

U.S. DEPARTMENT OF HEALTH
AND HUMAN SERVICES

PERSONNEL OPERATIONS MEMORANDUM



EFFECTIVE DATE: POM XX.XXX
XX MONTH XXXX

By Order of the Surgeon General of the U.S. Public Health Service:

FirstName MI. LastName

TO: All Regular and Reserve Corps Officers on Extended Active Duty

SUBJECT: Preparing a Personnel Operations Memorandum (POM)

1. This example shows how to prepare a POM. Allow one inch for the left, right, top and bottom margins.
 - a. Type POM and its number two lines below the U.S. Public Health Service (USPHS) logo.
 - b. Begin the TO: on the third line below the line separating the header from the body of the POM.
 - c. Type the SUBJECT of the memorandum on the second line below the last line of the TO.
 - d. Begin the first paragraph of the TEXT at the left margin, indented ½ inch on the second line below the last line of the subject.
2. Type the Signature Block on the fifth line below the last line of the text beginning in the center of the page.
3. Leave a one-inch margin at the bottom of the first page.
4. The SUBJECT is typed in the heading of the second or subsequent page on the left side.
5. Begin the continuation of the text at the left margin with full justification.
 - a. Include at least two words on each page of any sentence divided between pages.
 - b. Avoid hyphenation whenever possible.

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6. When continuing the POM, type the Signature Block on the fifth line below the last line of the text beginning in the center of the page.

FirstName MI. LastName
RANK, USPHS
Title

SAMPLE