

# Divorce, Annulment or Death of a Dependent

## Overview

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

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**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.**

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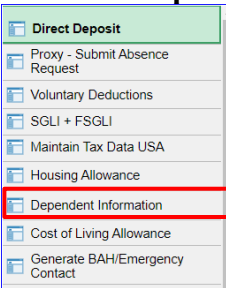
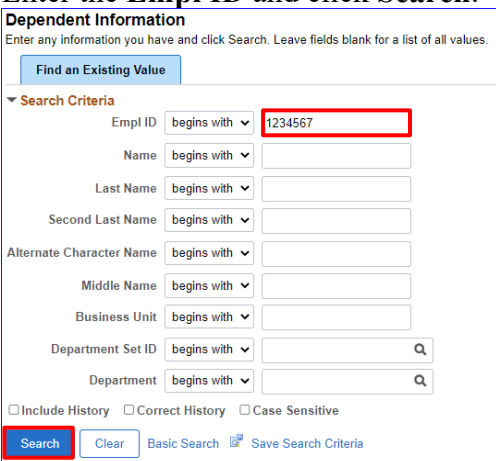
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# Dependent Information

**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 step-children 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.

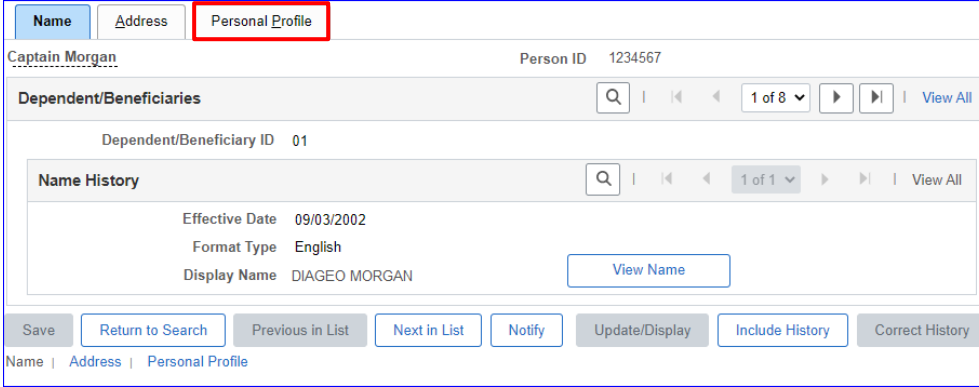
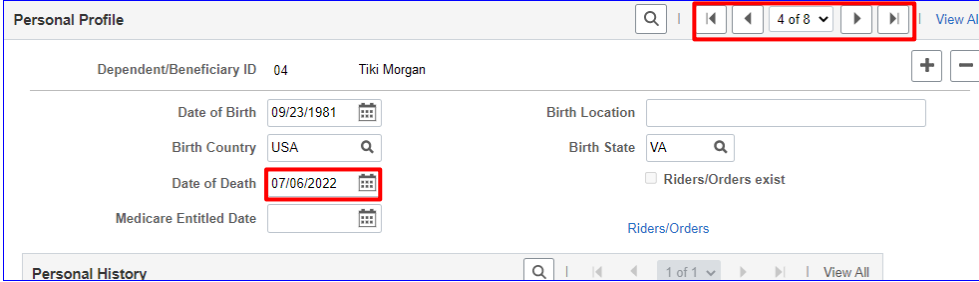

**Procedures** See below.

Step	Action
1	<p>Click on the <b>Active/Reserve Pay</b> Tile.</p> 
1.5	<p>Select the <b>Dependent Information</b> option.</p> 
2	<p>Enter the <b>Empl ID</b> and click <b>Search</b>.</p> 

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## Dependent Information, Continued

