

DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY

Action Date:

For Information Only

DEPARTMENTAL PERSONNEL MANUAL

DPM BULLETIN NO. 330-10

DATE: MAR 15 1990

SUBJECT: General Accounting Office Study of Competitive Service
Appointments

Attached is a letter from the General Accounting Office (GAO) requiring agencies to retain all records, including merit selection files, related to conversion actions involving the movement of employees from noncareer to career appointments. Actions covered included all those in the Department which are covered by DPM Letter 330-3, Approval of Certain Appointments to Positions in the Competitive Service. As instructed by GAO, all records on actions effected since February 1, 1988, must be retained until further notice. This requirement supersedes the normal retention and disposal schedules for these types of records.

Questions should be directed to Denise Schossler of my staff on x69447.


Director of Personnel

Attachment

Filing Instructions: File after FPM Chapter 330 Bulletins

Bulletin Expires: Until Notification

Distribution: Personnel Council Members

OPI: M-16/DSCHOSSLER/69447



United States
General Accounting Office
Washington, D.C. 20548

General Government Division

February 14, 1990

The Honorable Samuel K. Skinner
The Secretary of Transportation

Dear Mr. Secretary:

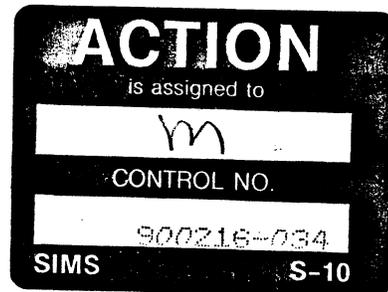
The United States General Accounting Office (GAO) was requested by the Chairman, House Committee on Post Office and Civil Service, to assess the propriety of agency personnel actions where employees serving under noncareer appointments were subsequently granted career appointments.

Because the scope of our review covers all conversion actions effected since February 1, 1988, we request that you retain all records, including merit selection files, related to the Department's actions in these matters until we notify you of the specific personnel actions we select. We will notify you as soon as possible of the conversion actions selected for detailed review.

We recognize that this request requires additional effort on the part of your Department and thank you in advance for your cooperation. If you have any questions regarding this request or would like assistance in identifying conversions that occurred at the Department between February and March 1988, please call Norm Stubenhofer, Assistant Director, or Nick Yurchik, Evaluator-in-Charge on 275-6557.

Sincerely yours,

Richard L. Fogel
Assistant Comptroller General



**LANGUAGE FOR USE IN VACANCY ANNOUNCEMENTS
FOR POSITIONS TO BE FILLED
1/1/98 - 12/31/99**

APPLICANTS CLASSIFIED IN THE GS-1102 SERIES AS OF 1/1/98:

A minimum of 1 year of specialized experience equivalent to the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

ALL OTHER APPLICANTS MUST MEET THE BASIC REQUIREMENTS LISTED BELOW:

Requirements for all positions **GS-12 or below:**

Education: Four years course of study leading to a bachelors degree with a major in any field of study; **OR** a minimum of 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Experience: In addition at the GS-7 thru GS-12, applicants must have a minimum of 1 year of specialized experience. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization. Education may be substituted for specialized experience as follows (provided the education is fits the definition established in the education requirements): One full year of graduate education or law school or superior academic achievement would meet the qualification requirements at the GS-07 level. Two full academic years of progressively higher graduate education or Masters or equivalent degree or LL.B. or J.D. would meet the qualification requirements at the GS-09 level. Three full academic years of progressively higher level graduate education or Ph.D. or equivalent doctoral degree would meet the qualification requirements at the GS-11 level. Combinations of education and experience can be combined to meet the qualification requirements.

Training: *[Operating Administrations should insert language concerning appropriate requirements, as specified by the SPE and/or the HCA].*

Requirements for all positions GS-13 and above:

Education: Four years course of study leading to a bachelors degree that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, and industrial management. [Note: Current DOT employees only who meet all of the minimum qualifications for the position except either the four years of study or the 24 semester hours requirement (but not both) may apply for consideration. If an employee is tentatively selected, the Head of the Contracting Activity may approve a conditional waiver of the educational requirement for a period NTE 2 years, and the employee will be placed in the position on a temporary promotion pending achievement of the educational requirement. Failure to complete the education requirement during that period will result in the employee's being returned to his/her former grade and position (or equivalent)]

Experience: Four years of directly related experience in contracting. At least one year of that directly related experience in contracting must be specialized experience equivalent to the next lower grade level that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position to be filled.

Training: *[Operating Administrations should insert language concerning appropriate requirements, as specified by the SPE and/or HCA.]*

THE FOLLOWING STATEMENT SHOULD BE ADDED FOR POSITIONS FILLED AT GS-12 OR BELOW, BUT WITH PROMOTION POTENTIAL TO GS-13 OR HIGHER

NOTE: Effective January 1, 2000 to be promoted to the grade 13, the selectee must meet the qualifications requirement for positions at the grade 13 described above.