

RED DA SOP



For links outside of this document right click, select "Copy link location", paste into address bar of browser.

Role Link's:

[CPPA](#)

[Service Member](#)

[Clerk](#)

[Supervisor](#)

[Command Leadership](#)

[DFAS](#)

Quick Links:

[Roles & Responsibilities](#)

[Best Practices](#)

[Systems](#)

[Reference's](#)

[Online Resources/Aids](#)

[Help Desk/Forms](#)

[KSD's](#)

[CPPA Resources](#)

[SOP Feedback Submission](#)

[NAVADMIN](#)

[NPPSC Forms](#)

[SalesForce/eCRM](#)

[NAVPERS Forms](#)

[DOD Inst/Dir/Forms](#)

[MILPERSMAN](#)

[JTR](#)

Process Name: Dependency Application (DA) NAVPERS 1070/602 and Record of Emergency Data (RED) DD Form 93 SOP

Document ID: End to End

Document Owner:

Approval:

Revision Date:

MNCC HRSC, Navy Personnel Command

Navy Pay and Personnel Support Center (NPPSC)

24-Apr-23

PURPOSE:

The purpose of this Standard Operating Procedure (SOP) is to provide a common process for Customer Commands and Transaction Service Centers (TSCs) to follow when processing updates to Dependency Application (DA) NAVPERS 1070/602, and/or Record of Emergency Data (RED) DD Form 93.

Roles / Responsibilities:

- DFAS: Adjudicates Secondary Dependency claims.
- TSC/Personnel Office Clerk: The role of 'CLERK' as used in this SOP refers to a civilian Clerk, a contractor, or a Personnel Specialist authorized to *create* NSIPS transactions.
- TSC/Personnel Office Supervisor: The role of 'SUPERVISOR' as used in this SOP refers to a civilian Supervisor, designated servicemember, or a Personnel Specialist authorized to *release* NSIPS transactions TSCTSC
- Note: "If the designated supervisor is not a MILPAY lead/auditor, then a TSC Deputy Disbursing Officer (DDO), shipboard senior Personnel Specialist, or other senior designated pay/personnel service representative authorized pay supervisor access will be required to audit NSIPS transactions and supporting documentation impacting military pay PRIOR to releasing them, so as to ensure accurate and correct DJMS information is transmitted for inclusion into the Master Military Pay Accounts (MMPAs)."
- Command Leadership: CO/XO/CMC and key representatives (on large afloat command may include DHs, Dept LCPO, DIVOs, LCPOs, LPOs depending on organizational structure of the command)
- Command Pay and Personnel Administrator (CPPA): Serves as the primary customer service link between command members and the supporting TSC or Regional Support Center (RSC). Duties and responsibilities are defined in MPM 1000-021. The term CPPA identifies personnel assigned the Navy Enlisted Classification (NEC) code of 791F, but for the purposes of this SOP may include Dept/Div Admin representatives (e.g., large afloat commands) who liaise directly with the ship's Personnel Office/TSC.
- Note: Recent and future NSIPS programming releases will continue to expand CPPA roles and capabilities within NSIPS. Until such time, as the new CPPA NEC code (791F) is fully implemented, individual TSCs may assign TSC Clerk duties and responsibilities, as identified in this SOP and consistent with expanded NSIPS capabilities, to supported command CPPAs in order to facilitate the timely and accurate processing of Service Member pay and personnel transactions. As such, CPPAs may accomplish TSC Clerk assigned steps within this SOP consistent with expanded NSIPS roles and capabilities and servicing TSC authorization.
- Service Member- a person serving in the Armed Forces who may be eligible for the entitlements listed in the SOP.

- Updated Process for Sailors: The data for Record of Emergency Data (RED) and Dependency Application (DA) previously resided on the NAVPERS 1070/602, Dependency Application/Record of Emergency Data, that is most commonly known as the Page 2. This previous single process has been separated into two documents, the Dependency Application (NAVPERS 1070/602) and Record of Emergency Data (DD Form 93). The digitally signed DD Form 93 is transmitted directly to the Official Military Personnel File (OMPF) and the DA is also submitted to the OMPF after a review through an NSIPS workflow. This will eliminate personally identifiable information (PII) violations that resulted from the co-processing of RED and DA information.

- RED and DA Self-Service Capability:

The RED initiative is a self-service capability for Active and Reserve members to manage their own record of emergency data. Service Members can enter or update emergency data and generate a DD Form 93 for digital signature with their common access card (CAC). Once digitally signed and submitted by the Service Member, the form is electronically sent to the OMPF of the Service Member.

The DA initiative is a self-service capability for Active and Reserve members to enter or update dependency data and generate a NAVPERS 1070/602 form for electronic signature with their CAC. This new capability also allows the Service Member the ability to upload supporting documentation in the form of scanned PDF files. Once digitally signed and submitted by the Service Member, the transaction will flow electronically to the servicing personnel office for review and approval. The servicing personnel office will process all pay entitlements associated with the new DA and electronically submit the form to the OMPF of the Service Member. A review by servicing personnel office representatives is required because changes to the DA form may impact the pay allowances of a Service Member.

- Note 1: If access to the NSIPS 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. Refer to MPM 1070-270 and MPM 1070-271 for submission procedures outside the NSIPS RED/DA application.

- In conjunction with NAVPERS 1070/602 update, Service Members should verify and update their Servicemembers' Group Life Insurance (SGLI)/Family SGLI (FSGLI) elections and beneficiaries and Defense Enrollment Eligibility Reporting System (DEERS) information, if applicable.
- Conduct verification of NAVPERS 1070/602 upon PCS departure; reporting to the new duty station; prior to deployment; annually; if there are any changes in dependents or beneficiaries' information; when adding, changing, or modifying dependency status. In addition, it is important to verify Servicemembers' Group Life Insurance (SGLI) form and DEERS information when updating the Service Member's NAVPERS 1070/602.
- It is important for the Service Member to fully understand and properly identify individuals for Service Member designated benefits. ALL Service Members may designate ANY person of their choosing to receive Service Member designated benefits subject to Service Member's eligibility. A Service Member's failure to properly designate a person in a specific DD Form 93 field or the Remarks field, as applicable, for a Service Member designated benefit, will default to an order of precedence established by the specific statute governing the particular benefit.
- Refer to MPM 1070-111, as required, to ensure NSIPS/ESR data is accurate and up-to-date when generating documents for submission to OMPF. Information should be verified by commands and/or activities responsible for required service record entries. When NSIPS/ESR data is missing or in error, commands and servicing personnel support offices shall assist the individual Service Member's effort to resolve the issue as soon as possible.
- Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.

All personnel are required to comply with all PII/CUI policy guidance per required annual GMT. For further information, refer to the DON CIO website: <https://www.doncio.navy.mil/>

Systems:

← BACK

| # | System | Description |
|----|-------------------------------|---|
| 1. | OMPF | <ul style="list-style-type: none"> · Official Military Personnel File (OMPF) contains electronic images of documents generated throughout the career of every Officer and Enlisted Service Member, Active and Reserve, from time of entry until final separation. · OMPF- My Record View provides the ability to view, download, and print OMPF documents. · Login to OMPF via BUPERS Online (BOL) at https://www.bol.navy.mil using CAC and CAC-enabled computer. · When asked to verify PKI, choose the DoD CA-XX certificate, not the email certificate. |
| 2. | Electronic-Submission (E-Sub) | <ul style="list-style-type: none"> · The Electronic-Submission (E-Sub) application is the system used to submit designated Officer and Enlisted record documents for inclusion into their OMPF. · The e-Submission of record documents for inclusion into the OMPF will be fully implemented through BOL and must be e-Submission compliant. · All Active Duty and Reserve personnel (less IRR) with a BOL account and a CAC-enabled computer will be able to view online the status of all documents electronically submitted or (closed out) by viewing "Official Military Personnel File (OMPF) - My Record", which is accessed via the BOL Application Menu. |
| 3. | NSIPS/ESR | <ul style="list-style-type: none"> · Navy Standard Integrated Personnel System (NSIPS) enables authorized personnel to submit pay and personnel transactions for Officer and Enlisted, Active and Reserve. · The NSIPS Electronic Service Record (ESR) provides a display of an individual's pay and personnel information. · Login to NSIPS and ESR at https://www.nsips.cloud.navy.mil/my.policy using CAC and CAC-enabled computer. · When asked to verify your PKI, choose the DoD CA-XX certificate, not the email certificate. |
| 4. | DJMS MMPA | <ul style="list-style-type: none"> · The Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) is a data base file that contains current and historical data pertaining to a Service Member's pay. All leave and pay activity for Active-Duty Service Members is recorded in this file. The individual accounts contain current entitlements, deductions (including allotments), payments, leave balances, collections, status information, and 11 months' history. MMPA enables authorized users to monitor and verify the status of requested pay and personnel actions submitted by the TSC for processing. · MMPA Read Only View enables authorized users to verify the status of requested pay and personnel actions submitted to the TSC for processing. · Login to MMPA via the Multi-Host Internet Access Portal (MIAP) at https://miap.csd.disa.mil/portal.html using CAC and CAC-enabled computer. |
| 5. | DWOWS | <ul style="list-style-type: none"> · Defense Workload Operations Web System (DWOWS) is a web-based tracking system used by military pay operations (MILPAYOPS) to track workload for Navy Active Duty and Reserve Service Members. |

