

BAH Dependency Data and Emergency Contact Information

Overview

Introduction The BAH/Dependency Data form lists a member's BAH eligible dependents and provides an area for a member to certify the accuracy of the information.
The Emergency Contacts report lists contact information for the member's designated emergency contacts.

This guide provides the procedures for viewing and printing each report in Direct Access (DA).

Information To view and print these reports, you must have one of the following roles:
CGFIELDADM
CGHRS
CGHRSUP
CGHRSIC


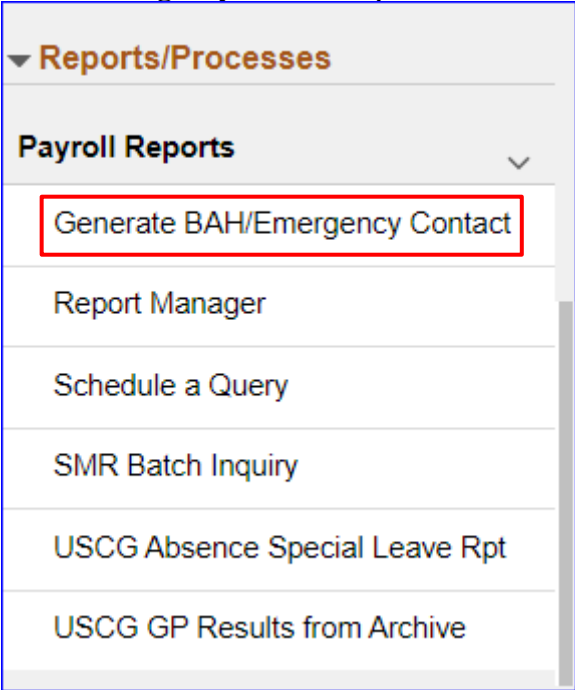
Contents

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Generate BAH Dependency Form or the Emergency Contact Form by Empl ID

Introduction This section provides the procedures for generating a members' s BAH Dependency form or the Emergency Contact form in DA.

Procedures See below.

Step	Action
1	<p>Click the AD/RSV Payroll Workcenter tile.</p> 
2	<p>Scroll to the Reports/Processes section and select the Generate BAH/Emergency Contact option.</p> 

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Generate BAH Dependency Form or the Emergency Contact Form by Empl ID, Continued

Procedures,
continued

Step	Action																
3	<p>Select the radio button next to the form you want to generate.</p> <div data-bbox="352 573 1369 837" style="border: 1px solid black; padding: 5px;"> <p>BAH/Dependency & Emergency Contact By Emplid</p> <p>Report Type Selection</p> <p> <input type="radio"/> Generate BAH Dependency Form <input type="radio"/> Generate Emergency Contact Form </p> <p>Generate BAH Dependency Form</p> </div>																
4	<p>Once selected, the Empl ID field will display. Enter the Empl ID and click on the magnifying glass icon.</p> <div data-bbox="352 954 1369 1263" style="border: 1px solid black; padding: 5px;"> <p>BAH/Dependency & Emergency Contact By Emplid</p> <p>Report Type Selection</p> <p> <input checked="" type="radio"/> Generate BAH Dependency Form <input type="radio"/> Generate Emergency Contact Form </p> <p>Empl ID: <input type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>Generate BAH Dependency Form</p> </div>																
5	<p>Select the member's Last Name.</p> <div data-bbox="352 1346 1369 1776" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Look Up Empl ID x</p> <p>Search by: <input type="text" value="Last Name"/> begins with <input type="text"/></p> <p> <input type="button" value="Search"/> <input type="button" value="Cancel"/> <input type="button" value="Advanced Lookup"/> Help </p> <p>Search Results</p> <p>View 100 1-1 of 1</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Last Name</th> <th>Empl ID</th> <th>First Name</th> <th>Middle Name</th> <th>Company</th> <th>Department</th> <th>Salary Grade</th> <th>Job Title</th> </tr> </thead> <tbody> <tr> <td>LOVEGOOD</td> <td>1234567</td> <td>LUNA</td> <td>Threstral</td> <td>ACG</td> <td>PPCRoom of Requirements</td> <td>E7</td> <td>Chief Yeoman</td> </tr> </tbody> </table> </div>	Last Name	Empl ID	First Name	Middle Name	Company	Department	Salary Grade	Job Title	LOVEGOOD	1234567	LUNA	Threstral	ACG	PPCRoom of Requirements	E7	Chief Yeoman
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Generate BAH Dependency Form or the Emergency Contact Form by Empl ID, Continued

