



U.S. DEPARTMENT OF
TRANSPORTATION

**Federal Highway
Administration**

Order

Subject

**Establishment of the Federal-aid Highway
Program Policy and Guidance Center**

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1. **What is the purpose of this directive?** This directive establishes the Federal-aid Highway Program Policy and Guidance Center (PGC). The PGC is the Federal Highway Administration's (FHWA) searchable source for official Federal-aid Highway Program (FAHP) policy and guidance documents. The roles and responsibilities for the use and maintenance of the PGC are outlined in this directive.
2. **Does this directive cancel an existing directive?** No, this is a new directive.
3. **What is the scope of this directive?** The provisions of this directive apply to FHWA employees who develop, interpret, or apply FAHP policy and guidance.

4. **What is the background of this directive?** The Federal-aid Highway Program Manual (FHPM – “orange books”) was eliminated in the early 1990s. The Federal-Aid Policy Guide (FAPG), along with Title 23 of the United States Code (U.S.C.) and Title 23 of the Code of Federal Regulations (CFR), were the successor documents providing guidance to the FHWA field offices for administering the FAHP. A Task Group, chaired by the Associate Administrator for Infrastructure, determined that an improved electronic mechanism was needed to manage and disseminate FAHP policy and guidance documents. As a result, the PGC was developed. The FAPG was originally a part of the directives system. FHWA Order 1321.1C removes the FAPG and Technical Advisory (TA) documents from the directives system. Documents in the FAPG and TAs are maintained by the Program Offices and listed in the PGC.
5. **What authorities were used in writing this directive?**
 - a. [FHWA Order 1321.1C, FHWA Directives Management.](#)
 - b. [FHWA Order 1300.5, FHWA Coordination Guidelines.](#)
 - c. [FHWA Order 1324.1A, FHWA Files Management and Records Disposition Manual.](#)
 - d. [Office of Management and Budget Bulletin No. 07-02 Final Bulletin for Agency Good Guidance Practices.](#)
6. **What definitions are used in this directive?**
 - a. **Directive.** A written communication that prescribes or establishes internal policy, delegation of authority, organizational structure, procedures, or requirements essential to the administration and operation of the Agency. Refer to [FHWA Order 1321.1C, FHWA Directives Management](#) for additional information.
 - b. **Guidance.** The term guidance refers to an agency statement of general applicability and future effect, other than a regulatory or policy action, that provides advice and assistance on a statutory, regulatory, policy, or technical issue. Guidance is used to influence decisions and actions to achieve an expected program outcome. The term implies an agency expectation that the content will be considered in making specific decisions or actions that are within the user’s discretion.
 - c. **Information.** Information is the act of *informing*, or giving permanent and long-lasting definite knowledge acquired. The

content is educational in nature. No Agency expectation is implied that the user should consider it in their actions or decisions for specific situations. However, users should be aware that the information is available if they need general background reference on the topic.

- d. **Legislation.** The term legislation refers to a law which has been promulgated (or enacted) by a legislature or other governing body. The term may refer to a single law, or the collective body of enacted law, while statute is also used to refer to a single law. Examples include: 23 USC, SAFETEA-LU, NEPA, and Title VI. Additionally court decisions are treated with the same effect as legislation in the administration of the PGC.
 - e. **Policy.** An Agency statement of general applicability and future effect, other than a regulatory action, that sets forth a course of action, plan, or procedure on a statutory, regulatory, or technical issue, or an interpretation of a statutory or regulatory issue.
 - f. **Policy and Guidance Manager (PGM).** A position within the Office of Infrastructure (HIF-1) assigned duties to manage PGC activities, including providing assistance to program offices in the listing of documents in the PGC and ensuring the provisions of this directive are met.
 - g. **Program Offices.** Organizational units in FHWA Headquarters providing national leadership, setting policy, and providing guidance in specific program areas. For the purpose of this directive, the program offices are content owners for documents listed in the PGC.
 - h. **Regulation.** The term regulation refers to an agency statement of general applicability and future effect, which has the force and effect of law, that is designed to implement, interpret, or prescribe law or policy, or to describe the procedure or practice requirements of an agency. Regulation is codified in CFR. For example, 23 CFR and 49 CFR are commonly referenced in the PGC. Under certain circumstances, Executive Orders (EOs) are also considered to have the force and effect of law. EOs are collected in 3 CFR. For purposes of the PGC, EOs will be grouped with regulations.
7. **What is the Federal-aid Highway Program Policy and Guidance Center?** The PGC is the Web-based searchable source of official FAHP policy and guidance documents. Links to all official FAHP policy and guidance documents are required to be accessible in the PGC to be recognized as official FAHP policy or guidance. In addition, the PGC

