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FSN 700 SECURITY GROUP

(TL:FSNH-9; 8-30-93)

This group includes all classes of positions the duties of which are to advise on, administer, supervise, or perform personnel background investigations, other security related duties, or protective services in guarding Government buildings and property and safeguarding occupants, visitors, or employees in these buildings.

Series of classes included in this group are:

Investigations Series	FSN 705
Guard Series	FSN 710

FSN 705 INVESTIGATION SERIES

This series includes positions in which the primary responsibility concerns planning and conducting investigations covering the character, practices, suitability or qualifications of persons seeking employment with the embassy or associated agencies. Other positions may include, in addition to suitability investigations, planning and conducting investigations relating to suspected fraud in immigration or consular cases, theft or pilferage of U.S. Government property, and allegations of fiscal irregularities. A few of the positions may additionally include special liaison functions with police, military, or security units of the host country to obtain protection for the embassy and associated agency personnel and buildings.

The Investigations Series provides for four levels of Security Investigator positions and one clerk position. They are:

Security Investigator	FSN 705-10
Security Investigator	FSN 705-9
Security Investigator	FSN 705-8
Security Investigator	FSN 705-7
Security Clerk	FSN 705-5

The distinctions between the levels of the four Security Investigator positions are based essentially on the complexity of assignments, degree of supervision provided, and level of responsibility. Security Investigator FSN-10 is the highest level described in the series. An employee at this level investigates the most complex and difficult cases, supervises and trains lower level investigators, serves as an advisor to the Security Officer on local police and court procedures, and assists in the liaison functions with police or security organizations of the host country. These positions are normally found at posts with a large, complete, and varied security and investigations program with active requirements for liaison with local police and security authorities. Employees at this level because of training, experience, and extensive contacts are able to operate effectively with minimum supervision. Security Investigators FSN-9 perform many of the duties described for the FSN-10 level at a post where the overall size and scope of the security program is a notch below those described for the FSN-10 level. Security Investigator FSN-8 is the level provided for a fully trained Investigator who can perform the full range of normal investigative functions with a minimum of supervision and guidance. Some of the liaison and advisor functions may also be performed at a medium or small post. The Security Investigator FSN-7 is an entering level in which the Investigator is assigned less complicated cases or segments of cases and receives considerable guidance and supervision.

FSN 705-10 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: security
TITLE: security Investigator

SERIES: investigations
LEVEL: FSN 705-10

BASIC FUNCTION:

Performs personal security background investigations and special investigations assigned by the Security Officer. Assists Security Officer in maintaining liaison with police and security officials.

MAJOR DUTIES AND RESPONSIBILITIES:

As the senior FSN employee in the Security section serves as:

- (1) Advisor to the Security Officer,
- (2) Immediate supervisor of the FSN security unit,
- (3) Investigator conducting the most complex investigations as requested by the Security Officer, and
- (4) Assistant to the Security Officer in establishing and maintaining effective liaison relationships between the Embassy and local authorities at various levels including the National Police, local police, and security agencies.

Briefs and keeps the Security Officer informed on police security and civil and criminal procedures of the host country. Is the immediate supervisor of the FSN staff in the Security Office which may consist of from one to eight employees excluding guards. Trains and assists lower level investigators in investigative techniques, development of personal interviews, and methods of improving liaison with local authorities. Personally conducts the most complex investigations involving conflicting testimony with some witnesses describing a person's behavior as unsuitable or illegal and other witnesses depicting the individual's actions as entirely normal and legal. Other special investigations may relate to suspected fraud in immigration or consular cases; theft and pilferage of U.S. Government property; allegations of malfeasance, fiscal irregularities, and threats or security incidents and robberies involving official U.S. personnel.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of secondary school is required. Possession of a collegiate degree is desirable.

EXPERIENCE: From four to six years of progressively responsible experience in investigative work with a military, police, private security, or U.S. Government organization. A minimum of three years of the experience should be with a U.S. Government organization.

LANGUAGE: Level 3 (good working knowledge) of English.

KNOWLEDGE: A working knowledge of the Foreign Affairs Manual pertaining to security and the Bureau of Diplomatic Security's Instructions and Procedures. A working knowledge of documentary sources of information and familiarity with local laws pertaining to marriage, divorce, adoption, military service, etc.

ABILITIES: Ability to maintain extensive contacts with officials of various local agencies. Ability to exercise initiative and resourcefulness in obtaining information or evidence. Ability to train and supervise the work of others. Ability to draft reports in precise English.