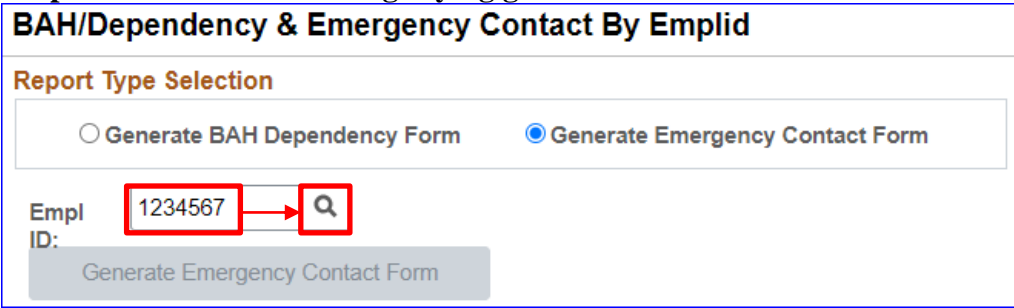
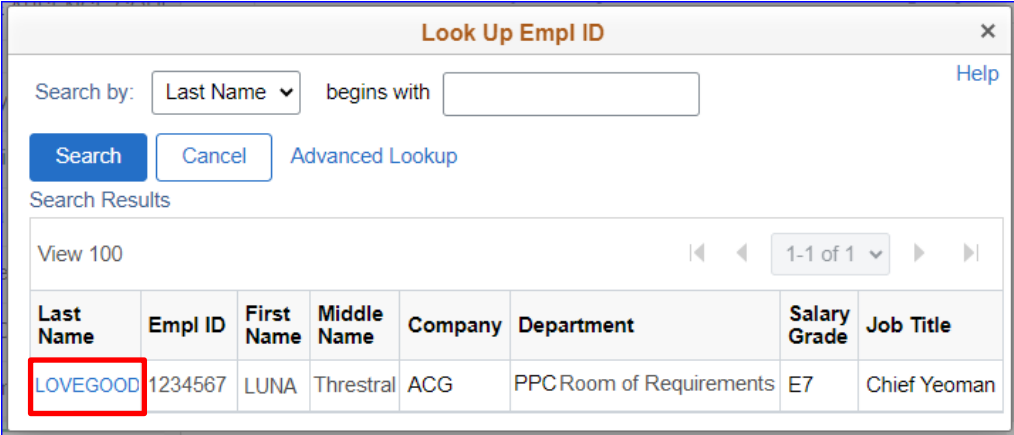
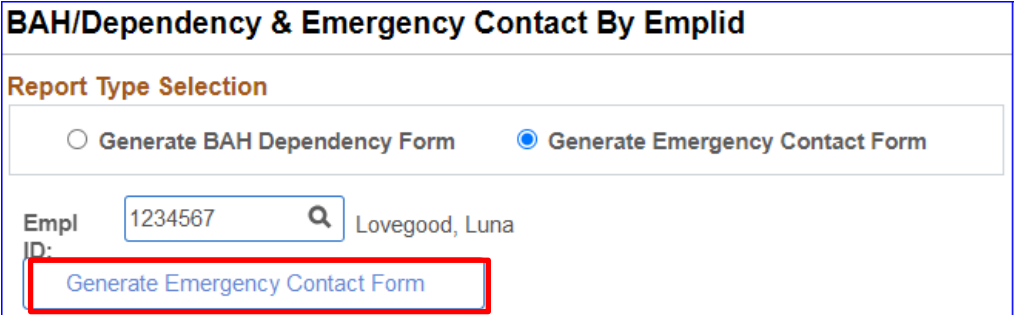
Procedures,
continued

