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AN 5-31-87 ADVANCE PAY FOR NEW APPOINTEES (Formerly AN 20-31-87)

HR - Agency Notice Series 5 (Compensation, Awards, and Allowances) Published on 30 December 2002

Regulation Summary

Ingested from Regulations.cia on 10 May 2013

I. (U) Policy

This Notice Expires 1 January 2004, 1 January 2005, 1 January 2006

This Agency Notice is extended indefinitely, per AN 5-1-1, dated 9/17/2009.

PERSONNEL AN 20-31-87

30 December 2002

ADVANCE PAY FOR NEW APPOINTEES

Rescission: AN 20-31-68



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1. Following is the revised policy for granting advance pay to new appointees.
2. The term new appointee means an individual who is appointed as a Federal employee for the first time or following a break in a Federal service of 90 days or more. Advances in pay are authorized only **after** the date of entrance-on-duty (EOD). To be eligible for advance pay, new appointees must be hired as staff career or staff reserve employees with a regularly scheduled tour of duty. The following categories or personnel are **ineligible** for advance pay:

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- a. Temporary or intermittent employees;
 - b. Nonstaff personnel, such as military or civilian detailees, consultants, and contract employees;
 - c. Military or civilian annuitants appointed as temporary or nonstaff employees; and
 - d. Independent contractors.
3. Advanced pay may **not** be given to a new appointee who:
- a. Has received any other type of pay incentive concurrent with acceptance of Agency employment: for example, subsequent repayment of college education loans and/or expenses;
 - b. Is a student trainee, a student in the Undergraduate Scholarship (Stokes) Program, the Minority Undergraduate Studies Program, or the Graduate Studies Program who has had **less** than a 90-day period of leave-without-pay prior to EOD as a full-time staff employee or who has not fully repaid any former advance pay; or
 - c. Has received permanent change of station orders for a foreign post within the first two pay periods of employment with the Agency. However, if a new appointee receives such PCS orders prior to full repayment of a new advance pay and also requests advance pay incident to such PCS orders, the latter may be approved less the balance owed on the new appointee advance.
4. After fulfilling all EOD processing requirements, eligible new appointees may request advance pay of up to two pay periods of their basic pay. Basic pay may include standby duty pay, locality pay, administratively

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uncontrollable overtime, or night differential for prevailing rate employees, if these forms of pay will be earned by the employee at the onset of his or her scheduled tour of duty. No other form of premium pay, allowance, or differential can be included in the calculation of advance pay. Advance pay will be based on the employees basic pay reduced by the standard 35 percent deduction for all applicable mandatory and voluntary deductions (that is taxes, retirement contributions, and insurance premiums).

5. A request for advance pay must be initiated by the employee and processed within the first 60 working days of the EOD date. No exceptions may be permitted beyond this time frame. Advance pay will be repaid in installments, by payroll deduction, over 14 pay periods beginning on the date the advance payment was made. The employee may, however, repay the remaining balance by certified check at any time prior to the final payment due date.
6. Employees requesting advance pay will receive cash upon presenting to the disbursing office a completed Form 4431 (revised), Request for Advance of Pay Upon Entrance on Duty, certified by Pay & Benefits/Biweekly Pay Division. Form 4431 will be available from Recruitment Center throughout EOD week. Form 4431 also details the requirement to repay this advance and the financial liability incurred should the employee separate from the Agency prior to full repayment of the advance.
7. If a new appointee who received advance pay separates from the Agency for any reason, any remaining balance of the advance pay not yet repaid is due and must be repaid unless repayment is waived in accordance with

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paragraph 8 below.

8. The Director of Central Intelligence or designee may waive in whole or in part a right of recovery of an EOD advance payment if it is determined that recovery would be against equity and good conscience or against the public interest.
9. Any questions concerning advance pay for new appointees can be directed to your component human
10. HR 20-31 will be revised to incorporate these changes.

This AN was prepared by HR Strategy & Planning/Policy



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