

**SUMMARY OF MAJOR CHANGES TO CHAPTER 32
DOD 7000.14-R, VOLUME 7A
MILITARY PAY POLICY AND PROCEDURES - ACTIVE DUTY AND RESERVE PAY**

New and revised instructions are indicated by a star placed immediately before the new or revised section, paragraph, subparagraph, decision logic table, etc.

Page	Paragraph	Explanation of Change/Revision	Effective Date
32-10, 32-13	Table 32-2, note 6 Bibliography	IC 2-98 pertains to an exception in the amount of advance pay to Army personnel.	Jan 6, 1998
32-4, 32-5	320202.B.6, Table 32-1	IC 4-98 adds a new category of emergency partial payments for waivers of forfeiture in favor of dependents.	Jan 16, 1998

Interim Changes 02-98 and 04-98 are incorporated in this chapter.

CHAPTER 32

ADVANCE, LOCAL, PARTIAL, AND EMERGENCY PARTIAL PAY

3201 ADVANCE PAYMENTS

320101. Advance Pay for Permanent Change of Station (PCS)

A. General Provisions. The purpose of an advance payment is to give funds to a member to meet extraordinary expenses incident to a government-ordered relocation. It is intended to assist with the out-of-pocket expenses, not typical of day-to-day military living, that precede or exceed reimbursements incurred in a member's change of duty locations, and are expenses. An advance of pay shall not be authorized for the specific out-of-pocket expenses covered by advances of other allowances and entitlements, if those advances are used (to include travel allowances and per diem, overseas station housing allowance, basic allowance for quarters, variable housing allowance, and dislocation allowance). The member's commander has a responsibility to ensure that an advance of pay is used only to help with the financial burden of a PCS.

B. Entitlement. The conditions and amounts payable are contained in Table 32-2, rules 1 and 2.

C. Repayment. Advances are repaid per Table 32-3, rules 1 through 5.

D. Effect on Allotments. Do not pay an advance of pay in an amount that will require the stoppage of allotments for insurance or support of dependents. No allotment may be started after the advance is made if that allotment would prevent repayment of the advance of pay within the allowed period. If separation of the member from the Service is imminent, stop all allotments necessary to collect the advance.

E. Military Service Regulations. The following regulations provide additional guidance appropriate for the specified Military Service:

1. Army: AR 37-104-3 (reference (bh))
2. Navy: NAVMILPERSMAN para 2650100 (reference (an))
3. Air Force: DFAS-DE 7073.1-M (reference (ap))
4. Marine Corps: MCO 7220.21E (reference (bg))

320102. Advance of Pay and Allowances. The purpose of an advance of pay is to ease hardships imposed by the lack of regular payments when a member is mobilized, ordered to duty at distant stations, or deployed aboard ships for more than 30 days.

A. Entitlement. The conditions and amounts payable are contained in Table 32-2, rules 6 through 9.

B. Repayment. These advances are repaid per Table 32-3, rules 3 through 5 and rules 9 through 12.

320103. Advance of Basic Allowance for Subsistence (BAS)

A. Entitlement. An enlisted member may be paid an advance of BAS not to exceed 3 months if the member is entitled to BAS and the commanding officer authorizes the payment following a determination that it is necessary. Individual Military Service regulations may limit BAS advances to less than 3 months.

B. Repayment. This advance is repaid based on Table 32-3, rule 6.

320104. Advance Pay Upon Evacuation of Members or Dependents. The purpose of this advance is to give funds to evacuated members or dependents with funds to cover costs of travel, food, and other needs.

A. Entitlement. The conditions and amounts payable are contained in Table 32-2, rule 4.

B. Repayment. The advances are repaid per Table 32-3, rule 7.

320105. Advance of Allotment(s) to Dependents. The purpose of this advance payment is to allow a member to be paid the amount of an allotment(s) to dependent(s) if the member is assigned or scheduled for assignment to sea duty or other duty with a unit or command deployed or to be deployed outside the United States and the allotment(s) is made by the member not more than 60 days before the scheduled date of the assignment of the member to this duty.