DISTINGUISHING FEATURES:

FSN-10 is the highest level described in the Investigating Series. Positions at this level are characterized by the fact that they are the senior FSN positions in the Security Unit (no more than one position at this level is justified at any one post). They have multiple responsibilities, including investigating the most complex or sensitive cases, immediate supervision of the FSN staff in the Security Unit, and serving as advisor to the Security Officer in connection with local police and court procedures and liaison with various local police and security authorities. Providing continuity in the Security Unit is an important feature of positions at this level, particularly in regard to maintaining useful contacts and liaison with police and security officials in the host country. This becomes especially important at posts where terroristic activities require mobile guard escorts and other measures to protect the ambassador and other high ranking officers or during periods of mob or riot action requiring special protection for the embassy or offices of associated agencies. The number of local employees supervised varies, and, although supervision is not a grade controlling factor, it is usually present to some degree in all FSN-10 positions.

Positions at this level are found at posts with security programs that are of the greatest scope, and normally the largest in terms of the total number of background and other types of investigations required, plus active security liaison duties with host country security and police officials because of real or potential security problems. Normally all these conditions will be found only at very large or large posts.

SUPPLEMENTARY NOTES:

Employees engaged in this type of work may possess legal training or experience. While this qualification is useful, it should be noted that the purpose of the position is not to render legal opinions as such. The employee should be familiar with civil and criminal procedures followed at various levels of civil and criminal courts in the host country and with certain local laws particularly those relating to marriage, divorce, adoption, legitimization, and military service.

FSN 705-9 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: security
TITLE: security Investigator

SERIES: investigations
LEVEL: FSN 705-9

BASIC FUNCTION:

Performs personal background or special investigations assigned by the Security Officer. Assists the Security Officer in maintaining liaison with police and security officials.

MAJOR DUTIES AND RESPONSIBILITIES:

Serves as the senior FSN investigator conducting complex or sensitive investigations requested by the Security Officer. Advises the Security Officer on local police, court, and investigative procedures and assists in developing and maintaining effective liaison relationships between the embassy and the host country police and security officials. Trains and assists lower level investigators in investigative techniques, development of personal interviews, and methods of improving liaison with local authorities. Investigations include personal background, suspected fraud in immigration or consular cases, theft of U.S. Government property, allegations of malfeasance, fiscal irregularities, robberies, threats to or security incidents involving official U.S. or FSN personnel.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of secondary school is required. Possession of a collegiate degree is desirable.

EXPERIENCE: From three to five years of progressively responsible experience in investigative work with a military, police, private, or U.S. Government organization. A minimum of three years of the experience should be with a U.S. Government organization.

LANGUAGE: Level 3 (good working knowledge) of English.

KNOWLEDGE: A working knowledge of the Foreign Affairs Manual pertaining to security and the Bureau of Diplomatic Security's Instructions and Procedures. A working knowledge is required of documentary sources of information and familiarity with local laws pertaining to marriage, divorce, adoption, military service, etc.

ABILITIES: Ability to maintain extensive contacts with officials of various local agencies. Ability to exercise initiative and resourcefulness in obtaining information or evidence. Ability to draft precise reports in English at some post's, and in the host country language.

DISTINGUISHING FEATURES:

Investigators at the FSN-9 level perform duties that are similar in many respects to those performed at the FSN-10 level. The main differences are that the scope and size of the security programs are not of the same magnitude resulting in fewer investigative cases in the complex and sensitive area. The recognized security problems are also not as great as at the next higher level resulting in less frequent contacts with local security forces. Investigators at the FSN-9 level are distinguished from the FSN-8 level by the more complex investigations requiring greater initiative and resourcefulness in resolving conflicts in statements from witnesses, in developing and following leads, and in ferreting out documentary evidence. They work with less supervision than Investigators at the FSN-8 level as they are expected to plan and develop their cases without periodic guidance. Their completed reports are reviewed for accuracy, completeness, and, most importantly, for adequacy in presenting the facts and information to support an administrative decision. Positions at the FSN-9 level are usually found at medium to large size posts.

FSN 705-8 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Security
TITLE: Security Investigator

SERIES: Investigations
LEVEL: FSN 705-8

BASIC FUNCTION:

Performs investigations relating to personal security background information and investigations requesting by various U.S. Government agencies concerning a variety of subjects involving fraudulent or other questionable activity by residents or former residents of the country.

