

CF OPERATING PROCEDURE
NO. 5-3STATE OF FLORIDA
DEPARTMENT OF
CHILDREN AND FAMILIES
TALLAHASSEE, December 1, 2008

Publications Management

GENERAL SUBJECT AREAS

1. Purpose. This operating procedure assigns numerical prefixes to the general subject areas in which departmental administrative publications are issued.

2. Reference. CFOP 5-2, Departmental Administrative Publications System.

3. General Subject Area Titles: Numerical Prefix

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| a. <u>Publications Management</u> | 5 |
| (includes all matters dealing with the management of the department's administrative publications system, informational materials, and related topics) | |
| b. <u>Administration</u> (this subject category is no longer used)..... | 10 |
| c. <u>Documentation Management</u> | 15 |
| (includes correspondence, records, forms management, and related topics) | |
| d. <u>Information</u> (no new publications will be assigned to this subject category) | 25 |
| e. <u>Legal</u> | 30 |
| (includes all matters pertaining to the legal responsibilities, functions and services of the department, and related topics) | |
| f. <u>Travel and Transportation</u> | 40 |
| (includes all matters pertaining to state-owned and commercial transportation, travel, travel allowances and travel reimbursement, and related topics) | |
| g. <u>Supply Management</u> (this subject category is no longer used)..... | 45 |
| h. <u>Systems Management</u> | 50 |
| (includes information systems, computer services, data base administration, and related topics) | |
| i. <u>Financial Management</u> | 55 |
| (includes financial planning, accounting, grants management, budgeting, and related topics) | |
| j. <u>Personnel</u> | 60 |
| (includes personnel management, classification and employer/employee relations, civil rights and related personnel topics) | |
| k. <u>Food Service</u> (this subject category is no longer used)..... | 65 |

This operating procedure supersedes CFOP 5-3 dated September 23, 2002.

OPR: ASGO

DISTRIBUTION: A

- I. Facilities Acquisition and Management..... 70
(includes matters pertaining to real property, facilities, maintenance and construction, and related topics)
- m. Procurement and Contract Management..... 75
(includes matters pertaining to the acquisition of non-expendable commodities and services, to include insurance and contract management)
- n. Property Management..... 80
(includes matters pertaining to the warehousing, inventory, accountability, maintenance and disposition of non-expendable commodities)
- o. Institutional Management..... 95
(no new publications will be assigned to this subject category)
- p. Adult Services 140
(includes specific programs and functions of the adult services program)
- q. Mental Health/Substance Abuse..... 155
(includes specific programs and functions of either the mental health or substance abuse programs)
- r. Developmental Disabilities (this subject category is no longer used) 160
- s. Economic Self-Sufficiency Services 165
(includes specific programs and functions of the economic self-sufficiency services program)
- t. Family Safety 175
(includes specific programs and functions of the family safety program)
- u. Inspector General..... 180
(includes all matters pertaining to the activities and functions of the office of the inspector general, and related topics)
- v. Safety 215
(includes security, occupational safety, fire safety and inspection, risk prevention and control, disaster preparedness, accident prevention, and related topics)

BY DIRECTION OF THE SECRETARY:

(Signed original copy on file)

MELISSA P. JAACKS
Assistant Secretary for
Administration

SUMMARY OF REVISED, ADDED, OR DELETED MATERIAL

This operating procedure has been updated to reflect the subject areas currently in use for administrative publications, and to conform to the plain language initiative.