



# USING THE MANUAL

**PM-10-02**

Section: 10-00, INDEXES AND INTRODUCTION

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## **I. POLICY CONTROL NUMBERS**

- A. Each page in this manual has a PM number located in the upper right-hand corner. This is a Policy Control Number which denotes the subject matter on each page.
- B. All Policies in the manual are arranged in numeric order, beginning with the lowest Policy Control Number in the front of the manual.
- C. Each policy has an effective date shown at the bottom of the page. If there are two or more policies with identical Policy Control Numbers, the most recent dated policy prevails, and supersedes any previous policy on the same subject.

## **II. LOCATING INFORMATION**

- A. Look in the alphabetically arranged General Index (PM-10-03) for the subject you want. If you cannot locate the subject, look under other names or titles that might apply to the subject.
- B. If you still cannot find the subject, scan the subject titles in the appropriate section of the Numeric Index (PM-10-04) to see if the specific subject or a related one is contained in the manual.

## **III. LEARN WHAT IS CONTAINED IN THE PERSONNEL MANUAL**

- A. Read the Personnel Manual Program (PM-10-01).
- B. Scan the General Index (PM-10-03), and the Numeric Index (PM-10-04) to become familiar with the subjects covered in the manual.

## **IV. KEEP THE MANUAL UP-TO-DATE**

- A. Do it yourself. First, read each policy that is sent to you. Second, insert each policy in the manual yourself so that you will be familiar with the manual's contents at all times.
- B. Keep all policies in proper PM numeric order.



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- C. Inventory your manual when you first receive it, using Numeric Index (PM-10-04) as an inventory sheet. A new, updated Numeric Index and General Index will be issued with revisions that require index changes. Inventory any revisions as soon as they are received. If you do not have a policy listed in the Numeric Index, immediately contact the Division of Human Resources.
- D. If you find two policies with identical policy numbers, keep only the one with the most recent issue date. Be certain your manual does not contain any policy which is not listed in the Numeric Index or that is out of date.
- E. A general information sheet will accompany all policies upon distribution. When you receive an information sheet, read it carefully, follow the instructions given, and immediately read and place each policy in your manual.
- F. Remove and destroy all materials which have been superseded.