References:



| # | Doc ID | Title |
|---|--|---|
| 1 | DoD FMR, Vol. 7A, Chapter 36 | Payments on Behalf of Deceased Members |
| 2 | BUPERSINST 1750.10 (Series) | Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel |
| 3 | MILPERSMAN 1070-111 | Submission of Navy Standard Integrated Personnel System (NSIPS) and Electronic Service Record (ESR) Documents to the Official Military Personnel File (OMPF). |
| | MILPERSMAN 1070-270 | Dependency Application |
| | MILPERSMAN 1070-271 | Record of Emergency Data |
| | MILPERSMAN 1770-010 | Definitions and Acronyms Used Throughout MPM 1770 Section |
| | MILPERSMAN 1770-270 | Funeral Travel |
| | MILPERSMAN 1770-271 | Memorial Service Travel |
| | MILPERSMAN 1770-275 | Presentation of Burial Flags |
| | MILPERSMAN 1770-280 | Death Gratuity |
| 4 | NAVADMIN 296/13 | Member-Designated Benefits |
| | NAVADMIN 085/17 | Servicemembers Group Life Insurance Online Enrollment System (SOES) |
| 5 | MPA 54/11 | Forms for Secondary Dependency Claims. |
| | MPA 24/18 | Updated Submission Process for Secondary Dependency Requests |
| | MPA 04/21 | Update on Secondary Dependency Requests |
| 6 | PPIB 13-14 | Issue 131401: Name Change Requirements |
| | PPIB 15-20 | Issue 152002: MILPERSMAN Article 1000-130 Name Change of Member |
| | PPIB 16-10 | Issue 161001: Birth Certificates and Citizenship Documentation in the Official Military Personnel File (OMPF) |

Online Resources:

← BACK

| # | Website Sponsor | Title and Link |
|-----|-----------------|---|
| 1. | MyNavy HR | Electronic Service Record (ESR) |
| | | https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Electronic-Service-Record-ESR/ |
| 2. | MyNavy HR | Official Military Personnel File (OMPF) My Record |
| | | https://www.mynavyhr.navy.mil/Career-Management/Records-Management/OMPF-My-Record/ |
| 3. | MyNavy HR | CPPA Resources |
| | | https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/ |
| 4. | DFAS | DFAS Secondary Dependency General Info |
| | | https://www.dfas.mil/militarymembers/SecondaryDependency/SDC.html |
| 5. | DFAS | NAVY: Secondary Dependency Applications: Documents, Forms and Hints |
| | | https://www.dfas.mil/militarymembers/SecondaryDependency/secondarydependency_Navy.html |
| 6. | DFAS | MARINE CORPS: Secondary Dependency Applications: Documents, Forms and Hints |
| | | https://www.dfas.mil/militarymembers/SecondaryDependency/secondarydependency_Marines.html |
| 7. | DFAS | Navy Military Pay Requests -- Online Customer Service (AskDFAS) - Navy questions about dependents other than spouse or children (secondary dependents) |
| | | https://www.dfas.mil/dfas/AskDFAS/milserv5.html |
| 8. | MNCC | Ops Alert 002-22: Authorization of NAVPERS 1070/602 when RED/DA Application NOT Available |
| | | https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC OPS ALERTS/Forms/AllItems.aspx |
| 9. | NSIPS | NSIPS |
| | | https://www.nsips.cloud.navy.mil/my.policy |
| 10. | NSIPS | NSIPS RED DA Tutorial (JPA) |
| | | https://www.nsips.cloud.navy.mil/my.policy |

Command Aids and User Guides Available Online:

| # | Sponsor | Document Title and Link |
|----|--|---|
| 1. | DFAS Secondary Dependency Applications | NAVY: Secondary Dependency Applications: Documents, Forms and Hints |
| | | https://www.dfas.mil/militarymembers/SecondaryDependency/secondarydependency_Navy.html |
| 2. | DFAS Claims Package | NAVY: Complete Claims Package (by dependent type) |
| | | https://www.dfas.mil/militarymembers/SecondaryDependency/secondarydependency_Navy/claims_packages_Navy.html |

Help Desks:

 **BACK**

| # | Contact Source | Contact Details |
|----|----------------|--|
| 1. | NSIPS ESR | <ul style="list-style-type: none"> · NSIPS Help Desk 1-833-637-3669 nesd@nesd-mail.onbmc.mil · MyNavy Career Center (MNCC) 1-833-330-MNCC askmncc@navy.mil |

Forms:

| # | Form # | Title |
|----|---------------------|--|
| 1. | DD 93 | Record of Emergency Data http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0093.pdf |
| 2. | DD137-3 | Dependency Statement - Parent http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0137-3.pdf |
| 3. | DD137-5 | Dependency Statement - Incapacitated Child Over Age 21 http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0137-5.pdf |
| 4. | DD137-6 | Dependency Statement - Full Time Student 21 - 22 Years of Age http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0137-6.pdf |
| 5. | DD137-7 | Dependency Statement - Ward of a Court http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0137-7.pdf |
| 6. | DD 1172-2 | Application for Identification Card/DEERS Enrollment http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1172-2.pdf |
| 7. | NAVPERS 1070/602 | Dependency Application (Accessed via NSIPS) https://www.nsips.cloud.navy.mil/my.policy |

CPPA START

← BACK

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|-------------|--------|---|--|
| CPPA | 1 | Obtain system accesses and configure workstations to support RED/DA | Obtain system accesses and configure workstations to support RED/DA NSIPS - What's New For You? RED and DA Sailor Self-Service User Manual is available on the NSIPS splash page at: https://www.nsips.cloud.navy.mil/my.policy (CAC access is required). |
| | 1.1 | Obtain RED and DA Command User Role access, if required | <p>CPPA obtains RED and DA Command User Role access, if required</p> <p>Updated Process for Commands. Command Pay and Personnel Administrators (CPPA) are required to request the Command RED and DA user role for the unit identification code(s) (UIC) they manage. The Command RED and DA user role will provide the command direct access to monitor pending transactions and review various RED and DA reports and metrics. Electronic reports provide command visibility to ensure Sailors are in compliance with annual RED and DA verification requirements. To gain access, CPPA will be required to submit two system access authorization requests (SAAR).</p> <p>The SAARs are both located on the NSIPS homepage https://www.nsips.cloud.navy.mil/my.policy (CAC access required). The electronic SAAR can be accessed by clicking "New Users" link and the SAAR-N can be accessed by clicking on the SAAR-N Form, OPNAV 5239 link.</p> <p>Note: Command RED and DA user roles will NOT be available for use by Commands until the UICs for which they are responsible are activated in NSIPS.</p> |
| | 1.3 | Configure workstation to enable digital signature capability | <p>Customer Command, TSC, and Personnel Office users configure workstation to enable digital signature capability</p> <p>Proper workstation configuration is required for every workstation Customer Command, TSC, and Personnel Office.</p> <p>Important Note: RED/DA Inquire is the ONLY site location to print completed forms! Never print the DD 93 or NAVPERS 1070/602 documents from any other site location or the RED/DA transaction will fail to be accepted into the Service Member's OMPF.</p> |
| | 2 | Conduct Service Member/ Command Oversight of RED/DA dependency and/or beneficiary designation changes | <p>Conduct Command Oversight of RED/DA dependency and/or beneficiary designation changes</p> <p>Refer to MPM 1070-270 for changes that require a NAVPERS 1070/602 (Dependency Application) update.</p> <p>Refer to MPM 1070/271 for when a Service Member's DD 93 (Record of Emergency Data) must be updated.</p> <p>Note: Any change in beneficiary designation or amount of Servicemembers' Group Life Insurance does not require an update to DD 93 (Record of Emergency Data).</p> |

