

DEPARTMENT OF TRANSPORTATION  
OFFICE OF THE SECRETARY

DEPARTMENTAL PERSONNEL MANUAL SYSTEM

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DPM LETTER: 306-2

SUBJECT: Employment of Persons Who Are Mentally  
Retarded

DATE: SEP 26 1986

Federal Personnel Manual Chapter 306, Subchapter 7, specifies that in order for a Federal agency to use the noncompetitive hiring authority for mentally retarded individuals (Schedule A, 213.3102(t)), they must execute a written agreement with the Office of Personnel Management (OPM).

Attached is the OPM agreement executed with the Department of Transportation authorizing us to employ mentally retarded individuals without prior approval or clearance from OPM.

Attachment

  
\_\_\_\_\_  
Director of Personnel

Filing Instructions: File after FPM Chapter 306, Subchapter 7

Distribution: All FPM Subscribers

OPI: M-12/N.Rawls/366-5104

Schedule A, 213.3102(t)

Agreement Between


The Office of Personnel Management (OPM)

and

The Department of Transportation (DOT)

1. The DOT is committed to the employment of mentally retarded individuals and agrees to make arrangements for such employment at the local level with appropriate State vocational rehabilitation agencies.
2. Prior to employment of a mentally retarded individual, DOT will obtain a certificate from the appropriate State rehabilitation agency that the retarded person (a) has the ability to perform the duties of the position, (b) is physically qualified to do the work without hazard to himself/herself or to others, and (c) is competent to maintain himself/herself in a work environment.
3. DOT will fully utilize the advice and assistance of the State vocational rehabilitation agency for advice to the employee's immediate supervisor in the training and supervision of the employee, and for postplacement counseling to the employee.
4. DOT will not terminate a mentally retarded person's employment without prior notification of the counselor concerned.
5. DOT will make arrangements with OPM to provide copies of its internal instructions for carrying out this authority, training materials, materials for identifying suitable positions, and other instructional and advisory materials related to the appointment. (See Attachment)


For DOT:

  
\_\_\_\_\_  
Diana L. Zeidel  
Director of Personnel

Date:

JUL 31 1986

For OPM:

  
\_\_\_\_\_  
Robert L. Martinez  
Assistant Director  
Affirmative Employment Programs

Date:

August 21, 1986.

Addition to #4:

Appointments under this authority will generally be made on a continuing basis, without time limitation. However, this does not preclude the possibility that temporary assignments will be worked out with an employee's counselor.