

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service

Chapter CC11--Introduction
Personnel INSTRUCTION 3--Maintenance of the Manual

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Section A. Purpose and Scope

1. The purpose of this INSTRUCTION is to provide information about the maintenance of the Commissioned Corps Personnel Manual (CCPM) and to emphasize the necessity for maintaining the manual on a current basis.
2. The provisions of this INSTRUCTION are applicable to all organizational segments and individuals receiving CCPM materials (see INSTRUCTION 6, CC11 of this manual).

Section B. General

1. For information about the plan of the manual see INSTRUCTION 2, CC11 of this manual.
2. INSTRUCTIONS. CCPM INSTRUCTIONS are forwarded under dated, sequentially numbered transmittal sheets which identify material transmitted and any material superseded. Dates and numbers of transmittal sheets are shown at the bottom of all pages of the manual.

3. Circulars. CCPM manual circulars are dated and numbered sequentially at the top of all pages. They are distributed without transmittal sheets to the audience(s) shown at the bottom of the first page. The expiration date shown below the distribution line on the first page indicates the date after which the circular should be discarded.
4. Verification List. A verification list of current manual pages, including circulars, is issued periodically. (See INSTRUCTION 3, CC10 of this manual) Manual users should obtain any missing material promptly.
5. Checklist of Transmittal Sheets. A checklist for transmittal sheets on which the receipt of transmittals should be posted is shown in Exhibit I. Manual holders may use this sheet to verify the completeness of their manuals and take necessary action to obtain any missing material. Any gaps in the transmittal sheet numbers recorded will indicate the issuances which have not been received. Instructions on the use and maintenance of the checklist are provided on the reverse of the sheet.

Section C. Filing and Maintenance

1. Filing

- a. File all PHS INSTRUCTIONS in numerical sequence by chapter, subchapter, and INSTRUCTION number as illustrated below:

(Chapter)	CC23
(Subchapter)	CC23.1
(1st issuance)	CC23.1-I1
(2nd issuance)	CC23.1-I2

- b. File PHS agency level INSTRUCTIONS in the same manner, following the corresponding PHS issuances.
- c. Transmittal sheets may be retained for reference purposes. Filing in numerical sequence in a separate looseleaf binder or in a separate part of the CCPM is recommended. This file may be of particular value in identifying obsolete material.
- d. File manual circulars in a separate section of the manual by sequential number.

2. Maintenance

- a. Offices receiving CCPM materials are responsible for keeping the manual current and in usable condition.
- b. CCPM material is the property of the office to which issued and shall not be removed from that office for any reason by an officer or employee who transfers or leaves that office.

3. Superseded and Obsolete Material

- a. Disposition of superseded and obsolete material is left to the discretion of the manual user. However, outdated issuances should not be left in the manual binder with current material. Expired circulars should be discarded.
- b. A file of outdated material is maintained for reference purposes by the Commissioned Personnel Operations Division, Office of Personnel Management, Office of Management.

Section D. Distribution

1. All CCPM materials are distributed to appropriate audiences. The distribution will be indicated on each transmittal sheet or manual circular by use of the appropriate key code. (See INSTRUCTION 6, CC11 of this manual) Materials issued at PHS agency management levels will be distributed to the appropriate audience within the jurisdiction of the issuing office.
2. Requests for copies of CCPM materials which were not received should be directed to:

Distribution Control Officer
Commissioned Personnel Operations Division
Office of Personnel Management, Office of Management
Room 4-35 Parklawn Building
5600 Fishers Lane
Rockville, Maryland 20857

3. Requests for materials issued at PHS agency management levels should be addressed to the issuing office.

EXHIBIT I (continued)

This checklist is designed to show which Personnel INSTRUCTION transmittals have been added to your manual. The checklist is divided into three columns permitting the recording of PHS, agency personnel INSTRUCTION, and manual circular transmittals on one checklist. This checklist should be filed as the first page of your manual.

Whenever a transmittal sheet is received, take the following steps promptly to keep your manual current.

1. Check the transmittal sheet number against the number of the last previous transmittal. In the case of circulars check the previous circular number against the current transmittal. If the number is not the next in sequence, obtain the missing transmittal from the appropriate office.
2. Bring your manual up-to-date by making the additions, deletions, or corrections specified in the transmittal sheet.
3. Post (on the next line in the proper column of your checklist) the number and date of the new transmittal and the initials of the person making the entry.