



STATE OF OKLAHOMA  
OFFICE OF PERSONNEL MANAGEMENT

*"Working for Oklahoma"*

**OPM 10-02**

**DATE:** January 4, 2010

**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

Handwritten signature of Susan Bussey.

**RE: Agency Human Resources Management Self-Evaluation & Management Plan**

The Office of Personnel Management (OPM) and the Merit Protection Commission (MPC) would like to announce the completion of the 2009 updates and modifications to the Agency Human Resources Management Self-Evaluation and Management Plan (The Plan). The Plan is an interactive word document that allows a user to input responses that can be saved and stored electronically.

The completion of The Plan is not a mandatory requirement; therefore, it is not necessary to return the completed form to OPM or MPC. However, we hope that The Plan will be a useful tool to your organization in providing your organization with the ability to assess its human resource activities, identify areas for improvement, and develop a strategic plan for lawful and effective human resource management.

Please make note of several of the revisions to the 2009 Update highlighted below:

- Provide notice to employees of the requirement that they notify the agency prior to accepting concurrent employment with another state agency (D-15, Merit System Agency Section and D-11, Non-Merit System Agency Section).
- Please make note of **NOTE** added to PART E. CONFLICT RESOLUTION (Merit System Agency Section).
- Ensure that the provisions within Part E of Part I of this manual are applied to any classified employees who are employed in a Non-Merit System Agency (E-3, Non-Merit System Agency Section).

Please see the below link to the Agency Human Resources Management Self-Evaluation and Management Plan. The document is also accessible on the OPM website at [www.opm.ok.gov](http://www.opm.ok.gov) under the "Reports and Publications" link.

<http://www.ok.gov/opm/documents/AgencySelf-EvaluationFY2009.doc>

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