

MANUAL: Personnel
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Part 2--Commissioned Corps Personnel Administration

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
Public Health Service

Chapter CC22--Pay and Allowance Administration
Subchapter CC22.4--Quarters and Subsistence Allowances
Personnel INSTRUCTION 1--Quarters and Subsistence Allowance Administration

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Section A. Purpose and Scope

To prescribe the circumstances under which basic allowance for quarters (BAQ) and subsistence (BAS) are payable and to prescribe policy and procedures for assignment of officers to quarters.

Section B. Authority

The basic statutory and regulatory authority for payment of quarters and subsistence allowances are: 10 U.S.C. 7572; 37 U.S.C. 402, 403, 551, 1009; Executive Order 11157; CC42.4, INSTRUCTION 1.

Section C. General Provisions

1. When Payable - BAQ is payable to members on active duty, according to the pay grade in which assigned for basic pay purposes, as set forth in this issuance. All officers in grade 0-4 or higher have the option of accepting BAQ, or Government quarters, if available, in lieu of BAQ. These officers do not have such an option if they are assigned to a position which has been determined as requiring occupancy of quarters to assure continuity of essential program services on a 24-hour basis or for the protection (including maintenance) of Government property.
2. Determination of Dependency - In all cases of officers claiming BAQ for their parents, all waivers and determinations, including determination of dependency and relationships, are made by the Director, Commissioned Personnel Operations Division (CPOD), Office of Personnel Management (OPM), Office of Management (OM), Public Health Service (PHS).
3. Quarters Management and Quarters Allowance Administration - Additional policies, principles, and procedures for the management of Government-controlled quarters administered by PHS are set forth in the PHS Quarters Management Handbook dated February 1, 1978. The circumstances under which BAQ is payable and the policy and procedure for processing such allowances are governed by this issuance.
4. Fraudulent Claims - Any officer who submits a claim for BAQ which contains false statements is subject to criminal prosecution. In addition, fraudulent acceptance of benefits may cause the recipient to be subject to criminal prosecution. The law provides for severe penalties, e.g., imprisonment and/or a fine.

Section D. Officers Without Dependents

1. Entitlements - Officers without dependents who are entitled to basic pay are entitled to BAQ at rates prescribed (CC22.1, I3). See paragraph 7, below.

2. Government Quarters--Responsibility for Assignment or Termination of Assignment - The officer-in-charge (OIC) or delegated official (DO) assigns and terminates quarters and also determines when quarters are "adequate" and "suitable" for assignment. Government quarters or housing facilities under control of the uniformed services will be considered as assigned, suitable and adequate whenever occupied by a member at the permanent station without payment of rental charges. This applies also to quarters furnished a member without charge:
 - a. By an organization or institution on behalf of the United States;
 or
 - b. By a foreign government for the member's official use; or
 - c. When jointly assigned to one or more single members.

3. Computation
 - a. Computing BAQ. BAQ is computed in the same way as basic pay.
 - b. BAQ for Date of Assignment or Termination of Quarters. BAQ continues to accrue through the day before the date a member is assigned Government quarters or begins to occupy unassigned quarters on a nonrental basis at the permanent station. BAQ begins to accrue, normally, on the day the assignment to Government quarters is terminated or on the date that unassigned quarters are in fact vacated.

4. Uninhabitable Officers Quarters Aboard Ship
 - a. An officer, without dependents, not receiving BAQ, is entitled to reimbursement for expenses (not to exceed the applicable BAQ) incurred in obtaining quarters, when any of the persons listed in b, below, certify that:
 - (1) Such an officer is prevented from occupying quarters assigned aboard a ship on which the member is serving on sea duty because such quarters are uninhabitable due to repairs, overhaul, conversion, or other conditions; and
 - (2) Government quarters are not available; and
 - (3) The hire of quarters is not practicable.
 - b. The certification must be signed by the Commanding Officer of the ship or other designated competent authority.

5. Missing Status - Members without dependents carried in a missing status are entitled to BAQ at the without dependent rate.

6. Partial BAQ Entitlement

- a. A member, without dependents, who is assigned to a single-type quarters or is on field duty or sea duty, and is not entitled to receive BAQ, is entitled to partial BAQ at the rates provided (CC22.1, I3).
- b. Conditions
 - (1) Member, without dependents, assigned to single-type Government quarters at the permanent station and entitled to partial BAQ, who is subsequently sick in a hospital (no permanent change of station (PCS) involved), continues to be entitled to partial BAQ while hospitalized.
 - (2) Member, without dependents, who is offered an assignment of Government quarters, or is assigned Government quarters, but elects not to occupy such quarters and resides in private quarters at own expense, is considered assigned to Government quarters and not entitled to BAQ. Therefore, such member is entitled to partial BAQ.
 - (3) Partial BAQ is not authorized during leave en route and/or travel time on PCS.
 - (4) Member married to another member, who has no dependents other than his or her spouse, is entitled to partial BAQ when assigned to single-type Government quarters and not entitled to BAQ. However, such members assigned to family-type Government quarters are not entitled to partial BAQ.
 - (5) A single member without dependents is not entitled to partial BAQ when assigned to family-type Government quarters.
 - (6) An officer on sea duty being reimbursed under paragraph 4, above, for the expense incurred for quarters when the quarters aboard ship are uninhabitable is entitled to partial BAQ.
 - (7) Member, without dependents, being treated at a hospital (PCS involved), and assigned quarters in the hospital is entitled to partial BAQ.
 - (8) Member married to another member, neither having other dependents, who is assigned to sea duty and occupies Government family quarters assigned to the spouse when vessel is in port, is considered a member without dependents assigned to quarters on the vessel and is not entitled to BAQ, but is entitled to partial BAQ.

7. BAQ Entitlements, Members Without Dependents, Entitled to Basic Pay

A	B	C
Member is	Then: BAQ accrues	BAQ does not accrue
1 assigned to a permanent station	if Government quarters or housing facilities are not assigned quarters suitable and (note 4)	if member is assigned or occupies Government adequate for the member's grade (notes 4 and 5)
2	if member is grade 0-4 or higher and elects (after September 30, 1963) not to occupy available quarters (see Sec. C, para. 1)	if officer must permanently occupy Government quarters because duty assignment requires availability during normal off-duty hours
3 on field duty or sea duty for less than 3 months (note 1)	if receiving BAQ at permanent station and that station remains unchanged	if assigned quarters at permanent station, or if reassigned PCS
4 on field duty for 3 months or more (note 1)	if the OIC certifies that the member was required to provide quarters at own expense at the field duty site	at permanent station or, if member is not required to procure quarters at own expense, at the field duty site
5 on sea duty for 3 months or more (note 1)		for any period of such sea duty
6 on authorized Leave, accrued or advanced (PCS) not involved)	if receiving BAQ at permanent station and permanent station remains unchanged (note 2)	if assigned quarters at permanent station
7 on excess leave		for any period of time

A	B	C
Member is	Then: BAQ accrues	BAQ does not accrue
8 sick in hospital, or on sick leave from a hospital (PCS not involved)	if receiving BAQ at permanent station, and permanent station remains unchanged (note 2)	if assigned quarters at permanent station
9 being treated at hospital TDY* (PCS is involved)	if not assigned quarters	if assigned quarters in the hospital
10 on TDY* (PCS not involved), or TAD*, including such duty on transport or under permissive orders	if receiving BAQ at permanent station and permanent station remains unchanged (note 3)	if assigned quarters at permanent station
11 training for, attending or participating in Pan Am or Olympic games, or other international amateur sports competition	if not furnished quarters by the Government or by an agency sponsoring the member's participation	if furnished quarters by the Government, or by an agency sponsoring participation
12 An officer on active duty (physician, nurse, other) status at a state, county, municipal, or private hospital	if not furnished quarters without charge by the hospital	if furnished quarters without charge by the hospital. Such quarters are considered furnished on behalf of the United States

*TDY = Temporary Duty

TAD = Temporary Additional Duty

	A	B	C
	Member is	Then: BAQ accrues	BAQ does not accrue
13	a student training on a fellowship, scholarship or grant	if not furnished quarters by the college, university, or research facility	if furnished quarters by the college, university, or research facility. Such quarters are considered furnished on behalf of the United States
14	called to entry on active duty	on date of entry on active duty if member is not assigned Government quarters on that date	if member is assigned Government quarters on effective date of entry on active duty

NOTES:

1. For the purpose of payment of BAQ under 3, 4, and 5, above, duty for a period of less than 3 months is not considered to be field duty or sea duty.
2. Entitlement continues during periods member may temporarily occupy Government housing facilities at other bases while in a leave status without regard to the number of days of such occupancy.
3. Member in pay grades 0-4 or higher may elect at the beginning of temporary duty (TDY) (no PCS involved) or temporary additional duty (TAD) not to occupy Government quarters and thus become entitled to BAQ. For members below pay grade 0-4, entitlement does not exist during TDY or TAD if quarters are assigned or furnished at the permanent station, even though the quarters are vacated at the beginning of TDY or TAD.
4. Government quarters in fact occupied without payment of rental charges shall be deemed to have been assigned as appropriate and adequate quarters.
5. Does not apply to temporary occupancy of Government quarters as a guest of another member for periods of 90 days or less. If a member occupies Government quarters assigned to another member for a continuous period of more than 90 days, BAQ entitlement does not exist for any portion of such period of occupancy.

Section E. Officers With Dependents

1. Entitlements

- a. When Entitled to BAQ. A member with dependents who is entitled to basic pay is entitled to BAQ at the rates prescribed for members with dependents when:
- (1) Adequate Government quarters are not furnished for the member and dependents without payment of rental charge.
 - (2) Adequate Government quarters are not furnished for the member's dependents, or dependents are prevented by competent authority from occupying such quarters, even though quarters are assigned for the member's occupancy.
 - (3) Dependents are not en route or do not accompany the member to the permanent duty station, or the vicinity thereof, so as to preclude assignment of family quarters. Under such circumstances the mere availability of quarters which could have been assigned does not defeat the right of a member to the basic allowance for quarters for dependents.
- b. Limitation on Quarters Occupied by Member. When adequate quarters are not available for a member's dependents, the member may not occupy, either at the permanent or TDY station, Government quarters which exceed the minimum standards for the member's grade without dependents without affecting the right to BAQ, unless the only quarters available:
- (1) Exceed the minimum standards; and
 - (2) Are made available for joint occupancy with other members.
- c. Interim BAQ Rates. If an officer with dependents is entitled to BAQ, payment will be made at the rate for officers without dependents until appropriate dependency documentation has been submitted and approved. Allowable BAQ rates for officers with dependents will be adjusted and paid retroactively to the date established for dependency or date entered on active duty, whichever is later.

2. Government Quarters Assigned or Occupied

a. Types of Government Quarters. Government quarters or housing facilities include the following:

- (1) Any sleeping accommodations or family-type housing owned or leased by the U.S. Government;
- (2) Lodgings or other quarters obtained by U.S. Government contract;
- (3) Dormitories or similar facilities operating by cost-plus-a-fixed-fee contractors;
- (4) Any sleeping or housing facilities furnished by a foreign government on behalf of the U.S. Government;
- (5) Transient facilities such as guest houses, hostess houses, and hotel-type accommodations. (Accommodations built and operated by nonappropriated fund activities are considered to be rental quarters for the purpose of BAQ eligibility.) Payment of service charges for laundering of linens, janitorial services, etc., has no effect on whether the facilities are considered Government quarters or housing facilities;
- (6) Quarters in a state-owned National Guard camp. The officer in charge determines when Government quarters are adequate and appropriate for assignment.

b. Quarters Not Designated as Family-Type Quarters. A member who is neither assigned to nor occupies Government quarters is entitled to BAQ for dependents even though the dependents occupy Government quarters not designated as family-type quarters. Examples of such quarters are:

- (1) Dormitory quarters occupied by a member's child at a school for dependents of military personnel.
- (2) A hospital room occupied by a dependent under the Dependents' Medical Care Act. However, a member is not entitled to BAQ when a sole dependent is hospitalized in a Government or civilian hospital under the Dependents' Medical Care Act and is assigned to and occupies Government quarters (even though private quarters are maintained and occasionally occupied).

- c. Quarters Furnished on Behalf of the U.S. A member is not entitled to BAQ for dependents if the member and dependents are furnished adequate family quarters on behalf of the U.S. without rental charge. Examples of such quarters are:
- (1) Family quarters furnished a member in an official capacity by a foreign government.
 - (2) Family-type quarters furnished by a state, county, municipal, or privately owned hospital to an officer serving on active duty, e.g., as an intern or resident physician.
 - (3) Family-type quarters furnished by a college, university, or research facility as part of a fellowship, scholarship, or grant.
- d. Quarters Occupied by Dependents. A member furnished single-type quarters is not entitled to BAQ on behalf of:
- (1) A spouse who is a sole dependent and who is furnished quarters in kind as a civilian employee at a Government installation.
 - (2) A spouse who is a sole dependent and who is furnished Government quarters while serving with the American Red Cross overseas.
 - (3) A sole dependent who is a student nurse in training at a Governmental hospital. However, BAQ is payable on behalf of a dependent who is a student nurse in training at a civilian hospital.
 - (4) Dependents evacuated from a danger area, who occupy Government housing facilities at a safe haven.
 - (5) Dependents, alone or when accompanied by member, who occupy Government quarters assigned to another member for a continuous period of more than 90 days. Under these circumstances BAQ is not payable for any portion of the period of occupancy. Visits of 90 days or less may be considered social visits of a temporary nature, and do not cause loss of BAQ.
 - (6) Any dependent(s), if one or more of the member's dependents occupy the quarters with the member on a permanent basis or on a social visit in excess of 7 days, unless other dependents are precluded by competent orders from residing with the member.

- e. Quarters Occupied by Dependents During Member's Sea Duty or Field Duty. A member whose dependents occupy public quarters while the member is on sea duty or field duty is entitled to BAQ for a period not to exceed 7 days.
- f. Rental Quarters (Other than Inadequate Quarters). A member and dependents who occupy the following facilities on a rental basis are entitled to BAQ:

Any housing facilities, including trailers, under the jurisdiction of the Government other than public quarters constructed or designated for occupancy without charge.

Rental charge refers to a charge made on account of occupancy. It does not include service charges for linen, cleaning, maintenance, etc.

- g. Quarters at Safe Haven Temporarily Occupied by Dependents. A member is entitled to proper credit of BAQ for dependents when:
 - (1) The member's dependents occupy Government provided housing at a safe haven area after emergency evacuation from private housing at the permanent station; and
 - (2) Due to conditions beyond the member's control is required to continue payment of rental for the private housing in order to house furnishings and belongings and to have quarters available upon return of the dependents.
 - (3) This entitlement will continue until such time as dependents are authorized to return to member's permanent duty station or arrive at a designated place as contemplated by paragraph M7101, Joint Travel Regulations (JTR).

3. Quarters Designated as Inadequate Quarters

- a. Entitlement to BAQ. A member with dependents may be assigned designated inadequate quarters on a rental basis without loss of BAQ. This does not apply to bachelor officers quarters, visiting officer quarters, guest houses, and similar type facilities, or to assigned quarters undergoing ordinary repairs.
- b. Amount of Rent for Inadequate Quarters The establishment and administration of rental rates will adhere to appropriate laws and regulations as implemented by PHS Quarters Management Handbook, February 1, 1978.

- c. Effective Date of BAQ and Rental Charge. BAQ and rental charge begin on the date of the member's assignment to such quarters or on the date the determination of inadequacy is effective, whichever is later.
- d. Computation of BAQ and Rental Charge. Compute BAQ and rental charge on a 30-day month basis and prorate at one-thirtieth of the monthly rate for each date inadequate quarters are assigned. Do not pay BAQ nor charge rent for the 31st day of a month. Pay 3 days BAQ and charge 3 days rent when inadequate quarters are assigned on the 28th day of February. Do not charge rent for the day the assignment is terminated. BAQ accrues for the day of termination if Government quarters are not occupied on that day.
- e. Inadequate Quarters Redesignated Adequate. Rental charges and BAQ cease on and after the date formerly inadequate quarters are rehabilitated and redesignated as adequate public quarters. If a member's assignment was continued during the period of rehabilitation, the redesignation of adequacy will be made effective as of the first day of the month following the month in which the rehabilitation was completed.
- f. Husband and Wife Entitled to BAQ. When a husband and wife are both members who jointly occupy inadequate family quarters on a rental basis, they are entitled to BAQ according to their dependent status. The rental charge for inadequate quarters will be the amount which would be charged for a member of the same grade who is in receipt of BAQ on behalf of a civilian spouse. The maximum amount that may be collected will be determined on the basis of the pay grade of the member under whose eligibility inadequate quarters were assigned. Fifty percent of the rental charge will be collected from each member. When 50 percent of the rental charge exceeds the junior member's BAQ, the amount collected from the senior member will be increased to cover the excess.

4. BAQ Entitlement for Spouses in Uniformed Services

- a. When family-type quarters are jointly occupied by the members, neither member is entitled to BAQ, even though the dependents do not reside in the quarters, unless dependents are prevented by orders from occupying quarters.
- b. When husband-wife members are stationed at the same or adjacent installations, both members are normally authorized BAQ at the appropriate rate when family-type quarters are not assigned, notwithstanding the availability of adequate single quarters for either or both members.

- c. Members may be considered to be stationed at the same or adjacent stations when they are not precluded by distance from living together, or they actually commute on a regular basis, regardless of distance.
- d. When husband-wife members have no other dependents are are precluded by distance from living together, they will normally be treated as members without dependents for purposes of entitlement to BAQ.
- e. When husband-wife members, who are both entitled to BAQ at the same or adjacent installation, are geographically separated by competent orders and one member remains assigned to the old duty station, that member will normally be authorized continuance of BAQ notwithstanding the availability of adequate single quarters for assignment to either member.
- f. BAQ at the rate payable to members without dependents is authorized during travel status after departure from the old permanent station, or during a period of leave, delay en route, or proceed time between permanent duty stations, when not in receipt of BAQ for other dependents, and not assigned to Government quarters en route or occupying transient type Government quarters for more than 30 days at any one location.
- g. When one member is receiving BAQ at the with dependents rate, and a child is born of the marriage, the other member may not claim that child as a dependent for BAQ entitlement at the with dependents rate. The child born of the marriage is automatically included as a dependent of the member in receipt of BAQ at the with dependents rate, even though the child is not specifically claimed for BAQ purposes.
- h. A member on field or sea duty is not entitled to BAQ without dependents unless the field or sea duty is temporary additional duty of less than 3 months.

5. Dependent

- a. With respect to a member of a uniformed service, dependent means:
 - (1) Spouse;

- (2) Unmarried child (including any of the following categories of children if such child is in fact dependent on the member: a natural child; a step child; an adopted child; or an illegitimate child whose alleged member-father has been judicially decreed to be the father of the child or judicially ordered to contribute to the child's support, or whose parentage has been admitted in writing by the member) who either -
 - (a) Is under 21 years of age; or
 - (b) Is incapable of self-support because of a mental or physical incapacity, and in fact relies on member for over one-half of dependent's support; and
- (3) A parent (including a stepparent or parent by adoption, and any person, including a former stepparent, who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before reaching 21 years of age) who in fact relies on member for over one-half of dependent's support; however, the dependency of such a parent is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations.

