



**DEPUTY SECRETARY OF DEFENSE
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WASHINGTON, DC 20301-1010**

SEP 19 2017

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DEPUTY CHIEF MANAGEMENT OFFICER
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DIRECTOR OF OPERATIONAL TEST AND EVALUATION
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ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE
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ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC
AFFAIRS
DIRECTOR OF NET ASSESSMENT
DIRECTOR, STRATEGIC CAPABILITIES OFFICE
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF DOD FIELD ACTIVITIES

SUBJECT: Guidance on Advance Payments for Employees Relocating Within the United States and its Territories

- References:** (a) Section 5524a of title 5, U.S. Code
(b) Section 1134 of the National Defense Authorization Act for Fiscal Year 2017, Public Law 114-328
(c) Department of Defense Instruction 1400.25, Volume 550, "DoD Civilian Personnel Management System: Pay Administration (General)," May 8, 2015

This memorandum provides implementing guidance for new provisions in reference (a) that authorize advance payments for employees relocating within the U.S. and its territories.

Currently, reference (a) authorizes the use of advance payment of basic pay, covering no more than 2 pay periods, to any individual who is newly appointed to a position in the agency. Reference (b) amends reference (a) to authorize the use of advance payment of basic pay, covering no more than 4 pay periods, for employees relocating within the U.S. and its territories, to a location outside the employee's current commuting area.



Subject to the authority of DoD Component heads as identified in reference (c), officials who exercise personnel appointing authority may approve on a case-by-case basis the advance payment of basic pay, covering no more than 4 pay periods, for employees relocating within the U.S. and its territories, to a location outside the employee's current commuting area.

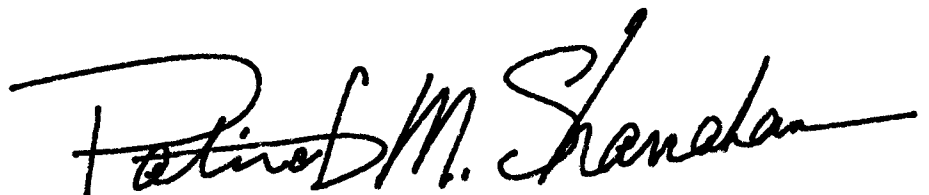
A location is considered outside the employee's current commuting area if the worksite of the new position is at least 50 miles farther from the employee's current residence than the old worksite is from the same residence. For example, if the old worksite is 3 miles from the current residence, then the new worksite must be at least 53 miles from that same residence. The distance between the worksite and residence is the shortest of the commonly traveled routes between them.

If authorized an advance in pay pursuant to reference (a), the employee must sign a repayment agreement which is to be kept in the employee's Official Personnel Folder. Attached is a sample repayment agreement that may be used to document an advance payment for relocating employees. The agreement is also applicable to advance pay for new employees covered in reference (c). All of the information identified on the sample agreement must be completed and submitted for either type of advance payment through Remedy under the title "Stateside Salary Advance," to the Defense Finance and Accounting Service.

The employee will repay the advance through payroll deductions over a maximum of 14 pay periods, although partial or lump sum repayments may be accepted at any time. If the employee accepts employment with another organization, including one elsewhere in the DoD, or another Federal agency, or if the employee is terminated for any reason, the entire unpaid balance will be due in full. Advances of pay are recovered through the debt collection process for continuing employees and for debtors no longer in Government service as outlined in DoD 7000.14-R, the Department of Defense Financial Management Regulation, Volume 16. This guidance will be incorporated into reference (c).

Should you have any questions, my point of contact is Mr. Jeff Nelson, Employment and Compensation, Defense Civilian Personnel Advisory Service, whom you may reach at (571) 372-1540 or by email at jeffrey.l.nelson68.civ@mail.mil.

Attachment:
As stated

A handwritten signature in black ink, reading "Patrick M. Shanahan". The signature is written in a cursive style with a large, prominent initial "P".

Advances of Pay - Repayment Agreement

Employee: _____ SSN: _____

Position: _____ PP/Series/Grade: _____

Organization: _____

Duty Station: _____

____ New Employee: I am requesting an advance in pay equal to (*circle one*): 1 / 2 pay period(s) (5 C.F.R. 550.203/5 U.S.C. 5524a) of basic pay in the gross amount of \$_____ to be deposited in my payroll electronic funds transfer account.

____ Current employee: I am requesting an advance in pay equal to (*circle one*): 1 / 2 / 3 / 4 pay period(s) (5 U.S.C. 5524a) of basic pay in the gross amount of \$_____ to be deposited in my payroll electronic funds transfer account. In association with this request, I certify my new position is at least 50 miles farther from my current residence than the old worksite is from the same residence.

I understand that the above advance pay in the gross amount of \$_____ will be recovered in installments from my biweekly salary by payroll deductions not to exceed 14 pay periods to be deducted over a period of _____ pay periods beginning on the second pay period after issuance of the advance and ending on _____.

I am aware that in accordance with the order of precedence for payroll deductions prescribed by applicable laws and regulations, an advance of pay is considered to be an indebtedness due the United States Government; as such, this deduction precedes other voluntary deductions, including allotments and assignments of pay.

I understand that if I accept employment with another organization, including one elsewhere in the Department of Defense, or in another Federal agency, or if my employment with the Federal Government is terminated for any reason, any outstanding balance will become due and payable in full as a debt due the United States Government and collected under 5 U.S.C. 5514 or 31 U.S.C. 3711.

I certify that I have read and I accept the above terms and conditions relating to my request for the issuance and repayment of this request for an advance in pay.

Employee Signature: _____ Date _____

Approving Official Signature: _____ Date _____ Amount \$ _____

LOA: _____

Approved advances in pay must be submitted through Remedy under the title "Stateside Salary Advance" to the Defense Finance and Accounting Service.