



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL**  
**FORT SILL, OKLAHOMA 73503-5000**

ATZR-C

15 August 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Maintaining Emergency Notification and Service Members' Group Life Insurance (SGLI) Elections, CG Policy Memo 16-04

1. References:

- a. AR 638-8, Army Casualty Program, 23 June 2015, Chapter 8.
- b. AR 600-8-101, Personnel Processing (In-, Out-, Soldier Readiness, and Deployment Cycle), 19 February 2015.
- c. Department of Defense Instruction (DODI) 1300.18, 8 January 2008, and Change 1, 14 August 2009.

2. Scope. This policy pertains to all Soldiers assigned or attached to Fort Sill Oklahoma.

3. Purpose. To establish policy that directs all Fort Sill Soldiers to update their casualty documents and ensure their intent is annotated properly on emergency notification documents, DD Form 93, Record of Emergency Data and SGLV Form 8286, Service Members Group Life Insurance (SGLI).

4. Policy:

- a. Commanders and leaders, at all levels, will:
  - (1) Establish internal procedures to ensure their unit S1 conducts an annual 100% screen of all DD Form 93, SGLV Form 8286, and related documents to make sure they are current and accurate. Soldier in-processing, Soldier Readiness Processing, payday procedures, and performance counseling sessions are all excellent opportunities for leaders to verify the information on these documents.
  - (2) Provide written counseling statements signed by the Unit Commander to any Soldiers who decline SGLI coverage, elect SGLI coverage that is less than the maximum amount, or names a beneficiary other than the Spouse on the ramifications of their decision should the Soldier become a casualty.
  - (3) Ensure the computer generated letter is mailed to alert the Spouse when their sponsor lists someone other than the spouse as their beneficiary.

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b. Soldiers will make appropriate and timely changes to their DD Form 93 and SGLI as they occur (e.g., marriage, divorce, birth of child, death of family member identified on the emergency notification document, or just a change of address or phone number, etc.). Soldiers will ensure the date these documents were last reviewed and validated does not exceed one year.

c. The Fort Sill Inspector General will make DD Form 93 and SGLI accuracy an inspectable item during all command inspections.

5. This policy will remain in effect until superseded or rescinded.

6. Point of contact is the Director of Human Resources, (580) 442-0145.



BRIAN J. MCKIERNAN  
Major General, USA  
Commanding

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