of the Act provides that the Secretary of State shall convene accountability review boards.

b. The Overseas Security Advisory Council (OSAC) was established pursuant to the Federal Advisory Committee Act (Public Law 92-463) 5 U.S.C. App. 2, section 1 et seq. (See also 12 FAM 024.)

c. The Omnibus Diplomatic Security and Antiterrorism Act of 1986 and Presidential Decision Directive/NSC-29 (September 16, 1994) provide authority for the Overseas Security Policy Board (OSPB).

d. The legal authorities for the Freedom of Information and Privacy Act Program within DS (12 FAM ) are:

(1) The Freedom of Information Act (FOIA) (Public Law 89-487), as amended, 5 U.S.C. 552;

(2) The Privacy Act of 1974, 5 U.S.C. 552a (Public Law 93-579), as amended; and

(3) Executive Order (E.O.) 12958 (classified national security information).

e. Section 36 of the State Department Basic Authorities Act of 1956 (Public Law 84-885), as amended (22 U.S.C. 2708, provides authority for the counter terrorism rewards program.

f. Section 102 of Public Law 105-323 (1998) provides authority for the war criminals rewards program.

g. Section 37 of the State Department Basic Authorities Act of 1956 (22 U.S.C. 2709) provides authority for certain responsibilities of Diplomatic Security special agents (i.e., passport and visa fraud, investigations, protection).

h. Section 160 of the Foreign Relations Authorization Act, Fiscal Years 1988 and 1989 (Public Law 100-204), as amended, provides authority for construction security certifications.

i. Section 103 (a)(2)(G) of the Omnibus Diplomatic Security and Antiterrorism Act of 1986 and Part II of the Foreign Assistance Act of 1961 (Public Law 87-195), as amended (22 U.S.C. 2349aa), provide authority for the antiterrorism assistance program.

j. Under the Foreign Missions Act of 1982 (as codified at 22 U.S.C. 4314), and 3 U.S.C. 202 (8), 202 (10), and 208, the Department of State provides for the extraordinary protection of foreign missions and officials, international organizations and foreign dignitaries under certain circumstances throughout the United States. See also Executive Order 12478 (1984) and Delegation of Authority No. 214, Section 8 (1994).

k. The Bureau of Diplomatic Security has authority to conduct personnel security and suitability investigations based on the following executive orders and laws:

(1) Section 103 (a)(2)(B), Omnibus Diplomatic Security and Terrorism Act of 1986 (22 U.S.C. 4802(a)(2)(B));

(2) E.O. 10450 dated April 27, 1953; and

(3) E.O. 12968 dated August 2, 1995.

l. Public Law 89-554 (5 U.S.C. 7531-7533), enacted September 6, 1966, gives to the heads of major U.S. Government agencies, including the Secretary of State, the power to summarily suspend and remove any employee of the agency when deemed necessary “in the interests of national security.” codified The Department’s basic authorizing legislation for its personnel security program is codified in 5 U.S.C. 7531-7533.

m. The legal authorities for the Office of Foreign Missions are set forth in 1 FAM 264.1.

n. Other authorities, as appropriate.

## **1 FAM 261.4 Public Affairs**

*(CT:ORG-133; 08-03-2004)*

*The Public Affairs staff, under the direct supervision of the Assistant Secretary for Diplomatic Security:*

*(1) Advises the Assistant Secretary for Diplomatic Security on media relations and outreach efforts;*

*(2) Formulates DS press guidance for the Secretary’s spokesperson and responds to all media inquiries regarding DS and security measures at the Department;*

*(3) Formulates and conducts an outreach program to inform the public and constituent audiences about the Bureau’s activities;*

*(4) Coordinates production of all DS media, including managing the DS public web site; and*

*(5) Develops and disseminates materials to the public, the media, and Department personnel on the Department’s security programs and DS activities.*

# **1 FAM 262 DEPUTY ASSISTANT SECRETARY FOR DIPLOMATIC SECURITY AND DIRECTOR OF THE DIPLOMATIC SECURITY SERVICE (DS/DSS)**

*(TL:ORG-89; 08-28-2000)*

a. Advises the Assistant Secretary for Diplomatic Security on the formulation and implementation of security programs and policies for the Department of State and the foreign affairs community.

b. Serves as the Director of the Diplomatic Security Service (DSS) and manages the day-to-day operations of the Department's security program at U.S. diplomatic and consular missions abroad.

c. Chairs the Overseas Security Policy Board (OSPB), whose members include the security directors of the foreign affairs and intelligence agencies represented at Foreign Service posts abroad.

d. Directs personal protective services for the Secretary of State, other Department officials, certain resident foreign dignitaries and dignitaries on official visits to the United States.

e. Oversees the worldwide law enforcement and protective security responsibilities of the Diplomatic Security Service.

f. Oversees the Department's personnel security program, which determines the issuance and maintenance of employee security clearances.

g. Supervises the DSS Legal Counsel, who provides legal support to the Bureau in legislative, regulatory, and procedural matters, in coordination with the Office of the Legal Adviser (L).

h. Chairs the Secretary's Overseas Security Advisory Council (OSAC), which promotes cooperation between U.S. business and private sector interests abroad and the Department's security programs.

i. Provides direct management oversight to the following DSS Offices:

- (1) Overseas Operations (DS/DSS/OP);
- (2) Protection (DS/DSS/P);
- (3) Investigations and Counterintelligence (DS/DSS/ICI);
- (4) Intelligence and Threat Analysis (DS/DSS/ITA);

- (5) Field Office Management (DS/DSS/FLD);
- (6) Overseas Security Advisory Council (DS/DSS/OSAC); and
- (7) Office of Antiterrorism Assistance (DS/DSS/ATA).

## **1 FAM 262.1 The Overseas Security Advisory Council (DS/DSS/OSAC)**

*(TL:ORG-89; 08-28-2000)*

- a. Establishes continuing liaison and provides for operational security cooperation between State Department security functions and the private sector.
- b. Provides for regular and timely interchange of information between the U.S. private sector and the Department concerning developments in the security environment abroad.
- c. Recommends methods and provides material for coordinating security planning and implementation of security programs.
- d. Recommends methods to protect the competitiveness of U.S. businesses operating worldwide.

