

**POSITION: SD Coordinator**

**BASIC FUNCTION OF POSITION**

Under the supervision of the RSO/ARSO, responsible for the supervision of one FSN-5 Surveillance Detection Shift Supervisor and three FSN-04 Surveillance Detection Specialists, who are responsible for performing procedures to detect, recognize, and report on any surveillance directed against U.S. Government facilities and/or personnel.

Responsible for maintaining, updating SD electronic incident database and information retrieval system. Serves as the Surveillance Detection Analyst.

**MAJOR DUTIES AND RESPONSIBILITIES**

**A. Operational Supervision and Control 60%**

Supervises one FSN-5 Surveillance Detection Shift Supervisor and three FSN 4 Surveillance Detection Specialists. Coordinates and oversees the identification of suspicious activity or possible surveillance and the development of information in order to make a preliminary analysis of its significance. Coordinates and oversees close observation to identify and register surveillance operations conducted against U.S. Government facilities, employees, family members, and residences. In accordance with RSO directives, supervises team in use of electronic equipment to photograph and/or videotape suspicious or unusual activities and personnel. Supervisory duties include training, scheduling shift of team members, approving leave of subordinates, monitoring job performance of SD team members, and recommending performance improvement. Conducts unscheduled spot checks of unit members on a daily basis at the US Embassy and on a weekly basis at the American Center. SD Coordinator is responsible for maintaining and updating the SD Database and information retrieval system, ensuring that SD incident reports are properly and fully entered into the System.

Responsible for maintaining the SD team hard copy files related to incidents, including digital photographic files and archives. Such files must be properly filed and maintained in order to ensure the quick retrieval of archived material.

Responsible for establishing and updating a standard SD incident report format, which includes a checklist of all information

necessary for the proper analysis of such incidents. The SD Coordinator is responsible for regularly analyzing all SD incident reports for individuals, vehicles and/or objects that are repetitive or unusual in nature. Drafts and updates SD Management and Operational Plan (SD operating manual) for each designated facility, which includes facility/area maps, diagrams, and Surveillance Detection-Hostile Surveillance operational matrix.

## **B. Reporting and Emergency Response**

**20%**

Responsible for performing the compilation of individual reports from SD team members in a standard format, including the input of SD sighting reports and images into an automated data processing database, extracting reports of data, regularly reviewing report data to identify trends, patterns, event occurrences, frequency of sightings, and preparing appropriate reports for the RSO's review. Supervises and coordinates the reporting of findings. Briefs the RSO/ARSO on SD operations and incidents/sightings, makes written reports of findings to the RSO/ARSO. Coordinates with local law enforcement in conducting record checks, subject interviews (to include photograph of subject) and registry of subject name and other data.

Translates reports from FSN 4 Surveillance Detection Specialists into English, prepares written report of action taken, information gathered and submits to RSO/ARSO. Provides Burmese-English and English-Burmese interpretation for regularly-scheduled meetings with the SD Specialists and RSO/ARSO. Maintains surveillance logs and records, and performs data entry into Security Incident Management and Analysis System (SIMAS) web-based DS application. Initiates emergency responses to possible hostile actions as necessary to safeguard life and property.

## **C. Administration and Logistics**

**15%**

Maintains and submits records pertaining to guard time and attendance (T&A), official expenses, vehicle usage, and other administrative/logistical arrangements. Monitors SD Specialists job performance and prepares their performance evaluation reports, recommending performance improvement, performance recognition or disciplinary actions. As directed by the RSO/ARSO, investigates irregularities and complaints pertaining to the conduct of surveillance detection guards, or to other aspects of SD operations. Maintains an inventory of all SD electronic equipment (including communications equipment such as cell phones and radios), and ensures that all such equipment is in good working order. Coordinates the procurement and/or repair

or replacement of such equipment with the applicable Embassy section.

In accordance with 4 FAM320 & 4 FAH-3 H-390 serves as a sub-cashier to the Embassy cashier (class "B" cashier) authorized to operate a \$1,100 cash advance in support of SD operations. Distributes operational funding to the SD Unit twice per month. The amount of disbursement is based on the number of day's individual works during the two week period. RSO/ARSOs will conduct unannounced monthly checks.

Ensures that SD official vehicle is in serviceable condition and regular preventive maintenance is conducted; the vehicle is driven by SDC for spot checks and others official tasks assigned by RSO/ARSO. The SDC will submit weekly odometers report via the ILMS Application.

On an annual basis, responsible for managing the SD Command Post (CP) lease. Coordinates directly with the Facilities Management office to locate and secure an appropriate location for the SD CP. Coordinates directly with the Financial Management office and submits required documentation in order to receive necessary funds in order to receive payments and/or checks for landlord. Ensures, CP is used for official SD related activities only. Serves as an embassy representative to forward and share any Management Notices, Security Notices, announcements, SOPs and any embassy related announcements with the SD team.

**D. Other Duties As Assigned**

**5%**

As directed by the RSO/ARSO, may perform advance security surveillance operations in support of visiting high ranking American dignitaries and delegations. May also perform advance surveillance detection operations for embassy employees assigned to transport cash or other high value items.

May also serve as a special messenger in delivering documents, or in carrying out other important errands for the Security Office. Prepares SD Operational Plan (SD operating manual) for each designated facility, which includes facility/area maps, diagrams, and Surveillance Detection-Hostile Surveillance operational matrix. Assists the RSO/ARSO in coordinating annual SD team refresher training by working closely with contractors from the U.S.