

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 |

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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.