

13. BASIC FUNCTION OF POSITION

Under the direct supervision of the Senior Guard/Mobile Patrol Guard on duty and the oversight of the LGF Commander, RSO/ARSO and Marine Detachment and within the overall framework of post security operations, safeguards USG personnel and property by means of performing security guard duties at the various elements and locations that comprise U.S. Mission Ashgabat.

14. MAJOR DUTIES AND RESPONSIBILITIES

90% - Guard duties:

Maintains full familiarity and compliance with all General and Post/Specific guard orders for which s/he is responsible.

Provides routine guard coverage on a regular or rotating shift at either a stationary post or reception point, or walking patrol, at any one of U.S. Mission Ashgabat's various guard posts.

Controls access to buildings and grounds in accordance with the Mission's general and post/specific guard orders, departmental guidance, and other security standards as appropriate. In this regard, also maintains a post security log to record routine activities, security incidents, and to keep track of security equipment at the various guard posts.

Ensures that all visitors are screened properly and depart in a timely and orderly fashion after notification of visit termination.

Inspects packages and bags of parties entering mission premises, in accordance with standing guard orders and/or procedural instructions.

Inspects vehicles entering mission premises in accordance with Departmental and Mission procedural guidelines.

Maintains order in waiting lines and controls access to the chancery lobby during consular section visa hours.

Provides timely notification up the chain of command in cases of emergencies, disturbances, and/or issues of security and safety concern.

Functions as part of the Mission's emergency REACT team under the direction of the guard supervisor.

5% - Attends English-language and physical and special readiness training as assigned.

5% - Performs other duties as assigned by the LGF Commander and the RSO/ARSO.

15. REQUIRED QUALIFICATIONS

a) Education: Completion of secondary school.

b) Prior Work Experience: One year's general work experience required.

c) Post Entry Training: On-the-job training will be provided by the guard supervisor and senior guard on duty during the incumbent's initial six months on duty and before promotion to the full performance level.

d) Language Proficiency: Level II - Limited knowledge of English required, higher levels are desirable. Level III - Good working knowledge of Russian and Turkmen languages is required.

e) Knowledge: Must have good knowledge of the area and a basic understanding of how embassy security concerns interface with local law enforcement practices.

f) Skills and Abilities: Ability to deal calmly, professionally and effectively with members of the public, colleagues (both American and Turkmen) and official visitors. Ability to handle medium defense weapons such as a police baton required. Ability to work nights, overtime, extra shifts and unusual hours. No physical limitations, which would prevent carrying out normal guard duties, including foot patrols.

16. POSITION ELEMENTS

a) Supervision Received: Direct supervision from the Senior Guard/Mobile Patrol Guard on duty and the oversight of the LGF Commander, RSO/ARSO and Marine Detachment as appropriate.

b) Available Guidelines: Standing general and post/specific guard orders, written and oral orders and Departmental policies.

c) Exercise of Judgment: Must exercise judgment when dealing with the public, and particularly when dealing volatile personalities and situations. Must have the presence and competence to deal with situations without the use of force, but must also be able to judge when judicious use of force is warranted. Must be able to determine what incidents and concerns need to be reported immediately up the chain of command. Integrity is absolutely essential.

d) Authority to Make Commitments: None.

e) Nature, Level and Purpose of Contacts: Working level contacts with colleagues, with local police officials assigned to protect USG installations and with all levels of the public who visit the mission and its various components.

f) Supervision Exercised: None.

g) Time Required to Perform Full Range of Duties: Six months.

Computer Aided Job Evaluation (CAJE)

Job Discussion Help Sheet (JDHS)

for Job Holders and Supervisors

Current job title	Guard
Current series and grade	710, FSN-3
Mission/Agency/Office	AmEmbassy Ashgabat/STATE/RSO
Help sheet drawn up by:	RSO Edward M. Blodgett, LGF Comander Elmar Agaev
Manager/supervisor	
Incumbent	
<i>Interview date/time/place</i>	05/12/2004
<i>Return form to HR Evaluator NLT:</i>	05/05/2004

Completing this document

The completion of this document will help *you* prepare for the job discussion with the HR Evaluator conducting the job evaluation. It is important that the evaluation of a job is carried out based on complete, accurate and objective data. As the present manager/supervisor (or the incumbent) you can provide valuable information on the types of responsibilities and demands that the job faces. Remember – it is the job that is being evaluated, not personal performance of the job holder. When thinking about the job, presume that the job duties are being performed at the fully successful level. Consider only the regular and recurring job duties and responsibilities, not necessarily events or achievements that are accomplished on a one time only basis.

