
TRANSMITTAL NOTICE

INDIAN HEALTH MANUAL

TN 24-XX

BACKGROUND

Briefly describe the contents of the attached *Indian Health Manual* (IHM) chapter or delegation of authority.

For example: Roselyn Tso
 Director
 Indian Health Service

MATERIAL TRANSMITTED

List the information attached to this Transmittal Notice (TN) in the order that it is attached. Example: IHM Part 1, Chapter 1, "Indian Health Service Manual System," pages 1-30, including Manual Exhibits 1-1-A through 1-1-I.

MATERIAL SUPERSEDED

List the IHM information being replaced by the information attached to this TN. If portions of previous IHM chapters or delegations of authority are being replaced, list in sequential order the sections, pages, etc., that are being replaced. Example: IHM Chapter 1-1, "Indian Health Manual System," pages 1-28, TN 91-4, dated October 10, 1991.

MANUAL MAINTENANCE

Include the instructions on discarding the information being replaced and filing the TN and the new information. Example "Remove IHM Part 1 Chapter, "Indian Health Manual System," in its entirety and insert the attached copy of IHM Part 1, Chapter 1, "Indian Health Manual, including the chapter Table of Contents in its place after IHM Part, Chapter 1. Log and place this TN in sequential order. "

Distribution: IHS-wide

Date: (Insert the date that the TN is signed.)

NOTE: Area Offices will use the same TN format, however, the Area Office location (Title) will be on the first line in the header, and the signature block in the "BACKGROUND" section above is changed to that of the Area Director.