

*** FOR OFFICIAL USE ONLY - CONTAINS PRIVACY ACT DATA ***

NRL LOCATOR AND EMERGENCY NOTIFICATION UPDATE

NRLINST 12290.2B

LNAME: _____		FNAME: _____		SSN: _____ - ____ - ____	
1) PREFERRED NAME: _____			2) TITLE: _____		
STAT: _____	3) ORG: _____	4) SITE: _____	5) BLDG: _____	6) ROOM: _____	
		7) PH: (____) - _____		8) ALT PH: (____) - _____	
				9) FAX PH: (____) - _____	
EMPLOYEE ID: _____					
10) SUPV/COR: _____		11) PH: (____) - _____		12) DR: _____	
13) DR PHONE: (____) - _____		14) MED ALERT: _____			
15) HOME PH: (____) - _____		16) HOME ADDR: _____			
17) CITY: _____		18) STATE: ____	19) ZIP CODE: _____ - _____		
20) SMTP ADDR: _____					
21) EMERGENCY PERSONNEL? _____			22) WORK SCHEDULE: _____		
*** PERSON(S) TO CONTACT IN EMERGENCY ***					
23) LAST NAME	24) FIRST NM	25) HOME PHONE	26) WORK PHONE	27) RELATIONSHIP	
A) _____	_____	(____) - _____	(____) - _____	_____	
B) _____	_____	(____) - _____	(____) - _____	_____	

PRIVACY ACT STATEMENT

Authority: 10 U.S.C. Section 5031

Principle purposes and routine uses: This information is solicited mainly for your benefit. It may be accessed by your supervisors/administrative office to assist you and your next of kin (or other persons you designate) if you are involved in a medical or other emergency situation. It may also be accessed by personnel in the NRL Medical Clinic, Human Resources Office, and Command Support Division who have been delegated responsibilities in dealing with emergency situations. Your residence address and phone number may also be used to communicate with you if an emergency need arises while you are in a non-duty status. Such emergency may be personal to you or may be related to your work.

Effects of Nondisclosure: You may provide all or part of the personal data. Provision is strictly voluntary with the exception of employees who have been notified in writing that they are "essential." Essential employees may be required to provide a current address and telephone number at which they can normally be reached off duty. Failure on the part of such personnel to provide this information could result in removal from their position.