

**DEPARTMENT OF TRANSPORTATION  
OFFICE OF THE SECRETARY  
DEPARTMENTAL PERSONNEL MANUAL LETTER**

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**DPM LETTER NO. 511- 2**

**DATE: APR 14 1994**

**SUBJECT:** Delegation of Authority to Approve Internal Classification Guides

Effective immediately, authority to establish and approve internal classification guides is delegated to the modal administrations. Previously, classification guides were submitted to the Office of the Secretary for approval.

Classification guides are developed to either supplement existing Office of Personnel Management (OPM) standards or provide guidance for occupations for which there are no published standards. Please be reminded that, in accordance with the provisions of law, OPM standards will govern in case of any conflict.

It is requested that copies of any internal guides be provided to this office for information purposes. If you have any questions, please contact Gail Batt on 366-9448.



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Director of Personnel

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**FILING INSTRUCTIONS:** File after DPM Chapter 511 Letters

**DISTRIBUTION:** All FPM Subscribers

**OPI:** M-16/GBatt/366-9448