



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
2 NAVY ANNEX  
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MCO 7220.21E  
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3 Jul 89

MARINE CORPS ORDER 7220.21E

From: Commandant of the Marine Corps  
To: Distribution List

Subj: ADVANCE PAY INCIDENT TO A PERMANENT CHANGE OF STATION  
(PCS)

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

1. Purpose. To establish Marine Corps policy guidelines and procedures governing the administration of an advance of basic pay incident to a permanent change of station.

2. Cancellation. MCO 7220.21D.

3. Action. The policy set forth in this Order will be followed throughout the Marine Corps.

4. Definitions

a. 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)).

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

5. Policy

a. The purpose of advance pay incident to PCS is to provide Marines 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 during a PCS move which are not typical of day-to-day military living.

b. To qualify for advance pay within the normal parameters, the individual must be a corporal or above. The normal parameters for advance pay are: 1-month's basic pay, less deductions; a 12-month repayment schedule; and receipt of advance pay 30 days before departure to 60 days after arrival.

c. Requests for advance pay outside the normal parameters shall be provided in writing to the commanding officer.

The commanding officer's written authorization is required on all requests outside the normal parameters (i.e., requests for advance pay from Marines in the grades of lance corporal and below, requests for extended repayment, requests for more than 1-month's advance pay, and requests for payment outside the eligibility window). The maximum parameters for advance pay have not changed and remain: 3-months advance pay, 24-month repayment schedule, and receipt of advance pay 90 days before departure or 180 days after arrival.

d. An advance of basic pay shall not be authorized for the specific out-of-pocket expenses covered by advances of other pays and entitlements (e.g., member or dependent travel allowance and per diem, overseas station housing allowance, basic allowance for quarters or variable housing allowance, and dislocation allowance), if such advances are used. If the incurred or anticipated expenses exceed those covered by the other advances or reimbursements, Marines may be authorized an advance of basic pay.

e. An advance of pay for a PCS move in the same geographic area of the Marine's prior duty station, home port, or place from which ordered to active duty, is only authorized when movement of the Marine's household is at Government expense in accordance with reference (b) chapter 5, part D and the household is actually moved.

6. Responsibilities. Commanding officer's oversight is important in the administration of advance pay and the strict adherence to this Order is imperative. The commanding officer will ensure that Marines are aware of the options available to ease the financial burden of a PCS move. Commanding officers will ensure that Marines requesting advance pay are aware of the intent of the advance and sign a statement stating the purpose and intended use of the funds. Commanding officers will provide written authorization on all requests for advance pay outside the normal parameters.

#### 7. Procedures

a. All Marines requesting advance pay are required to sign a statement which states the purpose of the program and confirms that the intended use of the funds is in accordance with the stated purpose.

(1) For payments within the normal parameters, a copy of the permanent change of station orders will be affixed to the statement of understanding.

(2) For payments outside the normal parameters, a Miscellaneous Military Pay Order (NAVMC 11107) will be used to affix the statement of understanding and acknowledge approval by the commanding officer.

(3) The following statement will be typed/stamped on the permanent change of station orders, or in the remarks section of the Miscellaneous Military Pay Order and will be signed by the Marine:

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"I understand that advance pay is to provide funds to meet extraordinary expenses incident to permanent change of station orders. It is not intended to provide funds for such items as investments, vacations, or purchases of consumer goods that are not the result of direct expenses from my move to a new duty station."

b. Marines must provide written justification when requesting an advance outside the normal parameters. The justification will be attached to the Miscellaneous Military Pay Order and must illustrate extenuating circumstances, severe hardship, or unusually large expenses that require an extension of the normal parameters. When the commanding officer approves the request, the Marine's written justification will be attached to a copy of the Miscellaneous Military Pay Order and retained in the command's files.

(1) Marines who request greater than 1-month's basic pay, less deductions, must clearly indicate out-of-pocket expenses that meet the amount of advance requested.

(a) Justification will include at least: A list of actual or anticipated expenses, and an explanation of individual circumstances which cause the greater than normal expenses to be incurred. (House or apartment hunting trip, supporting two households when a 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 are examples of circumstances which might cause greater expenses to be incurred.)

(b) Commanding officers may approve up to a maximum of 3-month's basic pay, less deductions, when warranted and fully justified by the Marine.

(2) Marines who request a repayment schedule in excess of 12 months must demonstrate that severe hardship would result for a liquidation period of 12 months.

(a) Marines must provide specific justification on the situation that might indicate a financial hardship in repaying the advance in the normal 12-month time period. (Outstanding debts that significantly reduce the Marines take-home-pay and support of a large number of dependents are examples of situations which might cause a financial hardship.)

(b) Commanding officers may approve a repayment schedule up to a maximum of 24 months when the Marine can justify a 12-month repayment would create severe hardship. Extended repayments are clearly for exceptional cases and should be authorized with discretion and only when fully justified by compelling reasons of hardship.

(c) Commanding officers will not approve requests for repayment schedules that extend beyond a subsequent PCS

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move (e.g., a Marine has orders to a 1-year overseas unaccompanied tour and requests a 24-month repayment schedule). Repayment schedules for 1st-term Marines must provide for repayment to be completed at least 3 months before separation. In all cases, repayment schedules will not be established that extended beyond the Marine's expected date of separation.

(3) Marines who request an advance outside the window of 30 days before departure to 60 days after arrival must be specific and indicate the circumstances requiring an early or late advance of pay.

(a) Specific circumstances may include, but are not limited to; early departure or late arrival of dependents, and an extended delay in acquiring permanent housing.

(b) Commanding officers may approve an advance up to 90 days before departure or 180 days after arrival when the Marine can justify extenuating circumstances.

8. Approval. This Order has been reviewed by the Military Pay and Allowance Committee per 37 U.S.C. 1001.

9. Reserve Applicability. This Order is not applicable to the Marine Corps Reserve.

J. M. MYATT  
By direction

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