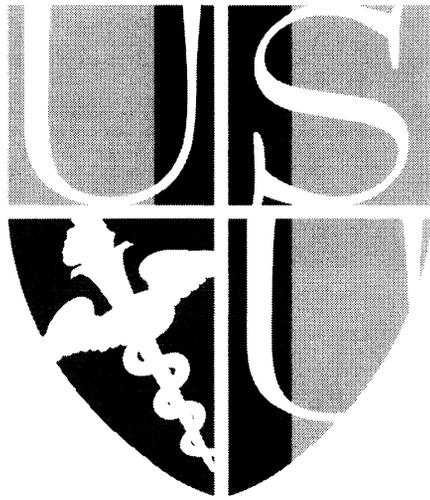


**USUHS
INSTRUCTION
5025**





USUHS



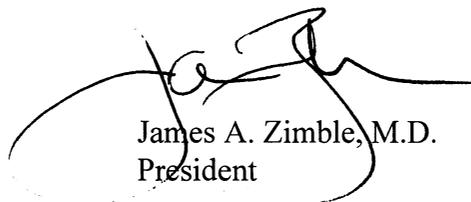
DIRECTIVE SYSTEM TRANSMITTAL

NUMBER USUHS I-5025 (ASD), Ch-3	DATE APR 30 2002
ATTACHMENTS None	
<p style="text-align: center;">INSTRUCTIONS FOR RECIPIENTS</p> <p>The following changes to USUHS Instruction 5025, "Directives System," dated September 30, 1996 have been authorized.</p> <p>Change Enclosure 3 Section B., from 2 Years to 5 Years</p> <p>This change replaces Section B on page 1 of Enclosure 3.</p> <ol style="list-style-type: none">1. ASD notifies the Office of Primary Responsibility (OPR) via email when an Instruction is due for review (a copy of Instruction will be included): 2 days2. The OPR indicates proposed changes to the Instruction (all changes shall be shown in italics) and forwards the proposed changes to the appropriate departments for review. The appropriate departments shall annotate changes (if any) and e-mail responses to the OPR: 10 days<ol style="list-style-type: none">a. ASD will e-mail a reminder to the OPR on the 6th day with a carbon-copy (cc) to the OPR management official.b. If no response is received by the 20th day, the no-response shall constitute concurrence.3. The OPR develops the final Instruction and forwards it to ASD: 3 days4. ASD formats and prepares the Executive Summary Sheet, and sends it to DRE; OGC (when applicable); VAM; GSN (when applicable); DEN (when applicable); then to President for signature: 5 days	

5. ASD dates, places the Instruction on the web site, and informs the USUHS community by e-mail of the signed Instruction.

Effective Date

These changes are effective immediately.