Step	Action																																												
6	<p>The name of the member will display and the Generate BAH Dependency Form button becomes active. Click the Generate BAH Dependency Form button.</p> <div data-bbox="352 645 1369 965" style="border: 1px solid black; padding: 5px;"> <p>BAH/Dependency & Emergency Contact By Emplid</p> <p>Report Type Selection</p> <p> <input checked="" type="radio"/> Generate BAH Dependency Form <input type="radio"/> Generate Emergency Contact Form </p> <p>Empl ID: <input type="text" value="1234567"/> <input type="button" value="Q"/> Lovegood, Luna</p> <p style="border: 2px solid red; display: inline-block; padding: 2px;">Generate BAH Dependency Form</p> </div>																																												
7	<p>A new window will open with the form, which can be saved to a local folder and/or printed.</p> <div data-bbox="352 1077 1174 1845" style="border: 1px solid black; padding: 5px;"> <p>DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD COMPUTER GENERATED</p> <p style="text-align: center;">BAH/DEPENDENCY DATA</p> <table border="0" style="width: 100%;"> <tr> <td>EMPLID 1234567</td> <td>NAME Luna Lovegood</td> <td>RATE/RANK Chief Yeoman</td> <td>CURRENT DUTY STATION PPC Room of Requirements</td> </tr> <tr> <td>SERVICING PERSRU BASE STL SPO (PS)</td> <td>MARITAL STATUS Married</td> <td colspan="2">DATE OF MARRIAGE 2007-08-13</td> </tr> </table> <p>SPOUSE IN SERVICE INFORMATION No</p> <p style="text-align: center;">DEPENDENCY DATA</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>NAME</th> <th>BAH ELIGIBLE DEPENDENT</th> <th>DATE OF BIRTH</th> <th>DEPENDENCY DATE</th> <th>SOCIAL SECURITY NUMBER</th> <th>RELATIONSHIP</th> </tr> </thead> <tbody> <tr> <td>Scamander, Rolf</td> <td>Yes</td> <td>1990-02-18</td> <td>1990-02-18</td> <td></td> <td>Spouse</td> </tr> <tr> <td>Scamander, Lorcan</td> <td>Yes</td> <td>2019-11-13</td> <td>2019-11-13</td> <td></td> <td>Son</td> </tr> <tr> <td>Scamander, Lysander</td> <td>Yes</td> <td>2019-11-13</td> <td>2019-11-13</td> <td></td> <td>Son</td> </tr> </tbody> </table> <p style="text-align: center;">FOR CG PAY & PERSONNEL CENTER USE ONLY</p> <p><small>The dependency status of the following family member(s) has been reviewed by PPC LGL in accordance with the CG Pay Manual, COMDTINST M7220.29(series) The family member(s) listed below are approved for BAH eligibility commencing on the date(s) indicated:</small></p> <table border="0" style="width: 100%;"> <tr> <td>NBR:</td> <td>DATE</td> <td>NBR:</td> <td>DATE</td> <td>NBR:</td> <td>DATE</td> </tr> <tr> <td>NBR:</td> <td>DATE</td> <td>NBR:</td> <td>DATE</td> <td>NBR:</td> <td>DATE</td> </tr> </table> <p>PPC APPROVAL SIGNATURE: _____ DATE: _____</p> <p style="text-align: center;">MEMBER'S CERTIFICATION</p> <p><small>By signature below, I certify that I am supporting the dependents listed above and I will notify my Commanding Officer/Office in Charge of any changes in dependency status. I am aware that making false statements on a claim against the U.S. Government is punishable by court-martial. The penalty for willfully making a false claim is: A maximum fine of \$10,000 or maximum imprisonment of 5 years, or both (U.S. Code, Title 10, Section 287). I further certify that I have reviewed all entries on this form and by signature below, the information contained hereon is correct.</small></p> <p>SIGNATURE OF MEMBER: _____ DATE: _____</p> <p style="text-align: center; font-size: small;">COMPGEN - Previous editions are obsolete.</p> </div>	EMPLID 1234567	NAME Luna Lovegood	RATE/RANK Chief Yeoman	CURRENT DUTY STATION PPC Room of Requirements	SERVICING PERSRU BASE STL SPO (PS)	MARITAL STATUS Married	DATE OF MARRIAGE 2007-08-13		NAME	BAH ELIGIBLE DEPENDENT	DATE OF BIRTH	DEPENDENCY DATE	SOCIAL SECURITY NUMBER	RELATIONSHIP	Scamander, Rolf	Yes	1990-02-18	1990-02-18		Spouse	Scamander, Lorcan	Yes	2019-11-13	2019-11-13		Son	Scamander, Lysander	Yes	2019-11-13	2019-11-13		Son	NBR:	DATE	NBR:	DATE	NBR:	DATE	NBR:	DATE	NBR:	DATE	NBR:	DATE
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Generate BAH Dependency Form or the Emergency Contact Form by Empl ID, Continued

Procedures,
continued

Step	Action																
8	<p>After selecting the Generate Emergency Contact form radio button, enter the Empl ID and click on the magnifying glass icon.</p> 																
9	<p>Select the member's Last Name.</p>  <table border="1" data-bbox="379 1279 1358 1397"> <thead> <tr> <th>Last Name</th> <th>Empl ID</th> <th>First Name</th> <th>Middle Name</th> <th>Company</th> <th>Department</th> <th>Salary Grade</th> <th>Job Title</th> </tr> </thead> <tbody> <tr> <td>LOVEGOOD</td> <td>1234567</td> <td>LUNA</td> <td>Threstral</td> <td>ACG</td> <td>PPC Room of Requirements</td> <td>E7</td> <td>Chief Yeoman</td> </tr> </tbody> </table>	Last Name	Empl ID	First Name	Middle Name	Company	Department	Salary Grade	Job Title	LOVEGOOD	1234567	LUNA	Threstral	ACG	PPC Room of Requirements	E7	Chief Yeoman
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LOVEGOOD	1234567	LUNA	Threstral	ACG	PPC Room of Requirements	E7	Chief Yeoman										
10	<p>The name of the member will display and the Generate BAH Emergency Contact Form button becomes active. Click the Generate Emergency Contact Form button.</p> 																

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Generate BAH Dependency Form or the Emergency Contact Form by Empl ID, Continued

