

# **KOSOVO SECURITY FORCE (KSF)**

## **INFORMATION BOOKLET**

**KSF Regulations are available at  
Web Site [www.mksf-ks.org](http://www.mksf-ks.org)**

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# SERVICE IN THE KOSOVO SECURITY FORCE

## 1. KSF MISSION STATEMENT

The mission of the KSF is to conduct crisis response operations in Kosovo and abroad, civil protection operations within Kosovo and to assist civil authorities in responding to natural disasters and other emergencies. Such duties will include search and rescue operations, explosive ordnance disposal, control and clearance of hazardous materials, firefighting, and other humanitarian assistance tasks. The KSF will represent and protect all the people of Kosovo.

## 2. THE KSF STANDARDS AND VALUES

Kosovo Security Force members will commit themselves to upholding the standards and values outlined in the KSF Code of Conduct. KSF operations may be complex and demanding – both physically and mentally. Operational effectiveness requires the members to have values and standards that directly contribute to the KSF ethos and capabilities. Upholding them is the collective responsibility of all KSF members. The KSF Code of Conduct demands a high degree of commitment and self-sacrifice from its members.

## 3. SALARIES AND BENEFITS

### 3a. Salaries

All KSF members are entitled to a monthly salary. The salaries will be determined by the member's rank. Officer Cadets and Recruits will receive a salary from the day they commence training. The salary chart for lower level positions is provided in Annex A of this booklet and is subject to change.

### 3b. Benefits

Active KSF members will be entitled to:

- **Food and Accommodation:**
  - At least one meal during the course of each full duty day.
  - Service accommodations either inside or within the reasonable commute of their permanent duty station (subject to availability).
- **Leave:** Active KSF members are entitled to annual leave and other types of leave such as sick leave, compassionate leave, maternity and paternity leave.

## 4. CAREER AND PROMOTION

### 4a. Recruitment

Applicants are enlisted into the KSF as a Recruit or Officer Cadet. They are conditionally enlisted and must successfully complete the vetting process and basic training. Upon completion of these requirements, members will be assigned to lowest Officer or Other Rank position within the KSF structure. The exception will be "Professionally Qualified Personnel" employed in specific specialist roles who may be promoted into a rank commensurate with their professional qualifications.

Additional new recruit information is also provided in Paragraph 5a. Initial Recruiting Requirements.

### 4b. Kosovo Security Force Rank Structure

Kosovo Security Force shall be composed of nine Officer Ranks: Second Lieutenant, Lieutenant, Captain, Major, Lieutenant Colonel, Colonel, Brigadier General, Major General and Lieutenant General. A new KSF member training to be an officer will be called an Officer Cadet.

The Other Ranks will consist of six ranks including Private, Corporal, Sergeant, Staff Sergeant, Sergeant Major and Sergeant Major Class 1. A new KSF member training to be an other rank will be called a Recruit.

### 4c. Length of Service

Kosovo Security Force careers are based on three types of engagement:

- **Short Engagement:** Applicants will be initially enlisted into the KSF on a Short Engagement of 12 years.
- **Full Engagement:** At a later date, members will be given the opportunity to apply for an additional 12 years. Full Engagement is 24 years of service.
- **Long Engagement:** An additional period of five years service may be offered depending on the interests and needs of the service.

An Officer Cadet or Recruit will have the right to withdraw from training without further obligation within the first six weeks of service, including training, and be granted an immediate discharge.

Active members may request to terminate their KSF service by submitting a written request at least six months prior to the requested termination date. This does not apply to those who have completed a funded training course. They may be required to complete a compulsory or predetermined period of service.

## 4d. Career Opportunities

The KSF shall be a mobile and versatile force. Due to their role, members will be expected to serve in a variety of appointments at each rank throughout their career.

Kosovo Security Force members will receive an annual appraisal report in order to provide an evaluation of their performance and assess potential for professional development, promotion and transition from one career engagement to the next.

Listed below are just a few occupations currently available in the KSF. The duties associated with these occupations are described in Annex B.

- Administration
- Communication
- Explosive Ordnance Disposal
- Firefighting
- Force Police
- Hazardous Material Handling
- Security/Intelligence
- Logistics
- Medical
- Search and Rescue
- Mechanical Engineering
- Technical Engineering
- General Duties

## 5. REQUIREMENTS, RESTRICTIONS, SCREENING AND SELECTION

The KSF is looking for people from various backgrounds and qualifications. KSF members respect every individual's unique contribution, regardless of ethnic origin, language, religion, gender, sexual orientation, social background, or any other personal characteristics. The KSF needs people to share their values and to have the enthusiasm, commitment, and self-motivation to assume the challenge of a career in the KSF.