[CONTINUE TO NEXT PAGE](#)

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|------|--------|---|--|
| CPPA | 2.2 | Monitor pending transactions and review various RED/DA reports and metrics. | <p>CPPA monitors pending transactions and reviews various RED/DA reports and metrics.</p> <p>Go to NSIPS web and log into your NSIPS account: https://www.nsips.cloud.navy.mil/my.policy</p> <p>The Command RED and DA user role will provide the command direct access to monitor pending transactions and review various RED and DA reports and metrics. Electronic reports provide command visibility to ensure Sailors are in compliance with annual RED and DA verification requirements.</p> <ul style="list-style-type: none"> · Pending RED DA Transaction for Routing · Spouse Notification Letter · RED DA Command Inquire · RED DA Last Verification Report · RED DA Workflow Status Report · Feedback Metrics Report <p>Last Verification Report – Should be reviewed and acted upon based upon applicable criteria: annually, prior to Deployment/IA, To and From Reserve Duty, etc. The following users can run the report:</p> <ul style="list-style-type: none"> · Command RED/DA · Reserve Clerk · Reserve Supervisor <p>Workflow Status Report - The Workflow status report is an important report that shows how long a DA workflow transaction has been in process and who has it for action. All users should be monitoring and acting upon the workflow status of RED/DA transactions.</p> <p>Feedback Metrics Report - Should be produced daily by the following user roles to ensure no failed transactions have occurred on the previous day's business:</p> <ul style="list-style-type: none"> · Command RED/DA · PERS Clerk · PERS Supervisor · Reserve Clerk · Reserve Supervisor <p>Above user roles should ensure that for any RED DA failures that occur, contact must be made with the Service Member to have them resubmit one or both forms, as applicable.</p> |

CPPA CONTINUED

← BACK

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|-------------|--------|--|---|
| CPPA | 2.3 | Prompt Command Service Members to perform required RED/DA corrective actions or verifications | CPPA prompts Command Service Members to perform required RED/DA corrective actions or verifications If Verifications, go to 2.4 If Corrective Actions, go to 3 |
| | 3 | Update Dependency Application and/or Record of Emergency Data | Update Dependency Application (DA) NAVPERS 1070/602, and/or Record of Emergency Data (RED) DD Form 93, as required. |
| | 3.10 | Did married member designate all, or a portion, of the Death Gratuity to a person other than his/her spouse? | Did married member designate all, or a portion, of the Death Gratuity to a person other than his/her spouse? If Yes, go to 3.11 If No, go to 4 |
| | 3.11 | CPPA prepares spouse notification letter | CPPA prepares spouse notification letter per MILPERSMAN 1770-280 , Exhibit 1 for Spouse Notice of Designation (Sample) letter. NSIPS will produce a Spouse Notification Letter for each Service Member listed in My NSIPS Task/Notifications. Command will only need to do minor modifications from the letter template and get designated signature from command leadership. Print the modified generated Death Gratuity Notification Letter. |
| | 3.12 | Notify Service Member's Commanding Officer of Death Gratuity election | CPPA notifies Service Member's Commanding Officer of Death Gratuity election, if applicable. The Commanding Officer signs the Spousal Notification letter The Commanding Officer (CO) ensures the Spousal Notification letter is sent to the Service Member's spouse. |
| | 3.13 | Mail Death Gratuity notification to spouse | CPPA mails Death Gratuity notification to spouse on behalf of Commanding Officer, if applicable. <ul style="list-style-type: none">· Retain the letter in command files for two years.· Forward a copy to of the letter to PERS-313 for inclusion in the OMPF. Note: CPPA ALSO forwards a copy of the Spouse Notification Letter to Navy Personnel Command (NAVPERSCOM), Records Management Policy Branch (PERS-313) for inclusion in the Service Member's Official Military Personnel File (OMPF) and retain a copy of the letter in command files for 2 years. Write the Service Member's name and SSN in the top, left-hand corner of each document submitted to NAVPERSCOM for inclusion in the OMPF. |

STOP

SERVICE MEMBER START

← BACK

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|-----------------------|--------|---|---|
| SERVICE MEMBER | 1 | Obtain system accesses and configure workstations to support RED/DA | Obtain system accesses and configure workstations to support RED/DA NSIPS - What's New For You? RED and DA Sailor Self-Service User Manual is available on the NSIPS splash page at: https://www.nsips.cloud.navy.mil/my.policy (CAC access is required). |
| | 1.2 | Establish NSIPS ESR account access, if required | Service Member establishes NSIPS ESR account access, if required System Access. Both RED and DA will reside within NSIPS ESR. For those who have not established an ESR self-service account, establish an ESR self-service account via: https://www.nsips.cloud.navy.mil/my.policy (CAC access required). |
| | 1.3 | Configure workstation to enable digital signature capability | Customer Command, TSC, and Personnel Office users configure workstation to enable digital signature capability Proper workstation configuration is required for every workstation Customer Command, TSC, and Personnel Office. Important Note: RED/DA Inquire is the ONLY site location to print completed forms! Never print the DD 93 or NAVPERS 1070/602 documents from any other site location or the RED/DA transaction will fail to be accepted into the Service Member's OMPF. |
| | 2 | Conduct Service Member/Command Oversight of RED/DA dependency and/or beneficiary designation changes | Conduct Command Oversight of RED/DA dependency and/or beneficiary designation changes Refer to MPM 1070-270 for changes that require a NAVPERS 1070/602 (Dependency Application) update. Refer to MPM 1070/271 for when a Service Member's DD 93 (Record of Emergency Data) must be updated. Note: Any change in beneficiary designation or amount of Servicemembers' Group Life Insurance does not require an update to DD 93 (Record of Emergency Data). |
| | 2.1 | Does Service Member self-report dependency and/or beneficiary designation/ election changes to TSC/Personnel Office | Does Service Member self-report dependency and/or beneficiary designation/ election changes through RED/DA to TSC/Personnel Office If No, go to 2.2 If Yes, go to 3 The Service Member is solely responsible for the accuracy of the information recorded on his or her Dependency Application (DA) NAVPERS 1070/602 and Record of Emergency Data (RED) DD Form 93 via NSIPS RED/DA self-service. Dependency data includes information on the spouse, children, parents, emergency contact, beneficiaries for unpaid pay and allowances, death gratuity, etc. |

[CONTINUE TO NEXT PAGE](#)

