

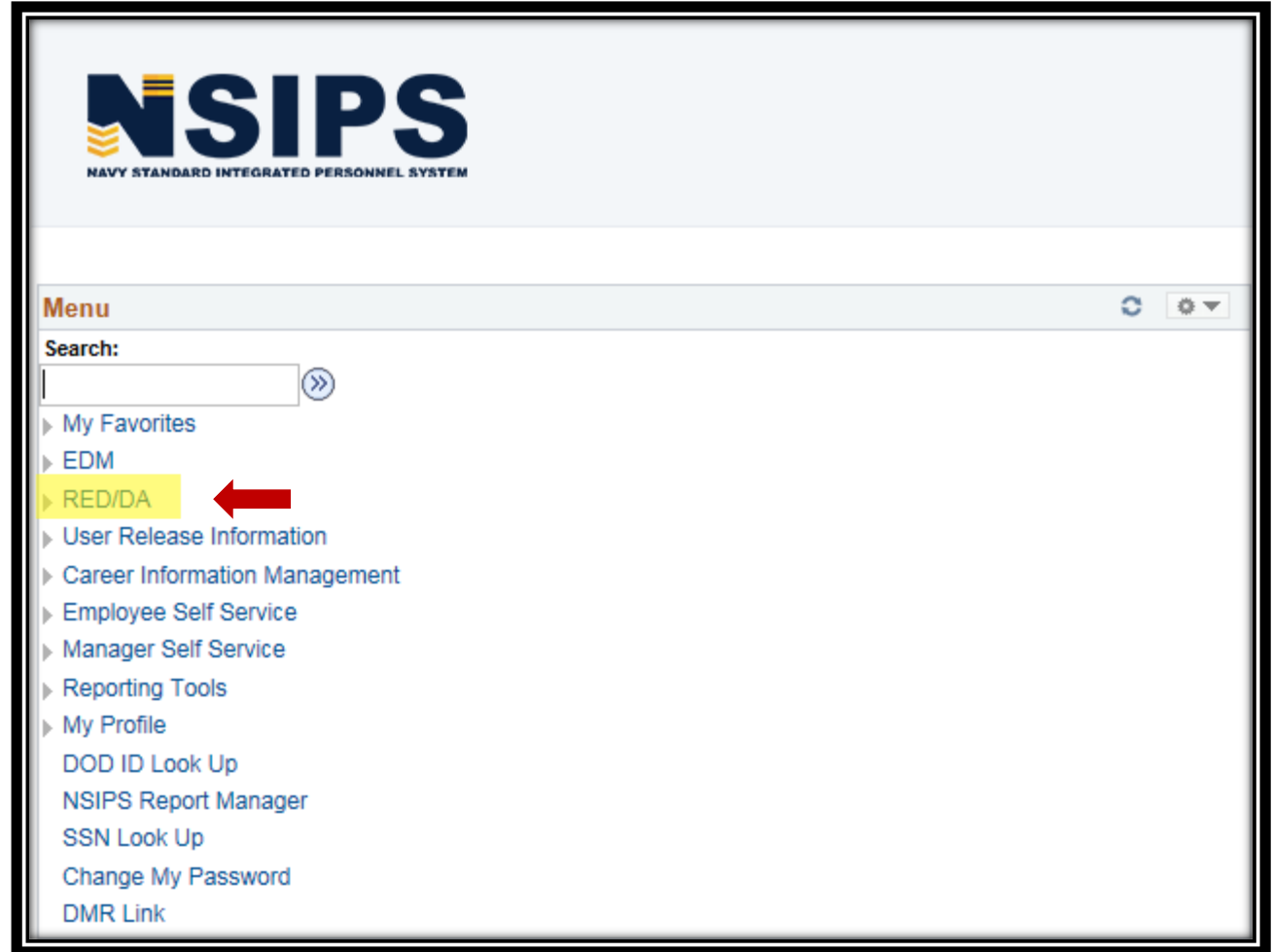


# **How to Generate and Route a REDDA (NAVPERS 1070/602) and DD Form 93**






- **Step 1:** Login to NSIPS and Select Member Self Service
- **Step 2:** Click on RED/DA





- **Step 3:** Click the Continue Button



## Record of Emergency Data/Dependency Application


What would you like to do?

