

DEPARTMENT OF HOMELAND SECURITY  
U.S. Coast Guard  
**ADVANCES WORKSHEET**

|                           |           |              |                   |
|---------------------------|-----------|--------------|-------------------|
| 1. Name (Last, First, MI) | 2. EMPLID | 3. Rank/Rate | 4. Permanent Unit |
|---------------------------|-----------|--------------|-------------------|

**5. Reason for Request**  
 PCS Departure Date: \_\_\_\_\_ PCS Reporting Date: \_\_\_\_\_ Other: \_\_\_\_\_

**I REQUEST ADVANCE:**

**Temporary Lodging Entitlement (TLE).**  
 Advance Temporary Lodging Entitlement (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 \$290/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.

**Dislocation Allowance (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.defensetravel.dod.mil/site/otherratesDLA.cfm> and selecting the applicable rate table. DLA is payable to all members with dependents **provided their dependents relocate**. Members without dependents must be released from mandatory government quarters assignment before receiving DLA. DLA advances are for up to 80% of total entitlement.

**Pay.** Number of Months: 1 2 3 or specific amount \$ \_\_\_\_\_ To be liquidated over a period of \_\_\_\_\_ months.  
 Advance Pay is payable under the following circumstances:

- When deployed for more than one year to an area in receipt of Hostile Fire or Imminent Danger Pay.
- Serving on a vessel which has a change of homeport.
- Ordered to active duty of 140 days and greater.
- 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. When the PCS orders the member to a unit within their current Military Housing Area, advance pay is only authorized when a household goods move is authorized at Government expense and the member actually schedules shipment of their HHG.

You may request an amount not to exceed three 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. **Any request for two or three months advance pay must be approved by your commanding officer.** 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 commanding officer can approve requests for liquidation greater than 12 months.** Attach your request (for more than one month advance pay or for liquidation greater than 12 months) and your commanding officer's endorsement to this worksheet.

**BAH.** Number of Months: 1 2 3 or specific amount \$ \_\_\_\_\_ To be liquidated over a period of \_\_\_\_\_ months.  
**OHA.** Number of Months: 1 2 3 or specific amount \$ \_\_\_\_\_ To be liquidated over a period of \_\_\_\_\_ months.  
 (Amounts in excess of 3 months can only be authorized for countries listed in JFTR, Appendix K.)

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. Advance BAH/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 OHA 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.

**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** - 37 USC Section 1006.  
**Principal Purpose(s)** – The primary purpose of this information is to facilitate review and approval and advancement of funds.  
**Routine uses** – This information will be used by Servicing Personnel Offices and the Pay & Personnel Center and other federal payment approving officials in the performance of their official duties.  
**Disclosure** - Disclosure of information is voluntary, but without disclosure the member may encounter delays in receiving advance payments.

|                       |         |  |
|-----------------------|---------|--|
| 6. Member's Signature | 7. Date | <b>For SPO Use Only</b><br><br>Action Completed<br>Initials: _____ Date: _____ |
| 8. Command Approval   | 9. Date |  |