

## MILPERSMAN 7220-010

### GENERAL INFORMATION CONCERNING PAY AND ALLOWANCES

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<b>Governing Directives</b>	DOD 7000.14-R, DOD Financial Management Regulations, Volume 7A DFAS-DJMS, Procedures Training Guide (DJMS-PTG) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1 NAVSO P-1459, United States Navy Travel Instruction (NTI)
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1. **Pay and Allowance Information Policy.** Commanding officers shall

- a. inform personnel of the existence of additions or enhancements to pay policies in order that such additions or enhancements will properly serve as incentives;
- b. inform personnel of any other changes or terminations to pay policies in order to promote responsible personal financial management by personnel;
- c. issue pay orders to the disbursing officer concerning information on which to open a pay record on enlistment and every change in status of personnel which affects pay; and
- d. bring to the attention of all members under their command the advisability of direct deposit/electronic funds transfer to their pay, or making such allotments as necessary for the support of their family members or to meet their personal financial responsibilities.

## MILPERSMAN 7220-020

### COMPUTATION OF SERVICE FOR BASIC PAY

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<b>Governing Directive</b>	DOD 7000.14-R, Department of Defense Financial Management Regulation, Volume 7A
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1. **Policy**. The monthly basic pay for naval personnel is established within each pay grade according to cumulative service.
2. **Cumulative Service for Officers on Active Duty**. Cumulative credit for years of service (pay entry base date (PEBD)) for an officer on active duty is set up by Navy Personnel Command (NAVPERSCOM) (PERS-822) within 6 months after reporting for active duty. A Statement of Service is issued as notification the officer's PEBD has been set up and entered in the Master Military Pay Account. Once the Statement of Service is issued, the PEBD will reflect on the officer's Leave and Earnings Statement (LES) within two cycles. The Statement of Service will not be issued solely for record purposes. If the officer has been on active duty for 6 months and the correct PEBD does not reflect on the LES, a request for correction of PEBD should be sent to NAVPERSCOM (PERS-822).
3. **Cumulative Service for Inactive Officers**. Computation of or correction to an inactive officer's PEBD is provided by NAVPERSCOM (PERS-911). Inquiries regarding establishment of or correction to an inactive officer's PEBDs should be addressed to NAVPERSCOM (PERS-911). Cumulative credit for qualifying years of reserve service is under the purview of Commanding Officer, Naval Reserve Personnel Center (N21). A Statement of Service to show an inactive officer's anniversary date is provided by NAVPERSCOM (PERS-911) when required.

4. **Cumulative Service for Enlisted Personnel.** Cumulative service for the determination of basic pay for enlisted personnel is computed from the date of enlistment. Detailed instructions concerning any adjustments of cumulative service are contained in DOD 7000.14-R, Volume 7A.

5. **In Case of Reenlistment with Broken Service.** In case of reenlistment with broken service, the individual should provide the DD 214, Certificate of Release or Discharge from Active Duty, issued at the time of discharge so that cumulative service may be computed. If the DD 214 is not in the member's possession, send a request for a statement of service to NAVPERSCOM (PERS-312F). Specify the statement of service is required in the computation of service for pay purposes. Do not use discharge certificates for the purpose of computing cumulative service. Retain a copy of DD 214, or NAVPERS 1070/878, Statement of Service for PEBD and active duty service date, in the new service record to substantiate cumulative service.

## MILPERSMAN 7220-030

### COMPUTATION OF PROFESSIONAL SERVICE DATES FOR SPECIAL PAY OF MEDICAL AND DENTAL CORPS OFFICERS

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<b>Governing Directive</b>	NAVSO P-3050.2M, DFAS-CL Pay/Personnel Procedures Manual (Navy)
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#### 1. Guidance for Active Duty Pay

a. Professional Service Dates (PSD) for Medical and Dental Corps officers on active duty are established by Navy Personnel Command (NAVPERSCOM) (PERS-822). This date is used for computing special pay and is also used in conjunction with establishing the Health Professions Pay Entry Date (HPPED).

b. The PSD is reflected on the Statement of Service. Once the Statement of Service is issued, Chief, Bureau of Medicine and Surgery (MED-512) will establish the HPPED.

c. Regulations governing special pay are contained in NAVSO P-3050.2M.

2. Guidance for Reserve Pay. Special pay for inactive reservists is computed in accordance with NAVSO P-3050.2M and eligibility is noted on the Statement of Service at the time of computation by NAVPERSCOM (PERS-911).

## MILPERSMAN 7220-040

### COMPUTATION OF RETIRED PAY FOR OFFICERS

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<b>Governing Directive</b>	37 U.S.C. 205(a)(7) and (8) 10 U.S.C. 6371, 6372, 6376, 6377, 6379, or 6380
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#### 1. For 30 or More Years of Active Service

a. An officer who is voluntarily retired under law which requires 30 or more years of active service for retirement is entitled to retired pay computed at the rate of 75 percent of the basic pay grade in which he or she retired or to which he or she advanced on the Retired List.

b. If a permanent warrant officer is retired in, or advanced upon retirement to, a grade above CWO, W4, their retired pay shall be computed on either the applicable basic pay of their warrant grade or the grade to which advanced, whichever provides the higher retired pay.

#### 2. For more than 20 but Less than 30 Years of Active Service.

An officer who is voluntarily retired under law which requires at least 20 but less than 30 years of active service for retirement or who is involuntarily retired for age or statutory service is entitled to retired pay at the rate of 2 ½ percent of the basic pay of the grade in which retired or to which advanced on the Retired List multiplied by the sum of the following:

a. Total years of service creditable for basic pay purposes as of 31 May 1958.

b. Total years of active service, including active duty for training, performed subsequent to 31 May 1958.

c. For an officer of the Medical Corps, total years of constructive service credited for basic pay purposes by 37 U.S.C. 205(a)(7) and (8).

d. Total years of service, not included in the above, which are derived from **adding all authorized days credited** (a member is entitled to 1 day's credit, with a maximum of 60 days credit for any 1 anniversary year, for each point earned as a member of a reserve component subsequent to 30 June 1949 through attendance at drills performed as authorized by competent authority, completion of correspondence courses, and 15 points per year gratuitous credit for Reserve membership) **and dividing the sum by 360**. A part of a year that is 6 months or more which may be obtained by adding the total service outlined above shall be credited as a whole year for multiplier purposes. Retired pay may not be more than 75 percent of the basic pay upon which the computation of retired pay is based.

### 3. To Determine the Multiplier

a. An easy method of determining the multiplier to be used in computing retired pay for those members who have been on active duty continuously from 1 June 1958 or earlier is to subtract the pay entry base date as shown in the current NAVPERS 15018, Register of Commissioned and Warrant Officers on the Active Duty List from the last day of active duty. Add to the result obtained the time (such as active service as an aviation midshipman) which is creditable as active service but is not creditable service for basic pay purposes.

b. For example, a commander to be retired on 1 July 1970 has a pay entry base date of 12 October 1948 and has 2 years of active service as an aviation midshipman. Last day of active duty, 30 June 1970; pay entry base, 12 October 1948; the difference equals 21 years, 8 months, 19 days (including credit for both the 12<sup>th</sup> and the 30<sup>th</sup> since on active duty those days); plus 2 years, no months, no days active duty as aviation midshipman equals 21 years, 8 months, 19 days total service for multiplier purposes. (If more than 23 years and 6 months, the multiplier is 24.)

c. The commander's retired pay is computed at the rate of 2 ½ percent of the monthly basic pay of a commander with over 20 but less than 22 years creditable for basic pay purposes, multiplied by 24.

4. Minimum Retired Pay. The retired pay of an officer commissioned in the Regular Navy under the Act of 18 April 1946 (66 Stat. 92) or commissioned in the Regular Navy after 8 September 1939 while serving on active duty as an officer of

the Naval Reserve or Marine Corps Reserve may not be less than 50 percent of the basic pay upon which retired pay is based if retired under any of the following: 10 U.S.C. 6371, 6372, 6376, 6377, 6379, or 6380.

## MILPERSMAN 7220-050

### COMPUTATION OF DISABILITY RETIRED PAY

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<b>Governing Directive</b>	10 U.S.C. 1201-1221
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1. **Policy.** A member who is retired for physical reasons, either temporarily or permanently, under authority contained in 10 U.S.C. 1201-1221, is entitled to retired pay computed at their election by one of the following methods:

a. Monthly basic pay of the grade in which retired, multiplied by the assigned percentage of disability, or

b. Two and one-half percent of the monthly basic pay of the grade in which retired, multiplied by total years of service computed as prescribed in 10 U.S.C. 1208. In arriving at total years of service, a part of a year that is 6 months or more counts as a whole year and a part of a year that is less than 6 months is disregarded.

2. **If Eligible for Greater Retired Pay.** Regardless of the method elected, if an officer at the time of retirement for physical reasons has completed the service or requirements for retirement under any other law which would provide greater retired pay, such pay will automatically be adjusted to the greater pay by the Commanding Officer, DFAS Cleveland Center, Cleveland. Such action does not alter the fact that the officer concerned was retired for physical reasons. Retired pay shall not be less than 50 percent for so long (not to exceed 5 years) as the member's name is carried on the Temporary Disability Retired List.

**MILPERSMAN 7220-060**

**CAREER SEA PAY AND CAREER SEA PAY PREMIUM**

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<b>Governing Directives</b>	DOD 7000.14-R, DOD Financial Management Regulation, Volume 7A SECNAVINST 7220.77D DFAS-DJMS Procedures Training Guide (DFAS PTG)
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1. **Background.** The present Career Sea Pay (CSP) legislation was established by Congress in December 1980 as an entitlement designed to compensate the member for the inherent arduous nature of sea duty and to provide as a retention incentive for the member to accrue periods of longevity and consecutive sea service greater than 36 months.

2. **Definition of Career Sea Pay Premium (CSPP).** The law entitles payment of CSPP, a \$100 per month premium or "kicker," to a member who has been entitled to 36 consecutive months of CSP and continues to serve in consecutive monthly sea service without losing the basic entitlement to CSP.

3. **Definition of CSP Entitlement Categories.** By law, there are two CSP entitlement categories, continuous and non-continuous. Determination of entitlement is based upon where the assigned ship's primary mission is accomplished:

<b>IF the ship's primary mission is accomplished...</b>	<b>THEN assigned members are entitled to...</b>
underway,	continuous CSP.
in port,	non-continuous CSP.

4. **Comment.** In 1988, the enlisted CSPP was incorporated in the present CSP pay chart (DOD 7000.14R, volume 7A, table 18-4B) while the officer CSPP remained a separate \$100 per month premium.

