

DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY

DEPARTMENTAL PERSONNEL MANUAL SYSTEM

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SUBJECT: Use of Penalty Mail

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Under the regulations of the Domestic Mail Manual of the U.S. Postal Service, agency heads are responsible for issuing guidelines within their agencies concerning the use of penalty mail. The Office of Personnel and Training requested a legal opinion from the Office of the General Counsel concerning the use of penalty mail by employees when applying for positions with the Department, either on an unsolicited basis or in response to a vacancy announcement. It is the opinion of the General Counsel's office that Federal employees may not use penalty mail when submitting applications for employment to the Department of Transportation.

Operating Administrations should take whatever action may be necessary to assure that a prohibition against the use of penalty mail is included in applicable policy documents such as merit promotion plans and vacancy announcement forms, and that employees are aware of the prohibition. In addition, DOT Form DOT F 3300.6 (11-75), Department of Transportation Promotional and Career Opportunities, will be revised to include a statement that Federal employees may not use penalty mail when submitting applications to the Department.


Director of Personnel

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