

MANUAL: Personnel  
 Chapter Series CC--Commissioned Corps Personnel Manual  
 Part 2--Commissioned Corps Personnel Administration

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE  
 Public Health Service

Chapter CC22--Pay and Allowance Administration  
 Sub-Chapter CC22.1--Pay and Allowance Administration; General  
 Personnel INSTRUCTION 5--Family Separation Allowance

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Section A. Purpose and Scope

1. This circular prescribes the circumstances under which Family Separation Allowance (FSA) is payable and prescribes policy and procedures for such payment.
2. The provisions of this INSTRUCTION are not applicable to officers assigned to the Agency for International Development and the Peace Corps whose salaries have been converted to rates prescribed for foreign service personnel.

Section B. Authority

The basic statutory authority for payment of FSA in Section 11, Title 37 of the U.S. Code.

Section C. General Provisions

1. Types Authorized

FSA is payable only to members with dependents. Two types of FSA are authorized, Type I and Type II. Both types are payable in addition to any other allowance or per diem to which a member may be entitled. A member may qualify for FSA-Type I and FSA-Type II for the same period. In such cases, concurrent payment of both types is authorized. A member may not, however, receive more than one payment of FSA-II for the same period.

The purpose of FSA and the conditions of entitlement are set out in this INSTRUCTION.

2. Tax Liability

The family separation allowance is not subject to social security tax (FICA). It is not subject to Federal Income Tax withholding and will not be reported as taxable wages on Internal Revenue Service Form W-2.

Section D. Definition of Terms

1. Dependents

For the purpose of this allowance, the term "dependent" includes those dependents for whom a member is entitled to receive increased quarters allowances on account of dependents.

Rules for determining dependency and relationship are provided in Section F, Personnel INSTRUCTION 1, CC22.4

2. Basic Allowance for Quarters (BAQ)

An amount of money prescribed and limited by law which an officer receives to pay for quarters not provided by the Government.

3. Permanent Change of Station (PCS)

The assignment, detail, or transfer of an officer to a different duty station under competent orders which neither specify the duty as temporary, nor provide for further assignment to a new station, or direct return to the old station. (For more detailed definition, see Vol. I, Joint Travel Regulations (JTR), Appendix J.)

4. Permanent Station (PS)

In general, the post of duty or official station to which the member is assigned for permanent duty. (For more detailed definition, see Vol. I, JTR, Appendix J.)

5. Temporary Duty (TDY)

The assignment, detail, or transfer of an officer to a different duty station under competent orders specifying the duty as temporary.

6. Call to Active Duty (CAD)

The issuance of competent orders to an officer to enter on full-time duty in the Commissioned Corps of the Public Health Service.

7. Family Separation Allowance (FSA)

- a. FSA-Type I is an allowance paid to an officer for added expenses caused by enforced separation from dependents. It applies when an officer must maintain a home for his/her dependents and a home for the officer. See Section E.
- b. FSA-Type II is an allowance paid to an officer for added expenses incurred because of enforced separation from the officer's family due to PCS, duty aboard ship, or TDY. See Section F.
- c. FSA-II-P is the allowance payable because of duty at a permanent station. See paragraphs 5, Section F.
- d. FSA-II-S is the allowance payable because of duty on board a ship. See paragraph 6, Section F.
- e. FSA-II-T is the allowance payable because of temporary duty away from the officer's permanent station. See paragraphs 2c and 7, Section F.

Section E. FSA-Type I

1. Purpose

The purpose of this FSA is to pay an officer for added housing expenses caused by enforced separation from dependents. (It applies when two homes must be maintained, one of the dependents, and one for the member.) It is not payable to a member permanently assigned to a duty station in Hawaii. It is payable in Alaska and outside the continental United States.

2. When Payable

FSA-I is payable to each officer with dependents who is on permanent duty outside the United States or in Alaska, but not in Hawaii, who meets all of the following conditions.

- a. Transportation of dependents to the permanent duty station or to a place near that station is not authorized at Government expense.
- b. Dependents do not live at or near the permanent duty station; and
- c. Adequate Government quarters or housing facilities are not available for assignment.

