

805C-42A-3473
Manage Emergency Notification Data
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the USASSI / Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Conditions: You are assigned as an HR NCO and are required to review a Soldier's emergency notification documents. You have access to the Soldier, a completed DD Form 93 (Record of Emergency Data), a completed VA Form SGLV 8286 (Servicemembers Group Life Insurance Election and Certificate), AR 638-8 (Army Casualty Program), DA PAM 638-8 (Procedures for the Army Casualty Program), the Electronic Military Personnel Office (eMILPO), the Interactive Personnel Electronic Records Management System (iPERMS), and the Army Military Human Resource Record (AMHRR). This task should not be trained in MOPP 4.

Standards: Ensure DD Form 93 and VA Form SGLV 8286 are prepared without error, personal data is 100% accurate, and the forms are properly distributed without error.

Special Conditions: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You are required to ensure emergency notification data is current and correct for Soldiers assigned to your unit.

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Verify the personal data on the DD Form 93 is filled out completely and accurately.
 - a. Use Soldier's ERB/ORB as source document, when applicable.
 - b. Interview Soldier and ensure personal preferences are correct.
 - c. Obtain all source documents from the Soldier to make requested updates and add individuals they wish to be notified in an emergency situation.
 - d. Employ eMILPO Personnel Services Module, Emergency Notification Sub-module and select Soldier.
 - e. Input appropriate changes or updates in eMILPO.
 - f. Validate and sign completed form with all changes or updates.
 - g. Submit documents to AMHRR and provide Soldier with a copy.
2. Verify the personal data on the VA Form SGLV 8286 is filled out completely and accurately.
 - a. Use Soldier's ERB/ORB as source document, when applicable.
 - b. Interview Soldier and ensure personal preferences are correct.
 - c. Obtain all source documents from the Soldier to make requested updates, if applicable.
 - d. Employ eMILPO Personnel Services Module, Servicemembers' Group Life Insurance Sub-Module to select Soldier.
 - e. Input appropriate changes or updates in eMILPO.
 - f. Validate and sign completed form with all changes or updates.
 - g. Submit documents to AMHRR and provide Soldier with a copy.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Verified the personal data on the DD Form 93 was filled out completely and accurately.			
a. Used Soldier's ERB/ORB as source document, when applicable.			
b. Interviewed Soldier and ensured personal preferences were correct.			
c. Obtained all source documents from the Soldier to make requested updates and added individuals they wished to be notified in an emergency situation.			
d. Employed eMILPO Personnel Services Module, Emergency Notification Sub-module and selected Soldier.			
e. Input appropriate changes or updates in eMILPO.			
f. Validated and signed completed form with all changes or updates.			
g. Submitted documents to AMHRR and provided Soldier with a copy.			
2. Verified the personal data on the VA Form SGLV 8286 was filled out completely and accurately.			
a. Used Soldier's ERB/ORB as source document, when applicable.			
b. Interviewed Soldier and ensured personal preferences were correct.			
c. Obtained all source documents from the Soldier to make requested updates, if applicable.			
d. Employed eMILPO Personnel Services Module, Servicemembers' Group Life Insurance Sub-Module to select Soldier.			
e. Input appropriate changes or updates in eMILPO.			
f. Validated and signed completed form with all changes or updates.			
g. Submitted documents to AMHRR and provided Soldier with a copy.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-104 (Revision, April 07, 2014)	Army Military Human Resource Records Management http://www.apd.army.mil/pdffiles/r600_8_104.pdf	Yes	No
	AR 638-8	ARMY CASUALTY PROGRAM	Yes	No
	DD FORM 93	RECORD OF EMERGENCY DATA	Yes	Yes
	EMILPO WEBSITE	Electronic Military Personnel Office Website (https://emilpo.ahrs.army.mil)	Yes	Yes
	PAM 600-8	MILITARY HUMAN RESOURCES MANAGEMENT ADMINISTRATIVE http://www.apd.army.mil/pdffiles/p600_8.pdf	Yes	No
	PAM 638-8	PROCEDURES FOR THE ARMY CASUALTY PROGRAM	Yes	Yes
	VA FORM SGLV-8286	SERVICEMEMBERS GROUP LIFE INSURANCE ELECTION AND CERTIFICATE	Yes	Yes

TADSS : None

Equipment Items (LIN): None

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
	7010-01-480-4355	Z39781	Army Human Resources Workstation	1
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	1
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	1

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM

3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-42A-3233	Process Personnel Information Management (PIM)	805C - Adjutant General (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
42A - Human Resources Specialist - SL3	Enlisted	MOS: 42A, Skill Level: SL3, Duty Pos: UQI