

ADMINISTRATIVE INFORMATION ANALYSTS – F.I.R.M.

2015

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Analysts assigned to the F.I.R.M. Unit are responsible for providing assistance and consultation to persons using the administrative information system. Analysts ensure continuity of style and format, and provide for distribution of information. Handbook content is determined by a cooperative effort between all parties within the Administrative Information System. Analysts are also available to assist writers and managers through the process of writing, editing and publishing administrative information materials, when requested.

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(see next section)

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(see Forms or Forms Samples)