

Divorce, Annulment or Death of a Dependent

Overview

Introduction There are three areas in Direct Access (DA) that need to be updated **in sequence** when a member reports a change in status due to a divorce, annulment, or death of a spouse or dependent.

Important Information **SGLI and/or FSGLI needs to be updated as soon as possible by the member.** Please inform the member to update this information through the Servicemembers' Group Life Insurance Online Enrollment System (SOES) before proceeding in DA.

Contents



Topic	See Page
Dependent Information	2
Personal Data/Information	7
Entitlement Information	10

Dependent Information

Introduction This section provides the procedures for changing the status of BAH eligible dependents in DA.

- Information**
- Dependents are not deleted from the member’s record when their status changes.
 - When a divorce is reported, a new row is entered, and the relationship is changed to Ex-Spouse.
 - When a death is reported, the relationship is changed to Former Spouse.
 - In cases where stepchildren are involved, a new row is added with the date of the divorce, the relationship stays the same, BUT the BAH eligibility must be reviewed to make sure the box is not checked.

Procedures See below.

Step	Action
<p>1</p>	<p>Click on the AD/RSV Payroll Workcenter tile or the HR Data Shortcuts tile.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div data-bbox="379 999 740 1281" style="border: 1px solid blue; padding: 5px; text-align: center;"> <p>AD/RSV Payroll Workcenter</p>  </div> <div data-bbox="783 999 1144 1281" style="border: 1px solid blue; padding: 5px; text-align: center;"> <p>HR Data Shortcuts</p>  </div> </div>
<p>2</p>	<p>Scroll to Dependent Information in the Act/RSV Pay Shortcuts drop-down or select the Dependent Information option.</p> <div style="display: flex; justify-content: space-between;"> <div data-bbox="379 1395 663 1872" style="border: 1px solid blue; padding: 5px;"> <p>Links</p> <p>Payroll Requests</p> <p>Act/RSV Pay Shortcuts</p> <p>AviP</p> <p>BAH Dep Data Verification</p> <p>Cost of Living Allowance</p> <p style="border: 1px solid red;">Dependent Information</p> <p>Direct Deposit</p> <p>Housing Allowance</p> <p>Maintain Tax Data USA</p> <p>MGIB Enrollments</p> </div> <div data-bbox="703 1395 1011 1872" style="border: 1px solid blue; padding: 5px;"> <p>Add Employment Instance</p> <p style="border: 1px solid red;">Dependent Information</p> <p>Email Address</p> <p>Find an Employee</p> <p>Job Data</p> <p>Personal Information</p> <p>Search by SSN</p> </div> </div>

Continued on next page

Dependent Information, Continued

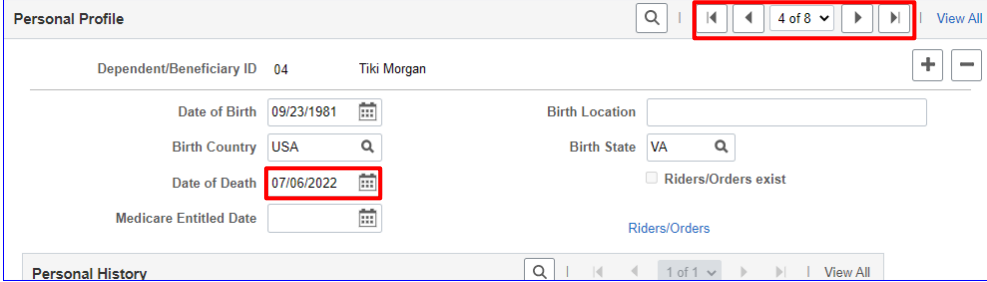

Procedures,
continued

Step	Action
3	<p>Enter the Empl ID and click Search.</p> <div data-bbox="384 495 1273 1317" style="border: 1px solid blue; padding: 5px;"> <p>Dependent Information Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="text-align: center;">Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ <input style="border: 2px solid red;" type="text" value="1234567"/></p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Second Last Name begins with ▼ <input type="text"/></p> <p>Alternate Character Name begins with ▼ <input type="text"/></p> <p>Middle Name begins with ▼ <input type="text"/></p> <p>Business Unit begins with ▼ <input type="text"/></p> <p>Department Set ID begins with ▼ <input type="text"/> Q</p> <p>Department begins with ▼ <input type="text"/> Q</p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> </div>
4	<p>Select the Personal Profile tab.</p> <div data-bbox="384 1391 1369 1776" style="border: 1px solid blue; padding: 5px;"> <p>Name Address Personal Profile</p> <p>Captain Morgan Person ID 1234567</p> <p>Dependent/Beneficiaries Q < << 1 of 8 >> > View All</p> <p>Dependent/Beneficiary ID 01</p> <p>Name History Q < << 1 of 1 >> > View All</p> <p>Effective Date 09/03/2002 Format Type English Display Name DIAGEO MORGAN View Name</p> <p>Save Return to Search Previous in List Next in List Notify Update/Display Include History Correct History</p> <p>Name Address Personal Profile</p> </div>

