

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 Administration
 Subchapter CC22.4--Allowances
 Personnel INSTRUCTION 5--Advance Station Housing Allowance

CONTENTS

<u>Section</u>	<u>Subject</u>	<u>Page</u>
A.	Purpose and Scope.....	1
B.	Authority.....	1
C.	General Provisions.....	2
D.	Liquidation of Advance.....	3
Exhibit I	Form PHS-6186, "Request for Advance of Station Housing Allowance".....	5

Section A. Purpose and Scope

This INSTRUCTION provides information concerning the conditions under which a PHS commissioned officer may receive an advance of his/her station housing allowance (SHA). The purpose of this advance is to assist an officer in defraying housing costs which exceed one month's basic allowance for quarters (BAQ). Information on SHA is contained in Subchapter CC22.4, INSTRUCTION 2, of this Manual. Information concerning advance payment of an officer's basic pay is contained in Subchapter CC22.1, INSTRUCTION 2, of this Manual.

Section B. Authority

This INSTRUCTION implements the authority for advance payment of an officer's SHA as authorized in Joint Travel Regulations of the Uniformed Services (JTR), par. M1100-6.

Section C. General Provisions

1. Eligibility. A PHS commissioned officer may receive an advance of SHA at any time, provided the officer is:
 - a. Stationed at a permanent duty station (PDS) outside the continental United States (OUTCONUS); and
 - b. Not occupying Government quarters and is entitled to receive an SHA; and
 - c. Paying rent and/or security deposits and/or initial expenses incident to occupying economy housing in amounts in excess of one month's BAQ.

2. Requests for Advance. Requests for an advance of SHA must be made on Form PHS-6186, "Request for Advance of Station Housing Allowance" (see Exhibit I), and submitted to the address specified in Section C.3., below. All requests are subject to approval by the Director, Commissioned Personnel Operations Division (CPOD), Office of Personnel Management (OPM), Office of Management (OM), PHS.

3. Address of Compensation and Benefits Branch (CBB), CPOD. Completed Form PHS-6186 should be forwarded to CBB, CPOD, at the following office:

ATTN: ADVANCE PAY
Compensation and Benefits Branch/PA
Commissioned Personnel Operations Division
Office of Personnel Management
Office of Management, PHS
Room 4-50, Parklawn Building
5600 Fishers Lane
Rockville, Maryland 20857

4. Amount of Advance. The amount to be advanced will be determined on the basis of anticipated expenses and the SHA rates prescribed for the officer's duty station in Appendixes A and B of the JTR. For purposes of this INSTRUCTION, anticipated expenses include the following:
 - a. Advance rent;
 - b. Security deposits; and
 - c. Initial expenses incident to occupying economy housing (e.g., electrical apparatus designed to convert foreign electrical current for use with personal electrical equipment). Not included in this category are items of an unnecessary nature (e.g., television sets for use with foreign broadcasts).

An SHA advance may be authorized in an amount not to exceed the total of 12 months' SHA expected to be accrued by the officer at the OUTCONUS duty station. The total advance may not, however, exceed the anticipated SHA accruable for the officer's tour of duty at the overseas location.

5. Multiple Advances. If an officer requests an SHA advance before a previous SHA advance has been fully liquidated, the proceeds of such an advance, if approved, will be applied first to liquidate the outstanding amount of the previous SHA advance. If the proceeds are not sufficient to liquidate the outstanding balance of the previous SHA advance, the request will not be approved.
6. Documentation. Before an advance can be authorized by the Director, CPOD, the officer must submit to CBB, CPOD, documents verifying that the rent and/or security deposits and/or initial expenses incident to occupying economy housing exceed one month's BAQ. These documents should be forwarded to CBB, CPOD, at the address indicated in Section C.3., above. Documents that will satisfy this requirement include the following:
 - a. Rental receipts;
 - b. Signed lease agreements; and
 - c. Receipts or price quotations on initial expense items.

In circumstances where the officer needs an immediate SHA advance, the officer may request the appropriate official at the nearest uniformed services facility to certify to CBB, CPOD, by telegram or other communication, that he/she is eligible for an SHA advance and that the above documentation has been submitted. Upon receipt of this verification, the Director, CPOD, may authorize the SHA advance.

7. Submission of Form PHS-1373. An SHA advance will not be made if the officer has submitted to CPOD a Form PHS-1373, "Separation of a Commissioned Officer."
8. Expiration of Current Tour of Active Duty. When an officer's current tour of active duty will expire before an advance can be liquidated in accordance with the provisions of this INSTRUCTION, no SHA advance will be made.

Section D. Liquidation of Advance

1. Rate of Liquidation. The advance will be liquidated in approximately the same number of months that the advanced amount would have been earned (based on the rates in effect at the time the advance was approved). In no event shall the repayment extend beyond 12 monthly deductions from subsequently

issued pay and allowances. The officer may request on Form PHS-6186 a specific monthly repayment amount that is greater (i.e., an accelerated payback rate) than the amount that would be normally liquidated (i.e., standard payback rate). However, requests for payback rates which are less than the standard payback rate described above will not be approved and the standard rate will be deducted.

