



RED and DA Sailor Self-Service User Manual

Smart Sheet

Update No. 1 - November, 2018

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Section 1: Overview

NAVADMIN 254/17 (for Shore Commands Only) announced the implementation of self-service capability in the Electronic Service Record (ESR) within the Navy Standard Integrated Personnel System (NSIPS) for processing emergency contact and dependency information. The Navy Record of Emergency Data (RED) and Dependency Application (DA) has been created in NSIPS as a single process separated into two documents, the Dependency Application (NAVPERS 1070/602) and Record of Emergency Data (DD Form 93). Both RED and DA reside within the NSIPS Electronic Service Record (ESR) module at:

<https://nsipsprod-sdni.nmci.navy.mil>

The digitally signed DD Form 93 is transmitted directly to the Official Military Personnel File (OMPF) and the DA is submitted for review through workflow. This eliminates personally identifiable information (PII) violations that resulted from the co-processing of RED and DA information.

What Does This Mean to You?

The RED product is a self-service capability for Active and Reserve members to manage their own record of emergency data. Service members can enter or update emergency data and generate a DD Form 93 for digital signature with the common access card (CAC). Once digitally signed and submitted by the Service member, the form is electronically sent to the OMPF of the service member.

The DA product is a self-service capability for Active and Reserve members to enter or update dependency data and generate a NAVPERS Form 1070/602 for electronic signature with their CAC. This capability also allows the service member the ability to upload supporting documentation in the form of scanned PDF files. Once digitally signed and submitted by the service member, the transaction will flow electronically to the servicing personnel office for review and approval. The servicing personnel office will process all pay entitlements associated with the new DA and electronically submit the form to the OMPF of the service member. A review by servicing personnel office representatives is required because changes to the DA form may impact the pay allowances of a service member.

Section 2: Compatibility Settings

NOTE: Every service member should ensure Adobe Reader DC and Internet Explorer settings are set before doing anything in NSIPS RED/DA application. This is to avoid failures from occurring in the Electronic Military Personnel Record System (EMPRS) Lifecycle BUPERS Online (BOL).

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NOTE: It is recommended to use either Internet Explorer (IE) or Mozilla Firefox as your browser. Edge and Chrome are not working with RED and DA.

Service Members and Personnel supervisors should complete the below steps to ensure desktop settings and Adobe settings are correct prior to using RED or DA functionality in NSIPS.

➤ Adobe Reader DC

For computers with Adobe Reader DC, open any Adobe document and ensure the correct settings for the digital signature are applied before proceeding. The Standard Operating Procedure (SOP) for configuring Adobe settings can be found below.

When you open Adobe Reader DC on your desktop, you may or may not see a black ribbon as shown below. If you don't see the black ribbon, then your settings for Adobe Reader DC are not correct.



Figure 1: Adobe Reader DC showing black ribbon

Opening a RED/DA document in NSIPS requires the workstation to have Adobe Reader software installed. This software will interact with NSIPS RED/DA. Before a service member proceeds with completing a RED/DA transaction in NSIPS, they should ensure that the computer asset they are using has the proper adobe reader settings in place. To check if these settings are correct, follow the below step-by-step procedures when you open adobe reader software:

1. Click on "Edit" on the Menu Bar.
2. Click "Preferences."
3. Under Categories on the left hand side of your screen, click "General."
4. Scroll down and click "Signatures" on the left hand side of your screen.
5. In the middle of your screen next to Verification, click "More."
6. A Signature Verification Preferences screen will appear, place a checkmark in "Verify signatures when the document is opened" box.
7. Scroll down to Windows Integration and under Trust ALL root certificates in the Windows Certificate Store, place a checkmark in the Validating Signature box and the Validating Certified Documents box.
8. Select "OK" when complete.

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➤ Compatibility View Settings in NSIPS

Configure Compatibility View Settings in NSIPS using the steps below.

Open the NSIPS splash page in Internet Explorer and click the tools icon. In the dropdown menu, select “Compatibility View Settings”.

1. On the Compatibility View Settings page, “Add the Website”, type in each of the following individually for websites added to compatibility view: navy.mil, dfas.mil and deps.mil. Click “Add” after each entry. They will appear individually in the “Websites you’ve added to Compatibility Views” box.
2. Uncheck the box next to “Display Intranet sites in Compatibility View” if checked.
3. Uncheck the box next to “Use Microsoft Compatibility Lists” if checked.
4. Select “Close”.

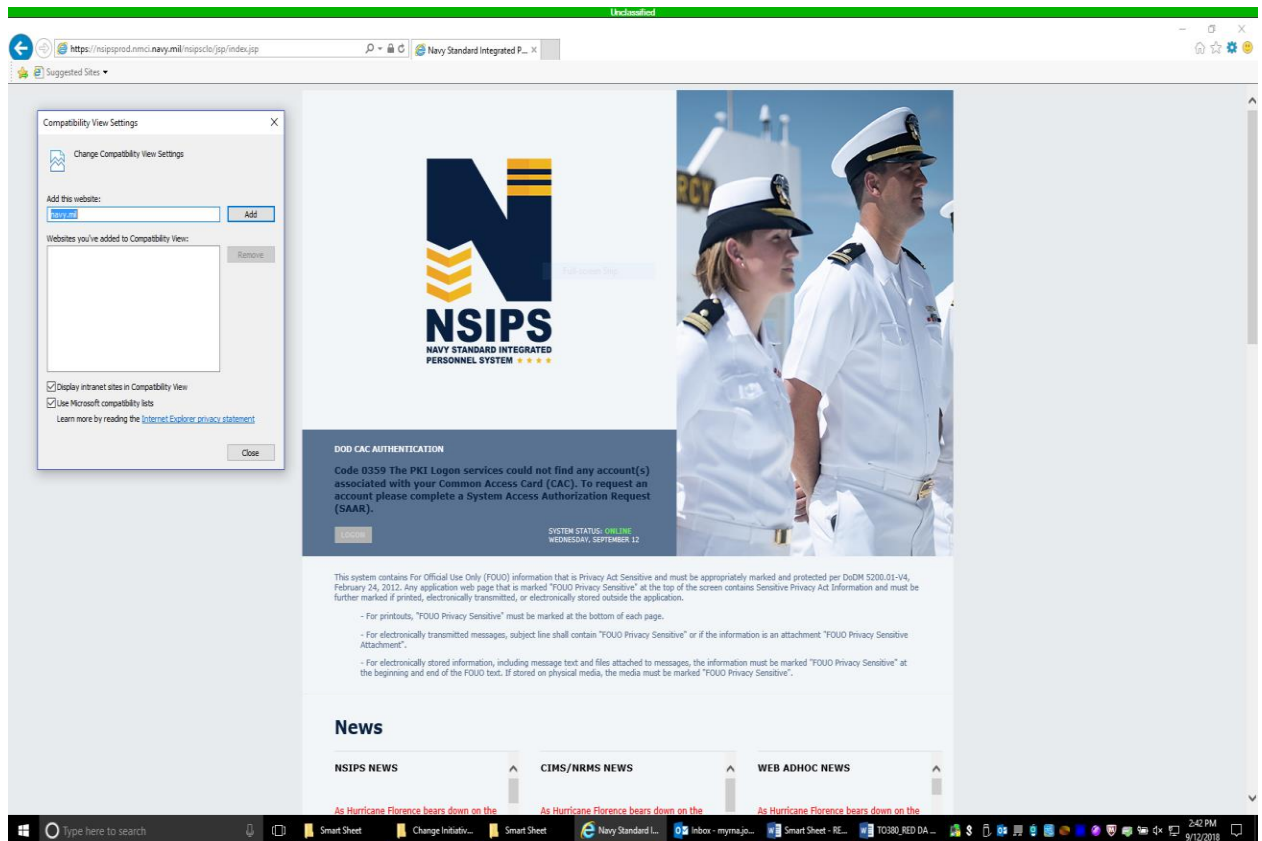


Figure 2: NSIPS splash page with Internet Explorer Compatibility View Settings page open



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➤ Clearing Cache'

The Standard Operating Procedure (SOP) for clearing your cache' can be found below.

1. Open Internet Explorer and Click the "Tools" Icon.
2. On the Drop Down menu, click Internet "Options".
3. On the "General" tab, select "Delete" under Browsing history.
4. Check all boxes and select "Delete".
5. Again on the "General" tab, select "Settings" under Browsing history.
6. The Website Data Settings page will appear. Select "View Files" on the Temporary Internet Files tab.
7. Click CTRL A on your keyboard to select all, Click Delete. In answer to the question "Are you sure you want to delete the selected Cookies?" Click "Yes" and "Exit."

Section 3: Routing Process (General Information)

- Electronic DD93 with digital signature capabilities for RED goes directly to the service member's OMPF after submission. If only a DD93 needs to be digitally signed, the service member must click submit on the bottom of the verification page.
- Electronic add or revised NAVPERS 1070/602 form when digitally signed and submitted goes back into the RED/DA application.
- Service member must click submit on the bottom of the Verification page to electronically workflow the NAVPERS 1070/602 to their Command Pay and Personnel Administrator (CPPA) which then goes to the supporting Personnel Office for approval and submission to their OMPF.
- Completed digitally signed forms will be submitted and stored in the Sailor's OMPF in EMPRS.
- After the service member submits the DA application, they should perform an additional action on the RED/DA Start Page by selecting Option #1 and click "Next." Then go to the bottom of the RED/DA Inquire Page and click "Verify" to update the Last Verification Date.

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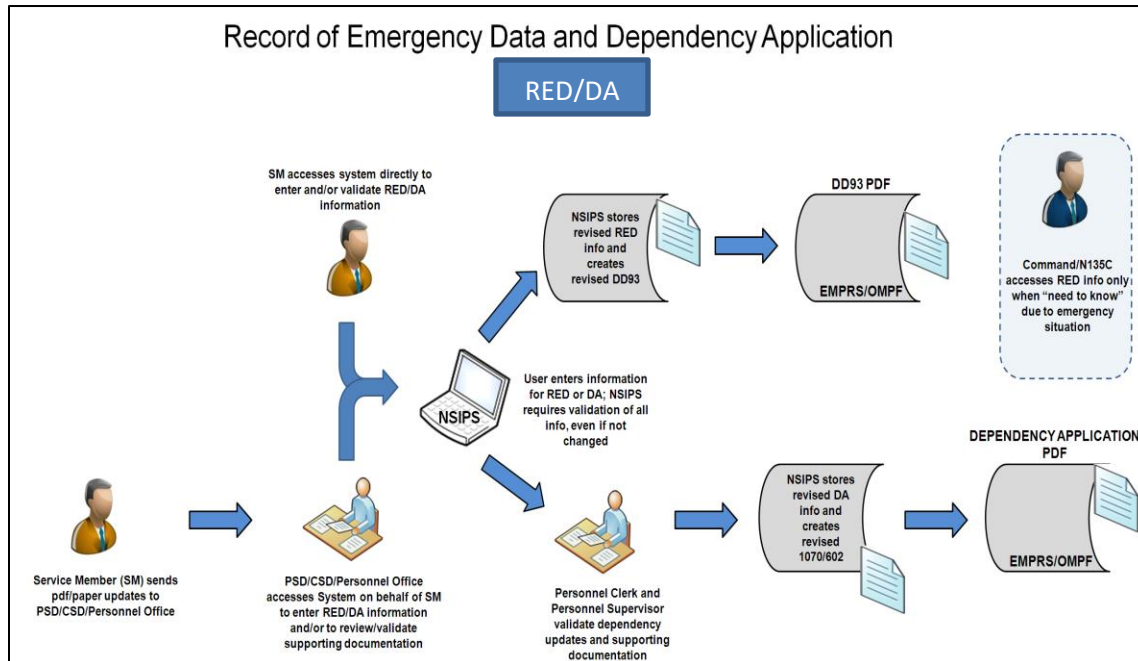


Figure 3 – RED/DA Routing Process

- Disconnected Operations:
 - 1 to 2% of the time, a Hard-copy pen/ink completion of the forms may be required when internet connection is not available. The service member will pen and ink changes to their existing forms from OMPF and submit those to their CPPA for submission to their supporting Personnel Office:
 - NAVPERS 1070/602
 - Form DD93

Note: There may be additional documentation required to support the request such as marriage certificate, divorce certificate, birth certificate, etc.

Step 1: The Personnel Clerk will initiate the changes for wet signature.

Step 2: The Personnel Clerk will return completed change documents to the CPPA for service members review and wet signature. Note that Form DD93 is the only document that must be witnessed when wet signed by the service member.

Step 3: The CPPA will return wet signed document(s) back to their supporting Personnel Office.



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Step 4: The Personnel Clerk will submit the returned wet signed document(s) to the Personnel Supervisor for Authorizing Official wet signature.

Step 5: The Personnel Supervisor will return the completed document back to the Personnel Clerk.

Step 6: The Personnel Clerk will perform e-submission to the OMPF.

Step 7: The Personnel Clerk will send a copy of the completed document(s) back to the CPPA.

Step 8: The Personnel Clerk will retain a copy of the NAVPERS 1070/602 when an allowance transaction document is required to start, stop or change service member allowance entitlements.

Step 9: The CPPA will provide the service member with the completed NAVPERS 1070/602.

Step 10: The CPPA will retain a copy of the completed DD93 and NAVPERS 1070/602 for the Command.

Step 11: The Personnel Support Detachment (PSD) Personnel Office supplies PERS-313C with hard-copy documentation for inclusion into the OMPF.

RED/DA User Role and Functionality (Note the ability of the Service Member in Column 3)

Function	Definition	User Role					
		Service Member	Personnel Clerk	Personnel Supervisor	Command	N135C	RED/DA Setup
System Access	May access NSIPS per role via CAC login. Service member accesses RED/DA self-service app Non-Service Member accesses RED/DA self-service app	X	X	X	X	X	X
Create Initial Service Member Record	May create the Service Member's initial RED/DA record to include Spouse, parents, children/dependent information and	N/A	X	X	N/A	N/A	N/A



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	upload supporting documentation.						
Manage Service Member Information	May enter, edit and remove the following: Contact data, Marital information (current and previous), and upload supporting documentation.	X	X	X	N/A	N/A	N/A
Manage Spouse Information	May enter, edit and remove spouse information on a Service member's record including contact data, marital information (current and previous), military affiliation, do not notify/notify instead, and upload supporting documentation.	X	X	X	N/A	N/A	N/A
Manage Other Dependent Information	May enter, edit and remove dependent information on a Service Member's record including living status for parents, dependency status, contact data, do not notify/notify instead, full-time student and handicap status for dependent children, custodian information for dependent children and upload supporting documentation.	X	X	X	N/A	N/A	N/A
Manage Benefits	May enter, edit and remove percentage amounts associated with Death Gratuity Pay and Unpaid Pay	X	X	X	X	N/A	N/A



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	and Allowances for dependents and non-dependents to include: Percentage in increments of 10 from 0 to 100, command notification associated with Death Gratuity Pay and command ability to generate a letter to the spouse regarding changes in benefits.						
Manage Special Papers	May enter, edit and remove information associated to Wills, Insurance papers and other valuable papers to include: Location of document, Point of Contact, Company and Policy Number and additional remarks associated to the documents.	X	X	X	N/A	N/A	N/A
View and Validate Service Member Information	May view and validate NAVPERS 1070/602 and DD form 93. May view and validate summary information. Digitally sign and print NAVPERS 1070/602 and DD Form 93.	X	X	X	X	X	N/A
Manage Workflow and Internal Communication	May create internal PSD workflow and routing of documents. May receive, validate, recycle, deny and approve submission of supporting documentation for dependency approval. Communications	X	X	X	N/A	N/A	N/A



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	occur between the Personnel clerk, Personnel Supervisor to the Service Member and respond back. May reassign workflow within the PSD.						
Administrative Actions	May enter, edit and remove notification and pop-up text.	N/A	N/A	N/A	N/A	N/A	X

Figure 4 - User Role by Functionality for RED/DA

Section 4: System Response/Error Codes

When submitting the RED Form DD 93, and/or the DA NAVPERS 1070/602 to the EMPRS/OMPF file, several system response and/or error codes may appear in the RED/DA Feedback Metrics Report. **Note that the sailor self-service user will receive an email stating their submission failed, but will not be provided the actual error code. The CPPA or PSD must run the Feedback Metrics Report to see the reason the submission failed.**

Value	Description
200	Recognized and accepted; successfully processed
400	Bad Request. The server could not understand the syntax of the request
401	Unauthorized. The request requires authentication
403	Forbidden. The resource cannot be accessed, regardless of any authentication credentials
404	Not found. The server has not found anything matching the Request URI
415	Unsupported Media Type (when binary is not a PDF)
601	Service Member not found
602	Not a supported form (is a PDF, but not a recognized form)
611	Other document error-problem with signatures/fonts while converting PDF/A or bad document date. If error code persists after retries, the submitting user will need to intervene and most likely need to resign the document and resubmit
620	Repository Error, problem with system – could not store in OMPF

Figure 5 – RED and DA System Response Codes shown on Feedback Metrics Report



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Hints to avoid errors:

- ✚ Service members should always check their BOL accounts 24 hours after the DD 93 is submitted. The NAVPERS 1070/602 should be checked 24 hours after their supporting My Navy Career Center (MNCC), PSD or Personnel Office has submitted the form and transaction in NSIPS.
- ✚ The CPPA should be verifying the RED and DA Feedback Metrics Report at least daily or weekly depending on the size of their customer commands. If failure is reflected in the report, they are to inform the service member immediately to do a resubmit. Keep in mind most failures occur due to the pre-setting not performed before digitally signing the forms and submitting the application.
- ✚ The PSD should ensure they are producing the feedback report Daily. They are to inform the CPPA for the affected service member(s) that failure has occurred. They should instruct the CPPA that the service member must perform a resubmit of either or both forms and dependent application.

