CONTACT INFORMATION RECORD For use of this form see, USMEPCOM Reg 608-1	For Official Use Only

PRIVACY ACT STATEMENT

AUTHORITY: Title 10, USC, Section 3012. PRINCIPLE PUPOSE(S): To assist US Military Entrance Processing Command in the mission of providing care and assistance to service members, Department of the Army civilians, and family members. ROUTINE USES: (1) To identify specific problems and service needs of personnel and their families. (2) To gather data that will assist in the development of appropriate programs and services. (3) To serve as a record of services provided. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Voluntary information is required to assist the individual and family members. Failure to provide the required information could result in a delay in providing assistance.

HEAD OF HOUSEHOLD

Name	Gender	Rank/Grade	Work Phone	Home Phone	Email Address

OTHER HOUSEHOLD MEMBERS

Name	Gender	Age	Relationship to Head of Household	Location During Day (name of office or school)	Special Needs

CONVERSATION RECORD

Date	Description of Issue or Problem	Action Taken/Referrals Made	Scheduled Follow-up	MEPS Point of Contact