2. Liquidation of Advance. If the net amount of an officer's pay and allowances is insufficient to liquidate the SHA advance within the payback period, one or more of the officer's voluntary allotments (e.g., savings, commercial life insurance, dependent allotments) will be reduced as necessary until the advance payment is liquidated.
3. Initial Collection Date. Normally, collection will begin with the first paycheck issued after payment of the advance is made.
4. Postponement of Collection. In certain circumstances, collection action may be postponed for not more than three months after the advance is made. A written request by the officer justifying the postponement of collection must be submitted to and approved by the Director, CPOD.
5. Officer Remains on Active Duty. When orders effecting a permanent change of station are revoked, or when the officer occupies Government quarters, the officer will be liable to the Federal Government for the unliquidated portion of the advanced payment. In such cases, the officer will be responsible for the payment of the full amount of the unliquidated portion.
6. Death or Separation of Officer. If an officer dies or is separated prior to the liquidation of the SHA advanced to the officer before his/her death or separation, the amount of the unliquidated portion shall be a debt due by that person, or in the case of an officer's death, his/her estate, to the Federal Government. To alleviate this indebtedness, the officer's final pay and allowances will be held and applied toward this indebtedness. Under Department of the Treasury regulations, late charges may be assessed for late payment of remaining amounts due the Federal Government.

EXHIBIT I
FORM PHS-6186, "REQUEST FOR ADVANCE
OF STATION HOUSING ALLOWANCE"

REQUEST FOR ADVANCE OF STATION HOUSING ALLOWANCE

1. Before completing this form read the instructions on the back, including the Privacy Act statement.
2. Information concerning the conditions under which PHS commissioned officers may be advanced station housing allowance (SHA) and the payback rates to be used in liquidating an advance are contained in Subchapter CC22.4, INSTRUCTION 5, of the Commissioned Corps Personnel Manual (CCPM). For an advance of basic pay for permanent change of station, temporary duty at a distant station, or to dependents ordered evacuated, see Subchapter CC22.1, INSTRUCTION 2, of the CCPM.
3. Failure to complete this form in accordance with the instructions may delay the processing of your request.
4. Forward completed Form PHS-6186 to the following address: ATTN: ADVANCE PAY, Compensation and Benefits Branch, CPOD/OPM/OM, Room 4-50, Parklawn, Bldg., 5600 Fishers Lane, Rockville, Maryland 20857.

OFFICER IDENTIFICATION

Name: Last First MI

Social Security Number: - -

Current Permanent Duty Station:

ADVANCE OF STATION HOUSING ALLOWANCE

1. Enter amount of SHA requested: \$
2. Duty station where I will earn entitlement to the requested SHA:
3. Duty tour at above station ends: (enter date)
4. Payback rate (select one):
 Standard
 Accelerated

Liquidated in approximately the same number of months that the advanced amount would have been earned. In no event shall the repayment extend beyond twelve monthly deductions.

[enter amount] . This amount must be greater than the standard payback rate.
5. A copy of my PCS orders to this station, personnel order number , is attached. (Documents substantiating rent, security deposit, and/or initial expenses must be attached).

Officer's Signature Date

Form PHS-6186 (1-81)

EXHIBIT I continued

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service
Rockville, Maryland 20857

Privacy Act Notice for PHS Commissioned Corps Request of Station Housing Allowance (SHA)

Records System: PHS Commissioned Corps Personnel Data System (09-37-0002).

General: This information is provided pursuant to the Privacy Act of 1974 (Public Law 93-579) for PHS commissioned officers requesting an advance of SHA.

Authority for Collection of Information: 37 U.S.C. 1006, 42 U.S.C. 202 et seq. (PHS Act Sec. 201 et seq.) Executive Order 9397.

Purpose and Use: The purposes for collecting the information contained on the above mentioned form are to determine your eligibility for advance of SHA and to accurately effectuate payment when you request an advance of SHA. These records, or information therefrom, may also be provided to other Federal agencies covering PHS commissioned officers assigned to those agencies. The information may be used for budgetary and oversight purposes and/or collection of statistical data for reports to other Federal agencies and the Congress. It may also be used for other lawful purposes including law enforcement and litigation.

Information Regarding Disclosure of Your Social Security Number (SSN): Disclosure of the SSN is mandatory under provisions of the Social Security Act, since PHS officers are under Social Security "coverage employment" and taxes must be withheld from their salaries. The SSN is also used as an identifier throughout an officer's career. It is used primarily to identify an officer's personnel, leave, and pay records and to relate one to the other. The SSN is also used in connection with lawful requests from PHS for information from former employers, educational institutions, and financial or other organizations. The information gathered through the use of the number will be used only as necessary in personnel administration processes carried out in accordance with established regulations and published notices of systems of records. The use of the SSN is made necessary because of the large number of present and former active, inactive and retired officers and applicants who have identical names and birth dates, and whose identities can only be distinguished by the SSN.

Effect of Non-disclosure: Although all of the information, except the SSN, is voluntarily furnished, failure to supply complete and accurate information may result in delays and/or errors in determining eligibility and, therefore, result in late payment or nonpayment, or be cause for refund of pay if you receive an advance based on erroneous information. All statements are subject to verification.

INSTRUCTIONS FOR FORM PHS-6186

GENERAL INSTRUCTIONS

1. This form is to be used to request an advance of SHA.
2. Complete the "OFFICER IDENTIFICATION" information at the top of the form and the appropriate items.
3. Information concerning the conditions under which PHS commissioned officers may be advanced SHA and the payback rates to be used in liquidating an advance are contained in Subchapter CC22.4, INSTRUCTION 5, of the CCPM. For an advance of basic pay for permanent change of station, temporary duty at a distant station, or to dependents ordered evacuated, see Subchapter CC22.1, INSTRUCTION 2, of the CCPM.
4. If you do not choose the accelerated payback rate, the standard rate will be used.
5. All requests subject to approval.

SPECIFIC INSTRUCTIONS

1. Calculate amount of SHA advance needed by adding advance rent payments, security deposits, and necessary initial expenses. If this amount exceeds one month's BAQ to which you are entitled, you may request advance SHA.
2. Enter the amount in item 1. Complete items 2, 3, 4, and 5. Sign and date.
3. Attach copies of PCS orders to overseas station and documents to substantiate amount requested. Submit completed form to the address specified on the front of this form.