

# Employee Information

## Office

Courtesy title  Last Name  First name   
 Employee type  Job title  Job category

## USDI Bureau of Land Management

Washington Office  State Office  Field Office

## USDA Forest Service

Deputy Area  Region/Station  Forest/Lab   
 Backup  Assistant  Supervisor's name   
 Address  City  State/Territory   
 ZIP/Postal code  Country  Is supervisor Yes  No   
 Phone  Fax  Mobile   
 Pager  Notes mail  Internet mail   
 Shift  Preferred contact method   
 Foreign language  Read  Speak  Write

## Home

Address  City  State/Territory   
 ZIP/Postal code  Country   
 Phone  Mobile  Pager

## Emergency Contact

Courtesy title  Last Name  First name   
 Relation to Employee  Office Phone  Home Phone   
 Mobile  Pager

## Temporary Assignment

Job title  Division name  Phone   
 Fax  Supervisor's name  Supervisor's phone   
 Address  City  State/Territory   
 ZIP/Postal code  Region  Country   
 Assignment start date mmmddyyyy Assignment end date mmmddyyyy