Section 5: How to Perform a Resubmit in NSIPS (RED/DA) Due to Form Failure in EMPRS (OMPF)

1. Log into NSIPS Electronic Service Record (ESR)
2. On the ESR Home Page
 - a. Click on “RED/DA Start Page”
 - b. Click “Continue”
 - c. Click “Continue”
 - d. Click “Continue”
3. On the page “Attachments and Remarks” **(See below screen shot Figure 6 – Attachments and Remarks Page)**
 - a. If DD 93 (RED) Failed, Type “Resubmit” in Block 14
 - b. If NAVPERS 1070/602 (DA) Failed, Type “Resubmit” in Block 46
 - c. Click “Continue”
 - d. Click “Continue”
4. On the Verification Page, service member will need to open any and all forms that say “Signature Required” below the form
 - a. Open DD 93 and digitally sign in Block 15
 - i. Click “Submit” on DD 93 Form
 - ii. Click the word “Here”
 - iii. Click “Return”
 - b. Open NAVPERS 1070/602 and digitally sign in Block 47

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- i. Click "Submit" on NAVPERS 1070/602 Form
 - ii. Click the word "Here"
 - iii. Click "Return"
5. Click "Submit" on RED/DA application to make changes permanent in NSIPS

Attachments and Remarks

Emplid: **** Current UIC: 62980 - COMNAVPERSCOM MILLINGTON TN Service: Navy

Supporting Documentation

Upload Supporting Documentation ?

Add

Attach To	File Name	Attachment Type	Description	View Attachment	Validated	Delete
				View Attachment	<input type="checkbox"/>	Delete

▼ **Remarks: DD Form 93 (Service Member Only)** ?

Form Block 14

Resubmit Due to Form Failure Occurred

▼ **Remarks: NAVPERS 1070/602 (Service Member Only)** ?

Form Block 46

Resubmit Due to Form Failure Occurred

▼ **Remarks: NAVPERS 1070/602 (Clerk/Supervisor Only)** ?

Form Block 49

Find | View All First 1 of 1 Last

Clause Sequence Number: 0

Description:

Figure 6 – Attachments and Remarks Page

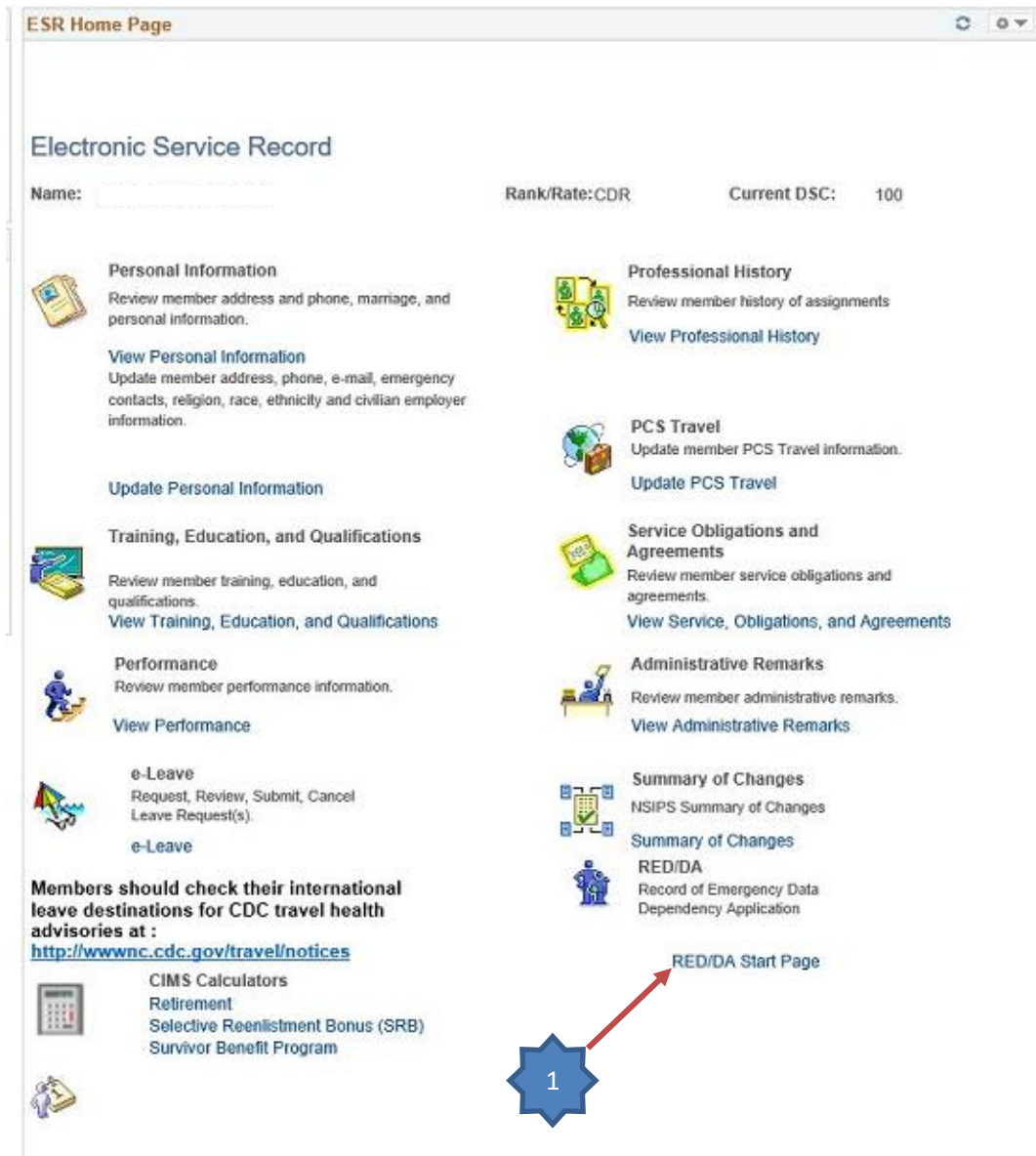
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Section 6: Sign into RED/DA via ESR Page

Step 1: Sign into the RED/DA Start Page via the Electronic Service Record (ESR) page.



ESR Home Page

Electronic Service Record

Name: _____ Rank/Rate: CDR Current DSC: 100

Personal Information
Review member address and phone, marriage, and personal information.
[View Personal Information](#)
Update member address, phone, e-mail, emergency contacts, religion, race, ethnicity and civilian employer information.
[Update Personal Information](#)

Professional History
Review member history of assignments
[View Professional History](#)

PCS Travel
Update member PCS Travel information.
[Update PCS Travel](#)

Training, Education, and Qualifications
Review member training, education, and qualifications.
[View Training, Education, and Qualifications](#)

Service Obligations and Agreements
Review member service obligations and agreements.
[View Service, Obligations, and Agreements](#)

Performance
Review member performance information.
[View Performance](#)

Administrative Remarks
Review member administrative remarks.
[View Administrative Remarks](#)

e-Leave
Request, Review, Submit, Cancel Leave Request(s).
[e-Leave](#)

Summary of Changes
NSIPS Summary of Changes
Summary of Changes
RED/DA
Record of Emergency Data
Dependency Application

Members should check their international leave destinations for CDC travel health advisories at:
<http://wwwnc.cdc.gov/travel/notices>

CIMS Calculators
Retirement
Selective Reenlistment Bonus (SRB)
Survivor Benefit Program

[RED/DA Start Page](#)

1

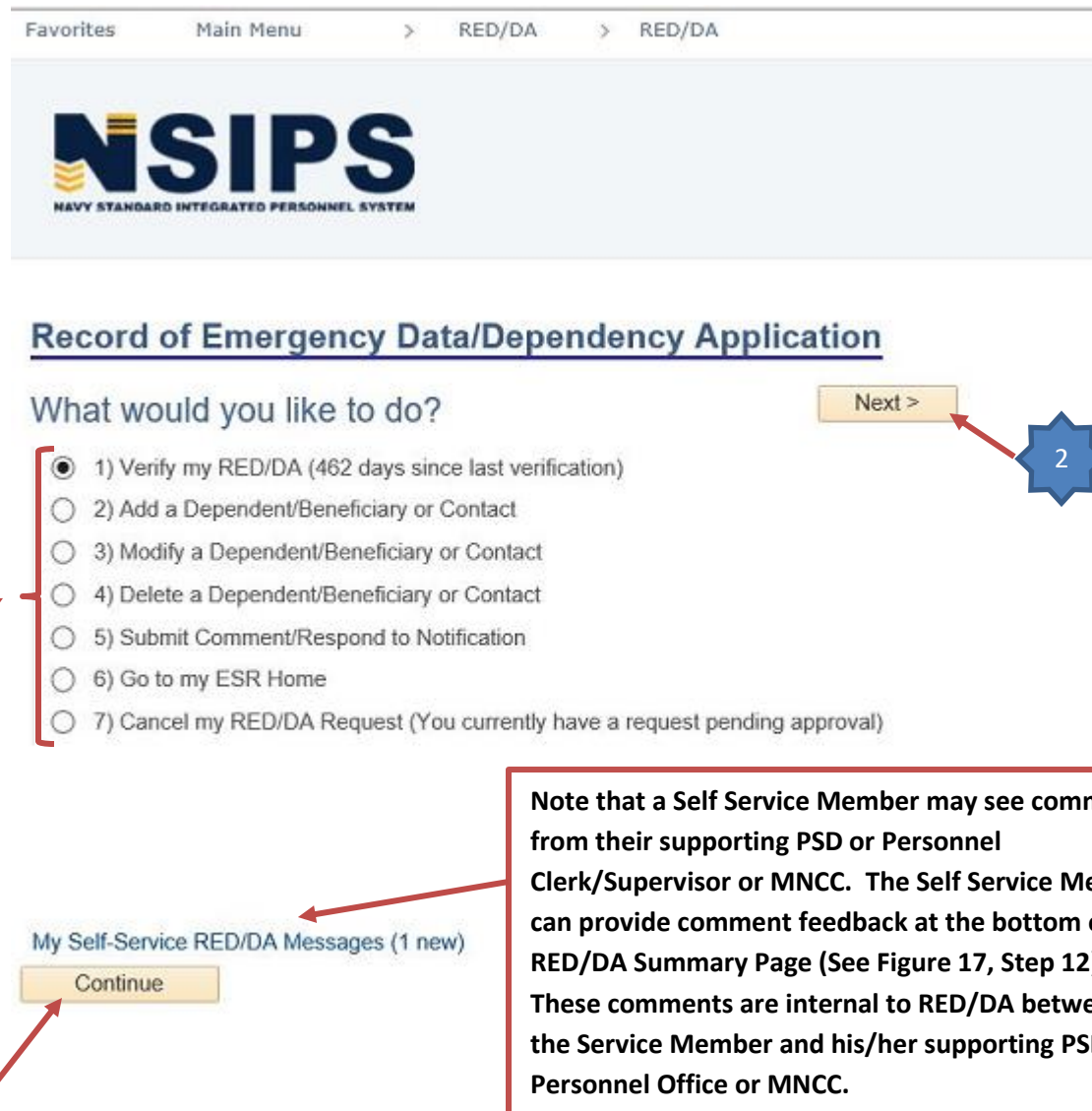
Figure 7 – Electronic Service Record Page

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Step 2. Select one of the seven menu options and click “Next.” Sections 7 through 13 contain step by step directions for each of the seven menu options. (Note that the workflow (routing) completion process is different for each of the options.)



Favorites Main Menu > RED/DA > RED/DA

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Record of Emergency Data/Dependency Application

What would you like to do?

- 1) Verify my RED/DA (462 days since last verification)
- 2) Add a Dependent/Beneficiary or Contact
- 3) Modify a Dependent/Beneficiary or Contact
- 4) Delete a Dependent/Beneficiary or Contact
- 5) Submit Comment/Respond to Notification
- 6) Go to my ESR Home
- 7) Cancel my RED/DA Request (You currently have a request pending approval)

Next >

My Self-Service RED/DA Messages (1 new)

Continue

Note that a Self Service Member may see comments from their supporting PSD or Personnel Clerk/Supervisor or MNCC. The Self Service Member can provide comment feedback at the bottom of the RED/DA Summary Page (See Figure 17, Step 12). These comments are internal to RED/DA between the Service Member and his/her supporting PSD, Personnel Office or MNCC.

Figure 8 – RED/DA Self-Service Menu Page



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Note: If the member does not know which option to select, he/she may select “Continue” to go to the RED/DA Summary page to validate dependent(s) and non-dependent(s) and correct information that needs to be updated.

Section 7: Self-Service Menu Option #1 - Verify My RED/DA

Step 1: To Review a summary of your RED/DA, select the “Verify my Red/DA” option #1 shown in **Figure 8 – RED/DA Self-Service Menu Page**.

This will bring up the RED/DA Inquire page which is a summary of member specific information. (**See Figure 9 continued into Figure 10 below for validating RED/DA information**)

1. If everything the service member reviews is correct, click “Verify” at the bottom of the “RED/DA Inquire Page”. This will update the Last Verification Date to the current date and satisfy the member’s annual verification requirement in compliance with MILPERSMAN 1070. (**See Figure 10 – RED/DA Inquire Page - Continued**)
2. For incorrect information, click “Update” at the bottom of the “RED/DA Inquire Page”. This will take the member back to the Self-Service Menu Options page where they can make any changes to their RED/DA panels for Options 1 - 6. (**See Figure 10 – RED/DA Inquire Page - Continued**).
3. For a member to get a copy of their Dependency Application (NAVPERS 1070/602 or known as Page 2) from OMPF, click “NAVPERS 1070/602” on the Inquire Page. This will pull the latest official form on file in their OMPF. If an error occurs or an old form is displayed, then the service member should always ensure they log into their BUPERS On Line (BOL) to pull the official copy. (**See Figure 9 – RED/DA Inquire Page**)
4. For a member to get a copy of their Record of Emergency Data (DD 93) from OMPF, click “DD 93” on the Inquire Page. This will pull the latest official form on file in their OMPF. If an error occurs or an old form is displayed, then the service member should always ensure they log into their BOL to pull the official copy. (**See Figure 9 – RED/DA Inquire Page**)
5. If the above official forms reflect incorrect information, the service member should perform a new RED/DA transaction to correct the information, then digitally sign their form(s) and submit form(s) and application.

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RED/DA Inquire

Emplid: **** Current UIC: 62980 - COMNAVPERSCOM MILLINGTON TN Service: Navy

***Please verify data at the bottom of the page

Summary ?

Current Approved Forms ?

 NAVPERS 1070/602
  DD Form 93

Marital Status

Current Status

Currently: Ma **4**

On: 05/29/2009

City: _____



State: VA Country: US

Previous Marriage

Previously Married? No

Religion

EA Anglican Catholic Church

Dependents/Beneficiaries/Other Contacts   1-5 of 5

Id	Name	Dependent Status	Relationship	Unpaid/Pay Allowance	Allotment if Missing	Gratuit Pay
01		Dependent		Max(100%)	Max(100%)	Max(100%)
02		Not Dependent		00%	00%	00%
03		Not Dependent		00%	00%	00%

Note that this is the official record of dependency the Navy uses to determine the relationship and dependency of individuals for entitlement of authorized allowances in the event of the casualty of the Sailor.

Figure 9 – RED/DA Inquire Page

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Document Type	Description	Policy Number

Remarks Find | View All First 1 of 3 Last

Clause: 68 Sequence: 1

Description: BIRTH OF CHILD

Comment: NAVPERS 1070/602 UPDATED DUE TO BIRTH OF CHILD ON 15NOV2013.
BIRTH CERTIFICATE/LETTER VERIFIED.
//VERIFIED BY PSSA!

