



Connecticut DOT

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Bureau of Engineering and Construction

Date:

May 18, 2015

ENGINEERING & CONSTRUCTION DIRECTIVE

Chief Engineer

Framework for Guidance and Direction

The work we do is controlled and guided by the layered hierarchy of requirements and guidance shown below:

- Federal laws, regulations and executive orders
 - State laws, regulations and executive orders
 - Department Policy
 - Publications (e.g., Manuals, Guides)

However, many topics and recurring processes are not covered by the above-noted system. Further, some of the information in publications has been altered or rendered obsolete, without notice to users or documentation of updated/current information. Hence, there is a frequent need to “fill in gaps” and to supersede selected portions of previously-published policies and publications, pending publication of revised versions.

Historically, these needs have been addressed by memoranda and informal communications (e.g., email) without a systematic and comprehensive means of finding and retrieving relevant information. For direction and guidance to have its intended effect, it must be accessible.

This directive establishes a system to develop, promulgate and archive information with the following attributes:

- Captures direction and guidance, classified and identified as such, on topics of ongoing importance and recurring application;
- Is not intended to capture unique (one of a kind) situations or items disseminated for “information only;”
- Information pertinent to both Engineering and Construction will be issued/signed by the Bureau Chief;
- Information pertinent only to either Engineering or Construction will be issued/signed by the respective Office Administrator with a copy provided to the other Administrator and the Chief Engineer;
- Approved documents will generally be posted on either the CTDOT internet or intranet website, depending on applicability, as decided by the Approving Authority in consultation with the Chief Engineer and Bureau Policy Coordinator (BPC).

Framework for Guidance and Direction

This directive is the first one issued under the framework.

The following process will be used to develop, distribute and archive direction and guidance documents issued by the Bureau of Engineering & Construction:

- Process begins either by managerial direction/assignment or at the initiation of an individual employee;
- Draft document prepared by author;
- Draft document, with background if necessary, provided to Bureau Policy Coordinator (BPC) for review;
- BPC establishes review period (seven days, 28 days) based on impact and complexity of information;
- BPC reviews and distributes draft for review and comment;
- If appropriate, BPC meets with author of draft to review comments and determine next steps (e.g., revise, issue as drafted, abandon);
- BPC will provide Approving Authority (Chief Engineer, Construction Administrator, Engineering Administrator) with summary (e.g., background, drafter's recommendations, any concerns) and recommendation;
- Approving Authority decides on final content and indicates intent to approve or disapprove;
- For approved documents, the BPC will assign a unique identifying ID (e.g., 2015-2-C, 2015-3-E, or 2015-6-EC) before documents are issued;
- Documents will be prepared for signature as a searchable pdf;
- After signature, the BPC will disseminate and post the document on the appropriate webpage on the CTDOT internet or intranet website, depending on applicability (internal only or internal and external).

Direction and information that becomes obsolete or is superseded will be so noted.

Any questions regarding this directive should be directed to the Bureau Policy Coordinator, Mr. Kevin Mahoney, at extension 2118.