Continued on next page

Dependent Information, Continued

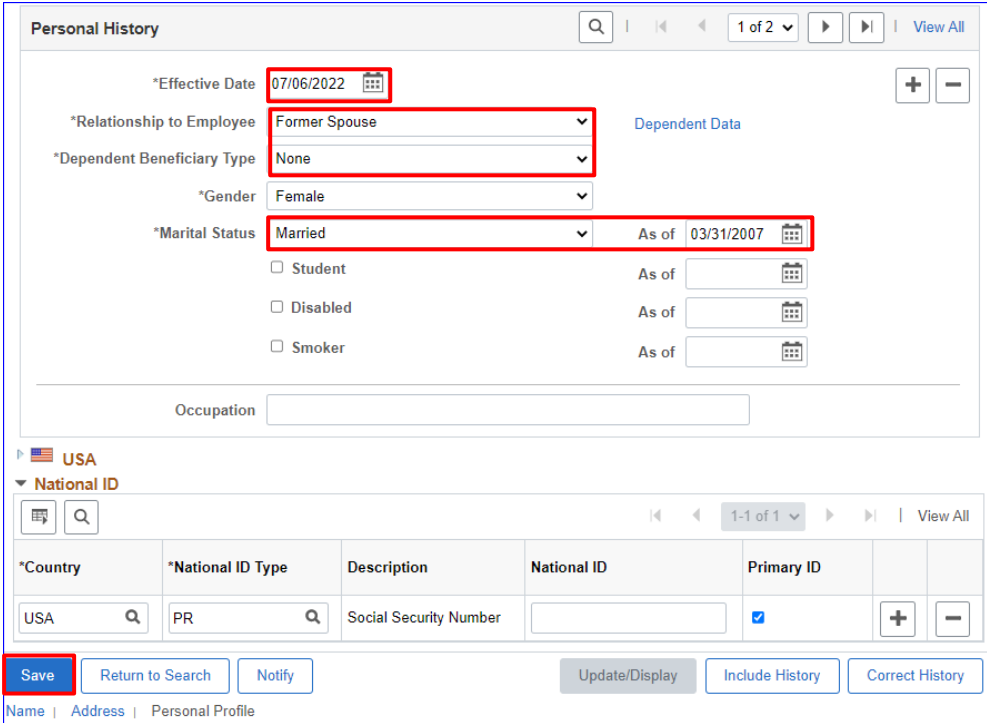
Procedures,
continued

Step	Action
<p>5</p>	<p>Using the arrows in the Personal Profile section, locate the appropriate dependent. If recording a death (for our example), enter the date of the dependent's death in the Date of Death field.</p> 
<p>6</p>	<p>In Personal History section, click the Plus button to add a new row.</p> 

Continued on next page

Dependent Information, Continued

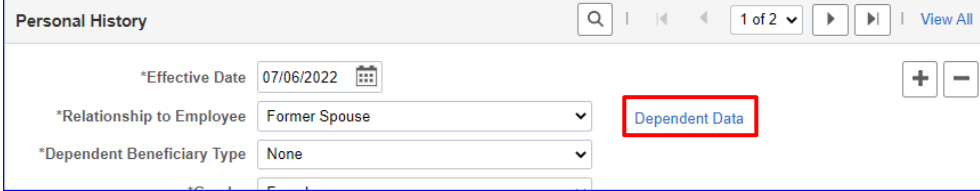
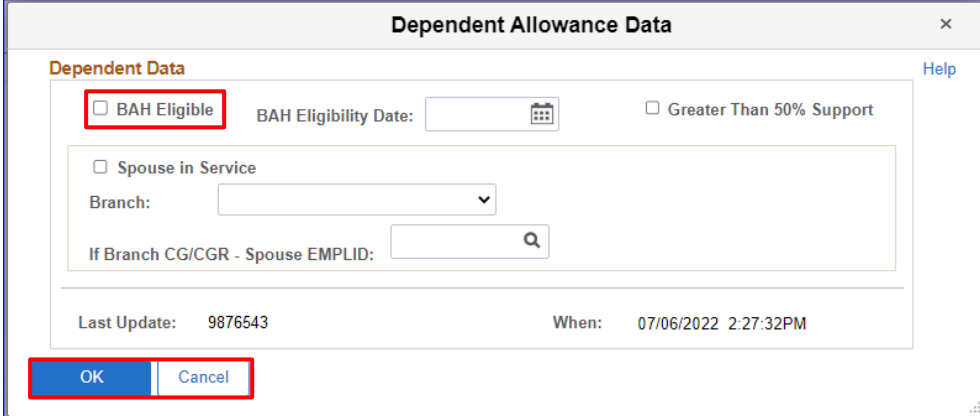
Procedures,
continued

