



CCI 612.04  
EFFECTIVE DATE: 8 February 2023

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**By Order of the Assistant Secretary for Health:**

**ADM Rachel L. Levine, M.D.**

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SUBJECT: Family Separation Allowance

1. PURPOSE: This Instruction sets forth the general policy regarding the different types of Family Separation Allowances (FSA) available to officers of the U.S. Public Health Service (USPHS) Commissioned Corps.
2. APPLICABILITY: This Instruction applies to all Public Health Service (PHS) of the Regular and Ready Reserve Corps.
3. AUTHORITY:
  - 3-1. [37 U.S.C. § 474](#), "Travel and transportation allowances: general"
  - 3-2. [37 U.S.C. § 427](#), "Family separation allowance"
  - 3-3. Department of Defense Financial Management Regulation (DoD FMR) 7000.14-R, Volume 7A, [Chapter 27](#), "Family Separation Allowance (FSA)"
  - 3-4. [Joint Travel Regulations](#) (JTR)
4. PROPONENT: The proponent of this Instruction is the Assistant Secretary for Health (ASH). The Surgeon General (SG) supervises activities relating to the day-to-day operations of the USPHS Commissioned Corps. The Director, Commissioned Corps Headquarters (CCHQ), provides overall management of USPHS Commissioned Corps personnel operations and processes.
5. SUMMARY OF REVISIONS AND UPDATES: This is the first issuance of this Instruction within the electronic Commissioned Corps Issuance System (eCCIS) and replaces Commissioned Corps Personnel Manual (CCPM) CC22.1.5, "Family Separation Allowance," dated 6 March 1980. This version:
  - 5-1. Reformats the policy in adherence with the Commissioned Corps Instruction (CCI) format.
  - 5-2. Introduces new authorities: [37 U.S.C. § 427](#); DoD FMR, Vol 7A, [Chapter 27](#); and the [JTR](#).
  - 5-3. Moves and updates the policy's definitions to Appendix A.
  - 5-4. Updates the monthly FSA-R, FSA-S, and FSA-T amount from \$30 to \$250 dollars.

- 5-5. Provides consistency with the DoD FMR by:
  - a. Replacing the term FSA-P with FSA-R; and
  - b. Removing the terms FSA-Type I and FSA-Type II.
- 5-6. Adds FSA applicability to officers married to uniformed service officers.
- 5-7. Adds a reference to [CCI 612.01](#), "Quarters and Subsistence Allowance" to clarify the amount payable for the Family Separation Housing Allowance (FSHA).

## 6. POLICY:

6-1. Family Separation Allowance (FSA). FSA provides compensation to PHS officers for added expenses incurred because of an enforced family separation.

a. FSA Eligibility. FSA is payable:

- (1) To qualified officers serving inside or outside the United States. However, the officer may not receive more than one payment of FSA for the same period.
- (2) To officers serving in any grade as an officer with legal dependents as defined in this Instruction.
- (3) In addition to any other allowance or per diem to which an officer is entitled.

b. Types Authorized. The government only pays FSA to officers with dependents. The USPHS Commissioned Corps authorizes four types of FSA:

- (1) FSA-Restricted (FSA-R);
- (2) FSA-Ship (FSA-S);
- (3) FSA-Temporary (FSA-T); and
- (4) Family Separation Housing Allowance (FSHA).

All types of FSA are payable in addition to any other allowance or per diem to which an officer may be entitled. An officer may qualify for FSHA and only one of FSA-R, FSA-S, or FSA-T for the same period. In such cases, the USPHS Commissioned Corps authorizes concurrent payment of both types. An officer may not, however, receive more than one payment of FSA-R, FSA-S, or FSA-T for the same period.

