

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

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service

Chapter CC22--Pay and Allowances
Subchapter CC22.4--Overseas Station Allowances
Personnel INSTRUCTION 2--Station Allowances Outside the United States

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Section A. Purpose and Scope

1. To prescribe the circumstances under which station allowances outside the United States are payable and to prescribe policy and procedures for such payments.
2. The provisions of this INSTRUCTION are not applicable to officers assigned to the Agency for International Development and the Peace Corps whose salaries have been converted to rates prescribed for personnel of those agencies.

Section B. Authority

The basic statutory and regulatory authorities for payment of station allowances outside the United States are: 37 U.S.C. 402, 403, 405, and the Joint Travel Regulations (JTR) of the United States (Volume 1, Chapter 4, Part G and Appendixes A, B and C).

Section C. Definitions

1. Station Allowances - Station allowances, when authorized, are in addition to basic allowances for quarters and subsistence and include housing and cost-of-living allowances (COLA), interim housing allowances (IHA) and temporary lodging allowances (TLA).
 - a. Housing and COLA are authorized for the purpose of defraying the average excess costs experienced by members on permanent duty at places outside the United States.
 - b. IHA is authorized for the purpose of defraying allowable housing costs of officers awaiting the arrival of their dependents.
 - c. TLA is authorized for the purpose of partially reimbursing a member for more than normal expenses incurred during occupancy of hotels and expenses of meals as a direct result of using temporary lodgings.
2. Member Without Dependents - The term "member without dependents," as used in this issuance, means a member:
 - a. who has no dependents; or
 - b. whose dependents do not reside in the vicinity of the member's duty station.

3. Member With Dependents - The term "member with dependents," as used in this issuance, means a member who is joined by, or who acquires dependents that reside with him/her while serving outside the United States provided the member has at least 12 months remaining on his/her overseas tour after arrival. This is not applicable to members stationed in Alaska, Hawaii, the Commonwealth of Puerto Rico, or a territory or possession of the United States if the dependents who joined, or are acquired are bona fide residents of the respective state, commonwealth, or territory or possession or are officers or employees of the United States and are stationed in Alaska, Hawaii, the Commonwealth of Puerto Rico, or a territory or possession of the United States, as the case may be.
4. Determining Dependency. - Rules for determining dependency and relationship are provided in Section F, Personnel INSTRUCTION 1, CC22.4, "Quarters and Subsistence Allowance Administration."
5. Vicinity - Dependents will be considered as residing in the vicinity of a member's permanent duty station for any period during which they actually reside in the country within which the member's permanent duty station is located. When a member actually resides with his/her dependents at, and commutes to, his/her permanent duty station from a place located in an adjacent country (except the United States), his/her dependents will be considered also as residing in the vicinity of the member's permanent duty station. Except as provided in this issuance, temporary absences of dependents from the member's residence, including temporary absences of dependent children attending school in another overseas location, will not affect the payment of housing and COLA, provided the member continues to maintain family type quarters during the absence of his/her dependents.

Section D. Housing and Cost-of-Living Allowances

1. Purpose - Housing and COLA are authorized for the purpose of defraying the average excess costs experienced by members on permanent duty at places outside the United States. The excess costs are derived by comparison of the average cost of living and housing of members in each area outside the United States with the average cost of living and housing for similar members in the United States. Separate allowances, as discussed in this INSTRUCTION, are provided to cover expenses of interim housing and temporary living arrangements.
2. Rates Payable

Housing and COLA allowances are paid in two rates, either with, or without dependents at the per diem rates specified in Appendix A, B and C of the JTR. Appendix A lists the different countries and areas throughout the world where such allowances are payable. Rates for housing allowances are indicated in Appendix B and rates for COLA are contained in Appendix C.

3. Conditions Under Which Payable

- a. Without Dependents - Housing allowances are payable to a member without dependents for any day upon which Government quarters are not assigned at the permanent duty station. Entitlement will not be affected by temporary absences from permanent duty station while in a pay status, provided the member continues to maintain non-Government quarters at the permanent duty station location. Officers in grade 0-4 and above can choose not to use Government quarters even if available and will then become entitled to housing allowances. COLA is payable to a member without dependents for any day when a Government mess is not available or it is impracticable to use the existing Government mess.
 - b. With Dependents - Housing allowances are payable to a member residing with dependents at all times except when Government quarters are assigned to, or occupied jointly, by the member and dependents. Such allowances are payable when the dependents arrive at the member's new permanent duty station before the member (But not before the effective day of the orders or before the member leaves the U.S.). COLA is payable to a member residing with dependents notwithstanding the availability of a Government mess.
4. Concurrent Payments - Housing allowances are not normally payable during a period in which the member is entitled to temporary lodging allowance (TLA). Exceptions are:
- a. Dependents are authorized to stay after member leaves.
 - b. Dependents arrive before member.
 - c. Member is required to vacate quarters (temporary or permanent).
 - d. Member goes from foreign area to a restricted foreign area.
5. Termination of Housing and COLA - In accordance with JTRs, a request (see Exhibit A) is required by an officer to extend entitlement of housing and COLA. Such request will be in memorandum form and addressed as follows:

Director, Commissioned Personnel Operations Division
Office of Personnel Management, Office of Management, PHS
Room 4-35, Parklawn Building
5600 Fishers Lane
Rockville, Maryland 20857, U.S.A.

