

SUBJECT: Revision of Subchapter CC11, INSTRUCTION 2, "Plan of the Manual"

1. **Purpose**

This Manual Circular introduces the Commissioned Corps Personnel Policy Memorandum (PPM) as a third type of issuance for inclusion in the Commissioned Corps Personnel Manual (CCPM).

2. **Authorities**

- a. Section 215 of the PHS Act (42 U.S.C. 216).
- b. Executive Order 11140, dated January 30, 1964.
- c. Reorganization Plan No. 3 of 1966, dated June 25, 1966.
- d. The Secretary of Health and Human Services (HHS or Department) through a delegation of authority dated July 23, 2003, delegated the authorities necessary to administer the Commissioned Corps of the U.S. Public Health Service to the Assistant Secretary for Health (ASH). (See also Statements of Organizations, Functions, Delegations of Authority dated December 18, 2003, 68 FR 70507.)

3. **Background**

Since 1978, the issuances provided for by the CCPM have not changed. However, with the advent of the transformation for the Commissioned Corps of the U.S. Public Health Service (Corps or Service) and other new Corps initiatives such as the promotion of force readiness, the Corps needs a new issuance that will allow the Service leadership to introduce new or revised policies and/or provide information or directive(s) to officers in a more responsive and effective manner. Therefore, this Manual Circular introduces the PPM which will accomplish these two objectives and in doing so, facilitate the Service's transformation efforts and the proper administration and management of the Corps.

4. **Revision**

Section E. of Subchapter CC11, INSTRUCTION 2, is revised by adding a new section E.3. that reads as follows:

"3. **COMMISSIONED CORPS PERSONNEL POLICY MEMORANDUM (PPM).**

The PPM is a personnel policy memorandum issued by the Assistant Secretary for Health (ASH) that sets forth new or revised policies for the Corps and/or provides information or directive(s) necessary for the proper administration and management of the Corps. PPMs that introduce new or revise current policies will have the full force and effect of INSTRUCTIONS issued pursuant to Section E.1 of the CCPM and will remain in effect for 36 months, unless incorporated in original or modified form into policy INSTRUCTIONS contained in the CCPM or

EXPIRATION DATE: Until Further Notice or Incorporated into Subchapter CC11,
INSTRUCTION 2, "Plan of the Manual."

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unless an earlier expiration date is specified in the PPM itself. PPMs that provide information and/or directive(s) concerning the Corps that do not introduce new and/or revise Corps policies may be effective for as long as deemed necessary by the ASH. Each will contain an expiration date or a statement that the information contained in the PPM will remain in effect "until further notice" or "until rescinded." In addition, PPMs will also be posted on the Corps website and contain a tracking number by year and issuance (e.g., 04-001 will be the first PPM issuance of 2004). The only format requirements for PPMs are that they will be issued in memorandum form by the ASH to the Surgeon General and contain a statement concerning expiration, as defined above."

Cristina V. Beale M.D.
Acting Assistant Secretary for Health