5. **CSP Eligibility**

a. Members are eligible for CSP when they meet assignment eligibility criteria in accordance with SECNAVINST 7220.77D and the following pay grade or sea duty credit criteria:

Enlisted members in pay grade E-4 and above,
Warrant officers,
Officers in pay grade O-1E through O-3E, with over 3 years of cumulative sea duty credit, or
Officers in pay grade O-1 through O-6, with over 3 years of cumulative sea duty credit.

b. Some or all of the officer creditable sea duty may have accrued while in an enlisted or warrant status.

6. **Accounting Procedures**. Career Sea Pay and CSPP administrative accounting procedures are explained, in detail, in DFAS PTG.

7. **Disbursing Officer Responsibilities**. The Disbursing Officer maintaining the member's record is responsible for

- a. reporting the initial cumulative sea duty figure, and
- b. correcting the cumulative sea duty figure

in accordance with DFAS PTG.

8. **Reporting CSP for Intermittent Periods of Sea Duty**. Reporting CSP for intermittent periods of sea duty shall be accomplished in accordance with the DFAS PTG.

## MILPERSMAN 7220-070

### SPECIAL PAY FOR HARDSHIP DUTY

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<b>Governing Directive</b>	DOD 7000.14-R, DOD Financial Management Regulation, Volume 7A, Chapter 17
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1. **General Provisions**. The Secretary of Defense has established that hardship duty pay (HDP) will be paid to members
  - a. for performing specific missions (HDP-M), or
  - b. when assigned to designated locations (HDP-L).
2. **Hardship Mission Entitlement**. The Secretary of Defense has established that members assigned to, on temporary duty with, or otherwise under the operational control of the Joint Task Force-Full Accounting (JTF-FA) or the Central Identification Lab-Hawaii (CIL-HI) may qualify for HDP-M based on performance of a hardship mission. Members so assigned are entitled for each month in which they perform investigative or remains recovery duty in a remote, isolated area (including, but not limited to, areas in Laos, Cambodia, Vietnam, and North Korea) for recovery of U.S. service member remains.
3. **Hardship Location Entitlement**. An area outside the 48 contiguous United States and the District of Columbia may, upon specific approval of the Secretary of Defense, qualify for designation as a hardship duty location.
4. **Restriction on Concurrent Receipt of Pays**. A servicemember may not receive both HDP-L and career sea pay for the same period of service. If a servicemember qualifies for both HDP-M and HDP-L, payment may not exceed the maximum total for HDP set by the Secretary of Defense in DOD 7000.14-R.

5. **Criteria for Submitting Requests for Addition or Deletion of Hardship Location.** Chief of Naval Operations (N130) will consolidate requests for additions or deletions to the list or areas authorized to receive HDP-L. Requests should:

- a. be endorsed by the major area commanders,
- b. include number of personnel assigned, and
- c. the concurrence of other services having personnel assigned to the area.

## MILPERSMAN 7220-080

### INCENTIVE PAY FOR HAZARDOUS DUTY

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<b>Governing Directives</b>	DOD 7000.14-R, DOD Financial Management Regulation, Volume 7A OPNAVINST 7220.4H OPNAVINST 1000.16J NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II
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1. **Hazardous Duty Incentive Pay Policy.** Naval personnel entitled to receive basic pay are also entitled to receive incentive pay per DOD 7000.14-R, volume 7A, part 2, chapter 24, for the performance of hazardous duty:

a. The hazardous duty required must be specifically authorized by written orders issued or approved by Chief of Naval Personnel or by commands authorized by Chief of Naval Personnel to issue such orders in accordance with MILPERSMAN 1320-030.

b. The commanding officer is responsible for members within the command and ensuring the disbursing officer is informed when a member fails to meet performance requirements to qualify for Hazardous Duty Incentive Pay (HDIP).

2. **Hazardous Duty List**. The following shall constitute hazardous duty for the purpose of determining entitlement to HDIP, in accordance with DOD 7000.14-R, volume 7A, part 2, chapter 24:

Parachute Duty
Flight Deck Duty
Demolition Duty
Experimental Stress Duty <ul style="list-style-type: none"><li>• Duty inside a high or low-pressure chamber</li><li>• Duty as a human acceleration or deceleration experimental subject</li><li>• Duty as a test subject in thermal stress experiments</li></ul>
Toxic Fuels (or Propellants) Duty
Toxic Pesticide Duty
Dangerous Viruses (or Bacteria) Lab Duty
Chemical Munitions

3. **Flight Deck Pay**. Quotas for Flight Deck Hazardous Duty Incentive Pay are authorized per OPNAVINST 7220.4H.

4. **Low Pressure Chamber Operations**. Quotas for hazardous duty incentive pay for inside instructor/observers in support of low pressure chamber operations for Bureau of Medicine and Surgery (BUMED) activities conducting training under the Naval Aviation Physiology Training Program are authorized by BUMED. Requests for changes in the authorized quotas should be forwarded with justification to BUMED (MED-231).

5. **Thermal Stress**. Thermal stress definition and policy:

a. **Definition:** The term "**duty as human test subject in thermal stress experiments**" means duty performed by members exposed as human thermal experimental subjects in thermal stress experiments conducted under the supervision of any laboratory designated by Secretary of the Navy.

b. **Policy:** In order to be entitled to receive thermal stress incentive pay, personnel shall be required to act as a test subject in one or more thermal stress experiments during the month, or in the case of a fractional month, during the period involved. The experiment must be one which competent medical authority has determined involves the risk of thermal hazard.

6. **Hazardous Duty Incentive Pay Manpower Policy.** Except as discussed in the preceding paragraphs, requests for initial/additional HDIP billets/quotas require changing the command's Activity Manpower Document (AMD).

a. Specific officer/enlisted billets have to be identified so that orders authorizing the required hazardous duty can be issued by a "competent authority" in accordance with MILPERSMAN 1320-030.

b. Navy Officer Billet Classification (NOBC) codes and Navy Enlisted Classification (NEC) codes for the applicable billets have to be identified and incorporated in the command AMD.

c. The source instructions to be used in affecting changes to a command's AMD are

(1) OPNAVINST 1000.16J, Manual of Navy Total Force Manpower Policies and Procedures, for NOBC changes; and

(2) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards, volume 2, for NEC changes.

**MILPERSMAN 7220-090**

**DIVING PAY**

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<b>Governing Directives</b>	DOD 7000.14-R, DOD Financial Management Regulation, Volume 7A
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1. **Diving Pay Entitlement Criteria.** Navy personnel entitled to receive basic pay are entitled to receive special pay for diving under pay directives when the following criteria are met:

- a. Member is a designated diver or under training for a specific diver designation;
- b. Member's diving qualifications are current; and
- c. Member is under competent orders to diving duty, issued by an order writing authority defined below.

2. **Situations or Conditions of Entitlement.** When a member is entitled to diving duty pay the following conditions apply:

a.	Entitlement to special pay for diving duty shall continue during periods of <ul style="list-style-type: none"> <li>• authorized leave,</li> <li>• temporary additional duty, and</li> <li>• hospitalization</li> </ul> as set forth in pay directives.
b.	Entitlements to special pay for diving duty will accrue during periods as outlined in DOD 7000.14-R, volume 7A.
c.	Upon requalification, payments may not be made for the period of lapsed qualification.
d.	Officer and enlisted divers under competent orders to diving duty and in excess of total diving billets at a given command may be utilized and paid by pay directives.

3. **Definition: Competent Authority.** Orders to diving duty shall be under the following:

a. Competent authority for issuing orders to diving duty for officers and enlisted personnel is defined as

(1)	<b>Commandant of the Marine Corps, and/or</b>
(2)	<b>Chief of Naval Personnel.</b>

b. In addition, activities with authorized **SCUBA diver billets**, competent authority includes

(1)	<b>commanding officers, and</b>
(2)	<b>officers in charge.</b>

4. **Definition: Competent Orders**

a. Competent orders to duty involving diving in the case of officers and enlisted personnel are those orders issued by competent authority which specify that "**performance of diving duty**" is authorized.

b. In addition, commanding officers and officers in charge of **SCUBA diving** activities are authorized to issue "**additional duty involving diving**" orders to any combination of officer and/or enlisted qualified SCUBA divers assigned to that activity.

**RULE:** The number of SCUBA divers under "additional duty involving diving" orders will not exceed the number of authorized SCUBA diver billets at the activity.

5. **Minimum Performance Requirement.** Members entitled to receive special pay for diving duty must perform, as a minimum, the qualification dives required for their class.

6. **Condition for Canceling Orders.** Orders to diving duty shall be canceled under any of the following conditions:

a.	In the opinion of the issuing authority or the cognizant commanding officer, the diver is no longer considered professionally qualified. In this instance, the revocation of diving designation is mandatory and shall be effected per the procedures contained in this manual.
b.	Diver qualifications have lapsed. <ul style="list-style-type: none"><li>• Upon requalification, payments may not be made for the period of lapsed qualification.</li><li>• Commanding officers are responsible for ensuring that divers are afforded an opportunity to maintain their qualifications without lapse.</li></ul>
c.	The assigned diver designation had been removed.
d.	The member has been assigned permanent duty other than that involving the performance of diving duty.

7. **Restriction on Receipt of More than One HDIP.** A member may receive special pay for the performance of diving duty and no more than one incentive pay for the performance of hazardous duty listed in MILPERSMAN 7220-080 "Incentive Pay for Hazardous Duty."

**EXAMPLE:** A member may receive Pay for Diving Duty, Submarine Duty Incentive Pay and no more than one Hazardous Duty Incentive Pay if qualified separately for each pay.

## MILPERSMAN 7220-100

### COMMAND RESPONSIBILITY PAY

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<b>Governing Directive</b>	DOD 7000.14R, DOD Financial Management Regulation, Volume 7A, Chapter 13
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1. **Background.** Command Responsibility Pay was established to provide tangible recognition to enhance the status of the at-sea commander by providing additional pay for positions of unusual responsibility. This special pay is only authorized for officers in pay grades O-3 through O-6.

2. **Qualifications.** The primary consideration for the pay is "Command at Sea:"

a. Although many naval officers hold difficult, challenging positions of unique responsibility, current authority limits entitlement of Responsibility Pay to commanding officers (COs) in direct control of sea going, deploying units.

b. Generally only officers commanding activities which entitle them to wear the Command at Sea insignia are entitled to the pay.

c. Entitlement to the pay begins when the member assumes command and ceases when the member leaves that command position.

d. Entitlement will be based on the nature of the assignment rather than the personal qualifications of the CO.

e. Provided the mission of the command remains unchanged, succeeding COs need not be rectified each time the unit has a change of command.

