

# U. S. Coast Guard

## Direct Access II

### Overview

**Introduction** The BAH/Dependency data form lists a member's BAH eligible dependents and provides an area for the member to certify the accuracy of the information. The emergency contacts report lists contact information for those the member has designated as emergency contacts.

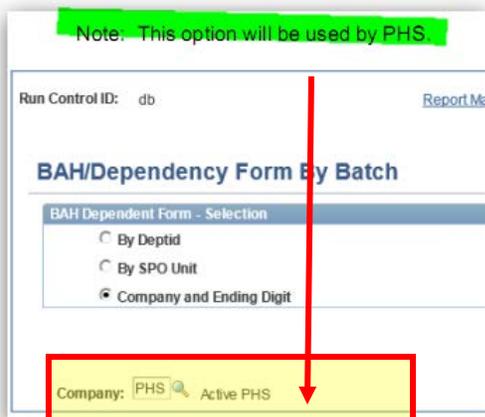
This guide provides the procedures to print a BAH/Dependency/ or Emergency Contact form by employee or by batch process.

**Topics** The following topics are covered in this section.

Topic	See Page
How to Print the BAH Dependency Data or Emergency Contact Form By Employee	2
How to Batch Print the BAH Dependency Data or Emergency Contact Form	3

### Warning

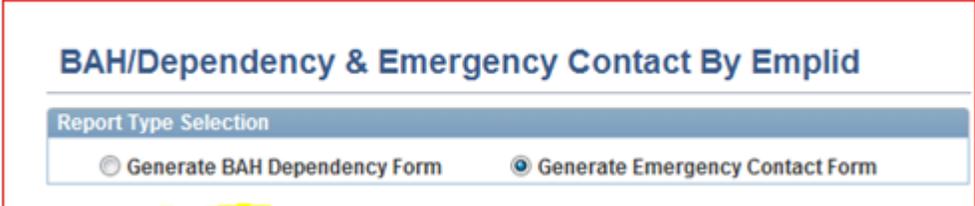
The run control dialog for the batch print request includes an option labeled "Company and Ending Digit". **U. S. Coast Guard users must not select this option.**



As noted in the procedures that follow, this option is only for USPHS users. Using this option with "CG" in the company field is having a negative performance impact on the process server which delays all other process requests.

## How to Print the BAH Dependency Data or Emergency Contact Form By Employee

Log into Direct Access II and follow the steps below to generate/print a BAH/Dependency Data form on a member.

STEP	ACTION
1	<p>From the portal, click on the BAH/Dependent Form by Employee link within the Active &amp; Reserve Pay Shortcuts menu. This form can also be accessed via the path below:</p> <p>Global Payroll &amp; Absence Mgmt &gt; USCG Payroll Processes &gt; Payroll Reports &gt; <i>BAH Depndnt/Emrgncy Data Emplid</i></p>
2	<p>Select the form you want to generate:</p>  <p>Click on the Empl ID field and enter the member's EMPLID.</p>
3	<p>Tab out of the field and click the 'Create Report' button.</p>  <p>Note: You must tab out of the EMPL ID field to be able to click on the Create Report button.</p> <p>A new window will appear with the member's BAH/Dependency Data or Emergency Contact form. This form can be saved to a local folder and/or printed.</p> <p>Note: If there are data discrepancies on the member's form, most likely it's because the data within the Personal Information on the member is incorrect or the data within the Dependent Information component is incorrect on the dependent. Please check these components to see if the data needs to be corrected or updated.</p>

