

REASON FOR			POSITION DESCRIPTION COVER SHEET			
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER				
<b>RECOMMENDED</b>						
4. TITLE			5. PAY PLAN	6. SERIES	7. GRADE	
8. WORKING TITLE Area Transportation Assistant (Office Automation)			9. INCUMBENT (Optional)			
<b>OFFICIAL</b>						
10. TITLE Transportation Assistant (Office Automation)						
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER
GS	2102		07	MONTH/DAY/YEAR	YES	NO
				4/22/02		
<b>18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)</b>						
1st			5th			
2nd			6th			
3rd			7th			
4th			8th			
<b>SUPERVISOR'S CERTIFICATION</b>						
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.						
19. Supervisor's Signature		20. Date		22. Second Level Supervisor's Signature		23. Date
21. Supervisor's Name and Title				24. Second Level Supervisor's Name and Title		
<b>FACTOR EVALUATION SYSTEM</b>						
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS	
1. Knowledge Required	1-4	550	6. Personal Contacts	2		
2. Supervisory Controls	2-3	275	7. Purpose of Contacts	B	75	
3. Guidelines	3-3	275	8. Physical Demands	8-1	5	
4. Complexity	4-3	150	9. Work Environment	9-1	5	
5. Scope and Effect	5-2	75	<b>27. TOTAL POINTS</b>		27. 1410	
Grade based on PCS for Transportation Clerk & Assistant Series , GS-2102 (TS 122, dtd 3/93)				28. <b>GRADE</b>	28. 07	
<b>CLASSIFICATION CERTIFICATION</b>						
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.						
29. Signature /S/ MARILYN STETKA				30. Date 4/22/02		
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)						
32. Remarks FLSA: N NO KNOWN PROMOTION POTENTIAL Standard Job#2102-07				33. OPM Certification Number		



**Transportation Assistant (Office Automation)  
GS-2102-07**

Standard Job #2102-07

**A. INTRODUCTION**

This position is located in the Budget and Fiscal Office of the \_\_\_\_\_ Area, Agricultural Research Service (ARS), \_\_\_\_\_. The primary purpose of the position is to provide travel expertise with regard to interpreting regulations and procedures, and processing foreign, domestic and relocation travel requests.

**B. MAJOR DUTIES**

Serves as the key contact and provides technical advice and guidance on all travel matters to travelers and Area program and management officials, particularly in the areas of foreign and domestic travel, attendance at domestic and international meetings, applicable per diem rates, passport and visa requirements, mileage and other transportation allowances, relocation of employees, and movement of household goods.

Serves as the technical expert for the Area concerning travel matters, and resolves conflicts or problems related to travel and/or relocation travel, including questions on repayment or crediting of travel funds; disputes between carrier and customers; or emergency travel situations.

Maintains the official Area records and directives for foreign travel and attendance at international meetings. As required, prepares periodic or on-demand status reports on foreign travel. Initiates and drafts advisory correspondence to the Area, including issuance of implementation instructions for new policies, directives, or procedures.

Initiates, coordinates, consolidates, and updates the Foreign Travel Plan (FTP) using Agency software (ARIS) for approval by the Area Director. Provides technical advice and assistance to Area officials on the preparation and submission of the FTP. Reviews submissions and makes changes and corrections as necessary.

Initiates, prepares, coordinates, and advises Area and Location management on Demonstration Project hires pertaining to travel incentives.

Determines if travel funds contributed by outside organizations are allowable and prepares response to the contributor for the signature of the authorizing official.

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Responsible for the relocation of new employees and changes of official station (both domestic and foreign), including the following:

Obtains personal information and service agreements from employee/new hire.

Obtains cost comparisons/estimates by using other agency software packages, e.g., GSA, for vendor to move household goods.

Determines relocation entitlement and explains these allowances to travelers (including relocation services' allowances).

Develops cost estimate for obligation by the National Finance Center (NFC).

Advises Area and Location management on relocation cost status. Initiates action for obligation/deobligation with NFC or other parties involved.

Initiates/coordinates the development of Government Bill of Ladings for shipment and storage of household goods, including advising on entitlement of what can be shipped in accordance with the Federal Travel Regulations (FTR).

Manages travel credit card program which includes reviewing and processing applications and securing approvals. Reviews reports provided by credit card company to monitor usage to ensure conformance with regulations. Contacts employees with late payment records to determine the cause of tardiness, counsel employees on their responsibilities, and to offer assistance if problems arise.

Reviews travel requests and proposed travel authorizations that require the approval of the Area Director or higher authority for technical adequacy and compliance with applicable laws and regulations, and takes corrective action where needed. Determines whether trip substitutions are permissible without requiring approval from a higher authority.

Coordinates/initiates special travel authorizations for all non-routine travel such as attendance at international meetings, transfer of official station, travel of new appointees to positions, travel of non-government employees and foreign travel.

Coordinates with GSA Travel Management Centers/airlines/hotels in order to secure reservations, tickets, and other travel services through use of GTRs, GVTS, credit card, etc.

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Initiates, prepares and/or signs as requesting official, requests for security clearances, official passports, visas, and medical examinations where required.

Advises travelers on a variety of travel matters, including leave, foreign allowances, per diem and mileage rates, requirements for movement and transportation of household goods, special travel allowance requirements in different countries, allowances for permanent change of station, most efficient and economical mode of travel and itinerary, and any special regulations, requirements, and limitations that may pertain, particularly involving foreign countries.

Provides training for Area location personnel on travel regulations and procedures as may be dictated by deficiencies noted in the Consolidated Administrative Review and Evaluation (CARE) or by new policy issuances and associated procedures.

