



**INSTRUCTIONS AND PRIVACY ACT NOTICE FOR FORM PHS-2874, NOTICE OF ARRIVAL -- COMMISSIONED OFFICERS  
(For Payroll use only. Not used for travel reimbursement.)**

**GENERAL:** Read the instructions and Privacy Act Notice below before completing the form.

***This form must be completed by every officer who has received a call to active duty order or permanent change of station order.***

**INSTRUCTIONS FOR COMPLETING FORM PHS-2874**

All responses should be typed or printed in ink.

Items 1 and 2 -- Self-explanatory

Item 3 -- Show your itinerary. Your first entry must reflect the City and State you proceeded from. Your last entry must reflect the City and State of your permanent duty station as shown on your personnel order. Indicate your mode of travel, reason for a stop, and the highway mileage between travel points. Intermediate stops must be shown only if you remained at the location for at least 24 hours or the purpose of the stop was temporary duty (TDY). The following abbreviations are to be used.

**Mode of Travel**

	<i>First Letter</i>
Transportation Request .....	T
Government Transportation .....	G
Commercial Transportation, .....	C
(own expense)	
Private Vehicle .....	P
<i>Second Letter</i>	
Auto .....	A
Bus .....	B
Plane .....	P
Rail .....	R
Vessel .....	V

**Reasons for Stops**

Awaiting Transportation .....	AT
Change Mode of Transportation .....	CM
Leave / Delay Enroute .....	LV
Adverse Weather .....	WX
Mission Complete .....	MMC
Mechanical Difficulty .....	MEC
Remain Overnight .....	RON
Temporary Duty .....	TDY

Item 4 -- Enter the address where you want to receive your payroll related documents, i.e., monthly earning statement, etc. NOTE: Your pay MUST BE directly deposited into a financial institution of your choice. The address you enter here will remain in effect until you provide the Compensation Branch, in writing, with a different address.

Item 5 -- Self-explanatory

Submit completed form to:

Division of Commissioned Personnel  
Attn: Compensation Branch  
5600 Fishers Lane, Room 4-50  
Rockville, MD 20857-0001

Retain a photocopy for your records.

**PRIVACY ACT NOTICE FOR  
PHS COMMISSIONED OFFICER'S NOTICE OF ARRIVAL**

This statement is provided to the Privacy Act of 1974 (5 U.S.C. 552a). Our authority to collect this information is 37 U.S.C. 403; 42 U.S.C. 202 et seq.; and Executive Order 9397, "Numbering System for Federal Accounts Relating to Individual Persons."

The information provided on this form will become part of record systems 09-40-0001, "PHS Commissioned Corps General Personnel Records," HHS / PSC / HRS, and 09-40-0010, "Pay, Leave and Attendance Records," HHS / PSC / HRS.

PRINCIPAL PURPOSE AND ROUTINE USES -- This information is used to determine the date an officer reported to his / her duty station, in conjunction with a permanent change of station (PCS) for the purpose of determining an officer's entitlement to Basic Allowance for Housing (BAH). The other uses which may be made of this information are described in the system notices for records systems 09-40-0001 and 09-40-0010. A copy of these systems notices may be obtained from the office to which you submit this form.

EFFECTS ON NONDISCLOSURE -- Disclosure of the Social Security Account Number (SSAN) is mandatory under provisions of Executive Order 9397 to obtain benefits and services as or on behalf of a commissioned officer. Disclosure of the remaining information is required to obtain this benefit. Failure to provide the remaining information may result in late payment, nonpayment, or collection of monies previously paid for BAH if you receive a payment based on erroneous information. All statements are subject to verification.