

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).


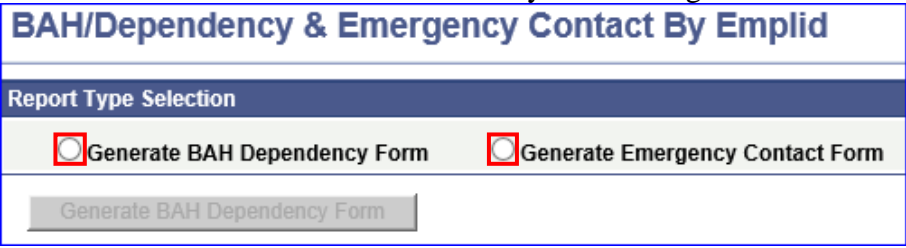

Information To view/print these reports, you must have one of the following roles: CGFIELDADM, CGHRS, CGHRSUP, CGHRSIC.

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


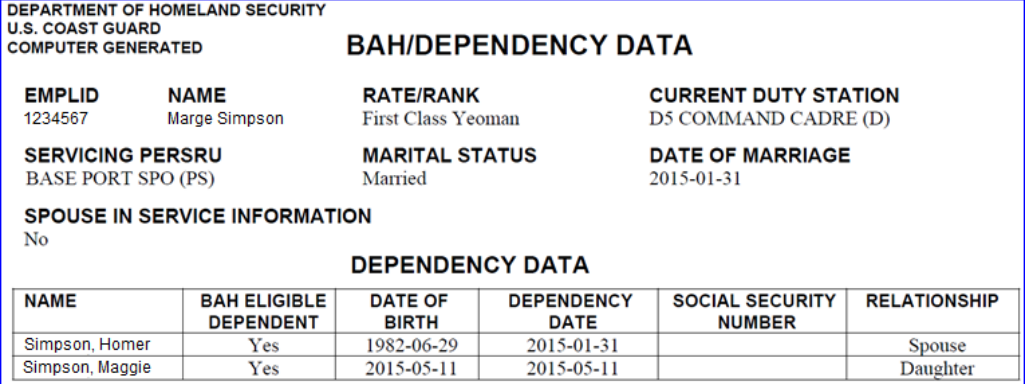
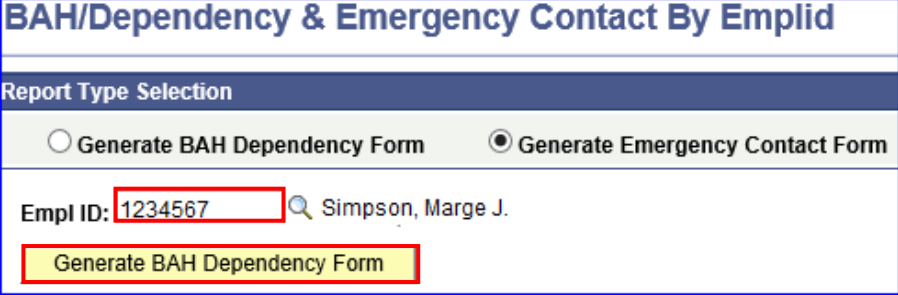
Procedures See below.

Step	Action
1	<p>Select the BAH Depndnt/EmrgncyData Emplid link from the Active & Reserve Pay Shortcuts pagelet.</p> 
2	<p>Select the radio button next to the form you want to generate.</p> 
3	<p>Once selected, the Empl ID field will appear. Enter the Empl ID and hit the tab key.</p> 

