

**ARKANSAS FORESTRY COMMISSION
POLICY & PROCEDURES FORWARD**

§ 1

1. AFC Policy & Procedures is for informational purposes for supervisors and employees of the AFC. It provides information about AFC policies, procedures and employee requirements.
2. Arkansas state law, the AFC Board of Commissioners and/or the State Forester sets policy. It is the responsibility of each employee to abide by these policies.
3. The AFC is an “employment at will” employer. This is not a contract, nor does it suggest a contractual obligation.
4. For readability, the masculine pronoun is used throughout to refer to all employees/supervisors, regardless of gender.
5. AFC Policy and Procedures include policy, procedures, and forms. The policy and forms are also on your AFC computer server and/or AFC Website and may be copied as needed.
6. AFC forms have alpha and numeric characters that relate to the policy of which they are required or to an AFC department.

Examples

- **A35.300** in an **Administrative** form required under Policy § 35.
 - **F100** is a requisition to make a purchase - **Fiscal** form
 - **GPD** is acronym for Governor’s Policy Directive (state employee compliance mandatory)
 - **RFP** are forms required by the **Rural Fire Protection** office for Excess Property Accountability
 - **TR** are **T**ransportation forms required by state law
 - Others such as federal and state withholding exemptions and workers compensation forms are identified by name.
7. Remember – AFC policies, procedures, and forms are to facilitate compliance.
 8. Contact the appropriate Department Head for assistance with any policy or procedure. For example, Fiscal matters - Fiscal Officer; Uniforms – Deputy State Forester; RFP procedures – Rural Fire Administrator; Personnel matters or if unsure who to contact for assistance – Human Resources Administrator.
 9. This revised AFC Policy & Procedures Forward § 1 supersedes all earlier versions of AFC § 1 policy and interpretive memoranda, which are hereby repealed.