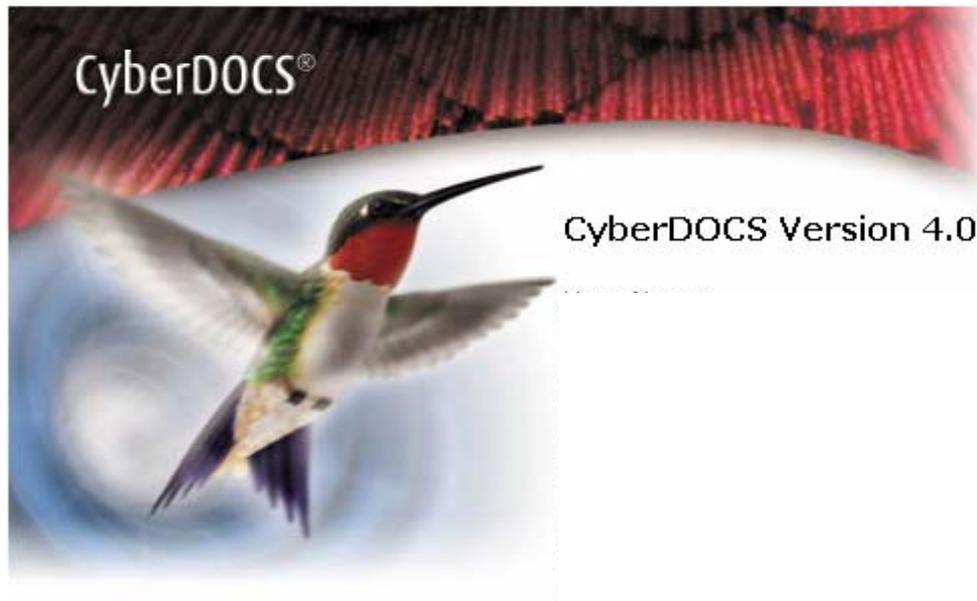




# PARIS



## ***CPF EMDS Guide***

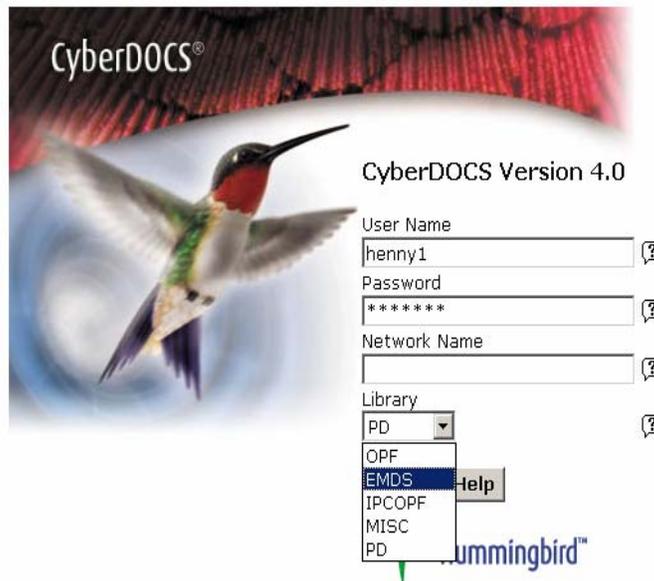
**OPR: AFPC/DPDOPU  
PARIS  
DSN: 665-1011  
VERSION: 18 March 2004**

