



STATE OF NEW YORK  
DIVISION OF MILITARY AND NAVAL AFFAIRS  
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COMMANDER IN CHIEF

PATRICK A. MURPHY  
MAJOR GENERAL  
THE ADJUTANT GENERAL

S: 08 April 2013

MNHS

12 March 2013

MEMORANDUM FOR All Supervisors of State Employees

SUBJECT: HUMAN RESOURCES BULLETIN 2013-02: *Emergency Contact Information and Employee Personal Information*

1. In an effort to keep employee Personal History Folders (PHF) up-to-date, please have state employees complete the attached forms and return them in a sealed envelope to State Human Resources (MNHS) or via electronic mail (e-mail) to Laurie Romer at [laurie.m.romer.nfg@mail.mil](mailto:laurie.m.romer.nfg@mail.mil) or to Tina Lehning at [tina.lehning.nfg@mail.mil](mailto:tina.lehning.nfg@mail.mil) no later than 08 April 2013. All information will be kept confidential.
2. All state employees should complete these forms regardless of prior completion; this is a periodic update to ensure agency records are current.
3. The *Emergency Contact Information Form* (DMNA Form 75) provides MNHS with the name and phone number of a person to be contacted in case of emergency. We recommend that employees enter at least two emergency contacts.
4. The *Personal Information Form* (DMNA Form 75-1) will ensure MNHS has the employee's current contact information on record. This form is also asking for prior state service dates. These dates will be used for employee recognition purposes, such as service awards.
5. This information must be current at all times. In the event any information changes, employees should immediately complete a new form and submit it to MNHS as noted above. These forms can be found on the DMNA website under the State Employees tab at <http://dmna.ny.gov/state/> under "MNHS Forms" on the MNHS Home Page tab, on the DMNA Electronic Library or by contacting MNHS.
6. Please note completing these forms does not replace any health insurance or beneficiary information. Employees should contact Mrs. Tina Lehning, as noted above, for changes impacting these documents.

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7. Each employee must sign the bottom of this memo indicating they have been advised on DMNA's emergency contact and personal contact information procedures and understand the information must be current in MNHS records at all times. The signed copy of this memo should be returned to Margaret Donohue via e-mail [margaret.m.donohue.nfg@mail.mil](mailto:margaret.m.donohue.nfg@mail.mil) or fax (518) 786-4969 by 08 April 2013.

8. If an employee is currently on long term leave and is unable to complete the forms by 08 April 2013, please contact Laurie Romer and advise of same.

9. Again, returned completed forms will be confidentially maintained in the employee's PHF.

10. If you have any questions, please contact Laurie Romer at 518-786-4825 or by e-mail at [laurie.m.romer.nfg@mail.mil](mailto:laurie.m.romer.nfg@mail.mil).

FOR THE ADJUTANT GENERAL:



MARILYN HARTLEY  
Director, Human Resources  
Management

Atchs

MMH/lr

**Employee Verification:**

I verify that I have viewed, read and understand my responsibilities for completing the Emergency Contact Information DMNA Form 75 and Personal Information DMNA Form 75-1 and ensuring my records are current with MNHS at all times.

Print Name	Signature	Print Name	Signature

(Use additional pages if needed).