U. S. Department of State

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

Post	2. Agency	3a. Position Number
Lagos	State	A52252

3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☐ No

4. Reason For Submission

☐ a. Redescription of duties: This position replaces

(Position Number) _____ . *(Title)* _____ *(Series)* _____ *(Grade)* _____

☐ b. New Position _____

☒ c. Other *(explain)* Annual Review of Position Description

5. Classification Action	Position Title and Series Code	Grade	Initials	Date *(mm-dd-yyyy)*
a. Post Classification Authority	Warehouseman - PSA 0805	FSN 2		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position *(If different from official title)* Warehouseman	7. Name of Employee
8. Office/Section Warehouse Sections	a. First Subdivision Management Section
b. Second Subdivision General Services Section	c. Third Subdivision Warehouse- Non-expendable section
9. This is a complete and accurate description of the duties and responsibilities of my position. Printed Name of Employee Signature of Employee — Date *(mm-dd-yyyy)*	10. This is a complete and accurate description of the duties and responsibilities of this position. Printed Name of Supervisor Signature of Supervisor — Date *(mm-dd-yyyy)*
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. Vicki E. Hutchinson - Management Officer Printed Name of Chief or Agency Head Signature of Section Chief or Agency Head — Date *(mm-dd-yyyy)*	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. Parvez Khan - Human Resources Officer Printed Name of Admin or Human Resources Officer Signature of Admin or Human Resources Officer — Date *(mm-dd-yyyy)*

13. Basic Function Of Position

Performs supply, store maintenance and inventory duties in the warehouse.

14. Major Duties and Responsibilities — 100 % of Time

Processes DS-584 non-expendable requests by identifying items to be pulled in the store, making appropriate annotations on the form, and passing this information over to the NEPA section. (15%)

Picks items from storage areas and moves them to the warehouse check-out point. (40%)

oves both newly received and turned-in property from the receiving areas to authorized storage areas in the expendable and non-expendable stores. (10%)

(See Addendum 1)

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15. Qualifications Required For Effective Performance

a. Education
Completion of primary school is required.

b. Prior Work Experience
Six months prior warehouse experience is required.

c. Post Entry Training
On the job training. Supply Chain Management PA-360. WEBPASS training.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level *(II, III)* and specialization *(sp/read)*.
Level 2 proficiency in both oral and written English.

e. Job Knowledge
Must have a good working knowledge of Department of State and associated agency procedures which apply to storekeeping.

f. Skills and Abilities
Must be able to operate hand trucks and had lifts.
Ability to lift up to 50 pounds.

16. Position Element

a. Supervision Received
Supervised by GS Clerk (A52918)

b. Supervision Exercised
None

c. Available Guidelines
FAM, FAH, Standard Operating Procedures

d. Exercise of Judgment
Proper handling of USG property and selecting of appropriate property to fill requisitions.

e. Authority to Make Commitments
None

f. Nature, Level, and Purpose of Contacts
Maintains a professional relationship with FSN's and Americans.

g. Time Expected to Reach Full Performance Level
12 months.