

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service
Health Resources and Services Administration
Indian Health Service
Rockville, Maryland 20857

INDIAN HEALTH SERVICE CIRCULAR NO. 84-1

ASSIGNMENT AND TRANSFER OF HEALTH PROFESSIONALS

sec.

1. PURPOSE
2. BACKGROUND
3. POLICY
4. PROCEDURE

PURPOSE. The purpose of this Circular is to set forth the policy regarding the minimum length of assignment and transfer of health professionals, making every effort to meet the needs of the Indian Health Service (IHS) and the assignment preference of each health professional.

2. **BACKGROUND.**

- A. In order to insure the continuity of patient care and/or program objectives and coordination, the health professional staff at the Service Unit, Area Office and Headquarters should be maintained with a minimum of staff interruptions to function effectively and efficiently.
6. The costs involved to the IHS because of reassignments and change of station have been escalating at a dramatic rate, contributing to budget deficits and resulting in decreasing funds available for patient care, equipment and other program requirements.

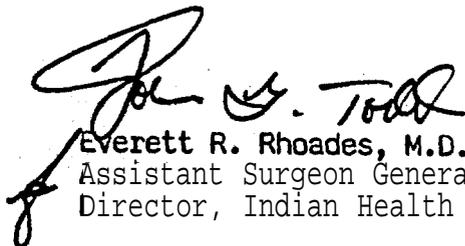
3. **POLICY.** The minimum period of assignment for a health professional will be -years unless a shorter period of time is agreed upon in writing prior to the assignment.

The IHS may, on an individual case-by-case basis, in unusual circumstances, or if the assignment is considered to be an isolated or hardship duty station, waive the two-year requirement at the end of one year. The waiver will be based on the needs of the IHS and the personal needs and requirements of the individual health professional and his/her family.

4. **PROCEDURE.** The approval for reassignment of a health professional must have the concurrence in writing of the Director of the Area in which the health professional is presently assigned and Director of W Area to

which the health professional will be assigned. The Headquarters professional counterpart must also be notified before any transfer action occurs.

All reassignments must fulfill the requirements under Indian preference as cited in IHS Circular No. 79-7, Indian Preference, and Section 2 of P.L. 96435, Indians, Civil Service Retirement Provisions, which provide an exception to Indian preference when certain conditions exist.



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