



**DEPARTMENT OF THE AIR FORCE**  
435TH AIRLIFT WING (USAFE)

MEMORANDUM FOR

FROM: 435 MSS/DPCE  
Unit 3220, Box 365  
APO AE 09094-0365

SUBJECT: Next of Kin (NOK) Notification Plan for Air Force Civilian Employees (US ONLY)

1. Recent world events, such as the terrorist attacks on the World Trade Center and the Pentagon, highlight the need for a more dependable system that provides immediate access to emergency information when a Federal civilian employee becomes a casualty. Therefore, Air Force developed the Civilian Employee Record of Emergency Data and instructions on how to access the Air Force Civilian Emergency Data System (EMDS).
2. The purpose of the EMDS web application is to provide immediate NOK contact information in case of an emergency. A web-based form is easy to complete and is used by employees to specify the names and addresses of their spouse, children, parents, and any other person(s) they would like notified during emergencies. You are the only person who may access and update your emergency data via the EMDS. Our office and the Air Force Personnel Center Casualty Notification Office (HQ AFPC/DPW) will have view-only capability. After you update your emergency data, please provide a printed copy to your supervisor for placement in the Supervisor's Employee Folder, AF Form 971. Initiation of the EMDS program does not relieve employees of the responsibility to provide their supervisors with up-to-date emergency notification information. Please continue to keep your supervisor informed of your up-to-date emergency information.
3. This is voluntary; however, we strongly urge you to update your emergency data in the EMDS and provide this information to your supervisor. Without this information, the ability to make timely notification to your NOK could be adversely affected. While this is especially critical if your position is designated Emergency Essential, Mission Essential, or Key, it impacts all employees who may experience an emergency
4. Attached are step-by-step instructions. If you have questions concerning this program, please contact Marita Vaeth or Linda E. Mohan, at DSN 480-2008.

Linda E. Mohan  
Chief, Empl and Mgmt Svs Section

Attachment  
AF Civilian Employee Record of Emergency Data Instructions