## **1 FAM 262.2 Office of Overseas Operations (DS/DSS/OP)**

*(TL:ORG-89; 08-28-2000)*

- a. Is the primary point of contact within the Department and for other U.S. Government agencies on security programs and activities at U.S. missions abroad.
- b. Provides that DS security programs and activities at Foreign Service posts are responsive, effective, and conform with Department policy, regulations and procedures.
- c. Establishes priorities for all security programs abroad and coordinates the planning and review of security services at Foreign Service posts abroad.
- d. Provides technical assistance to posts abroad and reviews and monitors their progress on individual security projects and programs.
- e. Coordinates all briefing papers and related materials concerning security programs abroad for DS and senior Department management.

f. Facilitates the timely exchange of information among U.S. missions abroad, DS, and other affected U.S. Government agencies, through the Watch Officer Group, available 24 hours a day in the Operations Center.

### **1 FAM 262.2-1 Regional Directors of Overseas Operations**

*(TL:ORG-89; 08-28-2000)*

a. DS/DSS/OP is divided into five geographic regions, each of which is headed by a regional director (RD) and a special programs and coordination division. The regional directors are the primary liaison between DS and the Department's regional executive directors, post management officers and desk officers.

b. The Overseas Operations (OP) Directorates are:

- (1) Africa (DS/DSS/OP/AF);
- (2) Western Hemispheric Affairs (DS/DSS/OP/WHA);
- (3) East Asia and Pacific (DS/DSS/OP/EAP);
- (4) Europe (DS/DSS/OP/EUR); and
- (5) Near East and South Asia (DS/DSS/OP/NEA).

### **1 FAM 262.2-2 Special Programs and Coordination Division (DS/DSS/OP/SPC)**

*(TL:ORG-89; 08-28-2000)*

a. Coordinates special operations, military liaison, and emergency plans for U.S. missions abroad.

b. Provides representation and expertise in response to crisis situations, including Department task forces and security support teams.

### **1 FAM 262.2-3 Coordination Center (DS/DSS/OP/SPC/CC)**

*(TL:ORG-89; 08-28-2000)*

a. The Coordination Center, located in the Operations Center, is responsible for the overall coordination and timely dissemination of information in support of Bureau programs.

b. The Watch Officer Group provides 24-hour, 7-day-a-week coordination, communications, and support services for the Bureau.

### **1 FAM 262.2-4 Marine Security Guard Branch (DS/DSS/OP/SPC/MSG)**

*(TL:ORG-89; 08-28-2000)*

a. The Marine Security Guard Branch (DS/DSS/OP/SPC/MSG) manages the Marine Security Guard (MSG) Program for the Department.

b. The MSG Branch maintains liaison with the Commanding Officer and/or staff of the MSG Battalion and the Operations Division, Headquarters, U.S. Marine Corps.

### **1 FAM 262.3 Office of Intelligence and Threat Analysis (DS/DSS/ITA)**

*(TL:ORG-89; 08-28-2000)*

a. Acts as the interface between DS and the U.S. intelligence community to ensure that timely intelligence information is made available to bureau decision makers and DS officers in the field. Initiates and issues threat notifications to the field.

b. Researches, monitors, and analyzes all source intelligence on terrorist activities and threats directed against U.S. citizens and U.S. diplomatic and consular facilities abroad, as well as threats against the Secretary of State, senior U.S. officials, visiting foreign dignitaries, resident foreign diplomats, and foreign missions in the United States, for whom DS has protective security responsibility.

c. Provides real time threat assessments in support of operational and policy decision making by senior DS and Department officials.

d. Revises the Department's Security Environment Threat List (SETL) on a semi-annual basis.

### **1 FAM 262.4 Office of Investigations and Counterintelligence (DS/DSS/ICI)**

*(TL:ORG-89; 08-28-2000)*

Oversees the development and direction of a wide range of investigative programs and activities, including:

- (1) Passport and visa issuance and use;
- (2) Protective intelligence;
- (3) Counterintelligence;

- (4) Personnel security and suitability;
- (5) Investigations and security assistance to other U.S. Government agencies;
- (6) Liaison with INTERPOL;
- (7) Counterterrorism rewards and war criminal rewards programs; and
- (8) Other special investigations.

**1 FAM 262.4-1 Criminal Investigations Division (DS/DSS/ICI/CR)**

*(TL:ORG-89; 08-28-2000)*

- a. Coordinates investigative complaints, allegations, information, and unusual incidents involving Department of State employees and all U.S. Government personnel under the authority of a chief of mission.
- b. Responsible for the administrative and operational case control of crimes associated with passport and visa issuance and use.
- c. Responsible for administrative and operational case control of non-routine criminal investigations, as authorized by law and regulations.
- d. Coordinates with other Federal, state, and local law enforcement entities when it appears that violations of law or regulations have occurred for which they have investigative authority.
- e. Conducts and/or coordinates:
  - (1) Criminal investigation leads for other Federal, state, and local agencies, as requested;
  - (2) Criminal investigations leads on U.S. Government personnel under authority of the chief of mission;
  - (3) Physical security investigations;
  - (4) Special criminal investigations and inquiries; and
  - (5) Investigations referred by the Office of Inspector General.

**1 FAM 262.4-2 Protective Intelligence Investigations Division  
(DS/DSS/ICI/PII)**

*(TL:ORG-89; 08-28-2000)*

- a. Directs, coordinates, and conducts protective intelligence investigations involving terrorist threats and/or hostile activities directed against all U.S. Government personnel, facilities, and interests abroad under the authority of the chief of mission.
- b. Conducts investigations into terrorist threats or other hostile activity directed against the Secretary of State, other Department of State personnel and facilities, and foreign dignitaries and facilities in the United States.
- c. Provides protective intelligence operational support for the Secretary of State, certain high threat and/or high profile visiting foreign dignitaries, and others, as directed.
- d. Administers the Department of State's counterterrorism rewards and war criminal rewards programs (see 2 FAM 940).
- e. Coordinates foreign government requests for investigative and/or forensic assistance from the U.S. Government to assist foreign governments in the resolution of serious incidents such as bombings or assassination attempts.
- f. Administers DS participation in the Department of Justice Joint Terrorism Task Force Programs.