Next >

- ☒ 1) Verify my RED/DA
- ☐ 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


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

Continue





## RED/DA Summary


Emplid:  Current UIC: 63099 - NAVOPSPTCEN JACKSONVILLE FL Service: M

▼ New Dependent/Beneficiary/Other Contact ?

Add

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
02		Living	Not Dependent		Father	00% ▼	20% ▼	00% ▼	No ▼	Yes ▼	Yes ▼	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Delete
03		Living	Not Dependent		Mother	Max(100%) ▼	80% ▼	Max(100%) ▼	Yes ▼	Yes ▼	Yes ▼	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Delete
Summary						100%	100%	100%	▼	▼	▼				

► Comments ?

View Letter(s) of Determination

Save for Later

Back

Continue

Status: Not Submitted

Select drop down option to add new dependents or beneficiaries, then click add

Each pay allotment needs to total **100%**

- **Step 4:** Add Dependent and/or Beneficiaries by selecting the drop-down option and clicking 'Add'.
- If dependents and allotments are reflecting correctly select 'Continue' and skip to page 9.

### Definition(s):

PADD- Person Authorized to Direct Disposition

### Notes:

Only one PADD can be selected;

Up to 3 dependents/beneficiaries may be selected for Bedside and Funeral Travel



# How to add a Dependent (1/4):

1. Enter full name as shown on the birth certificate (Last, First, Middle)
2. Select Relationship Status
3. Enter Birthdate
4. Select dependent status
5. Select whether the person is:
  - A full time student over the age of 21?
  - Physically or mentally incapacitated?
  - Living with a custodian or guardian?
6. Indicate whether there is child support payments
7. Select Designations:
  - Authorized Bedside Travel
  - Authorized Funeral Travel
  - PADD
  - Other Person to Notify, Notify if missing, Do not notify due to Ill Health
8. Select Allotment Percentages for Unpaid allowances, allotment is missing, and gratuity pay.
9. Select 'Next'.

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 Next >



# How to add a Dependent (2/4):

10. Select who the dependent/beneficiary resides with or manually enter the address below

11. Enter phone number(s) and email address

12. Select 'Next'

Step 2 of 4

< Previous Next >

### Address Details

Address information for DAUGHTER,TEST.

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

▼ 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:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Alternate Phone		
Phone Type:	Telephone:	Domestic Indicator:
<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Email Address

Email:

Edit My Phone, Other Email Addresses, Current Address

Cancel < Previous Next >



# How to add a Dependent (3/4):

13. Upload support documentations such as birth certificates, marriage license, and divorce decree. Only PDF copies are accepted,

14. Verify you have uploaded the correct documents by clicking 'View Attachment'

NSIPS

FOUO - Privacy Sensitive: [REDACTED] Last login: 01-20-2017 07:54 | Home | Add to Favorites | Sign out

Step 3 of 4

Attachments

Upload attachments for TEST,MARY T if required.

Supporting Documentation

Upload Supporting Documentation ?

Attach To: [09 - TEST,MARY T] File Name: Birth\_Cert.pdf Attachment Type: Birth Certificate Description: [REDACTED] View Attachment: [View Attachment] Validated: [ ] Delete: [Delete]

Cancel < Previous Next >

Upload supporting documentation (birth certificate, marriage license, divorce decree, etc) Note: PDF documents only

Ensure you view your attachment



# How to add a Dependent (4/4):

15. Review the information and Select 'Finish'.

Step 4 of 4

1234

< Previous

Finish


### Confirmation

Confirm any changes for DAUGHTER,TEST by clicking the Finish button. Click Previous to edit.

Item	Original Information	New Information
<strong>Dependent/Beneficiary/Contact Details</strong>		
Name	(n/a)	DAUGHTER,TEST
Relationship	(n/a)	Daughter
Birthdate	(n/a)	2002-11-28
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%
<strong>Student</strong>		
A Full Time Student Over The Age Of 21?	(n/a)	No
<strong>Incapacitated</strong>		
Physically Or Mentally Incapacitated?	(n/a)	N
<strong>Address</strong>		
Resides With Service Member?	(n/a)	No
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)	NAS JACKSONVILLE BLDG 966 BOX 4
City	(n/a)	JACKSONVILLE
State	(n/a)	FL
Zip Code	(n/a)	32212
Country	(n/a)	US



- **Step 5:** Verify Marital Status, Religion, Official Email Address, Phone Number, Other Email Addresses, and Current Addresses.
- If you need to make edits click the 'Edit My Phone, Other Email Addresses, Current Address' button.
- If no updates need to be made click 'Continue'.