The relationship between a stepparent and stepchild is terminated by the stepparent's divorce from the parent by blood.

b. A member is not entitled to BAQ on behalf of:

- (1) A minor child (under age 21) who is entitled to basic pay as a member on active duty in any uniformed service. This includes a minor child attending one of the military service academies where quarters are furnished by the U.S.
- (2) A spouse who is on active duty in the uniformed services of the U.S. and entitled to basic pay and allowances in own right. When both spouses are in the uniformed service and entitled to basic pay and allowances, BAQ entitlement will be guided by this issuance.
- (3) A dependent for whom the member has been absolved of the requirement to provide support, for example, desertion without cause, marital infidelity.
- (4) A dependent whose whereabouts is unknown and whose absence or whereabouts remains unexplained.
- (5) A former spouse to whom the member is paying alimony ordered by a divorce decree.

- c. A member is entitled to BAQ on behalf of a spouse in service of a Government other than the U.S. This applies even though furnished quarters or paid a monetary allowance in lieu of quarters by that Government.
- d. Dependency must be approved before entitlement to BAQ is authorized. After initial approval, the service will maintain adequate levels of internal audit to assure the legality, propriety, and correctness of all disbursements for BAQ. (See Section F, paragraph 1a).

6. BAQ Entitlement, Members With Dependents, During Leave, Travel Status, Etc.

	A	B	C	D				
	If member is	and is entitled to BAQ at his/her permanent station	and member and dependents occupy transient Gov't qtrs (note 1)	then BAQ entitlement				
1	On duty or on authorized leave (accrued, advanced, or convalescent) not incident to PCS	Yes	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;">No</td> <td style="text-align: center;">Yes</td> </tr> </table>	No	Yes	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;">continues</td> <td style="text-align: center;">continues but not for more than 7 days at any location where Govt qtrs are occupied (notes 2 and 3)</td> </tr> </table>	continues	continues but not for more than 7 days at any location where Govt qtrs are occupied (notes 2 and 3)
No	Yes							
continues	continues but not for more than 7 days at any location where Govt qtrs are occupied (notes 2 and 3)							
3		No		does not exist. However, if qtrs assignment at the permanent station is terminated at the beginning of or during leave, 1 and 2 apply on and after date of termination				

A	B	C	D
If member is	and is entitled to BAQ at his/her permanent station	and member and dependents occupy transient Gov't qtrs (note 1)	then BAQ entitlement
4 in a duty, travel or leave status incident to PCS (includes TDY en route)		No	exists unless permanent Gov't qtrs are assigned or occupied
5		Yes	exists but not more than 30 days at any location where transient qtrs are occupied. (note 2 & 3). Entitlement does not exist if permanent Gov't qtrs are also assigned or occupied.
6 On TDY or TAD not incident to PCS	Yes	No	continues as long as permanent station remains unchanged
7		Yes	continues, but not for more than 7 days at any location where Gov't qtrs are occupied (notes 2 & 3)

A	B	C	D
If member is	and is entitled to BAQ at his/her permanent station	and member and dependents occupy transient Gov't qtrs (note 1)	then BAQ entitlement
8	No		does not exist
9	AWOL, not excused as unavoidable		does not exist
10	absent due to disease (as distinguished from injury) from	Yes	continues
11	alcohol or drugs, causing loss of pay	No	does not exist. However, if qtrs assignment at the permanent station is terminated during member's absence, BAQ accrues on and after date of termination
12	home on PCS awaiting further orders in connection with physical evaluation board proceedings	No	continues until member's retirement or discharge
13		Yes	does not exist

NOTES:

- Does not apply to occupancy of Government quarters as guest of another member by a member and dependents, or dependents alone, for periods of 90 days or less. If a member and dependents, or dependents alone, occupy Government quarters assigned to another member for a continuous period of more than 90 days, the member is not entitled to BAQ for any portion of such period of occupancy.

NOTES (continued)

- 2. BAQ credit continues if member has additional dependents who are precluded by competent authority from occupying Government quarters or facilities furnished member and spouse, or spouse alone, while on leave, or at a port.
- 3. The intent of these entitlements 2, 5 and 7 above, is that BAQ continue for a maximum of 7 or 30 days respectively at any one location. Movement from one unit of transient quarters to another unit at the same location (with or without a break in occupancy) may not exceed the authorized 7 or 30 days without loss of BAQ. Occupancy of transient type quarters at different points or at both the old and new permanent station, without loss of BAQ, is authorized for up to 7 or 30 days respectively at each location during any one period.

7. Effective Dates to Start and Stop BAQ

a. Date to Start BAQ--Members with Dependents

	A	B
	If member	Then BAQ begins on
1	is called to entry on active duty	date of entry on active duty, if member is not assigned Gov't qtrs for the officer and dependents on that date
2	is appointed to commissioned or warrant officer status	date active duty pay begins, if member is not assigned Gov't qtrs for the officer and dependents on that date
3	occupies Gov't qtrs with dependents and quarters assignment is terminated	date of termination of assignment unless dependents continue to occupy to occupy the quarters. This is date quarters are vacated, if definite assignment is not required
4	occupies Gov't quarters with dependents and the quarters are declared inadequate	date on which designation of inadequacy of quarters is effective, if member and dependents continue to occupy such quarters

	A	B
	If member	Then BAQ begins on
5	acquires a dependent (marriage, birth, adoption, etc.) (note 1)	date dependent is acquired, if member is not assigned Gov't qtrs for self and dependent(s) on that date (note 2)
6	acquires a dependent while in an unauthorized absence status	date member is returned to pay status, if member is not assigned Gov't qtrs for the officer and dependents on that date (note 3)
7	claims dependent parent	date determined or approved by
8	claims doubtful dependent	the Director, CPOD/OPM/OM

NOTES:

1. Includes dependent acquired while member is on authorized leave.
2.
 - a. Applies to sole dependent of officer.
 - b. Applies to any dependent on whose behalf a member is entitled to increased BAQ.
 - c. BAQ starts with date of member's marriage even though marriage occurs on same day as divorce from another member.
 - d. When blood parents of an illegitimate child marry, the child becomes a legitimate dependent for BAQ purposes.
3. If there has been any change in the status of dependents on whose behalf BAQ existed on the date an unauthorized absence commenced, a member must reestablish his/her right to BAQ.

b. Date to Stop BAQ -- Changes in Dependency Status

	A	B
	If the sole dependent (note 1)	then stop BAQ at 2400 hours of the day
1	dies	of death
2	is divorced	of the final decree of divorce (note 1)
3	is a spouse in a voidable (not void) marriage which is dissolved by final annulment decree.	before date of the decree. (No payment BAQ may be made on or after date of the decree, regardless of credits accrued and not paid, BAQ paid before the date of decree may be retained) (note 2)
4	is a spouse in an invalid (void) marriage	before discovery of invalidity of the marriage. (No payment of BAQ may be made on or after date of discovery, regardless of credits accrued and not paid)
5	becomes of age (except a child who is incapable of self-support because of mental or physical incapacity)	before the child's 21st birthday
6	marries (regardless of age, mental or physical incapacity)	of the child's marriage. (Applies even though child's marriage is to a service member who is also entitled to BAQ on child's behalf for that date)
7	is adopted by a third party by interlocutory order or decree which has effected a changed legal relationship	before date of adoption

	A	B
	If the sole dependent (note 1)	then stop BAQ at 2400 hours of the day
8	is adopted by a third party and a final order or decree has been entered	before date of adoption
9	enters military service	before day of entry into service
10	is one who must be "in fact" dependent on member, and such dependency ceases	before date dependency ceases

NOTES:

1. Applies also when an affinitive relationship between a member and stepchild ceases because of divorce from the child's parent.
2. Applies also when affinitive relationship between a member and stepchild ceases because of annulment of marriage.

c. Date to Stop BAQ -- Other Than Changes in Dependency Status

	A	B
	If member	Then BAQ begins on
1	is furnished Gov't qtrs at the permanent station, adequate for the member and dependents	before day qtrs are assigned (or prior to day occupancy begins, if definite assignment not made).
2	is furnished qtrs (cash or in kind) on behalf of the U.S., adequate for the member and dependents	before day qtrs are furnished.

	A	B
	If member	Then BAQ begins on
3	and dependents occupy inadequate qtrs which are rehabilitated and designated as adequate quarters.	before effective date of redesignation as adequate quarters.
4	is absent without leave	of AWOL, not excused as unavoidable.
5	is released from active duty	of release.
6	is retired	before effective date of retirement.
7	dies	of death.

Section F. Rules for Determining Dependency and Relationship

1. Use of Rules - This section includes rules and factors used in determining dependency or relationship for BAQ entitlement. It is to be used:
 - a. By Director, CPOD, in determining dependency or relationship for the classes of dependents or conditions listed below.
 - b. To guide administrative personnel in counseling members about their rights to BAQ on behalf of dependents.
2. Lawful Spouse and Legitimate, Unmarried, Minor Children - A member's lawful spouse and legitimate, unmarried, minor children are at all times considered dependents for BAQ purposes, except under the conditions indicated in subparagraph a and b below, paragraph 5 below, and paragraph 5, Section E. A determination of relationship is required, but usually a determination of dependency is not. In all instances of a member having a spouse on active duty, full details must be given showing full name, social security number, duty station, and branch of service of that spouse.

- a. Except as prescribed in subparagraph b below, either of two members married to each other may claim BAQ for their adopted children or the children born of their marriage. Such election must be agreed to by both members. If the members cannot agree as to the election, entitlement to BAQ for their children will rest with the senior member. Entitlement may later be transferred to the other member in the event of promotion or similar change of circumstances which would merit such transfer. When only a stepchild is involved, either the stepparent or the natural parent may claim that child for BAQ purposes. The stepparent must meet the requirements of paragraph 9 below, to be entitled to BAQ on behalf of the stepchild. However, if the natural parent objects to the other member claiming the stepchild, then BAQ entitlement rests with the natural parent.
 - b. When one of the two members married to each other is receiving BAQ at the with dependents rate, than any child born of their present marriage or any child adopted during their marriage is considered to be within the class of dependents for which the one member is already receiving BAQ.
3. Validity of Member's Marriage - Any case where the validity of a member's marriage is questioned is considered a case of doubtful relationship. Cases in this category include:
- a. Remarriage within prohibited period following divorce.
 - b. Marriage by proxy.
 - c. Marriage by telephone.
 - d. Foreign nation divorce.
 - e. Purported marriage.
 - (1) Void marriage.
 - (2) Annulled marriage.
- Submit requests for determination on validity of a marriage or for validation of payments to the Director, CPOD.
4. Child of Marriage Null in Law - An unmarried minor child of a ceremonial marriage null in law, or annulled as void or voidable, is an eligible dependent for BAQ purposes unless and until a court finds such child is illegitimate. See paragraph 8 below, concerning entitlement to BAQ for an illegitimate child.

