

U.S. Department of State
Bureau of Diplomatic Security

Diplomatic Couriers

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it has never seen.



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Bureau of Diplomatic Security

Diplomatic Courier



As a Diplomatic Courier with the U.S. Department of State, you are part of a team of specially trained and highly skilled Foreign Service specialists who are entrusted with ensuring the inviolability and secure delivery of diplomatic pouches across the globe.

You will help safeguard and escort diplomatic pouches containing highly classified and sensitive material between the Department of State and 265 U.S. embassies, consulates, and missions overseas. Contrary to cinematic stereotypes, Diplomatic Couriers of today no longer just hand-carry pouches of communications or documents; they now routinely transport several tons of national security and policy material every day.

Diplomatic Couriers operate under the auspices of international agreements and treaties as governed by the Vienna Convention. They are not armed. Travel and independence highlight the career of a diplomatic courier.

As a Diplomatic Courier, you will join an organization that continues a tradition of excellent service going back to 1918, when a group of Army officers and enlisted men were tasked to organize an overseas courier service to move State Department dispatches throughout Europe and across the Atlantic. Today, Diplomatic Couriers serve under all kinds of conditions while supporting the Global War on Terror.



Diplomatic Couriers are assigned to one of several locations: the Washington (D.C.) Courier Office or regional divisions/ hubs located in Bangkok, Thailand; Fort Lauderdale, Florida; Frankfurt, Germany; Dakar, Senegal; Manama, Bahrain; Pretoria, South Africa; or Seoul, Korea. Couriers are assigned responsibilities on a regional basis and serve embassies and consulates in that region. Diplomatic couriers serve a substantial portion of their careers in travel status and overseas.

QUALIFICATIONS

To apply, you must be a U.S. citizen at least 21 years of age and possess at least an Associate level degree or 60 equivalent credit hours from an accredited U.S. college or university. Male applicants born after 1959 must be registered under the Military Selective Service Act. Foreign language ability is desirable, but not mandatory.

Before appointment, applicants must undergo a thorough background investigation and must be eligible for a Top Secret security clearance. All applicants must also undergo a rigorous medical clearance process and be available for worldwide assignment.

The independent nature of courier duty requires applicants to be willing to travel extensively and accept assignments throughout the world, and to live and work overseas for a substantial portion of their career.

A qualifications evaluation panel will review the experience and background of all applicants to determine if the candidate meets the basic requirements of the position. Successful applicants must also pass a writing skills assessment to be eligible to appear before an oral examination panel of the Foreign Service Board of Examiners. Candidates must further demonstrate the ability to analyze problems, identify significant factors, gather pertinent information, recognize solutions and implement action, plan and organize work, and communicate effectively both orally and in writing.



TRAINING

Diplomatic Courier candidates attend six weeks of training in the Washington, D.C., area, beginning with a Department of State orientation. This is followed by functional courier training presented by experienced couriers and outside agencies. The specialized courier training includes instruction on the Vienna Conventions, rules and regulations, operations, procedures, security, accountability, courier protocol, and other subjects which provide the foundation for courier missions. After graduation, couriers will perform trips and work with experienced couriers to gain on-the-job training and prepare for independent assignments and operations.



When you join the Diplomatic Courier Service, you will have a number of benefits available to you, including:

- **Group life and health insurance**
- **Annual leave and sick leave accrual**
- **Retirement plan and Thrift Savings Plan**
- **Overseas: Government-provided quarters or housing allowance**
- **Home leave to the United States between overseas assignments**
- **Rest and recuperation leave for employees and eligible family members (partial transportation benefits only) if assigned to designated overseas hardship posts**
- **Student loan repayment program (under certain circumstances)**
- **Educational allowance for eligible family members under certain circumstances**
- **Cost-of-living allowance**
- **Danger pay at designated posts**
- **Moving expenses for assignments**

Learn how you can show the
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www.diplomaticsecurity.state.gov

Telephone: 571.345.3783

Attention: DS Recruitment Office

UNITED STATES DEPARTMENT OF STATE PUBLICATION NO. 11480

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Revised January 2008



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