

RECORD OF EMERGENCY DATA

Use this as a guide to fill in the blocks on the record of emergency data

Blocks 5-12: fill out if married. If you are not married write N/A. You will need to send a copy of your marriage certificate.

Blocks 13-32: fill out for Children Information. If you have no children write N/A. You will need to send a copy of your child's birth certificate.

Block 33-35: is for your father's information. If father is deceased please fill out father's name and write deceased in the address block or if address is unknown write unknown.

Block 36-38: Is for your mother's information. If mother is deceased please fill out mother's name and write deceased in the address block or if address is unknown write unknown.

Blocks 39-42: If you were previously married fill in all blocks. If not, place check mark in block 39 under no and continue to block 43. You will need to send a copy of your divorce decree.

Blocks 43-46: If your spouse was previously married fill in all blocks. If not, place check mark in block 43 under no and continue to block 47. You will need to send a copy of your spouse's divorce decree.

Blocks 47-49: If you would like someone else besides for your mother, father or spouse to be notified in case of an emergency please place their information in the blocks.

Blocks 50-52: is for your SPOUSE's next of kin, please insure all blocks are filled out.

Blocks 53: "Beneficiary(s) for Unpaid Pay and Allowances": In the event of your passing away, the person you designate will receive your unpaid pay and allowances.

Block 54-55: fill out the address and relationship of who you selected as the Beneficiary for Unpaid Pay and Allowances.

Block 56: select the percentage you want for that person. If you have only one person designated write 100%. If you have more than 1 person divide that percentage up to equal 100%.

Block 57: "Person to Receive Allotment if in a Missing Status: In the event you are missing in Action this person will receive up to 80% of your pay and allowances. This can be your spouse, parents, etc).

Block 58: fill out the address and relationship of who you selected as the Person to receive allotment if in a missing status.

Block 59: select the percentage you want for that person. If you have only one person designated write 80%. If you have more than 1 person divide that percentage up to equal 80%.

Block 60: "Beneficiary(s) for Gratuity Pay (No spouse or child surviving): In the event of your spouse, your child, and your passing away at the same time, this person will receive a check for

Gratuity Pay for your passing. Any other scenario and your primary next of kin (i.e. spouse, child, parent, etc) would receive this payment.

Block 61-62: fill out the address and relationship of who you selected as the Person to receive the gratuity pay.

Block 63: select the percentage you want for that person. IF you have only one person designated write 100%. If you have more than 1 person divided that percentage up to equal 100%.

Blocks 64-66: if you have Life insurance other than SGLI, place that information in the appropriate blocks.

Block 67: if you practice a religion, indicate the name of that religion in the block. If no religion is practiced write none or no preference.

Block 70: your rank/rate

Block 73: Write your name in form Last, First, Middle

Block 74: your social security number

Block 77: if you have a will or other valuable papers please place location in this block.

Block 78: place your next of kin and secondary next of kin information. If you pay or receive Child support, place that information here.

Block 79: your signature

Block 80: Leave blank.

Send the form along with any supporting documents (i.e. birth certificate, marriage, divorce decree, etc) to systems department via fax or email and the clerk will type the official form and return to you for signature.