

5/18/20

Position: Logistics Analyst (Property / Acquisition)

Location: USA-VA-Quantico

Full time

Clearance: TS/SCI

Job Responsibilities:

- Record property in an approved Accountable Property System of Record (APSR) and retain Key Supporting Documents (KSDs).
- Provide KSDs for newly acquired/requisitioned, transferred, or disposed equipment for accurate record keeping and retention.
- Assist Responsible Officers (RO) or Responsible Individuals (RI) with the accountability of properties.
- Receipt, accept, turn-in or request transfer of government property.
- Coordinate property transfers.
- Request investigative or adjustment action, in writing, for equipment abuse or loss to the Personal Property Officer.
- Report any lost, damaged, destroyed or stolen assets to the PPM immediately.
- Gather the necessary documentation (i.e. Sworn Statements from individuals involved with the incident).
- Submit all the documentation from individuals involved with the incident to the Accountable Property Officer for the creation of the Financial Liability Investigation of Property Loss (DD Form 200).
- Submit supply discrepancy reports (as required). Submit disposition requests for assets that are obsolete or no longer required.
- Perform warehouse operations.

Mandatory Requirements:

- Bachelor's degree or equivalent and at least 5 years of related experience.
- Total of 13 years experience w/o degree
- Possess active DoD TS/SCI clearance (In JPAS)
- Demonstrate comprehensive knowledge of DoD, Navy, and Marine Corps Supply and acquisition principles, procedures, techniques, guidance and practices.
- Must possess capabilities in accounting for property from acquisition, transfer, maintenance, redistribution, and disposal utilizing automated property management systems (Defense Property Accounting System (DPAS), Global Combat Support System-Marine Corps (GCSS-MC), Electronic Turn in Documents (ETIDS))
- Experience with the Custodian Asset Report (CAR) to account for property assigned in the DPAS or Consolidated Memorandum Receipt (CMR) for property assigned in GCSS-MC.
- Assist with reconciliations of the CAR and CMR.

Physical Requirements:

Must be able and willing to perform occasional manual labor and warehouse duties with the ability to lift up to 50 lbs.