

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Indian Health Service
Rockville, Maryland 20857

Refer to: OCPS

INDIAN HEALTH SERVICE CIRCULAR NO. 24-XX

INDIAN HEALTH SERVICE CIRCULAR FORMAT

Sec.

1. Purpose
2. Background
3. Policy
4. Responsibilities
5. Procedures
6. Supersedure
7. Effective date

1. PURPOSE. Insert the reason the Circular is being issued and specific objectives.
2. BACKGROUND. Insert the relevant statutes, higher-echelon directives, or specific requirements for program or administrative activities to meet higher-echelon directives or statutory requirements, etc., that compel issuance of the Circular.
3. POLICY. Insert a policy statement.
4. RESPONSIBILITIES. Insert the responsibilities of the managers and staff accountable for successfully overseeing and accomplishing the functions covered by the IHS Circular.
 - A. Director, IHS.
 - (1) List additional information for subparagraph A (e.g. additional responsibilities) here.
 - (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 who is next in the line of reporting)

- (1) List additional information for subparagraph B (e.g., additional responsibilities) 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.

5. PROCEDURES. Insert the general information for readers and specific requirements or guidance for the IHS staff.

6. SUPERSEDURE. Insert the previously issued polices/directives that the Circular is replacing, if any.

7. EFFECTIVE DATE. Insert the date the Circular was signed by the IHS Director.

Roselyn Tso
Director
Indian Health Service

Distribution: IHS-wide
Date: (insert date signed)