



**USAID**  
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# ADS Chapter 561

## Security Responsibilities

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Functional Series 500 – Management Services  
ADS 561 – Security Responsibilities  
POC for ADS 561: See [ADS 501maa, ADS Chapters and Point of Contact List](#)

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## ADS 561 – Security Responsibilities

### 561.1 OVERVIEW

Effective Date: 12/21/2011

This chapter assigns security program responsibilities within USAID.

### 561.2 PRIMARY RESPONSIBILITIES

Effective Date: 12/28/2023

#### 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](#)).
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 the Bureau for Management, Office of the Chief Information Officer (M/CIO) is responsible for the Agency's operational information systems security activities (see [ADS 545, Information Systems Security](#)).

c. USAID Senior Managers (Assistant Administrators, Mission Directors, USAID Representatives, Independent Activity Directors, and Office Directors) are responsible for ensuring that all employees and contractors coming under their authority are aware of, and follow, USAID security policies and procedures (see section 561.3.3).

d. All USAID employees and contractors are responsible for complying with USAID security policies and procedures (see section 561.4.2).

### 561.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

#### 561.3.1 Head of Agency Security Responsibility

Effective Date: 12/21/2011

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

#### 561.3.2 Director of Security Responsibility

Effective Date: 12/21/2011

The Director of Security must provide centralized security support to the Agency, function as the Agency Senior Security Official, formulate security policy, and supervise,

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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**

Effective Date: 12/28/2023

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 the ADS (see section 561.4.2).
- 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**

Effective Date: 12/21/2011

USAID employees must know and follow the security policy of this Agency as reflected in the ADS.

### **561.3.5 Bureau of Diplomatic Security Support to USAID**

Effective Date: 12/21/2011

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**

Effective Date: 12/28/2023

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 Section 561.4.2, are subject to administrative and/or disciplinary action (see [ADS 485, Disciplinary Action – Foreign Service](#) and [487, Disciplinary and Adverse Actions Based Upon Employee Misconduct – Civil Service](#)). 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**

Effective Date: 12/21/2011

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

**561.4.2 Internal Mandatory References**

Effective Date: 12/28/2023

- a. [ADS 101, Agency Programs and Functions](#)
- b. [ADS 485, Disciplinary Action – Foreign Service](#)
- c. [ADS 487, Disciplinary and Adverse Actions Based Upon Employee Misconduct – Civil Service](#)
- d. [ADS 545, Information Systems Security](#)
- e. [ADS 562, Physical Security Programs \(Overseas\)](#)
- f. [ADS 563, Personal Protective Equipment \(PPE\) & Armored Vehicle \(AV\) Program](#)
- g. [ADS 564, Security Communications](#)
- h. [ADS 565, Domestic Security Programs](#)
- i. [ADS 566, Personnel Security Investigations and Clearances](#)
- j. [ADS 567, Classified Contracts, Grants, Cooperative Agreements, and Contractor/Recipient Personnel Security](#)
- k. [ADS 568, National Security Information Program](#)
- l. [ADS 569, Counterintelligence and Insider Threat Program](#)
- m. [ADS 572, Personnel Recovery Program](#)
- n. [ADS 573, Partner Liaison Security Offices](#)

**561.5 ADDITIONAL HELP**

Effective Date: 12/21/2011

There are no Additional Help documents for this chapter.

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**561.6**      **DEFINITIONS**  
Effective Date: 12/21/2011

There are no Definitions for this chapter.

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