

Duties

Announcement No.: DDYJ-OS-002-04

Provides technical advice and assistance to personnel in supply operations, especially in situations where guidelines and regulations are conflicting, inadequate or unclear. Review and inspects current operations to assess degree of compliance with regulations and directives. Develops procedures for units to follow when changes are made to automate or manual reporting requirements. Reviews draft supply regulations, authorization documents and technical publications. Develops training courses for functional supply personnel. Performs other related or incidental duties as assigned.

*DSS (Distribution Standard System) is a large centralized database system that manages all distribution operations for DDYJ. DDYJ workers interface with DSS through computer terminals and scanning systems to input and report receipt, storage, issue, transportation and inventory information.