

VOLUME 7A, CHAPTER 43: “NON-DISCRETIONARY ALLOTMENTS”**SUMMARY OF MAJOR CHANGES**

All changes are denoted by **blue font**.

Substantive revisions are denoted by an * symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by **bold, italic, blue and underlined font**.

The previous version dated January 2011 is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
430104.B Bibliography	Updated fax number.	Update

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CHAPTER 43

NONDISCRETIONARY ALLOTMENTS

4301 ALLOTMENTS FOR THE PURCHASE OF SAVINGS BONDS

The U.S. Department of the Treasury (Treasury) discontinued the purchase of paper savings bonds through federal payroll deduction effective October 1, 2010. Military members may purchase electronic savings bonds by establishing a personal TreasuryDirect account with the Treasury and then initiating a nondiscretionary allotment made payable to the Treasury at their TreasuryDirect account. Members are authorized one nondiscretionary allotment for the purchase of bonds.

430101. Establishment of Allotment

Members electing to purchase electronic savings bonds will first create a TreasuryDirect account at www.TreasuryDirect.gov. This account can be used to purchase multiple bonds. Once created, members must either log into MyPay or contact their servicing finance office to establish an allotment to the TreasuryDirect account. The following information is required to initiate the allotment:

- A. The routing transit number for TreasuryDirect is 051736158;
- B. The TreasuryDirect account number provided by the Treasury; and
- C. The specific dollar amount (as opposed to a percentage of pay) to be deducted monthly.

The MyPay system also requires that the member designate an account type, either checking or savings, even though that designation is inapplicable to an allotment to a TreasuryDirect account.

430102. Change or Cancellation of Allotments

Members may change or cancel their allotments through MyPay, or through their servicing finance office.

430103. Administration of Allotments

Details covering the administration of savings bond allotments are in the procedural instructions of the Military Service concerned.

430104. Safekeeping of Bonds

- A. Bonds previously purchased by active duty members that are kept in safekeeping will remain in safekeeping as long as the member remains on active duty. Members

separating or retiring must request their bonds from safekeeping. Bonds not withdrawn from safekeeping within 120 days from the date of separation, discharge, or retirement shall be sent to the Bureau of Public Debt (BPD), Office of Investor Services, Current Income Services Division, HH/H Assistance Branch, Locator Section, P.O. Box 2968, Parkersburg, WV 26106-2968. The procedures for requesting bonds from safekeeping are also contained in Volume 5, paragraph 230201.

* B. To request bonds be released from safekeeping, members shall forward either a written request or a signed facsimile request to the applicable supporting DFAS site. This request must include the service member's name, complete SSN, the address where the member would like the bonds to be mailed, a daytime telephone number, and the member's signature. Requests may be mailed, faxed, or scanned and emailed to the applicable DFAS site.

Address for Army and Air Force members

Center Collection Mailbox
3801 Center Collection
P.O. Box 269490
Indianapolis, IN 46226-9490
Fax: 317-212-4339
Email: dfas-incdsbonds@dfas.mil

Address for Navy and Marine Corps members

DFAS-Cleveland Center
ATTN: CODE JDCAB
1240 East Ninth Street
Cleveland, OH 44199
Fax: 216-522-6358

Custodians of the bonds at the supporting DFAS site shall release Book Entry and/or hard copy bonds in their possession to a member upon receipt of the member's request. Custodians of the bonds shall forward the member's request to the BPD for release of those hardcopy bonds that the custodians no longer have in their possession. More information regarding safekeeping of bonds can be found in Volume 5, Chapter 23.

4302 CHARITABLE CONTRIBUTIONS

430201. General

A. Combined Federal Campaign (CFC). Annual solicitations for donations to various community charity drives have been coordinated into a single combined fund-raising campaign. The name of this campaign is the CFC for domestic areas or the DoD Overseas CFC for overseas areas. Basic information on the CFC is in the Manual on Fund-Raising Within the Federal Service for Voluntary Health and Welfare Agencies, and information for overseas areas is in appropriate Military Service regulations.

B. Service Relief Organizations. Members are authorized to make charitable contributions by allotment to the Army Emergency Relief, Navy and Marine Corps Relief Society, or affiliates of the Air Force Assistance Fund.

C. Allotment. Members meeting the requirements of this section may authorize a class C allotment for a charitable contribution to the CFC (domestic or overseas) or to any of the Military Service Relief Organizations (SRO) indicated in subparagraph 430201.B. All allotments authorized are paid centrally by the offices shown in section 4007.

430202. Limitations

Allotments for CFC and SROs must be at least \$1 per month, and each allotter is authorized only one CFC and one SRO allotment.

430203. Discontinuance (CFC Only)

Once an allotment is stopped it may not be reinstated during the current allotment period. (This does not apply to Navy or Marine Corps members when the allotment is stopped because of change in pay group.) Stop the allotment:

A. At the end of the authorized withholding period.

B. Upon member's written request.

C. Upon separation (except when discharged and immediately reenlisted at the same station without a break in service), release from active duty, transfer to the Fleet Reserve or Fleet Marine Corps Reserve, retirement, or death.