5. Support of Dependent - Proof of support of a lawful spouse or unmarried, minor, legitimate child of such member generally is not required. However, failure to support a dependent on whose account BAQ is claimed may result in nonentitlement to BAQ.
- a. Both Parents are Members - One Parent Ordered to Pay Support for Child in Other Parent's Custody.
- (1) The member paying court-ordered support is entitled to claim the child for BAQ purposes, provided the monthly support decreed is equal to or greater than the difference between that member's "with" and "without" dependents BAQ rate. Failure to pay court-ordered support in such amount will result in nonentitlement to BAQ at the with dependent rate, and transfer of that entitlement to the member awarded legal custody of the child.
 - (2) When a member is paying court-ordered support in the amount required in order to claim the child for BAQ purposes, the other member having legal custody of the child is, provided family housing is not occupied, entitled to BAQ at the without dependent rate notwithstanding the availability of adequate single quarters for his or her occupancy.
 - (3) A member having legal custody of his or her child is entitled to claim that child for BAQ purposes even though the other parent is paying court-ordered support in an amount equal to or greater than the difference between that member's "with" and "without" dependents BAQ rates, provided that the member paying such court-ordered support declines to claim the child for BAQ purposes. Such entitlement on the part of the member having legal custody of the child exists even though the member paying court-ordered support is receiving BAQ on behalf of other dependents.
- b. Member Absolved from Support Responsibility by Divorce Decree or Court Order - BAQ is not payable when a member has been absolved by divorce decree or court order from the responsibility of supporting a child or children, and the member does not contribute to their support.
- c. Member Refuses to Support - BAQ is not payable on behalf of a dependent whom a member refuses to support.
NOTE: A member does not avoid the legal responsibility to comply with a court order for support by forfeiting BAQ.

- d. Divorce Decree, Legal Separation Agreement or Court Order Silent on Support or Not Stating Account of Support - A divorce decree, legal separation agreement, or court order, giving custody of a member's minor children to the spouse, which is silent on support or does not state that the member is required to support them, does not of itself deprive the member of BAQ for the children. This is true regardless of the jurisdiction in which the decree, agreement or order was issued or in which the children are domiciled. The member is entitled to BAQ if the contribution to the support of the dependents is in the full amount of BAQ or a reasonable amount stated by or on behalf of the dependents as necessary, whichever is less, but in no case may the support be less than the difference between the member's applicable with and without dependents BAQ rates. If the member furnishes the support specified above, the member will be deemed to have furnished support in an amount stated as adequate by or on behalf of the dependent until such time as an official complaint to the contrary is made by or on behalf of the dependent. If satisfactory evidence is received that the member has not provided the support specified above, action will be taken to recoup BAQ from the member for any period such support was not provided.

- e. Legal Separation Agreement or Court Order Stating Amount of Support - If there is a court order or legal separation agreement stating the amount of support, the member must contribute to the support of the dependent the amount specified therein, or the full amount of BAQ, whichever is less, but in no case may the support payments be less than the difference between the applicable BAQ at the with and without dependents rate. If satisfactory evidence is received that the member has not provided the support specified above, action will be taken to recoup BAQ from the member for any period adequate support has not been provided.

- f. Settlement Agreement:
 - (1) Property settlements made under a court order or written agreement are not considered support for BAQ purposes.

 - (2) Payments made under a settlement in place of support are considered support for the period expressly provided in the written agreement or court order.

 - (3) A lump-sum settlement in place of support made under written agreement or court order is considered support for the period the lump-sum would reasonably cover support of the dependent.

- g. Interlocutory Decree of Divorce - If an interlocutory decree of divorce does not provide for support to the spouse, the member is not entitled to BAQ for the spouse after the date of the decree unless proof of support is furnished.
- h. Doubtful Cases - Submit any doubtful cases involving support for determination to Director, CPOD.

6. Child Living with Former Spouse Remarried to Another Service Member

- a. If the child's stepparent is assigned public quarters and the child occupies such quarters, determine the divorced member's entitlement to BAQ for the child as follows:
 - (1) The divorced member is not entitled to BAQ if assigned to or occupying Government quarters or if on field duty (unless required to procure quarters at own expense), or on sea duty. (For this purpose, duty for less than three months is not field or sea duty.)
 - (2) If the divorced member provides support as required in paragraph 5 above, the member may receive BAQ as a member with dependents for periods not assigned to or occupying Government quarters and not on field or sea duty (three months or more) regardless of whether the child's stepparent is assigned public quarters.
- b. If the child's stepparent is not assigned public quarters, but is paid BAQ, the divorced member is entitled to BAQ on behalf of the child, if otherwise eligible, even if assigned to or occupying single-type Government quarters. However, BAQ may not be paid to both the stepparent and natural parent at the same time for the same dependent. The natural parent has priority to BAQ if supporting the child.

7. Child Living With Former Spouse -- Member Remarries

The provisions of subparagraph 1a(2), Section E, are not for application in the case of a member who is required to support a child in the custody of the former spouse when the member remarries and is assigned to and occupies Government quarters with new dependents. The member is not entitled to basic allowance for quarters on behalf of the child living with the former spouse. This is equally applicable when, upon remarriage, the member marries a member.

8. Illegitimate Child - Public Law 93-64, July 9, 1973, amended 37 U.S.C. 401 to include in the definition of a dependent, an unmarried illegitimate child whose alleged member-father has been judicially decreed to be the father of the child or judicially ordered to contribute to the child's support, or whose parentage has been admitted in writing by the member-father or mother. Such a dependent must be either under 21 years of age or, because of a mental or physical incapacity, incapable of self-support and in fact dependent on the member. A member may claim on behalf of an illegitimate child within the following guidelines:

a. General - A member who claims BAQ on behalf of an illegitimate child must show proof of parentage. In cases involving foreign court decrees, parentage must also be admitted in writing and under oath. Proof of actual dependency is required in all cases and will be recertified annually. This required documentary evidence to substantiate that support has been provided in an amount not less than that specified in subparagraph b or c below. A voluntary allotment payable to or on behalf of a child in the applicable amount is adequate evidence to show proof of intent to provide continued support.

b. Illegitimate Child is in Custody of Another Person and Member is Assigned Single - Type Government Quarters - The member-parent may claim such child as a dependent if proof is shown that monthly support provided the child is at least equal to the applicable BAQ at the with dependents rate.

c. Illegitimate Child is in Custody of Another Person and Member is Not Assigned Government Quarters - The member-parent may claim such child as a dependent if proof is shown that monthly support is provided in an amount the greater of

(1) over one-half of the child's support, or

(2) the difference between the applicable BAQ at the with and without dependents rates.

In any case where (1) above exceeds the applicable BAQ at the with dependents rate, support in at least the amount of the BAQ at the with dependents rate will be considered adequate.

d. When Both Parents Are in The Service - When both parents are members of the uniformed services, the one having custody of the illegitimate child is the only one authorized BAQ on behalf of that child. If neither has custody, the member providing chief support of the illegitimate child is considered to be the only member with a dependent for entitlement to BAQ on behalf of such child. In either case, the member-parent must meet the applicable guidelines furnished above.

- e. When Illegitimate Child Adopted by Another Person - BAQ does not accrue to the natural father or mother of an illegitimate child when such child has been adopted by another person.
- f. When Member Marries Mother of Illegitimate Child - The member may claim the illegitimate child of his spouse as a dependent, although he is not the father of the child. The child qualifies as a dependent, in the same manner as any other stepchild, when the member has accepted full responsibility for that child by marriage to the child's mother.

9. Adopted Child or Stepchild

- a. Adopted Child - A child adopted by a member is an eligible dependent for BAQ entitlement if a final decree of adoption has been entered and the child is, in fact, dependent upon the member.
- b. Stepchild - A stepchild is an eligible dependent for BAQ entitlement if the child is in fact dependent on the member. This includes an illegitimate child of the spouse, when the member is not the blood parent. See paragraph 8f above. A member is not entitled to BAQ for a stepchild if the child is receiving support from the natural parent, who receives BAQ for the child. A stepparent-stepchild relationship ends upon divorce from the blood parent, but not upon death of the blood parent. Hence, entitlement to BAQ for a stepchild may be established after death of the blood parent.
- c. In Fact Dependency - An adopted child or a stepchild is considered in fact dependent if the member contributes a substantial portion of the child's support, and if the child's welfare would be affected without this contribution. Residence in the member's household does not of itself establish dependency, nor is a child in fact dependent if the member's contributions merely improve the child's living conditions.

10. Dependent Child Adopted by a Third Party

A member is not entitled to BAQ for a child after the child is adopted by a third party and final order or decree of adoption has been entered. Entitlement to BAQ continues after an interlocutory decree has been entered if the decree does not change the legal relationship between the child and adopting parent, and the member supports the child.

11. Spouse or Child Confined in Penal or Correctional Institution

- a. BAQ Payable - Confinement of a member's lawful spouse or unmarried minor child in a penal or correctional institution does not affect the right to BAQ on the dependent's behalf, unless:
 - (1) The member refuses to support the dependent; or
 - (2) The member has been absolved from supporting the dependent;
 or
 - (3) The period of confinement may extend beyond five years; or
 - (4) The case is otherwise doubtful.
- b. Doubtful Cases - Submit case involving sentence extending beyond five years, and any other doubtful cases to the Director, CPOD, who will request advance decision of the Comptroller General of the U.S. Do not credit BAQ pending decision.