## How to Batch Print the BAH Dependency Data or Emergency Contact Form Form

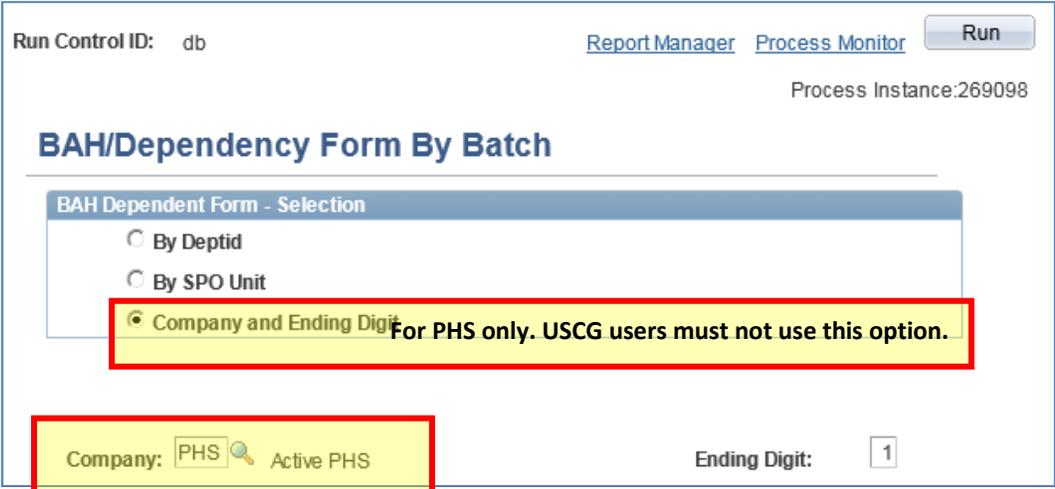
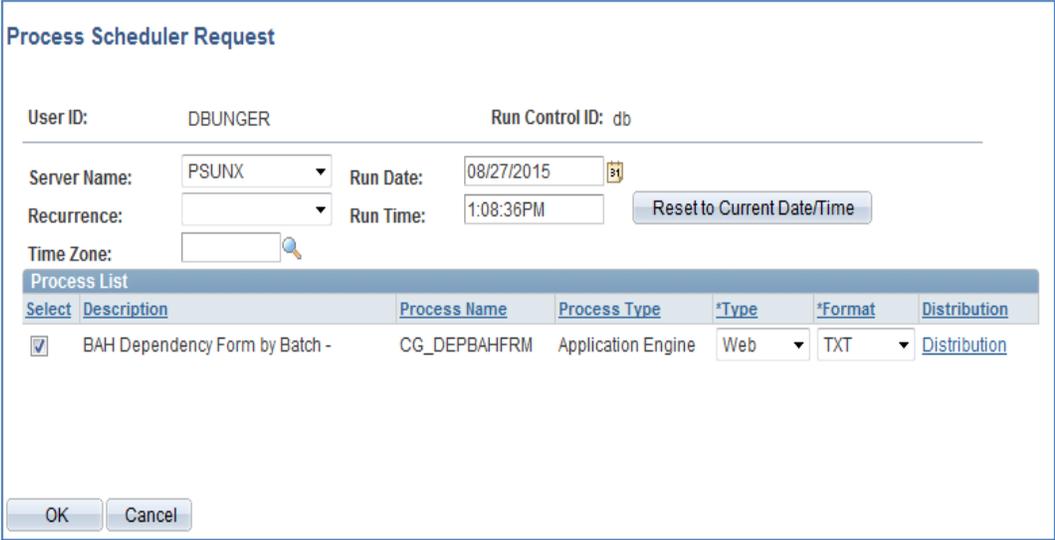
Log into Direct Access II and follow the steps below to generate/print BAH/Dependency Data forms on members assigned to specified department or SPO.

STEP	ACTION
1	<p>Click on the BAH/Dependent Data Form Batch link by following the path below from the Enterprise Menu on the portal page:</p> <ul style="list-style-type: none"> <li>- Global Payroll &amp; Absence Mgmt &gt; USCG Payroll Processes &gt; Payroll Reports &gt; <i>BAH Depndnt/Emrgncy Data Batch</i></li> </ul>
2	<p>Enter a Run Control ID and then click the Search button.</p> <p>Note: Click the Add a New Value tab if the Run Control ID needs to be created.</p> <div data-bbox="354 730 1063 1031" style="border: 1px solid red; padding: 5px;"> <p><b>BAH Depndnt/Emrgncy Data Batch</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value   Add a New Value</p> <hr/> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p><b>Search by:</b> Run Control ID begins with <input type="text" value="DS"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <a href="#">Advanced Search</a></p> </div> <p>The following page will appear:</p> <div data-bbox="354 1102 1079 1396" style="border: 1px solid red; padding: 5px;"> <p>Run Control ID: DS <span style="float: right;"><a href="#">Report Manager</a> <a href="#">Process Monitor</a> <input type="button" value="Run"/></span></p> <p><b>BAH/Dependency &amp; Emergency Contact By Batch</b></p> <p><b>Report Form Selection</b></p> <p><input type="radio"/> Generate BAH Dependency Form   <input type="radio"/> Generate Emergency Contact Form</p> <p><b>Form - Sub-Selection</b></p> <p><input type="radio"/> By Deptid</p> <p><input type="radio"/> By SPO Unit</p> <p><input type="radio"/> Company and Ending Digit (Only for PHS)</p> </div> <p>Select either the <b>Generate BAH Dependency Form</b> or <b>Generate Emergency Contact Form</b> option.</p>

