

**DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL
SERVICES**

Bureau of Human Resources

February 8, 1995

HUMAN RESOURCES MEMORANDUM 2-95

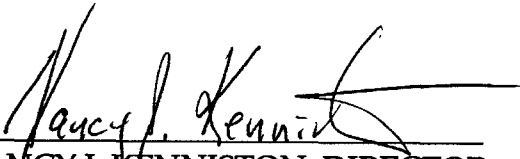
TO: Agency Personnel Managers and Directors of Administrative Services
SUBJECT: Elimination of Form FJA-3 Approval Process for New Positions

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The FJA-3 approval process has been eliminated from new position processing. New positions will no longer be routed through the Governor's Office before they are established on MFASIS by the Bureau of the Budget.

Agencies are no longer required to submit Form FJA-3 with the FJA-1 and the PDR forms when establishing a new position.

Thank you.



NANCY J. KENNISTON, DIRECTOR
Bureau of Human Resources