

# INTERAGENCY LOCALLY EMPLOYED STAFF POSITION DESCRIPTION

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

OST Hanoi, Vietnam	2. AGENCY Department of State	3a. POSITION NO. A-562-110
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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

4. REASON FOR SUBMISSION

a. Reclassification of duties: This position replaces

Position No. \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)

b. New Position

c. Other (explain) **As per recommendation of DS/IP/OPO/FPD**

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Security Guard, FSN-710	3	MTD <i>[Signature]</i>	11/18/2010
b. Other				
c. Proposed by Initiating Office	Security Guard, FSN 710	FSN 3		

OST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
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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.
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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) _____	Maria T. De Veyra Typed Name and Signature of Human Resources Officer _____ Date(mm-dd-yy) _____
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**BASIC FUNCTION OF POSITION**

Performs guard service as escorting/ receiving guests, officers at the Embassy annex to safeguard the U.S. Government property and personnel.

**14. MAJOR DUTIES AND RESPONSIBILITIES**

100% OF TIME

Incumbent of this position is responsible for escorting and directing guests of Consular section and other offices located inside the Rose Garden annex to ensure that all guests are escorted at all time and are directed to their offices after passing security screening. The incumbent also protects government properties from fire, damage or theft; backs up for access guard in access control and performs other related duties as directed.

- Stands or moves around the 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> floor inside the Rose Garden annex to receive, manage, escort and usher all visitors of Consular section and other offices to ensure that all guests are escorted at all time and are directed into the entire offices after checking in the compound. 80%
- Backs up for access guards in screening all incoming visitors, mails and packages - 10%
- Acts as the primary liaison between the Guards at post and other offices in providing customer service and checks inner facilities perimeter- 10%.

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education  
Completion of secondary school is required.
- b. Prior Work Experience  
Six months responsible experience in military, police or security work is required.
- 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 firefighting equipment; and on the basic observation skills and report writing. Must be trained on customer service, communication skills and professionalism.
- d. Language Proficiency: List both English and host country language(s) by level and specialization.  
English ability: Written: level 3 Spoken: level 3  
  
Vietnamese ability: Written: level 4 Spoken: level 4
- 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 firefighting equipment. Must be knowledgeable of local laws as applied to arrest, use of force 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 manage Embassy visitors inside the Embassy annex. Must be able to deal with incidents or emergencies following guidelines in the guard orders.
- d. Authority to Make Commitments  
None.
- e. Nature, Level and Purpose of Contacts  
Embassy personnel and visitors.
- f. Supervision Exercised  
None
- g. Time Required to Perform Full Range of Duties after Entry into the Position  
Three months.