

DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY

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DPM LETTER: 330-4

SUBJECT: Approval of Certain Appointments to
Positions in the Competitive Service

DATE: MAR 18 1992

This letter serves to remind the operating administrations of the requirement to obtain the prior approval of the Office of the Secretary before making certain appointments to positions in the competitive service. This letter supersedes DPM Letter 330-3, dated July 20, 1988.

Federal Personnel Manual (FPM) Letter 273-4, dated February 21, 1992, reminds agencies of their responsibilities for assuring the propriety of personnel actions, especially during an election transition period. The policies and principles which it sets forth continue to be the policy of this Department. The legal and regulatory restrictions in this area, particularly as they pertain to the prohibition against political considerations when making appointments, are of such significance to the competitive service that certain personnel actions require the prior approval of the Departmental Office of Personnel (M-10).

Whether permanent or temporary, all proposed appointments of individuals to positions in the competitive service based on White House or Congressional employment, all proposed appointments of Schedule C employees to the competitive service, and all proposed competitive appointments of individuals serving under noncareer Senior Executive Service or noncareer executive assignments, must be submitted to this office for approval, addressed to the attention of the Personnel Policy Division, M-16. This requirement applies to individuals moving from other Federal agencies, as well as movements within the Department.

Filing Instructions: File after FPM Chapter 330 Letters

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Consistent with the attachment to the FPM letter, this requirement also applies to all certification requests to the Office of Personnel Management (OPM) that involve a candidate with a past relationship with this department or any other agency as a Schedule C employee or as a Senior Executive Service noncareer appointee. The FPM defines past relationship as being any time within the past 5 years.

Information forwarded with requests for approval should include the following documents:

- (1) SF-171 of the candidate;
- (2) Official Position Description for the proposed position, as well as for the individual's current position if he/she is a current Department employee;
- (3) a copy of the vacancy announcement under which the selection was processed (including the selective factors for the position);
- (4) a copy of the rating criteria and master rating sheet (showing the final ranking of all candidates for the position) prepared by the merit promotion panel, if position is filled through merit promotion procedures;
- (5) a statement addressing the following issues:
 - a. Was this a previously existing position?
 - b. When was it established?
 - c. Was the position modified before this proposed action?
 - d. If so, what are the modifications?
 - e. If modified, a brief justification for the modifications; and
- (6) if the proposal involves the need for OPM certification or approval, a copy of the proposed responses to the "Checklist for Requesting Certification" which is attached to the FPM letter.

Questions concerning this policy should be directed to Denise Schossler on 366-9447.



Director of Personnel