

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

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
Public Health Service

Chapter CC11--Introduction
Personnel INSTRUCTION 4--Manual Issuances by PHS Organizational Levels

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Section A. Purpose and Definition

1. This INSTRUCTION, in conformance with Department and PHS issuance management policies, authorizes the further supplementation of PHS Commissioned Corps Personnel Manual materials by PHS organizational levels; defines the scope and purpose of such supplementation; provides guidelines for the issuance of new or revised material; and establishes standards and clearance procedures.
2. For purposes of this INSTRUCTION, the term "PHS organizational levels" shall be interpreted to mean the PHS staff offices, PHS agencies, and PHS Regional Offices, and/or subordinate organizational levels therein.

Section B. General Policy

1. All PHS Commissioned Corps manual material issued at the PHS level is applicable throughout PHS. Further supplementation may be issued by PHS organizational levels when necessary to implement or amplify PHS issuances and will be restricted in scope to the issuing PHS organizational level. However, all PHS organizational levels are encouraged to recommend revision of, or additions to, PHS issuances which would more adequately meet their needs.

2. Supplements to PHS Commissioned Corps manual materials shall conform to PHS policy and practices as expressed in PHS issuances. In areas where the PHS position has not been expressed, the issuing PHS organizational level shall ascertain the PHS position prior to formal issuance of manual material.

Section C. Forms of Issuances

1. INSTRUCTIONS

- a. The authorized form of permanent issuance is the Personnel INSTRUCTION.

- (1) INSTRUCTIONS shall be prepared and issued in accordance with the standards contained in Chapter CC11, INSTRUCTION 2.

- (2) Issuing office identification shall be shown on all INSTRUCTIONS:

- (a) In the heading, e.g.

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
Public Health Service
Health Services Administration

- (b) Preceding the transmittal sheet number which appears at the bottom of each page, e.g.

T.S. PHS-CC 1.

- (c) At the top of the second and succeeding pages, e.g.

PAGE 4 HSA PERSONNEL INSTRUCTION 2

- b. INSTRUCTIONS shall be issued under dated, sequentially numbered transmittal sheets.

- (1) Transmittal sheets shall be prepared and issued in accordance with Chapter CC11, INSTRUCTION 3.

- (2) Issuing office identification shall be shown on all transmittal sheets, preceding the transmittal sheet number, e.g.

HSA Commissioned Corps No. 1

2. CIRCULARS

- a. The authorized form of temporary issuance is the Commissioned Corps Personnel Manual Circular.

- (1) Circulars shall be prepared and issued in accordance with the standards contained in Chapter CC11, GUIDE 5.
- (2) Issuing office identification shall be shown on all Circulars as a prefix to the Circular number, which shall appear at the top of each page, e.g.

HSA No. 1

- b. Circulars shall be sequentially numbered by the issuing office, e.g.

HSA No. 1, HSA No. 2, etc.

- c. All Circulars shall have an expiration date at the bottom of the first page and may be discarded by the recipients after that date.

Section D. Filing

Issuances by PHS organizational levels shall be filed in the manual following the corresponding PHS issuances. In the event there is no corresponding PHS issuance, the PHS organizational level issuance will be filed in the appropriate sequence.

Section E. Clearances

All manual issuances prepared by PHS organizational levels shall be approved, in draft form, by the Director, Office of Personnel Management (OPM), Office of Management (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 issuances will follow the format and style of PHS issuances and be published on other than yellow paper.