Procedure No. 98C-01 **January 20, 1998**

TITLE (Clear short and consice)

1. PURPOSE

State briefly why the procedures is needed.

2. POLICY

State the service unit policy (general intent) that will govern.

3. DEFINITIONS

Use this if it will help understand the procedure. Sometimes you may have technical words, or concepts that others may not understand.

4. PROCEDURES

State clearly in DETAIL exactly how the procedure is going to be done.

Occasionally it may be better to list the procedures for administrative hours and non-administrative hours separately.

5. RESPONSIBILITIES

List by individual title who will do what.

6. TRAINING

Occasionally procedures require training to make sure people know what to do. State the type or types of training, how often it will be given, what the training will be, and who will be the instructor.

7. REFERENCES

List the reference(s) that require you to accomplish the procedure.

8. RESCISSION

If this procedure is rescinding (canceling another previous procedure or consolidating various procedures into one new one) list the procedure(s) by date, and title). This helps to do housekeeping in your procedures manual.

9. ATTACHMENTS

If attachments are required in the procedures identify them by letter and title.

10. DISTRIBUTION

List by title the individuals who are going to receive the procedure. Generally these people should also review the procedure.

NOTES:

1. ***Maintain a standard font and standard font size.***
2. ***Maintain a margin standard (left, right, top, bottom).***
3. ***Insert page numbers.***
4. ***Use headers and footers.***
5. ***Organize policies and procedures together but separate.***
6. ***Use table of contents to organize the manual.***
7. ***Print all procedures in orange color paper.***
8. ***Use tabs to separate the sections.***
9. ***Follow the IHS sequence***

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10. ***Use large/bold for procedure sections (i.e, PURPOSE/POLICY).***