Unless an extension is authorized by the Director, CPOD, entitlement terminates on the day prior to the date of departure of the member in compliance with permanent change-of-station orders or on the day of departure of the last dependent if such departure of dependent is within the 60-day period after the effective date of the member's permanent change-of-station

orders.

6. Initial (Provisional) Allowances and Authorizing Documentation

- a. Housing - Housing Allowances will be paid automatically at the rate entitled a member without dependents upon arrival of the member at the new duty station based upon the effective date of the personnel order, ordering the officer to a duty station where housing allowance is authorized. The provisional housing allowance will continue to be paid at the without dependents rate:

- (1) until such time as the member makes a claim for temporary lodging allowance (TLA), interim housing allowance (IHA), housing allowance at the with dependents rate, housing allowance at the without dependent rate, or
- (2) for a period not to exceed 60 days.

Within this 60-day period each officer must submit a claim for (1) the interim housing allowance (see Section E), (2) temporary lodging allowance (see Section F), housing allowance (see paragraph c, below), otherwise the provisional allowance will be terminated. A retroactive adjustment will be made to the amounts payable upon the receipt of a claim for TLA, IHA or housing allowance at the with dependents rate. In the event that Government quarters are assigned to the member, amounts paid for housing allowance during the time the member was in Government quarters will be collected from the member's pay. This provisional allowance will be discontinued if documentation (Paragraph c following) or claim is not received within 60 days.

- b. COLA - The COLA allowance will be paid automatically at the without dependents rate upon arrival of the member at permanent duty station, based upon the effective date of the personnel order ordering the member to the new duty station. A member will continue to receive the provisional COLA allowance at the without dependents rate:

- (1) until such time as a claim is made for TLA, COLA at the with dependent rate, COLA at the without dependents rate, or
- (2) for a period not to exceed 60 days.

Within this 60-day period each officer must submit a claim for (1) the temporary lodging allowance (see Section F), or (2) the COLA allowance (see paragraph c, below), otherwise the provisional COLA allowance will be terminated. A retroactive adjustment to COLA payments will be made upon the receipt of the claim for TLA or COLA at the with dependents rate. This provisional allowance will be discontinued if documentation (Paragraph c following) or claim is not received within 60 days.

c. Documentation - All officers, with or without dependents, entitled to housing and COLA allowance will submit, as promptly as possible but no later than 20 days after arrival in an overseas area, a memorandum request (see Exhibit A) to the Director, CPOD, to establish:

- (1) date of arrival;
- (2) if entitled to with dependent rate, the arrival date for each dependent;
- (3) whether or not in Government quarters; and
- (4) whether Government mess is available, e.g., restaurant type facility operated by a military officer's club.

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

Section E. Interim Housing Allowances

1. Purpose - IHAs are authorized for the purpose of defraying allowable housing costs of officers awaiting the arrival of their dependents.
2. Entitlement - a member who is required to and does procure non-Government family-type housing prior to arrival of dependents will be entitled to IHA as a member with dependents, for a period commencing on the date of procurement of such housing and terminating 60 days thereafter, or on the day prior to the date of arrival of dependents in the vicinity of the member's permanent duty station, whichever occurs first. The Director, CPOD, may authorize or approve entitlement of IHA beyond the 60-day maximum under the conditions specified in paragraph 3.c., below. Entitlement under this paragraph is not affected by subsequent assignment to or utilization of Government quarters. A member entitled to IHA pursuant to this paragraph will not thereafter become entitled to TLA as authorized in Section F. Housing allowances to a member without dependents are not payable during the period a member is entitled to an allowance pursuant to this paragraph.
3. Claims Procedure - The IHA is payable only upon application, in memorandum form, by the officer.
 - a. If the officer is assigned to a PHS or military installation the officer-in-charge must attach to the officer's request a recommendation regarding payment and the following information:
 - (1) the member has made arrangements for transportation of dependent(s) to his permanent duty station, with tentative date(s) of arrival as follows;

- (2) the member was required (or authorized) to procure non-Government family-type housing; and
 - (3) the member has submitted evidence of rental or purchase payments, as appropriate for the period for which the allowance is claimed.
- b. If an officer is not assigned to a PHS or military installation (e.g., World Health Organization, Geneva, Switzerland), the officer's memorandum request must include the information required under a.(1) and (2), above, and must be accompanied by copies of the documents referred to in a.(3), above.
 - c. A request by an officer for approval of IHA beyond the normal 60-day maximum should be submitted in memorandum form directly to the official identified below. The memorandum must clearly state the facts and circumstances causing the delayed arrival of dependents for reasons beyond the control of the member.
- Commissioned Personnel Operations Division, OPM/OM
Compensation and Benefits Branch/PA
Room 4-35, Parklawn Building
Rockville, Maryland 20857 U.S.A.
- d. The information required in paragraph 3, above, will accompany the officer's request.

