



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 SINGAPORE	2. AGENCY DEPARTMENT OF STATE	3a. POSITION NO. 97857692
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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 (Posn Nos. 97012235 and 100482) No

4. REASON FOR SUBMISSION

a. Redescription of duties: This position replaces
Position No. _____ (Title) _____ (Series) _____ (Grade)

b. New Position

c. Other (explain) Minor PD update – Change security clearance from Top Secret to Secret

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority Bangkok/RHR/BRCC	Administrative Clerk, FP-105	FP-AA	BK	06-06-17
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Security Escort	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION American Embassy, Singapore	a. First Subdivision Management Office
b. Second Subdivision Facility Management	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.
<hr/> <p align="center">Typed Name and Signature of Employee Date(mm-dd-yy)</p>	<hr/> <p align="center">Typed Name and Signature of Supervisor Date(mm-dd-yy)</p>

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.
<hr/> <p align="center">Typed Name and Signature of Section Chief or Agency Head Date(mm-dd-yy)</p>	<hr/> <p align="center">Typed Name and Signature of Admin or Human Resources Officer Date(mm-dd-yy)</p>

13. BASIC FUNCTION OF POSITION

This position is responsible for escorting of all non-cleared personnel performing work in secure areas of the mission or other locations as directed by the supervisor to ensure that secure areas remain uncompromised. Duties include securing the worksite upon completion of work and ensuring that materials entering a Controlled Access Area (CAA) have been inspected by designated personnel prior to entering. The incumbent prepares Incident Reports of all work-related problems or security incidents for the appropriate sections, and may be called upon in support of VIP visits performing various escorting and security oversight duties. Work schedule will vary based on mission needs and assignments and will be coordinated by the Facility Management office. **The incumbent must be a U.S. citizen, eligible for a Secret security clearance.**

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME****100%**

- Responsible for escorting of all non-cleared personnel, janitorial/maintenance crews and contractors, performing work in secure areas of the mission or other locations as directed by the supervisor to ensure that secure areas remain uncompromised.
- Secure worksite upon completion of work by ensuring that all uncleared personnel and their personal possessions have exited the area.
- Prepares and ensures that all materials entering a CAA space have been inspected by designated personnel prior to entering.
- May be responsible for locally procuring items required for use within the CAA space, according to the randomized procurement methods described in relevant sections of the Foreign Affairs Manual.
- As required, responsible for the control and safe operation of any job-related equipment and supplies such as destruction equipment (shredders, disintegrators, etc.), x-ray machines, keys, radios, service elevators, etc.
- Prepares Incident Reports of any and all work-related problems or security incidents for the appropriate sections.
- May be called upon in support of VIP visits performing various duties to include, but not limited to, escorting VIPs, security oversight, classified material destruction, baggage control, and/or other duties as required.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
Successful completion of local secondary school or graduating high school education is required.
- b. Prior Work Experience:
Minimum 6 months of general work experience is required.
- c. Post Entry Training:
The Facility Manager or Maintenance Inspector may provide post-specific on the job training.
- d. Language Proficiency:
List both English and host country language(s) proficiency requirements by level (II,III) and specialization (sp/read)
Level 3 (Good working knowledge) speaking/writing/reading in English is required.
- e. Job Knowledge's:
Knowledge of regulations governing control and protection of classified material set out in 12 FAM, as well as post-specific security access procedures; the proper use of security-related equipment (radio, destruction, etc.); familiar with the general layout of mission grounds and facilities.
- f. Skills and Abilities:
Able to organize daily tasks and schedule work. Basic keyboard skills and MS Office computer literacy. Must be observant, flexible and service oriented. Must be in good physical health and able to stand, walk, reach, lift packages/objects, climb a ladder if needed and stand for extended period of time. Must be able to work in cramped spaces and at times working in inclement and hot weather. Willing to work after normal office hours and/or holidays or weekends as needed. **Must be able to obtain and hold a Secret security clearance.**

16. POSITION ELEMENTS

- a. Supervision Received:
Incumbent works under the general supervision of the Maintenance Inspector (FMA Posn No. 97856691) and supervised by the AM Facility Manager.
- b. Supervision Exercised:
Other than general oversight of workers during escorting, no direct supervision is exercised.
- c. Available Guidelines:
Appropriate DOS 12 FAM regulations regarding physical security programs and protection of classified materials and equipment.
- d. Exercise of Judgment:
Use sound and independent judgment to ensure that applicable security practices and instructions are followed. Know when to inform the Facility Manager, RSO or other authorized official of any suspicious activity or situations.
- e. Authority to Make Commitments:
Authority to commit human resources in the scheduling of escort-related work.
- f. Nature, Level, and Purpose of Contacts:
Basic contact with personnel at levels of the mission and other agencies in the performance of security escort duties.

g. Time Expected to Reach Full Performance Level:
One to three months.