

Addendum 1

60%

1. Continual planning, programming and monitoring of IMET, E-IMET, 1004, GPOI, CTFP, ALP-funded training, Army and Air Force Guest Instructor Programs, and Regional center-funded training to include coordination with the education and training departments of the host nation and U.S. Armed Forces, Defense Security Cooperation Agency (DSCA), U.S. Southern Command (USSOUTHCOM), U.S. Military Departments, and U.S. Schools, in accordance with guidelines and regulations established for such programs. This includes determination, preparation, and submission of both current and future year requirements.

Coordinate with U.S. Embassy Political section to resolve Leahy vetting discrepancies or submit remediation requests.

Interaction with the respective education departments of the three branches of the Salvadoran Armed Forces to determine their training requirements for both current and out years. This involves contact with senior officers at the highest levels, as well as routine daily business, such as inquiries concerning course descriptions and availability, acceptance or cancellation of courses, student nominations, and flight information. Extreme professionalism, tact, and good judgment are required.

Determine host nation training candidate suitability and preparedness. Requires determination of applicable English Language Comprehension levels and testing if required. Ensures training relates to duty performance of host nation candidate. Ensures training candidates have the appropriate medical clearance, and if accompanied by family members, have the appropriate level of U.S. medical insurance coverage.

Determine requirements for host nation military training aids, equipment, and publications, based upon input received from Security Cooperation Office and host nation military representatives.

Budgeting of funds derived from IMET, E-IMET, 1004, GPOI, CTFP, ALP, Army and Air Force Guest Instructor Programs, and Regional Centers annual training programs. This includes reading and analyzing computer documents associated with the finalized training programs, monitoring course start/stop dates and costs, and reprogramming funds in the event of course cancellations in order to maximize use of the three training programs. Particular care is required in order not to exceed annual funding allocations, and to avoid penalties due to late cancellations of courses on the part of the host nation. Assures that allocations provided are fully utilized and not wasted.

Attends Security Cooperation Office Command Briefings provided to Flag Officer and VIP visitors. Attends Security Cooperation Office staff meetings.

20%

2. Administration and execution of training under IMET, E-IMET, 1004, GPOI, CTFP, ALP, Army and Air Force Guest Instructor Programs, and Regional Center funded training programs. Responsible for a wide range of administrative duties, including, but not limited to:

- a. Preparation and dispatch of unclassified training related correspondence and message to the various military headquarters and units of the Salvadoran Armed Forces, as well as those of the U.S. Requires the ability to work independently, in accordance with general verbal or written instructions.
- b. Translation of official correspondence, academic reports, course descriptions, and publications for English to Spanish and vice versa. An extensive vocabulary of military/technical terms is essential.
- c. Input, monitor, and clear students in Department of State INVEST system for Leahy vetting in advance of training. Annually, 150 students receive training in the U.S.
- d. Coordination with US Southern Command International Training Branch to resolve IMET programming errors or acquire short notice training allocations.
- e. Preparation of Invitational Travel Orders (ITO) for students selected for international training. This includes conducting student interviews to obtain biographical data, providing pre-departure briefings and out-briefings and information to assist students with their travel and adjustment to life in the U.S. making all travel arrangements, including ticketing, vetting requests to comply with human rights limitation on assistance to security forces, and, in general, providing any assistance required for problems that may arise.
- f. Monitor automated student training progress reports and advise host nation in writing if training delays or terminations have occurred.

5%

3. Maintaining, filing, and reviewing for accuracy all records associated with IMET, E-IMET, 1004, GPOI, CTFP, ALP, Army and Air Force Guest Instructor Programs, and Regional Centers training. This includes verifying prerequisites training dates, testing requirements, student qualifications, and proper formatting of correspondence. Responsible for submitting annual reports on Positions of Prominence, CRMIT and CETPP.

10%

4. Seminars/Mobile Education Teams. Responsible for logistically coordinating seminars throughout the year including hotel and conference room reservations, translator services, catering, and the preparation and delivery of any official correspondence required.

5%

5. Other Duties: Training Assistant is required to travel to the United States on annual basis to participate in the Security Cooperation Education and Training Working Group (SCETWG) conference. Attendees include representatives from the various U.S. Armed Forces training activities, DSCA, and all Security Assistance Offices (SAO) in Latin America. Yearly, the Training Assistant is required to assist the Training Officer in the preparation of a summary of the training programs within the host nation, detailing any special problems or concerns, for presentation at the conference. Additionally, the Training Assistant assists the Training Officer in the preparation of the Two-Year Training Plan document, of which annual submission is required prior to the SCETWG.

Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.