



STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT

"Serving Equal Opportunity Employers"

OPM 05-30

DATE: June 10, 2005

TO: All Appointing Authorities

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

A handwritten signature in cursive, appearing to read "Oscar B. Jackson, Jr.", written in black ink.

SUBJECT: New EEO-4 Reporting Program

In compliance with federal law, Section 709(c) of Title VII of the Civil Rights Act of 1964, as amended, all Oklahoma state agencies---excluding institutions of higher education, elected officials, such official's legal advisor and immediate first-line aide (secretary, administrative, legislative, or other immediate aide), and appointed cabinet officials---are required to submit biennially (every odd-numbered year) State and Local Government Information Survey Report (EEO-4) to the Office of Personnel Management (OPM) by September 1.

In an effort to continue to deliver reliable and innovative human resource services to our partner agencies to achieve their missions, OPM has created a program that allows you to both fill in your EEO-4 report and submit it to OPM on-line. **Because of the way the program works, OPM will no longer accept paper copies of the EEO-4 Report.**

Brenda C. Thornton, Director of the OPM Office of Equal Opportunity and Workforce Diversity, will demonstrate this program, which requires a password to open, during this year's annual AAP and EEO Training on **June 17 for the Feedback sessions** and **July 1 for the Beginner's sessions**.

The Feedback course is intended for the person who already has knowledge about and responsibility for creating an agency affirmative action plan in either a large or small agency. The Beginner's course is intended for the person who is new to, or has little or no knowledge about, creating an agency affirmative action plan. All sessions will be held in the OPM Testing Room in the basement of the Jim Thorpe Building and are 1/2 day in length, with the morning sessions from 8:30 a.m. until 12:00 noon and the afternoon sessions from 1:30 p.m. until 5:00 p.m.

Agencies with two or more FTE need to have a representative sign up to attend one of the training sessions to learn about this new program. Participants should sign up no later than June 14 for the June 17 Feedback sessions and no later than June 22 for the July 1 Beginner's sessions.

Should you have questions or require additional information, feel free to contact Ms. Thornton at brenda.thornton@opm.state.ok.us or (405) 521-3082.

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