**1 FAM 262.4-3 Personnel Security/Suitability Division  
(DS/DSS/ICI/PSS)**

*(TL:ORG-89; 08-28-2000)*

- a. Conducts personnel security and/or suitability investigations of employees, applicants, contractors, and others seeking access to Department information and/or facilities and certifies security clearances for Department employees.
- b. Directs the conduct of such investigations abroad for other Federal agencies.
- c. Determines the issuance, suspension, and/or revocation of security clearances for employees, applicants for employment, contractor personnel, and others seeking access to Department information and facilities.
- d. Manages and maintains the personnel security records program.

e. Administers the contract security investigator program and is responsible for the conduct of domestic background security investigations, serving as the contracting officer's technical representative (COTR).

**1 FAM 262.4-4 Division of Counterintelligence and Special Investigations (DS/DSS/ICI/CI)**

*(TL:ORG-89; 08-28-2000)*

a. Develops and directs the Department's worldwide defensive counterintelligence program.

b. Monitors, identifies, and neutralizes foreign intelligence efforts directed against Department of State and U.S. mission facilities and personnel.

c. Conducts substantive counterintelligence investigations and inquiries of:

- (1) Allegations of espionage;
- (2) Technical penetration of U.S. missions abroad;
- (3) Developmental targeting;
- (4) Recruitment and recruitment attempts by foreign intelligence services;
- (5) Exploitable conduct of U.S. Government employees;
- (6) Suspect activities involving Foreign Service nationals; and
- (7) Other matters relevant to counterintelligence.

d. Conducts security screening of Department personnel and contractors who are assigned to designated critical intelligence threat post countries.

**1 FAM 262.4-5 Professional Responsibility Staff (DS/DSS/ICI/PR)**

*(TL:ORG-89; 08-28-2000)*

a. Conducts investigations which may include:

- (1) Unauthorized disclosure of classified or other sensitive information;
- (2) Substance abuse;

- (3) Financial misconduct;
  - (4) Discharge of a firearm;
  - (5) Loss of credentials and/or identification pins and/or special protective equipment;
  - (6) Abuse of diplomatic pouch;
  - (7) Missing employees;
  - (8) Sexual misconduct (only in cases where such conduct has the potential to be prejudicial to the U.S. Government, make the employee vulnerable to coercion or place the employee or others in physical danger);
  - (9) Spousal abuse involving employee assigned abroad; and
  - (10) Other cases involving employee suitability.
- b. Conducts and coordinates:
- (1) Special criminal investigations and inquiries; and
  - (2) Investigations referred by the Office of Inspector General.

## **1 FAM 262.5 Office of Field Office Management (DS/DSS/FLD)**

*(TL:ORG-89; 08-28-2000)*

- a. Oversees and directs the operation of all domestic Diplomatic Security Field and Resident Agent Offices.
- b. DS Field and Resident Agent Offices:
  - (1) Perform criminal investigations of passport and visa issuance and/or use crimes and protective intelligence investigations.
  - (2) Conduct background security investigations of prospective and incumbent employees of the Department of State and other agencies, as requested.
  - (3) Protect foreign dignitaries and resident foreign officials.
  - (4) Provide protective and security related liaison with foreign diplomatic and consular missions located in the geographic region of the field offices.

(5) Perform liaison functions with local and Federal law enforcement agencies for the purpose of information and intelligence sharing.

(6) Facilitate investigative efforts of the Office of Inspector General, as referred by DS headquarters.

## **1 FAM 262.6 Office of Protection (DS/DSS/P)**

*(TL:ORG-89; 08-28-2000)*

a. Manages and directs the protective security programs for the Secretary of State, other U.S. Government, and foreign government representatives and the protective liaison programs of the Department.

b. Manages and coordinates the protection of certain foreign missions and officials in the United States.

c. Administers reimbursements to state and local jurisdictions for expenses incurred in the protection of certain foreign diplomatic and United Nations missions and officials.

### **1 FAM 262.6-1 Dignitary Protection Division (DS/DSS/P/DP)**

*(TL:ORG-89; 08-28-2000)*

a. Coordinates requests for protective services from visiting foreign dignitaries, certain resident foreign officials, and certain U.S. Government officials.

b. Organizes and manages protective services for special events involving multiple protectees, e.g., the United Nations General Assembly.

c. Coordinates with the U.S. Secret Service and other Federal, state, and local law enforcement agencies involved in protective security services.

### **1 FAM 262.6-2 Protective Liaison Division (DS/DSS/P/PL)**

*(TL:ORG-89; 08-28-2000)*

a. Maintains liaison with appropriate U.S. Government agencies, foreign governments, and state and local law enforcement agencies, assisting the Department with protective security services.

b. Coordinates and monitors police protection for certain foreign diplomatic and consular missions.

c. Provides information and assists foreign embassies in handling security threats and gives guidance on security aspects of diplomatic and consular immunity.

d. Administers the reimbursement of funds to Federal, state, local, and non-government law enforcement and security agencies which provide extraordinary protective services to certain resident foreign officials and facilities and to certain visiting foreign government officials.

### **1 FAM 262.6-3 Secretary's Detail (DS/DSS/P/SD)**

*(TL:ORG-89; 08-28-2000)*

Provides protection for the Secretary of State and for his or her family and comprehensive security coverage for the residence of the Secretary.

### **1 FAM 262.7 Office of Antiterrorism Assistance (DS/DSS/ATA)**

*(TL:ORG-89; 08-28-2000)*

a. Provides training and related equipment and assistance to foreign government security and law enforcement personnel to deter and counter terrorism.

b. Develops training programs in coordination with selected U.S. mission country teams and host governments that provide an efficient and effective means of deterring and countering terrorism through modern and humane techniques and practices.

c. Coordinates training and assistance with the Office of the Coordinator for Counterterrorism (S/CT), the Bureau of Democracy, Human Rights, and Labor (DRL), other agencies, departments, and organizations.

## **1 FAM 263 DEPUTY ASSISTANT SECRETARY FOR COUNTERMEASURES AND INFORMATION SECURITY (DS/CIS)**

*(TL:ORG-89; 08-28-2000)*

a. Manages all security countermeasures and information security programs and reports to the Assistant Secretary for Diplomatic Security.

b. Directs and provides management oversight to the Offices of:

- (1) Physical Security Programs (DS/CIS/PSP);
- (2) Information Security Technology (DS/CIS/IST);
- (3) Domestic Operations (DS/CIS/DO); and

(4) Diplomatic Couriers (DS/CIS/DC).

c. Formulates security policy and program plans for countermeasures, physical security, domestic operations, and information security programs.

d. Represents the Department in negotiations with other Federal agencies on security issues regarding countermeasures, domestic operations, physical security, and information security.

e. Chairs the interagency Technical Security Coordinating Group (TSCG).

f. Represents the Department on the executive committees of the National Security Telecommunications and Information System Security Committee (NSTISSC).