Step	Action
7	<p>Update the following fields in the Personal History section:</p> <ul style="list-style-type: none"> • Effective Date – Enter the date of the divorce (annulment or date of dependent death). • Relationship to Employee – Enter: <ul style="list-style-type: none"> – Ex-Spouse for divorce (annulment) – Former Spouse for death – Leave relationship for any other dependent. • Dependent Beneficiary Type – Enter None. NOTE: If recording a spouse’s death, click Save after this step and go to the instructions for updating the Member’s Personal Information. • Marital Status – Enter divorced for a divorce or for an annulment. Do not change for death status. • As Of – Enter the effective date for the Marital Status change. <p>Click Save.</p>  <p>The screenshot shows the 'Personal History' form with the following fields highlighted in red:</p> <ul style="list-style-type: none"> *Effective Date: 07/06/2022 *Relationship to Employee: Former Spouse *Dependent Beneficiary Type: None *Marital Status: Married As of: 03/31/2007 The 'Save' button at the bottom left.

Continued on next page

Dependent Information, Continued


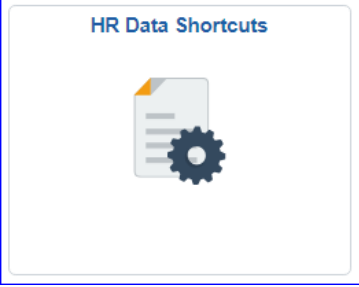
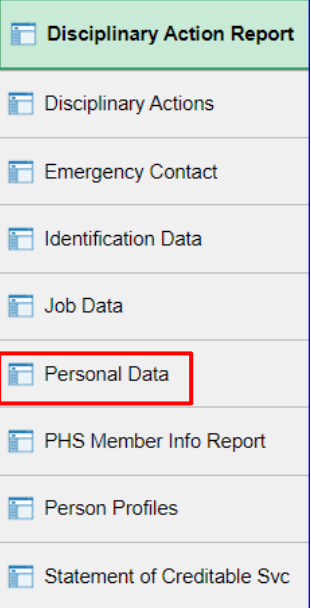
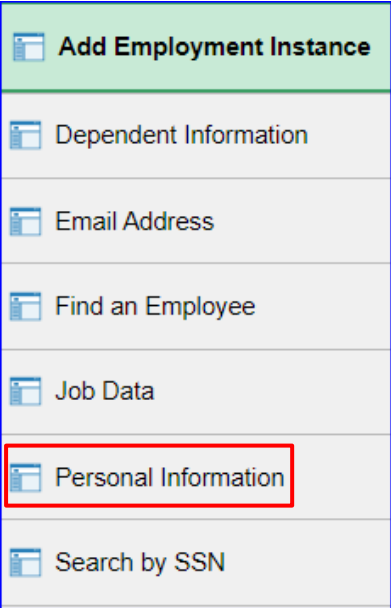
Procedures,
continued

Step	Action
8	<p>Select the Dependent Data link.</p>  <p>The screenshot shows a 'Personal History' form with fields for 'Effective Date' (07/06/2022), 'Relationship to Employee' (Former Spouse), and 'Dependent Beneficiary Type' (None). A red box highlights the 'Dependent Data' link next to the 'Relationship to Employee' dropdown.</p>
9	<p>Verify the BAH Eligible box is not selected and click OK or Cancel to escape.</p>  <p>The screenshot shows a 'Dependent Allowance Data' dialog box. The 'BAH Eligible' checkbox is unchecked and highlighted with a red box. Other options include 'Greater Than 50% Support', 'Spouse in Service', and 'Branch'. At the bottom, the 'OK' and 'Cancel' buttons are highlighted with red boxes. The dialog also shows 'Last Update: 9876543' and 'When: 07/06/2022 2:27:32PM'.</p>

Personal Data/Information

Introduction This section provides the procedures for updating a member’s marital status in DA.

