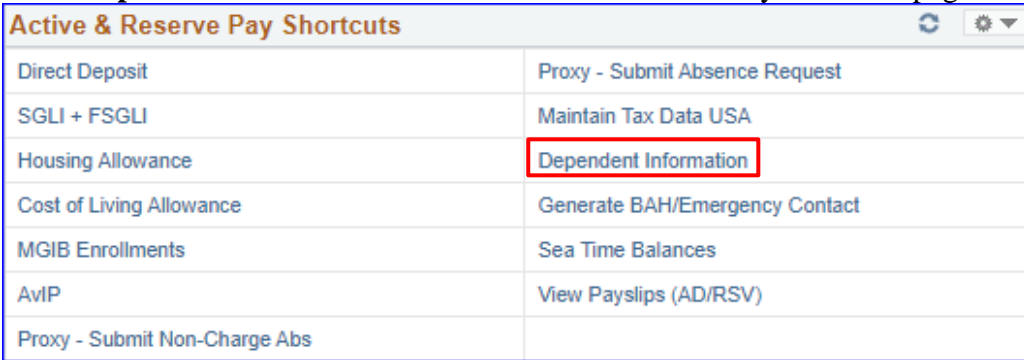
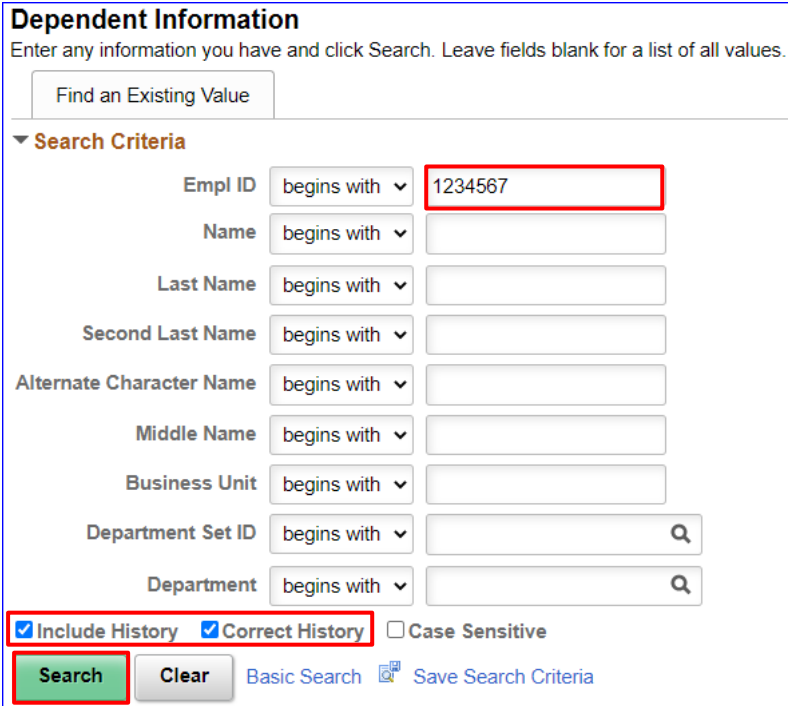


Dependent Information – Dependent Aging Out

Introduction This guide provides the procedures for handling dependents of members that age out of dependency.

Information You must have the CGHRS or CGADMIN SUP role to complete this process.