**1 FAM 263.1 Office of Physical Security Programs  
(DS/CIS/PSP)**

*(TL:ORG-89; 08-28-2000)*

a. Directs the development of standards, policies and procedures associated with the physical security, construction security, residential security, local guard, and security logistics programs at U.S. missions abroad.

b. Directs the implementation of the physical security and facility protection programs and ensures that physical security, local guard, and residential security standards are met to protect diplomatic personnel, facilities, and residences abroad.

c. Develops and implements policies and procedures to certify to Congress all new office building construction and major renovation projects.

d. Develops and directs the implementation of the construction security program to ensure that construction and other materials destined for controlled-access areas at post facilities abroad are protected from acquisition to installation.

e. Develops and implements procedures to track post profiles and post compliance and/or non-compliance with the OSPB approved security standards through an established database.

f. Directs the implementation of DS' research and development program to identify protective measures against terrorism.

## **1 FAM 263.1-1 Physical Security Division (DS/CIS/PSP/PSD)**

*(TL:ORG-128; 10-09-2003)*

- a. Develops security policies and standards for protecting personnel, facilities, and the national security information of the Department and foreign affairs agencies abroad.
- b. Provides oversight to OBO construction projects and ensures conformance to OSPB approved security standards.
- c. Evaluates construction and renovation projects and ensures the proper application of physical security standards in the selection, design, construction, and modification of buildings abroad to be occupied by the Department and foreign affairs agencies.
- d. Certifies physical security equipment to meet specified performance criteria through in-house and independent testing.
- e. Manages the development and installation of secure transit systems.
- f. Performs technical security countermeasures and physical security standards compliance inspections of new office buildings under construction by the Department and prepares Congressional certifications with respect to the suitability of new U.S. embassies and consulates for classified operations and protection of personnel.
- g. Manages the Security Standards Tracking Center for DS, a database for tracking post compliance and/or non-compliance with the Overseas Security Policy Board (OSPB)-approved security standards. Provides oversight for the completion of post security surveys and maintains the DS security survey repository.
- h. Manages DS' research and development program which evaluates and recommends physical security countermeasures against the terrorism threat.

## **1 FAM 263.1-2 Facility Protection Division (DS/CIS/PSP/FPD)**

*(TL:ORG-89; 08-28-2000)*

- a. Provides for local guard and residential security requirements to protect the personnel, facilities, and residences of the Department and other foreign affairs agencies abroad.
- b. Maintains liaison with other foreign affairs and intelligence community agencies on local guard and residential security program matters.

### **1 FAM 263.1-3 Protective Equipment and Logistics Division (DS/CIS/PSP/PEL)**

*(TL:ORG-89; 08-28-2000)*

- a. Evaluates, procures, and supplies all protective and special security equipment.
- b. Manages the armored vehicle program which provides for the:
  - (1) Acquisition and secure movement of all protective vehicles and equipment;
  - (2) Light armoring of A/LM's COM and fleet vehicles and DS' security vehicles; and
  - (3) Procurement, product integrity, and deployment abroad of the Department's fully armored vehicles.
- c. Manages the Security Equipment and Maintenance Program (SEMP) and the procurement, storage, inventory, and shipment of technical security equipment to posts abroad.
- d. Tests and evaluates security equipment and trains security personnel to install and repair locks and other security equipment.
- e. Represents the Department on U.S. Government interagency committees involved in physical security standards for security containers, locks, doors, and similar security hardware.

### **1 FAM 263.2 Office of Information Security Technology (DS/CIS/IST)**

*(TL:ORG-89; 08-28-2000)*

- a. Develops and interprets all security policies and standards for technical countermeasures, telecommunications, communications, information industrial security, operational security, computer systems, office automation systems and other information processing, and handling systems for the Department of State's use worldwide and for other foreign affairs agencies under the authority of chiefs of mission.
- b. Manages the Department's information, industrial, computer, communications, TEMPEST, technical, and operational security programs.
- c. Develops procedures and recommends practices to ensure the confidentiality, integrity, assurance, and availability of information for which the Department of State is responsible.

d. Devises and manages programs to perform risk analyses, incident handling, security evaluations, and internal control reviews of the Department's information processing and handling operations, both domestically and abroad.

e. Represents the Department in inter-Governmental and inter-agency organizations and specialized groups on matters relating to information security technology programs.

f. Manages the Department's Certified TEMPEST Technical Authority program.

### **1 FAM 263.2-1 Countermeasures Programs Division (DS/CIS/IST/CMP)**

*(TL:ORG-89; 08-28-2000)*

a. Manages technical countermeasures programs and provides resources and services to reduce the risk of technical penetrations or technical hazards in Department of State facilities domestically and abroad. Manages and performs special technical security countermeasures projects.

b. Serves as the principal point of contact for technical countermeasures operations within the Intelligence Community.

c. Develops and implements technical countermeasure policies such as TEMPEST, technical, audio, telephone, and emanations security.

d. The Department of State's Certified TEMPEST Technical Authority (CTTA) resides in this Division. Acting as the Department's representative on the National TEMPEST Advisory Group (TAG) the CTTA provides input for the development of national TEMPEST policy for execution by U.S. Government agencies operating domestically and abroad.

e. Performs TEMPEST countermeasures reviews to determine TEMPEST countermeasures requirements both domestically and abroad. Performs TEMPEST inspections worldwide to ensure Department compliance with national emanations standards.

f. Manages the Department's Modular Treated Conference Room (MTCR) program and certifies shielded enclosures and conference rooms worldwide.

g. The CTTA works with the Center for Security Evaluation (CSE) on the evaluation and implementation of a risk management program designed to identify locations in which less costly countermeasures can be utilized to protect classified and sensitive information.

h. Defines security requirements and specification for major systems and equipment, as required by Federal law and regulations.

i. CMP/SDE manages the evaluation and approval process responsible for the introduction of new technologies and equipment into the Department's physical and technical security programs.