3. **Command Responsibility Qualifying Units.** Commanding officers and commanders in pay grades O-3 through O-6 of the following type units are entitled to Command Responsibility Pay:

a. Command at sea insignia qualifying units listed in MILPERSMAN 1210-170.

b. Other type or specific named units:

Submarine Group 7
Military Sealift Command, Office Indian Ocean
Naval Mobile Construction Battalions
Naval Construction Force Support Units
Naval Construction Regiments, except 20 <sup>th</sup> , 21 <sup>st</sup> , and 31 <sup>st</sup>

4. **Officers Not Authorized Responsibility Pay.** Responsibility Pay is not authorized for the following:

a. Officers temporarily succeeding to command, without Chief of Naval Personnel orders directing relief, during temporary absence of the CO.

b. Officers assigned in designated "Officer in Charge" billets other than those specifically listed above.

c. Inactive duty commanders or COs except during periods of special active duty for training and annual active duty for training.

d. Officers frocked to pay grade O-3.

e. Commanding Officer, USS CONSTITUTION.

5. **Submitting Request for Authorization.** Other officers who believe they meet the eligibility criteria to wear the "Command at Sea" insignia may submit a request for authorization to Chief of Naval Operations (N13), if on active duty; or Navy Personnel Command (PERS-91), if inactive. Such requests should provide justification and be forwarded via the officer's administrative chain of command per MILPERSMAN 1210-170.

## MILPERSMAN 7220-110

### SPECIAL PAY FOR DUTY SUBJECT TO IMMINENT DANGER/HOSTILE FIRE

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<b>Governing Directive</b>	DOD 7000.14-R, DOD Financial Management Regulation, Volume 7A
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#### 1. Entitlement Policy

a. Regulations concerning entitlement to and payment of special pay for duty subject to imminent danger/hostile fire are contained in DOD 7000.14-R, volume 7A, chapter 10.

b. Entitlement to imminent danger/hostile fire pay is limited to members serving in such places or situations as may be designated by the Secretary of Defense or the Secretary's designee.

## MILPERSMAN 7220-120

### FAMILY SEPARATION ALLOWANCE (FSA)

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<b>Governing Directive</b>	DOD 7000.14-R, DOD Financial Management Regulation, Volume 7A, Chapter 27
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- Conditions of Entitlement.** The conditions, types and purpose of entitlement to Family Separation Allowance (FSA) are contained in the governing directive; however, this article addresses guidance specific to the Navy concerning entitlement to FSA incident to overhaul and/or unaccompanied tours. Additionally, specific guidance is provided on how to request a waiver for unusual family or operational circumstances.
- Authorization of FSA Incident to Overhaul.** Members serving in any pay grade as a member with dependents are authorized payment of FSA Type II (FSA-R) in situations where the home port of a vessel has changed incident to overhaul and member elects to leave dependents at the present location when member's separation exceeds 30 days beyond the effective date of home port change.
- Definition of "Present Location".** The "actual location" of dependents, which may be a previously elected "designated location," other than ship's home port as authorized for personnel assigned to units designated "unusually arduous" sea duty.
- Policy Intent for FSA Incident to Overhaul.** The intent of this policy is to provide an equitable allowance to members when overriding circumstances cause members to leave their dependents at present location.
- Denial of Change of Home Port Certificate.** A member who has dependents, and is otherwise eligible for a change of home port certificate, will not be issued a change of home port certificate if the member elects to maintain his/her household

at the present location rather than relocate it to the new home port.

6. **Counseling by Commanding Officer (CO)**. Before this action is taken, the CO will counsel the member to explain the impact of the member's decision.

7. **Recording Member's Decision**. If the member elects to maintain the member's household at the present location, it will be entered in the member's service record, NAVPERS 1070/613, Administrative Remarks, for enlisted personnel; and by memorandum for officers. The entry used for the service record is as follows:

"In consideration of all factors involved, I hereby elect to maintain my household at its present location and decline a change of home port certificate which would allow me to relocate my household incident to home port change for overhaul of (enter name of ship) from (enter previous home port) to (enter new home port) announced by Chief of Naval Operations (CNO) (enter date-time-group of CNO message which issued home port change). I understand that this election is irrevocable and that I will not be entitled to relocate my household at Government expense until my next permanent change of station or until post-overhaul home port of (USS ) is issued by CNO."

8. **FSA Type II Accrual Effective Date**. FSA Type II (FSA-R) will accrue from the date members elect not to move their dependents at Government expense or begins a separation from their family (whichever is later) and cannot be authorized retroactively.

9. **Authorization of FSA Incident to Members Assigned to Unaccompanied Tours**

a. Members who elect to serve unaccompanied tours in areas to which the movement of their dependents is authorized at government expense, are not entitled to FSA Type II (FSA-R). Entitlement to FSA Type I remains unaffected in accordance with the DOD 7000.14-R, volume 7A.

b. Secretary of the Navy has authorized continuing entitlement to FSA Type II (FSA-R) for members with dependents who are serving unaccompanied tours and

(1) are permanently assigned to designated hostile fire or imminent danger areas;

(2) are permanently assigned to forward deployed prepositioning unit;

(3) whose dependent(s) have documented medical conditions preventing their assignment overseas with the member;

(4) who are permanently assigned to overseas locations, and are required to accept unaccompanied tour based on number of dependents; or

(5) who are married to other service members and who are separated by military orders either in CONUS or out CONUS.

10. **Waivers in Unusual Family or Operational Circumstances.**

Requests for waivers due to unusual family or operational circumstances not covered above may be forwarded to CNO (N130) for consideration. Waivers will not be authorized for essentially personal reasons (spousal employment, school, stability, etc.).

## MILPERSMAN 7220-130

### METHODS OF COMPUTING RETAINER PAY FOR A MEMBER OF THE FLEET RESERVE

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			COM (901)	874-3246
			FAX	882-2622

<b>Governing Directive</b>	DODD 1340.12-M
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#### 1. Rate for Retainer Pay

a. Enlisted personnel transferred to the Fleet Reserve are entitled to receive retainer pay computed at the rate of 2-1/2 percent of the basic pay being received at the time of transfer, multiplied by the total number of years of active service (including constructive service earned prior to 31 December 1977).

b. Effective 1 October 1983, a part of a year of the member's total service for transfer to the Fleet Reserve will be prorated for multiplier purposes as 1/12 of 2-1/2 percent for each full month served. Any fractional part of a month will be disregarded.

2. Creditable Service for Percentage Multiplier. The following service is creditable as constructive service for percentage multiplier but not for basic pay purposes:

a. Any enlistment, or enlistment as extended, terminated within 3 months of the normal expiration date prior to 31 December 1977 is considered a completed enlistment and the full term is counted.

b. A completed minority enlistment (served to within 3 months of the expiration of enlistment) is computed as a completed 4-year enlistment. Minority enlistments were terminated in March 1969.

3. **Creditable Service for Basic Pay.** All periods of active duty and inactive duty service as specified in pay directives are creditable for computing basic pay at time of transfer to the Fleet Reserve.
4. **Retainer Pay.** Retainer pay may be increased by 10 percent if member has been credited with extraordinary heroism as determined by Secretary of the Navy. Retainer pay shall not exceed 75 percent of active duty basic pay being received at time of transfer to the Fleet Reserve.
5. **Date of Transfer.** Enlisted personnel applying for transfer to the Fleet Reserve should be advised to take into consideration the date which would provide the greater percentage multiple and/or additional increment for basic pay after all other requirements have been met under DODD 1340.12-M.
6. **Retired Pay.** Upon transfer to the Retired List from the Fleet Reserve, the retired pay of all members will be the same as the retainer pay they were receiving, except that members who held a temporary officer grade or who transferred to the Fleet Reserve subsequent to 4 December 1987 and held a higher grade are entitled to advancement on the Retired List and to receive retired pay based on the highest grade in which they served satisfactorily as determined by Secretary of the Navy.
7. **Recomputing Retainer Pay.** Members of the Fleet Reserve entitled to receive retainer pay who serve on active duty may upon release from such duty have their retainer pay recomputed so as to obtain credit for such additional service. The new rate of retainer pay shall be computed by adding the number of years of service creditable to the member at the time of transfer and the number of years of subsequent active duty and multiplying the sum by 2-1/2 percent of the basic pay of the pay grade in which they would be eligible at the time of release from active duty. Members of the Fleet Reserve so recalled must serve, day for day, a minimum of 24 months continuous active duty subsequent to the last pay raise in order to have their retainer pay recomputed at a higher rate of base pay than that used at the time of recall to active duty.

## MILPERSMAN 7220-140

### BASIC ALLOWANCE FOR SUBSISTENCE (BAS) - GENERAL

<b>Responsible Office</b>	CNO (N130C)	Phone:	DSN	225-3005
			COM	(703) 695-3005
			FAX	225-3311

<b>Governing Directives</b>	37 U.S.C. 402 DOD 7000.14-R, DOD Financial Management Regulation, Volume 7A
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1. **Entitlement.** Naval personnel entitled to receive basic pay are either
  - a. furnished meals in a government mess (subsisted in kind), and are entitled to partial BAS; or
  - b. are entitled to a BAS if not subsisted in kind.
2. **Enlisted Full BAS Types.** Enlisted members may be authorized one of the following types of full BAS on a daily basis:
  - a. When subsistence in kind is not available, or utilization of a government mess is determined to be impracticable;
  - b. When permission to mess separately is granted; or
  - c. When assigned to duty under emergency conditions where no messing facilities of the United States are available.
3. **Officer BAS.** Officers entitled to basic pay are entitled to BAS at all times on a monthly basis.
4. **Basic Allowance for Subsistence Rates, Procedures, Criteria.** Applicable payment rates, procedures, and detailed entitlement criteria are contained in DOD 7000.14-R, volume 7A, chapter 25.
5. **Scope of this Article.** This article addresses specific Navy procedures and policies within the constraints of Public Law and DOD 7000.14-R, volume 7A.

## MILPERSMAN 7220-150

### BASIC ALLOWANCE FOR SUBSISTENCE (BAS) - SPECIALIZED TERMS

<b>Responsible Office</b>	CNO (N130C)	Phone:	DSN	225-3005
			COM	(703) 695-3005
			FAX	225-3311

<b>Governing Directives</b>	37 U.S.C. 402 DOD 7000.14-R, DOD Financial Management Regulation, Volume 7A
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1. **Definition: Impracticable.** The term is defined in two ways:

a. **Definition 1:** Not practical or reasonable due to time, distance, or other external circumstances.

b. **Definition 2:** Not practical or reasonable due to adverse impact on member's mission:

(1) Applies only to those personnel whose duties are of a unique nature, which makes use of a government mess unreasonable or undesirable; e.g., investigative personnel, certain EOD personnel, etc.

(2) It does not mean adverse impact on a command's mission due to lost work hours, etc.

2. **Definition: Responsible Commanding Officer (RCO).** The commanding officer of a shore activity operating one general mess or more.

a. The RCO is the sole authority for granting authorizations to mess separately for members of his or her command as well as members of commands serviced by that mess.

b. This authority cannot be delegated to other tenant commands.

