

### **13. BASIC FUNCTION OF POSITION**

National responsibilities for New Zealand, including the Embassy in Wellington, the Consulate in Auckland and the U.S. Antarctic Program in Christchurch. The U.S. Embassy and constituent posts employ approximately 60 Locally Engaged Staff (LES) and several contract employees. State Department regulations declare that all LES and contract employees are afforded the same security protection as Americans while located within U.S. Government facilities.

Directly assists in the supervision of the Surveillance Detection Unit Coordinators and Surveillance Detection Analyst.

Independently maintains official liaison with host country and third country intelligence, security and law enforcement organizations to conduct exchanges of current counter-terrorist, counter-intelligence, and criminal investigative data. Report and interpret information of security significance developed through host country liaison activity. Review current and near-term local news reporting available on political security and crime related developments in the region to identify security concerns. Arrange and provide protective security coverage, host-country security liaison and other services for U.S. VIP visits and conferences within the region.

Performs complex or sensitive investigations (including counter-terrorism, counter-intelligence, employee malfeasance, etc.) as requested by other U.S.G agencies and personal security background investigations for all LES direct-hire and contract employees.

Participates in the conduct of bureau training or other programs that ensure the effectiveness of the Emergency Action Plan (EAP) and the efficient utilization of post personnel and resources.

Implement and assist in the management of the local guard program including the surveillance detection and explosive detection programs. Implement and assist in the management of the country residential security program. Provide unclassified security threat countermeasure briefings and other professional security advice to Mission employees and dependents at a level of frequency commensurate with host-country threat conditions. Offers professional security advice and unclassified security threat briefings to school administrators in which dependents of U.S.G, direct-hire employees are enrolled.

## **14. MAJOR DUTIES AND RESPONSIBILITIES**

### **A. INVESTIGATIONS & INTELLIGENCE**

- i.** Independently performs the full range of personal background security investigative duties relating to the determination of suitability for employment with the Embassy or associated agencies of Foreign Service local job applicants. Conducts investigations to verify educational qualifications, previous employment claims, references, allegations involving character, and suitability of applicants for employment with the Embassy or associated U.S. Government agencies. This involves planning, investigating, fact-finding, evaluating, and writing the report that will be the basis for the determination of the applicant's suitability for employment. Investigations include interviewing employees, previous employers, educational institution officials, and others in order to verify the correctness of particulars supplied by prospective applicants, domestic employee applicants, or contract workers. Prepares evaluation reports on the background, conduct, demeanor, and suitability for employment of applicants. Similar investigations and reports are prepared in connection with periodic security up-dates of Post employees. Similar personal background investigations are made of local citizens or alien residents in the country who are on prospective spouses of American Embassy personnel. Special personnel investigations are performed on prospective scholars and travel grantees sponsored by the U.S. Educational Foundation (Fulbright Grants).
- ii.** Conducts investigations into a variety of cases concerning suspected fraudulent actions committed for obtaining visas or U.S. passports. These may include sham marriages, false identity, fraudulent claims or relationship to a U.S. citizen or of a child to a principal applicant for an immigrant visa. As requested, employee may investigate suspected irregularities on the part of Foreign Service National employees engaged in the issuance of visas.
- iii.** Investigates all threats, security incidents, and crimes where official U.S. personnel are involved. Assists official Americans in cases of burglaries, robberies, traffic accidents and any unusual security incidents.
- iv.** Conducts Counter-terrorist (CT) Investigations and other CT leads in relation to the Rewards for Justice program.
- v.** Conducts detailed investigations including theft of U.S.G property, allegations of employee malfeasance and other irregularities against the interests of the U.S. Government assigned by the RSO and/or the Bureau of Diplomatic Security. Assists the RSO on special investigative tasks received from law enforcement agencies in the U.S., other Regional Security Officers, the FBI, DEA, Customs, U.S. Secret Service, U.S. Marshal's Service and other U.S. Federal law enforcement agencies as appropriate.
- vi.** Assists New Zealand National Police Interpol Office with U.S. International fugitive investigations.

## **B. HOST GOVERNMENT LIAISON**

- i. Develops and maintains liaison contacts with all New Zealand police and intelligence agencies, serving as intermediary between these agencies, the Embassy security office and other sections. Advises the RSO on any hierarchical changes in the National Police and ensures courtesy visits are conducted with the RSO. Also, advises the RSO on local police, court and investigative procedures.