**1 FAM 263.2-2 Security Technology Operations Division  
(DS/CIS/IST/STO)**

*(TL:ORG-128; 10-09-2003)*

a. Manages and coordinates the worldwide activities of the Engineering Services Centers (ESC), Engineering Services Offices (ESO), and other engineering support functions.

b. Manages and coordinates all technical security issues involving security technology, communications security, and computer security with Foreign Service posts abroad.

c. Collects information on and conducts analysis of technical threats to Department facilities abroad, security systems, and classified information.

d. Provides technical security support for the Secretary of State.

e. Provides engineering support to selected sites within the United States and to Foreign Service posts in Canada, Bermuda, and Mexico.

f. Manages the Seabee Program which supports the Department's engineering program abroad; provides Seabee assets for DS, OBO, and IRM construction projects.

**1 FAM 263.2-3 Analysis and Certification Division  
(DS/CIS/IST/ACD)**

*(TL:ORG-89; 08-28-2000)*

a. Conducts security analyses, vulnerability assessments and internal control reviews of telecommunications, information processing, and office automation systems.

b. Defines security requirements and specifications for major systems and equipment, as required by Federal law and regulations.

c. Assesses the security impact of new technology and maintains an inventory of existing technical equipment, telecommunications, and information processing technologies.

d. Provides technical expertise to support the Department's information security (INFOSEC) program, including the identification, development, and presentation of specialized technical INFOSEC education and awareness activities to all personnel both domestically and abroad.

e. Develops, manages, and implements the Department's security certification program for telecommunications, information processing and office automation systems and recommends security accreditation of these systems to the Department's accrediting authority, the Undersecretary for Management.

f. Conducts detailed security and safeguard analyses of software and firmware used in the Department's telecommunication, information processing, and office automation systems.

g. Updates and documents security program development and changes to Department telecommunications, information processing, and office automation programs.

h. Determines the applicability of new technologies and develops systems for DOS facilities for technical counterterrorism and counter intelligence.

i. Develops and administers policy and guidance for the Department's worldwide Computer Security (COMPUSEC) and Communications Security (COMSEC) programs.

j. Provides centralized program management for the Department's worldwide computer security awareness program for all Department users, managers, system staff, and security personnel, briefing them on computer security responsibilities, the risks to information and systems and the related policies and controls in place to mitigate those risks.

k. Approves the unattended operation of computer and telecommunications systems that process classified information.

l. Maintains the capability for overall network intrusion detection, monitoring, investigation, and response to security-related incidents. Provide computer forensics support to counterintelligence and criminal investigations.

m. Manages a cadre of U.S. Government computer security specialists to act as Regional Computer Security Officers (RCSO) to provide onsite customer support, training, and oversight to Department employees worldwide.

## **1 FAM 263.2-4 Information Security Programs Division (DS/CIS/IST/ISP)**

*(TL:ORG-89; 08-28-2000)*

a. Develops and administers policy and guidance for the Department's worldwide INFOSEC, Operations Security (OPSEC), and COMSEC programs.

b. Develops and oversees the policies and procedures for the identification, handling, transmission, storage, destruction, and general safeguarding of national security (classified) and other sensitive but unclassified (SBU) information.

c. Develops and implements a security education program for all Department employees and conducts specialized information security training to regional security officers, post security officers, domestic unit security officers, security engineering officers, seabees, uniformed protection officers, Marine security guards, and others, as required.

d. Manages the Department's security incidents program, coordinates damage assessments, and provides investigative support to DS special agents and other agency law enforcement activities in criminal matters relating to the mishandling of classified information or the conduct of espionage.

e. Administers the Department's top secret control program, unit security officers program, the non-intelligence community special access program security requirements, classified material open storage area certification program, and the security requirements of the Department's foreign exchange officer program.

f. Manages the Department's OPSEC program, develops and implements policy and procedures and administers OPSEC briefings.

g. Develops policies and procedures for safeguarding classified and SBU information released to or generated by private industry and conducts security inspections of Department contractors to ensure their adherence to Department and national industrial security requirements.

h. Serves as the Department's liaison with the national industrial security program managers and serves as the Department's primary liaison with the Department of Defense and other Federal agencies in administering an effective industrial security program.

i. Analyzes procurement documentation and ensures that appropriate security requirements are incorporated into all contracts in support of the Department's classified and SBU acquisitions.

j. Develops policies and ensures the implementation of procedures for the disclosure of national security and other sensitive information to firms with significant foreign ownership, control or influence.

### **1 FAM 263.3 Office of Domestic Operations (DS/CIS/DO)**

*(TL:ORG-89; 08-28-2000)*

a. Manages the physical security and security support programs in all Department domestic facilities;

b. Is responsible for the protection of personnel, information, and property at all Department domestic facilities.

c. Directs the Facilities Security Division and the Security Support Division.

d. Represents the Department at the Interagency Security Committee, the Security Policy Board, and other interagency groups for domestic security issues.

e. Is the Department's primary point of contact for Federal, state, local government, and law enforcement agencies with relation to domestic facility security and protection matters.

f. Develops and implements domestic security standards, policies, and guides.

g. Coordinates all domestic security delegations of authority with the General Services Administration and the Federal Protective Service.

#### **1 FAM 263.3-1 Facilities Security Division (DS/CIS/DO/FSD)**

*(TL:ORG-89; 08-28-2000)*

a. Conducts periodic physical security surveys of all domestic facilities to evaluate existing levels of physical security countermeasures and compliance with Federal and domestic security standards.

b. Maintains current floor plans and blue prints indicating the location and type of all physical and technical security systems.

c. Oversees the installation and maintenance of the Department's security locking systems and hardware.

d. Designs, installs, and maintains the Department's proprietary alarm system, closed circuit television (CCTV) system, automated access control system, vehicle barriers, personnel and/or package screening systems, technical and physical security systems at all domestic facilities, including the U.S. Mission to the United Nations.

e. Develops and implements classification guides and construction security plans for domestic facility renovations and new construction projects.

f. Provides security systems in support of DSS protective operations, including CCTV, intrusion detection system (IDS), access control, and badging systems.

g. Provides security review of A/OPR domestic construction projects, moves, relocations, and renovations of Department office space and facilities.

h. Tests, evaluates and approves physical security equipment to ensure it meets established standards.

