



STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT

"Working for Oklahoma"

OPM 10-13

DATE: March 5, 2010

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: Employee Service Rating (PMP) Compliance Form

74 O.S. Section 840-4.17 requires the Office of Personnel Management to develop forms for Appointing Authorities to confirm their compliance with employee service rating requirements. Each agency, board, and commission should complete and return either Form OPM-98A or Form OPM-98B, which may be accessed via the links below or on the OPM website at www.opm.ok.gov under the *HR and Employee Services/Forms* link. Please note that Form OPM-98B is to be used only by agencies who declare exemption from this statute.

The deadline for submitting the form to OPM, reporting for fiscal year 2009 or calendar year 2009, is **March 31, 2010**.

If there are questions regarding administration of the Performance Management Process or the compliance forms, please contact Natasha Riley, Director of the OPM Personnel Assessment Division, at (405) 521-6361 or natasha.riley@opm.ok.gov.

Form OPM-98A: <http://www.ok.gov/opm/documents/OPM-98A.pdf>

Form OPM-98B: <http://www.ok.gov/opm/documents/OPM-98B.pdf>

"We serve the people of Oklahoma by delivering reliable and innovative human resource services to our partner agencies to achieve their missions."