

POSITION DESCRIPTION

1. Check one:

Dept'l ☐ Field ☐

2. Official headquarters:

4. Agency position No.

25354

5. C. S. C. certification No.

6. Date of certification

7. Date received from C. S. C.

3. Reason for submission:

(a) If this position replaces another (i. e., a change of duties in an existing position), identify such position by title, allocation (service, series, grade), and position number

(b) Other (specify)

8. CLASSIFICATION ACTION

ALLOCATION BY	CLASS TITLE OF POSITION	CLASS			INITIALS	DATE
		Service	Series	Grade		
a. Civil Service Commission						
b. Department, agency, or establishment	GENERAL INVESTIGATOR	FR	1810	01	ELK	7/19/70
c. Bureau						
d. Field office						
e. Recommended by initiating office		FR		01		

9. Organizational title of position (if any)

SPECIAL ASSISTANT NARCOTICS & DRUGS

10. Name of employee (If vacancy, specify V-1, 2, 3, or 4)

Ogden Williams

11. Department, agency, or establishment

Agency for International Development

a. First subdivision

Bureau for East Asia

b. Second subdivision

Office of Regional Development

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

c. Third subdivision

d. Fourth subdivision

e. Fifth subdivision

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

[Signature] 6/21/71
(Signature of immediate supervisor) (Date)

Title: Assistant Administrator

14. Certification by head of bureau, division, field office, or designated representative

[Signature] 6/18/71
(Signature) (Date)

Title: Administrative Officer

15. Certification by department, agency, or establishment

[Signature] 7/19/71
(Signature) (Date)

Title: Position Classification Spec.

16. Description of duties and responsibilities

PART I - INTRODUCTION

The incumbent serves as Special Assistant for Narcotics & Dangerous Drugs to the Assistant Administrator for East Asia. Because of the inter-regional implications of the duties involved, the position is attached to the Office of Regional Development for payroll and other support purposes.

PART II - DUTIES AND RESPONSIBILITIES

1. Coordinates all matters pertaining to narcotics for EA and VN Bureaus.
2. Serves as liaison with other Agency offices (A/AID, NESA, OPS, etc.) and other government organizations (Bureau of Narcotics & Dangerous Drugs, Dept. of Justice, OMB, etc.) and congressional staffs (in coordination with LPS).
3. Serves as focal point for all inter-regional actions on narcotics, developing policy guidance and AID/W positions related thereto.
4. Working with U.S. Missions abroad and appropriate AID and State officials

develops programs to assist and encourage foreign governments to suppress and control the production, use and export of narcotic drugs, including programs to encourage substitution of other crops and products, to assist in the enforcement of laws dealing with illicit traffic in drugs, to encourage rehabilitation of addicts, etc.

5. Represents the AA/EA and AA/VN at all appropriate meetings on drugs.
6. Follow up on the actions that have been taken re AID involvement and assistance programs.
7. Prepares briefing papers and answers to Congressional queries.
8. Keeps the AA/EA and AA/VN advised of all important developments.
9. Reviews and analyses available intelligence reports and other reporting from all sources on narcotics.