

# MANAGEMENT NOTICE

American Embassy Quito, Ecuador

Subject: **VA – PROTECTIVE SECURITY SPECIALIST DRIVER**

Office: **HR**

No. **16 - 029**

Date: **3/1/16**

Reference: **N/A**

**OPEN TO:** All Interested Candidates / All Sources

**POSITION:** **PROTECTIVE SECURITY SPECIALIST DRIVER**  
Full-performance level: FSN-4

**OPENING DATE:** March 1, 2016

**CLOSING DATE:** March 15, 2016

**WORK HOURS:** Full time

**SALARY:** **Ordinarily Resident (OR):**  
**Full Performance level – FSN-4**  
**Developmental level – FSN-3**

**Not-Ordinarily Resident (NOR) \*:**  
**Full Performance level - FP-AA**  
**Developmental level - FP-BB**

*\*Final grade/step for NORs will be determined by Washington.*

**Note 1:** **ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

**Note 2:** **All positions advertised are subject to availability of funds.**

**Note 3:** **U.S. Citizens including U.S. Veterans who are not AEFMs (see definitions section), if hired, will be paid under the Local Compensation Plan.**

## **IMPORTANT REMARKS:**

1. Human Resources will only contact those applicants who demonstrate on their application form that they meet or exceed all the position requirements (education, experience, language, knowledge and skills). Regret letters will only be sent to short listed candidates and AEFMs.

2. For AEFMs: Highest previous rate is not an entitlement and is dependent on the funding availability of each agency and on the exact nature of the previous experience.

**The U.S. Mission in *Quito, Ecuador* is seeking eligible and qualified applicants for the position of Protective Security Specialist Driver in the Regional Security Office (RSO).**

## **BASIC FUNCTION OF POSITION**

The Protective Security Specialist Driver position is one of two identical positions that serve as the Ambassador's follow car driver during all movements and/or events outside of the Chancery compound and the Ambassador's residence. Their primary mission is to protect the Ambassador from harm or embarrassment. They accomplish this through significant training, mission/advance planning, and route/threat analysis. The PSS Drivers are expected to avoid, mitigate, or avert all manner of threats to the Ambassador, follow standard DS SOP with regard to protective security reactions, and assist in the evacuation of the Ambassador to a safe area.

## **QUALIFICATIONS REQUIRED**

**NOTE: Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.**

- a. **Education:** Completion of secondary school (high school) or local equivalent required.
- b. **Experience:** Minimum 2 years of professional driving experience or 2 years of security-specific driving experience required.
- c. **Language Proficiency:** English level II (Limited Knowledge) and Spanish level III (Good working knowledge) spoken/written are required.
- d. **Knowledge:** Must know basic and advanced protective security concepts. Must have a thorough working knowledge of Ecuadorian traffic regulations and practices and familiarity with the streets and traffic patterns on major routes within Quito.
- e. **Abilities and Skills:** Must have a legally-obtained and valid Type "C" driver's license. Must be physically fit and in excellent general health. Must be tactful, discreet, polite, and capable of functioning under pressure.

**Please note that any or all of the above required qualifications may be tested.**

## **FOR FURTHER INFORMATION**

The complete position description listing all of the duties and responsibilities may be obtained on our website at <http://ecuador.usembassy.gov/news/job-opportunities.html> and/or by contacting the Human Resources Office by email to [hroquito@state.gov](mailto:hroquito@state.gov).

## **SELECTION PROCESS**

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

### **HIRING PREFERENCE ORDER:**

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

### **ADDITIONAL SELECTION CRITERIA:**

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. All applicants must be residing in Ecuador at the time of application per post policy. The only exceptions are U.S. Citizens EFMs who have been given orders and a date to arrive at post. A copy of the orders must be included in the application package.
3. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
4. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
5. The successful applicant should be available to enter on duty within 30 days of being notified that s/he has been selected and cleared for employment.
6. Employment eligibility criteria for this position were established by the hiring supervisor.
7. Tests to assess a candidate's skill may be given to applicants for any position. Test results will become a part of the candidate's application package. If the applicant is not available for a test during the established timeframe or if the applicant does not pass the test, then the applicant will not be interviewed.
8. All, including preference candidates, must meet all the requirements of the position at the time of the application to be considered, that includes language test results and documentation requested.
9. The Embassy will review work references or ask applicant for support documentation of any of the information submitted on applications.

**10. The developmental level will be based on the qualifications and experience of the applicant; minimum time of developmental level 52 weeks on the job.**

**TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See “For Further Information” above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, work and/or residency permits, etc.).

**IMPORTANT**

Applicants claiming a U.S. Veteran’s preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran’s Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran’s preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran’s preference may be found in HR/OE’s Family Member Employment Policy (FMEP).

