

Part 1, Chapter 1: Manual Exhibit 1-1-H
Example of Special General Memorandum Format



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

Indian Health Service
Rockville MD 20857

TO: Area Directors SGM No.
Area Chief Medical Officers
Clinical Directors

FROM: Director
Indian Health Service

SUBJECT: (Special General Memorandum Title)

The purpose of this Special General Memorandum (SGM) is to (for example: promote the safe and effective use of opioids in all Indian Health Service (IHS) direct service health care facilities through the creation and maintenance of mandatory Opioid Stewardship Management Plans).

BACKGROUND (If Needed)

Insert background information here. Text should contain social, historical, and other antecedents or the description of the circumstances that led up to or helped explain the reason for developing the directive. See IHM 1-1, Indian Health Manual System, Section 1-1.1(B) for guidance.

SECTION HEADING (If Needed).

Insert text here.

EFFECTIVE DATE. This SGM becomes effective on the date signed.

SUPERSEDURE. This SGM supersedes [all previous emails/Circulars/SGMs on this subject].

Roselyn Tso