

Subject: **HHS** STAFF MANUAL SYSTEM

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Exhibit **1-00-A**, BBS Staff Manuals  
**1-00-B**, Structure of **HHS** Staff Manuals  
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for the BBS Staff Manual System  
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J-00-00 PURPOSE

The BBS Staff Manual System serves as an official medium for providing instructions and information to BBS employees on administrative management, financial management, personnel management and related activities. This chapter describes the system and the standards and procedures applicable to its operation.

**1-00-10** ADMINISTRATION OF THE SYSTEM

A. The Office of Management and Acquisition (**OMAC**), Office of the Assistant Secretary for Management and Budget (**ASMB**), Office of the Secretary (OS), oversees the administration of the **HHS** Staff Manual System through the BBS Staff Manual Coordinator. The **HHS** Staff Manual Coordinator is responsible for establishing standards for style and distribution of staff manual material, monitoring the use of these standards; coordinating the printing and distribution of staff manual material; and providing technical assistance to elements of the Department on directives management.

- B. The Office of Human Resource Programs (OBRP), Office of the Assistant Secretary for Personnel **Administration** (ASPER), OS, coordinates the development and preparation of HHS Personnel Manual material issued by **ASPER**. It provides oversight on the distribution of these materials and the materials issued by the **Office** of Personnel Management. It also establishes policies for the issuance of personnel materials by other Department components.
- c. The Executive Secretariat, OS, provides OMAC with the Secretary's policy management decisions for inclusion in the BBS Staff Manual System.
- 'D. OS Staff Divisions (**STAFFDIVs**) and Operating Divisions (**OPDIVs**) with functional responsibility for subjects covered by the **HHS** Staff Manual System are responsible for developing and updating directives on those subjects.
- E. OMAC maintains mailing lists for BBS staff manuals, prints and distributes staff manual material developed by OS and other components of the Department. OMAC also distributes manual material issued by the General Services Administration and Office of Personnel Management.
- F. Each OPDIV, STAFFDIV, and OS Regional Office oversees the effective use of the **HHS** Staff Manual System within its own organization. This oversight responsibility includes:
1. Development and publication of supplements, *where* necessary. All supplements must conform to Department policy.
  2. Development and publication of new directives on topics not covered or planned to be covered by the Department, after consultation with the appropriate STAFFDIV.
  3. Designation of one or more directives distribution coordinators (see Exhibit 1-00-F) to control the distribution of staff manual material within the component or office.

**J-00-20 HHS STAFF MANUALS**

The BBS Staff Manual System provides instructions and information to BBS employees through a series of manuals. Exhibit **1-00-A, HHS Staff Manuals**, lists the **manuals of th HHS Staff Manual System (except the personnel Manual)**, and provides the following information about each **manual**:

- Summary and scope of its contents
- Explanation of how and when to use it
- Responsible OPDIV or STAFFDIV

Each manual (**with two** exceptions) deals with a single administrative subject (e.g., accounting, travel). The exceptions **are** the:

**Organization Manual** which describes the organizational structure of the Department, the functions performed by each organization, and the program authorities assigned to **each** organization.

**General Administration Manual** which contains **instructions** and information on subjects not covered by the other manuals. Using the **Organization Manual**, the ASMB will identify the responsible offices for **those** chapters with subject **areas** that are cross cutting.

Exhibit 1-00-B, Structure **of HHS** Staff Manuals, outlines the general structure recommended for manuals.

**1-00-30 DESCRIPTION OF DIRECTIVES**

- A. **Types of Directives.** The directives used in the **HHS** Staff Manual System are:
1. **Secretarial Directives**-- Secretarial Directives **are** described in Chapter **1-05** of this manual.
  2. **Chapter**--the medium for issuing **continuing** instructions. (In the **Personnel Manual**, chapters are called instructions.)
  3. **Circular**--the medium for issuing **temporary** instructions, including those requiring action of a one-time nature.
  4. **Exhibits**--attachments to other directives which supplement instructions contained in those directives.

5. Transmittal--the covering document used to transmit chapters and describe the material contained in them.
- B. Format and Numbering System Exhibit **1-00-D**, Guidelines for Preparing and Processing Directives for the BBS Staff Manual System, illustrates the formats and the numbering systems of these directives. The HHS Acquisition Regulation, Materiel Management and Telecommunications Manuals use the numbering systems of the Federal regulations upon which they are based. The introduction of these manuals explains their numbering systems.