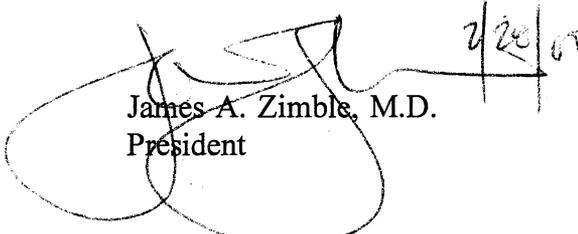
James A. Zimble, M.D.
President



USUHS



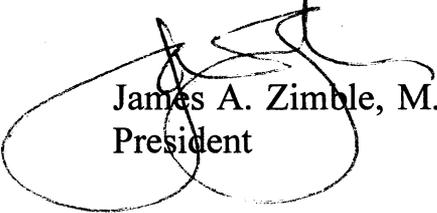
DIRECTIVE SYSTEM TRANSMITTAL

NUMBER USUHS I-5025 (ASD), Ch-2	DATE MAR 1 2000
ATTACHMENTS None	
<p style="text-align: center;">INSTRUCTIONS FOR RECIPIENTS</p> <p>The following pen changes to USUHS Instruction 5025, "Directives System," dated September 30, 1996 have been authorized.</p> <p>Pen Changes</p> <ol style="list-style-type: none">1. Page 2, paragraph F.5., line 1, change the word "Chief" to "Director".2. Page 2, paragraph F.6.b.(1), line 2, change the word "a" to "the".3. Enclosure 1, REFERENCES, reference (c), change the date to "February 27, 1998".4. Enclosure 3, USUHS DIRECTIVE SYSTEM REVIEW PROCESS, paragraph A.5., change to read, "OPR reviews and sends to ASD: 5 days".5. Enclosure 3, USUHS DIRECTIVE SYSTEM REVIEW PROCESS, paragraph B.1., line 3, change the word "instruction" to "Instruction". <p>Effective Date This change is effective immediately.</p> <div style="text-align: center;"> James A. Zimble, M.D. President</div>	



USUHS

DIRECTIVE SYSTEM TRANSMITTAL

NUMBER USUHS I-5025 (ASD), Change 1	DATE AUG 03 1998
ATTACHMENTS Enclosure 6, Attachment	
<p style="text-align: center;">INSTRUCTIONS FOR RECIPIENTS</p> <p>The following change to USUHS Instruction 5025, "Directives System," dated September 30, 1996 has been authorized.</p> <p><u>Change</u></p> <p>Insert new <i>Enclosure 6, Attachment</i>.</p> <p><u>Effective Date</u></p> <p>This change is effective immediately.</p> <p style="text-align: center;"> James A. Zimble, M.D. President</p>	



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



SUBJECT: Directives System

Instruction 5025

SEP 30 1990

(ASD)

ABSTRACT

This Instruction assigns responsibilities and prescribes the procedures to be followed in the preparation and approval of the Uniformed Services University of the Health Sciences (USUHS) Instructions, Standard Operating Procedures (SOPs), President's Policy Memoranda (PPM), and Dean's Policy Memoranda (DPM).

A. Reissuance and Purpose. This Instruction reissues USUHS Instruction 5025^a to:

1. Implement DoD 5025.1-M^b;
2. Provide procedures, establish policies, and assign responsibilities to prepare and approve USUHS Instructions, SOPs, PPMs, and DPMs (collectively referred to as "issuances"); and
3. Incorporate substantive administrative changes.

B. References. See *Enclosure 1*.

C. Applicability. The provisions for this Instruction apply to all USUHS departments and activities.

D. Definitions. See *Enclosure 2*.

E. Policy. It is USUHS policy to:

1. Follow DoD issuances in their entirety, as specified in DoD 5025.1-I^c,

unless a need is identified to establish a USUHS Instruction;

2. Develop and implement issuances needed for official policies, procedures, and to avoid issuances that unduly hinder the effectiveness of operations;

3. Maintain a single, uniform system governing the coordination, publication, dissemination, implementation, and review of USUHS issuances every two years;

4. Ensure that the Office of Primary Responsibility (OPR) that originates the issuance solicits and acknowledges the views of appropriate USUHS staff officials and faculty, and indicates acceptance or rejection of comments;

5. Follow the Instruction review process as outlined in *Enclosure 3*; and

6. Make all issuances effective on the date signed.

F. Responsibilities.

1. The President, USUHS shall:
 - a. Approve and sign all Instructions, Transmittals (*See Enclosure 4*), and PPMs; and
 - b. Ensure that the Instruction process is periodically reviewed.

2. The Deans shall approve and sign all DPMs.

3. The Vice President, Administration and Management (VAM) shall, if necessary, contact the OPRs chain of command for a response to the Review Process when the OPR neglects to reply.

4. The Director, Review and Evaluation (DRE) shall:
 - a. Review coordination sheets to ensure that the OPR has taken action on comments and resolved matters;
 - b. Review Instructions for soundness of policy/appropriateness for inclusion of all responsible parties;
 - c. Coordinate unresolved issues with the OPR through the appropriate management official; and
 - d. Periodically review the Instruction process and report findings to the President, USUHS.

5. The Chief, ASD shall:
 - a. Assign numbers to new Instructions, PPMs, and DPMs;
 - b. Use a tracking system for all Instructions;
 - c. Format Instructions;
 - d. Send final formatted Instructions to OPRs for approval;
 - e. Prepare Executive Summary Sheets for final coordination with the OPR; VAM; Dean, Graduate School of Nursing

(GSN) as appropriate; Dean, School of Medicine (DEN), as appropriate; and Executive Assistant to the President, before the President signs Instructions;

f. Date, copy double-sided, and distribute signed Instructions, PPMs, or DPMs;

g. Establish master files for Instructions, PPMs, and DPMs. Individual files will include the original signed copy, draft copies, coordination sheets, and disk copies; and

h. Ensure that review of all Instructions/PPMs/DPMs are conducted biennially.

6. Department Chairs and Activity Heads (referred to as OPR) responsible for specific issuances shall:

a. For Instructions:

(1) follow the guidelines in *Enclosure 5* to draft all new and revised issuances in double-spaced format, and

(2) forward a copy of new Instructions to the Administrative Support Division (ASD) at the time of coordination;

b. For PPMs/DPMs:

(1) prepare Policy Memoranda using a memorandum format and applicable headings from paragraph 4, *Enclosure 5*,

(2) forward to the President/Deans for signature, and

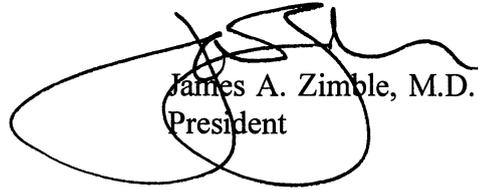
(3) forward signed PPMs/DPMs to ASD for numbering and distribution; and

c. For SOPs:

(1) coordinate within the department or activity, and

(2) department chairs or activity heads will approve SOPs. There are no requirements for coordination outside of the department or activity.

G. Procedures. *See Enclosure 6.*



James A. Zimble, M.D.
President

Enclosures:

1. References
2. Definitions
3. USUHS Directive System Review Process
4. USUHS Directive System Transmittal Form 5309
5. Guidelines for Preparing USUHS Instructions
6. Procedures

REFERENCES

- (a) USUHS Instruction 5025, "Directive System," dated October 29, 1993 (hereby cancelled)
- (b) DOD Manual 5025.1-M, "Directives System Procedures," dated August 15, 1994
- (c) DoD Manual 5025.1-I, "DoD Directives System Annual Index," dated May, 1996

DEFINITIONS

A. Instructions: USUHS Instructions are used to implement DoD Directives and Instructions and to publish USUHS internal policies and implementing procedures.

B. Abstract: A brief summary of the Instruction.

C. References: References are a list of all documents and correspondence cited in the text. References are always at Enclosure 1 in a USUHS Instruction. References must appear in the order as listed in the text. Documents listed as references will not be enclosures to the Instruction. Unpublished material, such as drafts or documents to be published, issued, or revised will not be listed as references.

D. Enclosures: Enclosures consist of material pertaining to, but not included in, the established sections. Enclosures must be identified and listed in the order appearing in the text. Attachments to enclosures are listed and attached to the last page of an enclosure.

E. Policy Memoranda:

1. PPMs are used to publish policies and procedures applicable to the USUHS, for signature by the President, USUHS; and

2. DPMs are used to publish policies and procedures applicable to the School of Medicine (SOM) and GSN, for signature by the appropriate Dean.

F. SOPs: SOPs are used internally within a department or activity to publish procedures that apply only to that specific department or activity.

**USUHS DIRECTIVE SYSTEM REVIEW PROCESS
(CALENDAR DAYS)**

A. Revised or New Instructions are to be issued according to the following steps:

1. OPR coordinates within USUHS:
20 days
2. Second coordination, if necessary:
7 days
3. OPR revises per comments, puts into final draft form, and sends to ASD; ASD sends to Director, Review & Evaluation (DRE):
5 days
4. DRE reviews OPR actions on comments and returns to ASD; ASD returns to OPR: **10 days**
5. OPR reviews and sends to the Administrative Support Division (ASD): **5 days**
6. ASD formats Instruction, edits, and revises in coordination with OPR:
5 days
7. ASD prepares Executive Summary Sheet and hand-carries to OPR for final approval. OPR returns approved Instruction to ASD:
3 days
8. ASD sends Instruction to the Vice President, Administration & Management (VAM); Dean, Graduate School of Nursing (GSN)

