

BAH Dependency/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 those the member has designated as emergency contacts. This guide provides the procedures for printing each report in Direct Access (DA).

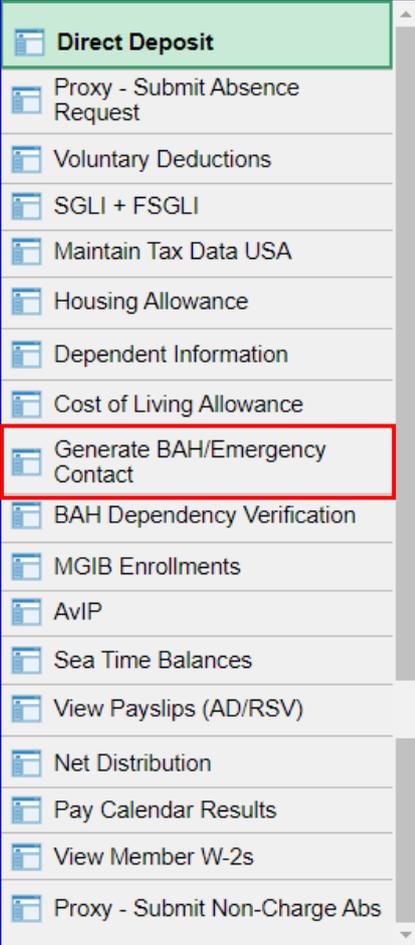
Information To view/print these reports, you must have one of the following roles: CGFIELDADM, CGHRS, CGHRSUP, CGHRSIC.

Contents

| Topic | See Page |
|---|----------|
| How to Print BAH Dependency Data or the Emergency Contact Forms by Employee | 2 |
| How to Batch Print BAH Dependency Data/Emergency Contact Forms | 6 |

How to Print BAH Dependency Data or the Emergency Contact Forms by Employee

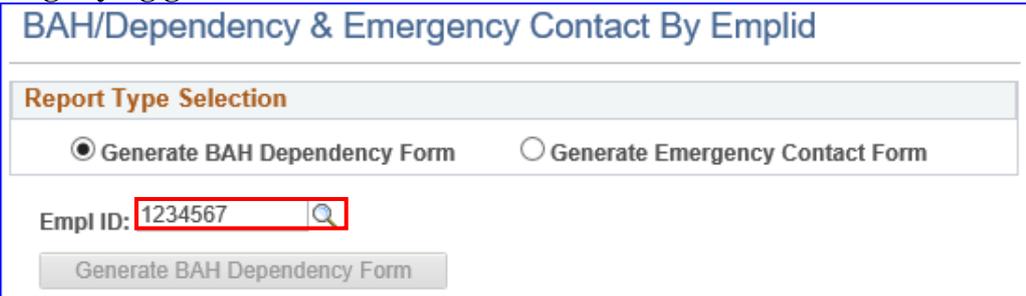
Procedures See below.

| Step | Action |
|-------------------|--|
| <p>1</p> | <p>Click on the Active/Reserve Pay Tile.</p>  |
| <p>1.5</p> | <p>Select the Generate BAH/Emergency Contact option.</p>  |

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How to Print BAH Dependency Data or the Emergency Contact Forms by Employee, Continued

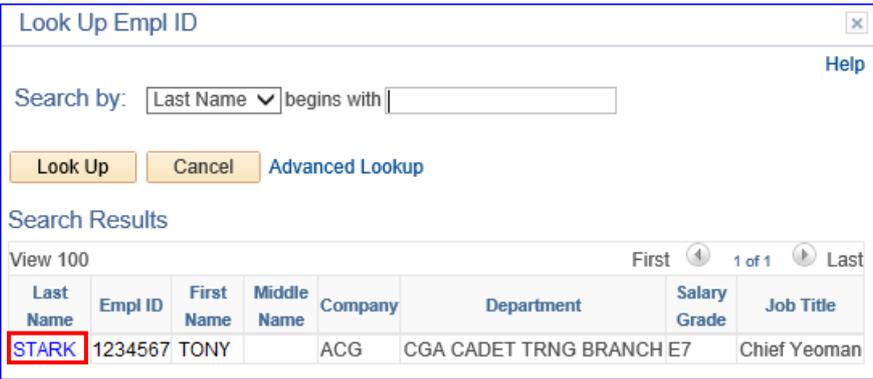
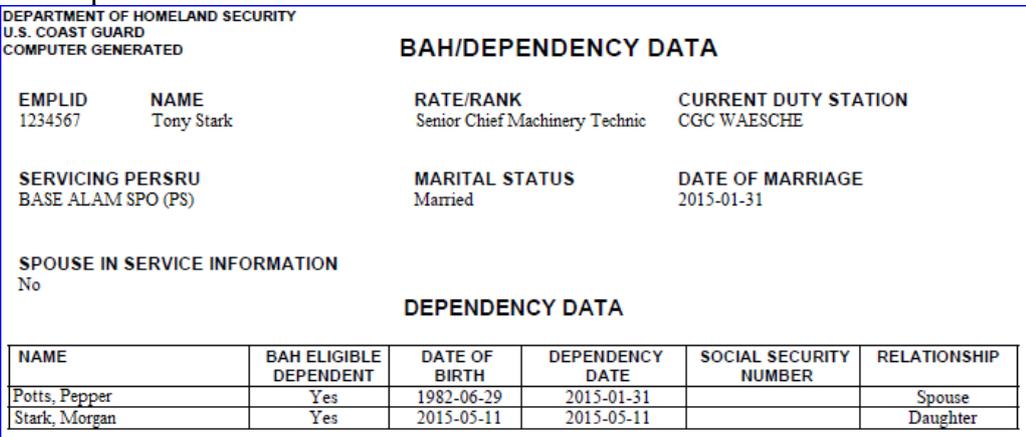
Procedures,
continued