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

Procedures,
continued

Step	Action																		
<p>4</p>	<p>The name of the member will appear and the Generate BAH Dependency Form button becomes active. Click the Generate BAH Dependency Form button.</p> 																		
<p>5</p>	<p>A new window will open with the form, which can be saved to a local folder and/or printed.</p>  <table border="1" data-bbox="352 1301 1382 1397"> <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>Simpson, Homer</td> <td>Yes</td> <td>1982-06-29</td> <td>2015-01-31</td> <td></td> <td>Spouse</td> </tr> <tr> <td>Simpson, Maggie</td> <td>Yes</td> <td>2015-05-11</td> <td>2015-05-11</td> <td></td> <td>Daughter</td> </tr> </tbody> </table>	NAME	BAH ELIGIBLE DEPENDENT	DATE OF BIRTH	DEPENDENCY DATE	SOCIAL SECURITY NUMBER	RELATIONSHIP	Simpson, Homer	Yes	1982-06-29	2015-01-31		Spouse	Simpson, Maggie	Yes	2015-05-11	2015-05-11		Daughter
NAME	BAH ELIGIBLE DEPENDENT	DATE OF BIRTH	DEPENDENCY DATE	SOCIAL SECURITY NUMBER	RELATIONSHIP														
Simpson, Homer	Yes	1982-06-29	2015-01-31		Spouse														
Simpson, Maggie	Yes	2015-05-11	2015-05-11		Daughter														
<p>6</p>	<p>To process the Emergency Contact form, select the appropriate radio button, enter the member's Empl ID, hit the tab key, and click Generate Emergency Contact Form.</p> 																		

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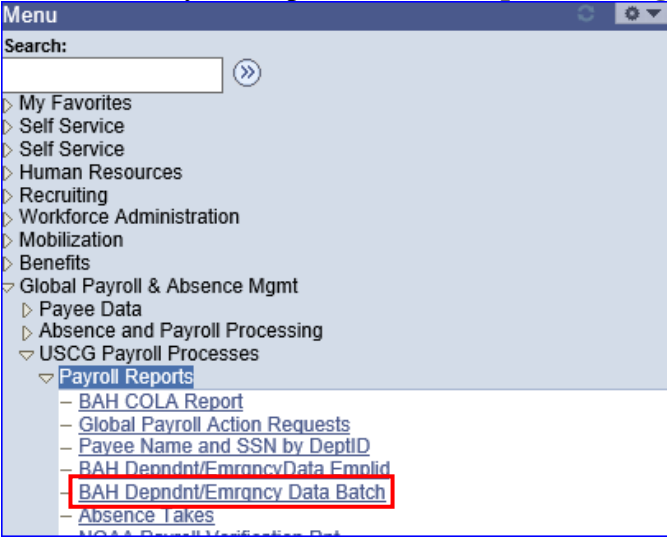
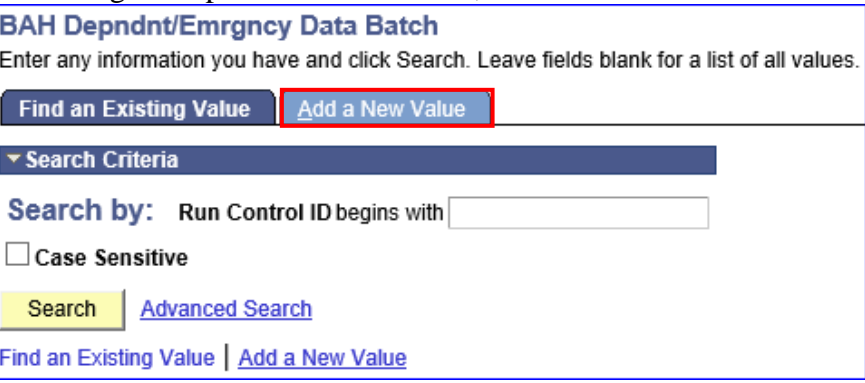
How to Print BAH Dependency Data or the Emergency Contact Forms by Employee, Continued

