



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

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**MEMORANDUM**

TO: State Agency and Institution of Higher Education HR Managers

FROM: Kay Terry *Kay Terry*  
State Personnel Administrator

SUBJECT: Arkansas Department of Veterans Affairs  
Reduction in Force

DATE: September 18, 2012

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The Arkansas Department of Veterans Affairs has announced a reduction in force for Sixty One (61) employees effective during the month of November 2012. The employee data is listed on OPM's web site under the "Workforce Pool" quick link. Access to the spreadsheet is password protected.

Agencies and Institutions of Higher Education will be allowed to forego regular advertising requirements, as stated in Governor's Policy Directive 8, should the interview result in selection of an employee who has been terminated due to a workforce reduction.

Please be reminded that this is confidential employee data. Therefore, only those HR employees with a need to know should be granted access to the file.

Should you interview and/or hire any of the employees, please notify OPM. The hiring information should be reported to Don Lukas, Manager, Research and Technical Services at [don.lukas@dfa.arkansas.gov](mailto:don.lukas@dfa.arkansas.gov). The data should be reported on the "Applicant Interview Information Form" located on our web site.

Should you have questions regarding the displaced employees you may contact Whitney Hanynie, Veterans Affairs Human Resource Specialist, Office Phone: 501-992-0306 Office FAX 501-992-0162, e-mail: [Whitney.Haynie@arkansas.gov](mailto:Whitney.Haynie@arkansas.gov). All other inquiries should be directed to Don Lukas at 501-682-5139.