May serve as Vendor Coordinator (Designated Agency Representative), responsible for maintaining the FFIS VEND Table; views rejected travel documents in FFIS; researches intended accounting on document; and works with originating office to make appropriate correction.

Uses office automation software packages and equipment to type various correspondence referred to above, including travel authorizations, memoranda to cooperators, and other travel-related documents.

**C. EVALUATION FACTORS**

**1. KNOWLEDGE REQUIRED BY THE POSITION (FLD 1-4: 550 PTS)**

Knowledge of Federal Travel Regulations, Departmental and Agency policies and regulations, Department of State regulations, Foreign Agricultural Service (FAS) guidelines, and GSA Board of Contract Appeals Decisions (GSBCA) for domestic and foreign travel matters in order to advise on travel procedures, visa requirements & passports, restrictions, entitlement, and allowances, and to resolve conflicts or problems related to domestic and foreign travel and relocation related travel.

Knowledge of carrier lines, contract carriers, and current routes and fares for various modes of transportation.

Knowledge of NFC's Federal Financial Information System (FFIS), Procedure Manuals on Payments, Transportation Requests, Travel Advances and Vouchers, in order to process documents.

Skill in communication, both written and oral.

Knowledge of English grammar, spelling, punctuation, and the government correspondence manuals and regulations.

Ability to interpret regulations for many diverse/unique situations, and to prepare correspondence.

Ability to adapt and react quickly to diverse situations, working under short deadlines, with positive results.

Skill in assembling segments of data from various sources on one subject.

Skill in calculating cost estimates and making determinations based on cost data.

Skill in operating office automation equipment, e.g., personal computers, using various software. A qualified typist is required.

Knowledge of software package functions and features, including EITHER (1) the varied functions of more than one software package OR (2) the varied and advanced functions of one software package, in order to perform accurate word processing and to format, arrange, update and produce a wide variety of complex documents.

**2. SUPERVISORY CONTROLS (FLD 2-3: 275 PTS)**

The supervisor assigns work outlining in broad terms the nature of the assignment, objectives and priorities and, is available to assist or advise incumbent in resolving particularly difficult problems.

The incumbent performs daily work independently and resolves problems based on a knowledge of the job requirements.

The results of the work are spot-checked for adherence to policies and general approach to ensure that the end product meets the objective of the task assignment.

**3. GUIDELINES (FLD 3-3: 275 PTS)**

Incumbent draws on the provisions of Federal, Departmental, and Agency policies and travel regulations, and GSBCA Decisions, NFC Procedure Manuals, and Transportation schedules.

While these broad guidelines serve as general reference points, the employee is required to use considerable judgment in interpreting and applying them to different types of travel situations and to resolve specific problems.

**4. COMPLEXITY (FLD 4-3: 150 PTS)**

In addition to processing and issuing travel documents, the incumbent is the principal contact for providing technical advice and assistance to management officials, employees, and non-government individuals and organizations in the area of foreign, domestic and relocation travel. Travel regulations are numerous, updated frequently, and require extensive research and interpretation to provide accurate advice in unusual situations.

Advice to management frequently requires the resolution of complex and delicate issues and expert opinion on regulations and procedures. Advice to employees includes entitlement, procedures to be followed, approvals required, foreign and domestic travel allowances, services available, and travel requirements. Worldwide travel request are regularly involved and questions are numerous. Due to the variety of programs, locations, and personnel served, coupled with the inherent intricacy in formulating travel authorizations and associated correspondence and documentation, considerable resourcefulness and adaptation to identify what needs to be done is required. The incumbent works under strict processing deadlines with the added burden of having to frequently handle "rushes."

The incumbent makes determinations and interpretations in connection with travel functions within the Area. The situations confronting the incumbent are varied and multi-faceted in most instances, requiring unique solutions because rarely are two travel circumstances.

**5. SCOPE AND EFFECT (FLD 5-2: 75 PTS)**

The purpose of the work is to ensure the successful accomplishment of foreign, domestic and relocation travel.

Work products, in the form of routing instructions, counseling services, approved/disapproved claims, directly affect the Area's ability to meet transportation needs in the most effective/efficient manner.

**6. PERSONAL CONTACTS (FLD 6-2b: 75 PTS)**

**AND**

**7. PURPOSE OF CONTACTS**

Contacts include employees at the work sites, locations, area and headquarters, primarily the Financial Management Division and the Personnel Division; Office of International Cooperation and Development; Foreign Agricultural Service; National Finance Center; State Department, American Embassies; other Federal agencies; non-Federal cooperators; TMC's and airlines and carriers.

The purpose of contacts is to obtain needed information to perform the work; provide assistance in interpreting travel regulations; provide advice on travel matters; communicate the status of requests for travel authorizations, issuance of passports and/or visas; and resolve problems between travelers and NFC on travel advances, vouchers, and/or refunds for airline tickets.

**8. PHYSICAL DEMANDS (FLD 8-1: 5 PTS)**

The work is sedentary.

**9. WORK ENVIRONMENT (FLD 9-1: 5 PTS)**

Work is performed in an office setting.



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**D. OTHER CONSIDERATIONS (Check if applicable)**

- Supervisory Responsibilities (EEO Statement)
- Training Activities - Career Intern, Student Career Experience Program
- Motor Vehicle or Commercial Driver's License Required
- Pesticide Applicators License Required
- Safety/Radiological Safety Collateral Duties
- EEO Collateral Duties
- Drug Test Required
- Vaccine(s) Required
- Financial Disclosure Required
- Special Physical Requirements/Demands
- Other:

TOTAL POINTS: 1410      GRADE CONVERSION: GS-07