6-2. General Requirements and Provisions for FSA-R, FSA-S, and FSA-T.

a. Amount Payable. These FSAs are payable to an officer at the monthly amount of \$250. If an entitlement commences or terminates during a month, the USPHS Commissioned Corps will compute the allowance at the rate of one-thirtieth of the monthly allowance per day subject to the following:

- (1) In computing the amount payable, the 31<sup>st</sup> day of any month should be excluded from the computation, and
- (2) February should be treated as if it actually had 30 days. For example, when the first or last day of entitlement falls on February 28, the USPHS Commissioned Corps will credit three-thirtieths of the monthly amount for that day. Similarly, it will credit two-thirtieths of the monthly amount for the last day of February in a leap year.

b. Common Household. An officer is eligible for these FSAs only if the officer maintains a household for dependents that would, except for the duty assignment, be shared by the officer and the dependents as a common residence. These FSAs are not payable to an officer who, by divorce decree or by personal choice, does not reside with dependents, although the officer might otherwise meet the criteria for entitlement in Subsection 6-7.b.

- c. Continuous Period of More Than 30 Days. Entitlement of FSA does not accrue to an officer under Subsections 6-4 and 6-5 until the authorized period of duty aboard ship or Temporary Duty (TDY) travel exceeds 30 days. In determining a "continuous period of more than 30 days" the following conditions apply:
- (1) Periods of leave enroute to or from a TDY are not creditable. Similarly, periods of leave at the TDY station prior to the commencement of or after the termination of the TDY are not creditable.
  - (2) Each calendar day will count, including the thirty-first day of a month even though the allowance is not payable for that day.
  - (3) Two or more short periods of duty aboard ship or TDY may not be combined to make a total period of more than 30 days.
  - (4) When travel in connection with TDY is performed by privately owned conveyance for the convenience of the traveler, only constructive travel time over a usually traveled route (by air or surface common carrier whichever more nearly meets the requirements of the orders and is more economical to the Government) will count when computing the more than 30 days required for entitlement to payment of FSA-T.
  - (5) If an officer's TDY status is interrupted, days before the interruption must not be combined with those after the interruption to compute a continuous period of more than 30 days. Periods of leave, hospitalization, or short visits to the Permanent Duty Station (PDS) do not interrupt the period unless the officer is relieved from the attachment to the TDY station. However, an officer who returns to the PDS to assume a duty status (such as participation in official flights) does interrupt a period of TDY. If leave enroute is authorized after detachment from the TDY station, add constructive travel time from the TDY station to the PDS to the period of TDY in determining the 30-day period.

6-3. FSA-Restricted (FSA-R).

- a. FSA-R is the allowance payable because of duty at a PDS, for more than 30 days, where movement of the officer's dependents is not authorized, (i.e., specifically precluded in the officer's Permanent Change of Station (PCS) (personnel order)), or when transportation of dependents is authorized at Government expense, but the officer elects an unaccompanied tour of duty because a dependent cannot accompany the officer due to certified medical reasons.
- b. Qualifying Period of Entitlement. The allowance will commence on the effective date of the officer's orders (i.e., the day following release from the old station as indicated in personnel orders) and will include any period during which the officer is attached to a TDY station enroute between PDSs or from "home" to first PDS upon call to active duty. The entitlement will terminate as follows:
  - (1) On the effective date of the officer's orders transferring or separating the officer from the station at which the officer is entitled to the allowance; or
  - (2) On the date before dependents arrive to establish residence at or near the officer's PDS at which the officer is entitled to the allowance (see Subsection 6-8.d. for additional information relating to movement of dependents).

- c. Absences from Duty. Credit will continue during periods when an officer is otherwise qualified if in any of the statuses described in Subsection 6-6.e.(1).

6-4. FSA-Ship (FSA-S).

- a. FSA-S is the allowance payable because of duty aboard a ship away from the home port of the ship for a continuous period of more than 30 days.
- b. Qualifying Period of Entitlement. Credit for the allowance will begin no later than the date on which both the officer and the ship depart from the home port or when the officer joins the ship after its departure from the home port. Entitlement will terminate on a date not earlier than the date the ship returns to its home port or the date the officer is detached from the ship. The allowance may, however, commence at an earlier date and terminate at a later date to cover the period of the officer's travel to and from the ship, dependent on eligibility for the allowance under either Subsection 6-3 or Subsection 6-5. Under these circumstances, officers will apply for, and the USPHS Commissioned Corps will pay, the allowance in accordance with this Instruction.
- c. Absences from Duty. Credit will continue during periods an officer is otherwise qualified if in any of the statuses described in Subsection 6-6.e.(1).
- d. Relationship of FSA-S and FSA-T. Any period aboard ship away from its home port for more than 30 days counts as FSA-S, but FSA-S accrues only while the ship is away from its home port. FSA-T (see Subsection 6-5) accrues during the entire period of TDY while the officer was away from their dependents. Officers can choose whether they wish to submit requests for payment under FSA-S or FSA-T.

