

Be responsible for the security of sensitive information worldwide.

The Bureau of Diplomatic Security (DS), the law enforcement and security arm of the U.S. Department of State, provides a secure environment for the conduct of American diplomacy. To advance American interests and foreign policy, DS protects people, property, and information at more than 285 State Department missions worldwide. DS is the most widely represented U.S. security and law enforcement organization in the world, and a leader in international investigations, threat analysis, cyber security, counterterrorism, and security technology, as well as in the conveyance and protection of classified and sensitive U.S. materials abroad.

Under an aura of adventure and intrigue, Diplomatic Couriers travel throughout the world to ensure the safe and secure transfer of diplomatic pouches containing classified and sensitive materials. It is not unusual for pouch shipments to contain thousands of pounds of equipment and construction materials bound for sensitive posts.

With travel and independence highlighting their careers, Diplomatic Couriers accept the challenges as well as the benefits of serving under all kinds of conditions.

One of our greatest strengths is our diversity.

Diversity is reflected in who we employ – culturally aware, adaptable, strategic thinkers from all walks of life. When people of all cultures, races, religions, and economic backgrounds represent the Bureau of Diplomatic Security, it's a clear statement to the world about who America is and what our values mean in practice.



U.S. Department of State
Bureau of Diplomatic Security
Diplomatic Courier



U.S. Department of State

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careers.state.gov

U.S. citizenship is required. The U.S. Department of State is committed to equal opportunity and fair and equitable treatment for all without regard to race, color, national origin, sex, religion, age, sexual orientation, disabling condition, political affiliation, marital status, or prior statutory, Constitutionally protected activity. The Department provides reasonable accommodations for applicants with documented disabilities. Applicants requiring reasonable accommodations for any part of the application or hiring process should so advise the Department. All decisions for granting reasonable accommodations are made on a case-by-case basis.



Make a difference on a global scale.

As a Diplomatic Courier with the U.S. Department of State, you'll experience the challenge and excitement of a career that puts you at the forefront of international affairs, as you play a vital role in history. You'll have an unprecedented opportunity to travel the world and experience different cultures.

In addition to making a significant contribution on behalf of your country, you'll receive exceptional benefits, including life and health insurance, professional development, federal retirement benefits, paid education for dependent children K through 12, and generous paid leave. When serving overseas, the U.S. Department of State provides excellent paid housing or a housing allowance.

This is an opportunity unlike any other to represent your country to the world, contribute to a global society and make an impact.

Assure the transport of classified information abroad. Become a Diplomatic Courier.

Real change, even globally, starts with each of us. When you work for the U.S. Department of State, you'll discover a unique opportunity to make an impact as you help countries become stronger partners in the international community. Here, you'll represent

America to the world and make a difference as you experience a career you'll treasure for a lifetime.



Qualifications – Stringent and Challenging

Assignments take Diplomatic Couriers to the far reaches of the globe, and require transporting highly sensitive materials across international borders. As a result, a substantial portion of time is spent traveling and working overseas – from the Washington, D.C. Courier Office to regional divisions in Bangkok, Fort Lauderdale, Frankfurt and other international destinations. Responsibilities are assigned on a regional basis, serving embassies and consulates in each region.

“I ensure information is securely communicated worldwide.”

*Ummi
Foreign Service Specialist,
Diplomatic Courier*



Applicants must be U.S. citizens at least 21 years old and

- Have an Associate level degree, or 60 college credit hours
- Be able to obtain a Top Secret security clearance
- Be able to obtain a medical clearance and be available for worldwide assignment
- Be willing to travel and accept assignments throughout the world. Couriers are required to live and work a substantial portion of their careers overseas
- Be willing to spend the majority of their time traveling
- Be able to analyze problems and identify significant factors, gather pertinent information, recognize solutions and implement action, plan and organize work, and communicate effectively both orally and in writing.

Foreign language ability is desirable, but not mandatory. Male applicants born after 1959 must be registered under the Selective Service Act.



Hiring Process

The following materials are required for a complete application package. Your submissions become the property of the U.S. Department of State and will not be returned:

- Resume – submitted through USAJobs.gov
- Completed on-line self-assessment questions
- A completed, signed, and dated Minimum Qualifications Checklist
- A two-page typed (double-spaced) narrative autobiography that discusses:
 - Background, including personal interests and hobbies

“I safeguard sensitive information important to diplomatic relations.”

*Chris
Foreign Service Specialist,
Diplomatic Courier*



- General comments on work and academic experiences
- Motivation for becoming a Foreign Service Diplomatic Courier
- Applicants who intend to claim education as a substitute for experience for additional salary steps must provide a sealed, official college or university transcript. A copy of the transcript may be accepted pending issuance of the official documentation.

All supporting documents, to include the Minimum Qualifications Checklist, narrative biography, and transcripts, will need to be faxed in using the fax coversheet generated at the end of the on-line application process.

To view specific opportunities, sign up to receive email notifications, and learn more about qualifications, training, and other specifics related to DS careers, visit us at <http://careers.state.gov>. You can also find our career opportunities at:

www.state.gov/m/ds/career
www.state.gov/careers
www.usajobs.gov

Or contact us directly at **571.345.3783** or via email at DSRecruitment@state.gov