



**DEPARTMENT OF PERSONNEL**  
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**<http://dop.nv.gov>**

**MEMORANDUM**

**TO:** Department of Personnel  
Department Directors  
Agency Personnel Liaisons  
Agency Personnel Representatives

**FROM:** Todd Rich, Director  
Department of Personnel *T.R.*

**DATE:** February 1, 2008

**SUBJECT:** Process for IT NPD-19's and IT Justification to Fill Requests

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The following information and flow charts are being provided to assist you in the process for all IT NPD-19's and IT Justification to Fill Requests.

All IT NPD-19 Requests must have an organizational chart attached and a copy of the class series that is being requested. If the position is vacant or new and the Agency is seeking to fill the position, the Justification to Fill Request must also be attached, if not seeking to fill, a memo must be attached explaining that the Agency is not seeking to fill at this time.

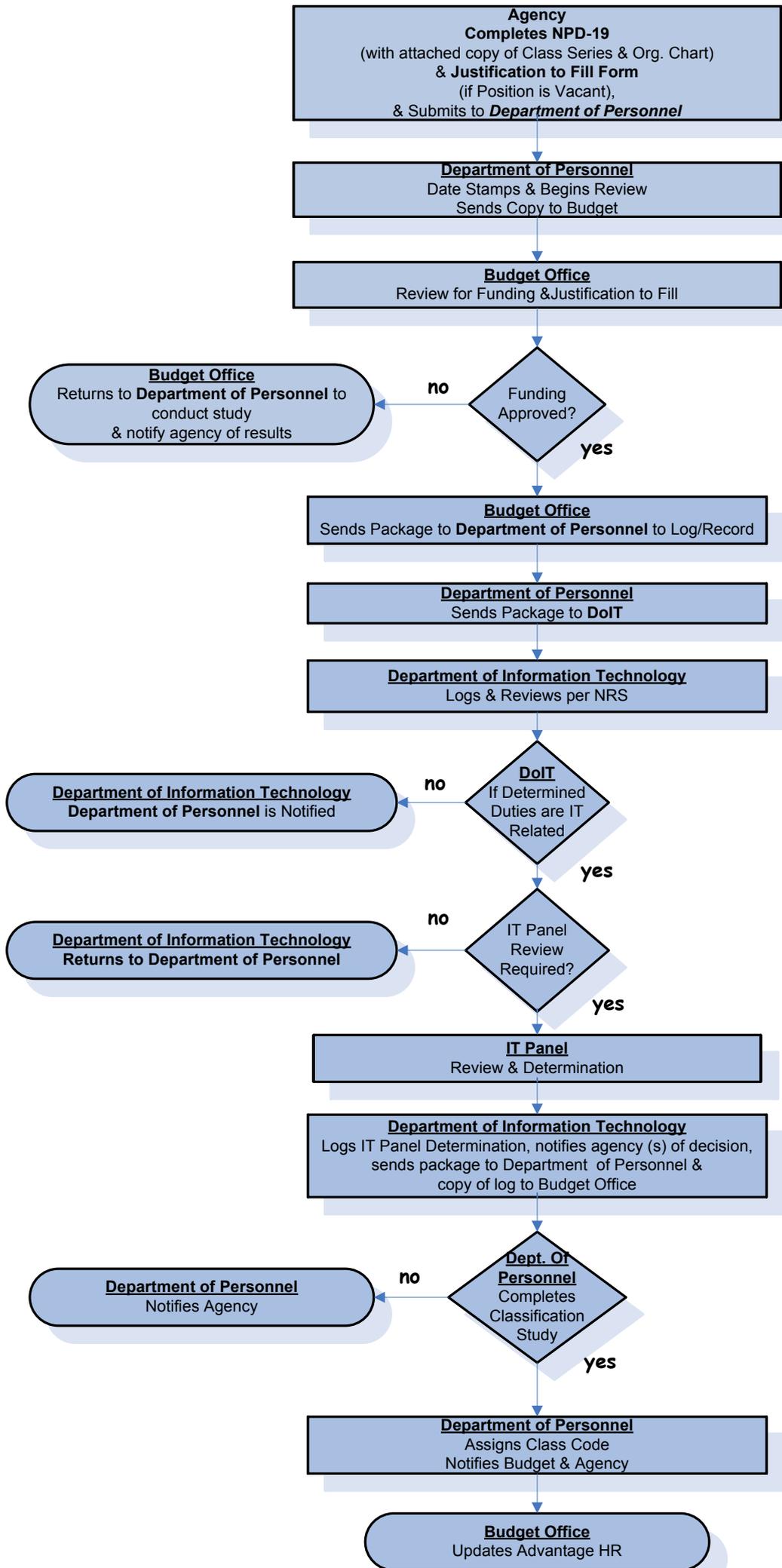
The Department of Personnel will review each request and return any IT NPD-19 to the Agency if the package is not complete.

Please note that this information applies to IT positions only.

Thank you for your assistance in this process.

TR:pl:vk

# IT NPD-19 Requests



# IT Justification to Fill Request