6-5. FSA-Temporary (FSA-T).

- a. FSA-T is the allowance payable because the officer is on TDY (or temporary additional duty (TAD)) away from the PDS continuously for more than 30 days and has dependents who do not reside at or near the officer's TDY station. This includes officers who are required to perform a period of TDY before reporting to their initial station of assignment.
- b. Qualifying Period of Entitlement. The USPHS Commissioned Corps will not credit an officer with FSA-T until the officer has been on TDY continuously for more than 30 days. The USPHS Commissioned Corps will compute this period based on the actual number of days in the month, including the day the officer departs the PDS on TDY and the day of return to the PDS. However:
  - (1) This allowance is not payable for any period of leave enroute to or from the TDY station; and
  - (2) The USPHS Commissioned Corps will not consider assignment to a hospital in a patient status as TDY for the purpose of this allowance unless such status occurs during a qualifying period (see Subsection 6-5.c).
- c. Absences from TDY Station. Credit will continue during periods an officer is otherwise qualified if in any status described in Subsection 6-6.e.(1).
- d. TDY Enroute Between PDSs. An officer is not entitled to the allowance for a period of TDY enroute between PDSs when the USPHS Commissioned Corps authorizes

concurrent travel of dependents to the new PDS, unless the period of TDY, including travel to the TDY station, is for a continuous period of 30 days or more and meets the other conditions of entitlement. If the period exceeds 30 continuous days, the entitlement begins on the effective date of orders (the day following the date of release from the old PDS as indicated on the orders) and ends on the date following completion of the TDY.

6-6. Family Separation Housing Allowance (FSHA).

- a. FSHA pays a PHS officer for added housing expenses caused by enforced separation from dependents. It applies when the officer must maintain two homes, one for the dependents and one for the officer.
- b. When Payable. FSHA is payable to each officer with dependents who is on permanent duty in Alaska or outside the continental United States, but not in Hawaii, when:
  - (1) The Government does not authorize transportation of dependents to the PDS or to a place near that station at the Government's expense;
  - (2) Dependents do not live at or near the PDS; and
  - (3) Adequate Government quarters or housing facilities are not available for assignment.
- c. Amount Payable. The USPHS Commissioned Corps pays FSHA in a monthly amount equal to Basic Allowance for Housing (BAH) payable to an officer without dependents in the same pay grade (see [CCI 612.01](#), "Quarters and Subsistence Allowance," for BAH calculations).
- d. Period of Entitlement. FSHA commences on the date of arrival of the officer at the PDS. Entitlements terminate as follows:
  - (1) The day following the date of the officer's departure on reassignment from that station to a new PDS; or
  - (2) The day before the date the officer's dependents arrive at or near their PDS to establish a residence (see Subsection 6-8.d. for additional information relating to movement of dependents).
- e. Absence from PDS.
  - (1) An officer who is entitled to the FSHA allowance may continue to receive the allowance while the officer's PDS remains unchanged and the officer continues to maintain quarters at that station during periods when the officer is:
    - (a) On TDY away from the PDS, including periods of TDY within the United States;
    - (b) Hospitalized at or away from the PDS, including periods when hospitalized within the United States; or
    - (c) On authorized leave within or outside the United States.

- (2) If the periods of absence for the reasons stated above are for 60 days or less, the USPHS Commissioned Corps will not require the officer to furnish evidence that the officer continued to maintain quarters at the PDS. However, when such periods continue for more than 60 days, the USPHS Commissioned Corps will not pay the allowance unless the officer furnishes to the Director, CCHQ, or designee, a certificate of government housing or other acceptable evidence that the officer maintained private sector housing at the PDS.

6-7. PHS Officer Married to Another Uniformed Service Member.

