



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

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| 1. Post GUATEMALA | 2. Agency DOD - MILITARY GROUP | 3a. Position Number |
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

Yes No

4. Reason for Submission

a. Redescription of duties: this position replaces
(Position Number) _____ , (Title) _____ (Series) _____ (Grade) _____

b. New Position Air Force Clerk

c. Other (explain) _____

| 5. Classification Action | Position Title and Series Code | Grade | Initials | Date (mm-dd-yyyy) |
|----------------------------------|--------------------------------|---------|----------|-------------------|
| a. Post Classification Authority | Air Force Assistant - 105 | FSN - 7 | | |
| b. Other | | | | |
| c. Proposed by Initiating Office | | | | |

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| 6. Post Title Position (If different from official title) Air Force Clerk | 7. Name of Employee |
| 8. Office / Section MILITARY GROUP | a. First Subdivision DEPARTMENT OF DEFENSE |
| b. Second Subdivision MILITARY GROUP | c. Third Subdivision |

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| <p>9. This is a complete and accurate description of the duties and responsibilities of my position</p> <p>_____</p> <p style="text-align: center;">Printed Name of Employee</p> <p>_____</p> <p>Signature of employee Date (mm-dd-yyyy)</p> | <p>10. This is a complete and accurate description of the duties and responsibilities of this position</p> <p style="text-align: center;">Kenya Colón, Major, USAF, AF Section Chief</p> <p>_____</p> <p style="text-align: center;">Printed Name of Supervisor</p> <p>_____</p> <p>Signature of Supervisor Date (mm-dd-yyyy)</p> |
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| <p>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</p> <p style="text-align: center;">COL Marvin Loera, SDO/DATT</p> <p>_____</p> <p style="text-align: center;">Printed Name of Chief or Agency Head</p> <p>_____</p> <p>Signature of Section Chief or Agency Head Date (mm-dd-yyyy)</p> | <p>12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</p> <p>_____</p> <p style="text-align: center;">Printed Name of Admin or Human Resources Officer</p> <p>_____</p> <p>Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)</p> |
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13. Basic Function of Position

To assist the Air Force Section Chief (AFSEC) in the planning, coordination, and execution of all aviation matters such as administration, training, operations, force structure, materiel acquisition, counternarcotic issues, humanitarian and human rights issues, and Leahy vetting. Assists with US Military and Security Assistance matters with other USG agencies, host nation agencies, NGOs, foreign military and civilian entities.

14. Major Duties and Responsibilities

Completes administrative products in support of the Air Force Section Chief's duties, to include matters pertaining to the Guatemalan Air Force and other military and civilian entities in a timely manner by coordinating with other sections within the Security Cooperation Office, the Guatemalan Military, the Defense Attaché Office (DAO), the Drug Enforcement Agency (DEA), the Homeland Security Office, and other departments as needed.

Assists the SCO with FMF case management, monitoring and case related information requests. Assists with FMF case End Use Monitoring (EUM) requirements as necessary, including coordination with Guatemalan authorities, travel to inspection sites and documentation.

Makes arrangements for Guatemalan students participating in International Military Education and Training (IMET), FMS funded military and other DoD international programs including travel, course registration and alien registration requirements.

Responsible for office administrative functions (oficios, translations, record keeping, inventory, general correspondences). Maintains official publications library and acts as files custodian. May act as the local supply officer, property manager, property disposal coordinator, and key control officer.

Prepares logistics and protocol requirements for VIPs and visiting groups.

_____ **45** _____ % of Time

Coordinates exchange of information updates of USG aircraft movement with aircraft servicing manager.

_____ **30** _____ % of Time

Complete administrative products in support of the Navy Section Chief's duties in a timely manner.

_____ **15** _____ % of Time

Prepares for and participates in FMF meetings with DoD and US defense industry, assists in visits pursuant to sales (logistics, translation, liaising). Assists the Security Cooperation Officers, AFSEC & NAVSEC, in following local political sensitivities and Guatemalan cultural idiosyncrasies that could affect FMF programs and initiatives and passing that information to US military and defense industry personnel. Accompanies and assists the Security Cooperation Officer during all meetings pertaining to foreign military sales. Maintains an understanding of the Guatemalan markets and situational awareness of current military, economic, and political events that could affect transactions. Cognizant of Guatemalan cultural and communication idiosyncrasies.

