

**DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY**

Action Date: Upon receipt
 For Information Only

DEPARTMENTAL PERSONNEL MANUAL SYSTEM

DPM BULLETIN NO. 306-7

DATE: NOV 20 1984

SUBJECT: Tracking the Receipt and Referral of Applications from
Severely Handicapped Individuals

The attached form has been developed with the assistance of your Selective Placement Coordinators to track the receipt, referral, and action taken with regard to applications received from severely handicapped individuals. It was designed to:

- (1) facilitate the referral of applications within the Department,
- (2) provide a basis for determining whether additional recruitment sources are needed in order to meet affirmative action goals, and
- (3) provide feedback on why handicapped people are hired or not hired.

The tracking form enables intermodal as well as intramodal referral of applications. It will be used by the Departmental Selective Placement Coordinator to refer applications to Operating Administration level Coordinators. It should also be used by Operating Administration personnel at all levels to document the receipt and action taken with regard to applications from handicapped individuals. For example, Operating Administration level Coordinators may need to refer applications to regional Coordinators. Regional Coordinators may need to refer applications to other regional Coordinators or personnel staffing or personnel management specialists. In addition, personnel staffing or personnel management specialists need to record the receipt and action taken on applications which they receive directly from handicapped individuals.

Because Selective Placement Coordinators vary in the manner in which they function, the method for tracking applications received and actions taken was necessarily designed to be flexible. Each individual who receives an application transmitted with the form (whether it be a Selective Placement Coordinator, a Staffing Specialist or a Personnel Management Specialist) should sign it and take action as appropriate for his/her position. Once all action has been completed and recorded, the form should be returned to the address at the bottom. All outstanding forms are to be submitted with the semiannual

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OPI: M-15, Personnel Systems Division, Barbara Mulcahy, 426-4140

accomplishment report for Hiring, Placement, and Advancement of Handicapped Individuals required by Departmental Personnel Manual Chapter 306, subchapter 3-5. Comments on the use of the form may also be submitted along with the semiannual report. The tracking form will be reevaluated for revision based upon the comments received.

Stephen Y. Bern
Acting Director of Personnel

Attachment

FROM (SPC):	DOT	OST	USCG	FAA	FHWA	FRA	SLSDC	UMTA	NHTSA	RSPA	OIG	MARAD
TO (SPC):												

SUBJECT: Application of _____

The attached application is from an individual who could be hired in the excepted service under a special appointing authority for handicapped or mentally restored persons. Please take appropriate action so that this individual is considered for appropriate vacancies in your organization.

Received by:	ACTION TAKEN (complete as appropriate):	
	Referred to:	Considered for: (Series/Grade)
1.		
(Name)		
(Title)		
(Date)	(Rtg. Symbol)	
2.		
(Name)		
(Title)		
(Date)	(Rtg. Symbol)	
3.		
(Name)		
(Title)		
(Date)	(Rtg. Symbol)	

CHECK APPROPRIATE BOX:

Applicant was selected for following position: _____
(Series/Grade)

Applicant was not considered for a position because:

RETURN TO: DOT SELECTIVE PLACEMENT COORDINATOR
PERSONNEL SYSTEMS DIVISION, M-15
U.S. DEPARTMENT OF TRANSPORTATION
WASHINGTON, D. C. 20590