



CCI 642.03
EFFECTIVE DATE: 7 June 2023

By Order of the Assistant Secretary for Health:

ADM Rachel L. Levine, M.D.

SUBJECT: Special Duty Pay

1. PURPOSE: This Instruction sets forth policies and procedures concerning the conditions upon which the U.S. Public Health Service (USPHS) Commissioned Corps will authorize special duty pay for Public Health Service (PHS) officers assigned to crew member flights, career sea duties, and designated Hardship Duty Pay locations.
2. APPLICABILITY: This instruction applies to all PHS officers serving on active duty, including members of the Regular Corps and the Ready Reserve Corps, performing qualifying duties.
3. AUTHORITY:
 - 3-1. [37 U.S.C. § 334](#), "Special aviation incentive pay and bonus authorities for officers"
 - 3-2. [37 U.S.C. § 352](#), "Assignment pay or special duty pay"
 - 3-3. [42 U.S.C. § 210](#), "Pay and allowances"
 - 3-4. Commissioned Corps Directive (CCD) [151.07](#), "Hazardous Duty Pay and Special Duty Pay"
4. PROponent: The proponent of this Instruction is the Assistant Secretary for Health (ASH). The Surgeon General (SG) is responsible for providing supervision of 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).

6. POLICY:

6-1. Aviation Incentive Pay (AIP). AIP is only available for PHS officers who perform flight duties as crew members.

a. Eligibility. Officers are entitled to crew member AIP if they:

- (1) Are entitled to basic pay or compensation;
- (2) Maintain, or currently train for, an aeronautical rating or designation that qualifies the officer to engage in operational flying duty or proficiency flying duty;
- (3) Engage in, or currently train for, frequent and regular performance of operational flying duty or proficiency flying duty;
- (4) Engage in, or currently remain in, aviation service for a specified period; and
- (5) Meet other criteria as determined by the Operating Division (OPDIV)/Staff Division (STAFFDIV)/non-HHS organization head, or designee.

b. Flight Time Requirements. The USPHS Commissioned Corps requires four hours of flight time per calendar month for officers to receive AIP. If an officer does not fly at least four hours in one month, the officer can apply any hours flown during the last five preceding months, that had not already been used to qualify for AIP, to meet the four-hour requirement. Officers can refer to the [Department of Defense Financial Management Regulations, Volume 7A, Chapter 22](#), "Aviation Incentive Pays," Section 220204 for more information.

c. AIP Pay Rates. The USPHS Commissioned Corps adheres to the pay rates established by the OPDIV/STAFFDIV/non-HHS organization where the officer conducts crew member flight duties. AIP rates are based on the officers' rank and years of aviation service. However, flag officers have separate established rates for their specific rank. Officers should refer to the OPDIV/STAFFDIV/non-HHS organization where they conduct AIP to determine their pay rates.

d. Relationship to Other Pays and Allowances. The USPHS Commissioned Corps will pay AIP to an officer in addition to any other pay and allowance to which the officer is entitled, except that an officer may not receive HDP-Flight Pay for the same skill and period of service as AIP (see Commissioned Corps Instruction (CCI) 642.01, "Hazardous Duty Pay," for more information regarding HDP-Flight Pay).

6-2. Career Sea Pay (CSP).

a. Eligibility. Officers are entitled to CSP if they are assigned to sea duty by being:

- (1) Permanently assigned for duty to a ship, ship-based staff, or ship-based aviation unit, and serving on a ship with a primary mission that is accomplished under way. Periods when the officer is on Temporary Duty, on leave, hospitalized, or otherwise temporarily absent under orders, not to exceed the first 30 consecutive days of each occurrence, are also eligible;

- (2) Temporarily assigned for duty to a ship, ship-based staff, or ship-based aviation unit, and serving on a ship with a primary mission that is accomplished under way;
 - (3) Permanently or temporarily assigned for duty to a ship or ship-based staff and serving on a ship with a primary mission that is accomplished in port, but only during a period while the ship is away from homeport. A ship is considered away from its homeport whenever it is at sea or in a port that is more than 50 miles from its homeport; or
 - (4) Serving as a member of the off-crew of a two-crewed vessel.
- b. CSP Pay Rates. The USPHS Commissioned Corps adheres to the pay rates established by the OPDIV/STAFFDIV/non-HHS organization in which the officer conducts career sea duties. CSP rates are based on the officers' rank and years of career sea service. However, flag officers have separate established rates for their specific rank. Officers should refer to the OPDIV/STAFFDIV/non-HHS organization where they conduct CSP to determine their pay rates.
 - c. Enroute and Transport Restrictions. The USPHS Commissioned Corps will not credit time for sea duty nor pay CSP to officers enroute to or from ships outside the Continental United States or onboard a ship for transportation, regardless of the length of period. This restriction applies to the periods prior to a member reporting for permanent duty and after being permanently detached from duty on board a ship.
- 6-3. Hardship Duty Pay-Location.
- a. Eligibility. The officer must be assigned to permanent, temporary, or deployment duties for over 30 consecutive days in a designated Hardship Duty Pay-Location (officers should refer to the Defense Finance and Accounting Service's (DFAS) [Hardship Duty Pay-Location table](#) for current designated Hardship Duty Pay-Locations and amounts of pay).
 - b. Termination. Hardship Duty Pay-Location will end on:
 - (1) The day the officer departs from the station as a result of a Permanent Change of Station reassignment; or
 - (2) The last day of effective period as stated in the DFAS [Hardship Duty Pay-Location table](#).
 - c. Restrictions. If an officer is concurrently receiving either Hostile Fire Pay (HFP) or Imminent Danger Pay (IDP), the USPHS Commissioned Corps will only pay up to \$100 for Hardship Duty Pay-Location regardless of the amounts listed in the DFAS Hardship Duty Pay-Location table (see CCI 642.01, "Hazardous Duty Pay," for more information regarding HFP and IDP).

