

PRIME MINISTER OF THE REPUBLIC OF ARMENIA

DECISION

No A 860-L of 28 June 2018

**ON APPROVING THE CHARTER AND STRUCTURE
OF THE NATIONAL SECURITY SERVICE OF THE REPUBLIC OF ARMENIA**

In accordance with part 10 of Article 7 of the Law of the Republic of Armenia
"On bodies of the state administration system":

1. To approve:

- (1) the Charter of the National Security Service of the Republic of Armenia,
pursuant to Annex No 1;
- (2) the Structure of the National Security Service of the Republic of Armenia,
pursuant to Annex No 2 (top secret).

**Prime Minister
of the Republic of Armenia**

N. Pashinyan

28 June 2018

Yerevan

Annex No 1 to
Decision of the Prime Minister
of the Republic of Armenia
No A 860-L of 28 June 2018

CHARTER
OF THE NATIONAL SECURITY SERVICE OF THE REPUBLIC OF ARMENIA

I. GENERAL PROVISIONS

1. The National Security Service of the Republic of Armenia (hereinafter referred to as "the National Security Service") shall be a body under the Prime Minister of the Republic of Armenia (hereinafter referred to as "the Prime Minister") which shall develop and implement the policy of the Government of the Republic of Armenia in the field of national security, as well as the administration of the National Security Bodies.
2. The National Security Service shall be established, re-organised, and its activities shall be terminated by Law.
3. The National Security Service shall act based on the Constitution, laws, other legal acts of the Republic of Armenia and this Charter.
4. The name of the National Security Service shall be:
 - (1) in Armenian — "Հայաստանի Հանրապետության ազգային անվտանգության ծառայություն";
 - (2) In Russian — "Служба национальной безопасности Республики Армения";
 - (3) In English — "National Security Service of the Republic of Armenia";

- (4) In French — "Service de sécurité nationale de la République d'Arménie".
5. The National Security Service shall have a round seal and forms with the image of the Coat of Arms of the Republic of Armenia and the inscription of its name in Armenian. The National Security Service may have a symbol and other means of identification.
 6. The offices of the Director of the National Security Service, deputy directors of the National Security Service, as well as the Office of the State Protection Service and structural subdivisions shall be included in the structure of the National Security Service.
 7. The National Security Service may be authorised — as prescribed by the legislation of the Republic of Armenia — to possess government stocks or shares.
 8. The National Security Service shall be responsible for solving the issues within its competence related to ensuring the national security of the Republic of Armenia, shall determine the main directions of the activities, strategy, practices of the bodies of the system, as well as develop and implement comprehensive programmes for improving the activities thereof.
 9. The National Security Service shall carry out the operative administration of all state bodies and subdivisions performing intelligence activities related to the issues of national security in the territory of the Republic of Armenia.
 10. The National Security Service shall be a republican enciphering and cryptographic central body.
 11. The National Security Service shall — within the scope of its competence — be an authorised body for administration of lands of special significance.
 12. The National Security Service may, within the scope of its competence, acquire and exercise property rights and personal non-property rights, assume and fulfil obligations, as well as act in court on behalf of the Republic of Armenia.

13. The registered address of the National Security Service shall be: 104 Nalbandyan Street, 0001, Yerevan, Republic of Armenia.

II. GOALS AND OBJECTIVES OF THE NATIONAL SECURITY SERVICE

14. The goals of the National Security Service shall be the following:
 - (1) intelligence activities;
 - (2) counter-intelligence activities;
 - (3) military counter-intelligence activities;
 - (4) protection of state border;
 - (5) fight against crime.
15. The objectives of the National Security Service shall be the following:
 - (1) ensuring — within the scope of its competence — sovereignty, inviolability of state borders, territorial integrity, constitutional order of the Republic of Armenia, rights, freedoms and legitimate interests of citizens, as well as enhancing defence capacity of the Republic of Armenia;
 - (2) gathering intelligence information for the purpose of ensuring the security of the Republic of Armenia, enhancing its economic, scientific, technical and defence potential, as well as strengthening the security of the Republic of Armenia;
 - (3) ensuring the security of military and industrial complex, security in the fields of atomic energy, transport and communication, economy, finance and industry, as well as of strategic facilities and in the field of primary research and development of the Republic of Armenia;
 - (4) disclosing, preventing and disrupting intelligence and other subversive activities of special services and organisations of foreign states, as well as of separate individuals, aimed against the security of the Republic of Armenia;