3. Amount Payable

FSA-I is payable in a monthly amount equal to BAQ payable to an officer without dependents in the same pay grade.

4. Period of Entitlement

FSA-I commences on the date of arrival of the officer at the permanent station.

Entitlements terminate as follows:

- a. The day following the date of the officer's departure on reassignment from that station, or
- b. The day before the date his/her dependents arrive at or near his/her permanent duty station to establish a residence. (See Section I for additional information relating to movement of dependents.)

5. Absence From Permanent Duty Station

- a. An officer who is entitled to the FSA-I allowance may continue to receive the allowance while his/her permanent station remains unchanged and he/she continues to maintain quarters at that station during period when he/she is:

- (1) On temporary duty away from his/her permanent duty station, including periods of temporary duty within the United States;
- (2) Hospitalized at or away from his/her permanent duty station, including periods he/she is hospitalized within the United States; or
- (3) On authorized leave within or outside the United States.

- b. If the periods of absences for the reasons stated above are for 60 days or less, the officer will not be required to furnish evidence that he/she continued to maintain quarters at his/her permanent duty station; however, when such periods continue for more than 60 days, payment of the allowance will not be made unless the officer furnishes to the Director, Commissioned Personnel Operations Division, Officer of Personnel Management (OPM), Officer of Management (OM), Compensation and Benefits Branch/PA, Room 4-35, Parklawn Building, 5600 Fishers Lane, Rockville, Maryland 20857, a certificate or other acceptable evidence that he maintained quarters at his permanent duty station.

Section F. FSA-Type II

1. Purpose

This FSA allowance compensates an officer for added expenses incurred because of enforced separation from his/her family due to PCS, duty aboard a ship, or TDY. It is payable to qualified members serving inside or outside the United States. It is not authorized in time of war or National emergency declared by Congress.

2. When Payable

FSA-II is payable to each officer with dependents meeting all general requirements in this INSTRUCTION and one of the following conditions:

- a. Transportation of dependents is not authorized, i.e., specifically on the PCS personnel order, at Government expense, and dependents do not live at or near the officer's permanent duty station (FSA-II-P, see paragraph 5, below).
- b. The officer is on duty aboard a ship away from the home port of the ship, continuously for more than 30 days (FSA-II-S, see paragraph 6, below).
- c. The officer is on TDY (or temporary additional duty) away from the permanent station continuously for more than 30 days, and

dependents do not reside at or near the officer's TDY station (FSA-II-T, see paragraph 7, below). This includes officers who are required to perform a period of TDY before reporting to their initial station of assignment.

Officers eligible for FSA-II under this section may also receive FSA-I if eligible under the conditions set forth in Section E. Under no circumstances, however, will an officer receive FSA-II twice for the same period, e.g., FSA-II-P and FSA-II-S or FSA-II-P and FSA-II-T.

3. Amount Payable

FSA-II is payable to an officer at the monthly amount of \$30. If entitlement commences or terminates during a month, the allowance will be computed at the rate of one-thirtieth of the monthly allowance. Thus, in computing the amount of the allowance, the thirty-first day of any month will be excluded and the month of February shall be treated as if it actually had 30 days. For example, when the first or last day of entitlement falls on February 28, three-thirtieths of the monthly amount will be credited for that day. Similarly, two-thirtieths of the monthly amount is creditable for the last day of February in a leap year.

4. Common Household

An officer will be eligible for FSA-II only if a household is maintained for dependents which would, except for the duty assignment, be shared with them as a common residence. FSA-II is not payable to an officer who, by divorce decree or by personal choice, does not reside with dependents in spite of the fact that the officer might otherwise meet the criteria for entitlement in paragraph 1 of this section.

5. Permanent Change of Station

The allowance payable because of duty at a permanent station where

movement of the officer's dependents is not authorized, i.e., specifically precluded in the officer's PCS personnel order (paragraph 2a, above), will be referred to as FSA-II-P.

a. 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 temporary duty station enroute between permanent stations or from "home" to first permanent station upon CAD. Entitlement will terminate as follows:

- (1) On the effective date of the officer's orders transferring or separating him/her from the station at which he/she is entitled to the allowance, or
- (2) On the date before dependents arrive to establish residence at or near the officer's permanent duty station at which the officer is entitled to the allowance (see Section I for additional information relating to movement of dependents).

b. Absences from Duty

Credit will continue during periods an officer is otherwise qualified if in any of the statuses described in Section E, paragraph 5a.

