

GOVERNMENT OF THE DISTRICT OF COLUMBIA

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Memorandum 2009-1

May 8, 2009

TO: Department and Agency Heads

ORIGINATOR: Adrian M. Fenty, Mayor

SUBJECT: Implementation of the Electronic District Personnel Manual (E-DPM)

The purpose of this Mayor's Memorandum is to inform subordinate agencies that effective January 2009, and as part of its paperless initiatives, the D.C. Department of Human Resources (DCHR) officially replaced the four-volume "*District Personnel Manual*" or "*DPM*" with the "*Electronic District Personnel Manual*" or "*E-DPM*," and initiated a change in the distribution method of the issuances that are published in the manual.

As was the case with the District Personnel Manual, the E-DPM is divided in three (3) parts:

- Part I – *Regulations*
- Part II – *Implementing Guidance and Procedures*
- Part III – *Instructions and Bulletins*

Due to the implementation of the electronic manual, *E-DPM* issuances, which consist of *E-DPM Transmittals* for regulations and operating guidance, respectively; and *E-DPM Instructions* and *E-DPM Bulletins* (procedural), are no longer being disseminated in hard copy form. Instead, *E-DPM* issuances are being distributed electronically to agency Human Resources Advisors (HRAs) in subordinate agencies.

Agency HRAs are responsible for ensuring that employees within their agency are:

- Made aware of *E-DPM* issuances as they are adopted; and
- Informed that they may access *E-DPM* issuances electronically.

All current *E-DPM* issuances may be accessed on the DCHR's website at www.dchr.dc.gov.

If you have any questions or concerns regarding the *E-DPM* process, please contact Denise L. LaRue, Human Resources Specialist, Policy and Planning Administration, DCHR, at (202) 442-9667.

EFFECTIVE DATE:

This Mayor's Memorandum shall become effective immediately.