



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

**OFFICE OF PERSONNEL MANAGEMENT
 Administrator's Office**
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September 23, 2015

Senator Uvalde Lindsey, Co-Chairperson
 Representative Lanny Fite, Co-Chairperson
 Uniform Personnel Classification and Compensation
 Plan Subcommittee
 Arkansas Legislative Council
 State Capitol Building, Room 315
 Little Rock, Arkansas 72201

Dear Co-Chairs:

The Office of Personnel Management (OPM) submits a request from the Arkansas Department of Veterans Affairs (ADVA) for your review:

ADVA is in the process of establishing several regional offices and plans to deploy their Veterans Service Officers to serve veterans throughout the regions and provide training to all county Veterans Service Officers. Due to this mission, ADVA will implement a Reduction in Force (RIF) due to the regionalization of two positions within the agency. These employees will be given the options to move to one of the regional locations or accept employment with the Department of Workforce Services. The RIF will be effective October 1, 2015 and the following positions will subsequently be retained to fill positions at two of the regional offices:

<u>Position Number</u>	<u>Authorized Title</u>	<u>Employee Name</u>
22094438	Veterans Service Officer	George Woolford
22094512	Veterans Service Officer	Guerline Gelin

Your consideration of this request is greatly appreciated.

Sincerely,

Kay Barnhill
 State Personnel Administrator

Chief Fiscal Officer of the State

SEP 15 2015
 Date



Office of the Director, Fiscal and Human Resources
501 Woodlane Drive, Suite 230C, Little Rock, AR 72201
Phone: (501)683-1787 | Fax: (501) 682-4833

Asa Hutchinson
Governor

Matt Snead
Director

August 27, 2015

Larry Walther, Director
Department of Finance and Administration
1509 West 7th Street, Room 201
Little Rock, AR 72201

RE: Reduction in Force, Request to Retain Position #22094438 and Position #22094512

Dear Mr. Walther,

We hereby request your approval to retain positions 22094438 and 22094512, both a result of a reduction in force effective October 1, 2015.

As we approach execution of ADVA's strategic plan, we intend on forward deploying Veteran's Service Officers (VSO's) to different regions across the state. ADVA will begin transitioning our VSO's out of the Fort Roots office and into nine regions. Our VSO's will not only serve the Veterans throughout their region, but also provide training so that every County Veteran Service Officer is accredited and has access into the VA system. ADVA's plan was briefed to and approved by Governor Asa Hutchinson.

Our annual operating plan for FY16 was budgeted with these two positions for the entirety of the year. ADVA does have the available funding for the positions.

These two positions are currently occupied at Fort Roots, but will be vacated by October 1, 2015 as a result of a reduction in force. Our intent is to fill these positions in two of the nine regions.

The employees currently assigned to these positions at the Fort Roots location have been offered several options to maintain their employment with the State, including moving to one of the new regional VSO locations or remaining in the Little Rock/North Little Rock region as a State employee by accepting employment with DWS.

Thank you for your consideration of our request. If you have questions or require additional information, please contact me at 501-683-1386.

Sincerely,

Sara Terry
Personnel Manager

Cc: Matt Snead, Director