



**OKLAHOMA**  
Office of Management  
& Enterprise Services

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**AAA Memo: 2022-06**

**DATE: March 23, 2022**

**TO:** All Appointing Authorities

**FROM:** Jacob Smith, Administrator

**RE: Mandatory Supervisory Training Requirement Report**

Merit Rule 260:25-17-95, **Supervisory Training Reporting Requirements**, requires agencies to report annually on the compliance of their supervisory personnel with Merit Rule 260:25-17, Part 9, **Mandatory Supervisory Training**.

[Select here for the electronic report and return it by April 30, 2022.](#)

- The report applies to the period January 1, 2021, through December 31, 2021.
- If needed, Merit Rule 260:25-17-91 defines supervisory training.
- Use the report to indicate primary reasons employees may not have met the training requirements.
- Effective November 1, 1999, the mandatory supervisory training requirement was decreased from 24 hours to 12 hours of supervisory-related training.
- New supervisors are required to obtain **24 hours**, or supervisory-related training within the first **12 months** of their appointment.

The Office of Management and Enterprise Services uses the information provided for continuous improvement initiatives in leadership development across the state, and to assist your supervisors in meeting mandatory supervisor training requirements in the future.

For assistance, please email [slstraining@omes.ok.gov](mailto:slstraining@omes.ok.gov).

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