



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

OFFICE OF THE DIRECTOR
1509 West Seventh Street, Suite 401
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<http://www.state.ar.us/dfa>

November 3, 2010

Joe Kelnhoffer
Riverside Vocational Technical School
8000 Corrections Circle, P.O. Box 1179
Pine Bluff, AR 71613

Dear Mr. Kelnhoffer,

We have received and appreciate your statement that the following positions will no longer be assigned a State vehicle for commuting purposes:

Director

Please be aware that, under Section 4 of Executive Order 10-14, all vehicles must carry red, Official Business Only license plates and each must carry the official seal of either the State or your agency.

Please also be aware that, under Section 3 of Executive Order 10-14, all vehicles not assigned to individual employees must be pooled, made available to any authorized employee and must remain on State property when not in use.

Additionally, please recall that Executive Order 10-14 requires State vehicles be used solely for purposes of official State business.

Thank you for your assistance and cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard A. Weiss".

Richard A. Weiss
Director



Riverside Vocational Technical School

Central Office

8000 Corrections Circle, P.O. Box 1179, Pine Bluff, AR 71613

Phone: (870) 267-6900 Fax: (870) 267-6902

FAX

TO: Jake Bleed

AGENCY: DEA

FAX NUMBER: 501-682-1029

FROM: J. Kefahofur

DATE: 11-1-10

COMMENTS:

Status as designated Computer
Plate Change

Department of Finance and Administration
Office of Intergovernmental Services

Request for Status Designation: Commuter

Executive Order 10-14 established Status Designations for employees whose duties require assignment to a State Vehicle. Request for the Status Designation of Commuter must be made for individual state employees. Waivers issued under Governor's Policy Directive 3 will cease to be valid after Nov. 1, 2010.

Please use this form to Request the Status Designation of Commuter for employees within your State Agency, Board or Commission who require the use of a State Vehicle to travel to and from home and whose use of a State Vehicle is as a Commuter as described by Executive Order 10-14.

Please supply the following information for each state employee to receive the Status Designation of Commuter as described under Executive Order 10-14:

1. Name of Employee:

Joe Keinhofer

2. Position or Title of Employee:

Director

3. Agency, Board or Commission:

Riverside Vocational Technical School

4. Year, Make and Model of Vehicle to be Assigned:

2006 Ford Taurus

5. VIN Number of Vehicle to be Assigned:

53206A 195767

6. Estimated Mileage Driven on a Monthly Basis:

No longer commuting

7. License Plate Number of Vehicle to be Assigned:

566 LHN

8. Does this vehicle have Official State License Plates:

Yes:

No:

9. If the employee has previously used a State Vehicle under a Waiver from Governor's Policy Directive 3 but no longer thinks it's necessary to use a State Vehicle in this manner, please check here:

10. Please use this space to describe the Legitimate State Business Purpose that would be met if this employee was granted a Commuter Status Designation. If additional space is needed, please add additional pages as necessary:

[Empty rectangular box for describing the Legitimate State Business Purpose]