

## **Emergency Contact Data Instructions**

Due to the recent terrorist attacks and the continuing threats against all Americans, we find it necessary to implement an automated method whereby all employees who are U.S. citizens may have their emergency contact data readily available in the event of an emergency or death of an employee.

The emergency data you provide will be stored and made available to only those authorized individuals who will be directly involved in the actual process of notifying your emergency contact(s) and processing or assisting with the necessary documents in the event of injury or death of an employee.

A screen consisting of the necessary data elements is available for you to complete on the Army website, <https://cpsapp2.belvoir.army.mil/emercontact/default.asp> or via [www.cpol.army.mil](http://www.cpol.army.mil) under "What's New." Your social security number is being used since it is the one account that distinguishes you as an employee without duplication. Please note that when entering your social security number, it will not be displayed on the screen. As you enter your social security number, it will be represented on the screen by asterisks (\*).

The next screen will provide you with instructions to establish your password. After you have established your password, you will be able to proceed and enter your emergency contact data. Once you have successfully entered your emergency contact data, you can update and change the information as changes occur. You must enter your user id and password each time you wish to access your account to modify or update your existing data.

As a practical tip, if the primary emergency contact listed is not an immediate relative, it is important for you to inform your emergency contacts in advance about how to locate your next of kin and/or dependents.

Your cooperation is needed to enable your agency to promptly notify the emergency contact of your choosing. Failure to provide this information could result in delay in the notification to your next of kin in the event of an emergency or death. Disclosure of your social security number is voluntary; however, failure to provide your social security number may delay the notification process. You'll be asked to review your emergency contact data on an annual basis and help keep the information current.

You should also consider updating designation of beneficiary forms if you believe the information is out of date.

If you should have any questions or concerns regarding this request, you may contact Ms. Pat Nabinett of the Policy and Program Development Division. Ms. Nabinett can be reached at (703) 325-9986/DSN 221-9986. The email address established for this project is [ECHELP@asamra.hoffman.army.mil](mailto:ECHELP@asamra.hoffman.army.mil). If you do not have access to a personal computer or the internet, you should contact your first line supervisor.