

Add Dependent Checklist

P&A YN:

Member Name:

EMPLID:

Unit:

Dependency Date:

The use of DA Help Guides and PPPM is encouraged, as things change quickly, and they are updated regularly.

REFERENCES: (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
(b) [Personnel & Pay Procedures Manual Chapter 6](#)
(c) [PPC Site -YN Kit DA help Guides and Forms](#)
(d) [Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel, COMDTINST M5512.1 \(series\)](#)
(e) [Coast Guard Military Human Resource Record \(CGMHRR\) System, COMDTINST 1080.10 \(series\)](#)
(f) [Questionable Dependent/PPC Legal Approval](#)

Validation

- Adding** Spouse Child Other Dependent
- Is New Spouse Military Member (Yes) (No) (Member to Member)
- Is the dependent a "Questionable Dependent" (Yes) (No)
- Does it need to go to Legal (Yes) (No) Received back from Legal
- Is dependent over 21 (Yes) (No)
- Will this include Name Change (Yes) (No)
- Reserve Member (Yes) (No) ** Follow the 3PM and DA Help Guides on additional Reserve requirements**

Documents Needed

- Dependency Worksheet CG-2020
- BAH Worksheet CG-2025
- Member Married to Member Worksheet CG-2025B (if applicable)
- Marriage or Original State Birth Certificate (Original)
- Support Statement CG-2020A (If child over 21, parent or parent-in-law as a dependent.)
- Designation of Beneficiaries CG-2020D
- Court order authorizing name change
- Naturalization certificate authorizing name change
- Reserve Component Survivor Benefit Plan (RCSBP) Election Certificate (CG 11221)

To Do

- Enter Dependent Information in DA. Use the [Dependent Information](#) guide.
- Update marital status for the member in. Use the [Personal Data Updates](#) guide.
- Update Name Change (If required) Use the [Personal Data Updates](#) guide.
- Update BAH (if required)
- Update COLA /OCOLA (if required)
- Create SPO ticket for all transactions that affect pay.
- Council member on ID cards, updating emergency contacts in DA, and Designation of Beneficiaries CG-2020D, Update SGLI and FSGLI / Reserve MBR Reserve Component Survivor Benefit Plan (RCSBP) Election Certificate (CG 11221)
- Upload documents into iPerms – Batch # _____

Notes

- P&A Offices are now authorized to make dependency determinations for illegitimate children. IAW Ref (f)
- OCOLA- Command sponsorship/bona fide resident memo may be required- OCOLA starts on the date the command sponsorship memo is signed.
- Proof of Birth from the hospital is not sufficient. Must be original birth certificate from the state.

Remove/Change Status of Dependent Checklist

P&A YN:

Member Name:

EMPLID:

Unit:

Dependency Date:

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REFERENCES: (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
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(d) [Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel, COMDTINST M5512.1 \(series\)](#)
(e) [Coast Guard Military Human Resource Record \(CGMHRR\) System, COMDTINST 1080.10 \(series\)](#)

Validation

Reason for removal/change : Divorce Change of BAH status for children / Step-Children
 Death of Spouse Death of child Entry Error- does not belong in record
 Was the Spouse Military Member (Yes) (No) (Member to Member change)
 Will this include Name Change (Yes) (No)
 Reserve Member (Yes) (No) ** Follow the 3PM and DA Help Guides on additional Reserve requirements**

To Do

Update Dependent Information in DA. Use the guide linked in the Notes section.
 Update marital status for the member in Personal Data / Personal Information. Use the [Personal Data Updates](#) guide. (Core HR **Personal Data** = HR Data Shortcuts **Personal Information**)
 Update BAH and OCOLA in DA.
 Create SPO ticket for all transactions that affect pay.
 Council member on ID cards, updating emergency contacts in DA, and Designation of Beneficiaries CG-2020D, Update SGLI and FSGLI / Reserve MBR Reserve Component Survivor Benefit Plan (RCSBP) Election Certificate (CG 11221)
 Upload documents into iPerms. Batch #

Documents Needed

Divorce or Death Certificate (Original)
 Dependency Worksheet CG-2020
 BAH Worksheet CG-2025
 Designation of Beneficiaries CG-2020D
 Reserve Component Survivor Benefit Plan (RCSBP) Election Certificate (CG 11221)

Notes

- DO NOT delete a dependent due to a status change. This will potentially cause multiple overpayments. Use the [Divorce Annulment or Death of Dependent](#) guide for divorce or death.
- Dependents age out and are no longer BAH eligible dependents when they turn __ or __ if they're a full-time student. Ensure proper DA updates are completed.
- If the dependent/beneficiary changed their name, it is NOT a correction; it is an update