



DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
<http://dop.nv.gov>

MEMO PERD #42-10
July 23, 2010

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

FROM: Teresa Thienhaus, Director
Department of Personnel

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

SUBJECT: JUSTIFICATION TO FILL – UPDATE

On June 3, 2010, the Department of Administration issued Agency Memo #2010-25 regarding the use of the new Justification to Fill (JTF) System. The form is now an on-line process. As a reminder, when filling a vacant position after all approvals have been applied, the agency must print out the JTF form and attach it to the Employee Status Maintenance Transaction (ESMT-A) form. Due to the time stamp approval in the system, the Director's signature is no longer required as indicated in previous correspondence (PERD #22/10 dated April 6, 2010).

We are aware that there are approved versions of the previous form still circulating. If you are using a previous version you must adhere to the guidelines that were in place during that time period. If you have a blanket approval in place for certain titles, 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. You do not need to submit a new JTF for blanket approvals already in place.

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