

**OPM 98-5**

TO: All Appointing Authorities

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

DATE: January 13, 1998

SUBJECT: Affirmative Action Plan Utilization Analysis Update

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Pursuant to Merit Rule 530:10-3-33.7, state agencies authorized 15 or more full-time equivalent employees are required to submit a second utilization analysis to the Office of Personnel Management by March 1st of each year. This utilization analysis will reflect the agency's workforce as of December 31, 1997.

If you have questions or need assistance, please contact OPM Employment Relations Services at 521-2177.

cc: Civil Rights Administrators  
Affirmative Action Officers