

# WORKSHEET FOR ADVANCE OF BASIC PAY REQUEST INCIDENT TO A PCS

*This form used by Marine's to substantiate request of payment of advance of basic pay incident to PCS move.*

## GENERAL INFORMATION

-All requests for advance of basic pay which are outside of normal parameters must be approved by the Commander. For all personnel administratively supported by MARFOREUR, Commander is the Chief of Staff. Requests considered to be outside of the normal parameters include:

- Any advance pay for Marines in pay grades E-3 and below
- Advance pay in excess of one month for Marines of any pay grade
- Advance pay repayment schedule in excess of 12 months for Marines of any pay grade

## MARINE'S IDENTIFICATION

Name (Last, First, MI)

Rank

SSN

Duty Location (Unit/Country)

Unclassified E-Mail Address

Work Phone

UNCLASS FAX

## JUSTIFICATION FOR MORE THAN ONE MONTH ADVANCE

For requests for more than one month advance pay, provide a list of actual or anticipated expenses, and an explanation of individual circumstances which cause the greater than normal expenses to be incurred (continue on blank sheet of paper, if more space is required):

## JUSTIFICATION FOR MORE THAN TWELVE MONTHS PAY BACK

For requests for repayment schedule in excess of twelve months, provide justification on the situation that might indicate a financial hardship in repaying the advance in the normal twelve month period (continue on blank sheet of paper, if more space is required):

## COMMANDER'S ACTION

\_\_\_\_\_ APPROVED AS REQUESTED

\_\_\_\_\_ APPROVED WITH FOLLOWING EXCEPTIONS:

SIGNATURE \_\_\_\_\_

## MARFOREUR REVIEW

COMPLETED \_\_\_\_\_  
CAN NOT BE COMPLETED DUE TO:

INITIALS: \_\_\_\_\_ -