



# Management Directive

## Commonwealth of Pennsylvania

### Governor's Office

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## Management Directive 210.01 Amended – Directives Management System

Date: June 26, 2023

A handwritten signature in black ink, appearing to be 'N. Weaver'.

By Direction of: Neil R. Weaver, Secretary of Administration

Contact Agency: Office of Administration  
Office of Continuity and Records Information Management  
Telephone 717.783.5055

**This directive establishes policy, responsibilities, and procedures for administration of the Directives Management System.**

### 1. PURPOSE.

To establish policy, responsibilities, and procedures for the creation, amendment, rescission, termination, and publication of Issuances under the Directives Management System.

### 2. SCOPE.

This directive applies to all departments, offices, boards, commissions, and councils under the Governor's jurisdiction, as well as to those entities not under the Governor's jurisdiction that publish Issuances under the provisions of *Executive Order 2001-01, Directives Management System* (collectively referred to herein as "agencies").

### 3. OBJECTIVE.

To ensure that, prior to the publication of an Issuance, the Issuance is reviewed and approved for authority, accuracy, comprehension, consistency, completeness, and impact on other agencies and existing policies and procedures.

### 4. DEFINITIONS.

- a. **Administrative Circular.** A type of Issuance, signed by an Agency Head, that contains informational material or instructions that are one-time or temporary in nature.

- b. Agency Directives Coordinator (ADC).** The individual who is responsible for coordinating with the Office of Administration (OA), Office of Continuity and Records Information Management (OCRIM) on the preparation, submission, approval, and publication of an agency's Issuances.
- c. Agency Routing Sheet.** The document used to track and confirm that an Issuance request has been reviewed and approved by the appropriate agency program area(s), policy office, legal office, and the Agency Head or designee.
- d. Directives Management System (DMS).** The process established by *Executive Order 2001-01, Directives Management System*, under which all Issuances are promulgated.
- e. Executive Order.** A type of Issuance, signed by the Governor, that announces broad policies, programs, committees, commissions, and responsibilities that are relatively permanent.
- f. Index of Issuances.** An annual publication listing of current and former Executive Orders, Management Directives, and Manuals.
- g. Issuance.** A publication that announces policies, guidance, requirements, responsibilities, and/or procedures that are applicable to two or more agencies. The term is inclusive of Executive Orders, Management Directives, Manuals, and Administrative Circulars.
- h. Management Directive.** A type of Issuance, signed by the Governor, Lieutenant Governor, or an Agency Head, that announces detailed policies, programs, responsibilities, and procedures that are relatively permanent.
- i. Manual.** A type of Issuance, signed by an Agency Head, that contains detailed information and/or procedures for a defined set of operations.
- j. Non-Standard Administrative Circular.** A type of Administrative Circular that is either new or includes significant changes in content from year to year and that is subject to review by OA, Office of Employee Relations and Workforce Support.
- k. Standard Administrative Circulars.** A type of Administrative Circular that is updated and issued each year during the normal course of Commonwealth business. Standard Administrative Circulars update calendar and submission dates but do not make substantial changes to content and are not subject to review by OA, Office of Employee Relations and Workforce Support.

## 5. POLICY.

- a.** All Issuances must be published through the DMS, in accordance with *Executive Order 2001-01, Directives Management System*.
- b.** Prior to publication, Issuances must be approved and signed by the appropriate individual(s), in accordance with this Management Directive and *Executive Order 2001-01, Directives Management System*.
- c.** Issuances must be drafted using the appropriate templates, which can be obtained from OA, OCRIM.

- d. Issuances must be written using clear and concise language. Specialized terms and phrases used in an Issuance must be defined. When the same term or phrase is used in two or more Issuances, a consistent definition must be used, where possible.
- e. Issuances must be reviewed for correctness and accuracy every five (5) years by the owning agency or agencies, or as soon as the need for a change is identified, whichever comes first. Where changes to an Issuance are necessary, the owning agency or agencies shall take prompt action to ensure timely amendment or rescission of the Issuance. Where an Issuance has terminated, the owning agency or agencies shall promptly notify OA, OCRIM.
- f. All requests to create, amend, or rescind an Issuance must be routed through the automated DMS system or submitted to the DMS resource account at [OA, EB-DMS](#).

