OPM 00-17

DATE: March 15, 2000

TO: All Appointing Authorities

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

RE: **Proposed Permanent Amendments to the Office of Personnel Management Administrative Rules**

I have scheduled a public hearing for comments on proposed permanent amendments to the following OPM Administrative Rule:

530:1-1-12. Location for information and for filing

The purpose of the amendments is to add to the list of documents which OPM will accept via facsimile (fax) and to add a new section allowing certain documents to be filed via electronic mail (e-mail). No documents have been deleted from the current listing of documents accepted by fax.

The rules hearing will be at **1:30 p.m., Thursday, March 23, 2000**, at the Office of Personnel Management, 2101 N. Lincoln Boulevard, Room B-84, Oklahoma City. I hope you or your representative(s) will attend.

If you would like to make comments on the proposed amendments but are unable to attend the public hearing, I will consider written comments received in the Office of Personnel Management by 5:00 p.m. on Friday, March 24, 2000. Written comments should be sent to Oscar B. Jackson, Jr., Oklahoma Office of Personnel Management, 2101 North Lincoln Boulevard, Room G-80, Oklahoma City, OK 73105, ATTENTION: Kimberlee Williams.

If you have questions regarding the rule proposals, please contact Kimberlee Williams at (405) 521-2160.

Copies of the proposals are attached.

TITLE 530. OFFICE OF PERSONNEL MANAGEMENT

CHAPTER 1. OFFICE OF PERSONNEL MANAGEMENT ADMINISTRATIVE RULES

530:1-1-12. Location for information and for filing

(a) The address and telephone number for communications with OPM is: Office of Personnel Management, Jim Thorpe Building, Room G80, 2101 North Lincoln Boulevard, Oklahoma City, OK 73105-4904, Telephone (405) 521-2177.

(b) The normal business hours of OPM are 8:00 a.m. to 5:00 p.m., Monday through Friday.

(c) Anyone may file a document with OPM by mail or hand-delivery during normal business hours. The "filing date" is the date OPM receives a document by mail or hand-delivery, not the date it is mailed or postmarked.

(d) OPM does not accept facsimiles or “FAXs” instead of original official documents except for the following documents:

~~(1) **Administrative Services**. VPD-1 Voluntary Payroll Deduction Application and related correspondence, and Interagency employee transfer correspondence.~~

~~(2) **Policy Services**. Application materials, including transcript, enrollment verification, and nomination and recommendation letters, and completed and signed agreement forms for the Carl Albert Public Internship Program; documents and related correspondence on rules, legislation and the Human Resources Management Advisory Committee; completed and signed agreement and contract forms for the State Personnel Interchange Program and the State Mentor Program.~~

~~(3) **Employee Selection Services**. OPM-29 Notice to Announce, OPM-102 PEP Nomination, and Test Use and Security Agreement.~~

~~(4) **Management Services**. OPM-14 Request for Personnel Action; OPM-39, OPM-39A, OPM-39B, and OPM-65 Position Description Questionnaires; OPM-70 Classification Grievance Audit Request; OPM-92 Personnel Transaction Freeze Exception Request; OPM-138, OPM-139, OPM-140, OPM-141, and OPM-142 Reallocation Forms.~~

~~(5) **Human Resources Development Services**. Course Nomination, Quality Oklahoma Project Report, and Mandatory Training Report.~~

~~(6) **Employment Relations Services**. All documents and related correspondence except Employee Assistance Program participant documents and alleged discrimination complaint documents.~~

~~(7) **Management Information Services**. OPM-30 Agency Transfer, EBC-20 Dependent Birthday Change, and OPM-38 Agency Payroll Initialization.~~

(1) Agency Payroll Initialization (OPM-38);

(2) Agency Transfer (OPM-30);

(3) Carl Albert Public Internship Program application materials, and completed and signed agreement forms;

(4) Certified Public Manager nomination;

(5) Classification Grievance Audit Request (OPM-70);

(6) Dependent birthday change (EBC-20);

(7) Delegated authority application;

(8) Documents and related correspondance on legislation, rules, and Employment Relations Services (except for Employee Assistance Program participant documents and alleged discrimination complaint documents);

(9) HRDS Course Nomination;

(10) Interagency employee transfer correspondance;

(11) Supervisory Mandatory Training Report;

(12) Model Project application;

(13) Notice to Announce (OPM-29);

(14) PEP Nomination (OPM-102);

(15) Personnel Transaction Freeze Exception Request (OPM-92);

(16) Position Description Questionnaires (OPM-39, OPM-39A, OPM-39B, and OPM-65);

(17) Quality Oklahoma Project Report;

(18) Reallocation Forms (OPM-138, OPM-139, OPM-140, OPM-141, and OPM-142);

(19) Request for personnel action (OPM-14);

(20) State Mentor Program nomination forms, application materials, and Appointing Authority endorsement forms;

(21) State Personnel Interchange Program completed and signed agreement and contract forms;

(22) Test Use and Security Agreement; and

(23) Voluntary Payroll Deduction Application (VPD-1) and related correspondance.

(e) OPM does not accept electronic mail or "e-mails" instead of original official documents except for the following documents:

(1) Carl Albert Public Internship Program transcripts, enrollment verifications, and resumes;

(2) Certified Public Manager nomination;

(3) HRDS Course Nomination;

(4) Mandatory Supervisory Training Report; and

(5) Quality Oklahoma Project Report.

~~(e)~~ (f) Unless a document clearly states otherwise, the signature of a person on a document filed with OPM shall mean the person has read it and has personal knowledge of the information it contains, that every statement is true, that no statements are misleading; and that filing the document is not a delay tactic. If any document is not signed or is signed with intent to defeat the purposes of the rules in this Title, the Administrator may ignore it and continue as though it had not been filed.