***Phone** Find | View All First 1 of 1 Last

Phone Type	Telephone	Domestic Indicator
Cellular		

Other Email Addresses Find | View All First 1 of 1 Last

Email Type	Email Address
Business	

***Current Address** Find | View All First 1 of 1 Last

Address Type	Effective Date	Country	Address
HOME	07/10/2017	Domestic United States	

***Official Email Address** ?

do_not_email_me@junk.com

Verification

Please verify that the RED/DA Data is correct Last Verification Date: 07/11/2017

If the data is not correct, click here to update

Go to: [ESR Home](#)



Figure 10 – RED/DA Inquire Page (Continued)



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NOTE: Please keep the following in mind when validating your RED/DA information. If the beneficiary for death gratuity is not named, or becomes deceased, the following order is used by law in determining the beneficiary:

1. Surviving spouse
2. Surviving children (split equally)
3. Surviving parents (split equally)
4. Executor of estate
5. If none of the above, the next available next of kin under the laws of the Sailor's residence at the time of death

NOTE: A separate reporting is required to Defense Enrollment Eligibility Reporting System (DEERS) within 30 days of dependency status changes via the Real-Time Automated Personnel Identification (RAPID) Office (ID Card Lab). The RAPID Office will update the DEERS system to reflect changes. Also, DEERS has the same requirements for documentation to enroll or terminate your dependents as RED/DA.

DEERS provides:

- ID Card Issuance
- Base Access
- Commissary and Exchange Privileges
- Medical Benefits (Entitlement)
- Dual Military Couples (MIL-to-MIL) are required to update DEERS to reflect MIL-to-MIL Spouse information in DEERS

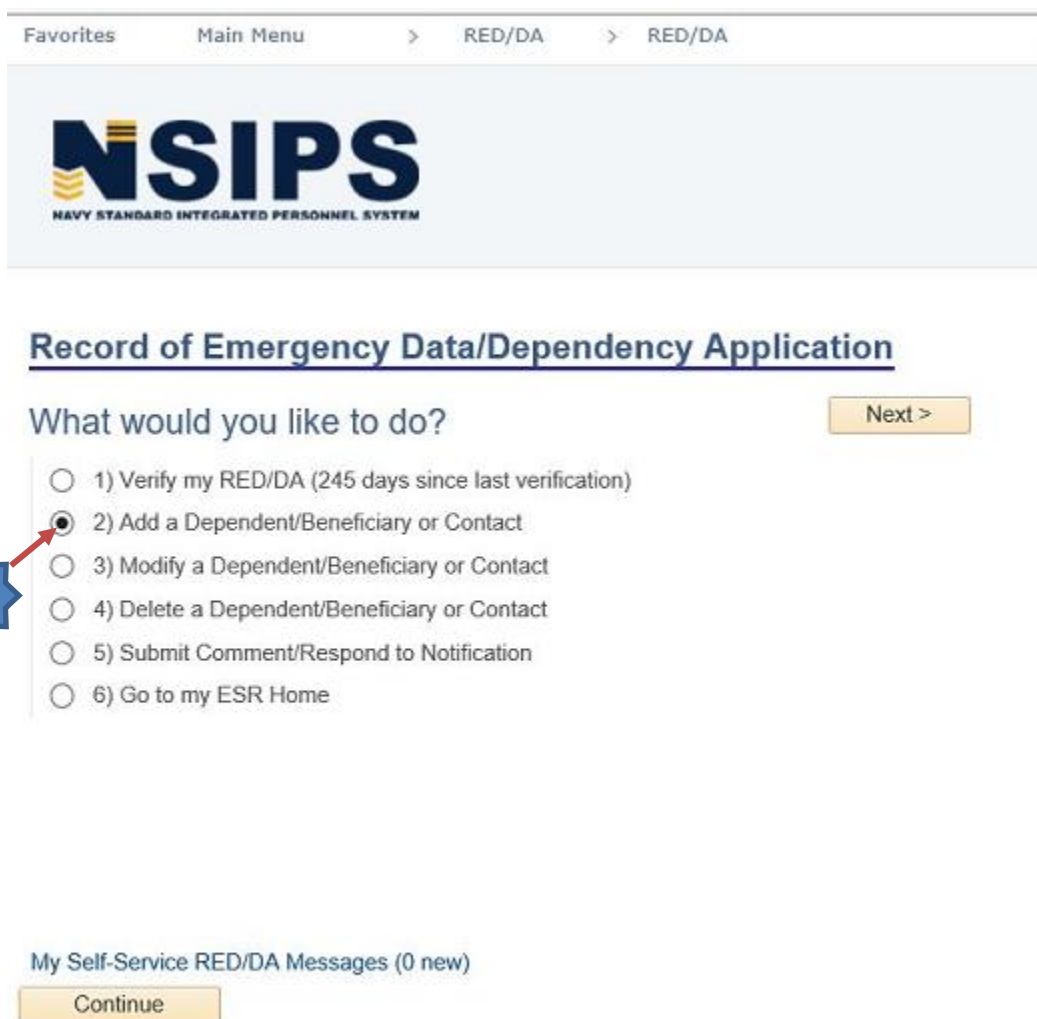
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Section 8: Self-Service Menu Option #2 – Add a Dependent/Beneficiary or Contact

Step 1: Select the “Add a Dependent/Beneficiary or Contact” Option and Click “Next.” (See Figure 11 – RED/DA Self-Service Menu Page).



The screenshot shows the NSIPS web interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and 'RED/DA' (selected). Below the navigation bar is the NSIPS logo. The main content area is titled 'Record of Emergency Data/Dependency Application'. Under this title, there is a question 'What would you like to do?' followed by a list of six radio button options. A blue starburst with the number '1' and a red arrow points to the second option, '2) Add a Dependent/Beneficiary or Contact'. To the right of the list is a 'Next >' button. Below the list, there is a section for 'My Self-Service RED/DA Messages (0 new)' with a 'Continue' button.

Favorites Main Menu > RED/DA > RED/DA

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Record of Emergency Data/Dependency Application

What would you like to do? Next >

- 1) Verify my RED/DA (245 days since last verification)
- 2) Add a Dependent/Beneficiary or Contact
- 3) Modify a Dependent/Beneficiary or Contact
- 4) Delete a Dependent/Beficiary or Contact
- 5) Submit Comment/Respond to Notification
- 6) Go to my ESR Home

My Self-Service RED/DA Messages (0 new)

Continue

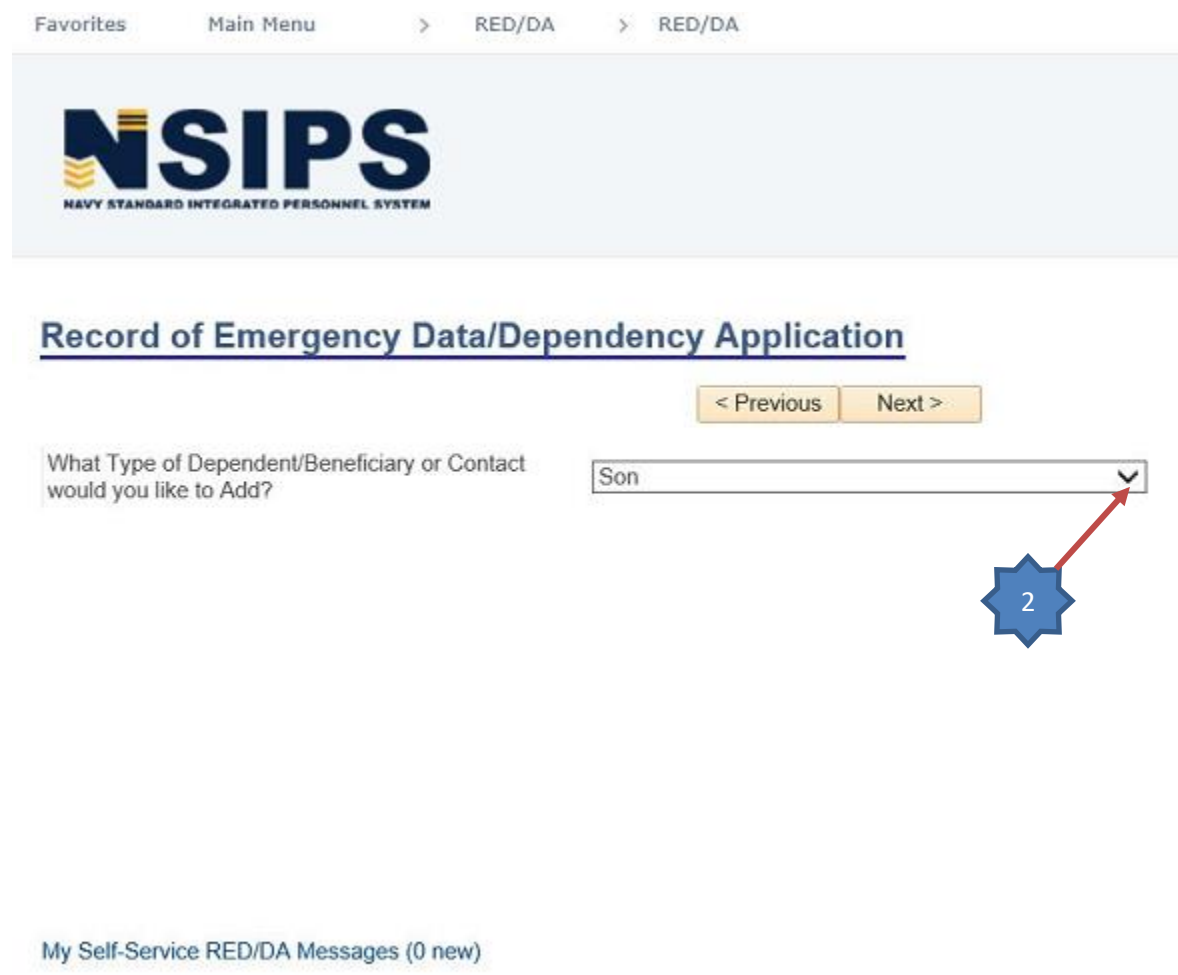
Figure 11 – RED/DA Self-Service Menu Page

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Step 2: Click the drop down and select an option in answer to the question, “What Type of Dependent/Beneficiary or Contact would you like to Add?” (See **Figure 12 – Record of Emergency Data/Dependency/Application Page**).



Favorites Main Menu > RED/DA > RED/DA

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Record of Emergency Data/Dependency Application

< Previous Next >

What Type of Dependent/Beneficiary or Contact would you like to Add?

Son

2

My Self-Service RED/DA Messages (0 new)

Figure 12 – Record of Emergency Data/Dependency Application Page



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Step 3: On the “RED/DA Dependent/Beneficiary/Other Contact” page, enter full name as shown on the official supporting documentation such as a birth certificate (Last Name, First Name and Middle Name). **(See Figure 13 – RED/DA Dependency/Beneficiary/Other Contact Page).**

Step 4: On the drop-down, select Dependent or Not Dependent. **(See Figure 13 -RED/DA Dependency/Beneficiary/Other Contact Page).**

Step 5: Select Relationship and Enter Date of Birth. **(See Figure 13 - RED/DA Dependency/Beneficiary/Other Contact Page).**

Step 6: On the “Address Details” page, check the box of one of the address options or enter an address. **(See Figure 14 – Address Details Page).**

Step 7: Check the box for the same phone number as the service member or enter new phone number. **(See Figure 14 – Address Details Page).**

Step 8: On the “Attachments” page, upload supporting documentation (birth certificate, marriage license, divorce decree, etc.) in PDF only. Note that the application is limited to 5 MB per attachment. **(See Figure 15 – Attachments Page).**

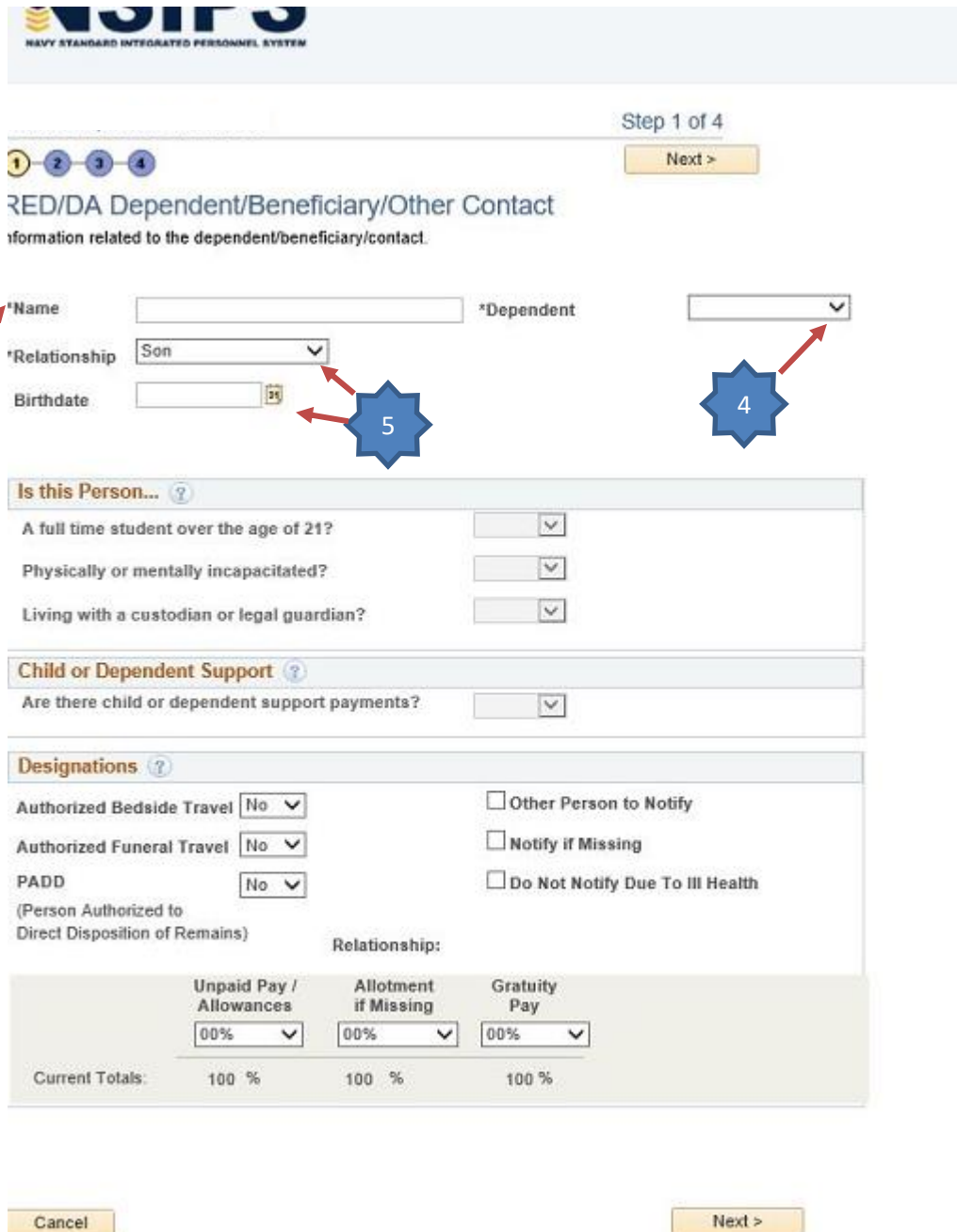
Step 9: Select “View Attachment” to ensure you have uploaded the correct attachment and it is legible. **(See Figure 15 – Attachments Page).**

Step 10. When you have completed the confirmation process for the changes, select “Finish”. **(See Figure 16 – Confirmation Page).**

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Step 1 of 4

1 2 3 4 Next >

RED/DA Dependent/Beneficiary/Other Contact

Information related to the dependent/beneficiary/contact.

*Name *Dependent

*Relationship

Birthdate

Is this Person...

A full time student over the age of 21?

Physically or mentally incapacitated?

Living with a custodian or legal guardian?

Child or Dependent Support

Are there child or dependent support payments?

