BAH Dependency/Emergency Contact Information

Overview

Introduction	The BAH/Dependency data form lists a member's BAH dependents and provides an area for a member to certify the information. The Emergency Contacts report lists con for those the member has designated as emergency conta provides the procedures for printing each report in Direct	eligible the accuracy of ntact information cts. This guide t Access (DA).
Information	To view/print these reports, you must have one of the fol CGFIELDADM, CGHRS, CGHRSUP, CGHRSIC.	lowing roles:
Contents		
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	How to Print BAH Dependency Data or the	2
	Emergency Contact Forms by Employee	
	How to Batch Print BAH Dependency	6
	Data/Emergency Contact Forms	

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

Action k on the Active/Reserve Pay Tile. Active/Reserve Pay
k on the Active/Reserve Pay Tile.
ct the Generate BAH/Emergency Contact option. Direct Deposit Proxy - Submit Absence Request /oluntary Deductions SGL1 + FSGL1 Maintain Tax Data USA -lousing Allowance Dependent Information Cost of Living Allowance Generate BAH/Emergency Ontact 3AH Dependency Verification WGIB Enrollments AvIP Sea Time Balances View Payslips (AD/RSV) Net Distribution Pay Calendar Results View Member W-2s Proxy - Submit Non-Charge Abs

5 April 2023

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

Procedures,

continued

Step	Action
2	Select the radio button next to the form you want to generate.
	BAH/Dependency & Emergency Contact By Emplid
	Report Type Selection
	Generate BAH Dependency Form Generate Emergency Contact Form
	Generate BAH Dependency Form
3	Once selected, the Empl ID field will display. Enter the Empl ID and hit the
	magnifying glass icon.
	BAH/Dependency & Emergency Contact By Emplid
	Report Type Selection
	Generate BAH Dependency Form Generate Emergency Contact Form
	Empl ID: 1234567
	Generate BAH Dependency Form

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

Procedures,

continued

Step			Acti	on		
4	Select the member's	Last Nan	ne.	-		
-	Look Up Empl ID				>	<
					Helt	
	Search by: Last Name N	A begins with			T I I I	P
	Scarch by. Last Name	begins with				
	Look Up Cancel	Advanced Loo	kun			
	Concer	Advanced Loo	Kup			
	Search Results					
	View 100			First	t 🕚 1 of 1 🕑 Las	t
	Last First M	liddle Compon	r Dona	rtmont	Salary Job Title	
	Name Name N	lame	/ Depa	runent	Grade	
	STARK 1234567 TONY	ACG	CGA CADET	TRNG BRANCH	E7 Chief Yeoman	ו
5	The name of the mer	nhor will	display and	d the Gener	oto BAH Dono	ndency
5	Form button become		Click the C	u une Oener	All Danandan	av F orm
		s active. C	LIICK LIIE G	relierate D	An Dependen	cy form
	button.					
	BAH/Dependency	& Emerg	ency Con	tact By Em	nplid	
	Report Type Selection					
	Generate BAH Dep	endency Forn	n 🔿 Gen	erate Emergen	cy Contact Form	
		7				
	Empl ID: 1234567	🔍 Stark, Tor	ny			
	Generate BAH Depend	dency Form	1			
			-			
6	A new window will	open with	the form,	which can	be saved to a lo	ocal folder
	and/or printed.					
	DEPARTMENT OF HOMELAND SECUL U.S. COAST GUARD	RITY				
	COMPUTER GENERATED		BAH/DEPE	NDENCY D	ΑΤΑ	
	EMPLID NAME		RATE/RANK		CURRENT DUTY STA	ATION
	1234567 Tony Stark		Senior Chief M	achinery Technic	CGC WAESCHE	
	BASE ALAM SPO (PS)		MARITAL ST Married	ATUS	2015-01-31	=
	SPOUSE IN SERVICE INFOR	MATION				
	No		DEDENDEN			
			DEPENDEN	CTDATA		
	NAME	BAH ELIGIBLE	DATE OF	DEPENDENCY	SOCIAL SECURITY	RELATIONSHIP
	Potts, Pepper	Yes	1982-06-29	2015-01-31	NUMBER	Spouse
	Stark, Morgan	Yes	2015-05-11	2015-05-11		Daughter
	1					