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|----------------|--------|---|---|
| SERVICE MEMBER | 2.4 | Conduct verification of RED/DA data, as required | <p>Service Member conducts verification of RED/DA data, as required</p> <p>Go to NSIPS web and log into your NSIPS account: https://www.nsips.cloud.navy.mil/my.policy</p> <p>Service Member should access RED/DA via ESR Self-Service and click on RED/DA Inquire to print the official copy of NAVPERS 1070/602 (DA) and/or DD 93 (RED). If the RED/DA forms are digitally signed and approved, the Service Member will only need to click on either form in RED/DA Inquire to open the official copy on file in the OMPF and print, if necessary.</p> <p>Per MPM 1070-270, at a minimum, commands must ensure Service Members perform NAVPERS 1070/602 (Dependency Application) verification annually in NSIPS RED/DA application via self-service; however, additional verifications are also required under the following conditions:</p> <ul style="list-style-type: none"> · Upon reporting to a new duty station under permanent change of station (PCS) orders; · Prior to departure on PCS orders; · Prior to deployment, regardless of length; · When ordered to periods of temporary duty or temporary additional duty away from permanent duty station in excess of 30 days; · On each occasion when an inactive duty Service member comes on active duty, including active duty training; · When a Service member applies for and upon assignment of Government housing; · When a Service member claims reimbursement for dependent(s)'s travel; · Upon recertification for secondary dependents; or · 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.). · Before final separation/retirement <p>Refer to MPM 1070-271 for when a Service Member should verify the DD 93 (Record of Emergency Data)</p> |
| | 2.5 | Has Service Member's dependency status and/or beneficiary designations/elections changed? | <p>Has Service Member's dependency status and/or beneficiary designations/elections changed, requiring a NAVPERS 1070/602 Dependency Application (DA) and/or DD 93 Record of Emergency Data (RED) update?</p> <p>If No, go to 2.6 If Yes, go to 3</p> <p>If incorrect, members will report to their Command Pay and Personnel Administrator and initiate update of a new NAVPERS 1070/602 Application Dependency (DA) and/or DD 93 Record of Emergency Data (RED)</p> |
| | 2.6 | Acknowledge verification (e.g., Annual Verification w/o changes) in RED/DA | <p>Service Member acknowledges verification (e.g., Annual Verification w/o changes) in RED/DA</p> <p>If correct, members will acknowledge this verification by selecting the "Yes" box on the dependency data panel in ESR after the statement "Is Dependency Data Correct?"</p> <p>Go to 2.1</p> |

SERVICE MEMBER CONTINUED

← BACK

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|-----------------------|--------|---|---|
| SERVICE MEMBER | 3 | Update Dependency Application and/or Record of Emergency Data | Update Dependency Application (DA) NAVPERS 1070/602, and/or Record of Emergency Data (RED) DD Form 93, as required. |
| | 3.1 | Does Service Member have Secondary Dependents | <p>Does Service Member have Secondary Dependents?</p> <p>If Yes, go to 7 If No, go to 3.2</p> <p>Refer to MPA 24/18 and MPA 04/21 for guidance on the submission process for Navy Secondary Dependency applications to DFAS Cleveland Code JFLADA, Special Claims Division, as required.</p> <p>IAW MPA 04/21 copies of the NAVPERS 1070/602 (RED/DA) are no longer required for redetermination submissions. Initial Secondary Dependency requests must continue to include the current NAVPERS 1070/602 (RED/DA).</p> <p>Refer to DFAS Military Pay Secondary Dependency webpage as required: http://www.dfas.mil/militarymembers/SecondaryDependency/SDC.html</p> <p>Secondary (non-primary) dependents can include:</p> <ul style="list-style-type: none"> · Parent, parent-in-law, step-parent, parent by adoption, or any person who stood 'in-loco parentis' (in the place of a parent) to you for at least five years prior to your emancipation. · Unmarried children ages 21 and 22 who are enrolled in an accredited institution of higher education on a full-time basis. · Ward of the court, unmarried, and placed in the permanent legal physical custody of the member, or if not permanent custody for a period of at least 12 consecutive months. · Unmarried child over age 21 incapable of self-support because of mental or physical incapacity that occurred while the child was considered a dependent of yours as a member or retired member or is considered the dependent of a deceased member (while under age 21 or under age 23 and a full-time student). <p>To qualify as a secondary dependent, the individual's income, not including the service members contribution, must be less than 50% of the actual living expenses for a minimum of 6 consecutive months. The law requires the individual to be 'in fact' dependent on the service member. Service member's contribution must be more than 50% of the dependent's actual monthly living expenses. Documentation to prove living expenses and your contribution must ALWAYS be provided.</p> |
| | 3.2 | Update Home Address in NSIPS ESR | <p>Service Member updates Home Address in the NSIPS ESR prior to submitting the NAVPERS 1070/602 to PERS Clerk</p> <p>CPPA assists Service Member with update, if required.</p> <p>Note: This will allow the home address information to automatically populate the Service Member's dependent's address when co-located is selected in NSIPS NAVPERS 1070/602 Dependency Application.</p> |

[CONTINUE TO NEXT PAGE](#)

SERVICE MEMBER CONTINUED

← BACK

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| SERVICE MEMBER | 3.3 | Create pdf of supporting documentation, if required | <p>Service Member creates .pdf of supporting documentation, if required</p> <p>Important Note: With the implementation of RED/DA, changes in pay entitlements have been delayed due to different processes across the enterprise.</p> <p>When the RED/DA application results in a pay entitlement change, the RED/DA application will still be processed, however, the CPPA should open an eCRM case for the pay entitlement. By utilizing this process, there will be fewer delays in Service Member entitlements, resulting in fewer overpayments/ underpayments.</p> |
| | 3.4 | Log into NSIPS RED/DA | Service Member logs into NSIPS RED/DA |
| | 3.5 | Select option to verify/perform update | <p>Service Member selects option to verify/perform update</p> <p>The Self-Service User Manual is accessible on the NSIPS splash page at: https://www.nsips.cloud.navy.mil/my.policy (CAC access is required).</p> <ol style="list-style-type: none"> 1) Verify my RED/DA 2) Add a Dependent/Beneficiary or Contact 3) Modify a Dependent/Beneficiary or Contact 4) Delete a Dependent/Beneficiary or Contact 5) Submit Comment/Respond to Notification 6) Go to my ESR Home 7) Cancel my RED/DA Request (If Service Member currently has a request pending approval) <p>Select one of the seven options, then select next</p> <p>Note 1: The workflow completion process is different for each selection</p> <p>Note 2: If #7 applies (only shows after RED/DA has been saved/submitted) then the Service Member should click "Continue"; as a RED DA transaction is still pending in the application. This will take user to the pending application to complete or cancel.</p> |
| | 3.6 | Perform RED/DA update in NSIPS | Service Member performs RED/DA update in NSIPS |

CONTINUE TO NEXT PAGE

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|----------------|--------|--|--|
| SERVICE MEMBER | 3.6.1 | Update Dependency Data, if required | <p>Service Member updates Dependency Data, if required</p> <p>The NAVPERS 1070/602 – Dependency Application (DA):</p> <ul style="list-style-type: none"> · serves as an application for dependency allowances · is used to support household goods move and travel claim processing · used to support secondary dependency packages sent to DFAS <p>Once digitally signed and submitted by the Service Member, the transaction will flow electronically to the servicing personnel office for review and approval. The servicing personnel office will process all pay entitlements associated with the new DA and electronically submit the form to the OMPF of the Service Member. A review by servicing personnel office representatives is required because changes to the DA form may impact the pay allowances of a Service Member.</p> <p>Since NAVPERS 1070/602 contains information for applying for dependency allowances and military spouse information, be certain all dependents are properly documented to ensure correct pay entitlements and allowances.</p> <ul style="list-style-type: none"> · Add Dependent(s) Option · Add Dependent(s) Information · Identify Dependent(s) Address & Phone Contact |
| | 3.6.2 | Upload PDF Supporting Documents, if required | <p>Service Member uploads PDF Supporting Documents, if required</p> <p>When upload is complete, verify attachments are correct and legible (View Attachments)</p> |
| | 3.6.3 | Update Record of Emergency Data, if required | <p>Service Member updates Record of Emergency Data, if required</p> <p>The RED initiative is a self-service capability for Active and Reserve members to manage their own record of emergency data. Service Members can enter or update emergency data and generate a DD Form 93 for digital signature with their common access card (CAC). Once digitally signed and submitted by the Service Member, the form is electronically sent to the OMPF of the Service Member.</p> <p>The official signature copy can also be obtained from the Official Military Personnel File (OMPF). Specifically, the official document is used to determine the following:</p> <ol style="list-style-type: none"> 1) Person(s) to be notified in case of emergency or death; 2) Person(s) to receive death gratuity; 3) Person(s) to receive unpaid pay and allowances (arrears of pay) including money accrued during a missing or captured status, unused leave, travel, per diem, transportation of family members, transportation of household goods, and savings deposits found due from the Department of the Navy; 4) Dependents of member to receive allotment of pay if member is missing or unable to transmit funds; 5) Commercial insurance companies to be notified in case of death; 6) Person authorized to direct disposition of remains (PADD); 7) Person(s) eligible for transportation to attend burial ceremonies; 8) Person(s) eligible for transportation to attend dignified transfer at Dover Air Force Base; 9) Person(s) eligible for transportation to attend memorial services; and 10) Designated individual(s) eligible for transportation to the bedside of a wounded, ill, or injured Sailor. <p>Note 1: Only one PADD (Item #6) can be designated Note 2: Up to three persons can be designated for Bedside and Funeral Travel</p> |