Procedures,
continued

Step	Action								
7	<p>The form will open in a new window which can be saved to a local folder and/or printed.</p> <div data-bbox="352 611 1378 1077" 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: YN1/E6 Name: Marge Simpson Duty Station: 008146-D5 COMMAND CADRE (D) Servicing HR Site: 042030-BASE PORT SPO (PS) Marital Status: Married</p> <p>In case of emergency, please notify the following people:</p> <p>Primary Contact:</p> <table border="0" style="width: 100%;"> <tr> <td>Name: Simpson, Homer</td> <td>Relationship: Spouse</td> </tr> <tr> <td>Address:</td> <td>Phone: 555 555 6666</td> </tr> </table> <p>Other Contacts:</p> <table border="0" style="width: 100%;"> <tr> <td>Name: Jacqueline Ingrid Bouvier</td> <td>Relationship: Mother</td> </tr> <tr> <td>Address: 742 Evergreen Terrace Springfield, USA 99999</td> <td>Phone: 555 555 9999</td> </tr> </table> </div> <p>NOTE: If there are data discrepancies on the member's form, it is likely the data within the Personal Information component or the data within the Dependent Information component is incorrect. Please check these components to see if data needs to be corrected or updated.</p>	Name: Simpson, Homer	Relationship: Spouse	Address:	Phone: 555 555 6666	Name: Jacqueline Ingrid Bouvier	Relationship: Mother	Address: 742 Evergreen Terrace Springfield, USA 99999	Phone: 555 555 9999
Name: Simpson, Homer	Relationship: Spouse								
Address:	Phone: 555 555 6666								
Name: Jacqueline Ingrid Bouvier	Relationship: Mother								
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How to Batch Print BAH Dependency Data/Emergency Contact Forms

Procedures See below.

Step	Action
<p>1</p>	<p>In the Menu, navigate to Global Payroll & Absence Mgmt > USCG Payroll Processes > Payroll Reports > BAH Depndnt/Emrgncy Data Batch link.</p>  <p>The screenshot shows a 'Menu' window with a search bar and a tree view. The path is: Global Payroll & Absence Mgmt > USCG Payroll Processes > Payroll Reports > BAH Depndnt/Emrgncy Data Batch. The 'BAH Depndnt/Emrgncy Data Batch' link is highlighted with a red box.</p>
<p>2</p>	<p>If creating the report for the first time, select the Add a New Value tab.</p>  <p>The screenshot shows the 'BAH Depndnt/Emrgncy Data Batch' form. The 'Add a New Value' tab is selected and highlighted with a red box. Below the tabs, there is a search criteria section with a 'Search by:' dropdown set to 'Run Control ID begins with', a search input field, and a 'Search' button. There is also a 'Case Sensitive' checkbox and an 'Advanced Search' link.</p>

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

Procedures,
continued

Step	Action
<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="352 611 1005 896"> <p>BAH Depndnt/Emergency 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> <p>Find an Existing Value Add a New Value</p> </div> <p>If the Run Control ID is known, enter the name and click Search.</p> <div data-bbox="352 969 1198 1317"> <p>BAH Depndnt/Emergency Data Batch</p> <p>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> <p>Find an Existing Value Add a New Value</p> </div>
<p>4</p>	<p>Select the radio button for either the Generate BAH Dependency Form or Generate Emergency Contact Form.</p> <div data-bbox="352 1424 1378 1839"> <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 checked="" type="radio"/> Generate Emergency Contact Form</p> <p>Form - Sub-Selection</p> <p><input type="radio"/> By Deptid</p> <p><input type="radio"/> By SPO Unit</p> <p><input type="radio"/> Company and Ending Digit (Only for PHS)</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
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 1380 1137" style="border: 1px solid black; padding: 5px;"> <p>Run Control ID BAHDD Report Manager Process Monitor Run</p> <h3 style="text-align: center;">BAH/Dependency & Emergency Contact By Batch</h3> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>Report Form Selection</p> <p><input checked="" type="radio"/> Generate BAH Dependency Form <input type="radio"/> Generate Emergency Contact Form</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <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> </div> <p>Set ID: <input style="border: 1px solid red;" type="text"/> <input type="button" value="🔍"/></p> <p>Department: <input style="border: 1px solid red;" type="text"/> <input type="button" value="🔍"/></p> <p style="text-align: right;">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 1205 1380 1697" style="border: 1px solid black; padding: 5px;"> <p>Run Control ID BAHDD Report Manager Process Monitor Run</p> <h3 style="text-align: center;">BAH/Dependency & Emergency Contact By Batch</h3> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>Report Form Selection</p> <p><input checked="" type="radio"/> Generate BAH Dependency Form <input type="radio"/> Generate Emergency Contact Form</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <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> </div> <p>Set ID: <input style="border: 1px solid red;" type="text"/> <input type="button" value="🔍"/></p> <p>SPO Unit: <input style="border: 1px solid red;" type="text"/> <input type="button" value="🔍"/></p> <p style="text-align: right;">Save Add Update/Display</p> </div>

