

TAB



Automatic Data Area	Serial No.		Name of Employee (Last-First-Middle)			Office	Room No.	Building	Office Phone	Category	Date	
	Home Address (Number, Street, City, Zone, State) - Overseas Address, If Applicable									Home Telephone Number		
EMERGENCY ADDRESSEE DATA	Name of Emergency Addressee						Relationship			Addressee's Home Tel. No.		
	Emergency Addressee's Home Address (Number, Street, City, Zone, State)									Code	Designee Witting of Agency Employment ? 1-Yes 2-No	
INSTRUCTIONS	<ul style="list-style-type: none"> ● REPORTING CHANGES: Using Form 642 maintained in the Office File, fill in ONLY items affected in items 1 through 13 and note reasons for changes in "Remarks". For change to OVERSEAS ADDRESS, complete items 1, 2 and 4 (For W-2 Purposes). ● FOR TRANSFERS WITHIN HEADQUARTERS: Transferee will hand-carry Office File copy of Form 642 to gaining component for completion, certification and forwarding to Machine Records Division. ● FOR NEW EMPLOYEES: Fill in items 1 through 13 and write "NEW EMPLOYEE" under "Remarks", using blank Form 642. ● Select from "LIMITATION CATEGORY" the category indicating extent information may be used. Write appropriate category number in box provided. ● Review items for accuracy and currency; then certify below. Send immediately to Machine Records Division. For security and administrative reasons, it is imperative that all changes, additions and/or deletions be reported promptly. 											
	SPACE BELOW FOR REPORTING CHANGES AND ADDITIONS ONLY											
EMERGENCY ADDRESSEE CHANGE	1. Serial No.		2. Name of Employee (Last-First-Middle)				3. Office/Division - Room No. - Building - Office Telephone					
	4. Home Address (Number, Street, City, Zone, State) - Overseas Address, If Applicable									5. Home Telephone Number		
EMERGENCY ADDRESSEE CHANGE	6. Name of Emergency Addressee						7. Relationship			8. Addressee's Home Telephone No.		
	9. Emergency Addressee's Home Address (Number, Street, City, Zone, State)									10. Is Designee Witting of Your Agency Employment ?		Yes
EMERGENCY ADDRESSEE CHANGE	11. Remarks										12. Signature of Approving Admin. Officer	
	13. Limitation Category		<ul style="list-style-type: none"> 1 - List in Agency phone directory. Record in telephone and mail rooms for all inquiries. 2 - Do NOT list in Agency phone directory. Record in telephone and mail rooms for all inquiries. 3 - Do NOT list in Agency phone directory. Record in telephone and mail rooms for intra-Agency inquiries only. 4 - Record in master locator file for <u>AUTHORIZED EMERGENCY USE ONLY</u>. 									
<div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="display: inline-block; vertical-align: middle; margin-left: 5px;"> INSERT NUMBER HERE </div>												

DRAFT OF REVISED FORM 642, PERSONNEL EMERGENCY AND LOCATOR RECORD (formerly "Personnel Information Card")
 DIMENSIONS: 8 x 5 inches overall, including non-detachable pinfeed punch margin.

(8 April 1960)