FREQUENTLY ASKED QUESTIONS ON SALARY ADVANCE

Q1: What is salary advance?

It's an interest-free advance of pay which may be requested when an employee is assigned to a post in a foreign area. The purpose of salary advance is to finance unusual employee expenses associated with overseas assignments and to aid foreign assignment recruitment and retention. Such expenses may include transportation, storage of household goods, shipping costs, deposits on living quarters overseas, and purchase of household items.

Q2: Who is eligible for salary advance?

U.S. citizen full-time employees who are in a pay status and being assigned to a post in a foreign area are eligible to request for salary advance. Newly hired employees who are in a pay status and traveling to a foreign area on travel orders are also eligible to request for salary advance.

Q3: When can an employee request for salary advance?

Current Federal employee: Request may be made three weeks before the estimated departure date for an assignment to a foreign duty post, and up to two months after arrival.

New Appointee (New Federal Employee): Request may be made at the time of appointment, and up to 60 days after arrival.

Q4: How much can an employee request for salary advance?

Employee may request up to three months of basic pay.

Q5: How can an employee request salary advance?

Eligible employee needs to submit the following documents to Civilian Human Resources Office (CHRO).

- Completed and signed Standard Form 1190 (SF-1190)
- Salary advance request Form (Available on the CHRO, US Labor Employee Relations (LER) website)
- PCS travel orders (DD Form 1614)
- Current Standard Form 50 (SF-50)

CHRO LER website:

https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/G-1/Civilian-Human-Resources-Office/US/US-Employee-Labor-Relations-and-Benefits/

Q6: How does an employee receive the salary advance?

Payment may be included in the next regular biweekly pay or made in a single lump-sum. Payment is made directly to the employee's bank account written in Section 22a of SF-1190.

Q7: If an employee is relocating to a post in overseas and is approved for a salary advance which is less than the maximum amount allowed, is it possible to request another advance later on for the remaining amount?

On an exception basis, an additional advance payment shall be authorized when circumstances warrant, and the employee has not received the full amount of the maximum possible advance consistent with the employee's pay grade. Examples of circumstances warranting a second payment are a substantial understatement of the maximum advance authorized; inadequate or inappropriate counseling on the purpose of the advance; and unforeseeable events leading to a significant increase in the case outlay requirements of an employee at the foreign assignment location. A request still must be made within the required time period.

Q8: How does an employee pay back the salary advance?

Salary advance must be paid back over a maximum of 26 pay periods by payroll deduction. Partial or lump-sum repayments, in addition to payroll deduction may be made. Deductions will begin the first pay period after receipt of the salary advance payment or following arrival at the foreign post, whichever is later.

Q9: What happens if an employee has an outstanding balance of salary advance repayment when separates or transfers?

The outstanding balance must be paid back in full. Salary advance are recoverable from the employee or the employee's estate by deduction from accrued pay, amount of retirement credit, other amounts due to the employee from the Government, or by other methods as provided by 5 U.S.C. §5514, 31 U.S.C §3716, and corresponding regulations.