

Department: Department Of Agriculture
Agency: Agricultural Research Service
Job Announcement Number:

[Overview](#)

TRAVEL SPECIALIST

Salary Range: 42209 to 67114 USD Per Year
GS-07: \$42,209 - \$54,875 Per Annum; GS-09 \$51,630 - \$67,114 Per Annum

Series & Grade: GS-0301-07/09

Promotion Potential: 09

Open Period:

Position Information: Full-Time Permanent

Duty Location:

Who May Be Considered:

Applications will be accepted from US Citizens, from current and former competitive service Federal employees, and people eligible under special hiring authorities.

Job Summary:

Your U.S. citizenship must be verified prior to entrance on duty.

The incumbent will provide expert advice and support to Area personnel and senior management on matters relating to local, domestic, and foreign travel and relocation programs. Other responsibilities will include administering and maintaining travel management software, monitoring system problems and seeking correcting action for identified problems.

[Duties](#)

Major Duties:

The incumbent will serve as the Area Federal Agency Travel Administrator (FATA) and resource manager for the e-Travel system. Responsibilities will include serving as the key contact for the Area, providing technical advice and guidance on travel, e.g., domestic and foreign travel, attendance at domestic and international meetings to employees, program staff, and management officials. Advises Area and location management officials on authorization of relocation benefits for transferees and new hires. Counsels employees and family members on all aspects of relocation, providing advice and guidance on inquiries related to residence titles or entitlement to immediate family allowances under extenuating circumstances, e.g., separate travel and temporary quarters. Responds to Agency inquiries concerning the use of travel funds for conferences, travel advances, and justifications for use of premium class travel, etc. Researches precedent cases in the General Services Administration (GSA) Civilian Board of Contract Appeals (CBCA) and Government Accountability Office (GAO) Comptroller General Decisions for applicability to resolution of unique or unusual problems in the travel and transportation area. Serves as the area expert for the Foreign Travel Information System (FTIS). Manages the Passport Tracking System, monitoring official passport expiration dates and processing documents to renew or to obtain new passports. Serves as the Area Administrator for the travel card program, approving and processing requests for new travel credit cards, monitoring adherence to travel card policy procedures, providing advice and guidance on travel card use, etc. Reviews for compliance and recommends action on proposed travel authorizations requiring approval of the Area Director or higher authority. Coordinates and/or initiates special travel authorization for all non-routine travel.

Working Conditions and Other Considerations:

Work is performed in an office setting with adequate heat, ventilation, lighting and is primarily sedentary. Occasional travel is required to coordinate travel policy and review automated systems.

Qualifications and Evaluation

Qualifications:

Your education and experience will be evaluated against all qualification requirements (basic and any additional requirements) listed below.

Basic Requirements:

Applicants for the GS-07 grade level must have 1 year of specialized experience equivalent to at least the GS-05 grade level OR 1 full year of graduate level education. Superior Academic Achievement (SAA) is also qualifying for this position. For additional information regarding SAA, please refer to <http://www.opm.gov/qualifications/policy/ApplicationOfStds-04.asp>.

Applicants at the GS-09 grade level must have 1 year of specialized experience equivalent to at least the GS-07 grade level OR master's or equivalent graduate degree OR 2 full years of progressively higher level graduate education leading to such a degree.

Specialized Experience is knowledge, skills or abilities which are directly related to the duties and responsibilities of this position as defined below and/or the work that is related to this position.

1. Knowledge of Travel and Relocation regulations for domestic and foreign travel (including visa and passport requirements) and relocation.
2. Ability to analyze problems and recommend solutions.
3. Ability to research regulations and provide advice and guidance.
4. Ability to develop and conduct training.
5. Skill in using electronic travel systems.

If qualifying all or in part based on your education, you must submit a copy of your academic transcripts OR a list of college courses with credit hours, dates completed, and grade point average or class ranking to verify education when applying for this position. If this information is not provided, your education may not be appropriately evaluated and you may lose consideration for this position. If you are selected for this position, you will have to provide an official copy of your transcripts prior to entering on duty. Application materials will not be returned.

Graduate education must be directly related to the work of the position and must have equipped you with the knowledge, skills, and abilities necessary to do the work.

Education completed in foreign colleges or universities may be used to meet the above requirements if you can show that the foreign education is comparable to that received in an accredited educational institution in the United States. It is your responsibility to provide such evidence when applying. Please visit the Office of Personnel Management's website at <http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> for additional information on this topic.

How Will You Be Evaluated:

You will be evaluated to determine if you meet the basic and any additional requirements. The Agricultural Research Service uses a category rating process. Based on evaluation of all written

materials submitted in application for the position, you will be determined to be Ineligible, if you do not meet eligibility and/or minimum qualifications criteria; Eligible, if you meet all eligibility and minimum qualifications criteria; OR Quality, if you meet quality criteria in addition to eligibility and minimum qualifications criteria. For information about how to address KSAs, please visit our website at <http://www.ars.usda.gov/careers>, Click on 'How to Apply,' and then click on 'What are those KSAs anyway?' For more information about the evaluation process, please visit our website at: www.ars.usda.gov/careers, click on 'How to Apply,' then click on the link to 'Qualifications and What They Mean.'

Benefits and Other Information

Benefits:

A Benefits Package is authorized for this position. Additional information about Federal benefits can be obtained at <http://www.usajobs.gov/ei/benefits.asp#icc>.

Other Information:

How to Apply

How to Apply:

Contact Information:

Phone:

Fax:

TDD: 202-855-1234

Internet: SCIRECRUIT@ARS.USDA.GOV

Or Write:

Department Of Agriculture

USDA-REE-ARS-HRD/Announcement

5601 Sunnyside Avenue,

Beltsville MD 20705

E-Mail: SCIRECRUIT@ARS.USDA.GOV

What to Expect Next:

You will be notified at four stages throughout the hiring process - upon receipt of your application, if you meet the minimum qualifications, if you are referred on the selection certificate, and when a final selection has been made.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Veterans Information

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990, and January 2, 1992.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10-point preference will need to submit Form SF-15, Application for 10-point Veterans' Preference.

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the VetGuide.

Legal and Regulatory Guidance

Social Security Number - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials will result in your application not being processed.

Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.