## My Personal Data

**Current UIC:** 63099 - NAVOPSPTCEN JACKSONVILLE FL **Service:** Navy

Effective Date: 08/25/2015

### Member's Marital Status

\*Currently: Single On:

Place of Marriage ...

City:

State: Country: US

### Member's Previous Marriage

\*Previously Married? No

Dissolved...

On: By:

City:

State: Country: US

### \*Religion

NO No Religious Preference

### \*Official Email Address

Edit Official Email

### \*Phone

Phone Type Telephone Domestic Indicator

Work Domestic Phone

### Other Email Addresses

Email Type Email Address

Home

### \*Current Address

Address Type	Effective Date	Foreign Address Type	Country	Address
HOME	11/28/2017	Domestic	United States	

Edit My Phone, Other Email Addresses, Current Address

Save for Later Back Continue

Status: Not Submitted



# How to add/update an address or phone number

1. If you need to update your address, click the '+' button and add the effective date, locality, status, and address.
2. Click the verify button.
3. Select 'Ok'

The screenshot shows a software interface for managing an employee's address and phone information. The main section is titled 'Address/Phone' and contains a sub-section 'Address and Phone'. Below this, there is a section for 'Address Type' with a dropdown menu set to 'HOME' and a 'Home' button. To the right of this section is a red callout box that says 'If you need to update the address, click the '+' sign', with an arrow pointing to the '+' button in the 'Address History' table. Below the 'Address Type' section is the 'Address History' table, which has columns for 'Effective Date', 'Locality', 'Mail Status', 'Country', and 'Address'. The table contains one row with the following data: Effective Date: 11/28/2017, Locality: Domestic, Mail Status: (empty), Country: US, United States, and Address: (empty). To the right of the table is a red callout box that says 'If the information is correct click 'verify'', with an arrow pointing to the 'VERIFY' button. Below the 'Address History' section is a 'Phones' section with a 'Phone Type' dropdown menu set to 'Work' and a 'Domestic Phone' dropdown menu. Below the 'Phones' section is an 'Email Addresses' section with an 'Email Type' dropdown menu set to 'Home' and an 'Email Address' input field. At the bottom of the form are three buttons: 'OK', 'Cancel', and 'Apply'.

Address/Phone

Address and Phone

Employee

Address Type Find | View All First 1 of 3 Last

\*Address Type: HOME Home

Address History Find | View All First 1 of 1 Last

Effective Date: 11/28/2017 Status: Active

Locality: Domestic

Mail Status: 50 Mile Indicator

Country: US United States Edit Address

Address:

VERIFY

Verify Date: 11/28/2017

Verified by Operator ID:

Phones Find | View All First 1 of 1 Last

Phone Type Telephone Phone Type

Work Domestic Phone

Email Addresses Find | View All First 1 of 1 Last

Email Type Email Address

Home

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

OK Cancel Apply



- **Step 6.** Upload supporting documentation (as needed)
- **Type 'ANNUAL UPDATE' into Block 14 and 46. Your 1070/602 will not generate if you do not have remarks here.**
- Click 'Continue'