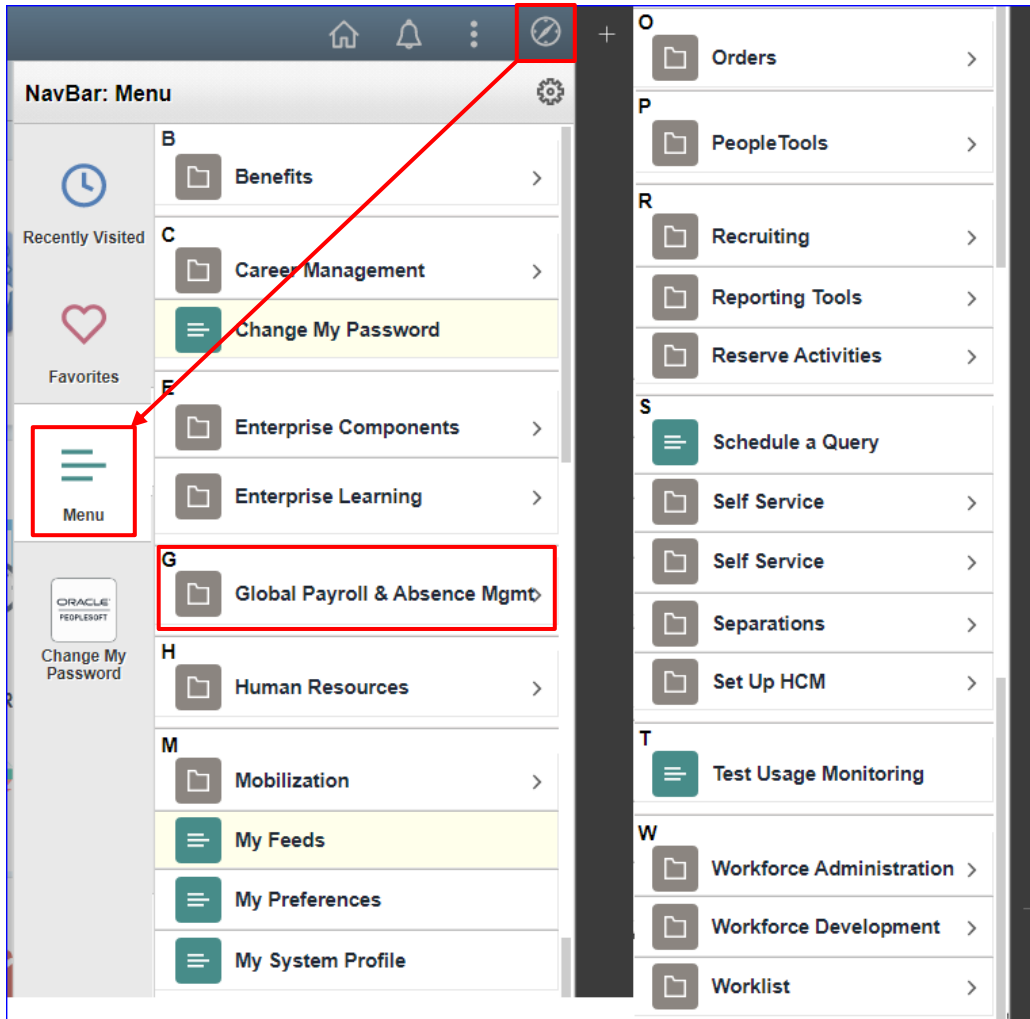
Procedures,
continued

Step	Action
11	<p>A new window will open with the form, which can be saved to a local folder and/or printed.</p> <div style="border: 1px solid black; padding: 5px;"> <p>DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD COMPUTER GENERATED</p> <p style="text-align: right;">EMERGENCY CONTACT INFORMATION</p> <p>EMPLID: 1234567 Rank/Rate: YNC/E7 Name: Luna Lovegood Duty Station: 006517- PPC Room of Requirements Servicing HR Site: 042312-BASE STL SPO (PS) Marital Status: Married</p> <hr/> <p>In case of emergency, please notify the following people:</p> <p>Primary Contact:</p> <p>Name: Scamander, Rolf Relationship: Spouse Address: 444 SE Quincy St. Topeka KS 66614 Phone: Other Phones: Mobile 555 555 5555</p> </div>

Batch BAH Dependency and Emergency Contact Forms

Introduction This section provides the procedures for generating an Emergency Contact form for all the members assigned to a specific department or unit in DA.

