

**OPM 99-16**

March 3, 1999

**TO:** All Appointing Authorities

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

**RE: OPM Policy Services Staff Assignments**

I am pleased to announce the assignment of Dayna Petete to serve as Assistant Administrator for Special Projects, effective March 1, 1999. Ms. Petete will have lead administrative responsibility for OPM legislative activity, and will continue to be responsible for the Carl Albert Public Internship Program, Mentor Executive Program, and other human resources special projects. Ms. Petete may be reached at (405) 521-6293.

Also, I am pleased to announce the assignment of Kimberlee Williams to serve as Chief Policy Attorney, effective March 1, 1999. Ms. Williams will have lead administrative responsibility for OPM rulemaking activity, and human resources legal research and analysis. Ms. Williams may be reached at (405) 521-2160.

Both Ms. Petete and Ms. Williams report directly to the OPM Administrator.