



United States Department of the Interior



OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

January 26, 1989

PERSONNEL MANAGEMENT LETTER NO. 88-9 (550)

SUBJECT: Direct Deposit of Employee's Pay

The purpose of this Letter is to establish a policy of direct deposit of pay for new employees who enter on duty on or after January 1, 1989. This policy requires direct deposit of pay to a financial institution as a condition of employment. New employees will designate the financial institution to which they desire having their net pay deposited within 30 days after reporting to work.

Bureaus should permit new employees to request a waiver of this policy in unusual circumstances (e.g., remote locations having no financial institutions). Bureau policy statements should designate the appropriate management officials to whom employees may direct these requests. In addition, employees currently on the roles should be encouraged to use direct deposit.

This policy will be included in 370 DM 550,3 when revision of that subchapter is made.

Director of Personnel

INQUIRIES: Alan Coulter, Division of Employee Relations,
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