

DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY

Action Date:

For Information Only

DEPARTMENTAL PERSONNEL MANUAL

DPM BULLETIN NO. 272-17

DATE: JUN 14 1991


SUBJECT: Checklist of Active Personnel Issuances

Current Department of Transportation personnel issuances are listed in the following:

Attachment I - Active DPM Issuances

Attachment II - Active M-10 Departmental Orders

Please use these checklists to ensure that your files are current. Questions should be directed to Gail Batt of the Personnel Policy and Executive Resources Division on 366-9448.



Director of Personnel

Attachments

Filing Instructions: File after FPM Chapter 272 Bulletins

Bulletin Expires: Upon Notification

Distribution: All FPM Subscribers, Field Headquarters

OPI: M-16/GBATT/X69448

ACTIVE DPM ISSUANCES
including
Chapters, Letters, and Bulletins

Chapter	Subject	Installment Number	OPI*	Issue Date
12	Excepted Service	51	M-16	09-07-88
30	Organization of the Government for Personnel Management	53	M-16	10-31-88
71	Development of Classification Standards	27	M-16	09-06-85
72	The Departmental Personnel Manual System	1	M-16	12-29-80
74	Requesting Variations to OPM Regulations	8	M-16	05-07-82
00	Detail of Employees	42	M-16	04-03-87
00	Central Employment Information Office (CEIO)	35	M-18	04-28-86
00	Employment of Retired Members of Uniform Service	39	M-16	11-04-86
00	U.S. Coast Guard Personnel Assigned to Positions Throughout DOT	43	M-16	04-17-87
00	Assignment or Detail of DOD Military Personnel to DOT	42	M-16	04-03-87
00	Annual Report on the Use of Special Programs Under the Luevano Consent Decree	22	M-16	04-09-91
04	Employment of Experts and Consultants	30	M-16	12-27-85
06	Selective Placement Programs	22	M-16	09-17-84
08	Youth and Student Employment Programs-General	32	M-16	02-17-86
08	Youth and Student Employment Programs-Volunteer Service	3	M-16	02-10-81
08	Youth and Student Employment Programs-Stay-in School	26	M-16	04-12-85
08	Cooperative Education	54	M-16	11-01-88
15	Supervisory and Managerial Probationary Periods	31	M-16	01-27-86
34	Temporary Assignments Under the Inter- Personnel Act	18	M-16	04-23-84
35	Merit Promotion Plans	4	M-16	07-02-81
35	Term Promotions-Delegated Authority	28	M-16	09-07-85

* OPI (Office of Primary Interest)

ACTIVE DPM OFFICERS

Chapter	Subject	Installment Number	OPI	Issue Date
3	Merit Promotion Program Revisions	8	M-16	12/31/91
38	Qualifications Requirements-Age Requirements	55	M-16	11-02-88
38	Appointments Above the Minimum Because of Superior Qualifications-Delegated Authority	28	M-16	09-07-85
40	Part-time Employees/In lieu of Holidays	33	M-16	03-28-86
51	Reduction in Force	60	M-16	08-27-90
52	Detail and Transfer of Federal Employees to International Organizations	10	M-16	07-07-82
10	Interagency Training-Training Through Non-Government Facilities	45	M-13	10-30-87
12	Executive Management and Supervisory Development Program	45	M-13	10-30-87
30	Performance Appraisal Plan	7	M-17	04-16-82
30	Performance Appraisal Plan (Page Change - DPM 430-11)	56	M-17	05-24-89
5	Incentive Awards	11	M-12	11-01-82
51	Incentive Awards (Payment of Awards-Page Change, DPM 451-15-5, 6 and 20)	15	M-12	11-21-83
511	Position Classification Standards	32	M-16	02-17-86
511	Classification of Personnel Officers (Appendix D)	33	M-16	03-28-86
511	DOT Position Classification Appeal Procedure (Appendix E)	40	M-16	11-10-86
531	Determining Rate of Basic Pay - Delegated Authority	28	M-16	09-07-85
532	Supplement 532-1, Federal Wage System	19	M-16	05-28-84
532	Supplement 532-1, Federal Wage System	52	M-16	09-07-88
550	Premium Pay -- Overtime Pay (DPM page 550-5)	13	M-16	12-12-82
550	Premium Pay -- Compensatory Time Off (DPM page 550-7)	25	M-16	04-12-85
550	Payments During Evacuation	32	M-16	02-17-86