Procedures See below.

Step	Action
<p>1</p>	<p>Click the Core HR or HR Data Shortcuts tile.</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="384 584 740 869">  </div> <div data-bbox="775 584 1134 869">  </div> </div>
<p>2</p>	<ul style="list-style-type: none"> • If the Core HR tile was clicked, select the Personal Data option. • If the HR Data Shortcuts tile was clicked, select the Personal Information option. <div style="display: flex; justify-content: space-around;"> <div data-bbox="384 1003 695 1608">  </div> <div data-bbox="719 1003 1110 1608">  </div> </div>

Continued on next page

Personal Data/Information, Continued

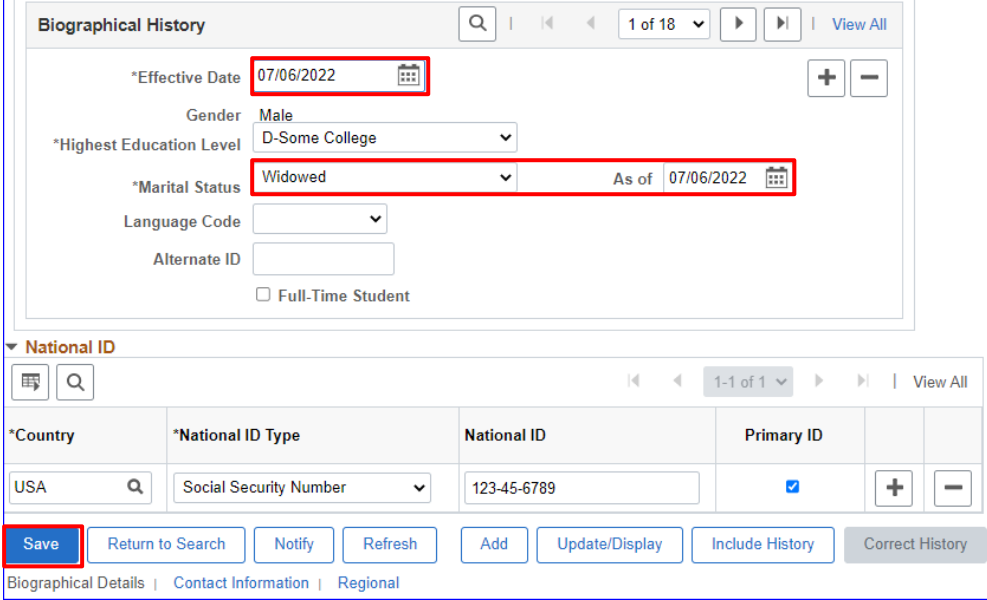
Procedures,
continued

Step	Action
3	<p>Enter the Empl ID. Verify the Include History and Correct History boxes checked, then click Search.</p> <div data-bbox="384 528 1278 1361" style="border: 1px solid blue; padding: 5px;"> <p>Personal Information Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ <input type="text" value="1234567"/></p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Second Last Name begins with ▼ <input type="text"/></p> <p>Alternate Character Name begins with ▼ <input type="text"/></p> <p>Middle Name begins with ▼ <input type="text"/></p> <p>Business Unit begins with ▼ <input type="text"/></p> <p>Department Set ID begins with ▼ <input type="text"/> 🔍</p> <p>Department begins with ▼ <input type="text"/> 🔍</p> <p> <input checked="" type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive </p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/> </p> </div>
4	<p>In the Biographical History section, click the Plus button to add a new row.</p> <div data-bbox="384 1424 1366 1794" style="border: 1px solid blue; padding: 5px;"> <p>Biographical History 🔍 ⏪ ⏩ 1 of 17 View All</p> <p>*Effective Date <input type="text" value="04/01/2012"/> 📅 <input checked="" type="button" value="+"/> <input type="button" value="-"/></p> <p>Gender <input type="text" value="Male"/></p> <p>*Highest Education Level <input type="text" value="D-Some College"/></p> <p>*Marital Status <input type="text" value="Married"/> As of <input type="text" value="03/31/2007"/> 📅</p> <p>Language Code <input type="text"/></p> <p>Alternate ID <input type="text"/></p> <p><input type="checkbox"/> Full-Time Student</p> </div>

