



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Office of the Secretary

Assistant Secretary for Health  
Office of Public Health and Science  
Washington D.C. 20201

AUG - 5 2005

**TO:** Surgeon General

**FROM:** Acting Assistant Secretary for Health

**SUBJECT: Commissioned Corps Personnel Policy Memorandum 05-018**  
Payment Options for the Education Allowance for Dependents of Officers  
in the Commissioned Corps of the U.S. Public Health Service (Corps)

**BACKGROUND**

Subchapter CC22.4, INSTRUCTION 4, "Educational Allowances for Dependents of Officers Stationed in Foreign Areas," dated 15 May 1979, sets forth the policy and procedures for payment of the education and transportation allowances authorized for the primary and secondary schooling of eligible dependents of officers stationed in foreign areas. These allowances are designed to assist in defraying those costs necessary to obtain American-type educational services ordinarily provided without charge (tuition-free) by the public schools in the United States.

Section J., "Payment of Education and Transportation Allowances," of Subchapter CC22.4, INSTRUCTION 4, establishes the specific policy and procedures that officers must follow to receive approved education and transportation allowances. The policy provides, inter alia, that officers must be reimbursed for approved allowances unless a monetary advantage, such as a discount, would accrue to the U.S. Government if payment was made in advance (See Section J.5 of Subchapter CC22.4).

**REVISIONS AND IMPLEMENTATION PROCEDURES**

The current policy governing the payment of education allowances for dependents of Corps officers is more restrictive than the payment policies of either the Department of Defense (DoD) or the Department of State (State). Instead of reimbursement, both DoD and State allow the costs related to dependent education to be paid directly to authorized educational facilities or institutions. By doing so, DoD and State personnel avoid the possibility of financial hardship faced by Corps officers who are required to pay the costs related to their dependents' education in advance. Therefore, effective immediately, the education allowance authorized by Subchapter CC22.4, INSTRUCTION 4, may be provided to officers through either reimbursement or advance payment in accordance with the policy and procedures set forth below.

1. Policy and Procedures for Reimbursement of Education Allowance:
  - A. Officers seeking reimbursement for their education allowance shall continue to submit the information and certifications required in Sections J.1, J.2, and J.3 of Subchapter CC22.4, INSTRUCTION 4, to their Operating Division/Staff Division/non-Department of Health and Human Services organization's Commissioned Corps Liaison for certification of eligibility;
  - B. Commissioned Corps Liaisons will certify eligibility for education allowances (both education and transportation expenses) based upon the criteria listed in Subchapter CC22.4, INSTRUCTION 4. For claims that are certified, Commissioned Corps Liaisons will notify the Chief, Compensation Branch, Office of Commissioned Corps Support Services (OCCSS), of the applicable Common Accounting Number (CAN) to be used to reimburse the certified expenses; and
  - C. The Chief, OCCSS, will then process the reimbursement request in accordance with established OCCSS procedures.
2. Policy and Procedures for Advance Payment of Education Allowance:
  - A. Advance payment for expenses related to transportation and/or home schooling is not authorized.
  - B. Officers seeking an advance payment for their dependent's education allowance shall submit the same information and follow the same procedures as those officers seeking reimbursement in item 1, above. In addition, officers shall submit a notarized memorandum to their Commissioned Corps Liaison declaring the following:
    - “(1) I will use the educational allowance certified by my Commissioned Corps Liaison only for the purpose for which the allowance was provided and subject to any limitations established for its use;
    - (2) I will not use the advance payment to cover any expenses related to home schooling and/or transportation;
    - (3) I will repay any funds in excess of those expenses covered by my certified education allowance to the U.S. Government;
    - (4) After reasonable inquiry, I am not aware of any tuition-free U.S. Government operated or sponsored school at my duty station; and

- (5) I declare (or certify, verify, or state) under penalty of perjury that the foregoing is true and correct.

Executed on (date). (Signature)".

In addition to the above revisions, Section J.4 is revised to read as follows: "Personnel Orders will be initiated by the Chief, Compensation Branch, Office of Commissioned Corps Support Services, upon receipt of certification for education allowance by Commissioned Corps Liaisons." Section 5 is hereby rescinded.

This PPM shall remain in effect for 36 months or until rescinded, whichever is earlier.

*Cristina V. Beato M.D.*

Cristina V. Beato, M.D.