

# Position Description for Deputy Air Force Programs Manager

## BASIC FUNCTION OF POSITION

Serves as AIT and U.S. Government representative to provide in-Taiwan oversight, liaison, and coordination for U.S. Security Cooperation programs with Taiwan Air Force and other Taiwan Military Departments. The Taiwan FMS program is one of the largest programs in the world, with approximately 450 cases valued over US\$30 billion.

## MAJOR DUTIES AND RESPONSIBILITIES

**% OF TIME.**

Assists in the establishment of goals, plans work to be accomplished according to milestones, and develops and implements methods for improving the quality of work for military department programs in SCO. Provides advice, counsel, or instruction on both technical and administrative matters within SCO.

### **a. Oversight and resident management of Taiwan Air Force FMS programs 45%**

- Provides oversight and resident management support for military security cooperation programs administered by AIT/DoD in Taiwan, including FMS cases for weapons systems, program training, logistics support, and program assessment and monitoring.
- Supports U.S. personnel in Taiwan working on military department security cooperation matters. Coordinates and arranges visits by military delegations to the U.S. and visits by U.S. military department delegations to Taiwan. Conducts liaison with DoD and military department security cooperation program managers and organizations such as the Deputy Under Secretary of the Air Force for International Affairs (SAF/IA), Navy International Program Office (NIPO), the U.S. Army Security Assistance Command (USASAC) and the Defense Security Cooperation Agency (DSCA). Acts as intermediary between U.S. and Taiwan military departments to coordinate annual Security Assistance [Management] Reviews (SARs/SAMRs), periodic Program Management Reviews (PMRs) and In-Process Reviews (IPRs). Attends and reviews as AIT representative.
- Acts as intermediary and provides resident coordination between SCO military department Program Officers and Taiwan military departments, and assists on all security cooperation program-related issues. Meets regularly with Taiwan military program managers and staff up to and including primary staff officers at General Headquarters (GHQ) (i.e., Major General level) in order to maintain continuous and effective communications.
- Assists applicable military department Program Officers to ensure that annual military program requirements from Taiwan military departments are coordinated and approved, and that they support U.S. objectives. Ensures security cooperation programs are carried out in a proper and legal manner. Maintains current awareness of status of security cooperation programs, from planning, through implementation, and closing.

- Troubleshoots program problem areas, recommends and implements corrective actions with Taiwan military departments, U.S. military departments, U.S. Pacific Command, DoD, and other U.S. government agencies.

**b. Implement military-to-military cooperation programs 25%**

- Supports applicable military Program Officers in scheduling seminars, subject matter expert exchanges (SMEEs), exercise observations, and on-the-job training opportunities between the U.S. and Taiwan military departments. Provides in-Taiwan support to DoD visitors. Assists with travel plans, arrangements, pre-trip preparations, and post-trip reviews for Taiwan personnel going to the U.S.
- Supports applicable military department Program Officers in coordinating with headquarters of the applicable U.S. Pacific Command military component and the applicable U.S. military department international sales command or security cooperation office to ensure that military-to-military cooperation activities comply with U.S. laws, regulations, and policy.

**C. Support U.S. defense industry 10%**

Provides advice and information to U. S. defense industry representatives regarding Taiwan military department needs and requirements. Assists industry representatives in establishing contact with appropriate Taiwan military departments, AIT, U.S. military departments, and other USG representatives.

**d. Oversight and in-Taiwan management of the International Cooperation in Armaments Program (ICAP) to help develop opportunities for cooperation between Taiwan and the U.S. in research and development (R&D) related to defense. 5%**

- Provides oversight and in-Taiwan management support for U.S. DoD ICAP programs. Coordinates with U.S. military scientific (e.g., Office of Naval Research (ONR), Air Force Office of Scientific Research (AFOSR), Army International Technology Center—Pacific (ITC-PAC)) and medical organizations to establish goals, plans, and milestones for ICAP efforts.
- Supports U.S. personnel in Taiwan working on ICAP matters. Coordinates and arranges visits by Taiwan delegations to the U.S. and visits by U.S. ICAP-related personnel to Taiwan.
- Serves as liaison between USG/AIT organizations and Taiwan's academic, scientific, and medical communities, such as the Chung Shan Institute of Science and Technology (CSIST), the National Space Programs Office (NSPO), the National Science Foundation (NSF), hospitals, universities, and industrial R&D associations.
- Administers Engineer and Scientist Exchange Program (ESEP) and Data Exchange Agreements (DEA).
- Ensures that ICAP in Taiwan is conducted in accordance with U.S. laws, regulations, and policy.

**e. Back-up Air Force Military Department Programs Officer 5%**

- Fulfills role of applicable service Program Officer in that officer's absence. Performs other duties as required to support the mission of the AIT SCO.

**f. Training program support and implementation** **5%**

- In accordance with relevant theater and military service security cooperation objectives, coordinates the planning and implementation of applicable military department program training with the support of the SCO Training Manager. Conducts pre-departure and familiarization briefings to Taiwan military department personnel going to U.S. for training.

