

# Dependent Information

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**Introduction** This guide provides the procedures for Servicing Personnel Offices to enter, update or delete Dependent Information in Direct Access.

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- References**
- (a) [Coast Guard Pay Manual, COMDTINST M7220.29\(series\), Chap 3-D](#)
  - (b) [Military Personnel Data Records \(PDR System\), COMDTINST M1080 \(series\)](#)
  - (c) [Identification Cards for Members of the Uniformed Services, their Eligible Family Members, and Other Personnel, COMDTINST M5512.1\(series\)](#)
  - (d) [Personnel and Pay Procedures Manual, PPCINST M1000.2 \(series\)](#)
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**Before You Begin** CGHRS users can view current and history rows and enter new data.

Complete the Dependent Information:

- Upon initial entry into the Coast Guard or Coast Guard Reserve of a member with dependents.
  - Whenever a Coast Guard Reserve member with dependents begins any form of active duty.
  - Upon reenlistment after a break in service.
  - Upon recall to active duty of retired members.
  - Upon reporting to a new Permanent Duty Station.
  - Anytime a member acquires an initial or additional dependent.
  - When any change occurs with regard to the status of a dependent of any Coast Guard or Coast Guard Reserve member (including retirees) with dependents (i.e. separation, divorce, death of dependent, dependent enters the Armed Forces, has an incapacitated child who turns 18, or a child over age 21 who is a full time student).
  - Whenever the former spouse of a Coast Guard or Coast Guard Reserve member remarries another member of any Uniformed Service, and the former spouse has physical custody and/or receives child support payments on behalf of any children born or adopted during the previous marriage.
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## Dependent Information, Continued

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### Additional Information

Only BAH eligible dependents, as defined in reference (a), are entered on the member's dependent information page.

Changes made in Dependent Information/Personal Information WILL NOT IMMEDIATELY APPEAR ON THE BAH DEPENDENCY DATA FORM. The form relies on an update process that runs daily at 0500(EST) to pull the data from the form. Wait until 0500 or the next day before attempting to print the form.

Do not delete dependents from the member's record if their status changes. Example, if a member reports a divorce insert a new **Personal History row on the Personal Profile tab** and change the spouse's relationship to "ExSpouse" and enter the divorce date.

**Note:** Be sure to stop the member's FSGLI deduction as well if the member is divorced or the member's spouse dies and the member was participating in the program.

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### Required Supporting Legal Documentation

Per references (b) and (c), the following legal supporting documents are required when adding BAH-Eligible dependents:

- Birth Certificate(s) for dependent child(ren).
  - Marriage Certificate (for spouse).
  - Any additional documentation which may be required when adding dependents requiring PPC approval.
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### Contents

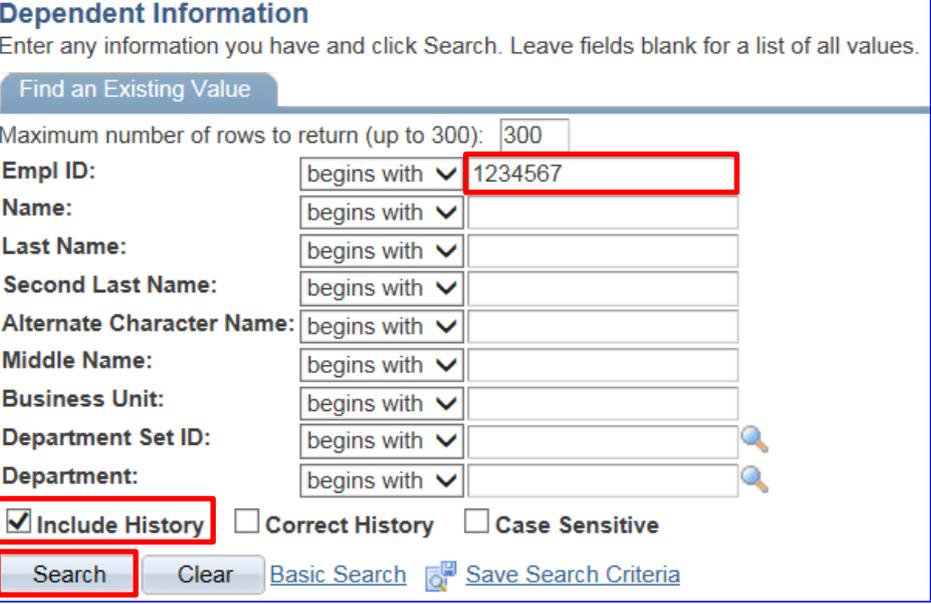
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# Entering Dependent Information

