See Also: LOM 7003.1

ACTION BY:	***ACTION:***
Laboratory Personnel	1. **Creates** or **revises** a curriculum vitae (CV) using the CV template found in Blank Forms on the Office of Forensic Sciences Document Control Center (SFDCC) website. NOTE: Instructions are located in Blank Forms on the SFDCC website.
	2. **Submits** the CV to his/her immediate supervisor as a Portable Document Format (PDF) file.
Supervisor	3. **Reviews** the CV for administrative errors. 3a. If revisions are required, **returns** to laboratory personnel (Steps #1-2).
	4. **Forwards** the CV to the quality assurance specialist (QAS).
QAS	5. **Saves** the approved CV on the local laboratory share drive. NOTE: File names should have a consistent naming format.
Laboratory Personnel	6. **Updates** the CV annually and when significant changes occur (Steps #1-5).

End of Document

Date Posted: 03/30/2018