MAJOR DUTIES AND RESPONSIBILITIES:

Performs the full range of personal background security investigative duties relating to the determination of suitability for employment with the embassy or associated agencies of Foreign Service local job applicants. This involves planning, investigating, fact finding, evaluating, and writing the report that will be the basis for the determination of the applicants suitability for employment. Similar personal background investigations are made of local citizens or alien residents in the country who are on prospective spouses of American Embassy personnel. Special investigations are performed on prospective scholars and travel grantees sponsored by the U.S. Educational Foundation (Fulbright Grants) and candidates submitted for admission to the military academies West Point and Annapolis. Conducts investigations into a variety of cases concerning suspected fraudulent actions committed for the purpose of obtaining visas. These may include sham marriages, false identity, fraudulent claims or relationship to a U.S. citizen or of a child to a principal applicant for an immigrant visa. As requested, employee may investigate suspected irregularities on the part of Foreign Service National employees engaged in the issuance of visas.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of secondary school is required. Completion of one or more years of college-level study is desirable.

EXPERIENCE: From two to four years of progressively responsible experience in investigative work with a military, police, or private security organization. Two years of the experience should be with a U.S. Government organization.

LANGUAGE: Level 3, good working knowledge of English.

KNOWLEDGE: A working knowledge of the Foreign Affairs Manual pertaining to security and the Bureau of Diplomatic Security's Instructions and Procedures. Knowledge of the principles and techniques of investigating. A good working knowledge of documentary sources of information and familiarity with pertinent local laws such as marriage, divorce, adoption, invasion of privacy, etc.

ABILITIES: Ability to maintain extensive contacts with officials of various local agencies including the police. Ability to deal effectively with others and to obtain their cooperation. Must be able to distinguish between relevant and irrelevant information and to report facts accurately in a logical, concise, and objective manner.

DISTINGUISHING FEATURES:

This is the full operating or working level in which the Investigator performs the full range of investigative functions on assigned cases from planning, through fact finding to reporting the results of the investigations. Assignments at this level generally involve cases of moderate difficulty in which facts are available through the usual sources or records, but the records may be poorly organized and considerable views may be encountered from various witnesses regarding the character, habits, and activities of an individual under investigation and the investigator must endeavor to obtain sufficient facts and information to permit an equitable decision to be made regarding suitability for employment of the individual. The investigator at this level works independently in planning and conducting work on assignments which are similar to those previously handled. On unusual assignments that involve unfamiliar issues or unusual problems, receives more direction, guidance, and advice from the supervisor at the outset of the investigation. The completed work is reviewed for technical accuracy and adequacy and for compliance with supervisor's instructions. Must exercise considerable judgment in recognizing, exploring, and exploiting leads and in distinguishing between relevant and irrelevant information. Also must utilize considerable judgment in determining when interviewed enough witnesses and collected enough information to complete the case.

FSN 705-7 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Security
TITLE: Security Investigator

SERIES: Investigations
LEVEL: FSN 705-7

BASIC FUNCTION:

Performs a limited range of investigative work pertaining primarily to personal security background information.

MAJOR DUTIES AND RESPONSIBILITIES:

Conducts investigations to verify educational qualifications, previous employment claims, references, allegations involving character, and suitability of applicants for employment with the embassy or associated U.S. Government agencies. Investigations include interviewing employees, previous employers, educational institution officials, and others in order to verify the correctness of particulars supplied by prospective applicants, domestic employee applicants, or contract workers. Prepares evaluation reports on the background, conduct, demeanor, and suitability for employment of applicants. Similar investigations and reports are prepared in connection with periodic security up-dating of Post employees. The reports must be clearly written, detailed, and present the facts that will permit a decision by the Security Officer.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of secondary school is required. Completion of one or more years of college-level study is desirable.

EXPERIENCE: From one to three years of progressively responsible experience in investigative work with a military, police, or private security organization. One year of the experience should be with a U.S. Government organization.

LANGUAGE: Level 3, (good working knowledge) of English.

KNOWLEDGE: A working knowledge of the Foreign Affairs Manual pertaining to security and the Bureau of Diplomatic Security's Instructions and Procedures. Knowledge of the basic principle and techniques of investigation. A good working knowledge of documentary sources of information and familiarity with pertinent local laws such as marriage, divorce, adoptions, invasion of privacy, etc.

ABILITIES: Ability to distinguish between conclusions and facts and to report facts accurately in a concise, logical, and objective manner. Must be able to deal effectively with others and to gain their cooperation. Ability to type at Level 1 is desirable.

