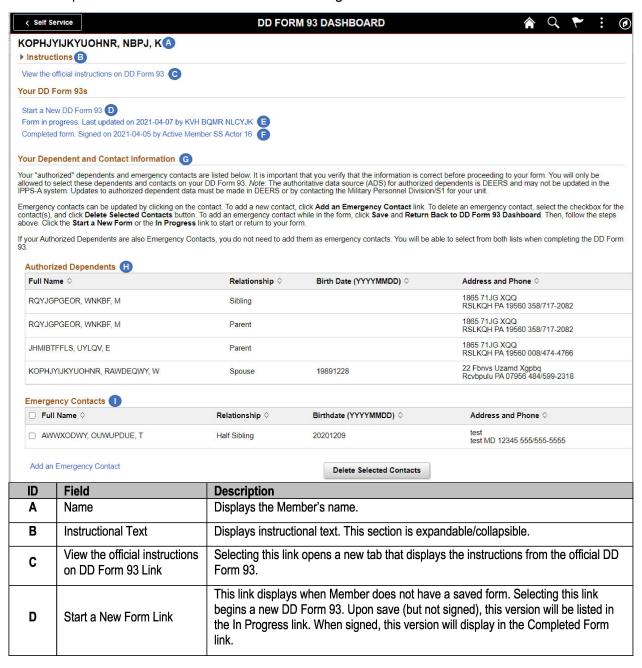
interned. It also records names and address of the person(s) notified in case of emergency or death.

- 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. <u>Table 29-1</u> illustrates the DD Form 93 Dashboard page and provides a description of each section available for viewing.



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.		
Н	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.		
ı	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:

- Enter the desired information in the search field(s) then select the Refresh button.
 Select the appropriate Member Name list item then select the Completed Form link.
- 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

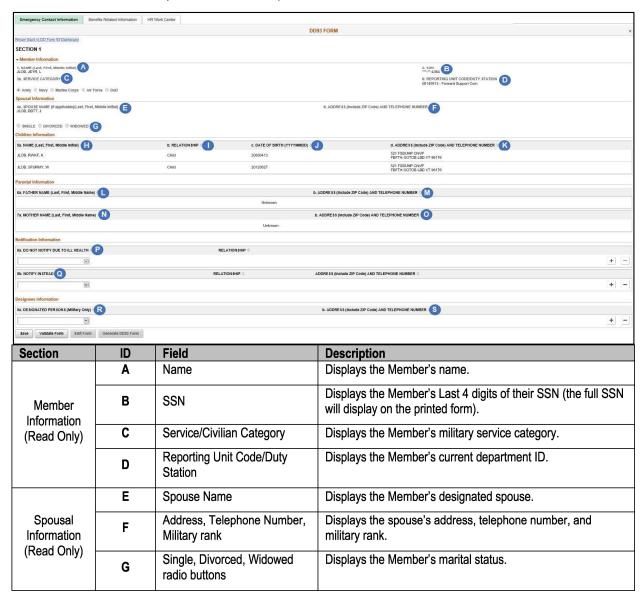
Record Update: None IPPS-A Order Generated: No

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.



Section	ID	Field	Description
Children	Н	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.
Information (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.
	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.
Parental Information	М	Address	Displays the Father's address, if any.
(Read Only)	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.
	0	Address	Displays the Mother's address, if any.
Notification Information	Р	Do Not Notify Due to III Health	Displays a drop-down list to select a name. If none, "None" must be selected. This field is required.
iiiioiiiiauoii	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.
omaton	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. <u>Table 29-3</u> illustrates the Beneficiary Information page and provides a description for each field.

