



TO: Director (AREA OFFICES and SERVICE UNITS EDIT AS NECESSARY)

FROM: (HQ OR AREA PROGRAM OFFICE DIRECTOR)  
Director, Office of Management Services

SUBJECT: Part 5, Chapter 34, “Paperwork Reduction Act – Information Collections Policy,”  
Indian Health Manual — ACTION

### ISSUE

(INSERT PURPOSE OF POLICY. SEE BELOW EXAMPLE)

The purpose of this memorandum is to request your review and approval of the revised Part 1, Chapter 1 “Indian Health Manual System,” *Indian Health Manual* (IHM).

This Chapter standardizes and establishes the policy, procedures, and responsibilities for developing, revising, and managing Indian Health Service (IHS) Headquarters (HQ), Area, and Service Unit (SU) policies/directives (used interchangeably) and Delegations of Authority (DOA).

### DISCUSSION

(INSERT BACKGROUND INFORMATION FROM POLICY. SEE EXAMPLE BELOW)

The IHS publishes its directives related to the administration, operation, and/or its statutory authority in the IHM. The IHM is the official electronic publication for IHS directives. It is listed by subject matter and contains HQ, Area, and SU directives in the following formats: Parts and Chapters, Circulars, and Special General Memorandum (SGM). The IHM provides information and instruction for IHS employees, as well as contractors and volunteers when applicable and defined in each directive. The IHS national directives are listed on the HQ website and managed and maintained at HQ. Area and SU-specific policies/directives are managed and maintained by the Area and SU and are listed on their websites, respectively. The IHM also provides guidance to the Agency and to Tribes and Tribal organizations for activities operated under an Indian Self-Determination and Education Assistance Act (ISDEAA) contract or compact but is not binding on Tribes or Tribal organizations unless required by law or explicitly accepted by a Tribe or Tribal organization in its ISDEAA contract or compact.

Comments from 2 sources were received, and all significant issues were resolved. The comment

log is attached.

RECOMMENDATION

(INSERT RECOMMENDATION. SEE BELOW EXAMPLE)

We recommend you indicate your approval for the revised Part 1, Chapter 1, “Indian Health Manual System,” IHM, by signing both the attached Transmittal Notice and the “Approved” line that follows:

DECISION

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Santiago Almaraz

(LIST ATTACHMENTS. SEE BELOW EXAMPLE)

Attachments: TN 24-XX,  
Part 1, Chapter 1, “Indian Health Manual System, IHM  
Comment Log

NOTE: Area Offices and Service Units should include appropriate letterhead and addressees as necessary.