DEPARTMENT OF MILITARY AFFAIRS
REQUEST TO HIRE AUTHORIZATION

SECTION I: To be completed in its entirety by the requesting Division/Program.

DATE:
POSITION NUMBER: 671
POSITION TITLE:
LAST INCUMBENT:
DIVISION/LOCATION:
POSITION FUNDING: 671-

JUSTIFICATION TO HIRE

This position has a current classified job description. (Required for position to be filled)
This position is vacant and is authorized by the Legislature or the Office of Budget & Program Planning (OBPP). (Required for position to be filled)
A state computer will be needed for this employee.
A state telephone will be needed for this employee.
This employee will need access to state email.
This employee will need access to SABHRS.

I certify that filling this position is necessary, all documentation has been completed and the Division/Program has adequate funding to support the position.

Division/Program Administrator’s Signature

SECTION II: Signatures of Approving Official

- Fully Approved
- Approved with exceptions
- Denied

Exception/posting requirements:

- Received in Human Resources: