

**INSTRUCTIONS FOR COMPLETING THE DEPENDENCY APPLICATION/RECORD OF
EMERGENCY DATA (NAVPERS 1070/602)**

REF: NAVY MILITARY PERSONNEL MANUAL, SOURCE DATA SYSTEM PROCEDURES GUIDE, DEFENSE JOINT MILITARY PAY SYSTEM PROCEDURES TRAINING GUIDE and NAVADMIN 098/01

If there are no changes to this form, the midshipman will not need to complete a new form. Have the midshipman sign and date the Certification of Designator section at the bottom on the back of the form. If there are required changes, a new form must be completed in its entirety.

1. This form can be completed on your computer and printed, or printed blank and filled out using a black ink pen. Use complete addresses including ZIP CODES.

2. The following blocks of this form have already been prefilled or should be left blank (1-32, 35, 38-46, 50-52, 68-72, and 75-76). Fill in the remaining blocks as indicated below:

Block 33: Father's Name: Enter birth father's full name (e.g. James M. Smith, III)

Block 34: Address of father: Self-Explanatory (if father is deceased, write the word "DECEASED")

Block 36: Mother's Name: Enter birth mother's name, **indicating maiden name in parentheses** (i.e., Mary Jane (Jones) Smith)

Block 37: Address of Mother: Self-Explanatory (if mother is deceased, write the word "DECEASED")

*****Note: If a parent's address is unknown, write "UNKNOWN"

Block 47: Other: Give name of any other person not already listed that you want notified in case of serious injury or death (i.e., Step-parent).

Block 48-49: Self-Explanatory

Block 53: Beneficiary(s) for Unpaid Pay and Allowances: You may designate anyone you wish in this block.

Block 54-55: Self-Explanatory

Block 56: Total(s) must add up to 100%. For example, if two people are named in Block 53, then each would receive 50%, or 75%/25% or 80%/20%. If four were named, 25% each, etc.

Block 57: Person to Receive Allotment if in a Missing Status. Subject to SECNAV determination: The person here must be a relative (i.e., father, mother, brother, sister). **A fiancé is not considered a relative.**

Block 58: Self-Explanatory.

Block 59: Up to 80% is the maximum you can enter. The remaining not designated is held in reserve for you when you return or are declared deceased.

Block 60: Beneficiary(s) for Gratuity Pay (No spouse or child surviving): You can only designate your parents, brothers, or sisters in this block. NO ONE ELSE may receive gratuity pay.

Block 61-63: Self-Explanatory

Block 64-66: Insurance information other than SGLI.

Block 67: Religion: Spell out your religious preference (i.e., Roman Catholic, Southern Baptist, etc).

Block 73: Name: Enter your full last, first and middle name.

Block 74: SSN: Self-explanatory

Block 77: Self-Explanatory

Block 78: Enter the name (or relationship), phone number and address of the Primary Next of Kin and Secondary Next of Kin, preceded by "PNOK" or "SNOK" as appropriate. If the address for the person has been shown in a preceding block, it is unnecessary to repeat the address. Example: PNOK: Father, Phone (XXX)XXX-XXXX, address in block 34. "NOTIFY INSTEAD" name (or relationship), phone number and address of person(s) in block 78. If the address for the person has been shown in a preceding block, it is unnecessary to repeat the address. Example 1: Do not notify mother, notify father instead, phone (XXX)XXX-XXXX, address in block 34. SGLI Info: This date is retrieved from the current SGLI on file in the Performance Jacket.

Block 79: Signature of Designator: Sign your full name.

Block 80: Signature of Approving Officer: Company officer will sign and date form.