

## CIVILIAN MARINE PERSONNEL INSTRUCTION

CMPI 553

COVER SHEET - 337

**Allotments of Pay**

Date: 17 Aug 04

Attached is new CMPI 553, Allotments of Pay. This change replaces CMPI 553 in its entirety.

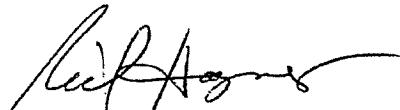
### Reason for Revision

CMPI 553 has been streamlined and updated and is consistent with higher level policy, law and regulation. CMPI 553 was reviewed as part of the total CMPI review project, the goal of which was to streamline the CMPIs, eliminate redundant and non-policy information, and return them to basic policy documents required for the management of the MSC civil service mariner (CIVMAR) program.

### Effective Date

The above revision is effective upon receipt.

Authorized for MSC:



Approved:



By direction of the Secretary of the Navy

CIVILIAN MARINE PERSONNEL INSTRUCTION 553  
(C.S. 337 of 17 Aug 04)

ALLOTMENTS OF PAY

Section 1. General Provisions

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1-1. PURPOSE. To establish Military Sealift Command (MSC) policy under which civil service mariners (CIVMARs) may make allotments or assignments of pay.

1-2. REFERENCE. This instruction is based on the authority of:

a. Title 5 United States Code (USC) Sections 5525 and 5527

b. Title 46 USC Section 10315

1-3. DEFINITIONS. See CMPI Definitions/Glossary Appendix.

Allotment of Pay. A recurring specified deduction from pay for a legal purpose authorized by an employee to be paid to an allottee.

Allottee. A person or institution to whom/which an allotment is paid.

Allotter. The employee from whose pay an allotment is made.

Dependent. A lawful spouse, an unmarried child (natural, step or adopted) under the age of twenty-one years, a dependent mother or father, any other individual designated by the mariner as a dependent or guardian of a dependent in official records of the command, or an individual determined by COMSC to be a dependent or the guardian or a dependent.

Financial Institution. A bank, a savings and loan association or similar institution or a Federal or State chartered credit union.

1-4. GENERAL POLICY. The allotment program is voluntary and is without personal expense to a CIVMAR. CIVMARs may designate a portion of their base pay to dependents, a financial institution or for other purposes as set forth in this instruction

1-5. RESPONSIBILITIES

a. The Director, Afloat Personnel Management Center (APMC) is responsible for the allotment program. The Director will:

(1) Ensure that all CIVMARs are advised of the allotment program during employment orientation, and periodically thereafter through appropriate media including but not limited to ship and command newsletters.

(2) Advise CIVMARs if newly submitted allotment amount cannot be withheld on a regular basis if the new amount, when combined with all allotments, exceeds net pay amount.

(3) Protect the interests of the government by denying, canceling, suspending or reducing an allotment amount, as necessary.

(4) In cases involving missing status CIVMARs, reserve the right to make redeterminations concerning the necessity for greater/lesser allotments to a dependent.

b. Masters or Officer-In-Charge (OIC) of CIVMAR crewed ships are responsible, at the shipboard level, for keeping CIVMARs informed of the benefits of the allotment program.

c. Purser (or shore based financial support personnel for CIVMARs not assigned to ship or assigned to a ship without a Purser) is responsible for making calculations to ensure that allotments limits are not exceeded.

1-6. DELEGATION OF AUTHORITY. The Director, APMC, may re-delegate responsibility for managing and administering this program to APMC shore employees to a level no lower than two levels below that of the Director, APMC.

1-7. ENTITLEMENT

a. By virtue of their status as seagoing employees of the United States (US) Government, MSC CIVMARs are entitled to execute allotments for the following purposes:

(1) Support of dependents or relatives of the allotter.

(2) Savings (the allotter's name must appear on the account to which the allotment is assigned). Note: Direct Deposit/Electronics Funds Transfer (DD/EFT) is required for allotments to a financial institution participating in the Federal Reserve System.

(3) Payment of commercial life insurance premiums on the life of the allotter.

(4) Payment of US Government Life Insurance or National Service Life Insurance premiums.

(5) Voluntary liquidation of indebtedness to the US Government, including voluntary payment of back taxes.

(6) Repayment of loans obtained for the purchase of a home or automobile.

(7) Payment of a state or District of Columbia income tax or to pay a city and/or other local tax.

(8) Payment of dues to a labor organization.

(9) Charitable contribution(s) to the Combined Federal Campaign (CFC).

(10) Purchase of US Savings Bonds.

(11) Payment of dues to a professional or other organization.

(12) Voluntary allotment for alimony and/or child support.

#### 1-8. GENERAL PROVISIONS

a. Allotments are paid every 14 days on the regularly scheduled payday.

b. Number of Allotments Permitted. A CIVMAR may execute five allotments; one allotment for United States (US) Savings Bonds, one allotment for charitable contributions, one for payment of dues to labor organizations and two allotments for other purposes.

c. Allotments may be initiated, modified, or cancelled at any time by written direction of the CIVMAR.

d. Property Rights. Allotments vest no property rights to the allottee unless and until issued by MSC to the allottee.

e. Missing Status CIVMARs. Allotments to dependents shall automatically be continued when a CIVMAR is officially determined to be in a missing status. All other allotments will be discontinued. CMPI 900 (Disappearances, Missing Persons and Detention Benefits), contains provisions for the initiation or continuation of allotments of missing status CIVMARs.

#### 1-9. PROHIBITIONS. Allotments will not be made directly to creditors in payment of loans or debts except for the payment of home mortgages, automobile loans or in payment of indebtedness to the US Government.