DISTINGUISHING FEATURES:

This is normally an entering or advanced trainee investigative level. The primary distinguishing features between this level and the next higher level of Investigative positions is the complexity of assignments and the level of responsibility or degree of supervision and guidance provided. At this level the investigator is given assignments that are uncomplicated and usually are segments of the complete investigation. Works under careful instruction and independently carries out specific tasks such as conducting interviews and writing reports such as birth, death, marriage, adoption, or other records to establish relationships and corroborate claims. Completed work is reviewed to determine the technical accuracy and adequacy of work and to determine the need for additional instructions. The employee must exercise judgment during interviews to develop leads and pursue questioning which may be fruitful in obtaining information pertinent in determining employment suitability of applicants.

FSN 705-5 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Security
TITLE: Security Clerk

SERIES: Investigations
LEVEL: FSN 705-5

BASIC FUNCTION:

Performs moderately difficult clerical and related work pertaining to Security Investigations.

MAJOR DUTIES AND RESPONSIBILITIES:

Establishes case folder and index control card for each investigation. Initiates form letters for record checks and sends them to police investigative agencies and Political and Consular Sections of the embassy. Schedules applicants for interviews by an investigator and prepares and sends out routine correspondence to check applicant's references, employment, and educational background. If derogatory information is received indicating a criminal record, prepares letter requesting verification of identity and sends to appropriate court where conviction occurred. Prepares security certification form for signature of Security Officer when investigation is finished favorably. Types report on appropriate form when case is denied clearance. May translate investigator's reports or related material into English. Maintains files, periodically inspecting to determine outdated records subject to disposal. Furnishes information on the status of pending cases, processes requests for post's ID cards, maintains office supplies, prepares T & A cards for Security Office, and performs related clerical tasks as assigned.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of secondary school is required.

EXPERIENCE: From one and one-half to two years of experience in office clerical and secretarial work.

LANGUAGE: Level 3, (good working knowledge) of English.

KNOWLEDGE: A good working knowledge of administrative office procedures and procedures of agencies and organizations normally contacted by the investigative staff.

SKILLS: Typing at Level 2, 40 words or more per minute is required. Stenographic skill is desirable, but not required.

DISTINGUISHING FEATURES:

Positions of Security Clerk FSN-5 involve the performance of clerical duties pursuant to well-defined guidelines. Once familiar with day-to-day processes the employee operates under general supervision, referring only new or novel questions to the supervisor for guidance. The strongest feature of the position and the basis for the grade allocation rests largely on the responsibility that the employee had for initiating all of the various steps required for the clearance process maintaining the case records, and following through with each step until the case is closed. In effect, the employee acts as a control clerk starting each of the various steps in the process at the proper time, keeping track of where the case stands from the time the case is started until it is closed.

FSN 710 GUARD SERIES

This series includes positions that involve performing or supervising protective services in guarding U.S. Government buildings, equipment, or property and safe-guarding U.S. Government employees, their dependents, or visitors to any of the building or installations.

The primary mission of the guard program is to protect Government property from hazards such as sabotage, theft, espionage, fire, and accidental or wilful damage and destruction. In recent years the increase in terroristic activities has increased the potential for damage to buildings and property and the danger to top level officers and other personnel of the embassy and associated agencies. The methods used to protect against the dangers and hazards vary considerably from post to post. At most posts internal security within the various buildings is the responsibility of the Marine Guard unit with intermittent support from local police or local military units for security outside the buildings compounds. At other posts an arrangement is made with local authorities for a special police or military unit to provide full-time external protective service for embassy and associated agency buildings. At other posts, the Marine Guard and local police or military protective service is supplemented by a guard force of appointed or contract Foreign Service National employees. At these posts the FSN Guard may serve in various capacities including: Guard/Receptionist during duty hours controlling access the Main Chancery or other buildings; as patrolling guards in a housing area; as guards within a compound guarding various buildings, motor pools, or supplies; or as an escort for employees between the chancery and various parts of the city.

The Guard Series includes four non-supervisory and two supervisory levels of positions. They are:

Guard Supervisor	FSN 710-6
Guard Supervisor	FSN 710-5
Guard	FSN 710-4
Guard (Receptionist)	FSN 710-4
Guard	FSN 710-3
Guard	FSN 710-2
Watchman	FSN 710-1

The difficulty level of guard positions is determined largely by the nature and type of work assignments. The elements which are important in indicating differences in levels of difficulty and responsibility include:

Conditions surrounding the property guarded, e.g., the nature of the property or building guarded, its accessibility, and the nature of the population using the property.

The nature of the potential hazard or risk to the property and to the life and physical well-being of the guard.

