



**STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT**

"Serving Equal Opportunity Employers"

OPM 06-04

TO: All Appointing Authorities

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

DATE: February 10, 2006

SUBJECT: **Employee Service Rating Compliance Form**

74 O.S. Section 840-4.17 requires the Office of Personnel Management (OPM) to develop forms for Appointing Authorities to confirm their compliance with employee service rating requirements. Each agency, board, and commission should complete and return either Form **OPM-98A** or Form **OPM-98B**. Form OPM-98B is to be used only by agencies to declare exemption from this statute. Please access the forms via the links below:

[Form OPM-98A](#)
[Form OPM-98B](#)

Last year, OPM recommended statutory changes, which were approved, and subsequently adopted Merit Rules changing the deadline for this report from January 1 to March 31. The OPM-98A form has been modified to allow an agency to indicate whether the data is reported for the past fiscal year or the past calendar year. We hope that this new flexibility will simplify the reporting process for all agencies.

The deadline for submitting the form to OPM, reporting for FY 2005 or calendar year 2005, is **March 31, 2006**. A few agencies have already submitted an OPM-98A, reporting for fiscal year 2005. These forms are acceptable; another submission this year is not necessary.

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

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