

**OPM 00-01**

**TO:** All Appointing Authorities  
**FROM:** Oscar B. Jackson, Jr., Administrator and  
Cabinet Secretary of Human Resources  
**DATE:** January 6, 2000  
**RE:** **Agency Quality Coordinator Network**

With the arrival of the Year 2000, it is time for us to update our records. Please forward to us the name of the person in your agency who will serve as your Agency Quality Coordinator (AQC) for Year 2000.

Your Agency Quality Coordinator will participate in the Agency Quality Coordinator Network (AQC�). The AQCs meet bi-monthly. Agencies host the meeting on a rotating basis. The next meeting will be March 7 at the Department of Commerce at 11:30 a.m. A presentation on "The Quality Oklahoma Foundation" by Mike Strong is scheduled.

The network is a component of the *Quality Oklahoma* Initiative. The AQC� is restructuring, but will continue to provide facilitator services and *Quality Oklahoma* training, as requested. Other components of the *Quality Oklahoma* Initiative include strategic planning training; facilitator training and certification; and Team Day, an annual statewide employee/agency awards and recognition program. AQCs also submit information about their agencies to be included in a Quarterly Report given to the OPM Administrator, Cabinet Secretaries, and the Governor. We value your agency representation and input. Through participation in the network, AQCs can receive requested assistance tailored to your agency, and they can share their agency experiences.

Please complete the enclosed form and return it to Joyce Smith, OPM *Quality Oklahoma* Coordinator. If preferred, the information may be submitted electronically at our OPM website <[www.state.ok.us/~opm/hrds/quality.html](http://www.state.ok.us/~opm/hrds/quality.html)>. You may also telephone the information to Joyce Smith at 521-4539, or Allie Brown at 521-6335.

Enclosure

# Agency Quality Coordinator Designation Form

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Agency Quality Coordinator \_\_\_\_\_

Business Title \_\_\_\_\_

Office Telephone Number \_\_\_\_\_

Business E-Mail Address \_\_\_\_\_

Agency Name \_\_\_\_\_

Agency Address \_\_\_\_\_

Agency Telephone Number \_\_\_\_\_

Agency FAX Number \_\_\_\_\_

*Optional Information:*

Have you completed Quality Oklahoma training? \_\_\_\_\_

Have you completed facilitator training and certification? \_\_\_\_\_

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*Please mail to:*

Joyce Smith  
Quality Oklahoma Coordinator  
Office of Personnel Management  
2101 North Lincoln Blvd.  
Oklahoma City, OK 73105

If you prefer to submit the information by telephone, contact Joyce Smith at (405) 521-4539, or Allie Brown at (405) 521-6335. Thank you.



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