### **1 FAM 263.3-2 Security Support Division (DS/CIS/DO/SSD)**

*(TL:ORG-89; 08-28-2000)*

a. Manages the uniform protective services guard contracts and oversees guard services at all Department domestic facilities.

b. Manages and operates the domestic Security Control Center to include all system administration and operation functions.

c. Manages uniformed security officers for DSS protective operations.

d. Provides site security for the Department's Secretariat domestically.

e. Coordinates and determines security needs for all domestic classified and unclassified conferences, special events or special access.

f. Develops and manages domestic emergency action plans (EAP) and provides input to all domestic occupant emergency plans (OEP).

g. Coordinates or is advised of security related emergency situations, e.g., fires, bomb threats, suspicious packages, security alarms, in all domestic Department facilities.

h. Provides a crime prevention program for all Department employees.

- i. Coordinates theft investigations with the Office of Inspector General, DS/DSS/ICI, or other law enforcement organizations, as appropriate.
- j. Manages, develops, issues, and programs the DSS identification media program (ID cards, DSS credentials, badges, and security pins).
- k. Manages the Diplomatic Security Identification Service (DSIS) which develops, issues, and programs all DOS Building Pass Identification Cards (BPIC).
- l. Provides access and property control at domestic facilities.
- m. Provide security briefings on procedural security requirements, security awareness, and violence in the workplace.

### **1 FAM 263.4 Office of the Diplomatic Courier Service (DS/CIS/DC)**

*(TL:ORG-89; 08-28-2000)*

- a. Manages and administers the Diplomatic Courier Service and its three regional courier offices located in Miami, Frankfurt, and Bangkok, and its hub centers at Manama, Helsinki, Pretoria, Abidjan, and Seoul.
- b. Provides secure and expeditious transmission of classified and sensitive correspondence, equipment, and materials worldwide, in support of the Department of State and the foreign affairs community.
- c. Formulates, coordinates, and implements policies, plans, and operational procedures for the Diplomatic Courier Service.
- d. Provides liaison to the courier services of foreign governments, other nations, and international organizations.
- e. Provides secure control and transport of unclassified but sensitive items or materials designated for use in construction projects abroad and non-consumables for controlled-sensitive areas of U.S. embassies and consulates.

### **1 FAM 264 DIRECTOR, OFFICE OF FOREIGN MISSIONS (DS/OFM)**

*(TL:ORG-89; 08-28-2000)*

- a. Exercises authority for the Under Secretary for Management to perform functions vested in the Secretary of State by Title II of the State Department Basic Authorities Act of 1956, as amended and delegated to M.

b. Provides for the formulation and implementation of policy designed to provide for reciprocity of treatment between U.S. missions abroad and foreign missions in the United States.

c. Co-chairs, with the Chief of Protocol (S/CPR), the Accreditation Review Panel, which reviews the status of, activities of and policies applying to foreign diplomats, consular officials, and foreign government offices within the United States to ensure that such activities are in compliance with applicable laws and are not prejudicial to U.S. interests or to the welfare of the local communities in which foreign officials work and live. The Panel assists Federal, state, and local authorities in understanding and granting to foreign diplomatic and consular personnel the privileges and immunities required by international law.

d. Implements policies, based upon reciprocity and national interests, with regard to the acquisition of benefits, as defined by the Act, by foreign missions in the United States, and deals with representatives of these missions in implementing such policies. These policies include, but are not limited to:

- (1) Tax Exemptions;
- (2) Procedures pertaining to foreign mission official and personal travel and accommodations;
- (3) Real estate acquisition, use disposition, alteration, lease or sale;
- (4) Licensing and insuring motor vehicles; issuing driver licenses; enforcing compliance with applicable motor vehicle laws and regulations; and working closely with law enforcement agencies in protecting the public from unsafe foreign mission drivers;
- (5) Assistance in securing staff, services, public utilities, and other benefits;
- (6) Customs clearances;
- (7) Deterring, detecting, and penalizing fraud and abuse in the obtaining and use of diplomatic or consular privileges, immunities, and other benefits; and
- (8) Such other matters as the Secretary may from time to time determine as appropriate.

e. Provides approval or determinations under the Foreign Missions Act regarding rights or benefits sought by or made available to foreign missions, including but not limited to the opening, use, maintenance, and operations of foreign missions.

f. Coordinates with Department offices and functional and regional bureaus on reciprocity and related national security matters, in particular with the Office of Protocol, the Office of the Legal Adviser and the Bureaus of Intelligence and Research and International Organizations, and the U.S. Mission to the United Nations. Coordinates with other interested Federal agencies on similar matters.

g. Works with state, county, and local officials concerned with issues arising under the Act, including but not limited to the location, size, operations, and conduct of foreign missions.

h. Coordinates with other public and private agencies that are involved in matters arising under the Act.

## **1 FAM 264.1 Authorities**

*(TL: ORG-128; 10-09-2003)*

The Foreign Missions Act (Public Law 97-241; 22 U.S.C. 4301, et. seq. (1982)), as amended, authorizes the Secretary of State to designate an office to carry out the purposes of the Act. The Secretary of State's Delegation of Authority No. 147, dated September 13, 1982, delegates functions authorized under the Act to the Under Secretary for Management. Delegation of Authority No. 214, dated September 20, 1994, further delegates functions authorized under the Act, except those under sections 203(4), 204(b)(5), 204(f), 209, 209A, and 214, to the Director of the Office of Foreign Missions.

## **1 FAM 264.2 Deputy Assistant Secretary, Office of Foreign Missions (DS/OFM)**

*(TL:ORG-89; 08-28-2000)*

a. Serves as the Deputy Director of the Office of Foreign Missions and oversees the day-to-day operations of DS/OFM's programs.

b. Formulates policies and implements programs that impact foreign missions in the United States in the areas of tax, property transactions, customs, travel, vehicle ownership and usage, and ensures that these policies and programs work to enhance the treatment of U.S. diplomatic and consular personnel abroad with respect to benefits, privileges and immunities, and that they conform to overall U.S. foreign policy goals.

c. Establishes operational procedures to fulfill national security requirements mandated by the Foreign Missions Act and coordinates DS/OFM activities and programs with appropriate national security agencies.

d. Raises reciprocity and national security issues with State Department bureaus and concerned offices in the intelligence community to assure that these issues are given appropriate consideration in the development and implementation of U.S. foreign policy.

e. Supervises the DS/OFM Legal Counsel, who provides advice to the Director and Deputy Director, as well as legal support to other elements of DS/OFM in legislative, regulatory, and procedural matters, in coordination with the Office of the Legal Adviser.

f. Provides direct management oversight to the following DS/OFM offices:

- (1) Travel, Property and Banking (DS/OFM/TPB);
- (2) Vehicles, Tax and Customs (DS/OFM/VTC);
- (3) Regional Offices (DS/OFM/NY, DS/OFM/CH, DS/OFM/LA, and DS/OFM/SF);
- (4) Information Management (DS/OFM/IM); and
- (5) Administration (DS/OFM/AO).