contains links to FAHP legislation, regulation, and other critical information documents. All documents have been labeled with identifying information to enable browsing and searching. The intent of the PGC is not to house all available FAHP-related information, only information critical to the delivery of the FAHP.

8. **What categories of documents are included in the Federal-aid Highway Program Policy and Guidance Center?** Five categories of documents are included in the PGC: Legislation, Regulation, Policy, Guidance, and Information. The relationship between the categories of documents is discussed in the *PGC Administration Guide*.
9. **How is the Federal-aid Highway Program Policy and Guidance Center used?** The PGC is available online through StaffNet at the following address: <http://staffnet.fhwa.dot.gov/pgc/>. Documents can be found using the search engine or by browsing the topics list. A PGC *Quick Reference Guide* with guidance and instructions for finding key information quickly and easily is available on the PGC Web site.
10. **Who is responsible for maintaining the Federal-aid Highway Program Policy and Guidance Center?** The Policy and Guidance Manager (PGM) has primary responsibility for managing the PGC. However, a number of different offices and individuals have a role and responsibility in maintaining the content, as described below.
 - a. **Program Offices.** Program Offices develop and are the owners of the documents listed in the PGC. They are responsible for posting on appropriate Agency Web site, updating, and maintaining the document as needed to ensure the content is current, and canceling the document when no longer applicable. This includes the document language, format, and any coordination or review. The Program Offices are also responsible for proper labeling of documents for inclusion in the PGC as well as regular review of the items they have listed; they are also responsible for maintaining the original documents according to FHWA Order M 1324.1A, FHWA Files Management and Records Disposition Manual.
 - b. **Directives Manager (DM).** The DM is a position within the Management Programs and Analysis Division (HAIM-10) assigned duties to manage directives activity. The DM will assist the PGM in ensuring access to FAHP-related directives from the PGC.
 - c. **Office of Chief Counsel (HCC).** The HCC is responsible for implementing the [Office of Management and Budget Bulletin No. 07-02 Final Bulletin for Agency Good Guidance Practices](#). The HCC will review all policy and guidance. The HCC maintains the [FHWA](#)

[Significant Guidance Web Page](#); any documents meeting the significant guidance criteria will be listed on this site.

- d. **FAHP Policy and Guidance Manager (PGM).** The PGM is responsible for managing the PGC. The PGM will list FAHP documents in the PGC in coordination with the Program Offices, the DM, HCC, and others as appropriate. The PGM will check that document links are working, coordinate reviews and updates of listing, check for consistent formatting, check for completion of labeling of documents prior to listing new documents, and provide support to the Agency regarding official FAHP documents.
 - e. **Field Offices.** Field Offices will be the primary users of the PGC. The Field Offices will provide feedback to the PGM regarding the accuracy and accessibility of information in the center. A feedback link is provided on the PGC Web page.
 - f. **Discipline Support System Champions.** The Discipline Support Systems Champions (DSSC) will utilize the PGC as the primary source for referencing official documents. The DSSC will provide a link to the PGC from the Discipline topic Web page.
11. **What is the process for submission and maintenance of documents in the Federal-aid Highway Program Policy and Guidance Center?** All official FAHP policy and guidance documents must be included in the PGC. All documents must follow the process and the associated requirements described in the *PGC Administration Guide*. The *PGC Administration Guide* describes the specific roles and responsibilities, operating procedures, and format for these activities.
12. **Where can I obtain additional information about the Federal-aid Highway Program Policy and Guidance Center?** Additional information regarding the use of the PGC is provided in the *PGC Administration Guide* and the FAQ's posted on the PGC Web site. You may also contact the PGM for assistance.

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