

SUBMITTING A NEW OR REVISED FORM TO F.I.R.M. FOR PUBLICATION

2327

(No. 10 September 2011)

All new or revised forms must be submitted to the Sacramento Headquarters Business Services Office's Forms, Information, and Records Retention (F.I.R.M.) program for publication in accordance with the following procedures. Forms not submitted accordingly will be returned for further development. Forms 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.

- Forms must be submitted by the form owner if an approved revised form, and by the unit/program if an approved new form. (See 2300 Exhibits: [Flow Chart for Processing Issuance \(Handbook\) Information or a Form for Publication by F.I.R.M.](#))
- Forms **MUST** be submitted with both a completed [Issuance \(Handbook\)/Form Clearance Request \(CAL FIRE-2\)](#) and a copy of a routed [Communications Clearance \(CAL FIRE-330\)](#) that includes form 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)

* IMPORTANT NOTE

Units and programs seeking clearance of any proposed issuance (handbook) or form project for publication **are required** 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.

Any unit or program seeking clearance for publication **without** 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. **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.**

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**CRITERIA FOR MANDATORY REVIEW AND APPROVAL
of PROPOSED ISSUANCE (HANDBOOK) or FORM PROJECT**

LEGAL OFFICE

Criteria for Mandatory Review and Approval

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:

- 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.

LABOR RELATIONS OFFICE

Criteria for Mandatory Review and Approval

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:

- 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.

- Forms must be submitted in final draft form after all significant changes have been incorporated into the document and no further changes to the document are expected.
- Forms must be submitted electronically, including electronic copies of the CAL FIRE-2 and scanned CAL FIRE-330.
- **NOTE:** The revision or creation of an electronic form referenced in an issuance (handbook) project must be completed PRIOR to submission of the project. The completed form 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.

(see next section)

(see HB Table of Contents)

(see Forms or Forms Samples)