



U.S. Department of State

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post Ashgabat	2. Agency Department of Defense/USAF	3a. Position Number USAF-01
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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. Redescription of duties: This position replaces _____
 (Position Number) _____, (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 Human Resources	Administrative Assistant (DOD/USAF), FSN-0105	07	GVON	10/01/2012
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 US Mission Ashgabat	a. First Subdivision Department of Defense I USAF
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)
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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. _____ Typed Name and Signature of American Supervisor _____ Date(mm-dd-yy) 10/01/2012	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) 10/01/2012
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13. Basic Function Of Position
Serves as principal Operation Location Alpha (OL-A) Administrative Assistant providing support to Department of Defense (DoD) and the United States Air Force (USAF) programs in Turkmenistan.

14. Major Duties And Responsibilities

% Of Time

A. ADMINISTRATIVE/PROTOCOL ASSISTANT

70%

1. Coordinates and arranges meetings for the OL-A with the United States Embassy, Ministry of Civil Aviation, Ministry of Foreign Affairs (MFA), Ministry of Defense (MOD), State Border Service (SBS) and other Turkmen agencies as required.
2. Arranges logistical needs of official visitors. Prepares schedules, itineraries, and guest lists of official visitors for the OLA Team, coordinates and expedites transportation arrangements for Very Important Person (VIP) visits. Coordinates use of the Commercially Important Person (CIP) lounge, obtains visas, ensures hotel reservations, and arranges needed transportation. Obtains welcome packages for official visitors and supplements information appropriately. Assists in managing OL-A representational events, pre-coordinates translation of presentations as needed. Locates, maintains reference records, is the primary point of contact for interpreters, translators, and drivers for visiting delegations. Coordinates and processes financial obligations for logistical support with consent of the visiting delegation coordinator.
3. Coordinates logistical requirements in support of the U.S. Military aircraft refuel operation in Ashgabat. Coordinates needed support from the Embassy to obtain cell phones; airport passes for vehicles and personnel, and drafts necessary diplomatic notes to resolve problems. Ensures all customs documentation is completed accurately for equipment brought in/out by the U.S. military in support of refuel operations.
4. If required, drafts diplomatic notes and demarches associated with the overflight or landing clearances of U.S. official aircraft, including support flights and maintaining records of such clearances. Expedites customs and immigration formalities for visiting official aircraft and personnel; transmitting documents between OL-A, DOA and the MOD, MFA, SBS, airport officials, Ministry of Civil Aviation, and other Turkmen agencies. Maintains current information of airport charges and fees to ensure U.S. aircraft are not overcharged when presented with bills for airport services.
5. If required, assist OL-A Vehicle Maintenance Non-commissioned Officer (VCNCO) to ensure embassy vehicles are in the good condition within budget constraints. Coordinates with Embassy Vehicle Management to ensure periodic maintenance is scheduled and accomplished. Notifies Embassy Vehicle Management to accomplish repairs as needed.
6. If required, assist OL-A team to prepare, maintain, and submit all applicable TRICARE Forms.
7. Maintains, administers and enhances positive relations with agencies and individuals falling within the scope of OL-A activities. This includes personal contacts.

B. TRANSLATOR

30%

1. Translates high-level meetings and social engagements with the OL-A Team when needed. Accurately translates all official correspondence received from the MFA, SBS, airport officials, Ministry of Civil Aviation, and other Turkmen agencies related to OL-A issues or transits. Correspondence may include military manuals, articles or legal documents, and contracts. Serves as guide and interpreter for official visitors and OL-A staff members on a daily basis to VIP guests.

15. Qualifications Required For Effective Performance

a. Education

Two years of college or university studies is required.

b. Prior Work Experience

Two years of progressively responsible administrative and customer service experience is required.

c. Post Entry Training

Turkmen Language training. Must be qualified in Microsoft Office software.

d. Language Proficiency:

Level 4 (fluent) English and Russian. Level 3 (good working knowledge) Turkmen is required.

e. Knowledge

In addition to the required language knowledge for English and Russian, the incumbent must be familiar with correspondence formats, military protocol, Turkmen military organizations, and military and aviation terminology.

f. Skills and Abilities

Must be able to prioritize assignments in order to facilitate and support meetings between OL-A and Turkmen officials. Must be able to deal effectively and professionally with all levels of persons both inside and outside the U.S. Mission and with personnel from various organizations. Must also be able to deal effectively and professionally with U.S. personnel prior to and during visits to Turkmenistan. Must be qualified in use of personal computers and standard PC software (Microsoft Word, Excel and Power Point) is required. Ability to use Microsoft Access/Share point software is highly desirable. A valid Driver's License is desirable in order to use and maintain OL-A embassy vehicles.

When required he/she must be able to work flexible hours to meet the mission requirements.

1. Flexible hours may include:

- a. Evening Shifts
- b. Weekends

16. Position Elements

a. Supervision Received

The OL-A Officer provides general instructions and assignments by defining the basic parameters for OL-A program support. Work is reviewed in terms of accuracy, completeness and quality of written translations or documents. Coordinates visits of U.S. personnel for the OL-A team with little or no supervision. Works directly with points of contact (POC) for visiting delegations and only keeps the OPSCO and OL-A Commander informed of progress or problems encountered. Works directly with delegation POCs to accomplish needed translations as time and duties permit or coordinate with the POC to locate translators as required.

b. Available Guidelines

DoD/USAF publications and regulations and subject matter reference materials pertaining to military and other issues

c. Exercise of Judgment

Because of the often sensitive nature of assignments, the incumbent is expected to perform duties with an extraordinary degree of trust and confidence.

d. Authority to Make Commitments

If required, individual will coordinate with OL-A Officer to support visiting delegation personnel prior to arrival and arrange logistical support within budget constraints. Individual must be familiar with the fair-market cost for these services to make short-notice commitments with prior approval.

Must be able to work with Finance and Contracting personnel to utilize petty cash to maintain OL-A vehicles and make small purchases from the OL-A petty cash account on a case-by-case basis.

e. Nature, Level and Purpose of Contacts

Contacts are with mid-level officials of US Government and mid to occasional high-level officials of the Government of Turkmenistan. The purpose of these contacts is to enable the efficient operation of the OL-A Team. Maintains contacts with Ministry of Foreign Affairs and Ministry of Civil Aviation to enable effective processing of overflight and landing clearances for U.S. military and civilian aircraft. Maintains contacts with local airport officials to expedite U.S. aircraft landings and provide required aircraft services upon arrival and departure. Maintains effective contacts with the Civil Aviation Authority, Airport Security, Airport Ground Services, Control Tower, and State Border Service to convey accurate translations and interpretations so that such officials have a clear and complete understanding of the subjects and issues being discussed.

f. Supervision Exercised: NONE

g. Time Required to Perform Full Range of Duties after Entry into the Position

At least 2 years.