

Travel Regulations for Defense Agencies,
JTR Volume - 2 (PCS only)
(SAID: 45300)

DATE / TIME:	8 - 9 September 2014 (0800-1600)
COST:	\$535.4 per person /minimum 15 (Additional will be the same cost up to 20)
NOMINATION DEADLINE:	17 July 2014
DESCRIPTION:	<p>Overview: Learn from expert instructors how to apply the current regulations and rules for authorizing, approving, processing, auditing, and paying permanent change of station claims for civilian employees of the Department of Defense (DoD).</p> <p>Learning Outcomes:</p> <ul style="list-style-type: none"> • Comply with current Defense Civilian Personnel, JTR-Volume 2 (PCS), regulations • Define and describe travel orders and requirements for civilian personnel performing PCS moves • Identify and compute allowances and entitlements for civilian personnel who are performing PCS moves • Calculate per diem entitlements, reimbursable expenses, allowances for PCS moves, and PCS reimbursements in all situations • Identify and define Foreign OCONUS Allowances • Provide assistance to civilian employees in order to resolve complex travel problems • Apply the requirements as stated in JTR-Volume 2 (PCS) in order to determine allowable PCS expenses and travel-related entitlements • Describe and utilize the JTR for the movement of household goods, house-hunting trips, mobile home allowances, transporting and storing POVs, and residential transactions
CREDIT	2 Days 1.2 CEU
TARGET AUDIENCE:	Anyone involved with authorizing, approving, processing, auditing and/or paying for travel, in accordance with the Joint Travel Regulations Volume 2 for DoD civilian employees.
VENDOR:	Graduate School USA 1314 So. Averill Avenue San Pedro, CA 90732 Office: (310) 755-8567 Fax: (424) 772-6084 Email: customersupport@graduateschool.edu
LOCATION:	Bldg A-20, 2F Classroom, Yokosuka Naval Base
POC:	Commander, Navy Region Japan (CNRJ), Regional Workforce Development (RWD) at 243-7328/7079
NOINATION PROCEDURES:	You must have supervisory authority first. To confirm your seat, you MUST submit a completed SF-182 form to by the deadline. To reserve a seat prior to nomination deadline, email rwd-student-services@fe.navy.mil or call DSN 243-7328. If SF-182 form is not received by that date your reservation will be cancelled.

<p>PAYMENT METHODS:</p>	<p>DOD activities are required to use the government purchase card to pay the vendor. The cardholder is responsible for providing the necessary purchase card information to the vendor. Please put the statement “Payment by government purchase card,” in Section B, Block 19, of the SF182. <u>For security reasons, do not put card information on the SF182.</u> The payment issues should be discussed with the vendor directly.</p> <p>RWD will send a confirmation email just after the nomination deadline. Subsequently, the cardholder at your activity needs to provide the card information directly to the vendor promptly after receiving RWD’s confirmation.</p> <p>PAYMENT WILL BE PROCESSED PRIOR TO CLASS COMMENCING.</p>
<p>NOTE:</p>	<ul style="list-style-type: none"> • Cancellations after the nomination deadline date are liable for payment. • For SF-182, Training Type Code is (01) and Sub Type Code is (06). • No PII information should be provided (SSN, Date of birth, etc). • Only legal names should be provided on SF-182 forms (no nick names). <p>RWD will process student completions in DCPDS.</p>