

**805C-42A-1265
Update 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 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 Specialist and are required to update and maintain Soldiers' emergency notification documents. You have access to the Soldier, DD Form 93 (Record of Emergency Data), SGLV-8286 (Servicemembers' Group Life Insurance (SGLI), 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), verified source documents, and standard office supplies. This task should not be trained in MOPP 4.

Standards: Update Soldier's Record of Emergency Data (DD Form 93) and Servicemembers' Group Life Insurance (SGLI) (SGLV-8286) without error and correctly distribute and upload the forms using iPERMS.

Special Conditions: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You have Soldiers in your unit who must verify and / or update their DD Form 93 and / or SGLV 8286.

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Prepare Record of Emergency Data (DD Form 93).
 - a. Obtain all source documents from the Soldier to make requested updates and add individuals they wish to be notified in an emergency situation.
 - b. Employ eMILPO Personnel Services Module, Emergency Notification Sub-module.
 - c. Update Next of Kin (NOK) information.
 - d. Update Additional Emergency Information / Person Authorized to Direct Disposition (PADD).
 - e. Update Beneficiaries For Unpaid Pay / Allowances.
 - f. Update Beneficiaries For Death Gratuity.
 - g. Submit verified / validated DD Form 93 to iPERMS.
 - (1) Obtain Digital Signature of Service Member.
 - (2) Obtain Digital Signature of Witness (HR Specialist).
 - (3) Print DD Form 93 and provide copy to Soldier.
 - (4) Upload DD Form 93 to iPERMS.
2. Prepare Servicemembers' Group Life Insurance Election and Certificate (SGLV 8286).
 - a. Obtain all source documents from the Soldier to make requested updates.
 - b. Employ eMILPO Personnel Services Module, Servicemembers' Group Life Insurance Sub-Module.
 - c. Verify Section 1 - Service Member's Information.
 - (1) Social Security Number.
 - (2) Unit Identification Code (UIC).
 - d. Updated Section 2 - About Your Coverage.
 - (1) SGLI Coverage amount.
 - (2) SGLI Election / Recertification Date.
 - (3) SGLI Counseling Date (if required).
 - e. Update Section 3 - About Your Beneficiaries.
 - (1) Update / remove Primary beneficiaries.
 - (2) Update / remove Secondary beneficiaries.
 - f. Update Section 4 - About Your Health.

Note: Complete this section ONLY if you are restoring or increasing coverage.
 - g. Update Section 5 - Statement of Understanding.
 - (1) Obtain Service Member's acknowledgement.
 - (2) Update Unit Personnel Clerk information.

h. Submit verified / validated SGLV 8286 to iPERMS.

- (1) Obtain Digital Signature of Service Member.
- (2) Obtain Digital Signature of Witness (HR Specialist).
- (3) Print SGLV 8286 and provide copy to Soldier.
- (4) Upload SGLV 8286 to iPERMS.

(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 measures, show the Soldier what was done wrong and how to perform it correctly.

Evaluation Preparation: Have the Soldier perform the task on the job, using the materials listed in the conditions statement above. Score each performance measure PASS (P) or FAIL (F) as determined by the Soldier's performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Prepared Record of Emergency Data (DD Form 93).			
a. Obtained all source documents from the Soldier to make requested updates and add individuals they wish to be notified in an emergency situation.			
b. Employed eMILPO Personnel Services Module, Emergency Notification Sub-module.			
c. Updated Next of Kin (NOK) information.			
d. Updated Additional Emergency Information / Person Authorized to Direct Disposition (PADD).			
e. Updated Beneficiaries For Unpaid Pay / Allowances.			
f. Updated Beneficiaries For Death Gratuity.			
g. Submitted verified / validated DD Form 93 to iPERMS.			
2. Prepared Servicemembers' Group Life Insurance Election and Certificate (SGLV 8286).			
a. Obtained all source documents from the Soldier to make requested updates.			
b. Employed eMILPO Personnel Services Module, Servicemembers' Group Life Insurance Sub-Module.			
c. Verified Section 1 - Service Member's Information.			
d. Updated Section 2 - About Your Coverage.			
e. Updated Section 3 - About Your Beneficiaries			
f. Updated Section 4 - About Your Health.			
g. Updated Section 5 - Statement of Understanding.			
h. Submitted verified / validated SGLV 8286 to iPERMS.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	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 638-8	PROCEDURES FOR THE ARMY CASUALTY PROGRAM	Yes	No
	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
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	1
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	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-1304	Interpret the Enlisted Record Brief (ERB) and Officer Record Brief (ORB)	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 - SL1	Enlisted	MOS: 42A, Skill Level: SL1, Duty Pos: UQH