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| SERVICE MEMBER | 3.6.4 | Upload PDF Supporting Documents, if required | <p>Service Member uploads PDF Supporting Documents, if required</p> <p>When upload is complete, verify attachments are correct and legible (View Attachments)</p> <p>Add remarks in Block 14 (DD Form 93) and/or Block 46 (NAVPERS 1070/602) as appropriate. For example, if a transaction form fails to be applied to the OMPF, type Resubmit and then digitally sign your document(s) on the verification page of RED DA. Another common remark example for Block 46 (NAVPERS 1070/602), "Need new Page 2 for Household Goods."</p> |
| | 3.6.5 | Update Wills, Life Insurance or Other | <p>Service Member updates Wills, Life Insurance or Other Valuable Papers information, as applicable</p> |
| | 3.7 | Review Verification page | <p>Service Member reviews Verification page</p> <p>Service Member reviews summary of changes, comparing Original Information with New Information.</p> <p>Service Member views each attachment that is uploaded. Need to verify attachments are legible and in pdf format.</p> <p>If any of the verification information is incorrect, click the Back button to correct information that is inaccurate.</p> <p>Service Member clicks "Save for Later" before opening any forms.</p> |
| | 3.8 | Digitally sign updated Record of Emergency Data, DD Form 93. | <p>Service Member digitally signs updated Record of Emergency Data, DD Form 93.</p> <p>If you see Signature Required below the form digitally sign your document, DD Form 93, with your non-e-mail certificate.</p> <p>On Verification Page, open RED document (DD 93).</p> <p>Ensure you see black or blue ribbon on the top of the DD 93; if you don't see the black or blue ribbon then it means your CAC certs could not be validated. If this is the case, then close the RED document within the application (Click small grey x on open URL tab page for form to close correctly) "Do NOT click submit on form"</p> <p>On Verification Page, open RED document (DD Form 93) and digitally sign your document, DD Form 93, with your non-e-mail certificate.</p> <p>Click Submit on form after verification digital signature is automatically applied to the form</p> |
| | 3.9 | Digitally sign updated Dependency Application, NAVPERS 1070/602, if required | <p>Service Member digitally signs updated Dependency Application, NAVPERS 1070/602, if required</p> <p>If you see Signature Required below the form digitally sign your document, NAVPERS 1070/602, with your non-e-mail certificate.</p> <p>On Verification Page, open DA document (NAVPERS 1070/602).</p> <p>Ensure you see black or blue ribbon on the top of the NAVPERS 1070/602; if you don't see the black or blue ribbon then it means your CAC certs could not be validated. If this is the case, then close the DA document within the application (Click small grey x on open URL tab page for form to close correctly) "Do NOT click submit in form"</p> <p>On Verification Page, open DA document (NAVPERS 1070/602) and digitally sign your document, NAVPERS 1070/602, with your non-e-mail certificate.</p> <p>Click Submit on form after verification digital signature is automatically applied to the form</p> |

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| SERVICE MEMBER | 5 | Access, update, and forward Service Member's Dependency Application for Release (Approval) | Access, update, and forward Service Member's Dependency Application for Release (Approval) |
| | 5.9 | Complete Verification Page Final Actions | <p>Clerk and Service Member (if corrections are required) complete Verification Page Final Actions</p> <p>On Verification Page, open DA document (NAVPERS 1070/602) which is also known as the Page 2. Ensure clause(s) have been entered and verify all attachments.</p> <p>Ensure you see the correct image on top of the NAVPERS 1070/602; if you don't see the black or blue ribbon then it means Service Member (SM) CAC certs could not be validated.</p> <p>Important Note: With the implementation of RED/DA, changes in pay entitlements have been delayed due to different processes across the enterprise.</p> <p>When the RED/DA application results in a pay entitlement change, the RED/DA application will still be processed, however, the CPPA should open an eCRM case for the pay entitlement. By utilizing this process, there will be fewer delays in Service Member entitlements, resulting in fewer overpayments/ underpayments.</p> <p>If DA is correct PERS Clerk should click submit to route to PERS Supervisor for approval.</p> <p>Otherwise, recycle RED/DA to SM with comments to clear digital signature and then perform Step 1.3 to reset Brower and/or Adobe computer settings.</p> <p>Once the application settings are completed; SM will then need to go back to NSIPS verification page and open the DA Adobe document to see if the Black or Blue Ribbon is displayed and digitally sign the form.</p> <p>If all information is correct Service Member should digitally re-sign their document.</p> <p>Click Submit on form after verification of digital signature automatically applies to resubmit the form.</p> <p>If corrections were required, TSC Clerk should verify corrections were made after DA is received. Once review is complete, hit Print Verification button. After printing is complete, route to PERS Supervisor for approval.</p> |
| | 7 | Process Secondary Dependency Initial Request or Annual Recertification | <p>Process Secondary Dependency Initial Request or Annual Recertification</p> <p>If a Service Member is responsible for the financial support of other family members, he/she may be eligible to add them as his/her secondary dependents. In addition to designating family members as a secondary dependent on the "Summary of Dependents" page within NSIPS, a Secondary Dependency Application must be completed.</p> <p>IAW MPA 04/21 copies of the NAVPERS 1070/602 (RED/DA) are no longer required for redetermination submissions. Initial Secondary Dependency requests must continue to include the current NAVPERS 1070/602 (RED/DA).</p> |

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|------------------------------|------------|--|--|
| <p>SERVICE MEMBER</p> | <p>7.1</p> | <p>Verify eligibility criteria for secondary dependency</p> | <p>Service Member verifies eligibility criteria for secondary dependency</p> <p>Refer to MPA 24/18 and MPA 04/21 for new guidance on the submission process for Navy Secondary Dependency applications to DFAS Cleveland Code JFLADA, Special Claims Division, as required.</p> <p>Prior to beginning the application process in AskDFAS, refer to Navy/Marine Corps Secondary Dependency instructions page on the DFAS.mil website located at the following links:</p> <ul style="list-style-type: none"> · Navy: Secondary Dependency Applications: Documents, Forms & Hints https://www.dfas.mil/militarymembers/SecondaryDependency/secondarydependency_Navy.html · Marine Corps: Secondary Dependency Applications: Documents, Forms & Hints https://www.dfas.mil/militarymembers/SecondaryDependency/secondarydependency_Marines.html <p>These links provide guidance on submission requirements and answers to Frequently Asked Questions.</p> <p>Refer also to MPA 54/11, Clarification for Navy Members Claiming Secondary Dependents, as required. https://www.mynavyhr.navy.mil/Support-Services/Pay-Pers-Support/PASS/</p> <p>Submission of a DD Form 137 should be accompanied by a Dependency Application. Please note that claiming a secondary dependent on the Dependency Application does not automatically grant an approval for benefits.</p> <p>IAW DJMS Procedures Training Guide (PTG) Part 3 Chapter 2 and Table 3-2-4 in order to be accepted, the Dependency Application must be signed and dated by the Service Member and the verifying official.</p> <p>Secondary dependents (wards or parents) are not entitled to benefits and should not be issued ID cards or listed in DEERS unless a Dependency Application is accompanied by a letter of determination from DFAS.</p> |
| | <p>7.2</p> | <p>Complete Claims Package documentation (by dependent type)</p> | <p>Service Member completes Claims Package documentation (by dependent type) using the AskDFAS Secondary Dependency online tool.</p> <p>The primary method to submit Navy Secondary Dependency applications (initial and annual re-certifications) will be done via the AskDFAS online portal located at the following link: https://www.dfas.mil/dfas/AskDFAS/milserv5.html</p> |

