



Memorandum

DATE: \_\_\_\_\_

TO: PHSCCSeparations@hhs.gov  
or  
Commissioned Corps Headquarters  
ATTN: Separations  
1101 Wottoon Pkwy, Suite 300  
Rockville, MD 20852

FROM: \_\_\_\_\_  
(Print or type name)

PHS Number: \_\_\_\_\_

SUBJECT: **HOME OF SELECTION UPON RETIREMENT**

- (1) In connection with my retirement from active service in the Commissioned Corps of the U.S. Public Health Service, I understand that I may designate a home of selection to which I will be entitled to travel allowances for myself and my dependents (if any), and to the shipment of my household goods.
- (2) Please issue, or amend, my retirement personnel orders to authorize travel and transportation to the following place, which is my home of selection.

\_\_\_\_\_  
City and State

\_\_\_\_\_  
Signature