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

Procedures,

Step	Action
7	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 .
	BAH/Dependency & Emergency Contact By Emplid
	Report Type Selection
	O Generate BAH Dependency Form Generate Emergency Contact Form
	Empl ID: 1234567 Stark, Tony
	Generate Emergency Contact Form
8	The form will open in a new window which can be saved to a local folder and/or printed. 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.
	DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD COMPUTER GENERATED EMERGENCY CONTACT INFORMATION
	EMPLID: 1234567 Rank/Rate: MKCS/E8 Name: Tony Stark
	Duty Station: 008578-CGC WAESCHE Servicing HR Site: 042599-BASE ALAM SPO (PS) Marital Status: Married Servicing HR Site: 042599-BASE ALAM SPO (PS)
	In case of emergency, please notify the following people:
	Primary Contact:
	Name: Potts, Pepper Relationship: Spouse Address: 123 Ironman Lane
	Malibu, CA 90210 Phone: 555 555 5555
	Other Contacts:
	Name: Hogan, Happy Relationship: Next of Kin Address: 121 Ironman Lane Malibu, CA 90210 Phone: Other Phones: Home 444 444 4444



Procedures See below.

Procedures,

continued

Step	Action
2	If creating the report for the first time, select the Add a New Value tab.
	BAH Depndnt/Emrgncy Data Batch
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value Add a New Value
	Search Criteria
	Search by: Run Control ID begins with
	Case Sensitive
	Search Advanced Search
	If the Run Control ID is known, enter the name and click Search. Then skip
	to Step 4.
	BAH Depndnt/Emrgncy Data Batch
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value Add a New Value
	Search Criteria
	Search by: Run Control ID begins with BAHDD
	Case Sensitive
	Search Advanced Search
2	Create a name you will remember for murring this report onton it into the Dun
3	Create a name you will remember for running this report, enter it into the Kun
	BAH Depndnt/Emrgncy Data Batch
	Find an Existing Value Add a New Value
	Run Control ID BAHDD
	Add

Procedures,

continued

Step	Action
4	Select the radio button for either the Generate BAH Dependency Form or Generate Emergency Contact Form .
	Run Control ID BAHDD Report Manager Process Monitor Run
	BAH/Dependency & Emergency Contact By Batch
	Report Form Selection
	Generate BAH Dependency Form Generate Emergency Contact Form
	Form - Sub-Selection
	O By Deptid
	O By SPO Unit
	Company and Ending Digit (Only for PHS)
	Save Dodate/Display

Procedures,

Step	Action
5	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.
	Run Control ID BAHDD Report Manager Process Monitor Run
	BAH/Dependency & Emergency Contact By Batch
	Report Form Selection
	O Generate BAH Dependency Form O Generate Emergency Contact Form
	Form - Sub-Selection
	By Deptid By SPO Unit Company and Ending Digit (Only for PHS)
	Set ID:
	R Save Update/Display
	If the By SPO Unit is selected, The Set ID and SPO Unit boxes will appear. Run Control ID BAHDD Report Manager Process Monitor Run
	BAH/Dependency & Emergency Contact By Batch
	Report Form Selection
	○ Generate BAH Dependency Form ○ Generate Emergency Contact Form
	Form - Sub-Selection
	By Deptid By SPO Unit Company and Ending Digit (Only for PHS)
	Set ID: Q SPO Unit: Q
	R Save Update/Display

Continued on next page

Procedures,

Step	Action
6	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 .
	Run Control ID BAHDD Report Manager Process Monitor Run
	BAH/Dependency & Emergency Contact By Batch
	Report Form Selection
	○ Generate BAH Dependency Form ○ Generate Emergency Contact Form
	Form - Sub-Selection
	 By Deptid By SPO Unit Company and Ending Digit (Only for PHS)
	Set ID: 00010 C Shared Coast Guard Department: 008578 CGC WAESCHE Save Update/Display
	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 .
	BAH/Dependency & Emergency Contact By Batch
	Report Form Selection
	O Generate BAH Dependency Form O Generate Emergency Contact Form
	Form - Sub-Selection
	 By Deptid By SPO Unit Company and Ending Digit (Only for PHS)
	Set ID: 00010 C Shared Coast Guard SPO Unit: 042599 BASE ALAM SPO (PS)
	🔚 Save 📃 Add 🗾 Update/Display

