

# ADVANCE PAY CERTIFICATION/AUTHORIZATION

Reference: DODFMR Volume 7A, Part 4, Chapter 32  
MILPERSMAN 7220-300  
PTG Chapter 5

## PART 1 - Purpose

The purpose of advance pay is to provide a service member with funds to meet the extraordinary expenses of a government-ordered relocation during PCS moves. Advance pay is intended to assist the member with out-of-pocket expenses not typical of day-to-day military living. An advance of pay shall not be authorized for specific out-of-pocket expenses covered by advance of other pays and entitlements, if such advances are used. Advance pay must not be used for personal financial gain nor is it intended to provide funds for such items as investments, vacations or the purchase of consumer goods that are not related to the member's PCS move. The member's Commanding Officer has oversight responsibility to ensure that the advance of pay is only used to help with the financial burden of PCS. An advance of pay for a 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/her household effects at government expense. Proof of HHG shipment is required before advance pay for PCS moves in the same geographical area is paid.

## PART 2 – Member Certification

**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)

I have read and understand the Navy's policy on advance pay incident to a PCS. I hereby certify that the intended use of these funds is in accordance with the stated purpose.

Name (Last, First, MI):	SSN:	Rank/Rate:	
Signature:	EAOS:	PRD:	Date:

## PART 3 – Request

<p>I request:</p> <p><input type="checkbox"/> One month advance pay (Complete Part 6 if you are pay grade E3 or below)</p> <p><input type="checkbox"/> Two months advance pay (All pay grades complete Parts 4 and 6)</p> <p><input type="checkbox"/> Three months advance pay (All pay grades complete Parts 4 and 6)</p>	<p>I request a repayment schedule (See note 1) of:</p> <p><input type="checkbox"/> 1-12 months (Complete Part 6 if you are pay grade E3 or below)</p> <p><input type="checkbox"/> 12-24 months (All pay grades complete Parts 4, 5 and 6)</p> <p><b>Note1:</b> The repayment schedule cannot exceed the member's PRD or EAOS!</p>	<p>I request the payment of advance pay to be made:</p> <p><input type="checkbox"/> 1-30 days prior to my detachment date of before the 60th day after 1 report to my ultimate PDS.</p> <p><input type="checkbox"/> 31-90 days before the date I detach from my PDS (All pay grades complete Parts 4 and 6)</p> <p><input type="checkbox"/> 61-180 days after arrival and my ultimate (All pay grades complete Parts 4 and 6)</p>
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## PART 4 – Certification of Expenses - Actual or Anticipated (Attach extra sheets if necessary)

	\$		\$
	\$		\$
	\$		\$
	\$		\$

Explain circumstances where greater than normal expenses might be incurred or circumstances requiring an early or late payment of advance pay.

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## Part 5 – Justification for Over 12 Months Payback

Number of Dependents:

(Justification must demonstrate that severe hardship would result from a liquidation period of 12 months)

List outstanding debts that significantly reduce your discretionary pay check.

	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Give specifics of your financial situation that might indicate a severe hardship in repaying the advance in the normal 12-month period.

## PART 6 – Commanding Officer Approval/Disapproval

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)

(3) with payment of the advance:

- Within 30 days of PCS transfer or within 60 days after reporting at PDS.
- 31-90 days before PCS transfer
- 61-180 days after reporting at PDS

Name (Last, First, MI):

Rank:

Title:

Signature:

Date:

## PRIVACY ACT STATEMENT

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

1. Authority: 37 U.S.C. 1006
2. Principal Purpose: To provide information required to legally pay advance of pay to 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.