



Join an award winning, fast growing, dynamic company in providing the Federal Government, the Department of Defense and the Intelligence Community with acquisition support and the deployment of advanced technology and cutting edge complex systems; as well as intelligence, security & oversight support. Decision Technologies, Inc. has extensive experience in RF systems & missile sensors development, production transition, quality and reliability assessment, test & evaluation. We also have extensive expertise and involvement in intelligence analysis, strategic planning, and policy support. We match our capabilities to the needs of our customers to develop advanced technologies, deploy cutting edge sensor and combat systems, and deliver high-quality professional services. Join an experienced team providing exceptional support and leadership for our National interests.

Position:	DTS Travel Assistant
Salary Range:	Commensurate with Experience
Location:	Virginia Beach, VA
Position Status:	Full Time
Clearance:	Secret
Education Level:	Minimum High School Diploma
Relevant Work Experience:	4 years minimum
Other Requirements:	US Citizen

Position Description:

Ideal Candidate will utilize the Defense Travel System daily in support of over 50 personnel. The candidate will arrange and coordinate official travel for Government personnel typically involving two or more modes of transportation and will construct efficient travel itineraries and schedules in support of NSWC PHD activities. Candidate will be responsible for planning Foreign Official travel and will have experience utilizing the Aircraft and Personnel Clearance System (APACS) and the Foreign Travel Clearance guide for OCONUS travel. The candidate will assist Government personnel in completing travel forms, verify travel orders, and ensure efficiency in travel execution. Employee will assist in preparation and reviewing travel authorizations and vouchers for accuracy and completeness, ensuring compliance with command policies and procedures. Candidate will support employee inquiries and solve problems pertaining to official travel and make adjustments/changes to itineraries as required. Employee will follow up with Government travelers regarding non-compliant expenses, missed deadlines, and other anomalies as needed and directed.

Experience Requirements:

- 4-6 years of related experience,
- Experience utilizing the Aircraft and Personnel Automate Clearance System (APACS) and planning official CONUS and OCONUS travel.
- Prior experience with JTR, and planning official Government travel.
- Strong analytical and organizational skills
- Proficiency in utilizing the Microsoft Office Suite
- Candidate must possess and demonstrate the highest of ethical standards and professionalism

We Offer:

- Competitive salaries and benefits package
- Medical and dental insurance
- 401K
- Tuition Reimbursement
- Flexible Spending Accounts
- Short and Long Term Disability
- Vacation time
- Advancement Opportunities
- Commuting reimbursement