

ADMINISTRATIVE INFORMATION OFFICER

2012

(No. 10 February 2002)

Program deputy directors and area chiefs shall ensure that administrative information officers are assigned to provide for distribution of materials at each location. Local distribution procedures should be established to guarantee that the administrative information officer directs the attention of the appropriate employee, in a timely fashion, to any policy changes which may affect the way employees perform their jobs. Distribution procedures should include determination of whether employees should access Issuance material using CDF's intranet or request the material on CDROM.

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E
V

(see next section)

(see HB Table of Contents)

(see Forms or Forms Samples)