**Introduction** This guide provides the procedures for entering Dependent Information into Direct Access.

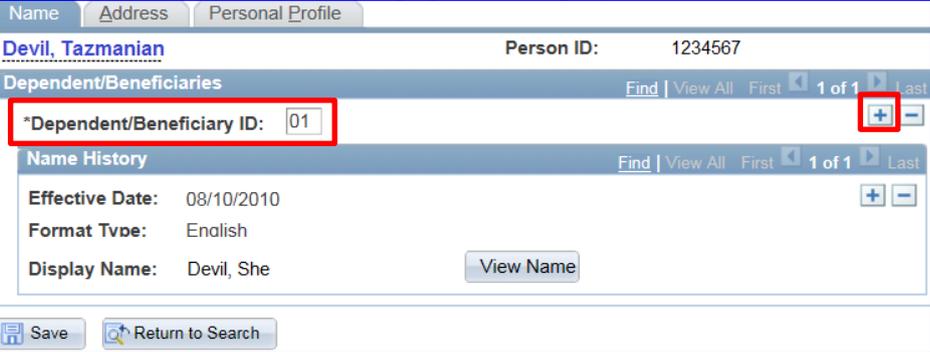
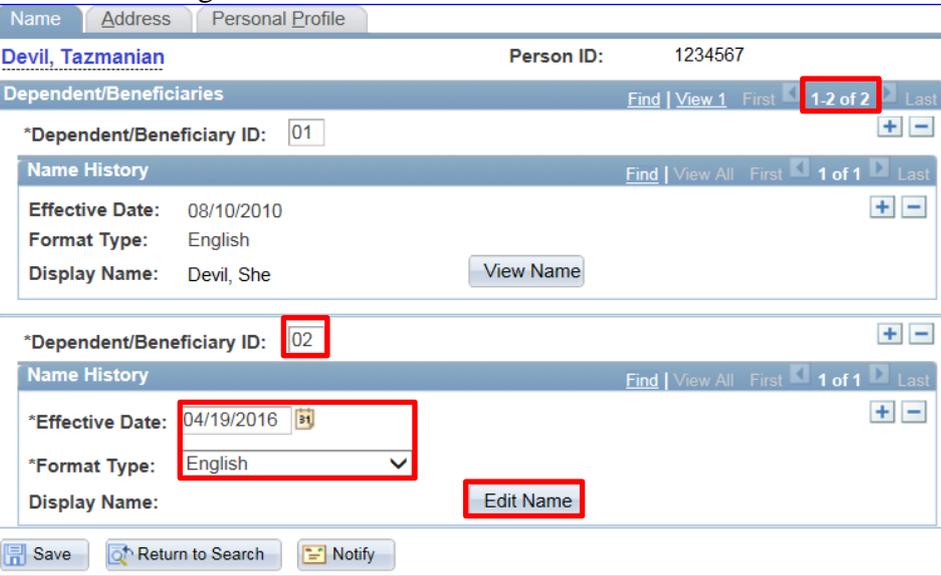
**Procedures** See below.

Step	Action
1	<p>Select the <b>Dependent Information</b> link from the <b>Active &amp; Reserve Pay Shortcuts</b> pagelet.</p>  <p>The screenshot shows a window titled "Active &amp; Reserve Pay Shortcuts" with a grid of links. The link "Dependent Information" is highlighted with a red rectangular box.</p>
2	<p>Enter the <b>Empl ID</b>, check the <b>Include History</b> box then click <b>Search</b>.</p>  <p>The screenshot shows the "Dependent Information" search form. The "Empl ID" field is set to "1234567" and the "Include History" checkbox is checked. Both are highlighted with red rectangular boxes. The "Search" button is also highlighted with a red box.</p>

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# Entering Dependent Information, Continued