Continued on next page

Procedures,

Step	Action
7	The Process Scheduler Request page will display. Select PSUNX from the Server Name drop-down and click OK .
	Process Scheduler Request
	User ID 7654321 Run Control ID BAHDD
	Server Name PSUNX Run Date 09/02/2020
	Recurrence Run Time 11:35:47AM Reset to Current Date/Time
	Process List Select Description Process Name Process Type *Type *Format Distribution
	Solice Description Process name Process name Image: Solice BAH Dependency Form by Batch - CG_DEPBAHFRM Application Engine Web TXT Distribution
	OK Cancel
8	A Process Instance number will appear. Select the Process Monitor link
Ū	Run Control ID BAHDD Report Manager Process Monitor Run Process Instance:928299 Process Instance:928299 BAH/Dependency & Emergency Contact By Batch
	Report Form Selection
	O Generate BAH Dependency Form O Generate Emergency Contact Form
	Form - Sub-Selection
	 By Deptid By SPO Unit Company and Ending Digit (Only for PHS)
	Set ID: 00010 Coast Guard
	Department: 008578 CGC WAESCHE
	Rave Update/Display

Continued on next page

Procedures,

continued

	Action										
(1	Click	the R	efr	esh butto	n until the	Run	Status	reads	Success	and the	
Distribution Status reads Posted. Select the Keport Manager link.											
Process List											
	User I	D 7054321		Type			eo Erom		Instance To		Kenean
Server Name Q Instance From Instance To Report Manager											
	Sta	tus		Distrib	ution Status		•				
r	ocess L	∟ist									
	tiin Q	*							14 4 1	Distribution	View A
\$	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Ti	me	Run Status	Status	Details
1		928299		Application Engine	CG_DEPBAHFRM	7654321	09/02/2020 1	1:35:47AM F	DT Success	Posted	Details
		928298		Application Engine	CGUNITROSTER	7654321	09/02/2020 1	0:28:51AM F	DT Success	Posted	Details
S	Selec Emer	t the C	Co	EMRC1	DP – CO ms or the O	G_EN CG_I	/IRCN BAH_I	T_DP DEP_l	.pdf repo D - CG_l	ort link fo BAH_DH	or the E P_D.p
S F	Selec Emer epor List View F	et the C gency t link f Exp Reports I	CG_ Co for 1 lorer For	EMRCI ntact For the BAH Adminis	DP – CO ms or the O Dependen tration Ar Instance	G_EN CG_I acy Da rchives	ARCN BAH_I ata forr	T_DP DEP_1 ns.	.pdf repo D - CG_l	ort link fo BAH_DF	or the E P_D.p resh
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S F	Selecc Emer epor List View F Folde Name Ceport I C 2 C 3 3	ct the C rgency t link 1 Reports I r Report I s Q Report G_EMRC G_EMRC G_BAH_I G_BAH_I	CG_CO for 1 lorer For AHFFF	EMRCI ntact For the BAH Adminis Repo Repo BAH I BAH I P- P-pdf CG_E D- D- CG_E CG_E	C_DP - C(ms or the (Dependen tration Ar Instance Created On rt Description DEPENDENCY 'H - 'MRCNT_DP - PI 'ARCNT_DP.PI 'AH_DEP_D - PD	G_EN CG_J Icy Da Icy Da Ichives	ARCN BAH_I ata forn	T_DP DEP_1 ns. to Last Last ral ral	2.pdf repo D - CG_J → CG_J → 1-5 of 5 → Completion Date/Time 09/02/20 12:12PM 09/02/20 12:12PM 09/02/20 11:42AM	Prt link for BAH_DF Refr 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	or the CP_D.p resh Days ♥ View A t Proce Instar 44 9283 44 9283 44 9283
F	Selecc Emer epor List View F Folde Name Eeport 2 C 3 C 3 C 4 C	ct the C rgency t link 1 Reports I r Report I G_EMRC G_EMRC G_EAH_L G_BAH_L G_DEPB/	CG_CO for 1 lorer For AHFFR	EMRCI ntact For the BAH Adminis Repo Repo BAH I BAH I D- D- D- D- D- D- CG_E BAH I BAH I BATC	D D D D itration Ar Instance Created On rt Description D D MRCNT_DP MH_DEP_D MH_DEP_D MH_DEP_D MH_DEP MH_DEP	G_EN CG_J ccy Da cchives	ARCN BAH_I ata forr iii Folde 3Y Gene 3Y Gene	T_DP DEP_1 ns. to Last Last ral ral ral	2.pdf repo D - CG_J D - CG_J 1-5 of 5 ✓ Completion Date/Time 09/02/20 12:12PM 09/02/20 12:12PM 09/02/20 11:42AM	ort link fo BAH_DH Ref 1 9373 9373 9373 9373	or the CP_D.p resh Days ♥ View A 1 View A 1 View A 1 9283 44 9283 44 9283 44 9283 44 9283 44 9283

