

SAMPLE MEMORANDUM TO REQUEST PAYMENT OF A UNIFORM ALLOWANCE

Date: _____

From: _____
(Officer's full name, typed or printed)

Subject: Request for Uniform Allowance

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

In a memorandum dated April 6, 1987, the Surgeon General has directed me to own and wear the appropriate Public Health Service (PHS) Commissioned Corps uniform. Under the provisions in INSTRUCTION 3, "Uniform Allowance," Subchapter CC22.4 of the Commissioned Corps Personnel Manual (CCPM), I hereby apply for the uniform and equipment allowance in the amount of \$250.

I certify that I have not at any time previously received a PHS Commissioned Corps uniform allowance under the provisions of 37 U.S.C 415 (c). Further, I understand that making a false statement or claim against the U.S. Government is punishable by a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (Act of June 25, 1948, 18 U.S.C. 287, 1001).

(Signature)

(Temporary Grade)

(Social Security Number)