

**POSITION: GUARD****BASIC FUNCTION OF POSITION**

The primary purpose of the guard is to safe guard USG personnel and property from known or potential threats that may be associated with trespass, crime and/or terrorism.

**MAJOR DUTIES AND RESPONSIBILITIES**

Perform routine guard duties as outlined in official LGF general and specific orders. Screens all persons or vehicles authorized to enter the compound in compliance with applicable access policy. Control access to the building or ground insuring that only authorized personnel enter. Verify approved access list. Maintains daily reporting requirements as determined by the RSO, ARSO, FSNI and local guard supervisor. Maintains appropriate control of USG issued equipment; GEMS stick, tactical baton, flash light, long boots and raincoat. Report to local guard supervisor on all security issues, including incidents, suspicious activity, facility vulnerabilities and identified threats. Report to guard supervisor when maintenance and repair is necessary for the building and security lights. Performs routine guard duties at a stationary or roving post. Prevents entry of unauthorized persons into USG building or property including leased and residential buildings. Protects USG Property from fire damage or theft, checks persons and vehicles desiring to enter USG property or buildings. Maintaining a log of all important events that happen on shift. Conduct field interviews of suspicious individuals in coordination with Surveillance Detection Team and Police. Participate in all security drills conducted by RSO office. Protects Government property from fire damage or theft. Armed with baton or night sticks, whistle and torch.