** IQCS – New Employee Data **

1. **NAME (Spelled *EXACTLY* like on driver’s license) Empw HR ID\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| First |  |
| Middle Initial |  |
| Last |  |
| Suffix |  |

1. **WORK MAILING ADDRESS**

|  |  |
| --- | --- |
| Street |  |
| City |  |
| State |  |
| Zip |  |
| County |  |

1. **PHONE NUMBERS**

|  |  |
| --- | --- |
| Work |  |
| Cell |  |
| Home |  |

1. **EMAIL ADDRESSES**

|  |  |
| --- | --- |
| Home |  |
| Work |  |

1. **DATE OF BIRTH (month and day only)**

Per policy, **DO NOT email**. Call Vicki Baker (541.219.1497) or Art Griffiths (541.219.0779) and give information.

1. **ORGANIZATION ID**

**CHOOSE AN ITEM**

1. **UNIT ID**

**CHOOSE AN ITEM**

1. **SUB-UNIT TRAINING OFFICER**

|  |  |
| --- | --- |
| Name |  |

1. **DUTY STATION**

|  |  |
| --- | --- |
| Physical Location |  |

1. **EMPLOYMENT KIND**

**CHOOSE AN ITEM**

1. **IFPM POSITION INFORMATION**

**Choose an item.**

**Property of the US Government - Not for distribution outside IQCS Fire Support Activities.**

**This document contains Sensitive but Unclassified information.**

**Properly destroy in accordance with the GRS/BLM Combined Records Schedule (MS-1220, Appendix 2)**