

**OPM 99-26**

TO: All Appointing Authorities

DATE: April 1, 1999

FROM: Oscar B. Jackson, Jr.  
Administrator and Cabinet Secretary for Human Resources

RE: Report on Reallocation Decisions, Adjustments to Pay Grades, Salary Assignments, and New Positions

Title 74 O.S., Section 840-2.14 requires that all agencies, boards, and commissions report certain actions concerning the reallocation and establishment of positions and adjustments to pay grades or salary assignments to the Office of Personnel Management. Amendments to this statute contained in House Bill 2802 changed the requirement for this report to semiannual rather than quarterly basis, effective June 8, 1998.

**The forms associated with this report have been revised to reflect the change to a semiannual basis and are stocked here at OPM. Copies may be obtained by contacting OPM mailroom personnel at 405-521-6292 or Mr. Ron Thatcher in the Classification Division at 405-521-6347. It is essential that these forms be utilized for reporting to assure consistency and accuracy in data compilation.**

The next report will cover the period of January 1, 1999 to June 30, 1999 and must be submitted to arrive in OPM by July 15, 1999.

OBJ/gjs