



STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT

"Serving Equal Opportunity Employers"

OPM 03-44

DATE: November 24, 2003

TO: All Appointing Authorities

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

A handwritten signature in black ink, appearing to read "Oscar B. Jackson, Jr.", is placed over a light gray rectangular background.

RE: Employee Service Rating (PMP) Compliance Form

As required by 74 O.S. Section 840-4.17, the Office of Personnel Management has developed forms for Appointing Authorities to confirm their compliance with employee service rating requirements. Each agency, board, and commission should complete and return either Form 98A or Form 98B (links included in this memorandum).

[Form 98A](#) is to be used by those agencies required to comply with the provisions of 74 O.S. Section 840-4.17. The form requires certification of compliance for the last fiscal year. Regardless of whether your established evaluation period is based on fiscal year, calendar year, anniversary dates, or other time frame, you are being asked to confirm compliance for the period of the last fiscal year—in this case fiscal year 2003.

[Form 98B](#) is to be used by agencies to declare exemption from this statute.

74 O.S. Section 840-4.17 states that confirmation shall be made by the Appointing Authority on or before **January 1** of each year. Please complete and return the appropriate form by this deadline so that OPM can provide an accurate report to the Governor and legislative leaders.

If you have any questions regarding administration of the Performance Management Process or the new form, please contact Natasha Riley, Director, OPM Personnel Assessment Division, at (405) 521-6361 or natasha.riley@opm.state.ok.us.

"We serve the people of Oklahoma by delivering reliable and innovative human resource services to our partner agencies to achieve their missions."