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

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HUMAN RESOURCES MEMORANDUM NO. 2011-032

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

FROM: Rikki Nicole David *RND*
Human Resources Director

SUBJECT: Revised Personnel Authorization Form (301)

DATE: September 28, 2011

The Personnel Authorization Form (301) has been updated. The revisions include:

1. Eliminating data fields that are no longer needed;
2. Adding new data fields not previously available on the form;
3. Increasing the font size to enhance readability;
4. Making the form more user-friendly by converting it from its current Excel format to a fill-able Word document.

The form is attached for your convenience, and may also be accessed on Channel Z under Human Resources → HR Forms.

Please ensure that you begin using the updated form, which is dated "R – 9/11" in the upper right hand corner.

Thank you for your cooperation.

Should you have questions, please contact the Human Resources Division at (225) 342-0880.

RND:ch
Attachment
c: Personnel Liaisons

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