Designations

Authorized Bedside Travel Other Person to Notify

Authorized Funeral Travel Notify if Missing

PADD Do Not Notify Due To Ill Health

(Person Authorized to Direct Disposition of Remains) Relationship:

	Unpaid Pay / Allowances	Allotment if Missing	Gratuity Pay
	<input type="text" value="00%"/>	<input type="text" value="00%"/>	<input type="text" value="00%"/>
Current Totals:	100 %	100 %	100 %

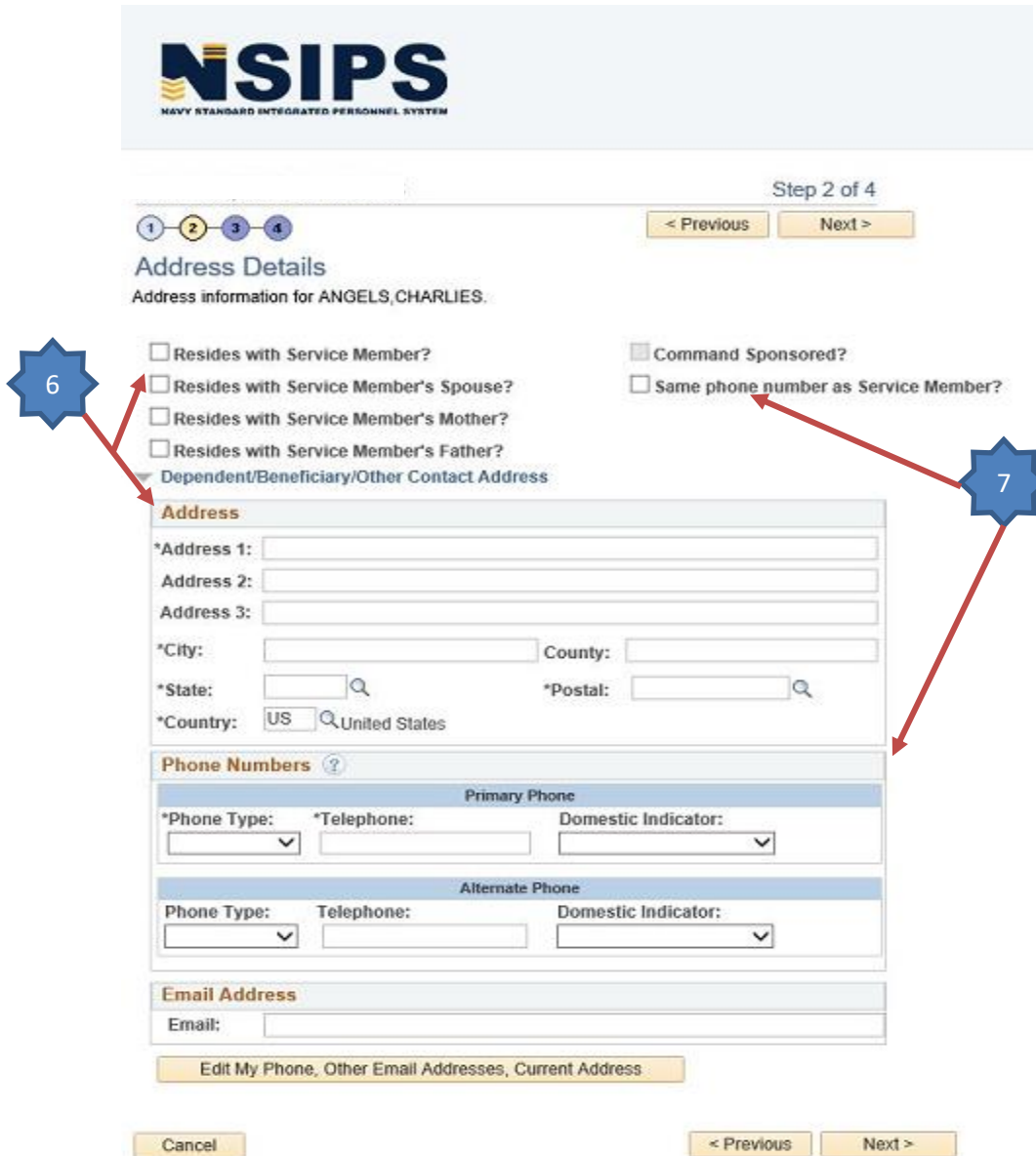
Cancel Next >

Figure 13 – RED/DA Dependent/Beneficiary/Other Contact Page

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NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Step 2 of 4

1 2 3 4

< Previous Next >

Address Details

Address information for ANGELS, CHARLIES.

Resides with Service Member?
 Resides with Service Member's Spouse?
 Resides with Service Member's Mother?
 Resides with Service Member's Father?
 Command Sponsored?
 Same phone number as Service Member?

Dependent/Beneficiary/Other Contact Address

Address

*Address 1:
 Address 2:
 Address 3:
 *City: County:
 *State: *Postal:
 *Country: United States

Phone Numbers

Primary Phone

*Phone Type: *Telephone: Domestic Indicator:

Alternate Phone

Phone Type: Telephone: Domestic Indicator:

Email Address

Email:

Edit My Phone, Other Email Addresses, Current Address


Cancel < Previous Next >

Figure 14 – Address Details Page

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FOUO - Privacy Sens

Step 3 of 4

1 2 3 4

< Previous Next >

Attachments
Upload attachments for ANGELS,CHARLIES if required.

Supporting Documentation

Upload Supporting Documentation ?

Attach To	File Name	Attachment Type	Description	View Attachment	Validated	Delete
07 - ANGELS,CHARLIES	Birth_Cert.pdf	Birth Certificate		View Attachment	<input type="checkbox"/>	Delete


< Previous Next >

Figure 15 – Attachments Page

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Step 4 of 4

1
 2
 3
 4

Confirmation
Confirm any changes for ANGELS,CHARLIES by clicking the Finish button. Click Previous to edit.

Item	Original Information	New Information
Dependent/Beneficiary/Contact Details		
Name	(n/a)	ANGELS,CHARLIES
Relationship	(n/a)	Son
Birthdate	(n/a)	2018-10-15
Dependent	(n/a)	Dependent
Authorized Bedside Travel	(n/a)	N
Authorized Funeral Travel	(n/a)	N
PADD	(n/a)	N
Unpaid Pay / Allowances	(n/a)	00%
Allotment if Missing	(n/a)	00%
Gratuity pay	(n/a)	00%
Student		
A Full Time Student Over The Age Of 21?	(n/a)	No
Incapacitated		
Physically Or Mentally Incapacitated?	(n/a)	N
Address		
Resides With Service Member?	(n/a)	Yes
Resides With Service Member's Spouse?	(n/a)	No
Resides With Service Member's Mother?	(n/a)	No
Resides With Service Member's Father?	(n/a)	No
Command Sponsored?	(n/a)	No
Same Phone Number As Service Member?	(n/a)	Yes
Address 1	(n/a)	
City	(n/a)	
State	(n/a)	TN
Zip Code	(n/a)	38058
Country	(n/a)	US
Phone		
Primary	(n/a)	
Type	(n/a)	Cellular
Domestic Indicator	(n/a)	Domestic Phone

Supporting Documentation

Attached To:	File Name	Attachment Type	Description	Validated	View Attachment
07 - ANGELS,CHARLIES	Birth_Cert.pdf	Birth Cert		<input type="checkbox"/>	<input type="button" value="View Attachment"/>

10

Figure 16 – Confirmation Page

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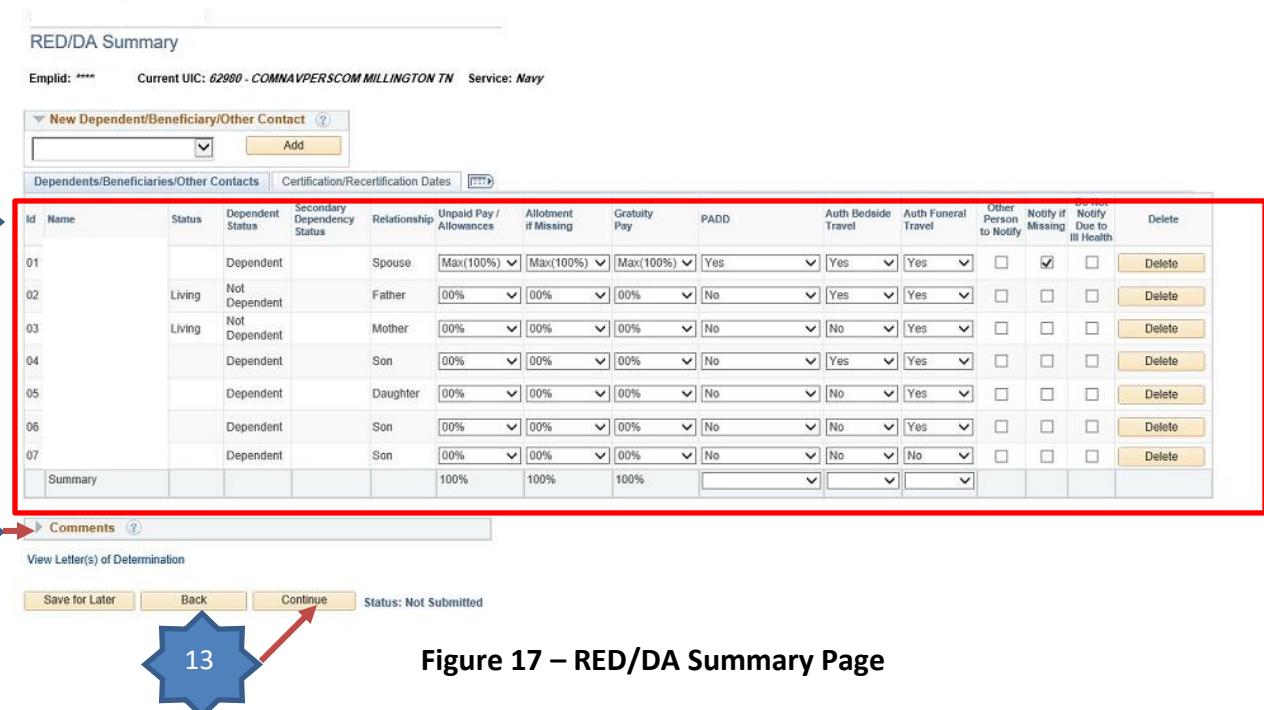
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Step 11: On the “RED/DA Summary” page, verify the information reflected is correct. In the event of a casualty, update your Record of Emergency Information by identifying the percentages for the following: (See Figure 17 – RED/DA Summary Page).

- Unpaid Pay/Allowances - Percentage to Person(s) to receive unpaid pay and allowances.
- Allotments if Missing – Percentage to dependents of member to receive allotment pay if member is missing.
- Gratuity Pay - Percentage to (Person(s) to receive death gratuity.
- Select your Person Authorized to direct disposition of remains (PADD); Designate up to 3 to travel to bedside, when authorized.
- Select All or Any for Funeral Travel – Person(s) eligible for transportation to attend burial ceremonies.
- Check off those to be “Notify if Missing” - Who do you want the Navy to notify if you are missing?

Note: This is what Navy Casualty will use to direct Casualty Assistance Calls Officer (CACO) team(s) to support the service member. The service member designates points of contact of who is to be notified immediately and the travel pay and per diem to those specific points of contact.



RED/DA Summary

Empid: **** Current UIC: 62980 - COMNAVPERSCOM MILLINGTON TN Service: Navy

New Dependent/Beneficiary/Other Contact ?

Dependents/Beneficiaries/Other Contacts Certification/Recertification Dates

Id	Name	Status	Dependent Status	Secondary Dependency Status	Relationship	Unpaid Pay / Allowances	Allotment if Missing	Gratuity Pay	PADD	Auth Bedside Travel	Auth Funeral Travel	Other Person to Notify	Notify if Missing	Notify Due to Ill Health	Delete
01			Dependent		Spouse	Max(100%)	Max(100%)	Max(100%)	Yes	Yes	Yes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Delete
02		Living	Not Dependent		Father	00%	00%	00%	No	Yes	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delete
03		Living	Not Dependent		Mother	00%	00%	00%	No	No	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delete
04			Dependent		Son	00%	00%	00%	No	Yes	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delete
05			Dependent		Daughter	00%	00%	00%	No	No	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delete
06			Dependent		Son	00%	00%	00%	No	No	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delete
07			Dependent		Son	00%	00%	00%	No	No	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delete
Summary						100%	100%	100%							

Comments ?

View Letter(s) of Determination

Save for Later Back Continue Status: Not Submitted

Figure 17 – RED/DA Summary Page

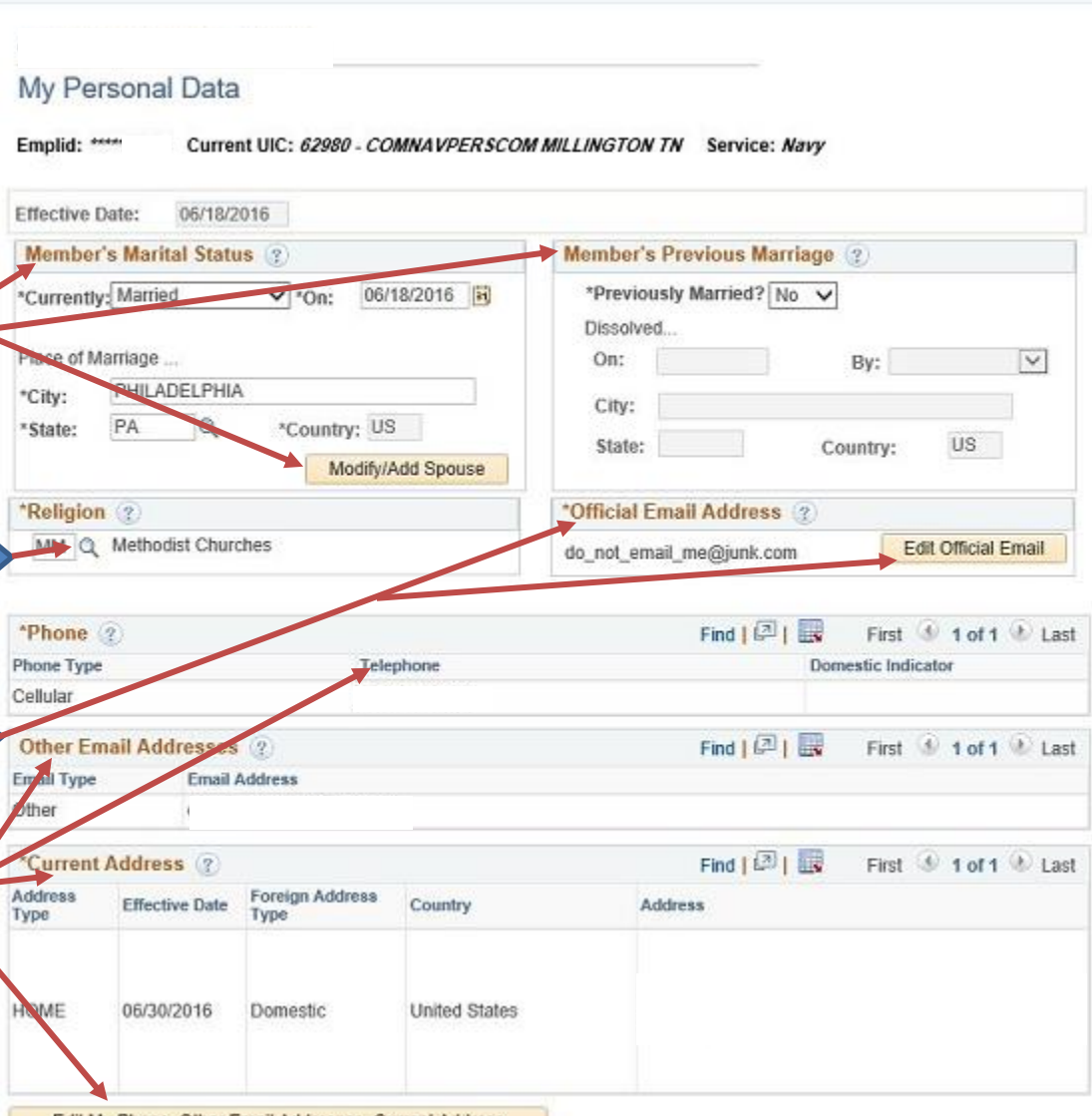
Step 12: Click the “Comments” box if you wish to send a message to the PSD with the package (This is Optional). (See Figure 17 – RED/DA Summary Page).

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Step 13: Select "Continue" on the bottom of the "RED/DA Summary" Page. (See Figure 17 – RED/DA Summary Page).