### 5a. Initial Recruiting Requirements

#### Citizenship

Kosovo Security Force members must be citizens of Kosovo. However, they may also be a citizen of one or more other states. Applicants are required to provide a copy of one of the following documents as proof of Kosovo citizenship:

a. **Kosovo ID or Kosovo Passport** – Procedures for obtaining these documents are provided at the link: <http://www.mpb-ks.org/?page=2,1>.

b. **UNMIK ID (or personal number) or UNMIK Travel Document** – These documents are no longer being issued, but they can be used as a proof of citizenship as provided for in the Law on Citizenship (Article 28). This law states that every person who is registered as a habitual resident of Kosovo pursuant to UNMIK

Regulation No. 2000/13 on the Central Civil Registry shall be considered a citizen of Kosovo and shall be registered as such in the register of citizens.

c. **Federal Republic of Yugoslavia (FRY) Passport confirming FRY citizenship and habitual residence in Kosovo on 1<sup>st</sup> Jan 1998.** The Law on Citizenship, Article 29, states that all persons who on 1 January 1998 were citizens of the Federal Republic of Yugoslavia and on that day were habitually residing in Kosovo shall be citizens of Kosovo and shall be registered as such in the register of citizens irrespective of their current residence or citizenship. The registration of the persons in the register of citizens shall take effect upon the application of the person who fulfills the requirements set out in this article.

## **Age Requirements**

The minimum age for service in the KSF is 18 years. The maximum age for recruitment is 30 years for officers and 25 years for other ranks. Under exceptional circumstances, the maximum age limits for recruitment may be exceeded in order to recruit individuals with key specialist skills that are essential to enable the KSF to fulfill its mission. Applicants are required to provide a copy of their birth certificate or a citizenship document that confirms their age.

## **Education**

For Officer entry into the KSF, a valid university degree is preferred. Other Rank entry requires a full secondary education. Kosovo Security Force applicants are required to provide copies of degrees or completion certificates verifying courses were completed.

## **5b. Application Refusal or Restrictions**

Application may be refused if any of the following reasons apply:

- **Anti-constitutional views:** Applications will not be accepted from individuals who do not respect everyone, regardless of their ethnic origin, language, religion, gender, sexual orientation, social background, or any other personal characteristics.
- **Illegal Drugs:** Applications from habitual illegal drug users will be denied. Individuals who previously used and who are no longer using illegal drugs may submit an application.
- **Criminal Convictions:** Applications from individuals who are convicted of a criminal offence resulting in imprisonment will not be considered.
- **Membership in a Political Party:** KSF members cannot be a member of political parties nor can they display overt signs of support for any political party. Applicants will be required to cut formal ties to political parties or organizations prior to entry into the KSF.
- **Unwillingness to work in a multi-ethnic environment:** Individuals who clearly state or display unwillingness to working with other ethnic groups will not be considered for KSF membership.

## **5c. Screening and Selection**

A career in the KSF will present many challenges and opportunities. The KSF needs people who are enthusiastic, committed, determined, and who can work well as part of a team. Therefore, all applicants will be required to undergo an assessment and selection process and be evaluated on a variety of qualities and abilities which are:

### **Aptitude Test**

The aptitude test is in the form of a general IQ test, which determines mental capacity.

### **Physical Test**

All applicants will be required to successfully complete a physical test.

### **Interview**

The interview will be conducted to assess applicant's motivation, experience, communications and interpersonal skills.

### **Medical Assessment**

To determine if an applicant is medically fit for service in the KSF, they will be required to undergo an occupational medical screening.

### **Vetting Process**

The aim of vetting is to assess the applicant's integrity and to verify their suitability for employment within the KSF. The process will include a series of background checks and in certain cases, an interview.

## **6. INITIAL ENLISTMENT**

Upon successful completion of the assessment and screening process, applicants will be notified to report for Basic Training. They will also be invited to sign a KSF enlistment contract. Kosovo Security Force members must successfully complete vetting and basic training to maintain KSF membership.

## **7. TRAINING**

New recruits must complete Basic Training at the National Training Center (NTC). Basic Training is a seven week course. During this training, members will receive instruction on a variety of subjects to include the following:

- KSF Ethos and Core Values
- KSF Organization and Structure
- Physical Fitness
- First Aid
- Drill and Ceremony
- Land Navigation
- Communication Skills
- Code of Conduct & Discipline
- Search and Rescue
- Firefighting
- Hazardous Material Training
- Weapons Safety Training and Firing
- The Law of Armed Conflict
- Instructional Skills
- Human Rights
- Security Measures

Following the successful completion of Basic Training, members will receive specific training in their occupation.

## **8. WORKING CONDITIONS**

Kosovo Security Force members may be required to serve anywhere within the territory of Kosovo. They may also participate in education, training and exercises beyond the territorial limits of Kosovo, in accordance with the Law Number 03/L-046 on KSF.

### **8a. Hours of work**

Kosovo Security Force members are expected to work 40 hours per week with a minimum of at least one full day off out of seven days. However, they may be required to work longer hours for training purposes or to fulfill the operational mandate. Compensatory leave is granted for time worked beyond normal working hours. Leave Regulation Number 05/2008 outlines the policy for compensatory leave.

