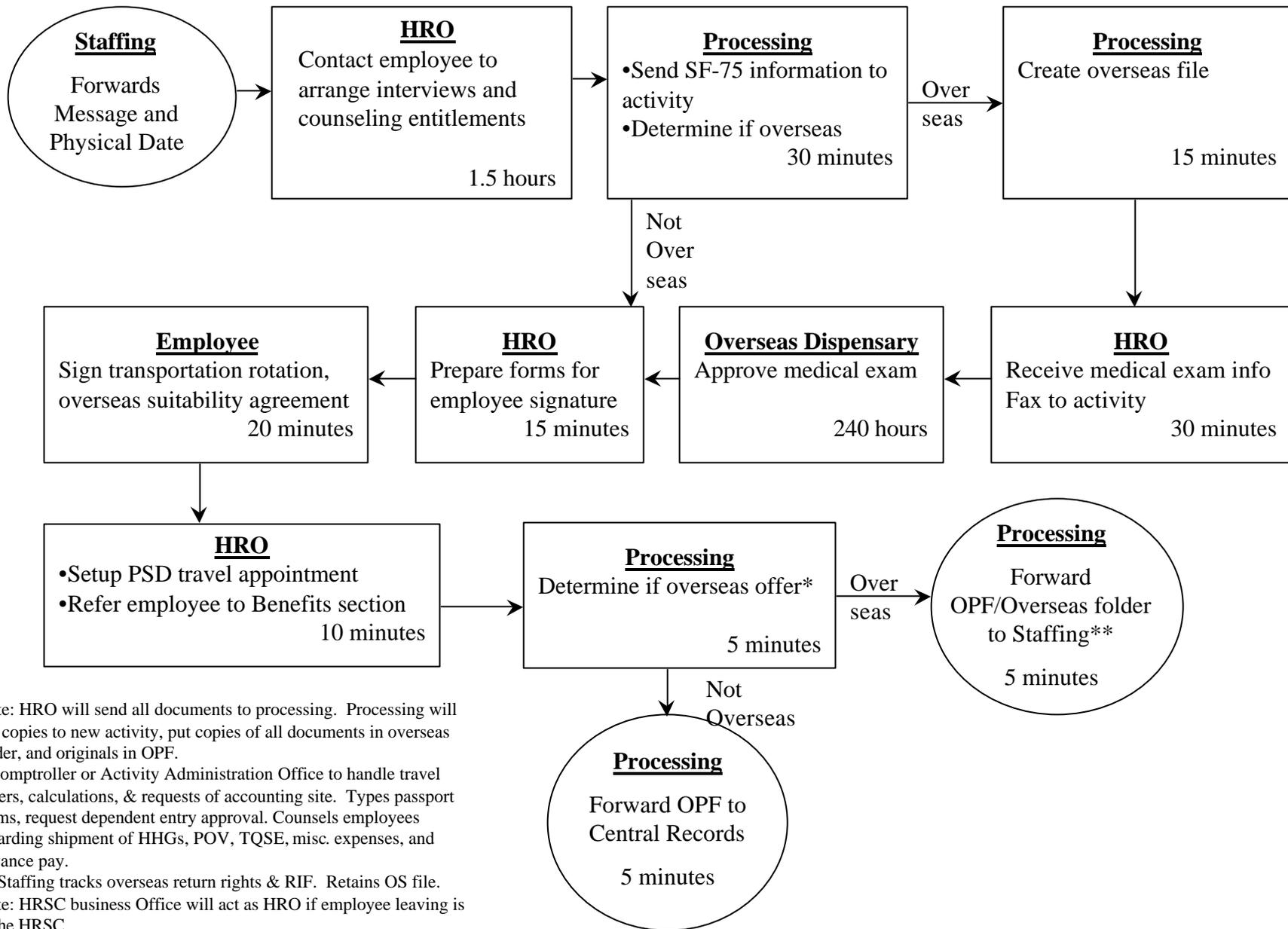


A2.14 - Process PCS Travel



Note: HRO will send all documents to processing. Processing will fax copies to new activity, put copies of all documents in overseas folder, and originals in OPF.

* Comptroller or Activity Administration Office to handle travel orders, calculations, & requests of accounting site. Types passport forms, request dependent entry approval. Counsels employees regarding shipment of HHGs, POV, TQSE, misc. expenses, and advance pay.

** Staffing tracks overseas return rights & RIF. Retains OS file.

Note: HRSC business Office will act as HRO if employee leaving is in the HRSC