SERVICE MEMBER CONTINUED

← BACK

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|-----------------------|---------------|---|--|
| SERVICE MEMBER | 10 | Verify proper completion of NAVPERS 1070/602 update process | Verify proper completion of NAVPERS 1070/602 DA update process. |
| | 10.1 | Verify proper processing of entitlements and special pay | Service Member verifies proper processing of entitlements and special pay, as applicable. If Leave and Earnings Statement (LES) is not correct by second pay period following arrival at PDS, contact CPPA to follow-up with servicing TSC. |
| | 10.2 | Verify proper update of ESR and OMPF | Service Member verifies proper update of ESR and OMPF. Verify the signed NAVPERS 1070/602 (Dependency Application) and/or DD Form 93 (Record of Emergency Data) were updated in the ESR and properly submitted to the OMPF, as required. If Service Member does not see the above documents in ESR and OMPF within 30 days of submission, have CPPA contact Service Member's personnel office or servicing TSC. |
| | 10.3 | Update SGLI/FSGLI, if required | Service Member updates SGLI/FSGLI coverage, if required. Refer to NAVADMIN 085/17 , as applicable. SGLI election, validation and election updates should only be manually processed in extenuating circumstances when Service Member does not have access to Servicemembers Group Life Insurance (SGLI) Online Enrollment System (SOES). The Self-Service User Manual is accessible on the NSIPS splash page at: https://www.nsips.cloud.navy.mil/my.policy . CAC access is required. Access and complete changes to SGLI and FSGLI in SOES self-service, as required: |
| | 10.4 | Obtain a new ID Card | Service Member obtains new ID card for self and dependents. Make appointment to obtain new ID card online through https://idco.dmdc.osd.mil/idco/ Service Member must take a copy of supporting documentation and two forms of identification to ID lab to support new ID card requirements. |

STOP

CLERK START

← BACK

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|--------------|--------|--|--|
| CLERK | 1 | Obtain system accesses and configure workstations to support RED/DA | Obtain system accesses and configure workstations to support RED/DA NSIPS - What's New For You? RED and DA Sailor Self-Service User Manual is available on the NSIPS splash page at: https://www.nsips.cloud.navy.mil/my.policy (CAC access is required). |
| | 1.3 | Configure workstation to enable digital signature capability | Customer Command, TSC, and Personnel Office users configure workstation to enable digital signature capability Proper workstation configuration is required for every workstation Customer Command, TSC, and Personnel Office. Important Note: RED/DA Inquire is the ONLY site location to print completed forms! Never print the DD 93 or NAVPERS 1070/602 documents from any other site location or the RED/DA transaction will fail to be accepted into the Service Member's OMPF. |
| | 5 | Access, update, and forward Service Member's Dependency Application for Release (Approval) | Access, update, and forward Service Member's Dependency Application for Release (Approval) |
| | 5.1 | Log on to NSIPS and access RED/DA worklist items (Pending Work) | Clerk logs on to NSIPS and accesses RED/DA worklist items (Pending Work) Clerk will receive notification via My NSIPS Tasks/Notifications of Dependency Application submitted for processing |
| | 5.2 | Review Service Member's DA in NSIPS Dependency Data | Clerk reviews Service Member's DA in NSIPS Dependency Data Clerk reviews summary of changes, comparing Original Information with New Information. Clerk opens and reviews any supporting attachments (e.g., marriage certificate, birth certificate, etc.) Clerk reviews Service Member comments, as required <ul style="list-style-type: none"> · Block 14 Comments for RED (DD Form 93) · Block 46 Comments for DA (NAVPERS 1070/602) |
| | 5.3 | Verify forms attached and digitally signed by Service Member | Clerk verifies forms attached and digitally signed by Service Member <ul style="list-style-type: none"> · RED (DD Form 93) Submitted (to OMPF) by Member · DA (NAVPERS 1070/602) Approver Signature Required (Request Awaiting Approval) Conversely, the servicing personnel office will process all pay entitlements associated with the new DA and electronically submit the form to the OMPF of the Service Member. A review by servicing personnel office representatives is required because changes to the DA form may impact the pay allowances of a Service Member. Once review is complete, hit continue to advance to the RED/DA summary tab |

CONTINUE TO NEXT PAGE

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|-------|--------|--|---|
| CLERK | 5.4 | Review RED/DA Summary | <p>Clerk reviews RED/DA Summary</p> <p>Initial screen displays all of Service Member's dependents and their status. Click on the dependent's name to modify/update information, if required.</p> <p>To add additional dependents, use the drop-down arrow to select the relationship type and click "Add", only if required</p> <p>Use the Delete Button to delete a dependent, only if required</p> <p>Click on Comments to add comments when recycling transaction to Member.</p> <p>Note 1: Comments link is NOT available on the Verification/Approval Processing screen</p> <p>Note 2: For RED information, only one PADD is authorized and up to three persons may be selected for Bedside and Funeral travel</p> <p>Once review is complete, hit continue if all information is properly captured to advance to Service Member's Personal Data tab, otherwise hit save for future processing</p> |
| | 5.5 | Review Service Member's Personal Data | <p>Clerk reviews Service Member's Personal Data</p> <p>Update "Effective Date" on Top Left of Service Member Personal Date Page</p> <ul style="list-style-type: none"> · Verify marital status is correct, if not modify or add spouse · Update religious preference, if appropriate · Update official e-mail address, if appropriate · Verify phone number is correct, update if appropriate · Verify home address is current, update if appropriate · If member's phone, other e-mail addresses, or current address is not provided or is incorrect, click Edit member's phone, other e-mail addresses, current address to update · Enter BAH Type Code and Effective Date, if applicable <p>Once review is complete, hit continue to advance to Attachments and Remarks tab</p> |
| | 5.6 | Verify or Add Supporting Documents, Remarks, and Clauses, as appropriate | <p>Clerk verifies or adds Supporting Documents, Remarks, and Clauses, as appropriate.</p> <p>Note: Upload supporting documents (Birth Certificate, Marriage License, Divorce Decree, etc. only if required. Service Member should have already done this through self-service application.</p> <p>Print Attachments at this point so they are available when reviewing the application panels.</p> <p>Verify attachments are correct and legible</p> <p>Clerk reviews any Service Member comments in Blocks 14 and/or Block 46</p> <p>Clerk adds comments to Service Member, if required (e.g., missing documents). If corrections are needed; make the corrections as the PERS Clerk, add comments and Recycle to Service Member for digital signature.</p> <p>Important Note: To avoid CUI compromise, TSC Clerk should insert and complete the MILITARY SPOUSE SEPARATES – Clause #72 in the RED/DA Remarks section and delete the attached DD 214 prior to release/submission to the OMPF.</p> <p>Note: If Service Member was missing documents or corrections needed to be made by the PERS Clerk then the DA needs to be recycled to the Service Member for review and digital signature. Clerk re-processing of DA begins again at Step 5.1 once document is re-submitted.</p> <p>Clerk adds comments for Supervisor in Block 49 to support transaction description/processing</p> <p>Add clauses as applicable, using the search feature, for example:</p> <ul style="list-style-type: none"> · Gain Section: Enter an Address Clause to show Old (From:) & New (To:) Address This is required for PCS Travel Claim. · Transfer Section: Enter Address Clause to show last address before PCS Transfer <p>Once review is complete, hit continue to advance to Wills & Life Insurance tab</p> |