| Step | Action |
|------|--|
| 2 | <p>Select the radio button next to the form you want to generate.</p>  |
| 3 | <p>Once selected, the Empl ID field will display. Enter the Empl ID and hit the magnifying glass icon.</p>  |

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How to Print BAH Dependency Data or the Emergency Contact Forms by Employee, Continued

Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|--|--|--|--|---|----------------------------------|---------------------------------------|--|--|--|--|--|------|------------------------|---------------|-----------------|------------------------|--------------|---------------|-----|------------|------------|--|--------|---------------|-----|------------|------------|--|----------|
| 4 | <p>Select the member's Last Name.</p>  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | <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>  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | <p>A new window will open with the form, which can be saved to a local folder and/or printed.</p>  <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 Tony Stark</td> <td>RATE/RANK Senior Chief Machinery Technic</td> <td>CURRENT DUTY STATION CGC WAESCHE</td> </tr> <tr> <td>SERVICING PERSRU BASE ALAM SPO (PS)</td> <td>MARITAL STATUS Married</td> <td colspan="2">DATE OF MARRIAGE 2015-01-31</td> </tr> <tr> <td colspan="4">SPOUSE IN SERVICE INFORMATION No</td> </tr> </table> <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>Potts, Pepper</td> <td>Yes</td> <td>1982-06-29</td> <td>2015-01-31</td> <td></td> <td>Spouse</td> </tr> <tr> <td>Stark, Morgan</td> <td>Yes</td> <td>2015-05-11</td> <td>2015-05-11</td> <td></td> <td>Daughter</td> </tr> </tbody> </table> | EMPLID 1234567 | NAME Tony Stark | RATE/RANK Senior Chief Machinery Technic | CURRENT DUTY STATION CGC WAESCHE | SERVICING PERSRU BASE ALAM SPO (PS) | MARITAL STATUS Married | DATE OF MARRIAGE 2015-01-31 | | SPOUSE IN SERVICE INFORMATION No | | | | NAME | BAH ELIGIBLE DEPENDENT | DATE OF BIRTH | DEPENDENCY DATE | SOCIAL SECURITY NUMBER | RELATIONSHIP | Potts, Pepper | Yes | 1982-06-29 | 2015-01-31 | | Spouse | Stark, Morgan | Yes | 2015-05-11 | 2015-05-11 | | Daughter |
| EMPLID 1234567 | NAME Tony Stark | RATE/RANK Senior Chief Machinery Technic | CURRENT DUTY STATION CGC WAESCHE | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SERVICING PERSRU BASE ALAM SPO (PS) | MARITAL STATUS Married | DATE OF MARRIAGE 2015-01-31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SPOUSE IN SERVICE INFORMATION No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NAME | BAH ELIGIBLE DEPENDENT | DATE OF BIRTH | DEPENDENCY DATE | SOCIAL SECURITY NUMBER | RELATIONSHIP | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Potts, Pepper | Yes | 1982-06-29 | 2015-01-31 | | Spouse | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Stark, Morgan | Yes | 2015-05-11 | 2015-05-11 | | Daughter | | | | | | | | | | | | | | | | | | | | | | | | | | |

