

PERSONAL DATA CHANGES

Guideline:

It is the responsibility of each member to promptly notify and supply the Administration of any changes in personal data.

- A. Personal mailing addresses
- B. Telephone/cellular/pager numbers
- C. Number and name of dependents
- D. Individuals to be contacted in the event of an emergency
- E. Educational accomplishments
- F. And other such status reports shall be accurate and current at all times.

If any personal data has changed, notify your Shift Officer or the Administrative Assistant immediately so that accurate and appropriate changes may be done.

