

DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY

DEPARTMENTAL PERSONNEL MANUAL SYSTEM

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SUBJECT: Coordination of Special Salary Rate
Surveys

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In recent months, the Office of Personnel Management (OPM) has authorized special salary rate surveys, predominantly covering clerical positions, in several geographic locations. Often the initial contacts concerning these surveys are between the OPM-designated lead agency and the Operating Administration facilities located in the area covered by the survey. Frequently, neither the Office of the Secretary (OST) nor the Headquarters offices of the Operating Administrations are aware that such a survey is in progress until after the survey data has been collected in the region and submitted to the lead agency.

OPM requires that all certifications of the need for special salary rates and the availability of funds be sent by OST to OPM Headquarters. OST requires such certifications from the Headquarters offices of the Operating Administrations prior to the submission of the OST certification to OPM. In order for these certifications (and, where required, OPM Form 1397) to be handled in an effective and efficient manner, OST needs to be aware that a survey is in progress early in the process. Therefore, any DOT facility which is contacted by OPM, or by a lead agency authorized by OPM, about participation in a special salary rate survey should notify its Operating Administration Headquarters as soon as possible. Those Headquarters offices should then notify the Personnel Policy Division (M-16). Telephone notification to M-16 is sufficient, since the purpose of these preliminary contacts is simply to make the Office of the Secretary aware that a survey is in process. Notification is not required in connection with OPM's annual special salary rate survey.

Questions concerning this policy should be directed to the Personnel Policy Division on 366-2764.



Director of Personnel

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