The job discussion help sheet is divided into a number of sections: the position in the organization; the main purpose and duties; and questions corresponding to each of the five CAJE evaluation factors. The five CAJE factors are:

- Responsibility. Considers the extent to which the job controls resources, the amount of discretion the position possesses and the level of advice provided to others.
- Knowledge. Considers the type of knowledge, education, training, experience and skills that is essential to be considered for the job.
- Intellectual skills. Concentrates on the types of intellectually demanding tasks and situations that anyone doing the job must tackle.

- **Communication.** Records the type and nature of contacts with which the position must communicate in order to do the job effectively.
- **Environment.** Considers where the job is carried out, the types of potential hazards and physical demands, as well as any unusual work pattern demands.

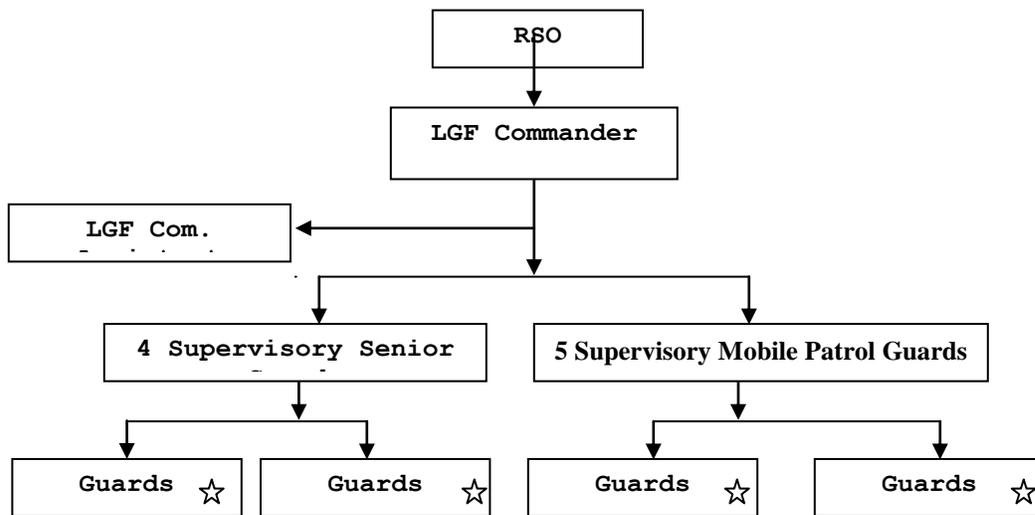
Please refer to the position description, where appropriate.

Position in the organization

Please draw a simple organization chart (or attach an up to date chart). Please include at least two levels above and below the job. Identify the position being discussed with an asterisk (*).

The position is directly supervised by the Guard Force Commander with oversight from the RSO/ARSO.

The position directly supervises of approximately 6-10 members of the Embassy’s Local Guard Force.



Interviewer’s notes

Main purpose and duties

Please describe, in a sentence or two, the main purpose / essence of the position.

Under the direct supervision of the Supervisory Senior Guard/Supervisory Mobile Patrol Guard on duty, with the oversight of the LGF Commander, RSO and Marine Detachment and within the overall framework of post security operations, the incumbent safeguards USG personnel and property at the various elements and locations that comprise U.S. Mission Ashgabat.

Please expand on the main purpose by describing 4 or 5 key aspects of the job. For example, describe the 4 or 5 major “roles” this job has. Exclude duties performed less than 10% of the job holder’s time.

1. Provides routine guard coverage on a regular or rotating shift at either a stationary post, reception point, or walking patrol, at any one of U.S. Mission Ashgabat's various guard posts. In cases of emergency, disturbance, and/or issues of security and safety concern provides timely notification up the pre-determined chain of command.
2. Controls access to buildings and grounds in accordance with the Mission's general and post-specific guard orders, Departmental guidance, and other security standards as appropriate. In this regard, also maintains a post security log to record routine activities, security incidents, and to keep track of security equipment at the various guard posts.
3. Uses specialized equipment (Itemiser, X-ray unit, Walk-Through Metal Detector, etc.) to screen vehicles and visitors entering Mission premises as well as letter and package deliveries, in accordance with all guard orders, procedural instructions and Departmental and Mission procedural guidelines. Further ensures that all visitors depart in a timely and orderly fashion after notification of visit termination.
4. Maintains full familiarity and compliance with all general and relevant post-specific guard orders.

Interviewer’s notes

Responsibility

This factor considers the extent to which the position requires the planning, organization, direction and control of resources (money, people, equipment, supplies, land, buildings, information). Consider the scale of the resources and the authority of the job holder to manage those resources. This factor also

considers the freedom to act with which the job holder is expected to have, the advice given and the resulting impact the position has internally and externally.