3. **Definition: Sea Duty.** Service performed by a permanent party crewmember in a self-propelled vessel that is in an active status, in commission or in service, and is equipped with berthing and messing facilities.

## MILPERSMAN 7220-160

### BASIC ALLOWANCE FOR SUBSISTENCE (BAS) - GENERAL POLICIES

<b>Responsible Office</b>	CNO (N130C)	Phone:	DSN	225-3005
			COM	(703) 695-3005
			FAX	225-3311

<b>Governing Directives</b>	37 U.S.C. 402 DOD 7000.14-R, DOD Financial Management Regulation, Volume 7A
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1. **Basic Policy.** Normally, enlisted members are subsisted-in-kind. For uniformity in making determinations, government messes available in the geographical area must be used to the fullest extent compatible with economy and efficiency.

2. **Responsible Commanding Officer (RCO) Responsibilities**

a. **Authorizing BAS:**

(1) The RCO is charged with ensuring that commands serviced by his or her mess(es) are authorized BAS according to consistently applied policies as set forth in this article, commensurate with efficient operation of mess(es) involved.

(2) When more than one installation having a government mess is located within the same geographical area, the RCOs shall confer to ensure uniform determinations on the authorization of BAS.

b. **Determining Availability of Government Mess:** The commanding officer (CO) of the installation at which the member is performing duty shall make the determination of when a government mess is in fact not available according to the guidance contained in this article and DOD 7000.14-R, volume 7A.

c. **Auditing and Reverification of BAS Authorizations:** Annual audits and reverification of all BAS authorizations are required. Commanding officers and RCO's shall incorporate BAS audits into local management control programs.

3. **Basic Allowance for Subsistence Continuation Policy.** Basic allowance for subsistence authorizations continue in effect so long as circumstances leading to the approval of BAS remain unchanged, and the member is still assigned to the command which approved or endorsed the request. If the member is transferred to another command, even when the new command is under the cognizance of the same RCO, the request must be resubmitted.

4. **Unit CO/Officer in Charge (OIC) Responsibilities**

a. **Determining when use of government mess is impracticable due to location:** The unit CO or OIC, with the concurrence of the RCO, shall make the determination of when the use of an available government mess is impracticable due to location of the mess in relation to the member's place of duty according to guidance contained in this article and DOD 7000.14-R, volume 7A.

b. **Determining when use of government mess is impracticable due to duties or unusual work hours:** The unit CO or OIC, with the concurrence of the RCO, shall determine if the member's duties or unusual work hours prevent the member from eating all or certain meals in a government mess.

5. **Chief of Naval Operations (CNO) (N13) Responsibility.**

Chief of Naval Operations (N13) has been designated by Secretary of the Navy as the only authority who may make a determination of impracticability due to adverse effects on a member's assigned mission.

a. Requests for BAS in these cases shall be forwarded to CNO (N13) via the member's CO and the RCO.

b. The entitlement shall be at the "government messing not available" rate.

6. **Limitation on Authority of Naval Vessel COs to Grant BAS.**

Commanding officers of naval vessels, normally equipped with messing facilities which become inoperable due to decommissioning, overhaul, or other maintenance availability, are not authorized to automatically grant BAS. Refer to MILPERSMAN 7220-180 for specific procedures.

7. **BAS During Contingency Operations.** Refer to DOD 7000.14-R, volume 7A for procedures for BAS during contingency operations.

## MILPERSMAN 7220-170

### BASIC ALLOWANCE FOR SUBSISTENCE (BAS) - EMERGENCY CONDITIONS

<b>Responsible Office</b>	CNO (N13)	Phone:	DSN	225-3304
			COM	(703) 695-3304
			FAX	225-3311

<b>Governing Directive</b>	DOD 7000.14-R, DOD Financial Management Regulation, Volume 7A
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1. **Definition of Emergency Conditions.** Enlisted members may be paid a cash allowance at the emergency rations rate specified in DOD 7000.14-R, volume 7A and duty is as follows:

In the 48 contiguous United States.
Under unusual or emergency conditions.
Of limited duration (not to exceed 180 days).
In an out-of-the-way place.
Where government messing facilities are not available.
Where conditions require extraordinary expense in obtaining meals.

2. **Requests for Authority to Approve Emergency Rations.** Requests for authority to approve emergency rations must be forwarded with a full statement of facts to Chief of Naval Operations (N13).

3. **Requesting Authority Responsibilities.** The requesting authority must review, audit, and certify all emergency basic allowance for subsistence twice a year.

**MILPERSMAN 7220-180**

**BASIC ALLOWANCE FOR SUBSISTENCE (BAS) - PROCEDURES FOR MEMBERS ON SEA DUTY**

<b>Responsible Office</b>	CNO (N13)	Phone:	DSN	225-3304
			COM	(703) 695-3304
			FAX	225-3311

<b>Governing Directives</b>	NAVSO P-3050.2-M, DFAS Pay/Personnel Procedures Manual, Volume 2 NAVSO P-3069, Department of the Navy Source Data System Procedures Manual
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1. **Subsistence of Enlisted Members in Sea Duty Status.** Members assigned to sea duty, as defined in MILPERSMAN 7220-150, are not normally eligible to receive a subsistence allowance. Refer to MILPERSMAN 1746-020 for procedures when members are performing temporary duty ashore.
2. **Mess Membership of Chief Petty Officers.** Every chief petty officer (CPO), which includes members in pay grades E-7 through E-9, attached to or embarked in a ship having a separate CPO mess established, must belong to that mess unless the CPO is assigned duty in another mess and subsists there.
3. **Messing for Ships in Overhaul**

a. Commanding officers (COs) of ships undergoing overhaul or other maintenance should use decision criteria in the table below to help in selecting appropriate messing option:

<b>IF the ship galley or messing facility is...</b>	<b>AND the ship is located...</b>	<b>THEN COs may...</b>
inoperable due to repair work,	where no government mess is available,	grant BAS at the "messing not available" rate.
	where government mess is available,	request to mess separately ( <b>RATSSEP</b> ).

b. **Submitting Requests for RATSSEP:** Requests must be submitted to the responsible commanding officer (RCO) via the immediate superior in command (ISIC).

c. **Criteria for granting RATSSEP:** The criteria for granting RATSSEP in these instances are the same as listed in MILPERSMAN 1746-020.

d. **Analysis of factors prior to authorizing RATSSEP:** Due to the potential impact on Military Personnel, Navy (MPN) budgeting caused by large unprogrammed expenditures, the CO, RCO, and ISIC should make every attempt to ensure available government messing is utilized, and resort to RATSSEP only after other alternatives have been thoroughly investigated. The following factors should be considered prior to authorizing RATSSEP:

(1)	Availability and location of any general mess in the vicinity;
(2)	Impact use of that mess would have on the ship's work;
(3)	Number of personnel to be authorized to mess separately;
(4)	Availability and cost of government transportation which could be used to transport member to a government mess ashore; and
(5)	Anticipated duration of ship's galley closure.

4. **Messing for Ships Being Decommissioned.** Enlisted crewmembers of ships being decommissioned may request RATSSEP upon the permanent closure of that ship's general mess:

a. Requests must be submitted via the chain of command to the RCO.

b. Commanding officers of ships being decommissioned are encouraged to coordinate these requests with the RCO prior to closure of the ship's general mess.

5. **Subsistence in Private Messes Afloat**

a. Enlisted members subsisting in private messes afloat, e.g., cabin and wardroom messes, are authorized to subsist in the mess to which assigned without charge, or subsist in the general mess at the discretion of the CO.

b. When subsisting in the private mess, since food is purchased by these messes, daily rations, that would have been credited to the activities general mess to feed these members,

are "commuted" to the private mess in an amount equal to the daily RATSSEP rate.

c. **Crediting Rations:** Rations are credited by submitting appropriate pay documents prepared according to the DJMS PTG and the SDSPROMAN, stating that rations of the members listed are to be commuted to a specific mess, and that the value of the rations will be paid to the treasurer of that mess.

d. **Mess Treasurer Action:** The mess treasurer submits to the disbursing officer a locally prepared form with the following information:

(1)	Members names,
(2)	Social security numbers,
(3)	Number of rations,
(4)	Applicable dates for each member whose rations are commuted, and
(5)	Total number of rations being commuted.

e. **Disbursing Officer Action:** The disbursing officer prepares NAVCOMPT 2277, Voucher for Disbursement and/or Collection, to reimburse the mess treasurer.

## MILPERSMAN 7220-190

### SUPPLEMENTAL AND PRORATED SUBSISTENCE ALLOWANCES

<b>Responsible Office</b>	CNO (N13)	Phone:	DSN	225-3304
			COM	(703) 695-3304
			FAX	225-3311

<b>Governing Directives</b>	DoD 7000.14-R, DoD Financial Management Regulation, Volume 7A NAVSO P-3050.2-M, DFAS Pay/Personnel Procedures Manual, Volume 2 NAVSO P-3069, Department of the Navy Source Data System Procedures Manual
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1. **Who is Authorized to Approve Payments.** Commanders, commanding officers, and officers in charge are authorized to approve payment of prorated or supplemental subsistence allowances only for the exact number of meals members miss when duty prevents them from obtaining those meals at a government mess, or when a government mess is not available for certain meals. Use the table below to determine which subsistence allowance applies:

<b>IF members are...</b>	<b>AND whose duties...</b>	<b>THEN...</b>
not receiving any subsistence allowance,	prevent them from obtaining certain meals in a government mess,	prorated subsistence allowance applies.
receiving mess separately allowance (RATSSEP),	preclude them from utilizing a government mess for certain meals,	supplemental subsistence allowance applies.

2. **How is Payment Authorized**

a. Payment must be

(1) authorized by the commanding officer's certification of the dates and specific meals missed, and

(2) verified by the officer exercising close daily supervision of the member.

b. This certification must be made on the appropriate pay document prepared according to NAVSO P-3050.2-M, volume 2 or NAVSO P-3069. Refer to the DOD 7000.14-R, volume 7A for applicable rates and requirements.

## MILPERSMAN 7220-200

### BASIC ALLOWANCE FOR QUARTERS IN BEHALF OF DEPENDENTS

<b>Responsible Office</b>	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501
			COM	(901) 874-2501
		TOLL FREE WITHIN U.S.		(800) 368-3202
			FAX	882-6654

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<b>Governing Directive</b>	37 U.S.C. 403
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1. **Provision.** 37 U.S.C. 403 provides that all members of the uniformed services entitled to receive basic pay will be entitled to receive a basic allowance for quarters on behalf of eligible dependents.

2. **Purpose.** The purpose of the allowance is to provide a member with a pay supplement where it is necessary for the member to obtain private quarters for him or herself and eligible dependents in cases where the Government is unable to furnish the member with family quarters at the member's duty station.

