



USPFO is currently hiring to fill positions on a temporary basis (around 120 days). However, the persons selected for these temp positions will have the opportunity to apply for the very same position when it is announced as permanent, giving them an advantage because they will have already performed in the position up to that point.

Position Title and Location: Supply Technician, Camp San Luis Obispo

Compensation:

-GS7 (benefits are not available for the temporary fill, but they will be provided for the applicant selected into the permanent position).

Job Requirements:

- Knowledge of requisitions, supporting documents and reference material to perform material coordination storage management responsibility for special programs, maintenance, and production shops.
- Knowledge of established supply regulations, policies, procedures, and other instructions applicable to the specific assignment.
- Knowledge to conduct extensive and exhaustive searches for required information in order to reconstruct records for complex supply transactions.
- Knowledge and ability to perform routine aspects of supply specialist work based on practical knowledge of standard procedures where assignments include individual case problems related to a limited segment in one of the major areas of supply management, such as inventory management, excess property, storage management, etc.

Duties and Responsibilities:

(1) Manages supply activities to include support of inventory control, storage, distribution, cataloging, supply identification systems, property utilization, and other related activities using both Standard Army Management Information Systems (STAMIS) and non-STAMIS systems. Manages the STAMIS system requesting access and SARSS2 parameter change requests.

(2) Reviews procurements through the appropriate STAMIS and vendor based web sites. Analyzes requests to ensure items being ordered are authorized. Coordinates payments to GSA, prime vendor, and local vendors by Government Purchase Card. Manages the GPC and the Federal Fuel Credit Card accounts (ground and aviation) to ensure charges and credits are being applied. Audits and reconciliations are conducted at the end of each transaction period to ensure the accuracy of transactions. Processes all requests for local purchases, including those for items listed within standard supply classes. Processes the manager's review file daily and reconciles all records, monthly, between SARSS 1 and SARSS 2 to ensure validity of the stock record account. Process inquiries regarding supply status.

(3) Develops and applies standards to manager referred transactions. Coordinates with Continental United States (CONUS) supply sources (private and public) on materials needed to alleviate delays. Validates due-in transactions and researches items delayed in shipment. Processes Shipment Discrepancy Reports (SDR) and Quality Deficiency Reports (QDR). Processes monthly reports regarding commodity management, including transaction error reports, overage manager's review file, performance standard reports, overage reports, and other related supply discrepancy reports. Applies appropriate budget controls on selective items and maintains records indicating the necessity for control.

(4) Analyzes the integrated management of ASL stock and contingency stock. Ensures proper types and amounts of supplies are available to support requirements. Reviews and updates the ASL, considering demand history, anticipated consumption, turnover rates, future requirements solicited from MACOMS, total package fielding, special projects, and funds availability. Analyzes and researches to determine authorizations, substitutes, and trouble shooting of problem areas. Reviews inventory on-hand, requisitioning objective, contingency stocks, and develops courses of action based on these conditions.

(5) Analyzes vendor reports to determine the destination of expended funds. Develops reports for the Supply Systems Analyst based on findings. Coordinates information with program managers and units to assist with formulating budgets.



- (6) Manages supply transactions based on dollar limitations, status of Obligation Authority, consumer funds, coordinating with requisitioning activity and the source of supply. Coordinates with Budget Analyst, S&S Officer, and comptroller personnel to determine authorizations for commitment and expenditure of funds. Makes analytical review of demands, issues, and obligations. Notes trends causing out of tolerance actions and develops courses of action to resolve these conditions.
- (7) Manages excess supplies and equipment IAW USPFO procedures to determine the appropriate disposition. Manages the DOD Activity Address File (DODAAF) to include additions, changes, and deletions. Develops reports to ensure that adequate and accurate information is provided. Processes all excess materiel transactions through the Objective Supply Capability Adaptive Readiness Inventory Control Point (OSCAR/ICP).
- (8) Supports mobilization and demobilization by managing rapid fielding initiative (RFI) push packages).
- (9) Manages stocks assigned to various classes of supply. Develops reports that track on hand supplies to ensure accurate accountability. Processes requests for operation rations, including commercial subsistence and commercial meals, requests for cash meal payment books and validates cash meal payment book transactions, annually, with units. Processes CL II off line request. Reconciles purchase requests for fuel, validates bulk fuel reports, processes monthly Voyager credit card reports, issues new Voyager credit cards to unit and processes transactions for turn in of expired or damaged Voyager credit cards. Processes requests from unit for medical supplies (CL VIII) validating all medical supply requests against unit formularies. Provides units with medical materiel quality control notifications. Monitors shelf life requirements to ensure perishable supplies are disposed of and reordered. Analyzes and recommends supplies for forward deployment/distribution.
- (10) Processes requests for ammunition. Processes ammunition receipts from depot, ASPs and turn-ins from units. Uses the SAAS-MOD STAMIS to process all ammunition requests and turn-ins, inventories, shipments, etc.
- (11) Coordinate with agencies of DOD, DA, NGB, LOGSA, USPFO Warehouse and supported units/activities.
- (12) Performs other duties as assigned.

NOTE: Resumes for this position must be VERY DETAILED in a narrative format, and must explicitly state the applicants experience to include years, months and days that they performed the duties that make them qualified to hold this position.

If you would like to apply to this position, send your resume immediately to ngcajobs@ng.army.mil and state you are applying for this position, or you can call The Work for Warriors staff @ 916-854-4426.