6. Duty on Board Ship

The allowance payable because of duty on board a ship away from the home port of the ship for a continuous period of more than 30 days (paragraph 2b, above), will be referred to in this INSTRUCTION as FSA-II-S.

a. Qualifying Period of Entitlement

Credit for the allowance will begin not 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 the 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 paragraph 5, above, or paragraph 7, below. Under these circumstances, application for, and payment of, the allowance will be made in accordance with those paragraphs, as applicable.

b. Absences from Duty

Credit for the allowance will continue while the officer is in any

of the following statuses while the ship is away from its home port, provided the officer is not detached from the ship:

- (1) On temporary duty
- (2) Hospitalized on or away from the ship
- (3) On authorized leave

c. Relationship of FSA-II-S and FSA-II-T

Any period aboard ship away from its home port for more than 30 days counts as FSA-II-S, but FSA-II-S would accrue only while the ship was out from its home port. FSA-II-T (see paragraph 7, below) would accrue during the entire period of TDY while the officer was away from his/her dependents. Officer's should decide whether they wish to submit requests for payment under FSA-II-S or FSA-II-T.

7. Temporary Duty (FSA-II-T)

The allowance payable because of duty described in paragraph 2c of this section, for a continuous period of more than 30 days will be referred to in this INSTRUCTION as FSA-II-T.

Assignment to a hospital in a patient status is not considered temporary duty for the purpose of this allowance.

a. Qualifying Period of Entitlement

Credit for FSA-II-T may not be made until the member has been on TDY continuously for more than 30 days. Compute this period as follows:

Count actual number of days in the month, including the day the member departs the permanent duty station on TDY, and the day of return to the permanent duty station. Include the thirty-first day of the month in this computation, even though payment is made on a 30-day month basis. This allowance is not payable for any period of leave enroute to or from the temporary duty station.

b. Absences from Temporary Duty Station

Entitlement to this allowance will continue while the officer remains attached to the temporary duty station and is hospitalized at or away from that station, or is on authorized leave.

c. Temporary Duty Enroute Between Permanent Duty Stations

An officer will not be entitled to the allowance for a period of temporary duty enroute between permanent duty stations when concurrent travel of dependents to the new permanent station is authorized, unless the period of temporary duty, including travel to

the temporary duty 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, entitlement begins on the effective date of orders - the day following the date of release from the old permanent station as indicated on the orders - and ends on the date following completion of the temporary duty.

8. Continuous Period of More Than 30 Days - Defined

Entitlement of FSA-II does not accrue to an officer under paragraphs 6 and 7 (on board ship and temporary duty) until the authorized period of duty aboard ship or temporary duty travel exceeds 30 days. In determining a "continuous period of more than 30 days":

- a. Periods of leave enroute to or from, or while at, a temporary duty station or ship are not creditable.
- b. Each calendar day will be counted, including the thirty-first day of a month even though the allowance is not payable for that day (paragraph 2, this section). Similarly the last day of February is counted as one day even though three-thirtieths of the monthly allowance is creditable for that day.
- c. Two or more short periods of duty aboard ship or temporary duty may not be combined to make a total period of more than 30 days.
- d. 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 be allowed in computing the more than 30 days required for entitlement to payment of FSA-II-T.
- e. If an officer's TDY status is interrupted, do not combine days before the interruption 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 station do not interrupt the period unless the officer is relieved from the attachment to the TDY station. However, an officer who returns to the permanent station to assume a duty status (such as participation in official flights) does interrupt a period of temporary duty. If leave enroute is authorized after detachment from the TDY station, add constructive travel time from the TDY station to the permanent station to the period of TDY in determining the 30-day period.

Section G. Residence of Dependents at or  
Near Officer's Duty Station

1. In regard to FSA-I and FSA-II, if the place where the officer's dependents reside is not within a reasonable daily commuting distance of the officer's duty station (permanent or temporary), it will be

considered that they do not reside at or near the officer's station. For this purpose, a distance of 50 miles one-way from the station will be considered as the reasonable daily commuting distance, except where the officer actually commutes daily, regardless of the distance.

