

Human Resources Branch Memorandum

SUBJECT: CDFW Emergency Information Form (DFW 253)	NUMBER: HRB 20-022
	DATE ISSUED: June 24, 2020
DISTRIBUTION: CDFW All	EXPIRES: Until Superseded

Action Required

Informational Only

Control Agency Directive

Purpose

The purpose of this memorandum is to inform California Department of Fish and Wildlife (CDFW) employees that effective immediately CDFW has converted the Emergency Information Form (DFW 253) to a DocuSign form. All CDFW employees are required to complete and sign the CDFW Emergency Information Form (DFW 253) electronically via DocuSign by **COB Wednesday July 8, 2020**. The CDFW will no longer be accepting paper copies of the DFW 253.

Due to the current COVID-19 Pandemic, safety for CDFW staff is very important. All CDFW staff are required to digitally complete the DFW 253 via DocuSign to keep their contact information current and updated.

Completing DFW 253 via DocuSign

On Wednesday, June 24, 2020, all CDFW employees will receive an email from DocuSign instructing employees to complete it. Please complete the form and digitally sign it.

Once completed, your DFW 253 will be stored in HRMS so that it will be easily accessible by the Human Resources Branch and your supervisor in the event of an emergency.

Contact

If you have any questions about the DFW 253 form, please contact your supervisor.

If you have any questions about HRMS, please contact the Data and Technology Division HRMS team for assistance at HRMS@wildlife.ca.gov.