

# Soldier Self Service – DD 93 – Record of Emergency Data



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OK

Cancel

<https://my.ippsa.army.mil>

DS Logon – Self Service capability only  
Accessible from mobile devices without CAC card  
CAC still required if providing signatures

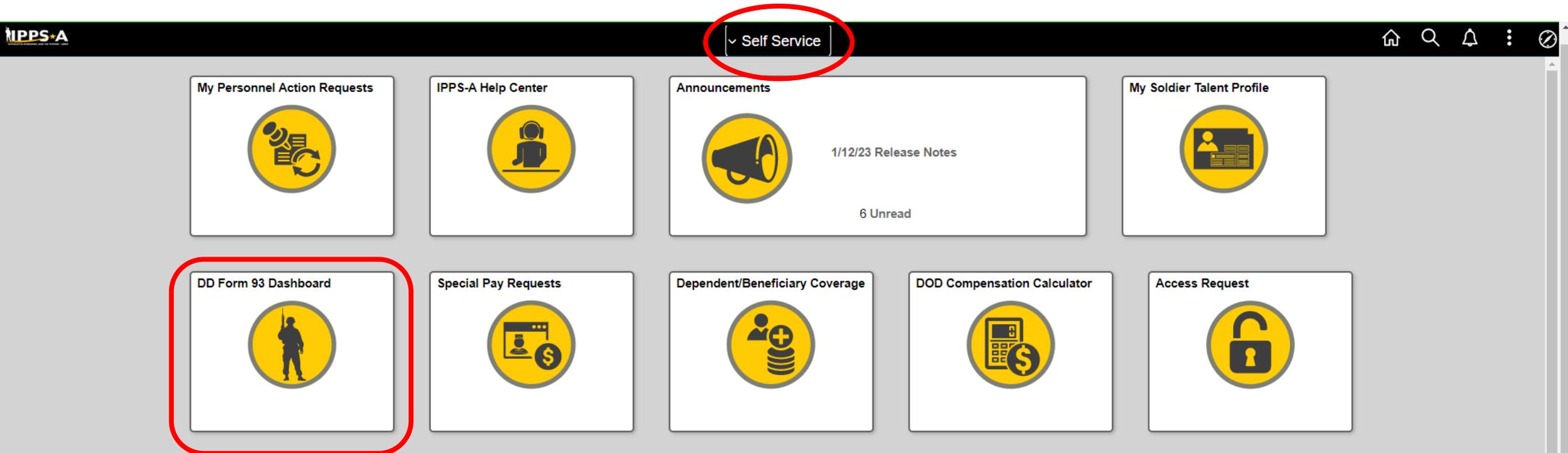


<https://hr.ippsa.army.mil>

EAMS-A Log in – Elevated Accesses available  
Available on any internet connected CAC enabled  
Computer

Set up DS Logon username and password at <https://myaccess.dmdc.osd.mil/identitymanagement/app/login>

# Soldier Self Service – DD 93 – Record of Emergency Data



Completion of the DD 93 has transitioned to a Self-Service application with the implementation of IPPS-A.

## DD Form 93 Dashboard

Soldiers will log into <https://my.ippsa.army.mil> (DS Logon) or <https://hr.ippsa.army.mil> (EAMS-A log in for elevated accesses)

NOTE: MILTECH personnel will need to log in through their DS Logon with their military CAC in order to access the DD Form 93 Dashboard

DD 93s can now be updated at any time without needing assistance or signatures from S1/HR personnel

# Soldier Self Service – DD 93 – Record of Emergency Data

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## DD FORM 93 DASHBOARD



### Instructions

View the official instructions on DD Form 93

DD 93 Form Instructions

### Your DD Form 93s

Start a New DD Form 93

Start New DD 93

Completed form. Signed on 2023-01-07 by [REDACTED]

View DD93 previously completed in IPPS-A

### Your Dependent and Contact Information

Your "authorized" dependents and emergency contacts are listed below. It is important that you verify that the information is correct before proceeding to your form. You will only be allowed to select these dependents and contacts on your DD Form 93. *Note:* The authoritative data source (ADS) for authorized dependents is DEERS and may not be updated in the IPPS-A system. Updates to authorized dependent data must be made in DEERS or by contacting the Military Personnel Division/S1 for your unit.

Emergency contacts can be updated by clicking on the contact. To add a new contact, click **Add an Emergency Contact** link. To delete an emergency contact, select the checkbox for the contact(s), and click **Delete Selected Contacts** button. To add an emergency contact while in the form, click **Save** and **Return Back to DD Form 93 Dashboard**. Then, follow the steps above. Click the **Start a New Form** or the **In Progress** link to start or return to your form.