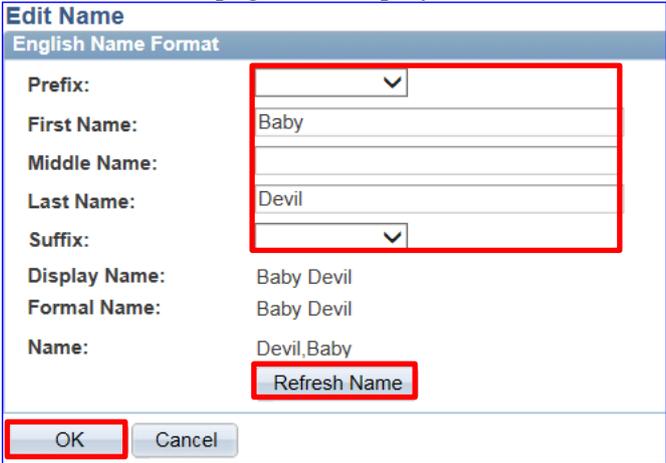
Procedures,  
continued

Step	Action
3	<p>The <b>Dependent/Beneficiaries</b> page will display.</p>  <p><b>Dependent/Beneficiary ID</b> – Uniquely identifies each dependent of the member. This number is automatically generated, do <b>NOT</b> change the Dependent ID number.</p> <p>To add a dependent, click the plus button in the Dependent/Beneficiaries section.</p>
4	<p>A new row will open and the next sequential <b>Dependent/Beneficiary ID</b> number will be generated.</p>  <ul style="list-style-type: none"> <li>• <b>Effective Date</b> – Defaults to current date, enter the effective date of the dependency change.</li> <li>• <b>Format Type</b> – Defaults to English. All names are entered as English.</li> </ul> <p>Click the <b>Edit Name</b> button.</p>

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## Entering Dependent Information, Continued

Procedures,  
continued

Step	Action
5	<p>The <b>Edit Name</b> page will display.</p>  <p>Enter the applicable information, then click the <b>Refresh Name</b> button. The name will then be displayed in the Display Name, Formal Name and Name section.</p> <p>Click the <b>OK</b> button.</p>
6	<p>You will return to the Dependent Information page. Click the <b>Address</b> tab.</p>  <p>If the address and/or phone is same as the member, check the <b>Same Address and/or Phone as Employee</b> box.</p> <p>If the address is different from the member, click the <b>Edit Address</b> button.</p>

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# Entering Dependent Information, Continued

