



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

OFFICE OF PERSONNEL MANAGEMENT  
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**MEMORANDUM**

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

FROM:  Herb Scott, Administrator  
Office of Personnel Management

SUBJECT: Hiring Freeze Procedures

DATE: October 22, 2013

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An updated Hiring Freeze Exception Request form has been placed on the OPM website and includes two additional fields regarding "internal only" advertisements. Below the justification section of the hiring freeze, agencies will be required to report if the position will be advertised as internal applicants only and if so, has the "Internal Advertising Approval Request" form been submitted to OPM for approval. I have included links to the forms on the OPM website. Please note that any requests received after 12:00 p.m. on Friday, October 25, 2013 that are not on the current form will be returned to the agencies for correction.

<http://www.dfa.arkansas.gov/offices/personnelManagement/Documents/hiringfreezeexceptionRE.PDF>

<http://www.dfa.arkansas.gov/offices/personnelManagement/Documents/InternalAdvertisingApprovalRE.pdf>

As a reminder, to ensure more efficient and expeditious review and response to your needs, please submit all Classification and Compensation Section forms, requests, reports and other related items through the following email address: [OPM-CC-Forms@dfa.arkansas.gov](mailto:OPM-CC-Forms@dfa.arkansas.gov) **no later than 12:00 p.m. of the last working day of the week**. This will cease duplicate forms being received by fax, interoffice mail, and e-mails addressed to various employees of OPM. OPM analysts have been informed of this process and any forms sent directly to the analyst will be forwarded to the OPM-CC-Forms mailbox for processing before the analyst begins his/her review.

If you have any questions concerning the above, please feel free to contact me or your personnel analyst.