

MILPERSMAN 1070-270

DEPENDENCY APPLICATION

Responsible Office	NAVPERSCOM (PERS-222)	Phone:	DSN COM	882-2231 (901)874-2231
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References	(a) DoD Instruction 1300.18 of 8 Jan 2008 (b) DoD 7000.14R Financial Management Regulation (DoD FMR) (c) NAVSO P-6034 Joint Travel Regulations (JTR) (d) Navy Defense Joint Military Pay System (DJMS) Procedures Training Guide (PTG) (e) BUPERSINST 1750.10D
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1. Policy

a. NAVPERS 1070/602 Dependency Application (DA) (Navy Standard Integrated Personnel System (NSIPS) form) is used for both officer and enlisted Service members and serves as a form for documenting dependency of their family member(s) for associated allowances and travel entitlements (if applicable). Previously, NAVPERS 1070/602 contained information for DA data and record of emergency data (RED). RED information from hereon will be captured and reported via [DD 93](#) Record of Emergency Data (RED) and documented per [MILPERSMAN 1070-271](#) and reference (a).

b. When electronically signed by the Service member and approved by the authorizing official, NAVPERS 1070/602 is the official record of dependency the Navy will use to:

(1) determine the relationship and dependency of individual(s) for entitlement of the person(s) approved as dependents to receive dependency entitlements per volume 7A of reference (b) and chapter 10 of reference (c).

(2) provide authoritative data to Navy Personnel Command (NAVPERSCOM), Navy Casualty Office (PERS-00C) in providing funeral and or memorial service travel to the next-of-kin, as authorized per [MILPERSMAN 1770-270](#) and [1770-271](#).

2. **When to Prepare.** Prepare NAVPERS 1070/602 when

a. Service member enters or re-enters the Navy or Navy Reserve following a break in service or

b. there is a change in

(1) dependent status or number of dependents

(2) name or address of a dependent

(3) next of kin other than a dependent

(4) permanent duty station

(5) deployment or individual augmentee status

(6) citizenship of spouse

(7) secondary dependency status

(8) any required entries in the Remarks section

c. one of the following re-certifications is required:

(1) annually for all secondary dependents (parent(s), stepparent(s), parent(s)-in-law, loco-parentis, adoptive parents, and ward)

(2) annually for dependent child(ren) (full-time students) 21 and 22 years of age

(3) incapacitated children over 21 years of age; or when directed by system notification 90 days out from recertification date

(4) every 3 years for all Reserve members

3. Preparation and Distribution

a. Service members may view or print their current approved NAVPERS 1070/602 via

(1) their electronic service record (ESR) in NSIPS by clicking on "RED/DA Inquire" link; or

(2) their official military personnel file (OMPF) on the Bureau of Naval Personnel (BUPERS) Online (BOL) Web site.

b. NAVPERS 1070/602 will be initiated via Service member's NSIPS self-service. Once NAVPERS 1070/602 "DA" is digitally signed by the Service member and authorizing official in the "RED/DA" application, NAVPERS 1070/602 "DA" is distributed as follows:

(1) The servicing personnel support detachment (PSD) or MyNavy Career Center (MNCC) will maintain a file copy when there is a pay entitlement change.

Note: Per volume 5, chapter 15, paragraph 150802 of reference (b), a personnel clerk allowance checklist should also be maintained with this file copy when there is pay entitlement change.

(2) The Service member and customer command will have access to the most recent approved NAVPERS 1070/602 "DA" in NSIPS via "RED/DA Inquire" link. Maintaining the paper copy will not be required when a Service member completes a digitally signed NAVPERS 1070/602 "DA" in NSIPS "RED/DA" application.

Note: Command that will be on deployment with a potential limited or no access to NSIPS Web should consider maintaining a printed copy of the most current NAVPERS 1070/602 from "RED/DA Inquire" link before departure.

c. If a new NAVPERS 1070/602 "DA" must be executed expeditiously and NSIPS Web is not available, a paper copy must be generated and signed by the Service member and the authorizing official. This copy will be maintained in a secure location within the administration or personnel office until "RED/DA" application becomes available. When NAVPERS 1070/602 "DA" is completed with wet signature by the Service member and the authorizing official, distribute as follows:

(1) The supporting PSD, MNCC, or personnel office (PERSOFF) will submit the original NAVPERS 1070/602 "DA" to NAVPERSCOM for inclusion in the OMPF using the e-submission application on BOL.

(2) The supporting PSD, MNCC, or PERSOFF will

(a) maintain a copy until e-submission receipt and acceptance by NAVPERSCOM is verified;

(b) provide one copy to the Service member; and

(c) provide one copy to the supported customer command.

d. Afloat ships of DDG-class size and larger will continue to process NAVPERS 1070/602 "DA" via the wet signature process in NSIPS Dependency Application until RED/DA software is implemented in NSIPS Web Afloat. E-Submission of the NAVPERS 1070/602 Dependency Application/Record of Emergency Data form to Navy Personnel Command (NAVPERSCOM), Records Management Policy Branch (PERS-313) is still required. Completed signed copy must be maintained in the administrative or personnel office files.

