

DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY

DEPARTMENTAL PERSONNEL MANUAL SYSTEM

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DPM LETTER: 300- 17

SUBJECT: Special Ceiling Full-Time Equivalency
(FTE) Authorizations

DATE: SEP 20 1989

The special ceiling program provides additional FTE authorizations to Operating Administrations (OAs) to appoint minorities, women, and disabled persons primarily in Cooperative (COOP) Education and Upward Mobility (UPMO) Programs. FTE authorizations may also be used to appoint personal assistants for disabled employees.

Beginning October 1, 1989, approval procedures for special ceiling FTE authorizations will be revised as follows:

- o FTE allocations will be tracked through the Consolidated Personnel Management Information System (CPMIS). Operating personnel offices will execute a special program (SPEC PROG) after processing the normal personnel action to identify the special FTE incumbent;
- o FTE allocations will be allotted through the end of the fiscal year in which they are granted; and
- o FTE allocations will be returned to the OST pool at the end of the fiscal year or when the incumbent is reassigned, transferred, or terminated from the position to which the employee was assigned when the special FTE was allocated.

All current special ceiling allocations will expire on September 30, 1989. OAs desiring to renew current special ceiling authorizations for FY 1990 should forward a new requests(s) on the attached form to the Personnel Policy Division, M-16, Room 9100, no later than October 15, 1989. All additional FY 1990 and any future requests should be submitted using the attached procedures and form.

Filing Instructions: File after DPM Chapter 300 Letters

Distribution: Personnel Council Members

OPI: M-16/NRAWLS/366-6388

If you have any questions please contact Nadine Rawls on 366-6388.

Attachment



Director of Personnel

SPECIAL CEILING FULL-TIME EQUIVALENCY (FTE) AUTHORIZATIONS

BACKGROUND

- o Provides additional FTE authorizations to operating administrations (OAs), when regular allocations are fully utilized, to appoint minorities, women, and disabled persons primarily through the Cooperative Education (COOP) and Upward Mobility (UPMO) Programs. FTE authorizations may also be used to appoint disabled persons into any vacant position and personal assistants for disabled employees.

APPROVAL PROCEDURES

- o OA Personnel Offices will forward requests to the Director of Personnel, M-10, using the attached form. These requests may be submitted at any time during the fiscal year.
- o Approved requests are returned to the OA Personnel Office with instructions on the special FTE identifier codes and relevant processing instructions.
- o In keeping with the original FTE allocation process and to ensure accurate recording of FTE ceiling issuances, OST will issue a new employment voucher transferring the "over" ceiling FTE(s) from the Secretary's "Reserve" to the OA's FTE account. The voucher will show the "over" ceiling allocation which will be in effect until the end of the fiscal year.

APPOINTMENT PROCEDURES

- o OAs will appoint or reassign persons utilizing appropriate authorities.

PROCESSING PROCEDURES

- o A new CPMIS process has been established to track special FTE allocations. The process is named PDPS SPEC-FTE; it requires the input of the employee's social security number and the category of special allocation. The values for input are as follows:

COOP - Cooperative Education

UPMO - Upward Mobility

HAND - Disabled/Personal assistant for disabled employee

The OA Personnel Office will enter the appropriate action into CPMIS (i.e., Accession, Reassignment, etc.) along with a designated SPEC PROG identifier - PDPS SPEC-FTE to provide the Personnel Planning Research and Systems Division, M-15, with CPMIS data to generate the FTE voucher.

EXPIRATION OF FTE ALLOCATION:

- o The special ceiling FTE authorization will expire at the end of each fiscal year. Since authorizations are not guaranteed from year to year, OAs should plan to:
 - convert the employee from the special ceiling slot into an existing position within the OA's authorized FTE ceiling effective on or before October 1 of each year; or
 - submit a **new** request for a special ceiling FTE authorization to M-10 during the annual FTE authorization process.
- o The special ceiling FTE allocation will expire if the incumbent is reassigned, transferred, or terminated from the special program position **prior** to the end of the fiscal year and will be returned to the Secretary's "Reserve".
- o Prior to the end of the fiscal year, the Personnel Policy Division, M-16, will notify OAs that special ceiling authorizations are expiring. At that time, OA's should follow the approval procedures outlined above to request special ceiling authorizations for the next fiscal year.

TRACKING

- o Monthly reports will be generated from the CPMIS to track the use of these special ceiling FTEs.

REQUEST FOR SPECIAL CEILING FTE

UPMO UNDER GRAD CO-OP GRAD CO-OP OTHER

Administration _____

Contact _____

Building/Room _____

Telephone No. _____

Targeted Series/Grade Level _____

Underrepresented Group:

Women

Minority

Disabled

If UPMO, expiration date of Administration's UPMO Agreement:

Return to:

Personnel Policy Division
M-16, Room 9100
Nassif Building