

U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST MEXICO CITY	2. AGENCY STATE	3a. POSITION NO. 312801 A56-415
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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.
 x Yes No
 A56-403, A56-406, A56-411, A56-414, A56-405, A56-408 Base classification 312801 A56415

4. REASON FOR SUBMISSION

a. Redescription 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 WHA/EX/FRC	Bodyguard, 701	FSN-5		
b. Other				
c. Proposed by Initiating Office		5		

6. POST TITLE POSITION (if different from official title) SECURITY AGENT, COM PROTECTIVE DETAIL	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION US EMBASSY	a. First Subdivision EXECUTIVE
b. Second Subdivision Regional Security Office	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. Vacant _____ Typed Name and Signature of Employee Date(mm-dd-yy)	10. This is a complete and accurate description of the duties and responsibilities of my position. _____ Typed Name and Signature of 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. _____ Typed Name & Signature of Section Chief or Agency Head Date(mm-dd-yy)	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. _____ Typed Name & Signature of Admin or Human Resources Officer Date(mm-dd-yy)
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13. BASIC FUNCTION OF POSITION
 Serves as a bodyguard for the U.S. Ambassador to Mexico City, Chargé d'Affairs (CDA), and other dignitaries as assigned, performing a full range of protective security functions, to include, but not limited to, the following: serving as one of the close protective agents, performing advances for the detail, and driving the advance, limo, or follow cars. The employee may be assigned other tasks as deemed necessary.

14. MAJOR DUTIES AND RESPONSIBILITIES % OF TIME

- Responsibilities include performing all non-supervisory bodyguard positions as outlined in the DSS Protective Security Manual to include the following: Drive the advance, limo or follow cars, conduct site advance work, provide close body protection to the ambassador, CDA, or assigned dignitary, travel within the Republic of Mexico in support of the ambassador, CDA, or dignitary travel, perform complete equipment checks, to include vehicles, prior to the beginning of each shift and report any deficiencies in writing to the LE staff supervisor, ensure that the vehicles are washed and fueled prior to beginning the shift. -80%
- Must be available for services as needed by the ARSO bodyguard supervisor or acting supervisor. -10%
- May be assigned other duties, as deemed necessary. -10%

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**a. Education:**

Completion of high school or equivalent is required.

b. Prior Work Experience:

At least 3 year of experience police, military or security services related field

c. Post Entry Training:

Diplomatic Security (DS) will provide the bodyguard training, which includes emergency driving, motorcade operations, weapons proficiency, responding to attacks/terrorism, WMDs/IEDs, advance work, surveillance detection, and close body protection. DS training is required. Other training and/or experience are not acceptable substitutes for the DS-sponsored training.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Ability to read and write in Spanish is required. Minimum Spanish – level 3/3
English level 0/0.

e. Job Knowledge:

Must be familiar with and adhere to the following: DSS protective security procedures, the DSS Use of Force Guidelines, the DSS Physical Fitness Policy, the Ambassador's Protective Security Detail's Standard Operating Procedure, and post's Management Procedures governing LE staff.

f. Skills, and Abilities:

Must qualify to DSS firearms standards on all issued weapons no less than once every six months. Must meet basic physical fitness standards and be able to pass quarterly medical and fitness tests as required. Must possess a valid driver's license. Must demonstrate ability and competence to adequately perform job functions within the training/probationary period which concludes after one year of service.

16. POSITION ELEMENTS:**a. Supervision Received:**

Will primarily receive supervision from the AIC and the Shift Leader of the detail, in conjunction with the LE staff supervisor, ARSO supervisor, and RSO. The Rater is the AIC and the Reviewer is the RSO.

b. Supervision Exercised:

None, unless assigned supervisory duties by the AIC or SL or assigned to fill the AIC or SL role for a specific shift.

c. Available Guidelines:

DS Protection Handbook: 12 FAH-2, DOS Deadly Force and Firearms Policy (12 FAM 023), ATA Protective Security Manual, DS Physical Fitness Policy (16 FAM 619), Ambassador's Protective Detail Standard Operating Procedures, Mexico City Management Procedures, and post specific protective security procedures, as directed.

d. Exercise of Judgment:

Must be able to exercise a high degree of judgment and make split-second decisions in high-pressure/high threat protective security situations, often with little or no immediate support.

e. Authority to Make Commitments:

N/A

f. Nature, Level and Purpose of Contacts:

N/A

g. Time Expected to Reach Full Performance Level:

Candidate will be given one-year training/probationary period to demonstrate that s/he can satisfactorily perform the job..

