

ADMINISTRATIVE INFORMATION CLEARANCE PROCEDURES

2021

(No.15 September 2011)

Administrative information clearance procedures are those actions which move (clear) internal administrative information (policy or procedural) materials from identification of need through development and approval to, ultimately, publication in an issuance handbook.

Clearance procedures begin with the identification of the need to provide amended or new policy, procedural, instructional, or clarifying information to staff related to the administration, operation, or organization of the department. The information may be directed to a limited audience or to all departmental staff, and may involve specific technical policy and procedural direction or general interest information or instruction.

Once the need to provide administrative information has been identified, the next step is for the person identifying the need to contact the affected program's Administrative Information Coordinator (Handbook Owner) or his/her appointed designee to recommend the development of the information for handbook publication.

Circumstances may require a handbook amendment, the distribution of a temporary handbook directive, or the development of a new handbook. The coordinator or designee is responsible for the facilitation of information development, review, and approval. To ensure the integrity of the review/approval process, **only** the coordinator or designee may submit issuance requests to the Sacramento Headquarters Business Services Office's Forms, Information, and Records Management (F.I.R.M.) program for handbook publication. (See 2000 Exhibits: [Flow Chart for Processing Issuance \(Handbook\) Information or a Form for Publication by F.I.R.M.](#))

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SUBMITTING A HANDBOOK AMENDMENT, HANDBOOK DIRECTIVE, OR NEW HANDBOOK TO F.I.R.M. FOR PUBLICATION

2021.1

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All issuance projects of handbook amendments, handbook directives, or new handbooks must be submitted to F.I.R.M. for publication in accordance with the following procedures. Projects not submitted accordingly will be returned for further development. Projects properly submitted to F.I.R.M. will be accepted as-is without further review or editing and processed in the order received, unless another priority rating has been established and accepted by Business Services management and the management of the affected program.

- Projects must be submitted by the program's Administrative Information Coordinator (Handbook Owner) or his/her appointed designee (See 2000 Exhibits: [CAL FIRE Administrative Coordinators \(Handbook Owners\)](#)).
- **Projects MUST be submitted with both a completed [Issuance \(Handbook\)/ Form Clearance Request \(CAL FIRE-2\)](#) and a copy of a routed**

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Communications Clearance (CAL FIRE-330) that includes project review and approval by the following, reviewed in the following order:

- **Assistant Deputy Director, Management Services**
- **Deputy Director responsible for affected program**
- **Legal Office * (See IMPORTANT NOTE below on when required)**
- **Labor Relations Office * (See IMPORTANT NOTE below on when required)**

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* IMPORTANT NOTE
<p>Units and programs seeking clearance of any proposed issuance (handbook) or form project for publication <u>are required</u> to include the CAL FIRE Legal Office and the CAL FIRE Labor Relations Office in the review and approval process if the handbook or form project meets the following specified criteria for mandatory review and approval.</p> <p>Any unit or program seeking clearance for publication <u>without</u> the review and expressed approval of the CAL FIRE Legal Office and/or the CAL FIRE Labor Relations Office MUST provide justification on the CAL FIRE-2 on why/how the issuance (handbook) or form project DOES NOT meet the following specified criteria for mandatory review and approval. <u>All justifications on the CAL FIRE-2 MUST be signed by the Assistant Deputy Director responsible for the affected program or the Region Chief responsible for the affected unit.</u></p>

CRITERIA FOR MANDATORY REVIEW AND APPROVAL of PROPOSED ISSUANCE (HANDBOOK) or FORM PROJECT
<p>LEGAL OFFICE Criteria for Mandatory Review and Approval</p> <p>The CAL FIRE Legal Office must review and approve proposed new handbook or form publications, proposed amended handbook or revised form publications, and proposed Handbook Directive publications, in which the proposed language:</p> <ul style="list-style-type: none"> • could result in the need for a legal opinion or analysis; OR • could result in an action requiring legal representation; OR • could be included for participation in a grievance or arbitration.
<p>LABOR RELATIONS OFFICE Criteria for Mandatory Review and Approval</p> <p>The CAL FIRE Labor Relations Office (LRO) shall provide employee organizations reasonable notice and an opportunity to discuss matters within the scope of representation. As such, the LRO must review and approve proposed new handbook or form publications, proposed amended handbook or revised form publications, and proposed Handbook Directive publications, in which the proposed language:</p> <ul style="list-style-type: none"> • relates to wages, hours, or other terms and conditions of employment, including, but not limited to, benefits, training, work location, work assignment, workplace rules, discipline, or performance evaluation; OR • involves a subject matter contained within a statewide collective bargaining agreement.

- Projects must be submitted in final draft form and indicate the affected handbook name, handbook number, and applicable handbook section number(s). Projects are deemed to be in final draft form when all significant changes have been incorporated into the document and no further changes to the document are expected.
- Projects *should* be submitted electronically in Microsoft Word format, including electronic copies of the CAL FIRE-2 and scanned CAL FIRE-330. Electronic submittals in PDF or password-protected format, which preclude F.I.R.M. staff from formatting electronic documents for incorporation into handbooks, will not be accepted. Submittals in hard copy are acceptable, but must be accompanied by a CD-ROM containing affected handbook files and approvals.
- Projects of handbook amendments must be submitted displaying the electronically tracked changes to allow F.I.R.M. staff to identify all changes to the handbook. Changes must be electronically tracked using the Microsoft Word *Track Changes* feature, which may be enabled through the *Tools* menu.
- **NOTE:** The revision or creation of an electronic form, exhibit, or attachment referenced in a project must be completed PRIOR to submission of the project. The *completed* form, exhibit, or attachment must be submitted along with the project. Revision or creation must be completed before F.I.R.M. can begin the issuance portion of the project.

RESCINDING INFORMATION

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Rescinding information contained in CAL FIRE procedural handbooks may on occasion be necessary, and may occur through notification via CAL FIRE's messaging system. When required, notice will be posted to the Microsoft Outlook folder "Issuance Updates," found in the "Business Services" section of "All Public Folders." F.I.R.M. must be notified in writing by the affected program's Administrative Information Coordinator (Handbook Owner) or his/her appointed designee when this occurs, in order to make the necessary changes to the electronic handbook and to immediately remove the information from the electronic document.

NOTE: Rescinding information does **not** imply that any previously existing policy is "back in force."

(see next section)

(see HB Table of Contents)

(see Forms or Forms Samples)