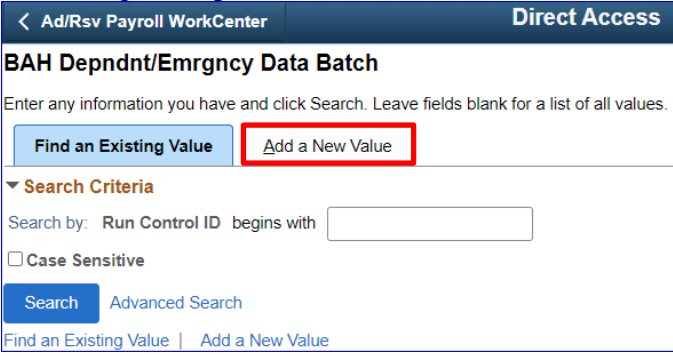
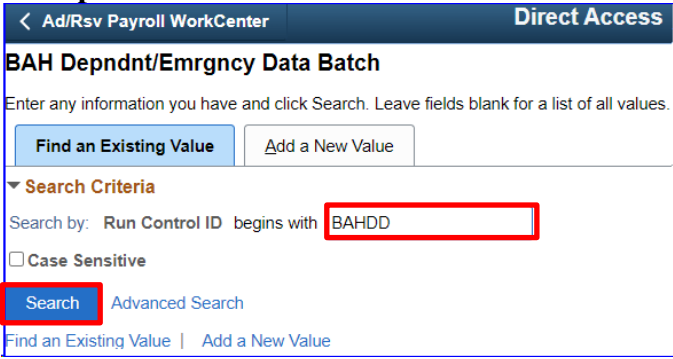
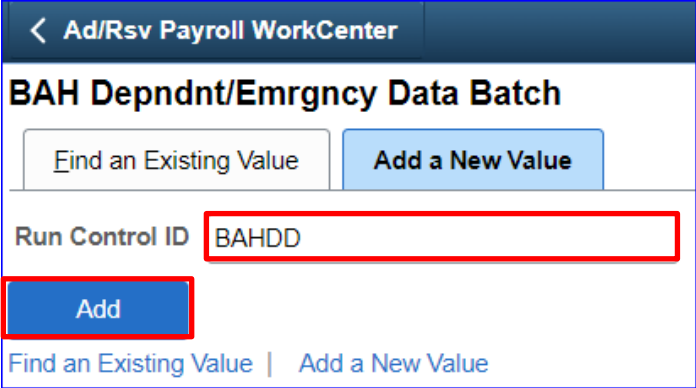
Procedures See below.

Step	Action
1	<p>Navigate to: NavBar icon > Menu > Global Payroll & Absence Mgmt > USCG Payroll Processes > Payroll Reports > BAH Dependnt/Emrgncy Data Batch link.</p>  <p>The screenshot shows the Oracle PeopleSoft NavBar. At the top right, there is a NavBar icon (a circle with a diagonal slash) highlighted by a red box. A red arrow points from this icon to the 'Menu' option in the left sidebar, which is also highlighted by a red box. In the main menu area, the 'Global Payroll & Absence Mgmt' option under the 'G' section is highlighted by a red box.</p>

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Batch BAH Dependency and Emergency Contact Forms, Continued

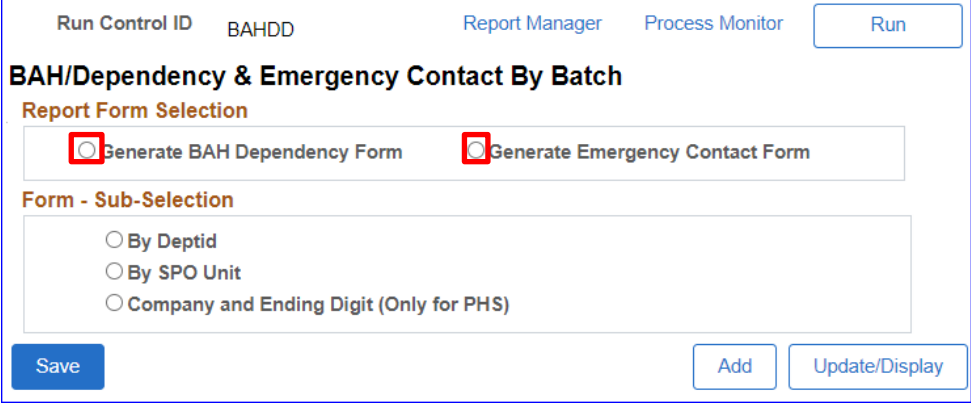
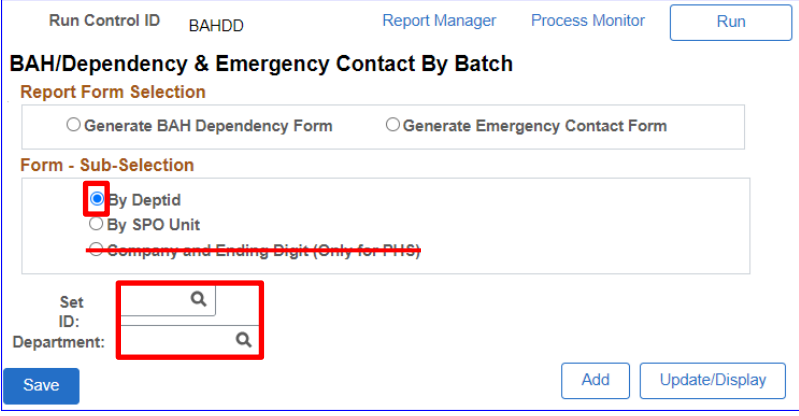

Procedures,
continued

Step	Action
<p>2</p>	<p>If creating the report for the first time, select the Add a New Value tab.</p>  <p>If the Run Control ID is known, enter the name and click Search. Then skip to Step 4.</p> 
<p>3</p>	<p>Create a name you will remember for running this report, enter it into the Run Control ID and click Add.</p> 

