

MILPERSMAN 1070-270

DEPENDENCY APPLICATION/RECORD OF EMERGENCY DATA

Responsible Office	NAVPERSCOM (PERS-221)	Phone:	DSN COM	882-2122 (901) 874-2122
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References	(a) DoD 7000.14R Financial Management Regulation (DoD FMR), volume 7A, chapter 51 (b) NAVSO P-6034 Joint Travel Regulations (JTR) (c) DoD Instruction 1300.18 of 8 January 2008 (d) Defense Joint Military Pay System Navy Procedures Training Guide, Part 3, Chapter 2
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1. Policy

a. NAVPERS 1070/602 Dependency Application/Record of Emergency Data is used for both officer and enlisted members and serves as an application for dependency allowances and an up-to-date record of emergency data. Members may access or print their NAVPERS 1070/602 via their electronic service record (ESR) in the Navy Standard Integrated Personnel System (NSIPS) by clicking on dependency data. The official signature copy can also be obtained from the official military personnel file (OMPF) via their BUPERS online (BOL) access.

b. When printed and signed, NAVPERS 1070/602 is the official record of dependency the Navy uses to determine the relationship and dependency of individuals for entitlement of authorized allowances. A signed NAVPERS 1070/602 also serves as the official source document in the event a Service member becomes a casualty to determine the following:

- (1) Person(s) to be notified in case of emergency or death;
- (2) Person(s) to receive the death gratuity;
- (3) Person(s) to receive any unpaid pay and allowances (arrears of pay) including money accrued during a missing or

captured status, unused leave, travel, per diem, transportation of family members, transportation of household goods, and funds deposited in the savings deposits program per reference (a), chapter 51;

(4) Dependents of member to receive allotment of pay if member is missing or unable to transmit funds;

(5) Commercial insurance companies to be notified in case of death;

(6) Person authorized to direct disposition of remains per reference (b), paragraph 7260;

(7) Person(s) eligible for transportation to attend burial ceremonies per reference (b), paragraph 7260;

(8) Person(s) eligible for transportation to attend dignified transfer at Dover Air Force Base;

(9) Person(s) eligible for transportation to attend memorial services per reference (b) paragraph 7260; and

(10) Designated individual(s) eligible for transportation to the bedside of a wounded, ill, or injured Service member per reference (b), paragraph 7315.

2. **When to Prepare.** Per reference (c), prepare NAVPERS 1070/602 when

a. a member enters or re-enters the Navy or Navy Reserve following a break in service; or

b. there is a change in

(1) dependent status or number of dependents;

(2) name or address of a dependent;

(3) next of kin other than a dependent;

(4) name or address of a beneficiary, allottee, or insurer;

Note: Refer to MILPERSMAN 1770-280 if a married member designates a person other than his or her spouse to receive all or a portion of death gratuity.

(5) person(s) to be notified in case of emergency or death;

(6) person(s) authorized to direct disposition of remains;

(7) life insurance data or location of will or other valuable papers;

(8) citizenship of spouse;

(9) religion;

(10) addition of remarks on NAVPERS 1070/602; or

(11) when one of the following re-certifications are required:

(a) Annually for all secondary dependents (mother, father, stepmother, stepfather, mother-in-law, father-in-law, loco-parentis, and ward);

(b) Annually for students 21 and 22 years of age;

(c) Annually for incapacitated children over 21 years of age; or

(d) Every 3 years for all Reserve members.

3. Preparation and Distribution

a. NAVPERS 1070/602 will be created and updated in NSIPS.

b. To assist Navy Personnel Command (NAVPERSCOM), Navy Casualty Assistance Branch (PERS-13) in providing funeral and or memorial service travel, as authorized in MILPERSMAN 1770-270 and 1770-271, Service members should include the name(s), address(es), and phone number(s) of siblings in the remarks block of NAVPERS 1070/602.

c. MILPERSMAN 1770-230 lists those conditions when bedside travel may be authorized to support a wounded, ill, or injured Service member. To assist NAVPERSCOM (PERS-13), up to three individuals may be designated by the Service member. If a designation is desired, enter "Bedside Travel Authorization Requested for (name(s))" in the remarks block of NAVPERS 1070/602. If not previously identified on the NAVPERS 1070/602, include address(es) and phone number(s).

d. If a situation arises in which a new NAVPERS 1070-602 must be executed expeditiously and NSIPS is not available, DD 93 Record of Emergency Data must be used. Detailed instructions on the preparation of the paper version of the DD 93 are contained on the reverse side of the form. This document serves as the record of emergency data only, and does not replace NAVPERS 1070/602, nor does information provided on DD 93 post to the required Navy databases; therefore, the electronic NAVPERS 1070/602 contained within NSIPS shall be completed when the system becomes available.

e. When completed and signed, distribute as follows:

(1) The supporting personnel support detachment (PSD) or personnel officer (PERSOFF) will submit the original NAVPERS 1070/602 or DD 93 to Navy Personnel Command (NAVPERSCOM) using the e-submission application on BUPERS Online for filling in the OMPF. The supporting PSD or personnel office will maintain a copy until e-submission receipt/acceptance by NAVPERSCOM is verified.

(2) Provide one copy to the Service member.

(3) Provide one copy to the supported customer command. The command must retain a signed NAVPERS 1070/602 on file for each assigned Service member.

4. **Verification**

a. The individual Service member is solely responsible for the accuracy of the information recorded on his or her NAVPERS 1070/602.

b. All Service members must verify the accuracy of data on the newest NAVPERS 1070/602 in their OMPF, and the data contained on both the emergency contact and dependency data

panels within their ESR. For Service members who do not have access to their ESR, but require temporary verification offline of a previously issued NAVPERS 1070/602, the verification must be witnessed and signed by the appropriate local authority. Offline verifications cannot indicate changes to the NAVPERS 1070/602. Pen and ink changes (to include one line and initials) to NAVPERS 1070/602 are not valid updates.

(1) At a minimum, commands must ensure that Service members perform this verification annually; however, additional verifications are also required under the following conditions:

(a) Upon reporting to a new duty station, permanent change of station;

(b) Prior to departure on permanent change of duty station;

(c) Prior to deployment, regardless of length;

(d) When ordered to periods of temporary duty in excess of 30 days;

(e) On each occasion when an inactive duty member comes on active duty, including active duty training;

(f) Member applies for Government housing;

(g) Member claims reimbursement for dependents' travel; or

(h) At least 30 days prior to requesting a dependent related travel, transportation, pay, benefit or allowances (e.g., advanced/delayed dependent travel, dependent travel advances, early return of dependents, etc.).

(2) In addition, Selected Reserve members must verify this information within the 180-day period immediately prior to reporting for annual training/active duty training.

c. If correct, members will acknowledge this verification by selecting the "Yes" box on the dependency data panel in ESR after the statement "Is Dependency Data Correct?"

d. If incorrect, members will immediately contact their supporting PSD, personnel office, or command pay and personnel administrative support system coordinator to prepare a new NAVPERS 1070/602.

5. **Other Change Reporting Requirements**

a. Service members will be directed to update Defense Enrollment Eligibility Reporting System (DEERS) whenever there is a change of dependent status, addition of new dependent, and or change of address of a dependent. Rules for determining relationship and dependency are provided in reference (a), chapter 26, and amplifying guidance is provided in reference (d).

b. Service members with a military spouse will be counseled on their obligation to enroll their spouse in DEERS and to make an appropriate Family Service Member's Group Life Insurance (FSGLI) election for their military spouse. Failure by the member to comply will result in automatic FSGLI coverage and a potential indebtedness to the Government for premiums due since the date of the marriage.