ACTIVE DPM CHAPTERS

Chapter	Subject	Installment Number	OPI	Issue Date
57	Pre-employment Interviews - Delegated Authority	28	M-16	09-07-85
571	New Appointees - Delegated Authority	28	M-16	09-07-85
575	Payment of Recruitment and Relocation Bonuses and Retention Allowances	01	M-16	04-25-91
510	Effective Date of Appointments	34	M-16	04-16-86
510	Business Hours	50	M-16	08-12-88
530	General Provisions for Annual and Sick Leave	14	M-16	12-12-82
530	Leave for Parental and Family Responsibilities	38	M-16	11-03-86
530	Sick Leave for Adoptive Parents	15	M-16	03-15-91
530	Military Leave for Extended Periods of Active	16	M-16	03-21-91
792	Federal Employees Health and Counseling Program	20	M-17	06-29-84
792	Federal Employees Health and Counseling Program	57	M-17	02-16-90
920	Senior Executive Service Reduction in Force: General Information	44	M-16	07-31-87
920	Supplement 920-1, Operations Handbook for the Senior Executive Service (Pages 1-4, 1-5,2-3,2-4,4-3,4-5,4-9,6-3,6-4,6-10,7-3, 7-5,7-7,7-8,15-4,G-1,G-2,G-3)	58 59 61 62	M-16	05-25-90 08-01-90 10-15-90 02-25-91
920	Senior Executive Sabbaticals	27	M-13	09-30-91
920	Senior Executive Service (SES) Selection Policy	29	M-16	12-31-91
981	Delegation of Personnel Authorities	28	M-16	09-07-85
981	Appendix A: Master Delegation of Authorities Agreement	20	M-16	06-29-84
990	Supplement 990-2, Book 530, Special Salary Rates	26	M-16	04-12-85
1000	DOT Special Personnel Programs and Policies Subchapter I. - U.S. Savings Bonds Subchapter II - Blood Donor Program	46	M-12	02-15-88

Letter Number	Title	OPI	Issue Date
96	Requirements for Processing Cash Awards through the Consolidated Personnel Management Information System	M-15	11-17-89
98-1	Data Collection Procedures for Race & National Origin Data for Federal Employees in Guam, Hawaii & Puerto Rico	M-15	08-13-81
98-3	Ceiling Exempt Staffing for U.S. Saudi Arabian Joint Commission on Economic Cooperation	M-15	09-11-81
98-11	Request for Data from the Consolidated Personnel Management Information System	M-15	06-15-88
98-12	Request for Data from the Consolidated Personnel Management Information System	M-15	11-01-90
100-1	Tour Renewal Agreement Travel for Employees in Alaska and Hawaii	M-16	06-11-84
100-2	Debarment of Applicants for Federal Positions Because of Failure to Register for the Military Draft	M-16	02-25-86
100-12	Use of Bogus Degrees by Federal Employees or Job Applicants	M-16	06-12-86
100-13	New Authority to Detail Employees	M-16	04-06-87
100	Personnel Management Intern Program	M-14	05-11-88
100-15	Department of Transportation Acquisition Career Development Program	M-14	12-22-88
100-16	Policies and Procedures on Pre-appointment/Pre-employment Drug Testing	M-16	01-13-89
100-17	Special Ceiling Full-time Equivalency (FTE) Authorizations	M-14	09-20-89
100-18	Reporting Requirements for Inter-Agency Details of Civilian and Military Employees	M-16	10-26-89
100-19	Revised Notifications to Individuals Subject to Pre-Employment/Pre-Appointment Drug Testing	M-16	11-19-90
106-1	Clarification of Criteria for Reporting on Executive and Management Development Programs, Page 18 of Affirmative Action Accomplishment Report for Hiring, Placement and Advancement of Handicapped Individuals	M-15	04-30-85

