

U.S. Department of State  
**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

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

1. Post Mexico City	2. Agency Department of State	3a. Position Number 312801 A56-002
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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

4. Reason For Submission  
 a. Redescription of duties: This position replaces  
 (Position Number) A56-002 (Title) Security Investigator (Series) 705 (Grade) 9  
 b. New Position  
 c. Other (explain)

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-YYYY)
a. Post Classification Authority HRO/Florida Regional Center	Security Investigator, 705	FSN-9		
b. Other				
c. Proposed by Initiating Office				

6. Post Title of Position ( <i>if different from official title</i> )	7. Name of Employee
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8. Office/Section Regional Security Office	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.  <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Printed Name of Employee  <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Employee <span style="float: right; margin-right: 50px;">Date (mm-dd-yyyy)</span>	10. This is a complete and accurate description of the duties and responsibilities of this position.  <p style="text-align: center;">Jorge Becerril, Sr. Security Investigator</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Printed Name of Supervisor  <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Supervisor <span style="float: right; margin-right: 50px;">Date (mm-dd-yyyy)</span>
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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.  <p style="text-align: center;">Dan Bergin, ARSO</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Printed Name of Chief or Agency Head  <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Chief or Agency Head <span style="float: right; margin-right: 50px;">Date (mm-dd-yyyy)</span>	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <p style="text-align: center;">Teena M. Ege, FRC</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Printed Name of Admin or Human Resources Officer  <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Admin or Human Resources Officer <span style="float: right; margin-right: 50px;">Date (mm-dd-yyyy)</span>
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**13. Basic Function of Position**

The incumbent provides a variety of security services to the U.S. Embassy in Mexico City to include conducting background investigations of over 1,000 Locally Engaged Staff (LES), contractors, and all 170 local guard force positions working for the U.S. Embassy; performs malfeasance investigations involving LES; assists U.S. Embassy staff in emergency situations by responding to accident and crime scenes and liaising with the Mexican Police ensuring the safety of personnel; and provides protective support to numerous visiting U.S. dignitaries. In addition, the incumbent is responsible for establishing contacts with the Mexican authorities to obtain pertinent crime information for the Regional Security Office (RSO) as needed. Further, incumbent provides security training on a regular basis to RSO LES and embassy community. All investigators are crossed trained in all duties mentioned below and take turns completing each task based on the needs of the office and mission.

14. Major Duties and Responsibilities **100% OF TIME**  
 A. Security Investigations (25%) Incumbent conducts background investigations to verify previous employments, education, references, and suitability of applicants for employment with the U.S. Embassy. Personnel investigations include interviewing prospective employees, contacting previous employers, school officials and developing sources and conducting neighbourhood checks in order to verify the correctness of information supplied by the applicants to detect derogatory information.

## Major Duties and Responsibilities (continued)

1. Depending on required investigative portions of interviews, employee determines investigative points of coverage.
2. Schedules travel to carry out background investigations in Mexico City and nine other states.
3. Employee prepares detailed reports containing proper recommendations on suitability for employment with the U.S. Government.

B. VIP Protection (15%) Incumbent conducts protection for VIPs visiting Mexico in conjunction with the Mexican Federal Police and Mexican Ministerial Police. Must pass stringent Mexican suitability test to carry a firearm (physical and psychological testing) and must be willing to carry a firearm during protection services. Incumbent will be assigned as the main security liaison officer throughout each visit.

