

interned. It also records names and address of the person(s) notified in case of emergency or death.

29-7. The Record of Emergency Data functionality combines dependent data received from the Defense Enrollment Eligibility Reporting System (DEERS) with data entered directly from the Member, resulting in an annually digitally signed form, and transmits the information to iPERMS. This form is applicable for all Regular Army, Army National Guard and U.S. Army Reserve Members.

29-8. HR Pro can access dashboard from the NavBar and the DD Form 93 tile on the HR Professionals page. [Table 29-1](#) illustrates the DD Form 93 Dashboard page and provides a description of each section available for viewing.

Self Service
DD FORM 93 DASHBOARD

KOPHJYJKYUOHNR, NBPJ, K

Instructions
View the official instructions on DD Form 93

Your DD Form 93s

Start a New DD Form 93
Form in progress. Last updated on 2021-04-07 by KVH BQMR NLCYJK
Completed form. Signed on 2021-04-05 by Active Member SS Actor 16

Your Dependent and Contact Information

Your "authorized" dependents and emergency contacts are listed below. It is important that you verify that the information is correct before proceeding to your form. You will only be allowed to select these dependents and contacts on your DD Form 93. *Note:* The authoritative data source (ADS) for authorized dependents is DEERS and may not be updated in the IPPS-A system. Updates to authorized dependent data must be made in DEERS or by contacting the Military Personnel Division/S1 for your unit.

Emergency contacts can be updated by clicking on the contact. To add a new contact, click **Add an Emergency Contact** link. To delete an emergency contact, select the checkbox for the contact(s), and click **Delete Selected Contacts** button. To add an emergency contact while in the form, click **Save** and **Return Back to DD Form 93 Dashboard**. Then, follow the steps above. Click the **Start a New Form** or the **In Progress** link to start or return to your form.

If your Authorized Dependents are also Emergency Contacts, you do not need to add them as emergency contacts. You will be able to select from both lists when completing the DD Form 93.

Authorized Dependents

Full Name	Relationship	Birth Date (YYYYMMDD)	Address and Phone
RQYJGPGEOR, WNKB, M	Sibling		1865 71JG XQQ RSLKQH PA 19560 358/717-2082
RQYJGPGEOR, WNKB, M	Parent		1865 71JG XQQ RSLKQH PA 19560 358/717-2082
JHMBTFFLS, UYLQV, E	Parent		1865 71JG XQQ RSLKQH PA 19560 008/474-4766
KOPHJYJKYUOHNR, RAWDEQWY, W	Spouse	19891228	22 Fbnvs Uzamd Xgpbq Rcvbpulu PA 07956 484/599-2318

Emergency Contacts

☐ Full Name
Relationship
Birthdate (YYYYMMDD)
Address and Phone

☐ AWWXODWY, OUWUPDUE, T
Half Sibling
20201209
test
test MD 12345 555/555-5555

Add an Emergency Contact
Delete Selected Contacts

ID	Field	Description
A	Name	Displays the Member's name.
B	Instructional Text	Displays instructional text. This section is expandable/collapsible.
C	View the official instructions on DD Form 93 Link	Selecting this link opens a new tab that displays the instructions from the official DD Form 93.
D	Start a New Form Link	This link displays when Member does not have a saved form. Selecting this link begins a new DD Form 93. Upon save (but not signed), this version will be listed in the In Progress link. When signed, this version will display in the Completed Form link.

CONTROLLED UNCLASSIFIED INFORMATION

29-3

ID	Field	Description
E	In Progress Link	When a form is saved, this link displays with the date of the last save, and user ID. Selecting this link opens the Member's last saved unsigned form. If there are no saved forms, the Start a New Form link displays.
F	Completed Form	When a form signed, this link displays with the date of the last save and user ID. Selecting this link opens the Member's last signed form as read-only.
G	Text	Displays instructional text.
H	Authorized Dependents	Displays the Member's authorized dependents. These authorized dependents are sourced from the DEERS inbound interface (in the Dependent/Beneficiary table). Authorized dependents on the Dashboard are read-only. These dependents display in the drop-down (pick) list on the DD Form 93.
I	Emergency Contacts	This section allows the Member to add/update/delete emergency contacts. Add contacts by selecting the Add an Emergency Contact link. The user must enter all required fields to save a contact. To delete a contact, the user must select the checkbox for the contact and select the Delete Selected Contacts button. Enter relationship, gender, address/phone, and military information for contacts. Birthdate is required for Emergency Contacts. This is necessary due to the requirement to display a warning if a Member selects a minor for certain fields on the DD Form 93. These contacts display in the drop-down (pick) list on the DD Form 93.