- a. USPHS Commissioned Corps will pay FSA to an officer married to another uniformed service member, regardless of whether the officer has any non-active duty dependents, when all other general conditions in this Instruction are met and members were residing together immediately before being separated due to the personnel orders.
  - (1) Except as provided in Subsection 6-7.b., USPHS Commissioned Corps may not pay more than one monthly FSA to a married couple for any month. Each member may be entitled to FSA within the same month, but both cannot simultaneously receive separate FSAs. The USPHS Commissioned Corps will pay FSA to the member whose orders resulted in the separation. If both members receive orders requiring departure on the same day, then the payment will go to the senior member.
  - (2) If a member meets the requirements for FSA, but payment is precluded by the spouse having an existing entitlement, then the second member may, if still qualified, immediately become entitled to FSA upon termination of the spouse's entitlement. The couple may qualify for sequential entitlements to FSA, provided personnel orders keep them continuously separated.
  - (3) In order to qualify for a subsequent entitlement to FSA, a married service member couple, no longer separated by reason of personnel orders, must reestablish a joint household and reside together.
- b. FSA is payable to both married service members when they reside together with their dependents immediately before being separated from dependents by personnel orders to assignments in accordance with Subsections 6-2., 6-3., 6-4., and 6-5. of this Instruction. USPHS Commissioned Corps will determine each member's entitlement individually based on assignment and separation from dependents. The dual allowance will continue until one of the members is no longer assigned to one of those duty assignments. The other member will continue to receive the allowance until no longer assigned to one of those duty assignments. This is true even when both members are assigned to the same duty location away from their dependents.
- c. When a PHS officer and another member of a uniformed service have a child (including adopted children or children born via surrogacy), one of the two members may claim the child for entitlement to BAH and the other member, if otherwise entitled, may claim the child to qualify for FSA. The FSA entitlement may alternate between members based on the same dependent. However, USPHS Commissioned Corps will not pay FSA simultaneously to both members on behalf of the same dependent, except as provided in Subsection 6-7.b.

## 6-8. Dependent Separation Requirements.

- a. Dependents. A PHS officer is not considered “an officer with dependents” for FSA entitlements when:
  - (1) The sole dependent is placed in an institution (including, but not limited to: in-patient care, boarding school, or correctional facilities) for a known period of over one year or for an indefinite period that is expected to exceed one year;
  - (2) The sole dependent is a legally separated spouse or child in the legal custody of another person. An exception occurs when the officer has joint physical and legal custody of the child(ren) and the child(ren) otherwise would reside with the officer at least 14 days each month. In such an assignment, USPHS Commissioned Corps will consider the officer to be an “officer with dependents” for FSA entitlement;
  - (3) The officer has joint legal and physical custody of the child(ren) because of a court-ordered custody agreement or finalized divorce decree that specifies that the child(ren) physically reside with the officer less than 14 days during the month;
  - (4) The officer’s dependent’s parent does not reside in the home that the officer controls, supervises, and maintains for mutual use when circumstances permit; or
  - (5) A dependent is entitled to active-duty basic pay. This does not negate an entitlement to FSA to a couple comprised of an officer married to another uniformed service member with no other dependents. Such a couple is entitled to FSA.
- b. Dependents Reside Near Duty Station.
  - (1) FSA does not accrue to an officer if all the dependents reside at or near the duty station. If some (but not all) of the dependents voluntarily reside near the duty station, then FSA may accrue on behalf of those dependents who do not reside at or near the duty station. The USPHS Commissioned Corps will consider dependents as residing near a duty station if the officer commutes daily, regardless of distance. Also, it will consider dependents as residing near a duty station if they live within a reasonable commuting distance of that station, whether or not the officer commutes daily. A distance of 50 miles, one way, is generally considered to be within reasonable commuting distance of the station.
  - (2) Unusual conditions may permit a determination that dependents do not live within a reasonable commuting distance, even though the distance involved is less than 50 miles one way. In a situation where the distance is less than 50 miles, but the time required to commute one way by the commonly used route and method of transportation would exceed one and a half hours, the USPHS Commissioned Corps will consider dependents as not residing near the officer’s duty station, unless the officer actually commutes daily.
  - (3) If dependents are authorized concurrent travel with the officer to the duty station and are subsequently authorized to reside at a point over 50 miles from the officer’s duty station for personal reasons, rather than as a result



of restrictions on dependents' travel, then an FSA entitlement does not accrue.

