

ADMINISTRATIVE INFORMATION PROGRAM MANAGER

2014

(No. 10 February 2002)

Program deputy directors and area chiefs will assign an administrative information program manager to oversee information in each of the program units and regions. The manager should be of sufficient rank to have the necessary authority over program administration, and the program manager will have primary responsibility for decisions regarding administrative information in his/her area. Those decisions will involve the distribution of supplemental handbooks and guides, analysis of amendments to handbook text, and assignment and training of administrative information officers.

NOTE: Operational and desk manuals should not be sent to the F.I.R.M. Unit. Only that material which is an extension or elaboration of the administrative information system should be sent. Each area should have an internal review and approval process for operational and desk manuals.

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(see next section)

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(see Forms or Forms Samples)