

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.