

**VOLUME 7A, CHAPTER 32: “ADVANCE, LOCAL, PARTIAL, AND EMERGENCY PARTIAL PAY”**

**SUMMARY OF MAJOR CHANGES**

All changes are denoted by **blue font**.

Substantive revisions are denoted by an asterisk (\*) symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by **bold, italic, blue, and underlined font**.

The previous version dated **June 2018** is archived.

<b>PARAGRAPH</b>	<b>EXPLANATION OF CHANGE/REVISION</b>	<b>PURPOSE</b>
320102	Updated the “Authoritative Guidance” paragraph and formatting to comply with current administrative instructions.	Revision
References	Renamed “Bibliography” to “References.”	Revision

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## CHAPTER 32

**ADVANCE, LOCAL, PARTIAL, AND EMERGENCY PARTIAL PAY**

## 3201 GENERAL

## 320101. Purpose

This chapter establishes policy pertaining to advance, local, partial, and emergency partial pay for members of the active and reserve components.

## 320102. Authoritative Guidance

The pay policies and requirements established by the Department of Defense (DoD) in this chapter are derived primarily from, and prepared in accordance with the United States Code (U.S.C.), including Title 37. The specific statutes, regulations, and other applicable guidance that govern each individual section are listed in a reference section at the end of the chapter.

## 3202 ADVANCE PAYMENTS

## 320201. Advance Pay for Permanent Change of Station (PCS)

A. Commander's Responsibility. The member's commander has a responsibility to ensure that the advance of pay is used only to help with the financial burden of a PCS.

1. This financial burden can be complicated when a member files for bankruptcy. Commanders should be aware **that if** a member has filed for bankruptcy and then makes a request for an advance pay, some bankruptcy court jurisdictions hold that a creditor does not have the authority to recoup any post-petition debt, including advance pay, without permission from the bankruptcy court. This is true in cases when a member has filed a Chapter 13 bankruptcy.

2. In such instances, the government may not be able to collect any amount of the advance pay unless the Defense Finance and Accounting Service (DFAS) receives approval from the court or after the bankruptcy is discharged or terminated. Additionally, in situations when DFAS has withheld funds for repayment of the advanced pay, DFAS **may** have to return the funds to the member. Accordingly, commanders should approach such advance pay requests fully aware that the government may not be able to collect the advance pay from the member, even though the advanced pay **may have been** issued after the member filed for bankruptcy.

B. Entitlement. The eligibility and amounts payable are contained in Table 32-1.

C. Repayment. Advances are repaid per Table 32-2.

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 the separation of a member from the Service is imminent, then stop all allotments necessary to collect the advance.

320202. Advance of Pay and Allowances

An advance of pay is to ease hardships imposed by the lack of regular payments when a member is mobilized, ordered to duty at a distant station, or deployed aboard ship for more than 30 days.

A. Entitlement. The eligibility and amounts payable are contained in Table 32-1.

B. Repayment. These advances are repaid per Table 32-2.

320203. Advance Pay for Assignment of 1 Year or More to Hazardous Duty Pay Area

A. Entitlement. A member may be paid an advance of basic pay not to exceed 3 months less deductions. The conditions and amounts payable are contained in Table 32-1, rule 3.

B. Repayment. This advance is repaid based on Table 32-2, rule 11. However, advance pays, not fully collected prior to the death of a member, will not be collected against the estate of a deceased member.

320204. Advance Pay When Ordered to Indoctrination Center

A. Entitlement. A member may be paid an advance of basic pay not to exceed 15 days. The conditions and amounts payable are contained in Table 32-1, rule 4.

B. Repayment. Collect the advance in full from the member's next available payday.

320205. 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 (CO) 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 32-2, rule 12.

320206. Advance Pay Upon Evacuation of Members or Dependents

The purpose of this advance is to give funds to evacuated members or dependents to cover costs of travel, food, and other needs.

