

OPM 02-10

DATE: March 4, 2002

TO: All Appointing Authorities

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

RE: **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**.

The worksheet on the back of this memorandum is for the period January 1, 2001, through December 31, 2001. Please complete the worksheet and return it by April 30, 2002, to:

**ATTN: LARRY FISHER
Office of Personnel Management
2101 North Lincoln Boulevard
Oklahoma City, OK 73105**

If needed, Merit Rule 530:10-17-91 defines "supervisor" for training purposes.

Please use the worksheet to indicate primary reasons why employees may not have met the training requirements. The Office of Personnel Management utilizes these responses to develop ways in which we can assist your supervisors in meeting their training requirements in the future.

PLEASE NOTE: 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 appointments.

If there are questions or if additional information or assistance is needed, please contact Larry Fisher or Grayson Bedwell at (405) 521-2166.

OBJ/jea

MANDATORY SUPERVISORY TRAINING REQUIREMENT
WORKSHEET

Please mail or FAX your responses by April 30, 2002 to:

Office of Personnel Management
ATTN: LARRY FISHER
2101 N. Lincoln Blvd.
Oklahoma City, OK 73105
FAX: 405-524-6942

AGENCY: _____

AGENCY
NUMBER: _____ DATE: _____

Report completed by:

NAME	TITLE
PHONE	

Responding period: January 1, 2001 -- December 31, 2001.

1. Number of Agency Employees as of June 30, 2001

2. Number of Agency Supervisors as of June 30, 2001

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

Thank you!

