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

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
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
Transmit by fax: 501-682-5094
Transmit by inter-office mail: OPM, Suite 201, DFA Building, 1509 West 7th 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