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|-------|--------|--|---|
| CLERK | 5.7 | Review Wills & Life Insurance tab | <p>Clerk reviews Wills & Life Insurance tab</p> <p>Complete any additional information the Service Member may require that supports their Family Members in the event of loss or incapacitation.</p> <p>Once review is complete, hit continue to advance to Verification page</p> |
| | 5.8 | Review Verification page | <p>Clerk reviews Verification page</p> <p>Clerk reviews summary of changes, comparing Original Information with New Information.</p> <p>PERS Clerk and Supervisor are required to click the "View Attachment" for each attachment that is uploaded. Need to verify it is legible and in pdf format. PERS Supervisor will check the box after viewing the attachment as "Validated".</p> <p>Review the Clause(s) entered.</p> <p>If any of the verification information is incorrect, click the Back button to correct information that is inaccurate. When corrections are made, the Service Member will need to digitally sign the form. Recycle to Member for digital signature; provide comments to member via summary page</p> <p>PERS Clerk and Supervisor have drop down choices to Approve, Deny, Incomplete or Recycle to the Service Member. If Recycling add comments for Service Member to explain reason for recycling. Any corrections that need to be made, should be completed by the PERS Clerk and then recycled to the Service Member for review and digital signature.</p> <p>If information is correct, select Approve/Submit, otherwise select</p> <ul style="list-style-type: none"> · Recycle (Back to Service Member due to Wrong/Additional info required) · Deny <p>Note: If Service Member was missing documents or corrections needed to be made by the PERS Clerk then the DA needs to be recycled to the Service Member for review and digital signature. Clerk processing of DA begins again at Step 5.1 once document is re-submitted.</p> |
| | 5.9 | Complete Verification Page Final Actions | <p>Clerk and Service Member (if corrections are required) complete Verification Page Final Actions</p> <p>On Verification Page, open DA document (NAVPERS 1070/602) which is also known as the Page 2. Ensure clause(s) have been entered and verify all attachments.</p> <p>Ensure you see the correct image on top of the NAVPERS 1070/602; if you don't see the black or blue ribbon then it means Service Member (SM) CAC certs could not be validated.</p> <p>Important Note: With the implementation of RED/DA, changes in pay entitlements have been delayed due to different processes across the enterprise.</p> <p>When the RED/DA application results in a pay entitlement change, the RED/DA application will still be processed, however, the CPPA should open an eCRM case for the pay entitlement. By utilizing this process, there will be fewer delays in Service Member entitlements, resulting in fewer overpayments/ underpayments.</p> <p>If DA is correct PERS Clerk should click submit to route to PERS Supervisor for approval.</p> <p>Otherwise, recycle RED/DA to SM with comments to clear digital signature and then perform Step 1.3 to reset Brower and/or Adobe computer settings.</p> <p>Once the application settings are completed; SM will then need to go back to NSIPS verification page and open the DA Adobe document to see if the Black or Blue Ribbon is displayed and digitally sign the form.</p> <p>If all information is correct Service Member should digitally re-sign their document.</p> <p>Click Submit on form after verification of digital signature automatically applies to resubmit the form.</p> <p>If corrections were required, TSC Clerk should verify corrections were made after DA is received. Once review is complete, hit Print Verification button. After printing is complete, route to PERS Supervisor for approval.</p> |

CLERK CONTINUED

← BACK

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|--------------|--------|--|--|
| CLERK | 5.10 | Route DA to Supervisor for approval. | Clerk routes DA to Supervisor for approval. If DA is correct PERS Clerk should click submit to route to PERS Supervisor for approval. Clerk adds next Reviewer (Supervisor) in Route Clerk selects Projected Release Date RED/DA will advance to the Submit Confirmation page. |
| | 5.11 | Print Allowances Checklist for each DA processed. | Clerk prints Allowances Checklist for each DA processed. From the Submit Confirmation page, <ul style="list-style-type: none"> · Click Print Form for Allowances Checklist for each DA worked. · Click Ok when finished · Each printed Checklist will have Member's Name and last four of SSN · Allowances Checklist must be used to verify Service Member's entitlements in MMPA. If changes were made to DA, Clerk reviews NAVPERS 1070/602 and supporting documentation against Service Member's pay account for pay entitlement and allowances changes. |
| | 5.12 | Review and verify Service Member's pay account | Clerk reviews and verifies Service Member's pay account for entitlement changes. If changes were made to the Service Member's Dependency Data, review NSIPS checklist for relevant transactions. Use the checklist to verify which allowances the Service Member is currently receiving, and if any changes are warranted based upon the updated DA. |
| | 5.12.1 | Verify Service Member's updated DA is consistent with Service Member's pay account | Clerk verifies Service Member's updated DA is consistent with Service Member's pay account. Login to MMPA JJAA: <ul style="list-style-type: none"> · Enter Service Member's SSN · Verify FID 35 or 36 to determine dependency status · Verify FID 68 to determine PDS zip code Ensure that FID "35" dependent code matches the Service Member's NAVPERS 1070/602. Ensure that FID 35 for closest dependent (W, A, C, I, N, etc.) agrees with the NAVPERS 1070/602. The FID 35 codes listed below apply only when there is no other primary dependent: <ul style="list-style-type: none"> · S - Students 21 and 22 years of age, or · D - Dependent parent/s, or · T - Incapacitated children over age 21, as applicable |

CONTINUE TO NEXT PAGE

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|---------------------|---------------|---|--|
| <p>CLERK</p> | <p>5.12.2</p> | <p>Review and verify Service Member's pay account for potential entitlement changes</p> | <p>Review and verify Service Member's pay account for potential entitlement changes.</p> <p>Clerk reviews MMPA JJAA for potential entitlement changes (Enter JJAA and check the following Format Identifiers (FIDS)):</p> <p>E screens: Entitlements/Allowances:</p> <ul style="list-style-type: none"> · 35: BAH · 36: BAH Diff · 68: VHA · 43/45: Overseas Housing Allowance (OHA)/Dual OHA · 51: CONUS COLA · 46: OCONUS COLA · 47: Dual COLA · 49: Prorated COLA · 65: FSA <p>Note 1: Clerk identifies any pay/entitlement account changes for subsequent processing and notifies CPPA.</p> <p>Note 2: Refer to BAH SOP for further guidance regarding BAH processing. https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> |
| | <p>8</p> | <p>Adjudicate Secondary Dependency Application, if required</p> | <p>Adjudicate Secondary Dependency Application, if required</p> <p>DFAS will issue the Letter of Determination to the supporting TSC or Personnel Office for final approval or denial and determination of any entitlement changes.</p> |
| | <p>8.5</p> | <p>Update Service Member's NAVPERS 1070/602 to add secondary dependents</p> | <p>Clerk/Supervisor update Service Member's NAVPERS 1070/602 to add secondary dependents</p> <p>Once approval is received, the approval letter from DFAS will be used to update and add dependent(s) to the NAVPERS 1070/602 (RED/DA).</p> <p>Refer to Steps 5 and 6 to update the Service Member's NAVPERS 1070/602 to add secondary dependents</p> |

CLERK CONTINUED



| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|--------------|--------|---|--|
| CLERK | 9 | Process Service Member's entitlements | Process Service Member's entitlements. |
| | 9.1 | Start and/or stop Service Member's entitlements and special pay, as appropriate | <p>Clerk starts and/or stops Service Member's entitlements and special pay, as appropriate in accordance with (IAW) DoD FMR Vol. 7A, Vol. 9, and/or Joint Travel Regulations (JTR).</p> <p>If based upon NAVPERS 1070/602 DA update, Service Member entitlements changed, then clerk processes entitlement changes in accordance with appropriate Pay SOP.</p> <p>Refer to Pay SOPs as required: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> |
| | 9.2 | Forward all appropriate entitlements and deductions to supervisor for audit and release | Clerk forwards all appropriate entitlements and deductions to supervisor for audit and release. |
| | 9.4 | Did all entitlements/ deductions post? | <p>Did all entitlements/deductions post? Check if entitlements/deductions posted in MMPA 24 hours after release.</p> <p>If No, go to 9.5. If Yes, go to 9.6.</p> |
| | 9.5 | Determine reason for posting delay | <p>Clerk and supervisor determine reason for posting delay.</p> <ol style="list-style-type: none"> 1. Check message status inquiry in NSIPS for error code 2. Research reason for error in NSIPS <ul style="list-style-type: none"> · If error is correctable, correct and resubmit · If error is not correctable, contact supervisor and submit NSIPS trouble ticket or contact DFAS, if needed <p>Go to 9.4.</p> |
| | 9.6 | Compile Pay Retain File | <p>Clerk compiles Pay Retain File in accordance with applicable Pay SOP.</p> <p>Important Update: Transaction Service Centers (TSCs) are no longer required to archive KSDs in DON TRACKER RM. Retain documents shall be archived in enterprise Customer Relations Management (eCRM) System and NP2, as an interim solution, until approval of a MyNavy HR solution for permanent archiving of KSDs is determined. In short for Retain File KSDs, eCRM is an approved document storage (archive) application for cases submitted within that application and DON TRACKER RM for cases submitted via TOPS.</p> <p>Note: Once OMPF update is verified, retention of documentation in personnel file is no longer required.</p> |

