



# Department of Defense INSTRUCTION

NUMBER 1340.18

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ASD(FM&P)

**SUBJECT:** Advance Pay Incident to a Permanent Change of Station (PCS) for  
Members of the Uniformed Services

**References:** (a) DoD Military Pay and Allowances Entitlements Manual (DoDPM),  
Paragraph 40101  
(b) Joint Federal Travel Regulations (JFTR) for Uniformed Service  
Members, Volume 1

## 1. PURPOSE

This Instruction establishes policy, assigns responsibility, and prescribes procedures governing the administration of an advance of basic pay incident to a PCS as authorized by reference (a).

## 2. APPLICABILITY AND SCOPE

This Instruction applies to the Military Departments. For the purposes of this Instruction, the term "Uniformed Services," refers to the Army, the Navy, the Air Force, and the Marine Corps.

## 3. DEFINITIONS

3.1. Basic Pay Less Deductions. The sum of money for an individual's basic pay, less deductions, as delineated in the DoDPM, Table 4-1-1 (reference (a)).

3.2. Permanent Change of Station (PCS). As defined in the JFTR, Appendix A (reference (b)).

#### 4. POLICY

It is DoD policy that:

4.1. The purpose of an advance of pay incident to a PCS is to provide a Service member with funds to meet the extraordinary expenses of a Government-ordered relocation. It is intended to assist with out-of-pocket expenses that exceed or precede reimbursements incurred in a duty location change, and are expenses that are not typical of day-to-day military living.

4.2. An advance of basic 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 the extent that incurred or anticipated expenses exceed those covered by the following advances or reimbursements, or are outside of the scope of those entitlements, the Service member may be authorized an advance of basic pay:

4.2.1. Service member and/or dependent travel allowances and per diem.

4.2.2. Overseas station housing allowance.

4.2.3. Basic allowance for quarters and/or variable housing allowance.

4.2.4. Dislocation allowance.

4.3. An advance of pay for a PCS move in the same geographic area of a Service member's prior duty station, home port, or place from which ordered to active duty, is only authorized when movement of the Service member's household at Government expense is in accordance with the JFTR, Chapter 5, Part D (reference (b)).

4.4. Commander oversight is an important responsibility in the advance pay program. The commander or supervisor shall ensure that the Service member is aware of the options available to ease the possible financial burden of a PCS move. Advance pay is one such option for easing a PCS financial burden. The potential for personal financial hardship, as the result of the reduced monthly paycheck over the repayment period, is of significant importance. It is the commander's responsibility to ensure that the Service member is aware of the intent of an advance of pay, particularly for expenses outside of the program's scope. An advance of pay is not intended to

provide funds for such items as investments, vacations, or the purchase of consumer goods that are not the result of direct expenses resulting from the Service member's PCS orders.

## 5. RESPONSIBILITIES

5.1. The Assistant Secretary of Defense (Force Management and Personnel) (ASD(FM&P)) shall:

5.1.1. Serve as the focal point on matters for advance pay incident to a PCS.

5.1.2. Issue and maintain a DoD Instruction, which provides policy and procedures whereby Service members may request and receive an advance of pay incident to a PCS.

5.1.3. Consider request for changes to criteria in this Instruction and approve such changes.

5.2. The Secretaries of the Military Departments shall:

5.2.1. Require that forms documenting Service member use of an advance of pay are maintained in accordance with Military Service regulations.

5.2.2. Comply with this Instruction.

## 6. PROCEDURES

6.1. All Service members requesting an advance of pay in accordance with a PCS are required to sign a form that states the purpose of the program and confirms that the intended use of the funds is in accordance with the stated purpose.

6.2. Justification is required when the Service member requests an advance outside of the normal parameters of 1-month's basic pay, less deductions, a 12-month repayment schedule, and eligibility in the window of 30 days before departure to 60 days after arrival. Justification must illustrate extenuating circumstances, severe hardship, or unusually large expenses that require an extension of the normal parameters and shall be provided in writing to the commander in the following cases:

6.2.1. A Service member requesting greater than 1-month's basic pay, less deductions. Justification clearly must indicate out-of-pocket PCS expenses that meet the amount of advance requested; i.e., as follows:

6.2.1.1. A list of actual or anticipated expenses.

6.2.1.2. An explanation of individual circumstances when greater than normal expenses might be incurred, like a house or apartment hunting trip, supporting two households when the Service member is unable to rent or sell the house at the old duty station, the downpayment on purchase of a house, or excess household goods shipment charges.

6.2.1.2.1. When warranted and justified by the out-of-pocket expenses experienced or anticipated, a commander may approve up to 3-month's basic pay, less deductions.

6.2.2. A Service member requesting a repayment schedule in excess of 12 months. Justification must demonstrate that severe hardship would result for a liquidation period of 12 months; i.e., as follows:

6.2.2.1. Outstanding debts that significantly reduce the Service member's discretionary paycheck.

6.2.2.2. Support of a large number of dependents.

6.2.2.3. Specifics of a Service member's financial situation that might indicate a severe hardship in repaying the advance in the normal 12-month time period.

6.2.2.3.1. When a PCS move causes unusually large expenses and the Service member justifies that repayment within 12 months would create a severe hardship, Military Service-designated officials may authorize repayment up to a period of 24 months. Extended repayment terms are for clearly exceptional cases and should be authorized with discretion only when fully justified by compelling reasons of hardship. Written authorization is required.

6.2.3. A Service member requesting an advance outside the window of 30 days before departure to 60 days after arrival. Justification must be specific to indicate the circumstances requiring an early or late advance of pay; i.e., as follows:

6.2.3.1. The early departure or late arrival of dependents.

6.2.3.2. An extended delay in acquiring permanent housing.

6.2.3.2.1. When extenuating circumstances warrant, and when justified by the Service member, the commander may authorize an advance up to 90 days before departure or 180 days after arrival. Written authorization is required.

6.3. A commander's written authorization is required for any advance of pay to Service members in grades E-3, and below, except as more restrictively prescribed in administrative regulations of the Military Service concerned.

## 7. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward one copy of implementing documents to the Assistant Secretary of Defense, Force Management and Personnel, within 120 days.



**Grant S. Green, Jr.**  
Assistant Secretary of Defense  
(Force Management and Personnel)