Procedures,

continued

		Action						
Select the CG_EMRCNT_DP.pdf link for the Emergency Contact report or								
the CG_BAH_	DEP_D.pdf link f	or the BAH Deper	ndency report.					
Report	-	•						
Report ID 9373	45 Process	Instance 928300	Message Log					
Name XML	Proc	ess Type XML Publisher						
Run Status Suco	ess							
CG_EMRCNT_DP - CO	6_EMRCNT_DP.pdf							
Distribution Details								
Distribution Dound	_							
Distribution Nod	RPTNODE E	Expiration Date 09/09/2020						
File List								
Name	File Size (bytes)	Datetime Created						
CG_EMRCNT_DP.pdf	131,101	09/02/2020 12:12:10.2	25995PM PDT					
Distribute To								
Distribution ID Type	*	Distribution ID						
User	7	654321						
Report								
Report ID 9373	43 Process	Instance 928299	Message Log					
Name XML	Proce	ess Type XML Publisher						
Run Status Succ	ess							
CG_BAH_DEP_D - CG	_BAH_DEP_D.pdf							
Distribution Details								
Distribution Dotaile	_							
Distribution Node	RPTNODE E	xpiration Date 09/09/2020						
File List								
Name	File Size (bytes)	Datetime Created						
CG_BAH_DEP_D.pdf	245,143	09/02/2020 11:42:21.78	37271AM PDT					
Distribute To								
Distribution ID Type	×	Distribution ID						
Lisor	7	65/321						

Procedures,

tep	Action SPO Unit reports appear as below: • CG_EMRCNT_SP - CG_EMRCNT_SP.pdf • CG_BAH_DEPSP - CG_BAH_DEPSP.pdf Reports						
	₿ Q			▲ ▲ 1-8 of 8 ► ► ► View All			
		Report	Report Description	Folder Name	Completion Date/Time	Report ID	Proces Instanc
	1	CG_EMRCNT_SP - CG_EMRCNT_SP.pdf	CG_EMRCNT_SP - CG_EMRCNT_SP.PDF	General	09/03/20 11:35AM	937357	92830
	2	CG_DEPBAHFRM	BAH DEPENDENCY FORM BY BATCH -	General	09/03/20 11:35AM	937356	92830
	3	CG_BAH_DEPSP - CG_BAH_DEPSP.pdf	CG_BAH_DEPSP - CG_BAH_DEPSP.PDF	General	09/03/20 11:28AM	937355	92830
	4	CG_DEPBAHFRM	BAH DEPENDENCY FORM BY BATCH -	General	09/03/20 11:28AM	937354	92830
	5	CG_EMRCNT_DP - CG_EMRCNT_DP.pdf	CG_EMRCNT_DP - CG_EMRCNT_DP.PDF	General	09/02/20 12:12PM	937345	92830
	6	CG_DEPBAHFRM	BAH DEPENDENCY FORM BY BATCH -	General	09/02/20 12:12PM	937344	92830
	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	92829
	8	CG_DEPBAHFRM	BAH DEPENDENCY FORM BY BATCH -	General	09/02/20 11:42AM	937342	92829
	The report will open in a new window displaying data on all the members						
	to a	local directory.	inc department or unit	t. It can no	w be printe	a and/or	saved