Continued on next page

Batch BAH Dependency and Emergency Contact Forms, Continued

Procedures, continued

Step	Action
<p>4</p>	<p>Select the radio button for either the Generate BAH Dependency Form or Generate Emergency Contact Form.</p> 
<p>5</p>	<p>Select the radio button for either By Deptid or By SPO Unit (NEVER use Company and Ending Digit. It is for PHS only). If By Deptid is selected, the Set ID and the Department boxes will appear.</p>  <p>If the By SPO Unit is selected, The Set ID and SPO Unit boxes will appear.</p> 

Continued on next page

Batch BAH Dependency and Emergency Contact Forms, Continued

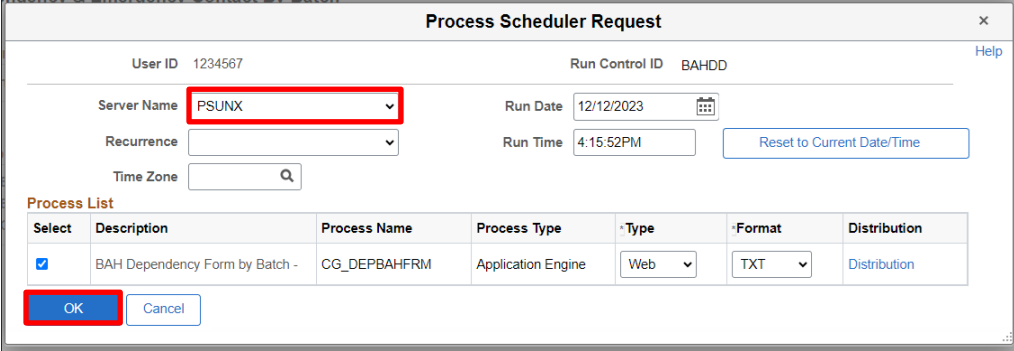

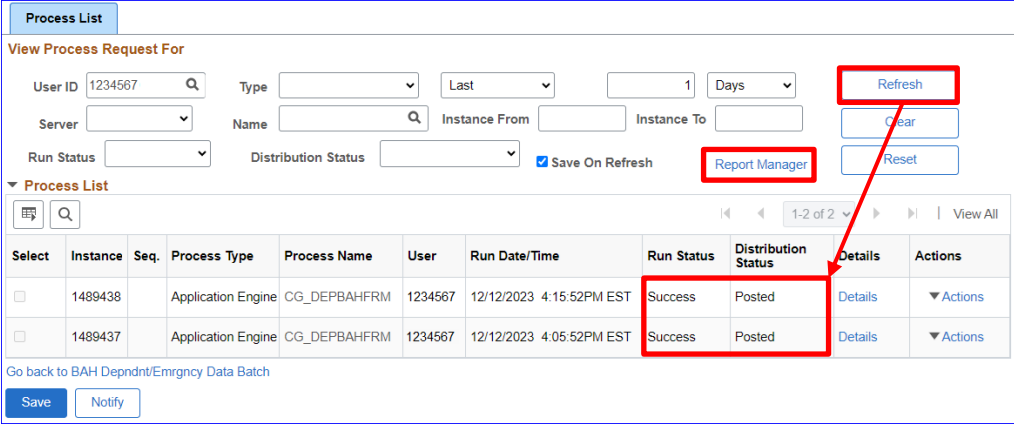
Procedures, continued

Step	Action
6	<p>If choosing By Deptid, enter Set ID 00010 for Coast Guard or 00007 for NOAA. Enter in the Department number you are running the batch for and click Run.</p> <div data-bbox="352 633 1369 1153" style="border: 1px solid blue; padding: 5px;"> <p>Run Control ID BAHDD Report Manager Process Monitor Run</p> <p>BAH/Dependency & Emergency Contact By Batch</p> <p>Report Form Selection</p> <p><input checked="" type="radio"/> Generate BAH Dependency Form <input type="radio"/> Generate Emergency Contact Form</p> <p>Form - Sub-Selection</p> <p><input checked="" type="radio"/> By Deptid <input type="radio"/> By SPO Unit <input type="radio"/> Company and Ending Digit (Only for PHS)</p> <p>Set ID: 00010 <input type="text"/> Shared Coast Guard Department: 008578 <input type="text"/> CGC WAESCHE</p> <p>Save Add Update/Display</p> </div> <p>If choosing By SPO unit, enter the Set ID 00010 for Coast Guard or 00007 for NOAA. Enter in the SPO Unit number you are running the batch report for and click Run.</p> <div data-bbox="352 1305 1369 1825" style="border: 1px solid blue; padding: 5px;"> <p>Run Control ID BAHDD Report Manager Process Monitor Run</p> <p>BAH/Dependency & Emergency Contact By Batch</p> <p>Report Form Selection</p> <p><input checked="" type="radio"/> Generate BAH Dependency Form <input type="radio"/> Generate Emergency Contact Form</p> <p>Form - Sub-Selection</p> <p><input type="radio"/> By Deptid <input checked="" type="radio"/> By SPO Unit <input type="radio"/> Company and Ending Digit (Only for PHS)</p> <p>Set ID: 00010 <input type="text"/> Shared Coast Guard SPO Unit: 042599 <input type="text"/> BASE ALAM SPO (PS)</p> <p>Save Add Update/Display</p> </div>

