



**STATE OF OKLAHOMA  
OFFICE OF PERSONNEL MANAGEMENT**

*"Working for Oklahoma"*

**OPM 06-16**

**DATE:** July 10, 2006

**TO:** All Appointing Authorities

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

A handwritten signature in black ink, appearing to read "Oscar B. Jackson, Jr.", positioned above the "FROM:" field.

**RE: Semi-Annual Allocation and Salary Adjustment Report**

Sections 840-2.14B and 840-2.14C of Title 74, Oklahoma Statutes, require all agencies, boards and commissions to report to the Office of Personnel Management on a semi-annual basis on reallocation decisions for both classified and unclassified positions, adjustments to pay grades or salary assignments for classes in the unclassified service, and all transactions in both the classified and unclassified service involving the establishment of new positions. The Office of Personnel Management is then required to submit a report on these actions to the Governor, President Pro Tempore of the Senate, and Speaker of the House of Representatives. The reporting periods are January 1 through June 30 and July 1 through December 31 of each year.

The purpose of this memorandum is to provide a reminder of this requirement and request that the reports for the first period of calendar year 2006 be submitted to this office no later than July 17, 2006. This will allow us to consolidate the reports from individual agencies and submit the completed report by August 1, 2006. Forms to complete the report are available on the OPM website, [www.opm.ok.gov](http://www.opm.ok.gov), under the "HR and Employee Services" link. Please click on *Forms* to access the following:

<b>OPM-138</b>	Reallocation: Classified Positions
<b>OPM-139</b>	Reallocation: Unclassified Positions
<b>OPM-140</b>	Allocation of New Positions: Classified Service
<b>OPM-141</b>	Adjustment to Pay Grade: Unclassified Service
<b>OPM-142</b>	Allocation of New Positions: Unclassified Service

Any questions concerning the information required by this report may be referred to Ron Thatcher in the OPM Classification Services Division at 521-6347. If no reportable actions occurred during this reporting period, all that is required is an e-mail advising us of this, forwarded to [Ron.Thatcher@opm.ok.gov](mailto:Ron.Thatcher@opm.ok.gov).

Thank you.

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