If your Authorized Dependents are also Emergency Contacts, you do not need to add them as emergency contacts. You will be able to select from both lists when completing the DD Form 93.

### Authorized Dependents

Full Name	Relationship	Birth Date (YYYYMMDD)	Address and Phone
This section will populate with authorized dependents listed in DEERS – Additions to this section must be completed in DEERS (visit a DEERS office to update your authorized dependents)			

### Emergency Contacts

<input type="checkbox"/>	

Emergency Contacts will populate here after being added

Add an Emergency Contact

Click to add Emergency Contacts

Delete Selected Contacts

Click to remove Emergency Contacts selected in section above (Check Boxes)

# Soldier Self Service – DD 93 – Record of Emergency Data

## Emergency Contacts

<input type="checkbox"/>	Full Name
<input type="checkbox"/>	[Redacted]

First time logging in or when you need to add an emergency contact:  
Start at “Add an Emergency Contact”

If an emergency contact’s information needs to be updated:  
Click on the contact that needs to be updated

Continue until all emergency contacts have been added or emergency contact information is correct

[Add an Emergency Contact](#)

### Available Relationship choices in IPPS-A:

- |                        |                |
|------------------------|----------------|
| Child                  | Neighbor       |
| Domestic Partner Adult | Other          |
| ExSpouse               | Other Child    |
| Foster Child           | Other Relative |
| Friend                 | Parent         |
| Grand Parent           | Parent In-Law  |
| Grandchild             | Self           |
| Great Grand Parent     | Sibling        |
| Great Grandchild       | Step Parent    |
| Half Sibling           | Step Sibling   |
| In Loco Parentis       | Stepchild      |
| In-Law                 | Ward           |

NOTE: Authorized dependents not listed in the authorized dependents section can be added as emergency contacts until you can make the update with the DEERS office

# Soldier Self Service – DD 93 – Record of Emergency Data

DD FORM 93

Employee ID [REDACTED]

**Name and Gender Information**

\*Relationship

Last Name

First Name

Middle Name

\*Gender

**Birthdate, Address, and Phone Number**

Date of Birth

Country

Street Address

City

State

Postal Code

Telephone

Buttons: Cancel, Apply, Done

Pop up when adding Emergency Contacts

Start Here

Mandatory Field

Add parents' names even if deceased to help the Casualty Notification Office.

DO NOT USE P.O. Boxes if at all possible-  
Street addresses are required for notifications to be made in-person

When you click "Apply", IPPS-A will tell you which fields are required

Please review the following error messages and make appropriate updates:

- Last Name field is required.
- First Name field is required.
- Birthdate field is required.
- Address field is required
- City field is required
- Country field is required
- State field is required
- Postal Code field is required

OK

# Soldier Self Service – DD 93 – Record of Emergency Data

Once all Emergency Contacts have been added:

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< Self Service

DD FORM 93 DASHBOARD

SAMPLE, IAM, A

▶ Instructions

[View the official instructions on DD Form 93](#)

Your DD Form 93s

[Start a New DD Form 93](#)

Completed form. Signed on 2023-01-07 by [REDACTED]

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# Soldier Self Service – DD 93 – Record of Emergency Data

Sections of the DD 93 will auto-populate based on the emergency contact category – Children / Parents

Emergency Contact Information

Benefits Related Information

## DD FORM 93

×

[Return Back to DD Form 93 Dashboard](#)

### SECTION 1

#### Member Information

#### Spousal Information

4a. SPOUSE NAME (if applicable)(Last, First, Middle Initial)

b. ADDRESS (include ZIP Code) AND TELEPHONE NUMBER

SINGLE  DIVORCED  WIDOWED

#### Children Information

5a. NAME (Last, First, Middle Initial) ▾

b. RELATIONSHIP ▾

c. DATE OF BIRTH (YYYYMMDD) ▾

d. ADDRESS (include ZIP Code) AND TELEPHONE NUMBER ▾

#### Parental Information

6a. FATHER NAME (Last, First, Middle Name) ▾

b. ADDRESS (include ZIP Code) AND TELEPHONE NUMBER ▾

7a. MOTHER NAME (Last, First, Middle Name) ▾

b. ADDRESS (include ZIP Code) AND TELEPHONE NUMBER ▾

## Soldier Self Service – DD 93 – Record of Emergency Data

These sections are dropdowns:

“Do not notify due to ill health” – anyone you do not want notified if they are sick or hospitalized. This section may be “None”

