

Steps for Processing a PCS

Logistics Management Office PCS clerk and the Traveler should do the following in sequence below:

1. PCS Clerk receives information from HR.
2. PCS Clerk Fax information to the traveler.
3. Traveler completes the first 4 pages for (1st Time Move) or first 5 pages (Between Station Move) and fax back to PCS travel clerk, Fax # 817-886-6412.
4. PCS Clerk calculates Traveler's entitlements.
5. PCS Clerk consolidates entitlements work sheet and fax same to Travelers office Clerk.
6. Traveler's office clerk is responsible for creating a PR&C with the line items indicated on the work sheet. Traveler's office clerk gets PR&C approved by Traveler's immediate supervisor and certified by RM.
7. Traveler's office clerk upon PR&C approval and certification of funds, send a message to PCS clerk informing of completion. , **send the Accounting Classification Charge Code in its entirety to include the work item).**
8. PCS clerk takes Service Agreement to HR for signature.
9. 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.
10. Type Travel Orders and fax orders to traveler.
11. Type a 1351 for Advance. (If requested)
12. Take 1351 (Advance Request) to RM for signature.
13. Fax 1351 and Travel Orders to Millington for processing.

Due to the steps required for processing a PCS Order all Requests from HR are needed in Logistics at least 5 working days in advance. This is to make sure the traveler receives his/her orders in a timely manner.

Orders are required before you put your house on the market for sale or before you can purchase a new home.

Orders are required before you can receive a pick-up date for your Household Goods.

For reimbursement the traveler needs to complete form DD1351-2 (manually) and mail the voucher and all original receipts to Millington, TN.

The traveler will sign and date the voucher and have **immediate** supervisor sign and date it.

The mailing address is on the 2nd page of the travel orders).

The Real Estate Voucher is the **only item** that is provided to PCS clerk.

Traveler keeps a copy of all vouchers for his/her records.

This information is for Civilian Personnel only.

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