- (5) disclosing, preventing and disrupting other crimes that became known during the exercise of powers reserved to investigative jurisdiction thereof and powers provided for by law, searching for persons having committed those crimes or persons suspected of committing those crimes;
- (6) ensuring — within the scope of its competence — security in state bodies and institutions of the Republic of Armenia, Armed forces and other troops of the Republic of Armenia;
- (7) informing the Prime Minister and, upon the assignment thereof, bodies of the state administration system and territorial administration bodies about dangers posing threat to the security of the Republic of Armenia;
- (8) ensuring the security of diplomatic representations of foreign states in the territory of the Republic of Armenia;
- (9) ensuring its own security (including counteraction against technical intelligence means of foreign states in the system of the National Security Service), implementing measures aimed at the protection of information of the National Security Bodies, containing state and official secrets, using technical means for the purpose of preventing and disrupting infiltration of special services and organisations of foreign states, criminal groups and separate individuals;
- (10) ensuring the economic security of the Republic of Armenia and fight against economic crimes within the scope of its competence;
- (11) carrying out the protection of the state border of the Republic of Armenia, pursuant to the legislation of the Republic of Armenia;
- (12) developing and implementing, jointly with the relevant state bodies, measures aimed at fight against corruption in state and local self-government bodies, illegal trafficking and smuggling of weapons and

narcotic drugs related to foreign states, legalisation of proceeds of crime, armed groups, criminal groups, persons and organisations that intend violent change of constitutional order of the Republic of Armenia;

- (13) disclosing, preventing and disrupting acts of terrorism;
- (14) participating in the development and implementation of measures aimed at the protection of information containing state and official secrets, controlling the process of protection of state and official secrets in state bodies, military formations and organisations, implementing, under the prescribed procedure, measures with regard to granting permission of access to information containing state and official secrets to citizens;
- (15) implementing measures aimed at ensuring the security of the organisations and citizens of the Republic of Armenia beyond its borders;
- (16) registration and centralised record-registration of radioelectronic communication means, radio data and radio transmissions through radio monitoring, disclosure of radioelectronic means, radio transmissions and radio waves posing threat to the national security of the Republic of Armenia or used for illegal purposes;
- (17) designating and allocating radio frequencies, acquiring radio frequency domains from the organisations in charge, as well as renting communication lines and communication channels from the relevant organisations of the Republic of Armenia for the exclusive use of government communication and other types of special communication in the Republic of Armenia and outside its territory;
- (18) providing the President, Prime Minister, relevant officials of state and local self-government bodies with means of government communication and other types of special communication, as well as organising cryptographic and technical security of enciphered and cryptographic communication of

representations of the Republic of Armenia in the Republic of Armenia and foreign states and exercising state control over those activities;

- (19) participating in the development of state policy in the fields of protection of state information resources within information and telecommunication systems of the Republic of Armenia, cryptographic and technical protection of information, counteraction against technical intelligence, as well as implementing that policy;
- (20) ensuring operational postal services (except for the diplomatic mail) for the President of the Republic of Armenia, National Assembly of the Republic of Armenia, Government, Prime Minister and ministries, autonomous bodies, territorial administration bodies, Supreme Judicial Council, courts, Prosecutor's Office, Investigation Committee, Special Investigation Service of the Republic of Armenia, Central Bank of the Republic of Armenia and other state bodies, military units (except for the military units of the Ministry of Defence of the Republic of Armenia) located in the territory of the Republic of Armenia, as well as diplomatic representations accredited in the Republic of Armenia and diplomatic representations of the Republic of Armenia in foreign states;
- (21) transferring correspondence of state and diplomatic bodies, having special significance or containing secret or top secret, and other official correspondence, as well as ensuring preservation thereof.

III. FUNCTIONS OF THE NATIONAL SECURITY SERVICE

16. The functions of the National Security Service shall be the following:

- (1) organising and carrying out counter-intelligence activities, determining the procedure for implementing counter-intelligence measures and for using secret methods and means while implementing them, as well as defining the

procedure for infiltration of special services and organisations by National Security Bodies;