## 6. RESPONSIBILITIES.

### a. ADCs shall:

- (1) Review agency-owned Issuances annually to determine if any Issuances should be amended or rescinded, if any Issuances have terminated, or if new Issuances are needed.
- (2) Contact OA, OCRIM to initiate the drafting, amending, rescission, or termination of an Issuance.
- (3) Secure the appropriate approvals for publishing new, or amending existing, Issuances, or for rescinding an Issuance, on an Agency Routing Sheet, and submit the completed Agency Routing Sheet to OA, OCRIM through the automated DMS system or to the DMS resource account at [OA, EB-DMS](#).
- (4) Coordinate with OA, OCRIM to resolve comments, concerns, questions, and edits to Issuances during the drafting process.
- (5) Work with OA, OCRIM as needed, to coordinate required signatures of approved Issuances.

### b. Governor's Office shall:

- (1) Review Executive Orders and other Issuances, as appropriate, to determine if an amendment or rescission is necessary, or if an Executive Order or other Issuance has terminated.
- (2) Contact OA, OCRIM to initiate the drafting, amending, rescission, or termination of an Executive Order or other Issuance, as appropriate, via the DMS resource account at [OA, EB-DMS](#).
- (3) Coordinate with OA, OCRIM to resolve comments, concerns, questions, and edits to Executive Orders and other Issuances, as appropriate, during the drafting process.

- (4) Work with OA OCRIM to coordinate Governor's signature of approved Executive Orders and other Issuances, as appropriate.
- c. **OA, OCRIM** shall:
- (1) Administer the amendment, rescission, termination, and publication of Issuances under the DMS.
  - (2) Review all drafts of new and amended Issuances for accuracy, comprehension, consistency, and completeness.
  - (3) Assign numbers for all new Issuances.
  - (4) Work with ADCs, OA, Office of Chief Counsel, Office of General Counsel (OGC), OA, Office of Employee Relations and Workforce Support, and Agency Heads or designees to resolve comments, concerns, and edits to Issuances.
  - (5) Coordinate signatures of approved Issuances.
  - (6) Coordinate the publication of Issuances on OA's website with OA, Office of Communications and Legislative Affairs.
  - (7) At the beginning of each fiscal year, update *Manual 210.03, Index of Issuances*.
  - (8) Generate fiscal note requests for Executive Orders and forward to the Office of the Budget (OB), Office of Legislative Affairs.
  - (9) Send published Issuances to the Legislative Reference Bureau (LRB) for inclusion in the [Pennsylvania Bulletin](#) and [Pennsylvania Code](#).
  - (10) Maintain master files of all published Issuances and, when appropriate, transfer original documents with documentation of approval signatures to the State Archives for permanent preservation, in accordance with *Manual 210.09 Amended, The Commonwealth of Pennsylvania General Records Retention and Disposition Schedule*.
- d. **OA, Office of Chief Counsel** shall review all drafts of new and amended Issuances, as well as all requests to rescind, or terminate an Issuance, for legal impact, authority, accuracy, completeness, or concerns regarding impact on other agencies or on existing policies and procedures.
- e. **OA, Office of Employee Relations and Workforce Support** shall review and approve Management Directives, Manuals, and Non-Standard Administrative Circulars for impact on personnel policies and employee relations.
- f. **OGC** shall review all drafts of new and amended Issuances, as well as all requests to rescind or terminate an Issuance, for legal impact, authority, accuracy, completeness, or concerns regarding impact on other agencies or on existing policies and procedures.
- g. **Agency Heads** shall appoint an ADC and review, approve, and sign agency-specific Issuances prior to publication for their agency.