### **1 FAM 264.2-1 Office of Travel, Property and Banking (DS/OFM/TPB)**

*(TL:ORG-89; 08-28-2000)*

a. Manages acquisitions, alterations, and sales of real property by foreign missions to ensure these are consistent with national security interests, reciprocity and applicable international and domestic law;

b. Provides guidance to foreign missions and to state and local governments on real property taxation, zoning, and other related matters;

c. Acts as custodian for foreign mission properties of certain countries with which the United States no longer maintains diplomatic relations or which have recalled their diplomatic missions; and

d. Manages travel restrictions and controls on foreign missions for reasons of national security or reciprocity.

**1 FAM 264.2-2 Office of Vehicles, Tax and Customs  
(DS/OFM/VTC)**

*(TL:ORG-89; 08-28-2000)*

a. Manages the Diplomatic Motor Vehicle (DMV) Program and the tax and customs programs.

b. Directs the development of standards, policies and procedures, and conducts negotiations, to persuade foreign governments to eliminate unwarranted taxation and motor vehicle and customs restrictions imposed on U.S. diplomatic and consular missions and their personnel.

**1 FAM 264.2-3 Vehicles Division (DS/OFM/VTC/V)**

*(TL:ORG-89; 08-28-2000)*

a. Operates the Diplomatic Motor Vehicle (DMV) Program, which does the following:

(1) Registers and licenses motor vehicles that belong to foreign missions and their members;

(2) Issues driver licenses to members of the foreign mission community and their families;

(3) Enforces mandatory insurance standards;

(4) Monitors driving records and ensures that foreign mission members who are serious violators do not continue to drive; and

(5) Imposes motor vehicle surcharges and limits on foreign missions and their members, based on reciprocity.

b. Encourages state and local governments to report reckless or negligent incidents by foreign mission drivers; educates them on the protections that immunity gives diplomats and consular officials, and what they legally can do with a foreign mission member who breaks the law.

c. Tracks and assists with the collection of parking fines incurred by foreign mission members in any U.S. locality which has requested DS/OFM's assistance and cooperation; informs the missions of serious parking abuses; and reports serious fines to the U.S. Congress.

## **1 FAM 264.2-4 Tax and Customs Division (DS/OFM/VTC/TC)**

*(TL:ORG-89; 08-28-2000)*

- a. Ensures the proper exemption from sales tax and similar levies of foreign missions and their members in accordance with international law, domestic law, and reciprocity.
- b. Negotiates with foreign governments to eliminate or reduce sales taxes, value added taxes, and other similar levies imposed on U.S. missions abroad and their personnel.
- c. Facilitates the expeditious import and export of foreign mission materials and the possessions of members of the foreign mission community, based on international law, domestic law, and reciprocity.
- d. Monitors the policies of foreign governments pertaining to the transport and handling of diplomatic pouches destined for U.S. missions abroad, based on international law, domestic law, and reciprocity.

## **1 FAM 264.3 Regional Offices**

*(TL:ORG-128; 10-09-2003)*

a. DS/OFM has six regional offices in the United States. They perform the following duties:

(1) Administer DS/OFM's property, travel, vehicles, tax, and customs programs for foreign missions located within each region to ensure program compliance and national security interests;

(2) Advise, assist and perform liaison functions with Federal, state, and local government agencies, businesses, and interested individuals within each region, regarding the privileges, benefits, and immunities of foreign missions and of the missions' employees and their dependents, and with respect to alleged violations of law on the part of such persons; and

(3) Advise foreign missions within each region in matters that will assist them to operate and live in the United States.

b. The DS/OFM regional offices are located in:

(1) New York (DS/OFM/NY);

(2) Chicago (DS/OFM/CH);

(3) Los Angeles (DS/OFM/LA);

- (4) San Francisco (DS/OFM/SF);
- (5) Miami (DS/OFM/MI); and
- (6) Houston (DS/OFM/HU).

### **1 FAM 264.3-1 Information Management Office (DS/OFM/IM)**

*(TL:ORG-89; 08-28-2000)*

Provides consolidated automated systems support for DS/OFM, including word and data processing, hardware, software, and telecommunications services.

### **1 FAM 264.3-2 Administrative Office (DS/OFM/AO)**

*(TL:ORG-89; 08-28-2000)*

Provides administrative services to DS/OFM, including:

- (1) Contracting;
- (2) Administration of custodial bank accounts;
- (3) Formulation of DS/OFM budget and financial plan requirements;  
and
- (4) General services support.

## **1 FAM 265 EXECUTIVE DIRECTOR FOR DIPLOMATIC SECURITY (DS/EX)**

*(TL:ORG-89; 08-28-2000)*

a. Serves as the principal adviser to the Assistant Secretary for Diplomatic Security on management, policy, administrative, planning, and resource issues.

b. Directs and provides management oversight to the Offices of:

- (1) Administration (DS/EX/OA);
- (2) Policy, Planning, and Budget (DS/EX/PPB); and
- (3) Professional Development (DS/EX/PLD).

c. Develops and implements administrative and management policies, plans, and procedures to ensure that DS resources are allocated, administered, and accounted for in accordance with U.S. law and Government regulations.

d. Develops and implements the priorities and program objectives of the Assistant Secretary of DS, using principles of efficient and cost effective management and internal controls.

e. Provides centralized administrative services, including financial management, personnel management, general services, and automated systems.

f. Directs the development and presentation of all training programs, including career development courses for security professionals and familiarization briefings for non-security personnel.

### **1 FAM 265.1 Office of Administration (DS/EX/OA)**

*(TL:ORG-89; 08-28-2000)*

Provides comprehensive administrative services to DS, including:

- (1) Personnel management;
- (2) Administrative and general services; and
- (3) Automated systems support.

### **1 FAM 265.1-1 Personnel Management Division (DS/EX/OA/PMD)**

*(TL:ORG-89; 08-28-2000)*

Coordinates personnel and human resource management services for the Bureau, including:

- (1) Position development, management, and control;
- (2) Recruitments, appointments, assignments, reassignments, and transfers;
- (3) Equal employment opportunity;
- (4) Career development counseling, training, and awards; and
- (5) Employee services, reporting, and special projects.

