

CF OPERATING PROCEDURE
NO. 15-10

STATE OF FLORIDA
DEPARTMENT OF
CHILDREN AND FAMILIES
TALLAHASSEE, October 1, 2009

Documentation Management

DEPARTMENTAL OFFICE SYMBOLS

1. Purpose. This operating procedure describes an office identifying system for Headquarters offices.
2. Scope. The office symbols that appear in Appendix A may be used department-wide to route mail to Headquarters offices, for coding and record keeping purposes, and in internal publications.
3. References.
 - a. CFOP 5-2, Departmental Administrative Publications System.
 - b. CFOP 15-1, Correspondence Management.
4. Definition. An office symbol is a combination of letters used to represent an office.
5. Use of Office Symbols. Office symbols may be used for routing of mail, distribution and coding purposes and in internal publications. Office symbols may never be used in a letter leaving the department.
6. Design of Department Level Office Symbols. The major organizational entity is the first two letters in the symbol: "AS" for Administration, "IS" for Information Systems, "OS" for Office of the Secretary and "PD" for program offices. The letters that follow represent the title of the next level subordinate unit. Symbols may be established for two levels within an office.
7. Obtaining a Department Level Office Symbol. Department level office symbols must be established and assigned by the office of general operations (ASGO).
 - a. Office symbols are established for department level offices when reorganizations occur, or when an office moves outside the Winewood Complex (for mail delivery purposes).
 - b. To get an office symbol established, the affected office(s) must ask ASGO to assign an office symbol. ASGO will ensure that the symbol is appropriately designed and does not duplicate office symbols already in use (or recently in use).
 - c. The affected office(s) may suggest an office symbol(s), but the suggested symbol(s) may not be used until assigned by ASGO.
 - d. Office symbols must be in place before the effective date of the reorganization or move.
8. Office Symbol List. Appendix A to this operating procedure contains the current department level office symbol list.

This operating procedure supersedes CFOP 15-10 dated March 15, 2006.

OPR: ASGO

DISTRIBUTION: B

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

Appendix A has been updated to reflect current department level office symbols.

Departmental Office Symbols

OS	OFFICE OF THE SECRETARY	
	OSC	Communications
	OSDO	Assistance Secretary for Operations
	OSSES	Executive Staff
	OSFAH	Florida Abuse Hotline
	OSIG	Inspector General
	OSIA	Internal Audit
	OSIH	Appeal Hearings
	OSII	Investigations
	OSLP	Legislative Affairs
	OSLS	Legal Services
AS	ADMINISTRATION	
	ASB	Budget Services
	ASC	Contracted Client Services
	ASCA	Contract Policy and Training
	ASCO	Contract Processing
	ASFM	Financial Management
	ASFMR	Revenue Management
	ASFMS	Accounting Services and Systems
	ASSC	Administrative Services Support Center
	ASG	General Services
	ASGDC	Design and Construction
	ASGO	General Operations
	ASGP	Purchasing
	ASHR	Human Resources
	ASHRC	Civil Rights
	ASHRP	Payroll, Benefits and Records
	ASHRT	Learning and Organizational Effectiveness
ITS	INFORMATION TECHNOLOGY SERVICES (formerly Information Systems) (TALLA 30)	
	ITSAS	Administrative Services (TALLA 30)
	ITSDF	Deployment and Field Support (TALLA 30)
	ITSPS	Production Services (TALLA 30)
	ITSSM	Software Maintenance and Development (TALLA 30)
	ITSSP	Strategic Planning and Performance (TALLA 30)
PD	PROGRAMS	
	OSDP	Assistance Secretary for Programs
	PDAS	Adult Protective Services Program Office
	PDCD	Child Care Program Office
	PDDV	Domestic Violence Program Office
	PDES	ACCESS Program Office (formerly Economic Self-Sufficiency Services)
	PDESA	Program Policy
	PDESB/IS	ACCESS Technology and Systems Development (TALLA 27)
	PDESP	Quality Management
	PDESS	Resource and Finance Management
	PDFS	Family Safety Program Office
	PDHO	Homelessness Program Office
	PDRS	Refugee Services Program Office
SM	SUBSTANCE ABUSE AND MENTAL HEALTH	
	PDMH	Mental Health Program Office
	PDMHA	Adult Community Mental Health
	PDMHC	SAMH Contract Management

PDMHD Disaster Staff
PDMHF Mental Health Treatment Facilities
PDMHI SAMH Data Analysis and Decision Support
PDMHS Sexually Violent Predator Program
PDMHY Children's Mental Health
PDSA Substance Abuse Program Office

Address Code	(Location) Mailing Address
TALLA 27	(Northwood Centre, Mall Entrance [food court entrance], lower level, Suite 50, 1940 North Monroe Street, 32303) 1317 Winewood Boulevard, 32399-0700
TALLA 30	(Northwood Centre, Suite 80, 1940 North Monroe Street, 32399-0710) 1317 Winewood Boulevard, 32399-0700