



DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND  
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333 - 0001

REPLY TO  
ATTENTION OF

AMCPE-F

19 APR 2002

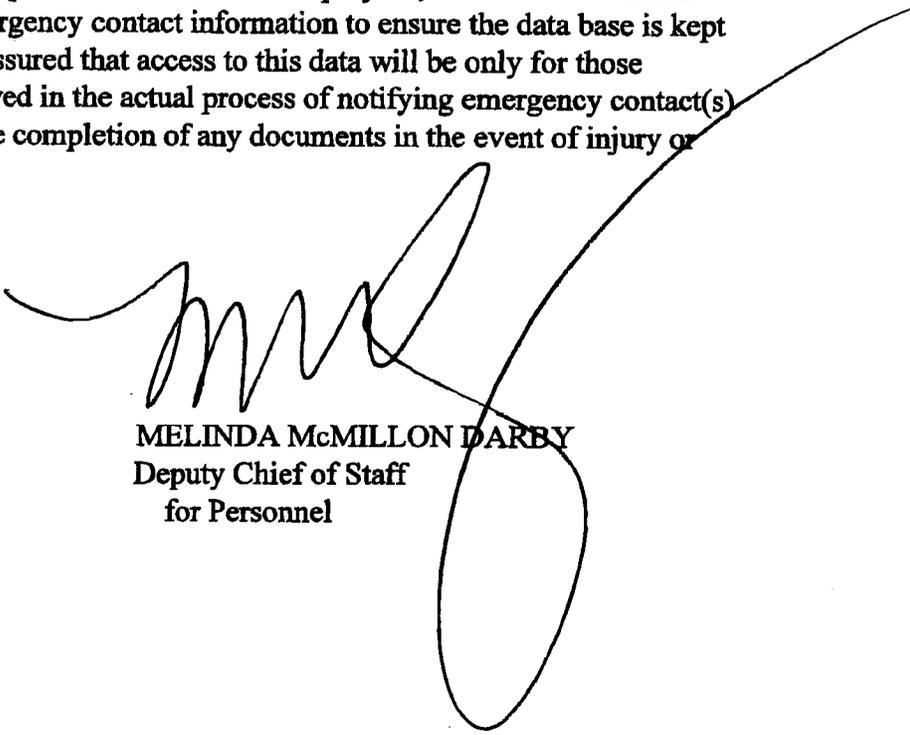
MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Emergency Contact (Next of Kin) Data Base

1. By memorandum dated 7 Mar 02, Mr. David L. Snyder, Deputy Assistant Secretary of the Army (Civilian Personnel Policy), announced that the Army has developed an automated emergency contact data base system as a result of lessons learned from the 11 Sep 01 terrorist attacks (encl).
2. Subject to any statutory and contractual labor obligations, Commanders/Directors are to implement this new system for all Appropriated and Nonappropriated fund civilian employees. Instructions on how to enter emergency contact information are also enclosed. Instructions can also be found on the Army website, at [www.cpol.army.mil](http://www.cpol.army.mil). Registration should be completed within 60 days.
3. Commanders/Directors are also required to remind their employees, on at least an annual basis, to review and update their emergency contact information to ensure the data base is kept current. Employees should also be assured that access to this data will be only for those authorized individuals directly involved in the actual process of notifying emergency contact(s) or the processing or assisting with the completion of any documents in the event of injury or death.

FOR THE COMMANDER:

Encl

  
MELINDA McMILLON DARBY  
Deputy Chief of Staff  
for Personnel

DISTRIBUTION:  
B

CF:  
HQ AMC Civilian Personnel Advisory Center