

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources

This instruction may be accessed electronically at www.dchr.dc.gov, by clicking on the "District Personnel Manual" link; and the "Issuances" link for Chapter(s) **I**

District Personnel Manual Issuance System

DPM Instruction No. 1-2

SUBJECT: Implementation of the District Personnel Manual Review Project

Date: March 21, 2012

1. Purpose

The purpose of this District Personnel Manual (DPM) Instruction is to announce that the D.C. Department of Human Resources (DCHR) is conducting a comprehensive review of the regulations within each chapter of the District Personnel Manual, to incorporate both technical and substantive revisions, where necessary. Corresponding laws, Mayoral Orders and issuances will also be evaluated for accuracy and draw the appropriate nexus between related provisions.

2. Authority

Statutory: D.C. Official Code §§1-604.04

Executive: Mayor's Order 2008-92, dated June 26, 2008

Regulatory: District of Columbia Government Comprehensive Merit Personnel Amendment Act of 2012 (D.C. Act 19-290)¹

3. DPM Review Project Management Plan

DCHR's DPM Review Project Management Plan (Plan) establishes protocols for project-related communication and managing chapter updates. A key component of the Plan is collaboration with identified agency representatives and union stakeholders to obtain input on proposed amendments. To that end, DCHR will request that specific agencies and unions nominate participants for the working groups charged with reviewing proposed amendments and other changes to DPM chapters and corresponding laws.

Main Phases of the Plan include the following:

- **"Launch"** – A memorandum informing District government agencies subordinate to the Mayor of the start of the DPM Review Project.

¹ The projected D.C. law date for this legislation is March 21, 2012.

Note: E-DPM instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions.

Distribution: Heads of Department and Agencies, HR Advisors, and DPM Subscribers
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- **“Rounds”** – DPM chapters are selected and assigned for review. Review Rounds are completed by the Policy Unit, DCHR. Each Round covers 2 to 3 DPM chapters and lasts approximately 90 days from the point of each round’s launch until proposed amendments are submitted for approval.
- **“Working Group Meetings”** – Members of the working group review and discuss “proposed changes.
- **“Thirty-day Review and Comment Period”** – Proposed regulations are published in the *D.C. Register* and public comments on the rulemaking are accepted for consideration.
- **“Quarterly Update Report”** – Updates on the status of the review project will be submitted to the Council of the District of Columbia each quarter.

4. Communications – DPM Project Review

DCHR will provide subordinate agency heads with timely updates of proposed changes and the progress of the DPM review. In addition, to ensure that all communication related to the project is properly managed, DCHR established the email address: dpmreview@dc.gov. Questions, comments, and concerns related to the project should be sent to this email address and responses will be sent from the same.

5. Inquiries

All inquiries concerning this E-DPM instruction should be directed to the Policy Unit, Legal and Compliance Administration, by calling (202) 727-1523 or by emailing dpmreview@dc.gov.

6. Effective Date

This E-DPM instruction is effective immediately.


Shawn Y. Stokes
Director