**SUBMIT APPLICATION TO**

- 1) Per email (*preferred method*)  
**E-mail: [hroquito@state.gov](mailto:hroquito@state.gov)**
- 2) Per hand delivery (*please note this method often results in applications not getting any form of response on the recruitment process*)  
**American Embassy  
Avigiras E12-170 y Av. Eloy Alfaro  
Attention: Human Resources**

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

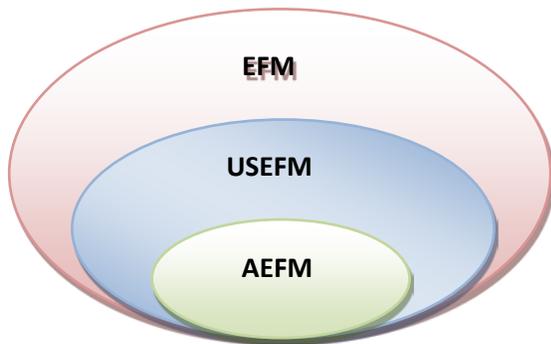
**CLEARANCES**

ARSO, ERey: **by email 2/22/16**

HRO, KConole: \_\_\_\_\_

FMO, EHamrick: \_\_\_\_\_

## Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

**Eligible Family Member (EFM):** An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in

Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**

- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and

- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

## Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

### **Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

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 <p style="text-align: center;">QUITO</p>	2. Agency <p style="text-align: center;">RSO</p>	3a. Position Number <p style="text-align: center;">QE A56-011</p>
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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) \_\_\_\_\_, (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade) \_\_\_\_\_

b. New Position \_\_\_\_\_

c. Other (explain) 

VACANT

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Protective Security PSC Driver, 710	FSN-4	R	2.29.16
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee
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8. Office/Section <p style="text-align: center;">RSO</p>	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.  _____ Printed Name of Employee                      Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position. <p style="text-align: center;">EDDIE REY</p> _____ Printed Name of Supervisor                      Date (mm-dd-yyyy) <span style="float: right;">2-25-16</span>
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Employee Signature	Supervisor Signature
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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;">RSO</p> _____ Printed Name of Chief or Agency Head                      Date (mm-dd-yyyy)	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 Ege, FRC Regional HRO, WHA/EX/FRC</p> _____ Printed Name of Admin or Human Resources Officer                      Date (mm-dd-yyyy) <span style="float: right;">2.29.16</span>
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Chief or Agency Head Signature	Admin or HR Officer Signature <p style="text-align: center;"></p>
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13. Basic Function Of Position  
 The Protective Security Specialist Driver position is one of two identical positions that serve as the Ambassador's follow car driver during all movements and/or events outside of the Chancery compound and the Ambassador's residence. Their primary mission is to protect the Ambassador from harm or embarrassment. They accomplish this through significant training, mission/advance planning, and route/threat analysis. The PSS Drivers are expected to avoid, mitigate, or avert all manner of threats to the Ambassador, follow standard DS SOP with regard to protective security reactions, and assist in the evacuation of the Ambassador to a safe area.

14. Major Duties and Responsibilities 100 % of Time  
 The incumbent will operate with a great deal of autonomy and are relied upon to make critical split-second decisions with possible serious diplomatic repercussions.

40% of time  
 1. Drives the follow-car in support of the Ambassador's protective detail during all movements outside the Embassy or Residence. They will operate independently and within a team and be capable of making complex decisions directly affecting the safety and security of the principals entrusted to their security. They will apply standard Diplomatic Security driving protection tactics, techniques, and procedures to rapidly-evolving situations with the intent of protecting their principal from harm and embarrassment. (See Addendum 1)

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15. Qualifications Required For Effective Performance

a. Education

Completion of secondary school (high school) or local equivalent required.

b. Prior Work Experience

Minimum 2 years of professional driving experience or 2 years of security-specific driving experience required.

c. Post Entry Training

Incumbents will be sent to a Diplomatic Security driving course in the United States for initial training. Additional training may include, as time permits, first aid and local protective driving courses.

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

English level II (Limited Knowledge) and Spanish level III (Good working knowledge) spoken/written are required.

e. Job Knowledge

Must know basic and advanced protective security concepts. Must have a thorough working knowledge of Ecuadorian traffic regulations and practices and familiarity with the streets and traffic patterns on major routes within Quito.

f. Skills and Abilities

Must have a legally-obtained and valid Type "C" driver's license. Must be physically fit and in excellent general health. Must be tactful, discreet, polite, and capable of functioning under pressure.

16. Position Element

a. Supervision Received

From PSS LE Staff Agent in Charge (AIC) as needed.

b. Supervision Exercised

None.

c. Available Guidelines

Manuals, guidelines, instructions received from the RSO office, and knowledge gained from initial training and subsequent refresher training courses.

d. Exercise of Judgment

Must be able to critically evaluate chaotic circumstances in order to mitigate threats to the principal. Must be able to remain calm and think critically in emergency situations, employing resources and personnel to maximize their effectiveness. The incumbent's decisions may have grave consequences for the life of the principal, the lives of their team members, their own life, the lives of innocent bystanders, and possible serious repercussions on diplomatic relations.

e. Authority to Make Commitments

Generally none (may be reimbursed for costs incurred in extreme emergency situations only).

f. Nature, Level, and Purpose of Contacts

Constant working level contacts with local police or security assigned to USG facilities and host nations venues frequently visited by principals. Frequent contact with RSO and subordinate staff members.

g. Time Expected to Reach Full Performance Level

Six months.

**Addendum 1**

This includes both offensive and defensive driving techniques. Driving a follow-car on a protective detail is radically different from standard, day-to-day driving.

40% of time

2. Ensures that all protective vehicles assigned to the Ambassador's detail are properly maintained in top operational condition. They will accomplish this by coordinating regular maintenance with GSO motorpool, regularly checking all fluid and tire pressure levels, inspecting the engine for potential problems, and reporting maintenance issue to the RSO office. They will also be responsible for the general cleanliness of the vehicles.

20% of time

3. Will be required to attend both formal and informal blocks of instruction to include but not limited to actions on contact, emergency first aid, crime trends/criminal profiling, offensive/defensive driving, protective formations, advances, baton, defensive tactics, etc.

Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."