- c. Entitlement During Temporary Social Visits by Dependents.
  - (1) FSA-R. Credit continues to accrue while the officer's dependents visit at or near the officer's PDS, but for no longer than three continuous months. The officer must provide factual evidence that clearly shows that the dependents merely are visiting (not changing residence) and that the visit is temporary and not intended to exceed three months. If, for unforeseen reasons (due to illness or other emergency), a bona fide social visit extends beyond three months, then the credit for FSA stops at the end of the three months. If the visit is initially intended to exceed three months, FSA credit stops the day the dependents arrive at the officer's PDS. Credit is again authorized on and after the day dependents depart. An officer is entitled to FSA-R, even though one or more (but not all) dependents visit for longer than three months if the officer is entitled on behalf of the dependents who are not visiting the officer.
  - (2) FSA-S. Credit continues to accrue to the officer whose dependents are visiting at or near the duty station (or any port) continuously for 30 days or less. The officer must provide factual evidence that clearly shows that the dependents merely are visiting. If the visit exceeds 30 days, then entitlement to FSA-S ends on the day preceding the date of dependent arrival, unless the visit is extended because of illness or other emergency. Under such circumstances, payment of FSA-S is limited to 30 days. Entitlement to FSA-S exists if one or more (but not all) of the dependents visit for longer than 30 days if the officer otherwise is entitled to FSA-S on behalf of the dependents who are not visiting the officer.
  - (3) FSA-T. Credit continues to accrue to an officer whose dependents visit at or near the TDY station continuously for 30 days or less. The officer must provide factual evidence that clearly shows the dependents are merely visiting. If the visit exceeds 30 days, the officer is not entitled to FSA-T for any part of the period, unless the visit is extended because of illness or other emergency. Under such circumstances, payment of the allowance is limited to 30 days. Entitlement to FSA-T resumes on the day that the dependents depart the TDY or TAD if the officer's TDY or TAD extends for more than 30 days from that date. Entitlement to FSA-T exists if one or more (but not all) of the dependents visit for longer than 30 days if the officer otherwise is entitled on behalf of the dependents who are not visiting the officer.
- d. Situations Relating to Movement of Dependents.
  - (1) When one or more, but not all, of the officer's dependents reside at the PDS, the officer will be entitled to FSA when other dependents are precluded by orders from accompanying the officer.
  - (2) If travel is authorized but the dependents do not join the officer at the PDS for reasons of personal convenience, the officer will not be entitled to FSA.
- e. Overseas Movements. An officer is entitled to FSA if separated from dependents who are furnished transportation to an overseas duty station and are later removed from that station due to:

- (1) An authorized or ordered evacuation, under the determination of the Secretary concerned as being of national interest; or
- (2) An emergency situation not caused by personal reasons or dependent misconduct, provided that the officer meets all other FSA requirements.

FSA payment begins on the 31<sup>st</sup> day of the dependent's departure from the officer's duty station. The USPHS Commissioned Corps will pay FSA retroactively to when the dependents were evacuated.

- f. Missing Status. FSA-T continues to accrue to a qualified officer while in a missing status unless there is a change in the status of the dependents, which would terminate entitlement. An officer may qualify for FSA-T while in a missing status if a continuous period of more than 30 days is completed after entry into the missing status.

- 6-9. Tax Liability. FSA is not subject to social security tax. It is not subject to Federal Income Tax withholding and is not reported as taxable wages on Internal Revenue Service Form W-2.

## 7. RESPONSIBILITIES:

- 7-1 The ASH is responsible for establishing USPHS Commissioned Corps Instructions.
- 7-2. The SG is responsible for providing supervision of activities relating to the day-to-day operations of the USPHS Commissioned Corps and is responsible for establishing Personnel Operations Memorandums (POM) through the eCCIS.
- 7-3. The Director, CCHQ, or designee, is responsible for the overall administration and management of all the financial processes listed in this Instruction and any operational guidelines established by the SG.
- 7-4. The Financial Services Branch (FSB) is responsible for handling and processing PHS officers' requests for FSA.
- 7-5. All PHS officers are responsible for adhering to the guidelines and procedures listed in this Instruction, as well as any additional guidance provided by the SG or Director, CCHQ, or designees. Officers should reference the DoD FMR for tables on officers' eligibility for and dates of FSA-R, FSA-S, FSA-T, and FSHA.