ACTIVE DPM LETTERS

Letter Number	Title	OPI	Issue Date
30	Employment of Persons Who Are Mentally Retarded	M-16	09-26-86
316-3	Providing Benefits for Certain Temporary Appointees	M-16	04-12-91
330-3	Approval of Certain Appointments to Positions in the Competitive Service	M-16	07-15-88
335-1	Use of Penalty Mail	M-16	08-08-85
340-1	Department Part-Time Career Employment Program	M-16	08-13-81
351-1	Reduction-in-Force Retention Registers	M-15	08-21-86
430-1	Department of Transportation Executive Performance Appraisal System	M-16	10-03-86
451-1	Calendar of Honor Awards Solicitations	M-16	04-27-89
451-2	Processing Cash Awards through the Consolidated Personnel Management Information System (CPMIS)	M-15	11-17-89
451-3	"Way-To-Go Award	M-12	02-16-90
451-4	Delegation of Award Approval Authorities	M-12	08-16-90
45.	Reimbursement of Travel Expenses of Individuals Attending Awards Ceremonies	M-12	08-30-90
530-1	Coordination of Special Salary Rates	M-16	10-09-86
530-2	Special Salary Rates for Co-op Students	M-16	08-23-88
531-1	Revision of the Maximum Payable Rate Rule	M-16	06-11-90
536-1	Pay Retention for Employees Converted from Schedule C Positions	M-16	02-06-81
536-2	Grade and Pay Entitlement for Employees with Temporary Appointments	M-16	11-03-81
540-3	Combined Performance Management and Recognition System and Performance Management Plan System	M-17	03-18-87
540-4	Review and Approval of Unusually Outstanding Performance Awards Under PMRS and PMS	M-17	09-21-89

ACTIVE DPM LETTERS

Letter Number	Title	OPI	Issue Date
4'	Page Revision to DPM Letter 540-3, Combined Performance Management and Recognition System and Performance Management Plan System	M-17	10-26-89
40-6	Computation of Performance Awards Under the Department's Performance Management and Recognition System (PMRS)	M-17	06-20-90
50-1	Agency Responsibility For Work Scheduling and Premium Pay Entitlements	M-16	09-22-83
50-4	Payment of Interest on Back Pay Awards	M-16	09-29-89
91-1	Cost of Living Allowance Payments for Stay-in-School and Summer Aid Program Employees	M-16	09-12-90
10-1	Alternative Work Schedules	M-16	06-22-90
30-3	Departmental Voluntary Leave Transfer Program Procedures	M-16	08-17-89
11-2	Labor Relations Guidance on Union Representation and the Departmental Drug Program	M-17	06-29-88
11-3	Labor Relations Guidance on Negotiating Alternative Work Schedules	M-17	06-29-90
1.	Department of Transportation Upward Mobility Program Plan	M-16	06-18-87
20-4	Department of Transportation Federal Equal Opportunity Recruitment Program Plan	M-16	02-02-87
20-9	Disabled Veterans Affirmative Action Program (DVAAP)	M-16	01-02-91
51-1	Restrictions on Use of Enforced Leave	M-17	12-18-86
51-2	Update on the use of Enforced Leave	M-17	05-08-87
51-3	Further Update on the Use of Enforced Leave	M-17	01-20-88
52-2	Disciplinary and Adverse Actions	M-17	07-05-88
52-3	Disciplinary/Adverse Actions and the Departmental Drug Program	M-17	11-16-88
71-1	Handbook - Agency Administrative Grievance System	M-17	05-19-88

ACTIVE DFR LETTERS

Letter Number	Title	OPI	Issue Date
9-	Acquired Immune Deficiency Syndrome (AIDS) in the Workplace - DOT Policy	M-17	06-29-88
92-2	Employee Assistance Program	M-17	09-09-88
31-1	Personnel and Payroll Office Standard Procedures for Retirement Case Processing	M-17	12-09-88
31-2	Personnel and Payroll Office Standard Procedures for Retirement Case Processing	M-17	03-23-89
31-3	Retirement Coverage For Senior Executive Service Appointees Who Take Presidential Appointments With Senate Confirmation	M-17	04-26-89
32-1	Determining Maximum Wages Subject to Social Security Taxes	M-17	12-05-90
41-1	Personnel and Payroll Office Standard Procedures for Retirement Case Processing	M-17	12-09-88
41-2	Personnel and Payroll Office Standard Procedures for Retirement Case Processing	M-17	03-23-89
42-1	Requests for Position Coverage under Federal Employees Retirement System for Law Enforcement Officer and Firefighter Positions	M-17	04-29-88
42-2	Retirement Coverage For Senior Executive Service Appointees Who Take Presidential Appointments With Senate Confirmation	M-17	04-26-89
50-1	Unemployment Compensation Contract	M-16	05-19-88
90-1	Civil Service Retirement Spouse Equity Act of 1984 (Public Law 98-615)	M-16	06-30-86
90-2	Civil Service Retirement Spouse Equity Act of 1984 (PL 98-615)	M-17	10-14-86
20-3	Signature for Senior Executive Service (SES) Actions	M-16	01-19-83
20-7	SES Vacancy Announcements	M-16	03-11-87