4. Verification

a. **Service Member.** The Service member is solely responsible for the accuracy of the information recorded on his or her NAVPERS 1070/602.

(1) Service member must verify the accuracy of RED/DA data via NSIPS "RED/DA Inquire" link, which will display the latest NAVPERS 1070/602 from their OMPF, and information contained on both the emergency contact and dependency data panels within their ESR.

(a) If correct with no changes required, Service member will acknowledge this verification by selecting the "Verify my RED/DA" link in NSIPS self-service, select "Next" and review the information, then select "Verify" at the bottom of the page.

(b) If changes or updates are required, Service member selects the "Update" link and updates their RED/DA application via self-service. Service members may contact their command pay and personnel administrator (CPPA) for assistance as

needed, in completing RED/DA application. If unable to assist, the CPPA will contact the supporting PSD, MNCC, or PERSOFF for guidance on how to assist the Service member.

(c) If [DD 93](#) "RED" or NAVPERS 1070/602 has a failed transaction; the Service member will get an NSIPS e-mail notification stating that a failure has occurred, and that the form was not accepted in their OMPF. The Service member is responsible for contacting the NSIPS helpdesk at 1-877-589-5991, DSN: (312) 647-5442, or via e-mail at: NSIPSHelpDesk@navy.mil for assistance with the resubmission of the RED/DA application. Service members may also seek assistance from their assigned CPPA.

(2) If no electronic means is available and there is an urgent need to update a previously submitted NAVPERS 1070/602 "DA," the Service member may make pen and ink and initial changes. The appropriate local command PSD, MNCC, or PERSOFF authority will pen-and-ink and initial any necessary changes and return to Service member for wet signature. After the Service member signs, the appropriate authority will wet sign as the authorizing official. The Service member and authorizing official's activity will retain a copy until NAVPERS 1070/602 "DA" is updated in NSIPS at earliest opportunity when electronic means become available.

(3) At a minimum, commands must ensure Service members perform this verification annually in NSIPS RED/DA application via self-service; however, additional verifications are also required under the following conditions:

(a) Upon reporting to a new duty station under permanent change of station (PCS) orders;

(b) Prior to departure on PCS orders;

(c) Prior to deployment, regardless of length;

(d) When ordered to periods of temporary duty or temporary additional duty away from permanent duty station in excess of 30 days;

(e) On each occasion when an inactive duty Service member comes on active duty, including active duty training;

(f) When a Service member applies for and upon assignment of Government housing;

(g) Upon recertification for secondary dependents;
or

(h) At least 30 days prior to requesting dependent-related travel, transportation, pay, benefits, or allowances (e.g., advanced or delayed dependent travel, dependent travel advances, early return of dependents, etc.).

(4) Selected Reserve members must verify this information within the 365-day period immediately prior to reporting for annual training or active duty training.

b. **CPPAs.** CPPAs are responsible for daily monitoring of RED/DA individual command transaction metrics. Access to the feedback metrics report is available via the NSIPS RED/DA command user role which provides feedback on all RED/DA transactions submitted the previous day.

c. **Personnel Support.** MNCC, PSDs, Navy operational support centers, and personnel/administrative offices will be overall responsible for daily monitoring of the feedback metrics report and ensuring the Service member takes immediate action (if required) on NSIPS RED/DA application. Failed NAVPERS 1070/602 "DA" transactions should be acted upon promptly.

5. Other Change Reporting Requirements

a. MNCC, or the supporting CPPA, PSD, or personnel office will direct Service member to update Defense Enrollment Eligibility Reporting System (DEERS) whenever there is a change of dependent status, addition of new dependent, military-to-military (MIL-to-MIL) marriage, or change of address of a dependent. The Service member will print a copy of the NAVPERS 1070/602 "DA" from "RED/DA Inquire" link and provide the copy with supporting documents to a DEERS/Real-Time Automated Personnel Identification System office (ID Card Lab) within 30 days of updating their RED/DA application. This will ensure that the ID card issuance, base access, commissary and exchange privileges, medical benefits, and MIL-to-MIL (if applicable) reflects the updated dependent(s) information in DEERS. Rules for determining relationship and dependency as well as amplifying guidance are provided in part 3, chapter 2 of reference (d), in addition to reference (e).

b. Per reference (e), MNCC, the supporting CPPA, PSD, or personnel office will counsel Service members with a dependent spouse or military spouse on their obligation to enroll their spouse in DEERS and to make an appropriate Servicemembers' Group Life Insurance (SGLI) and Family Servicemembers' Group Life Insurance (FSGLI) election for their spouse in SGLI Online Enrollment System (SOES). Service members may access SOES by navigating to [My Navy Portal](#) and selecting the milConnect tab. Once logged into milConnect, select the "SOES" option under the "Benefits" tab. Access requires a common access card, DFAS myPay account, or DS LOGON account. Failure by the Service member to comply will result in automatic FSGLI coverage and a potential indebtedness to the Government for premiums due since the date of the marriage.

c. RED/DA self-service handbook is available on the [Pay and Personnel](#) Web page on the Navy Personnel Command Web site.