Section F. Temporary Lodging Allowances

- 1. Purpose - TLAs are authorized for the purpose of partially reimbursing a member for the more than normal expenses incurred during occupancy of hotels or hotel-like accommodations and expenses of meals obtained as a direct result of use of temporary lodgings which do not have facilities for preparing and consuming meals. TLAs are authorized as follows:
 - a. upon initial arrival (reporting at a permanent duty station outside the United States and pending completion of arrangements for other permanent living accommodations when Government quarters are not available); or
 - b. whenever, for reasons beyond the control of the member, it has become necessary for a member once established in permanent quarters to vacate such quarters and live in temporary quarters while seeking other permanent quarters; or
 - c. immediately preceding departure on a permanent change of station from a permanent duty station outside the United States.
- 2. Entitlement - TLA normally will not exceed 60 days. It is the policy of PHS to approve the first 10-day period as provided in the JTR and to approve

additional TLA in 10-day increments based on specific justification submitted by the officer. Each officer requesting authorization for TLA payment will submit a memorandum to the Director, CPOD, justifying the need to use hotel-type accommodations, including an estimate of the number of days to be used and the date by which it is anticipated that permanent housing will be occupied. To facilitate administrative processing, claims for TLA for days itemized should be submitted to the Director, CPOD, at the end of each 30-day period. (See Exhibit A)

3. Factors in Determining Need for Additional Periods of Temporary Lodging Allowance - Before authorizing or approving additional periods of TLA upon initial arrival, upon delayed departure, or upon early termination of permanent housing, the Director, CPOD, will determine, after due consideration of data furnished by the member, whether an undue financial hardship will result if an additional period of TLA IS NOT AUTHORIZED OR APPROVED. Mere personal inconvenience to a member and/or his/her dependents for any reason will not be used as an influencing factor in the determination. Individual applications for additional periods of TLA must clearly establish the need for continuance thereof. In making the determination, the Director, CPOD, will consider the following:
- a. the daily amount of temporary lodging allowance the member has received or will receive;
 - b. the daily expenses which have been and the estimated daily expenses which will be incurred for occupancy of hotel or hotel-like accommodations and expenses of meals obtained as a direct result of use of temporary housing which does not have facilities for preparing and consuming meals.
 - c. the daily amount of the basic allowance for quarters (1) for members when one or more dependents are present in the vicinity of the member's overseas duty station and (b) for members who have no dependents;
 - d. the daily amount of the member's basic allowance for subsistence in those cases when the member is entitled to a temporary lodging allowance for him/herself and dependents, except when temporary quarters contain facilities for preparing and consuming meals; and
 - e. the daily amount of the Family Separation Allowance (Type 1). (Refer to CCPM INSTRUCTION 2, CC22.4)

If in examining the data it is revealed that a member has not incurred or will not incur any excess costs and has not suffered or will not suffer any undue financial hardship, the Director, CPOD, will disapprove the request for any additional period of TLA.

4. Administration of Temporary Lodging Allowances

- a. All efforts will be made to reduce TLA and shorten the period of entitlement. Permanent quarters should be occupied as promptly as possible on arrival and should not be vacated sooner than necessary upon departure.
- b. IHA (see Section E) will be prescribed in lieu of TLA to the fullest extent practicable.
- c. CAUTION: TLA payments will be based on authorization and approval by the Director, CPOD, taking into account such information as station allowances reports, and factors listed in paragraphs 3 and 4, below. The submission of a claim for TLA may not necessarily result in a payment.

5. Claim and Payment Procedures

- a. Determination of Amount of TLA - The amount of TLA is determined from the documentation submitted by the officer making the claim.
- b. Form for Claiming TLA
 - (1) Form PHS-T-488, "Claim for Temporary Lodging Allowance" prescribed under the provisions of the JTRs, Paragraph M4303, includes on the reverse side the "Daily Itemization of Expenses/Income Amount Paid" as shown in Exhibit B, will be submitted to the Director, CPOD. Note that when an officer is stationed at an established installation, the officer-in-charge or commander, or his/her designee must sign the statement in Section IV of Form PHS-T-488 (Front). When a member is stationed where no such officer is available, the officer filing the claim will complete and sign in Section IV after inserting the phrase "Certified as correct."
 - (2) Fraudulent Claims - Any officer who submits a claim 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.
- c. Computation of TLA - The maximum rate payable is based on the number of dependents occupying the hotel-like accommodations and the travel per diem rates in Appendix A of the JTRs. Each ten days a computation is performed based on actual expenses incurred versus the maximum TLA rate, with the member being paid the lesser of the two. (Detailed examples of computing TLA can be found in the JTR, pages 4-92, 93, 94, 95 and 96).