Continued on next page

Personal Data/Information, Continued

Procedures,
continued

Step	Action
5	<p>Enter the following:</p> <ul style="list-style-type: none"> • Effective Date – Defaults to the current date. Change to the date of the divorce/death of the spouse. NOTE: If the Effective Date is earlier than the date of the initial row, use the current date as the Effective Date (dates cannot be entered out of sequence). • Marital Status – Change to Divorced or Widowed. • As of – Change to the date of the divorce/death of the spouse. <p>Click Save.</p>  <p>The screenshot shows two main sections: 'Biographical History' and 'National ID'. In the 'Biographical History' section, the 'Effective Date' is 07/06/2022, 'Gender' is Male, 'Highest Education Level' is D-Some College, and 'Marital Status' is Widowed with an 'As of' date of 07/06/2022. In the 'National ID' section, the country is USA and the National ID Type is Social Security Number with the value 123-45-6789. The 'Save' button is highlighted in red.</p>

Entitlement Information

Introduction

- If the member has no remaining BAH eligible dependents (e.g. no children or is divorced and is not the primary custodian of a dependent child), BAH and COLA entitlements need to be changed from With Dependents to Without Dependents.
 - Members paying child support may be eligible for BAH-Child. Please refer to the below links for guidance on determining and updating pay entitlements.
 - The following references provide additional information about Basic Allowance for Housing (BAH) and Cost of Living Allowances (COLA):
 - [Joint Travel Regulations \(JTR\)](#)
 - [U.S. Coast Guard Pay Manual, COMDTINST M7220.29D \(series\)](#)
 - [PPC Procedures & Development Webpage - SPO/PSI Allowances](#)
 - Effective dates for entitlement entries and additional steps for Reserve members are discussed below.
-

Entitlement Effective Dates

Effective Stop Dates:

- BAH entitlement at the With-dependents rate **stops at 2400** on the date of the spouse's death or the date of the divorce if the member's spouse was the sole BAH eligible dependent.
- In the case of an annulment, BAH With-dependents **stops the day PRIOR** to the annulment decree.
- Entitlement to COLA at the With-dependents rate also terminates at the same time as mentioned above.

Effective Start Dates:

BAH or COLA – Use the date of the day **AFTER the date** of death of the spouse or the date of the divorce.

Continued on next page

Entitlement Information, Continued

Additional steps for Reserve Members

If the member is a Reservist who has completed 20 years satisfactory service, and at the same time elected to cover his/her spouse under the Reserve Component Survivor Benefit Plan (RCSBP), then the Reservist needs to take the following action:

If the Spouse is lost due to	Then the Reservist may	Actions to take
Death	<p>(a) Suspend/Terminate RCSBP coverage</p> <p>(b) Resume RCSBP coverage if Reservist later remarries</p>	<p>(a) Send a copy of the spouse’s death certificate to PPC (RAS).</p> <p>(b) Complete a new Form CG-11221, electing coverage for the new spouse. Form must be completed within one year of remarriage: Section VII shall be annotated to reflect a change to the original 20-year RCSBP election. A copy of the CG-11221 must be filed in the SPO PDR. The original (new) CG-11221, death certificate, and/or marriage certificate must be sent to PPC (RAS).</p>
Divorce or Annulment	<p>(a) Suspend RCSBP coverage</p> <p>(b) Voluntarily elect to cover the former spouse under RCSBP</p> <p>(c) Later remarry and elect to cover the new spouse under RCSBP</p>	<p>(a) Send a copy of the divorce decree to PPC (RAS).</p> <p>(b) Complete a new Form CG-11221, electing former spouse coverage. Form must be completed within one year of divorce: Section VII shall be annotated to reflect a change to the original 20-year RCSBP election. A copy of the CG-11221 must be filed in the SPO PDR. The original (new) CG-11221, death certificate, and/or marriage certificate must be sent to PPC (RAS).</p> <p>(c) Complete a new Form CG-11221, electing coverage for the new spouse. Form must be completed within one year of remarriage: Section VII shall be annotated to reflect a change to the original 20-year RCSBP election. A copy of the CG-11221 must be filed in the SPO PDR. The original (new) CG-11221, death certificate, and/or marriage certificate must be sent to PPC (RAS).</p>