

DEPARTMENT OF TRANSPORTATION  
OFFICE OF THE SECRETARY

DEPARTMENTAL PERSONNEL MANUAL SYSTEM

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SUBJECT: Personnel Management Intern Program

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Background

The Office of the Secretary (OST) is establishing a Department-wide Personnel Management Intern Program (PMIP) to centrally recruit, select and develop Personnel Management Specialists at the GS-05 and GS-07 levels.

Purpose

PMIP is designed to:

- Develop personnelists with the technical skills needed to maintain and improve the effectiveness of DOT operations;
- Develop personnelists with a systems perspective of the role of human resources management (HRM) in the organization;
- Develop a pool of candidates with high potential for future placement into supervisory and managerial positions; and
- Coordinate the personnel management selection and development process to ensure baseline professional competencies.

Components

PMIP is a 1-year developmental program with three components:

- Rotational Assignments -- Interns will rotate through all functional areas of personnel management. Rotational assignments in areas such as staffing, classification and labor relations

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will normally last from 2 to 3 months. Rotations in a client office or in an automated personnel information organization may be shorter. Interns must rotate through at least two operating administrations. At least one rotation must be in OST or at the headquarters level of an operating administration.

- Technical Training -- To supplement on-the-job experience, interns will attend several of the following Office of Personnel Management training courses:

- Basic Staffing and Placement,
- Basic Position Classification,
- Basic Labor Relations,
- Employee Relations, and
- Introduction to Training and Development.

Professional Development Seminars -- All interns will attend periodic professional development seminars throughout the year. These seminars are designed to enhance the interns' professionalism and to broaden their understanding of HRM and its role within Federal operations. The focus will be on assisting interns in developing a systems perspective and providing specific training in generic skills, such as making presentations and writing effectively.

Upon completion of 1 year in PMIP, interns will be permanently reassigned to an operating administration.

#### Program Operation

In order to effectively develop a cadre of DOT professional personnelists, PMIP must be managed centrally and must meet the diverse needs of all operating administrations. As a first step in implementing this program, OST's Office of Personnel (M-10) will manage a PMIP pilot in the Washington, D.C. area beginning in FY 1988. Intern selections for this pilot program will be made by members of the PMIP Executive Committee (PEC). PEC will be chaired by DOT's Director of Personnel and will be composed of Personnel Council Members from participating administrations. Upon completion of this pilot in FY 1989, PMIP may be expanded to selected field locations.

### Responsibilities During the PMIP Pilot

M-10 will coordinate:

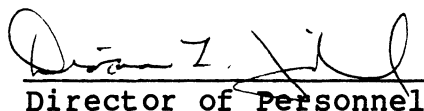
- Recruitment,
- Selection,
- Orientation,
- Rotation Schedules,
- Training,
- Professional Development Seminars, and
- Record Keeping.

Operating administrations which are participating in PMIP will:

- Provide FTE's and training funds. For each FTE invested, an intern will be available for permanent reassignment to the operating administration upon graduation from PMIP.
- Appoint a journeyman-level personnelist to assist M-10 in program operation, provide liaison with interns' supervisors and serve as a mentor to interns who are rotating through their operating administration.

### Program Continuation

Upon completion of the PMIP pilot, program operations will be evaluated and any necessary changes will be implemented. Appropriate field locations for program expansion will then be selected.

  
Director of Personnel