

## CHAPTER 32

**★ADVANCE, LOCAL, PARTIAL, AND EMERGENCY PARTIAL PAY**3201 ADVANCE PAYMENTS320101. Advance Pay for Permanent Change of Station (PCS)

A. General Provisions. The purpose of this 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 that exceed or precede reimbursements incurred in a duty location change, and are expenses not typical of day-to-day military living. An advance of pay shall not be authorized for the specific out-of-pocket expenses covered by advances of other pays and entitlements, if such 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 oversight responsibility to ensure that the advance of pay is only used to help with the financial burden of a PCS.

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

C. Repayment. Advances are repaid per Table 32-2, 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 allotments may be started after the advance is made if it will prevent repayment within the allowed period. If separation is imminent, stop all allotments necessary to collect the advance.

E. Military Service Regulations. The following individual Military Service regulations provide additional guidance:

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 the advance payment is to ease hardships imposed by the lack of regular payments when members are ordered to duty at distant stations, mobilized, or deployed aboard ships for more than 30 days.

A. Entitlement. The conditions and amounts payable are contained in Table 32-1, rules 6 through 9.

B. Repayment. These advances are repaid per Table 4-2, rules 3 through 5 and 9 through 12.

320103. Advance of Basic Allowance for Subsistence. Pay an advance of BAS when the commanding officer determines it to be necessary.

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. Individual Military Service regulations may limit BAS advances to less than 3 months.

B. Repayment. This advance is repaid based on Table 32-2, rule 6.

320104. Advance Pay Upon Evacuation of Members or Dependents. The purpose of this advance is to furnish 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 32-1, rule 4.

B. Repayment. The advances are repaid per Table 32-2, 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 32-1, rule 5.

B. Repayment. This advance is repaid per Table 32-2, 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 1 month's basic pay 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. Effective September 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 1 October, 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 by United States forces abroad. 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 1 October, 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 which the payment is made, the United States may not recover any part of the payment.

320108. Advance of Housing Allowances. Advances of BAQ, 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 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 only authorized for overseas areas where banking facilities are not readily available, and 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 Figure 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 Figure 1). Payment must be made in an expeditious manner, e.g., direct deposit or a check payment. The respective DFAS central site may be able to effect overnight EFT payment if circumstances warrant.

★B. The member's commander in coordination with the local 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; no pay was received on regular payday or when there is a major medical emergency or death in the member's immediate family; 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); payment is needed within 24 hours.

★4. Payment of military death gratuity benefit to beneficiary; payment is needed within 24 hours.

★5. Payment to military member of advanced pay and allowances and/or evacuation allowance to evacuate dependents as result of a natural disaster or life threatening situations.

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METHOD OF PAYMENT

320301. Local Partial and Emergency Payments

A. For Overseas Commands. Local payments (e.g., bonuses, annual special pays, separation, death, unpaid pay and allowances, or health and comfort) may be made when consistent with mission requirements and the non availability of banking facilities.

B. For Continental United States (including Alaska and Hawaii). No local payments except for emergency partial payments when approved by the member's commander and coordinated with the local finance office for the following circumstances:

1. 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.

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

3. Discharge gratuity (as required by Table 35-11).

4. Payment of death gratuity benefit to beneficiary and payment.

5. Payment of 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.

320302. Advance Pays

A. For Overseas Commands. Payments may be paid locally when consistent with mission requirements and non availability of banking facilities.

B. For Continental United States (including Alaska and Hawaii). All advance pays are to be paid centrally via DD/EFT except advance pay for dependent evacuation.

PAYMENT PROCEDURES		
PAYMENT TYPE	PAYMENT PRACTICE	
	OVERSEAS COMMANDS (When consistent with mission requirements and nonavailability of banking facilities)	CONUS (Including Alaska and Hawaii)
Local Partial Payment: For overseas locations, local payments are authorized with commanders approval.	Local Payments: Bonuses, annual special pays, separation, death, unpaid pay and allowances, health and comfort, etc.	
Emergency Partial Payment (for Continental United States).		<p>No local payments <u>except for emergency</u> partial payments when approved by the member's commander and coordinated with the local finance office for the following circumstances:</p> <ol style="list-style-type: none"> <li>1. 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.</li> <li>2. Emergency travel advance when the traveler does not have a government travel charge card.</li> <li>3. Discharge gratuity (as required by Table 35-11).</li> <li>4. Payment of death gratuity benefit to beneficiary and payment.</li> <li>5. 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.</li> </ol>
ADVANCES:	Payments may be paid locally when consistent with mission requirements and non-availability of banking facilities.	Paid centrally via DD/EFT.
1. PCS	All pay grades 1 month pay (E3 and below CO approval) E4 and above: max 3 months pay with CO approval	Paid centrally via DD/EFT.
2. Basic Pay		Not to exceed 15 days basic pay at training or indoctrination center or centrally via DD/EFT as systems become available.
3. BAS	Max 3 months entitlement	Paid centrally via DD/EFT.
4. Dependent Evacuation	Max 2 months basic pay	Max 2 months basic pay paid locally as an emergency partial payment.
Allotment		
5. AFHPSP		Max 1 month basic pay when reporting for 45 day active duty tour paid centrally via DD/EFT.

