

## **1. BASIC FUNCTION OF POSITION**

Responsible for providing maximum security at the U.S. Embassy and the principal officers residence in Apia, Samoa by working with other security assets. The U.S. Embassy employs approximately 18 FSN employees. State Department regulations declare that all FSN and contract employees are afforded the same security protection as Americans while located within U.S. Government facilities.

Performs security procedures and requirements as outlined in the Local Guard Orders as part of the day-to-day operations at the Embassy.

Ensures Local Guard staff are performing their duties as detailed in the Local Guard Orders.

Ensures visitor access is controlled into the Embassy by the guards on Post. Controls visitor access into the Embassy using the door controls supplied in the Guard booth.

Ensures the screening of all mail, deliveries and any suspicious items is completed using Explosive Detection equipment.

Investigates any irregularities discovered during local guard duties.

Participates in training or other programs that ensure the effectiveness of Security related programs including training in the correct operation of all US Govt supplied security equipment.

Maintains a close working relationship with other Guard staff, the FSNI and Principal Officer.

Liaise with Samoa Police service and other Samoan government agencies, as and when required. Reports and interprets any information of security significance developed through host country liaison activity.

Performs the duties of a relief guard, if needed. As a relief guard controls visitor access into the principal officers residence and conducts regular patrols of the external boundaries of the principal officers residence as detailed in the local guard orders.

## **2. MAJOR DUTIES AND RESPONSIBILITIES**

### **a. Access Control into the Embassy (70% of time)**

- Controls all pedestrian access into the U.S. Embassy compound.
- Ensures the inspection of every pedestrian, contractor, delivery person or visitor and any of their packages or personal belongings prior to entry (as designated by post policy)
- Ensures the use of the explosive detection equipment as a complement to full visual inspection of each person, possessions or package.
- Prevents any person or vehicle bringing into the Embassy any prohibited item as detailed in Post policy.

- Oversees the correct use of the walk-through metal detector and hand-held wand to screen visitors wanting access to the Embassy.
- Maintains radio and telephone communications with the local guard staff and FSNI.
- Issues and controls all visitor or contractor identification badges as required by post policy.
- Coordinates with the local guard staff in controlling the opening and closing of all embassy entry and exit doors.
- Assists other guard staff to control and contain any emergency situation that arises as detailed in Post policy.

**b. Administrative (15% of time)**

- Brief all other guard on all occurrences during the tour including any new information or instructions received.
- Reports all incidents to the principal officer via the shift supervisor in an accurate and timely manner.
- Review post logbooks and records to insure completeness of contents.
- Performs regular inventory of all equipment or property utilized during his/her shift.
- Insure proper maintenance of all equipment is being performed.
- Creates and manages the local guard force work schedules.
- Reviews the local guard force members work schedules/time and attendance (T&A) sheets.

**c. Principal Officers Residence (10% of time)**

- Controls all pedestrian access into the Principal Officers residential compound in accordance with Local Guard Orders.
- Inspects every pedestrian, contractor, delivery person or visitor and any of their packages or personal belongings prior to entry (as designated by post policy).
- Reports all incidents to the principal officer via the Foreign Service National Investigator in an accurate and timely manner.
- Review logbooks and records to insure completeness of contents.
- Performs regular inventory of all equipment or property utilized during his/her shift.
- Regularly performs external perimeter patrols as detailed in the Local Guard Orders.
- Insure proper maintenance of all equipment is being performed.

**d. Other Duties (5% of time)**

- Advises the principal officer via the FSNI on pertinent issues derived through media sources i.e., newspaper, radio and television that impact the security situation at post.
- Performs any other duties as may be assigned by the Principal Officer or the FSNI in the Principal Officer's absence.

- On call on a 24-hour basis as required.

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

- (a) Education:** Completion of secondary school is desirable.
- (b) Experience:** From one to two years of experience in the military, police, or private security is beneficial.
- (c) Post Entry Training:** Explosive Detection Course, walk -through metal detector course.
- (d) Language Level:** Fluent in Samoan and English.
- (e) Knowledge:** A working knowledge of the Foreign Affairs Manual pertaining to security and the Bureau of Diplomatic Security' s Instructions and Procedures. Knowledge of the principles of best practice within the security industry.
- (f) Skills & Abilities:** 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. Ability to use technical equipment.

### **4. POSITION ELEMENTS**

- (a) Supervision Received:** Employee is directly supervised by the Foreign Service National Investigator (FSNI). In the FSNI's absence, the employee is supervised by the Principal Officer.
- (b) Available Guidelines:** Department of State Foreign Affairs Manual (12 FAM) and Handbooks. Diplomatic Security directives.
- (c) Exercise of Judgment:** Must exercise considerable judgment in recognizing, exploring, and concluding suspicious items or incidents.
- (d) Nature, Level & Purpose of Contacts:** Senior level and working level members of the Samoa Police Force, Diplomatic Security Service, U.S. Embassy and U.S. Consulate personnel.
- (e) Supervision Exercised:** Exercises day-to-day supervision of the Local Guard Force.
- (f) Time Required to Perform Full Range of Duties after Entry into the Position:** One year