United States Department of Agriculture

NRCS

6200 Jefferson NE
Albuquerque, New Mexico 87109-3734
Phone: (505) 761-4400 **Fax**: (505) 761-4402
Web site: www.nm.nrcs.usda.gov

November 8, 2012

NEW MEXICO BULLETIN NO. 360-13-01

SUBJECT: PER – EMERGENCY CONTACT INFORMATION

TO: All Employees

ACTION REQUIRED: December 7, 2012

Purpose. To remind employees to update emergency contact information in EmpowHR

Expiration date. September 30, 2013

The recent storms on the east coast remind us of the importance of having current contact information for all employees available at all times should the need arise to temporarily close offices, implement the agency's continuity of operations plan, etc. Therefore, all employees are required to review and update their personal/emergency contact information in EmpowHR no later than December 7, 2012. In addition, every supervisor is to maintain a calling tree for employees under their direct supervision.

EmpowHR is a secure system, accessible only by the employee, supervisor, and human resources personnel. Similarly, calling trees are to be kept secure and used by the supervisor during official emergency situations only. The sharing of this information is strictly prohibited.

Attached are step-by-step instructions for adding, updating, and deleting emergency contact information in EmpowHR. If you have any questions, please contact Donna Tatum, Human Resources Assistant, at 505-761-4425 or via email at donna.tatum@nm.usda.gov.

Your cooperation in this effort is appreciated.

J. XAVIER MONTOYA
State Conservationist

The Natural Resources Conservation Service provides leadership in a partnership effort to help people conserve, maintain, and improve our natural resources and environment.

An Equal Opportunity Provider and Employer