



Several vacancies may be available - multiple selections may be made

Job Title:	Defense Travel Systems Administrator S-0503-07
Location:	RAF Mildenhall
Vacancy Number:	906455
Close Date:	Open Until Filled
Hours and Schedule:	37.5 hours on a Fixed schedule Mon-Fri
Hourly Pay:	£14.72 – £20.08

Benefits:

- **Competitive Salary:** the starting salary for this position is £14.72
- **Holiday:** 25 Days Annual Leave + UK Bank holidays
- **Paid Sick Leave**
- **Pension Scheme**
- **Free On-Site Parking**
- **Employee extras such as:** Life Assurance scheme, Employee Assistance Program, Specialized Training, Developmental Opportunities, Receive time off, cash, and honorary awards for significant contributions

Job Description:

The primary purpose of this position is to facilitate efficient and accurate travel for Air Force personnel by effectively managing and administering the various Travel Systems. You will serve as the Wing's subject matter expert and primary point of contact for the Defense Travel System and ensure the continuous and successful operation of the Defense Travel System by monitoring its functional aspects.

You will manage the processing and adjudication of travel claims submitted by unit members, ensuring adherence to regulatory requirements and organizational policy within both the Defense Travel System and, when applicable, the Reserve Travel System. You will review and validate a comprehensive range of vouchers and supporting documentation for travel, travel-related expenses, and shipment/storage of household goods, ensuring adequacy, legality, propriety, and completeness before processing through the Defense Travel System.

Qualifications and Key skills:

One year of specialized experience as per the key skills listed below:

- Knowledge of complex procedures and rules concerning payment of government claims (e.g., travel, HHG) and comprehensive financial and accounting processes and procedures; skill and ability to interpret these regulations and procedures related to voucher examining.
- Knowledge of commonly used accounting methods, practices, procedures, regulations, laws, policies, and processes related to pay and administration activities including accounting, accounts payable, travel pay, military pay, and civilian pay.
- Knowledge of travel pay rules and procedures to effectively implement, maintain and interact with the Defense Travel System to include travel processes related to Defense Travel System (DTS) and per diem. Analyzing manual processes related to processing and computing entitlements for travel pay and related actions and extensive knowledge of travel regulations, policies, and procedures to include the Joint Federal Travel Regulation, Joint Travel Regulation, and the Department of Defense's Financial Management Regulation.
- Knowledge of the data systems used to support military/civilian travel pay actions (i.e., Defense Joint Military System, Government Accounting and Financial System, Automated Reserve Orders Writing System); skill and ability to train others on these systems and troubleshoot problems encountered by other users on the systems.
- Ability to communicate effectively, both orally and in writing.

Conditions of employment

- You will be required to handle and safeguard sensitive information in accordance with applicable US and UK laws, rules and regulations. This position may also be coded as mission essential.
- You may be required to travel by military and/or civilian aircraft, and you may also be required to travel to the US or other country, in the performance of official duties or attend necessary training.
- You will be required to complete a 6-month probationary period.
- Start & end times may be modified due to mission needs and in accordance with organization's flexible working policies. Overtime may be required and you may be assigned other duties not included in this position description, but that are appropriate to the grade and skill set of the incumbent.
- You must be able to communicate effectively both orally and in writing.
- May occasionally be required to work other than normal duty hours and/or Shift work may be required which may include overtime and/or irregular hours.
- This is a Financial Management Level 1 Certified position IAW the National Defense Authorization Act (NDAA) 2012, Public Law 112-81, Subtitle F-Financial Management, Section 1599d. Incumbent shall comply with the requirements of this certification program.

NOTE: You will require a security clearance and a right to work in the UK

This position may have certain restrictions on US citizens including US dual nationals due to the Status of Forces Agreement. For additional information contact the LNDH team on 01638 544955.

LNDH Application: <https://forms.osi.apps.mil/r/HiHn37upJw>

Supporting Documents to be submitted via email to 100fss.fsmc6@us.af.mil