## **C. VIP PROTECTION**

- i. Responsible for security coordination of high-level visits; coordinates with other U.S.G law enforcement agencies on advances and, on an as-needed basis, serves as personal bodyguard for the Chief of Mission and high-ranking U.S.G visitors when required.
- ii. Independently coordinates all arrangements for the deployment of local police support to protect U.S. Mission offices. Responsible for the oversight of demonstrations and liaison with the city council in relation to demonstration permits.
- iii. Coordinates protection during extraordinary circumstances such as major demonstrations, periods of high threats, large functions, VIP visits and major conferences. This is a critical responsibility requiring meticulous attention to detail and the ability to orchestrate and direct a large number of discrete activities related to the overall protective package.
- iv. As necessary, provides airport assistance/arrangements for official inbound or outbound travel for the Ambassador, DCM and/or U.S. Government VIP's.

## **D. ADMINISTRATIVE & TRAINING**

- i. Responsible for maintaining the crime prevention programs. Must maintain up-to-date data entry into a RSO file management database for emergency retrieval of biographical information in the event a Mission employee/dependent becomes missing or becomes a hostage or kidnapped.
- ii. Assist in training for Community Emergency Response Team, Mobile Training Team, and Biological/Chemical Response Team.
- iii. Assists the RSO during Mission drills and emergency exercises.
- iv. Responsible for course training coordination and logistical requirements for the Department's Antiterrorist Assistance (ATA) Program, the International Narcotic and Law Enforcement Program and FBI training program.
- v. Create administrative reporting procedures and memos.

## **E. PROGRAM MANAGEMENT**

### **i. LOCAL GUARD PROGRAM**

Assists in the management of the Local Guard Program for New Zealand and Samoa, including the Surveillance Detection and Explosive Detection programs.

#### **a) Uniformed Local Guards**

- Assists the ARSO in ensuring that the uniform local guards are adequately communicating threat or other important information to the Mission and other local guards assigned to the mission. Successfully resolves reported incidents or threats related to the U.S. Mission.
- Also ensuring that the local guard force is performing procedures in accordance to the local guard post orders. Must report any perceived local guard performance deficiencies to the ARSO/RSO as appropriate.
- Interact with the local guard project manager on a regular basis to ensure contract compliance in all areas.
- Contribute to the maintenance of a comprehensive inventory of all U.S. Government equipment assigned to the Local Guard Program and to conduct regular audits of the inventory.
- Assist in the Coordination of the training for the uniform local guards.
- Assist in maintaining a fiscal and operational oversight of the local guard program.
- Contribute to creating and implementing local guard react orders.

#### **b) Explosive Detection Program**

- Contributes to the management of the Explosive Detection Program in the prevention of terrorist attacks against the U.S. Mission.
- Ensures the Explosive Detection equipment is maintained, functioning correctly and/or repaired as required.
- Ensures the correct procedural security is adhered to pertaining to mission objectives, and post orders.

#### **c) Surveillance Detection Program**

- *Assists in the supervision and evaluation of both Surveillance Detection Unit Coordinators in Auckland and Wellington*
  - Assists to Supervise the SD Coordinator(s) to verify compliance in all aspects of the surveillance detection contract requirements including; training evaluation, scheduling, safety issues, ordering, controlling, daily audit and inventorying equipment.
  - Provides oversight to ensure that the Surveillance Detection team members are performing their duties in a safe manner that minimizes risk to the members in accordance with the training they have received.
  - Provides oversight with the development of reporting, operational and financial procedures in a timely and accurate manner and to monitor and evaluate the surveillance detection programs in Auckland, Christchurch, Wellington and Apia.

- Provides supervision related to administrative and logistical contractual requirements (such as scheduling, billing, leases, purchases, report filing, etc.) ensuring they are properly implemented by contract employees.
  - Develops and maintains liaison contacts with New Zealand Security Forces and intelligence agencies. Ensures open lines of communication exist between all members of the surveillance detection units and Host Government security forces.
  - Ensures that the surveillance detection members are adequately communicating threat or other important information to the Mission and other local guards assigned to the mission. Successfully resolves reported incidents or threats related to the U.S. Mission.
- *Surveillance Detection Unit Analyst*
    - Assists in the supervision of the SD Analyst to verify compliance in all aspects of the surveillance detection contract requirements, data entry and data analysis.
    - Coordinate security efforts with host government security forces by sharing written information and photographs.