430204. Transfer

Continue the allotment when a member participating in a CFC campaign is transferred, unless the member submits a written discontinuance request.

430205. Administration of Allotment

Details covering charitable contribution allotments are in the procedural instructions of the Military Department concerned.

4303 POST-VIETNAM ERA VETERANS EDUCATIONAL ASSISTANCE PROGRAM

430301. General

The Post-Vietnam Era Veteran's Educational Assistance Program provides education assistance on a contributory basis to those eligible members entering the Armed Forces on or after January 1, 1977 and before July 1, 1985, who might otherwise be unable to obtain a higher education.

430302. Contributions

Contributions by the member will be by allotment, payroll deduction, or lump-sum payment. The amount of the allotment or payroll deduction (Marine Corps only) will be not less than \$25 or more than \$100 and must be in \$5 increments. Contributions by the participant are limited to a maximum of \$2,700.

430303. Administration of Allotment or Payroll Deduction

Details covering the administration of this type of allotment or payroll deduction (Marine Corps only) and the method of remitting contributions to the Department of Veterans Affairs are contained in regulations issued by the Department of Defense, the Department of Veterans Affairs, and the Military Department concerned.

4304 NONDISCRETIONARY ALLOTMENT FOR PRIVATIZED HOUSING PAYMENT

430401. General

[Public Law 104-106, section 2801](#), Military Housing Privatization Initiative (MHPI), authorizes assignment of service members to privatized housing units. Under [10 U.S.C. 2882\(b\)](#), service members assigned to privatized housing units are entitled to Basic Allowance for Housing (BAH). Title [10 U.S.C. 2882\(c\)](#) prescribes that the member may be required to make lease payments for such housing in the form of an allotment. A member is authorized to initiate a nondiscretionary allotment for this payment.

430402. Restrictions

A. A member is authorized only one nondiscretionary allotment for the privatized housing payment.

B. A change to the member's BAH allowance due to promotion, demotion, administrative or legislative action may require a change to the allotment amount. The service member is responsible for ensuring the allotment amount is changed under these or other circumstances.

C. The service member is responsible for reconciling overpayments or underpayments with the property manager.

D. This nondiscretionary allotment is restricted to lease payments to entities participating in the MHPI. An allotment to private individuals, corporations, firms, partnerships, companies, state or local government, or housing authority of a state or local government, not associated with the MHPI, is not authorized.

4305 NONDISCRETIONARY ALLOTMENT (SALARY OFFSET) FOR DELINQUENT TRAVEL CHARGE CARD DEBT**430501. Authority**

Under the provisions of the “Travel and Transportation Reform Act of 1998,” heads of agencies may, upon written request of a federal contractor, collect by deduction from the amount of pay owed to an employee of the agency any undisputed amount of funds the employee owes to the travel charge card contractor that are delinquent. The Act defines the term ‘employee’ as an individual employed in or under an agency, including a member of any of the uniformed services. A member of one of the uniformed services is an employee of that uniformed service.

430502. Procedures

The due process procedures applicable to military members are the same as for civilian employees of the Department. Therefore, salary offset for a military member’s undisputed delinquent travel charge card debt shall follow the procedures contained in Volume 8, Chapter 8, paragraph 080602, “Salary Offset Requests From the Travel Charge Card Contractor.” Pay and allotment procedures are as provided in this chapter. The amount deducted from a member’s pay under this paragraph with respect to any pay period may not exceed 15 percent of disposable pay for the pay period, unless the member consents in writing to the deduction of a greater percentage of pay. Disposable pay shall be calculated in accordance with paragraph 410203 of this volume.

BIBLIOGRAPHY

CHAPTER 43 - NONDISCRETIONARY ALLOTMENTS

4301 - ALLOTMENTS FOR THE PURCHASE OF SAVINGS BONDS

430101	75 Fed. Reg. 52459 (2010) 31 C.F.R. 363
430103	37 U.S.C. 553 (a)

4302 - CHARITABLE CONTRIBUTIONS

430201.A	EO 10927, March 18, 1961 DoD Directive 5035.1, September 22, 1964
430202-430204	DoD Instruction 5035.5, August 23, 1978, Chapter 4, para 4.13, Manual on Fund-Raising Within the Federal Service

4303 - POST-VIETNAM ERA VETERANS EDUCATIONAL ASSISTANCE PROGRAM

430301	38 U.S.C. 3221
430302	38 U.S.C. 3222

4304 - NONDISCRETIONARY ALLOTMENT FOR PRIVATIZED HOUSING
PAYMENT

Public Law 104-106, section 2801, October 2, 1996
10 U.S.C. 2882(b)
10 U.S.C. 2882(c)

4305 - NONDISCRETIONARY ALLOTMENT (SALARY OFFSET) FOR
DELINQUENT TRAVEL CHARGE CARD DEBT

430501	5 U.S.C. 5520a(k)(2) Public Law 105-264, section 2(d), October 19, 1998 Public Law 103-94, section 9, October 6, 1993 DoD Instruction 1344.09, December 8, 2008 DoD Instruction 1344.12, November 18, 1994
460502	5 U.S.C. 5514