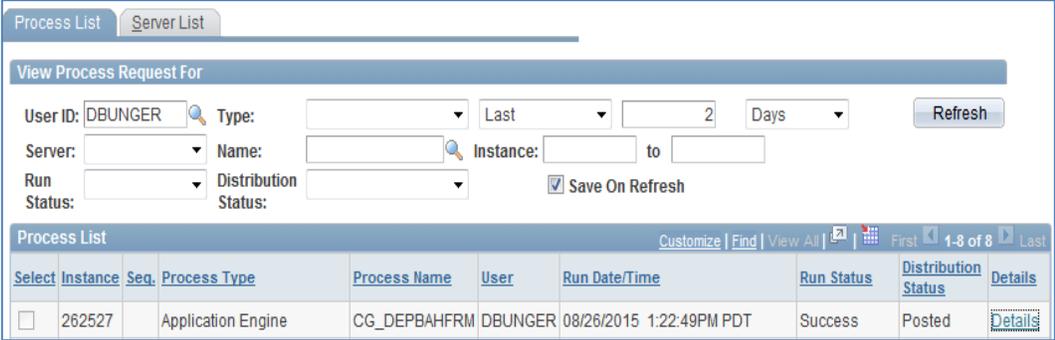
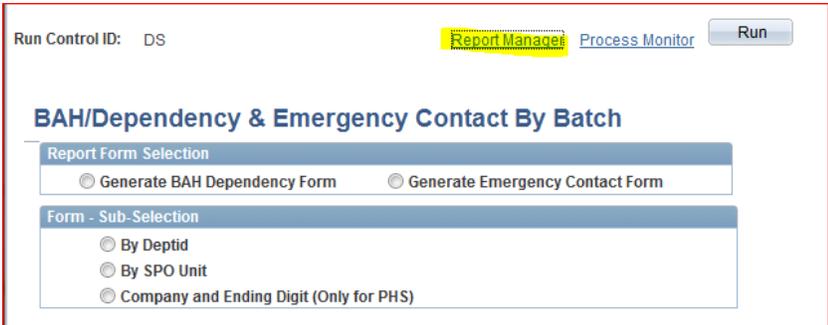
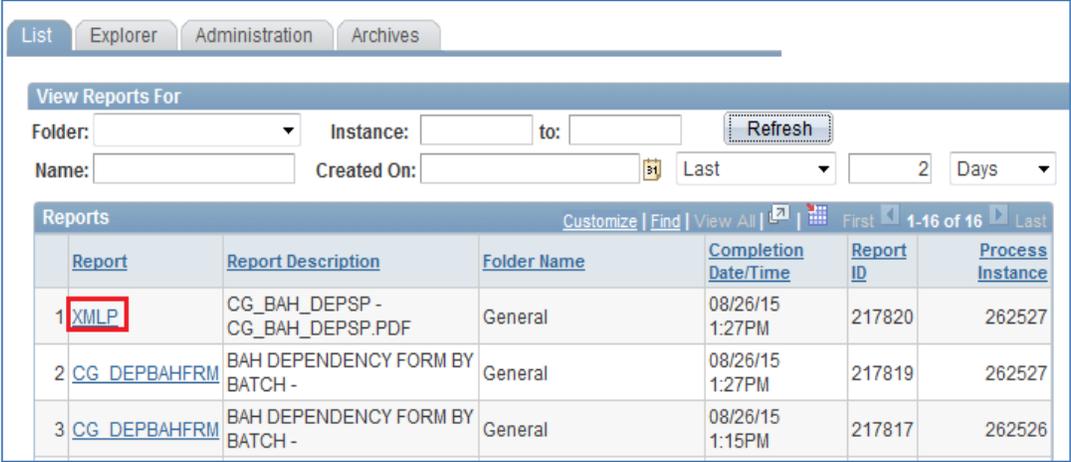
**How to Batch Print the BAH Dependency Data or Emergency Contact Form,**  
Continued

