

OPM 98-13

**MEMORANDUM**

**TO:** All Appointing Authorities **DATE:** February 3, 1998

**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, 1997, through December 31, 1997.**

**Please complete the worksheet and return it by March 31, 1998, to:**

**Office of Personnel Management  
ATTN: LARRY FISHER  
2101 N. Lincoln Blvd.  
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 employees may not have met the training requirements. We use your responses to plan ways the Office of Personnel Management can help your supervisors meet these training requirements in the future.

**PLEASE NOTE:** Effective January 1, 1998, the mandatory supervisory training requirement has been increased to **24 hours**, or **4 days**, of supervisory-related training, due to changes in legislation. This does not, however, apply to the information we are requesting from you for calendar year 1997. The requirement for last year is still 16 hours, or 2 days, of training.

For assistance, please call Larry Fisher or Grayson Bedwell at (405) 521-2166.

**MANDATORY SUPERVISORY TRAINING REQUIREMENT WORKSHEET**

**Please mail or FAX your responses by March 31, 1998 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:**

<b>NAME</b>	<b>TITLE</b>	<b>PHONE</b>
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**Responding period: January 1, 1997 -- December 31, 1997.**

1. Number of Agency Employees as of June 30, 1997 \_\_\_\_\_
2. Number of Agency Supervisors as of June 30, 1997 \_\_\_\_\_
3. Number that completed mandatory training. \_\_\_\_\_
4. Number that partially completed mandatory. \_\_\_\_\_
5. Number that did not complete any mandatory training. \_\_\_\_\_

**Please indicate below primary reasons why supervisors may have not been able to complete their mandatory supervisory training.**

Thank you!