

Key Definitions you should know and understand before filling out the DD Form 93 (RED)

Person Authorized to Direct Disposition (PADD): This person will be asked to make all important decisions related to the return of your remains if you should die while on active duty.

He or she will decide whether you are buried or cremated, where you'll be buried or inurned, whether or not there will be a church service or a graveside service, whether you will have military funeral honors rendered, in what kind of attire you will be buried or cremated, and what will happen to any subsequent remains that may be recovered.

Think about this designation carefully and discuss it with your family beforehand. The PADD should be someone whom you **trust** to carry out your wishes and ideally whom other **family members respect and trust as well.**

Death Gratuity (DG): The death gratuity is a one-time, non-taxable payment to help surviving family members, or designated beneficiaries **deal with the financial hardships** that accompany the loss of a Soldier. If you are married but elect to give any part of the death gratuity to anyone other than your spouse, the law requires the Army to notify your spouse. This is called a "spousal notification." The Army will not tell your spouse whom you elected to give the death gratuity to, nor will the Army tell your spouse how much of the death gratuity will go to someone else.

Unpaid Pay and Allowances (UPPA): Upon the death of a Soldier, any pay and allowances due, but not paid to the Soldier, are paid to the designated beneficiary or beneficiaries. Unpaid pay and allowances include unpaid basic pay, payment of accrued leave, amount due for travel, per diem expenses, clothing allowances and unpaid installments of variable reenlistment bonuses. You are strongly encouraged to **designate a beneficiary** for unpaid pay and allowances.

Primary Next of Kin (PNOK): The person most closely related to the casualty is considered PNOK for casualty notification and assistance purposes, decisions pertaining to media access, receiving reports of investigation and updates. The un-remarried surviving spouse or, in appropriate cases, the same-sex domestic partner is PNOK.

Beneficiary: The person (or persons) who, according to law or written designation of the Soldier, is entitled to receive certain benefits.

You must sign the DD Form 93, either with an electronic signature or manually.

Soldiers need to communicate their concerns and wishes thoroughly and accurately on DD Form 93.

This enables the Army to better act on your behalf.

Talk with your Family so they know your intent.

For additional information visit:

<http://www.militaryonesource.mil/>

Type in DD Form 93 in the search bar.



Casualty and Mortuary Affairs
Operations Center (CMAOC)

**CMAOC DD Form 93
Record of Emergency Data
(RED)**

GTA 10-02-001

08/07/2013



Distribution Restriction: Approved for Public Release

In the event of an emergency the:

The Record of Emergency Data - DD Form 93 - expresses your wishes regarding a number of critical issues. These include the following:

- Which next of kin should be notified? Who are your primary and secondary next of kin? Who should not be notified because they are not in good health?

- Who will be responsible for making funeral arrangements, in the event that you die? That is, who will be the Person Authorized to Direct Disposition of your remains?

- How...and to whom should applicable entitlements be distributed, such as the death gratuity benefit and unpaid pay and allowances?

The form also provides space for you to make additional important remarks such as: Will location, NOK language barriers and any additional private insurance .

If you are Active Duty, you must update the DD Form 93:

-During out-processing for a permanent change of station (PCS) and/or pre-separation processing;

-When you arrive at a new duty station;

-During any record audit; and

-In conjunction with the Soldier Readiness Program.(SRP)

In addition, you must review and update DD Form 93 whenever the status of any family member changes, such as a new address, a marriage, a divorce, the birth of a child, or the death of a family member.

If you are a member of the Army Reserve or Army National Guard, you must review your form at a minimum:

-During in-processing to a new troop program unit;

-In conjunction with a nationwide deployment or mobilization readiness exercise;

-Annually, in your month of birth; and

-Whenever the status of your family situation changes.

Remember: Information that is not current can delay notification of your loved ones; give rise to family disputes regarding benefits; prevent a family member from traveling to your bedside if you are injured, ill or wounded; or delay payment of benefits to your beneficiaries.