- (2) assisting in the preservation and reinforcement of combat readiness and combat training of the Armed Forces and other military formations of the Republic of Armenia, as well as governing bodies thereof;
- (3) co-operating on a confidential basis with persons having given consent thereto;
- (4) receiving, developing and analysing information on dangers posing threat to the security of the Republic of Armenia, as well as foreseeing those dangers;
- (5) taking part in ensuring, within the competence thereof and jointly with competent state bodies, security during assemblies and public events held in the territory of the Republic of Armenia;
- (6) participating, pursuant to the legislation of the Republic of Armenia, in the solution of issues related to acquisition or termination of citizenship of the Republic of Armenia, entry into and exit from the territory of the Republic of Armenia by the citizens of the Republic of Armenia, foreign nationals and stateless persons, as well as status of stay in the Republic of Armenia of foreign nationals and stateless persons;
- (7) preserving mobilisation preparedness of the national security bodies of the Republic of Armenia;
- (8) participating, as prescribed by law, in the measures undertaken during martial law or state of emergency;
- (9) establishing communication, information and data transmission systems for co-ordination of the activities and summarisation of the results of the activities of the National Security Service, means of information protection

- (including cryptographic means of protection), defining, as prescribed by the legislation of the Republic of Armenia, the procedure for record-registration, storage and use of operational, archive and other materials related to the activities of the National Security Service;
- (10) generalising, within the scope of its competence, the practice of application of the legislation of the Republic of Armenia, submitting, under the prescribed procedure, recommendations with regard to improvement thereof to the Prime Minister, participating in the development of the relevant draft regulatory legal acts, as well as methodological guidance for the national security bodies while ensuring legal support to the activities thereof;
 - (11) prescribing the procedure for applying and assigning real and conventional names in the national security bodies;
 - (12) prescribing uniform requirements for the organisation of workflow management and archive keeping in the National Security Bodies, pursuant to the legislation of the Republic of Armenia;
 - (13) handling publications and communications related to the activities of the national security bodies in the press and via other means of mass media;
 - (14) exercising state control in the field of information security as prescribed by law, as well as co-ordinating the activities in the field of cryptographic and technical protection of information guarded by the legislation of the Republic of Armenia, prescribing a uniform procedure for the organisation of counteraction against technical intelligence in the Republic of Armenia;
 - (15) organising, implementing and controlling special measures for counteraction against technical intelligence in the state and local self-government bodies, as well as representations of the Republic of Armenia in foreign states, ensuring expert examination with regard to introduction

of information technologies, information and telecommunication systems, software support and protective measures as prescribed by the legislation of the Republic of Armenia;

- (16) conducting scientific researches related to the fundamental issues of national security of the Republic of Armenia;
- (17) ensuring protection of life, health, honour and dignity, as well as property of military servants and civilian staff of the national security bodies, persons assisting those bodies, participants of criminal proceedings in cases reserved to investigative jurisdiction of the national security bodies, family members and relatives thereof from criminal encroachments;
- (18) participating in the development of draft international treaties of the Republic of Armenia and concluding civil-law contracts within the scope of its competence and under the procedure prescribed by law;
- (19) organising reception of citizens, considering petitions, applications and appeals thereof within the scope of its competence;
- (20) using documents of state bodies and organisations, using other means necessary for disguise for the purpose of disguising the employees of the national security bodies, subdivisions, structures and vehicles of the national security bodies;
- (21) training, for a compensation or without it, the personnel for special services of foreign states, security services of organisations, provided it does not contradict the principles of activities of the national security bodies;
- (22) preparing, under the prescribed procedure, documents disguising officials of bodies carrying out operational intelligence activities, secret agents and persons secretly collaborating with those bodies, as well as organisations, institutions created by, structures, special technical means and vehicles

- brought into operation by bodies carrying out operational intelligence activities;
- (23) participating in the development of technical requirements for armament and special equipment, as well as for armament and special equipment being devised, allocating the accumulation, storage and repair of armament and special equipment, as well as orders for repair work and supply thereof;
 - (24) exchanging, within the scope of competence of the National Security Service, international treaties of the Republic of Armenia, documents regulating sector-specific cooperation, and in exceptional cases – co-operation with special services and law-enforcement bodies of foreign states on a reciprocal basis, as well as exchanging operational information, special technical and other means therewith under the prescribed procedure and based on co-operation;
 - (25) establishing, as prescribed by law, restrictions and norms on the use of lands of special significance, developing and submitting recommendations related to the procedure for using lands of special significance, protection zones, special regulatory provisions, as well as the procedure for carrying out urban development activities;
 - (26) receiving (including on-line), as prescribed by law, information from state and local self-government bodies and organisations necessary for the fulfilment of duties imposed on the National Security Bodies, except for the cases when special procedure for receiving information is prescribed by the legislation of the Republic of Armenia;
 - (27) exercising other functions in accordance with laws.