#### **1-00-40 DEVELOPMENT OF DIRECTIVES**

- A. Responsibility for Development Each STAFFDIV or OPDIV with functional responsibility for subjects covered by the manual system is responsible for developing, updating and cancelling directives on those subjects. This responsibility includes making certain that directives are accurate, current and complete; preparing directives for publication; and complying with the requirements of this chapter.
- B. Preparation The responsible STAFFDIV or OPDIV should follow the guidelines of Exhibits **1-00-C**, Guidelines for Writing Directives for the HHS Staff Manual System, and **1-00-D**, Guidelines for Preparing and Processing Directives for the BBS Staff Manual System. .
- C. Review and Clearance The responsible OPDIV or STAFFDIV should provide other concerned **OPDIVs** or **STAFFDIVs** and Regional Offices the opportunity to review and comment on proposed directives before publication in the manual system. For example, any directive that contains a Department policy or practice which may affect conditions of employment must be coordinated with the Office of Human Relations, **ASPER**, OS, prior to final formulation of the directive.
- D. Approval. The approving official must sign each **directive** before it can be published in the manual system. The signature appears on transmittals for chapters. For circulars, transmittals are not used; the signature appears on the last page of the circular itself. Within OS, the approving official is the head of the responsible STAFFDIV or the official who has functional responsibility for the subject matter.

- E. Effective Date. The effective date of a directive is the issue date unless otherwise noted in the **directive** or its transmittal. The issue date appears in the heading of each page of a directive, as shown in Exhibit 1-00-D.
- F. Effect on Previous Directives. Any directive issued in the manual system states the official position of the issuing organization as of the issue date. It supersedes any previous directive (issued by the issuing organization) which is in conflict with it.
- G. Supplements and New Directives OPDIVs, STAFFDIVs, and OS Regional Offices may issue: '(1) supplements to material in the manual system; and, (2) new directives on topics not covered or planned to be covered in the system by the Department. OPDIVs may authorize their major subordinate elements to issue supplements.

#### **1-00-50 DISTRIBUTION OF DIRECTIVES**

##### A. Directives Distribution Coordinators

1. Designation. The chief administrative official of each OPDIV **and** each Regional Office (OS offices only) should designate a directives distribution coordinator (DDC). Within OS, the **HHS** Staff Manual Coordinator serves as the DDC, with the STAFFDIV administrative officers or executive officers generally serving as liaisons to the OS DDC. Each agency will provide the **HHS** Staff Manual Coordinator with the name, address, and telephone number of each such coordinator and the service area.
2. Area Served. **DDCs** for each OPDIV serve the headquarters, field and each Regional Office of their respective organizations. The OS Coordinator in the Regional Office serves only the Office of the Regional Director, Regional Administrative Support Center, and the OS STAFFDIVs located in the Regional Office. The **HHS** Staff Manual Coordinator controls the distribution for all headquarters offices of OS. See Exhibit 1-00-F for a Directives Distribution Coordinators list.

3. **Services Provided.** Each DDC provides these services within the service area:
  - a. Reviews requests for and orders, as needed, copies of *manual* and individual directives from **OMAC** for employees in the service area.
  - b. Requests OMAC to make changes to the mailing list for each manual, as requested by officials in the service area.
  - c. Updates periodically, or upon request from the **HHS** Staff Manual Coordinator, the distribution list for each manual.

B. **Mailing Lists**

**OMAC** maintains a mailing list for each staff manual and uses that list to distribute material for the manual. OMAC compiles and updates the list from the information received from the **DDCs**.

Exhibit **1-00-E**, How to Order Manuals and Individual Directives, explains the process for inclusion on the mailing list and how to order manuals and individual directives.

**1-00-60 REQUEST FOR CHANGE TO MANUALS**

Any STAFFDIV or OPDIV that wishes to create a new manual, discontinue a current manual, make substantive changes to an existing manual or add a new part to the, **General Administration Manual**, should request approval of the change from the Deputy Assistant Secretary for Management and Acquisition, **ASMB**, OS, during the initial planning stage. The request should explain the change and why it is essential.

**1-00-70 REQUEST FOR WAIVER**

Any STAFFDIV or OPDIV that wishes to obtain a waiver of any provision of this chapter should make its request in writing through its chief administrative official to the Deputy Assistant Secretary for Management and **Acquisition**. The request must state specifically why the waiver is needed and how it **will assist** the requesting office and the users of the manual. OMAC will maintain a complete file on each waiver request.

## HHS STAFF MANUALS

This Exhibit lists each manual of the HHS Staff Manual System except the Personnel Manual, which is issued by the Center for Human Resource Strategic Planning and Policy, ASPER. It also describes the content, intended users, and the STAFFDIV or OPDIV responsible for each manual. HHS employees may obtain more information about each manual from the responsible office.

ACCOUNTING MANUAL provides instructions on accounting and financial reporting operations within the Department. It sets forth principles, standards, and other requirements prescribed by the Comptroller General, the Treasury Department, the Office of Management and Budget, and other control agencies.

Intended users: system accountants, operating accountants, and other personnel responsible for management and accounting of funds and for the financial reporting activities.

Responsible office: Office of Finance (OF), ASMB, OS.

COMMUNICATIONS STYLE GUIDELINES contains instructions on how to prepare and process letters, memoranda, and other forms of correspondence.