1.1 Staff/contractors

This question involves information about the “people” resources managed by the job holder. Management and/or supervision of people resources has different dimensions, from guiding others to full supervision. Please indicate the jobs of any staff/contractors controlled, specifying the number of people in each job. Please complete each sub-section where applicable, but avoid double counting. Example: Line Management for 4 employees would not be listed in Daily Work Guidance for the same group of people.

Long term strategic planning of staff. <i>This means planning for an entire workforce in a large organization. This is not actual supervision or traditional line management of staff.</i>	N/A
Line management of staff. <i>This means full administrative and technical supervision of staff. Full supervision implies approval of leave, selection of new employees, applying discipline, and monitoring employee performance. Include the total number in the job holder’s own “chain of command”.</i>	N/A
Project management. <i>This implies management of people in a project setting, where the project has a defined duration. Exclude persons counted in “line management” above.</i>	N/A
Contractors. <i>This means persons outside the job holder’s normal chain of command who may be outside or third-party contractors.</i>	N/A
Training – delivery of training courses in a formalised learning environment. <i>This means people managed by the job holder in relation to the job holder’s role as a formal Teacher or Instructor.</i>	Assists the LGF Commander to maintain the training program for all newly-hired guards. May be called upon to present instruction for an area in which he has particular expertise and/or experience.
Work allocation – eg daily work guidance/supervision. <i>Consider the job holder’s role in giving out work assignments, or giving daily instructions to others, but for whom the job holder does NOT have full supervisory responsibility. Example: Team Leader or Work Leader role</i>	N/A

Interviewer’s notes

Training - n/a

1.2 Other resources

For each of the following headings, indicate the type of resources controlled by the position and the nature of that control. Give some indication of overall value for each basic category (or scale of the resource in the case of information).

Equipment – personal use, repair and maintenance, security, safety, purchase decision, etc <i>Consider tools and equipment, including PCs. Define what the job holder does with the equipment (i.e. user, repairer, purchaser, etc.)</i>	User and operator of PC, printer, digital and still cameras, LGF telephones, and other LGF equipment such as medium-level defensive weapons such as batons.
Expendable supplies – issue/receive, determine supplies levels, purchase supplies, etc <i>Consider office supplies or other work supplies, the way in which the job holder deals with them. Estimate the value of goods held at any one time. Example: " orders monthly office supplies of \$250 per month"</i>	N/A.
Buildings/land – security, maintenance/refurbishment, sell/purchase decision, etc	Responsible for the ensuring the security of all U.S. Mission property to include buildings.
Financial matters – handling cash, formulating, monitoring or managing budgets, etc. <i>Consider the role of the job holder with respect to cash, funds, budgets or accounts. Define the role and the amounts involved.</i>	If so designated, receives and distributes the salary of whose security personnel on his shift.
Information – upkeep, access/security, management of information resource, etc. <i>Consider the job holder's responsibility for files, databases, records or controllable information items. Provide examples of the type and volume of information resources used, maintained or managed.</i>	Provides timely notification up the chain of command in cases of emergencies, disturbances, and/or issues of security and safety concern. Maintains logs of Security Office equipment as well as personnel entry/exit logs.
Contracted out goods and services – contract support, management, negotiation, etc. <i>Does the job holder have a responsibility for contracted out (outsourced) goods and services. Define the role responsibility and the amount involved. Example: Serves as COTR</i>	N/A

for window cleaning service contract.

Interviewer's notes

Equipment personal/shared: up to USD 1,000

Financial: n/a

1.3 Advice / recommendations

If the position is required to provide advice to others inside or outside of the organization, please indicate the type of advice given and the recipients. *Consider advice and recommendation that the job holder is responsible for providing to subordinates, colleagues, clients or management. Provide good examples of the kind of advice and recommendations that are required of the job holder on a regular basis.*

Upon the LGF Commander's request, provides security-related advice and recommendations to his colleagues.

Interviewer's notes

Knowledge

Consider the essential education, training, experience and skills that a person must possess in order to do the job. This may be different from those that the incumbent actually possesses. *Think about the "know-how" requirements as if the position were undergoing recruitment. Consider the minimum requirements to perform job duties at a fully successful level.*

Knowledge of the organization, external environment and/or specialist field *1. What does the job holder have to know about the agency/Mission/Section? 2. What does the job holder have to know about the host country/region? 3. What kind of subject matter knowledge is required, independent of internal procedures or USG policies?*

1. A working knowledge of FAM and FAH security regulations and Mission/RSO instructions and other related documents.
2. Must have a thorough knowledge of post security procedures and practices, host government law enforcement procedures and structure, familiarity with the local area where the Mission and its facilities are located.
3. Must have working knowledge of the degree of guard services required, as well as the function and organization of a USG diplomatic post, in order to maintain effective coordination between Embassy security and various elements within the Mission.

