

Dept. Staff Manual

# GENERAL ADMINISTRATION

**NOTE**

August 2006

The Office of the Assistant Secretary for Administration and Management (ASAM) established a workgroup, in February 2006, to review and update the General Administration Manual (GAM), to ensure that its contents are current. Based on this review, the GAM includes the following:

- All Parts and Chapters that are current and under review by their functional manager(s);
- All abolished and superseded Parts and Chapters for use as references and to serve as historical records.
- As appropriate, links to current policy web sites that replaced superseded Parts or Chapters.

The workgroup plans to develop guidelines to ensure that the GAM contents are current. The guidelines will include a schedule for functional managers to routinely verify the accuracy of the GAM contents.



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