

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 Department of State	3a. POSITION NO.
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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 8 positions (*Positions No. N-562-21/53/54/30/55/72/94/95*) No

4. REASON FOR SUBMISSION

a. Reclassification of duties: This position replaces

Position No. _____ (Title) _____ (Series) _____ (Grade)

b. New Position 9 additional positions (*Positions No. A-562-101 – 109*)
 c. Other (explain) (*Offices expansion and presence of Mission staff at Tungshing building*)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Access Guard, FSN 710	4	MTD, <i>MTD</i>	<i>11/16/2010</i>
b. Other				
c. Proposed by Initiating Office	Access Guard, FSN 710	FSN 4		

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
8. MISSION U.S. Embassy, Hanoi	b. Second Subdivision
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.

_____ Typed Name and Signature of Employee Date(mm-dd-yy)	NGUYEN, Dang Thung _____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)
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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.	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.
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Keith J. Byrne _____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)	<i>Maria T. De Veyra</i> <i>11/16/2010</i> _____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)
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13. BASIC FUNCTION OF POSITION
 The Incumbent serves as Access Security Guard/Receptionist at the entrance to the offices which are located in one floor of the Tungshing building, and is responsible for the control of persons and material entering and leaving the offices during normal office hours. Incumbent must also ensure that no prohibited or dangerous items are brought onto entire offices as well as all outside mail is properly screened prior to dissemination. Incumbent

acts as initial and main force to deal with all type of incidents and emergencies occur within assigned area.

14. MAJOR DUTIES AND RESPONSIBILITIES

100% OF TIME

Controls access of all visitors, personal affects, packages and mail into the CDC or/and USAID offices in one floor of Tungshing building. Utilizes hand searches as well as sophisticated detection equipment such as Itemizer III explosive detector, X-ray, walkthrough and hand held metal detectors, to ensure that prohibited or dangerous items are not brought into CDC/USAID facilities. Protects USG property from fire, destruction or theft and performs other duties as required. Acts as the initial and main force in response to security incidents or emergencies.

- Receives and controls visitors. Ensures that all visitors are authorized and screens them and their personal belongings for prohibited or dangerous items. Enter their names in a register and informs by telephone the office or person to be seen. Visitors are either escorted or, in some cases, instructed how to reach the appropriate office. Receives notification calls when visitors leave offices and registers time of their departure from the building. Ensures that all visitors depart in timely manner, after notification of visit termination (50%)
- Controls access of persons delivering goods or performing services in the building. Controls all material entering or leaving the offices requiring that property passes be presented for items removed. (10%)
- Screens all packages and mail, not received through the pouch system, to ensure that they do not contain any dangerous items. (10%)
- Takes temporary custody of prohibited items such as cameras, cellular telephones, and other electronic devices. (10%)
- Controls the entry of employees and ensures that Embassy identification is properly displayed. Acts as a group leader for regular guards at post in the absence of the Senior Guard. (10%)
- Be the initial and main force in response to suspicious activity or emergencies. (10%)

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Completion of secondary school is required.

b. Prior Work Experience

One to two years of experience in police, security or receptionist related duties.

c. Post Entry Training

Must be trained in the methods of screening persons, packages, and vehicles; in the use and routine maintenance of sophisticated security equipment such as Itemiser III explosive detector, X-ray machine, Walk through and handheld metal detectors; in the use of fire fighting equipment; and on the basic observation skills and report writing. Must be trained in customer service, communication skills and professionalism.

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

Level 3 (good working knowledge) English language is required. Level 4 (fluent) Vietnamese language is required.

e. Knowledge

Incumbent must keep abreast of current threat information, terrorist tactics, and local events that may affect Mission security. Must be knowledgeable of Mission Organization, offices, buildings, and residences. Must be knowledgeable of all emergency procedures, guard orders, basic first aid, and fire fighting equipment. Must be knowledgeable of local laws as applied to arrest, use of force continuum and detention of

suspicious individuals.

f. Skills and Abilities

Incumbent must be able to interpret and apply access control policies as they apply to the various types of visitors. He/she must be able to independently and effectively resolve access control conflicts with employees and visitors. In emergencies, incumbent must be able to apply general and post orders and determine the most appropriate response to any given situation. He/she must be able to effectively communicate with persons from all socio-economic levels.

16. POSITION ELEMENTS

a. Supervision Received

Work under the general supervision of the Guard Force Commander and under direct supervision of Shift Commander and Senior Guard.

b. Available Guidelines

General and post specific guard orders.

c. Exercise of Judgment

Must be able to independently screen persons and packages entering entire offices facility to which assigned. Must be able to deal with incident or emergency following guideline in the guard orders.

d. Authority to Make Commitments

None.

e. Nature, Level and Purpose of Contacts

Embassy personnel and visitors.

f. Supervision Exercised

In the absence of Shift supervisor, incumbent acts as a team leader at a post (from 2 to 5 guard personnel). As such, he/she is responsible for providing clear and concise instructions to regular guards at the post and offices personnel to react to any emergency. Maintains liaison with Marine Post One and RSO to ensure that they are apprised of any suspicious event or emergency.

Time Required to Perform Full Range of Duties after Entry into the Position

One year.