Intended users: supervisors, stenographers, typists, and others who prepare and process correspondence.

Responsible office: Executive Secretariat, Immediate Office of the Secretary (OIS), OS.

EMERGENCY PLANNING AND OPERATIONS MANUAL contains policies, procedures, and requirements governing the Department's emergency management, planning, and operations. It is the sole source for all permanent directives pertaining to crisis management matters, including major disasters, national emergencies, defense mobilization, and other major catastrophes in which the Department may be involved.

Intended users: personnel within the Department responsible for planning or carrying out emergency preparedness activities.

Responsible office: Deputy Assistant Secretary for Health Operations, Office of the Assistant Secretary for Health (OASH), PHS.

**FORMS MANAGEMENT MANUAL** contains instructions for carrying out a forms management program. It states the program objectives, assigns responsibility for meeting these objectives, and **prescribes basic** policies, standards, and procedures for establishing and maintaining such a program. It provides standards and procedures on basic requirements, legal limitations,, clearances, reproduction, use of forms, the assignment of form numbers, and coordination with other Government agencies. (Will eventually be incorporated into the **Information Resources Management Manual** series. )

Intended users: personnel engaged in the development, clearance, and control of forms and related procedures.

Responsible office: Office of Information Resources Management (OIRM), ASMB, OS.

**GENERAL ADMINISTRATION MANUAL** contains instructions and information on subjects which do not fall within the scope of the other HHS staff manuals.

Intended users: all offices that have a need to know administrative procedures and policies.

Responsible office: Various **STAFFDIVs** and **OPDIVs**.

**GRANTS ADMINISTRATION MANUAL** sets forth Department-wide grants administration policies and procedures which have not been published in regulations. It contains instructions to granting agencies for managing both discretionary and mandatory grant **programs**, and deals with the establishment of both internal operating procedures and external policies governing the terms and conditions of grants and relations with grantees.

Intended users: all grants management and program officials who are involved in the award or administration of grants.

Responsible office: Office of Management and Acquisition (OMAC), ASMB, OS.

**HHS ALERT LIST** is a quarterly listing of "high risk" organizations which have either had grants terminated or awarded with special conditions. The List is distributed to all **HHS** grants officers and **must** be consulted before making new awards.

Intended users: personnel engaged in negotiating and awarding discretionary grants and cooperative agreements.

Responsible office: Office of Management and Acquisition (OMAC), ASMB, OS.

**GUIDE FOR TIMEKEEPERS MANUAL** contains information and instructions for completing and maintaining time, attendance and leave for certain employees of the Department. Its coverage includes providing narrative and graphic up-to-date information on the use and preparation of the various kinds of time and attendance reports; earning, crediting and charging leave; correcting leave and amending time and attendance reports; filing and maintaining leave accounts **and** attendance records; and assuring the time, leave and attendance records are available in the event of an audit by the General Accounting Office. (Instructions for **PHS** commissioned officers are contained in a separate manual.)

Intended users: timekeepers, supervisors and others associated with time, attendance and leave accounts activities.

Responsible office: Office of Human Resources Information Management (**OHRIM**), **ASPER**, OS.

**HHS ACQUISITION REGULATION (HHSAR)** serves as the single authoritative reference of the Department for uniform policies, procedures, regulations, systems, and delegations **of** authority applicable to the procurement of personal property and nonpersonal services (including construction). Its format differs from that of other manuals in the HHS Staff Manual System and is patterned after the format of the Federal Acquisition Regulation, issued by the General Services Administration.

Intended users: personnel engaged in the procurement *of* property and nonpersonal services.

Responsible office: Office of Management and Acquisition (OMAC), ASMB, OS.

**INFORMATION RESOURCES MANAGEMENT MANUAL (IRM)** identifies and describes the policies, procedures, and responsibilities of IRM related activities administered by the Department. IRM encompasses both information itself and the resources, such as personnel, equipment, funds, and technology used to create, collect, process, transmit, disseminate, use, store, and dispose of information. When the **IRM Manual** is revised, it will incorporate information currently contained in the Records Management Manual and the telecommunications Management Manual. As this takes place, these **manuals** will be **discontinued**.

**Intended Users:** DHHS personnel engaged in IRM activities. Intended users may include, but are not limited to, IRM officials and employees, end users, systems, computer, and **telecommunication** specialists and security forms and records officers.

**Responsible Office:** Office of Information Resources Management (**OIRM**), **ASMB, OS**.

**MATERIEL MANAGEMENT MANUAL** serves as the single authoritative reference of **the Department** for uniform policies, systems, regulations, procedures, and delegations of authority pertaining to the management of personal property, transportation, and motor vehicles. Its format differs from that of other manuals in the **HHS Staff Manual System** and is patterned after the format of the Federal Property Management Regulations, issued by the General Services Administration.

**Intended users:** personal property management and property accountable officers; other personnel concerned with the management of inventories of supplies, materials, and equipment acquired for use within the Department and of government property in use at a contractor's facility.