A. Entitlement. The conditions and amounts payable are contained in Table 32-2, rule 5.

B. Repayment. This advance is repaid per Table 32-3, rule 8.

320106. Advance Pay for Members of the Armed Forces Health Professions Scholarship Program (AFHPSP) on Active Duty

A. Entitlement. An advance of pay, not to exceed basic pay for 1 month, may be

paid to a member of the AFHPSP when reporting for the annual 45-day active duty tour.

B. Repayment. Collect the advance in full by the end of the 45-day active duty tour.

320107. Military Paydays

A. Since September 1, 1987, and except for an authorized midmonth payroll, payday is the first calendar day of the month after the month in which the entitlement was earned.

B. Except for payrolls otherwise payable on October 1, if the payday falls on a Saturday, Sunday, or federal legal holiday, payment is authorized on the preceding workday, but not more than 3 days before the scheduled payday. This exception applies to foreign holidays recognized abroad by United States Forces. It also applies to payments made to members upon separation from the Military Service through retirement or discharge when the last day of active duty falls on a Saturday, Sunday, or federal legal holiday.

C. For payrolls otherwise payable on October 1, the Secretary of Defense shall determine if the payroll may be dated in September.

D. If a member dies after receiving an advance payment under any of the above provisions, but before the last day of the pay period in which the payment is made, the U.S. government may not recover any part of the payment.

320108. Advance of Housing Allowances. An advances of Basic Allowance for Housing (BAH), overseas housing allowance, and variable housing allowance may be authorized under the terms and conditions in the Joint Federal Travel Regulations, Volume 1, chapters 8 and 9 (reference (d)).

320109. Advance Pay for Senior Reserve Officer Training Corps (SROTC) Cadets and Midshipmen Ordered to Field Training or Practice Cruises. An advance of pay, not to exceed the entitlement for 1 month, or the amount the SROTC member will accrue for the training, whichever is less, may be paid to an SROTC member who is ordered to perform field training or a practice cruise. Collect the advance in full from the member's field training or practice cruise entitlement.

3202 LOCAL, PARTIAL, AND EMERGENCY PARTIAL PAYMENTS

320201. Local and Partial Payments. These payments are authorized only for overseas areas where on-base military banking facilities are not readily available. Exceptions may be granted for members assigned to classified, or contingency operations where the exigencies of their assignments may require local cash or partial payments. In this circumstance, the member's commander may authorize immediate cash payments up to the amount of accrued entitlement to date, when deemed appropriate to the mission (see Table 32-1).

320202. Emergency Partial Payment

A. For members residing or assigned within the United States (including Alaska and Hawaii), this is a payment deemed time sensitive and required within 24 hours due to an unforeseen set of circumstances or the resulting state that calls for immediate action (see Table 32-1). Payment shall be made in an expeditious manner, e.g., direct deposit or a check payment. The supporting DFAS Center may be able to effect overnight EFT payment if circumstances warrant.

B. The member's commander, in coordination with the supporting finance office, may authorize emergency payments, up to the amount of accrued entitlement to date in the Master Military Pay Account (MMPA) in the following circumstances:

1. Emergency pay and allowances earned to date as reflected on the MMPA, when no pay was received on regular payday or when there is a major medical emergency or death in the member's immediate family, and payment is needed within 24 hours.

2. Emergency travel advance, when the traveler does not have a government travel charge card.

3. Discharge gratuity (as required by Table 35-11), when payment is needed within 24 hours.

4. Payment of military death gratuity benefit to a beneficiary, when payment is needed within 24 hours.

5. Payment to military member of advance pay and allowances and/or evacuation allowance, when dependents must be evacuated as result of a natural disaster or life threatening situations.

★ 6. *Payment to dependents, when forfeiture of pay and allowances is waived under conditions defined in subparagraph 480306.C of this volume. (IC 4-98)*

PAYMENT PROCEDURES		
R U L E	A	B
	If payment type is a/an	then the payment practice for
		Overseas Commands is (note 1)
		CONUS (includes Alaska and Hawaii) is
1	local partial payment (note 2)	to pay bonuses, annual special pays, separation, death, unpaid pay and allowance, health and comfort, waiver of forfeitures for dependents.
2	an emergency partial payment	no local payment is made (note 3).
3	advance PCS	to pay all pay grades 1 month pay (E-3 and below with CO's approval), E-4 and above max 3 months pay with CO's approval.
4	advance basic pay	to pay not more than 15 days basic pay at training or indoctrination center or centrally via DD/EFT as systems become available (note 4)
5	advance basic allowance for subsistence	to pay a maximum of 3 months entitlement (note 2)
6	advance dependent evacuation allowance	to pay a maximum of 2 months entitlement (note 2)
7	advance for an Armed Forces Health Profession Scholarship Program participant	to pay a maximum of 1 month of basic pay when reporting for 45 days active duty tour (note 4).
8	advance for a person in the Senior Reserve Officer Training Corp	to pay 1 month entitlement or the amount the member will accrue for the training (note 4)
9	advance overseas housing allowance	to pay 1 year accrued allowances determined on the basis of housing expenses, and the authorized overseas housing allowance and interim housing allowance may be paid locally if required.
10	advance basic allowance for housing	(note 4)
11	advance for mobilization deployment of a member	to pay a maximum of 3 months pay (note 1)
12	advance for shipboard deployment of a member	to pay all pay due for Navy and Marine Corps members. Not applicable to Army and Air Force members (note 1)
13	advance for distant duty	to pay a maximum of 3 months basic pay and allowances.

NOTES:

1. Payments may be paid locally when consistent with mission requirements and nonavailability of DoD military banking facilities.
2. Local payments are authorized with commander's approval.
3. Emergency partial payment may be made when approved by the member's commander and coordinated with the local finance office for the following circumstances:
 - a. Pay and allowances earned to date on the MMPA when no pay was received on regular payday or when there is a major medical emergency or death in the immediate family of the member.
 - b. Emergency travel advance when the traveler does not have a government travel charge card.
 - c. Discharge gratuity (as required by Table 35-11).
 - d. Payment of death gratuity benefit to beneficiary and payment.
 - e. Payment to military member of advanced pay and allowances and/or evacuation allowance to evacuate dependents as a result of a natural disaster or life threatening situation.
 - f. Payment to dependents when a member's forfeiture is waived in favor of those dependents.
4. Paid centrally via DD/EFT.

Table 32-1. Payment Procedures

ADVANCE PAYMENTS, ELIGIBILITY AND AMOUNTS PAYABLE						
R U L E	A	B	C	D	E	F
	A member in receipt of orders for (to)	and	when approved in writing by	may be paid an	in an amount	paid daily by the supporting DFAS Center. See paragraph 320202 for emergency payment
1	a permanent change of station move, to include (note 1):-between stations-to new station upon reenlistment (following a break-in-service)-commencement of active duty by newly commissioned regular officer-change of home port-Reserve forces member in receipt of orders to active duty of 140 days or more-extended active duty (Reserve or retired members)	the member signs a form confirming that the intended uses of the funds are for the purposes stated in the form; and the PCS is not due to separation from service or trial by court-martial	the member's commanding or recruiting officer (including enlisted commandant of the NCO Academy) for grades E-3 and below (except as more restrictively prescribed in regulations of the Military Service concerned)	advance of basic pay	of 1 month of basic pay, less deductions (note 2)	to member's financial institution not earlier than 30 days prior to departure (note 4); en route; first duty station or after beginning travel to first duty station after completion of physical examination; or within 60 days after arrival at new/first duty station (home port, note 3) (note 4).
2			the member's commander (including enlisted commandant of the NCO academy)		not to exceed 3 months of basic pay, less deductions, if warranted and justified (notes 2 & 5)	
3	a training or indoctrination center on induction or enlistment (Army, Air Force, and Navy only)		the center commander (including enlisted commandant of the NCO academy)	advance of basic pay	not to exceed 8 days of basic pay (note 6)	Advances will be deposited, via DD/EFT by the supporting DFAS Center, to the basic trainee's account at the designated financial institution.