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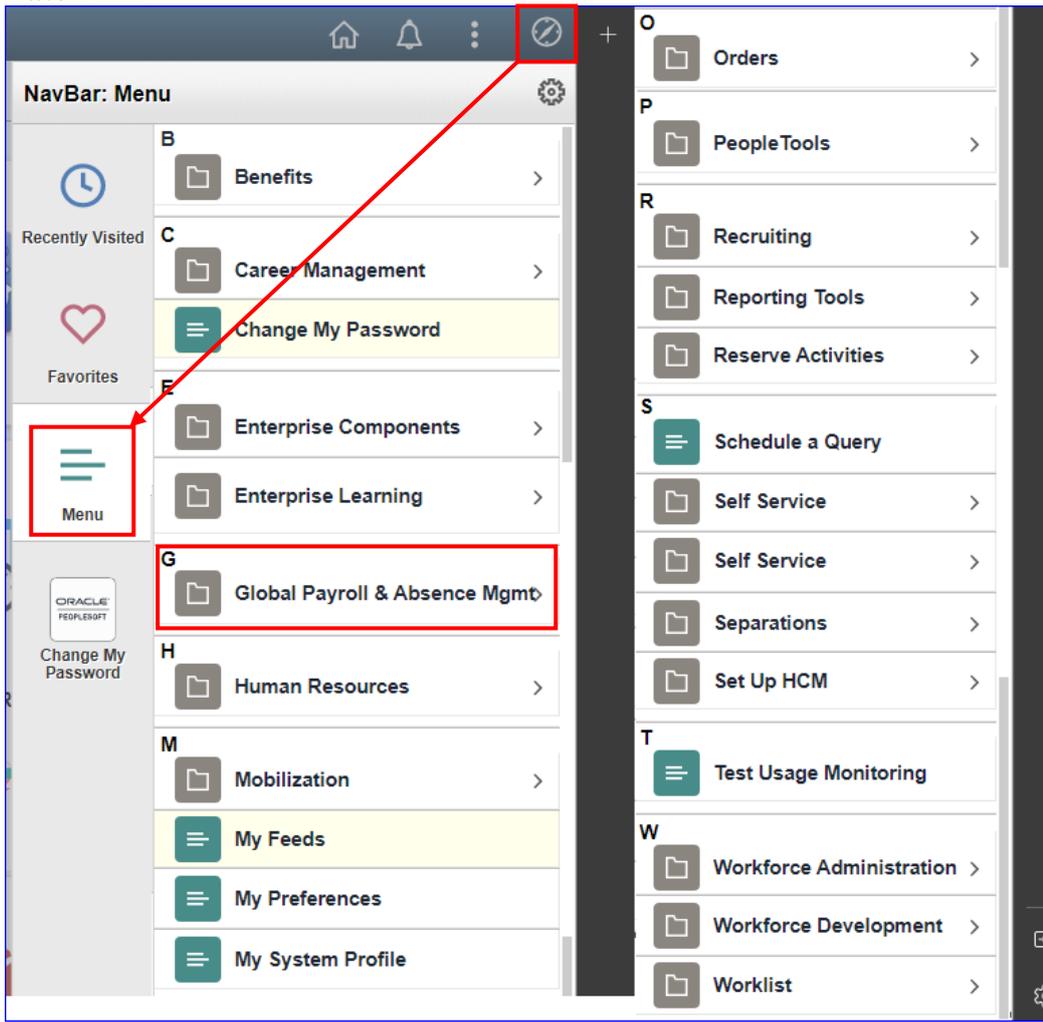
How to Print BAH Dependency Data or the Emergency Contact Forms by Employee, Continued

Procedures,
continued

| Step | Action |
|------|--|
| 7 | <p>To process the Emergency Contact form, select the appropriate radio button, enter the member's Empl ID, select the member's last name using the lookup icon, and click Generate Emergency Contact Form.</p>  |
| 8 | <p>The form will open in a new window which can be saved to a local folder and/or printed.</p> <p>NOTE: If there are data discrepancies on the member's form, it is likely the data within the Personal Information/Dependent Information/Emergency Contact component is incorrect. Please check these components to see if data needs to be corrected or updated.</p>  |

How to Batch Print BAH Dependency Data/Emergency Contact Forms

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>  |

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How to Batch Print BAH Dependency Data/Emergency Contact Forms, Continued

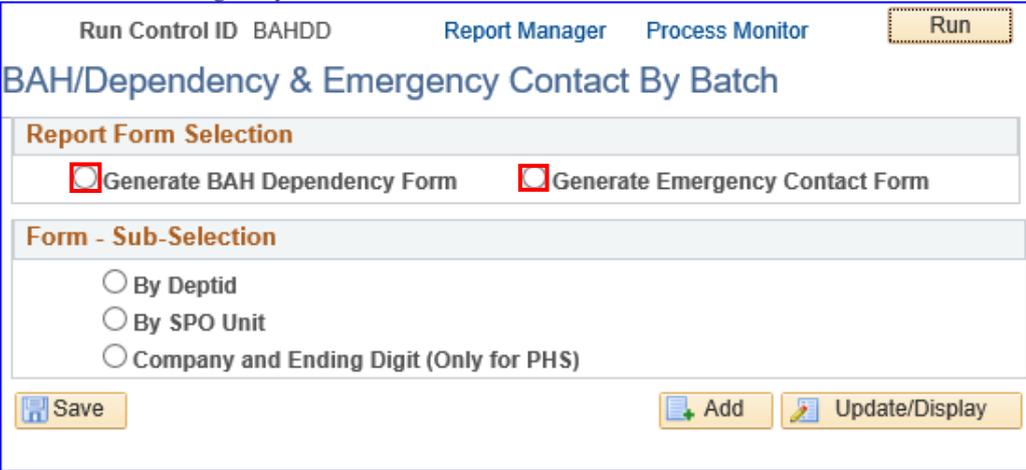
Procedures,
continued

| Step | Action |
|----------|---|
| <p>2</p> | <p>If creating the report for the first time, select the Add a New Value tab.</p> <div data-bbox="360 568 1224 909" style="border: 1px solid blue; padding: 5px;"> <p>BAH Depndnt/Emrgncy Data Batch 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> <p>▼ Search Criteria</p> <p>Search by: Run Control ID begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Advanced Search</p> </div> <p>If the Run Control ID is known, enter the name and click Search. Then skip to Step 4.</p> <div data-bbox="360 1021 1232 1368" style="border: 1px solid blue; padding: 5px;"> <p>BAH Depndnt/Emrgncy Data Batch 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> <p>▼ Search Criteria</p> <p>Search by: Run Control ID begins with <input type="text" value="BAHDD"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Advanced Search</p> </div> |
| <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> <div data-bbox="360 1480 999 1709" style="border: 1px solid blue; padding: 5px;"> <p>BAH Depndnt/Emrgncy Data Batch</p> <p>Find an Existing Value Add a New Value</p> <p>Run Control ID <input type="text" value="BAHDD"/></p> <p>Add</p> </div> |

