

Office of the Lieutenant Governor (OLG)
Department of Culture, Recreation and Tourism (DCRT)

REQUEST TO FILL (RTF) FORM

POSITION INFORMATION

Job Title:	Position #:	Uncl Sal: \$ _____ hr.																				
Office: (Select one)	Work Parish:																					
Division/Park/Welcome Center:																						
Request Type: <input type="checkbox"/> New Position <input type="checkbox"/> Existing Vacancy	Date Vacated:																					
Previous Incumbent:	Immediate Supervisor:																					
Is this position: (check one) <input type="checkbox"/> Supervisory <input type="checkbox"/> Non-Supervisory																						
Update of Position Description (SF-3): <small>SF-3s must be updated every five (5) years; when duties have changed significantly; or when filling a supervisory position if the SF-3 is more than one (1) year old.</small>																						
Does the SF-3 require update? <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, please attach.)																						
Coding: <table border="1"> <thead> <tr> <th>Cost Center</th> <th>Reporting Category</th> <th>%</th> <th>Reporting Category</th> <th>%</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center;">Full-time</td> <td colspan="3" style="text-align: center;">Part-time</td> </tr> <tr> <td><input type="checkbox"/> 2100 Salary</td> <td><input type="checkbox"/> 2200 Wages</td> <td>_____ hours per week</td> <td><input type="checkbox"/> 2200 Wages</td> <td><input type="checkbox"/> 2210 Student</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Other:</td> <td colspan="3"><input type="checkbox"/> Other:</td> </tr> </tbody> </table>			Cost Center	Reporting Category	%	Reporting Category	%	Full-time		Part-time			<input type="checkbox"/> 2100 Salary	<input type="checkbox"/> 2200 Wages	_____ hours per week	<input type="checkbox"/> 2200 Wages	<input type="checkbox"/> 2210 Student	<input type="checkbox"/> Other:		<input type="checkbox"/> Other:		
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Salary Object:	State Funds: %	Federal: %	Other: %																			
Source of Funds:																						

ANNOUNCEMENT TYPE

Select desired announcement type(s): <i>(Check one or more, if applicable)</i>	<input type="checkbox"/> Probational	<input type="checkbox"/> Unclassified Regular
	<input type="checkbox"/> Promotional – DCRT Employees Only	<input type="checkbox"/> Unclassified Temporary (Wage, Student)
	<input type="checkbox"/> Promotional – All Classified State Employees	<input type="checkbox"/> Do not announce <i>(Only applicable for unclassified regular; unclassified temporary/wage; or Classified WAE appointments)</i>
	<input type="checkbox"/> Classified Temporary (Job Appt., Classified WAE)	

ANNOUNCEMENT INFORMATION

List any preferred qualifications above
that which is required as part of the
minimum qualifications for the job:
*(Such as programmatic work experience in the
relevant field of work; a test score at or above 80;
skills in a specific computer program, etc.).*

List any special requirements for
the position:
(Check one or more, if applicable)

Work Schedule: _____
 Overtime (as deemed necessary) Travel Driving

APPROVALS

Supervisor's signature _____ Date _____ Assistant Secretary's signature _____ Date _____

Secretary/Undersecretary's signature _____ Date _____

FOR HUMAN RESOURCES USE ONLY:

Initials: _____	Log Number: _____
Date Received: _____	Exam Plan Number: _____