My Personal Data

Emplid: **** Current UIC: 62980 - COMNAVPERSCOM MILLINGTON TN Service: Navy

Effective Date: 06/18/2016

14 *Member's Marital Status ?
*Currently: Married *On: 06/18/2016
Place of Marriage ...
*City: PHILADELPHIA
*State: PA *Country: US
Modify/Add Spouse

15 *Religion ?
Methodist Churches

*Member's Previous Marriage ?
*Previously Married? No
Dissolved...
On: By:
City:
State: Country: US

*Official Email Address ?
do_not_email_me@junk.com Edit Official Email

16 *Phone ?
Phone Type Telephone
Cellular Domestic Indicator

17 *Other Email Addresses ?
Email Type Email Address
Other

*Current Address ?
Find | First 1 of 1 Last

Address Type	Effective Date	Foreign Address Type	Country	Address
HOME	06/30/2016	Domestic	United States	

Edit My Phone, Other Email Addresses, Current Address

Figure 18 – RED/DA My Personal Data Page

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Step 14: This will take you to the RED/DA “My Personal Data” Page. On the “My Personal Data” Page, verify that the Marital Status and previous Marriage Information reflects correctly; if not, correct the information by selecting the “Modify/Add Spouse” button. **(See Figure 18 – RED/DA My Personal Data Page).**

Step 15: Verify or Update you and your families’ Religious Preference. Use the Lookup magnifying glass to search religious preference. Step 15a: Click the word “Description” to alphabetize the lookup list. **(See Figure 19 – RED/DA My Personal Data Page (Religious Preference Example Look Up List)).**

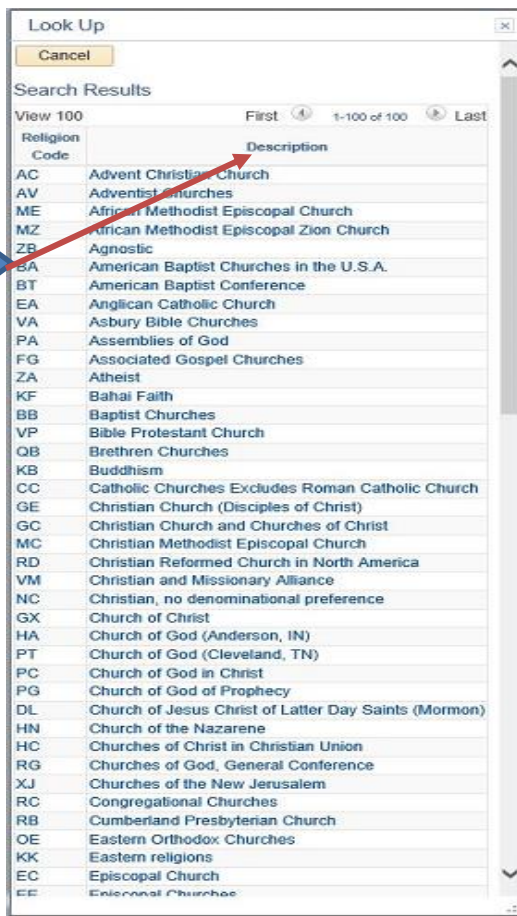


Figure 19 – RED/DA My Personal Data Page (Religious Preference Look Up List)

Step 16: Verify or Update service member Official Email Address. If incorrect, click “Edit Official Email”. **(See Figure 18 – RED/DA My Personal Data Page).**

Step 17: Verify service member Phone Contact, Other Email Addresses and Current Address.

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Note: All service members must have a HOME address reflected here. Where you sleep at night is your current HOME address. If any of this information is incorrect, select “Edit my phone, Other Email address and Current Address” Button to correct. (See Figure 18 – RED/DA My Personal Data Page).

Note: Address changes can only be completed once per business day. If an error is shown as a “duplicate change or address was attempted”, the service member must wait until the next business day to update an existing address that will be associated with an effective date of the transaction.

Step 18: New Address and Phone Page will open. (See Figure 20 – Address/Phone Page). Address Type should reflect “HOME”.

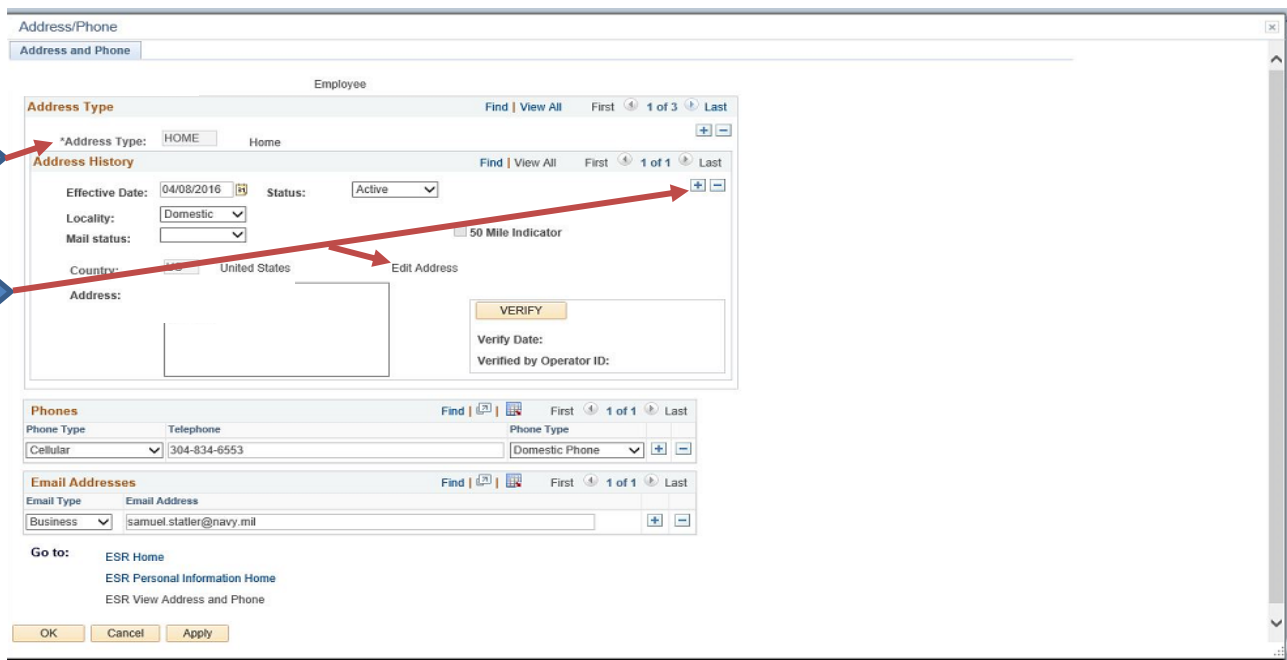


Figure 20 – Address/Phone Page

Step 19: If Address Type reflects “HOME”, then in Address History, click the plus sign to add a new “HOME” address. (See Figure 20 – Address/Phone Page).

Note: Do not update the effective date ever. **Note:** You must first click the plus sign to open a new Address and Phone Page, before the “Edit Address” link is activated.

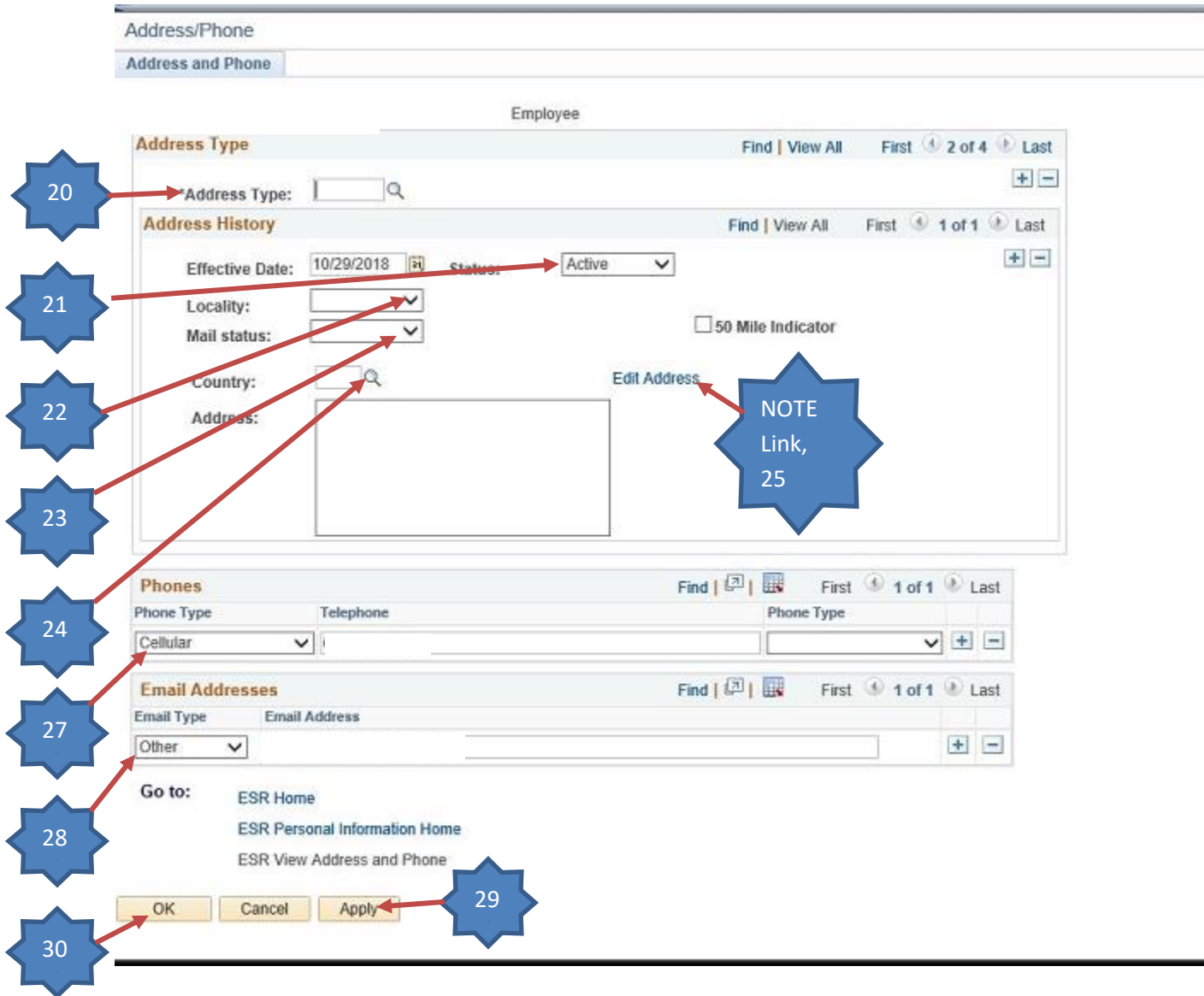
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Step 20: If "HOME" is not reflected, Select "HOME" for the Address Type. (See Figure 21 – Address/Phone Page).

Note that Steps 19 through 30 apply for updating or adding any Address Type.



Address/Phone

Address and Phone

Employee

Address Type Find | View All First 2 of 4 Last

Address Type: [HOME]

Address History Find | View All First 1 of 1 Last

Effective Date: 10/29/2018 Status: Active

Locality: []

Mail status: []

Country: []

Address: []

50 Mile Indicator

Edit Address NOTE Link, 25

Phones Find | View All First 1 of 1 Last

Phone Type Telephone Phone Type

Cellular []

Email Addresses Find | View All First 1 of 1 Last

Email Type Email Address

Other []

Go to: ESR Home ESR Personal Information Home ESR View Address and Phone

OK Cancel Apply

Figure 21 – Address/Phone Page (Continued)

Step 21: Ensure the new "HOME" address reflects the status of "Active".

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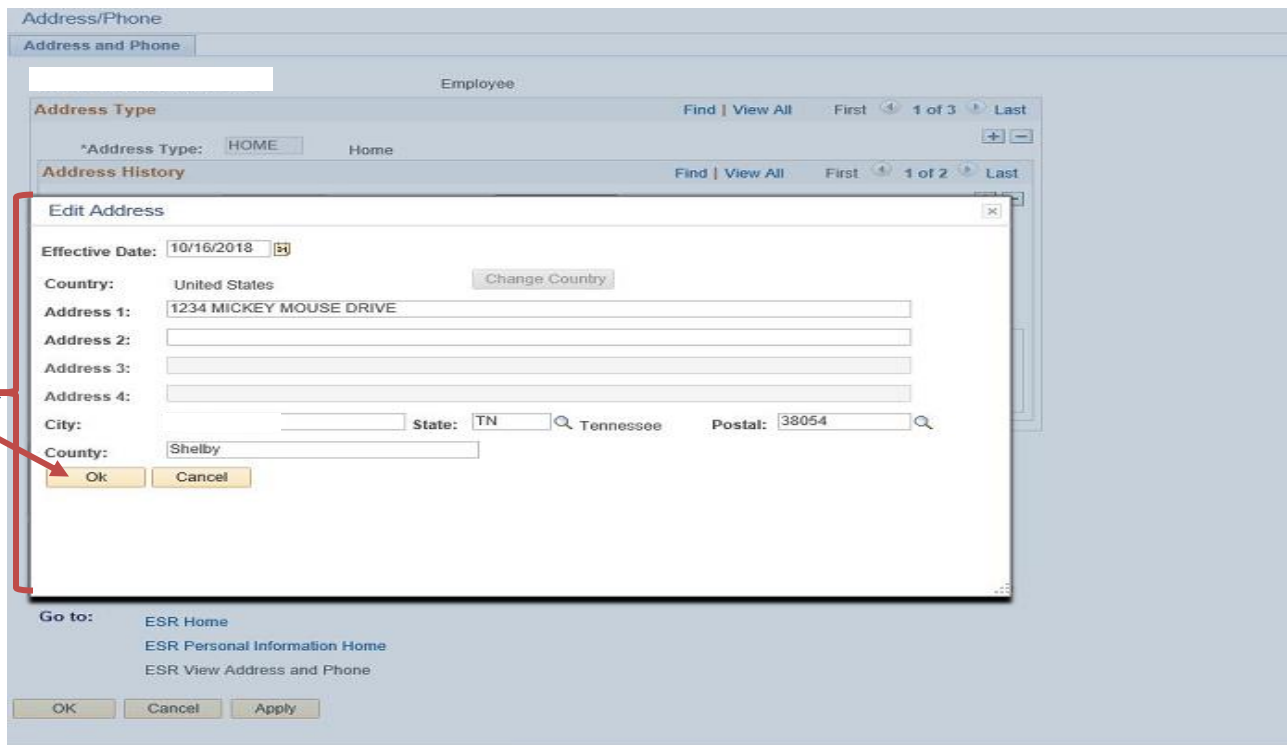
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Step 22: Select Locality as “Domestic, Foreign, APO or FPO”.

Step 23: The drop down for “Mail Status” should be used for Foreign, APO and FPO only.

Step 24: Look up country with the magnifying glass to select foreign country, or enter “US”.

Step 25: Select the hyperlink “Edit Address” to enter address information. Note this brings up the Edit Address page. **(See Figure 22 – Edit Address Page).**



The screenshot displays the 'Edit Address' form within a web application. The form is titled 'Edit Address' and is part of the 'Address/Phone' section. It includes the following fields and controls:

- Effective Date:** 10/16/2018
- Country:** United States (with a 'Change Country' button)
- Address 1:** 1234 MICKEY MOUSE DRIVE
- Address 2:** (empty)
- Address 3:** (empty)
- Address 4:** (empty)
- City:** (empty)
- State:** TN (with a search icon and 'Tennessee' text)
- Postal:** 38054 (with a search icon)
- County:** Shelby
- Buttons:** 'Ok' and 'Cancel' at the bottom of the form.

A blue starburst with the number '26' is positioned to the left of the form, with a red arrow pointing to the 'Ok' button.

Figure 22 – Edit Address Page

Step 26: Enter Address Row 1, 2,3, and 4 as applicable. Enter City, State, Zip Code and County. Click “OK.” **(See Figure 22 – Edit Address Page).** This will take you back to the Address/Phone Page **(See Figure 21 – Address/Phone Page).**

Step 27: Enter Phone contact information.

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Step 28: Enter Other Email Addresses information.

Step 29: Next Click “Apply” to accept all the new or corrected information.

Step 30: Click OK.



Figure 23 – Bottom of Address/Phone Page showing “Continue” Button

Step 31: Click “Continue” (See Figure 23 – Bottom of Address/Phone Page showing “Continue” Button).

Step 32: This will bring up the “Will and Life Insurance Page.”



Figure 24 – Life Insurance Page



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Step 33: Select “Life Insurance” Under Document type. This will bring up the Life Insurance page. (See **Figure 24 – Life Insurance Page**). Add or update Information and Click “OK” on the Life Insurance Page. Then click “Continue” on the Will and Life Insurance Page. This will bring up the “Verification Page”.

Step 34: On the “Verification Page”, verify changed information. If changed information is incorrect, click “Back” at the bottom of the page to correct the information. If correct then Click “Save for Later” at bottom of Page. Using “Save for Later” **frequently** is recommended to avoid losing any work that has been completed when moving through the various pages to complete the RED and DA process. (See **Figure 25 – Verification Page (Top Half)** and **Figure 26 – Verification Page (Bottom Half)** below.