(when applicable); Dean, School of Medicine (DEN) (when applicable); Executive Assistant to the President for approval; then to President for signature: **5 days**

9. ASD dates, copies, and distributes Instruction: **2 days**

B. Biennial Review

1. ASD notifies the OPR of its requirement to review an instruction in writing: **5 days**
2. OPR reviews and returns notification to ASD: **20 days**
If no response to notification from the OPR, ASD sends second notification to OPR management: **7 days**
 - a. ASD reports no response to VAM management official (OPR/VAM)
 - b. VAM management contacts OPR management
 - c. VAM informs ASD
3. ASD reviews and sends to DRE: **7 days**
4. DRE reviews with OPR, as needed, and sends to ASD: **5 days**
5. ASD formats Instruction, edits, and revises in coordination with OPR:
5 days

Enclosure 3

6. ASD prepares Executive Summary Sheet and hand-carries to OPR for final approval. OPR returns approved Instruction to ASD: **3 days**
 7. ASD sends Instruction to VAM; GSN (when applicable); DEN (when applicable); Executive Assistant to the President for approval; then to President for signature: **5 days**
 8. ASD dates, copies, and distributes Instruction: **2 days**
- C. Cancelling Instructions**
1. OPR notifies ASD in writing: **1 day**
 2. ASD notifies DRE and DRE reviews proposed cancellation: **2 days**
 3. ASD issues cancellation notice: **3 days**



USUHS



DIRECTIVE SYSTEM TRANSMITTAL

NUMBER	DATE
ATTACHMENTS	
INSTRUCTIONS FOR RECIPIENTS	

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT
USUHS FORM NO. 5309 (Rev 7/94 - ASD)

Number	Date	USUHS DIRECTIVES SYSTEM TRANSMITTAL
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INSTRUCTIONS FOR RECIPIENTS (Continued)

GUIDELINES FOR PREPARATION OF USUHS INSTRUCTIONS/PPMs/DPMs

1. Writing Style: USUHS Instructions must be written clearly.
 - a. Use short, simple words and limit sentences to one thought. Keep sentences brief and avoid technical jargon.
 - b. Write in the active voice.
 - c. Title paragraphs to highlight important concepts to tell the reader at a glance what the paragraph is about. Avoid long, rambling, and disjointed paragraphs, especially those having many subparagraphs.
2. Abstract: Write a summary paragraph of the Instruction.
3. Outline Scheme: Follow the outline scheme below using the number of TABS shown.

[BOLD]A.[TAB]**Reissuance and Purpose.**[bold]

[TAB]1.[TAB]

[TAB][TAB]a.[TAB]

[TAB][TAB][TAB](1)[TAB]

4. Headings: Use the following headings in the order shown. If not applicable, leave out the heading, and re-letter as appropriate. Contact ASD if additional headings are required.

- A. **Reissuance and Purpose.**
- B. **References.** *See Enclosure 1.*
- C. **Background.**
- D. **Applicability.**
- E. **Definitions.** *See Enclosure ___.*
- F. **Policy.**
- G. **Responsibilities.**
- H. **Procedures.** *See Enclosure ___.*
- I. **Information Requirements.**

5. For superscripts, references, enclosures, and the signature block follow the format of this Instruction.

PROCEDURES

1. Using USUHS Form 5003, coordinate each draft Instruction with, at a minimum, the officials named on the form. In addition, officials having responsibilities assigned in, or affected by the Instruction (with the exception of the Dean, GSN; DEN; and the President, USUHS) should receive drafts.

a. Coordination should take place within 20 days and should have a target date for implementation of 45 days as shown in item 7. To increase efficiency, the initiating activity will send each individual or activity a separate copy of the draft Instruction for coordination.

b. Concurrence is reflected by a signature and by circling concur or nonconcur on USUHS Form 5003.

c. If no response is received within the coordination period, concurrence is assumed.

2. Concurrence with comments is reflected by a memorandum explaining the comments in detail.

a. Coordinate, within 7 days, a second round of review if necessitated by substantive changes from comments made during the initial review/coordination.

b. Annotate which comments are accepted or rejected and forward all copies

of coordination sheets, drafts, and comments to the DRE.