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How to Batch Print BAH Dependency Data/Emergency Contact Forms, Continued

Procedures,
continued

| Step | Action |
|------|--|
| 4 | <p>Select the radio button for either the Generate BAH Dependency Form or Generate Emergency Contact Form.</p>  |

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How to Batch Print BAH Dependency Data/Emergency Contact Forms, Continued

Procedures,
continued

| Step | Action |
|------|--|
| 5 | <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> <div data-bbox="352 645 1267 1128" style="border: 1px solid black; 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 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: <input style="border: 1px solid red;" type="text"/> <input type="text"/></p> <p>Department: <input style="border: 1px solid red;" type="text"/> <input type="text"/></p> <p>Save Add Update/Display</p> </div> <p>If the By SPO Unit is selected, The Set ID and SPO Unit boxes will appear.</p> <div data-bbox="352 1211 1267 1686" style="border: 1px solid black; 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 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: <input style="border: 1px solid red;" type="text"/> <input type="text"/></p> <p>SPO Unit: <input style="border: 1px solid red;" type="text"/> <input type="text"/></p> <p>Save Add Update/Display</p> </div> |

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How to Batch Print BAH Dependency Data/Emergency Contact Forms, Continued

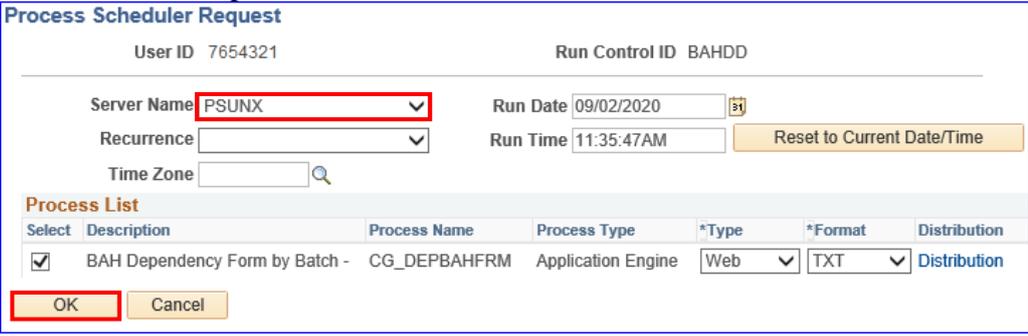
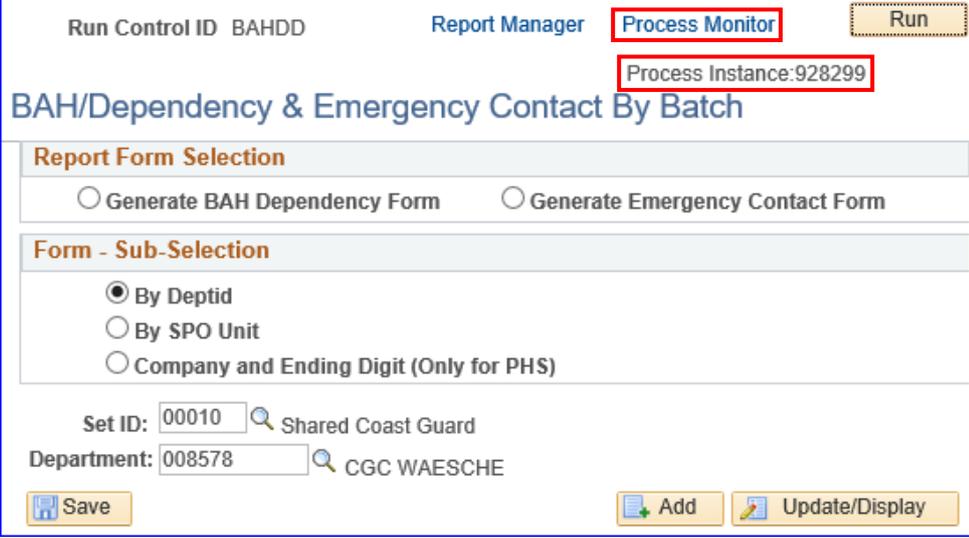
Procedures,
continued

| 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="352 645 1326 1160" style="border: 1px solid black; 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 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 Shared Coast Guard Department: 008578 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 1326 1821" style="border: 1px solid black; 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 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 Shared Coast Guard SPO Unit: 042599 BASE ALAM SPO (PS)</p> <p>Save Add Update/Display</p> </div> |

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How to Batch Print BAH Dependency Data/Emergency Contact Forms, Continued