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

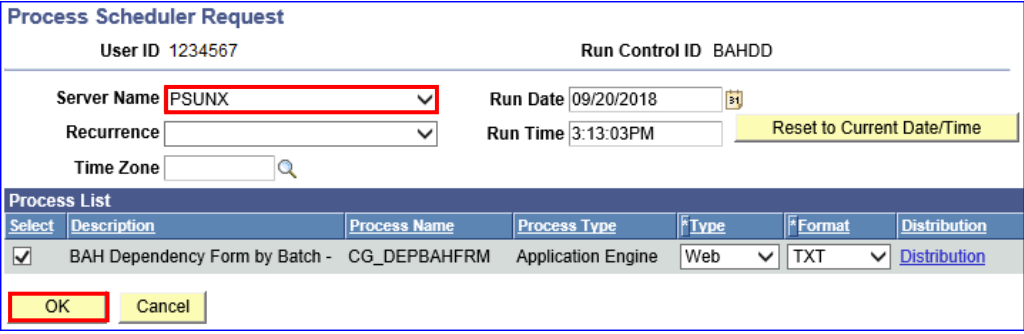
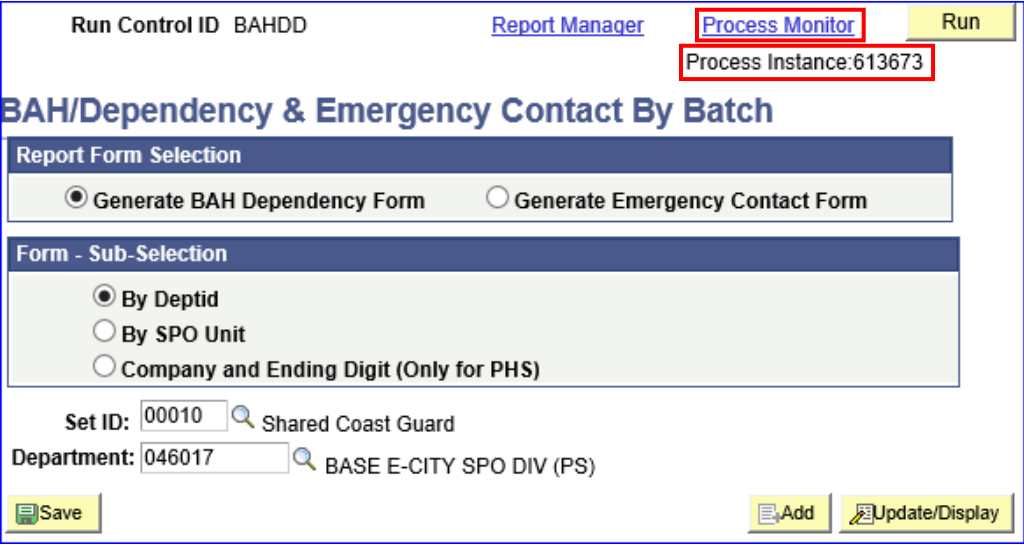
Procedures,
continued

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 1115" style="border: 1px solid black; padding: 5px;"> <p>Run Control ID BAHDD Report Manager Process Monitor Run</p> <h3 style="margin: 0;">BAH/Dependency & Emergency Contact By Batch</h3> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <p>Report Form Selection</p> <p><input checked="" type="radio"/> Generate BAH Dependency Form <input type="radio"/> Generate Emergency Contact Form</p> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <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> </div> <p>Set ID: 00010 Shared Coast Guard</p> <p>Department: 046017 BASE E-CITY SPO DIV (PS)</p> <p style="text-align: right;">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 1256 1315 1720" style="border: 1px solid black; padding: 5px;"> <p>Run Control ID BAHDD Report Manager Process Monitor Run</p> <h3 style="margin: 0;">BAH/Dependency & Emergency Contact By Batch</h3> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <p>Report Form Selection</p> <p><input checked="" type="radio"/> Generate BAH Dependency Form <input type="radio"/> Generate Emergency Contact Form</p> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <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> </div> <p>Set ID: 00010 Shared Coast Guard</p> <p>SPO Unit: 046017 BASE E-CITY SPO DIV (PS)</p> <p style="text-align: right;">Save Add Update/Display</p> </div>