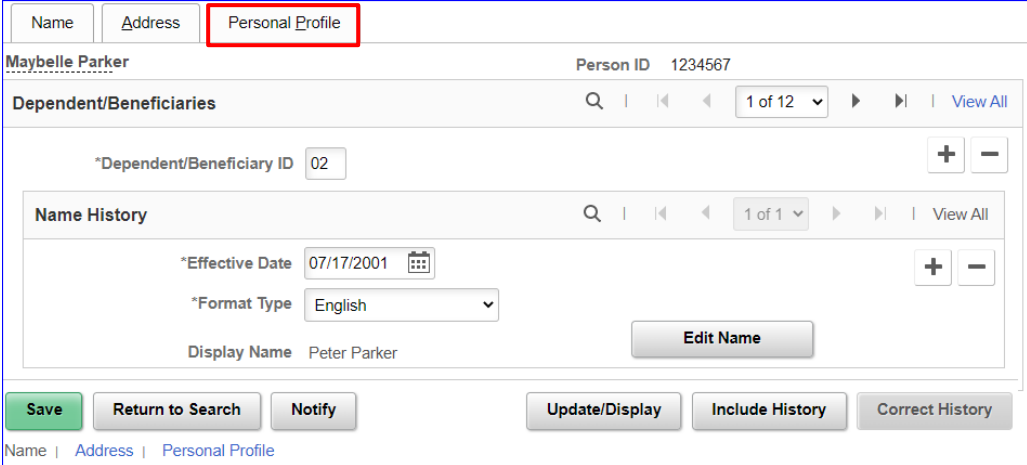
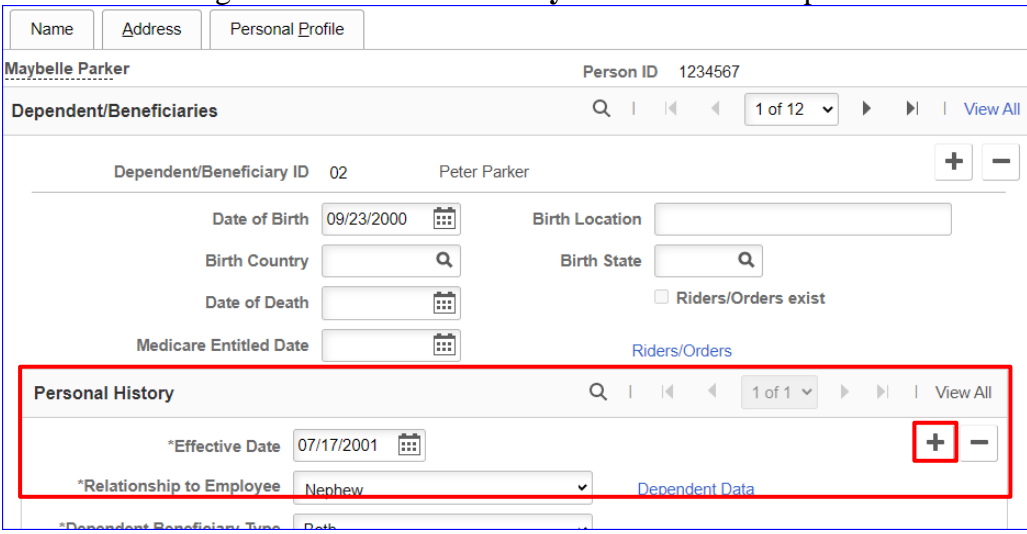
Procedures See below.

Step	Action
<p>1</p>	<p>Click Dependent Information in the Active & Reserve Pay Shortcuts pagelet.</p>  <p>The screenshot shows a grid of shortcuts. The 'Dependent Information' link is highlighted with a red box. Other shortcuts include Direct Deposit, SGLI + FSGLI, Housing Allowance, Cost of Living Allowance, MGIB Enrollments, AvIP, Proxy - Submit Non-Charge Abs, Proxy - Submit Absence Request, Maintain Tax Data USA, Generate BAH/Emergency Contact, and Sea Time Balances.</p>
<p>2</p>	<p>Enter the Empl ID, verify the Include History and Correct History boxes are checked and click Search.</p>  <p>The screenshot shows the 'Dependent Information' search form. The 'Empl ID' field is set to '1234567'. The 'Include History' and 'Correct History' checkboxes are checked. The 'Search' button is highlighted with a red box. Other fields include Name, Last Name, Second Last Name, Alternate Character Name, Middle Name, Business Unit, Department Set ID, and Department.</p>