The nature and purpose of person-to-person relationships.

The distinctions between levels of positions in the Guard Series are believed to be clear. Briefly, the grade levels of the two Supervisory positions are based primarily on the scope and size of the guard operation supervised. Guards at FSN-4 exercise more stringent security controls than Guards at the next lower level, the areas or posts to which they are assigned present greater potential hazards, and greater skill is required in person-to-person contacts with persons entering the facilities guarded. There are not many positions at this level. The next lower level, Guard FSN-3, is the trained, experienced, fully operating guard level in which the majority of guard positions are located. The Guard FSN-2 level is an entry level in which guards perform routine uncomplicated guard duties which provide training for the next higher level. Watchman positions as envisioned by the standards, perform the simplest form of protective assignment.

FSN 710-6 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Security
TITLE: Guard Supervisor

SERIES: Guard
LEVEL: FSN 710-6

BASIC FUNCTION:

Supervises a guard force assigned to safeguard U.S. Government property and personnel.

MAJOR DUTIES AND RESPONSIBILITIES:

Supervises and coordinates the activities, schedules, breaks, and interchanges of a large guard force (more than 15 employees), which provides protective services on a 24 hour basis for the buildings, property, and personnel of the embassy and associated agencies. Issues regular and special guard orders; assigns guards to specific posts and duties; informs them of any special circumstances which may require their attention. Periodically patrols and inspects all posts to ascertain that guards are diligent and attentive to duties. Enforces discipline and observes conduct and individual performance of guards. Investigates irregularities and unusual situations and prepares reports and recommendations relating to the protective functions of the guard force. Instructs guards in the use of firearms; provides instruction on protection measures and methods, particularly as they relate to emergency plans and situations.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of elementary school is required. Completion of secondary school is desirable.

EXPERIENCE: Two to two and one-half years of military, police, or private experience in guard related duties. At least one year of the experience should have been in a supervisory capacity.

LANGUAGE: Level 3, (good working knowledge) of English.

SKILLS: Must be skilled in the use of firearms, hold a valid driver's license, and type at Level 1, less than 40 words per minute.

DISTINGUISHING FEATURES:

This is the higher of two levels provided for supervisory positions in the Guard Series. The difficulty factor at this level is distinguished from the next lower level by the greater scope and size of the protective guard operation supervised. At this level protective services are usually provided to a number of buildings which may include the residences of the ambassador and DCM, in addition to the chancery, a motor pool, warehouses, and other buildings. Guidelines are provided by written and oral instructions from the Security Officer. Most, if not all, Supervisory Guard positions at this level will be limited to large posts that have American Security Officers who provide overall supervision and direction to the guard program. In some instances Guard Supervisors at the next lower level may be in charge of the night shift but work under the overall supervision of a Guard Supervisor, Supervisory responsibilities are heavy in Guard Supervisor positions at this level as the guard force supervised may range from 16 to 60 employees.

SUPPLEMENTARY NOTES:

Posts that require Guard forces of the size requiring Guard Supervisor positions are usually located in countries with a high crime rate and/or political and social instability resulting in a situation that presents greater than normal danger and hazards to the Guard force.

FSN 710-5 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Security
TITLE: Guard Supervisor

SERIES: Guard
LEVEL: FSN 710-5

BASIC FUNCTION:

Supervises a guard force assigned to safeguard U.S. Government property and personnel.

MAJOR DUTIES AND RESPONSIBILITIES:

Supervises a guard force of from five to fifteen employees assigned to various posts or stations for protection of U.S. Government property and/or personnel. Briefs guards on any special instructions or new orders and gives each guard own post of assignment. Make arrangements for replacement guards when absences occur because of illness or other emergency. Provides orientation and training to new guards on rules, regulations, and procedures. Makes inspections of all posts to ensure that guards are alert and there are no problems or disturbances. Prepares incident reports covering unusual happenings or accidents. Investigates irregularities and complaints pertaining to the conduct of guards or to other aspects of the guard service function. May perform special escort or other functions requested by the Security Officer.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of elementary school is required. Completion of secondary school is desirable.

EXPERIENCE: From one and one half to two years of military or police training and experience in guard security related duties.

LANGUAGE: Level 3, (good working knowledge) of English.

SKILLS: Must be skilled in the use of firearms and hold a valid driver's license. Must also type at Level 1, less than 40 words per minute.