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

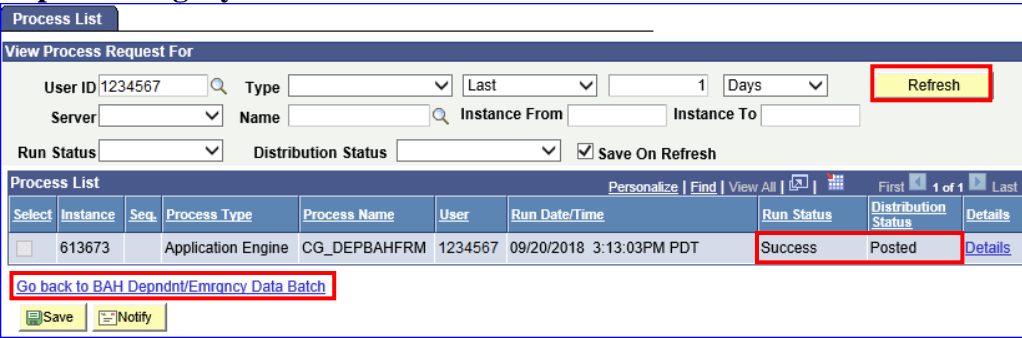
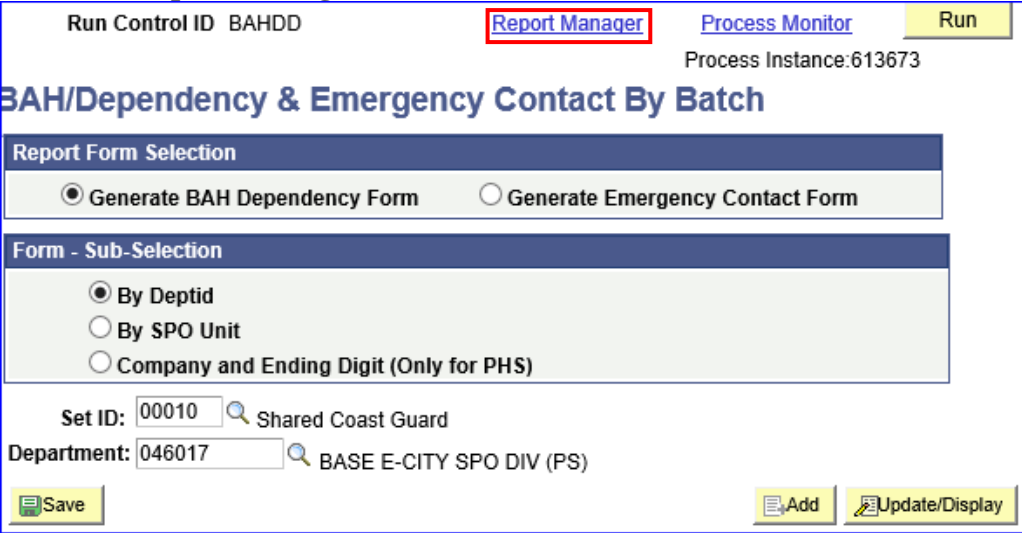
Procedures,
continued

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 1234567 Run Control ID BAHDD</p> <p>Server Name PSUNX Run Date 09/20/2018 Recurrence [v] Run Time 3:13:03PM Time Zone [v] Reset to Current Date/Time</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 Process Instance: 613673</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 Shared Coast Guard Department: 046017 BASE E-CITY SPO DIV (PS)</p> <p>Save Add Update/Display</p>														

