



**STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT**

"Serving Equal Opportunity Employers"

OPM 04-30

DATE: June 29, 2004

TO: All Appointing Authorities

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

**RE: Continuing Education Training
(Civil Rights Administrators, Coordinators, or Affirmative Action Officers)**

Merit Rule 530:10-3-78 mandates that individuals who are designated by Appointing Authorities as civil rights administrators, coordinators, or affirmative action officers in the executive branch agencies shall complete a minimum of six hours of classroom instruction or 0.6 Continuing Education Units (CEUs) of training each calendar year in one of the following areas:

1. EEO/Affirmative Action laws, including the American with Disabilities Act of 1990, 42 U.S.C., Section 12101 et seq., and Section 504 of the Federal Rehabilitation Act of 1973, 29 U.S.C., Section 701 et seq., and court cases;
2. Investigating discrimination complaints;
3. Personnel practices and procedures;
4. Alternative dispute resolution; and
5. Diversity and multi-culturalism.

Individuals may request approval from the Office of Personnel Management (OPM) Administrator for training in other areas not listed above. Employees of the Human Rights Commission and Merit Protection Commission are exempt from this requirement.

In response to several requests made to the OPM Office of Equal Opportunity and Workforce Diversity (EOWD) to provide both a reminder and consistent means by which to submit annual training information, EOWD created a new form entitled *Annual Training Requirements for Discrimination Complaints Investigators and Affirmative Action Officers*, also known as Form OPM-3. The form can be downloaded from the OPM web site below, completed, and e-mailed back to our office.

www.opm.state.ok.us/OPM_Forms/AAODITraining.pdf

If you have not already done so, please submit your 2003 training information to Brenda C. Thornton, Director of EOWD, by July 16, 2004. Appointing Authorities will be notified of individuals who fail to complete the training requirements.

If you have any questions or need further information, feel free to contact Ms. Thornton at (405) 521-3082 or brenda.thornton@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."*