3. Resolve differences with appropriate reviewing officials. Unresolved issues will be forwarded through the DRE to the appropriate management officials for resolution.

4. Send the final Instruction, ensuring that all copies of coordination sheets and drafts are included, to ASD to be processed for the President's signature.

5. Review the final two-column version of the Instruction, as prepared by the ASD, for concurrence.

6. Recommend pen-and-ink changes for minor revisions on the Instruction to ASD, who will prepare the Transmittal. (If there are substantive changes, coordinate and forward for approval following the same steps as an original USUHS Instruction.)

7. Recoordinate each USUHS Instruction when six months have elapsed since coordination took place. When circumstances prevent recoordination, the reason for the delay in submitting the USUHS Instruction shall be explained in the Executive Summary/cover brief.

Attachment:
USUHS Form 5003

USUHS Instruction 5025, 9/96

USUHS DIRECTIVE SYSTEM COORDINATION FORM

1. INSTRUCTION NUMBER & TITLE:	2. 1ST COORDINATION DUE DATE: 2ND COORDINATION DUE DATE:		
3. OFFICE OF PRIMARY RESPONSIBILITY: NAME: SIGNATURE & DATE:	4. RETURN COORDINATED INSTRUCTION TO: NAME: PHONE:		
5. IS THIS INSTRUCTION REQUIRED BY LAW OR OTHER REGULATION? ___ YES ___ NO	6. PUBLICATION IS: ___ Revised ___ New		
7. TARGET IMPLEMENTATION DATE:	8. LIST ALL FORM NUMBERS THAT ARE APPLICABLE TO THIS INSTRUCTION:		
9. SUMMARY OF CHANGES AND/OR DELETIONS:			
10. COORDINATION: CONCUR OR NONCONCUR (Please Circle)			
VICE PRESIDENT, EXECUTIVE AFFAIRS	DATE:	DIRECTOR, REVIEW AND EVALUATION	DATE:
1st Coordination		1st Coordination	
2nd Coordination		2nd Coordination	
VICE PRESIDENT, ADMIN. & MANAGEMENT	DATE:	PRESIDENT, FACULTY SENATE	DATE:
1st Coordination		1st Coordination	
2nd Coordination		2nd Coordination	
GENERAL COUNSEL	DATE:		DATE:
1st Coordination		1st Coordination	
2nd Coordination		2nd Coordination	
EXECUTIVE ASSISTANT FOR THE DEAN, SOM	DATE:		DATE:
1st Coordination		1st Coordination	
2nd Coordination		2nd Coordination	
EXECUTIVE ASSISTANT FOR THE DEAN, GSN	DATE:		DATE:
1st Coordination		1st Coordination	
2nd Coordination		2nd Coordination	

INSTRUCTIONS FOR COMPLETING USUHS FORM 5003

- Item 1. The Instruction number and title.
- Item 2. The 1st coordination due date is **20 days** from date forwarded to reviewing officials.
- The 2nd coordination due date is used only if required.
The review process for 2nd coordination is **7 days** if the OPR determines that a 2nd coordination is needed.
- Item 3. Name, department/activity, signature, and date.
- Item 4. Name and telephone number of the person in the department/activity responsible for tracking and making changes on Instructions.
- Item 5. Federal Regulations (if any) that requires this Instruction to be implemented (e.g., DoD, NRC, DEA, etc.).
- Item 6. Check appropriate item.
- Item 7. The target implementation date is **45 days** from the 1st coordination.
- Item 8. List all forms cited in this Instruction (e.g., SF, DoD, USUHS). ASD maintains copies of these forms for use by the department/activity.
- Item 9. All major changes should be listed by section and paragraph (e.g., A.1., B.3.a., etc.).
- All minor changes will be annotated as listed below:
- Additions:
* _____ * asterisks at both margins of additions
- Deletions:
[]
- Item 10. Circle "CONCUR/NONCONCUR." Sign and date in the appropriate box. The 2nd Coordination box is used only when applicable.