




Management Directive

Commonwealth of Pennsylvania

Governor's Office

Management Directive 260.03 – Gubernatorial Transitions

Date: August 10, 2022

By Direction of:  Tom Wolf, Governor

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This directive sets forth policy, responsibilities, and procedures that executive agencies must follow in the preparation of a gubernatorial transition.

1. PURPOSE.

To establish policy, responsibilities, and procedures to ensure that agencies undertake all reasonable efforts to coordinate and effectuate smooth gubernatorial transitions.

2. SCOPE.

This directive applies to all departments, offices, boards, commissions, and councils under the Governor's jurisdiction (hereinafter referred to as "executive agencies").

3. OBJECTIVE.

To provide consistent guidance to executive agencies regarding the preparation for gubernatorial transitions.

4. POLICY.

- a.** The peaceful transition of power from one freely elected governor to the next is an essential element of a functioning democracy and helps to ensure government operations and the delivery of services to Pennsylvania's citizens continue without interruption.
- b.** The outgoing governor's administration will provide assistance and information to the incoming governor to facilitate a smooth, coordinated gubernatorial transition.

- c. Agencies are not to take action under this management directive that would contravene state or federal law or that may jeopardize the receipt of Federal funds.

5. RESPONSIBILITIES.

- a. **Office of the Governor.** The Office of the Governor, in consultation with the Office of General Counsel, shall oversee all matters related to gubernatorial transitions.
- b. **Office of General Counsel.** The Office of General Counsel shall provide legal services in furtherance of all matters related to gubernatorial transitions.
- c. **The Office of Administration.** The Office of Administration shall provide information in support of gubernatorial transition efforts to the Office of the Governor, Governor's Transition Coordinating Committee, executive agency heads or their designees, and others as directed by the Office of the Governor.
- d. **Office of the Budget.** The Office of the Budget shall provide information in support of gubernatorial transition efforts to the Office of the Governor, Governor's Transition Coordinating Committee, executive agency heads or their designees, and others as directed by the Office of the Governor.
- e. **Executive Agencies** shall:
 - (1) in compliance with applicable laws and all existing executive orders and management directives, cooperate with and assist the Office of the Governor, and the Governor's Transition Coordinating Committee, in the preparation for a change of administration.
 - (2) designate the head of each Executive Agency to serve as its Agency Transition Coordinator.
 - (3) Be responsible for preparing and providing such information as requested by the Office of the Governor, the Office of General Counsel, and the Governor's Transition Coordinating Committee in preparation for a gubernatorial transition.
- f. **Executive Agency Head Appointees, Executive Level and Senior Level Employees.** All persons who are appointed, nominated, or offered employment as executive agency heads, executive level employees, and senior level employees with the Commonwealth must successfully complete a background investigation conducted through the Office of General Counsel as well as all other Commonwealth employment conditions and requirements.
- g. **Governor's Transition Coordinating Committee** shall:
 - (1) provide guidance to executive agencies regarding preparations for the gubernatorial transition, including succession planning and preparation of briefing materials;
 - (2) facilitate communication and information sharing between the transition representatives of the governor-elect and the Office of the Governor;
 - (3) host interagency emergency preparedness and response exercises; and

- (4) at the request of the Office of the Governor, coordinate transition activities among the Office of the Governor, executive agencies, and the transition teams of the governor-elect and the lieutenant governor-elect.

6. PROCEDURES.

- a. **Commencement of Transition Preparations.** Preparations for a gubernatorial transition will commence in a gubernatorial election year at the direction of the Office of the Governor, but no later than the date the results of the general election for governor are certified by the Secretary of the Commonwealth.
- b. **Governor's Transition Coordinating Committee.** To facilitate a gubernatorial transition, including assisting and supporting the transition efforts of the transition team of the governor-elect, there is an established Governor's Transition Coordinating Committee, which shall be composed of the following officials or their designees:
 - (1) Governor's Chief of Staff, who shall serve as Chair;
 - (2) Governor's Deputy Chief of Staff, who shall serve as Vice Chair;
 - (3) Special Assistant to the Chief of Staff, who shall serve as Vice Chair for human resources transition matters;
 - (4) Governor's General Counsel;
 - (5) Secretary of the Governor's Office of Administration;
 - (6) Secretary of the Budget;
 - (7) Director of the Pennsylvania Emergency Management Agency;
 - (8) Director of the Office of Homeland Security;
 - (9) Secretary of the Department of General Services;
 - (10) Deputy Secretary for Human Resources and Management, Governor's Office of Administration;
 - (11) Deputy Secretary for Information Technology, Commonwealth Chief Information Officer, Governor's Office of Administration; and
 - (12) Any other executive branch official the Governor determines appropriate.