The screenshot shows the 'Attachments and Remarks' page in the NSIPS system. At the top, there's a navigation bar with 'Favorites', 'Main Menu', and 'RED/DA' tabs. The user is logged in as 'FOUO - Privacy Sensitive' with a last login of '01-24-2017 13:13'. The page title is 'Attachments and Remarks'. Below this, there are fields for 'Empid:' and 'Current UIC:'. A red callout bubble points to the 'Upload Supporting Documentation' section, stating: 'Upload Supporting Documentation (Birth Certificate, Marriage License, Divorce Decree, etc)'. The 'Supporting Documentation' section includes a table with columns: 'Attach To', 'File Name', 'Attachment Type', 'Description', 'View Attachment', 'Validated', and 'Delete'. Two rows are shown, both with 'Birth\_Cert.pdf' as the file name and 'Birth Certificate' as the attachment type. A red callout bubble points to the 'View Attachment' link in the second row, stating: 'Verify your attachments are correct and legible'. Below the table, there are three sections for remarks: 'Form Block 14' (Remarks: DD Form 93 (Service Member Only)), 'Form Block 46' (Remarks: NAVPERS 1070/602 (Service Member Only)), and 'Form Block 49' (Remarks: NAVPERS 1070/602 (Clerk/Supervisor Only)). The 'Form Block 49' section is expanded, showing a 'Description' field with the text 'RECEIPTS NEW CHECK IN' and a 'Sequence Number' of 1. A red callout bubble points to the 'Continue' button at the bottom, stating: 'Click Continue when Finished or Save for Later if you don't have all supporting documents to upload'. The bottom of the page has buttons for 'Save for Later', 'Back', and 'Continue', along with a status indicator 'Status: Request Awaiting Approval'.

Upload Supporting Documentation (Birth Certificate, Marriage License, Divorce Decree, etc)

Verify your attachments are correct and legible

Click Continue when Finished or Save for Later if you don't have all supporting documents to upload



- **Step 7.** Upload will or life insurance policy (as applicable)
- Click 'Continue'

NSIPS

FOUO - Privacy Sensitive: Last login: 01-25-2017 08:00 Home Add to Favorites Sign out

New Window

### Will & Life Insurance

Emplid: Current UIC: Service: Navy

#### Vital Documents

Summary Address Additional Remarks

Document Type	Description	View/Edit	Delete
Will	ABC WILL	View/Edit	Delete

\*Document Type: Life Insurance Add Vital Document Data

Save for Later Back Continue Status: Request Awaiting Approval

**Life Insurance Policy information added with comments for Family**

**Complete by selecting from drop down either Will, Insurance or Other Valuable Papers**

**Click Continue after information has been added or if you have no information to add**

**Click Ok when Finished**

#### Life Insurance

\*Company: ABC LIFE INSURANCE Seq#: 1

\*Policy Number: 99999999

\*Address1: 123 BOX RD

Address2:

\*City: MILLINGTON

\*State: TN County: SHELBY

\*Country: US \*Postal Code: 38054

Additional Remarks: This Insurance is for additional coverage while deployed in a combat zone.

OK Cancel



- **Step 8.** Click NAVPERS 1070/602 and DD Form 93. The forms will open in a separate window.

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

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

[Form Block 14](#)

ANNUAL UPDATE

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

[Form Block 46](#)


ANNUAL UPDATE


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

Clause	Description	Text

► **Comments** ?

**Forms** ?

 NAVPERS 1070/602

 DD Form 93

[Upload Signed Forms](#)

[Save for Later](#)

[Back](#)

[Submit](#)

Status: Not Submitted



# Please wait...

If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document.

You can upgrade to the latest version of Adobe Reader for Windows®, Mac, or Linux® by visiting [http://www.adobe.com/go/reader\\_download](http://www.adobe.com/go/reader_download).

For more assistance with Adobe Reader visit <http://www.adobe.com/go/acrreader>.

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YOUR FORMS MAY OPEN LIKE THIS.  
SAY “**PLEASE WAIT**” YOU WILL NOT  
ABLE TO SIGN YOUR FORMS FROM HERE.  
YOU MUST DOWNLOAD THE FORMS.  
USING THE DOWNLOAD BUTTON ABOVE.  
AFTER DOWNLOADING THE FORMS,  
THEY WILL OPEN THEM IN “**ADOBE**” TO  
DIGITALLY SIGN THEM.



Enable All Features

## DEPENDENCY APPLICATION

NAVPER 1070/602 (Rev. 09-2016) PREVIOUS EDITIONS ARE OBSOLETE Supporting Directive MILPERSM

### PRIVACY ACT STATEMENT

AUTHORITY: 37 USC 403; Public Law 9364.

PRINCIPAL PURPOSES: The information provided on this form will be used to determine the relationship and dependency of an individual military member, for entitlement of authorized benefits.

