



CCI 652.01
EFFECTIVE DATE: 26 May 2023

By Order of the Assistant Secretary for Health:

ADM Rachel L. Levine, M.D.

SUBJECT: Allotments

1. PURPOSE: This Instruction establishes the conditions and procedures under which officers of the U.S. Public Health Service (USPHS) Commissioned Corps may allot a portion or all of their monthly pay and allowances to a qualified individual or institution.
2. APPLICABILITY: This Instruction applies only to Regular and Ready Reserve Corps Public Health Service (PHS) officers when serving 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](#), "Garnishment of pay"
 - 3-3. [E.O. 11140](#), "Delegating certain functions of the President relating to the Public Health Service"
 - 3-4. Commissioned Corps Directive (CCD) [154.01](#), "Allotments"
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) CC 22.6.1 dated 17 May 1982. This version:
 - 5-1. Reformats the policy in adherence with the Commissioned Corps Instruction (CCI) format.
 - 5-2. Adds new authority: [5 U.S.C. § 5520a](#).
 - 5-3. Limits the number of discretionary allotments to two of each kind.
 - 5-4. Adds several government authorized allotments that may be set up independently by PHS officers.

- 5-5. Adds references to relevant CCDs, CCIs, and the Health and Human Services (HHS) website.
- 5-6. Changes the required forms for procedures to account for changes within CCHQ and the Financial Services Branch (FSB).
- 5-7. Updates physical and digital recipients for procedural forms by only including electronic recipients through FSB's email address and the Electronic Corps Mass Communication System (eCMCS).

6. POLICY:

- 6-1. Discretionary Allotments. A discretionary allotment is a voluntary allotment set up by a PHS officer who may stop, start, or adjust the allotment at will.
- a. The U.S. Code authorizes PHS officers no more than two of each kind of discretionary allotments from the officer's monthly pay. See [CCD 154.01](#), "Monthly Pay and Allowance Allotments," for more information.
 - b. Allotments to financial institutions. Officers may have up to two allotments to a financial institution, mutual fund company, or investment firm where the officer is the owner of the account. If there are multiple accounts at the same financial institution, the officer must combine the payments into one allotment amount. Officers may authorize one allotment of pay to their dependents, relatives, or former spouse(s). However, the account receiving the allotment must include the name of the officer.
 - c. Insurance allotments. Officers may have up to two allotments for the payment of private insurance premiums. All payments to an insurer are made to the home office of the agency issuing the policy or to a branch office named by the home office. An officer may not establish an insurance allotment to a financial institution where the allotment is established for and/or controlled by the insurance company. If the officer has more than one insurance policy with the same company, then premium payments must be combined into one allotment to that company. Officers may designate allotments to non-profit organizations, like Navy Mutual and the Commissioned Officers Association of the USPHS, or to private insurers.
- 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 the allotments when ordered to do so by a court.
- a. The U.S. Code authorizes PHS officers unlimited non-discretionary allotment deductions from their monthly pay.
 - b. Court ordered child support and/or alimony. Upon proper notification from a court order or authorized person, the Financial Services Branch (FSB) will start a statutory child support and/or alimony allotment from the pay and allowances of an officer (see [CCD 155.01](#), "Child Support and Alimony Garnishment Orders" and [CCI 654.01](#), "Child Support and Alimony Obligations,).
 - c. Indebtedness to the Federal government. Upon separation from the USPHS Commissioned Corps, FSB will notify officers of any outstanding debts to the U.S. Government. If the officer does not settle the debt with the USPHS Commissioned Corps, FSB will forward the debt to the HHS Program Support Center Debt Collection for processing and collection (see [CCI 654.02](#) "Collection for Indebtedness and the ["Collection of Employee Debts at HHS"](#) page in the HHS website).
 - d. Court ordered garnishment orders. Upon proper notification from a court order, the USPHS Commissioned Corps will initiate an involuntary allotment if the officer has a debt with a third party. Officers may refer to ["Collection of Employee Debts at HHS"](#) page in the HHS site for more information.
 - e. Stopping discretionary allotments. When an officer has reached their limit for

disposable income and they are required by law or court order to initiate non-discretionary allotments, FSB may stop discretionary allotments from an officer's pay and allowances.

- 6-3. Government Authorized Allotments. Certain government programs allow PHS officers to initiate discretionary allotments without limitations to the number of allotments. Some of these programs include:
- a. The Combined Federal Campaign (CFC) (overseen by the Office of Personnel Management);
 - b. U.S. Bonds;
 - c. The Servicemembers' Group Life Insurance (SGLI);
 - d. TRICARE Dental Program;
 - e. Federal Employees Dental and Vision Insurance Program (FEDVIP); and
 - f. The Federal Long Term Care Insurance Program (FLTCIP).
7. RESPONSIBILITIES:
- 7-1. The ASH is responsible for establishing policies related to the management of the USPHS Commissioned Corps.
- 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 policies listed in this Instruction and any operational guidelines established by the SG.
- 7-4. The FSB is responsible for administering officer's allotments and allowances from their monthly pay.
- 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.
8. PROCEDURES:
- 8-1. General. PHS officers must complete Form [PHS-6173](#), "Application for Allotment of Pay," to start and stop an allotment from their pay and allowances. FSB encourages officers to submit the form digitally to FSB, Compensation, via:
- a. The Electronic Corps Mass Communication System (eCMCS), accessed in the Officer Secure Area of the [USPHS Commissioned Corps website](#);
 - b. Email at: PHSCCHQCompensation@hhs.gov; or
 - c. Physically to:

Commissioned Corps Headquarters – FSB, Compensation Branch
1101 Wootton Parkway, Suite 300
Rockville, MD. 20852

- 8-2. Payments to Savings Institutions. PHS officers must request this allotment in whole dollar amounts.
- a. To initiate this allotment, officers must complete and submit form [SF 1199A](#), "Authorization for Deposit of Federal Recurring Payments."
 - b. Officers must submit this form to the destination in Subsection 8-1.
- 8-3. Government Authorized Allotments. PHS officers must follow the guidelines for discretionary allotments to the following programs:
- a. CFC. Officers may follow the guidelines found in the [CFC website](#) to initiate and stop this allotment.
 - b. U.S. Bonds. The Treasury coordinates the purchase of U.S. Bonds. Officers may follow the guidelines found in the [Treasury Direct website](#).
 - d. SGLI. Officers may refer to [CCI 671.08](#), "Life Insurance," to learn how to participate in SGLI.
 - d. TRICARE Dental Program. Officers may follow the guidelines found in the [TRICARE Dental Program website](#) to participate in this program.
 - e. FEDVIP. Officers may visit the [FEDVIP website](#) to find out if they are eligible for this program and how start allotments towards it.
 - f. FLTCIP. Officers may refer to the [FLTCIP website](#) to find a plan under this program.
9. HISTORICAL NOTES: This is the first issuance of this Instruction within the eCCIS. It replaces CCPM CC22.6.1 "Allotments," dated 17 May 1982.