

OPM 02-04

DATE: January 24, 2002

TO: All Appointing Authorities

FROM: Oscar B. Jackson, Jr., Administrator and
Cabinet Secretary of Human Resources

RE: **Affirmative Action Plan Utilization
Analysis Update Requirement**

Pursuant to Merit Rule 530:10-3-33.7(a), State agencies authorized 15 or more full-time equivalent employees are required to submit a second utilization analysis to the Office of Personnel Management (OPM) by March 1st of each year. This report should include the agency's workforce as of December 31, 2001.

If you have questions or need assistance, feel free to contact the OPM Office of Equal Opportunity and Workforce Diversity at (405) 521-3082.

Enclosure

cc: Civil Right Administrators/Affirmative Action Officers