ACTIVE DPM BULLETINS

Bulletin Number	Title	Issue Date	Expiration Date	OPI
150	Personnel Management Evaluation Policies in DOT (DOT Order 3253.1A)	03-06-81	UN*	M-16
150-11	Personnel Management Evaluation Program Reporting Requirements (DOT Notice 3253.1)	02-09-83	UN	M-16
171-3	Internal Control Standards	09-17-82	UN	M-16
172-17	Checklist of Active DPM Issuances	02-02-90	UN	M-16
193-1	Personnel Records Under the Privacy Act	10-01-81	UN	M-16
197-1	Personnel Records Under the Privacy Act	10-01-81	UN	M-16
206-7	Tracking the Receipt and Referral of Applications From Severely Handicapped Individuals	11-20-84	UN	M-16
206-17	Equal Employment Opportunity Management Directive-713: Affirmative Action for Hiring, Placement, and Advancement of Individuals with Handicaps	01-25-88	UN	M-16
206-21	Directory of College Facilities and Services for the Disabled	08-10-88	UN	M-16
201	Gallaudet University Authority to Certify Deaf and Hard of Hearing Students	05-20-91	12-31-91	M-16
208-35	Stay-in-School Ceiling Allocations - Fiscal Years 1991 and 1992	03-05-91	09-30-92	M-16
208-36	Allocation of Federal Junior Fellows Program	04-03-91	09-30-92	M-16
212-1	Position Management (DOT Order 3510.2)	10-01-81	UN	M-16
238-8	Updated Information on the Qualification Standards Handbook	02-07-91	12-31-91	M-16
240-1	Management Development Program (DOT Order 3412.1)	03-05-81	UN	M-13
240-24	Commerce Science & Technology Fellowship Program (COMSCI)	04-26-91	09-30-91	M-13
242-2	Management Development Program (DOT Order 3412.1)	03-05-81	UN	M-13

* UN (Upon Notification)

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ACTIVE DPM BULLETINS

Bulletin Number	Title	Issue Date	Expiration Date	OPI
41	Federal Executive Institute Fiscal Year 1991 Programs	05-08-90	09-30-91	M-13
412-75	Management Skills Seminar and Advanced Management Skills Seminar FY-1991 Request for Space Requirements	05-22-90	09-30-91	M-13
412-79	Management Skills Seminar and Advanced Management Skills Seminar (AMSS) FY-1991 Space Allocations	08-31-90	09-30-91	M-13
412-80	Leadership Seminars for Fiscal Year (FY) 1991	09-06-90	09-30-91	M-13
412-82	Career Planning Seminar FY 1991 Space Allocations	10-25-90	09-30-91	M-13
412-87	1991-1992 Naval War College Request for Nominations	02-27-91	09-30-91	M-13
412-88	OPM Orientation Programs for Senior Execu- tives and Schedule C Employees	04-12-91	UN	M-13
412-89	Leadership Seminar for FY 92	04-19-91	10-01-91	M-13
41	FY 1990 Annual Report of Training	04-19-91	12-31-91	M-13
430-4	Personnel Actions Based on Unacceptable Performance (DOT Order 3770.3)	10-01-81	UN	M-17
451-95	Nominations for the 1991 Bryce Harlow Business-Government Relations Award	11-27-90	09-30-91	M-12
451-105	Nomination for the 1991 Government Employees Insurance Company Public Service Awards	02/21/91	09-29-91	M-12
451-106	Nominations for the 1991 President's Council on Management Awards for Manage- ment Excellence	03-07-91	06-29-91	M-12
451-107	Nominations for the Everette O. Aldredge Award	04-01-91	08-01-91	M-12
451-108	Federal Office Systems Professional of the Year Award	04-12-91	08-01-91	M-12
451-109	1991 Younger Federal Lawyer Awards	04-22-91	07-01-91	M-12

