

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Indian Health Service  
650 Capitol Mall, Suite 7-100  
Sacramento, California 95814

Refer to: OCPS

INDIAN HEALTH SERVICE CIRCULAR NO. 24-XX

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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 the 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 Indian Health Service (IHS) Circular.
  - A. Area Office 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 management official next in the line of reporting)

Distribution: Phoenix

Date: (insert date signed)

- C. Area Staff.
- D. Headquarter Staff. (if applicable)
- 5. PROCEDURES. Insert general information for readers and specific requirements or guidance for the IHS staff.
- 6. SUPERSEDURE. Insert the title and the date of issuance of previously issued polices/directives that the Circular is replacing, if any.
- 7. EFFECTIVE DATE. Insert the date the Circular was signed by the Area Director or Service Unit Chief Executive Officer.

Beverly Miller, M.H.A., M.B.A.  
Director  
California Area Office  
Indian Health Service