**Responsible office:** Office of Management and **Acquisition** (OMAC), **ASMB, OS**.

**NATIONAL SECURITY INFORMATION MANUAL** Contains policy and procedures for handling and safeguarding classified national security information. Its coverage provides information and instructions regarding access to national security information, accountability, storage, and destruction of this sensitive information, and security awareness while in contact with foreign nationals or during foreign travel.

Intended users: personnel security representatives, logging control officers, custodians of classified files, and all HHS employees or contractors who have security clearances for access to classified national security information.

Responsible office: Office of Personnel Services, **ASPER**, OS.

**ORGANIZATION MANUAL** describes the officially approved structural and functional organizations of the Department.

Intended users: principal officers of the Department.

Responsible office: Office of Management and Acquisition (OMAC), ASMB, OS.

**PRINTING MANAGEMENT MANUAL** contains policies, responsibilities, and instructions for the guidance of personnel concerned with the preparation, production, procurement, and distribution of printed and duplicated materials, and the acquisition of copying and printing equipment. (Will eventually be incorporated into the IRM Manual series.)

Intended users: administrative officers, public information officers, procurement officers, printing officers, and editors.

Responsible office: Office of Information Resources Management, (OIRM), ASMB, OS.

**PUBLIC AFFAIRS MANAGEMENT MANUAL** sets forth policies covering the production and distribution of publications, audiovisuals, the setting up of exhibits and the review of public affairs services contracts. The manual also defines responsibility for public affairs planning, evaluation, financial accountability, staff development and for implementing the Freedom of Information and Privacy Acts, and it sets forth the requirements related to the operating of **HHS** clearinghouses and information centers.

**Intended users:** personnel engaged in the preparation and/or mass dissemination of information to either internal or external audiences or both.

**Responsible office:** Office of Assistant Secretary for **Public Affairs (ASPA)**, OS.

**RECORDS MANAGEMENT MANUAL** contains policies, procedures, and standards for the creation, use, maintenance, and disposition of **records** as prescribed by the Federal Records Act of 1950, as amended. It also contains the General Records Schedules promulgated by the National Archives and Records Service. These schedules prescribe retention periods for the official records of the Department. (Will eventually be incorporated into the IRM Manual Series.)

**Intended users:** records officers, files custodians, and others concerned with the management of records.

**Responsible office:** Office of Information Resources Management (**OIRM**), **ASMB**, OS.

**SAFETY MANAGEMENT MANUAL** sets forth the objectives, **policies**, standards, procedures, and responsibilities for the development and implementation of a Department-wide safety and occupational health program. The program meets the requirements of 29 U.S.C. 668 (**The** Occupational Safety and Health Act of 1970); Executive Order 12196; Title 29 CFR Part 1960 and 5 U.S.C. 7902.

**Intended users:** management officials at all levels, safety and occupational health managers, and other employees and **consultants** whose duties relate to safety and occupational health.

**Responsible office:** Office of Management and Acquisition (OMAC), **ASMB**, OS.

**TELECOMMUNICATIONS MANAGEMENT MANUAL** serves as the single authoritative reference for policies, procedures, regulations, and delegations of authority pertaining to the management of telecommunications services and facilities in the Department. Its format differs from **the regular format of the HHS Staff Manual System** and is based **on** the format of the Federal Property Management Regulations, issued by the General Services Administration (See Title 41 Code of Federal Regulations, Chapter 101). This manual is being revised and will eventually be incorporated into the IRM Manual Series.

Intended users: telecommunication management officials and designated officials assigned telecommunication management responsibility **as** an adjunct to their primary responsibility.

Responsible office: Office of Information Resources Management (OIRM), **ASMB**, OS.

**TRAVEL MANUAL** covers such matters as travel orders; passenger travel and expenses; per diem **in lieu** of subsistence; transportation of dependents, household goods, and personal effects; foreign travel; and similar items relating to the travel and transportation of government personnel. The **manual contains** excerpts from laws and regulations which affect travel and addresses such related subjects as advance of funds, attendance at meetings, **and** disposal of travel records.

Intended users: personnel who provide travel service, approve travel or related functions, or audit travel expenses.

Responsible office: Office of Finance (OF), **ASMB**, OS.

**VOUCHER EXAMINATION MANUAL** covers policies and procedures for performing the audit of vouchers related to the expenditure of funds appropriated directly to the Department or expended **by the** Department on behalf of other Federal agencies. Its coverage includes instructions **on** regulatory materials which govern administrative audits, types **of** expenditures requiring audit, collection and refunds, certification of payments by designated officers, records of expenditures, post audit by General Accounting Office, and preparation of related documents.

Intended users: personnel concerned with voucher audit of funds expended by the Department and its component organizations.

Responsible office: Office of Finance (OF), **ASMB**, OS.