## 8. PROCEDURES:

- 8-1. Applying for FSA. PHS officers must send a request for FSA to FSB to receive payments. FSB will accept either a [Form DD 1561](#), "Statement to Substantiate Payment of Family Separation Allowance (FSA)," or a Standard Memorandum (see Subsection 8-2). Officers may send the request to FSB, Compensation, via:
  - a. The Electronic Corps Mass Communication System (eCMCS), accessed via the Officer Secure Area of the [USPHS Commissioned Corps website](#);
  - b. Email: [PHSCCHQCompensation@hhs.gov](mailto:PHSCCHQCompensation@hhs.gov); or

- c. Mail to:  
  
Commissioned Corps Headquarters – FSB, Compensation  
1101 Wootton Parkway, Suite 300  
Rockville, MD 20852

- 8-2. Standard Memorandum guidelines and required information. The Standard Memorandum must:
  - a. Use the agency's letterhead;
  - b. Include "From," "To," and "Subject" lines;
  - c. Include supporting documents of the officer's assignment (examples: TDY Orders or Travel Claim Authorization);
  - d. Include the location of the FSA and duration period of the assignment;
  - e. Include information about the officer's FSA mission; and
  - f. Include the officer's and agency designee's signatures.
- 9. HISTORICAL NOTES: This is the first issuance of this Instruction within the eCCIS and creates a standalone Instruction within the eCCIS.
  - 9-1. CCPM CC22.1.5, "Family Separation Allowance," dated 6 March 1980.

## Appendix A

## Definitions

1. Basic Allowance for Housing (BAH). An amount of money prescribed and limited by law that an officer receives to pay for housing not provided by the Government.
2. Call to Active Duty. The official orders issued by the USPHS Commissioned Corps calling an officer to enter into full-time duty in the USPHS Commissioned Corps.
3. Constructive Travel Time. An officer may choose to use a transportation method that differs from the standard transportation mode dictated by their local policy, this is referred to as Constructed Travel. The Constructive Travel Time is the travel time occurred by the officer's Constructed Travel.
4. Dependents. For the purpose of this allowance, the term "dependent" includes:
  - a. The spouse of an officer; and
  - b. An unmarried child of the officer who:
    - (1) Is under 21 years of age;
    - (2) Is incapable of self-support because of mental or physical incapacity and is in fact dependent on the officer for more than one-half of the child's support; or
    - (3) Is under 23 years of age, is enrolled in a full-time course of study in an institution of higher education approved by the Secretary, and is dependent on the officer for more than one-half of the child's support.
5. Family Separation Allowance (FSA). FSA is government-funded compensation for added expenses incurred because of an enforced family separation under certain specified conditions.
6. Permanent Change of Station (PCS). PCS is the assignment, detail, or transfer of an officer to a different duty station under official personnel orders issued by the Director, CCHQ, which neither specify the duty as temporary nor provide for further assignment to a new station or direct return to the old station.
7. Family Separation Housing Allowance (FSHA). FSHA is the payment for when an officer must maintain a home for dependents and a separate home for the officer in Alaska or outside the continental United States.
8. Permanent Duty Station (PDS). In general, the PDS is the post of duty or official station to which the officer is assigned for permanent duty.
9. Temporary Duty (TDY). TDY is the assignment, detail, or transfer of an officer to a different duty station under competent orders specifying the duty as temporary.
9. Usually Traveled Route. The usually traveled route is the most direct route between the officer's official station (or invitational traveler's home) and the TDY location, as defined by maps or consistent with established scheduled services of contract or other common carriers.

Note: For detailed definitions, see DoD FMR, Volume 7A, [Chapter 27](#), 270202, "Definitions;" [37 U.S.C. § 472](#), "Definitions and other incorporated provisions of chapter 7;" and the [JTR](#).