- h. OA, Office of Communications and Legislative Affairs** shall ensure that approved Issuances are published on OA's website.
- i. OB, Office of Legislative Affairs** shall review and forward fiscal notes to the LRB for all Executive Orders to be published in the [Pennsylvania Bulletin](#) and [Pennsylvania Code](#). LRB shall, in accordance with Section 3.1 of the *Pennsylvania Code, 1 Pa.Code § 3.1*, publish in the [Pennsylvania Bulletin](#) and [Pennsylvania Code](#) all Issuances received from OA, OCRIM.

## **7. PROCEDURES.**

### **a. Executive Orders.**

#### **(1) Governor's Office:**

- (a)** Submit a Microsoft Word version of the draft Executive Order to the DMS resource account at [OA, EB-DMS](#), along with a deadline for signature, if known.
- (b)** Work with OGC, OA, Office of Chief Counsel and OA, OCRIM to resolve comments, concerns, and edits to Executive Orders that are identified during the DMS approval process and to coordinate the Governor's signature on final approved Executive Orders.

#### **(2) OA, OCRIM:**

- (a)** Review draft Executive Orders for accuracy, comprehension, consistency, and completeness.
- (b)** Assign numbers for all new Executive Orders.
- (c)** Format final versions of new or amended Executive Orders for routing through the approval process.
- (d)** Work with the Governor's Office staff, OGC, and OA, Office of Chief Counsel to resolve comments, concerns, and edits to Executive Orders that are identified during the DMS approval process.
- (e)** Coordinate Governor's wet signature of final approved Executive Order with Governor's Office staff.
- (f)** Send the fiscal note request form, on behalf of the Governor's Office, for each approved Executive Order to OB, Office of Legislative Affairs for completion.
- (g)** Coordinate with OA, Office of Communications and Legislative Affairs for publication of finalized Executive Orders on OA's website.
- (h)** After publication of an Executive Order, submit required documentation to the LRB for inclusion in the [Pennsylvania Bulletin](#) and [Pennsylvania Code](#).

#### **(3) OA, Office of Chief Counsel:**

- (a) Review draft Executive Orders for legal impact to the Commonwealth and make necessary comments and edits in tracked changes.
- (b) Return the draft with tracked changes or provide approval of the draft to OA, OCRIM through the DMS resource account at [OA, EB-DMS](#).

**(4) OGC, Main Office:**

- (a) Review draft Executive Orders for legal impact to the Commonwealth and make necessary comments and edits in tracked changes.
- (b) Return the draft with tracked changes or provide approval of the draft to OA, OCRIM through the DMS resource account at [OA, EB-DMS](#).
- (c) Inform OA, OCRIM when an Executive Order is fully approved and ready for the Governor's signature and publication.

**(5) OA, Office of Communications and Legislative Affairs:**

- (a) Publish approved Executive Orders on OA's website.
- (b) Update the publishing date on OA's website to the date the Executive Order was signed.
- (c) Remove rescinded or terminated Executive Orders from OA's website upon OA, OCRIM's request.

**(6) LRB:**

- (a) Publish in the [Pennsylvania Bulletin](#) and [Pennsylvania Code](#) Executive Orders that are received from OA, OCRIM, in accordance with Section 3.1 of the *Pennsylvania Code, 1 Pa.Code § 3.1*.
- (b) Notify OA, OCRIM via the DMS resource account at [OA, EB-DMS](#) the future date of publication in the [Pennsylvania Bulletin](#) and [Pennsylvania Code](#) and if there are any concerns regarding receipt or publication of Executive Orders.

**b. Management Directives and Manuals.**

**(1) ADC:**

- (a) Request OCRIM to provide the appropriate template or the current version of a Management Directive or Manual in Microsoft Word through the automated DMS system or by sending an email to the DMS resource account at [OA, EB-DMS](#). If requesting a rescission, complete and submit an Agency Routing Sheet to include the reason(s) for the rescission through the automated DMS system or by sending an email to the DMS resource account at [OA, EB-DMS](#).

