



**STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT
DIVISION OF THE OFFICE OF STATE FINANCE**

OPM 12-04

DATE: April 12, 2012

TO: All Appointing Authorities

FROM: Lucinda Meltabarger, Administrator

A handwritten signature in black ink that reads "Lucinda Meltabarger".

SUBJECT: Mandatory Supervisory Training Requirement Report

Merit Rule 530:10-17-95, **Supervisory Training Reporting Requirements**, requires agencies to report annually on the compliance of their supervisory personnel with Merit Rule 530:10-17, Part 9, **Mandatory Supervisory Training**.

Effective November 1, 1999, the mandatory supervisory training requirement was decreased from 24 hours to **12 hours**, or **2 days**, of supervisory-related training. However, new supervisors are required to obtain **24 hours**, or **4 days**, of supervisory-related training within the first **12 months** of their appointment. (If needed, Merit Rule 530:10-17-91 defines "supervisor" for training purposes.)

Please note the worksheet attached to this memorandum, which covers the period January 1, 2011 through December 31, 2011. Please utilize the worksheet to report primary reasons why employees may not have met training requirements. Your responses are analyzed to assist the Office of Personnel Management in determining how we might help supervisors meet training requirements in the future.

Please complete the worksheet and return by April 30, 2012, to:

**Office of Personnel Management
Division of the Office of State Finance
Attention: Grayson Bedwell
2101 N. Lincoln Boulevard, #
G-80
Oklahoma City, OK 73105**

For assistance, please contact Grayson Bedwell at (405) 521-6334.

MANDATORY SUPERVISORY TRAINING REQUIREMENT WORKSHEET

Please mail or fax your responses by April 30, 2012 to:

**Office of Personnel Management
Division of the Office of State Finance
ATTN: Grayson Bedwell
2101 N. Lincoln Boulevard, #G-80
Oklahoma City OK 73105
FAX: 405-524-6942**

AGENCY:			
AGENCY NUMBER:		DATE:	

Report completed by:

NAME	TITLE	PHONE
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Responding period: January 1, 2011 - December 31, 2011.

1.	Number of agency employees as of June 30, 2011	
2.	Number of agency supervisors as of June 30, 2011	
3.	Number who completed mandatory training	
4.	Number who partially completed mandatory training	
5.	Number who did not complete any mandatory training	

Please indicate below primary reasons why supervisors may not have been able to complete their mandatory supervisory training.

Thank you!