

Addendum 1

(1) The LGC provides comprehensive management advice to the RSO on the operational, contractual, and financial aspects of the local guard program under their area of responsibility. The incumbent is a senior member of the Security Planning and Support Staff (SPSS) and provides supervision of the SPSS staff in absence of ARSO. The incumbent assist the RSO in the formulation of annual local guard (LG) program budget, provides justification statements, and drafts official cables for RSO approval; assists with monitoring the LG portion of budget execution and recommends changes to budget plans and/or programs based on spending patterns, changes to local economic conditions (high inflation, exchange rate fluctuation) affecting price of goods and services, funding level changes, etc.

(2) The LGC provides daily oversight of guard performance and provides supervision for guard's at all official facilities, residential properties and mobile patrols, documenting deficiencies and recommending corrective courses of action; creates/approves work schedules; and reviews timesheets for the LG assigned to official facilities and residences for errors. The incumbent provides oversight of LG personnel and four dispatch officers.

(3) The incumbent will become highly familiar with Diplomatic Security's program guidance (12 FAH 7 and 12 FAH 8), the Departments budget process and allotment of tracking tools, local guard contracting, host country labor law, post labor regulations, procedures and practices, Department of State labor management regulations , and other procedures and policies as directed by DS/IP/OPO/FPD.

(4) In coordination with the Foreign National Service Investigator (FSNI) the incumbent will develop and maintain mid-level contacts with host nation security forces, maintains contact with the guard contract management, and develops background material for use of the RSO in conducting security related negotiations and may act as an interpreter during the course of such negotiations where nuance of language meaning is important. The incumbent attends professional meetings and reviews a variety of published materials on security related issues such as books, technical journals, magazines and government reports. The incumbent prepares a broad range of reports on the local security environment, provides professional presentations on security theory and practice, and provides other administrative and operational reports as required.

(5) The incumbent coordinates training and emergency response activities with the National Police (PNC) Commander assigned to the PNC Detachment at the U.S. Embassy. The incumbent reviews reports, schedules, and ensures cohesion in operations between the LGF and the PNC Detachment.

(6) Security Functions: As the senior SPSS member responsible for local guard operations at all official facilities and residential properties, the incumbent assists in the development and maintains a comprehensive, complex, and integrated operational, financial, training, communication, and logistical plans for the LG portion of the Integrated Security Plan (ISP). The LGC is responsible for the development of Facility Deployment Overlay (FDO) each official facility and residence. In addition, is responsible for creation and maintenance of the LG orders for official facilities, and residences, and ensures that LG orders and standard operating procedures are consistent with the ISP and that the responsibilities for executing the plan is fully understood by all levels of LG personnel assigned at official facilities and residences; plans for and conducts tests and drills as directed by the RSO to ensure normal and emergency LG operating procedures are properly functioning and makes recommended changes as required.

(7) Makes recommendations affecting the content and character of the LG program by interviewing prospective candidate's and reviewing employment packages to ensure that all the requirements for LG qualifications have been met; and ensures that background checks are conducted on prospective LG personnel, and updates are performed as required, and coordinates these actions with the

FSNI and the RSO.

(8) Is designated a First Responder to emergent situations and is therefore re-callable to duty at any time. In addition, personally reviews all LG operations at official facilities and residences on a regular basis across the spectrum of their operational hours to ensure that LG personnel are alert and performing their functions as required by the ISP and LG orders.

At the direction of the RSO, plans for, coordinates, and arranges host security force response plans and joint exercises (tabletop and actual) for emergent situations.

(9) Maintains inventory of Government Owned Equipment and contractor provided equipment utilized by the LG program. Establishes reorder points for expendable supply items and schedules for non-expendable supplies, digital cameras and recorders, cellular telephones, radios, vehicles, and required office furniture, training equipment etc. required to support the LG program. Assists the RSO in the conduct of hands-on biannual inventories of LG equipment and reports the result to the RSO; maintains these records in accordance to standard records keeping policies. Ensures that all security equipment is operational and develops systems and procedures to coordinate required maintenance.

(10) For armed LG programs, ensure all personnel are qualified in all weapons used by guard force. Ensure firearms qualification results and satisfactory completion of required training. To this end, the

LGC must be expertly familiar with the weapons systems, with Diplomatic Security rules and regulations, with host nation weapons laws, contract firearm qualification requirements, and with post's firearms and use of force policy; maintains the use of force policy for RSO and Chief of Mission.

Incumbent supports training of LG.

(11) The LGC briefs the RSO on a regular basis on LG operations and incidents. The incumbent oversees the execution of the contract of the annual program budget for all LG positions at official facilities and residences, provides justification statements, and drafts official cables for RSO approval; monitors LG budget execution and recommends changes to budget plans and/or LG program based on spending patterns, changes to local economic conditions (high inflation, exchange rate fluctuation) affecting price of goods and services, funding level changes, etc. The LGC maintains contact with posts Financial Management, Human Resource and General Service offices.

-Skills and Abilities:

(1) The work requires keen analytical abilities, originality of ideas, creative solutions, and the exercise of sound, independent judgment; must be able to make independent judgments on institutional capabilities and the adequacy of security systems and controls. The LGC must be able to rapidly assimilate and assess real-time threat information and issue orders for the immediate conduct of defensive operations.

(2) A working knowledge of GPS navigation and mapping devices, as well as proficiency with on-line mapping to effectively support RSO's LG and mobile patrol programs for residential security, emergency preparedness, mobile patrol activities and emergency response.

(3) Writing skills encompass critical analysis of defensive LG operations at official facilities and residences, the preparation of complex reports and plans, preparing written justification statements for the LG program budgets, drafting requests for additional services and answering questions from DS/IP/OPO/FPD about program performance, funding, or other issues. Must be able to collect and present facts and recommendations in a clear, concise manner.

(4) The incumbent must have strong presentation and briefing skills to conduct conferences with contractors, host-government security officials, and security officials of the local American business

community, mission management, and other as required in support of the LG program. Composure and self-control are required in situations of acute questioning or adversarial situations to secure host government support for post's security, to defend proposed budgets or operational procedures. In coordination with FSNI, must be able to develop and maintain contacts with mid-level host government security officials.

(5) Must be able to comprehend and present complex detailed financial and related information in a concise and fully professional manner, and maintain effective internal working relations with post's financial office, DS/IP/OPO/FPD, and others as required. Ability to understand DS and State Department budgeting process and ability to develop LG budget and communicate requirements to post financial office, DS/IP/OPO/FPD and other Agencies.

(6) In coordination with the FSNI must have the ability to coordinate with U.S. Officers and foreign national police on security issues impacting the Embassy and its constituent posts.

(7) Ability to understand U.S. Government contracting process to include oversight of the LG contract through formal training, informal training, and firsthand experience.

(8) Must possess ability to create professional reports and memorandums, spreadsheets and presentations, and be able to communicate clearly through email.

(9) Will be required to conduct investigations or be involved in the process when any element of guard force is accused of misconduct, criminal or otherwise. Become familiar with guard files and recommend disciplinary actions to Contracting Officer. During certification and re-certification processes he will review nomination packages and may request polygraph tests for local guard candidates (This might become part of the standard nomination package).

(10) Distinguishing Features: This is a senior level of foreign national position in the LG, SD, and RS programs, such positions are generally limited to one position per Embassy, although constituent Posts may also have a position.

Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.