

**OPM 98-18**

DATE: February 26, 1998

TO: All Appointing Authorities

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

RE: Classification and Compensation Reform Project Brochure and Video

Enclosed is a video and brochure that provide information about the "Classification and Compensation Reform Project". We have provided enough brochures for distribution to each of your employees (classified and unclassified). We have also enclosed the number of video copies available based on the size of your agency.

Both the video and brochure provide information about the project of importance to all managers and employees. We ask that if it is possible, to distribute the brochure to employees as they view the video. We would also suggest that the brochure be distributed and the video be viewed by employees during the next 30 days.

If you have questions or need additional brochures/videos, please contact your Classification Division liaison at the Office of Personnel Management.

OBJJ:gjw

Enclosures