

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

AL 1770.12G

ALASKAN REGION

September 17, 1999

SUBJ: EMPLOYEE EMERGENCY LOCATOR INFORMATION SYSTEM

1. **PURPOSE.** This order specifies the use of AC Form 1770-6, Employee Locator/Emergency Information, to record current home and office addresses and EMERGENCY NOTIFICATION information for all Alaskan Region personnel.
2. **DISTRIBUTION.** This order is distributed to branch managers in the regional office and to all field offices and facilities.
3. **CANCELLATION.** Order AL 1770.12F, Employee Emergency Locator Information System, dated September 11, 1986, is cancelled.
4. **ACTION.** A current AC Form 1770-6, Employee Locator/Emergency Information, is required for each employee.
5. **BACKGROUND.** The information on AC Form 1770-6 has been identified as a part of the "OPM/Govt-1, General Personnel Records" system of records. As AC Form 1770-6 is a Privacy Act record, disclosures of personal information about FAA employees to third parties must conform to applicable requirements of FAA Order 1280.1A. For example, home addresses and telephone numbers of FAA employees may not be disclosed to members of the public without a signed release from the individual(s) concerned. Information requested on this form is to provide employee location and emergency notification data.
6. **RESPONSIBILITIES.**
 - a. Division and staff office managers shall assure that AC Form 1770-6 is handled and safeguarded according to Privacy Act procedures.
 - b. Supervisors will advise new employees to submit AC Form 1770-6 and review the form for completeness and legibility. Supervisors shall remind their employees annually to keep the information current.
 - c. Employees. Each new employee shall submit to his supervisor an AC Form 1770-6. After initial submission, updated forms are required under the following circumstances:
 - (1) Name change.
 - (2) Change in office location or telephone extension.
 - (3) Change in home address or telephone number.
 - (4) Separation or transfer.
 - (5) Change in name, address, or phone number of the person who is to be notified in case of emergency.
 - d. The Human Resource Management Division shall send listings of separated employees to the Regional Operations Center (ROC) weekly and at the end of each month, or upon request, shall send an alphabetical employee listing to the ROC.

- e. The ROC will maintain a complete employee locator index for emergency notification purposes.

7. PROCEDURES.

- a. Supervisors shall forward the completed AC Form 1770-6 in a SEALED OPAQUE ENVELOPE, marked with the phrase "TO BE OPENED BY ADDRESSEE ONLY" to the ROC. A copy of this form may be retained in the division or staff office for internal use (safeguarded according to Privacy Act procedures).
- b. The ROC will utilize PMIS (Personnel Management Information System) listings to keep the file current. The ROC will verify the contents of the Employee Emergency Locator System File against an alphabetical employee listing.

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Regional Administrator