

Frequently Asked Questions

Course Title: Federal Travel Regulation: PCS for Federal Civilian Employees

Course #: 5082

Duration: 2 Days

Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

1. What business or organizational need does this course address?

Gain a working knowledge of the *Federal Travel Regulation* (FTR) rules and regulations for permanent change of station (PCS) for federal civilian employees. This course covers personnel travel, the shipment of household goods (HHG), and housing relocation costs. Explore the temporary quarters subsistence expense (TQSE), house-hunting trips (HHT), residence transaction allowance, withholding tax allowance (WTA), and relocation income tax (RIT) allowance. Throughout the course, you will apply the FTR guidance for PCS to real-life scenarios.

2. Who should attend?

This course is designed for individuals who are involved with processing or certifying federal civilian employees' PCS orders, claims for PCS per-diem travel, transportation or other allowances, or housing relocation. It applies to federal non-DoD civilian employees and their dependents, and other travelers who are authorized to use appropriated funding. It is highly recommended for all federal agency travel management personnel, approving officers, reviewing officials, supervisors, budget analysts, auditors, and anyone who will be making a PCS move.

3. What will I learn how to do in this course?

- Describe the appropriate source of guidance and oversight for travel-related issues
- Determine appropriate travel and moving arrangements
- Describe the expenses associated with shipping common household goods (HHG)
- Apply the requirements for various PCS-related expenses

4. What kinds of activities are included in this course?

Individual, small-group, and large-group exercises; lecture, discussion, case studies, action planning

5. Are there prerequisites for this course?

There are no prerequisites for this course.

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6. Do I have to complete any prework for the course?

There is no prework required for this course.

7. Is this course applicable toward a professional certification?

No, this course is not applicable toward a professional certification. However, many Management Concepts courses do prepare you for professional certification programs. Click [here](#) to see a full list of professional certification programs that are supported by Management Concepts training courses.

8. Does this course count for credit toward a Management Concepts Certificate Program?

No, this course is not applicable toward a Management Concepts Certificate Program. However, many Management Concepts courses do count for credit toward a Management Concepts Certificate Program. Click [here](#) to see a full list of Management Concepts Certificate Programs.

9. What credits do I earn by completing this course?

The following credits are available for this course:

NASBA CPEs: 16

NASBA Field of Study: Finance

NASBA Level: Basic

CEUs: 1.3

PDU: 14

CLPs: 16

10. What course(s) do you recommend after I complete this course?

- [Appropriations Law Seminar](#)
- [Federal Travel Regulation Workshop: TDY](#)

11. What are Additional Features?

Most courses and training solutions have **Additional Features** designed to help every learner master and retain the concepts explored in the course. You can see which Additional Features are added to this course on the course page under the **Learning Objectives & Additional Features** tab – and for a more detailed exploration of our Additional Features, you can visit [this web page](#).