

## Emergency Data Form Instructions

Please follow the instructions below while completing the Emergency Data Form (NAVPERS 1070/602):

- Blocks 5-32: These blocks are not applicable to you unless you are married and/or have children. Please leave these blocks blank unless they apply to you.
- Blocks 33/34/36/37; enter your parent information.
  - If the address is the same for both parents you may enter “same” instead of re-entering the entire address.
- Block 35 & 38: Enter “No.”
- Blocks 39-46: Answer as applicable.
- Blocks 47-49: Please leave blank.
- Block 50-52: Next of kin is your closest living relative(s). Enter “N/A” unless you have a spouse.
- Blocks 53/57/60: This/these individuals will be the beneficiaries of any unpaid benefits owed to you. Normally your next of kin.
- Blocks 56/59/63: You may indicate the percentage of unpaid benefits to be received by the individuals listed in blocks 53, 57, and 60 (normally 100%). If you choose to leave this blank, the percentage paid will be 100% by default.
- Blocks 64-66: If you have life insurance list the company, business address, and policy number here. If you do not have life insurance, enter “N/A.”
- Blocks 67-76: Complete as applicable. In block 73, you are the designator. Some of the blocks have been filled in for you; please do not alter them. Do not check block 75.
- Block 77: Location (address and brief explanation; e.g., *home address; will and papers in office filing cabinet.*) of your will and valuable papers. If not applicable, please enter “N/A.”
- Block 78: Your next of kin is your closest living relative(s) (usually your parents). Please include your primary next of kin’s name and phone number. You may enter a secondary next of kin, though it is not required. Please leave the question “*Is beneficiary designation of S.G.L.I on file*” blank.
- Block 79: Your signature.
- Block 80: LEAVE BLANK.

If you have questions about this or other NROTC forms, please contact our staff at [nrotc@marquette.edu](mailto:nrotc@marquette.edu).