12. Dependent Parent

- a. Definition - A parent is the natural father or mother, or the father or mother through adoption. Also, persons who have stood "in loco parentis" to a member are considered. The term "dependent" as applied to father or mother means two dependents, if applicable.
- b. Basis for Determination - Dependency of a parent is determined on the basis of an affidavit submitted by the parent, and any other evidence required under regulations prescribed by the Secretary. Upon receipt of the member's application, the Director, CPOD, sends a form to the parent for completion (thus delaying final action on the member's application). A custodian or legal guardian may complete the form for a mentally incompetent parent. If a parent dies before completing the affidavit, payment of BAQ is precluded.
- c. Dependency Requirement - A member does not qualify for BAQ on behalf of parents because of relationship alone. The additional factor of dependency must be met. The parents must be dependent upon the member for over one-half of their support. This means:
 - (1) The parent's income, not counting the member's contribution, must be less than one-half of their monthly living expenses.
 - (2) The member's contribution must be more than (a) the parents' income from all other sources and (b) one-half the parent's monthly living expenses.

- d. Change in Status of Dependent - A member may be paid BAQ for any active duty period during which dependency of the parent is shown to exist, whether the dependency arose before or after the member entered service. If dependency arises because of changed circumstances, and the facts show the member has started to contribute over one-half of the parents' support, BAQ is authorized from the date the contribution began. No waiting period is required.
- e. Stepparent - A stepparent-stepchild relationship ends upon divorce from the blood parent, but not upon death of the blood parent. Hence, BAQ entitlement because of a stepparent may be established after death of the blood parent.

13. Factors Used in Parent Determinations

- a. Family Unit Rule - In determining dependency of a parent, the total income and expenses of the family unit of which the parent is a member must be considered. Normally, the member's contribution to the expenses of the unit must exceed one-half of the unit's total expenses before any one person in the unit can be considered dependent on the member. For example, a mother cannot be considered dependent if she is a member of a family unit in which her husband is supporting himself but is not providing sufficiently for the mother's individual needs.
- b. Equity and Good Conscience - When application of the family unit rule results in manifest injustice, any other available evidence of dependency is considered, and determination made according to principles of equity and good conscience.
- c. Charity - Contributions made to parents by charitable organizations are not considered income.
- d. Parents in a Charitable Institution - Residence of a parent in a charitable institution, public or private, is not a bar to entitlement if the member claims BAQ on behalf of the parent and other conditions of entitlement are met.
- e. Social Security, Unemployment Compensations, and Pensions - Payments made to the parent from Social Security and unemployment compensation are considered income. Pensions received by the parent are also considered income.
- f. Capital Assets - Unliquidated capital assets are not considered income, and parents are not required to deplete their capital assets in order to establish dependency on a member for BAQ purposes. However, proceeds derived from the liquidation of capital assets are considered income. Amounts placed in reserve for depreciation of property held for income normally are considered available for current living expenses of a parent, and are, therefore, income.

- g. Rate of Return Rule - In determining dependency of parents who possess uninvested capital, compute the income return on the basis of four and one-half percent per annum.

14. Recertification of Dependents

- a. All officers in receipt of BAQ with dependents are required to recertify their primary dependents at least every year. An officer's failure to submit appropriate documentation/forms is the basis for administrative discontinuance of BAQ entitlement.
- b. Individual officers will be notified on their "Payroll Earnings Statement" when recertification of dependent forms must be submitted. Such notification will be made during the months of January through October, corresponding to the last digit of an officer's social security number (1=January, 2=February .. 0=October).

Section G. Basis for Determination of Adequacy and Assignment of Quarters by Officer-in-Charge or Delegated Official

- 1. The PHS Quarters Management Handbook, February 1, 1978, includes among other items chapters on the assignment of quarters, provision of appliances, furniture and other household effects, quarters standards and maintenance and repair. The remainder of this Section provides further details which may impact on quarters allowance administration and payment of BAQ.
- 2. All adequate housing facilities and sleeping accommodations under the control of PHS shall be considered as public quarters when occupied by commissioned officers. Public quarters under the control of another uniformed service shall be those housing facilities and sleeping accommodations designated as such by the particular service concerned.
- 3. Public quarters under the control of PHS shall be considered adequate based on standards prescribing criteria for determining:
 - a. the basic adequacy of quarters;
 - b. the individual adequacy of quarters in relation to a particular commissioned officer taking into consideration the number, ages, and sex of dependents, and grade where appropriate.
- 4. Public quarters under the control of a uniformed service, other than PHS, shall be determined to be adequate public quarters under standards prescribed by that service.

5. An OIC will assign available public quarters to an officer reporting to the station on a permanent duty assignment. See paragraph 2, Section E.
- a. The OIC of a station of the Service shall first assign housing facilities to those commissioned officers and civil service employees whose duties require their living on the station. Additional quarters shall be assigned to other commissioned officers as herein provided.
 - b. Adequate public quarters at each station of the Service, if available, shall be assigned by the appropriate official. Such other adequate public quarters as may be available for additional officers on permanent duty at that station shall be assigned by the OIC, and may be assigned to other officers not on permanent duty at that station to the extent that such quarters are available.
 - c. If an OIC of a station determines that quarters occupied by a commissioned officer or civil service employee are required for occupancy by another officer, he/she may order the first officer or employee to vacate such quarters.
 - d. If an officer assigned to quarters considers the quarters inadequate he/she may appeal through channels, to the Bureau Chief exercising jurisdiction over the station, giving in detail the reasons for such appeal. The OIC shall forward this appeal with an endorsement setting forth the reasons for the assignment. The decision of the Bureau Chief as to the adequacy of the quarters assigned shall be final.
 - e. Public quarters which are basically inadequate, or which are basically adequate but individually inadequate for an officer and dependents, shall not normally be assigned to an officer, but an officer may be permitted to occupy such quarters. If an officer having dependents declines occupancy of inadequate quarters with his dependents, the officer may be permitted to accept assignment of public quarters consisting of not more than one room and a bath.

If an officer having dependents declines occupancy of inadequate quarters with dependents but is required by the officer in charge to live on the station, he or she shall be assigned to public quarters consisting of not more than one room and bath, if available, or, if not available, to such larger public quarters as may be available until such time as smaller quarters are available. If an officer, who has no dependents and for whom no adequate public quarters are available, is required by the OIC to live on the station, he or she shall be assigned to any available public quarters most appropriate to his or her grade.

- f. If adequate public quarters are available for assignment to an officer with dependents but the dependents are precluded from occupying such quarters by orders of competent authority, the officer in charge shall assign adequate public quarters consisting of not more than one room and a bath, if available, or, if not available, to such larger adequate public quarters as may be available until such time as smaller quarters are available.
- g. An officer who is married to a person who is not a commissioned officer shall be assigned to any available public quarters which are adequate for the officer and dependents, if any, as defined in this issuance.

Section H. Forms To Be Used To Substantiate BAO

- 1. Officers Without Dependents
 - a. PHS-2977 -- Quarters Allowance Certificate (Exhibit 1)
- 2. Officers With Dependents
 - a. PHS-1637-1 -- Dependency Certificate (wife or child under 21 years) (Exhibit 2)
 - b. PHS-1637-2 -- Dependency Certificate (mother and/or father)(Exhibit 3)
 - c. PHS-1637-3 -- Parent's Dependency Affidavit (Exhibit 4)
 - d. PHS-1637-4 -- Dependency Certificate (unmarried child over 21 years) (Exhibit 5)
- 3. Verification of Availability of Quarters
 - a. PHS-6070 -- Quarters Assignment and Termination Record (Exhibit 6)
- 4. Distribution Source for the Forms are:
 - a. Office of Personnel Management, Office of Management, PHS, Room 4-35, Parklawn Building - All of the above forms, except PHS 6070.
 - b. ASC Forms and Publication Distribution Center - All of the above forms, except PHS 1637-2, PHS 1637-4.
 - c. HEW Supply Section - Only PHS 1637-1, 1637-3, and 2977.

Section I. Basic Allowance for Subsistence (BAS)

1. Except as otherwise provided by law, officers who are entitled to basic pay are normally entitled to BAS at the rate prescribed, regardless of grade or dependency status.
2. BAS is in addition to overseas cost of living allowances authorized by Chapter 4, Part G, Joint Travel Regulations, Volume 1, and discussed more fully in a separate issuance.

PHS-2977
(Rev. 9-77)

QUARTERS ALLOWANCE CERTIFICATE

PHS COMMISSIONED OFFICER WITHOUT DEPENDENTS

PHS ACCOUNTING POINT AND NO.

EXHIBIT 1

SERIAL NO.	NAME OF OFFICER (Last, first, middle)	GRADE OR RANK
BRANCH OF SERVICE U. S. Public Health Service		STATION

1. I certify that the facts stated and disclosed in this certificate are true and correct for the period stated below:

check six-month period ending, June 30, 19 _____, or December 31, 19 _____
 one _____ month period ending _____

2. During the period stated in item 1, I did not occupy any government quarters or housing facilities, adequate or inadequate, under the jurisdiction of any of the uniformed services except for the following periods (if none, so state):

FROM	TO

3. I further certify that my occupancy of Government quarters during the period stated in 2, above, was under one of the following conditions (check one):

- (a) Occupied assigned adequate quarters, for which period I was not paid quarters allowances.
- (b) Voluntarily occupied quarters that were determined to be "inadequate" by the Officer in charge of quarters, for which period I was not paid quarters allowances.
- (c) Occupied Government quarters on a rental basis, for which period I was paid quarters allowances. (A copy of the rental agreement was on file in the pay roll office).
- (d) Other (Specify)

4. DEFINITION OF GOVERNMENT QUARTERS. The term "Government quarters," unless otherwise qualified, means any sleeping accommodations owned or leased by the United States Government, or furnished by a foreign government either under agreement with the United States or on a complimentary basis, including dormitories or similar facilities, regardless of whether or not a service charge is made: (Service charges normally are to cover costs of laundering linen, janitorial services, etc., and should not be considered as rent).

