

OPM 01-16

DATE: February 9, 2001

TO: All Appointing Authorities

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

RE: Mandatory Supervisory Training Requirement Report

Merit Rule 530:10-17-95, **Supervisory Training Reporting Requirements**, requires agencies to report annually on the compliance of their supervisory personnel with Merit Rule 530:10-17, Part 9, **Mandatory Supervisory Training**. **The worksheet on the back of this memorandum is for the period January 1, 2000, through December 31, 2000.**

Please complete the worksheet and return it by March 30, 2001, to:

**Office of Personnel Management
ATTN: LARRY FISHER, HRDS
2101 N. Lincoln Blvd.
Oklahoma City, OK 73105**

If needed, Merit Rule 530:10-17-91 defines "supervisor" for training purposes.

Please use the worksheet to indicate primary reasons employees may not have met the training requirements. We use your responses to plan ways the Office of Personnel Management can help your supervisors meet these training requirements in the future.

PLEASE NOTE: Effective November 1, 1999, the mandatory supervisory training requirement was decreased from 24 hours to **12 hours**, or **2 days**, of supervisory-related training. However, new supervisors are required to obtain **24 hours**, or **4 days**, or supervisory-related training within the first **12 months** of their appointment.

For assistance, please call Larry Fisher or Grayson Bedwell at (405) 521-2166.

Enclosure

MANDATORY SUPERVISORY TRAINING REQUIREMENT WORKSHEET

Please mail or FAX your responses by March 30, 2001 to:

Office of Personnel Management
ATTN: LARRY FISHER, HRDS
2101 N. Lincoln Blvd.
Oklahoma City OK 73105
FAX: 405-524-6942

AGENCY: _____

AGENCY
NUMBER: _____ DATE: _____

Report completed by:

NAME	TITLE	PHONE
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Responding period: January 1, 2000 -- December 31, 2000.

1. Number of Agency Employees as of June 30, 2000 _____
2. Number of Agency Supervisors as of June 30, 2000 _____
3. Number that completed mandatory training. _____
4. Number that partially completed mandatory. _____
5. Number that did not complete any mandatory training. _____

Please indicate below primary reasons why supervisors may have not been able to complete their mandatory supervisory training.

Thank you!