STEP	ACTION
3	<p>Click on the By Deptid or By SPO Unit radio button.</p> <p>A. If by Deptid, the following fields will pop up:</p> <div data-bbox="354 380 1398 800" style="border: 1px solid black; padding: 5px;"> <p>Run Control ID: db <span style="float: right;"><a href="#">Report Manager</a> <a href="#">Process Monitor</a> <input type="button" value="Run"/></span></p> <p style="text-align: right;">Process Instance:269098</p> <p><b>BAH/Dependency Form By Batch</b></p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p><b>BAH Dependent Form - Selection</b></p> <p><input checked="" type="radio"/> By Deptid</p> <p><input type="radio"/> By SPO Unit</p> <p><input type="radio"/> Company and Ending Digit</p> </div> <p>Set ID: <input type="text" value="00010"/> Shared Coast Guard</p> <p>Department: <input type="text" value="007823"/> COMMANDANT (CG-222)</p> </div> <p>The user will enter/select a SETID.</p> <ul style="list-style-type: none"> <li>• For CG, it will be 00010</li> <li>• For NOAA, it will be 00007</li> </ul> <p>The user will then enter/select a department ID.</p> <p>B. If by SPO Unit, the following fields will pop up:</p> <div data-bbox="354 1161 1398 1587" style="border: 1px solid black; padding: 5px;"> <p>Run Control ID: db <span style="float: right;"><a href="#">Report Manager</a> <a href="#">Process Monitor</a> <input type="button" value="Run"/></span></p> <p style="text-align: right;">Process Instance:269098</p> <p><b>BAH/Dependency Form By Batch</b></p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p><b>BAH Dependent Form - Selection</b></p> <p><input type="radio"/> By Deptid</p> <p><input checked="" type="radio"/> By SPO Unit</p> <p><input type="radio"/> Company and Ending Digit</p> </div> <p>Set ID: <input type="text" value="00010"/> Shared Coast Guard</p> <p>SPO Unit: <input type="text" value="036413"/> PPC SPO SECTION</p> </div> <p>The user will enter/select a SETID.</p> <ul style="list-style-type: none"> <li>• For CG, it will be 00010</li> <li>• For NOAA, it will be 00007</li> </ul> <p>The user will then enter/select a SPO ID.</p>

**How to Batch Print the BAH Dependency Data or Emergency Contact Form,**  
Continued

STEP	ACTION
3	<p>C. If by Company and Ending Digit, the following fields will pop up:</p> <p>Note: This option will be used by PHS <b>ONLY</b>.</p>  <p>The user will select company.</p> <ul style="list-style-type: none"> <li>For PHS, it will be PHS</li> </ul> <p>The user will then enter a digit (last number of SSN).</p>
4	<p>Click the RUN button. The following page should show appear:</p> 
5	Click on the Server Name field and select PSUNX. It may already be defaulted to it.
6	Click the OK button.
7	Click the Process Monitor link.

