



STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT

"Serving Equal Opportunity Employers"

OPM 04-13

DATE: March 11, 2004

TO: All Appointing Authorities

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

Handwritten signature of Oscar B. Jackson, Jr.

James L. Howard, Executive Director
Merit Protection Commission

Handwritten signature of James L. Howard.

**RE: Agency Self-Evaluation of HR Management Practices and
Agency Human Resource Management Plan**

The Office of Personnel Management (OPM) and the Merit Protection Commission (MPC) have updated the Agency Self-Evaluation of HR Management Practices and Agency Human Resource Management Plan (ASE). The ASE was designed by OPM and MPC to provide state agencies with a tool to assess their human resource activities, identify areas for improvement, and develop a strategic plan for lawful and effective human resource management.

The ASE is available in two versions—one for Merit System agencies and one for Non-Merit System agencies. Either form can be saved as an MS Word Template from the OPM website (http://www.opm.state.ok.us/html/hr_services.htm), saved in the template directory of Word, and completed on your computer. (A hard copy of the form can also be printed directly from the website.)

The ASE is not mandatory; therefore, it is not necessary to return the completed form to OPM or MPC. We hope that you will find the ASE useful.

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