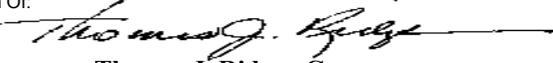


**Commonwealth of Pennsylvania**  
**GOVERNOR'S OFFICE**

**EXECUTIVE ORDER**

Subject:		Directives Management System		Number:	2001-1
Date:	February 13, 2001	Distribution:	B	By Direction Of:	 Thomas J. Ridge, Governor

The Directives Management System, established in 1972, is designed to provide comprehensive statements of policy and procedure on matters that affect agencies and employees under the Governor's jurisdiction. All issuances 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 are to be issued through the Directives Management System in one of four types of publications.

**a.** *Executive Orders*, signed by the Governor, announce broad policies, programs, and responsibilities that are relatively permanent.

**b.** *Management Directives* announce detailed policies, programs, responsibilities, and procedures that are relatively permanent. *Management Directives* are to be signed by the Governor, Lieutenant Governor, Secretary of the Budget, Secretary of Administration, or the head of any department or independent board, commission, or council under the Governor's jurisdiction.

**c.** *Administrative Circulars* contain either informational material or instructions that are one-time or temporary in nature. *Administrative Circulars* are to be signed the same as *Management Directives*.

**d.** Procedural issuances contain detailed information and guidelines for relatively restricted, well-defined operations or sets of operations. Procedural issuances may be manuals, handbooks, catalogs, guides, or similar publications. *Manuals* are to be signed the same as *Management Directives*.

The Secretary of Administration is responsible for operating the Directives Management System. His responsibilities include the issuance of detailed instructions for operation of the system, ensuring that communications are reviewed for completeness and for their impact on other agencies and procedures, assuring consistency between publications, editing, maintenance of a distribution scheme, periodic publication of an index to current issuances, and maintenance of back-up files on items issued.

Originating offices are responsible for the technical content and propriety of all documents issued through the Directives Management System.

*Executive Order 1974-7* is rescinded.

