

**STATE OF OKLAHOMA  
OFFICE OF PERSONNEL MANAGEMENT**

*"Working for Oklahoma"*

**OPM 08-04**

**DATE:** February 28, 2008

**TO:** All Appointing Authorities

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



**SUBJECT: Employee Performance Management (PMP) Compliance Form**

74 O.S. Section 840-4.17 requires the Office of Personnel Management (OPM) to develop forms for Appointing Authorities to confirm their compliance with employee service rating requirements. Each agency, board, and commission should complete and return either Form OPM-98A or Form OPM-98B, which may be accessed via the links below. Please note that Form OPM-98B is to be used only by agencies who declare exemption from this statute.

The deadline for submitting the appropriate completed form to OPM, reporting for fiscal year 2007 or calendar year 2007, is **March 31, 2008**.

If there are questions regarding administration of the Performance Management Process or the compliance forms, please contact Natasha Riley, Director of the OPM Personnel Assessment Division, at (405) 521-6361 or [natasha.riley@opm.ok.gov](mailto:natasha.riley@opm.ok.gov).

[Form OPM-98A](#)

[Form OPM-98B](#)

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