PCS ADVANCE PAY REQUEST

NAME OF MEMBER
_____SSN_____

GRADE _____ DATE JOINED UNIT_____ (REQ MUST BE WITHIN 60 DAYS OF JN DTE)

I UNDERSTAND THAT ADVANCE PAY IS TO PROVIDE FUNDS TO MEET EXTRAORDINARY EXPENSES INCIDENT TO PERMANENT CHANGE OF STATION ORDERS. IT IS NOT INTENDED TO PROVIDE FUNDS FOR SUCH ITEMS AS INVESTMENTS, VACATIONS, OR PURCHASES OF CONSUMER GOODS THAT ARE NOT THE RESULT OF DIRECT EXPENSES FROM MY MOVE TO A NEW DUTY STATION.

SIGNATURE OF MEMBER_____ DATE _____

I AM REQUESTING ADVANCE PAY WITHIN NORMAL PARAMETERS (E-4 AND ABOVE REQUESTING 1 MONTH'S ADVANCE WITH A REPAYMENT PLAN OF 12 MONTHS WITHIN 60 DAYS OF REPORTING TO COMMAND)

_____ INITIAL

I AM REQUESTING ADVANCE OUTSIDE OF NORMAL PARAMETERS (E-3 OR BELOW OR REQUEST MORE THAN 1 MONTH'S ADVANCE PAY OR ANOTHER PAYMENT SCHEDULE THAT EXCEEDS 12 MONTHS, OR REQUEST IS OUTSIDE OF THE ADVANCE PAY WINDOW) THIS REQUEST MUST BE JUSTIFIED AND APPROVE BY THE COMMANDING OFFICER.

_____ INITIAL

REQUEST: _____ MONTHS ADVANCE PAY TO BE REPAID WITHIN _____ MONTHS

JUSTIFICATION:

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LIST OF ANTICIPATED EXPENSES:

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____ APPROVED _____ DATE_____

COMMANDING OFFICER SIGNATURE

____ DISAPPROVED _____DATE_____

COMMANDING OFFICER SIGNATURE