



USAID
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ADS Chapter 561

Security Responsibilities

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Functional Series 500 – Management Services
ADS 561 – Security Responsibilities
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**Text highlighted in yellow indicates that the adjacent material is new or substantively revised.*

ADS 561 – Security Responsibilities

561.1 OVERVIEW

This chapter assigns security program responsibilities within USAID.

561.2 PRIMARY RESPONSIBILITIES

a. The Director of Security (D/SEC):

(1) Provides centralized security support to the Agency and, with the exception of unclassified automated information systems security, supervises, directs, and controls all security activities relating to the programs and operations of USAID. (See [ADS 101.3.1.3](#))

(2) Is responsible for representing USAID security interests on the Overseas Security Policy Board. (See [12 FAM 022, Overseas Security Policy Board](#))

b. The Information Systems Security Officer (ISSO) in M/IRD is responsible for:

(1) The Agency's operational information systems security activities. (See [ADS 545, Automated Information Systems Security](#))

c. USAID Senior Managers (Assistant Administrators, Mission Directors, USAID Representatives, Independent Activity Directors, and Office Directors) are responsible for:

(1) Ensuring that all employees and contractors coming under their authority are aware of and follow USAID security policies and procedures. (See **561.3.3**)

d. All USAID employees and contractors are responsible for:

(1) Complying with USAID security policies and procedures as reflected in ADS Chapters 561-568. (See [ADS 561-568](#))

561.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

561.3.1 Head of Agency Security Responsibility

The Administrator of USAID must oversee the security of all programs and operations of the Agency.

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561.3.2 Director of Security Responsibility

The Director of Security must provide centralized security support to the Agency, function as the Agency Senior Security Official, formulate security policy, and supervise, direct, and control all security activities, with the exception of automated information systems security, related to the programs and operations of USAID.

561.3.3 USAID Senior Manager Security Responsibility

USAID Senior Managers (Assistant Administrators, Mission Directors, USAID Representatives, Independent Activity Directors, and Office Directors) must:

- a.** Manage and comply with the security programs contained in ADS Chapters 561 through 568.
- b.** Coordinate security program implementation with the Office of Security (SEC) and the Regional Security Officer (RSO) (for Mission Directors), and, where applicable, participate in the activities of the post Emergency Action Committee (EAC).
- c.** Appoint, in writing, a Unit Security Officer (USO) to assist in the implementation of the USAID security program. The USO must be either a U.S. Direct Hire (USDH) or U.S. citizen Personal Services Contractor. The Senior Manager must provide a copy of the designation to SEC.

561.3.4 Employee Security Responsibility

USAID employees must know and follow the security policy of this Agency as reflected in Automated Directive System Security Chapters 561-568.

561.3.5 Bureau of Diplomatic Security Support to USAID

The Department of State Bureau of Diplomatic Security provides the security support stipulated in 12 FAM 451.1, Memoranda of Understanding, USAID. (See [12 FAM 451.1](#))

561.3.6 Failure to Comply with Security Directives

USAID employees, employees of other Federal agencies having a security relationship with USAID by agreement or statute, and contractors of USAID or other organizations having a security relationship with USAID who fail to comply with the USAID security policies and procedures delineated in ADS Chapters 561 through 568 will be subject to administrative and/or disciplinary action. (See [ADS 485, Foreign Service Discipline](#) and [487, Disciplinary and Adverse Actions Based on Misconduct](#)) Implementation of the provisions of this security directive is subject to compliance inspection by SEC.

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561.4 MANDATORY REFERENCES

561.4.1 External Mandatory References

- a. [12 FAM 022, Overseas Security Policy Board](#)
- b. [12 FAM 451.1, Memoranda of Understanding, USAID](#)

561.4.2 Internal Mandatory References

- a. [ADS 101, Agency Programs and Functions](#)
- b. [ADS 485, Foreign Service Discipline](#)
- c. [ADS 487, Disciplinary and Adverse Actions Based on Misconduct](#)
- d. [ADS 545, Information Systems Security](#)
- e. [ADS 562, Physical Security Programs \(Overseas\)](#)
- f. [ADS 563, Armored Vehicle Program](#)
- g. [ADS 564, Security Communications](#)
- h. [ADS 565, Physical Security Programs \(Domestic\)](#)
- i. [ADS 566, U.S. Direct Hire and PASA/RSSA Personnel Security Program](#)
- j. [ADS 567, Classified Contracts, Grants, Cooperative Agreements, and Contractor/Recipient Personnel Security](#)
- k. [ADS 568, National Security Information and Counterintelligence Security Program](#)

561.5 ADDITIONAL HELP

Effective Date: 12/21/2011

There are no Additional Help documents for this chapter.

561.6 DEFINITIONS

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There are no Definitions for this chapter.

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