3. **Complete Instructions.** Complete instructions concerning determinations of entitlement to basic allowance for quarters and the preparation and submission of NAVPERS 1070/602, Dependency Application/Record of Emergency Data are contained in pay directives.

## MILPERSMAN 7220-210

### DISLOCATION ALLOWANCE AND SECNAVFIND

<b>Responsible Office</b>	NAVPERSCOM (PERS-454C)	Phone:	DSN	882-4198
			COM	(901) 874-4198
			FAX	882-2693

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<b>Governing Directives</b>	Joint Federal Travel Regulations Navy Travel Instructions NAVPERS 15559B, Officer Transfer Manual NAVPERS 15909G, Enlisted Transfer Manual
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1. **Dislocation Allowance Policy.** A dislocation allowance is payable to a member when their dependents perform an authorized move in connection with permanent change of station (PCS), or to a member without dependents that occupies private quarters when not assigned adequate government quarters upon reporting at a new permanent duty station. Details governing the conditions of entitlement and amounts payable are contained in the Joint Federal Travel Regulations and Navy Travel Instructions.

2. **SECNAVFIND Policy**

a. A member is not entitled to more than one dislocation allowance during any fiscal year unless Secretary of the Navy finds that the exigencies of the service require more than one PCS during the same fiscal year. As used in this article, **this finding is referred to as SECNAVFIND.**

b. Exceptions to the requirement for a SECNAVFIND are as follows:

(1)	Change in home port, including the initial home port assignment;
(2)	Change of a ship or afloat staff;
(3)	Deactivation of a ship or activity;
(4)	Transfer of a member from outside the United States to a hospital in the United States for observation and treatment, provided the CO of the receiving hospital issues a statement the treatment will be of a prolonged duration and/or the member's CO requests a permanent replacement for the hospitalized member as an operational necessity;
(5)	Member is assigned on PCS duty under instruction to, from, or between courses conducted at a U.S. installation, or conducted, controlled, and managed by one or more of the services at a civilian educational institution, or elsewhere;
(6)	When the PCS transfer order states "SECNAVFIND NOT REQUIRED" as determined by the order issuing command; or
(7)	Emergency evacuation of dependents as provided in the Joint Federal Travel Regulations.

c. Constant effort will be exerted by all order issuing authorities to reduce the frequency of permanent changes of station.

d. If required, a request for a SECNAVFIND must be initiated when entitlement to a second or subsequent dislocation allowance in the same fiscal year otherwise exists. Procedures for submitting requests for a SECNAVFIND for officer and enlisted personnel are set forth in the NAVPERS 15559B and NAVPERS 15909G.

## MILPERSMAN 7220-220

### DISLOCATION ALLOWANCE (DLA) ENTITLEMENT POLICY

<b>Responsible Office</b>	CNO (N13)	Phone:	DSN	224-5635
			COM	(703) 614-5635
			FAX	225-3311

<b>Governing Directive</b>	NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1, Chapter 5, Part G
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#### 1. Dislocation Allowance Policy for Military Couples

a. Dislocation allowance entitlement for a servicemember married to another servicemember is described in JFTR, volume 1, table U5G-1.

(1) Additionally, children of that marriage may travel under either, but not both, parent's permanent change of station (PCS) orders.

(2) The parent claiming dependent travel of the children would be entitled to DLA at the with-dependent rate regardless of which parent claims the children for basic allowance for quarter (BAQ).

(3) The other parent's DLA entitlement would be per JFTR, table U5G-1.

b. See MILPERSMAN

(1) 7220-240, Overseas Station Allowances Policy.

(2) 1300-090 through 1300-140, Permanent Change of Station (PCS) Entitlement Policy.

(3) 1300-150 through 1300-200, Command Sponsorship of Dependents at Overseas Duty Stations.

2. **Dislocation Allowance Policy when Dependents do not Relocate.** A servicemember who has dependents, but does not relocate them incident to a PCS, is entitled to DLA at the without-dependent rate if government quarters are not occupied at the new permanent duty station (PDS).

3. **Fiscal Year DLA Limitation and Exceptions.** Only one DLA entitlement is authorized during a fiscal year.

a. **SECNAVFIND Exception:** Secretary of the Navy finds (SECNAVFIND) that more than one PCS requiring a DLA payment is required during the current fiscal year.

b. **Course of Instruction Exception:** This limitation on second DLAs does not apply to servicemembers ordered to, from, or between courses of instruction conducted, controlled, or managed by one or more of the uniformed services.

4. **Dislocation Allowance Policy for Proximity Moves.** Entitlement to DLA payment in the case of proximity moves (see JFTR, para. U5355-B) occurs only when the new commanding officer certifies that the relocation of the servicemember's household is in the best interest of the Government. This authority will not be delegated. See MILPERSMAN 1300-090 through 1300-140.

5. **Dislocation Allowance Policy if Dependent Travel is Denied.** Servicemembers who are denied concurrent travel with dependents or dependent travel for 20 weeks or more, and elect a continental United States designated place move; and subsequently relocate their dependents to their overseas PDS; may receive only one DLA entitlement to cover both moves.

6. **Advance Payment of DLA.** Dislocation allowance may be paid in advance.

## MILPERSMAN 7220-230

### CIVILIAN CLOTHING MILITARY ALLOWANCES

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<b>Responsible Office</b>	CNO (N09BU)	Phone:	DSN	223-0936
			COM	(703) 693-0936
			FAX	224-5077

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<b>Governing Directives</b>	DOD Authorization Act 1988-89, Public Law 100-180, 101 Stat 1093, Section 611 37 U.S.C. 419 DODI 1338.18 of 7 Jan 98 DOD 7000.14-R, DOD Financial Management Regulation, Volume 7A
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#### 1. General Description

a. Navy servicemembers, required to wear civilian clothing in the actual performance of their official military duties, may be eligible for a **Civilian Clothing Allowance (CCA)** to defray the cost of purchasing of such clothing.

b. **Officers are precluded by law** from receiving a CCA while they are assigned to a permanent duty station within the United States (including Hawaii and Alaska).

c. **Enlisted personnel** may be eligible to receive a CCA while performing duty in, or outside, the United States; however, there are very few duties within the United States that would require an enlisted servicemember to wear civilian clothing in the actual performance of their official military duties, thereby justifying the payment of CCA.

d. **There are two types of CCA:**

(1) Special Initial Allowance

(2) Temporary Duty Allowance

e. **Chief of Naval Operations (CNO) (N09BU) is the final approving authority** for these allowances, when area commanders have required personnel under their jurisdiction to wear

civilian clothing in the performance of their official duties. The determination will be based on detailed information or justification submitted by the command requesting the authorization.

f. **Requests for CCA** that are not submitted in accordance with this article will be returned to the originating command without CNO (N09BU) approval.

g. **Payment of CCA** shall not exceed the rates in DOD 7000.14-R; these are the maximum authorized:

(1) A command may request a lesser amount than that which is stated in DOD 7000.14-R.

(2) Chief of Naval Operations (N09BU) may authorize all or part of the amount requested on the basis of the circumstances surrounding the request.

(3) Concurrent payment of different types of CCA is not authorized.

## 2. Specifying the Requirement

a. All Navy personnel on duty in the United States and overseas are required to wear the prescribed uniform; however, when the wearing of a Navy uniform would preclude a member from effectively performing duties in support of their command's assigned mission, civilian clothing may be authorized.

b. Examples of a mandatory requirement to wear civilian clothing include

(1) certain overseas locations where the political climate precludes the wearing of uniforms;

(2) assignment to duties where the wearing of uniforms would compromise lives or security;

(3) duties where the military identity of the servicemember must be protected; or

(4) the physical safety of others in close contact with such members might or would be compromised, e.g., Secret Service.

c. The servicemember must be required to wear civilian clothing a substantial portion of the time (in excess of 50 percent of their time on duty), not merely during isolated instances. The necessity to wear civilian clothing while commuting to and from work, command desirability, or personal preference do not constitute eligibility for entitlement to CCA.

d. Civilian Clothing Allowance will not be authorized for casual clothing; the circumstances must require the servicemember to wear civilian "coat and tie" (or female equivalent) apparel, or the accepted cultural equivalent, in the actual performance of their official military duties.

e. Civilian Clothing Allowance is not intended to defray the cost of purchasing organizational or unique non-military clothing.

(1) Special-purpose individual clothing required for support of personnel to accomplish their assigned duties shall be carried as organizational issue by the cognizant command, and be issued to servicemembers on an "as needed" basis.

(2) Organizational clothing includes special and/or distinctive non-military apparel such as that required to be worn by Navy band members, flag mess members, and aircraft maintenance crews performing duties at foreign airports.

(3) No monetary credits or payments are provided to servicemembers for obtaining or replacing organizational clothing.

3. **Request Content.** Requests for CCA must be signed by the cognizant commander, or commanding officer, and shall include the following specific information:

a.	Member's <ul style="list-style-type: none"><li>• name,</li><li>• rate/pay grade,</li><li>• social security number,</li><li>• permanent duty station,</li><li>• unit identification code,</li><li>• projected rotation date, and</li><li>• expiration of active obligated service.</li></ul>
b.	Type of CCA required: <ul style="list-style-type: none"><li>• Special Initial Allowance</li><li>• Temporary Duty Allowance</li></ul>
c.	Date, type and amount of any previous CCA payment, if available
d.	If requesting a Temporary Duty Allowance, identify the <ul style="list-style-type: none"><li>• temporary duty station,</li><li>• expected duration of assignment, and</li><li>• include a copy of the Temporary Additional Duty/Temporary Duty orders with the request.</li></ul>
e.	Justification as to why the member's duties cannot be performed in uniform.
f.	What uniform is prescribed for duty.

## MILPERSMAN 7220-240

### OVERSEAS STATION ALLOWANCES POLICY

<b>Responsible Office</b>	CNO (N13)	Phone:	DSN	224-5635
			COM	(703) 614-5635
			FAX	225-3311

<b>Governing Directive</b>	NAVSO P-6034, Joint Federal Travel Regulations, Volume 1, Chapter 9. OPNAVINST 3111.14V
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1. **Definition: Overseas Station Allowances.** Servicemembers, with or without dependents (as defined in NAVSO P-6034, para. U9000), are entitled to overseas station allowances including Cost-of-Living Allowance, Overseas Housing Allowance, and Temporary Lodging Allowance under NAVSO P-6034, volume. 1, chapter 9.
2. **Reporting to Overseas Duty Station.** A servicemember, assigned to a unit with an overseas home port (as opposed to an overseas permanent duty station location - see OPNAVINST 3111.14V), who reports to the unit while away from the home port has reported to the overseas duty station for the purpose of overseas station allowance payment under NAVSO P-6034, para. U9300-A.
3. **Dependent Status Policies**
  - a. **Dependents in Vicinity:** For the purpose of payment of overseas station allowances, dependents are in the vicinity of the overseas duty station if the conditions in NAVSO P-6034, para. U9000-E have been met.
  - b. **Non-BAQ Dependency:** Dependent (as defined in NAVSO P-6034, para. U9000) is not based on basic allowance for quarters (BAQ) dependency.
  - c. **Authority for PCS Travel of Children of a Military Couple:** In servicemember married to another servicemember situations, children of that marriage may travel under either but not both parent's permanent change of station (PCS) orders.

d. **Station Allowances Rate for Travel of Children:** The parent claiming dependent travel of the children would be entitled to overseas station allowances at the with-dependent rate.

e. Also see MILPERSMAN 1300-xxx, 7220-220, and 1300-150 through 1300-210.

