

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Public Health Service Commissioned Corps

**SAMPLE MEMORANDUM  
TO REQUEST PAYMENT OF A UNIFORM ALLOWANCE**

FROM	DATE	SUBJECT
Deliver to: Commissioned Corps Headquarters ATTN: Financial Services Division 1101 Wootton Parkway, Suite 300 Rockville, MD 20852		

In a memorandum dated April 6, 1987, the Surgeon General has directed me to own and wear the appropriate Public Health Service (PHS) Commissioned Corps uniform. Under the provisions in Instruction 612.03 "Uniform and Equipment Allowance" of the Commissioned Corps Issuance System (CCIS), 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 Commissioned Corps uniform allowance under the provisions of 37 U.S.C 415 (c). 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 5 years or both (Act of June 25, 1948, 18 U.S.C. 287, 1001).

SIGNATURE	TEMPORARY GRADE	SOCIAL SECURITY NUMBER (SSN)