Table 32-2. Advance Payments - Eligibility and Amounts Payable

ADVANCE PAYMENTS, ELIGIBILITY AND AMOUNTS PAYABLE						
RULE	A	B	C	D	E	F
	A member in receipt of orders for (to)	and	when approved in writing by	may be paid an	in an amount	paid daily by the supporting DFAS Center. See paragraph 320202 for emergency payment
4	evacuation of member or dependents from a place outside the U.S. or other place as the President designates (note 7)	evacuation of member or all military dependents in the area is ordered by the area commander, the State Department, or other authorized U.S. official		advance of basic pay, payable to member or to member's dependents, in one or more installments	as designated by the member, in a total amount of not more than 2 months of basic pay (net of any forfeiture and Montgomery G.I. Bill; no other deduction considered)	paid as an emergency local payment at permanent station or any military disbursing office either overseas or in the United States.
5	for assignment to sea duty or other duty with a unit or command deployed or to be deployed outside the United States (note 8)			amount of an allotment(s) for dependent(s)	equal to amount of the allotment(s) for 1 month (note 9)	
6	mobilization or recall to active duty under 10 U.S.C. 672(a), 673, 673a, 673b, or 688	has reported for duty but cannot be paid pay and allowances due within 14 days of reporting for that duty	the member's commander (including enlisted commandant of the NCO academy)	advance of pay and allowances	not to exceed 3 months of pay and allowances less deductions (note 2 and rule 5)	to member's financial institution or mailed from DFAS central site to an address.
7	assignment to a distant duty station	pay and allowances cannot be paid regularly			not more than 3 months of basic pay and allowances, less deductions (note 2)	
8	assignment to a distant duty station	pay and allowances cannot be paid regularly	the member's commander (including enlisted commandant of the NCO academy)	advance of pay and allowances	more than 3 months of basic pay and allowances, less deductions, when approved by: Army or Air Force--Major Command; Navy--Office of Comptroller; USMC--Commandant of the Marine Corps (MPP) (note 2)	

Table 32-2. Advance Payments -- Eligibility and Amounts Payable (Continued)

ADVANCE PAYMENTS, ELIGIBILITY AND AMOUNTS PAYABLE						
	A	B	C	D	E	F
R U L E	A member in receipt of orders for (to)	and	when approved in writing by	may be paid an	in an amount	paid daily by the supporting DFAS Center. See paragraph 320202 for emergency payment exceptions
9	deployment aboard ship for more than 30 days (Navy-Marine Corps only)	pay and allowances cannot be paid regularly	the member's commander (including enlisted commandant of the non-commissioned officer (NCO) academy.)	advance of pay and allowances	not more than the basic pay (plus submarine and sea duty pay for members attached to submarines) and allowances that will accrue during the period of deployment, less deductions (note 2).	to member's financial institution or mailed from supporting DFAS Center to an address

NOTES:

