INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST	2. AGENCY	3a. POSITION NO.
PANAMA	OFFICE OF DEFENSE COOPERATION (ODC)	ODC-07

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) To Update Duties and Responsibilities and Recruitment (Updated 4/16/13)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date *(mm-dd-yy)*
a. Post Classification Authority RHRO	Training Coordinator, 4015	FSN-7; FP-7	TO	04/16/13
b. Other				
c. Proposed by Initiating Office ODC				

6. POST TITLE POSITION (if different from official title) Training Coordinator	**7. NAME OF EMPLOYEE** Vacant
8. OFFICE/SECTION US Office of Defense Cooperation (ODC)	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.

Typed Name and Signature of Employee _____ Date(mm-dd-yy) _____

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Local Supervisor _____ Date(mm-dd-yy) _____

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.

Typed Name and Signature of American Supervisor _____ Date(mm-dd-yy) _____

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.

Typed Name and Signature of Human Resources Officer _____ Date(mm-dd-yy) _____

13. BASIC FUNCTION OF POSITION

Performs administrative functions associated with the implementation of the International Military Education Training (IMET) program. Assist the ODC Training Officer in the preparation and coordination of a five year Training Plan for the Panamanian Public Forces to be submitted to the US Southern Command (SOUTHCOM) through the Security Cooperation Education and Training Working Group (SCETWG). Assists in the management of FMF (Foreign Military Financing) cases. Assist the Training Officer in the administration of security assistance educational programs resourced by the SOUTHCOM and its components. Augment ODC administrative staff, deploy to missions outside Panama City and foreign travel as necessary.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education: High School Diploma is required.

b. Prior Work Experience: Two (2) years prior experience working in a position involving training coordination or related skills that also include administrative duties is required.

c. Post Entry Training: None

d. Language Proficiency: Level III (Good Working Knowledge) speaking/reading English language is required. Level IV (Fluent) speaking/reading Spanish language is required.

e. Knowledge: Knowledge of the organizational structure of the Panamanian Public Forces and Panamanian Ministry of Government and Justice mission, structure, procedures and practices.

f. Skills and Abilities: Typing, level IV is required. Intermediate level of computer to include Windows, Word, Excel, Power Point, etc is required. Must posses the ability to work independently. Must know how to organize data, prepare reports, and communicate plans to others. Must possess valid driver's license.

16. POSITION ELEMENTS

a. Supervision Received: Works under the direct supervision of the ODC Training Officer. The employee and supervisor develop a project plan, which typically includes identification of the work to be done, the scope of the project, and deadlines for its completion. Informs the supervisor of potentially controversial issues. Long-term and continuing assignments are carried out independently, with little or no review by the supervisor. Completed work is reviewed for effectiveness in accomplishing goals and objectives. The ODC Training Officer assigns work in terms of continuing responsibility for specific programs/courses, general objectives, and specific deadlines for completion of actions. The employee is expected to plan and carry out assignments independently and in accordance with office standard operating procedures and accepted agency practices. Incumbent is expected to meet established deadlines, research and solve problems to their completion, and request assistance or clarification as needed.

b. Supervision Exercised: None

c. Available Guidelines: Routine office procedures manuals. ODC Standing Operating Procedures.
Direct online link with SOUTHCOM and DSCA. Verbal communication with supervisor and ODC staff.
A large number of agency, command, and installation policies, regulations, and directives are applicable, which provide guidance and instructions on the various phases and processes of IMET budgeting.

d. Exercise of Judgment: Incumbent is required to exercise judgment as is expected to work independently and without close supervision. Must adhere to and interpret guidelines.

e. Authority to Make Commitments: Recommend training reprogramming.

f. Nature, Level, and Purpose of Contacts: Provide technical and regulatory guidance of a factual nature to management regarding the submission of IMET funding requests and execution of approved IMET funds. Additionally, incumbent is responsible for monitoring the EDA program. Contacts are with supervisor and other ODC staff members; SOUTHCOM and its component commands; Host Nation officials representing the Panamanian Public Forces and students scheduled for training.

Time Expected to Reach Full Performance Level: Six months.

Continuation……

14. MAJOR DUTIES AND RESPONSIBILITIES

80% of time

A. Serves as Training Assistant

. Directly supports all activities of the Security Assistance Officer concerning all Training Matters.
. Plans and organizes the training and financial portion of the Security Cooperation program, and participates in the accurate and timely preparation and processing of all documentation from initiation to coordination and execution of IMET, FMF, FMS, 1004, CTFP, and other programs.
. Serves as subject matter expert on all DoD training programs and education opportunities.
. Assists Security Cooperation Officer in preparing annual training program, budget and schedule of courses adhering to the needs and desires of the Panamanian Public Forces.
. Assists in preparation of Combined Education and Training Programming Plan (CETPP) and the Congressional Report on International Military Training (CRMIT).
. Prepares for, travels to, and participates in the Security Cooperation Education and Training Working Group (SCETWG) conference.
. Fulfills all requirements to qualify Counter-Terrorism Fellowship Program training courses for GOP over two fiscal years.
. Maintains records of students' course attendance in US military schools to monitor utilization and fulfill congressional reporting requirements. Periodically updates current status, job, etc. and deletes personnel who retire or otherwise are separated or leave the service; keeps updated host country military personnel Positions of Prominence List.
. Maintains records and training reference library--conventionally and electronically. Files all correspondence, regulations, letters, messages, and other documentation.
. Prepares International Travel Orders (ITO) along with related and supporting documents for all students attending USG courses or other visits: letters, memorandums, forms, messages, visas, and other material in preparation for implementation of training program
. Process travel advance, expense reimbursement and crosswalk for each International Military Student (IMS).
. Prepares, coordinates, compiles estimates for in-country training team expenses/activities and coordinates with contracting agents for conferences that include have costs that exceed $2,500 threshold.
. Provides assistance for candidates to be tested via English Comprehension Level (ECL) examination prepared by the Defense Language Institute English Language Center (DLIELC).
. Compiles biographical data for security checks and vetting for human rights, prepares necessary supporting documentation, and maintains database of results.
. Retrieves Security Assistance Network (SANWeb) e-mail and reviews all messages requesting program additions, changes or deletions to ensure action on requests.

B. International Military Education and Training Program Manager

. Intimately familiar with all DoD regulations and procedures for International Military Education and Training (IMET) system. Conducts all required coordination with USG agencies to accomplish annual training plan: USSOUTHCOM, US Navy, US Army, US Air Force, US Marine Corps, US Coast Guard, Defense Security Cooperation Agency (DSCA), as well as 10-12 individual schools and training centers.
. Initiates, prepares, coordinates and processes all IMET, CTFP, 1004, ~ student applications and documentation to include US Embassy vetting, medical exams, medical insurance requirements, passports and visas, English language qualifications, and student travel pre-brief.
. Accesses Training Management System (TMS) computer databases and SANWeb to manage IMET, CTFP, 1004, and schedules. Continually updates and modifies DoD-wide Security . Assistance Training List (STL) to coordinate changes to student information, course dates, and preparations for travel.

15% of time

C. Administration Assistant

. Assists in the preparation of official visits, official correspondence, and calendar of events.
. Answer phone calls in ODC as required.

5% of time

D. Translator

. Duties including translating from English to Spanish all official correspondence from ODC members to the Panamanian Public Forces and other government officials.