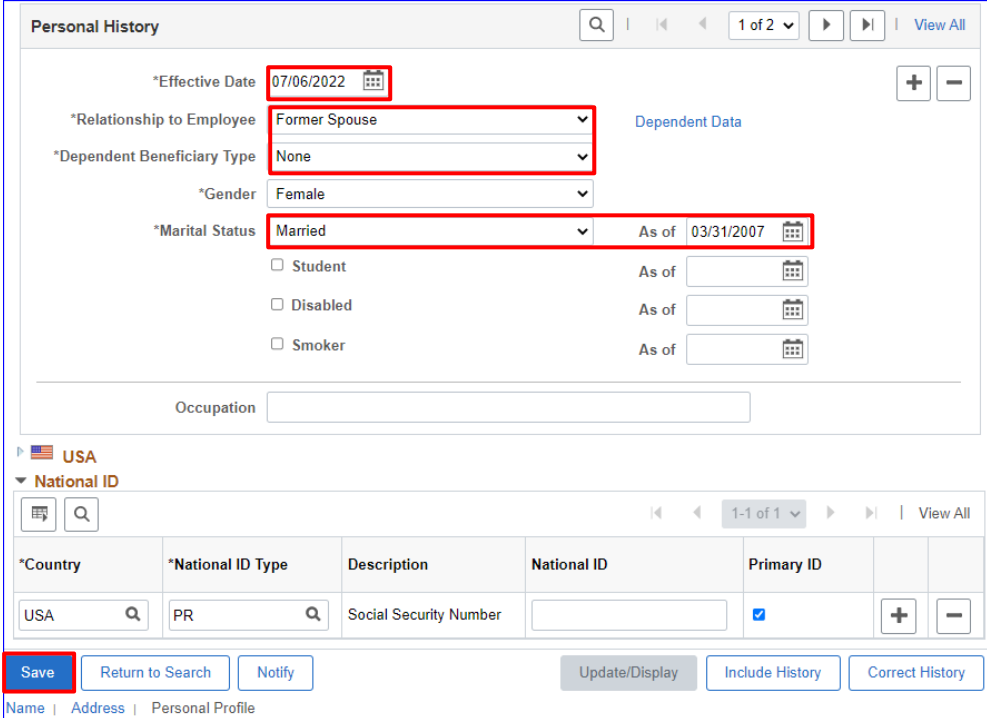
Procedures,  
continued

Step	Action
<p><b>3</b></p>	<p>Select the <b>Personal Profile</b> tab.</p> 
<p><b>4</b></p>	<p>Using the <b>arrows</b> in the Personal Profile section, locate the appropriate dependent. If recording a death (for our example), enter the date of the dependents death in the <b>Date of Death</b> field.</p> 
<p><b>5</b></p>	<p>In Personal History section, click the <b>Plus</b> button to add a new row.</p> 

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## Dependent Information, Continued

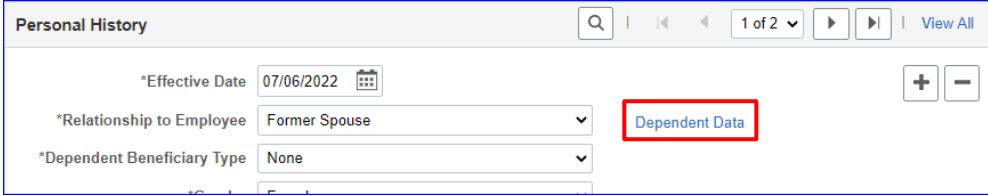
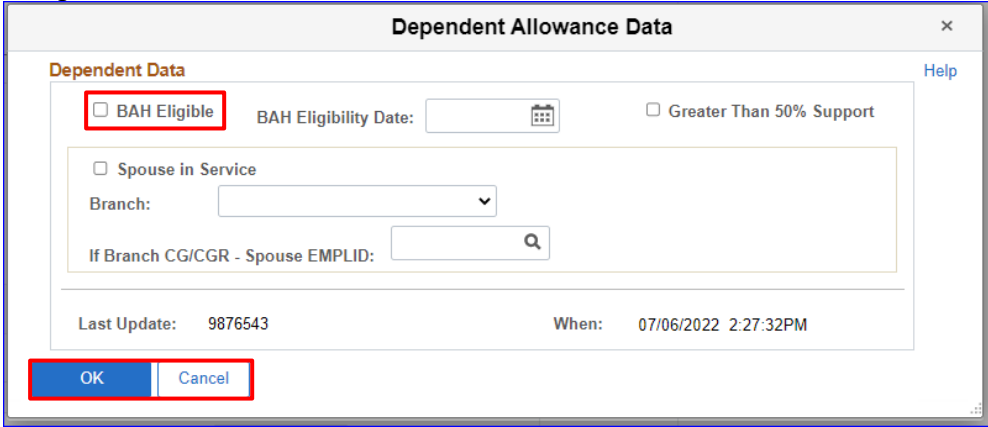
Procedures,  
continued