5. Remarks

<p>IMPORTANT NOTE--Penalty for presenting false claims or making false statements in connection with claims: Fine of not more than \$10,000 or imprisonment for not more than 5 years or both. Act of June 25, 1948, 18U.S.C. 287, 1001.</p>	DATE	SIGNATURE OF OFFICER
--	------	----------------------

Privacy Act Statement for Form PHS-2977
Quarters Allowance Certificate
PHS Commissioned Officer without Dependents

EXHIBIT 1 (Continued)

General

This statement is provided pursuant to the Privacy Act of 1974 (P.L. 93-579).

Authority for Collection of Information

Section 403, Title 37, United States Code.

Principal Purpose and Routine Uses

The information called for by this form will be used in determining the extent of eligibility of a commissioned officer for quarters allowances.

Except as indicated below, the information you provide on this form will not be disclosed outside this Department without your written consent:

To prospective employers or other organizations at the request of the individual; to other Federal agencies in the event of appointment of former officers; to Department of Defense in event of national emergency. Federal Housing Administration and Veterans Administration may obtain information in event of employment claims and benefits. Bureau of Prisons (Department of Justice), Coast Guard (Department of Transportation), and Environmental Protection Agency may obtain copies of personnel documents relating to commissioned officer assignments to those agencies. Records may be disclosed to individuals and organizations deemed qualified by the Secretary to carry out specific research solely for the purpose of carrying out such research (45 CFR, Part 5b, Appendix B, Item 101). Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

In the event of litigation where one of the parties is (a) the Department, any component of the Department, or any employee of the Department in his or her official capacity; (b) the United States where the Department determines that the claim, if successful, is likely to directly affect the operations of the Department or any of its components; or (c) any Department employee in his or her individual capacity where the Justice Department has agreed to represent such employee, the Department may disclose such records as it deems desirable or necessary to the Department of Justice to enable that Department to effectively represent such party, provided such disclosure is compatible with the purpose for which the records were collected.

Effects of Nondisclosure

Disclosure of the information called for by this form is mandatory. Failure to supply the information completely and accurately may result in the commissioned officer's pay being held up or incorrectly computed.

DEPENDENCY CERTIFICATE
WIFE, OR CHILD UNDER 21 YEARS

EXHIBIT 2

Use reverse side for additional remarks

SERIAL NO.	NAME OF OFFICER (Last, first, middle)	GRADE OR RANK
BRANCH OF SERVICE U. S. Public Health Service		STATION OR SHIP (If ship, give name, home yard and home port)

1 I certify that the facts stated and disclosed in this certificate are true and correct for the purpose of:

a	Obtaining credit for basic allowance for quarters provided for an officer with dependents on and after (Use only (a) for the initial claim. Use (a) and (b) for all claims after the initial claim)	DATE
b	Substantiating any credits for basic allowance for quarters provided for an officer with dependents during the (Use (a) and (b) for all claims after the initial claim)	12-MONTH PERIOD ENDING SEPTEMBER 30, 19____ <input type="checkbox"/> MONTH PERIOD ENDING _____
c	Obtaining credit for basic allowance for quarters provided for an officer with dependents for the period (Use only (c) for request for advance decision or determination)	FROM _____ TO _____

2 During the period stated in item 1, the person named below was my dependent. (If wife is not named as dependent, state reason on reverse.)

a	NAME OF LAWFUL WIFE (First, middle initial, last) ¹	DATE OF MARRIAGE	ADDRESS
	NAME OF LEGITIMATE CHILD (First, middle initial, last) (If more space is required, use reverse)	DATE OF BIRTH	
b	NAME OF ADOPTED CHILD (First, middle initial, last)	DATE OF BIRTH	RELATIONSHIP TO CHILD BEFORE ADOPTION (If none, so state)
	ADOPTED PURSUANT TO THE LAWS OF _____		AMOUNT OF OFFICER'S MONTHLY CONTRIBUTION FOR SUPPORT OF CHILD \$ _____
Certified court order of adoption filed herewith or with substantiating documents submitted:			
PHS PAYROLL OFFICE (ACCOUNTING POINT)		ACCOUNTING POINT NO.	MONTH AND YEAR
NAME OF PERSON CHILD RESIDED WITH		RELATIONSHIP	ADDRESS
The adoption by me was for the child's benefit; the child was not adopted by me to secure any personal or pecuniary advantage either in the way of increase in my pay or allowances or otherwise; the child was not possessed of property or income adequate for his or her support; the child was not the beneficiary, either directly or through others, of any trust or estate entitling the child to income adequate for his or her support and education; I actually and necessarily contributed from my own personal funds the amount shown above each month, solely for the care, maintenance, support, and education of such child.			
c	NAME(S) OF CHILD (CHILDREN) OF DIVORCED OFFICER WHO WAS (WERE) IN CUSTODY OF PERSON OTHER THAN CLAIMANT (First, middle initial, last)		
	NAME OF PERSON HAVING LEGAL CUSTODY, CARE AND CONTROL OF CHILD (CHILDREN) (First, middle initial, last)	ADDRESS	
	RELATIONSHIP OF CUSTODIAN TO CHILD (CHILDREN)	AMOUNT OF OFFICER'S MONTHLY CONTRIBUTION FOR SUPPORT OF CHILD (CHILDREN)	
	DIVORCE DECREE GRANTED BY (Court, State, date) ²	TYPE OF DECREE <input type="checkbox"/> FINAL <input type="checkbox"/> INTERLOCUTORY	DATE DECREE BECOMES FINAL
	NAME OF PERSON FORMER WIFE REMARRIED (First, middle initial, last)	ADDRESS OF FORMER WIFE	
The child or children named above was or were my legitimate child or children now in the legal custody, care and control of the person named above. I paid the alimony required by the decree; (or where no alimony is required by the decree) I actually contributed monthly the amount shown above from my own personal funds for the care, maintenance, support and education of said child or children.			

3 Did the above-named dependent serve as a member of the uniformed services or participate in full-time training duty with pay for the period stated in item 1? YES NO

4 Did the above-named dependent occupy government quarters or housing facilities under the jurisdiction of the uniformed services without charge except for brief visits in quarters assigned to another member? YES NO

5 First certificate YES NO There has been no change in the status of dependency of the above-named dependent since last certificate was filed. DATE LAST CERTIFICATE FILED _____

IMPORTANT I will immediately notify my payroll office of any change in the above-stated dependency.

NOTE.—Penalty for presenting false claims or making false statements in connection with claims: Fine of not more than \$10,000 or imprisonment for not more than 3 years or both. Act of June 25, 1948, 18 U.S.C. 287, 1001.	DATE	SIGNATURE OF OFFICER
--	------	----------------------

¹List additional dependent children on reverse.
²Copy of Divorce Decree to be attached.

EXHIBIT 2 (Continued)

Privacy Act Statement for
Form PHS 1637-1 Dependency Certificate (Wife, or Child under 21 Years)

General

This statement is provided pursuant to the Privacy Act of 1974 (P.L. 93 579)

Authority for Collection of Information

The Dependents Assistance Act of 1950 (10 U.S.C. 1071 et. seq.)

Principal Purposes and Routine Uses

The information supplied on these forms will be used in determining what assistance may legally be provided for dependents of commissioned officers under the authorizing statute.

Except as indicated below, the information you provide on this form will not be disclosed outside this Department without your written consent:

To prospective employers or other organizations at the request of the individual; to other Federal agencies in the event of appointment of former officers; to Department of Defense in event of national emergency. Bureau of Prisons (Department of Justice), Coast Guard (Department of Transportation), and Environmental Protection Agency may obtain copies of personnel documents relating to commissioned officer assignments to those agencies. Records may be disclosed to individuals and organizations deemed qualified by the Secretary to carry out specific research solely for the purpose of carrying out such research (45 CFR, Part 5b, Appendix B, Item 101). Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

In the event of litigation where one of the parties is (a) the Department, any component of the Department, or any employee of the Department in his or her official capacity; (b) the United States where the Department determines that the claim, if successful, is likely to directly affect the operations of the Department or any of its components; or (c) any Department employee in his or her individual capacity where the Justice Department has agreed to represent such employee, the Department may disclose such records as it deems desirable or necessary to the Department of Justice to enable that Department to effectively represent such party, provided such disclosure is compatible with the purpose for which the records were collected.

Effects of Nondisclosure

Disclosure of the information called for by these forms is voluntary; however, failure to supply all the information will preclude processing of any assistance benefits for the dependents involved.

U.S. GOVERNMENT PRINTING OFFICE: 1977-O-248-783

(Rev. 9/77)
FORM APPROVED BY
COMP. GEN., U. S.
JULY 20, 1951

DEPENDENCY CERTIFICATE
MOTHER AND/OR FATHER¹

THE ACCOUNTING POINT AND NO.

