COURSE SYLLABUS

Travel Regulations for Non-Defense Agencies, FTR Course (PCS Only)

Learn federal travel regulations covering both temporary duty (TDY) and permanent change of station (PCS) travel policies specific to non-DoD agencies.

> 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-nondefense-agencies-ftr-pcs-only



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Course Outline

Module 1: Introduction to FTR

- Define the purpose and authority of the Federal Travel Regulation (FTR).
- Understand the FTR's paragraph numbering system and how to navigate it.
- Identify approving officer responsibilities and application of FTR rules.
- Access and apply FTR amendments from official sources.

Module 2: Service Agreements

- Explain the requirements and conditions for PCS-related service agreements.
- Understand employee obligations and agency responsibilities.
- Identify consequences of violating service agreements.

Module 3: Permanent Change of Station and PCS Orders

- Describe the PCS process and the types of PCS orders.
- Recognize the necessary authorizations for PCS moves.
- Interpret and apply PCS order requirements to various scenarios.

Module 4: PCS Per Diem and Travel Rules

- Calculate PCS per diem rates for CONUS and OCONUS travel.
- Apply travel rules for dependents and multiple travel segments.
- Understand reimbursement rules for lodging, meals, and incidental expenses.

Module 5: House-Hunting Trips (HHT)

- Define eligibility for HHT benefits and applicable time limits.
- Calculate allowable transportation and subsistence expenses.
- Apply rules for separate versus concurrent HHT travel.

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

- Understand eligibility for TQSE reimbursement.
- Calculate allowable expenses for temporary quarters.
- Apply rules for extensions and reductions in TQSE duration.

Module 7: Allowances for Foreign OCONUS PCS

- Identify PCS entitlements for foreign OCONUS assignments.
- Apply allowances for housing, cost of living, and hardship pay.
- Understand transportation and shipment rules for overseas moves.

Module 8: Household Goods Movement

- Explain rules for moving household goods (HHG) during PCS.
- Identify weight limits, carrier options, and reimbursement methods.
- Apply storage-in-transit rules for HHG.

Module 9: Household Goods Storage

- Understand long-term storage entitlements for PCS moves.
- Apply rules for cost reimbursement and storage extensions.

Module 10: Mobile Home Allowances

- Explain entitlements for transporting mobile homes during PCS.
- Calculate allowable costs and applicable restrictions.

Module 11: POV Transportation

- Understand rules for transporting privately owned vehicles (POVs).
- Identify allowable costs and conditions for shipment.
- Apply storage rules for POVs when applicable.

Module 12: Residence Transactions

- Explain reimbursement rules for selling or purchasing a residence.
- Identify allowable and non-allowable costs for real estate transactions.
- Apply time limits for residence transaction claims.

Module 13: Miscellaneous Expense Allowances

- Define miscellaneous expense allowances and eligibility requirements.
- Apply flat rate and itemized reimbursement methods.

Module 14: Relocation Income Tax Allowance (RITA)

- Understand the purpose of RITA in offsetting tax liability from relocation benefits.
- Calculate RITA amounts based on eligible reimbursements.
- Apply timelines and documentation requirements for RITA claims.

Module 15: Temporary Change of Station

- Define temporary change of station and its applicable entitlements.
- Understand rules for travel, per diem, and allowances under TCS.