

## DEVELOPMENT OF DEPARTMENTAL LEGISLATION

0531

(No.1 January 98)

Most of the legislation needed to support the mission of CDF should be identified within the total management planning process. Analyses involved in strategic and operational planning will identify areas where authority and/or control are needed to effectively and efficiently carry out CDF programs.

In June of each year the Office of Legislation will send a letter requesting legislative concept papers to all deputies and chiefs. Each legislative concept paper should include a brief description of the problem and the steps necessary to correct it, a fiscal and economic impact statement, and a proposed legislative solution including an explanation of the need for the new law or changes in the existing law. Include proposed language in double-spaced, underline/strikeout format. **See *Sample Proposed Legislation* (see [exhibit](#)), and *Sample Proposed Amendment* (see [exhibit](#)).**

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

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