

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.

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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

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

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<b>Address Code</b>	<b>(Location) Mailing Address</b>
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