

**Institutional Organization for Reporting**

Please list in order of institutional hierarchy for reporting or supervision starting with the highest officer.

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| --- | --- |
| **Name**  **(Inclusion of credentials is optional)** | **Title** |
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Programs may modify to include information important for documentation of institutional personnel history.

Examples can include, but not limited to:

* Date of hire
* End date of employment
* Date of notification or request for approval to JRC-DMS
* Receipt of approval by JRC-DMS (email)