



**STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT**

"Serving Equal Opportunity Employers"

OPM 06-02

DATE: January 18, 2006

TO: All Appointing Authorities

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

Handwritten signature of Oscar B. Jackson, Jr.

Susan Bussey, Executive Director
Merit Protection Commission

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**RE: Agency Self-Evaluation of Human Resource Management Practices and
Agency Human Resource Management Plan FY 2006**

The Office of Personnel Management (OPM) and the Merit Protection Commission (MPC) have updated the Agency Self-Evaluation of Human Resource Management Practices and Agency Human Resource Management Plan (ASE). The ASE was designed by OPM and MPC to provide state agencies with a tool to assess their human resource activities, identify areas for improvement, and develop a strategic plan for lawful and effective human resource management.

The FY 2006 ASE consists of three parts: Part 1 is a checklist that assists agencies in determining whether they are in compliance with personnel-related federal and state statutes, as well as with rules of the Oklahoma Merit System of Personnel Administration. The format lists legal requirements, including specific references to statute or rule, with space provided for the agency to make notations as to the persons responsible and dates of completion for each item.

Part 2 is a series of questions that builds on Part 1 by coaching agencies in the development of a Human Resource Management Plan. The focus of Part 2 is continuing compliance, as well as effective human resource management planning and practices. The first two parts of the ASE have been updated to include federal and state posting requirements and new statutory and rule enactments.

Part 3 of the ASE is a Special Agency Internal Audit Report. This audit document is designed to assist agencies in examining internal employment and payroll processes in order to identify problem areas for improvement.

The ASE is available in two versions – one for Merit System agencies and one for Non-Merit System agencies, and is accessible through the OPM website at: [Agency Self-Evaluation of HR Management Practices and Agency Human Resource Management Plan](#).

The ASE is not mandatory; therefore, it is not necessary to return the completed form to OPM or MPC. We hope that the ASE will be useful to your organization.

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