

PSD JACKSONVILLE  
STANDARD OPERATING PROCEDURES (SOP)

**DEPENDENCY APPLICATION/RECORD OF EMERGENCY DATA**

Reference(s): (a) MILPERSMAN 1070-270

Point of Contact: Customer Service Section

Document(s) required:

- (1) Marriage Certificate
- (2) Birth Certificate
- (3) Divorce Decree
- (4) Paternity Statement (male members only)
- (5) Adoption papers

**Background:**

The Dependency Data (NSIPS), commonly known as the Page 2, is used for both officer and enlisted personnel. It serves as an application for dependency allowance and as an up-to-date record of emergency data for casualty reporting and notification of next-of-kin. The Page 2 is the most important document in a member's service record.

The Dependency data is used to establish entitlement to dependent BAH, COLA, TLA and dependent transportation.

The Dependency Data is the official document used by the Navy when the following determination is required:

- Person (s) to be notified in case of emergency or death
- Person (s) to receive the death gratuity if no spouse or child survives the member
- Person (s) to receive allotment of pay if member is missing while on active duty
- Commercial insurance companies to be notified in case of death of a member
- Designation of beneficiary for SGLI on file (if yes, date of designation)

## **Information:**

The Dependency Data shall be verified and updated (if necessary) by each member on active duty upon:

- Detaching / reporting on PCS orders
- Prior to unit deployment/patrols
- Gain / loss of a family member (marriage, divorce, birth, death, dependent child over 21, etc)
- Reporting for AT
- Assignment / termination of government housing
- Claiming reimbursement for family members travel
- Transferring to fleet reserve / retirement
- NAVADMIN 098/01 requires that designated PNOK/SNOK, address and phone numbers be included in the Dependency Data. This will expedite initial contact with PNOK/SNOK in case of emergency.

## **COMMAND/CPC RESPONSIBILITY**

Advise members of the paramount importance of updating the Page 2. It is the member's responsibility to ensure information is complete, correct and accurate and to provide required documents.

Ensure member reports to the detachment with applicable documents.

## **DETACHMENT RESPONSIBILITY**

- Verify information provided by member
- Enter / update Dependency Data File onto NSIPS
- Prepare other related documents as appropriate, i.e., DEERS enrollment, dependent ID card, start BAH, etc.