DISTINGUISHING FEATURES:

This is the lower of two levels of supervisory positions in the Guard Series. The scope and size of the guard operation supervised at this level is smaller than at the next higher level. Positions at this level may supervise the entire guard operations of the post or at a large post with heavy protection requirements, a position at this level may supervise a large (up to 15 employees) night shift. Under the latter organization the position would

receive supervision and direction from a Guard Supervisor FSN-6. Under the former organization this position would receive direction and supervision from either an American Security Officer or an employee designated to act as the post's Security Officer.

In either case the Guard Supervisor FSN-5 would operate with considerable independence in the day-to-day supervision and control of the guard force.

FSN 710-5 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Security
TITLE: Security Guard/Chauffeur

SERIES: Guard
LEVEL: FSN 710-5

BASIC FUNCTION:

Performs security guard duties while serving as chauffeur to the Ambassador at a post where (1) the threat of terrorism or other acts of violence against such official is officially acknowledged to the extent that host government special police security or other strong security measures are specifically provided; (2) the initial and ongoing training and day-to-day supervision of the incumbent of this position is provided by the Post Security Officer; and (3) the official vehicle is equipped with special security fittings such as bullet-proof glass, police radio, armor plate, etc.

MAJOR DUTIES AND RESPONSIBILITIES:

While chauffeuring the Ambassador, takes special security precautions to insure the personal safety of the passenger(s) (e.g., determines the routes to be taken from one point to another and varies them from time to time; remains alert to unusual situations which may indicate danger; minimizes contacts between the vehicle occupant(s) and the general public, etc.)

Conducts frequent inspections of the interior and exterior areas of the vehicle to insure against bombs and the like, to maintain all special security equipment (such as the police radio communications system) in good operating condition, and to anticipate repair and servicing needs.

When waiting to collect the Ambassador, acts as security guard to prevent unauthorized access to the vehicle and the surrounding area.

Attends security briefings by the Post Security Officer. Participates in local police security meetings as a member of the security "team" organized to assure the safety of the American Ambassador. Makes verbal and written reports of situations or incidents which point toward possible security problems.

As instructed by the Security Officer, performs special duties to assure the safety of the Chief of Mission (e.g., takes personal charge of luggage, packages, etc., when the Ambassador is travelling by car; plans detours to prescribed routes; and studies the special security precautions in effect at residence and offices of officials and persons whom the Ambassador plans to visit).

Plans driving assignments of the Ambassador's daily schedule so as to assure that security measures are fully met and that pressures of time do not compromise security.

Briefs temporary replacements regarding security requirements of the position.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of elementary school is desirable.

EXPERIENCE: Two to three years of chauffeur experience is required, of which at least one and one-half years must have been in a U.S. Government agency.

LANGUAGE: Level 3 English ability (good working knowledge) is required.

KNOWLEDGE: Must be thoroughly familiar with local traffic area's streets, avenues, lanes, roads, etc.

ABILITIES: Must have local driver's license appropriate to vehicle(s) operated. Because of the special security aspects of the position, must be exceptionally competent in diagnosing and handling preventive maintenance and first-echelon automotive repairs.

DISTINGUISHING FEATURES:

This is a "mixed position" involving FSN-4 Chauffeur Series duties and Security Guard duties comparable to standard J-180 for Guard (Receptionist) FSN-720-4. There is greater reliance placed upon the incumbent of this type of position in the ability to handle potentially difficult or dangerous situations when immediate support may not be available. Due to the fact that the surrounding environment is not as constant and predictable as the case of a Guard who works at the Chancery entrance with fairly immediate support from other security staff, the need to exercise judgment in carrying out the work of this position in a manner which will maximize the personal safety and security of the Chief of Mission is stronger and extremely important.

SUPPLEMENTARY NOTES:

Most of these positions are "mixed positions" to the extent that incumbents may perform messengerial work, quasi-clerical duties, and motor vehicle maintenance work, in the course of carrying out driving duties. However, these duties are secondary to the primary responsibility for serving as a chauffeur and, therefore, do not meet the general principles for giving additional grade credit in the classification of mixed positions.

With regard to this position, the stringent security controls required of the incumbent while serving as chauffeur to a Chief of Mission are considered sufficient to warrant classification of the position as a whole to FSN-5, although it should be noted that, compared to the FSN-5 level of the General Grade Level Guides, it meets this level only on the basis of the requirement for the exercise of judgment. The lack of the requirement of a knowledge of a specialized subject matter and the regulations pertaining thereto limits the position within the FSN-5 level range.

The position classification for each position classified according to this standard must be accompanied by a certification from the Post Security Office as to the critical nature of the security requirements, with details regarding the special security measures involved.

