



STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT

"Serving Equal Opportunity Employers"

OPM 03-01

DATE: January 2, 2003
TO: All Appointing Authorities
FROM: Oscar B. Jackson, Jr.
Administrator and Cabinet Secretary of Human Resources
RE: **Executive Order 2002-17 (Filed December 31, 2002)**
State Agency Hiring Freeze

Governor Frank Keating issued Executive Order 2002-17 (Filed December 31, 2002, with the Oklahoma Secretary of State), which extends the state agency hiring freeze from January 1, 2003, until December 31, 2003. The Executive Order may be reviewed at: www.sos.state.ok.us/documents/filelog/60229.pdf.

This Executive Order “. . . shall terminate ninety (90) days following the inauguration of the next governor unless otherwise terminated or continued during that time by Executive Order.” [Title 75, §256 (B) (3)]

Appointing Authorities may continue to use Form OPM-92 (Revised 1-01), **Personnel Transaction Freeze Exception Request**, which can be accessed at <http://www.opm.state.ok.us/opm-92.pdf>. However, special attention should be given to the following items in the above-mentioned Executive Order 2002-17:

4.a. “A Chief Administrative Officer shall submit a written request to the appropriate Cabinet Secretary stating the special conditions requiring the submission of the request and describing the actions taken by the agency to combat the budget shortfall for 2003 and 2004.”

4.e. “In the event of a vacancy in a Cabinet Secretary position, the Secretary of State shall act as the approving authority for the hiring freeze exception requests.”

Questions regarding the above may be directed to your respective agency liaisons in the Office of Personnel Management Classification Division.

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human resource services to our partner agencies to achieve their missions."*