

Department of Homeland Security U. S. Coast Guard CG PSC-2010 (Rev. 1-07)		<h2>Advances Worksheet</h2>	
EMPLID	Name (Last, First, MI)	Rank/Rate	Permanent Unit
PURPOSE: Use this form to request advances in pay, BAH/OHA, DLA, and TLE.			
PCS Departure Date (if applicable)		Number of months requested Or Specific amount \$	Liquidation period requested. (# of months) See notes.
I request:			
<input type="checkbox"/> Advance pay <input type="checkbox"/> Advance DLA <input type="checkbox"/> Advance BAH <input type="checkbox"/> Advance TLE <input type="checkbox"/> Advance OHA (amounts in excess of 3 months can only be authorized for countries listed in JFTR, Appendix K)			
Advance Pay	Advance Pay is payable the following circumstances: a. When deployed for more than one year to an area in receipt of Hostile Fire or Imminent Danger Pay (See CG Pay Manual COMDTINST M7220.29A) Article 9-D-3(a) for additional details. b. Within 30 days of departure on PCS orders, and within 60 days after arrival at a new unit. In extenuating circumstances, the member's CO may authorize Advance Pay to be paid up to 90 days before departing PCS, and up to 180 days after reporting PCS. In both cases you may request an amount not to exceed 3 months basic pay less: taxes, SGLI, debts, forfeitures, Montgomery GI Bill deductions, Dependent Dental Plan deductions, garnishment, mandatory support allotment, and bankruptcy deductions; and TSP (basic pay) deductions. Repayment of advance pay is by payroll deduction. Advance pay can be liquidated over a minimum period of one month, up to a maximum of 12 months. A member can request liquidation over a period greater than 12 months, not to exceed 24 months, when the PCS move causes unusually large expenses and repayment within 12 months would create a severe personal financial hardship. Only your CO can approve requests for liquidation greater than 12 months. Attach your request and CO's endorsement to this worksheet.		
Advance BAH/OHA	Advance BAH and OHA may be made at any time during a member's tour of duty. The amount of Advance BAH/OHA depends on the member's documented housing expenses. The maximum amount of Advance BAH is 3 months BAH, and the maximum amount of Advance OHA is one year's OHA. OHA may be liquidated over a maximum of 12 months. Liquidation begins the first day of the month following the advance, but may be postponed for up to three months upon justification and approval of the commanding officer. Action to recoup in a lump sum any advance made under this paragraph that has been returned to the member by the landlord will be taken immediately upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the existing loan repayment schedule.		
Advance DLA	DLA is payable to members in receipt of PCS orders. DLA is based on your grade and dependency status on the effective date of your PCS. To determine the effective date of your PCS order, see JFTR, Appendix A, definition of EFFECTIVE DATE OF PCS ORDER . The current rate information can be found on this website http://www.dtic.mil/perdiem/dla.html and selecting the applicable rate table. DLA is payable to all members with dependents provided their dependents relocate. Members without dependents must be release from mandatory government quarters assignment before receiving DLA.		
Advance TLE	Advance Temporary Lodging Allowance (TLE) is authorized when the member and/or dependent(s) occupy temporary lodging in conjunction with a PCS transfer. TLE is reimbursable allowance based on locality per diem rate, the number of travelers occupying temporary lodging, with deductions for normal housing and subsistence allowances. TLE is only authorized for use in the local area near the old or new PDS. The maximum TLE payment cannot exceed \$180/day for 10 days for CONUS to CONUS and OCONUS to CONUS transfers, 5 days for CONUS to OCONUS transfers. TLE advances are for up to 80% of total entitlement. See JFTR U5720 for complete formula and examples. NOTE: A maximum of \$110 per day applies for all members with PCS orders issued before 1 January 2002.		
PRIVACY ACT STATEMENT			
In accordance with 5 USC Section 522a(e)(3), the following information is provided to you when supplying personal information to the U. S. Coast Guard: Authority - 10 USC Section 2771. Principal Purpose(s) - Used to indicate desired or additional advance(s). Routine uses - same. Disclosure - Disclosure of this information is voluntary, but without disclosure the member may not receive requested advance(s).			
Member's Signature		Date:	For SPO Use Only
Command Approval		Date:	Action Completed Date: _____ Initials: _____