



**STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT**

"Serving Equal Opportunity Employers"

OPM 05-05

DATE: January 19, 2005

TO: All Appointing Authorities

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

**RE: State Agency Hiring Freeze - Executive Order 2005-01
UPDATE**

The Governor's office has requested I advise state agencies that, when completing Form OPM-92 - *Personnel Transaction Freeze Exception Request*, documentation of actions taken to address the budget shortfall for 2003 and 2004 should no longer be included. Rather, state agencies are directed to describe the special conditions requiring submission of the request. As required by Form OPM-92, state agencies must also specify whether the transaction will require an increase in funding for the current or next fiscal year.

Please refer any questions to your respective agency liaisons in the Office of Personnel Management Classification Division. Thank you.

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