## **ii. RESIDENTIAL SECURITY PROGRAM**

- a) Assists in the management of the residential security program and ensures compliance to Department security standards.
- b) Independently conducts residential security inspections for all official U.S.G (owned and leased) residences and ensures recommended upgrades are implemented prior to occupancy by Mission personnel.
- c) Coordinates with the contractors to ensure that residential alarms are installed and properly maintained prior to occupancy.
- d) Maintains a comprehensive residential alarm and security lighting maintenance schedule. Also, responsible for annual inventory of all residential security equipment and property. Provides alarm training and instructions to Mission employees and dependents.

## **iii. LES RE-CERTIFICATION PROGRAM**

- a) Manages the LES re-certification program. Must maintain up-to-date security personnel files for all LES and contract employees and communicate all pertinent information to the Mission Personnel Officer.

## **iv. IDENTIFICATION CARD SYSTEM**

- a) Assists in the management of the Embassy Identification Program. Responsible for coordinating of the issuance of official Embassy ID badges to employees (American employees/dependents, LES' s, TDY and contract personnel). Oversees the

employee biographical section enabling a quick communication with the local police in the event of a lost or kidnapped employee or dependent.

## **F. OTHER DUTIES**

- i.** Coordinates with the designated RSO office administrative assistant to update the Mission employee's emergency cascade system.
- ii.** Advises the RSO on pertinent issues derived through media sources i.e., newspaper, radio and television that impact the security situation at Post.
- iii.** Assists in the development of Post policies such as Firearms, Access Control, and vehicle inspection. Responsible for assisting U.S. Employees in obtaining the appropriate weapons permits for importing firearms in accordance to New Zealand laws.
- iv.** Provides security assistance and coordination with U.S. businesses operating in New Zealand under the Overseas Security Advisory Council (OSAC).
- v.** Performs any other duties as may be assigned by the RSO or the designated PSO in the RSO's absence.
- vi.** On call on a 24 hour basis as required.

## **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

**(a) Education:** Completion of secondary school is required. Completion of one or more years of college-level study is desirable.

**(b) Experience:** From four to six years of progressively responsible experience, focusing on investigations within a military, police or private security entity.

**(c) Post Entry Training:** Diplomatic Security Investigator's Course

**(d) Language Level:** Fluent in English.

**(e) Knowledge:** A working knowledge of the principles and techniques of investigating. A good working knowledge of documentary sources of information and familiarity with pertinent local laws such as marriage, divorce, adoption, invasion of privacy, etc. An understanding of practical application of criminal law in New Zealand.

**(f) Skills & Abilities:** Ability to maintain extensive contacts with officials of various local agencies, primarily the New Zealand Police. Ability to deal effectively with others and to obtain their cooperation. Must be able to distinguish between relevant and irrelevant information and to report facts accurately in a logical, concise, and objective manner.

## **16. POSITION ELEMENTS**

**(a) Supervision Received:** Employee is directly supervised by the Regional Security Officer (RSO).

**(b) Available Guidelines:** Department of State Foreign Affairs Manual (12FAM), personnel investigation handbook dated March 2006 and Diplomatic Security directives.

**(c) Exercise of Judgment:** Must exercise considerable judgment in recognizing, exploring, and exploiting leads and in distinguishing between relevant and irrelevant information. Also must utilize considerable judgment in determining when interviewed enough witnesses and collected enough information to complete the case.

**(d) Authority to Make Commitments:** In dealing with local authorities, the incumbent makes commitments for his supervisor and communicates the requirements of the Embassy Regional Security Office.

**(e) Nature, Level & Purpose of Contacts:** Senior level and working level members of the New Zealand Police Force, Diplomatic Security, Embassy and Consulate personnel.

**(f) Supervision Exercised:** Three employees, (SDU Coordinators and SD Analyst)

**(g) Time Required to Perform Full Range of Duties after Entry into the Position:** One year