**How to Batch Print the BAH Dependency Data or Emergency Contact Form,**  
Continued

STEP	ACTION
8	<p>Monitor the process to make sure it finishes successfully.</p>  <p>The screenshot shows a web interface with tabs for 'Process List' and 'Server List'. Below the tabs is a 'View Process Request For' section with fields for User ID (DBUNGER), Type, Last, Days (2), and a Refresh button. There are also fields for Server, Name, Instance, Run Status, and Distribution Status. A 'Process List' table is displayed below, with columns for Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains one row with Instance 262527, Process Type Application Engine, Process Name CG_DEPBAHFRM, User DBUNGER, Run Date/Time 08/26/2015 1:22:49PM PDT, Run Status Success, and Distribution Status Posted.</p>
9	<p>When the process successfully finishes, click the following link on the page: <b>Go back to BAH Depndnt/Emrgncy Data Batch</b></p>
10	<p>Click Report Manager link.</p>  <p>The screenshot shows a 'Run Control ID: DS' section with a 'Report Manager' link highlighted in yellow, a 'Process Monitor' link, and a 'Run' button. Below this is a heading 'BAH/Dependency &amp; Emergency Contact By Batch'. Underneath are two sections: 'Report Form Selection' with radio buttons for 'Generate BAH Dependency Form' and 'Generate Emergency Contact Form', and 'Form - Sub-Selection' with radio buttons for 'By Deptid', 'By SPO Unit', and 'Company and Ending Digit (Only for PHS)'.</p> <p>The Report Manager page should appear.</p>
11	<p>Click on the XMLP link:</p>  <p>The screenshot shows a web interface with tabs for 'List', 'Explorer', 'Administration', and 'Archives'. Below the tabs is a 'View Reports For' section with fields for Folder, Instance, to, Name, Created On, Last, and Days (2), and a Refresh button. A 'Reports' table is displayed below, with columns for Report, Report Description, Folder Name, Completion Date/Time, Report ID, and Process Instance. The table contains three rows. The first row has Report 'XMLP' (highlighted with a red box), Report Description 'CG_BAH_DEPSP - CG_BAH_DEPSP.PDF', Folder Name 'General', Completion Date/Time '08/26/15 1:27PM', Report ID '217820', and Process Instance '262527'. The second row has Report 'CG_DEPBAHFRM', Report Description 'BAH DEPENDENCY FORM BY BATCH -', Folder Name 'General', Completion Date/Time '08/26/15 1:27PM', Report ID '217819', and Process Instance '262527'. The third row has Report 'CG_DEPBAHFRM', Report Description 'BAH DEPENDENCY FORM BY BATCH -', Folder Name 'General', Completion Date/Time '08/26/15 1:15PM', Report ID '217817', and Process Instance '262526'.</p> <p>The report page will appear.</p>

**How to Batch Print the BAH Dependency Data or Emergency Contact Form,**  
Continued

STEP	ACTION										
12	<p>Click on the <b>xxxx.pdf</b> link.</p> <div data-bbox="354 340 1386 919" style="border: 1px solid black; padding: 5px;"> <p><b>Report</b></p> <p>Report ID: 217820      Process Instance: 262527      <a href="#">Message Log</a></p> <p>Name: XMLP      Process Type: XML Publisher</p> <p>Run Status: Success</p> <p>CG_BAH_DEPSP - CG_BAH_DEPSP.pdf</p> <p><b>Distribution Details</b></p> <p>Distribution Node: RPTNODE      Expiration Date: 09/02/2015</p> <p><b>File List</b></p> <table border="1" data-bbox="360 688 1360 781"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td><a href="#">CG_BAH_DEPSP.pdf</a></td> <td>605,820</td> <td>08/26/2015 1:27:37.146403PM PDT</td> </tr> </tbody> </table> <p><b>Distribute To</b></p> <table border="1" data-bbox="360 793 1234 890"> <thead> <tr> <th>Distribution ID Type</th> <th>*Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>DBUNGER</td> </tr> </tbody> </table> </div> <p>NOTE: CG_EMRCNT_<b>DP</b>.pdf (the DP signifies this is a DEPTID report) NOTE: CG_EMRCNT_<b>SP</b>.pdf (the SP signifies this is by SPO)</p>	Name	File Size (bytes)	Datetime Created	<a href="#">CG_BAH_DEPSP.pdf</a>	605,820	08/26/2015 1:27:37.146403PM PDT	Distribution ID Type	*Distribution ID	User	DBUNGER
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Distribution ID Type	*Distribution ID										
User	DBUNGER										
13	<p>The pdf document should open and contain all of the members assigned to the specified department, SPO ID, or last number of SSN for a specified company. It can now be printed and/or saved to a local directory.</p>										