Verification

Emplid: **** Current UIC: 62980 - COMNAVPERSCOM MILLINGTON TN Service: Navy

Status: Not Submitted

No Changes for Spouse 01: !

Item	Original Information	New Information

No Changes for Father 02: !

Item	Original Information	New Information

No Changes for Mother 03:

Item	Original Information	New Information

No Changes for Son 04: \$

Item	Original Information	New Information

No Changes for Daughter 05:

Item	Original Information	New Information

No Changes for Son 06: !

Item	Original Information	New Information

Summary of Changes for Son 07:

Item	Original Information	New Information
Dependent/Beneficiary/Contact Details		
Name	(n/a)	ANGELS, CHARLIES
Relationship	(n/a)	Son
Birthdate	(n/a)	2018-10-15
Dependent	(n/a)	Dependent
Authorized Bedside Travel	(n/a)	N
Authorized Funeral Travel	(n/a)	N

Figure 25 – Verification Page (Top Half)



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Favorites Main Menu > RED/DA > RED/DA

Cellular Phone

Phone	(n/a)	888-888-8888
-------	-------	--------------

Supporting Documentation

Attached To:	File Name	Attachment Type	Description	Validated	View Attachment
				<input type="checkbox"/>	View Attachment

Remarks: DD Form 93 (Service Member Only)

Form Block 14

Remarks: NAVPERS 1070/602 (Service Member Only)

Form Block 46

Need Page 2

Remarks: NAVPERS 1070/602 (Clerk/Supervisor Only)

Clause	Description	Text

Comments

Forms ?

NAVPERS 1070/602 ★ Signature Required	DD Form 93 ★ Signature Required	Upload Signed Forms
--	------------------------------------	---------------------

34 → Save for Later Back Submit Status: Not Submitted

35 → (points to Form Block 14 and Form Block 46)

36 → (points to Submit button)

Figure 26 – Verification Page (Bottom Half)



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Step 35: On the Verification Page, the service member will need to open any and all forms that say “Signature Required” below the form.

- a. Open NAVPERS 1070/602 and digitally sign in Block 47
 - i. Click “Submit” on NAVPERS 1070/602
 - ii. Click the word “Here”
 - iii. Click “Return”
- b. Open DD 93 and digitally sign in Block 15
 - i. Click “Submit” on DD 93 Form
 - ii. Click the word “Here”
 - iii. Click “Return”

Step 36: Click “Submit” at the bottom of the Verification Page to make changes permanent in NSIPS and to electronically workflow your RED/DA application to your supporting MNCC, PSD or Personnel office.

Step 37: Utilize your CPPA to engage your MNCC, PSD or Personnel Office for completed action within 3 business days after self-service action is submitted. (Keep in mind some Personnel Offices may require more time to review and process your RED/DA application).

Section 9: Self-Service Menu Option #3 - Modify a Dependent/Beneficiary or Contact

This option is selected to correct a dependent or non-dependent information. For example, an address change or phone number or email address to be added or to update a parent to deceased.

Step 1: Select the “Modify a Dependent/Beneficiary or Contact” Option and Click “Next”. **(See Figure 27 – Self-Service Menu Home Page below).**



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Favorites Main Menu > RED/DA > RED/DA



Record of Emergency Data/Dependency Application

What would you like to do?

- 1) Verify my RED/DA (245 days since last verification)
- 2) Add a Dependent/Beneficiary or Contact
- 3) Modify a Dependent/Beneficiary or Contact
- 4) Delete a Dependent/Beneficiary or Contact
- 5) Submit Comment/Respond to Notification
- 6) Go to my ESR Home

Next >

My Self-Service RED/DA Messages (0 new)

Continue

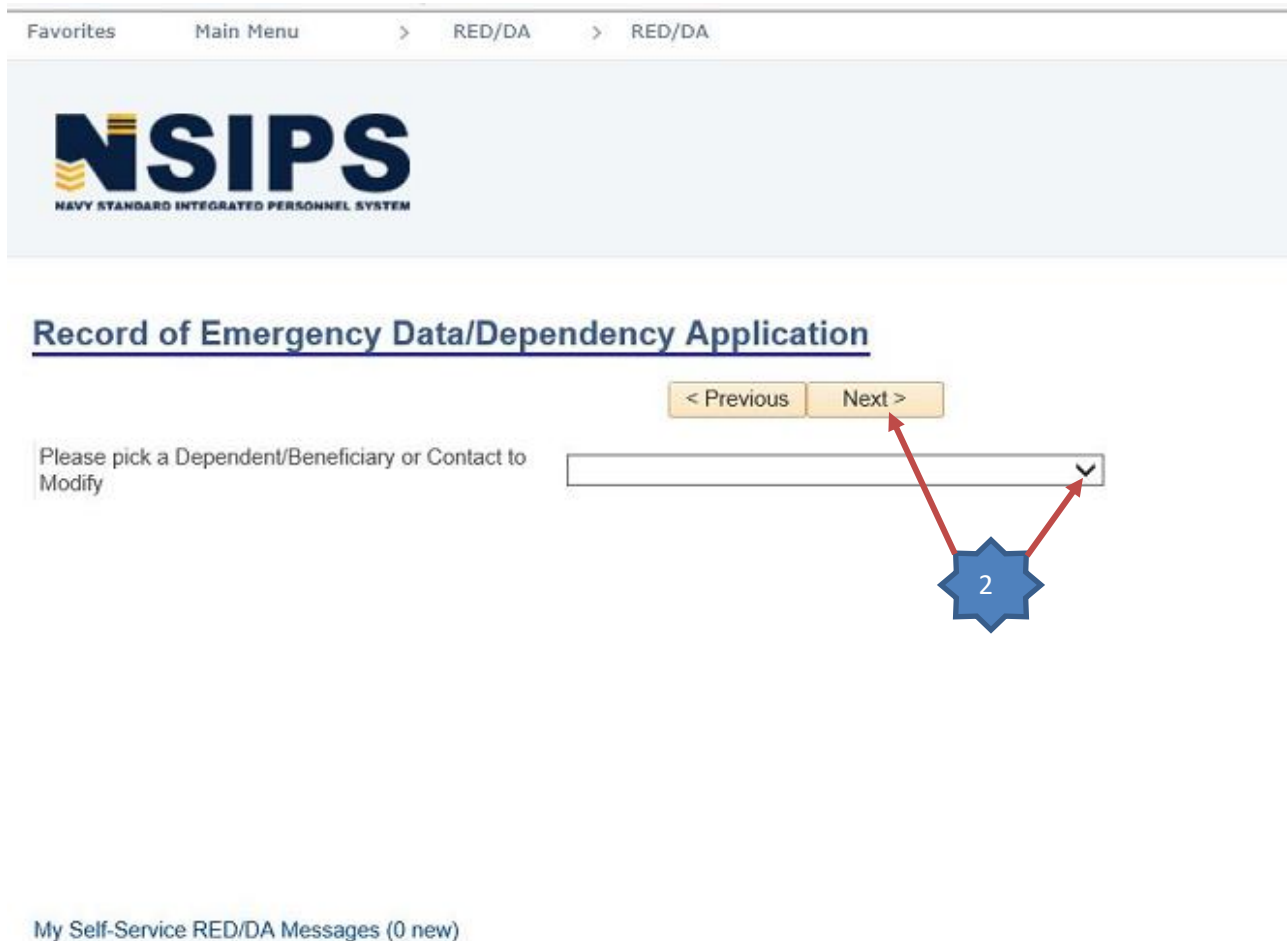


Figure 27 – Self-Service Menu Home Page

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Favorites Main Menu > RED/DA > RED/DA

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Record of Emergency Data/Dependency Application

< Previous Next >

Please pick a Dependent/Beneficiary or Contact to Modify

My Self-Service RED/DA Messages (0 new)

Figure 28 – Select a Dependent/Beneficiary or Contact to Modify Page

Step 2: Select “dependent or not dependent” from drop down list and Click “Next”.

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Step 1 of 4

1 2 3 4

Next >

RED/DA Dependent/Beneficiary/Other Contact

Information related to the dependent/beneficiary/contact.

*Name: *Dependent:

*Relationship: Effective/Certification Date:

*Birthdate: Recertification Date:

Is this Person...

A full time student over the age of 21?

Physically or mentally incapacitated?

Living with a custodian or legal guardian?

Child or Dependent Support

Are there child or dependent support payments?

Designations

Authorized Bedside Travel: Other Person to Notify

Authorized Funeral Travel: Notify if Missing

PADD: Do Not Notify Due To Ill Health

(Person Authorized to Direct Disposition of Remains) Relationship:

	Unpaid Pay / Allowances	Allotment if Missing	Gratuity Pay
	<input type="text" value="00%"/>	<input type="text" value="00%"/>	<input type="text" value="00%"/>
Current Totals:	100 %	100 %	100 %

Cancel




Figure 29 – RED/DA Dependent/Beneficiary/Other Contact Page

Step 3: Review or Update information as needed and/or Click “Next”. (See Figure 29 – RED/DA Dependent/Beneficiary/Other Contact Page).



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Step 4: On the Address/Phone page, review or Update Address Information (Click box Same Address as Member if they live in the same household). **(See Figure 20 and 21 – Address/Phone Page).**

Step 5: Review or Update Phone Number (Add new phone number or same phone number as member if child does not have phone number or enter spouse phone.)

Step 6: Click “Next”.

Step 7: On Attachments Page, normally no supporting documentation is required unless change in dependency is reported. If full-time student of child over the age of 21-22 and 22-23; then a letter from the College or University is required to be provided. **(See Figure 15 - Attachments Page).**

Step 8: If supporting documentation is provided, View Attachment for legibility and correct attachment was provided

Step 9: Click “Next”.

Step 10: On Confirmation Page Verify if New Information is reflected correctly; if not Click “Previous” to Correct or Click “Finish” to exit. **(See Figure 16 - Confirmation Page).**

Step 11: On the RED DA Summary Page, if another Dependent or Non-Dependent’s information needs to be modified, click on the next Name and complete same steps above. Repeat this process until all dependent and non-dependent information is updated. **(See Figure 17 – RED/DA Summary Page).**

Or

Click “Continue” if no further modification is required. **(See Figure 17 – RED/DA Summary Page).**

Step 12: Select “Continue” until the Verification Page shows on your screen. **(See Figure 25 and 26 – Verification Page).**

Step 13: Click “Save for Later” to Save all your work. Using “Save for Later” **frequently** is recommended to avoid losing any work that has been completed when moving through the various pages to complete the RED/DA process.

Step 14: On the Verification Page, the service member will need to open any and all forms that say “Signature Required” below the form.

- a. Open DD 93 and digitally sign in Block 15
 - i. Click “Submit” on DD 93 Form



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- ii. Click the word “Here”
- iii. Click “Return”
- b. Open NAVPERS 1070/602 and digitally sign in Block 47
 - i. Click “Submit” on NAVPERS 1070/602 Form
 - ii. Click the word “Here”
 - iii. Click “Return”

Step 15: Select “Submit” to update RE/DA application and workflow NAVPERS 1070/602 (DA) application to your supporting Personnel Office for approval.

Section 10: Self Service Menu Option #4 - Delete a Dependent/Beneficiary or Contact

Delete a Dependent/Beneficiary or Contact would be for a service member who gets divorced or for a death or just wanting to remove a dependent or non-dependent from your RED DA summary. Parents cannot be deleted. All service members must reflect a Mother and Father in the 02 and 03 blocks on the RED/DA Summary page.

Step 1: Select the “Delete a Dependent/Beneficiary or Contact” Option and Click “Next”. **(See Figure 30 – Self-Service Menu Home Page below).**

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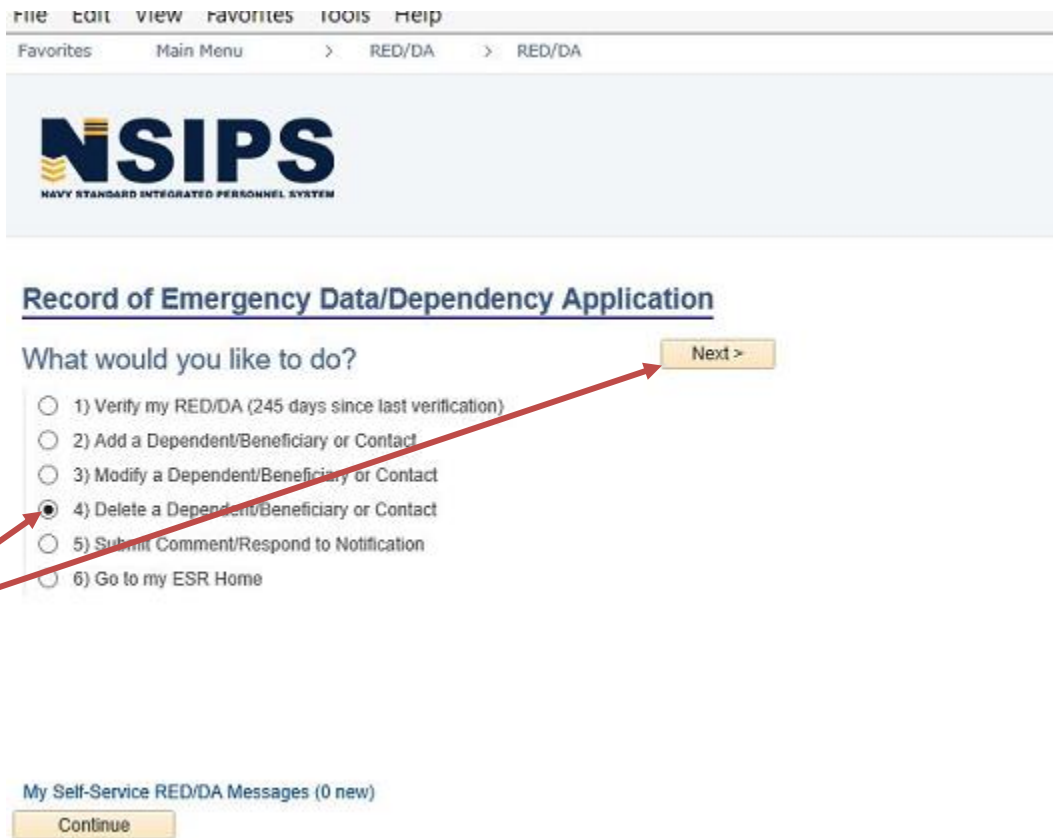


Figure 30 – Self-Service Menu Home Page

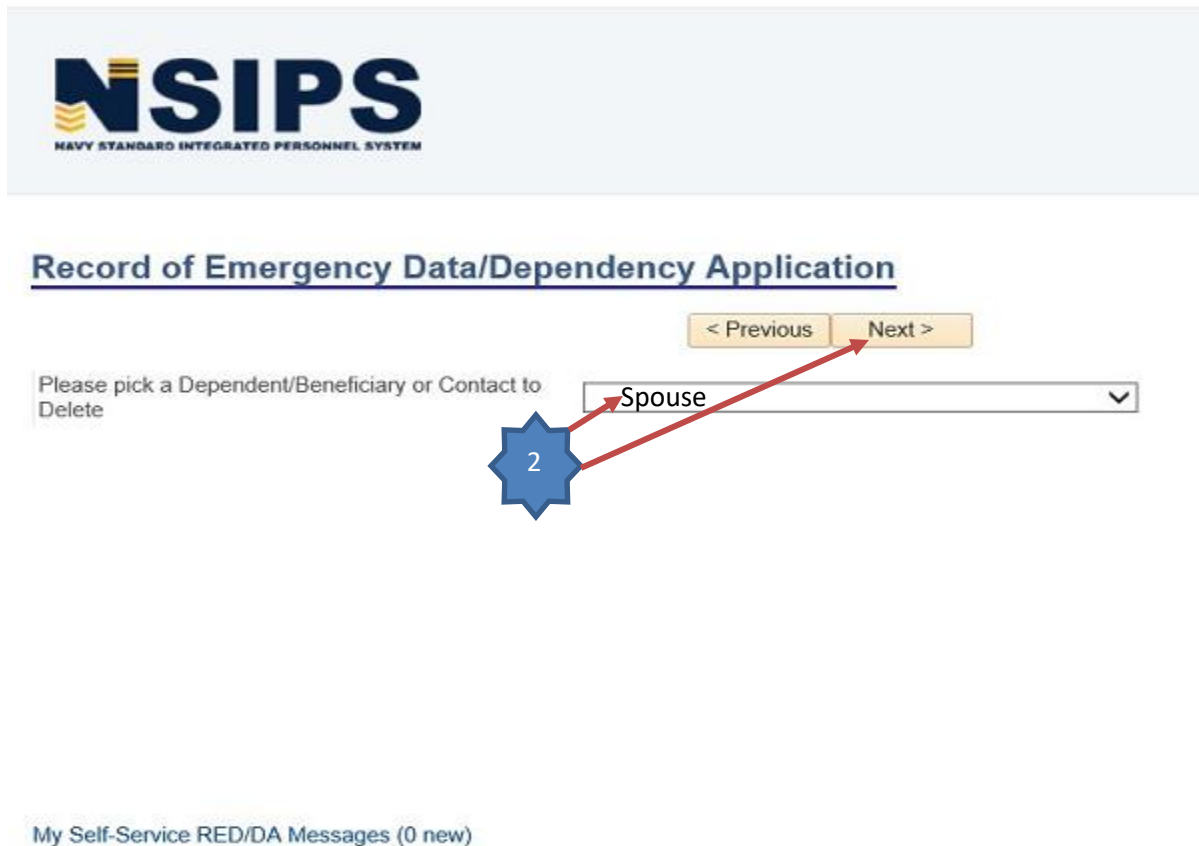
Step 2: Select from the drop-down list a Dependent/Beneficiary or Contact to Delete. For example, to report a divorce, select “Spouse” and click “Next”. (See Figure 31 – Record of Emergency Data/Dependency Application page).

