

MILPERSMAN 7220-300

ADVANCE PAY ON PERMANENT CHANGE OF STATION

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Governing Directive	NAVSO P-6034, Joint Federal Travel Regulations, Volume 1, Chapter 5 DOD 7000.14-R, DOD Financial Management Regulation, Volume 7A
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1. **Purpose**. Advance pay is intended to enable a member to have sufficient money in hand to execute a move without visiting disbursing officers en route or submitting claims at the member's new duty station until the member has settled in the new residence and reported for duty.

2. **Basic Policy**. A member may be paid an advance in pay upon permanent change of station (PCS), **except** PCS incident to

- a. separation from the service, or
- b. trial by court-martial.

3. **Other Types of PCS**. The following are also considered PCS for purposes of this article:

- a. A call to extended active duty of a
 - (1) reservist,
 - (2) retired member, or
 - (3) member of the Fleet Reserve.
- b. A duly authorized change of home yard or home port.
- c. Orders to a duty station upon reenlistment of a member with a break in service.

4. **Advance Pay within Same Geographic Area**

a. Advance payments on PCS within the same geographical area are only authorized when the member is entitled to ship household goods (personal property) at Government expense under NAVSO P-6034, volume 1, chapter 5.

b. Generally such shipments are prohibited under NAVSO P-6034, volume 1, paragraph U5317 for PCS in the same geographical area.

c. **Definition: the same geographical area** - as being within the corporate limits, such as the member's prior duty station, home port, or place from which ordered to active duty.

d. The restriction does not apply to no-cost PCS orders outside the geographical area.

5. **Advance Pay Request Windows**. The table below specifies the conditions for and the width of windows in days for submitting advance pay requests during PCS:

WHEN member requires advanced pay under circumstances that are...	THEN submittal of advance pay request is limited up to...	AND not to exceed...
normal,	30 days prior to scheduled date of departure,	60 days after reporting to the new permanent duty station.
special, i.e., <ul style="list-style-type: none"> • extenuating, • causing severe hardship, or • having unusually large expenses, when clearly justified, 	90 days prior to scheduled date of departure,	180 days after reporting to the new permanent duty station.

6. **Limitations and Requirements for Requesting Advanced Pay**

a. **Advance Pay Amount and Liquidation Period Limits:** The member may request advance pay up to 3 months and liquidation up to 24 months.

b. **Advance Pay Certificate/Authorization:** All members requesting advance pay must sign an Advance Pay Certificate/Authorization.

c. **Conditions Requiring Commanding Officer (or Representative) Written Approval and/or Member Justification:** See table below.

WHEN...	THEN....
<ul style="list-style-type: none"> • member is E-3 or below, or • advance pay request is for more than 1 month, or • repayment schedule is greater than 12 months, or • request for advance pay is prior to 30 days before departure or 60 days after arrival, 	<p>commanding officer or representative must provide written approval.</p>
<ul style="list-style-type: none"> • request is for more than 1 month of advance pay, less deductions; or • request shows more than a 12-month repayment schedule; or • advance request is outside the window of 30 days before departure or 60 days after arrival to the new PCS station; 	<p>justification by the member is required.</p>

7. **Financial Status Review.** Prior to approval of a request for advance pay, commanding officers will make sure the financial status of the member is thoroughly reviewed to determine that the member has not shown a pattern of financial irresponsibility. Commanding officers should use their discretion in limiting advances of pay in those cases of demonstrated fiscal immaturity.

8. **Advance Pay Liquidation.** A member requesting advance pay under this article will be advised

a. the advance may be liquidated in one lump sum at any time within the authorized repayment period; and

b. the total pay due after a move, including

(1)	dislocation allowances,
(2)	travel allowances,
(3)	rations,
(4)	basic allowances for quarters (BAQ),
(5)	and basic pay,

may be used provided it equals or exceeds the advance pay;

c. the repayment period will be scheduled to liquidate the advance before the member's expected date of separation; or

d. liquidation will be scheduled for completion before the start of a subsequent PCS move.

9. **Advance Pay of BAQ and Variable Housing Allowance (VHA).**

NAVSO P-6034, para. U8014, provides guidance for advance payment of BAQ and VHA.