

ADVANCE PAY CERTIFICATION/AUTHORIZATION

PART I - PURPOSE		
<p>The purpose of an advance of pay incident to a PCS is to provide a service member with funds to meet the extraordinary expenses of a <u>government ordered relocation</u>.</p> <p>An advance of pay shall not be authorized for the specific out-of-pocket expenses covered by advances or other pays and entitlements if such advances are used. The service member may be authorized an advance of pay to the extent that incurred or anticipated expenses exceed those covered by the following advances or reimbursements, or are outside the scope of those entitlements:</p> <p>a. Overseas station allowances c. Service member/and or dependent travel allowances and per diem</p> <p>b. Dislocation allowance d. Basic allowance for quarters and/or variable housing allowance</p> <p>An advance of pay for PCS move in the same geographic area of a service member's prior duty station, home port, or place from which ordered to active duty, is only authorized when the service member moves his or her household effects at government expense. Proof of HHG shipment is required before advance pay for PCS moves in the same geographic area is paid.</p> <p>An advance of pay is not intended to provide funds for such items as investments, vacations, or the purchase of consumer goods that are not the result of direct expenses resulting from the service members PCS orders.</p>		
PART II - MEMBER CERTIFICATION		
<p>PENALTY: The penalty for willfully making a false claim/statement is "A MAXIMUM FINE OF \$10,000.00 OR MAXIMUM IMPRISONMENT OF FIVE YEARS, OR BOTH (U.S. CODE, TITLE 18, SECTION 287).</p> <p>I have read and understand the Navy's policy on advance pay incident to PCS. I hereby certify that the intended use of these funds is in accordance with stated purpose.</p>		
a. NAME: (Last, First, MI)	b. SSN:	c. RANK/RATE:
d. SIGNATURE:		a. DATE:
PART III - REQUEST		
<p>a. I request:</p> <p>() 1-month advance pay. (Part VI must be completed if member is E-3 or below)</p> <p>() 2-months advanced pay. (Part IV and VI must be completed)</p> <p>() 3-months advanced pay. (Parts IV and VI must be completed)</p>	<p>b. I request a repayment schedule of:</p> <p>() 1-12 months (Part VI must be completed within 30 days if member is E3 or below)</p> <p>() 13-24 months (Parts V and VI must be completed Regardless of pay grade)</p> <p>(REPAYMENT SCHEDULE MAY NOT EXCEED THE MEMBER'S PRD OR EAOS)</p>	<p>c. I request payment of the advance pay:</p> <p>() within 30 days before detaching and 60 days after reporting to my next PDS</p> <p>() More than 30 days before my PCS Transfer (Part VI must be completed)</p> <p>() More than 60 days after arrival at my PDS (Part VI must be completed)</p>
PART IV - CERTIFICATION OF EXPENSES		
Expenses (Actual or Anticipated)		
a. _____	\$ _____	_____
b. _____	\$ _____	_____
c. _____	\$ _____	_____
d. _____	\$ _____	_____
e. _____	\$ _____	_____
<p>Attach extra sheets if necessary. Explanation of the circumstances where greater than normal expenses might be incurred or circumstances requiring early or late payment of advance pay.</p> <p>_____</p> <p>_____</p> <p>_____</p>		

PART V - JUSTIFICATION FOR OVER 12 MONTHS PAYBACK

Justification must demonstrate that severe hardship would result for a liquidation period of 12 months.

a. List your debts that significantly reduce your discretionary pay check:

_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

b. Number of dependents: _____

c. Specifics of your financial situation that might indicate a severe hardship in repaying the advance in 12-month time period:

PART VI - COMMANDING OFFICER APPROVAL/DISAPPROVAL

a. I hereby () approve () disapprove the member's request for:

(1) Advance pay for:

- () 1 month
- () 2 months
- () 3 months

(2) with Liquidation for:

- () 12 months
- () 24 months
- () Other _____
(Specify number of months)

(3) with payment of the advance:

- () within 30 days of transfer or within 60 days after reporting at new PDS
- () more than 30 days before PCS transfer
- () more than 60 days after reporting at PDS

b. Name of Official (Last, First, MI)

c. Rank:

d. Title:

a. Signature:

f. Date:

PRIVACY ACT STATEMENT

This statement is provided in compliance with the provisions of the Privacy Act of 1974 (PL 93-579) which requires that Federal agencies must inform individuals who are requested to furnish information about themselves as to the following facts concerning the information requested.

1. Authority: 37 USC 1006
2. Principal Purpose(s): To provide information required to legally pay advance of pay for Naval personnel.
3. Routine Use(s): The member provides actual/anticipated expenses and justification for the payment of advance pay. The commanding officer either approves or disapproves the member's request.
4. Mandatory or Voluntary Disclosure: Voluntary. If member does not provide the information, advance pay cannot be paid.