**g. Administrative Assistant and Support Duties** **5%**

In the absence of the SCO Administrative Assistant, or when required by additional workload considerations, duties include:

- Managing the SCO calendar to include making appointments, arranging transportation, and coordinating meetings for SCO officers with Taiwan military contacts and other visitors.
- Acts as receptionist for the Section including meeting and escorting guests, answering and screening phone calls and making appointments, and carrying out routine clerical duties, such as duplicating, distributing, and filing of incoming cables and requisitioning office supplies.
- Assists in arranging courtesy calls by outside personnel on DIR, Deputy DIR and Chief, SCO. Prepares invitations and guest lists for SCO functions in both English and Chinese.
- Provides translator services when required.
- Provides coordination assistance for security cooperation related visitors traveling to Taiwan. Duties include receiving incoming cables, updating appropriate databases, making local hotel and transportation arrangements, providing liaison with the visitors and their commands, preparing visit clearance cables, and maintaining updated status reports.
- Provides administrative assistance to FMS student trainees traveling to the United States. Duties include drafting and preparing arrival cables, preparing visa referrals, collecting necessary biographical and travel information, delivering visa referral packages to Consular Section, and maintaining the Visa Referral Historical Log.
- Provides administrative support to the SCO Disaster Relief and Evacuation Control effort, which monitors the status of all USG personnel who are in Taiwan on FMS-related programs. Duties include maintaining and collecting accurate and pertinent information on all USG personnel and their dependents.
- Develops and maintains files of all related FMS program matters.

## QUALIFICATIONS REQUIRED

**Education:** The position requires the completion of university bachelor's degree in logistics, language studies, humanities, science or business management.

**Prior Work Experience:** Three years of experience in Taiwan military is required in some combination of logistics, operational planning, weapons systems planning, etc.

**Post Entry Training:** Phase IV DISAM training and Security Assistance Officer orientation. Computer training as necessary.

**Language Proficiency:** Must comprehend, write, speak, and read English at Level 3. Must comprehend, write, speak, and read Mandarin Chinese at Level 4. Required to translate/interpret as well as develop correspondence (letters, messages, etc.) in English for release to higher U.S. and Taiwan authorities.

**Job Knowledge:** FMS procedures, security cooperation management, organizational principles, and program management requirements. Current U.S. national interests, policy, and other geopolitical issues confronting Taiwan. Organization, functions, and roles & missions of the U.S. military departments and Taiwan military departments. U. S. and Taiwan military department capabilities, infrastructure, platforms, and weapons.

### Skills and Abilities:

- Able to analyze the effectiveness and productivity of AIT's security cooperation programs to determine the scope of problems or issues identified, and then recommend corrective action.
- Able to develop and implement short- and long-range security cooperation program goals and plans.
- Able to evaluate and measure the effectiveness of ongoing security cooperation programs to determine compliance with applicable laws, regulations, DoD policies and program objectives.
- Able to assess resource constraints and changes in legislative, regulatory, or policy guidelines in order to translate their intent into recommended actions regarding the security cooperation program.
- Able to interact effectively with military department and DoD agencies, Department of State, and Taiwan military leaders on security cooperation issues and other issues that relate to AIT.
- Able to establish and maintain effective relationships with counterparts and senior decision-makers in the U.S. and in Taiwan.
- Able with minimal guidance to prepare and present reports, proposals, and briefings for Taiwan, DoD, and AIT leaders.
- Able to use Microsoft Office and Internet tools.

## POSITION ELEMENTS

**Supervision Received:** Directly responsible to the applicable military department Programs Officer.

**Supervision Exercised:** None

**Available Guidelines:** Duties are performed in accordance with DoD policies applicable to Taiwan's security cooperation programs and plans as well as USG national and regional strategies. These guidelines are included in the Foreign Assistance Act (1961, as amended); the Arms Export and Control Act (1976, as amended); and the Taiwan Relations Act (1979). Other guidelines include the Department of Defense Directive 5105.38 series (Security Assistance Management Manual), USPACOM Command Strategy, USPACOM Security Cooperation Program, Joint Security Assistance Training (JSAT) Regulation, Defense Institute for Security Assistance Management (DISAM) publications, individual military service security assistance training program guides, DLIELC Instruction 1025.15, AIT SCO procedures, and other security cooperation related documents.

**Exercise of Judgment:** Researches, advises, and implements FMS case management programs with minimum supervision. Interprets and aligns current policies with the security cooperation program and develops recommendations for future direction or program improvements.

**Authority to Make Commitments:** Decides and responds on own initiative to requests for case documentation and information that relates to myriad FMS programs. Empowered to initiate appropriate action to resolve issues, coordinate program requirements and facilitate program execution.

**Nature, Level and Purpose of Contacts:**

- Nature of contacts: Exchange of information and coordination of activities as intermediary between the respective U.S. military service and Taiwan military department. Assist U.S. and Taiwan military department officials in achieving agreement and/or consensus on goals, plans, and actions in order to improve program effectiveness and efficiency.
- Level of contacts: Daily contact with the Taiwan military department primary staff, unit commanders, and security cooperation program managers (up to and including rank of Major General). Frequent contacts with U.S. military service leaders, program managers, and action officers (including relevant USPACOM service component) (up to Colonel and GS-15). Occasional contact with USPACOM staff, representatives from DoD and other USG agencies, and U.S. industry representatives.
- Purpose of contacts: To support U.S. interests through effective management of security cooperation programs that promote peace and stability in the Taiwan Strait.

**Time Expected to Reach Full Performance Level:** 9 months