7. RESPONSIBILITIES:

- 7-1. The ASH establishes policy, assigns responsibilities, and prescribes procedures related to special duty pay. The ASH is the final authority for an officer's appeal regarding Special Duty Pay awarding.
- 7-2. The SG, or designee, is responsible for:

- a. Determining and approving the designation of deployments and assignments that are eligible for special duty pay, except for Hardship Duty Pay-Location; and
 - b. Issuing any related Personnel Operations Memorandum (POM) to implement this Instruction.
- 7-3. The Director, CCHQ, or designee, is responsible for:
- a. Determining how officers qualify for special duty pay;
 - b. Preparing and issuing personnel orders (PO) authorizing, adjusting, or terminating special duty pay; and
 - c. Developing procedures and systems for the payment of special duty pay.
- 7-4. The OPDIV/STAFFDIV/non-HHS organization Liaisons are responsible for ensuring the officer's position description accurately identifies the duties the officer is expected to perform and prepare requests/certifications required for the officer to receive special duty pay.
- 7-5. The Financial Services Branch (FSB), CCHQ, is responsible for administering and processing special duty payments for eligible officers.
- 7-6. 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.
8. PROCEDURES:
- 8-1. Submission of Special Duty Pay Requests. The OPDIV/STAFFDIV/non-HHS organization Liaison must submit all documents and forms to FSB digitally or physically via:
- a. The Electronic Corps Mass Communication System (eCMCS), accessed via the Officer Secure Area of the [USPHS Commissioned Corps website](#);
 - b. Email to PHSCCHQCompensation@hhs.gov; or
 - c. Mail to: Commissioned Corps Headquarters – FSB, Compensation
1101 Wootton Parkway, Suite 300
Rockville, MD 20852
- 8-2. Procedures for Crew Member AIP.
- a. The OPDIV/STAFFDIV/non-HHS organization Liaison must first place the PHS officer on flight duty by submitting a "Request for Flight Pay" memorandum the first time the officer is assigned to flight duty. The flight coordinator for the flight on which the officer will perform flight duty must draft this memorandum certifying that the officer completed aviation training and is qualified to participate in flights and send it through the OPDIV/STAFFDIV/non-HHS organization Liaison to FSB. The memorandum must contain:
 - (1) Detailed information about the officer's OPDIV/STAFFDIV/non-HHS organization under which the flight will take place;
 - (2) Certification of the officer's complete flight training. This certification must include:

- (a) The flight training diploma, and
 - (b) The officer's billet/position number and designation.
 - (3) A statement affirming that the flight and all officers adhere to all applicable legal authorities; and
 - (4) Contact information for the Liaison in the OPDIV/STAFFDIV/non-HHS organization in which the officer will conduct flight duty.
 - b. Personnel Order (PO). FSB will update the PHS officer's PO once it has received the "Request for Flight Pay" memorandum and validated officer's information.
 - c. Flight Certificate.
 - (1) The officer must complete the relevant parts of and sign form [PHS-2814](#), "Flight Certificate."
 - (2) The officer must then send form PHS-2814 to the flight coordinator who must complete the required fields and sign the form.
 - (3) The flight coordinator must list the officer's flight position/billet on form PHS-2814.
 - (4) The flight coordinator must submit form PHS-2814 monthly.
 - d. Processing Payments. FSB, CCHQ, will process AIP payments in the next available pay period if the officer submits form PHS-2814 and all supporting documents in full. Any discrepancies in the officer's flight record must be adjudicated between the officer and flight coordinator.
- 8-3. Procedures for CSP. The OPDIV/STAFFDIV/non-HHS organization Liaison must send FSB a certified memorandum that includes:
- a. The officer's information (rank, name, PHS number/SERNO);
 - b. The ship's information where the officer will conduct CSP; and
 - c. The start and end dates of service/duty.
- 8-4. Procedures for Hardship Duty Pay-Location. The OPDIV/STAFFDIV/non-HHS organization Liaison must send FSB a certified memorandum that includes:
- a. The officer's information (rank, name, PHS number/SERNO); and
 - b. A certification of when the officer was in the designated Hardship Duty Pay-Location with the dates the officer was physically present under competent orders.
9. HISTORICAL NOTES: This is the first issuance of this Instruction within the eCCIS and creates a standalone Instruction within the eCCIS.