EXHIBIT 3

Certificate of Officer

SERIAL NO.	NAME OF OFFICER (Last, first, middle)	GRADE OR RANK
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BRANCH OF SERVICE U. S. Public Health Service	STATION OR SHIP (If ship, give name, home yard and home port)
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1 I certify that the facts stated and disclosed in this certificate are true and correct for the purpose of obtaining credit for basic allowance for quarters provided for an officer with dependents on and after _____ DATE

2 The person(s) named below is/are in fact dependent on me for over half of his/her/their support:

NAME (First, middle initial, last)	ADDRESS	DATE OF BIRTH	RELATIONSHIP

3 a Is/are the above-named dependent(s) occupying Government quarters or housing facilities under the jurisdiction of the uniformed services without charge?
 YES NO

b Did the above-named dependent(s) occupy Government quarters or housing facilities under the jurisdiction of the uniformed services without charge at any time since the date specified in Item 1 above?
 YES NO (Service charge is not considered a charge for the purpose of this claim)

(If answer is affirmative, give inclusive dates)	FROM	TO

4 a I did did not claim the above-named dependent(s) as exemption(s) on my Federal Income Tax return for the past calendar year filed with the _____ COLLECTOR OF INTERNAL REVENUE AT (Address)

b REASON EXEMPTION(S) WAS/WERE NOT CLAIMED

5 The reasonable total market value of all income-producing property (including real estate, cash on hand and in the bank, securities, etc.) owned by the above-named dependent(s) is not more than \$ _____

6 a The actual personal living expenses of the above-named dependent(s) (including the reasonable value of quarters, subsistence, etc., furnished by me) are not less than _____ AVERAGE MONTHLY AMOUNT

b The total income of said dependent(s) from all sources, including, but not restricted to wages, compensation, pensions, annuities, alimony, retirement benefits, and the reasonable value of gifts and contributions received from others but excluding my gifts and contributions is not more than \$ _____

7 The total of my contributions made solely toward the said actual living expenses of the above-named dependent(s) (including all cash contributions and the reasonable value of all items such as quarters and subsistence furnished by me) is not less than \$ _____

Such contributions are made by me to the said dependent(s) without any consideration in return therefor

8 Additional material facts or explanations (If more space is required, use reverse)

9 There has been no change in the above-stated dependency of my parent(s) since the date specified in item 1. I will immediately notify my payroll office of any change in the above-stated dependency of my parent(s)

<p>IMPORTANT</p> <p>NOTE.—Penalty for presenting false claims or making false statements in connection with claims: Fine of not more than \$10,000 or imprisonment for not more than 5 years or both, Act of June 25, 1948, 16 U. S. C. 282, 1901.</p>	I hereby consent to a charge against my pay for any basic allowance for quarters paid on account of the person(s) named in item 2 if such person(s) is/are later determined not to be dependent as defined in existing laws and regulations	
	DATE (of this certificate)	SIGNATURE OF OFFICER

Privacy Act Statement for
Form PHS 1637-2 Dependency Certificate (Mother and/or Father)

General

This statement is provided pursuant to the Privacy Act of 1974 (P.L. 93-579)

Authority for Collection of Information

The Dependents Assistance Act of 1950 (10 U.S.C. 1071 et. seq.)

Principal Purposes and Routine Uses

The information supplied on these forms will be used in determining what assistance may legally be provided for dependents of commissioned officers under the authorizing statute.

Except as indicated below, the information you provide on this form will not be disclosed outside this Department without your written consent:

To prospective employers or other organizations at the request of the individual; to other Federal agencies in the event of appointment of former officers; to Department of Defense in event of national emergency. Bureau of Prisons (Department of Justice), Coast Guard (Department of Transportation), and Environmental Protection Agency may obtain copies of personnel documents relating to commissioned officer assignments to those agencies. Records may be disclosed to individuals and organizations deemed qualified by the Secretary to carry out specific research solely for the purpose of carrying out such research (45 CFR, Part 5b, Appendix B, Item 101). Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

In the event of litigation where one of the parties is (a) the Department, any component of the Department, or any employee of the Department in his or her official capacity; (b) the United States where the Department determines that the claim, if successful, is likely to directly affect the operations of the Department or any of its components; or (c) any Department employee in his or her individual capacity where the Justice Department has agreed to represent such employee, the Department may disclose such records as it deems desirable or necessary to the Department of Justice to enable that Department to effectively represent such party, provided such disclosure is compatible with the purpose for which the records were collected.

Effects of Nondisclosure

Disclosure of the information called for by these forms is voluntary; however, failure to supply all the information will preclude processing of any assistance benefits for the dependents involved.

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
PUBLIC HEALTH SERVICE
PARENT'S DEPENDENCY AFFIDAVIT 1/1
(Dependents' Assistance Act of 1950)

EXHIBIT 4

1 Information Relative To Officer									
SERIAL NO.		NAME OF OFFICER (Last, first, middle)					GRADE OR RANK		
BRANCH OR SERVICE U. S. Public Health Service			STATION OR SHIP ADDRESS (If ship, give name, home yard, and home port)						
2 Information Relative My/Our Dependency Upon Officer Named Above									
a		NAME OF OFFICER'S MOTHER			ADDRESS			DATE OF BIRTH	
b		NAME OF OFFICER'S FATHER			ADDRESS			DATE OF BIRTH	
3 (Note.—When this application is for one parent only, check the following as it applies)									
<input type="checkbox"/> SINGLE		<input type="checkbox"/> MARRIED		<input type="checkbox"/> DIVORCED		<input type="checkbox"/> WIDOWED		<input type="checkbox"/> LIVING APART UNDER A LEGAL SEPARATION	
<input type="checkbox"/> OTHER (Specify)		If your husband or wife is deceased or is divorced or separated from you, state date of death, divorce, or separation					MONTH		YEAR
4 If you do not maintain your own household, give the following information about person with whom you live:									
NAME AND ADDRESS				RELATIONSHIP			MONTHLY PAYMENT FOR ROOM AND MEALS		
5 I/We <input type="checkbox"/> did <input type="checkbox"/> did not file a Federal income tax return for past calendar or fiscal year. If tax return was filed, it was filed with Collector of Internal Revenue at (City and State):									
6 a		PRESENT OCCUPATION OR BUSINESS OF OFFICER'S FATHER				NAME AND ADDRESS OF EMPLOYER (If unemployed, state reason)			
b		PRESENT OCCUPATION OR BUSINESS OF OFFICER'S MOTHER				NAME AND ADDRESS OF EMPLOYER (If unemployed, state reason)			
7 My children (including adopted and stepchildren) now serving in the Uniformed Services of the United States:									
LAST NAME—FIRST NAME—MIDDLE NAME			GRADE		SERVICE ADDRESS		BRANCH OF SERVICE	RELATION	
8 My children not listed in item 7 (not serving in the Uniformed Services of the United States):									
NAME AND ADDRESS			RELATION	AGE	MARRIED	SINGLE	OCCUPATION (If unemployed, so state)	MONTHLY INCOME	MONTHLY CONTRIBUTIONS TO ME/US
9 List all real estate and personal property, including cash, stocks, bonds, etc., owned by you and your husband (or wife). Do not include (writure or household equipment)									
DESCRIPTION					VALUE		MORTGAGES, LIENS, ETC., THEREON		
10 List any large debts owed by you or your husband/wife:									
DESCRIPTION							AMOUNT		

This form, after proper modification, shall also be used in the case of a dependent husband. (See Exhibit PHS 2-100-00B, REV PAYROLL MANUAL.)

EXHIBIT 4 (Continued)

11 My, Our total income for past year from sources listed:

SOURCE OF INCOME	PRESENT MONTHLY INCOME	TOTAL INCOME FOR THE PAST YEAR	SOURCE OF INCOME	PRESENT MONTHLY INCOME	TOTAL INCOME FOR THE PAST YEAR
Wages or salaries			Insurance or private pension payments		
Interest on bonds, investments, savings			U.S. Govt. social security payments (Old-Age and Survivors Insurance)		
Sales of livestock or poultry			Unemployment or disability compensation		
Sale of farm produce			Assistance from State or local welfare agencies		
Rents received from properties			Other income (Specify)		
Income from boards or royalties					
Alimony or payments from divorced or separated husband or wife					
Contributions from others (Excluding member named in item 1)					

12 Itemize your expenses:

ITEM	PRESENT MONTHLY EXPENSES	TOTAL EXPENSES FOR THE PAST YEAR	ITEM	PRESENT MONTHLY EXPENSES	TOTAL EXPENSES FOR THE PAST YEAR
Rent			Farm or business operating expense		
Payments on home			Other expenses (Specify)		
Food					
Clothing					
Utilities (Heat, light, gas, water)					
Medical					

13 Show above-named officer's monthly contributions to you, including his room and board, if any, during the past year. Check in "X" column each month that officer lived in your household

X	MONTH AND YEAR	AMOUNT	*X*	MONTH AND YEAR	AMOUNT	*X*	MONTH AND YEAR	AMOUNT

14 If you were not dependent upon officer for past year but are now dependent by reason of change in circumstances, state reasons

15 a During past year did above-named officer help you operate your business or farm? YES NO

b To what extent can your business or farm be operated without the assistance of the officer listed above? (Explain)

Note: Penalty for presenting false claims or making false statements in connection with claims: Fine of not more than \$10,000 or imprisonment for not more than 5 years, or both. (Act of June 25, 1948, 18 U.S.C. 287, 1001)

I, We will notify the Public Health Service at once of any change in my/our financial circumstances or change in dependency on the officer

I, We hereby swear (or affirm) that all the foregoing statements are true and correct and that each parent for whom increased allowances are claimed because of dependency is in fact dependent, to the degree indicated, upon the officer for support. I/We further swear (or affirm) that I/we have read the penalty provisions above concerning the presenting of false claims and the making of false statements in connection with claims

DATE SIGNATURE OF MOTHER SIGNATURE OF FATHER

NOTARY PUBLIC

Subscribed and duly sworn (or affirmed) to before me according to law by the above-named affiant(s)

This day of 19 at city (or town) of county of and State (or Territory) of

(OFFICIAL SEAL)

(Notary)

(Official title)

My commission expires

PHS-1637-4
REV. 9-77
FORM APPROVED BY
COMP. GEN. U.S.
JULY 20, 1951

DEPENDENCY CERTIFICATE
UNMARRIED CHILD OVER 21 YEARS

PHS ACCOUNTING POINT AND NO.