STOP

SUPERVISOR START

← BACK

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| SUPERVISOR | 1 | Obtain system accesses and configure workstations to support RED/DA | Obtain system accesses and configure workstations to support RED/DA NSIPS - What's New For You? RED and DA Sailor Self-Service User Manual is available on the NSIPS splash page at: https://www.nsips.cloud.navy.mil/my.policy (CAC access is required). |
| | 1.3 | Configure workstation to enable digital signature capability | Customer Command, TSC, and Personnel Office users configure workstation to enable digital signature capability Proper workstation configuration is required for every workstation Customer Command, TSC, and Personnel Office. Important Note: RED/DA Inquire is the ONLY site location to print completed forms! Never print the DD 93 or NAVPERS 1070/602 documents from any other site location or the RED/DA transaction will fail to be accepted into the Service Member's OMPF. |
| | 4 | Access, Review and Assign Service Member's Dependency Application | Access, Review and Assign Service Member's Dependency Application |
| | 4.1 | Log on to NSIPS and access RED/ DA worklist items | Supervisor logs on to NSIPS and accesses RED/DA worklist items TSC Supervisor will receive notification via My NSIPS Tasks/Notifications of Dependency Application submitted for processing |
| | 4.2 | Review DA | Supervisor reviews DA |
| | 4.3 | Assign DA from worklist to Clerk (RED/DA Workflow Routing) for processing | Supervisor assigns DA from worklist to Clerk (RED/DA Workflow Routing) for processing |
| | 6 | Access, Review and Approve (Release) Service Member's Dependency Application | Access, Review and Approve (Release) Service Member's Dependency Application |
| | 6.1 | Log on to NSIPS and access RED/ DA worklist items | Supervisor logs on to NSIPS and accesses RED/DA worklist items TSC Supervisor will receive notification via My NSIPS Tasks/Notifications of Dependency Application pending approval |
| | 6.2 | Review DA | Supervisor reviews DA Verify the DA transactions Validate any attachments Important Note: To avoid CUI compromise, TSC Supervisor should insert and complete the MILITARY SPOUSE SEPARATES – Clause #72 in the RED/DA Remarks section and delete the attached DD 214 prior to release/submission to the OMPF. |

CONTINUE TO NEXT PAGE

SUPERVISOR CONTINUED

← BACK

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|-------------------|--------|--|---|
| SUPERVISOR | 6.3 | Approve DA | Supervisor approves DA On Verification Page, open DA document (NAVPERS 1070/602). Supervisor will click Yes to Approve and Digitally Sign as the Verifying Official signature on the NSIPS application. Adobe will automatically authenticate digital signature (No workaround is required). Click Submit when finished. |
| | 6.4 | Submit NAVPERS 1070/602 to OMPF | Supervisor submits NAVPERS 1070/602 to OMPF Follow the steps back to the Verification Page. Finally click Submit on the Verification Page to update NSIPS and send DA form to the OMPF |
| | 6.5 | Did DA require DFAS Secondary Dependency Determination | Did DA require DFAS Secondary Dependency Determination? If Yes, go to 7 If No, go to 9 |
| | 8 | Adjudicate Secondary Dependency Application, if required | Adjudicate Secondary Dependency Application, if required DFAS will issue the Letter of Determination to the supporting TSC or Personnel Office for final approval or denial and determination of any entitlement changes. |
| | 8.4 | Did DFAS approve Secondary Dependency Application | Did DFAS approve Secondary Dependency Application? If Yes, go to 8.5 If No, go to 8.6 |
| | 8.5 | Update Service Member's NAVPERS 1070/602 to add secondary dependents | Clerk/Supervisor update Service Member's NAVPERS 1070/602 to add secondary dependents Once approval is received, the approval letter from DFAS will be used to update and add dependent(s) to the NAVPERS 1070/602 (RED/DA). Refer to Steps 5 and 6 to update the Service Member's NAVPERS 1070/602 to add secondary dependents |
| | 8.6 | Does Service Member's DA update require any other Pay Account processing | Does Service Member's DA update require any other (Other than Secondary Dependent) Pay Account processing? Even if a secondary Dependency determination was declined, Service Member may have other DA updates that require adjustment to Pay Account. If Yes, go to 9 If No, go to Stop |
| | 9 | Process Service Member's entitlements | Process Service Member's entitlements. |
| | 9.3 | Audit and release appropriate entitlements and deductions in NSIPS | Supervisor audits and releases appropriate entitlements and deductions in NSIPS. |
| | 9.5 | Determine reason for posting delay | Clerk and supervisor determine reason for posting delay. <ol style="list-style-type: none"> 1. Check message status inquiry in NSIPS for error code 2. Research reason for error in NSIPS <ul style="list-style-type: none"> · If error is correctable, correct and resubmit · If error is not correctable, contact supervisor and submit NSIPS trouble ticket or contact DFAS, if needed Go to 9.4. |

STOP

COMMAND LEADERSHIP START**← BACK**

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|---------------------------|---------------|---|---|
| COMMAND LEADERSHIP | 3 | Update Dependency Application and/or Record of Emergency Data | Update Dependency Application (DA) NAVPERS 1070/602, and/or Record of Emergency Data (RED) DD Form 93, as required. |
| | 10 | Verify proper completion of NAVPERS 1070/602 update process | Verify proper completion of NAVPERS 1070/602 DA update process. |

STOP

DFAS START

← BACK

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|-------------|--------|---|---|
| DFAS | 8 | Adjudicate Secondary Dependency Application, if required | <p>Adjudicate Secondary Dependency Application, if required</p> <p>DFAS will issue the Letter of Determination to the supporting TSC or Personnel Office for final approval or denial and determination of any entitlement changes.</p> |
| | 8.1 | Receive Secondary Dependency Notification through the AskDFAS online portal | <p>DFAS receives Secondary Dependency Notification through the AskDFAS online portal</p> <p>Once the Service Member has completed and subsequently submitted the Secondary Dependency Request via the AskDFAS online portal, DFAS will make a Secondary Dependency Determination</p> <p>Note that a Secondary Dependency Application does NOT automatically grant an approval for benefits.</p> |
| | 8.2 | Adjudicate Secondary Dependency Application | <p>DFAS adjudicates Secondary Dependency Application</p> <p>Secondary dependents (wards or parents) are not entitled to benefits and should not be issued ID cards or listed in DEERS unless a Dependency Application is accompanied by a letter of determination from DFAS.</p> |
| | 8.3 | Issue Letter of Determination | <p>DFAS issues Letter of Determination</p> <p>Refer to MPA 04/21, as required. Navy Secondary Dependency Claims determinations are now being delivered to customers through an automated process. Members will receive a message, outlining the final outcome of their request, at the official email ID associated with smartdocs. The determination is delivered in a condensed format and is more expeditious due to its automated nature. As an interim policy, Navy Secondary Claims will continue to generate and deliver manual letters of determination, to supplement the automated delivery.</p> <p>DFAS will issue the Letter of Determination back to the supporting TSC or Personnel Office for final approval or denial and determination of any entitlement changes.</p> <p>When the dependency is determined to exist, entitlements, such as BAH, will be started in the Service Member's MMPA, if required. DFAS will recertify dependency annually. A letter of determination vice a NAVCOMPT 3072 will be issued by DFAS to report dependency determinations to the Pay Unit Identification Code (UIC).</p> <p>Additionally, an MMPA N9 entry will be entered to reflect approval/disapproval.</p> |

STOP