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

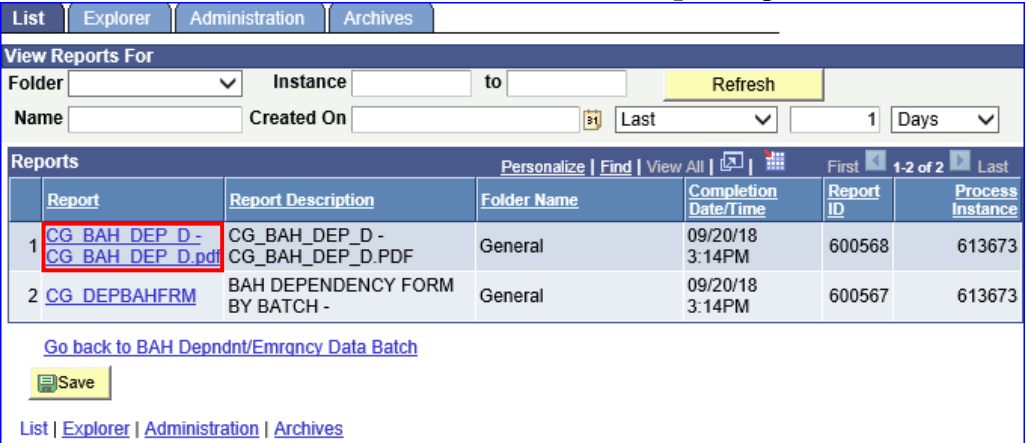

Procedures,
continued

Step	Action
<p>9</p>	<p>Click the Refresh button until the Run Status reads Success and the Distribution Status reads Posted. Click the Go Back to BAH Depndt/Emrgncy Data Batch link.</p> 
<p>10</p>	<p>Select the Report Manager link.</p> 

Continued on next page

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

Procedures,
continued

Step	Action																		
<p>11</p>	<p>Select the CG_BAH_DEP_D - CG_BAH_DEP_D.pdf Report link.</p>  <p>The screenshot shows a web interface with tabs for 'List', 'Explorer', 'Administration', and 'Archives'. Below the tabs is a 'View Reports For' section with fields for 'Folder', 'Instance', and 'to', along with a 'Refresh' button. A 'Name' field and a 'Created On' field with a date picker are also present. A 'Reports' table lists two reports:</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_BAH_DEP_D - CG_BAH_DEP_D.pdf</td> <td>CG_BAH_DEP_D - CG_BAH_DEP_D.PDF</td> <td>General</td> <td>09/20/18 3:14PM</td> <td>600568</td> <td>613673</td> </tr> <tr> <td>2 CG_DEPBAHFRM</td> <td>BAH DEPENDENCY FORM BY BATCH -</td> <td>General</td> <td>09/20/18 3:14PM</td> <td>600567</td> <td>613673</td> </tr> </tbody> </table> <p>Below the table is a link: Go back to BAH Dependnt/Emergncy Data Batch and a 'Save' button. At the bottom are links for 'List', 'Explorer', 'Administration', and 'Archives'.</p>	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance	1 CG_BAH_DEP_D - CG_BAH_DEP_D.pdf	CG_BAH_DEP_D - CG_BAH_DEP_D.PDF	General	09/20/18 3:14PM	600568	613673	2 CG_DEPBAHFRM	BAH DEPENDENCY FORM BY BATCH -	General	09/20/18 3:14PM	600567	613673
Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance														
1 CG_BAH_DEP_D - CG_BAH_DEP_D.pdf	CG_BAH_DEP_D - CG_BAH_DEP_D.PDF	General	09/20/18 3:14PM	600568	613673														
2 CG_DEPBAHFRM	BAH DEPENDENCY FORM BY BATCH -	General	09/20/18 3:14PM	600567	613673														
<p>12</p>	<p>Select the CG_BAH_DEP_D.pdf link for the BAH report or the CG_EMRCNT_DP.pdf link for the Emergency Contact report.</p>  <p>The first screenshot shows report details for Report ID 600568, Process Instance 613673, Name XMLP, Process Type XML Publisher, Run Status Success, and Report CG_BAH_DEP_D - CG_BAH_DEP_D.pdf. The 'File List' table shows:</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>22,496</td> <td>09/20/2018 3:14:33.052640PM PDT</td> </tr> </tbody> </table> <p>The second screenshot shows report details for Report ID 600570, Process Instance 613674, Name XMLP, Process Type XML Publisher, Run Status Success, and Report CG_EMRCNT_DP - CG_EMRCNT_DP.pdf. The 'File List' table shows:</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>13,495</td> <td>09/20/2018 3:21:19.929117PM PDT</td> </tr> </tbody> </table>	Name	File Size (bytes)	Datetime Created	CG_BAH_DEP_D.pdf	22,496	09/20/2018 3:14:33.052640PM PDT	Name	File Size (bytes)	Datetime Created	CG_EMRCNT_DP.pdf	13,495	09/20/2018 3:21:19.929117PM PDT						
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CG_BAH_DEP_D.pdf	22,496	09/20/2018 3:14:33.052640PM PDT																	
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How to Batch Print BAH Dependency Data/Emergency Contact Forms, Continued

