

ADDENDUM

Assists with the receiving procedures: Accepting deliveries from various sources (DPO, Pouch Room, containers, local vendors, etc.), opening and inspecting all incoming materials to ensure the USG receives the proper items, quantities, and visually inspecting items for damage, documenting receipts, complete and partial, in the ILMS (Integrated Logistics Management System) and documenting and coordinating with the Procurement Section when items arrive at Post damaged. Ensuring all items received are adequately secured/protected and accounted for prior to issuance to the ordering office. Applies tag number stickers to non-expendable property meeting inventory criteria.

40% of Time.

Prepares issuance documentation and ensures offices ultimately receiving any materials have signed for the receipt of such items prior to physically taking possession. Completes all ILMS actions necessary to document the transfer of accountability responsibility.

30% of Time.

When not actively involved with receiving processes, augments the Property Management team with warehouse housekeeping and organization, and residential and office moves. When required, operates vans and small trucks, and motorized and manually operated material handling equipment.

20% of Time.

Assists the Property Management team with setting up for special events, VIP visits, and the annual inventory process on compound and at residences.

10% of Time.

This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.