

DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY

Action Date:

For Information Only

DEPARTMENTAL PERSONNEL MANUAL

DPM BULLETIN NO. 412- 88

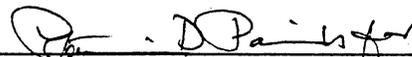
DATE: APR 12

SUBJECT: OPM Orientation Programs for Senior Executives and
Schedule C Employees

The Office of Personnel Management (OPM), in conjunction with the White House, conducts a series of orientation programs for career and noncareer Senior Executive Service (SES) members and Schedule C Excepted Service employees. Both programs operate similarly and are managed by OPM's Washington Area Service Center.

The Director of OPM personally invites SES members and Schedule C employees to attend these 2 to 2 1/2 day orientation programs. Invitations are mailed directly to the employees at their home addresses with courtesy copies sent to agency Directors of Personnel. Employees are required to personally confirm their attendance with OPM and provide them with certain personal information prior to the scheduled training. In addition, personnel offices must prepare and submit the Standard Form 182, Request, Authorization, Agreement and Certification of Training, through the authorizing training official to OPM by the designated deadline.

Past practice had been to control OPM orientation programs centrally through the Human Resources Development Division (HRD), M-13. We believe the scheduling process can be streamlined if the operating administrations work directly with OPM. The HRD Division will continue to send you a copy of OPM's orientation information as soon as it is received. You will be responsible for ensuring that your employees follow OPM's directions and that the personal data for White House security clearance, as well as the Standard Forms 182, are provided directly to OPM by their deadline dates. In order to maintain accurate records, you should notify the HRD Division with the names of employees who complete either the SES or Schedule C orientation programs.


Director of Personnel

Attachment

Filing Instructions: File after FPM Chapter 412 Bulletins
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