★Figure 32-1. Payment Procedures

PAYMENT TYPE	PAYMENT PRACTICE	
	OVERSEAS COMMANDS (When consistent with mission requirements and nonavailability of banking facilities)	CONUS (Including Alaska and Hawaii)
6. Senior ROTC		1 month entitlement or the amount member will accrue for the training paid centrally via DD/EFT.
7 a. Overseas Housing Allowance	One year accrued allowances determined on the basis of housing expenses and the authorized OHA, interim housing allowance, and BAQ and may be paid locally, if required.	
7 b. VHA & BAQ		Paid centrally via DD/EFT.
8. Mobilization	May be paid locally when consistent with mission requirements and non availability of banking facilities. . . Max 3 months pay	Paid centrally via DD/EFT.
9. Shipboard Deployment	All pay due for USN/USMC; N/A for USA/USAF	
10. Distant Duty	May be paid locally when consistent with mission requirements and non availability of banking facilities. . .Max 3 months basic pay and allowances.	

★Figure 32-1. Payment Procedures (continued)

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 central site DFAS Ctr. See Para 320202 for emergency payment exceptions
1	a permanent change of station move, to include (note 1): -between stations -to new station upon reenlistment (following 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's 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' 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' basic pay (note 6)	1. Advances will be deposited, via DD/EFT by the DFAS central site, to the basic trainee's account at the designated financial institution.

★Table 32-1. Advance Payments - Eligibility and Amounts Payable

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>★F</b>
	<b>A member in receipt of orders for (to)</b>	<b>and</b>	<b>when approved in writing by</b>	<b>may be paid an</b>	<b>in an amount</b>	<b>paid daily by central site DFAS Ctr. See Para 320202 for emergency payment exceptions.</b>
<b>4</b>	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' 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.
<b>5</b>	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)	
<b>6</b>	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' pay and allowances less deductions (note 2 and rule 5)	To member's financial institution or mailed from DFAS central site to an address.
<b>7</b>	assignment to a distant duty station	pay and allowances cannot be paid regularly			not more than 3 months' basic pay and allowances, less deductions (note 2)	
<b>★8</b>	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' basic pay and allowances, less deductions, when approved by: Army and Air Force-Major Command; Navy-Office of Comptroller; Marines-Commandant of the Marine Corps (MPP) (note 2)	

Table 32-1. Advance Payments -- Eligibility and Amounts Payable (Continued)

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 central site DFAS Ctr. See Para 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 DFAS central site to an address

NOTES:

1. TDY en route does not preclude payment. Advance payments 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, are authorized only when movement of the member's household at government expense, per JFTR, chapter 5, part D, is authorized.
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, (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 member receives first regular pay.
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 32-1. Advance Payments-Eligibility and Amounts Payable (Continued)

REPAYMENT OF ADVANCES					
R U L E	A	B	C	D	E
	<b>When a member was paid an</b>	<b>and</b>	<b>begin collection (note 12)</b>	<b>and when approved in writing</b>	<b>at the rate of</b>
<b>1</b>	advance(s) of pay incident to a PCS		the first day of the month following payment of advance(s)		one-twelfth of the amounts advanced each month for the next 12 months (notes 1, 2, 3).
<b>★2</b>		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)	one-twenty-fourth of the amounts advanced each month for the next 24 months (notes 1, 2, 5, 6).
<b>3</b>	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 are used to collect the outstanding advance (note 7).
<b>★4</b>		member's separation is imminent (includes member's unexpectedly forced to retire under the Selected Early Retirement Board (SERB) (note 8)			all unpaid pay and allowances, except enlisted separation advanced travel allowance, are used to collect the outstanding advance (notes 7, 13).
<b>5</b>		member's orders are revoked/cancelled	immediately in the full amount	The member's commander (including enlisted commandant of the NCO academy)	one-sixth of the amounts advanced each month for the next 6 months (notes 1, 2).
<b>6</b>	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.
<b>7</b>	advance pay for evacuation of member or dependents		the first day of the month following payment of advance(s) (note 9)		one-twelfth of the amounts advanced (or remaining amounts if waiver applies) each month for the next 12 months (notes 1, 10, 11).
<b>8</b>	advance payment in the amount of an allotment(s) to dependents		of the advance in the month following the month payment was made		one-sixth of the amount advanced each month for the next 6 months (notes 1, 2).

★Table 32-2. 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		one-third 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	equal monthly installments of not less than one-twelfth of the unliquidated amount advanced per month 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 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 which 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; requires written approval of 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 passed to credit 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 which 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. Military Service Secretaries are authorized to waive recovery of not more than 1 month's basic pay advanced when such recovery would be against equity and good conscience or against the public interest.
10. Military Service Secretaries, or designees, are 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, Defense Finance and Accounting Service, or his designee. However, 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 32-2. Repayment of Advances (Continued)