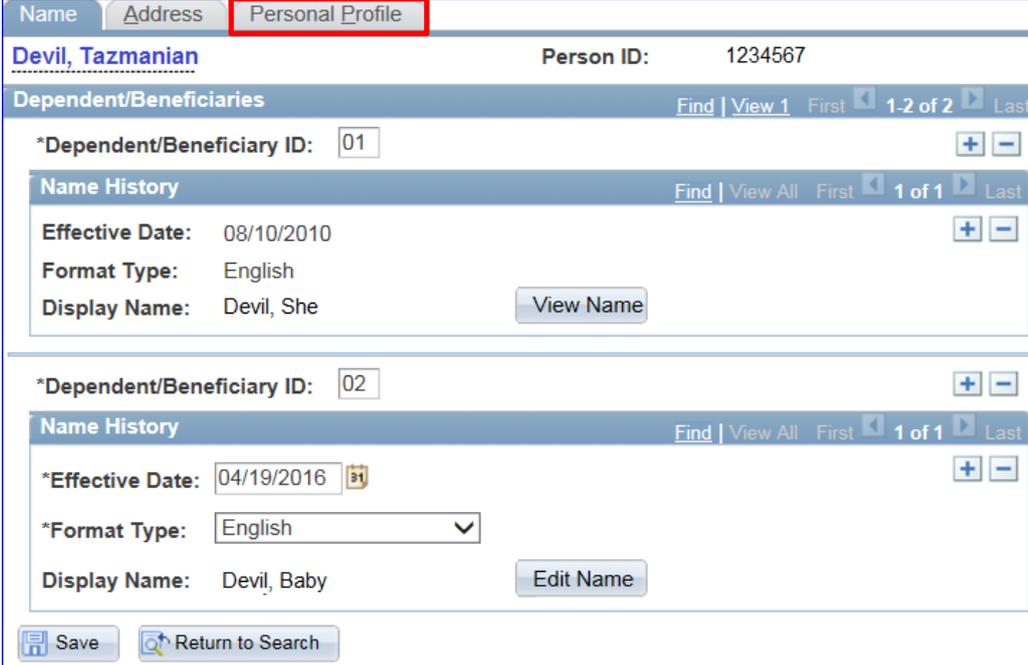
Procedures,  
continued

Step	Action
7	<p>If the <b>Same Address/Same Phone as Employee</b> was selected, the Address and Phone will default to the same as the member.</p> <div data-bbox="352 562 1385 1133" style="border: 1px solid black; padding: 5px;"> <p>Dependent/Beneficiary ID: 02      Name: Baby Devil</p> <hr/> <p><b>Address History</b> <span style="float: right;">Find   View All First 1 of 1 Last</span></p> <p>*Effective Date: 04/19/2016</p> <p><input checked="" type="checkbox"/> Same Address as Employee      Address Type: Mailing</p> <p><b>Employee's Current Address</b></p> <p>Country: USA United States</p> <p>Address: 111 Main Street Topeka, KS 66683</p> <hr/> <p><input checked="" type="checkbox"/> Same Phone as Employee      Phone Type: Mobile</p> <p><b>Employee's Phone</b></p> <p>Phone: 785/111-2222</p> </div> <p>If the <b>Edit Address</b> button was clicked, enter the new address information, then click the <b>OK</b> button.</p> <div data-bbox="352 1229 1201 1653" style="border: 1px solid black; padding: 5px;"> <p><b>Edit Address</b></p> <p>Country: United States <span style="float: right;">Change Country</span></p> <p>Address 1: 222 Central Avenue</p> <p>Address 2:</p> <p>Address 3:</p> <p>City: Topeka      State: KS      Kansas</p> <p>Postal: 66614</p> <p>County: Shawnee</p> <p><input checked="" type="button" value="OK"/>      <input type="button" value="Cancel"/></p> </div>

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## Entering Dependent Information, Continued

