



STATE OF ARKANSAS  
**Department of Finance  
and Administration**

**OFFICE OF PERSONNEL MANAGEMENT  
Classification & Compensation Section**

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**MEMORANDUM**

TO: State Agency and Institutions of Higher Education Human Resource Managers

FROM: Janis Harrison  
DFA OPM Statewide Program Manager

SUBJECT: New Forms/Processes to Request Retirement Letters or Years of Service Certificates

DATE: November 12, 2015

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The Office of Personnel Management has worked with the Governor's Office to develop two new forms and processes for requesting a retirement letter and/or one of several service certificates. Please begin using the new forms and processes effective immediately.

To request a Retirement Letter from Governor Hutchinson, complete the Governor's Office Retirement Letter Request Form and submit at least two (2) weeks prior to the employee's retirement date. **You must designate one (1) staff member to be the contact person for your entity.**

Transmit by email: [Correspondence@governor.arkansas.gov](mailto:Correspondence@governor.arkansas.gov)  
Transmit by inter-office mail: Office of Correspondence, Suite 122, Governor's Office, LR, AR 72201  
Transmit by US mail: Office of Governor Hutchinson, 500 Woodlane Street, LR, AR 72201

To request a 10, 20, 30 or 40 Year Service Certificate or a Retirement Certificate, complete the OPM Service Certificate Request Form and submit at least two (2) weeks prior to the date needed. **You may designate one (1) or more staff members to be the contact persons for your entity.**

Transmit by email: OPM Class and Comp Forms – [OPM-CC-Forms@dfa.arkansas.gov](mailto:OPM-CC-Forms@dfa.arkansas.gov)  
Transmit by fax: 501-682-5094  
Transmit by inter-office mail: OPM, Suite 201, DFA Building, 1509 West 7<sup>th</sup> Street, LR, AR 72201  
Transmit by US mail: OPM, P.O. Box 3278, LR, AR 72203-3278

These forms are located on the DFA OPM website, under Forms/Reporting – Administration; the website address is: <http://www.dfa.arkansas.gov/offices/personnelManagement/Pages/forms.aspx>.

Should you have questions, please contact me.

Attachments: Governor's Office Retirement Letter Request Form  
OPM Service Certificate Request Form