

1. Purpose and Scope. This chapter summarizes some of the DOL and OWCP guidelines which require mandatory compliance throughout all elements of the DCMWC, and provides the framework for the publication of guidelines on additional areas of administrative management as they are developed.

2. Paperwork Management. The functions of budget, accounting, personnel, management systems, etc., are centralized within DOL or OWCP and exercised in the DCMWC district offices through the DOL regional offices. The functions encompass all operations of the DCMWC that are not directly concerned with the administration of the BLBA, and include, among others, the following:

a. Correspondence Management. The DOL Correspondence Management Manual (DLMS Handbook 1-500) is to be used as a guide throughout the Department. For more detailed information concerning style and grammar, refer to the US Government Printing Office (GPO) Style Manual.

Stationery for use by all DOL offices has been designed to provide a uniform style and format. Information about current stationery may be found at DLMS 1-520.

b. Forms Management. The DOL forms management program is described in Chapter 200 of the Departmental Directives System (DLMS 1). This program requires the proper design and accurate use of forms and emphasizes the elimination of unnecessary or duplicate forms. It also prohibits the use of unauthorized forms or form letters. Forms, form letters and other formats approved for use within the DCMWC are described and illustrated in appropriate sections of the BLBA PM.

c. Records Disposition. A records disposal schedule for the program records of the OWCP has been approved by the National Archives and Records Administration. This schedule is updated periodically and is available from the Branch of Standards, Regulations and Procedures, and electronically on the DCMWC intranet.

(1) Program Records are to be disposed of only in accordance with the schedule described above. (Also see BLBA PM 1-402 and Exhibit 1 of that Chapter.)

(2) Administrative Records are to be disposed of only in accordance with the GSA General Schedules with other instructions provided by DOL and OWCP.