

Position Description:

**Surveillance Detection**  
**( SD )**

Title:

**Lead Instructor**

Course Description

This course teaches surveillance detection principles. The focus of the course is non-technical means of detecting terrorist surveillance for the purpose of pre-empting terrorist attacks. This course is conducted in an academic learning environment using lecture, group discussions, and practical exercises. Classroom learning is reinforced through practical exercises to simulate real-world situations. The course objective is to provide participants with the ability to detect surveillance of high-risk personnel and vital facilities by terrorist groups. Course subjects include: (1) terrorist methods of operation; (2) foot and mobile surveillance techniques; (3) communication procedures; and (4) command and control of surveillance detection operations. Approximately 50% of this course is conducted in an academic learning environment with 50% fieldwork and practical exercises. At the conclusion of training, participants will be able to:

- Discuss the general perspectives of international terrorism and terrorist methods of operation.
- Describe how terrorists employ surveillance in selecting a target.
- Identify and discuss terrorist tactics in planning and/or deploying surveillance detection operations.
- Identify types and indication of surveillance by foot, mobile, or fixed surveillance operations.
- Discuss and enhance observations skills and memory recall techniques.
- Identify attack recognition signals.
- Discuss route analysis and site surveys of vital facilities.
- Design and develop routes to detect surveillance of high-risk personnel.
- Discuss risk assessment and the threat matrix program.
- Navigate in rural and urban areas.
- Use still and video photography for surveillance detection purposes.
- Plan, organize, and direct surveillance detection teams to identify indications of surveillance.
- Prepare a surveillance detection communication plan.
- Train subordinates in surveillance detection techniques.

Description of Duties: Responsible for conducting classroom instruction, presentations and exercises in accordance with the guidelines and directives set forth by the Department of State Diplomatic Security Antiterrorism Assistance Program (ATA).

Responsible for ensuring only current ATA approved training materials (lesson plans, participant handouts, videos, case studies, etc.) are used in the delivery of ATA courses.

Responsible for returning **all** ATA training materials, including course CDs and ensuring that all ATA downloaded materials are deleted at the end of the course presentation by all instructors involved in the delivery of ATA courses.

Additional Duties and Responsibilities:

1. Liaise with DS/ATA Training Coordinator on all aspects of training and accept and follow any specific instruction provided by that DS/ATA Coordinator
2. Coordinate classroom preparation
3. Draft End of Course Review for submission utilizing ATA approved reporting format
4. Administer Pre/Post Knowledge Surveys and summarize results utilizing ATA approved format
5. Administer Course Participant Skills Evaluations (when appropriate) and summarize results utilizing ATA approved format
6. Administer Course Critique and summarize results utilizing ATA approved format
7. Responsible for the day to day operational activities as reflected in the program of instruction
8. Responsible for validating, justifying and reporting any deviations from the program of instruction.
9. Supervises and assigns daily activities for staff instructors.
10. Interact professionally outside of normal training hours with course participants and training venue officials when appropriate and approved by ATA.

General Qualifications:

1. Bachelors Degree or equivalent work experience in the field. Five years work subject matter related experience may be substituted for one year education.
2. In situations where there is a combination of formal education and experience, this would be evaluated on a case by case basis.
3. In situations where the subject matter is considered cutting edge procedures or technologies, evaluations of

candidates credentials will be considered on a case by case basis.

4. Specialized training shall include instructor certification from a recognized law enforcement local, state, federal or military institution.
5. Instructor certification from a recognized local, state, or federal law enforcement institution.
6. Familiar with curriculum Design/Development.
7. Demonstrated management, and administrative experience in the delivery of training.
8. Experience in training of foreign nationals in an international environment.
9. Demonstrated operational management and administrative experience in the subject area.

Mandatory  
Qualifications:

1. Instructor certification from a recognized local, state, federal or military law enforcement institution.
2. Five years of management experience.
3. Understanding current terrorism trends/organizations/objectives and methods of preventing terrorism.
4. Experience in conducting surveillance work.
5. Experience in data analysis.
6. Bachelors degree in a related field.
7. Willingness to accept training assignments in any worldwide location.

Preferred  
Qualifications:

1. At least 3 years experience in providing training in an overseas environment.

Other Office/Skills  
Mandatory:

1. Familiarity with Microsoft Office applications to include but not limited to:
  - a. MS Word
  - b. MS PowerPoint
  - c. MS Outlook

Other Office/Skills  
Preferred:

1. Familiarity with Microsoft Office applications to include but not limited to:
  - a. MS Excel