

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成15年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

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I. INTRODUCTION

This position is located at Personnel Support Detachment Yokosuka, Navy Passenger Transportation Office (NAVPTO) Far East, under the cognizance of Navy Pay and Personnel Support Center (NPPSC). The mission is to provide military pay and personnel services to all navy personnel and transportation and travel claim settlement services to all military, civilian, and DOD sponsored personnel assigned in a specified geographic area. The NAVPTO arranges and provides transportation support to all activities for locations within the area of responsibility, including ships, mobile units and afloat staffs home ported or deployed. The NAVPTO arranges/issues necessary transportation related documents for DOD personnel (military and civilian), and authorized family members, including retired personnel who have an official travel related requirement.

II. MAJOR DUTIES AND RESPONSIBILITIES

1. Provides efficient, responsive and quality transportation services based on governing laws, directives and regulations. Determines travel entitlements, eligibility of personnel to include dependents, stepchildren, adopted children, and passport and visa requirements. Processes Passenger Reservation Requests (PRRs) for permanent duty travel (PDT) and temporary duty (TDY) travel overseas and to mobile units procuring government air through Air Mobility Command (AMC) utilizing the Global Air Transportation Execution System (GATES) and must determine correct commercial air routing upon non-availability of AMC. Receives and processes incoming and outgoing message traffic through Defense Message System (DMS), Navy Regional Enterprise Message System (NREMS), or Gate Guard. Prepares and transmits completed port call confirmations and travel advice messages to gaining commands, ships, and squadrons deployed.

2. In arranging transportation, is designated as an alternate quality assurance evaluator (AQAE), and is responsible for monitoring work performed by the CTO for compliance with the Navy Travel Services Contract reporting all non-compliance to the Transportation Officer for further action and resolution. Reviews all orders involving foreign and domestic travel to determine proper routing and fares using correct modes via government procured commercial air, rail, and bus. Ensures funding data is complete on all official travel orders. Audits contractor for accuracy, and approves all flight arrangements authorizing ticket issuance for all reservations booked by the Commercial Travel Office (CTO) under contract for Travel Services. Designated as "reviewing official" for selected commands using Defense Travel System (DTS) to ensure compliance and least costly fares are utilized. Investigates and resolves conflicting travel itineraries that vary from passenger's entitlements. Researches all issues encountered and provides prompt handling for all changes as necessary in relation to mission essential travel and established time limits. Analyzes the overall mission and gathers facts to ensure the proper routing, overall

cost, and utilization of contract carriers have been met while meeting the mission requirements of the traveler.

3. Ensures timely reconciliation of Centrally Billed Accounts (CBAs) is completed and accounts certified within three workdays to avoid prompt payment interest penalties. Responsible to determine cause, perform substantial technical research and analysis of complex unusual transactions on a non-recurring basis taking corrective action for all discrepancies to include managing disputed line items, unbilled transactions, and payment/posting of bills.

4. Responsible for procurement, distribution, and accountability of Government Transportation Requests (GTRs). Must accomplish monthly audit to ensure proper preparation and sequence is used for transportation of other services personnel, human remains and escorts, and bus charters. Responsible for preparation, mailing, and tracking through collection of Pay Adjustment Authorizations (DD-139s) maintaining a tickler, and follow-up procedures to ensure collection of government travel funds. Receives and processes partial and totally unused tickets, miscellaneous charge orders (MCO), credit slips/checks of legal tender, and refund notices received from airlines, the customer and/or customer commands and is responsible for forwarding to the CTO or DFAS to ensure correct line of accounting (LOA) is credited to the appropriate activity. Monitors ticket refund listing forwarded by the CTO to ensure contract compliance. Recreates itineraries and calculates reimbursement cost for travelers purchasing their own tickets from worldwide destinations. Responsible for the verification of government procured tickets issued prior to the composition of the endorsement with reimbursement cost for cash settlement. Keeps statistics and prepares data for required reports such as the monthly Management Information Center (MIC) report and submits to the Transportation Officer.