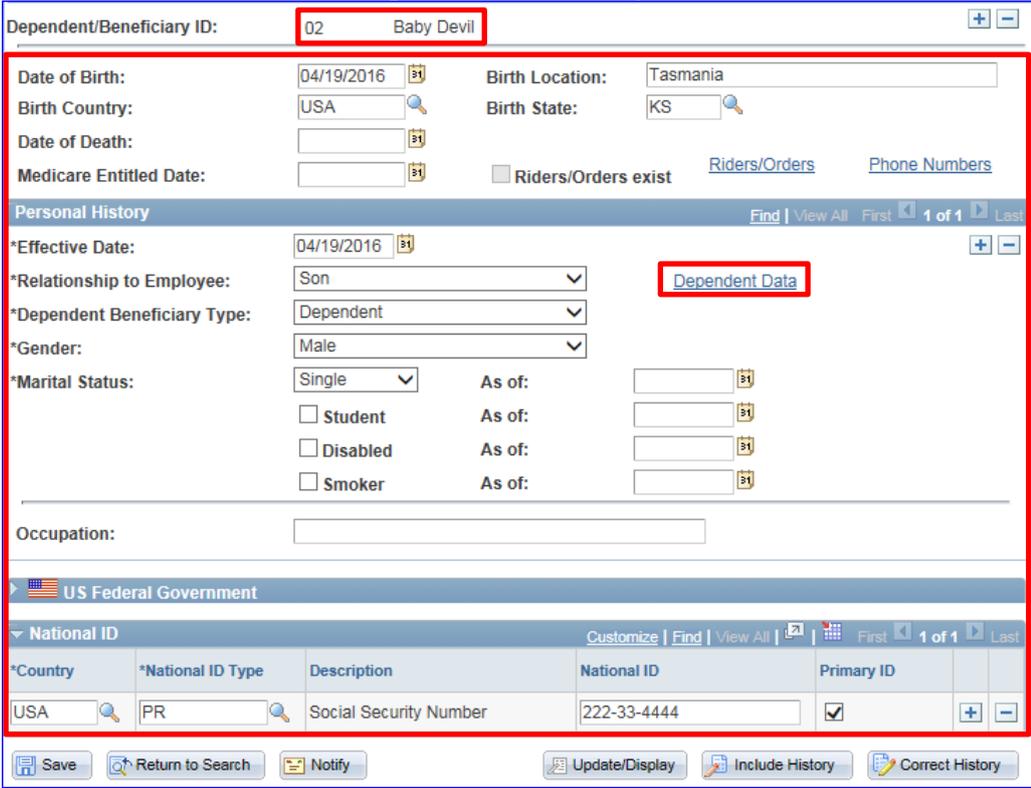
Procedures,  
continued

Step	Action
8	<p>This will return to the <b>Dependent/Beneficiaries</b> page. Repeat the process beginning at Step 3 to add/edit additional dependent information. When finished, click the <b>Personal Profile</b> Tab.</p> 

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# Entering Dependent Information, Continued

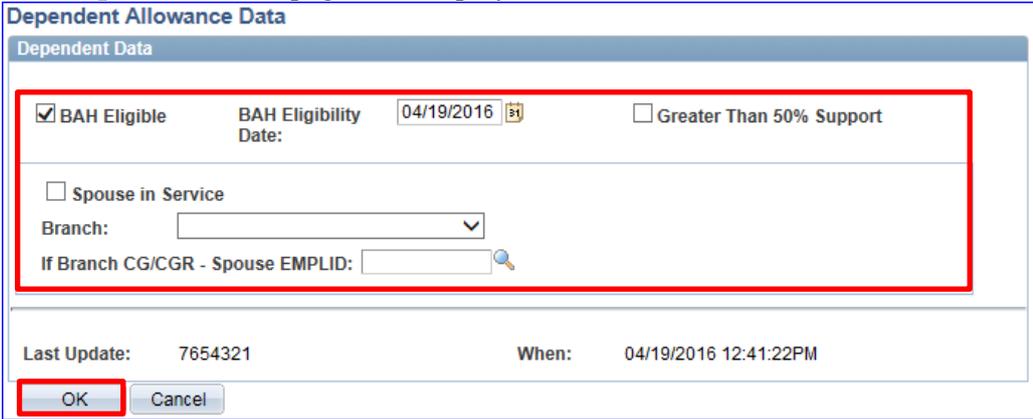
Procedures,  
continued

Step	Action
9	<p>The <b>Personal Profile</b> page will display. Be sure you are entering the information for the correct <b>Dependent/Beneficiary ID</b>.</p>  <p>Enter the new information:</p> <ul style="list-style-type: none"> <li>• <b>Date of Birth</b> – Defaults to current date, enter the correct date of birth.</li> <li>• <b>Birth Country</b> – Click the lookup icon or enter the birth country.</li> <li>• <b>Birth Location/Birth State</b> – Enter the birth location and birth state.</li> <li>• <b>Effective Date</b> – Defaults to current date, enter the effective date of the dependency change.</li> <li>• <b>Relationship to Employee</b> – Click the drop-down and make a selection.</li> <li>• <b>Dependent Beneficiary Type</b> – Click the drop-down and make a selection.</li> <li>• <b>Gender</b> - Click the drop-down and make a selection.</li> <li>• <b>Marital Status</b> - Click the drop-down and make a selection.</li> <li>• <b>Occupation</b> – Enter the occupation if applicable.</li> <li>• <b>National ID</b> – Enter the Social Security Number if known.</li> </ul> <p>When finished, click the <b>Dependent Data</b> link.</p>

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## Entering Dependent Information, Continued

Procedures,  
continued

Step	Action
10	<p>The <b>Dependent Data</b> page will display.</p>  <ul style="list-style-type: none"> <li>• <b>BAH Eligible</b> - If this is a BAH eligible dependent, check the BAH Eligible check box and enter the BAH Eligibility Date.</li> <li>• <b>Greater Than 50% Support</b> - If the member is providing over 50% support for a dependent that does not reside with member, check the Greater Than 50% Support check box.</li> <li>• <b>Spouse in Service</b> – If the dependent spouse is currently serving in the U.S. military, check the spouse in service box, then click the Branch drop-down and select the applicable branch of service.</li> <li>• <b>If Branch CG/CGR</b> - If the spouse is a member of the Coast Guard or Coast Guard Reserve enter the spouse Employee ID number.</li> </ul> <p>When finished, click the <b>OK</b> button.</p>