A. Entitlement. The eligibility and amounts payable are contained in Table 32-1, rule 5.

B. Repayment. The advances are repaid per Table 32-2, rule 13.

320207. 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 eligibility and amounts payable are contained in Table 32-1, rule 6.

B. Repayment. This advance is repaid per Table 32-2, rule 14.

320208. 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.

320209. Advance of Housing Allowances

An advance of Basic Allowances for Housing and overseas housing allowance may be authorized under the terms and conditions in [Chapter 26](#).

320210. Advance Pay for Senior Reserve Officer Training Corps (SROTC) Cadets and Midshipmen Ordered to Field Training or Practice Cruises

A. Entitlement. 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.

B. Repayment. Collect the advance in full from the member's field training or practice cruise entitlement.

## 320211. Military Paydays

A. 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 U.S. 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 DoD Comptroller will determine if the payroll may be dated in September.

## 3203 LOCAL, PARTIAL, AND EMERGENCY PARTIAL PAYMENTS

## 320301. Local and Partial Payments

Local and partial 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 32-3).

## 320302. 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 32-3). Payment will be made in an expeditious manner, e.g., Direct Deposit or check payment. The supporting DFAS site may be able to affect overnight Electronic Funds Transfer (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 following circumstances:

1. Emergency pay and allowances earned to date as reflected on the member's pay account, when no pay was received on a 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 a traveler does not have a government travel charge card;

3. Discharge gratuity (as required by Chapter 35, Table 35-6), 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 a result of a natural disaster or life threatening situations; or

6. Payment to dependents, when forfeiture of pay and allowances is waived under conditions defined in Chapter 48, subparagraph 480407.C.

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

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>R U L E</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>to be paid by the supporting DFAS site (note 1)</b>
<b>1</b>	a PCS move, to include (note 2): a. between stations; b. to new station upon reenlistment (following a break in service); c. commencement of active duty by newly commissioned regular officer; d. change of home port; e. Reserve forces member in receipt of orders to active duty of 140 days or more; or f. extended active duty (Reserve or retired members)	the member signs a form confirming that the intended use 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 Noncommissioned Officer (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 3)	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 4) (note 5).
<b>2</b>			the member's commanding or recruiting officer (including enlisted commandant of the NCO Academy)		not to exceed 3 months of basic pay, less deductions, if warranted and justified (notes 3 and 6)	



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

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>R U L E</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>to be paid by the supporting DFAS site (note 1)</b>
<b>3</b>	assignment for duty (permanent or temporary) for 1 year or more (or extended beyond 1 year) to an area where the member would receive hazardous duty pay under Title 37, U.S.C., section 351		the member's commanding or recruiting officer (including enlisted commandant of the NCO Academy)	advance of basic pay	of 1 month of basic pay, not to exceed 3 months, less deductions (notes 3 and 7)	to member's financial institution (note 8).
<b>4</b>	a training or indoctrination center on induction or enlistment		the center commander (including enlisted commandant of the NCO academy)		not to exceed 15 days of basic pay (notes 9 and 10)	advances will be deposited, via Direct Deposit/EFT to the basic trainee's account at the designated financial institution.

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

<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>to be paid by the supporting DFAS site (note 1)</b>
<b>5</b>	evacuation of member or dependents from a place outside the United States or other place as the Secretary of Defense designates (note 11)	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 the member or to the 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)	as an emergency local payment at permanent station or any military disbursing office either overseas or in the United States.
<b>6</b>	assignment to sea duty or other duty with a unit or command deployed or to be deployed outside the United States (note 12)			advance of an allotment(s) for dependent(s)	equal to amount of the allotment(s) for 1 month (note 13)	
<b>7</b>	the call or order to, or retention on, active duty of members of the uniformed services under 10 U.S.C. §§ 688, 12301(a), 12302, 12304, 12304(a), 12304(b), 12305, 12406; 10 U.S.C. Chapter 15; or 14 U.S.C. § 712	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 (notes 3 and 4)	to member's financial institution or mailed from DFAS central site to an address.

