COURSE SYLLABUS

Travel Regulations for Defense Agencies, JTR Course (PCS Only) (Self-Paced)

Master the Joint Travel Regulations (JTR) for Permanent Change of Station (PCS) moves with expert-led training tailored for DoD civilian employees.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/travel-regulations-for-defense-agencies-jtr-course-pcs-only-self-paced



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Course Outline

Module 1: Introduction to Joint Travel Regulations (JTR)

- Overview of the Joint Travel Regulations and their role in defense agency PCS travel.
- Define key terms and concepts relevant to PCS entitlements and allowances.
- Explain the structure and authority of the JTR within DoD travel policy.

Module 2: Service Agreements

- Understand the purpose and legal requirements of PCS service agreements.
- Identify standard provisions and conditions for service obligations.
- Review exceptions, waivers, and consequences for non-compliance.

Module 3: Permanent Change of Station and PCS Orders

- Explain the PCS order process from authorization to issuance.
- Identify required documentation and order elements for valid PCS travel.
- Understand the relationship between PCS orders and entitlements.

Module 4: PCS Per Diem and Travel Rules

- Define per diem rates and eligibility for PCS travel.
- Apply travel day computation rules and limitations.
- Understand special provisions for dependents and concurrent travel.

Module 5: House-Hunting Trips (HHT)

- Review eligibility requirements and authorization procedures for HHT.
- Identify reimbursable expenses and time limitations.
- Understand rules for dependent participation in HHT.

Module 6: Allowance for Temporary Quarters Subsistence Expenses (TQSE)

- Differentiate between TQSE Actual Expense Method (AEM) and Lump Sum Method (LSM).
- Review eligibility, allowable expenses, and duration limits.
- Understand authorization and payment procedures for TQSE.

Module 7: Allowances for Foreign OCONUS PCS

- Explain additional allowances and benefits for OCONUS PCS assignments.
- Review foreign transfer allowance and separate maintenance allowance.
- Understand rules for shipment of goods and dependents to foreign duty stations.

Module 8: Household Goods Movement

- Identify authorized shipment methods and weight allowances.
- Understand procedures for arranging and documenting shipments.
- Review storage-in-transit policies and limitations.

Module 9: Household Goods Storage

- Differentiate between temporary and non-temporary storage entitlements.
- Understand authorization requirements for each storage type.
- Review cost limitations and duration allowances.

Module 10: Mobile Home Allowances

- Identify eligibility requirements for mobile home transportation allowances.
- Review reimbursement rates and cost limitations.
- Understand special rules for moving mobile homes across OCONUS locations.

Module 11: POV Transportation

- Explain rules for shipping privately owned vehicles during PCS.
- Identify eligibility and authorized shipment points.
- Review reimbursement procedures for POV transportation.

Module 12: Residence Transactions

- Understand reimbursement policies for selling and purchasing residences during PCS.
- Review allowable closing costs and restrictions.
- Identify documentation requirements for reimbursement.

Module 13: Miscellaneous Expense Allowances

- Define allowable miscellaneous PCS expenses.
- Review flat rate allowances and supporting documentation requirements.
- Understand limits and exclusions for reimbursement.

Module 14: Relocation Income Tax Allowance

- Explain the purpose and calculation of relocation income tax allowances.
- Identify applicable tax rates and eligible expenses.
- Understand payment and reporting procedures.

Module 15: Temporary Change of Station

- Define Temporary Change of Station (TCS) and its difference from PCS.
- Review eligibility criteria and allowable expenses.
- Understand rules for return travel and allowances upon TCS completion.