

MILPERSMAN 1070-271

RECORD OF EMERGENCY DATA

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|---------------------------|----------|----------------|-----------|---|
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| Reference | (a) DoD Instruction 1300.18, Department of Defense (DoD) Personnel Casualty Matters, Policies, and Procedures |
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1. **Purpose.** This article supplements reference (a) and outlines procedures for initial entry, periodic review, and updating procedures for [DD 93](#) Record of Emergency Data. The Service member is solely responsible for the accuracy of the information recorded on DD 93. Emergency data information is no longer recorded on NAVPERS 1070/602 Dependency Application.

2. **Policy**

a. [DD 93](#) is used for both officer and enlisted Service members to provide information on family members and elect various beneficiaries. [DD 93](#) is updated or verified using the Record of Emergency Data/Dependency Application ("RED/DA") application through the Navy Standard Integrated Personnel System (NSIPS) electronic service record (ESR). When updated and electronically signed, [DD 93](#) will be automatically uploaded to the Service member's official military personnel file (OMPF). When access to the NSIPS ESR is not available, a manually signed [DD 93](#) may be used and submitted through the command pay and personnel administrator (CPPA) or servicing personnel office to the Service member's OMPF.

b. When signed and filed in the OMPF, [DD 93](#) is the official document used to determine:

(1) person(s) to be notified in the event of emergency or death,

(2) beneficiary(ies) to receive the death gratuity,

(3) person(s) to receive unpaid pay and allowances (UPPA) or arrears of pay, including money accrued during a missing or captured status, unused leave, travel, or per diem,

(4) person(s) authorized to direct disposition (PADD) of remains,

(5) person(s) eligible for transportation to the bedside of Service members with a qualifying illness or injury, and

(6) persons eligible for transportation to the funeral, memorial service, or dignified transfer of remains of a deceased Service member (as applicable).

Note: The "Continuation/Remarks" block on [DD 93](#) offers the greatest amount of flexibility for the Service member to record other pertinent information not normally required, but considered particularly useful in the casualty notification and assistance process. In addition to continuing information from other blocks on the form, the Service member may desire to include additional information such as next-of-kin/dependent language barriers, location or existence of a will, additional private insurance information, or other family member(s) contact numbers.

3. Completion, Update, and Verification

a. The following methods must be used to complete and file an updated [DD 93](#):

(1) RED/DA through NSIPS ESR. Service members must login, verify or update RED/DA information, and electronically sign per paragraph 3b below. NSIPS will automatically submit the electronically signed document to the Service member's OMPF. Data may be updated and saved within NSIPS, without submission. In the event of a personnel casualty, the most recent signed copy submitted to the OMPF will be used for benefits and entitlements determination.

Note: Service members should confirm delivery to the OMPF 48 hours after submission. Changes to Adobe programming may result in errors upon electronic signature and submission.

(2) If access to the RED/DA application is unavailable, a paper copy must be signed and electronically submitted to the OMPF via CPPA or servicing personnel office through the e-Submission application on BUPERS Online. Detailed instructions on the manual preparation of the paper version of [DD 93](#) are contained on the reverse of the form (see enclosure (8) of reference (a)). Manual signature will be in black or blue ink.

(3) If no electronic means are readily available and there is an urgent need for a temporary [DD 93](#), the command should retain the signed paper copy and communicate its existence to Navy Personnel Command (NAVPERSCOM), Navy Casualty Division (PERS-00C) (if and when required). At the earliest time possible, prepare and submit an official [DD 93](#) per guidance discussed in paragraph 3a(1) of this article.

Note: An **unsigned** and or **undated** [DD 93](#) will be considered an invalid, unofficial document. Only the most current version submitted through one of the three methods described above will be used to determine beneficiaries.

b. [DD 93](#) must be updated when change(s) are made:

(1) in dependent status (marriage, divorce, or birth or death of a child),

(2) to the address of a spouse, parent, or other beneficiary,

(3) in Service member's status,

(4) in Service member's rate or grade, and

(5) to designees or beneficiaries of the following:

(a) Death Gratuity. This payment of \$100,000 is intended to provide immediate financial assistance, which may be split up to 10 beneficiaries.

Note: If Service member has a spouse, the spouse will be notified. If a Service member names any other beneficiary other than the spouse, see MILPERSMAN 1770-280.

(b) UPPA. This is a final payment of pay and allowances due, but not paid to the Service member (unpaid basic pay, accrued leave, unpaid reenlistment bonus installments, etc.).

(c) PADD. This is the sole point of contact for NAVPERSCOM, Navy Mortuary Affairs Branch (PERS-00C2) regarding preparation, transportation, and final disposition (burial or cremation) of the Service member remains.

(d) Additional personnel to be notified in the event of death.

(e) Additional persons authorized to travel to bedside if seriously ill or injured, funeral, or memorial service.

c. Any change in beneficiary designation or amount of Servicemembers' Group Life Insurance does not require an update to [DD 93](#).

d. Service member verifies the accuracy of the data on [DD 93](#) (at a minimum)

(1) upon reporting to a new duty station,

(2) when ordered to temporary additional duty in excess of 30 days,

(3) prior to deployment,

(4) prior to departure on permanent change of station (PCS) orders, and

(5) annually.

4. **Command Actions**

a. The RED/DA application within NSIPS allows the Service member to complete and electronically sign the [DD 93](#). When electronically signed, a witness signature (block 16), normally by the command-designated representative, is not required. Unless a Service member completes a hard copy form, per

paragraph 3a(2), there is no requirement for the command to maintain a copy of the signed [DD 93](#).

b. NSIPS allows for a command user role, and commands are required to have at least one designated administrator in the RED/DA application. Commands must run reports to ensure Service members review and update their information upon reporting and transfer, annually, and prior to deployment.

c. Unforeseen changes may result in a completed record of emergency data submission failure to the Service member's OMPF. CPPA will:

(1) login via the command user role, and

(2) run the "Feedback Metrics Report" daily to identify failed transactions. Failed record of emergency data transactions should be resubmitted per standard operating procedure found on the [NAVPERSCOM \(PERS-2\)](#) Web page.