**1 FAM 265.1-2 Administrative Services Division (DS/EX/OA/ASD)**

*(TL:ORG-89; 08-28-2000)*

Provides a full range of administrative services to the Bureau, including:

- (1) The procurement of supplies, services, grants, and cooperative agreements;
- (2) Facilities and space planning; property management;
- (3) Motor vehicle management;
- (4) Travel authorization and control; and
- (5) Coordination of other domestic administrative programs.

**1 FAM 265.1-3 Management Systems Division (DS/EX/OA/SYS)**

*(TL:ORG-89; 08-28-2000)*

Provides consolidated automated systems support for the Bureau, including:

- (1) Data center operation, configuration management, and systems integration;
- (2) Software development, installation, integration, training and support; and
- (3) Data communication, system networking, and facsimile services.

**1 FAM 265.2 Office of Professional Development (DS/EX/PLD)**

*( TL:ORG-89; 08-28-2000)*

- a. Formulates, coordinates, and implements programs which promote the training and professional development of Diplomatic Security personnel.
- b. Provides specialized security training for other employees of the Department and foreign affairs agencies and their dependents.
- c. Assists in training other Federal law enforcement personnel.
- d. Supports the DS Antiterrorism Assistance Program by training foreign police and security personnel.

### **1 FAM 265.2-1 Development and Training Division (DS/EX/PLD/DTD)**

*(TL:ORG-89; 08-28-2000)*

- a. Develops training courses and trains DS and other personnel, providing assistance to DS program offices and senior managers.
- b. Participates in the Security Overseas Seminar.
- c. Provides specific security training to chiefs of mission, DCMs, principal officers, and post security officers.
- d. Conducts Congressional security awareness briefings for travel abroad.
- e. Provides specialized training in technical security subjects, such as weapons, improvised explosive device handling, computer and technical countermeasures.

### **1 FAM 265.2-2 Mobile Security Division (DS/EX/PLD/MSD)**

*(TL:ORG-89; 08-28-2000)*

- a. Provides specialized training at Foreign Service posts on a variety of security topics, both on a regular and emergency basis.
- b. Provides emergency security support to posts abroad during periods of high threat, crisis or natural disaster.
- c. Assists DS protective details with tactical support, both domestically and abroad, in high threat situations.

### **1 FAM 265.2-3 Training Support Division (DS/EX/PLD/TSD)**

*(TL:ORG-89; 08-28-2000)*

Provides a full range of administrative support services, course design and evaluation, audiovisual services, the Training Center Library and registrar services.

### **1 FAM 265.3 Office of Policy, Planning, and Budget (DS/EX/PPB)**

*(TL:ORG-89; 08-28-2000)*

- a. Provides a focal point in the Bureau for:
  - (1) Clearing and coordinating policy;

(2) Developing and maintaining operational and strategic planning systems;

(3) Determining Bureau resource allocations; and

(4) Responding to legislative and interagency issues.

b. Coordinates diplomatic security and countermeasures policy issues with all elements of the Department and other foreign affairs agencies.

c. Manages the Bureau's program for processing requests for DS documents under the Freedom of Information and Privacy Act programs.

d. Oversees replies to all requests from the Office of Inspector General (OIG) and the General Accounting Office (GAO).

### **1 FAM 265.3-1 Policy and Planning Division (DS/EX/PPB/PPD)**

(TL:ORG-89; 08-28-2000)

a. Assists in developing and coordinating Department and interagency security policy issues by:

(1) Providing assistance to DS program offices and senior managers;

(2) Facilitating committees, councils, and working groups; and

(3) Maintaining liaison with other agencies and organizations.

b. Develops and issues security standards in coordination with appropriate Department bureaus and with the interagency Overseas Security Policy Board (OSPB).

c. Is the Executive Secretariat for the Overseas Security Policy Board.

d. Develops and manages Bureau planning and program management systems, both operational and strategic, which integrate policy initiatives, organizational goals, and post and program requirements with resource availability.

e. Develops all memoranda of understanding on behalf of DS with Department offices and other Federal agencies.

f. Coordinates Bureau changes to the *Foreign Affairs Manual* (FAM), including drafting, clearance, and final approval of Volume 12 entitled Diplomatic Security, and to its accompanying Foreign Affairs Handbooks.

g. Coordinates and monitors Bureau compliance with the Office of Inspector General (OIG) and General Accounting Office (GAO) audit and inspection recommendations.

h. Coordinates and monitors Bureau compliance with the Federal Managers Financial Integrity Act of 1982 by determining the inventory of assessable units for the Bureau.

i. Coordinates the timely performance of vulnerability assessments and internal control reviews; evaluates proposed Bureau corrective actions to ensure they represent an effective and cost beneficial approach for resolving identified weaknesses or vulnerabilities; and tracks and monitors the implementation of all corrective actions.

**1 FAM 265.3-2 Financial Management Division  
(DS/EX/PPB/FMD)**

*(TL:ORG-89; 08-28-2000)*

a. In coordination with the planning function of (DS/EX/PPB/PPD), prepares the budget requests and financial plans of DS for submission to the Department, OMB, and the Congress.

b. Coordinates with and advises DS program managers and officials on budgets and financial plans and assists with presentations to OMB and the Congress.

c. Executes the security budget approved by the Congress by:

(1) Allotting funds to Foreign Service posts abroad;

(2) Certifying funds available for all domestic obligations; and

(3) Monitoring the status of worldwide allotments, obligations, and expenditures.

**1 FAM 265.3-3 Privacy Act and Declassification Division  
(DS/EX/PPB/PAD)**

*(TL:ORG-89; 08-28-2000)*

a. Responds to all inquiries assigned to the Bureau under the Freedom of Information Act (5 U.S.C. 552), the Privacy Act (5 U.S.C. 552a) and applicable executive orders (including E.O.s 12356, 12600, and 10450) for records or information originated by the Bureau. Supports release or denial decisions in the amendment, appeal, and litigation process.

b. Provides policy guidelines to Bureau offices on information management as mandated by the Privacy Act, the Freedom of Information Act, and applicable executive orders.

## **1 FAM 266 THROUGH 269 UNASSIGNED**

# 1 FAM 261 Exhibit 261.2 BUREAU OF DIPLOMATIC SECURITY (DS)

(TL:ORG-128; 10-09-2003)

