

Addendum 1

Manages the Shipping and Customs Office maintaining the clearance of all shipments and USG official (GOVs) and personal vehicles (POVs) in the Mission. Keeps files of POVs of all Mission American employees and GOVs in the Mission, except the files of the AID vehicles and Institutional Contractors. Maintains statistics and submits reports as required by the ICASS program. Supervises two Shipment Assistants FSN-7, and two Customs Expeditors FSN-6. This position trains and ensures that all personnel receive the training needed to stay current with the Salvadoran laws and regulations and the modernization technology. 40%

UNDER SHIPPING 35%:

This position administers the movement of goods into and out El Salvador in the name of the American Embassy. Goods range from urgent shipments of refrigerated vaccines to household effects, office supplies, building material, groceries, alcoholic beverages, motor vehicles, and material required for AID projects such as heavy equipment and chemicals. Shipments arrive and depart by sea, air and overland.

Acts as advisor for employees requiring general information on shipping, scheduling packing/unpacking services, and resolving problems related to incoming and outgoing household effects shipments. Also, assists American employees in placing claims for lost or damages.

Is designated as the Contracting Officer's Representative for the packing and storage contractor. This includes evaluation of service quality, monitoring contractor performance, and accepting the services on behalf of the U. S. Government. Also, is designated as

Contracting Officer's Representative for the Insurance Contract.

Assists the Claim Investigating Officer in identifying shipping losses or damage, prepares the claim documentation for submission to

the Department, and obtains the documentation to support the claim.

Administers the Embassy Shipping Regulations Compliance Program which includes advising employees of the rules on shipping allowances for incoming and outgoing articles not permitted to be shipped, determining which shipments are overweight and determining the amount of money to be collected and assisting the collection of the funds.

UNDER CUSTOMS: 25%

This position administers the Embassy relations with the Protocol Section of the Ministry of Foreign Affairs and the Salvadoran Customs Department. On a day-to-day basis, the Shipping and Customs Office has more contact with the Foreign Ministry than any other office in the Mission.

Drafts Diplomatic Notes, drafts, and signs letters and prepares letters for the GSO and MGT Counselor's signatures for the Ministry of Foreign Affairs, Customs and other local government Offices.

This position holds and uses the official seal of the American Embassy for official purposes. Keeps the GSO informed of pending policy changes in the Foreign Ministry and the Salvadoran Government which affects the administrative operations of the Embassy.

Negotiates with the second-tier bureaucracy at the Ministry of Foreign Affairs and Customs to expedite shipments, clearances, and other actions that benefit the American Embassy.

Assists the Property Section in preparing letters to Customs during the sale of official vehicles.

Provides guidance to the buyers on how to register the official vehicles bought by them.

Provides assistance to the Military Group when they import chemicals for medical exercises.

Requests the third party liability insurance for all State and other agency's official vehicles.

Prepares claims to the insurance company when official accidents occur.

Note: 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.