Department of the Military
Governor Sarah Huckabee Sanders
The Adjutant General, Brigadier General Olen Chad Bridges

Department of the Military
Communication Opt-In Form

You have been identified as an employee who is in a position that does not require a government issued email account. It is crucial that you have an efficient way to receive vital updates on policy changes, job opportunities, benefit details, notifications about inclement weather closures, training schedules, and managing Freedom of Information Act (FOIA) requests.

You may provide a private email address of your own or choose to have an Arkansas.gov state email address created for you. Both of these choices are subject to Freedom of Information Act (FOIA) requests, but only the correspondence from the Department of the Military (DOTM) that is housed on your email server are subject to this in regard to your private email account. Choosing and Arkansas.gov email account will require you to download an authentication app on a mobile device such as a cell phone.

Employees are responsible for ensuring their contact information, including email addresses and phone numbers, are current.

EMPLOYEE OPT IN ACKNOWLEDGEMENT AND SIGNATURE

I acknowledge that I am consenting to share my private email address. I am aware that providing this email, any communication exchanged between myself and an Arkansas.gov email account may be subject to the Freedom of Information Act (FOIA) at any given time.

Employee Printed First Name _____ Employee Printed Last Name _____

Employee Signature _____ Date _____

ML Area _____ AASIS ID Number _____ Phone Number _____

Email Address _____

Please select this box if you wish to have an Arkansas.gov email assigned to you. ☐