## STRUCTURE OF EMS STAFF MANUALS

The recommended structure for most staff manuals is outlined below.

**Introduction** states the purpose of the manual.

plan of the Manual summarizes contents of the manual, explains structure of the manual, and tells how manual material is developed, identified, maintained, and distributed.

Contents list title and number of each part and each chapter of the manual.

**Index** tells where in the manual specific subjects or topics are discussed.

parts are the main subdivisions of the manual. Each part except the first is limited to **one** subject or topic. The first part is a "general" part and treats several topics.

**Chapters and Circulars** are the chief subdivisions of parts and the **basic directives** of the HHS Staff Manual system. Chapters contain material of a continuing nature, while circulars contain material of a temporary nature.

**Exhibits** are attachments to chapters and circulars.

Check List of Transmittal allows each office to **keep a** record of all transmittals it has received for the manual.

Transmittals provide a record of the material issued, revised **or** cancelled in the manual.

If a staff manual varies from this structure, the plan of the manual or part one of the manual should explain the variance.



GUIDELINES FOR WRITING DIRECTIVES (CHAPTERS)  
FOR **THE HHS STAFF MANUAL SYSTEM**

1. Keep your audience in mind. Write specifically for it.
2. Keep your directive brief and concise. Use simple words with clear meanings. Keep average number of words per sentence under 20.
3. Use the active voice. Use gender neutral terms.
4. Use short, descriptive headings for subdivisions.
5. State purpose of your directive in the first section.
6. State authority for your directive in the first **or** second section.
7. Where feasible, cross reference your directive to material within the same manual, to other manuals of the Department Staff Manual System, and to directives outside the system.
  - a. Define any unusual or complex term the first **time you** use it.
9. Identify abbreviations and acronyms the first time you use them.
10. Identify each form by its number and title the first time you refer to it. Thereafter, identify it by its number only.
11. Identify each exhibit (by name and number) in the text of its parent chapter or circular.
12. Use examples or illustrations, where feasible, to improve understanding.
13. Do not include lengthy laws, executive orders, **or** other regulations as attachments to your directive if they are available to employees from other sources. State where they may be found.

**GUIDELINES FOR WRITING DIRECTIVES (CHAPTERS)**  
**FOR THE HHS STAFF MANUAL SYSTEM (con't)**

14. Review your directive from **the user's** point of view after you have completed it. Do you think it tells the user everything he/she need6 to know?
15. Proofread final copy for errors and omissions before it goes to the printer.

**GUIDELINES FOR PREPARING AND PROCESSING DIRECTIVES (CHAPTERS)**  
**FOR THE HHS STAFF MANUAL SYSTEM**

1. **FORMAT.** Use the formats shown in this exhibit for preparing chapters, circulars, exhibits, and transmittals. (In the Personnel Manual, chapters are called instructions.)
2. **NUMBERING.** Use the numbering systems described in the illustrations of this exhibit to number the four types of directives. In addition, whenever a directive receives limited distribution within the issuing organization, add a distribution prefix to its number. The standard prefixes are: h-headquarters, r-regional office, f-field. Examples of their use are as follows:
  - o chapter - **HHS** Chapter h:1-00; PHS Chapter **hf:3-60**;  
SSA Chapter **f:7-40**
  - o circular - **HHS** Circular **r:4-90.2**; **OHDS** Circular **hr:6-130.1**
  - o exhibit - **HHS** Exhibit h:1-00-A; OS Exhibit **hr:4-70-B**
  - o transmittal - **HHS** Transmittal **hr:90.01**, PHS Transmittal **rf:90.01**.
3. **DRAFT COPIES.** Prepare draft copies of each directive in the formats shown in this exhibit. **Type** or stamp the word "**Draft**" and date of preparation in upper right corner of first page only.
4. **REVIEW.** Send draft copy simultaneously to each reviewing office. Indicate time limit of review on memorandum or route slip.
5. **FINAL COPY.** Prepare final copy of each directive in formats shown in this exhibit. Always maintain a record of the final document for your files.
6. **CLEARANCE.** Have each concurring official respond in writing as a permanent record for your files.
7. **TRANSMITTAL DOCUMENTS.** Use transmittals to transmit and distribute chapters. Do not use transmittals with circulars since the transmittal information and the reason for issuing the circular appear on first page of circulars.

**GUIDELINES FOR PREPARING AND PROCESSING DIRECTIVES (CHAPTERS)  
FOR THE HHS STAFF MANUAL SYSTEM (con' t)**

8. **BACK-UP FILES.** If your office is in the Office of the Secretary, keep the following records on each directive your office prepares:
  - a. Copy of final directive.
  - b. Drafts circulated for comments.
  - c. Comments received about circulated drafts;
  - d. Any special document (e.g., briefing memorandum to approving official).
  
9. **PRINTING AND DISTRIBUTION.** Send original and two dummy copies for printing and distribution to the HHS Staff Manual Coordinator, OMAC. Also include a completed HHS-26 form, Request for Printing and Visual Services.

