



**DEPARTMENT OF THE DEFENSE
EDUCATION ACTIVITY
HUMAN RESOURCES
4040 NORTH FAIRFAX DRIVE
ARLINGTON VA 22203-1634**

Human Resources Regional Service Center

HRRSC SOP 09-006

Date: July 24, 2009

**HUMAN RESOURCES REGIONAL SERVICE CENTER
STANDARD OPERATING PROCEDURE**

SUBJECT: Processing Advance Pay Requests Through Department of Defense Education Activity Allowance Processing System (DAPS)

1. PURPOSE. To provide instructions for processing advance pay requests.

2. APPLICABILITY. This SOP applies to all DoDEA employees who process requests for advance pay.

3. POLICY.
 - a. Eligibility. Per 5 USC Sec. 5927, up to three month's base pay may be paid to an eligible employee upon the assignment of the employee to a post in a foreign area. Current Federal employees may request the advance up to three weeks before their estimated departure date for assignment to a foreign area, or up to two months after arrival. New Federal employees may request the advance no earlier than the date of appointment, and up to two months after arrival. Employees transferring within the same country are eligible for advances provided the foreign duty post of assignment, as defined in the DSSR, has changed.

 - b. Maximum Allowed. Employees may request a maximum of three month's base pay (allowances not included). For employees paid over 26 pay periods, that amount is calculated by dividing the annual or school year salary by 26, and multiplying that amount by 6. For employees paid over 21 or 22 pay periods, it is calculated by dividing the school year salary by 21 or 22 (depending on the number of full paid pay periods in the school year) and multiplying that amount by 6.

 - c. Repayment. All employees have a maximum of 26 pay periods, or a calendar year, in which to repay advance pay. However, since most overseas educators only receive base pay while school is in session, normally 21 or 22 pay periods per calendar year, they only have that many pay periods to repay. An employee who receives base pay all 26 pay periods in a year has a maximum of 26 pay periods in which to repay. Employees who receive base pay in less than 26

periods in a year only have a maximum of the number of pay periods in which they have base pay in a calendar year to repay.

d. Requests. To request an advance, a DoDDS employee must generate his/her SF 1190, Foreign Allowances Application, Grant and Report (Advance Pay template) through DAPS online and submit (fax or mail) all required documentation to the appropriate Human Resources Field Office (HRFO). If the employee is transferring from CONUS and is requesting advance pay before travelling, the request will be submitted to the servicing Customer Operations Team (COT). The COT will process the form and forward the completed form to the gaining HRFO. The employee will submit the following:

(1) SF 1190, Foreign Allowances Application, Grant and Report. The employee will complete the dollar amount requested and the number of pay periods in which the debt will be repaid. The employee will fill in the direct deposit information if the monies are to be deposited in a different account or sent to a different address from the one already in the payroll database (DCPS).

(2) Copy of DD Form 1614, Request and Authorization for DoD Civilian Permanent Duty Travel (PCS) or Temporary Change of Station (TCS) Travel Orders.

(3) A copy of last Leave and Earnings Statement (LES) for Federal employees who are transferring. For new employees, the CONUS hire letter indicating their tentative salary amount.

(4) For new employees, a copy of the Direct Deposit Form, if not already provided.

e. Processing Requests. If the employee is transferring from CONUS, he/she will submit the request to the HRFO or COT. Within three workdays, the HRFO or COT will:

(1) Verify that the employee is eligible for advance pay and payment has not already been issued at the losing district/location.

(2) Verify that the amount requested and the number of pay periods for repayment does not exceed the maximum allowed.

(3) Verify that the employee has completed all necessary blocks on the SF 1190.

(4) Annotate the Accounting Classification, on the SF 1190. The Advance Pay Fund Cite is in Block 22 of the DD Form 1614 (Travel Orders).

(5) Sign and date the SF 1190.

(6) Fax the completed SF 1190:

(a) To the gaining HRFO if the employee is requesting advance pay before travel.

(b) The gaining HRFO will fax the form to their servicing pay technician.

(7) Filing and Follow-up. Once it is verified the employee received the advance and repayment has begun, the SF 1190 and supporting documentation is filed in the employee's allowance folder.


Lenoir Graham
Human Resources Director

Enclosure:
Checklist for Processing Advance Pay

ENCLOSURE

CHECKLIST FOR PROCESSING ADVANCE PAY

1. Is employee eligible for Advance Pay? _____

SF 1190

2. Is the Advance Pay template completed properly? _____

3. Verify block 21b is completed
Review amount requested does not exceed maximum _____
Review repayment schedule so that it does _____
not exceed the maximum allowed _____

4. Ensure Method of Payment section is completed (if necessary) _____

5. Review "Employee Statement and Signature" Block _____

6. Submission included:
Travel orders _____
Last LES or CONUS Hire Letter _____
New Employees: Copy of Direct Deposit _____
if not already provided _____

PROCESSING

7. Fill in the Accounting Classification on Advance Pay template _____

8. Sign and date SF 1190 _____

9. Fax the form to the gaining HRFO or to the pay technician
Note: Gaining HRFO can access SF 1190 on-line _____

FOLLOW-UP

10. Employee confirmed receipt of advance on: _____
(Date)

11. Repayment started on pay period ending: _____
(PPE)

12. Form filed: _____