

MANUAL: Personnel  
Chapter Series CC--Commissioned Corps Personnel Manual  
Part 1--General

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE  
Public Health Service

Chapter C11--Introduction  
Personnel INSTRUCTION 2--Plan of the Manual

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Section A. Purpose and Scope

The purpose of this INSTRUCTION is to record the plan of the Commissioned Corps Personnel Manual and explain the major and subordinate levels into which the material presented is broken down. It identifies the format of and presents guidelines for preparing manual issuances.

Section B. Major Parts

The Commissioned Corps Personnel Manual is organized into five major parts as follows:

Part 1--General. Describes (1) the mechanics and maintenance of the Manual; (2) how it fits into the Department's Staff Manual system; and (3) the types of issuances which are published in the manual.

Part 2--Commissioned Corps Personnel Administration. Contains policies, procedures, standards, instructions, and information for administration

of the Commissioned Corps personnel system.

Part 3--Delegations of Authority. Contains a compilation of delegations and redelegations of authority by the Secretary, the Assistant Secretary for Personnel Administration, and the Assistant Secretary for Health, HEW, for administration of the Commissioned Corps personnel system.

Part 4--Regulations. Contains selected Public Health Service, Uniformed Services, Selective Service, and other Federal regulations that affect the Commissioned Corps personnel system.

Part 5--Public Laws and Executive Orders. Is reserved for selected Public Laws and Executive Orders that are applicable to the Commissioned Corps personnel system.

#### Section C. Chapters

1. Each part of the Manual is broken down into chapters. The chapters are assigned two-digit numbers which serve to identify both the part (first digit) and the chapter (second digit), and the number is prefixed by the letters "CC" to identify the material as a chapter within the Commissioned Corps Personnel Manual. For example, Chapter CC22 would identify Part 2, Chapter 2 of the Manual.
2. The chapter breakdown of a part parallels a breakdown of the functions inherent in the contents. At the beginning of each part there is a listing of the chapters therein.

#### Section D. Subchapters

Chapters within some parts may be further divided into subchapters, depending upon volume of content. Subchapters are identified by the addition of a decimal point and a sequential number to the chapter identification. For example, CC22.1 would identify the first subchapter in Chapter CC22.

### Section E. Types of Issuances

#### 1. INSTRUCTIONS

The chapters or subchapters of this Manual will consist solely of numbered Personnel INSTRUCTIONS issued under the appropriate chapter headings. INSTRUCTIONS are the medium for issuing information on Commissioned Corps personnel administration to management officials, personnel officers and technicians, administrative officers, and individual commissioned officers. INSTRUCTIONS within a chapter or subchapter will be numbered in sequence.

#### 2. CIRCULARS

The Commissioned Corps Personnel Manual Circular series is a companion issuance of the Commissioned Corps Personnel Manual. The Circular series is used to disseminate Commissioned Corps personnel information and instructions of a temporary nature. Information concerning the style, format, and distribution of the Circular series is provided in Chapter 11, GUIDE 5.

### Section F. Format and Identifying Data for INSTRUCTIONS

Personnel INSTRUCTIONS will conform to the following format and identifying data:

1. The first page of all INSTRUCTIONS will contain the following (see Exhibit A for example of first page of an INSTRUCTION):
  - a. At top left, above Department heading. The first line identifies the material as a part of the Personnel Manual of the Department's Staff Manual system. The second line further identifies the material as Chapter Series CC of the DHEW Personnel Manual, which constitutes the Commissioned Corps Personnel Manual. The third line identifies the part of the Commissioned Corps Personnel Manual within which the issuance is contained.
  - b. At top left, below Department heading. The first and second lines identify the chapter and subchapter, respectively, of which the issuance will be a part. The third line identifies the issuance as an INSTRUCTION (including the number of the INSTRUCTION) and also identifies the subject matter.
  - c. At bottom of the page. Identification of the material as a Department issuance, followed by the transmittal sheet number and date. The date of the transmittal sheet is the effective date of the issuance, unless otherwise stated in the issuance.
2. The second and succeeding pages will contain the following (see Exhibit B for example of the second and succeeding pages of an INSTRUCTION):
  - a. At top of the page, beginning at left margin.

- (1) Even-numbered pages. Page number, numerical identification of the INSTRUCTION, subchapter (or chapter) identification number, and subject of the INSTRUCTION.
    - (2) Odd-numbered pages. Subchapter (or chapter) identification number, subject, numerical identification of the INSTRUCTION, and page number.
  - b. At bottom of the page, beginning at left margin. Identification of the material as a Department issuance, followed by the transmittal sheet number and date.
3. Each INSTRUCTION will be subdivided into lettered sections (e.g., Section A). The section identification will be followed by a heading which is descriptive of the subject matter. Sections may be subdivided into alternately numbered and lettered subsections, paragraphs, subparagraphs, and items (e.g., subsection 1; paragraph a; subparagraph (1); item (A)).
- a. Section A of all issuances will normally be devoted to the purpose and scope.
  - b. Where appropriate, Section B will cite the statutes and regulations upon which the issuance is based.
4. Reference to specific provisions of the Manual will be by the cumulative number and letter method, with chapter (inclusive of subchapter), INSTRUCTION, and second indicators being separated by dashes. For example:
- Reference to Chapter 23, Subchapter 1, INSTRUCTION 1,  
Section B, Subsection 6 -- CC23.1-I1-B6.
5. Superseded INSTRUCTIONS will be identified as follows:
- a. When the entire INSTRUCTION is being reissued, the chapter and INSTRUCTION number and the transmittal sheet number and date of the superseded INSTRUCTION will be entered at the bottom of the first page only of the new INSTRUCTION (e.g., "Supersedes CC29.5, I1, T.S. PHS-CC 102, 8/6/63").

- b. When an individual page is being revised, the identification of the superseded pages is entered at the bottom of the new page.
6. In accordance with PHS policy, Personnel INSTRUCTIONS will be printed on yellow paper.

#### Section G. Guidelines for Preparing Material

1. Write in clear, simple language. Be consistent in style and grammatical construction. Use active verbs whenever possible. Verify all information and references for accuracy.
2. Use correct grammar, spelling, and punctuation. Proofread for errors and omissions.
3. When using commonly abbreviated word combinations more than once in an issuance, e.g., Office of Personnel Management, spell out and follow with abbreviation in initial use: Office of Personnel Management (OPM). Thereafter use abbreviation only: OPM.
4. Identify forms by both form number and title the first time they are mentioned in an issuance; thereafter, use form number only.
5. Avoid improper or unnecessary capitalization.
6. Avoid wording which refers to individuals in general by using masculine pronouns. Reword the statement if possible to eliminate the pronoun. As a last resort, use the terms he/she, his/her.
7. Do not use "PHS agencies" alone when referring to all PHS segments. Use the term "PHS staff offices, PHS agencies, and PHS Regional Offices."
8. Do not use asterisks to identify revised material if an entire INSTRUCTION is reissued. When single pages are being revised, use asterisks only if needed for clarity or emphasis, but not routinely.

#### Section H. Table of Contents and Index

1. A table of contents is issued in the first chapter of this part covering the entire Manual. This table will remain substantially the same as only major subdivisions (parts and chapters) of the Manual are included.
2. A subject-matter index is included at the end of the Manual.

### E X H I B I T A

#### SAMPLE FIRST PAGE OF INSTRUCTION



E X H I B I T B

SAMPLES OF IDENTIFYING DATA AT TOP OF PAGE

Second and Succeeding Pages of Instruction

EVEN-NUMBERED PAGES HEADER

ODD-NUMBERED PAGES HEADER