



## *ELEIT Technology, Incorporated*

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### **Passenger Travel Specialist**

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

- The contractor shall perform passenger travel processing requirements to facilitate the movement, of service members, DoD civilian employees, and authorized dependents by all modes of transportation within Continental United States (CONUS) and Outside Continental United States (OCONUS) IAW DTR Part I, Joint Travel Regulations (JTR), local DTS business rules and any other service-specific governing directives.
- Provide official travel assistance and for the movement of DoD passengers in conjunction with the Travel Management Office (TMC), formerly identified as the Commercial Travel Office (CTO) to include defining and advising customers of entitlements, counseling, arranging, preparing and distributing documentation for authorized personnel for movement.
- The contractor shall determine the most economical mode and routing to meet the traveler's mission requirements.
- The contractor shall safeguard accountable forms, maintain records, and prepare correspondence and reports pertaining to passenger travel.
- The contractor shall furnish the TMC contractor and COR a phone number and a point of contact to approve the usage of the installations CBA's and advise on unusual travel issues during after normal duty hours IAW Air Force Defense Travel System Business Rules TE 3, DTR and local policies.
- The contractor shall determine travel entitlements and prepare travel documents and applications for transportation for dependents for military and DoD civilian employees and their dependents traveling via all modes under competent orders.
- The contractor shall utilize, track, and monitor Government Travel Card use and provide information on official travel payment methods.
- The contractor shall perform international travel duties and make travel arrangements for DoD military and civilian personnel travel for deployments, permanent change of station (PCS) and temporary duty (TDY).
- Provide travelers key data-tips and contact information to help resolve travel problems while in-transit to destination.

##### ***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.