



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post Ashgabat	2. Agency Department of State	3a. Position Number A52403
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3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "yes" block.
 Yes No

4. Reason For Submission

a. Redescription of duties: This position replaces _____
 (Position Number) _____, (Title) _____ (Series) _____ (Grade) _____

b. New Position **YES**

c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO	Travel Clerk, FSN-0910	06	GMVS	06/22/2012
b. Other	_____	_____	_____	_____
c. Proposed by Initiating Office	_____	_____	_____	_____

6. Post Title Position (if different from official title) Travel Clerk	7. Name Of Employee _____
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8. Office/Section _____	a. First Subdivision _____
b. Second Subdivision _____	c. Third Subdivision _____

9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Typed Name and Signature of Employee _____ Date(mm-dd-yy)	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Typed Name and Signature of Local Supervisor _____ Date(mm-dd-yy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. _____ Typed Name and Signature of American Supervisor _____ Date(mm-dd-yy)	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Typed Name and Signature of Human Resources Officer _____ Date(mm-dd-yy)
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13. Basic Function Of Position

Assist the Embassy staff and visitors with travel arrangements in compliance with all applicable regulations. Maintain quality contacts with high-level and mid-level working staff at hotels and ticket offices in order to facilitate obtaining room and ticket reservations on short notice situations. Responsible for other travel-related duties at the Embassy under the general supervision of the Travel Assistant.

14. Major Duties And Responsibilities

% Of Time

1. TRAVEL ARRANGEMENTS:**35%**

Assists with travel arrangements making airline reservations for international and domestic travel via Turkmenistan Airlines. Purchases tickets via Embassy's part-time travel agent. Make reservations for temporary lodging accommodations for the Embassy personnel and official visitors in and out of Turkmenistan for 24 hour layovers. Reserves rental cars outside of Turkmenistan, if necessary. Obtain emergency health insurance for foreign national employees traveling abroad on official business through international and local insurance companies.

2. VISIT SUPPORT:**30%**

On the basis of supervisory instructions travel services to the Embassy official visitors and VIP delegations: makes necessary airplane reservations and obtains tickets. Makes reservations for temporary lodging accommodations for the Embassy personnel and official visitors in Turkmenistan and other towns of Turkmenistan, using negotiated Embassy rates. If necessary, contacts Embassy's counterparts in other countries in order to arrange hotel reservations.

Coordinates meet-and-assist services with the Embassy's Expediter and Motorpool, making sure that all sections have the necessary information. Assists Expeditor with the preparation of arrival and departure Letters for the CIP lounge reservation via MFA and expeditor's notifications. Prepare Diplomatic Notes to the MFA in order to receive permission for the expeditor to gain access to the CIP lounge. Informs travelers of the regulations related to excess baggage and no-show fees from the Expeditor.

3. PLANNING & ACCOUNTABILITY:**20%**

In coordination with the Embassy FMO section, ensures that proposed travel is sufficiently funded. Prepares Invitational Travel Orders in E2. Acts as sub-cashier for Travel Section, receives cash advances, and prepares reports. In order to obtain tickets, delivers cash to the airlines' officers.

4. OFFICIAL CORRESPONDENCE:**10%**

Prepares Diplomatic Notes to MFA and letters to Turkmenhowayollary, hotels and other travel-related correspondence. Maintains travel files and keeps records in order to provide travel statistics, when required. Advise Embassy personnel on basic travel-related matters, etc. If necessary, gathers travel related information from the airlines and tourist agencies. Develops and maintains contacts with local government officials and staff at the MFA, ticket offices, and hotels to facilitate obtaining room reservations and tickets on short notice.

5. ADMINISTRATIVE DUTIES:**5%**

Maintains travel files and keeps records in order to provide travel statistics, when required. On daily basis updates Travel Log, Hotel Log and travel reference material. Checks all purchased tickets and makes copies of them. Keeps abreast of seasonal changes of airlines' schedules and ticket costs. Updates Embassy travel-reference materials. Advises Embassy personnel on the basic travel-related matters, including field travel, flight schedule, etc. Gathers travel related information from the airlines and tourist agencies.

Provides backup assistance for the Travel Assistant during their leave and assists the Management section with 3rd country visas during the Management Assistant or Management Clerk's absence.

15. Qualifications Required For Effective Performance

- a. Education
Two years of post secondary study at college or university.
- b. Prior Work Experience
One to two years of progressively responsible experience in the travel field or a closely related field is required
- c. Post Entry Training
USG-sponsored training in travel-related field
- d. Language Proficiency:
Level III English, Level IV Russian/Turkmen
- e. Knowledge
Working knowledge of the Department of State instructions pertaining to travel issues. Good knowledge of rules and regulations of local/international airlines
- f. Skills and Abilities
Good interpretational skills. Ability to be assertive, exercise tact and diplomacy with contacts in MFA, host government offices, hotels' and airlines' officials

16. Position Elements

- a. Supervision Received
Directly supervised by Travel Assistant
- b. Available Guidelines
Travel rules and regulations (FAM & FAH)
- c. Exercise of Judgment
Must exercise good judgment in setting job tasks priorities. Must exercise considerable judgment in travel-related issues.
- d. Authority to Make Commitments
May choose between the hotels and airlines taking into consideration cost difference and safety.
- e. Nature, Level and Purpose of Contacts
Daily contacts with American and LE Staff of the Embassy, as well as with government organizations (MFA, Turkmenistan Airlines, etc.). Serves as the primarily point of contact with the hotels' officials.
- f. Supervision Exercised
Part-time Travel Agent
- g. Time Required to Perform Full Range of Duties after Entry into the Position
1 year