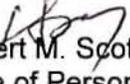




STATE OF ARKANSAS  
**Department of Finance  
and Administration**

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TO: All State Agency, Board, and Commission Directors, Presidents/Chancellors of State Supported Institutions of Higher Education and Human Resource Managers

FROM:  Herbert M. Scott, Administrator  
Office of Personnel Management

DATE: August 30, 2013

SUBJECT: OPM Update to Employee Disclosure and Certification of Family Members Reporting

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In an OPM memorandum dated July 2, 2012, OPM Revisions and Reminders for the New Fiscal Year, my office provided information regarding the use and reporting requirements of disclosure statements. Since that time, agencies, boards, commissions and institutions of higher education have been reporting the information obtained from the disclosure statements using the reporting mechanism located on the Department of Finance and Administration's Office of State Procurement website.

The directions included:

To report the information obtained from the F3/F4 and F8, use the employee reporting site

[https://www.ark.org/dfa/dfa\\_disclosure/index.php?type=employee](https://www.ark.org/dfa/dfa_disclosure/index.php?type=employee)

To report the information obtained from the F7, use the grants and contracts reporting site

[https://www.ark.org/dfa/dfa\\_disclosure/index.php?type=contract](https://www.ark.org/dfa/dfa_disclosure/index.php?type=contract)

Effective today, the reporting site for the Employee Disclosure and Certification of Family Members is located on the Office of Personnel Management website, under Forms/Reporting, at the same address above:

[https://www.ark.org/dfa/dfa\\_disclosure/index.php?type=employee](https://www.ark.org/dfa/dfa_disclosure/index.php?type=employee)

For those few entities who report by spreadsheet, please submit the spreadsheet to Janis Harrison, DFA Statewide Program Manager, 501-682-3554, [Janis.Harrison@dfa.arkansas.gov](mailto:Janis.Harrison@dfa.arkansas.gov).

The reporting site for the grants and contracts remains on the DFA Office of State Procurement website at the address above.

Should you have any questions, please contact Janis by telephone or email.