

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Public Health Service

Chapter CC22--Pay and Allowance Administration  
Subchapter CC22.4--Allowances  
Personnel INSTRUCTION 3--Uniform and Equipment Allowance

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Section A. Purpose and Scope

This INSTRUCTION sets forth the eligibility requirements and procedures for payment of the one-time \$250 uniform and equipment allowance to Public Health Service (PHS) Commissioned Corps officers.

Section B. Authorities

1. 37 U.S.C. 415(c) authorizes a one-time uniform and equipment allowance of \$250 for PHS commissioned officers on active duty or on inactive duty training status who are required to wear the uniform by directive of the Surgeon General, or her/his designee.
2. Regulations pertaining to the PHS uniform are contained in INSTRUCTION 1, Subchapter CC46.3, "Uniform Regulations," of this manual.

3. The authority to administer the PHS Commissioned Corps is prescribed in 42 U.S.C. 216. This authority has been delegated by the Assistant Secretary for Health to the Surgeon General as part of the general authority to administer the PHS Commissioned Corps and is published at 53 Federal Register 5046-5047, February 19, 1988. The Surgeon General has delegated the authority for daily administration of the PHS Commissioned Corps to the Director, Division of Commissioned Personnel (DCP), Office of the Surgeon General.

#### Section C. Eligibility Requirements

1. A PHS Commissioned Corps officer serving on active duty or on inactive duty training status is eligible for the one-time \$250 uniform and equipment allowance when required to wear the uniform by directive of the Surgeon General, or his/her designee.
2. INSTRUCTION 2, Subchapter CC26.3, "Directive to Wear the Public Health Service Uniform," of this manual, prescribes circumstances under which PHS commissioned officers are directed to wear the PHS uniform.
3. An officer is not eligible to receive the uniform and equipment allowance in the following circumstances:
  - (1) When he/she has been paid such allowance previously by PHS thus precluding any further allowance any time thereafter;
  - (2) After a form PHS-1373, "Separation of Commissioned Officer," has been submitted; and/or
  - (3) After the first 30 days of a Commissioned Officer Student Training and Extern Program tour of duty.

#### Section D. Application for Uniform and Equipment Allowance

1. An officer who meets the requirements set forth in Section C., above, may apply for the uniform and equipment allowance by submitting a memorandum certifying that he/she has been directed to wear a uniform, and that he/she has not previously received a uniform allowance from PHS. (A sample memorandum is shown in Exhibit I.) The memorandum should be submitted to:

Chief, Compensation Branch, DCP  
Parklawn Building, Room 4-35  
5600 Fishers Lane  
Rockville, MD 20857-0001

2. An officer required to wear a uniform by a special directive, i.e., an assignment not designated in INSTRUCTION 2, Subchapter CC26.3, shall submit a copy of the special directive with his/her certification memorandum.

Section E. Privacy Act Provisions

Personnel records are subject to the provisions of the Privacy Act of 1974. The applicable system of records is: 09-37-0002, "PHS Commissioned Corps General Personnel Records," HHS/OASH/OSG.

## EXHIBIT I

## SAMPLE MEMORANDUM

FROM:

SUBJECT: Request for Payment of a Public Health Service Commissioned Corps Uniform and Equipment Allowance

TO: Chief, Compensation Branch  
Division of Commissioned Personnel/OSG

Under the provisions of INSTRUCTION 3, Subchapter CC22.4, "Uniform and Equipment Allowance," of the Commissioned Corps Personnel Manual, I hereby apply for the uniform and equipment allowance in the amount of \$250.00.

I certify that I have not at any time previously received a PHS uniform and equipment allowance under the provisions of 37 U.S.C. 415(c). Further, I understand that making a false statement or claim against the U.S. Government is punishable by a fine of not more than \$10,000 or imprisonment for not more than five years or both (Act of June 25, 1948, 18 U.S.C. 287, 1001).

The following information must be included in the memorandum:

Signature  
Date  
Printed or typed name  
Social Security Number  
Agency/Program  
Work Address (Street Address/City/State/Zip Code)  
Phone Number: (including Area Code)

The completed memorandum must be sent to the following address:

Chief, Compensation Branch  
Division of Commissioned Personnel/OSG  
Room 4-35, Parklawn Building  
5600 Fishers Lane  
Rockville, MD 20857-0001