

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE  
Public Health Service

Chapter CC11--Introduction  
Personnel INSTRUCTION 1--Introduction to the Commissioned Corps  
Personnel Manual

C O N T E N T S

<u>Section</u>	<u>Subject</u>	<u>Page</u>
A.	Purpose and Scope . . . . .	1
B.	Relationship to Department's Staff Manual System	2
C.	Policy . . . . .	2

Section A. Purpose and Scope

1. The Commissioned Corps Personnel Manual is the medium by which the personnel program of the Public Health Service (PHS) Commissioned Corps is publicized and effected. Specifically, the main purposes of the manual are:
  - a. To outline the Commissioned Corps personnel program and to serve as the medium for expressing personnel policy in areas of administrative discretion.
  - b. To serve as an informational and operating guide for management officials, personnel officers and technicians, administrative officers, and individual commissioned officers.
  - c. To facilitate reference to current regulatory, instructional, and informational materials by providing a consolidated reference source.
2. Separate parts of the manual are devoted to such matters as delegations of authority, regulations, and excerpts from applicable laws to further enhance its value as a day-to-day reference publication. The manual does not cover materials prepared primarily as information for the public, such as recruitment pamphlets and publicity releases.

### Section B. Relationship to Department's Staff Manual System

The PHS Commissioned Corps Personnel Manual is a supplement to the HEW Personnel Manual. However, since the Commissioned Corps personnel system is unique to PHS, the PHS Commissioned Corps Personnel Manual has been given specific identity as a separate volume. All PHS Commissioned Corps Personnel Manual issuances are developed within the framework of the Department's personnel policy, but are issued by PHS.

### Section C. Policy

1. Official Medium. The PHS Commissioned Corps Personnel Manual is designed to provide a single authoritative reference for PHS policies, standards, and procedures relating to the Commissioned Corps personnel program. PHS organizational level issuances falling in this subject area will conform to the manual style, format, and standards, as prescribed by Chapter CC11, Personnel INSTRUCTION 4.
2. Internal Operating Instructions and Procedures. Internal operating instructions and procedures of the Commissioned Personnel Operations Division (CPOD), Office of Personnel Management (OPM), Office of Management (OM), PHS, are not included in the manual.
3. Identical Procedures, Civil Service, and Commissioned Personnel. Policies, procedures, instructions, etc., which are identical for both the civil service and Commissioned Corps personnel systems will be issued in the respective manuals with adequate referencing.
4. Responsible Office. OM/PHS is responsible for overall administration of the PHS Commissioned Corps Manual. This responsibility includes:
  - a. Maintaining issuance management standards, including the development of criteria for organization, form, style, and distribution of manual materials developed at the PHS headquarters level.
  - b. Obtaining departmental clearances of material, where necessary, in accordance with Chapter 6-50(b) of the HEW Issuance Management Manual.
  - c. Retaining record copies of all material issued at the PHS headquarters level. Record copies of material issued by PHS organizational levels will be retained by the issuing office.
5. PHS Organizational Levels. All Commissioned Corps Personnel Manual issuances prepared by PHS organizational levels shall be approved, in draft form, by the Director, OPM/OM/PHS. In addition, three copies of all PHS organizational level issuances shall be forwarded to the Division of Personnel Policy, Planning, and Evaluation, OPM/OM/PHS, when published. PHS organizational level supplements will follow the format and style of PHS issuances and be published on other than yellow paper.