Table 29-1: DD Form 93 Dashboard Descriptions

Process 29-2 View/Print a Record of Emergency (DD Form 93) Data

Description: The purpose of this process is to assist the HR Pro in understanding how to view and print a Member's DD Form 93 Record of Emergency Data on behalf of the Member.

Applicability: OFF, WO, ENL

Subcategories: HR Professionals

Navigation: HR Professional > DD Form 93 for HR Professional tile

Action Required:

1. Enter the desired information in the search field(s) then select the **Refresh** button.
2. Select the appropriate Member **Name** list item then select the **Completed Form** link.
3. Scroll down and select the **Generate DD93 Form** button. The form generates a pdf (in a pop-up window).
4. Select the **Print** icon then select the **Close (x)** icon to complete this process.

Additional Information: None

Record Update: None

IPPS-A Order Generated: No

Interface: None

TIN/FID: None

UPDATE MEMBER DD FORM 93

29-9. Members may update their DD Form 93 using the Emergency Contact functionality. This allows Members to add additional (non-authorized) contacts and add and maintain their emergency contact information. The list of contacts is managed by the Member and is separate from the Authorized Dependent list of contacts, which is managed by DEERS. Adding information in the Add Emergency Contact Link allows Members to update their Children Information, Parental Information, Notification Information, Designees Information, and Beneficiaries Information on the DD Form 93.

29-10. While Members can update DD Form 93 and sign digitally, the HR Pro can only update the date to reset the notifications but cannot sign on behalf of the Member. The HR Pro can only complete the form on behalf of Members only when a hardcopy DD Form 93 is submitted and signed by the Member outside of IPPS-A is present. The HR Pro then enters the data and manually uploads the DD Form 93 to iPERMS.

29-11. The iPERMS interface only works when the Member signs the DD Form 93 within IPPS-A. The Member's signature is the iPERMS trigger. Death gratuity processing takes place outside of IPPS-A.

29-12. Within the online DD Form 93, Members can select contacts from both the Authorized Dependents and Emergency Contacts lists for each user-defined field. [Process 29-2](#) and [Table 29-2: Emergency Contact Information Descriptions](#) illustrates the Emergency Contact Information tab and provides a description for each field.

The screenshot shows the DD93 FORM interface with the 'Emergency Contact Information' tab selected. The form is organized into several sections, each with a specific ID and field description. The sections include Member Information, Spousal Information, Children Information, Parental Information, Notification Information, and Designees Information. Each section contains fields for personal and contact data, such as name, SSN, service category, address, and telephone number.

Section	ID	Field	Description
Member Information (Read Only)	A	Name	Displays the Member's name.
	B	SSN	Displays the Member's Last 4 digits of their SSN (the full SSN will display on the printed form).
	C	Service/Civilian Category	Displays the Member's military service category.
	D	Reporting Unit Code/Duty Station	Displays the Member's current department ID.
Spousal Information (Read Only)	E	Spouse Name	Displays the Member's designated spouse.
	F	Address, Telephone Number, Military rank	Displays the spouse's address, telephone number, and military rank.
	G	Single, Divorced, Widowed radio buttons	Displays the Member's marital status.

Section	ID	Field	Description
Children Information (Read Only)	H	Name	Displays the name(s) of the Member's children. This section displays the children (relationship = Child) listed in the Authorized Dependents and Emergency Contacts sections of the Dashboard page. This section is read-only.
	I	Relationship	Displays the children's relationship to the Member (i.e., child, stepchild).
	J	Date of Birth	Displays the child(ren)'s birthdate.
	K	Address	Displays the child(ren)'s address.
Parental Information (Read Only)	L	Father Name	Displays the Member's Father's name. This section displays the Father (relationship = Parent, Gender = M) listed in the Authorized Dependents and Emergency Contacts sections of the Dashboard page. If the father's contact info is unknown, "Unknown" will be displayed. If the father is deceased, "Deceased" will display.
	M	Address	Displays the Father's address, if any.
	N	Mother Name	Displays the Member's Mother's name. This section displays the Mother (relationship = Parent, Gender = F) listed in the Authorized Dependents and Emergency Contacts sections of the Dashboard page. If the mother's contact info is unknown, "Unknown" will be displayed. If the mother is deceased, "Deceased" will display.
	O	Address	Displays the Mother's address, if any.
Notification Information	P	Do Not Notify Due to Ill Health	Displays a drop-down list to select a name. If none, "None" must be selected. This field is required.
	Q	Notify Instead	Displays a drop-down list to select a name. If none, "None" must be entered. This field is required.
Designees Information	R	Designated Persons	Displays a drop-down list to select a name. If none, "None" must be entered. This field is required.
	S	Address	Displays the address of the name selected.

Table 29-2: Emergency Contact Information Descriptions

29-13. In this section of the form, the Member may indicate beneficiaries and the distribution percentage(s) and designates the Person Authorized to Direct this Disposition (PADD). The Remarks and Other Pertinent Information section allows Members to indicate specific remarks pertaining to Will Location, Language Barriers, Medical Power of Attorney and etc. It also serves as a continuation of other boxes on the form. [Table 29-3](#) illustrates the Beneficiary Information page and provides a description for each field.

Emergency Contact Information
Benefits Related Information
HR Work Center

DD FORM 93

Return Back to DD Form 93 Dashboard

SECTION 2

Beneficiaries Information

Note: If more than one Death Gratuity beneficiary (Box 11a) is listed, leave Percentage (Box 11d) blank to divide equally.

11a. BENEFICIARY (IES) FOR DEATH GRATUITY A	b. RELATIONSHIP C	c. ADDRESS AND TELEPHONE NUMBER C	d. PERCENTAGE C
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12a. BENEFICIARY (IES) FOR UNPAID PAY/ALLOWANCES C	RELATIONSHIP C	b. ADDRESS AND TELEPHONE NUMBER C	c. PERCENTAGE C
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
13a. PERSON AUTHORIZED TO DIRECT DISPOSITION (PADD) E	RELATIONSHIP C	b. ADDRESS AND TELEPHONE NUMBER C	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Remarks and Other Pertinent Information

Will Location: F

Living Will Location: G

Language Barrier: H

Medical Power of Attorney: I

Private Insurance: J

Desired Location: K

Design of Non Medical Attending: L

Loco Parentis:

14. CONTINUATION/REMARKS: M

Enter any other comments here.

Signature Information

15. SIGNATURE OF SERVICE MEMBER

16. SIGNATURE OF WITNESS

17. DATE SIGNED (YYYYMMDD)

Save Validate Form Edit Form Generate DD93 Form

Sign Form

Section	ID	Field	Description
Beneficiaries Information	A	11a-d Beneficiary(ies) For Death Gratuity	<ul style="list-style-type: none"> Displays a drop down list to select a name from the Authorized Dependent and Emergency Contacts lists. This is a required field. Once selected, the following information is displayed online: Name; Relationship and address/phone number. If the Member actively chooses not to select any beneficiary, they must select 'None' from the drop down list. The Member will also select the percentage of benefit and must be in increments of 10. If the Member has a spouse and the spouse is either not designated for this benefit or is not allocated 100% of the benefit, then a spousal notification message with display indicating a Spousal Notification letter will be generated. The system will ensure the percentage total must equal 100 percent. If not, the system will display an error message. When there is more than one beneficiary, to divide equally, the Member can leave the 'Percentage' field blank for each beneficiary. When the PDF is generated, 'Divide Equally' will display in the Percentage field for each beneficiary.