

## *DPM Chapter 335*

### Merit Promotion Plans

#### 1-3 MERIT PROMOTION PLANS

##### a. Responsibility for promotion plans.

(1) (a) The Departmental Director of Personnel and Training is responsible for ensuring that Operating Administrations have the capability and agree to meet the responsibilities for implementing this program and assuring the proper use of personnel measurement procedures (Reference: FPM Supplement 335-1, Subchapter S2-1)..

(b) Heads of Operating Administrations, or their designees, are responsible for certifying to the Departmental Director of Personnel by each September 30:

1. that one or more persons having the required technical competence are designated to be responsible for the evaluation of employees for promotion and internal placement and assuring the proper use of personnel measurement procedures.

2. that the Operating Administration's merit promotion plan is in full compliance with the Uniform Guidelines on Employee Selection Procedures.

(2) (a) In order for the Departmental Director of Personnel to ensure the compatibility of DOT

merit promotion plans, Operating Administrations must submit their merit promotion plans to the Departmental Director of Personnel for approval, prior to the fulfillment of any labor-management consultation requirements.

(b) All changes issued to approved Operating Administration merit promotion plans must be submitted to the Departmental Director of Personnel in the same manner.

#### 1-4 MERIT PROMOTION REQUIREMENTS

##### Requirement 2.

The Federal Equal Opportunity Recruitment Program (FEORP) is a mechanism through which the agency may identify potential candidates for positions in which there is an under representation of specific minority groups. When vacancies are announced for positions which Operating Administrations have targeted for special recruitment efforts through the Departmental FEORP system, the vacancy announcement must insure the acceptance and consideration of all applications received in response to an announced vacancy, including those solicited through FEORP, regardless of the advertised area of consideration.