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

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>R U L E</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>to be paid by the supporting DFAS site (note 1)</b>
<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	of not more than 3 months of basic pay and allowances, less deductions (note 3)	to member's financial institution or mailed from DFAS central site to an address.
<b>9</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	of not 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 (note 3)	to member's financial institution or mailed from DFAS central site to an address.

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

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>R U L E</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>to be paid by the supporting DFAS site (note 1)</b>
<b>10</b>	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 NCO academy.)	advance of pay and allowances	of 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 3).	to member's financial institution or mailed from supporting DFAS site to an address.

**NOTES:**

1. For emergency payment exceptions, see paragraph 320302.
2. Temporary duty enroute 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 JTR, Chapter 5, Part C.
3. Deductions:
  - a. For advance pay computation (rules 1 and 2), the following deductions will be made:
    1. Forfeitures;
    2. Montgomery G.I. Bill;
    3. Federal/state income tax;
    4. Federal Insurance Contribution Act;
    5. Servicemembers Group Life Insurance;
    6. Armed Forces Retirement Home;
    7. Dependent Dental Plan;

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

**NOTES: (Continued)**

8. TRICARE;
  9. Monthly repayment of a prior advance;
  10. Indebtedness to the United States or its instrumentalities, whether scheduled (monthly debt installment) or unscheduled (one-time collection);
  11. Garnishments;
  12. Statutorily-required support allotments in force;
  13. Court-ordered bankruptcy payments; and
  14. Thrift Savings Plan (TSP) (basic pay designation only).
- b. For advance of pay and allowances computation (rules 6, 7, 8, 9), include total of all allotments in force and TSP designations, i.e., special pays, incentive pays, and bonuses (if paid monthly).
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 and approved by 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 request for an advance of pay must be made 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.
  6. 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.
  7. Upon request, the member will be granted an advance payment equaling 1 month of basic pay. The Secretary concerned, at his discretion, may grant a request for up to 2 or 3 months of advanced basic pay if member can justify financial hardship.
  8. The member may request the advance at any time during the period of assignment. The earliest that the member may apply and receive the advance is the effective or start date of the assignment, as specified in the member’s orders. This is generally when the member is authorized to begin travel to comply with the assignment order.
  9. This advance is collected in full when the member receives their first regular pay.
  10. For Army members only. Advances will be paid using Service’s Stored Value Cards. An exception to the 15-day limit is authorized and an Army member may be advanced up to 21 days of basic pay for the purpose of paying the cost of round trip travel to the member’s home during annual holiday leave period (mid-December through early January). Collection of the advance will be made in the January processing cycle.
  11. This advance is not payable for evacuation of individual dependents.
  12. The advance payment may not be made more than 60 days before the scheduled date of the duty assignment.
  13. Establish an allotment(s) for dependents in the member’s pay record simultaneous to paying the advance.

Table 32-2. Repayment of Advances

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>When a member was paid an</b>	<b>And</b>	<b>begin collecting (note 1)</b>	<b>and when approved in writing by</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)		1/12 of the amount(s) advanced each month for the next 12 months (notes 2, 3, and 4).
<b>2</b>		when justified by the member that repayment within 12 months would create severe hardship (note 5)		the member's commander (including enlisted commandant of the NCO academy)	1/24 of the amount(s) advanced each month for the next 24 months (notes 2, 3, 6, and 7).
<b>3</b>		member's separation is imminent (includes members unexpectedly forced to retire under the Selected Early Retirement Board (SERB) (note 8)	immediately the remaining outstanding advance prorated over the remaining months of service		all unpaid pay and allowances, except enlisted separation advanced travel allowance (notes 9, and 10).
<b>4</b>		member's orders are revoked/cancelled	immediately the outstanding balance in full.		
<b>5</b>		member dies			

Table 32-2. Repayment of Advances (Continued)