At some extremely security-sensitive posts, the duties of the Security Guard/Chauffeur may not include the responsibility for determining the routes to be taken. This does not materially affect the overall level of responsibility of the position.

SPECIAL NOTE:

This standard applies only to positions of Security Guard/Chauffeur to Chiefs of Mission. Drivers of fully or partly armored cars for DCMs, CGs, and Heads of Associated Agencies will be classified as Chauffeur FSN 1015-4.

FSN 710-4 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Security
TITLE: Guard

SERIES: Guard
LEVEL: FSN 710-4

BASIC FUNCTION:

Performs guard service to safeguard U.S. Government property and/or personnel.

MAJOR DUTIES AND RESPONSIBILITIES:

(A) As a senior guard assigns and relieves guards to and from specific posts according to an established assignment schedule. Patrols assigned areas either on foot or in a vehicle, constantly keeping alert and making an immediate investigation of complaints, irregularities, and unusual or suspicious circumstances. Recognizes emergencies and abnormal situations and takes necessary action depending on the nature of the incident. Is personally assigned to guard stations or areas considered the most dangerous or hazardous because of the potential for theft, sabotage, or terroristic activity.

(B) At a post where the protective guard needs are limited, supervises a small group of guards (not more than five). Briefs guards on orders or special situations, assigns guards to duty station, insures that they are alert, and provides assistance in the event of special problems or disturbances.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of elementary school is desirable.

EXPERIENCE: One to one and one-half years of experience in guard or guard related duties.

LANGUAGE: Under situation (A), Level 2, (limited knowledge) of English. Under situation (B), Level 3, (good working knowledge) of English.

SKILLS: (A) Must be skilled in the use of firearms and hold a valid driver's license.

(B) In addition to the skills required under (A), typing at Level 1, less than 40 words per minute, is required.

DISTINGUISHING FEATURES:

(A) Guards FSN-4 are distinguished from Guards FSN-3 in that they exercise more stringent security controls and the areas or posts to which they are assigned are considered to present greater potential for theft, sabotage, or terroristic activity. As senior experienced guards they operate with greater independence and less supervision than Guards FSN-3 and assist the Guard Supervisor by assigning and relieving guards at specific posts. Greater reliance is placed in their ability to handle a potentially difficult or dangerous situation when immediate support may not be available from the Guard Supervisor.

(B) Under situation B, Guards FSN-4 are the Chief Guard and are immediately responsible for the guard operation at a particular post where the guard force does not exceed five employees. In addition to supervising the small force they individually may perform guard duties at the main entrance of other important guard post.

FSN 710-4 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Security
TITLE: Guard (Receptionist)

SERIES: Guard
LEVEL: FSN 710-4

BASIC FUNCTION:

Performs guard service to safeguard U.S. Government property and/or personnel.

MAJOR DUTIES AND RESPONSIBILITIES:

Serves as Security Guard/Receptionist at the entrance to the Chancery and is responsible for the control of persons and materials entering and leaving the embassy building during normal office hours.

Controls entry of employees, requesting identification from those not known or recognized.

Receives and controls visitors.

Enters their names in register and informs by telephone the office or person to be seen.

Visitor is 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.

Packages and briefcases must be opened and inspected on entry of all non-employees.

Controls access of persons delivering goods or performing services in the building.

In case of disturbances arising in connection with access, notifies Sergeant of the Guard and the Security Office.

In emergency cases institutes authorized emergency procedures.

Controls all material entering or leaving the building requiring that property passes be presented for items removed.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of elementary school is required. Completion of secondary school is desirable.

EXPERIENCE: One to one and one-half years of experience in security related duties.

LANGUAGE: Level 3, (good working knowledge) of English.

SKILLS: Must be skilled in the use of firearms.

DISTINGUISHING FEATURES:

This is the highest of four levels of non-supervisory Guard positions described in this series. At this level Guards exercise more stringent security controls than at the next lower level. They must be vigilant in controlling access to the building during normal working hours when there is a large influx of persons seeking services or desiring to see officers and employees of the embassy or associated agencies. The stringent security controls are required because of the possibility of sabotage or terrorist acts against the building or high ranking personnel. Person-to-person contacts are important in Guard positions at this level with greater skill required in handling human relations problems than at the next lower level. Tact, courtesy, and firmness are required in all contacts. Guidelines include the rules, regulations, and procedures applicable to the stringent security measures that Guards at this level must apply. They will include procedures to be followed in emergency situations. Guards work independently subject to periodic inspection by the supervisor. If time permits, complex and unusual problems are referred to the supervisor.