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Batch BAH Dependency and Emergency Contact Forms, Continued

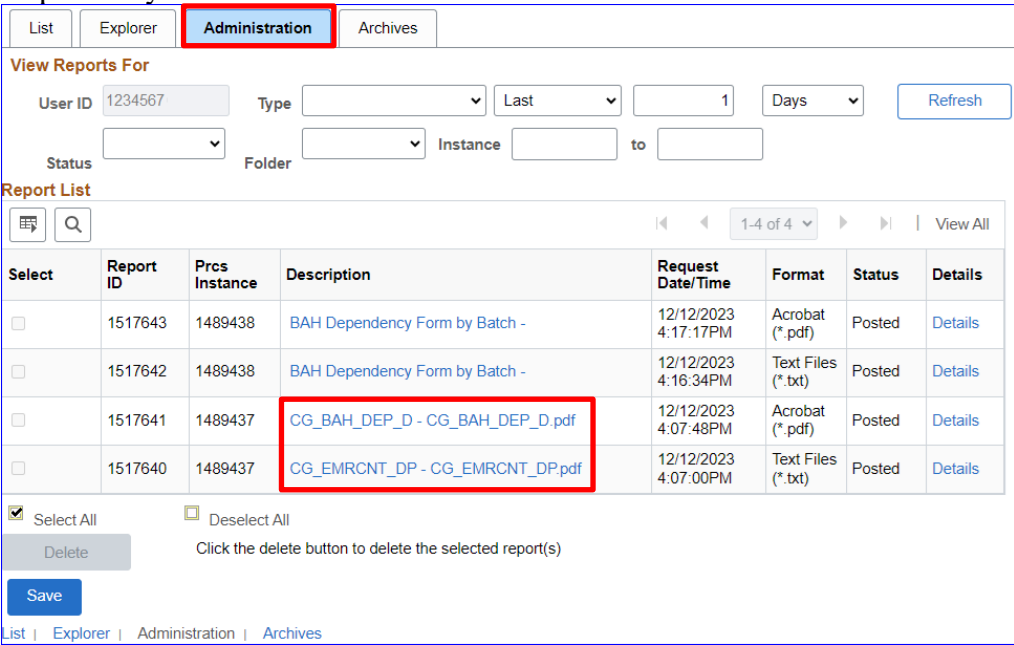
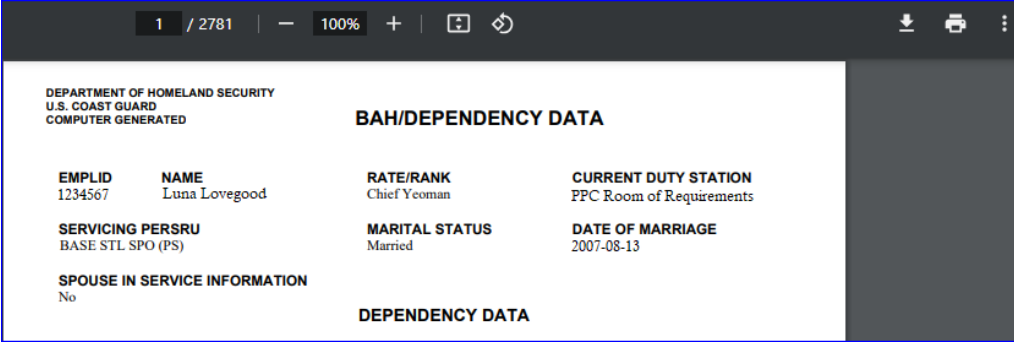
Procedures, continued

Step	Action																																	
7	<p>The Process Scheduler Request page will display. Select PSUNX from the Server Name drop-down and click OK.</p> 																																	
8	<p>A Process Instance number will display. Select the Process Monitor link.</p> 																																	
9	<p>Click the Refresh button until the Run Status reads Success, and the Distribution Status reads Posted. Select the Report Manager link.</p>  <table border="1" data-bbox="352 1554 1369 1675"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1489438</td> <td></td> <td>Application Engine</td> <td>CG_DEPBAHFRM</td> <td>1234567</td> <td>12/12/2023 4:15:52PM EST</td> <td>Success</td> <td>Posted</td> <td>Details</td> <td>▼ Actions</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1489437</td> <td></td> <td>Application Engine</td> <td>CG_DEPBAHFRM</td> <td>1234567</td> <td>12/12/2023 4:05:52PM EST</td> <td>Success</td> <td>Posted</td> <td>Details</td> <td>▼ Actions</td> </tr> </tbody> </table>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions	<input type="checkbox"/>	1489438		Application Engine	CG_DEPBAHFRM	1234567	12/12/2023 4:15:52PM EST	Success	Posted	Details	▼ Actions	<input type="checkbox"/>	1489437		Application Engine	CG_DEPBAHFRM	1234567	12/12/2023 4:05:52PM EST	Success	Posted	Details	▼ Actions
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Batch BAH Dependency and Emergency Contact Forms, Continued