Note: A service member cannot perform a divorce and new marriage in the same transaction. Divorce must first be proven by supporting documentation and approved by the supporting Personnel office before a new marriage can be reported.

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The screenshot shows the "Record of Emergency Data/Dependency Application" page. At the top left is the NSIPS logo. Below it is the title "Record of Emergency Data/Dependency Application". To the right of the title are two buttons: "< Previous" and "Next >". Below the title is a form with the text "Please pick a Dependent/Beneficiary or Contact to Delete" and a dropdown menu. The dropdown menu is currently set to "Spouse". A blue starburst icon with the number "2" is positioned to the left of the dropdown menu, with a red arrow pointing from the starburst to the "Spouse" option. Below the form is a message that says "My Self-Service RED/DA Messages (0 new)".

Figure 31 – Record of Emergency Data/Dependency Application Page

Step 3: To report a “divorce” or “death”, select “Update My Martial Information” and Click “Next”.

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The screenshot shows the NSIPS web interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and two instances of 'RED/DA' with right-pointing arrows. Below the navigation bar is the NSIPS logo and the text 'NAVY STANDARD INTEGRATED PERSONNEL SYSTEM'. The main content area displays the message: **You have elected to remove a spouse.** Below this message is a 'Next >' button. A red arrow points from a blue star-shaped callout containing the number '3' to the 'Next >' button. Below the 'Next >' button is a section titled 'Please choose the next action(s): ?' with a help icon. This section contains two radio button options: '1) Update My Marital Information' (which is selected) and '2) Add a new Spouse'. A 'Cancel' button is located at the bottom of this section.

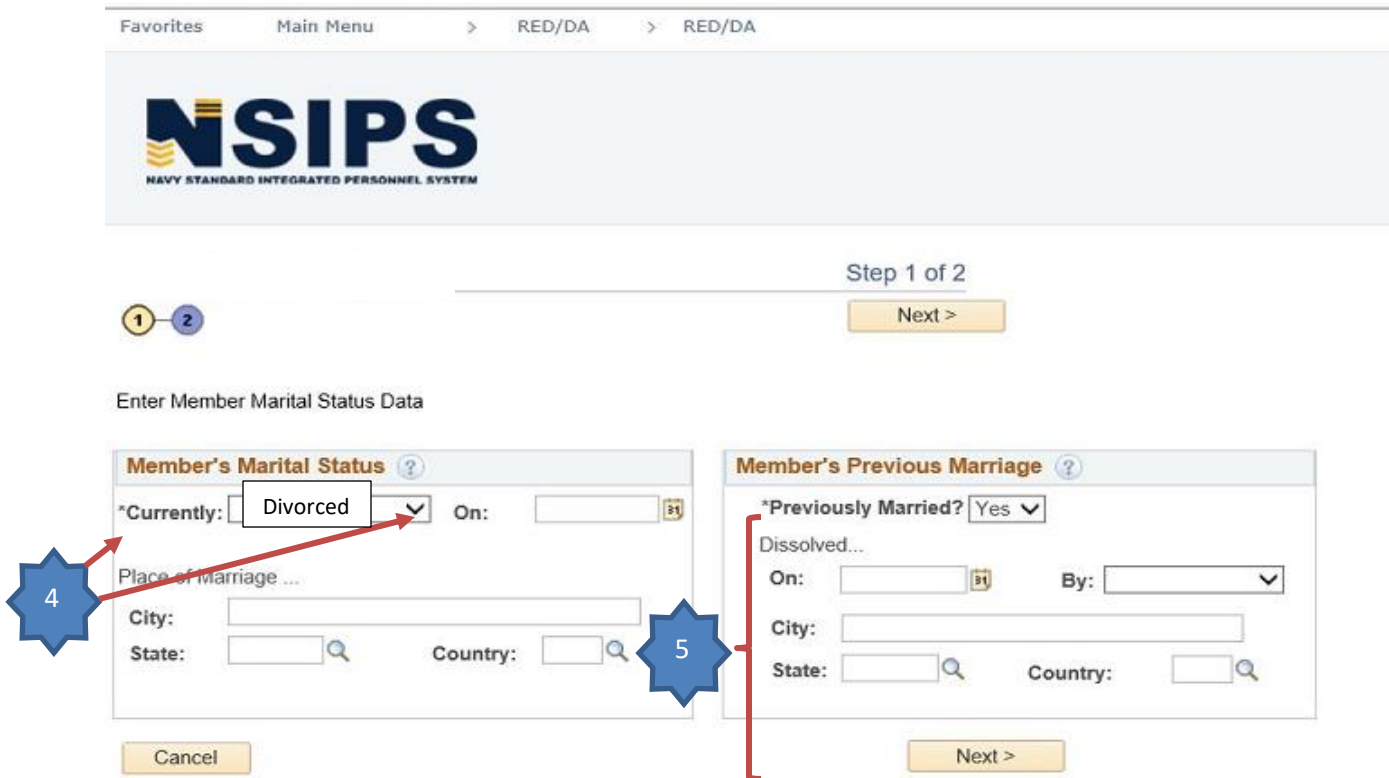
Figure 32 – You have elected to remove a spouse Page

Step 4: Select drop down arrow under "Currently". Select "Divorced or Widow" and enter date divorced or widowed "on".

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Favorites Main Menu > RED/DA >> RED/DA

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Step 1 of 2
Next >

Enter Member Marital Status Data

Member's Marital Status ?

*Currently: On:

Place of marriage ...

City:

State: Country:

Member's Previous Marriage ?

*Previously Married?

Dissolved...

On: By:

City:

State: Country:

Figure 33 – Enter Member Marital Status Data Page 1 of 2

Step 5: Complete Member's Previous Marriage

- a. Select Yes
- b. Dissolved: "On" - Enter Date of Divorce or Death as official date of divorce or death
- c. By: Divorce or Death
- d. City:
- e. State:
- f. Country:
- g. Click Next

Step 6: Upload Supporting Document (PDF only). Select Divorce Decree or Death Certificate from the dropdown. Click "Add".


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- a. Click "View Attachment" to ensure it is legible and correct attachment was provided
- b. Click "Finish". (See Figure 34 – Enter Member Marital Status Data Page 2 of 2).

Favorites Main Menu > RED/DA > RED/DA



Step 2 of 2

1 2 < Previous Finish

Attachments
Upload attachments for [] required.

Supporting Documentation

Upload Supporting Documentation ?

Add

Attach To	File Name	Attachment Type	Description	View Attachment	Validated	Delete
[]	Divorce_Cert.pdf	Divorce Decree	[]	View Attachment	<input type="checkbox"/>	Delete

Cancel < Previous Finish

Figure 34 – Enter Member Marital Status Data Page 2 of 2

Note: The former spouse is now reflected as a deleted dependent on the RED/DA Summary Page. (See Figure 35 – RED/DA Summary Page below).

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RED/DA Summary

Emplid: ** Current UIC: 62980 - COMNAVPERSCOMMILLINGTON TN Service: Navy

New Dependent/Beneficiary/Other Contact ?

Dependents/Beneficiaries/Other Contacts Certification/Recertification Dates

Id	Name	Status	Dependent Status	Secondary Dependency Status	Relationship	Unpaid Pay / Allowances	Allotment if Missing	Gratuity Pay	PADD	Auth Bedside Travel	Auth Funeral Travel	Other Person to Notify	Notify if Missing	Do Not Notify Due to Ill Health	Delete
	SPOUSE		Dependent		Spouse										Undo Delete
02		Living	Not Dependent		Father	00%	00%	00%	No	Yes	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delete
03		Living	Not Dependent		Mother	00%	00%	00%	No	No	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delete
04			Dependent		Son	00%	00%	00%	No	Yes	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delete
05			Dependent		Daughter	00%	00%	00%	No	No	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delete
06			Dependent		Son	00%	00%	00%	No	No	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delete
Summary						None	None	None							

Comments ?

View Letter(s) of Determination

Save for Later Back Continue Status: Not Submitted

Note

7

Figure 35 – RED/DA Summary Page showing deleted spouse

Note that as the divorce becomes final, the service member may have to add a Legal Guardian or Custodian for the children of the marriage. Following is the continued process to add a Legal Guardian or Custodian and reflect Child Support Payment for each child. The next steps allow the service member to set up Legal Guardian or Custodian for children of the dissolved marriage.

Step 7: On the RED/DA Summary Page, click on the First Child that is associated with the divorced spouse. This will bring up the RED/DA Dependent/Beneficiary/Other Contact Page 1 of 4. (See Figure 36 – RED/DA Dependent/Beneficiary/Other Contact Page 1 of 4).

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Step 1 of 4

1 2 3 4 Next >

RED/DA Dependent/Beneficiary/Other Contact

Information related to the dependent/beneficiary/contact.

*Name: *Dependent:

*Relationship: *Effective/Certification Date:

*Birthdate: *Recertification Date:

8 **Is this Person...** (?)

A full time student over the age of 21?

Physically or mentally incapacitated?

Living with a custodian or legal guardian?

9 *Name:

*Relationship to Dependent, Beneficiary or Contact:

10 **Child or Dependent Support** (?)

Are there child or dependent support payments?

19 **Child or Dependent Support:**

*Support Method: *Amount:

*Payment Method:

20 **Designations** (?)

Authorized Bedside Travel: Other Person to Notify

Authorized Funeral Travel: Notify if Missing

PADD: Do Not Notify Due To Ill Health

(Person Authorized to Direct Disposition of Remains) Relationship:

Unpaid Pay / Allowances	Allotment if Missing	Gratuity Pay
<input type="text" value="00%"/>	<input type="text" value="00%"/>	<input type="text" value="00%"/>
Current Totals: 0 %	0 %	0 %

Figure 36 – RED/DA Dependent/Beneficiary/Other Contact Page 1 of 4



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Step 8: In the section called “Is This Person” select “Yes” next to “Living with a custodian or legal guardian”.

Step 9: Next to “Name” click drop down if Legal Guardian or Custodian is not correctly reflected, then click “Add New”.

Step 10: Under “Relationship to Dependent, Beneficiary or Contact”, select option from drop down list – In this case, “Mother”.

Step 11: Relationship to Member: Select from drop down option list: Example for ex-spouse select “Other”

Step 12: Click “Add”

Step 13: This brings up the **RED/DA Dependency/Beneficiary/Other Page** to add “Other”. Enter Name of “Other”. Enter Last Name, First Name. Example: Doe, Mary. **(See Figure 13 – RED/DA Dependent/Beneficiary/Other Contact Page.)**

Step 14. Click “Next”.

Step 15: You will now add Address Details for “Other” – **(See Figure 37 – RED/DA Dependent/Beneficiary/Other Contact Page 2 of 4).**

Step 16: Enter Home Address for “Other”.

Step 17: Add Phone contact for “Other”.

Step 18: Click “Next”.

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Step 2 of 4

1 2 3 4 < Previous Next >

Address Details

Address information for:

Resides with Service Member? Command Sponsored?
 Resides with Service Member's Mother? Same phone number as Service Member?
 Resides with Service Member's Father? Resides with Custodian/Legal Guardian?

▼ Dependent/Beneficiary/Other Contact Address

Address

*Address 1:

Address 2:

Address 3:

*City: County:

*State: *Postal:

*Country: United States

Phone Numbers ?

Primary Phone

*Phone Type: *Telephone: Domestic Indicator:

Alternate Phone

Phone Type: Telephone: Domestic Indicator:

Email Address

Email:

[Edit My Phone, Other Email Addresses, Current Address](#)

Cancel < Previous Next >

Figure 37 – RED/DA Dependent/Beneficiary/Other Contact Page 2 of 4



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Step 19: On **Figure 36 – RED/DA Dependent/Beneficiary/Other Contact Page 1 of 4**, select “Yes” in answer to the question “Are there child or dependent support payments” if there is a court order to pay child or dependent support.

Step 20: Complete section “Child or Dependent Support”.

- a. Support Method: Select from drop down option: Court Ordered or Non Court Ordered.
- b. Enter Amount: (Enter amount of Monthly Support Payment).
- c. Payment Method: Select one Option from drop down (If payment made by Allotment then proof of support document is not required; but if by any other method then Proof of Support attachment must be provided).
- d. Click “Next”


Step 21: Provide Supporting document if Court Order is a separate supporting document or Provide Proof of Support if Payment Method is other than Allotment. **(See Figure 38 – Red/DA Dependent/Beneficiary/Other Contact page 3 of 4).**

Step 22: Click “Next”.

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FOUO - Privacy Sens

Step 3 of 4

1
2
3
4

< Previous
Next >

Attachments

Upload attachments for ANGELS,CHARLIES if required.

Supporting Documentation

Upload Supporting Documentation ?

Add

Attach To	File Name	Attachment Type	Description	View Attachment	Validated	Delete
07 - ANGELS,CHARLIES	Birth_Cert.pdf	Birth Certificate		View Attachment	<input type="checkbox"/>	Delete

Cancel

< Previous
Next >

21
and
22

Figure 38 – RED/DA Dependent/Beneficiary/Other Contact Page 3 of 4

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23

Step 4 of 4

1 2 3 4

< Previous Finish

Confirmation

Confirm any changes for: [Name] by clicking the Finish button. Click Previous to edit.

Item	Original Information	New Information
Child Support Payments		
Child Or Dependent Support?	(n/a)	Court Ordered
Payment Method	(n/a)	Allotment
Amount	0	1200
Address		
Resides With Custodian/Legal Guardian?	(n/a)	Yes
Address 1		
City		
State	CA	TN
Zip Code	93245	38054
Phone		
Primary	(n/a)	888-888-8888
Type	(n/a)	Cellular
Domestic Indicator	(n/a)	Domestic Phone

Supporting Documentation

Attached To:	File Name	Attachment Type	Description	Validated	View Attachment
07 - ANGELS, CHARLIE	Birth_Cert.pdf	Birth Cert		<input type="checkbox"/>	View Attachment
00 -	Divorce_Cert.pdf	Div Decree		<input type="checkbox"/>	View Attachment
	Court_Order.pdf	Court Ord		<input type="checkbox"/>	View Attachment

Cancel < Previous Finish

Figure 39 – RED/DA Dependent/Beneficiary/Other Contact (Confirmation) Page 4 of 4



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Step 23: Verify that the Confirmation Page reflects all new information correctly. Select “Previous” to correct or “Finish” if Complete. **(See Figure 39 – Red/DA Dependent/Beneficiary/Other Contact page 4 of 4).**

Step 24: On the “RED/DA Summary” page, verify the information reflected is correct. Update your Record of Emergency Information by identifying the percentages for the following: **(See Figure 17 – RED/DA Summary Page).**

Unpaid Pay/Allowances

Allotments is Missing

Gratuity Pay

Select your PADD; Select up to 3 for Authorized for Bedside Travel

Select All or Any for Funeral Travel

Check off those to be “Notify if Missing” - This equates to Next of Kin

Note that this is what Navy Casualty will use to direct Casualty Assistance Calls Officer (CACO) team(s) to support the service member. Identified points of contact of who is to be notified immediately and the travel pay and per diem to those specific points of contact as designated by the service member.

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The screenshot shows a web browser interface for the NSIPS system. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and two instances of 'RED/DA'. Below this is the NSIPS logo. The main heading is 'Record of Emergency Data/Dependency Application'. Underneath, the question 'What would you like to do?' is followed by a list of six options, each with a radio button. Option 5, 'Submit Comment/Respond to Notification', is selected. A red arrow points from a text box on the left to this option. Another red arrow points from the 'Next >' button to the right. At the bottom, there is a section for 'My Self-Service RED/DA Messages (0 new)' with a 'Continue' button.