ROUTINE USE: To adjust a Sailor's pay record. Information on this form may be disclosed as generally permitted under 5 U.S.C Section 552a(b) of the Privacy Act, as amended. It may also be disclosed outside of the Department of Defense to the Internal Revenue Service for tax purposes, and the Department of Veterans affairs regarding VA compensation. Other Federal, State, or local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses as published in the Federal Register.

DISCLOSURE: Voluntary; however, failure to provide this information will result in a suspension of the dependent entitlement until the military member provides the required certification.

CLICK  
ENABLE ALL  
FEATURES TO  
SIGN YOUR  
FORM



# NAVPERS 1070/602 DIGITAL SIGNATURE

- IF ALL INFORMATION IS CORRECT DIGITALLY SIGN YOUR DOCUMENT

47. MEMBER SIGNATURE:	<div>Unofficial Member Copy</div>	48. DATE (YYMMDD):
-----------------------	-----------------------------------	--------------------

Digitally sign here with your non-email certificate

- CLICK SUBMIT ON FORM AFTER VERIFICATION OF DIGITAL SIGNATURE AUTOMATICALLY OCCURS IN FORM

50. APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO	51. VERIFYING OFFICIAL SIGNATURE:	52. DATE (YYYYMMDD):
53. VERIFYING OFFICIAL NAME ( <i>printed or typed</i> ):	54. TITLE: Personnel Supervisor, By Dir C.O.	

Click Submit

Submit

- **DO NOT PRINT THIS FORM WHEN OPEN; ONLY PRINT THE FORM IF NEEDED FROM RED DA INQUIRE.** THIS DOCUMENT WILL PULL FROM YOUR OMPF WHICH MAKE IT OFFICIAL AND CAN BE PRINTED. IF DOCUMENT IS NOT IN YOUR OMPF THEN THE TRANSACTION MAY HAVE FAILED; YOUR WILL GET AN EMAIL NOTIFICATION FROM NSIPS IF THE TRANSACTION FAILED TO BE APPLIED TO YOUR OMPF.



► **Comments** ?

**Forms** ?



NAVPERS 1070/602



DD Form 93

Upload Signed Forms

☐

Wet Signature



Approver Signature Required



Submitted by Member

Revert NAVPERS 1070/602 Form

AFTER YOU HAVE SUCCESSFULLY  
SIGNED YOUR FORMS THROUGH  
“**ADOBE**” AND SAVED THE FORMS,  
YOU WILL UPLOAD THEM USING THE  
“**UPLOAD SIGNED FORMS**” TAB  
ABOVE

