



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

OFFICE OF PERSONNEL MANAGEMENT
Administrator's Office

1509 West Seventh Street, Suite 201
Post Office Box 3278
Little Rock, Arkansas 72203-3278
Phone: (501) 682-1753
FAX: (501) 682-5104
www.dfa.arkansas.gov

MEMORANDUM

TO: Office of Personnel Management

FROM:

DATE:

SUBJECT: Years of Service Certificate

Official request for the following from the Office of Personnel Management:

10 Year Service Certificate
20 Year Service Certificate
30 Year Service Certificate
40 Year Service Certificate
Retirement Certificate

- Employee's Name:
- Employee's Preferred Name:
- Employee's Official Title:
- Employee's Dates of Service/Retirement Date for Above:

Select one: Certificate for pick up
 by messenger mail
 by US Mail

Agency/Institution Contact Name/Title:

Contact telephone/address information per certificate transmittal selection above:

Request MUST be submitted to the Office of Personnel Management at least two weeks prior to the date needed.

Agency/Institution Director/President/Chancellor/Designee Signature

Date