

OPM 01-57

DATE: August 17, 2001

TO: All Appointing Authorities

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

RE: **2001 EEOC State and Local Government Information
(EEO-4)**

In compliance with federal law, Section 709(c) of Title VII of the CRA, 1964, as amended, all Oklahoma state agencies are required to submit a State and Local Government Information Survey (EEO-4). The Office of Personnel Management (OPM) is responsible for collecting agency EEO-4 information and submitting a report for the State of Oklahoma, excluding institutions of higher education. In order to compile the data and meet the federal filing deadline, we are requesting your agency EEO-4 data be submitted to this office by September 20, 2001.

Information should be reported on both full-time and part-time classified and unclassified employees. New hire data should cover the payroll period and the fiscal year ending June 30, 2001. Please specify your agency number under Item B and notate the applicable function code under Item C.

The reporting document, EEOC Form 164, is the only format that may be used for reporting this information. Please ensure that the data submitted is consistent with the information reflected in your FY-2002 Affirmative Action Plan.

Should you have questions or require assistance, feel free to contact Brenda Thornton, OPM Director of Employment Relations Services, at (405) 521-3082 or brenda.thornton@opm.state.ok.us. Completed forms should be submitted on or before September 20, 2001. Forms may be faxed to OPM at (405) 524-6942.

Enclosure