## Emergency Data System for Next of Kin (EMDS) (Cyberdocs)

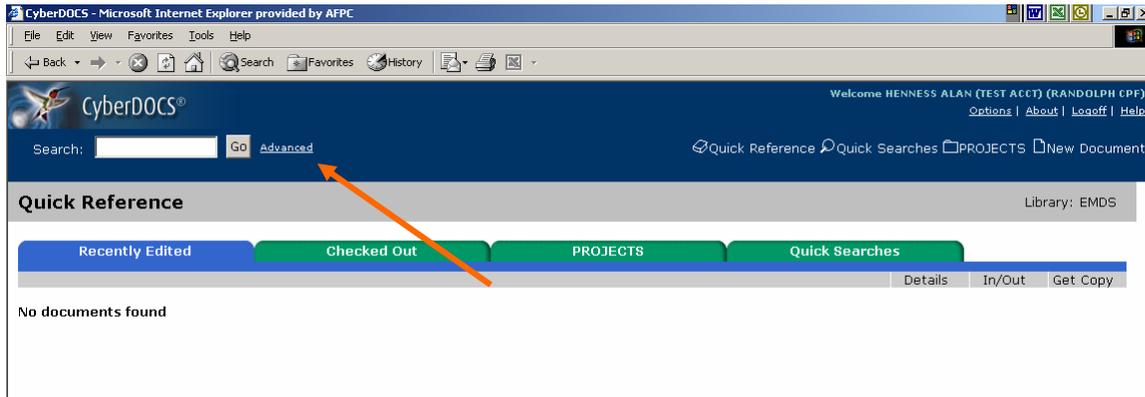
The purpose of the Emergency Data System (EMDS) is to allow the Air Force civilian employee the capability to list their next-of-kin (NOK) information in the event an emergency should befall the employee. It is the responsibility of the member employee to keep this information current and only the member will have update/change capability to the data on the NOK emergency form. This information is stored in the EMDS Personnel Automated Records Information System (PARIS) library.

The supporting civilian personnel flight (CPF) may be called upon to retrieve personal information from the next-of-kin form in the event an Air Force member becomes a casualty or for any other emergency. This guide is designed to aid the CPF staff in retrieving this information.

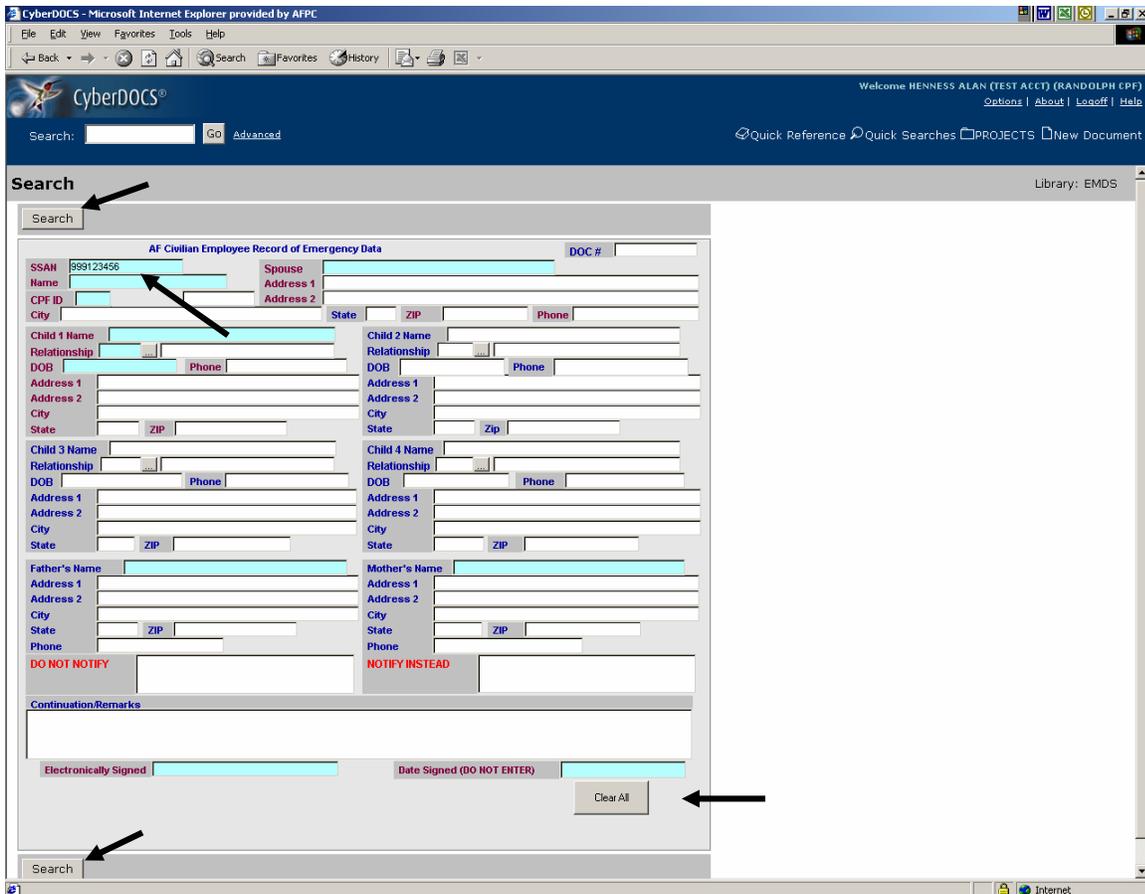
After logging on to the AFPC Secure site, the CPF user should click the **'PARIS Libraries'** button. From the PARIS/Cyberdocs splash screen, login to PARIS using your assigned username/password and select the **'EMDS'** library. Click **'Log In'** to continue.



