

## LMO Steps for Processing a PCS

1. Receive information from HR.
2. Fax information to the traveler.
3. Estimate cost of PCS entitlements.
4. Fax CEFMS breakdown sheet to office clerk. (The clerk is responsible for creating a PR&C with the line items indicated on the breakdown sheet. When they have completed the PR&C they should make sure it gets approved and then should send a request for RM to certify the funds. Once the funds have been approved and certified, the clerk needs to send a message to Leslie Pruitt letting her know that the PR&C has been approved and certified also, include the Accounting Classification Charge Code).
5. Take Service Agreement to HR for signature.
6. Obligate Funds for PCS. (Done only after the funds has been approved and certified). The approver can be the supervisor of the section/office the traveler is going to. RM has to do the certification of the funds.
7. LMO types Travel Orders and fax orders to traveler.
8. LMO types a 1351 for Advance. (if requested)
9. LMO takes 1351 (Advance Request) to RM for signature.
11. LMO will Fax 1351 and Travel Orders to Millington for processing.
12. LMO types a cover letter for the Real Estate Claims and take to RE for processing.
13. LMO types a cover letter for the Real Estate Claims and sends to Millington for payment.

## Steps for Processing Extensions on PCS

1. Traveler does a memo requesting an extension. (Memo is thru immediate supervisor, to Dana Spriggs (RM), to Col. Schultz (Deputy Commander), to Robert Woodards (LMO).
2. After memo is approved, LMO Office will send estimates to RM requesting a PR&C
3. Funds are approved by the requesting office supervisor, certified by RM, and obligated by Logistics.
4. LMO amends Travel Orders and fax to traveler.