

Part 1, Chapter 1: Manual Exhibit 1-1-B  
Example of National Part and Chapter Format and Table of Contents

GENERAL

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Chapter 1  
INDIAN HEALTH SERVICE MANUAL SYSTEM

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Part 1

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Chapter 1 – Indian Health Manual

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1-1.1 INTRODUCTION

- A. Purpose. Contains information conveying the reason for the policy or directive, i.e., to establish or document changes to policy, procedures, and staff responsibilities related to the operations and/or management of a particular Indian Health Service (IHS) functional area.
- B. Background. Contains social, historical, and other antecedents or the description of the circumstances that led up to or helped explain the reason for developing the directive.
- C. Scope (Optional). Contains a description of applicable staff.
- D. Authorities. Lists applicable regulations, statutes, and official guidance (e.g. 42 C.F.R. part 136)
- E. Definitions (Optional). Lists terms included in the Chapter.
- F. Goals (Optional). List the objectives to accomplish with the establishment of the policy/directive or Delegation of Authority.
- G. Policy. Contains information defining the methods or courses of action to be taken by IHS staff relative to the functional subject area. The information must be written in an active voice, present tense, i.e., the IHS “does,” “must,” or the IHS policy “is.” The policy statement should be brief and consistent with internal and external rules and regulations regarding the subject.
- H. Other General Information as Appropriate.

1-1.2 RESPONSIBILITIES. Lists IHS staff who are functionally responsible for the tasks or requirements described in the policy. Official positions will be included, e.g., “Director, IHS.” The list should include the organizational chain of responsibility starting from the top:

- A. Director, IHS
  - (1) List additional information for subparagraph A (e.g. additional responsibilities) here.

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- (2) List information that is the continuation of subparagraph A (e.g., additional responsibilities) here.
    - a. List additional information for subparagraph A(2) here.
    - b. List information that is the continuation of subparagraph A(2) here.
  - B. Deputy Director or other Office of the Director Executive Leadership Team member in the line of reporting.
  - C. Headquarters Staff
  - D. Area Staff
  - E. Service Unit Staff
- 1.1.3 PROCEDURES. Generally, list requirements and other informational guidelines as appropriate/applicable at all levels in the IHS that are needed to implement the requirements listed in the Chapter. Routine or specific day-to-day instructions or guidelines (i.e., standard operating procedures) should not be included in this section.
- 1.1.4 OTHER INFORMATION. (If needed)
- (Also see IHM 1-1, Indian Health Service Manual System as a guide)