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>When a member was paid an</b>	<b>And</b>	<b>begin collecting (note 1)</b>	<b>and when approved in writing by</b>	<b>at the rate of</b>
<b>6</b>	advance(s) of pay and allowances (for duty at a distant station or deployed aboard ships for more than 30 days)		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 2, 3, and 4).
<b>7</b>		duty ends earlier than expected			equal monthly installments of not less than 1/12 of the unliquidated amount advanced per month for 12 months (notes 2 and 3).
<b>8</b>		member's separation is imminent (includes members unexpectedly forced to retire under the SERB (note 8))	immediately the remaining outstanding advance prorated over the remaining months of service		all unpaid pay and allowances, except enlisted advanced travel allowance (notes 9 and 10).
<b>9</b>		member's orders are revoked/cancelled	immediately the outstanding balance in full.		
<b>10</b>		member dies			

Table 32-2. Repayment of Advances (Continued)

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>When a member was paid an</b>	<b>And</b>	<b>begin collecting (note 1)</b>	<b>and when approved in writing by</b>	<b>at the rate of</b>
<b>11</b>	advance of basic pay when deployed in a combat zone for 1 year or more		the advance on the first day of the first month beginning on or after the date on which the member receives the advance pay		1/12 of the amount(s) advanced each month for the next 12 months (notes 2, 11, and 12).
<b>12</b>	advance of BAS (enlisted members)		the first day of the first month beginning after the payment of the advance		the amount of BAS accruing to the member's credit. If entitlement to BAS ends before repayment, then collect the balance due as an overpayment.
<b>13</b>	advance pay for evacuation of member or dependents		the first day of the month following payment of advance(s) (note 13)		1/12 of the amount(s) advanced (or remaining amounts if waiver applies) each month for the next 12 months (notes, 2, 11, 13, and 14).
<b>14</b>	advance payment in the amount of an allotment(s) to dependents		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 2 and 3).



Table 32-2. Repayment of Advances (Continued)

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>When a member was paid an</b>	<b>And</b>	<b>begin collecting (note 1)</b>	<b>and when approved in writing by</b>	<b>at the rate of</b>
<b>15</b>	advance because of a call or order to, or retention on, active duty of members of the uniformed services under 10 U.S.C. §§ 688, 12301(a), 12302, 12304, 12304(a), 12304(b), 12305, 12406; 10 U.S.C. Chapter 15; or 14 U.S.C. § 712		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.

**NOTES:**

1. In unusual circumstances, the initiation of collection action may be delayed if the delay is approved by the Secretary of the Military Department concerned, or designee. The repayment period will, in all cases, be scheduled to repay the advance before the member's expected date of separation.
2. Upon the member's request, repayment may be made in lump-sum or increased monthly amounts.
3. The repayment period will 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.
4. 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.
5. 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).
6. When request is disapproved, collection will be at the rate specified in rule 1.
7. 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.

Table 32-2. Repayment of Advances (Continued)

**NOTES: (Continued)**

8. If the member immediately reenlists, then 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 Secretary of the Military Department concerned, or designee for a decision. If the request is approved, this approval document will be forwarded by the Service, as a part of the member packet, to DFAS Retired and Annuitant Pay to ensure the collection of the Advance pay.
9. 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.
10. If a member is entitled to separation payment under 10 U.S.C. §§ 1174, 1174a, 1175, or 1175a and has a separation payment pending equal to or greater than the outstanding advance pay balance at separation, then 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.
11. The repayment period will, in all cases, be scheduled to repay the advance before the member's expected date of separation.
12. The estate of a deceased member will not be required to repay any portion of the advanced pay paid to the member that is not repaid before the death of the member.
13. The Secretary of the Military Service 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.
14. The Secretary of the Military Service concerned is authorized to extend repayment period up to a 24 month schedule.