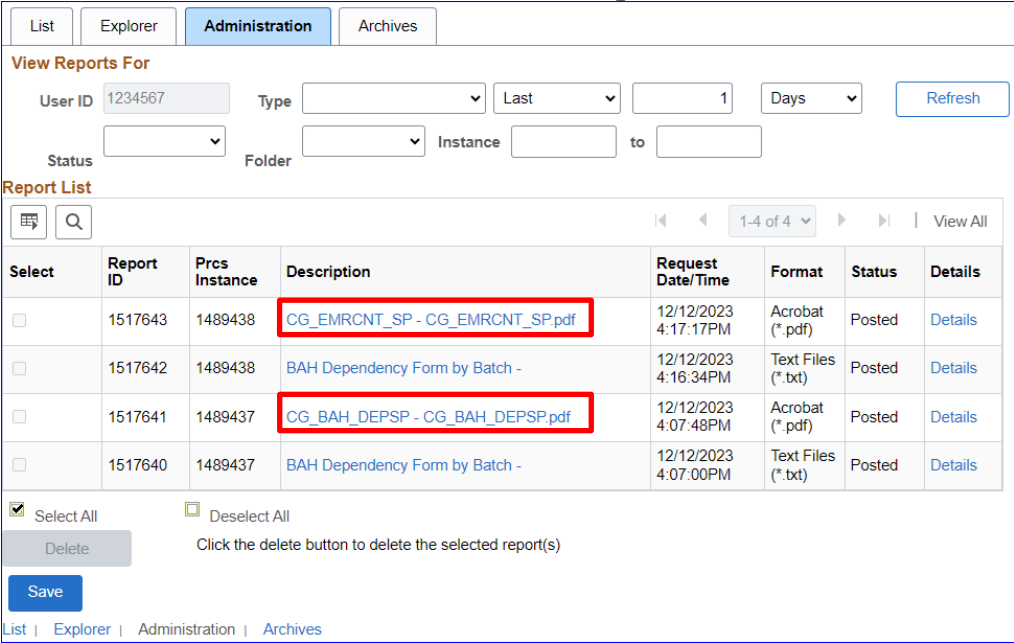
Procedures, continued

Step	Action												
<p>10</p>	<p>Select the Administration tab. Select the CG_EMRCT_DP – CG_EMRCNT_DP.pdf report link for the Emergency Contact Forms or the CG_BAH_DEP_D - CG_BAH_DEP_D.pdf report link for the BAH Dependency Data forms.</p>  <p>The screenshot shows the 'Administration' tab selected. Below the navigation tabs, there are filters for 'View Reports For' including User ID (1234567), Type, Last, 1 Days, and a Refresh button. Below that is a 'Report List' section with a table of reports. The table has columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The row with Report ID 1517641 and Description 'CG_BAH_DEP_D - CG_BAH_DEP_D.pdf' is highlighted with a red box. Below the table are 'Select All', 'Deselect All', 'Delete', and 'Save' buttons.</p>												
<p>11</p>	<p>The report will open in a new window displaying BAH data for all members assigned to the specific department or unit. It can now be printed and/or saved to a local directory.</p>  <p>The screenshot shows a PDF document with the following content:</p> <p>DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD COMPUTER GENERATED</p> <p>BAH/DEPENDENCY DATA</p> <table border="0"> <tr> <td>EMPLID 1234567</td> <td>NAME Luna Lovegood</td> <td>RATE/RANK Chief Yeoman</td> <td>CURRENT DUTY STATION PPC Room of Requirements</td> </tr> <tr> <td>SERVICING PERSRU BASE STL SPO (PS)</td> <td>MARITAL STATUS Married</td> <td>DATE OF MARRIAGE 2007-08-13</td> <td></td> </tr> <tr> <td>SPOUSE IN SERVICE INFORMATION No</td> <td colspan="3">DEPENDENCY DATA</td> </tr> </table>	EMPLID 1234567	NAME Luna Lovegood	RATE/RANK Chief Yeoman	CURRENT DUTY STATION PPC Room of Requirements	SERVICING PERSRU BASE STL SPO (PS)	MARITAL STATUS Married	DATE OF MARRIAGE 2007-08-13		SPOUSE IN SERVICE INFORMATION No	DEPENDENCY DATA		
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SERVICING PERSRU BASE STL SPO (PS)	MARITAL STATUS Married	DATE OF MARRIAGE 2007-08-13											
SPOUSE IN SERVICE INFORMATION No	DEPENDENCY DATA												

Continued on next page

Batch BAH Dependency and Emergency Contact Forms, Continued

Procedures, continued

Step	Action
<p>12</p>	<p>SPO Unit reports appear as below:</p> <ul style="list-style-type: none"> • CG_EMRCNT_SP – CG_EMRCNT_SP.pdf • CG_BAH_DEPSP – CG_BAH_DEPSP.pdf 
<p>13</p>	<p>The report will open in a new window displaying Emergency Contact data for all members assigned to the specific department or unit. It can now be printed and/or saved to a local directory.</p> 