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.
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
OSES  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)
ITAS  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

PDFF  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

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