

tained in Bureau of the Budget circulars A-44 (revised) dated August 13, 1966, and A-64 (revised) dated June 28, 1965, and section 125 (f) of Public Law 88-426 (Salary Reform Act of 1964). This system of organization, budgetary, and position management control provides for critical management review at all levels of the organization. In addition, we have an executive personnel board which functions as a critical review on all matters relating to supergrade positions.

63. Is the classification of positions in your agency in accord with applicable Civil Service Commission standards?

We have plans for implementing internal cyclic classification audit and review programs which, coupled with periodic onsite inspections by the Civil Service Commission, will insure that classification of positions is in accord with applicable Civil Service Commission standards. The Civil Service Commission has scheduled a nationwide review of personnel management (including position classification) in the Department of Transportation to commence in fiscal year 1969.

64. Has the agency established career possibilities to assist in development and advancement of employees?

Individual elements of the department (e.g., FAA and FHWA) have established a number of career development programs which assist employees in preparing for advancement. We have not yet had the time or resources to establish comprehensive career programs which cut across the entire department. Within the next fiscal year we will be establishing various personnel procedures which will make it easier for employees to secure career development assignments in different parts of the department. We are already assigning Coast Guard officers to civilian DOT elements in part to take advantage of their skills and expertise but also as a means of making them better officers.

65. Would you describe what means your agency uses to recruit quality personnel?

Recruiting programs vary in scope and size depending on the needs of the component doing the recruiting. The Coast Guard, for example, has an outstanding program to recruit engineers through a student coop program. Under the coop plan, a student alternates semesters at a university with periods of trainee engineering work in various parts of the Coast Guard organization, both in Washington and in the field.

66. Does your agency emphasize promotion of employees on the basis of merit?

Every component of the department has a merit promotion program in operation. The operations of these programs will be one of the most important subjects selected for systematic evaluation during fiscal year 1969.

67. How does your agency consider employee complaints, grievances, and appeals?

Complaints, grievances, and appeals are handled through individual systems which have been designed to fit the needs of the various elements of the department. In fiscal year 1969, we will be developing departmental procedures which will set an overall framework for handling such problems. These procedures will allow flexibility where the size of the organization or geographic dispersion of employees make adjustments necessary.

68. Is personnel management considered to be an integral part of the mission of your agency?

Personnel management is an integral part of the mission of the Department of Transportation as evidenced by such activities as the operation of an executive personnel board which functions as a critical review on all matters relating to supergrade positions; initiation in fiscal year 1968 of counterpart studies to determine the most efficient and economical distribution of available resources; completion of an occupational study for the Alaska Railroad; participation with the Civil Service Commission in classification standards studies, etc.

69. How does your agency treat equal employment opportunity and employment of the handicapped?

Equal employment opportunity without regard to discrimination on the basis of race, creed, color, sex, or national origin is a keystone DOT policy. A separate Office of Equal Opportunity, reporting directly to the Secretary, was established to provide central leadership and independent program evaluation. Equal opportunity is regarded as a prime responsibility of all levels of management. The Director of Personnel and Training is responsible for developing programs which assure equal opportunity in all phases of DOT personnel operations.

Employment of the handicapped is an important program in the Department. To cite just one example: Since 1964 the Bureau of Public Roads, Coast Guard, and FAA have appointed 96 mentally retarded persons in a wide variety of