



CCD 154.01  
EFFECTIVE DATE: 13 February 2023

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**By Order of the Secretary of Health and Human Services:**

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SUBJECT: Monthly Pay and Allowance Allotments

1. PURPOSE: This Directive prescribes the types and number of allotments which may be made from the monthly pay and allowances of officers of the U.S. Public Health Service (USPHS) Commissioned Corps.
2. APPLICABILITY: This Directive applies to all Regular and Ready Reserve Corps Public Health Service (PHS) officers on active duty.
3. AUTHORITY:
  - 3-1. [37 U.S.C. § 704](#), "Allotments: officers of Public Health Service"
  - 3-2. [5 U.S.C. § 5520a\(k\)](#), "Garnishment of pay"
  - 3-3. [E.O. 11140](#), "Delegating certain functions of the President relating to the Public Health Service"
4. PROPONENT: The proponent of this Directive is the Secretary of the Department of Health and Human Services (HHS).
5. SUMMARY OF REVISIONS AND UPDATES: This is the first issuance of this Directive within the electronic Commissioned Corps Issuance System (eCCIS) and replaces Commissioned Corps Personnel Manual (CCPM) CC42.6.1 dated 25 October 1979. This version:
  - 5-1. Reformats the policy in adherence with the Commissioned Corps Directive (CCD) format.
  - 5-2. Removes previous authorities and replaces them with [37 U.S.C. § 704](#), [5 U.S.C. § 5520a\(k\)](#), and [E.O. 11140](#).
  - 5-3. Rewrites Section 6. to include information found in new authorities.
    - a. Limits the total number of discretionary allotments to two.
    - b. Elaborates on the types of allotments PHS officers may have by adding distinctions between discretionary and non-discretionary allotments.

- 5-4. Includes information on government authorized allotments that may be initiated independently by PHS officers.
- 5-5. Adds the Financial Services Branch (FSB) as a responsible party for the administration of PHS officers' allotments and allowances.

## 6. POLICY:

- 6-1. Discretionary Allotments. A discretionary allotment is a voluntary allotment set up by a PHS officer that may be stopped, started, or adjusted at will.
- a. The U.S. Code authorizes PHS officers no more than two of each type of discretionary allotments listed in Subsection 6-1.b. from the officer's monthly pay. The Financial Services Branch (FSB) will classify these allotments as "savings allotments," however, the officer may assign the allotments towards a savings or checking account. The officer's name must be on these accounts.
  - b. PHS officers may initiate discretionary allotments at any point during the pay period only to the following:
    - (1) Savings or Financial institutions;
    - (2) Dependents or relatives, only if the officer is named on the account; and
    - (3) Private insurance payment premiums.
- 6-2. Non-Discretionary Allotments. A non-discretionary allotment is an involuntary allotment that cannot be started, stopped, or adjusted by the PHS officer. When served with a court order, FSB will initiate these allotments without the officer's permission and only stop or adjust the allotments when ordered to do so by a court.
- a. The U.S. Code authorizes unlimited non-discretionary allotment deductions from the monthly pay of PHS officers.
  - b. These allotments are limited to court-ordered circumstances, such as:
    - (1) Payments of child support and/or alimony;
    - (2) Instances of indebtedness, such as Federal debt and salary offset; or
    - (3) Court ordered garnishments, as authorized in [5 U.S.C. § 5520a](#).
- 6-3. Government Authorized Allotments. PHS officers may initiate allotments for government-based programs. These allotments are discretionary but have no limitations on the total number allowed. These include the Combined Federal Campaign, U.S. Bonds, the Servicemembers' Group Life Insurance, and TRICARE Dental, among others. Officers should refer to the government program rules to initiate, stop, or adjust these allotments.

## 7. RESPONSIBILITIES:

- 7-1. The Assistant Secretary for Health (ASH) is responsible for establishing USPHS Commissioned Corps policies.
- 7-2. The Surgeon General (SG) is responsible for providing supervision of activities relating to the day-to-day operations of the USPHS Commissioned Corps.
- 7-3. Under the direction of the SG, the Director, Commissioned Corps Headquarters (CCHQ), is responsible for the overall administration and management of all the financial policies listed in this Directive and any operational guidelines established by the SG.
- 7-4. The FSB is responsible for administering PHS officers' allotments and allowances from officers' monthly pay.

- 7-5. All PHS officers are responsible for adhering to the guidelines established in this Directive and any operational guidelines established by the SG or designees.
- 8. HISTORICAL NOTES: This is the first issuance of this Directive within the eCCIS. It replaces CCPM CC42.6.1, "Allotments from monthly pay and allowances," dated 25 October 1979.