4. **Overseas Station Allowances Continuation Policy.** When dependents depart an overseas station after the servicemember sponsor has departed, station allowances may continue for as long as 60 days following the servicemember's effective date (as defined in NAVSO P-6034, volume 1, appendix A) of PCS orders.

a. Continuation may be granted only if delayed departure resulted from circumstances in NAVSO P-6034, para. U9101-B. Personal convenience of servicemember or dependents shall not be considered.

b. Requests for extensions beyond 60 days after effective date of orders should be forwarded to Chief of Naval Personnel (PERS-454C), citing NAVSO P-6034, para. U9101-C:

(1) Providing appropriate justification based on NAVSO P-6034, para. U9101-B.

(2) The estimated effective date of orders should be noted on the request.

(3) Requests should be submitted to enable determinations to be made before the date required.

**NOTE:** VHA cannot be continued after a servicemember departs Hawaii or Alaska.

## MILPERSMAN 7220-250

### OVERSEAS COST-OF-LIVING ALLOWANCE (COLA) POLICY

<b>Responsible Office</b>	CNO (N13)	Phone:	DSN	224-5635
			COM	(703) 614-5635
			FAX	223-3311

<b>Governing Directive</b>	NAVSO P-6034, Joint Federal Travel Regulations, Volume 1, Chapter 9
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1. **Purpose**. The overseas COLA is prescribed to maintain the purchasing power of basic military compensation in an overseas area.

2. **Description**. Cost-of-Living Allowance is based on comparison of costs between an overseas area and the continental United States (CONUS). COLA computation compares the cost of over 100 different goods and services between CONUS and an overseas area. Cost changes at the overseas location do not necessarily cause COLA changes. The overseas change must be compared to the CONUS change.

a. **Example 1**: If an overseas cost increase is greater than a corresponding CONUS increase for the same time, a COLA increase could occur depending on how large of a difference.

b. **Example 2**: If the overseas item cost increase is the same as the CONUS item increase, no COLA change should occur.

c. **Example 3**: If an overseas item cost increase is less than a corresponding CONUS item increase, a COLA decrease could occur despite the increase in item cost at the overseas site.

3. **Computation of Overseas COLA**. See NAVSO P-6034, volume 1, appendix L for the computation of COLA.

4. **Entitlement Policy**. Entitlement to COLA generally begins on the day a member reports to a new permanent duty station and terminates the day before the day the member departs permanent change of station (PCS):

a. When dependents depart an overseas station after the servicemember sponsor has departed, COLA may continue for as long as 60 days following the servicemember's effective date (see NAVSO P-6034, volume 1, appendix A) of PCS orders.

b. Continuation may be granted only if delayed departure resulted from circumstances in NAVSO P-6034, para. U9101-B. See MILPERSMAN 7220-240.

5. **Advance COLA**. There is no legal authority to pay advance COLA.

## MILPERSMAN 7220-260

### OVERSEAS HOUSING ALLOWANCE (OHA) POLICY

<b>Responsible Office</b>	CNO (N13)	Phone:	DSN	224-5635
			COM	(703) 614-5635
			FAX	225-3311

<b>Governing Directive</b>	NAVSOP-6034, Joint Federal Travel Regulations, Volume 1, Chapter 9
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1. **Description**. The OHA system provides an allowance to uniformed members assigned to overseas locations, which defrays a significant amount of housing costs. Overseas housing allowance is based on the difference between basic allowance for quarters (BAQ) or family separation allowance (FSA) Type 1 and total housing costs not to exceed a maximum amount set for a servicemember's pay grade (see NAVSO P-6034, volume 1, appendix K).

2. **Type BAQ to Use in OHA Computation**. Servicemembers who have dependents and

- a. are serving unaccompanied tours, and
- b. are drawing BAQ at the with dependents rate, and
- c. have no dependents residing in the vicinity of the overseas permanent duty station,

will have BAQ at the **without dependents** rate used for any OHA computation. See NAVSO P-6034, para. U9100-F2b.

3. **Criteria for Residing in Vicinity of Duty Station**. For the purpose of OHA, dependents are residing in the vicinity of the duty station if they meet the criteria set forth in NAVSO P-6034, para. U9000-E.

4. **Overseas Housing Allowance/BAQ Advance Payment Policy**. Instructions for advance payment of OHA/BAQ are in NAVSO P-6034, para. U9102-A. No cost associated with purchase of a residence will be considered when determining whether an advance payment of OHA/BAQ should be made, or the amount of the advance.

5. **Overseas Housing Allowance Continuation Policy**. When dependents depart an overseas station after the servicemember sponsor has departed,

a. OHA may continue for as long as 60 days following the servicemember's effective date (as defined in NAVSO P-6034, volume 1, appendix 1A) of PCS orders.

b. continuation may be granted only if delayed departure resulted from circumstances in NAVSO P-6034, para. U9100-C2. See MILPERSMAN 7220-240, Overseas Station Allowances Policy.

## MILPERSMAN 7220-270

### OVERSEAS TEMPORARY LODGING ALLOWANCE (TLA) POLICY

<b>Responsible Office</b>	CNO (N13)	Phone:	DSN	224-5635
			COM	(703) 614-5635
			FAX	225-3311

<b>Governing Directive</b>	NAVSO P-6034, Joint Federal Travel Regulations, Volume 1, Chapter 9. OPNAVINST 11101.13J
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#### 1. Definition

a. Temporary lodging allowance is a permanent change of station (PCS) allowance payable incident to

(1) initially reporting to an overseas permanent duty station (PDS),

(2) detaching from an overseas PDS, or

(3) certain other circumstances.

b. It is authorized to partially reimburse a servicemember for more than normal expenses incident to use of temporary lodgings outside the contiguous 48 states and the District of Columbia.

2. Restrictions on Payment of TLA. Temporary lodging allowance cannot be paid

a. at the same time as Overseas Housing Allowance or overseas Cost-of-Living Allowance except under conditions in NAVSO P-6034, para. U9102.

b. for a member or on behalf of a dependent acquired subsequent to the effective date of PCS orders while they are initially seeking a residence.

3. **Temporary Lodging Allowance Entitlement Period.** The period of entitlement to TLA upon departure will not normally exceed the last 10 days preceding the day of departure:

a. Exceptions to the 10-day rule are listed in NAVSO P-6034, para. U9204-A.

b. The overseas commander must determine that a servicemember meets one of the listed exceptions for TLA to be approved for a longer period.

c. Shorter periods may be prescribed as long as procedures enable additional TLA payments if conditions warrant.

4. **Vacating Quarters as Condition for TLA Payment.** Temporary lodging allowance is payable under NAVSO P-6034, para. U9200 after the servicemember has vacated quarters.

a. **Vacate**, as defined in OPNAVINST 11101.13J, is

"when the personal property of the occupant has been either moved or prepared to be moved so that normal use of the quarters is prevented. As a result, dependents cannot occupy quarters. The mere vacating of quarters does not result in reinstatement of basic allowance for quarters (BAQ)."

b. When computing TLA under NAVSO P-6034, paras. U9201-B2 and U9207-E, BAQ and basic allowance for subsistence will only be deducted when being paid to the servicemember.

5. **Usability of Facilities for Preparing and Eating Meals.**

When temporary lodgings have

a. facilities and space for preparing and eating meals, as determined by the overseas commander or designated representative, the daily rate of TLA is modified under NAVSO P-6034, para. U9207-H.

b. meal preparation and eating facilities, but which are not usable, the servicemember must notify the overseas commander or designated representative as soon as the condition is known.

6. **Usability Determination.** The determination as to whether or not the meal preparation/eating facilities are usable rests with the overseas commander or designated representative. The determination must be submitted when making a claim for TLA in order for the proper deduction to be made.

7. **Temporary Lodging Allowance Impact of Staying with Friends or Relatives.** When the servicemember and/or dependents stay with friends or relatives,

a. no lodging portion of TLA is payable, and

b. computation of meal portion of TLA shall be based on 46 percent of the applicable per diem rate. See NAVSO P-6034, paras. U9207-E1 and U9207-H.

8. **Declaring Apartments or Houses as Temporary Lodging.** Overseas commander may declare furnished or unfurnished apartments or houses to be temporary lodgings for TLA purposes.

9. **Conversion from Temporary to Permanent Lodging.** Acceptance of household goods by the servicemember and/or dependents converts temporary lodgings to permanent lodgings.

10. **Issuing Supplemental Administrative Instructions.** Overseas commanders are to issue supplemental administrative instructions to provide local guidance under NAVSO P-6034, para. U9200. A copy of the instruction will be sent to both the Chairman, Per Diem, Travel and Transportation Allowance Committee, and Navy addressee in NAVSO P-6034, para. U1110.

11. **Advanced Payment.** See NAVSO P-3034, volume 1, para. U9204.

**MILPERSMAN 7220-280**

**CONTINENTAL UNITED STATES (CONUS) TEMPORARY  
 LODGING EXPENSE (TLE) POLICY**

<b>Responsible Office</b>	CNO (N13)	Phone:	DSN	224-5635
			COM	(703) 614-5635
			FAX	225-3311

<b>Governing Directive</b>	NAVSOP-6034, Joint Federal Travel Regulations, Volume 1, Chapter 5, Part H
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1. **Purpose.** Temporary lodging expense is intended to partially offset the cost of occupying temporary lodgings incident to a permanent change of station (PCS) move.

2. **Lodging Types Eligible for TLE.** Both temporary lodging facilities, as defined in NAVSO P-6034, volume 1, appendix A, and private or commercial lodgings in the vicinity of either the old or new permanent duty station (PDS) within CONUS may be occupied by the servicemember or dependents in order to be eligible for TLE.

