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(b) (3)~~ADMINISTRATIVE - INTERNAL USE ONLY~~**Date:** 02/07/2002**Category:** 20 - Human Resources      **OPR:** HR**Title:** AR 20-35    ADVANCE OF PAY INCIDENT TO PCS ASSIGNMENT**REVISION SUMMARY:** 07 February 2002 (0610)

This regulation supersedes AR 20-35, dated 19 June 1997.

AR 20-35 is being revised to update organizational and position titles. This revision reflects the Agency's organizational restructure that resulted from the DCI's decision, effective 4 June 2001, to abolish the Directorate of Administration, and establish the Mission Support Offices.

*Boldfaced text in this regulation indicates revisions.**This regulation was written by the Policy Team, Human Resources Strategy & Planning Staff, at HRM Policy@DA.***35. ADVANCE OF PAY INCIDENT TO PCS ASSIGNMENT****SYNOPSIS.** This regulation sets forth policy, authority, and definitions applicable to advances of pay for employees upon permanent change of station assignment to either domestic or foreign posts.

- a. AUTHORITY.** 5 U.S.C. 5927; and Section 8 of the Central Intelligence Agency Act of 1949, as amended.
- b. DEFINITIONS.** For the purposes of this regulation, the following definitions apply:
- (1) "**EMPLOYEE**" means any Agency staff or contract employee, except as noted below, who is:
- (a) Officially assigned PCS to a foreign or domestic post;
  - (b) Receiving basic compensation through the Agency's central payroll system; and
  - (c) Eligible for allowances and differentials.

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- (2) **FOREIGN AREA** means any area (including the Trust Territory of the Pacific Islands) situated outside the United States, the Commonwealth of Puerto Rico, and the possessions of the United States.
- (3) **DOMESTIC POST** means any post of assignment within the United States, including its possessions, which is outside the Metropolitan Washington area, (defined as: District of Columbia; the cities of Alexandria, Fairfax, and Falls Church, Virginia; Arlington, Fairfax, Loudoun, Prince William, Fauquier, and Culpeper counties, Virginia; and Montgomery and Prince George's counties, Maryland.)
- (4) **NET PAY** means biweekly base pay, less all mandatory and voluntary deductions. (Note: Base pay does not include allowances, differentials, or other emoluments.)
- c. **POLICY.** It is Agency policy to provide an advance of pay incident to PCS assignment, subject to the conditions set forth below, to any eligible employee who requests such an advance:
- (1) Up to but not more than the equivalent of six biweekly pay periods of net pay may be paid in advance to an employee upon the PCS assignment of the employee to a post in a domestic or foreign area.
  - (2) The advance will be repaid by payroll deductions within 18 biweekly pay periods or three times the number of biweekly pay periods for which the advance was made, whichever is less. Outstanding amounts advanced will be considered as funds due to the Agency or, in the case of integrees, as funds due to the cover organization.
  - (3) The employee will maintain the total of his or her mandatory and voluntary deductions from basic compensation at a level which will ensure a net pay sufficient to complete repayment of the advance of pay as scheduled. Violation of this requirement will be considered default on the repayment of the advance and the remaining unpaid balance of the advance will be considered a debt due the Agency under AR 30-16.
  - (4) The employee may request an advance after receipt of travel orders but normally not more than 45 days before departure to or 60 days after arrival at the post. Payroll deductions will begin in the first full pay period after the pay period in which the advance was made. (Payback for employees paid on four-week pay periods will be equivalent to two biweekly deductions.)
  - (5) Any additional advance of pay requested prior to the liquidation of an existing advance, such as may be occasioned by early reassignment to another domestic or foreign area post, will not exceed a total, including the unliquidated balance, of six biweekly pay periods of net pay.
  - (6) All advances of pay made under this regulation will be processed by and paid through the Agency's central payroll system, exclusively.

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- (7) If an assignment is canceled at the convenience of the Agency, collection may be made either by scheduled payroll deduction or by lump-sum repayment. If canceled at the convenience of the employee, the outstanding balance will be repaid in full immediately.
- (8) In the event of employee default, any uncollected balances will be handled as debts due to the Agency.
- (9) The **Chief Human Resources Officer** has authority to adjudicate and approve eligibility for advances to any personnel, [REDACTED]  
[REDACTED] on an exception-to-the-rule case basis.

**d. RESPONSIBILITIES.** To assist employees in submitting requests to **Pay & Benefits, Human Resources** components will:

- (1) Provide a copy of the approved travel order to support requests by employees located at headquarters, or
- (2) Prepare request forms on behalf of employees located in the field, with copies of approved travel orders and messages containing required information.