

Documents Required for Waiver/Remission Package Submission

Substantiation

1. First Endorsement signed by SNM's CO or XO under acting authority
2. DD Form 2789 "Waiver or Remission of Indebtedness Application"
3. Copies of all Leave and Earnings Statements and/or vouchers when the debt was incurred
4. NAVMC 11082 "Financial Statement Remission of Indebtedness"
5. Personal Statement from the Marine
6. Any other associated material concerning the debt

Specific information relative to waiver/remission requests is mandatory for a decision. The substantiation documents above are the minimum requirements acceptable. Provide any additional information that is pertinent to the case. Ensure only mandatory and pertinent attachments are included within DTMS. Do not forward documents that are not required or have no factor in the waiver or remission application. Additional and duplicates of the same documents slow the waiver or remission process. If additional information is received prior to a final decision being made on a previously submitted application the Disbursing/Finance Officer will coordinate with P&R (RF) to return the application so that an addendum to the Disbursing/Finance Officer endorsement can be done and resubmitted via DTMS.

First Endorsement

Endorsement Line must read:

FIRST ENDORSEMENT on DD Form 2789 of (Date Marine signed DD 2789)

To Line must read:

Director, DFAS-IN, Indianapolis, IN 46249-3300

Subject Line must read:

REQUEST FOR WAIVER OF ERRONEOUS PAYMENT IN CASE OF (RANK) (NAME)
(EDIPI)/(MOS) USMC

Via Line must read:

- (1) Director, Installation Personnel Administration Center
- (2) Disbursing Officer, Regional Disbursing Office - West

Copies of LESSs

The package must include LESSs from the month prior to the debt period to present. For example, if the checkage was from 20120113 to 20130402, include LESSs from 201112 to 201404. If checkage was from 20130530 to 20130731, include LESSs from 201304 to 201404.

NAVMC 11082 "Financial Statement"

The financial statement is required for both a waiver and remission request. The completeness of this document is necessary for processing. The monthly income/expenses must reflect what is on the LES, but all expenses that are not on the LESSs must be itemized and detailed (e.g. Insurance - \$100. It must be broken down in the

itemization box as Auto Insurance -\$68, Life Insurance \$32). Page 2 must include all assets such as vehicles, houses, bank accounts etc.

Associated Material

The additional documentation required in order to make a determination vary with each specific case. These include but are not limited to:

1. Orders (TAD/PCS/PCA/Called to AD)
2. BAH Package if BAH checkage
3. COMRATS Package if DMR checkage
4. Lease Agreement
5. Divorce Decree

Scenario 1:

Waiver/Remission request due to a BAH checkage. Member was divorced but continued to receive BAH W/ 4 months after divorce. Member rates BAH W/O. Additional documents would include the divorce decree, court-ordered support and custody agreement (if applicable).

Scenario 2:

Waiver/Remission request due to DTS checkage. Member was overpaid in advance travel. Additional documents would include all TAD/TDY orders, authorization/orders through DTS, and vouchers through DTS.

Scenario 3:

Waiver/Remission request due to BAH checkage. Member married to member and never established a household. Member rates BAH P, but claims they did not live in the barracks. Additional documents would include the lease agreement.

Debt Reconstruction

The debt recon is not a required document, but it is extremely important so the member is aware of what the exact debt is, and so the requested amount for waiver/remission can be as accurate as possible. Many times, a liquidation will already be set up, therefore the amount of the liquidation can be used, but for instances where no liquidation has been requested/can be made (due to EAS/ECC), an accurate debt amount is necessary in order to process the package in an expedient manner.

For any question as to what additional material is required, call the customer service/waiver and remission.