

13. BASIC FUNCTION OF POSITION

Under the direct supervision of the Senior Guard/Mobile Patrol Guard on duty and the oversight of the LGF Supervisor, 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 Supervisor 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 Supervisor, 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.