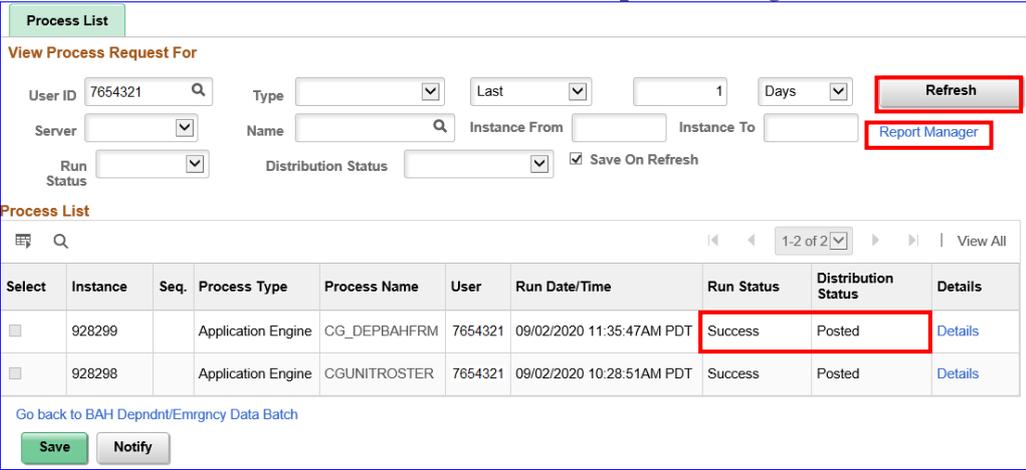
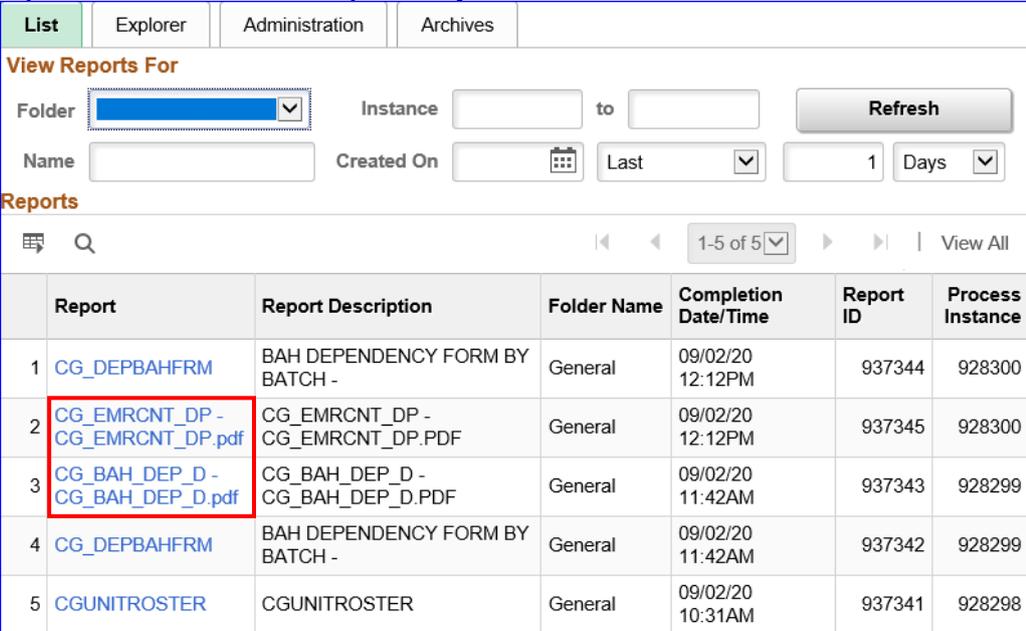
Procedures,
continued

| Step | Action | | | | | | | | | | | | | | |
|-------------------------------------|--|--------------|--------------------|--------------|--------------|--------------|---------|--------------|-------------------------------------|--------------------------------|--------------|--------------------|-----|-----|--------------|
| 7 | <p>The Process Scheduler Request page will display. Select PSUNX from the Server Name drop-down and click OK.</p>  <p>Process Scheduler Request</p> <p>User ID 7654321 Run Control ID BAHDD</p> <p>Server Name PSUNX Run Date 09/02/2020 Recurrence Recurrence Run Time 11:35:47AM Time Zone Time Zone</p> <p>Process List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>BAH Dependency Form by Batch -</td> <td>CG_DEPBAHFRM</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> </tbody> </table> <p>OK Cancel</p> | Select | Description | Process Name | Process Type | *Type | *Format | Distribution | <input checked="" type="checkbox"/> | BAH Dependency Form by Batch - | CG_DEPBAHFRM | Application Engine | Web | TXT | Distribution |
| Select | Description | Process Name | Process Type | *Type | *Format | Distribution | | | | | | | | | |
| <input checked="" type="checkbox"/> | BAH Dependency Form by Batch - | CG_DEPBAHFRM | Application Engine | Web | TXT | Distribution | | | | | | | | | |
| 8 | <p>A Process Instance number will appear. Select the Process Monitor link.</p>  <p>Run Control ID BAHDD Report Manager Process Monitor Run</p> <p>Process Instance:928299</p> <p>BAH/Dependency & Emergency Contact By Batch</p> <p>Report Form Selection</p> <p><input 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 Shared Coast Guard Department: 008578 CGC WAESCHE</p> <p>Save Add Update/Display</p> | | | | | | | | | | | | | | |