FORMAT FOR MANUAL CHAPTERS - FIRST PAGE

BBS Chapter 0-00 Page 1.  
General Administration Manual  
HHS Transmittal 00.00 (0/00/00)

Subject: **PREPARING MANUAL CHAPTERS**

**0-00-00 Purpose**  
10 **Preparing the First Page**  
20 **Preparing All Other Pages**  
30 **Numbering Manual Chapters**

**0-00-10NG THE F I R S T PAGE**

- A. **Typo first page on plain, white, 8 1/2" x 11" paper;** follow format *shown* on this page.
- B. **Maintain left and right side margins of one inch.**
- C. **Begin typing heading six lines from top of page. Include:**
  - **chapter number**
  - **title of manual**
  - **transmittal number & issue date (month, day, year)**
- D. **Type page number opposite chapter number.**
- E. **Three lines below heading, type Subject: and chapter title; typing the title in capital letters.**
- F. **Three lines below subject line, typo number and title of section of chapter.**
- G. **Three lines below section listing, begin typing chapter text. Follow these rules when typing text:**
  1. **Use block paragraphs. Double space between all sections and subdivisions.**
  2. **Begin each section at the last margin; (all other subdivisions, as shown in Section 0-00-30).**
  3. **Always underline number of section. Typo each section title in capital letters.**
  4. **End text six typing lines from bottom of page.**

FORMAT FOR **MANUAL** CHAPTERS • ALL OTHER PAGES

HHS Chapter 0-00  
General Administration Manual  
HHS Transmittal 00.00 (0/00/00)

Page 2

PREPARING ALL OTHER PAGES

- A. Type all other pages on plain, white, 8 1/2" x 11' paper; follow format shown on this page.
- B. Maintain left and right side margins of one-inch.
- C. Begin typing heading six lines from top of page. Include:
  - chapter number
  - title of manual
  - transmittal number & issue date (month, day, year)
- D. Type page number opposite chapter number.
- t. Three lines below heading, continue typing chapter text. Follow rules for typing text as stated on page 1, (Subsection 0-00-100).

0-00-30 NUMBERING MANUAL CHAPTERS

- A. Use this numbering system for 811 manuals except as noted below
  - 0-00 (chapters)
    - 0-00-00 (sections)
      - A. (subsections)
        - 1. (paragraphs)
          - (8) (items)
            - (1) (subitems)

FORMAT FOR MANUAL CHAPTERS - ALL OTHER PAGES (con't)

BBS Chapter 0-00  
General Administration Manual  
HHS Transmittal 00.00 (0/00/00)

Page 2

Note: The Materiel Management, HHS Acquisition Regulations, and the Telecommunications Management Manuals use different numbering systems. See Introductions of these manuals.

B. Number chapters of each part consecutively in multiples of five or ten (e.g., 0-05, 0-10, 0-15, etc.; or, 0-00, 0-10, 0-30, etc.).

FORMAT FOR **MANUAL CIRCULARS - FIRST PAGE**

HHS Circular 0-00 .0  
General Administration Manual  
Issue date: 00/00/00

Page 1

**Subject: PREPARING MANUAL CIRCULARS**

- A. **Typo circulars on plain, white, 8 1/2" x 11" paper.**
- B. **Use format shown here. Use other formats for the text only if they better serve your purpose.**
- C. **Maintain left and right side margins of one inch.**
- D. **Begin typing heading six lines from top of page. Include:**

-- circular number  
-- title of manual  
-- issue date (month, day, year)

**Circular number contains initials of issuing organization (i.e., HHS, PHS, SSA, NIH, etc.); the number of the relevant chapter; a distribution prefix if necessary (see Section 2, Page 1 of this appendix); and a sequential number assigned by the directives control person in the issuing organization.**

- E. **Type page number opposite circular number on all pages.**
- F. **Three lines below heading, type Subject: and title of circular; typing the title in capital letters.**
- G. **Three lines below subject line, begin typing circular text; using block paragraphs. Double space, or one and a half space between all subdivisions.**

**FORMAT FOR MANUAL CIRCULARS - FIRST PAGE (con't)**

HHS Circular O-00.0  
General Administration Manual  
Issue date: 00/00/00

Page 1

8. **First page only, end text 12 typing lines** from bottom of page.
1. **Type a solid, 1 and 1/2 inch line, nine typing liars** from bottom of page. **Immediately below the line, type distribution, filing, and cancellation information.** If the circular **supersedes another circular, include information below cancellation date.** Your **organization's directives control person will assist you with the completion of this information.**

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Distribution:

**Filing Instructions:**

**Cancellation Date:**

**Material Superseded:**

**FORMAT FOR MANUAL CIRCULARS - ALL OTHER PAGES**

HHS Circular O-00.0  
General Administration Manual  
Issue date: (00/00/00)

Page 2

J. On 811 other pages, type heading beginning at left margin, six lines from top of page. Include:

- circular number
- title of manual
- issue date (month, day, year)

Always type heading on left side of page.