1. TDY en route does not preclude payment. An advance payment for a PCS move in the same geographical area of the member's prior duty station or home port, or place from which ordered to active duty, is authorized only when movement of the member's household at government expense is authorized per JFTR, chapter 5, part D.
2. Deductions will be made for: (a) forfeitures; (b) Montgomery G.I. Bill; (c) Federal/state income tax withholding; (d) FICA; (e) SGLI; (f) AFRH; (g) Dependent Dental Plan; (h) monthly repayment of a prior advance; (i) indebtedness to the U.S. or its instrumentalities, whether scheduled (monthly debt installment) or unscheduled (one-time collection); (j) garnishments; (k) statutorily-required support allotments in force; (l) court-ordered bankruptcy payments; and (m) total of all allotments in force when computing an advance of pay and allowances (rules 6, 7, 8, 9).
3. Not later than 60 days after effective date of change or 60 days after vessel arrives at new home port/home yard, whichever is later.
4. The "30-day window" may be expanded to not exceed 90 days prior, and the "60-day window" may be expanded to not exceed 180 days after, when justified for extenuating circumstances; requires written approval of the member's commander (including enlisted commandant of the NCO academy). The member must provide written justification indicating the specific circumstances requiring the early or late advance payment.
5. The member must provide written justification clearly showing that accrual or anticipated out-of-pocket PCS expenses equal or exceed the amount of advance requested; requires written approval of the member's commander. The advance payment may be made in 1, 2, or 3 installments.
6. This advance is collected in full when the member receives first regular pay. For Army only, as an exception to the 15 day limit, a member may be advanced up to 21 days of basic pay, only for the purpose of paying the cost of round-trip travel to member's home during the annual holiday leave period (mid-December through early January).
7. This advance is not payable for evacuation of individual dependents.
8. The advance payment may not be made more than 60 days before the scheduled date of the duty assignment.
9. Establish an allotment(s) for dependents in the member's pay record simultaneous to paying the advance.

Table 32-2. Advance Payments-Eligibility and Amounts Payable (Continued)

REPAYMENT OF ADVANCES					
R U L E	A	B	C	D	E
	When a member was paid an	and	begin collection (note 12)	and when approved in writing	at the rate of
1	advance(s) of pay incident to a PCS		the first day of the month following payment of advance(s)		1/12 of the amount(s) advanced each month for the next 12 months (notes 1, 2, 3).
2		when justified by the member that repayment within 12 months would create severe hardship (note 4)		the member's commander (including enlisted commandant of the non-commissioned officer (NCO) academy)	1/24 of the amount(s) advanced each month for the next 24 months (notes 1, 2, 5, 6).
3	advance(s) of pay incident to a PCS or advance of pay and allowances (distance or deployed duty)	member dies	of the remaining outstanding advance		all unpaid pay and allowances (note 7).
4		member's separation is imminent (includes members unexpectedly forced to retire under the Selected Early Retirement Board (SERB) (note 8)			all unpaid pay and allowances, except enlisted separation advanced travel allowance (notes 7, 13).
5		Member's orders are revoked/cancelled	immediately in the full amount	the member's commander (including enlisted commandant of the NCO academy)	1/6 of the amount(s) advanced each month for the next 6 months (notes 1, 2).
6	advance of BAS (enlisted members)		the day following the day payment was made		the amount of BAS accruing to the member's credit. If entitlement to BAS ends before repayment, collect the balance due as an overpayment.
7	advance pay for evacuation of member or dependents		the first day of the month following payment of advance(s) (note 9)		1/12 of the amount(s) advanced (or remaining amounts if waiver applies) each month for the next 12 months (notes 1, 10, 11).
8	advance payment in the amount of an allotment(s) to dependents		of the advance in the month following the month payment was made		1/6 of the amount(s) advanced each month for the next 6 months (notes 1, 2).

Table 32-3. Repayment of Advances

REPAYMENT OF ADVANCES					
R U L E	A	B	C	D	E
	When a member was paid an	and	begin collection (note 12)	and when approved in writing	at the rate of
9	advance of pay and allowances upon being mobilized or recalled under 10 U.S.C. 672(a), 673, 673a, 673b, or 688		of the advance on the first day of the month after the payment of the advance		1/3 of the amount advanced each month for 3 months, or at the rate needed to repay the advance by the scheduled termination date of the orders, whichever is earlier.
10	advance of pay and allowances for duty at a distant station		on the day following the day payment was made		all net pay and allowances accruing to the member until the advance is repaid in full.
11			duty ends earlier than expected		not less than 1/12 of the unliquidated amount advanced in equal monthly installments for 12 months (notes 1 and 2).
12	advance of pay and allowances for members deployed aboard ships	the deployment is for more than 30 days	all net pay and allowances accruing to the member until the advance is repaid in full.		

NOTES:

1. Upon the member’s request, repayment may be made in lump-sum or increased monthly amounts.
2. The repayment period shall be scheduled to repay the advance before the member’s expected date of separation. Repayment should be scheduled for completion before the start of a subsequent PCS move.
3. When executing PCS orders of less than 12 months, Reserve Component recipients of advance pay must accept a repayment schedule that provides for repayment by termination date of orders.
4. The member must provide written justification clearly showing that a 12-month repayment schedule would create severe financial hardship. The request must be approved in writing by the member’s commander (including enlisted commandant of the NCO academy) .
5. When request is disapproved, collection will be at the rate specified in rule 1.
6. When the repayment period is extended after the repayment schedule of less than 24 months is operating, repayment will be prorated per Military Service regulations, not to exceed the 24 months from the initial collection month.
7. Uncollected advances are treated as accounts receivable in the accounts of the disbursing officer. Such amounts remain a debt owed the United States by the member or member’s estate.
8. If the member immediately reenlists, repayment of the advance pay may be continued into the new enlistment. To extend repayment of an advance into retired pay, projected SERB retirees must submit a written request to extend repayment into retired pay that clearly demonstrates the circumstances of their hardship. The requests will be submitted via the member’s chain of command to the servicing central site for review and approval on a case-by-case basis by DFAS-HQ/FMM.
9. The Secretary of the Military Department concerned is authorized to waive recovery of an advance of not more than basic pay for 1 month when such recovery would be against equity and good conscience or against the public interest.
10. The Secretary of the Military Department concerned (or designee) is authorized to extend repayment period up to a 24-month schedule.
11. The repayment period shall, in all cases, be scheduled to repay the advance before the member’s expected date of separation.
12. In unusual circumstances, the initiation of collection action may be delayed if the delay is approved by the Director, DFAS (or designee). The repayment period shall, in all cases, be scheduled to repay the advance before the member’s expected date of separation.
13. If a member is entitled to separation payment under 10 U.S.C. 1174, 1174a, or 1175, and has a separation payment pending equal to or greater than the outstanding advance pay balance at separation, the member may request that the repayment rate not be accelerated and the existing rate continue. That portion of the advance not collected prior to separation will be deducted from the separation payment.

Table 32-3. Repayment of Advances (Continued)

Chapter 32—Advance, Local, Partial, and Emergency Partial Pay

3201—Advance Payments

320101	37 U.S.C. 1006(a)
320102	37 U.S.C. 1006(b)
320103	37 U.S.C. 402(b)
320104	37 U.S.C. 1006(c) Public Law 102-484, Oct 23, 1992
320105	37 U.S.C. 1006(a)(2)
320106	37 U.S.C. 1006(i)
320107	37 U.S.C. 1006(h) 5 U.S.C. 6103
320108	37 U.S.C. 403(a)
320109	37 U.S.C. 1006(j)
Table 32-2	37 U.S.C. 1006(c)
Rules 1, 2	OASD(MR&L) Memo, Oct 30, 1980
Rule 4	Public Law 102-484, Oct 23, 1992
Note 6	DA(FM&C) Memo, Nov 19, 1997
Table 32-3	37 U.S.C. 1006(c)
Rules 2, 3, 4, And 5	OASD(MI&L) Memo, Apr 16, 1985
Rule 6	OASD(FM&P)(MM&PP) Memo, Nov 6, 1985
Rule 7	Public Law 102-484, Oct 23, 1992
Rule 15	OASD(FM&P) Memo, Apr 14, 1986
Note 5	MS Comp Gen B-144839, Dec 13, 1966
Note 9	37 U.S.C. 1006(c)
Note 12	DFAS General Counsel Memo, Sep 25, 1992