



### INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

<b>1. Post</b> Belmopan, Belize	<b>2. Agency</b> Department of Defense	<b>3a. Position Number</b> 310901100107		
<b>3b. Subject to identical positions?</b> Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
<b>4. Reason For Submission</b> <input type="checkbox"/> a. Redescription of duties: This position replaces (Position Number) _____ (Title) _____ (Series) _____ (Grade) _____ <input checked="" type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain) _____				
<b>5. Classification Action</b>	<b>Position Title and Series Code</b>	<b>Grade</b>	<b>Initials</b>	<b>Date</b> <i>(mm-dd-yyyy)</i>
a. Post Classification Authority Post RHRO	Counter Drug Officer	FSN-8		
b. Other				
c. Proposed by Initiating Office				
<b>6. Post Title Position (if different from official title)</b> N/A		<b>7. Name of Employee</b>		
<b>8. Office/Section</b> Military Liaison Office		a. First Subdivision		
b. Second Subdivision		c. Third Subdivision		
<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>  _____ Printed Name of Employee  _____ Signature of Employee                      Date(mm-dd-yyyy)		<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>  _____ Printed Name of Supervisor  _____ Signature of Supervisor                      Date(mm-dd-yyyy)		
<b>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.</b>  _____ Printed Name of Chief or Agency Head  _____ Signature of Section Chief or Agency Head                      Date(mm-dd-yyyy)		<b>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.</b>  _____ Printed Name of Management or Human Resources Officer  _____ Signature of Management or Human Resources Officer                      Date(mm-dd-yyyy)		
<b>13. Basic Function Of Position:</b> Coordinates all aspects of Counter Drug (CD) implementation within the country of Belize. This includes writing, reviewing and implementing the annual CD plan, assisting with coordination of exercises and training and assisting with developing MLO CD funding requirements.				
<b>14. Major Duties And Responsibilities:</b> The CDO is MLO's primary POC in coordinating all aspects of Counter Drug (CD) missions in Belize with the Country Team, JIATF S, SOUTHCOM and the Belize government. CDO will also develop MLO CD funding requirements and advocate with appropriate agencies to obtain resources/funding from CD Program Managers. Advises the MLO Chief on all CD-related issues. In addition, the CDO will assist the Deputy Chief with the coordination of exercises for Belize. The CDO will produce the annual CD plan, and implement the plan with the approval of the Chief, USMLO-Belize.				

15. Qualifications Required For Effective Performance

- a. Education  
An Associate's Degree in business, liberal arts and/or sciences is required.
- b. Prior Work Experience  
Three years military or law enforcement experience is required.
- c. Post Entry Training  
"On the Job" training such as Government Ethics Training, Human Rights Initiative Training and Humanitarian Assistance Program Training.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read).  
Level IV (Fluent) Speaking/Reading/Writing English is required.
- e. Job Knowledge  
Good working knowledge of MS Word and Excel is required.
- f. Skills and Abilities  
Must hold a valid local driver's license. Must be able to effectively communicate; must exercise good level of interpersonal skills in order to facilitate exchange of information at a high level. Must be tactful, but effective in dealing with other mission employees and Belizean US Government officials to achieve Agency goals.

16. Position Element

- a. Supervision Received  
Works under the direct supervision of the Chief of the U.S. Military Liaison Office (USMLO) and expected to perform assigned responsibilities independently.
- b. Supervision Exercised  
None.
- c. Available Guidelines  
All Department of Defense Manuals
- d. Exercise of Judgment
- e. Authority To Make Commitments  
Is the Chief, USMLO Belize's CDO and will yield the authority to make budget, planning and coordinating decisions as directed.
- f. Nature, Level, and Purpose of Contacts  
The incumbent must achieve operational goals established by the USMLO through proper and frequent communication with officials from the Ministry of Defence, Ministry of Home Affairs, Belize Defence Force, Belize National Coast Guard Service and US Embassy Country Team, JIATF S, and SOUTHCOM
- g. Time Expected to Reach Full Performance Level  
One year

## **Major Duties and Responsibilities (Continued)**

As the Counter-drug Officer (CDO), this officer will be the Chief, MLO Belize's primary POC in coordinating all aspects of the growing number of interagency Counter Drug (CD) missions in Belize with the Country Team, JIATF S, SOUTHCOM and the Belize government. CDO will also develop MLO CD funding requirements and advocate with appropriate agencies to obtain resources/funding from CD Program Managers. Advises the MLO Chief on all CD-related issues. In addition, the CDO will assist the Deputy Chief with the coordination all CD related Joint exercises with DEA, JIATF-S, JTF-B, USMLO, the Belize National Coast Guard and the Belize Defence Force.

The CDO will produce the annual CD plan and implement the plan with the approval of the Chief, USMLO-Belize.

Coordinates Counter drug (CD) related operational and other issues with the Country Team, Belizean government as well as coordinates and oversees logistical support throughout Belize. Examples of operations requiring support are deployment of JTF Bravo helos in support of CD operations, support of JIATFS requirements of foreign Navy ships supporting US CD operations, support for Embassy CD operations, the now regular flow of short-fuse emergent requirements from USCG and USN ships on CD patrols that are emerging along Belizean ports due to the availability of growing services.

Coordinates all CD related training within the country.

Assists with the tracking of, and reporting on CD related exercises. Facilitates with quality and timely responses in relation to all military exercises in progress or otherwise scheduled.

In conjunction with the budget planning, incumbent is responsible for coordinating all 1033 and 1004 projects.

Tracks all Enduring Friendship funding, training and equipment.

Monitors Accountability of all equipment purchased with CD funding.

Coordinates and monitors accountability of all training funded and equipment purchased by the Merida Initiative/CARSI program for the Belize National Coast Guard or the Belize Defence Force.