### **8b. Employment Locations**

Kosovo Security Force members may be employed in any one of the following bases:

- Ferizaj/Ferizaj/Urosevac;
- Gjilan/Gjilan/Gnjilane
- Mitrovica/Mitrovicë/Mitrovica
- Pec/Pejë/Peć
- Pomazatin/Pomozotin/Pomazatin;
- Pristina/Prishtinë/Priština
- Prizren/Prizren/Prizren

Additional training locations may be dispersed throughout the boundaries of Kosovo.



## ANNEX A

### 2009 KSF Salary Chart

<b>Rank</b>	<b>Monthly Gross Salary € Effective 15 June 2009</b>	<b>Monthly Gross Salary € From Date of Enlistment to 14 June 2009</b>
<b>Other Ranks</b>		
Recruit	123,00	90,00
Private (OR-1)	246,00	130,00
Corporal (OR-3)	271,34	185,00
Sergeant (OR-5)	299,29	191,00
<b>Officer Ranks</b>		
Officer Cadet	123,00	90,00
Second Lieutenant (OF-1)	442,98	220,00
Lieutenant (OF-1)	488,61	220,00
Captain (OF-2)	538,94	233,00

## **ANNEX B**

### **KOSOVO SECURITY FORCE POSITION DESCRIPTIONS**

#### **Administration**

As an administrator, you will be responsible for administrative support to the office and unit you will be employed in. Your working routine will consist of daily correspondence preparations, databases management ranging from personnel, document and material databases, as well as coordination and management of activities schedule, telephone roster and leave roster. You will provide and manage an office supply stationary and optionally Communication Information System equipment. You may also be responsible for a unit's filing system, assigned budget or act as a driver, if required.

#### **Communication**

You may be interested to apply for one of the two main communications areas. First area covers Information Technology (IT), where you will act as Communication Information System (CIS) manager or administrator supporting Staff Officers in all CIS issues, including troubleshooting and maintenance of CIS equipment. Second area covers Static Telecommunication Equipment, which provides working conditions to the IT area, for example cabling, and also includes maintenance and repair of communications systems throughout Kosovo.

#### **Civil Protection**

Within Civil Protection, you may be employed in Explosive Ordnance Disposal, Hazardous Material, Search and Rescue or Firefighting Units. The unit's common future is their ability for a quick response in cases of incidents and Incident Command and Control. Employed in the Explosive Ordnance Disposal Units, you will search, identify threats and clear areas from explosive ordnances such as mines, unexploded artillery ammunition and other explosive devices. In Hazardous Material unit, you will detect, mark and chemically decontaminate hazardous materials. In the Search and Rescue unit, you will act as an Urban, Water, Mountain or Accident Rescue Officer and you will be able to specialize yourself as a Paramedic, Dog Handler or Diver. As a Firefighter, you will respond to incidents in KSF barracks, as well as support Civil Emergency Services throughout Kosovo.

#### **Engineering**

In Engineering, you may operate with engineering machinery, for example bulldozer or excavator and special transportation vehicles or loading equipment. You may also work as a mechanic and perform maintenance on the engineer equipment. Furthermore, you can work as a bridge specialist and be responsible for construction and maintenance of bridges throughout Kosovo. You may also be required to maintain KSF barracks as a Plumber, Bricklayer, Electrician, Carpenter or Gas Installation Specialist.

#### **Force Police**

As a Force Police member, you will execute physical security duties for installations, facilities and equipment. You can perform law enforcement, force police operations, traffic controls, patrols and security checks. You will perform investigations, inspections, interview personnel, compile reports and make recommendations on occurring issues dealing with law and security.

### **Instructor**

Working as an Instructor, you will conduct basic training for KSF recruits or specialist training for KSF Specialists. As a Specialist Training Instructor, you will be specialized in Civil Protection, Engineering, Logistics, Driving, Communications or Physical Training. You may also conduct collective and simulation training as a Leadership and Professional Development Instructor or provide foreign language training.

### **Security/Intelligence**

In security and intelligence, you will identify threat capabilities and intentions, and develop response plans by collecting, reviewing, analyzing and correlating intelligence data. You will prepare information such as reports, assessments, briefings and other required intelligence products. You may also act as an Interpreter translating from Albanian to English or Serbian and vice versa.

### **Logistics**

As a Logistician, you may be employed in Transportation, Maintenance, Supply or Catering Branches. In Transportation, you may act as a Truck Driver or as a Driver of Very Important Persons. In Maintenance, you will perform the maintenance of KSF electronic equipment, weapons, ammunition and vehicles (Mechanic, Vehicle Electrician, Vehicle Painter and Welder). In Supply, you will manage all KSF equipment and consumables. In Catering, you will work as a Cook and Catering specialist.

### **Medical**

In the medical profession, you may be employed as a Paramedic assisting in all first response actions and/or escorting and treating patients during medical evacuations. Paramedic knowledge is also required for some of Civil Protection duties, for example some Firefighters and Rescue Officers.

### **General Duties**

General duties are duties where specific trade specialization is not the primary requirement. Most of duties are related to Planning, Operation, Training and Civilian Military Cooperation tasks.