



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

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

1. POST Consulate General Lagos	2. AGENCY DOS/Diplomatic Security	3a. POSITION NO. A50331, A50344, A50345
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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 No. _____ (Title) _____ (Series) _____ (Grade)

b. New Position

c. Other (explain) Position Authorized per 16 State 43594

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Bodyguard, FSN-710	06		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
8. OFFICE/SECTION RSO	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.	10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee Date(mm-dd-yy)	Typed Name and Signature of 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 Section Chief or Agency Head Date(mm-dd-yy)	Typed Name and Signature of Admin or Human Resources Officer Date(mm-dd-yy)
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13. BASIC FUNCTION OF POSITION

Consul General's Protection Detail Bodyguards are responsible for providing a safe and secure environment for the conduct of foreign policy. Bodyguards are responsible for protecting Chief of Mission (COM) personnel and official visitors from physical harm and embarrassment.

DS-298 (08-2003)

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

I. Protective Services

50%

- a. Provide close protection to the CG, VIPs, and other COM personnel as designated
- b. Travel outside of Lagos to areas designated by RSO to provide close protection
- c. Operationally control all drivers, mechanics, and security personnel during all motorcade movements for the CG, VIPs or other COM personnel as designated.
- d. Conduct all advances of routes, sites, medical facilities, and safe havens.
- e. Develop, foster, and maintain high-level contacts with security agencies, government officials, and private organizations to facilitate effective PRS details.

II Equipment Accountability

20%

- f. Responsible for all USG equipment and vehicles used in official duties.
- g. Responsible for proper cleaning, maintenance and storage of USG Special Protective Equipment (SPE).
- h. Must maintain proficiency on all USG equipment including medical, navigational, and vehicle
- i. Must immediately report all lost, stolen, or damaged SPE to RSO

III Special Skills and Readiness

30%

- j. Maintain a high level of proficiency with DS-issued SPE
- k. Must qualify with all DS-issued SPE at least twice a year
- l. Maintain a working knowledge of Operational Medical (OPMED) techniques and CPR
- m. Must participate in periodic training courses and exercises on various topics related to PRS, OPMED, SPE, and other topics as deemed necessary by the RSO.
- n. Maintain physical fitness and participate in an annual DS physical fitness test

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
Two (2) years of college or universities studies in liberal arts, business or social sciences is required.
- b. Prior Work Experience:
A minimum of two years of providing close protection services
- c. Post Entry Training:
The Diplomatic Security Bodyguard Protective Security Operations Course (BGP SO) in West Virginia. Required training will include: 1) SPE 2) motorcade operations 3) emergency response 4) reporting techniques and 5) Operational Medicine.
- d. Language Proficiency:
(List both English and host country language(s) proficiency requirements by level (II, III) and specialization (speak/read)
Fluent in a Nigerian language. (Yorba, Igbo, Hausa, or other local dialect). Level 3 English Reading and Speaking
- e. Job Knowledges:
Maintain a working knowledge of emergency first-aid and CPR techniques. Bodyguards must participate in training exercises and periodic drills to simulate emergency response scenarios including attacks-on-principle (AOP), medical care fire suppression and other exercises, as deemed appropriate by the RSO.
- f. Skills and Abilities:
Must become familiar with Special Protective Equipment (SPE). Must be able to maintain situational awareness and conduct surveillance detection to enhance post's off-compound security posture.

16. POSITION ELEMENTS

- a. Supervision Received:
Reports directly to the Foreign Service National Investigator assigned the CG's Protection Detail portfolio
- b. Supervision Exercised:
Assist FSNI in operational control of Nigerian Police Bodyguards detailed to the Consulate.
- c. Available Guidelines:
12 FAM Diplomatic Security Guidelines
- d. Exercise of Judgment:
Must be able to think independently and take decisive action after considering the various alternatives. Must be able to identify the safest location take a principal into a hotel or venue. Must be able to identify hotel and venue safe-havens and quickly identify and plan for emergency evacuations from hotels or other venues.
- e. Authority to Make Commitments:
None
- f. Nature, Level and Purpose of Contacts:
Must liaison and communicate effectively with high level host-nation security apparatus, foreign security services, and local businesses. Responsible for coordinating security measures with local entities to enhance post's security posture. The incumbent utilizes these professional contacts to arrange access to the venue(s) and other host nation assistance.
- g. Time Expected to Reach Full Performance Level:
One year