

STANDARD OPERATING PROCEDURES  
PSD JACKSONVILLE

**ADVANCE PAY (PERMANENT CHANGE OF STATION)**

Reference: (a) DODFMR, Chapter 32  
(b) DJMS PTG Part 4, Chapter 5  
(c) MILPERSMAN 7220-300

Point of Contact: Customer Service Section

Document(s) required: (1) Copy of PCS orders  
(2) Advance pay certification/authorization

**Background:**

The purpose of advance pay is to provide a service member with funds to meet the extraordinary expense of a government-ordered relocation. Advance pay is intended to assist the member with out-of-pocket expenses incurred from a change of duty station and expenses not typical of day-to-day military living. An advance pay shall not be authorized for specific out-of-pocket expenses covered by advance of other pay and entitlement, if such advances are used. Advance pay must not be used for personal financial gain nor is it intended to provide funds for such items as investments, vacations or purchasing of consumer goods which are not related to the member's PCS move. An advance of pay for PCS in the same geographical area as the member's prior duty station, home port or place from which ordered to active duty is only authorized when the member moves household goods (personal property) at government expense under JFTR, Volume I, Chapter 5, Part D. Documented evidence that the member shipped household goods at government expense is required before the advance can be paid. This restriction does not apply to no-cost PCS orders outside the geographical area. Advance payments are authorized to reservists ordered to active duty in excess of 139 days since this is considered to be a permanent change of station for advance pay purposes.

**Information:**

All members requesting advance pay incident to PCS are required to sing a form which states the purpose for the advance and to confirm the intended use of the funds is in accordance with the stated purpose. The member's PCS orders, the Advance pay certification/authorization (if applicable) are used to support the request for advance pay. Justification is required for all E-3

and below and for all E-4 and above. If the service member requests advance pay outside the normal parameters of one month's basic pay less deductions, a 12-month repayment schedule, and eligibility of 30 days before departing and 60 days after reporting. Justification must illustrate extenuating circumstances, severe hardships or unusually large expenses that require an extension of the normal parameters and shall be provided in writing to the member's Commanding Officer in the following case:

Members requesting two or three months advance pay must provide justification which clearly indicates out-of-pocket PCS expenses that meet the amount of advance requested as follow:

a. A list of anticipated expenses

b. An explanation of individual circumstances when greater than normal expenses will be incurred because the member is unable to rent or sell the house at the old duty station, for down payment on purchase of a house or excess household goods shipment charges.

A member requesting a repayment schedule in excess of 12 months must justify and demonstrate that severe hardship would result from a liquidation schedule of only 12 months. Extended repayment schedules are clearly exceptional cases and should only be authorized at the discretion of the Commanding Officer or designated representative and only when fully justified by compelling reasons of hardship (e.g., outstanding debts that significantly reduce the member's discretionary income, the need to support a large number of family members, the member's financial situation that might indicate a severe hardship in repaying the advance in the normal 12-month period).

A member requesting advance pay outside the eligibility window of 30 days (but not more than 90 days) before detaching, and 60 days (but not more than 180 days) after reporting must indicate or justify the reasons for an early or later payment of advance pay, some of these reasons are:

a. Early departure or late arrival of family member

b. An extended delay in acquiring permanent housing. When extenuating circumstances warrant and when justified by the member, the Commanding Officer, or a designated representative, may authorize/approve the following:

c. Advance of pay up to three month's basic pay

d. Payment of the advance more than 30 days but not more than 90 days before detaching and more than 60 days but not more than 180 days after reporting.

e. Advance pay for E-3 and below.

#### **COMMAND/CPC RESPONSIBILITY**

- Ensure member is aware of the opportunity to draw advance pay and repayment schedules.
- If applicable, annotate on DD Form 2560, the number of months advance pay is desired and the repayment schedule.

#### **DETACHMENT RESPONSIBILITY**

- Ensure certification / authorization has been signed by the member and approved by the Commanding Officer or designated representative.
- Process payment only if obligated service has been met. A copy of member's approved reenlistment chit may consider.
- Access the daily EFT System and complete the number of months repay and collection start code as applicable.
- Payment for NON-DDS accounts will be by check from DFAS-CL.
- File original advance pay certificate/authorization in the MILPAY Section