

Guard Force Commander (LGF Deputy Commander)  
Major Duties and Responsibilities (\_\_\_% of Time)

- Assists with the supervision and mentoring of the Local Guards Force (LGF). Prepares and drafts reports related to the LGF. Assigns and ensures rotation of guards between shifts as well as substitutions due to annual leave, sick leave, or other emergencies. Participates in the hiring process to fill vacancies within the LGF. On orders from the Regional Security Office (RSO) and LGF Commander, apprises the LGF of any procedures, circumstances, or information that might affect their primary responsibilities. Observes behavior within the LGF personnel to ensure good order, discipline, and professionalism. Conducts disciplinary actions and award nominations as required. Investigates/resolves any irregularities and complaints on the performance of guard personnel. Must be fully capable of assuming the duties of the LGF Commander. **(60% of time)**
- Inspects all guard posts and ensures they are adequately posted and supplied with the appropriate functional security equipment. Manages security equipment and uniform items to fulfill the ever-changing needs of the LGF. Ensures accountability for all security equipment and uniforms issued to LGF personnel. Assists in managing and planning the budget for the Local Guard Program at post. **(25% of time)**
- Organizes and conducts guard school sessions for administrative matters and security procedures. Along with the LGF Commander and Training Assistant, delivers security-related training for the in-service and other specialized courses when directed. **(10% of time)**
- May perform other functions as directed by the RSO. **(05% of time)**