- (b) Using the provided template, draft the new Management Directive or Manual, or, if drafting amendments to an existing Management Directive or Manual, use the provided current Microsoft Word version to make the necessary revisions in tracked changes.
- (c) Return Microsoft Word Management Directive and Manual drafts with tracked changes through the automated DMS system or to the DMS resource account at [OA, EB-DMS](#) along with the completed Agency Routing Sheet with appropriate agency approvals from the program area, policy office, legal office, and the Agency Head (or designee), if applicable, confirming that OA, OCRIM may begin the DMS approval process.
- (d) Work with OA, OCRIM to resolve comments, concerns, and edits to draft Management Directives or Manuals that are identified during the DMS approval process and to coordinate Agency Head signatures of approved final versions.

**(2) OA, OCRIM:**

- (a) Upon request, provide the appropriate templates or current Management Directive or Manual versions in Microsoft Word to the ADC through the automated DMS system or via the DMS resource account.
- (b) Assign numbers for all new Management Directives and Manuals.
- (c) Review draft Management Directives and Manuals for accuracy, comprehension, consistency, and completeness.
- (d) Format final versions of new or amended Management Directives and Manuals for routing through the DMS approval process, after the proposed Issuance draft and Agency Routing Sheet is received from the ADC.
- (e) Submit final versions of new or amended Management Directives and Manuals through the DMS approval process for final review and approval.
- (f) Work with ADCs to resolve comments, concerns, and edits to draft Management Directives and Manuals that are identified during the DMS approval process.
- (g) Coordinate Agency Head wet signatures of final approved Management Directives and Manuals with ADCs.
- (h) Upon completion of signed Management Directives and Manuals, coordinate publication on OA's website with OA, Office of Communications and Legislative Affairs.
- (i) After publication of a Management Directive or Manual, submit required documentation to the LRB for inclusion in the [Pennsylvania Bulletin](#) and [Pennsylvania Code](#).

- (3) OA, Office of Chief Counsel:**
- (a)** Review draft Management Directives and Manuals for legal impact to the Commonwealth and make necessary comments and edits in tracked changes.
  - (b)** Return draft with tracked changes or approval to OA, OCRIM through the automated DMS system or the DMS resource account at [OA, EB-DMS](#).
  - (c)** Generate the packet to be sent to OGC, Main Office for review and approval.
- (4) OA, Office of Employee Relations and Workforce Support:**
- (a)** Review drafts Management Directives and Manuals for impact on personnel policies and employee relations and make necessary comments and edits in tracked changes.
  - (b)** If applicable, present a copy to the appropriate union(s) for review and comment.
  - (c)** Return draft with tracked changes or approval to OA, OCRIM through the automated DMS system or DMS resource account at [OA, EB-DMS](#).
- (5) OGC, Main Office.**
- (a)** Review draft Management Directives and Manuals for legal impact to the Commonwealth and make necessary comments and edits in tracked changes.
  - (b)** Return draft with tracked changes or approval to OA, OCRIM through the automated DMS system or DMS resource account at [OA, EB-DMS](#).
- (6) Agency Heads:**
- (a)** Review final version of Management Directives and Manuals and make necessary comments and edits in tracked changes.
  - (b)** Return draft with tracked changes or approval to OA, OCRIM through the automated DMS system or DMS resource account at [OA, EB-DMS](#).
- (7) OA, Office of Communications and Legislative Affairs:**
- (a)** Publish approved Management Directives and Manuals on OA's website.
  - (b)** Update the publishing date on OA's website to the date the Management Directive or Manual was signed by the Agency Head.
  - (c)** Remove rescinded Management Directives and Manuals from OA's website upon OA, OCRIM's request.

