

CLEARANCE AND SIGNATURE INSTRUCTIONS

All Indian Health Manual (IHM) directives must be approved and signed by the Indian Health Service (IHS) Director, Area Director, or Service Unit (SU) Chief Executive Officer (CEO). All clearance efforts must be in coordination with the Division of Regulatory and Policy Coordination (DRPC) policy staff, the Area policy coordinator, or appropriate area staff. The following steps must take place when obtaining approval and signature:

- (1) A final package (i.e., directive and related documents) must be prepared and distributed to the appropriate staff, management, and OGC, for clearance;
- (2) The final directive is assigned control and transmittal numbers by the DRPC policy staff or Area policy coordinator;
- (3) The directive is submitted to the IHS Director, Area Director, or SU CEO under an action memo (Manual Exhibit); and
- (4) All signed IHM directives are promptly submitted to DRPC staff policy or the policy for filing, distribution, and coordination of web-posting.