



Department of Shared Administrative Services Office of Personnel Management

Policy Title: Miscellaneous Federal Grant (MFG) Positions

Policy Number: 43

Authority: Ark. Code Ann. § 19-7-502

Effective Date: July 1, 2025

Departments may receive new or additional federal funds that were not anticipated or contemplated when making budgetary and position requests. Departments may request Miscellaneous Federal Grant (MFG) positions and appropriations from the Governor and the Chief Fiscal Officer of the State to carry out the objectives of the federal programs or to meet federal requirements. MFG positions are subject to the department's ability to certify funds.

A department requesting new or additional appropriations or positions with the federal funds must submit a Miscellaneous Federal Grant Program Appropriation and Personnel Authorization Request form to the Department of Finance and Administration, Office of Budget. The department's assigned budget analyst will review the request and obtain the necessary additional information and signatures. The request is then sent to the Legislative Council or, if the General Assembly is in session, the Joint Budget Committee. Either legislative body may approve or modify the request.

The department shall provide justification to the Office of Personnel Management (OPM) for the need to allocate MFG positions. If new classifications are necessary for these positions, OPM may assign the appropriate title and grade after review by the Legislative Council, or if the General Assembly is in session, the Joint Budget Committee.

Salary eligibility for employees in MFG positions shall be determined in the same manner established for newly hired employees in other legislatively authorized positions.

Upon hire, employees in MFG positions must certify in writing that they have been notified that the position is subject to the availability of funding, and, if funding ceases, the position will not be continued.