Step	Action										
6	<p>Update the following fields in the Personal History section:</p> <ul style="list-style-type: none"> <li>• <b>Effective Date</b> – Enter the date of the divorce (annulment or date of dependent death).</li> <li>• <b>Relationship to Employee</b> – Enter:                             <ul style="list-style-type: none"> <li>– Ex-Spouse for divorce (annulment)</li> <li>– Former Spouse for death</li> <li>– Leave relationship for any other dependent.</li> </ul> </li> <li>• <b>Dependent Beneficiary Type</b> – Enter None.  <b>NOTE:</b> If recording a spouse’s death, click <b>Save</b> after this step and go to the instructions for updating the Member’s <a href="#">Personal Information</a>.</li> <li>• <b>Marital Status</b> – Enter divorced for a divorce or for an annulment. Do not change for death status.</li> <li>• <b>As Of</b> – Enter the effective date for the Marital Status change.</li> </ul> <p>Click <b>Save</b>.</p>  <p>The screenshot shows the 'Personal History' form with the following fields highlighted in red:                     <ul style="list-style-type: none"> <li>*Effective Date: 07/06/2022</li> <li>*Relationship to Employee: Former Spouse</li> <li>*Dependent Beneficiary Type: None</li> <li>*Marital Status: Married</li> <li>As of: 03/31/2007</li> <li>Save button</li> </ul>                     Below the form is a 'National ID' section with a table:                     <table border="1"> <thead> <tr> <th>*Country</th> <th>*National ID Type</th> <th>Description</th> <th>National ID</th> <th>Primary ID</th> </tr> </thead> <tbody> <tr> <td>USA</td> <td>PR</td> <td>Social Security Number</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>                     At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.                 </p>	*Country	*National ID Type	Description	National ID	Primary ID	USA	PR	Social Security Number		<input checked="" type="checkbox"/>
*Country	*National ID Type	Description	National ID	Primary ID							
USA	PR	Social Security Number		<input checked="" type="checkbox"/>							

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## Dependent Information, Continued



Procedures,  
continued

Step	Action
7	<p>Select the <b>Dependent Data</b> link.</p>  <p>The screenshot shows a 'Personal History' form with the following fields:           <ul style="list-style-type: none"> <li>*Effective Date: 07/06/2022</li> <li>*Relationship to Employee: Former Spouse</li> <li>*Dependent Beneficiary Type: None</li> </ul>           A red box highlights the 'Dependent Data' link located to the right of the 'Relationship to Employee' dropdown menu.         </p>
8	<p>Verify the <b>BAH Eligible</b> box is <b>not selected</b> and click <b>OK</b> or <b>Cancel</b> to escape.</p>  <p>The screenshot shows a 'Dependent Allowance Data' dialog box with the following fields:           <ul style="list-style-type: none"> <li><input type="checkbox"/> BAH Eligible (highlighted in a red box)</li> <li>BAH Eligibility Date: [calendar icon]</li> <li><input type="checkbox"/> Greater Than 50% Support</li> <li><input type="checkbox"/> Spouse in Service</li> <li>Branch: [dropdown menu]</li> <li>If Branch CG/CGR - Spouse EMPLID: [text input with search icon]</li> <li>Last Update: 9876543</li> <li>When: 07/06/2022 2:27:32PM</li> </ul>           At the bottom, there are 'OK' and 'Cancel' buttons, both highlighted in red boxes.         </p>

