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FM PTC WASHINGTON DC//ALARACT//

TO ALARACT

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SUBJ: ALARACT 058/2009 - NEW PERSONNEL PROCESSING REQUIREMENT: DD FORM 93, TRAINING VIDEO

UNCLASSIFIED//

THIS MESSAGE HAS BEEN SENT BY THE PENTAGON TELECOMMUNICATIONS CENTER ON BEHALF OF CDRHRC AG OPNS ALEXANDRIA VA.

SUBJECT: NEW PERSONNEL PROCESSING REQUIREMENT: DD FORM 93, TRAINING VIDEO

- A. ALARACT 251/2008 FRAGMENTARY ORDER 1 TO OPERATIONS ORDER 08-01 OPERATION EXECUTE NEW (JAN 08) DD FORM 93, DTG 161211Z OCT 08.
 - B. ARMY REGULATION 600-8-101, PERSONNEL PROCESSING (IN-, OUT-, SOLDIER READINESS, MOBILIZATION AND DEPLOYMENT PROCESSING)
 - C. ALARACT 026/2009 DCS CHECKLIST REQUIREMENT & RELEASE OF: TAKING CARE OF BUSINESS: A PERSONAL READINESS VIDEO & CHECKLIST FOR SOLDIERS AND FAMILIES, DTG 282308Z JAN 09.
1. FEEDBACK FROM SENIOR ARMY COMMANDERS EXECUTING THE REQUIREMENT AT REF. A INDICATED THAT COMPLETING THE DD FORM 93 CAN BE A VERY COMPLICATED PROCESS INVOLVING SIGNIFICANT DECISIONS THAT MANY SOLDIERS DON'T FULLY UNDERSTAND. IN PARTICULAR, MANY SOLDIERS ARE UNAWARE OF WHAT OPTIONS THEY DO AND DO NOT HAVE FOR DESIGNATING A PERSON TO DIRECT DISPOSITION OF THEIR REMAINS (THE PADD) IF THEY SHOULD DIE. AS A RESULT, THE VICE CHIEF OF STAFF, ARMY, DIRECTED THE ARMY G-1 TO DEVELOP A TRAINING PRODUCT TO HELP SOLDIERS AND THEIR COMMANDERS BETTER UNDERSTAND THEIR OPTIONS WHEN COMPLETING THE DD FORM 93 SO THAT THE ARMY CAN CORRECTLY CARRY OUT THE SOLDIER'S WISHES IN THE EVENT THAT SOLDIER DIES WHILE IN SERVICE TO THE NATION.
 2. THIS MESSAGE ANNOUNCES THE ARMY-WIDE RELEASE OF THAT TRAINING PRODUCT, A 20-MINUTE ONLINE TRAINING VIDEO, AND THE REQUIREMENT FOR COMMANDERS TO HAVE THEIR SOLDIERS TO REVIEW THIS VIDEO PRIOR TO REVIEWING OR UPDATING THEIR DD FORM 93 AS PART OF IN-, OUT-, SOLDIER READINESS (SRP), MOBILIZATION AND DEPLOYMENT PROCESSING. THE VIDEO EXPLAINS WHAT DESIGNATION OPTIONS ARE AVAILABLE TO SOLDIERS; WHAT SOLDIERS SHOULD KNOW BEFORE THEY DESIGNATE THOSE WHO THEY WISH TO RECEIVE THE DEATH GRATUITY, UNPAID PAY AND ALLOWANCES, AND WHO THEY WISH TO BE THEIR PADD; AND HOW TO ENTER THEIR DESIGNATIONS ON THE DD FORM 93. THIS NEW REQUIREMENT WILL BE INCORPORATED INTO THE NEXT REVISION OF REF. B.
 3. IN THOSE LOCATIONS WHERE ACCESS TO THE ONLINE TRAINING VIDEO IS NOT FEASIBLE, COMMANDERS MAY SUBSTITUTE THE POWERPOINT RECORD OF EMERGENCY DATA BRIEF THAT CASUALTY AND MORTUARY AFFAIRS OPERATIONS CENTER PREPARED AND POSTED TO ITS WEBSITE AND ON S1NET. THE TRAINING VIDEO AND /OR THE POWERPOINT PRESENTATION ALSO SERVES AS A USEFUL FOLLOW-ON TRAINING TO THE "TAKING CARE OF BUSINESS" VIDEO ANNOUNCED AT REF. C.
 4. IN ORDER TO ENSURE THIS NEW REQUIREMENT DOES NOT UNDULY IMPACT THE

SRP AND SIMILAR LARGE-SCALE SOLDIER RECORDS PROCESSING ACTIVITIES, COMMANDERS OR THEIR S-1 SHOULD ENSURE SOLDIERS WITHIN THEIR UNIT REVIEW THIS TRAINING VIDEO (OR ARE BRIEFED USING THE POWERPOINT PRESENTATION) PRIOR TO REPORTING TO THE SRP OR OTHER LARGE-SCALE PROCESSING ACTIVITY. MILITARY PERSONNEL DIVISIONS ARE AUTHORIZED TO MAKE THIS VIDEO (OR ITS POWERPOINT COUNTERPART) A PREREQUISITE FOR SCHEDULING INDIVIDUAL OR LARGE-GROUP DD FORM 93 UPDATES.

5. COMMANDERS, HR LEADERS, AND SOLDIERS MAY ACCESS THE TRAINING VIDEO, "THE RECORD OF EMERGENCY DATA (DD FORM 93): WHAT YOU NEED TO KNOW," AND THE POWERPOINT "RECORD OF EMERGENCY DATA BRIEF" TRAINING PRESENTATIONS AT:

[HTTPS://WWW.HRC.ARMY.MIL/SITE/ACTIVE/TAGD/CMAOC/CMAOC.HTM](https://www.hrc.army.mil/site/active/tagd/cmaoc/cmaoc.htm)

6. POINT OF CONTACT FOR CASUALTY AND MORTUARY AFFAIRS OPERATIONS CENTER (CMAOC) IS LTC TOM CROSS (AHRC-PDC-P), COM: 703-325-2946, EMAIL: TOM.CROSS@US.ARMY.MIL.

7. EXPIRATION DATE CANNOT BE DETERMINED.