Table 32-3. Payment Procedures

R U L E	A	B	C
	then the payment practice for		
	If payment type is a/an	Overseas Command is (note 1)	Continental United States (includes Alaska and Hawaii) is
1	local partial payment (note 2)	to pay bonuses, annual special pays, separation pay, death gratuity, unpaid pay and allowances, health and comfort, waiver of forfeitures for dependents.	not authorized.
2	emergency partial payment	to pay bonuses, annual special pays, separation pay, death gratuity, unpaid pay and allowances, health and comfort, waiver of forfeitures for dependents.	no local payment is made (note 3).
3	advance PCS	paid centrally via Direct Deposit/EFT, all pay grades 1 month pay (E-3 and below with CO's approval), max 3 months pay (E-4 and above) with CO's approval.	paid centrally via Direct Deposit/EFT.
4	advance basic pay	not applicable	to pay not more than 15 days basic pay at training or indoctrination center or centrally via Direct Deposit/EFT as systems become available (see paragraph 320204).
5	advance BAS	a maximum of 3 months entitlement (note 2).	paid centrally via Direct Deposit/EFT a maximum of 3 months entitlement (note 2).
6	advance dependent evacuation allowance	a maximum of 2 months entitlement (note 2).	to pay a maximum of 2 months of basic pay paid locally as an emergency partial payment.
7	advance for an AFHPSP participant	not applicable	to pay a maximum of 1 month of basic pay when reporting for 45 days active duty tour; paid centrally via Direct Deposit/EFT.
8	advance for a person in the SROTC	not applicable	to pay 1 month entitlement or the amount the member will accrue for the training; paid centrally via Direct Deposit/EFT.

Table 32-3. Payment Procedures (Continued)

R U L E	A	B	C
	then the payment practice for		
	If payment type is a/an	Overseas Command is (note 1)	Continental United States (includes Alaska and Hawaii) is
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.	not applicable
10	advance basic allowance for housing	not applicable	paid centrally via Direct Deposit/EFT.
11	advance for mobilization deployment of a member	to pay centrally via Direct Deposit/EFT a maximum of 3 months pay.	paid centrally via Direct Deposit/EFT a maximum of 3 months pay.
12	advance for shipboard deployment of a member	to pay all pay due for Navy and Marine Corps members centrally via Direct Deposit/EFT. Not applicable to Army and Air Force members.	not applicable
13	advance for distant duty	to pay centrally via Direct Deposit/EFT a maximum of 3 months basic pay and allowances.	not applicable

**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 Master Military Pay Account 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 Chapter 35 Table 35-7);
  - d. Payment of death gratuity benefit to beneficiary;
  - 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; or
  - f. Payment to dependents when a member's forfeiture is waived in favor of those dependents.

## \*REFERENCES

## CHAPTER 32 – ADVANCE, LOCAL, PARTIAL AND EMERGENCY PARTIAL PAY

## 3202 – ADVANCE PAYMENTS

320201	37 U.S.C. § 1006(a) DoD Instruction (DoDI) 1340.18, September 11, 2012
320202	37 U.S.C. § 1006(b)
320203	37 U.S.C. § 212
320205	37 U.S.C. § 402(c)
320206	37 U.S.C. § 1006(c)
320207	37 U.S.C. § 1006(a) (2)
320208	37 U.S.C. § 1006(i)
320209	5 U.S.C. § 6103 37 U.S.C. § 1006(h)
320210	37 U.S.C. § 403(a)
320211	37 U.S.C. § 1006(j)

## Table 32-1

Rule 3	37 U.S.C. § 212
Rule 5	37 U.S.C. § 1006(c)
Note 13	37 U.S.C. § 212

## Table 32-2

Rule 5	37 U.S.C. § 1006(c)
Rule 10	37 U.S.C. § 1006(c)
Rule 11	37 U.S.C. § 212
Rule 13	37 U.S.C. § 1006
Note 1 & 8	DoDI 1340.18, September 11, 2012
Note 6	Comptroller General B-144839, December 13, 1966
Note 12	37 U.S.C. § 212(d)
Note 13	37 U.S.C. § 1006(c)