RECORD OF EMERGENCY DATA					
PRIVACY ACT STATEMENT					
<small>AUTHORITY: 5 USC 552; 10 USC 496, 1475 to 1480 and 2271, 38 USC 1010, 44 USC 1901, and EO 9807 (SRP). PRINCIPAL PURPOSES: This form is used by military personnel and Department of Defense civilian and contractor personnel, collectively referred to as civilians, where applicable. For military personnel, it is used to designate beneficiaries for certain benefits in the event of the Service member's death. It is also a guide for disposition of that member's pay and allowances if captured, missing or interned. It also shows names and addresses of the persons the Service member desires to be notified in case of emergency or death. For civilians personnel, it is used to expedite the notification process in the event of an emergency and/or the death of the member. The purpose of soliciting the SSN is to provide positive identification. All items are NOT SPECIFIC. COLLECTING SOURCE: None. DISCLOSURE: Voluntary, however, failure to provide accurate personal identifier information and other solicited information will delay notification and the processing of benefits to designated beneficiaries if applicable.</small>					
<small>INSTRUCTIONS TO SERVICE MEMBER</small> This extremely important form is to be used by you to show the names and addresses of your spouse, children, parents, and any other person(s) you would like notified if you become a casualty (other family members or friends), and to designate beneficiaries for certain benefits if you die. IT IS YOUR RESPONSIBILITY to keep your Record of Emergency Data up to date to allow your desires as to beneficiaries to receive certain death payments, and to allow changes in your family or other personal data, for example, as a result of marriage, and court action, death, or address change.		<small>INSTRUCTIONS TO CIVILIANS</small> This extremely important form is to be used by you to show the names and addresses of your spouse, children, parents, and any other persons you would like notified if you become a casualty. Put every item on this form in duplicate to you. This form is used by the Department of Defense (DoD) to expedite notification in the case of emergency or death. It does not have a legal impact on other forms you may have completed with the DoD or your employer.			
<small>IMPORTANT: This form is divided into two sections: Section 1 - Emergency Contact Information and Section 2 - Benefits Related Information. READ THE INSTRUCTIONS ON PAGES 3 AND 4 BEFORE COMPLETING THIS FORM.</small>					
SECTION 1 - EMERGENCY CONTACT INFORMATION					
1. NAME (Last, First, Middle Initial)		2. SSN			
3a. SERVICE/CIVILIAN CATEGORY <input type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> AIR FORCE <input type="checkbox"/> DoD <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR				3b. REPORTING UNIT CODE/DEPT. STATION	
4a. SPOUSE NAME (If Applicable) (Last, First, Middle Initial)		b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER			
<input type="checkbox"/> SINGLE <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOWED					
5. CHILDREN		6. DATE OF BIRTH (YYMMDD)			
a. NAME (Last, First, Middle Initial)		b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER			
7a. FATHER NAME (Last, First, Middle Initial)		b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER			
7b. MOTHER NAME (Last, First, Middle Initial)		b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER			
8a. DO NOT NOTIFY DUE TO ILL HEALTH		b. NOTIFY INSTEAD			
9a. DESIGNATED PERSON(S) (Military only)		b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER			
10. CONTRACTING AGENCY AND TELEPHONE NUMBER (Contractor only)					
DD FORM 93, JAN 2008 <small>PREVIOUS EDITION IS OBSOLETE.</small> <input type="button" value="Reset"/> <small>Army 7-2 (Preserve)</small>					

SECTION 2 - BENEFITS RELATED INFORMATION			
11a. BENEFICIARY(IES) FOR DEATH GRATUITY (Military only)		b. PERCENTAGE	
12a. BENEFICIARY(IES) FOR UNPAID PAY/ALLOWANCES (Military only) NAME AND RELATIONSHIP		b. PERCENTAGE	
13a. PERSON AUTHORIZED TO DIRECT DISPOSITION (PAD) (Military only) NAME AND RELATIONSHIP		b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER	
14. CONTINUATION/REMARKS			
15. SIGNATURE OF SERVICE MEMBER/CIVILIAN (Include rank, rate, or grade if appropriate)		16. SIGNATURE OF WITNESS (Include rank, rate, or grade if appropriate)	
17. DATE SIGNED (YYMMDD)			
DD FORM 93 (BACK), JAN 2008 <input type="button" value="Reset"/>			

The Record of Emergency Data (RED) is one of the most important documents you will complete; if you are unable to speak for yourself the DD Form 93 becomes your voice. Should you become a casualty it establishes your wishes for the next of kin notification and the distribution of applicable entitlements. It also identifies the person responsible for making funeral arrangements in the event of your death.

The Record of Emergency Data is the official document where you identify the Primary and Secondary next of kin – commonly referred to as PNOK and SNOK; it designates beneficiaries for death gratuity and unpaid pay and allowances. The form also allows you to identify the person authorized to direct disposition of your remains, and provides a place for you to make any other additional remarks.

Not having current and accurate information could result in issues such as:

- Delayed Notification
- Delay in payment to beneficiary and/or beneficiaries.
- Family disputes for benefits
- Family not transported in timely manner to Soldiers bedside

Department of the Army Civilians

All DA civilians IAW DoDI 3001.02, May 3, 2010 must complete, review and validate emergency contact information annually. The designated form for recording emergency contact information is the DD Form 93, "Record of Emergency Data." The information provided on the DD Form 93 has no correlation with, or impact upon, any other form an employee may have completed with the Department of Defense or another employer.