

DD Form 93 (Record of Emergency Data) Process: Creating and uploading DD Form 93 into the Electronic Military Personnel Office (eMILPO) System

Description

When completed, DD Form 93 (Record of Emergency Data) is the official and legal document that designates the beneficiaries of certain benefits in the event of a Soldier's death or if they are determined missing. This extremely important document is used to identify the primary next of kin (PNOK), the secondary next of kin (SNOK), beneficiaries of death gratuity and unpaid allowances, and designates the person authorized to direct disposition of remains (PADD). Soldiers must verify the accuracy of the data on DD Form 93 (Record of Emergency Data) annually and on the following occasions: during the initial enlistment or employment review, upon reporting to a new duty station, when ordered to periods of temporary duty in excess of 30 days, prior to all deployments (regardless of length), and prior to departure on permanent change of station orders. DD Form 93 (Record of Emergency Data) is stored in the Electronic Military Personnel Office (eMILPO) database and is available for retrieval with authorized access. Detailed instructions for completion of the document are contained on the form.

Regulations and Supporting Resources

[AR 600-8-1, Army Casualty Program](#)

[AR 600-8-104, Army Military Human Resource Records Management](#)

[DA PAM 638-2, Procedures for the Care and Disposition of Remains and Disposition of Personnel Effects](#)

[DoDI 1300.18, Department of Defense \(DoD\) Personnel Casualty Matters, Policies, and Procedures](#)

Documents and Forms

[DD Form 93, Record of Emergency Data](#)

Related Processes

[Casualty Assistance Process](#)

[Claim for Unpaid Compensation of Deceased Member of the Uniformed Services \(SF 1174\) Process](#)

[Death Gratuity Process](#)

[Disassociated Remains Process](#)

Systems

[Army Knowledge Online \(AKO\) Website – Login](#)

[Electronic Military Personnel Office \(eMILPO\) Website – Login](#)

[Interactive Personnel Electronic Records Management System \(iPERMS\) Website – Login](#)

Points of Contact

Division: Personnel Policy and Readiness Division (ARNG-HRH)

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