IV. GOVERNANCE AND MANAGEMENT OF THE NATIONAL SECURITY SERVICE

17. The National Security Service shall be governed by the Prime Minister.
18. The Prime Minister shall:
 - (1) approve the charters, including the structure of the National Security Service and Office of the State Protection Service of the Republic of Armenia, and shall make amendments to the charters, unless otherwise provided for by law;
 - (2) prescribe — in compliance with the field of activity, objectives and tasks provided for by law, other legal acts — the main directions of activities of the National Security Service;
 - (3) exercise supervision over the activities of the National Security Service;
 - (4) hear the reports on the activities of the National Security Service and examine the audit results of its activities;
 - (5) exercise supervision over the protection of state property attached to or granted for use by the National Security Service;
 - (6) approve the annual balance sheet, unless otherwise provided for by law.
19. The activities of the National Security Service shall be managed by the Director of the National Security Service.
20. The Director of the National Security Service shall report to the Prime Minister.
21. The Director of the National Security Service shall:
 - (1) be responsible for fulfilling the objectives and functions set before the National Security Service;
 - (2) act, within the scope of competence thereof, on behalf of the Republic of Armenia without a letter of authorisation, as well as issue letters of authorisation to act on behalf of the Republic of Armenia, including letters of authorisations with the power of substitution;

- (3) govern organisations and institutions placed under the subordination of the National Security Service;
- (4) appoint and remove from office the advisor and assistants thereto, as well as assistants to the deputies thereof;
- (5) in the cases provided for by law or this Charter — appoint and remove from office the relevant employees of the National Security Service, release the military servants of the National Security Bodies from military service, apply incentive measures to military servants of the system of the National Security Service and subject them to disciplinary liability;
- (6) approve the staff list;
- (7) approve the internal rules of procedure;
- (8) establish advisory bodies adjunct thereto in the cases and under the procedure provided for by the legislation of the Republic of Armenia;
- (9) suspend or annul the assignments of a deputy thereof;
- (10) suspend or annul the orders, directives, executive orders, instructions and assignments of heads of the central bodies and marz departments of the National Security Service, organisations and institutions placed under the subordination of the National Security Service that contradict the requirements of the legislation of the Republic of Armenia;
- (11) hear the reports of structural subdivisions, Office of the State Protection Service of the Republic of Armenia, organisations and institutions placed under the subordination of the National Security Service, examine the audit results of the activities thereof, unless otherwise provided for by law;
- (12) define the powers and degree of responsibility of the deputies thereof, as well as of the heads of the structural subdivisions of the National Security Service;

- (13) carry out distribution of duties among the deputies thereof;
- (14) represent the National Security Service in the Republic of Armenia, as well as in foreign states and international organisations;
- (15) issue, within the scope of competence thereof, orders and give instructions, execution whereof shall be mandatory for the national security bodies, as well as shall check on their execution;
- (16) submit, as prescribed by the legislation of the Republic of Armenia, recommendations with regard to granting state awards to and conferring honorary titles upon the employees of the National Security Service;
- (17) establish medals and badges for awarding the employees of the National Security Service, approve their charters and descriptions;
- (18) solve, as prescribed by the legislation of the Republic of Armenia, the issues related to establishing, re-organising and liquidating organisations which are necessary for the activities of the national security bodies;
- (19) second, as prescribed by the legislation of the Republic of Armenia, military servants of the national security bodies to other ministries, other state administration bodies, organisations and education institutions, leaving them in service;
- (20) determine the conditions of combined jobs for military servants of the national security bodies and civilian staff pursuant to the legislation of the Republic of Armenia;
- (21) allow the military servants and employees of the National Security Service to leave the Republic of Armenia in the cases and under the procedure prescribed by the legislation of the Republic of Armenia;
- (22) be the instructor of the funds (including currency) allocated to the National Security Service;

- (23) accept, under the prescribed procedure, the citizens of the Republic of Armenia into military service in the national security bodies, adopt a decision on calculating their service record in the long-term service as prescribed by the legislation of the Republic of Armenia, as well as accept conscripts and women not included in the reserve into military service in the national security bodies;
- (24) confer, under the prescribed procedure, military ranks — up to the rank of Colonel inclusive, submit motions on conferring the highest military ranks upon the executive employees of the National Security Service;
- (25) approve the composition and charter of the scientific and technical board of the National Security Service;
- (26) submit, under the prescribed procedure, recommendations on making changes to the number of military servants and members of civilian staff, as well as structure of the National Security Service;
- (27) possess means (including firearms and cold weapon) for awards and donations in order to reward persons having assisted the military servants and civilian staff of the National Security Service, as well as persons having assisted in the solution of issues set before the national security bodies;
- (28) determine, within the scope of competence thereof, the procedure for transfer, by the national security bodies, of operational information, special technical and other means to the special services and law-enforcement bodies of foreign states;
- (29) determine the amount of and procedure for spending the funds necessary for undertaking operational measures during the performance of counter-intelligence, operational intelligence and intelligence activities by the national security bodies;

