

Department of Homeland Security

U. S. Coast Guard

CG-5489/2 (6/07)

# WAIVER APPLICATION

**Privacy Act Statement:** This information is collected under 10 USC 2774, and EO 9397 and is used when waiving collection of erroneous payment. The information may be provided to the Defense Office of Hearings & Appeals (DOHA) and disclosure is voluntary. Failure to provide the information below may prevent favorable consideration of your application.

**Instructions:** Submit this application via your unit commanding officer to PSC. Attach all enclosures that support or clarify your request. (Effective 1 June 2007, SPO endorsements no longer required, but FYI copies may be sent to the SPO.)

Name (Last, First, M.I.)	EMPLID	Rank/Rate	Date of Separation	Months in which overpaid.
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Unit:	Unit Phone:	Unit Address:
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<b>Marital Status:</b> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Married to Military Member <input type="checkbox"/>	(Spouse's Service: _____)	<b>Number of Dependents:</b> <i>(Excluding family members on active duty.)</i>
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<b>Total Service:</b> Years:      Months:	<b>Total Sea Service:</b> Years:      Months:	<b>Did you know or suspect you were overpaid?</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	<b>Amount of Waiver Requested:</b> \$ _____
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**Type of Overpayment:**  
 BAH...  BAS...  FSA...  TVL...  COLA...  CSEAPAY...  Other: \_\_\_\_\_

**Description of Indebtedness.** *Note: If this indebtedness is the result of an un-liquidated travel advance, advance pay, or unearned bonus payment(s), you are not eligible for a waiver (unless the payment was made in error) and you should not submit an application.* Explain in your own words and to the best of your knowledge, as clearly and concisely as you can, what happened. Include such facts as the cause of your debt and overpayment, the period involved and your understanding of the entitlements concerned. State any recollection of when, how and to whom you voiced your knowledge or suspicion of error, or any other efforts you may have made to have the error corrected. *(You may attach additional sheets if necessary.)*

Enclosure checklist: Failure to enclose any items may result in the return of the application without action.

**MANDATORY FOR ALL APPLICATIONS**

- All LES from period of overpayment.
- Letter of Indebtedness or Notice of Overpayment
- Summary of Overpayment (Enclosure (1) from Letter of Indebtedness or Notice of Overpayment)

**REQUIRED AS APPLICABLE:**

- Travel claims and Travel Voucher Summaries
- Related emails and correspondence
- Housing Check-In sheet
- Financial Statement

If my application is denied, I (*check one*)  **do**  **do not** request to have the amount of my monthly payments reduced & duration of payment period increased due to financial hardship. (*Attach completed financial statement if requesting reduced payments.*)

I certify that the above information is true and correct to the best of my knowledge. I understand the penalty for a false claim is a maximum fine of \$10,000 or maximum imprisonment of 5 years or both.

<b>Signature:</b>	<b>Date:</b>
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## UNIT INFORMATION

**Unit POC:** Should be someone who will be with the unit a minimum of three months past the date that this form is submitted. Should be someone, other than the member who is familiar with the situation and the circumstances surrounding the indebtedness. May be a supervisor or senior administrator.

**Name:**

**Title:**

**Phone:**

**SPO Contact:** Provide name and phone number for senior contact at unit Servicing Personnel Office.

**Name:**

**Phone:**

## COMMAND ENDORSEMENT

Please check **one**:

- I recommend approval of this waiver.  
*or*  
 I do **NOT** recommend approval.  
*or*  
 I recommend partial approval in the amount of  
\$ \_\_\_\_\_.

Please check **one**: In the event the waiver is not approved:

- I recommend reduced payment schedule based on member's specific circumstances.  
*or*  
 I do **NOT** recommend reduced payment schedule.

Brief description of basis for recommendations and any additional information you believe necessary for consideration of this waiver.

Name:

Signature:

Title:

Phone:

Date: