

# INTERAGENCY LOCALLY EMPLOYED STAFF POSITION DESCRIPTION

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

1. POST Hanoi, Vietnam	2. AGENCY State	3a. POSITION NO. A-562-98
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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      5 positions

4. REASON FOR SUBMISSION

a. Reclassification of duties: This position replaces  
 Position No. \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)

b. New Position

c. Other (explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Security Guard, FSN-710	2	<i>DT</i>	04-07-08
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Security Guard	7. NAME OF EMPLOYEE
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8. MISSION U.S. Embassy, Hanoi	b. Second Subdivision Guard Force
a. First Subdivision Regional Security Office	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.
<div style="display: flex; justify-content: space-between;"> <span>_____</span> <span>_____</span> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Typed Name and Signature of Employee</span> <span>Date(mm-dd-yy)</span> </div>	<div style="display: flex; justify-content: space-between;"> <span>Nguyen Dang Thung</span> <span>04-07-08</span> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>_____</span> <span>_____</span> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Typed Name and Signature of Local Supervisor</span> <span>Date(mm-dd-yy)</span> </div>

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.
<div style="display: flex; justify-content: space-between;"> <span>Claude Poole</span> <span>04-07-08</span> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>_____</span> <span>_____</span> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Typed Name and Signature of American Supervisor</span> <span>Date(mm-dd-yy)</span> </div>	<div style="display: flex; justify-content: space-between;"> <span>Donald Tilley Jr.</span> <span>04-07-08</span> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>_____</span> <span>_____</span> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Typed Name and Signature of Human Resources Officer</span> <span>Date(mm-dd-yy)</span> </div>

13. BASIC FUNCTION OF POSITION  
 Perform guard service on a regular or rotating shift at a stationary or roving post to prevent entry of unauthorized persons onto USG facilities and residences. Protect government properties from fire, damage or theft. Check vehicles and persons desiring to enter government compounds/buildings for unauthorized or dangerous items.

14. MAJOR DUTIES AND RESPONSIBILITIES 100% OF TIME

Stand post outside and inside the building to prevent entry of unauthorized persons and detect hostile surveillance or suspicious persons or activities. In cooperation with local law enforcement, conduct initial interview of suspicious individuals and reports this information immediately to chain of command. Write incident reports to chain of command.

Screen all incoming visitors, mails and packages for any prohibited or dangerous items.

Control vehicular and pedestrian traffic in front of facilities to ensure all entrances remain unobstructed and that unauthorized vehicles do not park nearby. Assist vehicles exiting the compound by going out to the street to help act as

traffic control. Screen vehicles for dangerous devices.

Respond to emergencies in accordance with guard orders to ensure the safety of personnel and visitors.

Perform other related duties as directed.

#### 15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Completion of secondary school is required.

b. Prior Work Experience

None.

c. Post Entry Training

Must be trained in the methods of screening persons, packages and vehicles; basic guarding procedures and policies, access control and surveillance detection; use and routine maintenance of sophisticated security equipment such as itemiser III explosive detector, X-ray equipment, walk through and hand held metal detectors; use of fire fighting equipment; and basic observation skills and report writing.

d. Language Proficiency: List both English and host country language(s) by level and specialization.

Level 2 (Basic) English. Level 4 (Fluent) Vietnamese).

e. Knowledge

Knowledge of local guard program, guard orders, instructions and procedures. Knowledge of post organizations, offices, buildings and residences. Basic knowledge of first aids, emergency drills and fire fighting equipment. Knowledge of local law regarding arrest, detention, self-defense and use of force. Knowledge of the methods and appropriate application of the use of force.

f. Skills and Abilities

Must be able to deal with visiting members of the public in a courteous, respectful and firm manner. Must be able to follow instructions and be reliable in attendance and performance.

#### 16. POSITION ELEMENTS

a. Supervision Received

Under the direct supervision of the Guard Supervisor and the Senior Guard.

b. Available Guidelines

Local guard orders. Oral and written instructions from supervisors.

c. Exercise of Judgment

Operate independently at many posts. Must be able to exercise good judgment in response to routine and emergency situation.

d. Authority to Make Commitments

None.

e. Nature, Level and Purpose of Contacts

Personal contact with employee in public, private sector at all levels to provide security.

f. Supervision Exercised  
None.

g. Time Required to Perform Full Range of Duties after Entry into the Position  
Three months.