Save for Later

Back

Print Verification

Submit

**Status:** Request Awaiting Approval



Return to Search



Notify



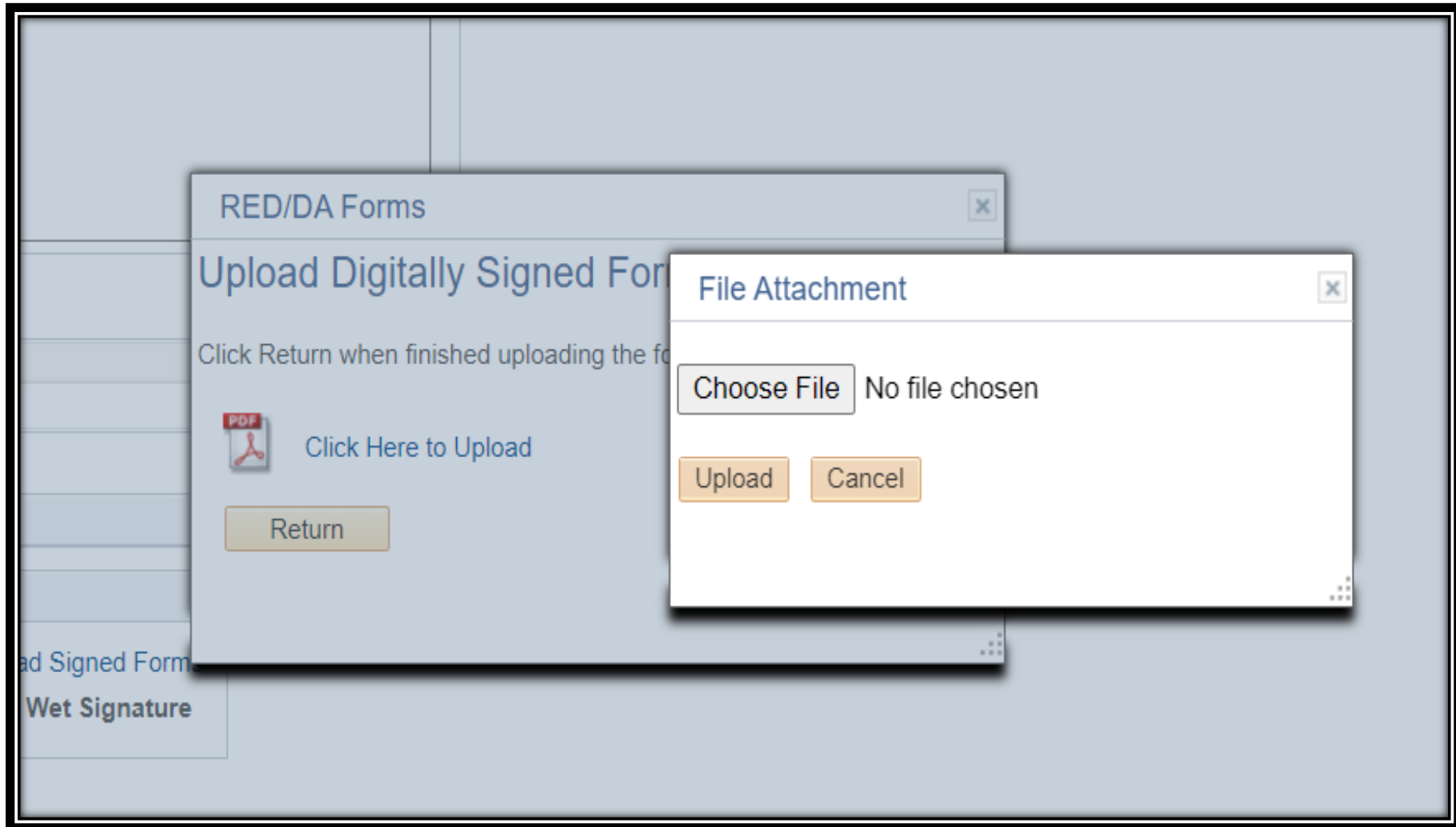
# DD Form 93 Digital Signature

- Verify information is correct
- Digitally sign
- **Do NOT Print this form when open; only print the form if needed from RED DA Inquire.** This document will pull from your OMPF which make it official and can be printed. If document is not in your OMPF then the transaction may have failed; you will get an email notification from NSIPS if the transaction failed to be applied to your OMPF.

DD FORM 93, JAN 2008		PREVIOUS EDITION IS OBSOLETE.	Submit	PAGE of
<div>Step 2: Click Submit after verification of signature automatically occurs</div>				
1. NAME (Last, First, Middle Initial)		2. SSN		
<div></div>		<div></div>		
15. SIGNATURE OF SERVICE MEMBER/CIVILIAN (Include rank, rate, or grade if applicable)		16. SIGNATURE OF WITNESS (Include rank, rate, or grade as appropriate)		17. DATE SIGNED (YYYYMMDD)
<div></div> <div>Step 1: Digitally sign here with your non-email certificate</div>		Not Required		

