

## REQUEST TO FILL REQUIRING EXECUTIVE APPROVAL FORM

(process through DocuSign)

Date of Request: \_\_\_\_\_

To: Program Office Human Resources Manager

From: \_\_\_\_\_

Re: Request to Fill Requiring Executive Approval

In accordance with the memorandum dated March 9, 2022 from Lauren Guttzeit, Human Resources Director, the Office of \_\_\_\_\_ is requesting executive approval to fill a position at the \_\_\_\_\_ level. The following information is being provided in reference to the requirements in the memorandum.

1. Title and position number: \_\_\_\_\_

2. A brief justification for filling the position:

3. Name of the previous incumbent: \_\_\_\_\_

4. Date position was vacated (if a new position, date position was established): \_\_\_\_\_

5. Cost and funding source for the position:

6. A brief description of the duties and responsibilities. Include any specific skills sets that are desired but are not listed in the position description (SF-3):

--

7. Note recruitment efforts:

--

8. Interview panel makeup:

--

Thank you for your consideration of this request.

**REVIEWERS:**

(Program Office Human Resources Manager) \_\_\_\_\_

(Assistant Human Resources Director) \_\_\_\_\_

(Deputy Undersecretary and Program Monitor) \_\_\_\_\_

**REVIEWERS COMMENTS:**

**EMT DECISION:**

\_\_\_\_\_  
Mark A. Thomas, Deputy Secretary

\_\_\_\_\_  
Ruth Johnson, Undersecretary

\_\_\_\_\_ APPROVED

\_\_\_\_\_ APPROVED

\_\_\_\_\_ DISAPPROVED

\_\_\_\_\_ DISAPPROVED

**EMT COMMENTS:**