Section G. Station Allowances Entitlement When Both
Husband and Wife are Members of the Uniformed Services

When both husband and wife are members of the uniformed services, each will be entitled to station allowances as a member in his or her own right, with or without dependents, as applicable, depending on whether he or she has a dependent other than spouse. This entitlement exists whether husband and wife maintain a joint residence or separate residences. In no case will a spouse who is also a member on active duty be considered as a dependent for entitlement purposes.

Section H. Reporting Data Upon Which Housing, Cost-of-Living
and Travel Per Diem Allowances are Established or Adjusted

Data is required upon which to base the establishment of or adjustments in housing, cost-of-living, and travel per diem allowances outside the United States. To satisfy this requirement all officers stationed outside the United States are required to report information on prices and costs of housing, hotel and restaurant expenses in accordance with reporting procedures described in Appendix D of the JTRs. This information may be submitted to the representative of the uniformed services in the foreign country or it may be furnished directly to the Director, CPOD, Attn: PHS Member, Per Diem, Travel and Transportation Allowance Committee, Room 4-35, Parklawn Building, 5600 Fishers Lane, Rockville, Maryland 20857, U.S.A.

EXHIBIT A - FORMAT FOR REQUEST

U. S. PUBLIC HEALTH SERVICE

(station)

(date)

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

The following information is submitted for housing and COLA purposes in connection with my transfer as ordered on Personnel Order No. _____ dated _____, 19____.

1. I arrived at _____
(location of new duty station)
on _____.
(date)

2. I (am) (am not) housed in Government quarters.

3. I (have) (have not) applied for a temporary lodging allowance (TLA).

4. Government mess (is) (is not) available.

5. My spouse (is) (is not) in the uniformed service of the U.S.

6. The following named dependents arrived in the vicinity of this duty station on the dates indicated.

_____	_____	_____
_____	_____	_____
(name)	(relationship)	(date)

7. I will promptly notify you if there are any changes in the above information, including the date of departure of any of my dependents.

8. I certify that the above information is correct and request payment for housing and COLA allowances to which I am entitled.

(signature of officer)

(Social Security number)

CLAIM FOR TEMPORARY LODGING ALLOWANCES

(Under the Provision of JTR, PARA M4303)

PRIVACY ACT NOTIFICATION STATEMENT (Form PHS T-488)

Records System:

HEW/OS/ASPER/PT 09-90-0017

EXHIBIT B (FRONT)

Authority for Collecting Information:

37 USC 405, Pay and Allowances of Uniformed Services Per Diem Outside CONUS, Alaska and Hawaii.

Purpose and Use:

The principal purpose for requesting this information is to claim payment of the temporary lodging allowances incident to occupancy of temporary lodgings while on duty overseas. The form is used to itemize daily expenses incurred and as a supporting document for the payment of the allowance. Form is sent by officer directly to CBB(PA)/CPOD/OPM/OM and is filed by name in officer's travel folder and is subject to GAO audit for verification of proper disbursement of public funds.

Effects of Disclosure:

The personal information (including social security number) is requested for identification purposes only. The disclosure of this information is voluntary by law; however, failure to provide any of the requested data will preclude payment of the temporary lodging allowances.

Attach this to reimbursement voucher of other pay authorization

I - IDENTIFICATION MEMBER

Name of Member		Grade	SSAN
Designation & Location of Duty Station & Duty Phone		No. of Eligible Dependents	Date of Eligibility
		<input type="checkbox"/> Spouse <input type="checkbox"/> Children (No.)	MBR
			Spouse
Date Member Reported	Departed	Date Dependents Arrived	Departed

II - INSTRUCTIONS

Enter daily expenses on reverse.
 Inclusive dates of other TLA Claims.
 TDY was performed (inclusive dates).

III - STATEMENT OF MEMBER

Expenses shown hereon are true and correct to the best of my knowledge and represent necessary use of temporary lodging.

Signature of Member	Date
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IV - STATEMENT OF COMMANDER OR DESIGNEE

TLA is authorized for the number of days shown on reverse and is necessary to partially reimburse the member for expenses incurred by required use of temporary lodging.

Signature of Commander or Designee	Date
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Additional Remarks or Continuations of Other Items