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How to Batch Print BAH Dependency Data/Emergency Contact Forms, Continued

Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------|---|---------------------------------|--------------------|----------------------|--------------|---------------------------|------------|---------------------|-------------------------|------------------------------|--------------------------------|--------------------------|------------------|--------|--------------------|--------------|---|---------------------------------|---------|------------------|-------------------------|--------------------------|--------|---|---------------------------------|--------------|------------------|---------------------------|---------|--------|------------------------------|--------------------------------|---------|------------------|--------|--------|---|------------------------------|--------------|---------|------------------|--------|--------|
| <p>9</p> | <p>Click the Refresh button until the Run Status reads Success and the Distribution Status reads Posted. Select the Report Manager link.</p>  <p>Process List</p> <p>View Process Request For</p> <p>User ID: 7654321 Type: [v] Last: [v] 1 Days Refresh</p> <p>Server: [v] Name: [v] Instance From: [v] Instance To: [v] Report Manager</p> <p>Run Status: [v] Distribution Status: [v] <input checked="" type="checkbox"/> Save On Refresh</p> <p>Process List</p> <table border="1"> <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> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>928299</td> <td></td> <td>Application Engine</td> <td>CG_DEPBAHFRM</td> <td>7654321</td> <td>09/02/2020 11:35:47AM PDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>928298</td> <td></td> <td>Application Engine</td> <td>CGUNITROSTER</td> <td>7654321</td> <td>09/02/2020 10:28:51AM PDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table> <p>Go back to BAH Depndnt/Emergency Data Batch</p> <p>Save Notify</p> | Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details | <input type="checkbox"/> | 928299 | | Application Engine | CG_DEPBAHFRM | 7654321 | 09/02/2020 11:35:47AM PDT | Success | Posted | Details | <input type="checkbox"/> | 928298 | | Application Engine | CGUNITROSTER | 7654321 | 09/02/2020 10:28:51AM PDT | Success | Posted | Details | | | | | | | | | | | | |
| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 928299 | | Application Engine | CG_DEPBAHFRM | 7654321 | 09/02/2020 11:35:47AM PDT | Success | Posted | Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | 928298 | | Application Engine | CGUNITROSTER | 7654321 | 09/02/2020 10:28:51AM PDT | Success | Posted | Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>10</p> | <p>Select the CG_EMRCNT_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>List Explorer Administration Archives</p> <p>View Reports For</p> <p>Folder: [v] Instance: [v] to [v] Refresh</p> <p>Name: [v] Created On: [v] Last: [v] 1 Days [v]</p> <p>Reports</p> <table border="1"> <thead> <tr> <th></th> <th>Report</th> <th>Report Description</th> <th>Folder Name</th> <th>Completion Date/Time</th> <th>Report ID</th> <th>Process Instance</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>CG_DEPBAHFRM</td> <td>BAH DEPENDENCY FORM BY BATCH -</td> <td>General</td> <td>09/02/20 12:12PM</td> <td>937344</td> <td>928300</td> </tr> <tr> <td>2</td> <td>CG_EMRCNT_DP - CG_EMRCNT_DP.pdf</td> <td>CG_EMRCNT_DP - CG_EMRCNT_DP.PDF</td> <td>General</td> <td>09/02/20 12:12PM</td> <td>937345</td> <td>928300</td> </tr> <tr> <td>3</td> <td>CG_BAH_DEP_D - CG_BAH_DEP_D.pdf</td> <td>CG_BAH_DEP_D - CG_BAH_DEP_D.PDF</td> <td>General</td> <td>09/02/20 11:42AM</td> <td>937343</td> <td>928299</td> </tr> <tr> <td>4</td> <td>CG_DEPBAHFRM</td> <td>BAH DEPENDENCY FORM BY BATCH -</td> <td>General</td> <td>09/02/20 11:42AM</td> <td>937342</td> <td>928299</td> </tr> <tr> <td>5</td> <td>CGUNITROSTER</td> <td>CGUNITROSTER</td> <td>General</td> <td>09/02/20 10:31AM</td> <td>937341</td> <td>928298</td> </tr> </tbody> </table> | | Report | Report Description | Folder Name | Completion Date/Time | Report ID | Process Instance | 1 | CG_DEPBAHFRM | BAH DEPENDENCY FORM BY BATCH - | General | 09/02/20 12:12PM | 937344 | 928300 | 2 | CG_EMRCNT_DP - CG_EMRCNT_DP.pdf | CG_EMRCNT_DP - CG_EMRCNT_DP.PDF | General | 09/02/20 12:12PM | 937345 | 928300 | 3 | CG_BAH_DEP_D - CG_BAH_DEP_D.pdf | CG_BAH_DEP_D - CG_BAH_DEP_D.PDF | General | 09/02/20 11:42AM | 937343 | 928299 | 4 | CG_DEPBAHFRM | BAH DEPENDENCY FORM BY BATCH - | General | 09/02/20 11:42AM | 937342 | 928299 | 5 | CGUNITROSTER | CGUNITROSTER | General | 09/02/20 10:31AM | 937341 | 928298 |
| | Report | Report Description | Folder Name | Completion Date/Time | Report ID | Process Instance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | CG_DEPBAHFRM | BAH DEPENDENCY FORM BY BATCH - | General | 09/02/20 12:12PM | 937344 | 928300 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | CG_EMRCNT_DP - CG_EMRCNT_DP.pdf | CG_EMRCNT_DP - CG_EMRCNT_DP.PDF | General | 09/02/20 12:12PM | 937345 | 928300 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | CG_BAH_DEP_D - CG_BAH_DEP_D.pdf | CG_BAH_DEP_D - CG_BAH_DEP_D.PDF | General | 09/02/20 11:42AM | 937343 | 928299 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | CG_DEPBAHFRM | BAH DEPENDENCY FORM BY BATCH - | General | 09/02/20 11:42AM | 937342 | 928299 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | CGUNITROSTER | CGUNITROSTER | General | 09/02/20 10:31AM | 937341 | 928298 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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How to Batch Print BAH Dependency Data/Emergency Contact Forms, Continued

Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | |
|----------------------------------|---|----------------------------------|-------------------|------------------|----------------------------------|---------|----------------------------------|----------------------|-----------------|------|---------|------|-------------------|------------------|----------------------------------|---------|----------------------------------|----------------------|-----------------|------|---------|
| 11 | <p>Select the CG_EMRCNT_DP.pdf link for the Emergency Contact report or the CG_BAH_DEP_D.pdf link for the BAH Dependency report.</p> <div data-bbox="352 607 1158 1144" style="border: 1px solid blue; padding: 5px;"> <p>Report</p> <p>Report ID 937345 Process Instance 928300 Message Log Name XMLP Process Type XML Publisher Run Status Success CG_EMRCNT_DP - CG_EMRCNT_DP.pdf</p> <p>Distribution Details</p> <p>Distribution Node RPTNODE Expiration Date 09/09/2020</p> <p>File List</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>CG_EMRCNT_DP.pdf</td> <td>131,101</td> <td>09/02/2020 12:12:10.225995PM PDT</td> </tr> </tbody> </table> <p>Distribute To</p> <table border="1"> <thead> <tr> <th>Distribution ID Type</th> <th>Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>7654321</td> </tr> </tbody> </table> </div> <div data-bbox="352 1182 1158 1720" style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p>Report</p> <p>Report ID 937343 Process Instance 928299 Message Log Name XMLP Process Type XML Publisher Run Status Success CG_BAH_DEP_D - CG_BAH_DEP_D.pdf</p> <p>Distribution Details</p> <p>Distribution Node RPTNODE Expiration Date 09/09/2020</p> <p>File List</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>CG_BAH_DEP_D.pdf</td> <td>245,143</td> <td>09/02/2020 11:42:21.787271AM PDT</td> </tr> </tbody> </table> <p>Distribute To</p> <table border="1"> <thead> <tr> <th>Distribution ID Type</th> <th>Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>7654321</td> </tr> </tbody> </table> </div> | Name | File Size (bytes) | Datetime Created | CG_EMRCNT_DP.pdf | 131,101 | 09/02/2020 12:12:10.225995PM PDT | Distribution ID Type | Distribution ID | User | 7654321 | Name | File Size (bytes) | Datetime Created | CG_BAH_DEP_D.pdf | 245,143 | 09/02/2020 11:42:21.787271AM PDT | Distribution ID Type | Distribution ID | User | 7654321 |
| Name | File Size (bytes) | Datetime Created | | | | | | | | | | | | | | | | | | | |
| CG_EMRCNT_DP.pdf | 131,101 | 09/02/2020 12:12:10.225995PM PDT | | | | | | | | | | | | | | | | | | | |
| Distribution ID Type | Distribution ID | | | | | | | | | | | | | | | | | | | | |
| User | 7654321 | | | | | | | | | | | | | | | | | | | | |
| Name | File Size (bytes) | Datetime Created | | | | | | | | | | | | | | | | | | | |
| CG_BAH_DEP_D.pdf | 245,143 | 09/02/2020 11:42:21.787271AM PDT | | | | | | | | | | | | | | | | | | | |
| Distribution ID Type | Distribution ID | | | | | | | | | | | | | | | | | | | | |
| User | 7654321 | | | | | | | | | | | | | | | | | | | | |