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# Entering Dependent Information, Continued

Procedures,  
continued

Step	Action										
8	<p>You will return to the <b>Personal Profile</b> tab. Click the <b>Save</b> button.</p> <div data-bbox="352 524 1377 1305"> <p>Dependent/Beneficiary ID: 02 Baby Devil <span style="float: right;">+ -</span></p> <p>Date of Birth: 04/19/2016 <span style="float: right;">Birth Location: Tasmania</span></p> <p>Birth Country: USA <span style="float: right;">Birth State: KS</span></p> <p>Date of Death: <span style="float: right;">Riders/Orders exist <a href="#">Riders/Orders</a> <a href="#">Phone Numbers</a></span></p> <p>Medicare Entitled Date: <span style="float: right;">Riders/Orders exist <a href="#">Riders/Orders</a> <a href="#">Phone Numbers</a></span></p> <hr/> <p><b>Personal History</b> <span style="float: right;">Find   View All   First 1 of 1 Last</span></p> <p>*Effective Date: 04/19/2016 <span style="float: right;">+ -</span></p> <p>*Relationship to Employee: Son <span style="float: right;"><a href="#">Dependent Data</a></span></p> <p>*Dependent Beneficiary Type: Dependent</p> <p>*Gender: Male</p> <p>*Marital Status: Single <span style="float: right;">As of: <input type="text"/></span></p> <p><input type="checkbox"/> Student <span style="float: right;">As of: <input type="text"/></span></p> <p><input type="checkbox"/> Disabled <span style="float: right;">As of: <input type="text"/></span></p> <p><input type="checkbox"/> Smoker <span style="float: right;">As of: <input type="text"/></span></p> <p>Occupation: <input type="text"/></p> <hr/> <p> US Federal Government</p> <hr/> <p><b>National ID</b> <span style="float: right;">Customize   Find   View All   First 1 of 1 Last</span></p> <table border="1"> <thead> <tr> <th>*Country</th> <th>*National ID Type</th> <th>Description</th> <th>National ID</th> <th>Primary ID</th> </tr> </thead> <tbody> <tr> <td>USA</td> <td>PR</td> <td>Social Security Number</td> <td>222-33-4444</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p><b>Save</b> <a href="#">Return to Search</a> <a href="#">Notify</a> <a href="#">Update/Display</a> <a href="#">Include History</a> <a href="#">Correct History</a></p> </div>	*Country	*National ID Type	Description	National ID	Primary ID	USA	PR	Social Security Number	222-33-4444	<input checked="" type="checkbox"/>
*Country	*National ID Type	Description	National ID	Primary ID							
USA	PR	Social Security Number	222-33-4444	<input checked="" type="checkbox"/>							

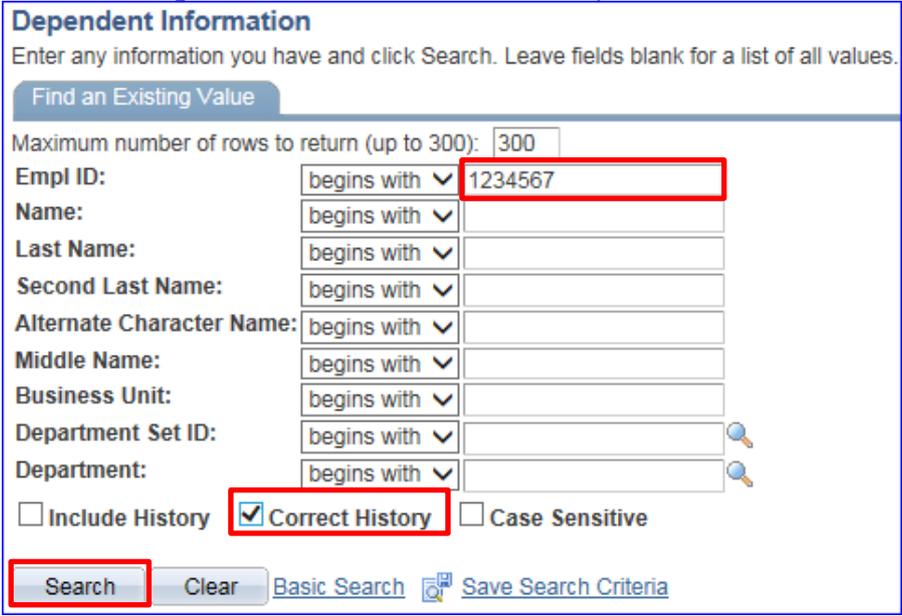
# Correcting or Deleting Dependent Information

