

INTRODUCTION

The General Administration Manual is one of several manuals of the Department's Staff Manual System. The System is an authoritative source **for** the policies, standards, and procedures which govern administrative operations of the Department.

All manuals of the System except the General Administration Manual cover a specific subject matter area and are directed to a particular group of employees (e.g., auditors, accountants, personnel specialists, secretaries, etc.). Current manuals in the System cover these subject matter areas:

| | |
|------------------------|---------------------|
| Accounting | Printing Management |
| ADP Systems | Procurement |
| Correspondence | Public Affairs |
| Emergency | Records Management |
| Facilities Engineering | Safety Management |
| Forms Management | Security |
| Grants Administration | Telecommunications |
| Material Management | Time and Leave |
| Organization | Travel |
| Personnel | Voucher Examination |

The General Administration Manual covers those administrative areas which are not covered by the specialized manuals. Subjects currently covered by the Manual include:

| | |
|-----------------------------|------------------------|
| Committee Management | Mail Management |
| Directives Management | Legislative Affairs |
| Environmental Affairs | Patents and Inventions |
| Federal Register Documents | Privacy of Employees |
| Intergovernmental Relations | Reports Management |
| International Relations | Tort Claims |
| Legislative Matters | User Charges |

The General Administration Manual is issued pursuant to the authority vested in the Assistant Secretary for **Management** and Budget, as stated in the HHS Organization Manual. It is developed and maintained by the Office of Management Analysis and Systems, Office of the Secretary. Its contents are based upon applicable laws, regulations, and Department policy. They are applicable to all elements of the Department unless otherwise stated.