

Department of Transportation

Office of the Secretary

Washington, D.C.

ORDER

DOT 5190.1A

3-25-80

SUBJECT: REPORT ON WORK YEARS AND PERSONNEL COSTS

1. PURPOSE. This Order sets forth the requirements for the annual Report on Work Years and Personnel Costs.
2. CANCELLATION. Department of Transportation (DOT) 5190.1, Reports on Man-years and Personnel Costs for Federal Civilian Employment, of 7-7-71.
3. REFERENCE. Federal Personnel Manual (FPM) Chapter 298, Federal Work Force Information Systems, requires the submission of annual reports on work years and personnel costs to the Office of Personnel Management (OPM).
4. RESPONSIBILITIES.
 - a. Heads of Operating Administrations will ensure that the reporting requirements in Section 5 below are carried out in their respective organizations. The Assistant Secretary for Administration will assume this responsibility for OST.
 - b. The Chief, Departmental Services Division, Office of Personnel and Training, OST, is designated as the DOT liaison with regard to this requirement.
5. REPORTING REQUIREMENTS.
 - a. Work years and personnel costs reports will be prepared in accordance with the formats and instructions contained in an annual FPM Bulletin in the 298 series issued by OPM.

DISTRIBUTION: All Secretarial Offices
All Operating Administrations

OP1: Office of Personnel and Training

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- b. On or before November 15 of each year, an original and two copies of the report will be forwarded to the Chief, Departmental Services Division, Office of Personnel and Training, OST.

FOR THE SECRETARY OF TRANSPORTATION:



Robert L. Fairman
Deputy Assistant Secretary
for Administration