



Department of Shared Administrative Services  
Office of Personnel Management  
**Hiring Freeze / Intent to Fill Request**

Budgeted

Unbudgeted

If unbudgeted, provide the budgeted position you will unbudget to accommodate this request

**Please note:** An organizational chart must be submitted showing the placement of this position Date:

Department: \_\_\_\_\_ Division: \_\_\_\_\_  
Business Area: \_\_\_\_\_ Position #: \_\_\_\_\_ City/Location: \_\_\_\_\_  
Class Code: \_\_\_\_\_ Job Title: \_\_\_\_\_ Grade: \_\_\_\_\_

Vacated by: \_\_\_\_\_ Personnel #: \_\_\_\_\_ Date: \_\_\_\_\_ Reason: \_\_\_\_\_

**To be completed if applicable:**

Hire Name: \_\_\_\_\_ Personnel #: \_\_\_\_\_ Current Grade: \_\_\_\_\_  
Current Salary: \_\_\_\_\_ Requested Salary: \_\_\_\_\_

**Responsibilities of the position. Copy of job description is not acceptable and will be returned as incomplete.**

**Please be specific answering the following: 1) can this position's duties be absorbed by current staff (if no, explain in detail); 2) what will happen if position remains unfilled; and 3) how does this request fit within your efforts to streamline**

Number of positions in this classification that are authorized / filled \_\_\_\_\_ / \_\_\_\_\_  
Turnover rate for this classification (within the previous one year): \_\_\_\_\_ %  
Funding source(s) and percentages: \_\_\_\_\_ % (Ex: General Revenue / Federal 35/65%)

**By signing this document, I certify that the employee / applicant has not been promised a specific salary amount and that sufficient department funds are available to support this request without impacting other programs or services. I also acknowledge that funding for this action will not be made available from the Performance Fund.**

Department Secretary/Agency Director \_\_\_\_\_ Date \_\_\_\_\_

Approve Deny OPM Director/Management Designee \_\_\_\_\_ Date \_\_\_\_\_