1. Employee serves as RSO's liaison to the highest level of Mexican Government officials within the Foreign Ministry and Federal Police to request support for visiting dignitaries and/or any U.S. government official who requires personal protection to include the President of the United States and Members of Congress.
2. Employee is directly tasked with the responsibility to obtain all necessary security resources to successfully carry out the mission of protection of these dignitaries.
3. In anticipation of the VIP's visits employee reports to the local airport to meet officers to assist them through customs and immigration.
4. Incumbent obtains all necessary information about upcoming local events, such as demonstrations, that may affect the dignitary's visits to Mexico.
5. Employee is trained in firearms use. Incumbent will be tasked with personal security protection and to carry out his/her duties with a U.S. Government issued firearm.
6. Incumbent is in charge of requesting and updating weapons permits provided by the Mexican Defense Department, which includes 18 local employees, 22 short weapons and 10 long weapons. Incumbent needs to process all the medical appointments as well as compile the pertinent documentation for the Mexican suitability tests of all employees that need to carry weapons in the Embassy and all Consulates. Tests include physical, psychological, psychiatric and toxicological.

C. Security Advice on the protection of U.S. Government personnel, their dependents and official U.S. Government installations in Mexico. (20%) Security Investigator develops and maintains close and effective contacts of high-ranking police and military authorities. Requests and coordinates support for special events. Incumbent must have effective negotiation skills. Security Investigator provides translation in high level meetings. Main point of contact for traffic accidents, assaults, burglaries, thefts and break-ins to the Diplomatic personnel assigned to the mission, to include family members.

1. Incumbent provides 24/7 security services to all Embassy personnel who may be victim of crime; to include assault, burglaries, break-ins and traffic collisions. When on duty, Incumbent responds immediately to any emergency call. Upon arrival to the scene of an accident or a crime, the employee is responsible to ensure the safety of the U.S. Government official and to provide whatever legal action is necessary to protect him/her. The employee is the "face" and "voice" on the U.S. Embassy at the scene of these incidents.
2. Responsible for work guidance of Special Police force around Embassy perimeter.
3. Employee personally escorts employees to Mexican Police offices or District Attorney's Office to file charges against those responsible for crimes against our personnel and provides whatever legal action is necessary to protect him/her.
4. Once the police reports are filed, Incumbent must prepare well documented incident reports for the RSO. In addition, Incumbent may be tasked with following up with the judicial authorities on all pending investigations until their conclusion.
5. Through intelligence agencies of the Mexican Government, employee obtains advanced information regarding political demonstrations which may affect embassy operations and obtains additional police support through his/her contacts as needed.
6. During special events at the Ambassador's residence, the Embassy or any other U.S. Government installations employee is responsible for coordinating all necessary security arrangements for the protection of these assets and personnel.
7. In case of any security emergency that may take place at the embassy, to include bomb threats, attacks, fire etc., employee is responsible for coordinating all necessary support from the Mexican government authorities.
8. Employee may eject visitors who are causing disturbances on embassy grounds.
9. Provide translation services for the RSO, both verbally and written.
10. Employee is involved in the personnel recovery program, which includes the immediate assistance to any Diplomat in distress including serious emergencies where the Diplomat or employee is in high risk of being kidnapped by unknown groups within Mexico
11. Requests security assistance for all U.S. Consulates within the Republic of Mexico, whenever necessary, through Mexican Foreign Relations Office (SRE) and the Mexican Federal Protection Unit from National Security Commission.

D. Special Investigations/Missions (15 %) The Security Investigator investigates complex cases involving LES and/or contractor employees. Incumbent will be asked to travel to parts of Mexico to liaison with contacts and provide security assessments.

1. Conducts complex investigations related to the possible misconduct of embassy employees at the request of the Regional Security Office.
2. Employee will establish contact with police authorities of Mexico to coordinate the investigation of criminal cases with jurisdiction anywhere in the Republic of Mexico.
3. Incumbent will conduct security assessments for mission-wide travel policy.
4. Schedules travel with other agencies in order to do security surveys in specific areas within Mexico.

E. Security Training (20%): Incumbent provides regular briefings to the embassy community, as well as employees on temporary duty, on the security environment in Mexico. Incumbent provides the Ambassador's Bodyguards and Security Investigator team training on firearms use/ procedures/qualifications. Provides courses on Proper use of Non-Lethal Deterrence including baton, Counter Surveillance, Weapons of Mass Destruction (WMD) for First Responders, Armored Vehicles Familiarization and drive tactics, Counter-Intelligence, and conducts the DS firearms qualifications courses.

1. Weekly security briefs, counter surveillance briefs, and drills with embassy personnel to include the following drills: mass causality, intruder, evacuation, bomb threat, safe haven, duck and cover, Chem/Bio suspicious white powder, emergency destruction, fire, internal defense, etc.
2. Quarterly training for Firearms, Counterintelligence, armored vehicle training and driver's tactics, non-lethal deterrence training, WMD first responder training.
3. All investigators will be in responsible for safeguarding and inventorying training equipment, with regards to firearms.
4. Position # A56-002 will be in charge of safeguarding inventory for Chem/BIO.

F: Vehicle fleet (5%): RSO has 11 vehicles mixed of armored and regular vehicles—valuing \$600,000 Security Investigators are in charge of the servicing all of vehicles and maintaining the fleet.

1. When vehicles have mechanical issues, Incumbent must bring the vehicle to the mechanic as necessary and for periodic service checks.
2. When vehicles need to be replaced, Incumbent will draft cable requesting for a new vehicle.

**15. Qualifications Required For Effective Performance****a. Education:**

Bachelor's degree if possible emphasis on law, law enforcement, or business administration.

**b. Prior Work Experience:**

Five years working in a professional capacity within Mexico, or with the U.S. Government, with progressive responsibility working in the field(s) of criminal justice, criminal investigations, the military or the federal courts.

**c. Post Entry Training:**

Required to attend and to pass DS-related OT510-FSNI DS course in Washington D.C. Weapons training is required. Fraud prevention training, Crisis management training, VIP protection training, Weapons training and defensive/safe driving is required.

**d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):**

English-Level III (good working knowledge required)

Spanish-Level IV (fluency required)

**e. Job Knowledge:**

A working knowledge of the FAM pertaining to security and diplomatic instructions and procedures. Should have a good working knowledge of local laws concerning marriage, divorce, traffic accidents, and criminal prosecution. In addition, should have a background or training in investigations (background and criminal) and interrogation. Must have excellent analytical and investigative skills.

**f. Skills and Abilities:**

Working knowledge of basic computer processing programs. Must have a valid driver's license. Basic ability to identify weapons and improvised explosive devices used by nefarious groups. Must be able to draft in English and Spanish finding of investigation reports and have basis statistics. Must be able to work overtime on nights and weekends. Must be able to meet physical demands of protection duties and field investigations. Must qualify on DS firearms qualification course. Must have interpersonal skills in order to develop Sources of Information and effectively liaise with foreign law enforcement and military personnel.

**16. Position Elements****a. Supervision Received:**

Direct supervision is supervised by the Senior LES investigator, who reports directly to the Assistant Regional Security Officer in charge of investigations.

**b. Supervision Exercised:**

Trains and assists lower level investigators in performing major duties. If need arises, directs Security Assistant Investigator and admin staff to complete tasks needed to complete the mission.

**c. Available Guidelines:**

Section 500 of the FAM pertaining to Diplomatic Security regulations and procedures. Follows accepted investigative and general police practices in accomplishing specific tasks.

**d. Exercise of Judgment:**

Must use considerable judgment in planning and developing cases, evaluating the completeness of application forms and determine the reliability of information provided by sources and investigation.

**e. Authority to Make Commitments:**

The ability to develop accurate recommendations regarding complex investigations is imperative so that Supervisors can make balanced fully informed decision regarding sensitive investigations.

**f. Nature, Level and Purpose of Contacts:**

The incumbent is encouraged to make contacts and develop sources of information within the Mexican Federal, State, and Local law enforcement agencies. In addition, the employee will have frequent contact with members of the embassy community when assisting them, as necessary.

**g. Time Expected to Reach Full Performance Level:**

Subject should be able to perform full range of duties in one year.