



**STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT**

"Serving Equal Opportunity Employers"

OPM 04-04

DATE: January 23, 2004

TO: All Appointing Authorities

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

A handwritten signature in black ink, appearing to read "Oscar B. Jackson, Jr.", is placed over a light gray rectangular background.

**RE: Affirmative Action Plan Utilization
Analysis Update Requirement**

Pursuant to Merit Rule 530:10-3-33.7(a), state agencies authorized to have 15 or more full-time equivalent employees are required to submit a second utilization analysis to the Office of Personnel Management (OPM) by March 1st of each year. This report should include information regarding the agency's workforce as of December 31, 2003.

If there are questions or if assistance is needed, please contact the OPM Office of Equal Opportunity and Workforce Diversity at (405) 521-3082.

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