

16 January 2001

Civilian Personnel

PERSONAL INFORMATION FOR EMERGENCY PURPOSES

Summary. This regulation was revised to incorporate organizational changes.

Applicability. This regulation applies to all elements of the U.S. Army Intelligence Center and Fort Huachuca (USAIC&FH) and to all tenant organizations on this installation serviced by the Civilian Personnel Advisory Center (CPAC).

Supplementation. Supplementation of this regulation is prohibited without prior approval from the proponent.

Suggested improvement. The proponent of this regulation is the CPAC. Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, U.S. Army Intelligence Center and Fort Huachuca, ATTN: ATZS-CP, Fort Huachuca, AZ 85613-6000.

Availability. This publication is available solely on the Fort Huachuca homepage at <http://huachuca-www.army.mil>.

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*This regulation supersedes FH Regulation 690-4, 21 June 1994.

FH Reg 690-4

1. Purpose.

This regulation prescribes responsibilities and procedures for preparing FH Form 690-3-R-E (Personal Information). This information must be maintained in a current status at all times to facilitate handling of any emergency requiring such information.

2. References. Required and related publications and referenced forms are available electronically. Fort Huachuca publications and forms are available at <http://huachuca-www.army.mil> and higher echelon publications and forms are available at <http://www.usapa.army.mil>.

- a. Prescribed form. FH Form 690-3-R-E (Personal Information).
- b. Referenced form. DA Form 2028 (Recommended Changes to Publications and Blank Forms).

3. Explanation of abbreviations.

- a. CPAC.....Civilian Personnel Advisory Center
- b. USAIC&FH.....U.S. Army Intelligence Center and Fort Huachuca

4. Responsibilities.

- a. The CPAC will ensure FH Form 690-3-R-E is completed by all civilian employees when they enter on duty.
- b. Supervisors will ensure each civilian employee under their supervision reviews his or her FH Form 690-3-R-E at least once a year.
- c. Civilian employees will complete FH Form 690-3-R-E when they enter on duty or when changes occur.

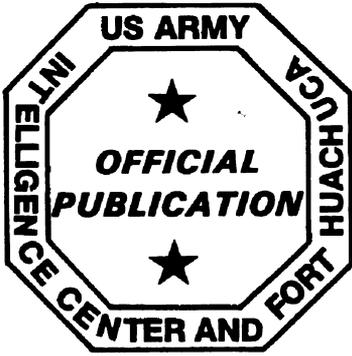
5. Procedures.

- a. CPAC will issue FH Form 690-3-R-E to new employees when they in-process.
- b. FH Form 690-3-R-E will be prepared in duplicate, with distribution as follows--

- (1) Send the original to Western Civilian Personnel Operations Center, ATTN: SFCP-W-S, for filing in the employee's Official Personnel Folder.
- (2) The supervisor retains the other copy.

FH Reg 690-4

(ATZS-IMO-IP)



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