


Manual

Commonwealth of Pennsylvania Governor's Office

Subject: Index of Issuances	Number: M210.3 Amended
Date: July 1, 2019	By Direction of:  Michael Newsome, Secretary of Administration
Contact Agency: Office of Administration, Office of Continuity and Records Information Management, Telephone 717.783.5055, Email OA, EB-DMS	

This manual provides a complete listing of issuances, specified in [Title 4 of the Pennsylvania Code § 1.2](#), from the Governor's Office and from agencies under the Governor's jurisdiction, except proclamations and press releases, that are intended for distribution to two or more agencies following the procedures for publication of issuances in *Management Directive 210.1, Directives Management System*.

The manual will be amended to reflect the latest issuances, and published annually in [Title 4 of the Pennsylvania Code § 1.4](#) at the end of each fiscal year.

This amendment updates the index for all executive orders, management directives, and manuals issued, amended, and rescinded between July 1, 2018 and June 30, 2019. Changes are indicated by marginal dots.

Individuals should [subscribe](#) to receive e-Alerts to receive notification of published issuances. For questions regarding the Directives Management System, contact [OA, EB-DMS](#).

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This manual replaces, in its entirety, *Manual 210.3*, dated July 2, 2018. This manual includes all new and amended issuances through June 30, 2019.

How to Use Index:

- Executive orders are by year of issuance.
- Management directives and manuals are numbered in sequence by category (e.g., Financial Management) and subcategory (e.g., Payroll).
- All documents preceded by the letter "M" are manuals. All documents preceded by the letter "MD" are management directives.
- Documents with a strike-through have been rescinded.
- Amendments are presented as complete documents that incorporate all changes since the last issuance.
- Revisions which generally affect older issuances are pen and ink changes or replacement pages and affect only those parts of an issuance being changed. Therefore, the issuance changed by a revision will be in more than one document because there will be original issuance and any revision.