2. In a situation where the distance is less than 50 miles but the time required to commute one way by commonly used route and method of transportation would exceed 1-1/2 hours, the dependents shall be considered as not residing near the officer's duty station unless the officer actually commutes daily. In questionable cases, officers may submit requests for determination to the Director, Commissioned Personnel Operations Division, OPM, OM, Compensation and Benefits Branch/PA, Room 4-35, Parklawn Building, 5600 Fishers Lane, Rockville, Maryland 20857.

Section H. Entitlement During Visits of Dependents

1. Permanent Duty Station

An officer entitled to FSA-I or FSA-II, or both, may continue to receive the allowance during a period when all dependents visit (see paragraph 3, below, when less than all dependents visit the officer), at or near the officer's permanent duty station, not to exceed 3 continuous months. If the visit exceeds 3 months, entitlement will terminate at the end of the 3-month period. Facts must clearly show that the dependents are merely visiting (not changing residence) and that the visit is temporary and not intended to exceed 3 months. If, for unforeseen reasons (due to illness or other emergency), a bona fide social visit extends beyond 3 months, stop credit for FSA at the end of

the 3-month period. If the visit is initially intended to exceed 3 months, stop FSA credit the day the dependents arrive at the member's permanent station. Credit is again authorized on and after the day dependents depart.

2. Temporary Duty Station

Credit continues to accrue to an officer whose dependents visit at or near the temporary duty station continuously for 30 days or less. Facts must show the dependents are merely visiting. If the visit exceeds 30 days, the officer is not entitled to FSA-II-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.

3. More Than One Dependent

An officer is entitled to FSA-I and/or FSA-II even though one or more, but not all, of the officer's dependents visit at or near the officer's permanent duty station for longer than 3 months. If the officer has a qualifying dependent not visiting, then entitlement to FSA continues based on the dependent(s) who are not visiting.

Section I. Entitlement in Certain Situations  
Relating to Movement of Dependents

1. Dependents in More Than One Location

When one or more, but not all, of the officer's dependents reside at the permanent duty station, the officer will be entitled to the FSA-I or FSA-II allowance when other dependents are precluded by orders from accompanying the officer, provided the officer is maintaining a residence for those dependents.

2. Personal Convenience

If travel is authorized but the dependents do not join the officer at the permanent duty station for reasons of personal convenience, the officer will not be entitled to FSA.

Section J. Evacuation of Dependents

When an officer's dependents are furnished transportation to an overseas duty station and are later removed from that station under the following provisions of the Joint Travel Regulations and when authorized or confirmed in personnel orders, entitlement to FSA under Sections E and F of this INSTRUCTION will be limited as follows:

1. Unusual or Emergency Circumstances (Paragraph 7101, JTR).

Entitlement will begin with the date of departure of the officer's dependents.

2. Official Situations (Paragraph 7102, JTR)

Entitlement will begin with the date of departure of the officer's dependents provided the official directing the return certifies that evacuation was not caused by the dependent's misconduct. If evacuation was caused by misconduct, entitlement does not accrue.

3. Personal Situations (Paragraph 7103, JTR)

Entitlement does not accrue.

4. National Interest (Paragraph 7104, JTR)

Entitlement will begin with the date of departure of the officer's dependents.

Section K. Submitting Requests  
for FSA Payment

An officer who meets the requirements set forth in this INSTRUCTION will apply for FSA by submitting a request for payment, in memorandum form, as shown in Exhibits I through IV, as appropriate. Requests should be mailed to the address shown on the exhibits.



EXHIBIT I

Officers entitled to FSA-I allowance will submit a memorandum as follows:

U.S. PUBLIC HEALTH SERVICE

(DATE)

\_\_\_\_\_  
(STATION)

Commissioned Personnel Operations Division/OPM/OM  
Compensation and Benefits Branch/PA  
Room 4-35, Parklawn Building  
5600 Fishers Lane  
Rockville, Maryland 20857 USA

The following information is submitted for family separation allowance, FSA-I in connection with Personnel Order No. \_\_\_\_\_ dated \_\_\_\_\_ which prohibited transportation of my dependents to my present duty station. I arrived at \_\_\_\_\_ (duty station) on \_\_\_\_\_ (date). My dependents reside at \_\_\_\_\_ (address) \_\_\_\_\_. I will promptly notify you if:

- (1) My dependents move to the area of this station or visit me for more than three months; or
- (2) I occupy Government quarters.

