



# The Inspector General Information Railroad

Keeping you on Track



## Updating DD Form 93, Record of Emergency Data

*When completed, DD Form 93 (Record of Emergency Data) is the official and legal document that designates the beneficiaries of certain benefits in the event of a Soldier's death. This important document is used to identify the primary and secondary next of kin and the disposition of death gratuity, unpaid allowances, and the person authorized to direct disposition of remains.*



### Commander's Responsibility:



- establish procedures to ensure Soldiers understand the purpose of SGLI program and the need to maintain a current certificate.
- Monitor the records custodian to ensure that Soldiers prepare elections forms (DD Form 93 & SGLI) in accordance with AR 600-8-1, Chapter 12.
- Ensure their Soldiers keep their DD Form 93 and SGLI election up-to-date at all times.



### Soldier's Responsibility:



- promptly inform the personnel office (S-1) of any change to increase/decrease coverage, change of beneficiary, change of name, etc.
- ensure the accuracy of all names, addresses, telephone numbers of beneficiaries.

### Forms must be reviewed:

- during out-processing for permanent change of station (PCS).
- upon arrival at new duty station.
- during any record audit.
- in conjunction with Soldier Readiness Program (SRP).
- annually, during Soldier's birth month. Unless accomplished in conjunction with any of the above.

### References

- AR 600-8-1, Army Casualty Program, 30 April 2007
- AR 600-8-104, Army Military Human Resource Records Management, 7 April 2014

**IG Contact Numbers**

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*Always give your COC the chance to resolve any issues!!!*