

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME**

90% - Second-line Supervisor:

Under the direct supervision of the Guard Supervisor, the incumbent serves as a second-line supervisor for up to six (6) LE Staff Guards. In this capacity the incumbent is responsible for ensuring that post operations are conducted in accordance with all security regulations and in the most secure, efficient manner possible. Senior Guards are on site supervisors at Mission facilities not located on the Embassy Compound; they supervise varying levels of complex screening procedures for weapons and other prohibited items depending on the type of individual entering controlled areas. In the course of security screening, Senior Guards must ensure the proper use of walk through metal detectors, hand held metal detectors, x-ray machines and itemizer explosive detection machines. At the Embassy or Residential Compound, the Senior Guard also ensures that all vehicles entering are thoroughly screened for VBIEDs (Vehicle Born Improvised Explosive Devices), and all vehicle occupants have a valid access requests and/or identification.

The Senior Guard acts as the backup Guard Supervisor; they must be familiar with all functions of the Guard Supervisor position and receive on the job training to support this function. Senior Guards also provide verbal and written reprimand recommendations to the Guard Supervisor and Local Guard Force Commander, write incident reports, and will drive an official USG vehicle while performing their assigned duties during shift.

Senior Guards are the primary drivers and on-site supervisors for the Embassy's Mobile Patrol Unit. They conduct security patrols to all LE Staff Guard Posts located outside of the Main Embassy Compound: Public Diplomacy, USAID, new PD/IBC, MSGQ, DCMR, Residential Housing Compound, and all U.S. Chief of Mission residential apartments and houses to include the DATT and Pol/Mil; responsible for the 24/7 mobile REACT response force for emergency situations such as vehicle accidents, residential break-ins and burglaries, demonstrations, etcetera, involving U.S. Mission personnel and property; maintains the mobile patrol security log book to record routine activities, security incidents, and to keep track of security equipment at the various guard posts; instructs and trains one standard guard assigned to the mobile patrol vehicle during their shift on how to conduct security roves, foot patrols, and residential checks, making use of provided Guard Electronic Monitoring System (GEMS) equipment; informs the Local Guard Force Commander of road closures and construction projects; reports all mobile patrol responses to suspicious activity calls, creating a suspicious activity report, and passing the information to the Guard Supervisor and the Local Guard Force Commander; liable for all U.S. Government equipment and medical supplies for the mobile patrol vehicle during shift and ensure the junior guards maintain a clean and well kept vehicle reporting any issues or problems before the end of shift and/or changeover; report all mechanical problems immediately to the Guard Supervisor, Local Guard Force Clerk and Local Guard Force Commander.

In medical emergency situations, performs basic first aid, and notifies proper medical personnel if other medical treatment is needed. Assists and provides protection to USG employees in distress. Senior Guards interact with host nation law enforcement and building managers during their assigned duties.

5% - Attends English language training to maintain and improve on their level III proficiency; bi-weekly Senior Guard meetings; and monthly Local Guard Force training.

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

15. REQUIRED QUALIFICATIONS

- a) Education: Completion of secondary school is required. Military or police training is desirable.
- b) Prior Work Experience: Two years of security experience required.
- c) Post Entry Training: On-the-job training is provided; FSI Online courses are available and DS security training will be provided when appropriate.
- d) Language Proficiency: Level III (Good working knowledge) of English, Russian, and Turkmen is required.
- e) Knowledge: The incumbent must be thoroughly familiar with all General and Post/Specific Guard Orders. Basic first aid knowledge is preferred however not required. Good working knowledge of the local streets, hospitals, police stations, and residences are preferred. Must be able to perform their duties under adverse conditions.
- f) Skills and Abilities: Must be familiar with Microsoft Office; have an excellent ability to deal professionally with all Mission staff, American supervisors, building and security managers, local law enforcement, contractors, and peers; provide clear and concise written and oral communication with the Regional Security Office, Mission Staff, and superiors; use and maintain USG security vehicles and equipment, operating and handling them in a safe and responsible manner. Must have a valid Class B drivers license.

16. POSITION ELEMENTS

- a) Supervision Received: Directly supervised by the Guard Supervisor with oversight from the LGF Commander, ARSO and RSO.
- b) Available Guidelines: Written and oral Local Guard Force orders, policies and procedures; FSN Handbook; written and oral orders given by the ARSO, RSO, LGF Commander, Guard Supervisor or other superiors.
- c) Exercise of Judgment: Must be able to independently handle a full range of emergency situations, to determine the appropriate response to each situation and to assess when higher-level attention (i.e. RSO, police, or fire department) is necessary; act quickly and decisively while exercising considerable independence in the on-going training; frequently exercise judgment in making on the spot operational decisions affecting the security of USG personnel and facilities; integrity is essential.
- d) Authority to Make Commitments: Has no authority to commit USG funds, but regularly directs personnel or resources within their scope of authority.
- e) Nature, Level and Purpose of Contacts: The incumbent will have daily contact with LE Staff Guards, Mission LE Staff, USG Mission Staff, contractors, building and security managers, and low to mid level law enforcement personnel from Host Nation.
- f) Supervision Exercised: Under the direct supervision of the Guard Supervisor, the incumbent serves as a second-line supervisor for up to six (6) LE Staff Guards.
- g) Time Required to Perform Full Range of Duties: One year.