Continued on next page

Dependent Information – Dependent Aging Out, Continued

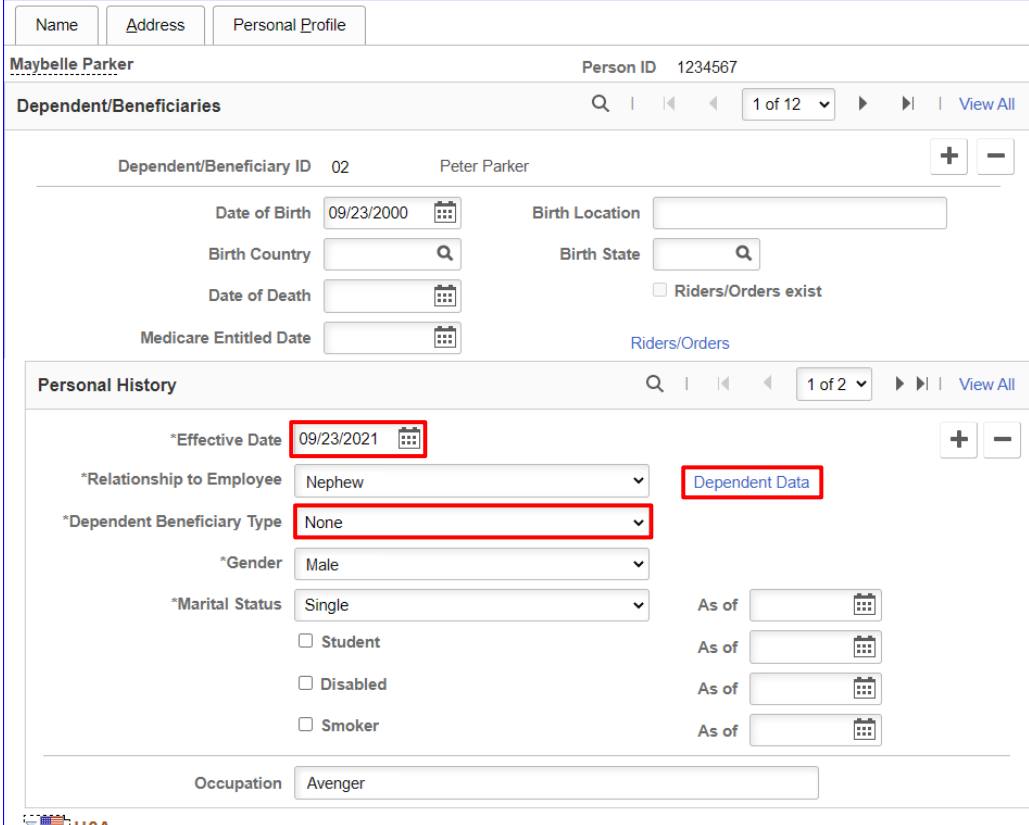
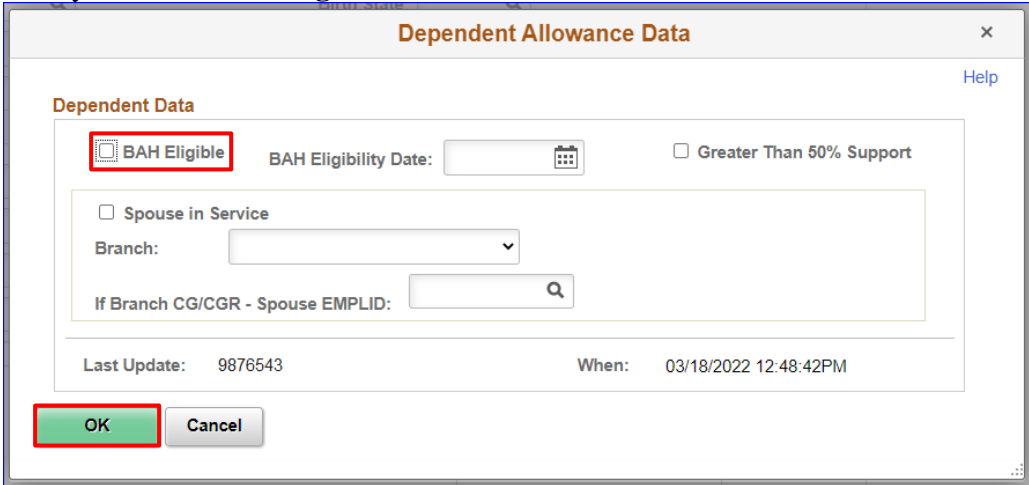
Procedures,
continued

Step	Action
3	<p>Select the Personal Profile tab. Locate the dependent requiring the update.</p> 
4	<p>Click the Plus sign in the Personal History section for that dependent.</p> 

Continued on next page

Dependent Information – Dependent Aging Out, Continued


Procedures,
continued

Step	Action
<p>5</p>	<p>Update the Effective Date to the day they became ineligible (turned 21). Change the Dependent Beneficiary Type to None. Click Dependent Data.</p>  <p>The screenshot shows the 'Dependent/Beneficiaries' form for Peter Parker (Person ID 1234567). The 'Effective Date' is 09/23/2021 and the 'Dependent Beneficiary Type' is None. A 'Dependent Data' button is highlighted in red.</p>
<p>6</p>	<p>Verify that the BAH Eligible box is now unchecked. Click OK.</p>  <p>The screenshot shows the 'Dependent Allowance Data' dialog box. The 'BAH Eligible' checkbox is unchecked and highlighted in red. The 'OK' button is also highlighted in red.</p>

Continued on next page

Dependent Information – Dependent Aging Out, Continued

Procedures,
continued

Step	Action
7	<p data-bbox="336 495 491 524">Click Save.</p> <div data-bbox="336 524 1369 775"><p data-bbox="523 557 699 584">Occupation <input type="text" value="Avenger"/></p><p data-bbox="357 607 443 629">▸  USA</p><p data-bbox="357 642 467 665">▸ National ID</p><p data-bbox="336 696 1369 725"><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/></p><p data-bbox="336 741 616 763">Name Address Personal Profile</p></div>