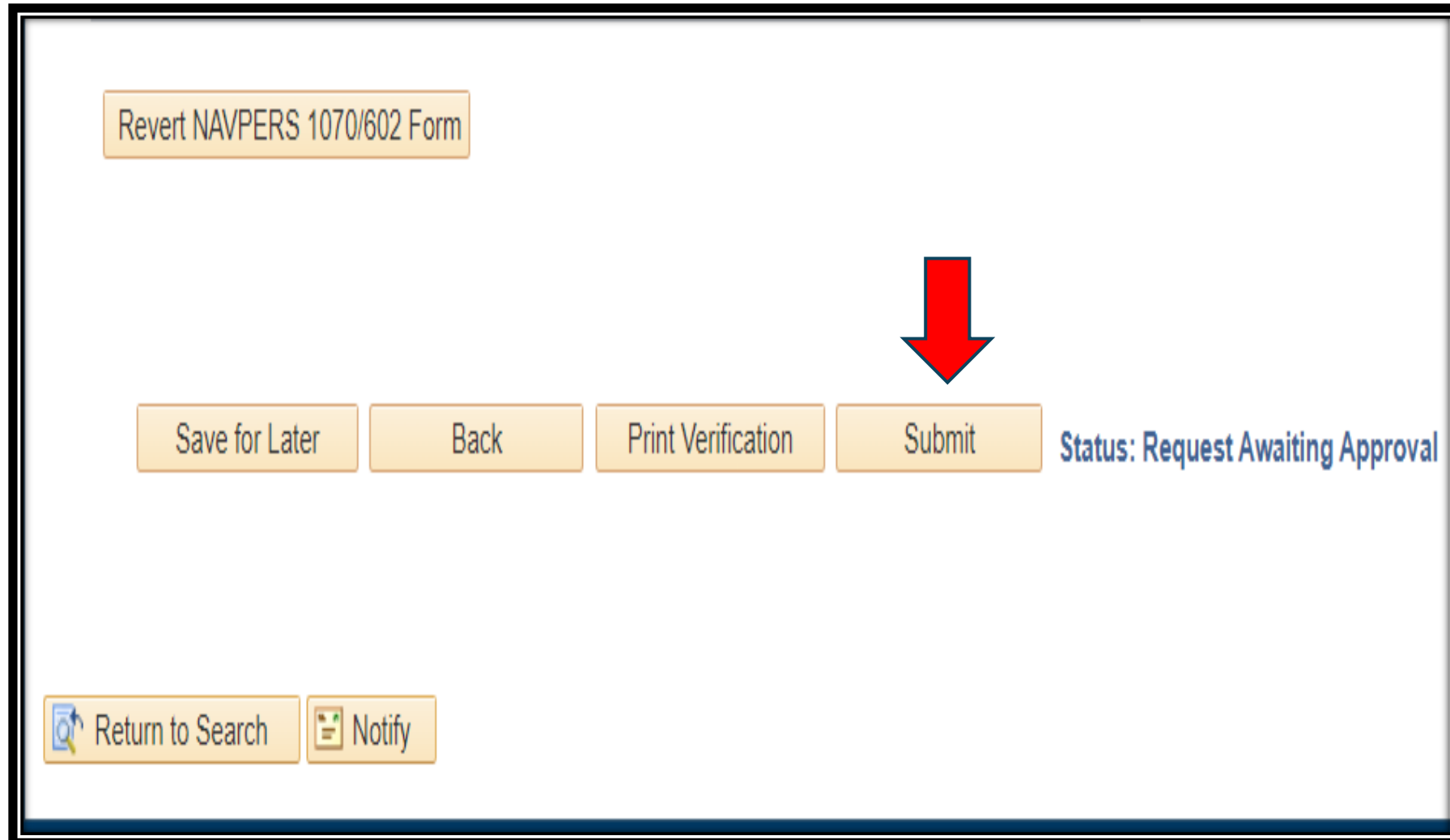


- **Step 9.** After both NAVPERS 1070/602 and DD Form 93 are signed upload them using the 'Upload Signed Forms button'
- Click 'Click here to upload'
- Choose file and select 'upload'





- **Step 10.** After both NAVPERS 1070/602 and DD Form 93 are uploaded select 'Submit'.



The screenshot displays a web interface with a light gray background. At the top left, there is a button labeled "Revert NAVPERS 1070/602 Form". Below this, a horizontal row of four buttons is shown: "Save for Later", "Back", "Print Verification", and "Submit". A large red arrow points directly down to the "Submit" button. To the right of the "Submit" button, the text "Status: Request Awaiting Approval" is displayed in blue. At the bottom left, there are two more buttons: "Return to Search" (with a magnifying glass icon) and "Notify" (with a bell icon).

Revert NAVPERS 1070/602 Form

Save for Later Back Print Verification Submit

Status: Request Awaiting Approval

Return to Search Notify



- **Step 11.** Receive confirmation of your submission and select 'Ok'

