

Secretary
Major Duties and Responsibilities

Incumbent, under the general supervision of the USODC Chief and Support Functions Officer supports the work of the Commander and section chiefs of the USODC. Provides administrative support for all correspondence, message traffic, official letters, and protocol matters. These duties include all of the physical and computer based filing requirements mandated by the Department of Defense, the Department of State, US Army, US Navy, and the US Air Force. Responsible for preparing and maintaining the appointment and protocol calendars for the USODC Chief. Drafts, prepares, and translates official documents into English and Spanish, handles all level of official correspondence to include official letters to and from the Ambassador, the Military Forces Commander, and the Commander of US Southern Command. Arranges all USODC travel documentation to include: passports, visas, orders, and International Travel Orders foreign visitors. Coordinates all USODC visitor lodging and transportation under the Force Protection plan. Acts as the alternate Budget Analyst.