\_\_\_\_\_  
(Signature of Officer)

\_\_\_\_\_  
(Social Security Number)

EXHIBIT II

Officers entitled to FSA-II-P allowance will submit a memorandum as follows:

U.S. PUBLIC HEALTH SERVICE

(DATE)

\_\_\_\_\_  
(STATION)

Commissioned Personnel Operations Division/OPM/OM  
Compensation and Benefits Branch/PA  
Room 4-35, Parklawn Building  
5600 Fishers Lane  
Rockville, Maryland 20857 USA

The following information is submitted for family separation allowance, FSA-II-P in connection with personnel order No. \_\_\_\_\_ dated \_\_\_\_\_ which prohibited transportation of my dependents to my present station at Government expense. I departed from my last station on \_\_\_(date)\_\_\_ and took \_\_\_(no.)\_\_\_ days leave enroute to my present station. My dependents now reside at \_\_\_\_\_(location)\_\_\_\_\_. I will promptly notify you if my dependents move to the area of this station or visit at this station for more than three months.

\_\_\_\_\_  
(Signature of Officer)

\_\_\_\_\_  
(Social Security Number)

EXHIBIT III

Officers assigned to a ship under PCS orders and who are entitled to the FSA-II-S allowance will submit a memorandum as follows:

Note: Officers ordered from their permanent station to a port for temporary duty on board ship will submit applications for payment of this allowance after return to their permanent station in accordance with EXHIBIT IV. (See also paragraph 6c, Section F.)

U.S. PUBLIC HEALTH SERVICE

(DATE)

\_\_\_\_\_  
(STATION)

Commissioned Personnel Operations Division/OPM/OM  
Compensation and Benefits Branch/PA  
Room 4-35, Parklawn Building  
5600 Fishers Lane  
Rockville, Maryland 20857 USA

The following information is submitted for family separation allowance, FSA-II-S in connection with personnel order No. \_\_\_\_\_ dated \_\_\_\_\_.

I departed from \_\_\_\_\_ (port) \_\_\_\_\_ on \_\_\_\_\_ (date) \_\_\_\_\_. During my absence I maintained a residence for my dependents at \_\_\_\_\_ (address) \_\_\_\_\_ where I reside at such times as my duty assignment permits.

\_\_\_\_\_  
(Signature of Officer)

\_\_\_\_\_  
(Social Security Number)

EXHIBIT IV

Officers entitled to FSA-II-T Allowance will submit a memorandum as follows:

U.S. PUBLIC HEALTH SERVICE

(DATE)

\_\_\_\_\_  
(STATION)

Commissioned Personnel Operations Division/OPM/OM  
Compensation and Benefits Branch/PA  
Room 4-35, Parklawn Building  
5600 Fishers Lane  
Rockville, Maryland 20857 USA

The following information is submitted for family separation allowance, FSA-II-T in connection with travel order no.

\_\_\_\_\_, dated \_\_\_\_\_, a copy of which is attached.

My temporary duty travel itinerary was: 1/

Departed \_\_\_\_\_ (permanent station) on \_\_\_\_\_ (date)

Arrived \_\_\_\_\_ (temporary duty station) on \_\_\_\_\_ (date)

Departed \_\_\_\_\_ (temporary duty station) on \_\_\_\_\_ (date)

Arrived \_\_\_\_\_ (permanent station) on \_\_\_\_\_ (date)

I was on leave of absence enroute to or from, or while at the temporary duty station during the following periods:

(show beginning and ending date of each period of leave)

During my absence I maintained a residence for my dependents at \_\_\_\_\_ (address) \_\_\_\_\_ where I reside at such times as my duty assignment permits.

\_\_\_\_\_  
(Signature of Officer)

\_\_\_\_\_  
(Social Security Number)

1/ Enclosure copy(ies) of TDY orders