ACTIVE DPM BULLETINS

Bulletin Number	Title	Issue Date	Expiration Date	OPI
53	Special Salary Rates for Certain Clerical and Administrative Support Positions in Ventura County, California	11-05-90	UN	M-16
530-79	Special Salary Rates for Vessel Traffic Control Positions in San Francisco, California	11-27-90	UN	M-16
530-80	Special Salary Rates for Nurses in New York City and Northern New Jersey	12-26-90	UN	M-16
530-81	Special Salary Rates for Dental Hygienist in the Washington, D.C. Area	03-18-91	UN	M-14
530-82	Submission of OPM Form 1397--Work Sheet for Special Salary Rate Requests	04-02-91	UN	M-16
530-83	1991 Annual Review of Special Salary Rates	05-10-91	UN	M-16
536-2	Amendment to DPM Bulletin 536-1, "Entitlement to Grade and Pay Retention in RIF Situations"	03-03-82	UN	M-16
540-40	Approval of Revisions to the Departmental Performance Management & Recognition System Plan	03-07-91	8/21/91	M-17
540-41	Performance Management and Recognition System (PMRS) fiscal Year (FY) 1990 Evaluation	03-15-91	1/31/92	M-17
540-42	Change in Submission Date for Operating Administrations Performance Management and Recognition System Plans	05/9/91	07/01/91	M-17
550-23	Critical Position Pay Authority Procedures	04-04-91	UN	M-16
550-24	Departmental Procedures for the Reemployment of Military and Civilian Retirees to Meet Exceptional Employment Needs	04-16-91	UN	M-16
550-26	Pay Administration (General); Hazard Pay Differentials	05-24-91	UN	M-16
510-11	Emergency Closing in the Washington, D.C., Area	11-16-89	UN	M-16
511-2	Consultation With Labor Unions (DOT Order 3710.3)	10-01-81	UN	M-17

ACTIVE DPM BULLETINS

Bulletin Number	Title	Issue Date	Expiration Date	OPI
1	Labor Management Relations (DOT Order 3710.4)	10-01-81	UN	M-17
11-5	Office of Personal Management Guidance with Respect to Mid-Term Bargaining	04-15-87	UN	M-17
52-1	Personnel Actions Based on Unacceptable Performance (DOT Order 3770.3)	10-01-81	UN	M-17
52-2	Disciplinary and Adverse Actions and Appeals (DOT Order 3770.1C)	10-01-81	UN	M-17
92-19	Implementation of Smoking Restrictions in Department of Transportation Controlled Facilities	07-03-90	7/31/91	M-17
92-20	Smoking Cessation Program	07-12-90	UN	M-17
31-20	Checklist for a Civil Service Retirement System Service Credit Application	02-23-89	UN	M-17
43-2	Checklist for a Federal Employees' Retirement System Service Credit Application	02-23-89	UN	M-17
9	Schedule C Appointments in a New Administration	02-10-89	UN	M-17
90-12	Eligibility of Temporary Schedule C Appointees to Receive Health and Life Insurance	07-26-89	UN	M-17
90-14	Effective Date of an Employee's Cancellation of His/Her Federal Employees Health Benefits (FEHB)	10-22-90	UN	M-17
20-2	Executive Development System (DOT Order 3412.2A)	02-19-81	UN	M-13
20-27	Senior Executive Service (SES) Sabbaticals	03-04-91	09-30-91	M-16
20-28	Senior Executive Service (SES) Recertificat.	03-28-91	07-12-91	M-16
000-1	Department of Transportation Child Care Resource and Referral Guide	07-11-90	UN	M-12
000-2	Department of Transportation Child Care Handbook	02-08-91	UN	M-12

Active M-10 Departmental Orders

<u>DOT Number</u>	<u>Title</u>	<u>Issue Date</u>	<u>OPI</u>
3000.1	Establishment of a Departmental Personnel Manual System	12-16-80	M-16
3253.1	Personnel Management Evaluation	08-17-77	M-16
N3253.1	Personnel Management Requirements	11-10-77	M-14
3293.1	Maintenance of Personnel Records under the Privacy Act of 1974	12-08-75	M-15
3412.1	Management Development Program	06-30-71	M-13
3412.2A	Executive Development System	09-26-80	M-13
3510.2	Position Management	07-21-76	M-16
3710.3	Consultation with Labor Unions	04-24-80	M-17
3710.4	Labor-Management Relations Program	07-80	M-17
N3710.10	Employee Representation Rights Under the Civil Service Reform Act of 1978	12-24-85	M-17
3770.1C	Disciplinary & Adverse Actions and Appeals	09-01-80	M-17
3770.3	Personnel Actions Based on Unacceptable Performance	08-12-80	M-17
3910.1	Drug Free Departmental Workplace	06-29-87	M-19
3960.1A	Employees Social Recreation and Welfare Associations in the DOT	08-08-83	M-17
5190.1A	Reports of Work Years and Personnel Costs	03-25-80	M-15