**Corrections and Deletions**

This guide provides the procedures for Correcting or Deleting Dependent Information into Direct Access. Only CGHRSUP users can use “Correct History” mode to make data corrections (e.g., correct an erroneous date of birth) or to delete dependents entered in error.

**Procedures**

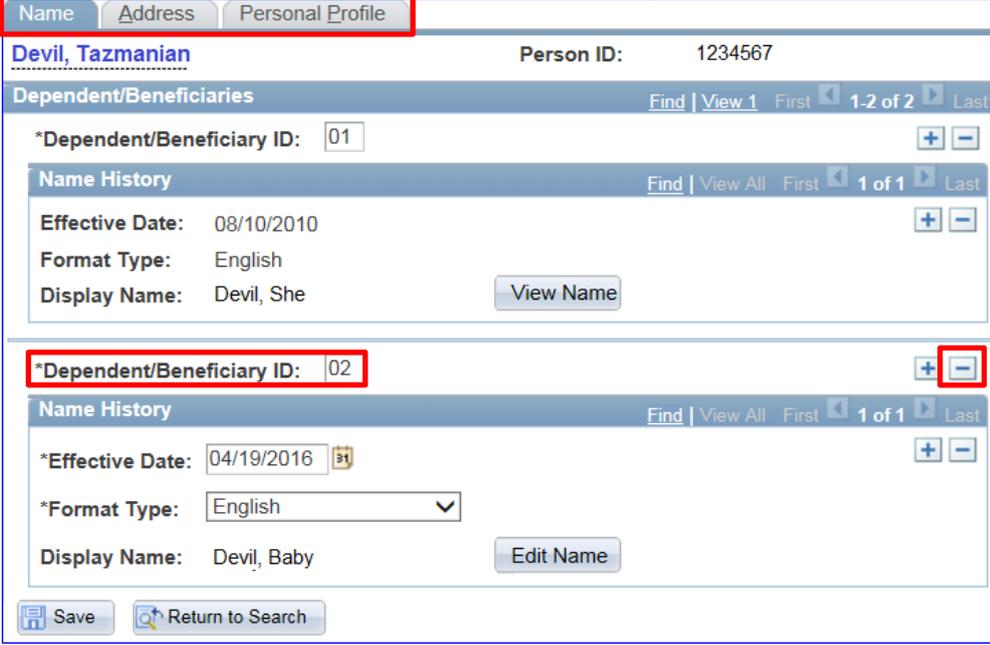
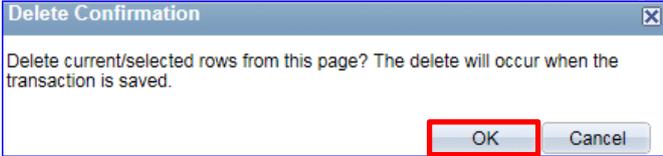
See below.

Step	Action
1	<p>Select the <b>Dependent Information</b> link from the <b>Active &amp; Reserve Pay Shortcuts</b> pagelet.</p> 
2	<p>Enter the <b>Empl ID</b>, check the <b>Correct History</b> box then click <b>Search</b>.</p> 

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## Correcting or Deleting Dependent Information, Continued

Procedures,  
continued

Step	Action
3	<p>The <b>Dependent/Beneficiaries</b> page will display. Correct information by clicking on the applicable tab and enter changes. To delete a dependent, click the minus button beside the Dependent/Beneficiary ID number.</p> 
4	<p>You will receive the Delete Confirmation warning. Click the <b>OK</b> button.</p> 
5	<p>You will return to the Dependent Beneficiaries page. Click the <b>Save</b> button.</p> 