**(8) LRB:**

- (a)** Publish in the [Pennsylvania Bulletin](#) and [Pennsylvania Code](#) Management Directives and Manuals that are received from OA, OCRIM, in accordance with Section 3.1 of the *Pennsylvania Code*, 1 Pa.Code § 3.1.
- (b)** Notify OA, OCRIM via the DMS resource account at [OA, EB-DMS](#) the future date of publication in the [Pennsylvania Bulletin](#) and [Pennsylvania Code](#) and if there are any concerns regarding receipt or publication of Management Directives or Manuals.

**c. Administrative Circulars.**

**(1) ADC:**

- (a)** Review expiring agency owned Administrative Circulars to determine if publication of a replacement Administrative Circular is necessary. This step should begin a minimum of 15 days prior to an Administrative Circulars' expiration.
- (b)** Request OCRIM to provide the Administrative Circulars template or the current version of an Administrative Circular through the automated DMS system or by sending an email to the DMS resource account at [OA, EB-DMS](#).
- (c)** Using the provided template, draft the new Administrative Circular, or, if drafting amendments to an existing Administrative Circular, use the provided current Microsoft Word version to make the necessary revisions in tracked changes.
- (d)** Return Microsoft Word Administrative Circular drafts with tracked changes, along with any attachments, to OA, OCRIM through the automated DMS system or via the DMS resource account at [OA, EB-DMS](#).
- (e)** Work with OA, OCRIM to resolve comments, concerns, and edits to draft Administrative Circulars that are identified during the approval process and to coordinate Agency Head signatures of final approved Administrative Circulars.

**(2) OA, OCRIM:**

- (a)** Upon request, provide the Administrative Circular template or current Administrative Circular version in Microsoft Word to the ADC through the automated DMS system or via the DMS resource account.
- (b)** Assign numbers for all Administrative Circulars.
- (c)** Review draft Administrative Circulars for accuracy, comprehension, consistency, and completeness.
- (d)** Work with ADCs to resolve comments, concerns, and edits to draft Administrative Circulars.

- (e) Obtain review by and approval for Non-Standard Administrative Circulars from OA, Office of Employee Relations and Workforce Support.
  - (f) Obtain Agency Head wet signatures of approved Administrative Circulars.
  - (g) Coordinate the publication of Administrative Circulars on OA's website with OA, Office of Communications and Legislative Affairs.
  - (h) Send published Administrative Circulars to the LRB for inclusion in the [Pennsylvania Bulletin](#) and [Pennsylvania Code](#).
- (3) OA, Office of Employee Relations and Workforce Support:**
- (a) Review draft Non-Standard Administrative Circulars for impact on personnel policies and employee relations and make necessary comments and edits in tracked changes.
  - (b) If applicable, present a copy to the appropriate union(s) for review and comment.
  - (c) Return draft with tracked changes or approval to OA, OCRIM through the automated DMS system or to the DMS resource account at [OA, EB-DMS](#).
- (4) Agency Heads:**
- (a) Review final version of Administrative Circulars and make necessary comments and edits in tracked changes.
  - (b) Return draft with tracked changes or approval to OA, OCRIM to the DMS resource account at [OA, EB-DMS](#).
- (5) OA, Office of Communications and Legislative Affairs:**
- (a) Publish approved Administrative Circulars on OA's website.
  - (b) Remove expired Administrative Circulars from OA's website upon OA, OCRIM's request.
- (6) LRB:**
- (a) Publish in the [Pennsylvania Bulletin](#) and [Pennsylvania Code](#) Administrative Circulars that are received from OA, OCRIM, in accordance with Section 3.1 of the *Pennsylvania Code, 1 Pa.Code § 3.1*.
  - (b) Notify OA, OCRIM via the DMS resource account at [OA, EB-DMS](#) the future date of publication in the [Pennsylvania Bulletin](#) and [Pennsylvania Code](#) and if there are any concerns regarding receipt or publication of Administrative Circulars.

**This directive replaces, in its entirety, *Management Directive 210.1 Amended*, dated May 2, 2011.**