

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

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Public Health Service

Chapter 11-Introduction  
Personnel INSTRUCTION 5--Commissioned Corps Personnel Manual Circulars

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Section A. Purpose and Scope

This INSTRUCTION provides information and instructions on the use of Commissioned Corps Personnel Manual (CCPM) circulars.

Section B. Use

The CCPM circular series is used primarily to provide information and instructions of a one time or temporary nature. The circular series is also used to disseminate to commissioned corps officers information and instructions for use and reference where changes in policy and/or procedures require notification to implement changes before permanent INSTRUCTIONS can be issued and to increase understanding of matters which may affect officers. The authorized form of permanent issuance is the CCPM Personnel INSTRUCTION. Circulars will carry an expiration date at the bottom of the first page and should be discarded after that date. All circulars will be signed by the Director, Office of Personnel Management (OPM), Office of Management (OM), PHS, following approval by the Director, OM, PHS.

Section C. Style and Format

Circulars will conform to the style and format shown in Exhibit I. The signature block shown in the exhibit shall appear on the last page of the circular.

Section D. Distribution

All addressees on the administrative and management mailing key (MS:CC1A) will receive all circulars. The nature of the information transmitted will determine which additional audiences (active-duty officers, inactive-duty officers, or retired officers) will also receive distribution. Information on distribution keys is found in INSTRUCTION 6, CC11, of this manual.

## EXHIBIT I

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(Date)                    MANUAL CIRCULAR - COMMISSIONED CORPS PERSONNEL                    PHS NO.---

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SUBJECT:    Commissioned Corps Personnel Manual Circulars

1. The Commissioned Corps Personnel Manual (CCPM) circular is a companion issuance of the CCPM. All circulars will be identified by a subject heading and will carry an expiration date at the bottom of the first page.
2. Circulars will conform to the style and format of this exhibit. The date on the left-hand side of the heading and the PHS NO. on the right-hand side of the heading on the first page will be affixed by the issuing office upon approval of the circular for publication. Circulars will be numbered consecutively. A subject will appear below the heading. In accordance with Department policy governing management materials issued by its operating agencies, all circulars will be printed on yellow paper.
3. Subsequent pages will have headings as follows:

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Page ##                    MANUAL CIRCULAR - COMMISSIONED CORPS PERSONNEL                    PHS NO.---

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4. Manual circulars will be distributed to appropriate audiences.

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Director  
Office of Personnel Management  
Office of Management, PHS

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EXPIRATION DATE:

DISTRIBUTION: