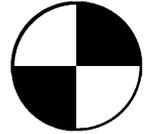




Highway Division DIRECTIVE



Written Communication	NUMBER ORG 01-01	SUPERSEDES New
	EFFECTIVE DATE April 20, 2000	PAGE NUMBER 1 of 1
	REFERENCE Department Policy ORG 01-01	
	APPROVED SIGNATURE	

PURPOSE:

To establish a system of written communication for Transportation Operations Division.

GUIDELINES:

The system of written communication will consist of the following:

Division Directives: A written statement indicating how the Division will respond to a significant issue. Directives pertain to all areas of the Division and may provide additional restrictions on current Department policies but may not be less restrictive.

Division Notices: A written statement used to communicate a clarification or change to an existing Division manual or guidebook or direction specific to a program area. Notices used to clarify or change a manual or guidebook are temporary in nature until the manual or guidebook is updated and reprinted either in whole or in part.

The Division will use a collaborative approach to developing and reviewing Directives and Notices. The collaborative process will include appropriate staff from throughout the Division coordinated by the Division Manager initiating the Directive or Notice.

Directives must follow the format demonstrated here and may include additional sections as appropriate. Directives will be reviewed and approved by the Issues Management Team prior to distribution. Directives will be numbered sequentially following the Department's standard filing system codes - e.g. MAI for maintenance. The Issues Management Team will assign numbers and make distribution of approved Directives.

Notices are to be numbered in sequence for each manual or guidebook or program area - e.g. EOP for Emergency Operations Plan, MG for Maintenance Guide, PD for Project Delivery, etc. and are approved by the office issuing the manual or guidebook or the Division Manager responsible for the program area. Notices are to follow the format shown on Attachment 1.

RESPONSIBILITIES

Issues Management Team:	Assign numbers for Directives using the Department's Standard Filing System.
	Review, approve and distribute Division Directives.
Division Managers	Ensure Directives and Notices are in place and current that accurately reflect standards.
	Provide timely input/feedback for proposed Directives.
	Provide access to Division Directives to employees under their supervision.
	Develop and track Notices applicable to their areas of concern rescinding Notices when manuals or guidebooks have been updated.
Division Employees	Use Division Directives and Notices as a guide to actions and in decision making.

Process for Coordination and Review of Directives

RESPONSIBILITY	STEP	ACTION
Originator (Division Managers or designee)	1	Identify the need for a new or revised Directive.
	2	Draft the new or revised Directive using appropriate staff.
	3	Distribute proposed Directive to Division Managers for input/feedback.
	4	Incorporate Division Manager comments as appropriate and resolve any problem areas.
	5	Submit to Issues Management Team for final review and approval.
Issues Management Team	6	Ensure correct format of final draft.
	7	Review final draft and either approve or disapprove Directive. Assign number and distribute approved Directive. Return disapproved Directives to Originator with explanation of action.

8 Forward signed original to General Files

Process for Coordination and Review of Notices

RESPONSIBILITY	STEP	ACTION
Originator (Division Managers or designee)	1	Identify the need for a Notice.
	2	Develop the Notice using appropriate staff and following the format demonstrated in Attachment 1.
	3	Assign number for the Notice.
	4	Distribute to program area employees and/or manual or guidebook holders as appropriate.
	5	Forward signed original to General Files.
	6	Rescind Notice when no longer applicable or manual or guidebook has been updated.