

ADMINISTRATIVE INFORMATION COORDINATOR

2013

(No. 10 February 2002)

Each deputy director or his or her designee is to provide a listing of administrative information coordinators with their corresponding handbooks(s) to the F.I.R.M. Unit. There may be more than one coordinator per handbook, if it is shown that a given handbook covers more than one distinct program area.

The coordinator is one who routinely receives copies of the unit's outgoing memoranda of a policy, procedural, instructional or clarifying nature, and has a thorough knowledge of his or her handbook. Coordinators must review the above documents for material that should be issued through handbook directives or amendments; contact with field personnel is another source for determining whether handbooks should be revised. Coordinators should also periodically review the handbook, or portion of the handbook for which they are responsible, to ensure internal consistency, clarity of presentation and completeness.

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The administrative information coordinator is responsible for drafting handbook directives and amendments, and arranging for cross-program review when necessary. Cross-program review will involve cooperation with other appropriate administrative information coordinators.

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The coordinator provides signature approval for his or her program's designated handbook. **It is the responsibility of the coordinator to determine the level and identity of personnel who should have review/approval of the proposed handbook directive or amendment.**

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Coordinators also serve as the link to the F.I.R.M. Unit for purposes of processing handbook directives and amendments. To ensure the integrity of the review/approval process, **only** the designated coordinator may submit Issuance requests to F.I.R.M.

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If there is no administrative information coordinator designated for a particular handbook, then policy review coordination and approval must be provided by the unit's manager or deputy director.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)