



STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT

"Serving Equal Opportunity Employers"

OPM 04-05

DATE: February 4, 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.", written over the printed name in the "FROM:" field.

RE: **Quality Oklahoma Team Day 2004**

Great things can be accomplished by successful teamwork! Teams are often the basic units of work, with members outperforming expectations through innovation and cooperation. Outstanding performance that is recognized is repeated. Recognition of outstanding teams can be accomplished by participation in **Quality Oklahoma Team Day 2004**. Agencies can acknowledge outstanding performance and success in projects resulting in improved customer service and satisfaction, reduced time, decreased costs, generated income, improved employee morale, red tape reduction, resource management, and/or partnerships with others.

Nominating your agency team(s) for a *Governor's Commendation Award of Excellence* effectively and meaningfully demonstrates your appreciation of their contributions to the success of your agency's mission. **Quality Oklahoma Team Day 2004 will be observed at the State Capitol from 11:00 a.m. to 2:00 p.m. on Thursday, May 6, 2004, with team awards to be presented in the House Chambers at 2:30 p.m.** This is an outstanding, cost-effective way to boost your employees' morale and motivation. At the same time, it is an opportunity to "brag" a bit to the public about your agency's successful initiatives and accomplishments. The event coincides with 2004 Public Service Recognition Week.

In 2003, 38 projects representing 20 different agencies were displayed. Governor's Commendation Awards were presented for 34 projects, with six projects receiving specialty awards. The 2003 projects, when combined, resulted in documented cost savings and revenue generation of more than \$23 million for the State of Oklahoma.

The deadline for applications is March 31, 2004. An application packet may be accessed at <http://www.opm.state.ok.us/QualityOklaPacket.pdf>, reproduced as needed, and distributed to your Human Resource personnel, field offices, and teams so that they can begin gathering information for the application process. Additional information about **Quality Oklahoma** may be accessed on the OPM web site at www.opm.state.ok.us/html/hr_hrds_quality.htm.

If you have questions regarding **Quality Oklahoma Team Day 2004**, please contact Joyce Smith at (405) 522-3617 or Tauheedah Raheem at (405) 521-4539. Thank you for your interest and participation in this most worthwhile event.

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