



# SPECIAL ORDER



<b>Series</b> <b>2013</b>	<b>Number</b> <b>31</b>	<b>Originating Unit</b> <b>OFC</b>	<b>Originating Date</b> <b>April 10, 2013</b>	<b>Expiration Date</b> <b>N/A</b>
------------------------------	----------------------------	---------------------------------------	--	--------------------------------------

Subject:

## Reporting Changes Concerning Personnel – Form 9

All Battalion Fire Chiefs in the Operations Division and Division Commanders other than Operations are to insure that all employee F&EMS Form 9's and PeopleSoft ESS are up to date (Order Book Article III Section 7). Compliance with this Order shall be confirmed up through the chain of command to the AFCO by Monday, April 15.

Whenever an F&EMS Form 9 is submitted denoting an address change, the responsible company officer will also execute and submit Form OBMS-90 (in duplicate). The date the OBMS-90 was submitted will be entered in the space provided at the top right side of the F&EMSD Form 9.

Company Officers and Division Commanders, other than the Operations Division, will insure that reports are prepared and forwarded to the Human Resources Office so this information will be placed in the member's personnel file at District of Columbia Personnel Folder (DCOP) and at various levels as set forth in Article IV of the Fire and EMS Department Order Book.

*Kenneth B. Ellerbe*  
 For Kenneth B. Ellerbe  
 Fire & EMS Chief