

# ADVANCE PAY REQUEST

From: \_\_\_\_\_  
To: Personnel Officer, Base Personnel Administration Center  
Via: Commanding Officer,

Subj: REQUEST FOR ADVANCE PAY

Ref: (a) MCO 7220.21E

I. Per the reference, I understand that advance pay is to provide funds to meet extraordinary expenses incident to Permanent Change of Station (PCS) Orders. It is not intended to provide funds for such items as investments, vacations or purchase of consumer goods that are not the result of direct expenses from my move to a new duty station. I understand that advance pay may not be used nor will it be authorized for the specific out-of-pocket expenses covered by advances of other pay and entitlements such as member or dependant travel allowance and per diem, overseas housing allowance (OHA), BAH, and dislocation allowance (DLA).

\_\_\_\_\_  
Signature of Marine

I request advance pay. Number of months requested: \_\_\_\_\_ Requested payback in months: \_\_\_\_\_

I request to receive my advance pay outside the window of 30 days before departure to 60 days after arrival due to the following:

## NOTES\*

- Justification will include at least: A list of actual or anticipated expenses to be incurred. (House or apartment hunting trip, supporting two households when a service member is unable to rent or sell the house at the old duty station, the down payment or purchase of a house, excess household goods shipment charges are examples or circumstances which might cause greater expenses to be incurred).
- You must provide specific justification on the situation that might indicate a financial hardship in repaying the advance in the normal 12 month time period. (Outstanding debts that significantly reduce your take home pay or support of a large number of dependents are examples of situations, which might cause a financial hardship).
- Specific circumstances may include, but are not limited to, early departure or late arrival of dependents an extended delay in acquiring permanent housing. (They must be related to your PCS MOVE).

\_\_\_\_\_  
SIGN

\_\_\_\_\_  
DATE

**LIST OF ACTUAL OR ANTICIPATED EXPENSES**

\_\_\_\_\_ Estimated cost: \_\_\_\_\_  
Total \_\_\_\_\_

**WRITTEN JUSTIFICATION**

In addition to the advances/ reimbursements that I am going to receive for this PCS move, I am requesting additional advance pay for the following reason: (Thorough explanation)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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From: Department Head/Section OIC, \_\_\_\_\_  
To: Company Commander, \_\_\_\_\_

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_  
SIGN DATE

.....  
COMPANY OFFICER

From: Company Officer, \_\_\_\_\_  
To: Commanding Officer, \_\_\_\_\_

1. Forwarded, recommending approval/disapproval. Marine has been counseled on advance pay requirements in accordance with MCO 7220.21

\_\_\_\_\_  
Company Commander's Signature and Date

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From: Commanding Officer,  
To: Personnel Officer, Base Personnel Administration Center

1. Advance pay for 1 2 3 month (s) is approved.  
2. Payback in 12, 24 \_\_\_ is authorized.  
3. Submission of advance pay outside 30/60 day processing window is approved/disapproved.

\_\_\_\_\_  
CO/XO Signature and Date