



DEPARTMENT OF PERSONNEL
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MEMO PERD #22/10
April 06, 2010

TO: Department Directors
Agency Administrators
Agency Personnel Liaisons
Agency Personnel Representatives

FROM: Teresa Thienhaus, Director
Department of Personnel

A handwritten signature in cursive script, reading "Teresa Thienhaus".

SUBJECT: Additional Justification to Fill Instructions

On March 16, 2010, All Agency memorandum #2010-15 was released by the Department of Administration on the Budget Office procedures for Justification to Fill (JTF) Requests. As a follow up to this memo the Department of Personnel is implementing the following processes:

- Once the Department Director has received the approved JTF it must be printed out and signed by the Department Director to notify their agency personnel staff of the approval. The JTF, **original no copies**, must be attached to the ESMT-A for processing an employee into the position.
- If an agency has been given a blanket JTF approval for a certain position/title code it is not necessary to attach the JTF to the ESMT-A form, however, "Blanket Approval" must be written in the remarks section of the ESMT-A form. Central Records will have a list of agencies with the title codes in which blanket approvals have been granted.

If you have any questions or concerns please contact your Central Records Representative.