

Montgomery County Fire and Rescue Service Directive Division of Volunteer & Community Services

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Page 1 of 1

TO: All LFRD Volunteer Personnel

FROM: Division Chief Wm. A. Hinde



SUBJECT: Personal Data Form

We recently received word from the Office of Human Resources that HR Liaison's would no longer have the ability to update address information in Oracle, Montgomery County's financial data management system which processes Nominal Fee checks. In past practice, Linda Dowdy, LOSAP Administrator (MCFRS HR Liaison), would enter volunteer information into Oracle as "new hires" and update addresses.

The Office of Human Resources accepts Personal Data Forms (PDF) throughout the course of the year (found on DOVs Quicklinks). Effective immediately, all **address changes prior** to being entered into PIMS **must** be accompanied with a **signed PDF form from the volunteer** with copies submitted to Linda Dowdy, LOSAP Administrator, and Ruthie Wills, PIMS Administrator. **PDF forms will be submitted to OHR by the Division of Volunteer and Community Services.**

If you have any questions, please contact either Mrs. Dowdy or Mrs. Wills at Linda.Dowdy@montgomerycountymd.gov or Ruthie.Wills@montgomerycountymd.gov