

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST American Embassy, Helsinki, Finland	2. AGENCY Department of Defense	3a. POSITION NO. PSA-118
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.

Yes No

4. REASON FOR SUBMISSION

a. Reclassification of duties: This position replaces

Position No. _____, _____ (Title) _____ (Series) _____ (Grade)

b. New Position

c. Other (explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Administrative Assistant (FMS), FSN-105	07		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION Office of Defense Cooperation	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
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_____ Typed Name and Signature of Employee Date(mm-dd-yy)	_____ Typed Name and Signature of Supervisor Date(mm-dd-yy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
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Matthew L. Davis, Lt Col, USAF Chief, Office of Defense Cooperation _____ Typed Name and Signature of Section Chief or Agency Head Date(mm-dd-yy)	Steven M. Rider _____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)
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13. BASIC FUNCTION OF POSITION

Represents the Office of Defense Cooperation (ODC) in discharging US interests in connection with the Foreign Military Sales (FMS) Program for Finland. Responsible for all administrative tasks which facilitate executing, tracking, and organizing Foreign Military Sales cases between the United States and Finland. Provides interface between high ranking officials of the US Department of Defense and the Finnish Ministry of Defense concerning management of FMS and Defense Cooperation in Armaments (DCA) programs. Ensures compliance with Foreign Assistance Act of 1961 (as amended) and the Arms Export and Control Act. Represents the ODC in official functions and hosts, attends, or facilitates meetings related to foreign military sales. Performs other duties as assigned by the ODC Chief.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Assists the ODC Chief in managing new and legacy foreign military sales cases. Activities include, but are not limited to, organizing, filing, and documenting case work. Processes and tracks all third party transfers as required by the Arms Export and Control Act. Facilitates defense industry related business meetings with US embassy staff. Develops and maintains market knowledge of Finnish and US defense industries in order to highlight potential future business. Monitors FMS case execution. Acts as liaison between Finnish customers and US implementing agencies. Develops and maintains contacts within US and Finnish defense industry. Focuses FMS cases activity in accordance with US European Command security assistance and engagement priorities. When needed, represents United States Department of Defense business and security interests as intermediary between US government and Government of Finland.

a. (55%) FMS Case Management Specialist – Reviews Finnish Letters of Request (LOR) for completeness, consults with FINMOD officials to identify and clarify exact requirements and ensures all elements of support (total package approach) for a given system are considered. Identifies potential problem areas and initiates corrective actions as required. Ensures official LOR is forwarded to the managing DOD service for processing (includes preparing official messages to all involved parties upon receipt). Tracks all requests through the US DOD FMS process to ensure they are prepared and presented to the FINMOD within the designated timeframes. Upon receipt of the Letter of Offer and Acceptance (LOA) or the Price and Availability (P&A) data, reviews the documents for completeness. Presents and explains the documents to the FINMOD personnel. Upon signature of an LOA, ensures the FINMOD provides accurate freight forwarder, mark for service codes and makes initial deposits as required. Once a case is established, ensures milestones are set and tracks to completion. Acts as a facilitator between the FINMOD and the US Services to negotiate the terms of an LOA, plan program reviews, exchange information and initiate actions required to bring the case objectives to conclusion. Ensures follow on support planning for each procurement and recommends appropriate support mechanisms to the FINMOD.

b. (10%) FMS Management Tools. Ensures update of case status documents, financial tracking and program point of contact listing. Develops new management tools as necessary, both case and program specific. Subject matter expert on e-Security Assistance Management Manual. Maintains Finland specific information using the Security Cooperation Information Portal as required.

c. (10%) Review of FMS cases and case documents – Reviews quarterly billing reports, quarterly requisition reports, delivery status, and other case documents to determine status of a given case and takes corrective action if necessary. Also conducts semi-annual case reviews with the ODC Chief.

d. (10%) Arranges site surveys, case reviews, and planning meetings between senior level US and Finnish program offices and represents the ODC as same when appropriate. Ensures hotel and transportation arrangements are made, meeting location is established, country clearance is received, FINMOD is provided with personal data required for entry into Finnish facilities and visitors are notified accordingly. Schedules pre-briefs and out-briefs for ODC Chief and SDO/DATT as appropriate.

e. (5%) Acts as back up on FMS Training Program and budget issues in the absence of the training/budget analyst.

f. (5%) Maintains and develops centralized filing system, maintain ODC property book and establish proper property book procedures. Maintain ODC Vehicle in accordance with military requirements and manufacturer recommendations. Pick up and deliver people or equipment at various locations with ODC vehicle.

g. (5%) Performs administrative duties as required.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

University degree in international relations, business or politics or military studies.

b. Prior Work Experience

3-5 years of international business and/or political and/or military experience with some knowledge of US or Finnish military materiel policy or acquisition procedures and/or activities.

c. Post Entry Training

Defense International Security Assistance Management (DISAM) course required. US Army driver's license on-line course. Government Purchase Card initial and recurring training.

d. Language Proficiency: List both English and host country language(s) by level and specialization (sp/read).

Fluent (IV) spoken and written English, and Fluent (IV) spoken and written Finnish.

e. Job Knowledge

Thorough knowledge of DOD and US Defense Security Cooperation Foreign Military Sales, regulations and policies or a demonstrated capability to be trained to this standard. Knowledge of Finnish Defense Force's and Finnish Ministry of Defense materiel acquisition policies and procedures.

f. Skills and Abilities

Ability to develop and maintain a range of medium and high-level contacts in the DOD, MOD and US/Finnish government circles. Ability to obtain, analyze and evaluate relatively complex data and to prepare precise and accurate factual and analytical reports. Ability to organize, maintain and track complex, multi-year defense procurement cases. Ability to render advice clearly and objectively. Proficient in computers, data handling and Microsoft Office products. Must have or be able to obtain a standard driver's license. Positive attitude and team oriented.

****Must either have a US secret security clearance or a Finnish secret security clearance or the ability to attain either a US or a Finnish secret security clearance required.**** ODC office is in the Finnish Ministry of Defense.

16. POSITION ELEMENTS

a. Supervision Received

Incumbent is expected to work independently with minimum supervision from ODC Chief.

b. Supervision Exercised

None

c. Available Guidelines

Department of State, Department of Defense, American Embassy, US Defense and Service regulations and manuals, US EUCOM and ODC directives and guidelines.

d. Exercise of Judgment

Must exercise sound judgment in administering programs and interfacing with others.

e. Authority to Make Commitments

Has authority to make routine commitments in the daily administration of the on-going programs.

f. Nature, Level, and Purpose of Contacts

Point of contact as action officer responsible for assigned programs with other action officers/responsible officials within

MOD, DOD, DOS, EUCOM, American Embassy, US Defense Services and other US or Finnish agencies.

g. Time Expected to Reach Full Performance Level

One Year

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