



**STATE OF OKLAHOMA  
OFFICE OF PERSONNEL MANAGEMENT**

*"Serving Equal Opportunity Employers"*

**OPM 04-28 (Revised – revision highlighted in yellow)**

**DATE:** June 24, 2004

**TO:** All Appointing Authorities

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

A handwritten signature in black ink, appearing to read "Oscar B. Jackson, Jr.", written over the printed name in the "FROM:" field.

**RE: Semi-Annual Allocation and Salary Adjustment Report**

Sections 840-2.14B and 840-2.14C of Title 74, Oklahoma Statutes, require all agencies, boards and commissions to report to the Office of Personnel Management on a semi-annual basis on reallocation decisions for both classified and unclassified positions, adjustments to pay grades or salary assignments for classes in the unclassified service, and all transactions in both the classified and unclassified service involving the establishment of new positions. The Office of Personnel Management is then required to submit a report on these actions to the Governor, President Pro Tempore of the Senate, and the Speaker of the House of Representatives. The reporting periods are **January 1** through June 30 and July 1 through December 31 of each year.

The purpose of this memo is to provide a reminder of this requirement and request that the reports for the first period of calendar year 2004 be submitted to this office no later than July 15, 2004. This will allow us to consolidate the reports from individual agencies and submit the completed report by August 1, 2004. Forms to complete the report are available on the OPM website at <http://www.opm.state.ok.us> under the quick link for Forms. After clicking on the Forms link you will be provided a page to select the forms you want. On this page select "Forms for Oklahoma State Agencies" and you will be shown a list of available forms. The forms that may be needed and are available to complete this report are:

- OPM-138 Reallocation: Classified Positions
- OPM-139 Reallocation: Unclassified Positions
- OPM-140 Allocation of New Positions: Classified Service
- OPM-141 Adjustment to Pay Grade: Unclassified Service
- OPM-142 Allocation of New Positions: Unclassified Service

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

Any questions concerning the information required by this report may be referred to Ron Thatcher in the OPM Classification Services Division at 521-6347. If no reportable actions occurred during this reporting period, all that is needed is an e-mail advising us of this, forwarded to [Ron.Thatcher@opm.state.ok.us](mailto:Ron.Thatcher@opm.state.ok.us).

Thank you.