Continued on next page

How to Batch Print BAH Dependency Data/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 <div data-bbox="352 651 1382 1256" style="border: 1px solid black; padding: 5px;"> <p>Reports</p> <p>🔍 1-8 of 8 View All</p> <table border="1"> <thead> <tr> <th>Report</th> <th>Report Description</th> <th>Folder Name</th> <th>Completion Date/Time</th> <th>Report ID</th> <th>Process Instance</th> </tr> </thead> <tbody> <tr> <td>1 CG_EMRCNT_SP - CG_EMRCNT_SP.pdf</td> <td>CG_EMRCNT_SP - CG_EMRCNT_SP.PDF</td> <td>General</td> <td>09/03/20 11:35AM</td> <td>937357</td> <td>928309</td> </tr> <tr> <td>2 CG_DEPBAHFRM</td> <td>BAH DEPENDENCY FORM BY BATCH -</td> <td>General</td> <td>09/03/20 11:35AM</td> <td>937356</td> <td>928309</td> </tr> <tr> <td>3 CG_BAH_DEPSP - CG_BAH_DEPSP.pdf</td> <td>CG_BAH_DEPSP - CG_BAH_DEPSP.PDF</td> <td>General</td> <td>09/03/20 11:28AM</td> <td>937355</td> <td>928308</td> </tr> <tr style="background-color: #ffffcc;"> <td>4 CG_DEPBAHFRM</td> <td>BAH DEPENDENCY FORM BY BATCH -</td> <td>General</td> <td>09/03/20 11:28AM</td> <td>937354</td> <td>928308</td> </tr> <tr> <td>5 CG_EMRCNT_DP - CG_EMRCNT_DP.pdf</td> <td>CG_EMRCNT_DP - CG_EMRCNT_DP.PDF</td> <td>General</td> <td>09/02/20 12:12PM</td> <td>937345</td> <td>928300</td> </tr> <tr> <td>6 CG_DEPBAHFRM</td> <td>BAH DEPENDENCY FORM BY BATCH -</td> <td>General</td> <td>09/02/20 12:12PM</td> <td>937344</td> <td>928300</td> </tr> <tr> <td>7 CG_BAH_DEP_D - CG_BAH_DEP_D.pdf</td> <td>CG_BAH_DEP_D - CG_BAH_DEP_D.PDF</td> <td>General</td> <td>09/02/20 11:42AM</td> <td>937343</td> <td>928299</td> </tr> <tr> <td>8 CG_DEPBAHFRM</td> <td>BAH DEPENDENCY FORM BY BATCH -</td> <td>General</td> <td>09/02/20 11:42AM</td> <td>937342</td> <td>928299</td> </tr> </tbody> </table> </div> | Report | Report Description | Folder Name | Completion Date/Time | Report ID | Process Instance | 1 CG_EMRCNT_SP - CG_EMRCNT_SP.pdf | CG_EMRCNT_SP - CG_EMRCNT_SP.PDF | General | 09/03/20 11:35AM | 937357 | 928309 | 2 CG_DEPBAHFRM | BAH DEPENDENCY FORM BY BATCH - | General | 09/03/20 11:35AM | 937356 | 928309 | 3 CG_BAH_DEPSP - CG_BAH_DEPSP.pdf | CG_BAH_DEPSP - CG_BAH_DEPSP.PDF | General | 09/03/20 11:28AM | 937355 | 928308 | 4 CG_DEPBAHFRM | BAH DEPENDENCY FORM BY BATCH - | General | 09/03/20 11:28AM | 937354 | 928308 | 5 CG_EMRCNT_DP - CG_EMRCNT_DP.pdf | CG_EMRCNT_DP - CG_EMRCNT_DP.PDF | General | 09/02/20 12:12PM | 937345 | 928300 | 6 CG_DEPBAHFRM | BAH DEPENDENCY FORM BY BATCH - | General | 09/02/20 12:12PM | 937344 | 928300 | 7 CG_BAH_DEP_D - CG_BAH_DEP_D.pdf | CG_BAH_DEP_D - CG_BAH_DEP_D.PDF | General | 09/02/20 11:42AM | 937343 | 928299 | 8 CG_DEPBAHFRM | BAH DEPENDENCY FORM BY BATCH - | General | 09/02/20 11:42AM | 937342 | 928299 |
| Report | Report Description | Folder Name | Completion Date/Time | Report ID | Process Instance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 CG_EMRCNT_SP - CG_EMRCNT_SP.pdf | CG_EMRCNT_SP - CG_EMRCNT_SP.PDF | General | 09/03/20 11:35AM | 937357 | 928309 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 CG_DEPBAHFRM | BAH DEPENDENCY FORM BY BATCH - | General | 09/03/20 11:35AM | 937356 | 928309 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 CG_BAH_DEPSP - CG_BAH_DEPSP.pdf | CG_BAH_DEPSP - CG_BAH_DEPSP.PDF | General | 09/03/20 11:28AM | 937355 | 928308 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 CG_DEPBAHFRM | BAH DEPENDENCY FORM BY BATCH - | General | 09/03/20 11:28AM | 937354 | 928308 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 CG_EMRCNT_DP - CG_EMRCNT_DP.pdf | CG_EMRCNT_DP - CG_EMRCNT_DP.PDF | General | 09/02/20 12:12PM | 937345 | 928300 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 CG_DEPBAHFRM | BAH DEPENDENCY FORM BY BATCH - | General | 09/02/20 12:12PM | 937344 | 928300 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 CG_BAH_DEP_D - CG_BAH_DEP_D.pdf | CG_BAH_DEP_D - CG_BAH_DEP_D.PDF | General | 09/02/20 11:42AM | 937343 | 928299 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 CG_DEPBAHFRM | BAH DEPENDENCY FORM BY BATCH - | General | 09/02/20 11:42AM | 937342 | 928299 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>13</p> | <p>The report will open in a new window displaying data on all the members assigned to the specific department or unit. It can now be printed and/or saved to a local directory.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |