

**OPM 02-28**

**DATE:** May 16, 2002  
**TO:** All Appointing Authorities  
**FROM:** Oscar B. Jackson, Jr., Administrator and  
Cabinet Secretary of Human Resources  
**RE:** **Mandatory Supervisory Training Requirement Report for 2001**

The **Mandatory Supervisory Training Requirement Report for 2001** indicates that over 87% of state agency managers and supervisors fully met the requirement for calendar year 2001, as per **Merit Rule 530:10-17-91** of the State Merit Rules. Another 7% of this group partially met the requirement. I commend all agencies for submitting their reports by the due date. Following are the results based on data compiled from the agency reports submitted to OPM:

Total Number of Agencies Reporting:	<b>116</b>	
Total Number of Employees:	<b>34,593.8</b>	
Total Number of Supervisors:	<b>6,465</b>	<b>(18.7% of all employees)</b>
Number & % of Supervisors Completing Training:	<b>5,618</b>	<b>(86.9% of supervisors)</b>
Number & % of Supervisors Partially Completing Training:	<b>474</b>	<b>(7.3% of supervisors)</b>
Number & % of Supervisors Not Completing Training:	<b>375</b>	<b>(5.8% of supervisors)</b>

**All 116 agencies reported their training for calendar year 2001:**

- 55 agencies reported 100% participation (47% of total agencies)
- 11 agencies reported 90-99% participation (9% of total agencies)
- 16 agencies reported 80-89% participation (13% of total agencies)
- 5 agencies reported 70-79% participation (4% of total agencies)
- 5 agencies reported 60-69% participation (4% of total agencies)
- 3 agencies reported 50-59% participation (2% of total agencies)
- 21 agencies reported less than 50% participation in training last year (18% of total agencies)

The most common reasons listed by agencies for not completing training last year were: scheduling conflicts; workload; retirement; staff shortages; illness/medical leave; and, 9-11 disaster.

Your input is very much appreciated. If there are questions or if additional information is needed, please contact Larry Fisher, OPM Assistant Administrator for Human Resource Development, at (405) 522-0762.