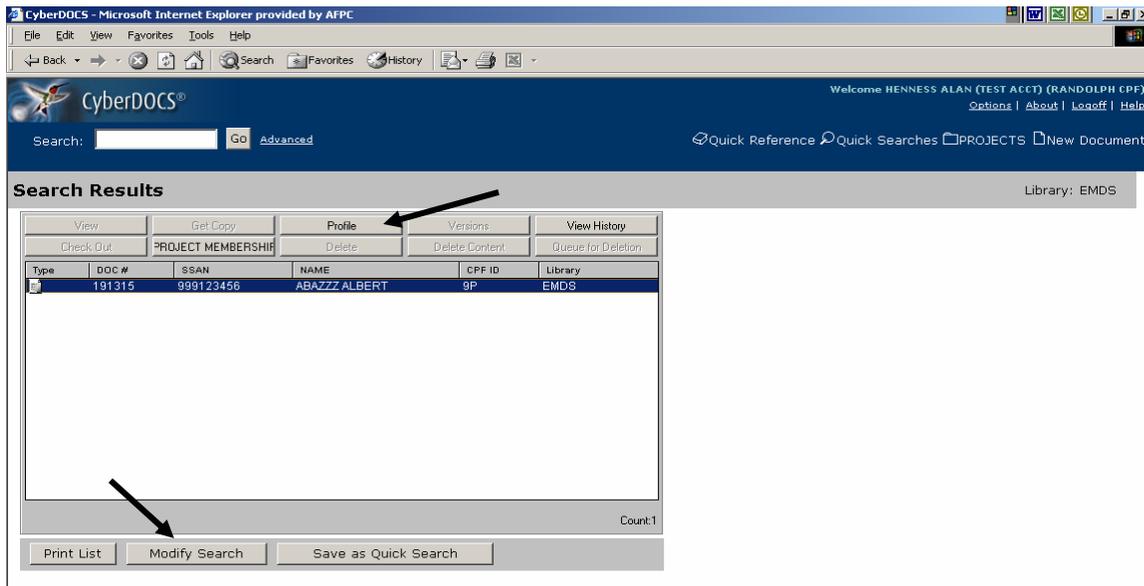
After you have logged into the PARIS EMDS library and come to the **'Quick Reference'** page, click the **'Advanced'** link to retrieve the search profile screen.



At the **'Search'** profile screen, input the employee's SSAN and click either of the **'Search'** buttons located at the top and bottom of the page. Clicking the **'Clear All'** button will clear all data in the profile screen.



From the **'Search Results'** screen, click the **'Profile'** button to retrieve the EMDS form. The **'Modify Search'** button will return you to the search profile screen for input of additional SSANs.



The **'Back'** button will return you to the previous page. You can exit from the EMDS library at any time by clicking the **'Logoff'** link in the upper right corner of this page.