Favorites Main Menu > RED/DA > RED/DA

NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Record of Emergency Data/Dependency Application

What would you like to do?

- 1) Verify my RED/DA (1062 days since last verification)
- 2) Add a Dependent/Beneficiary or Contact
- 3) Modify a Dependent/Beneficiary or Contact
- 4) Delete a Dependent/Beneficiary or Contact
- 5) Submit Comment/Respond to Notification
- 6) Go to my ESR Home

Next >

Section 11 and Section 12

My Self-Service RED/DA Messages (0 new)

Continue

Figure 40 – RED/DA Self-Service Menu Page

Section 11: Self-Service Menu Option #5 - Submit Comment/Respond to Notification

Use this option if you want to read or create and send a comment to your supporting Personnel Office (See Figure 40 – RED/DA Self-Service Menu Page).

Step 1: Click RED/DA Start Page

Step 2: Select option #5 – Submit Comment/Respond to Notification. Click “Next”.



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Step 3: On RED/DA Summary Page, click “Comment” (Click on Gray Triangle).

Step 4: Click “New Comment” (Click on Gray Triangle).

Step 5: Enter” Subject”.

Step 6: Enter Message.

Step 7: Click “Add Comment”.

Step 8: Click “Cancel Message”.

Step 9: Click “Continue”.

Step 10: Click “Continue”.

Step 11: Click “Continue”.

Step 12: Click “Continue”.

Step 13: On Verification Page “Click Save for Later”.

Step 14: Click on form(s) that say Signature Required and digitally sign your form and click submit on the form. Repeat this step if any additional forms need to be digitally signed.

Section 12: Self-Service Menu Option #6 – Go to my ESR Home

Use this option to go to other areas within the service member Electronic Service Record (ESR)

Step 1: Select option #6 click “Next”.

Step 2: On ESR Home Page Click on Any Icon.

Section 13: Self-Service Menu Option #7 – Cancel my RED/DA Request (You currently have a request pending approval)

NOTE: If Section 13: Self-Service Menu Option #7 is listed on the Menu, then the Service member should click “Continue” as a RED/DA transaction is still either “Request Awaiting Approval” or “Save for Later/Not Submitted” or “Not Submitted”. Service Member will see this status on the RED/DA Summary Page at bottom next to “Status”. Also select this option in RED/DA if the service member wishes to cancel their RED/DA pending transaction.



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To Cancel a Request:

Step 1: If service member wants to cancel, select option #7 click "Next."

Step 2: Select "Yes or No" for Are You Sure You Wish to Cancel Your Request?

To Submit a Previously Saved Request:

Step 1: If Status is "Save Not Submitted" or "Not Submitted" that means the service member never submitted their RED/DA application or they are still in the process of completing the application.

Step 2: Service Member must complete the application, digitally sign the forms and submit the application so the status changes to reflect "Request Awaiting Approval".

Step 3: Status "Awaiting Approval" means the transaction is with your supporting MNCC, PSD or Personnel Office for their action.

Step 4: Contact your CPPA to engage your supporting MNCC, PSD or Personnel Office to take action on your pending NAVPERS 1070/602.

Step 5: If only a DD 93 form was signed but application still reflects Saved Not Submitted or Not Submitted, then the service member only needs to submit their application to complete their RED/DA action.

Section 14: Other "Good to Know" Information

Section 14.1: How to Update an Official Email Address in NSIPS (RED/DA)

UPDATING AN EMAIL ADDRESS IN NSIPS (RED/DA)

Log into NSIPS ESR

On the ESR Home Page

- Click on "RED/DA START PAGE"
- Click "CONTINUE"
- Click "CONTINUE"

On the page "My Personal Data"

- Click "EDIT OFFICIAL EMAIL"
- Add or Update Official Email Address
- Click "SUBMIT CHANGE"



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Click "CONTINUE"

Click "CONTINUE"

Click "CONTINUE"

On the Verification Page Service Member will need to open and digitally sign their DD 93 form (Block 15)

Click "SUBMIT ON DD 93 FORM"

Click the word "HERE"

Click "RETURN"

Click "SUBMIT" on RED/DA application to make changes permanent in NSIPS

Section 14.2: SGLI Online Enrollment (SOES) Self Service Process

As noted in Section 6, a separate reporting is required to DEERS within 30 days of dependency status changes via the RAPID Office (ID Card Lab).

You must also update your SGLI and FSGLI to reflect any changes. In summary, the website may be accessed via My Navy Portal: <https://my.navy.mil>. Select the milConnect tab and log in. Then select the "SOES" option under the "Benefits" tab. Access requires a Common Access Card, DFAS (myPay) account, or DS LOGON account. See NAVADMIN 85/17 for more detailed information or the below step by step process.

Steps to access and effect changes to SGLI and FSGLI in SOES:

- 1) Navigate to www.dmdc.osd.mil/milconnect
 - 1) Sign in using your CAC - button is in the top right corner.
 - 2) After signing in, you will be redirected back to the MILCONNECT front page and the menu bar (above the picture of the Sailors). You will now have multiple options - one of which is "Benefits".
 - 3) Pull down that menu and click on Life Insurance (SOES-SGLI Online Enrollment System) .
 - 4) You will see data and need to go down to the blue Continue button and click it not once but **twice**.
 - 5) Next, you will be shown some DEERS info to verify. Once you are done reviewing, click Continue.
 - 6) Now you can make a variety of beneficiary selections. You will see that your beneficiaries and percentages are not preloaded.



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This does not mean you are not or were not covered -what it does mean is that for those of you who have yet to verify your information in SOES, the SGLI election (SGLV 8286) form in your OMPF is what would be used in the event of a casualty. Navy casualty checks SOES in each case of death to see if a sailor has made a recent selection. That SOES selection is compared with the most current document in the OMPF.

- 8) After you have made all of your selections, you do not want to close out your effort until you have clicked on the 'Your Coverage' tab and selected the "Confirm and Certify" button at the bottom right.
- 9) You will be driven to a screen to make some legal declarations. When you have reviewed and checked those boxes, click Continue.
- 10) It will ask if you want to print a preview of the document. The document will have a large watermark on it that says it is an uncertified copy. To get a certified copy, click Continue.
- 11) Next, you will be asked for an electronic signature. Provide your full name and email. Click Continue.
- 12) The system will give you an effective date of your selection.
- 13) Now you can print or email your document by navigating to the Print/Save Certificate tab and the "uncertified" watermark will be removed.

Section 14.3: How to Print Digitally Signed Form(s) in your OMPF

1. Open the form from RED/DA Inquire or BOL.
2. Click File, Select Print.
3. Ensure the Comments and Forms page reflects from the drop down option as "Documents and Markups".
4. This will ensure that digital signatures on forms are intact when printed.

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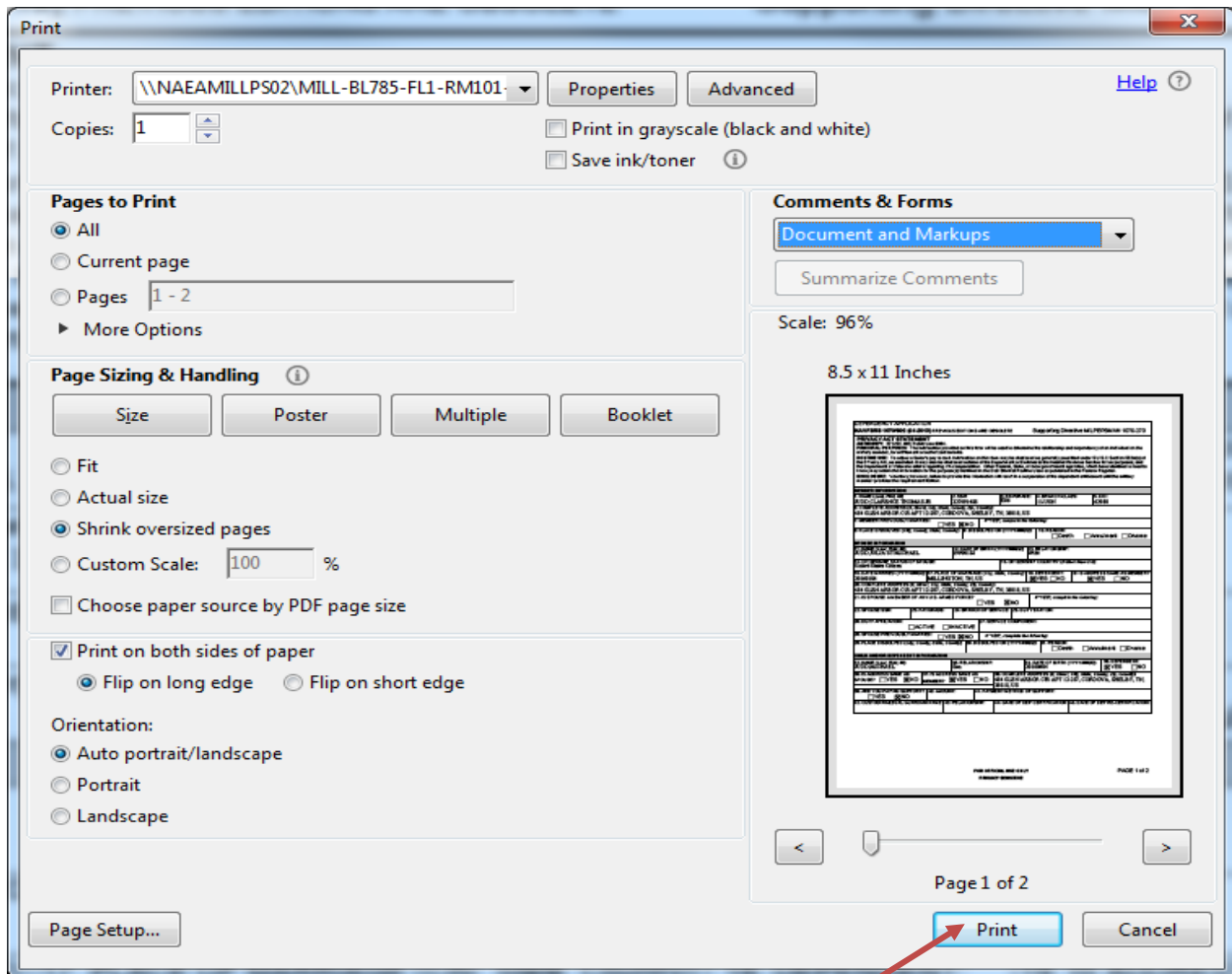


Figure 41 – Print Page for Documents

5. Click "Print".



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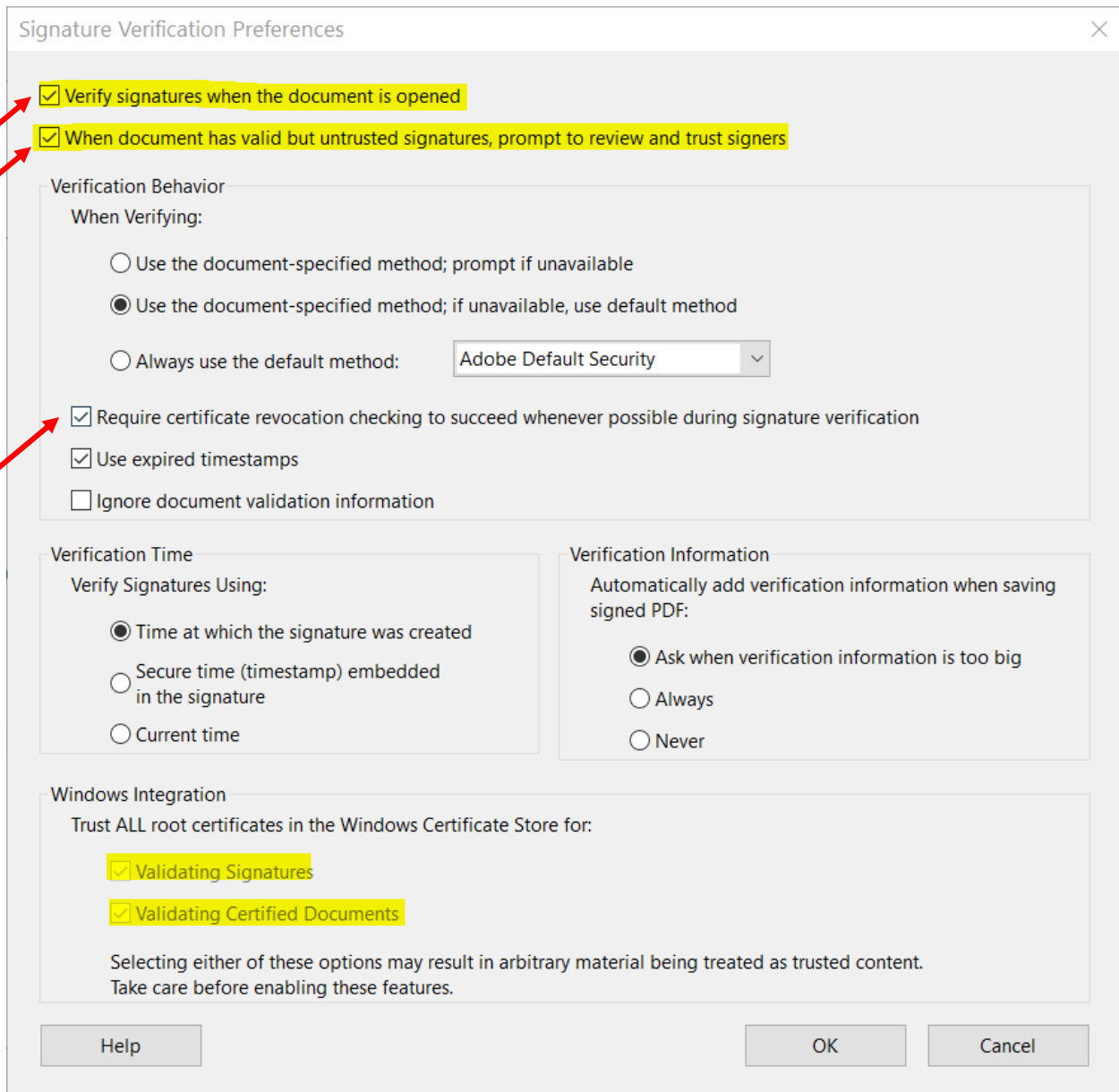
Section 15: Greenside Marine Corp (USMC) Adobe Setting for Digital Signature

1. Close all open browsers.
2. Open Adobe Reader on your workstation.
3. Choose Edit > Preferences > General on the Menu.
4. Select “Signatures” category.
5. Under Verification, click “More”.
6. Validate that the boxes for “Verify signatures when the document is opened” and “When document has valid but untrusted signatures, prompt to review and trust signatures” are checked.
7. Uncheck “Require certificate revocation to succeed whenever possible during signature verification”. (See **Figure 42 – Verification of Adobe Settings for Digital Signature for Marine Corp**) below.
8. Click “OK”.
9. Click “OK”.
10. Close Adobe Reader.

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Signature Verification Preferences

Verify signatures when the document is opened

When document has valid but untrusted signatures, prompt to review and trust signers

Verification Behavior

When Verifying:

Use the document-specified method; prompt if unavailable

Use the document-specified method; if unavailable, use default method

Always use the default method: Adobe Default Security

Require certificate revocation checking to succeed whenever possible during signature verification

Use expired timestamps

Ignore document validation information

Verification Time

Verify Signatures Using:

Time at which the signature was created

Secure time (timestamp) embedded in the signature

Current time

Verification Information

Automatically add verification information when saving signed PDF:

Ask when verification information is too big

Always

Never

Windows Integration

Trust ALL root certificates in the Windows Certificate Store for:

Validating Signatures

Validating Certified Documents

Selecting either of these options may result in arbitrary material being treated as trusted content. Take care before enabling these features.

Help OK Cancel

See Figure 42 – Verification of Adobe Settings for Digital Signature for Marine Corp



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For additional information or assistance about this document, contact:

- **RED and DA Functional Lead** - Navy Personnel Command, (PERS 222) John Courtney, 901-874-2231
john.courtney@navy.mil
- For assistance with correcting your Official Military Personnel File (OMPF), or finding your CPPA, PSD, or other personnel support: contact the **My Navy Career Center (MNCC)**, 833-330-MNCC (6622) or askmncc@navy.mil.
- For system issues, **contact the NSIPS Help Desk:**
Toll Free: [877-589-5991](tel:877-589-5991)
Commercial: [504-697-5442](tel:504-697-5442)
DSN: [312-647-5442](tel:312-647-5442)
E-mail: NSIPSHelpDesk@navy.mil

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