_____ **5** _____ % of Time

Other duties as assigned

_____ **5** _____ % of Time

15. Qualifications Required For Effective Performance

- a. Education: Completion of university degree in Business Administration, Economics, Accounting or Finance is required.
- b. Prior Work Experience : A minimum of 3 years of responsible office administrative management experience with responsibilities for protocol, financial management, and/or customer service to provide information and resolve problems.
- c. Post Entry Training: The incumbent must attend the Defense Institute Security Assistance Management Overseas Course at Wright-Patterson AFB including training on the SAARMS financial management system. Training on the DoD Defense Travel System (DTS) and DoS e2 Solutions and Ariba Internet based programs. On-the-job training (OJT) on site to be followed by short-term training sessions by MILGP focusing on administrative procedures, budget implications, reporting requirements, and MILGP operations, and annual DoD and DoS training on information security, equal opportunity, foreign disclosure, financial and administrative procedures.
- d. Language Proficiency: Level IV speaking/writing English is required. Level IV speaking/writing Spanish is required. Candidates will take proficiency tests. English native speakers will take Spanish Test (IGA). Spanish native speakers will take English test (TELP).
- e. Job Knowledge - Complete knowledge of program management concepts, principles, techniques, and practices. Requires in-depth understanding of Guatemalan institutions to include hierarchy, customs, and protocol. Complete knowledge of Security Assistance Management and Foreign Assistance Policy.
- f. Skills and Abilities: Written and spoken skills: must be fluent (level IV) in English and fluent (level IV) in Spanish. Must be capable of learning technical English related to the US Department of Defense (DOD) /military terms. Must be able to deal with senior officials within



the Guatemalan and US military and government. Must be self-motivated, proactive, and have a demonstrated ability to deal effectively with customer questions, concerns, and complaints, both in person or on the phone. Ability to work independently to meet deadlines and assemble information with accuracy. Advanced organizational and interpersonal skills. Must be able to handle numerous and conflicting tasks and assess and recommend procedures to improve operations. Ability to draft correspondence, prepare translations and reports in English and Spanish using precise and accurate language. Must be able to perform informal translations. Typing level II (40 wpm). Demonstrated advanced ability to use office software and equipment including Microsoft Office Suite, Microsoft Outlook, Internet, and software applications of common use. Basic data entry for various programs

- g. Other: Must obtain a passport for official travel to CONUS for DOD training/events.

16. Position element

- a. Supervision Received – Under the direct supervision of the Air Force Section Chief, indirect supervision by Navy Section Chief when in support of Navy tasks
- b. Supervision Exercised - None
- c. Available Guidelines: MILGP Standard Operating Procedures and DoD related regulations. DoD Foreign Clearance Guide, DoD 4500.54G, cables, documentation on file, directives, Mission policies, post and agency specifics, and other relevant material or reference documentation necessary for the performance of duties are available in written form.
- d. Exercise of Judgment - Exercises a significant degree of judgment at all times and in all duty areas ranging from the unique to the routine. This includes when attending high profile meetings and conferences with the Guatemalan military and/or US military and defense industry. Guatemala's political, military, and business appeal is significant and results in many visits from distinguished and high ranking political and military figures to industries' chief executive officers. Incumbent presents an ability to render advice with sensitivity and diplomacy, employing sound professional judgment.
- e. Authority to make Commitments - In coordination with the MILGP Officers and within guidelines established by the MILGP, AF Assistant may make commitments on behalf of the MILGP. Makes deliberate and sound decisions concerning official social events, meetings, planning the agenda, budget, the administration of official vehicles, procurement of office supplies, maintenance services, coordinating logistics for visiting groups, construction contracts, general services, and office organization.
- f. Nature, Level, and Purpose of Contacts - Incumbent networks on behalf of the MILGP for increased number and diversity of contacts. Incumbent exhibits a high degree of diplomacy due to frequent official events and interactions with general/flag officers and high ranking officials. The individual must have the ability and versatility to work with industry, inter-agency, and a diverse group of contacts. Maintains and cultivates relationship with contacts. Corresponds with US and Guatemalan military personnel and institutions to coordinate and plan logistics and schedules for activities scheduled in host country and/or in the United States.
- g. Time expected to Reach Full Performance Level – 6-12 months.