

Regional Security Office – Special Security Guard

13. Basic Function of Position

Provides a comprehensive range of protective services designed to ensure the security and safety of the Chief of Mission. Serves as a protective security specialist with responsibility for providing protective services to the COM, during an assigned shift, in accordance with standard protective security principles and methods.

14. Major Duties and Responsibilities

A. Preparation of Site Surveys; pre-advance (20 Percent)

The purpose of the site survey is to gather important information that will help the RSO and Protective Detail Managers to design an appropriate security package to safely attend the event or visit the venue. There will often be matters that will concern the security-planning team, and the Advance Agent must critically assess all the general information and highlight in the site report those items which he believes are out of the ordinary and cause for security concern. This duty includes both collecting the requisite information and putting that information together clearly in a document for the RSO. If the protective detail conducts a pre-brief the employee is required to attend and, in many cases, assist with the briefing.

B. Conduct Site Advances (30 Percent)

When assigned to conduct site advances, the employee will travel to each venue for which he/she is responsible prior to the arrival of the principal. The employee will note any anomalies or unforeseen security concerns with either the route or the venue. The employee must be able to communicate these issues clearly and concisely to the protective detail that will be arriving shortly to the scheduled location. Once the detail arrives at the venue, the employee has the responsibility of familiarizing the AIC with the venue, including safe room locations, meeting rooms, emergency exits, venue security, and other items of critical importance to the protective detail.

C. Security Driving or Serving as AIC for protected packages (30 Percent)

Employees will be assigned to drive and/or serve as AIC as needed based on Mission demands for each type of service. Security driving entails operating an armored vehicle in a high-threat environment. Drivers must have training for emergency response techniques and be prepared to execute these techniques should the protected package come under attack. Serving as AIC requires the employee to accompany mission personnel and designated US government visitors to venues in Israel, Jerusalem, and the Palestinian territories. The AIC is ultimately responsible for the safety of all protected passengers and should be familiar with emergency response procedures. The AIC will also be the primary employee charged with informing the RSO when adverse or unexpected circumstances are encountered.

D. Participation in training and team events (10 Percent)

Employees are expected to attend and actively participate in training and team exercises as designated by the MPD Supervisor. These training events may be conducted during normal duty or overtime hours. The employee should bring a positive and participatory attitude to these events and is expected to assist in planning and preparation on occasion.

E. Collateral Duties (10 Percent)

Employees will be assigned collateral duties that are to be completed during regular duty hours when they are not otherwise engaged in mission planning or execution. These duties will vary but should be specifically assigned by the MPD Supervisor. The employee will pursue the successful fulfillment of these duties at his/her own pace.

15. Qualifications Required for Effective Performance

A. Education:

Completion of secondary school is required.

B. Prior Work Experience:

At least 2 years of experience in protective or security related duties.

C. Post Entry Training:

Successful completion of all training modules assigned by the RSO and/or DS Mobile Training Team within the first six months of entry on duty, contingent upon overseas training and deployment schedules.

D. Language Proficiency:

Level 3 (fluent) in English required. Level 3 (fluent) in Hebrew and/or Arabic is required.

E. Job Knowledge:

Incumbent must possess knowledge of personal/protective security principles and standard rules, procedures and techniques, as well as their practical application in providing protective security services for the Chief of Mission. Must also possess knowledge of the geography and politics of Israel and the Palestinian Authority, their security organizations, transportation, communication, and health care systems. This knowledge must be at a level sufficient to carry out advance functions preceding visits by the principal to various sites. Must also possess knowledge of Diplomatic Security standards for the operation of a Primary and Secondary protective vehicle in a hostile protective environment. Finally, incumbent must possess knowledge of local traffic laws and area traffic patterns, with particular attention to hospital and safehaven access routes.

F. Skills and Abilities:

Incumbent must have the ability to develop protective security plans that involve extensive interaction and coordination with Consulate personnel, local government officials, members of law enforcement agencies, and staff at hospitals and other facilities used in creating a secure environment for the principal when traveling throughout Israel and the Palestinian Authority.

The incumbent must also be able to react promptly, appropriately and decisively in emergency situations. The incumbent must be skilled in the use of special protective equipment including firearms. The incumbent must be skilled in oral and written communications to deal with all levels of Mission personnel, including the Chief of Mission and senior staff, and to prepare clear and concise written reports. The incumbent must also have the ability to endure extreme physical demands, including regular and recurring physical exertion such as long periods of standing or walking while maintaining a high level of alertness. The incumbent must be able to endure frequent travel, long working hours, and a stressful work environment while maintaining designated physical standards. The work regularly involves exposure to dangerous situations or unusual environmental stress resulting from the risks and pressures associated with providing physical protection for high-profile public officials. Initiative is required to react/respond in a decisive manner to emergency situations. Negotiating skill is also needed to ensure that adequate security services are provided at sites on the principal's itinerary, and in dealing with individuals who might pose a threat to the principal's security. Incumbent must also maintain a valid motor vehicle operator's license and be a skilled motorcade driver.

16. Position Elements

A. Supervision Received:

Incumbent reports to the Mission Protective Detail (MPD) Supervisor for administrative and operational matters. Assignments are usually well-defined and require minimal amount of guidance from supervisors, except when new protective procedures are being implemented. Performs the duties associated with the assigned protective post in accordance with established procedures and accepted practices. Incumbent is required to react independently to emergency situations based upon training and experience. Advance agent assignment involves independently establishing contacts and coordinating the site scenario to ensure a safe and secure environment for the principal. Incumbent's efforts are evaluated for compliance with procedures, appropriateness of actions taken with respect to the protective environment, and the ability to respond to changing conditions.

B. Supervision Exercised:

Not applicable.

C. Available Guidelines:

DS Protective Security Handbook (12 FAH-2) and other references, standards and information derived from protective security operations and training.

MPD Guard Orders as established January 2010.

D. Exercise of Judgment:

The assignment involves providing protective services according to standard operating procedures. The security environment in which these services are provided is often dynamic and incumbent must be aware of and react to factors, conditions and circumstances that affect the unit's ability to create and safe and secure environment for the principal. Virtually every protective detail presents the potential for physical injury to the principal and to others in the area, including the protective specialists. The potential for danger requires the incumbent to

maintain constant vigilance and to be prepared to react decisively in response to emergency situations. The varied nature of the protective functions performed and incumbent's responsibility for recognizing situations where established procedures are not adequate and for coordinating efforts with other investigative and law enforcement entities, also add complexity to the assignment. When serving as advance agent, judgment may be required to adapt procedures to meet unique conditions present at various sites.

E. Authority to Make Commitments:

The employee's authority to make commitments is generally limited to making recommendations to the RSO. Such recommendations are a primary tool for the RSO's decision-making process with regard to COM protective security arrangements.

F. Nature, Level and Purpose of Contacts:

Contacts are varied and include the Chief of Mission and other key mission officials; officials of Israeli and Palestinian law enforcement agencies responsible for site security, up to and including district commanders; security officials at foreign missions; airport and hospital security directors; members of the media; and the general public. Contacts are carried out under widely varying conditions. The purpose of these contacts is to establish liaison, provide information and assistance, and execute protective operations.

G. Time Expected to Reach Full Performance Level:

Not later than six months after completion of specialized training and practical exercises.