

Position Description:

**VIP Protection
(VIPP)**

Title:

Lead Instructor

Course Description:

This course teaches techniques of dignitary protection. The objective of this course is to provide participant with a thorough understanding of all tactical aspects of dignitary protection and the skills necessary to protect national leaders from assassination, armed assault, kidnapping, and other types of terrorist or criminal attacks. The course concludes with a small group exercise in which attendees design a notional VIP protection unit and outlines how it would maintain the skills necessary to function at a high level of proficiency.

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 of subject matter or related experience may be substituted for one year education.
2. Combined formal education and experience will be evaluated on a case by case basis.
3. Ten years experience in federal dignitary protection.
4. Two years experience as an agent in charge of a protective detail.
5. Five years experience as a shift leader of a protective detail.
6. Credentials will be evaluated on a case by case basis when the subject matter is technical in nature or rapidly evolves.
7. Instructor certification from a recognized local, state, federal or military law enforcement institution.
8. Instructor certification from a recognized local, state, or federal law enforcement institution.
9. Familiar with curriculum design and development.
10. Demonstrated management and administrative experience in the delivery of training.
11. Experience in training foreign nationals.
12. Demonstrated operational management and administrative experience in the subject area.

Mandatory
Qualifications:

1. Bachelors degree in a related field.
2. Willingness to accept training assignments in any worldwide location.

Preferred
Qualifications:

1. At least 3 years experience in providing training in an overseas environment.
2. Advanced training in defensive tactics, firearms training, or other similar areas associated with protective details.

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