



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

MCO 7220.21F  
MPO  
5 Aug 2013

MARINE CORPS ORDER 7220.21F

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

Ref: (a) DoDFMR, Vol 7A  
(b) Joint Federal Travel Regulations (JFTR) for Uniformed Service Members, Volume 1  
(c) 37 USC 1006  
(d) SECNAV M-5210.1

1. Situation. Per reference (a), the Marine Corps policy in regards to advance pay incident to a permanent change of station (PCS) is set forth in this Order.

2. Cancellation. MCO 7220.21E

3. Mission. 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 that are not typical of day-to-day military living.

4. Execution

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 an E4 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 from current permanent duty station (PDS) to 60 days after arrival at the new/first duty station.

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 E3 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., per diem, overseas housing allowance, basic allowance for housing, and dislocation allowance), if such advances are used. If the incurred or

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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 at government expense is authorized in accordance with reference (b) chapter 5, part D, and the household is actually moved.

#### 5. Administration and Logistics

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.

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

"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."

c. For payments outside the normal parameters, Marines must provide written justification. The justification must illustrate extenuating circumstances, severe hardship, or unusually large expenses that require an extension of the normal parameters. Commanding officers may approve up to a maximum of 3-month's basic pay, less deductions, when warranted and fully justified by the Marine.

d. Repayment of advances will be made on a 12-month schedule. Repayments may be made in lump sum or increased monthly amounts.

(1) When a Marine was paid an advance of pay incident to a PCS and the Marine dies, the uncollected advance is treated as accounts receivable in the accounts of the disbursing officer. Such amounts remain a debt owed the United States by the Marine or the Marine's estate.

(2) If the Marine immediately reenlists, repayment of the advance pay may be continued into the new enlistment. To extend repayment of an advance into retired pay, projected Selected Early Retirement Board (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 Marine's chain of command to CMC (RFF).

(3) Marines must provide specific written justification that clearly indicates a severe 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.). Extended repayments are clearly for exceptional cases and should be authorized with discretion and only when fully justified by compelling reasons of hardship.

AUG 5 2013

(a) 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 financial hardship.

(b) Commanding officers will not approve requests for repayment schedules that extend beyond a subsequent PCS move (e.g., a Marine has orders to a 1-year overseas accompanied 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 extend beyond the Marine's expected date of separation.

e. 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.

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

(2) Commanding officers may approve an advance up to 90 days before departure or 180 days after arrival when the Marine can provide written justification of extenuating circumstances.

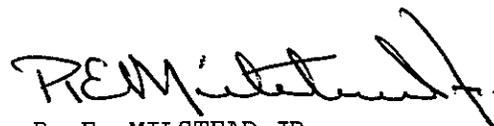
f. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (d) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

#### 6. Command and Signal

a. 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 that they sign a statement stating the purpose and intended use of the funds.

b. This Order is effective the date signed.

7. Reserve Applicability. This Order is applicable to the Marine Corps Total Force.



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