

**EMPLOYEE ADDRESS RECORD
NAVFAC HUMAN RESOURCES OFFICE**

**FOR OFFICIAL USE ONLY
PRIVACY SENSITIVE**

ANY MISUSE OR UNAUTHORIZED
DISCLOSURE MAY RESULT IN CIVIL
AND/OR CRIMINAL PENALTIES

Name (Last, First, MI)		Email Address	
Position Title		Pay Plan, Series, Grade	Code Assigned
Office Phone No./Ext		Name of Immediate Supervisor	
Home Mailing Address (Number & Street, Apt No.)			
City		State	Zip Code
Home Phone Number		Cell Phone Number	

(REQUIRED) IN CASE OF EMERGENCY, PLEASE NOTIFY:

Full Name		Relationship	
Phone Number		Alternate Phone Number or Email Address	
Mailing Address (Number and Street, Apt No.)			
City		State	Zip Code

ALTERNATE CONTACT (OPTIONAL)

Alternate Person (Full Name)		Relationship	
Phone Number		Alternate Phone Number or Email Address	

Date	Employee's Signature
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Submit form to NAVFAC Human Resources Office

It is the responsibility of the employee to immediately report any changes in information to Administration.