

**U.S. DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY**

DEPARTMENTAL PERSONNEL MANUAL SYSTEM

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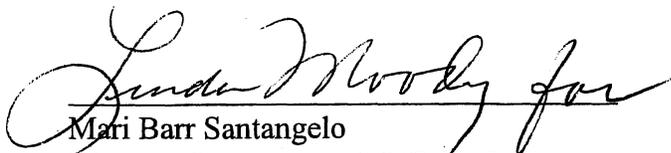
SUBJECT: Federal Career Intern Program

The authority to establish and administer Federal Career Intern Programs under the authority of 5 CFR 213.3202(o) is delegated to the operating administrations (OA), except as noted below. Career Intern Programs must be administered under the OA's written policies and procedures for employment in the Excepted Service as required by 5 CFR 302.

Exceptions to Delegation

- Career Intern program plans that are OA-wide must be submitted to the Office of the Secretary, Departmental Office of Human Resource Management (M-10), for review prior to implementation.
- Where applicable, OA headquarters plans must include the policies and procedures for establishment of Career Intern programs at the field/regional level. OA Career Intern programs that are established and administered at the field/regional level must be approved at the headquarters level of the OA.
- Any request to the Office of Personnel Management required by 5 CFR 213.3202 (o) must be sent through the Departmental Office of Human Resource Management.
- Any Career Intern program that covers more than one OA must have the prior approval of the Departmental Office of Human Resource Management.

For the purpose of administering the Federal Career Intern Program authority, the term "agency" means an operating administration.


Mari Barr Santangelo
Director, Departmental Office of
Human Resource Management

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