

U.S. DEPARTMENT OF HEALTH
AND HUMAN SERVICES

PERSONNEL POLICY MEMORANDUM



EFFECTIVE DATE: PPM XX.XXX
XX MONTH XXXX

By Order of the Assistant Secretary for Health:

RANK First Name MI. Last Name

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

SUBJECT: Preparing a Personnel Policy Memorandum (PPM)

1. This example shows how to prepare a PPM. Allow one inch for the left, right, top and bottom margins.
 - a. Type PPM 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 PPM.
 - 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 word Page and the number is typed in the heading of the second or subsequent page on the left side followed by the subject.
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.

Page 2 - Preparing a Personnel Policy Memorandum

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

First Name MI. Last Name
RANK, USPHS
Title

SAMPLE