Education <i>The minimum academic requirement, include the level and the type. Examples: Completion of secondary schooling in general studies; Bachelors Degree in Nursing</i>	Completion of secondary school is required.
Training / membership of professional body <i>What kind of occupational training is required? Include specialized job training. Examples: safe driver training, word processing training, software applications training, procedural training (Consular or Admin training), cashier training, etc.</i>	On-the-job training is provided. Variety of ad hoc training courses provided by TDY security specialists.
Previous experience <i>Specify the minimum months or years of prior job-related experience, and the type of experience. Examples: 3 years trades and crafts; 5 years accounting; 1 year general clerical, etc. If prior supervisory experience is required, specify the minimum number of months/years required that is beyond job related experience: Example: 1 year previous supervisory experience in addition to 3 years journeyman level experience.</i>	One year's general work experience is required.
Language and other essential skills <i>Specify the minimum host country language and English language requirements in order to perform job tasks at fully successful level. Level 1: Rudimentary; Level 2: Limited Knowledge; Level 3: Good working knowledge; Level 4: Fluent; Level 5: Credentialed Professional Translator/Interpreter</i>	English – Level 2: Limited Working Knowledge. Russian – Level 3: Good Working Knowledge. Turkmen – Level 3: Good Working Knowledge. N/A

Interviewer's notes

Other skills: safe handling security equipment

Intellectual skills

Considers the extent to which the position demands the analysis and evaluation of information in order to formulate conclusions, ideas or judgements. Please indicate the types of problems the position has to solve, the degree of future planning required and the need for innovation. Please provide examples.

Problem solving <i>Identify the typical problems that the job holder is expected to resolve independently. Provide examples of most common problems solved by job holder regularly, and an</i>	Must exercise sound judgment when dealing with the public, and particularly when dealing with volatile persons and situations. Must have the presence and competence to deal with situations without the use of force but also must be able to judge when the use of force is warranted. Must be able to determine what incidents and concerns need to be reported up the chain of
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<i>example of most difficult problem solved.</i>	command and assess when higher-level attention (i.e. RSO, police, and fire department) is necessary.
Planning ahead <i>Think about the job holder's work horizon, i.e. how far in advance the job holder must plan his/her own activities?. Example: "The technician plans own work at least 3 days in advance; The Accounting Chief must plan the work unit tasks at least quarterly"</i>	Must plan his work at least two weeks in advance. His own leave and training need to be coordinated with long-term projects and office priorities.
Innovation. <i>Think about the opportunity and/or need to develop new approaches, procedures, designs, plans, guidelines. Examples: "must design new configurations for LAN"; "must adapt agency regs into internal SOPs"</i>	Must adapt agency regulations into internal SOPs and resolve apparent contradictions and other issues through his proper chain of command.
Interviewer's notes Planning: at least one day in advance	

Communications

Considers who the position communicates with, both within and outside of the organization, and the nature of the communication. For each key contact, please indicate the purpose of the contact and the type of information communicated. Identify if any specialized communication skills are required. (Examples: Counsels victims of assault; Refers callers to offices; Delivers speeches to conferences; Explains scientific data to non-experts; Interviews claimants for benefits; Calms down agitated customers)

Contacts are with colleagues, Embassy staff, local police officials assigned to protect USG installations and with all levels of visitors to the Mission, to include VIPs. Calms down and properly controls agitated visitors when needed. Refers visitors and callers to proper Mission personnel and offices.

Interviewer's notes

Environment

Considers the physical environment in which the job holder operates. It also considers any job related physical or psychological demands. Identify any job-related particular hazards that exist. Please be specific, including frequency and/or duration where appropriate.

<p>Job location. <i>Identify the primary location of the work, and any secondary locations.</i></p>	<p>Chancery, Residential Compound, Marine House, USAID and other areas as assigned.</p>
<p>Potential job related hazards. <i>Exclude hazards that may apply to all staff in the country/city.</i></p>	<p>Agitated and potentially aggressive Embassy visitors. Incumbent may also be a potential target by association due to U.S. Mission protection duties as well as during visiting dignitary protection operations. Can be exposed to potential hazards by subordinates who might be displeased by being reprimanded and/or dismissed.</p>
<p>Physical demands or Psychological demands. <i>Examples: heavy lifting; repetitive work; job related mental stress.</i></p>	<p>Job related mental stress and physical stress due to extreme local weather conditions and job requirements that require extended outdoors duty and long periods on foot.</p>
<p>Unusual work pattern demands – frequent travel, working away from duty station, rotating shift work, etc</p>	<p>Works a rotating 12-hour shift calling for duty throughout the day and night, any day of the week. Maintains readiness and is available for emergency calls and response 24 hours a day/7 days a week, including weekends, nights and holidays.</p>

Interviewer's notes

Other

Are there any other features of the position which should be noted?

Interviewer's notes