- K. Type page number opposite circular number. .
- L. Three lines below heading, continue typing text.
- M. Stop typing text about six typing lines from bottom of page. Provide enough space on last page for signature of approving official.
- N. Six lines below last line of text beginning at center on last page of circular, type name and title of approving official.

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(name and title of approving official)

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FORMAT FOR MANUAL EXHIBITS

BBS Exhibit 0-00-A  
General Administration Manual  
BBS Transmittal 00.00 (00/00/00)

Page 1

PREPARING MANUAL EXHIBITS

Manual exhibits have no definite format. The material they contain is to be displayed so that it fulfills the needs of the users. Hence, the preparing office must decide the format it will use. However, observe the following guidelines when preparing exhibits:

- A. Prepare exhibits on plain, white, a 1/2" x 11" paper.
- B. Maintain left and right side margins of one inch.
- C. Number exhibit by adding a capital letter to chapter or circular number. The first exhibit to Chapter 4-70 would be numbered Exhibit 4-70-A; the second, Exhibit 4-70-B; and so on. The first exhibit to Circular (L-70.1) would be numbered Exhibit 4-70.1-b.
- D. Identify each page of the exhibit with exhibit number, title of manual, transmittal number (calendar year and sequential number--use only with chapters), and issue date (month, day, year). Put this information in same location on each page.
- E. Number each page.
- F. Identify each exhibit (by name and number) in the tract of its parent chapter or circular.
- G. Consult with the HHS Staff Manual Coordinator if you wish to use oversized originals to prepare exhibits.

**EXAMPLE OF TRANSMITTAL FORMAT**

**HHS TRANSMITTAL 00.00**  
**General Administration Manual**  
**Issue date: 0/00/00**

**Page 1**

**Material transmitted**

**Chapter 1-20, Use of Department and Operating  
Division Seals (pages 1-3).**  
**Chapter 1-40, Conference Management (pages 1 and 2).**  
**Chapter 8-69, Standard Administrative Code (pages 1-11).**

**Material superseded**

**Chapter 1-20 (pages 1-4: 68.17, 76.1 and 74.10).**  
**Chapter 8-69 (pages 1-15: 76.11).**  
**Circular 1-20.2 (pages 1-S).**

**Background**

**Chapter 1-20 updates organization nomenclature previously  
included in Circular 1-20.2; deletes reference to HEW  
Forms 366 and 348A since they are obsolete; and transmits  
recent delegations by the Secretary and the Assistant  
Secretary for Management and Budget (ASMB) to certify  
true copies of documents.**

**Chapter 1-40, a new chapter, reflects the recent decision  
to exclude "advisory committees," as defined  
by the Federal Advisory Committee Act, from the  
requirements of this chapter.**

**Chapter 8-69 incorporates codes for new or redesignated  
organizations and makes several minor editorial changes.  
The principal code conventions remain unchanged.**

**EXAMPLE OF TRANSMITTAL FORMAT (con't)**

HHS TRANSMITTAL 00.00  
General Administration Manual  
Issue date: 0/00/00

Page 1

**Filing instructions**

Remove superseded material; replace it with the new material.  
Change Table of Contents in the General Administration  
Manual to reflect the changes to chapter titles. Post  
receipt of this transmittal to the HHS Check List of  
Transmittals *and file this transmittal in sequential order  
after the* check list.

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James R. Murphy, Director  
Office of Management Directives

Distribution: MS:HRFC-124

**INSTRUCTIONS FOR PREPARING TRANSMITTALS**

1. Use format shown in example on page 10.
2. Type transmittal on plain, white, 8 1/2" x 11" paper.
3. Maintain a left and right side margins of one inch.
4. Type heading, beginning six lines from top of page. Include transmittal number, title of manual, and issue date. Use same heading on each page.
5. Type page number opposite transmittal number.
6. Three lines below heading, begin typing the four sections of text material described here using block paragraphs. Underline section headings; double space between sections.

Material transmitted

Identify each chapter and exhibit to be transmitted. Include number, title and page numbers of each.

Material superseded or cancelled

Identify each chapter, circular, exhibit, etc., to be superseded or cancelled. Include number, page numbers, and transmittal number(s) of each.

Background

Explain the reasons for issuing the transmitted material. Be specific.

Filing instructions

Tell each user what to do with the transmitted material, the superseded and/or the cancelled material upon receipt of the transmittal.

7. On the last page of the transmittal, beginning six lines below the last line of text and centered, type the name and title of approving official.
8. On first page only, type "Distribution:" at left margin six lines from bottom of page. Your directives distribution **coordinator will** add the information on distribution.

