

Department of the Interior Departmental Manual

Effective Date: 11/24/99

Series: Personnel Management

Part 370: Departmental Personnel Program

Chapter 1: Issuance of Instructions

Originating Office: Office of Personnel Policy

370 DM 1

1.1 General Policy. Instructions on the Departmental personnel program are issued through various personnel management issuances listed below.

1.2 Type of Issuances. Instructions on the Departmental personnel program are issued through:

A. Departmental Manual (DM), Part 370, which contains policies, procedures, and practices for the Departmental Personnel Program. Departmental Manual Chapters will be numbered to correspond with the Code of Federal Regulations (CFR). The entire DM will eventually be placed on the Electronic Library of Interior Policies (ELIPS).

B. Personnel Bulletins which contain interim policy, temporary procedures and policy interpretations that will remain in effect until superseded by another Personnel Bulletin or a DM Chapter. Personnel Bulletins will be numbered to correspond with the CFR. The Personnel Bulletins can be found on the Department's Human Resources web site.

C. Personnel Handbooks which will provide general guidance, suggestions and recommendations about entire program areas that are not directive in nature. Personnel Handbooks will not be numbered, but will be titled according to the program area(s) covered in the Personnel Handbook. The Personnel Handbooks can be found on the Department's Human Resources web site.

D. Personnel Memorandums will contain general guidance that is not directive in nature. Personnel Memorandums will not be numbered or controlled. The official repository is the Department's Office of Personnel Policy file system.

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