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State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

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SECRETARY

MATTHEW A. JONES
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 04-021

March 26, 2004

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

FROM: Matthew A. Jones
Undersecretary

SUBJECT: Reminder to Use Updated Forms Only

All CRT offices are reminded to use only the most recent revisions of all employment forms. We have recently received a number of LASERS enrollment documents completed on outdated forms. LASERS has notified us that these forms are no longer acceptable. We are also continuing to receive outdated OMF-301 forms.

Please download the necessary LASERS forms from the LASERS web site at www.lasers.state.la.us. These forms contain a bar code that is critical to the LASERS imaging process. Downloaded forms printed on Laser printers are acceptable, but photocopies are not because the copying interferes with the bar codes.

Forms may also be requested from the Human Resources Office as needed. The most recent OMF-301 form can be downloaded from the HR Forms on Channel Z.

If you have any questions, please contact the Human Resources Office at (225) 342-0880.

Please Post and Circulate