**HOW TO ORDER MANUALS AND INDIVIDUAL DIRECTIVES**

A. Ordering Manuals and Individual Directives

1. Using the **HHS-68** form, Request for **Staff Manual Materials and Mailing List Changes**, order staff manuals and copies of individual directives from your Directives Distribution Coordinator. See Exhibit 1-00-F for a listing of coordinators.
2. Complete the requested information; affix your signature as **requestor**. Obtain the approval and signature of your office head and administrative officer; and, send the **form** to your Directives Distribution Coordinator.
3. With completion and submission of the **HHS-68** form through your Directives Distribution Coordinator, your name and address will be **added to the** mailing list to receive updates.

B. Mailing List Changes

Report each change in your mailing **address** to your Directives Distribution Coordinator to ensure continued receipt of updates. Use the **HHS-68** form to **do this**.

**DIRECTIVE 8 DISTRIBUTION COORDINATORS**

**HEADQUARTERS**

**ACE**

Management Services Branch  
4th Floor West/Aerospace Bldg.  
370 **L'Enfant** Promenade, S.W.  
Washington, DC 20201  
Attention: Vanita Reynolds  
Telephone: 202-401-5586  
**FTS 441-5586**

**AOA**

Administrative Officer, **AOA**  
Room 4652, Wilbur **J. Cohen** Bldg.  
300 Independence Avenue, S.W.  
Washington, DC 20447  
Attention: James Duffy  
Telephone: 202-619-0641  
**FTS 269-0641**

**HCFA**

Production and Distribution Branch,  
Division Communications Services  
Room 555, **East** High Rise Bldg.  
6325 Security Boulevard  
Baltimore, MD 21207  
Attention: Priscilla Thomas  
Telephone: 301-966-7853  
**FTS 646-7853**

**OS**

**HHS** Staff Manual Coordinator  
Room 4724 Wilbur **J. Cohen** Bldg.  
330 Independence Avenue, S.W.  
Washington, DC 20201  
Attention: Geerie Jones  
Telephone: 202-619-0511  
**FTS 269-0511**

**PHS**

Printing and Reproduction  
Management Branch, **PHS**  
**Parklawn** Services Center  
Room **3B26 Parklawn** Bldg.  
5600 Fishers Lane  
Rockville, MD 20857  
Attention: George Allen  
Telephone: 301-443-6740

**SSA**

Design and Development Branch  
Division Publications Management  
Room 1-B-19, Operations Bldg.  
6401 Security Boulevard  
Baltimore, MD 21235  
Attention: Maureen Kubolcif  
Telephone: 301-965-4128  
**FTS 625-4128**

**OS Regional Office8** (continued)

**Region VII**

Division Administrative Services,  
**RASC, HHS**  
601 E.12th Street, Room 206  
Kansas City, MO 64106  
Attention: Maud Thomas  
Telephone: FTS 867-3536

**Region VIII**

Division Administrative Services,  
**RASC, HHS**  
Federal Office Bldg., Room 1185  
1961 Stout Street  
Denver, CO 80294  
Attention: Richard C. Mohn  
Telephone: **FTS 564-5568**

**Region IX**

Division Administrative Services  
**RASC, HHS**  
Service Systems Support Branch  
50 United Nations Plaza, Room 8  
San Francisco, CA 94102  
Attention: Barbara Chase  
Telephone: FTS 556-7134

**Region X**

Division Administrative Services  
**RASC, HHS**  
2201 Sixth Avenue, MS/RX07  
Seattle, WA 98121  
Attention: Paula Nelson  
Telephone: **FTS 399-4306**

**DIRECTIVES DISTRIBUTION COORDINATORS**

**OS REGIONAL OFFICES**

**Region I**

Division Administrative Services,  
**RASC, HHS**  
JFK Federal Bldg., Room 2411  
Boston, MA 02203  
Attention: Lorrain Long  
Telephone: **FTS 835-1500**

**Region II**

Division Administrative Services,  
**RASC, HHS**  
26 Federal Plaza, Room 41-122  
New York, NY 10278  
Attention: Cathy Sullivan  
Telephone: **FTS 264-5756**

**Region III**

Division Administrative Services,  
**RASC, HHS**  
Room 11020, Mail Stop 03  
3535 Market Street  
Philadelphia, PA 19101  
Attention: Robert Heath  
Telephone: **FTS 596-6460**

**Region IV**

Division Administrative Services  
**RASC, HHS**  
101 Marietta Tower  
Atlanta, GA 30323  
Attention: John Jordan  
Telephone: **FTS 841-2471**

**Region V**

Division Administrative Services,  
**RASC, HHS**  
105 W. Adams Street, 22nd Floor  
Chicago, IL 60603  
Attention: Roosevelt Anderson  
Telephone: **FTS 353-6789**

**Region VI**

Division Administrative Services,  
**RASC, HHS**  
1200 Main Tower Bldg., Room 1290  
Dallas, TX 75202  
Attention: Sonja Osborne  
Telephone: **FTS 729-3221**