

OPM 99-43

TO: Appointing Authorities

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

DATE: July 1, 1999

SUBJECT: Affirmative Action Plans for FY-2000

Title 74, Section 840-2.1 of the Oklahoma Statutes requires all agencies, boards, commissions, departments, and offices of each branch of government to prepare an annual Affirmative Action Plan (AAP). A copy of the agency's written plan must be filed with the Office of Personnel Management (OPM) annually by September 1 of each year. Institutions within the Oklahoma State System for Higher Education are required to submit Affirmative Action Plans to the Oklahoma State Regents for Higher Education in accordance with standards established by the Oklahoma State Regents for Higher Education.

Mandatory standards that must be included in the AAPs are contained in Merit Rules 530:10-3.33.1 through 530:10-3.33-11. The Merit Rules also include the penalties for submission of plans after September 1, 1999. If your FY-2000 plan needs to be reviewed by a governing board, please arrange to have the review completed before the September 1, 1999 submission date.

Two other references will assist you in developing your affirmative action plans:

(1) *The Manual for AAPs in Oklahoma State Government (Revised June 1998)*, published by the Office of Personnel Management, contains detailed instructions on preparing affirmative action plans. **Please insert the attached replacement for pages 33-34, which on page 34 describes the January 12, 1999 OPM Declaratory Ruling regarding Affirmative Action Plans,** and

(2) *Labor Force Information for Affirmative Action Programs*, published by the Oklahoma Employment Security Commission Economic Research and Analysis Division, may be obtained via fax at

(405) 525-0139. Agencies with fewer than 15 FTE will not need the Labor Force Information document to prepare their AAPs.

All plans must contain a Present Staffing Report, a Personnel Transactions Report and an Evaluation of Previous EEO Efforts of New Hires for the past 3 years (copy attached).

Should you require assistance or further information, please contact Joe Garcia or Janice Wadkins, OPM Employment Relations Services at (405) 521-2177.

Enclosures: Form, Evaluation of Previous EEO Efforts (New Hires)  
Page 33-34, Manual for Affirmative Action Plans (June 1998)

cc: Civil Rights Administrators/Affirmative Action Officers