

DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY

DEPARTMENTAL PERSONNEL MANUAL SYSTEM

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DPM LETTER: 920- 3

SUBJECT: Signatures for Senior Executive Service
(SES) Actions

DATE: JAN 19 73

This Letter sets forth Departmental policy concerning signature requirements for Senior Executive Service (SES) actions. Effective immediately, any personnel action which affects a member of the SES must be signed personally by the Administrator or Deputy Administrator. In the Office of the Secretary, the actions must be signed by the appropriate Assistant Secretary or Departmental Officer, or their deputies. Signatures of other officials will not be acceptable.

A copy of the document bearing the required signature must be forwarded to the Associate Director of Personnel (M-13).



Director, Personnel and Training

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