

INTERAGENCY LOCALLY EMPLOYED STAFF POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST Ho Chi Minh City, Vietnam	2. AGENCY Department of State	3a. POSITION NO. A-562-80/81-HC
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.

Yes No (38 identical pos)

4. REASON FOR SUBMISSION

a. Reclassification of duties: This position replaces

Position No. _____

b. New Position

c. Other (explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Guard, FSN-0710			
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Guard	7. NAME OF EMPLOYEE
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8. MISSION U.S. Consulate General, Ho Chi Minh City	b. Second Subdivision
a. First Subdivision Regional Security Office	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
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_____ Typed Name and Signature of Employee Date(mm-dd-yy)	_____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
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_____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)	_____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)
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13. BASIC FUNCTION OF POSITION

Performs guard service on a regular or rotating shift at a stationary post to prevent entry of unauthorized persons into U.S. Government buildings. Also, protects government property from fire, damage or theft; checks vehicles, persons and belongings entering government buildings. Performs other related duties as directed.

14. MAJOR DUTIES AND RESPONSIBILITIES

100% OF TIME

- Screens persons and packages – 25%
- Stands post outside and inside building – 50%
- Screens vehicles – 10%
- Checks facility perimeter – 15%

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
Completion of secondary school is required.
- b. Prior Work Experience:
At least six months experience in military, police, or security work is required.
- c. Post Entry Training:
Instruction in basic first aid, fire fighting and screening procedures.
- d. Language Proficiency:
Level 2 (Limited) English. Level 4 (Fluent) Vietnamese.
- e. Knowledge:
Knowledge of local guard program instructions and procedures; knowledge of post organizations, offices, buildings and residences, basic knowledge of first aid and firefighting equipment.
- f. Skills and Abilities:
Must be able to deal with visiting members of the public in a courteous, respectful and firm manner. Must be able to follow instructions and be reliable in attendance and performance.

16. POSITION ELEMENTS

- a. Supervision Received:
Close supervision from Guard supervisor. Follows detailed instructions, has no authority to select alternative work methods.
- b. Available Guidelines:
Local guard orders. Oral and written instructions from supervisors.
- c. Exercise of Judgment:
None of any consequence, but enough to discern readily and early problems which should be brought to supervisor's attention.
- d. Authority to Make Commitments:
None
- e. Nature, Level and Purpose of Contacts:
Personal contact with Consulate personnel and visitors in public, private sector at all levels to provide security.
- f. Supervision Exercised:
None.

g. Time Required to Perform Full Range of Duties after Entry into the Position:

1 - 3 months.