3. **Maximum TLE Entitlement Authorized**

a. Maximum TLE entitlement is determined as a function of the within-CONUS or outside-CONUS locations of the two PCS PDSs involved using the table below:

<b>IF a PCS is...</b>	<b>THEN maximum TLE entitlement authorized in CONUS incident to a PCS is...</b>
between two PDSs in CONUS or to a PDS within CONUS,	10 days.
from a PDS within CONUS to a PDS outside CONUS,	5 days.

b. The total TLE reimbursement to the servicemember together with documentation required is outlined in NAVSO P-6034, para. U5710.

4. **Temporary Lodging Expense Policy Relating to Permanent Type Lodging.** Temporary lodging expense must be paid for only temporary lodgings. Lodgings occupied after reporting to a new

PDS which are permanent-type resident quarters into which a servicemember or dependents move household goods and occupy indefinitely do not qualify for TLE reimbursement.

5. **Permanent Change of Station Order Types for Which TLE cannot be Paid.** The types of PCS orders for which TLE cannot be paid are described in NAVSO P-6034, para. U5705-C.

6. **Temporary Lodging Expense not Payable if Per Diem is Payable.** Temporary lodging expense is not payable to the servicemember when per diem is payable.

7. **Temporary Lodging Expense Policy Relating to Reporting for Duty at New PDS Activity.** Temporary lodging expense is payable to cover designated place expense of dependents under NAVSO P-6034, para. U5700 even though member has not reported.

## MILPERSMAN 7220-300

### ADVANCE PAY ON PERMANENT CHANGE OF STATION

<b>Responsible Office</b>	CNO (N13)	Phone:	DSN	695-3304
			COM	(703) 695-3304
			FAX	225-3311

<b>Governing Directive</b>	NAVSO P-6034, Joint Federal Travel Regulations, Volume 1, Chapter 5 DOD 7000.14-R, DOD Financial Management Regulation, Volume 7A
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1. **Purpose**. Advance pay is intended to enable a member to have sufficient money in hand to execute a move without visiting disbursing officers en route or submitting claims at the member's new duty station until the member has settled in the new residence and reported for duty.

2. **Basic Policy**. A member may be paid an advance in pay upon permanent change of station (PCS), **except** PCS incident to

- a. separation from the service, or
- b. trial by court-martial.

3. **Other Types of PCS**. The following are also considered PCS for purposes of this article:

- a. A call to extended active duty of a
  - (1) reservist,
  - (2) retired member, or
  - (3) member of the Fleet Reserve.
- b. A duly authorized change of home yard or home port.
- c. Orders to a duty station upon reenlistment of a member with a break in service.

4. **Advance Pay within Same Geographic Area**

a. Advance payments on PCS within the same geographical area are only authorized when the member is entitled to ship household goods (personal property) at Government expense under NAVSO P-6034, volume 1, chapter 5.

b. Generally such shipments are prohibited under NAVSO P-6034, volume 1, paragraph U5317 for PCS in the same geographical area.

c. **Definition: the same geographical area** - as being within the corporate limits, such as the member's prior duty station, home port, or place from which ordered to active duty.

d. The restriction does not apply to no-cost PCS orders outside the geographical area.

5. **Advance Pay Request Windows**. The table below specifies the conditions for and the width of windows in days for submitting advance pay requests during PCS:

<b>WHEN member requires advanced pay under circumstances that are...</b>	<b>THEN submittal of advance pay request is limited up to...</b>	<b>AND not to exceed...</b>
normal,	30 days prior to scheduled date of departure,	60 days after reporting to the new permanent duty station.
special, i.e., <ul style="list-style-type: none"> <li>• extenuating,</li> <li>• causing severe hardship, or</li> <li>• having unusually large expenses, when clearly justified,</li> </ul>	90 days prior to scheduled date of departure,	180 days after reporting to the new permanent duty station.

6. **Limitations and Requirements for Requesting Advanced Pay**

a. **Advance Pay Amount and Liquidation Period Limits:** The member may request advance pay up to 3 months and liquidation up to 24 months.

b. **Advance Pay Certificate/Authorization:** All members requesting advance pay must sign an Advance Pay Certificate/Authorization.

c. **Conditions Requiring Commanding Officer (or Representative) Written Approval and/or Member Justification:** See table below.

WHEN...	THEN...
<ul style="list-style-type: none"> <li>• member is E-3 or below, or</li> <li>• advance pay request is for more than 1 month, or</li> <li>• repayment schedule is greater than 12 months, or</li> <li>• request for advance pay is prior to 30 days before departure or 60 days after arrival,</li> </ul>	<p>commanding officer or representative must provide written approval.</p>
<ul style="list-style-type: none"> <li>• request is for more than 1 month of advance pay, less deductions; or</li> <li>• request shows more than a 12-month repayment schedule; or</li> <li>• advance request is outside the window of 30 days before departure or 60 days after arrival to the new PCS station;</li> </ul>	<p>justification by the member is required.</p>

7. **Financial Status Review.** Prior to approval of a request for advance pay, commanding officers will make sure the financial status of the member is thoroughly reviewed to determine that the member has not shown a pattern of financial irresponsibility. Commanding officers should use their discretion in limiting advances of pay in those cases of demonstrated fiscal immaturity.

8. **Advance Pay Liquidation.** A member requesting advance pay under this article will be advised

a. the advance may be liquidated in one lump sum at any time within the authorized repayment period; and

b. the total pay due after a move, including

(1)	dislocation allowances,
(2)	travel allowances,
(3)	rations,
(4)	basic allowances for quarters (BAQ),
(5)	and basic pay,

may be used provided it equals or exceeds the advance pay;

c. the repayment period will be scheduled to liquidate the advance before the member's expected date of separation; or

d. liquidation will be scheduled for completion before the start of a subsequent PCS move.

9. **Advance Pay of BAQ and Variable Housing Allowance (VHA).**

NAVSO P-6034, para. U8014, provides guidance for advance payment of BAQ and VHA.

## MILPERSMAN 7220-310

### ADVANCE PAY AND ALLOWANCES

<b>Responsible Office</b>	CNO (N13)	Phone:	DSN	225-3304
			COM (703)	695-3304
			FAX	225-3311

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<b>Governing Directive</b>	DOD 7000.14-R, DOD Financial Management Regulations, Volume 7A
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1. **General Policy.** Naval personnel,
  - a. when on duty at a distant station,
  - b. mobilized, or
  - c. deployed aboard ships for more than 30 days, and
  - d. where pay and allowances cannot be disbursed regularly,

may be paid in advance of basic pay and allowances per regulations contained in DOD 7000.14-R, volume 7A.

## MILPERSMAN 7220-320

### PAY AND ALLOWANCES WHILE ON LEAVE

<b>Responsible Office</b>	CNO (N13)	Phone:	DSN	225-3304
			COM	(703) 695-3304
			FAX	225-3311

<b>Governing Directive</b>	DOD 7000.14-R, DOD Financial Management Regulations, Volume 7A
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1. **Policy**. Members on authorized leave or liberty, while in an active duty status, are entitled to full pay and allowances **except** for periods set forth below:

a.	Excess Leave will be computed from the first day of excess leave, unless it is anticipated that member will not return to duty; for example, appellate leave.  <b>Exception:</b> Members with dependents in pay grade E-4 or below and 4 years or less of service, who are entitled to continued payment of Basic Allowance for Quarters (BAQ) for a period not to exceed 2 months during which an excess leave period accrued.
b.	Leave Without Pay when authorized under pertinent departmental instructions.
c.	Periods of absence over leave or liberty, unless excused.

2. **Convalescent and Graduation Leave**. Members on convalescent leave and graduation leave are entitled to full pay and allowances including leave rations. The application procedures are found in DOD 7000.14-R, volume 7A.

## MILPERSMAN 7220-330

### CHECKAGE OF PAY FOR EXCESS LEAVE

<b>Responsible Office</b>	CNO (N13)	Phone:	DSN	225-3304
			COM	(703) 695-3304
			FAX	225-3311

<b>Governing Directive</b>	DoD 7000.14-R, DoD Financial Management Regulations, Volume 7A
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1. **Checkage of Pay Rules for Excess Leave**. Use the table below to identify excess leave conditions and actions required to effect checkage of pay:

WHEN...	THEN...	AND...
member returns from excess leave,	make checkage of pay immediately.	
member takes additional excess leave prior to completion of obligated active service,	checkage of pay shall be made for the total excess leave, including the one-half day.	
excess leave is taken as a result of an administrative error,	checkage shall be made immediately upon discovery that such leave has been taken,	shall be based on the pay and allowances received by the member at the time the excess leave was taken.
it is discovered that a member was granted excess leave,	the disbursing officer shall be notified,	the disbursing officer shall effect checkage of pay and allowances.  <b>NOTE:</b> See pay directives for required support documents.
in the checkage of pay and allowances for excess leave upon separation, release, or retirement, a fractional part of a day of excess leave is found,	the fractional part of a day shall be checked as a whole day.	<b>NOTE:</b> Members shall not be retained in service, since the checkage of pay for excess leave produces an overpayment at the time of separation from active duty.

2. Rules for Minus Leave Balance. Use the table below to deal with minus leave balances:

WHEN...	AND...	THEN...	AND...
the leave record accounting at the time a first extension of enlistment, regardless of duration, becomes operative,	separation from active service, desertion, or death produces a minus leave balance,	such minus leave balance shall be considered excess leave,	proper checkage for such excess leave shall be made at the time of closing the pay record, except in the situations listed below.  <b>Caution:</b> This policy is based on public law and cannot be waived.

WHEN...	AND...	THEN...	AND...
<p>a minus leave credit exists at the time of separation under any of the following circumstances:</p> <ul style="list-style-type: none"> <li>• discharge from an enlistment for the purpose of accepting a permanent or temporary commission or warrant appointment in the Regular Navy or the Naval Reserve and continuing on active duty, or</li> <li>• termination of a temporary commission or warrant appointment, reverting to an enlisted status and continuing on active duty, or</li> <li>• discharge from an enlistment prior to the expiration for the purpose of continuing on active duty in the same or other status,</li> </ul> <p><b>NOTE:</b> This does not apply to discharge within 3 months of expiration of enlistment for the purpose of reenlistment.</p>	<p>the minus leave balance does not exceed 30 days,</p>	<p>checkage of pay and allowances shall not be made,</p>	<p>the minus leave balance shall be carried forward into the new leave record.</p>
	<p>the minus leave balance exceeds 30 days,</p>	<p>checkage of pay and allowances shall be made for the portion of minus leave balance exceeding 30 days,</p>	<p>the first 30 days of minus leave balance shall be carried forward into the new leave record.</p>

WHEN...	AND...	THEN...	AND...
an enlisted member, who accepts an appointment to one of the service academies or as a Naval Reserve midshipman, shall be considered discharged for the purpose of this article,		checkage shall be made for any minus leave balance that exists at the time of such appointment.	
member, who has been checked for excess leave as the result of being declared a deserter, is returned to a duty status after completion of disciplinary action which resulted in conviction of the lesser charge of unauthorized absence or acquittal,	the mark of desertion is removed,	the minus leave balance shall be reentered on the leave record,	the amount of pay and allowances for which checked shall be recredited on member's pay record.

