



**STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT**

"Working for Oklahoma"

OPM 07-11

DATE: February 21, 2007

TO: All Appointing Authorities

FROM: Oscar B. Jackson, Jr., IPMA-CP, Administrator and
Cabinet Secretary of Human Resources and Administration

A handwritten signature in black ink, appearing to read "Oscar B. Jackson, Jr.", positioned to the right of the "FROM:" field.

SUBJECT: Mandatory Supervisory Training Requirement Report

Merit Rule 530:10-17-95, **Supervisory Training Reporting Requirements**, requires agencies to report annually on the compliance of their supervisory personnel with Merit Rule 530:10-17, Part 9, Mandatory Supervisory Training. The worksheet on the back of this memorandum is for the period January 1, 2006, through December 31, 2006.

Please complete the worksheet and return it by April 30, 2007, to:

**Office of Personnel Management
Attention: Carrie Rohr
2101 N. Lincoln Boulevard
Oklahoma City, OK 73105**

If needed, Merit Rule 530:10-17-91 defines "supervisor" for training purposes.

Please use the worksheet to indicate primary reasons why employees may not have met the training requirements. Your responses are utilized to identify ways in which the Office of Personnel Management can assist your supervisors in meeting training requirements in the future.

PLEASE NOTE: Effective November 1, 1999, the mandatory supervisory training requirement was decreased from 24 hours to **12 hours**, or **2 days**, of supervisory-related training. However, new supervisors are required to obtain **24 hours**, or **4 days**, of supervisory-related training within the first **12 months** of their appointments.

If there are questions or if assistance is needed, please call Carrie Rohr or Grayson Bedwell at (405) 521-2166.

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