



**STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT**

"Serving Equal Opportunity Employers"

OPM 04-31

DATE: June 29, 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.", is written over the printed name in the "FROM:" field.

**RE: Continuing Education Training
(Discrimination Complaint Investigators)**

Merit Rule 530:10-3-22 mandates that all persons designated to investigate complaints of employment discrimination in executive branch agencies shall complete a minimum of six hours of classroom instructions or 0.6 Continuing Education Units (CEUs) of training each calendar year and other annual training that may be announced by the Administrator of the Office of Personnel Management (OPM). This training shall be related to the following subjects:

1. Oklahoma and Federal equal employment opportunity laws and rules;
2. Theories of discrimination and burdens of proof;
3. Planning and conducting complete and impartial investigations;
4. Techniques for interviewing witnesses;
5. Documenting the record of investigation; and
6. Preparing the written report of investigation.

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 link 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 questions, need further information, or require assistance, 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."