EXHIBIT 5

Part I—Certificate of Officer

SERIAL NO.	NAME OF OFFICER (Last, first, middle)	GRADE OR RANK
BRANCH OF SERVICE U. S. Public Health Service		STATION OR SHIP (If ship, give name, home yard and home port)

1 I certify that the facts stated and disclosed in this certificate (Part I) are true and correct for the purpose of:

a	Obtaining credit for basic allowance for quarters provided for an officer with dependents on and after _____ DATE <i>(Use only (a) for the initial claim. Use (a) and (b) for all claims after the initial claim)</i>
b	Substantiating any credits for basic allowance for quarters provided for an officer with dependents during the _____ 12-MONTH PERIOD ENDING SEPTEMBER 30, 19____ <i>(Use (a) and (b) for all claims after the initial claim)</i>
c	Obtaining credit for basic allowance for quarters provided for an officer with dependents for the period _____ FROM _____ TO _____ <i>(Use only (c) for request for advance decision or determination)</i>

2 During the period stated in item 1, my child (named below) was unmarried; was physically incapacitated mentally defective to an extent which rendered him/her incapable of self-support and was, therefore, in fact dependent on me for over half of his/her support.

NAME OF CHILD (First, middle initial, last)	AGE
---	-----

3 The above-named dependent did not occupy Government quarters or housing facilities under the jurisdiction of the uniformed services without charge for the period stated in item 1

4 a	I <input type="checkbox"/> did <input type="checkbox"/> did not claim the above-named dependent as a dependent on my Federal income tax return for the past calendar year filed with the _____ COLLECTOR OF INTERNAL REVENUE AT (Address)
b	REASON DEPENDENT WAS NOT CLAIMED

5 The reasonable total market value of all income-producing property (including real estate, cash on hand and in the bank, securities, etc.) owned by the above-named dependent during the period stated in item 6a was not more than \$ _____

6 a	Actual personal living expenses of the above-named dependent (including the reasonable value of quarters, subsistence, etc., furnished by me) during the period _____ FROM _____ TO (Date of this certificate) _____ Were not less than \$ _____
b	The total income of said dependent from all sources, including, but not restricted to, receipts from trust funds, wages, compensation, pensions, annuities, retirement benefits, and the reasonable value of gifts and contributions received from others but excluding my gifts and contributions during the period stated in item 6a, was not more than \$ _____

7 The total of my contributions made solely toward the said actual living expenses of the above-named dependent (including all cash contributions and the reasonable value of all items such as quarters and subsistence furnished by me) during the period stated in item 6a was not less than \$ _____

Such contributions were made by me to the said dependent without any consideration in return therefor

8 Additional remarks, facts or explanations such as type of incapacitation, prior period of such incapacitation, etc. (If more space is required, use continuation on reverse)

<p>IMPORTANT Note.—Penalty for presenting false claims or making false statements in connection with claims: Fine of not more than \$1,000 or imprisonment for not more than 3 years or both. Act of June 23, 1948, 18 U.S.C. 287, 1001.</p>	I will immediately notify my payroll office of any change in the above stated dependency	
	DATE (of this certification)	SIGNATURE OF OFFICER

¹ Date of last certificate, or if this is the first certificate filed, date at least 3 months prior to date of execution of this certificate

Part II—Certificate of Physician				EXHIBIT 5 (Continued)		
1	a	I certify that I am a duly licensed physician entitled to practice medicine under the laws of	NAME OF STATE			
	b	That I am a medical officer in <input type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> PUBLIC HEALTH SERVICE <input type="checkbox"/> OTHER (Specify)				
	c	That I attended the patient named below over a period of approximately	YEARS	MONTHS	WEEKS	
			NAME OF PATIENT (First, middle initial, last)			
	d	That I last examined the above-named patient on	DATE			
	e	That in my opinion said patient was incapable of self-support because of being	PERIOD ¹			
		FROM		TO		
f	That in my opinion said incapacity is <input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY					
2	DATE	ADDRESS	SIGNATURE OF PHYSICIAN			

Part III—Certificate of Custodian of Child, if Other Than Officer						
1	I hereby certify that the following statements are true					
	a	I received	AMOUNT	PER MONTH	FROM	NAME OF OFFICER (Last, first, middle)
			\$			
	b	THE AMOUNT WAS REMITTED BY				
	<input type="checkbox"/> PERSONAL CHECK <input type="checkbox"/> BANK DRAFT <input type="checkbox"/> MONEY ORDER <input type="checkbox"/> POSTAL NOTE <input type="checkbox"/> ALLOTMENT <input type="checkbox"/> OTHER (Specify)					
c	The amount remitted was necessary for the support of			NAME OF DEPENDENT CHILD (First, middle initial, last)		
		SAID REMITTANCE <input type="checkbox"/> WAS <input type="checkbox"/> WAS NOT USED SOLELY FOR THAT PURPOSE				
d	The actual personal living expenses of said dependent during the		PERIOD ¹		Were not less than	AVERAGE MONTHLY AMOUNT
			FROM	TO		
2	IMPORTANT		DATE	SIGNATURE OF CUSTODIAN		
	<small>NOTE.—Penalty for presenting false claims or making false statements in connection with claims: Fine of not more than \$10,000 or imprisonment for not more than 5 years or both. Act of June 25, 1948. 18 U. S. C. 287, 1001.</small>					

The term "Dependent," as defined in section 102 of the Career Compensation Act of 1949, includes an unmarried child of a member of the uniformed services who is over 21 years of age, incapable of self-support because of being mentally defective or physically incapacitated, and in fact dependent on such member for over half of his or her support.

Continuation (Item 8, Part I, additional remarks, facts or explanations) such as type of incapacitation, prior period of such incapacitation, etc.)

EXHIBIT 5 (Continued)

Privacy Act Statement for
Form PHS 1637-4 Dependency Certificate (Unmarried Child over 21 Years)

General

This statement is provided pursuant to the Privacy Act of 1974 (P.L. 93-579)

Authority for Collection of Information

The Dependents Assistance Act of 1950 (10 U.S.C. 1071 et. seq.)

Principal Purposes and Routine Uses

The information supplied on these forms will be used in determining what assistance may legally be provided for dependents of commissioned officers under the authorizing statute.

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To prospective employers or other organizations at the request of the individual; to other Federal agencies in the event of appointment of former officers; to Department of Defense in event of national emergency. Bureau of Prisons (Department of Justice), Coast Guard (Department of Transportation), and Environmental Protection Agency may obtain copies of personnel documents relating to commissioned officer assignments to those agencies. Records may be disclosed to individuals and organizations deemed qualified by the Secretary to carry out specific research solely for the purpose of carrying out such research (45 CFR, Part 5b, Appendix B, Item 101). Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

In the event of litigation where one of the parties is (a) the Department, any component of the Department, or any employee of the Department in his or her official capacity; (b) the United States where the Department determines that the claim, if successful, is likely to directly affect the operations of the Department or any of its components; or (c) any Department employee in his or her individual capacity where the Justice Department has agreed to represent such employee, the Department may disclose such records as it deems desirable or necessary to the Department of Justice to enable that Department to effectively represent such party, provided such disclosure is compatible with the purpose for which the records were collected.

Effects of Nondisclosure

Disclosure of the information called for by these forms is voluntary; however, failure to supply all the information will preclude processing of any assistance benefits for the dependents involved.

DHEW-PHS: _____ STATION: _____ STATE: _____
OCCUPANT NAME: _____ GRADE/RANK: _____ SOC. SEC. NO: _____
EFFECTIVE DATE: _____ ASSIGNMENT-PERM _____ TEMP _____ LOCAL HIRE-YES _____ NO _____

RENTAL DATA:

BASIC MONTHLY RATE: _____ ADJUSTMENTS: _____ ADJUSTED BASIC RATE: _____
ELECTRIC: _____ WATER: _____ GAS: _____ FUEL: _____ GARBAGE: _____
SEWER: _____ OTHER: _____ TOTAL UTILITIES: _____ FURNISHINGS: _____
NET MONTHLY RENTAL RATE: _____ BI-WEEKLY NET RENTAL RATE: _____

QUARTERS DATA:

BLDG NO. _____ QTRS NO. _____ HSK _____ NONHSK _____ SUBSTANDARD-YES _____ NO _____
INADEQUATE-YES _____ NO _____ NO. ROOMS _____ NO. BEDROOMS _____ NET SQUARE FEET _____

FURNISHINGS DATA:

ITEM: _____ SERIAL NO: _____ INDEX NO: _____
ITEM: _____ SERIAL NO: _____ INDEX NO: _____
ITEM: _____ SERIAL NO: _____ INDEX NO: _____
ITEM: _____ SERIAL NO: _____ INDEX NO: _____
ITEM: _____ SERIAL NO: _____ INDEX NO: _____

I AGREE TO OCCUPY GOVERNMENT QUARTERS IN ACCORDANCE WITH PUBLISHED POLICIES AND PROCEDURES
ACCEPT RESPONSIBILITY FOR FURNISHINGS LISTED. MY SIGNATURE BELOW INDICATES ACCEPTANCE OF THE QUARTERS
UNDER THESE TERMS:

SIGNATURE OF HOUSING OFFICER _____ DATE _____ SIGNATURE OF OCCUPANT _____ DATE _____
BLDG NO: _____ QTRS NO: _____ OCCUPANT: _____
PHS-6070
(7-77) QUARTERS ASSIGNMENT & TERMINATION RECORD
DHEW-PHS: _____ B. TERMINATION

STATION: _____

STATE: _____

OCCUPANT NAME: _____

SOC. SEC. NO: _____

EFFECTIVE DATE: _____

BI-WEEKLY / MONTHLY NET RENTAL RATE: _____

BLDG NO.: _____

QTRS NO.: _____

EXCEPTIONS: _____

I CERTIFY THAT THE ABOVE NAMED OCCUPANT HAS BEEN CLEARED OF QUARTERS AND RELIEVED
OF RESPONSIBILITY EXCEPT AS NOTED UNDER EXCEPTIONS:

SIGNATURE OF OCCUPANT _____ DATE _____ SIGNATURE OF HOUSING OFFICER _____ DATE _____
DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE T.S. PHS/CC 294 12/20/78