

SPECIAL SUPPORT ASSISTANT (LOGISTICS)

MISSION

Under the direction of the Director of Logistics is responsible for providing logistical advice and assistance to the Clandestine Services through the SSA/DD/S, and is responsible for coordinating logistics policy and recommending the solution to major Logistics support problems affecting the Clandestine Services.

FUNCTIONS

1. Provides general staff supervision and assures technical guidance to area Logistics Officers and other elements of DD/P concerning Agency Logistics matters.
2. Assists elements of DD/P in the implementation of Logistics planning policy and procedures.
3. Reviews Logistics aspects of proposed Agency regulatory issuances and coordinates necessary changes and modification of policy and procedures as they may affect Clandestine Services elements.
4. Collaborates with DD/P and DD/S planning elements in the development, implementation, and maintenance of an effective Logistics planning system for the Agency.
5. Reviews Clandestine Services operational plans, programs, and projects, to assure the adequacy of such documents from a Logistics support standpoint.
6. Assists elements of the DD/P in implementing policies and procedures concerning the forecasting of material requirements for Clandestine Services.
7. As requested by the DD/P, and with the concurrence of the Director of Logistics, represents the DD/P on various boards and committees concerning logistical matters.
8. Performs special assignments as assigned by the Director of Logistics.