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● 2004-12	Energy Management and Conservation in Commonwealth Facilities		Rescinded by EO 2019-1 1/8/2019
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MD 570.11	Amending Data in retirement and Personnel/Payroll System and Collecting Arrears Balances	4/7/2014
MD 570.12	Furloughed State Employees Retirement System Members' Right to Earn Interest on Member Contributions	4/7/2014
MD 570.13	State Employees' Retirement System, Regional Counseling Centers	4/7/2014
MD 570.14	Deferred Compensation Program	4/7/2014
MD 570.15	Reporting Potential Public Employee Pension Forfeiture Crimes to the State Employees' Retirement System	4/7/2014
MD 570.16	State Employees' Retirement System, Duties of Departments and Agencies	4/7/2014
CIVIL SERVICE		
● MD 580-2	Civil Service Availability Survey/Interview Notice	Rescinded 3/28/2019
● M 580-2	Furlough of Classified Service Employees Not Covered by Labor Agreements	Rescinded 3/2/2019
MD 580.6	Tabulation of Classified Service Employees	6/16/2006
● MD 580-8	Classified Service Probationary Periods	Rescinded 3/28/2019
● MD 580-10	Conducting Interviews for Classified Service Positions	Rescinded 3/28/2019
● MD 580-11	Documentation of Classified Service Personnel Actions	Rescinded 3/28/2019
● MD 580-12	Recruitment for Classified Service Positions	Rescinded 3/28/2019
● MD 580-13	Report of Personnel Transactions for Non-State Employees	Rescinded 3/28/2019
● MD 580-15	Selective Certification of Classified Service Eligible	Rescinded 3/28/2019
● MD 580-16	Provisional Employment in the Classified Service	Rescinded 3/28/2019
● MD 580-18	Pennsylvania Residency Requirements for the Classified Service	Rescinded 3/28/2019
● MD 580-19	Promotion in the Classified Service Without Examination	Rescinded 3/28/2019
● MD 580-21	Veterans' Preference on Classified Service Employment Certifications	Rescinded 5/8/2019
● MD 580-23	Resignation from and Reinstatement to the Classified Service	Rescinded 3/28/2019
● MD 580-24	Promotion of Employees in Unskilled Positions into the Classified Service	Rescinded 3/28/2019
● MD 580-25	Political Activities of Classified Service Employees	Rescinded 3/28/2019
● MD 580-26	Transfer or Reassignment of Classified Service Employees	Rescinded 3/28/2019
MD 580.27	Limited Appointments to Positions Exempted from the Classified Service Pursuant to <i>Section 3(c)(4), Civil Service Act</i>	10/28/2009
● MD 580-28	Reallocation to a Lower Class in the Classified Service	Rescinded 3/28/2019
● MD 580-30	Civil Service Leave of Absence and Return Rights	Rescinded 3/28/2019
● MD 580-31	Classified Service Temporary Appointments	Rescinded 3/28/2019
● MD 580-32	Substitute Employment in the Classified Service	Rescinded 3/28/2019
● MD 580-33	Reproductions of Documents for Classified Service Personnel Actions	Rescinded 3/28/2019
● MD 580-34	Removal of Eligible for Certification or Appointment in the Classified Service	Rescinded 3/28/2019
● MD 580-35	Employees Placed in the Classified Service by Position Reallocation	Rescinded 3/28/2019
● MD 580-37	Promotion by Appointment and Temporary Higher Level Assignment of Unclassified Service Employees into the Classified Service	Rescinded 3/28/2019
● MD 580-38	Use of Intern Job Titles in the Classified Service	Rescinded 3/28/2019
LABOR RELATIONS		
MD 590.1	Labor Relations	6/27/2018
MD 590.2	Confidential Positions and Employees	3/8/2006
MD 590.3	Deduction of Union Dues	6/27/2018
MD 590.5	Guidelines to be Followed During Legal or Illegal Strikes	5/25/2006
MD 590.7	Labor Relations – Grievance Administration	6/8/2006
MD 590.8	Classification Grievance Processing	7/9/2012
SUPPLIES, SERVICES, AND EQUIPMENT		
SUPPLIES AND EQUIPMENT ACQUISITION/DISPOSITION		
AUTOMOTIVE SERVICES		
MD 615.1	Commonwealth Temporary Transportation Vehicles	2/27/2013
M 615.3	Commonwealth Fleet Procedures Manual	11/10/2011
MD 615.15	Vehicle Parking License Agreements	10/26/2006
MD 615.16	Commonwealth Fleet Policy	11/10/2011
COMMODITY STANDARDS		
MD 620.1	Coal Sampling and Reporting	10/4/2005

BUILDINGS, PROPERTY, AND REAL ESTATE		
MD 625.1	Repairs, Alterations, and Improvements to Commonwealth Buildings Under the Direct Supervision of the Department of General Services	10/4/2004
MD 625.2	Inventory of Commonwealth Real Property	9/16/2008
MD 625.3	Moving Employee Household Goods	4/30/2018
MD 625.4	Enforcement of Fire and Panic Regulations	3/27/1991
MD 625.5	Reporting Surplus Real Property	5/6/1996
MD 625.6	Leasehold Improvements	5/1/2009
MD 625.7	Use of Form STD—291, Request for Lease Action and Budget Approval	Rescinded/Obsolete 8/23/2017
MD 625.8	Contracting for Bargaining Unit Work	2/25/1994
MD 625.10	Card Reader and emergency Response Access to Certain Capitol Complex Buildings and Other State Office Buildings	6/2/2014
BONDS AND INSURANCE		
● MD 630.2	Reporting of Employee Liability Self Insurance Program Claims	7/10/2018
COMMONWEALTH PROGRAMS		
PROTECTION AND SAFETY		
MD 720.2	Wage Standards Picketing	2/3/1977
MD 720.5	Energy Conservation and Electrical Devices in Commonwealth-Owned or Leased Buildings	7/25/2008
MD 720.6	Call Trace Procedures for Threatening, Harassing, and Nuisance Telephone Calls	4/25/2016
MD 720.7	Bomb Threats and Suspicious Packages	7/29/2010