



## ***ELEIT Technology, Incorporated***

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### **Personal Property Specialist**

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#### **Duties are as follows:**

- The contractor shall manage and operate a multi-service Personal Property Processing Office (PPPO) supporting Permanent Change of Station (PCS), retirement, extension, separation and local moves. Provided services include, but are not limited to, advising, counseling, arranging, preparing, and distributing documentation for authorized military and civilian personnel and family members on personal property shipments IAW DTR 4500.9-R, Part IV; Joint Travel Regulation (JTR), and service specific guidelines.
- The contractor shall complete all personal property associated functions/documents utilizing Virtual Transportation Organization Personal Property System (ETOPS) or Defense Personal Property System (DPS) to the fullest extent possible.
- The contractor shall determine entitlements and prepare and process all documentation necessary to effect shipment, storage, and delivery of personal property (household goods, baggage, and mobile homes).
- The contractor shall provide personal property service to any member of the US Armed Forces (Army, Air Force, Navy, Marine Corps) seeking assistance, irrespective of duty assignment or location of personal property.
- The contractor shall furnish estimated costs for shipment and storage of household goods, incident to civilian PCS, for inclusion in travel orders; performing, upon request, cost comparison between commuted rate and actual rate method.

#### ***Experience/Education***

- High School degree, Military training and experience in Transportation of Military personnel and accountability is desired.

***Minimum Position Knowledge, Skills, and Abilities Required:*** Microsoft Office software and use of a Desk Top Computer.

***Work Environment, Physical Demands, and Mental Demands:*** Office environment, sitting, stoops, bend, kneel, walk, have full dexterity, correctable vision, and the ability to comprehend and follow written instructions.

***Safety Environment:*** Comply with all site safety and security regulations.