Procedures,
continued

Step	Action																																																																
<p>13</p>	<p>SPO Unit reports appear as below: CG_BAH_DEPSP.pdf CG_EMRCNT_SP.pdf</p> <table border="1" data-bbox="352 647 1246 1240"> <thead> <tr> <th colspan="4">Report</th> </tr> </thead> <tbody> <tr> <td>Report ID</td> <td>607861</td> <td>Process Instance</td> <td>619703 Message Log</td> </tr> <tr> <td>Name</td> <td>XMLP</td> <td>Process Type</td> <td>XML Publisher</td> </tr> <tr> <td>Run Status</td> <td colspan="3">Success</td> </tr> <tr> <td colspan="4">CG_BAH_DEPSP - CG_BAH_DEPSP.pdf</td> </tr> <tr> <th colspan="4">Distribution Details</th> </tr> <tr> <td>Distribution Node</td> <td>RPTNODE</td> <td>Expiration Date</td> <td>10/08/2018</td> </tr> <tr> <th colspan="4">File List</th> </tr> <tr> <th>Name</th> <th>File Size (bytes)</th> <th colspan="2">Datetime Created</th> </tr> <tr> <td>CG_BAH_DEPSP.pdf</td> <td>3,792,983</td> <td colspan="2">10/01/2018 1:46:50.254625PM PDT</td> </tr> <tr> <th colspan="4">File List</th> </tr> <tr> <th>Name</th> <th>File Size (bytes)</th> <th colspan="2">Datetime Created</th> </tr> <tr> <td>CG_EMRCNT_SP.pdf</td> <td>2,155,883</td> <td colspan="2">10/01/2018 1:50:06.549790PM PDT</td> </tr> <tr> <th colspan="4">Distribute To</th> </tr> <tr> <th>Distribution ID Type</th> <th colspan="3">Distribution ID</th> </tr> <tr> <td>User</td> <td colspan="3">2222222</td> </tr> </tbody> </table>	Report				Report ID	607861	Process Instance	619703 Message Log	Name	XMLP	Process Type	XML Publisher	Run Status	Success			CG_BAH_DEPSP - CG_BAH_DEPSP.pdf				Distribution Details				Distribution Node	RPTNODE	Expiration Date	10/08/2018	File List				Name	File Size (bytes)	Datetime Created		CG_BAH_DEPSP.pdf	3,792,983	10/01/2018 1:46:50.254625PM PDT		File List				Name	File Size (bytes)	Datetime Created		CG_EMRCNT_SP.pdf	2,155,883	10/01/2018 1:50:06.549790PM PDT		Distribute To				Distribution ID Type	Distribution ID			User	2222222		
Report																																																																	
Report ID	607861	Process Instance	619703 Message Log																																																														
Name	XMLP	Process Type	XML Publisher																																																														
Run Status	Success																																																																
CG_BAH_DEPSP - CG_BAH_DEPSP.pdf																																																																	
Distribution Details																																																																	
Distribution Node	RPTNODE	Expiration Date	10/08/2018																																																														
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Distribute To																																																																	
Distribution ID Type	Distribution ID																																																																
User	2222222																																																																
<p>14</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>																																																																