- (30) adopt decisions on receiving the delegations of special services and law-enforcement bodies of foreign states, as well as on sending the delegations of the National Security Service to foreign states;
 - (31) approve the charters and structures of central bodies and marz departments of the National Security Service;
 - (32) define the operational duties of the heads and deputy heads of central bodies and marz departments of the National Security Service;
 - (33) second, as prescribed by the legislation of the Republic of Armenia, the official representatives of the National Security Service to foreign states for the purpose of increasing the effectiveness of fight against international crime, upon the consent of special services or law-enforcement bodies of those states;
 - (34) define, pursuant to law, other guarantees of social protection for the employees of the system of the National Security Service pertaining to the specifics of their service;
 - (35) allow training of personnel for state bodies of the Republic of Armenia and special services of foreign states on contractual bases;
 - (36) adopt, within the scope of competence thereof, and publish, under the procedure prescribed by law, secondary (including regulatory) legal acts;
 - (37) allow the employees of the National Security Service to study at off-site education institutions aimed at extending their professional knowledge related to their military profession or the activity carried out thereby;
 - (38) exercise other powers provided for by law, other legal acts and this Charter.
22. In case of absence of the Director of the National Security Service, one of his or her deputies shall substitute him or her.

23. Deputy Director of National Security Service of the Republic of Armenia shall:
- (1) act by virtue of powers delegated by the Director of the National Security Service and co-ordinate the work (activities) in the fields assigned thereto;
 - (2) transfer, within the scope of his or her co-ordination powers, assignments of the Director of the National Security Service to the structural subdivisions of the National Security Service, Office of the State Protection Service, organisations and institutions placed under the subordination of the National Security Service, ensure the fulfilment of the assignments thereby, give assignments within the scope of his or her co-ordination powers and exercise control over the fulfilment thereof, informing the Director of the National Security Service about the results;
 - (3) co-operate with other bodies and organisations within the scope of co-ordination powers thereof;
 - (4) submit recommendations to the Director of the National Security Service within the scope of co-ordination powers thereof;
 - (5) carry out instructions and assignments given by the Director of the National Security Service.
24. A Deputy director of the National Security Service may have an assistant. A Deputy Director of the National Security Service shall be the immediate supervisor of his or her assistant. The assistant to a Deputy Director of the National Security Service shall report immediately to the Deputy Director of the National Security Service.
25. The functions of an adviser to the Director of the National Security Service shall be prescribed by the operational duties (job description) thereof.
26. The functions of an assistant to the Director of the National Security Service shall be prescribed by the operational duties (job description) thereof.

27. The functions of an assistant to a Deputy Director of the National Security Service shall be prescribed by the operational duties (job description) thereof.

V. STRUCTURAL SUVDIVISIONS OF THE NATIONAL SECURITY SERVICE

28. The structure of the National Security Service shall not be made public.
29. The competences of the structural subdivisions of the National Security Service shall be prescribed by the relevant charters thereof.

VI. OFFICE OF THE STATE PROTECTION SERVICE

30. The main function of the Office of the State Protection Service shall be organising and ensuring the security of persons subject to special state protection.

VII. PROPERTY OF THE NATIONAL SECURITY SERVICE

31. The National Security Service shall have an independent balance sheet (in the cases provided for by the legislation of the Republic of Armenia).
32. The property of the National Security Service shall consist of the property assigned (attached) to the National Security Service for possession and use, as prescribed by the legislation of the Republic of Armenia.
33. Composition and amount of the property assigned to the National Security Service shall be determined by the Government of the Republic of Armenia.
34. The National Security Service shall possess, use, and — in the cases provided for by other legal acts — dispose the property assigned thereto.

VIII. ACCOUNTING AND REPORTS

35. The National Security Service shall maintain accounting and prepare financial statements pursuant to Public Sector Accounting Standard of the Republic of Armenia.
36. Accounting of the National Security Service shall be carried out and its financial statements shall be prepared and submitted according to the requirements of the Laws of the Republic of Armenia "On accounting" and "On accounting of public sector organisations".
37. The complete package of financial statements of the National Security Service shall be submitted to the Ministry of Finance of the Republic of Armenia in the format and within the time limits approved thereby.

**Prime Minister
of the Republic of Armenia**

N. Pashinyan