## MILPERSMAN 7220-340

### LUMP-SUM PAYMENT FOR ACCRUED LEAVE

<b>Responsible Office</b>	CNO (N13)	Phone:	DSN	225-3304
			COM	(703) 695-3304
			FAX	225-3311

<b>Governing Directive</b>	DOD 7000.14-R, DOD Financial Management Regulations, Volume 7A
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#### 1. Policy

a. Each member of the Navy on active duty, except as listed below, is entitled to a lump-sum payment of accrued leave, standing to the member's credit on the date of

(1) death,

(2) discharge,

(3) release from active duty, or

(4) on the date preceding the effective date of a first extension of enlistment.

b. **The 60-Day Limit:** No member may sell back more than 60 days of accrued leave during a military career.

c. **Modification for Enlisted Members:** Enlisted members may sell a portion of accrued leave and carry forward the remainder to a new enlistment or first extension. The combination of elections may exceed 60 days.

d. Detailed instructions concerning the lump-sum payment for accrued leave are contained in pay directives.

2. Payment to Survivors. Payment may be made to survivors of deceased members in the order of precedence of designated or non-designated beneficiaries per DOD 7000.14-R, volume 7A, with one exception identified in the list below.

3. **Exceptions to Accrued Leave Entitlement.** There is no entitlement to payment for accrued leave under the following situations, involving:

a. **Officers or Enlisted Members**

(1)	Members of the Naval Reserve released to inactive duty for the purpose of reporting for active duty the following day in the same or in another status.
(2)	Members discharged under other than honorable conditions.
(3)	Members on training duty with pay for periods of less than 30 consecutive days.
(4)	Members on training duty without pay.

b. **Officers Only**

(1)	An officer retires, immediately re-enters on active duty or separated, on a day other than the end of the specified period of active duty, for the purpose of re-entering on active duty in any status within any uniformed service.
(2)	Officers of the Regular Navy or Naval Reserve transferring to another branch of service, or the reserve components thereof.

c. **Enlisted Members Only**

(1)	When discharged for fraudulent enlistment.
(2)	When released from duty because of void enlistment or void induction.
(3)	When discharged before completing 6 months active duty and separation is for unsatisfactory performance or misconduct.
(4)	Members discharged for the purpose of accepting a commission or warrant.
(5)	Members discharged more than 3 months prior to the normal date of expiration of their enlistment for the purpose of enlistment or reenlistment.
(6)	Enlisted member retired and continued on active duty after retirement or is recalled to active duty service.
(7)	Enlisted members transferred to the Fleet Reserve and continued on active duty after transfer without a break in active duty service.

d. **Midshipmen/Students**

(1)	Midshipmen discharged from the Naval Academy or elsewhere.
(2)	Students of the Naval Reserve Officers Training Corps.

e. **Survivors of members who were put to death as lawful punishment for a crime or military offense.**

## MILPERSMAN 7220-350

### PAY AND ALLOWANCE WHILE AWAITING ON LEAVE ORDERS OR WHILE SICK OR WOUNDED

<b>Responsible Office</b>	CNO (N13)	Phone:	DSN	225-3304
			COM	(703) 695-3304
			FAX	225-3311

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<b>Governing Directive</b>	DOD 7000.14-R, DOD Financial Management Regulations, Volume 7A
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1. **Rules on Entitlements During Special Absences.** Use the table below to determine entitlements associated with special absences from duty caused by sickness, wounds, or awaiting orders status:

WHEN...	AND...	THEN...	AND...
<p>an officer or an enlisted member, while on active duty,</p>	<p>absent on account of sickness or wounds, except sick misconduct because of intemperate use of alcoholic liquor, or habit forming drugs or directed to be absent from duty to await orders pending final action by Secretary of the Navy upon the recommended findings of a Physical Evaluation Board,</p>	<p>is entitled to proper credit of pay and allowances for the entire period of such absence,</p>	<p>any travel performed by a member, pursuant to competent orders while the member is in an awaiting orders status, will be reimbursable on a mileage basis.</p>
<p>A member is absent from regular duties for a continuous period of more than 1 day because of disease that is directly caused by and immediately follows intemperate use of alcoholic liquor or habit forming drugs,</p>		<p>the member is not entitled to basic, special, or incentive pay,</p>	<p>is entitled to allowances, as prescribed in DOD 7000.14-R, volume 7A, for the period of that absence.</p> <p>Comment: Each member whose pay is so forfeited for more than 1 month is entitled to \$5 for personal expenses for each full month that pay is forfeited.</p>

2. **Determination of Absence Periods and Causes.** Determination of periods and causes of absence under this article shall be made as prescribed by Secretary of the Navy and are final and conclusive.

## MILPERSMAN 7220-360

### ENTITLEMENT TO PAY AND ALLOWANCES WHILE UNDER INVESTIGATION FOR FRAUDULENT ENLISTMENT OTHER THAN UNDERAGE

<b>Responsible Office</b>	CNO (N13)	Phone:	DSN	225-3304
			COM	(703) 695-3304
			FAX	225-3311

<b>Governing Directive</b>	DOD 7000.14-R, DOD Financial Management Regulations, Volume 7A
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1. **Entitlement Process Relating to Fraudulent Enlistment.** Use the following table to determine what pay and allowance entitlement actions must be taken during and after a fraudulent enlistment investigation:

WHEN...	AND...	THEN...	AND...
information is received indicating that a member of the command may have enlisted fraudulently,		the commanding officer (CO) shall inquire into the matter with a view to processing the case per this manual,	except in aggravated cases, such as <ul style="list-style-type: none"> <li>• repetitious fraudulent enlistment in the military establishment, or</li> <li>• fraudulent enlistment coupled with serious military offenses,</li> </ul> administrative action is deemed appropriate. <p><b>COMMENT:</b> Trial by court-martial is not precluded when such action is believed to be in the best interest of the service.</p>

WHEN...	AND...	THEN...	AND...
an enlisted member is under investigation for fraudulent enlistment,		as provided in pay directives, pay and allowances accrue and payments shall continue to be made.	
the CO receives notice that Chief of Naval Personnel, or other authority specifically designated by him, has determined the enlistment to be fraudulent,		the CO shall immediately direct the disbursing officer to suspend pay and allowances pursuant to detailed instructions contained in pay directives.	
pay and allowances have been suspended,	Chief of Naval Personnel directs the enlistment be terminated on account of fraud,	no further payments shall be made regardless of the character of the discharge directed.	
or if the fraud is waived,	pay and allowances will have accrued,	pay and allowances shall be paid as if the member's account had not been suspended,	in this connection, entitlement to pay and allowances, once withheld by pay directives and this article, may not be reinstated unless the member's retention in the naval service is authorized by administrative action or affirmed pursuant to action by court-martial.

2. **Payment of Health and Comfort Money.** Nothing in this article shall prevent payments of health and comfort money.

## MILPERSMAN 7220-370

### PAY ACCOUNTS OF RETIRING PERSONNEL

<b>Responsible Office</b>	NAVPERSCOM (PERS-82)	Phone :	DSN	882-3242
			COM	(901) 874-3242
			FAX	882-2622

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1. **Policy.** Pay accounts of retiring personnel are closed upon final detachment and forwarded to the Defense Finance and Accounting Service Cleveland Center. All requests for information concerning retired pay matters arising after retirement should be addressed to the commanding officer of that activity.

## MILPERSMAN 7220-380

### DUAL COMPENSATION REGULATION APPLICABLE TO THE NAVAL RESERVE

<b>Responsible Office</b>	CNO (N13)	Phone:	DSN	224-5565
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			FAX	225-3311

<b>Governing Directives</b>	DOD 7000.14-R, DOD Financial Management Regulations, Volume 7A, Chapter 2 DFAS-DJMS Procedures Training Guide (DFAS PTG)
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1. Dual Compensation Constraint and Options.

a. A member of the Naval Reserve component who, because of earlier military service, is entitled to

a pension,
retired or retainer pay, or
disability compensation from the United States Government by virtue of prior military service; and

who performs active duty for which he/she is entitled to compensation for that active duty may elect to receive either

the payments for the prior military service, or
pay and allowances authorized for present duty performed.

b. If the Naval Reserve component member is ordered to active duty for 30 days or more in time of war or national emergency, he/she may not receive any of the above payments based on earlier military service unless those payment(s) are greater than the compensation prescribed for the present duty performed

2. Using Affidavit or Waiver to Elect. The election is made by an affidavit or a waiver for pension or active duty pay. The format for the affidavit or waiver is located in the DFAS PTG.

## MILPERSMAN 7220-390

### SELL BACK OF LEAVE

<b>Responsible Office</b>	CNO (N13)	Phone:	DSN	225-3304
			COM (703)	695-3304
			FAX	225-3311

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<b>Governing Directives</b>	DOD 7000.14-R, DOD Financial Management Regulations, Volume 7A DFAS-DJMS Procedures Training Guide (DFAS PTG)
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1. **Sell Back of Leave.** Sell back of accrued leave is discussed in MILPERSMAN 7220-340.
  2. **Checkage of Pay.** Checkage of pay for excess leave is discussed in MILPERSMAN 7220-330.

## MILPERSMAN 7220-400

### RECOUPMENT OF ENLISTMENT AND REENLISTMENT BONUSES

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<b>Responsible Office</b>	NAVPERSCOM (PERS-811)	Phone: DSN	882-3215
		COM	(901) 874-3215
		FAX	882-2623

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<b>Governing Directives</b>	DOD 7000.14R, Financial Management Regulations, (DODFMR), Volume 7A DFAS-DJMS Procedures Training Guide (DFAS PTG)
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#### 1. Policy

a. Recoupment of unearned portions of enlistment bonuses and reenlistment bonuses (regular and selective) is required

(1) when a member voluntarily, or because of misconduct, does not complete the term of enlistment, reenlistment, extension of enlistment, or anniversary year for which bonus was paid.

(2) when a member is not technically qualified in the skill for which a bonus was paid (other than a member who is not qualified because of injury, illness, or other impairment not the result of misconduct).

b. Members discharged 3 months or less before expiration of enlistment for reasons set forth in DODFMR, section 090403N, are considered to have completed the terms of enlistment, reenlistment, extension of reenlistment, or anniversary year for which the bonus was paid.

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2. Rationale. Reasons for recoupment of enlistment and reenlistment bonuses are contained in DFAS PTG and DODFMR, sections 090403 through 090405.

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3. Retention of Members in the Service. Members shall not be retained in the service beyond the date they would otherwise be discharged solely for the purpose of recoupment of reenlistment bonus.

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