“Notify instead” – these contacts will be notified instead of the contacts listed in the “Do not notify due to ill health” section

This section may be “None” only if the “Do not notify due to ill health” section is “None”

“Designated Persons (Military Only)” - This item will be used to record the name of the person or persons, if any, other than the member's primary next of kin or immediate family, to whom information on the whereabouts and status of the member shall be provided if the member is placed in a missing status. Reference 10 USC, Section 655. **NOT APPLICABLE to civilians.**

This section may be “None”

Dropdowns

Use + or – to  
add or remove  
rows

### Notification Information

8a. DO NOT NOTIFY DUE TO ILL HEALTH	RELATIONSHIP		+	-
<input type="text"/>				
8b. NOTIFY INSTEAD	RELATIONSHIP	ADDRESS (include ZIP Code) AND TELEPHONE NUMBER	+	-
<input type="text"/>				

### Designees Information

9a. DESIGNATED PERSONS (Military Only)	b. ADDRESS (include ZIP Code) AND TELEPHONE NUMBER		+	-
<input type="text"/>				

Save

Validate Form

Edit Form

Generate DD93 Form

# Soldier Self Service – DD 93 – Record of Emergency Data

Emergency Contact Information

Benefits Related Information

Click on “Benefits Related Information” at the top of the screen in order to fill the next sections

Dropdowns

## SECTION 2

### Beneficiaries Information

Note: If more than one Death Gratuity beneficiary (Box 11a) is listed, leave Percentage (Box 11d) blank to divide equally.

11a. BENEFICIARY (IES) FOR DEATH GRATUITY	b. RELATIONSHIP	c. ADDRESS AND TELEPHONE NUMBER	d. PERCENTAGE
<input type="text"/>			<input type="text"/> + -
12a. BENEFICIARY (IES) FOR UNPAID PAY/ALLOWANCES	RELATIONSHIP	b. ADDRESS AND TELEPHONE NUMBER	c. PERCENTAGE
<input type="text"/>			<input type="text"/> + -
13a. PERSON AUTHORIZED TO DIRECT DISPOSITION (PADD)	RELATIONSHIP	b. ADDRESS AND TELEPHONE NUMBER	
<input type="text"/>			

Type

Use + or - to add or remove rows

Use dropdowns to identify:

“Beneficiary (ies) for death gratuity” – If no percentage is typed in, IPPS-A will evenly split the percentage

“Beneficiary (ies) for unpaid pay/allowances” – Percentages must be entered and must add up to 100

“Person authorized to direct disposition (PADD)” – Select the name of the Person Authorized to Direct Disposition (PADD) of your remains should you become a casualty. Only the following persons may be named as a PADD: surviving spouse, blood relative of legal age, or adoptive relatives of the decedent. If neither of these three can be found, a person standing in loco parentis may be named. **NOT APPLICABLE to civilians.**

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Free-text type in fields – Samples provided

## Remarks and Other Pertinent Information

Will Location:

County courthouse – Sussex County, NJ

Living Will Location:

County courthouse – Sussex County, NJ

Language Barrier:

Sister In-Law only speaks Tagalog / Brother In-Law only speaks hangueo

Medical Power of Attorney:

Brother appointed as agent – filed with attorney

Private Insurance:

Prudential

Desired Location:

Newton, NJ

Non-Medical Attendant (NMA):

Friend – John Smith

Loco Parentis:

Uncle – Jack Smith

Types of information for this section:  
Next of Kin language barriers  
Location or existence of wills and private insurance  
Directions to residence  
Desired non-medical attendant and geographic preference for medical care

14. CONTINUATION/REMARKS:

Enter any other comments here.

# Soldier Self Service – DD 93 – Record of Emergency Data

## Signature Information

15. SIGNATURE OF SERVICE MEMBER

16. SIGNATURE OF WITNESS

17. DATE SIGNED (YYYYMMDD)

Save

Validate Form

Edit Form

Generate DD93 Form

1

2

Sign Form

Steps to complete DD Form 93:

1. Click “Validate Form” – correct any errors noted in error message
  - When all errors have been corrected, the “Validate Form” button will be grayed out along with the Save and Generate DD93 Form buttons
2. Click “Sign Form”
  - NOTE: CAC signature is required to sign the DD 93. DD 93 can be updated on any mobile device that can reach the site but cannot be completed without CAC signing capabilities

Once CAC signature has been applied to the DD 93, IPPS-A will automatically transmit the completed DD 93 to iPERMs. HR Professionals do not need to sign as witness. Completed DD 93s will populate in iPERMs within 24 hours.