FSN 710-3 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Security
TITLE: Guard

SERIES: Guard
LEVEL: FSN 710-3

BASIC FUNCTION:

Performs guard service to safeguard U.S. Government property and/or personnel.

MAJOR DUTIES AND RESPONSIBILITIES:

Performs guard duties on a regular or rotating shift at either a stationary post or a walking patrol post in any one of several assignments located in the main or component buildings.

Duties may include any of the following:

Controlling access to the building or grounds insuring that only authorized personnel enter.

Maintaining a log of all entrants including license numbers or cars.

Patrolling an area such as a housing area to prevent thefts or disturbances in the project.

Guarding a warehouse or motor pool.

Maintaining order in waiting lines of applicants for visa or consular services and controlling access to waiting rooms for these services.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of elementary school is desirable.

EXPERIENCE: Previous military or police experience is desirable. Up to one year of experience in a security related field.

LANGUAGE: Level 2, (limited knowledge) of English.

ABILITY: Ability to handle firearms safely and effectively.

DISTINGUISHING FEATURES:

This is the full operating level for guard positions. Employees are trained, experienced guards who may be assigned to any shift and to most guard stations at the post. Employees at this level are uniformed, are usually armed and may be subject to danger from terrorists, crackpots, or thieves. Guidelines are provided orally by supervisor and by written guard orders covering specific stations or assignments. Supervision is provided by periodic inspections, at irregular intervals while employee is on duty. Employees use discretion and judgement in determining whether situations which confront them require assistance from Guard supervisor.

FSN 710-2 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Security
TITLE: Gua

SERIES: Guard
LEVEL: FSN 710-2

BASIC FUNCTION:

Performs guard service to safeguard U.S. Government property and/or personnel.

MAJOR DUTIES AND RESPONSIBILITIES:

Performs routine guard duties usually at a stationary position or post. Prevents entry of unauthorized persons into U.S. Government buildings (including residential buildings); maintains orderly waiting lines of applicants for visa or consular services; and protects Government property from fire, damage, or theft. May check persons or vehicles desiring to enter service areas, (warehouse, supply depot).

DESIRED QUALIFICATIONS:

EDUCATION: Completion of elementary school is desirable.

EXPERIENCE: Previous military or police experience is desirable.

LANGUAGE: Level 2, (limited knowledge) of English.

ABILITY: Must have the ability to follow instructions, and be reliable in attendance and performance. For those positions which are trainee level for FSN-3 Guard positions, must be knowledgeable in the use of firearms.

DISTINGUISHING FEATURES:

Employees at this level may be (1) full performance Guards at posts where danger or potential hazard exists but to such extent that they are armed with only a billy stick, a lathi, or the like; or (2) Trainee Guards who actually are performing on-the-job training for the next higher level guard positions and usually carry sidearms. All such employees wear uniforms and display badges of authority. At this level they are subject to a minimum of danger or potential hazard in the areas to which they are assigned and the duties they perform. Full performance Guards at this level receive periodic checks for alertness and proper performance of the duties of their particular post. Trainee Guards at this level work under close supervision as they are in training for the next higher level guard positions.

FSN 710-1 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Security
TITLE: Watchman

SERIES: Guard
LEVEL: FSN 710-1

BASIC FUNCTION:

Performs routine Watchman services to safeguard U.S. Government property and/or personnel.

MAJOR DUTIES AND RESPONSIBILITIES:

At a fixed duty post, watches assigned area against trespass, checks unauthorized entries and refers doubtful cases to the Reception Office or to the occupant of the house whom the unauthorized person desires to see. Reports fire, theft, or intruders to the Security Office. Advises Security Office if unauthorized attempts are made to remove Government property.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of elementary school is not required but is desirable.

EXPERIENCE: Previous military or police experience is desirable.

LANGUAGE: Level 1, (rudimentary knowledge) of English.

ABILITY: Ability to follow orders, to be alert, and to be reliable.

DISTINGUISHING FEATURES:

Employees in these positions perform the simplest form of protective assignments. They are not armed and are not expected to place themselves in positions of danger. They are expected to be a deterrent to unauthorized entry by their visible presence, but are not required to make decisions or take actions beyond the simplest and most routine nature.

The Guard Supervisor determines which positions or posts they will be assigned and checks to ensure that they are alert and performing their job properly. The few applicable guidelines are instructions from the supervisor or simple orders for the position or post to which employee is assigned.