# Personal Data/Information

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

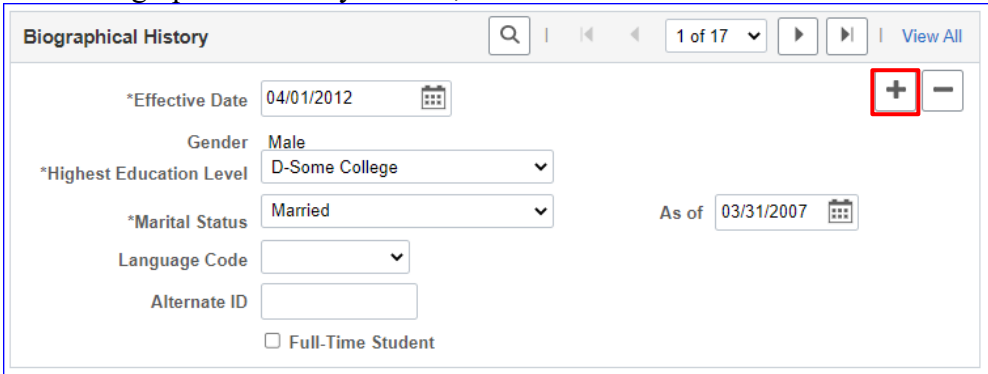
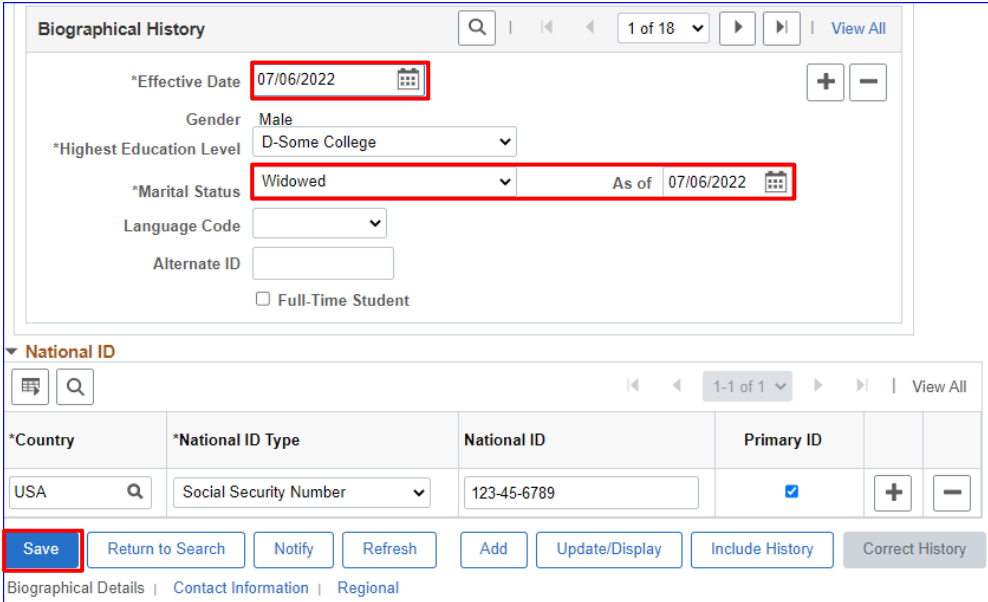
**Procedures** See below.

Step	Action
<p><b>1</b></p>	<p>Click the <b>Core HR</b> or <b>HR Data Shortcuts</b> Tile.</p> <div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; padding: 5px; margin: 5px;">  <p>Core HR</p> </div> <div style="margin: 0 10px;">or</div> <div style="border: 1px solid black; padding: 5px; margin: 5px;">  <p>HR Data Shortcuts</p> </div> </div>
<p><b>1.5</b></p>	<ul style="list-style-type: none"> <li>• If the Core HR Tile was clicked, select the <b>Personal Data</b> option.</li> <li>• If the HR Data Shortcuts Tile was clicked, select the <b>Personal Information</b> option.</li> </ul> <div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; padding: 5px; margin: 5px;"> <p><b>Job Data</b></p> <ul style="list-style-type: none"> <li>Person Profiles</li> <li>Emergency Contact</li> <li>PHS Member Info Report</li> <li style="border: 2px solid red;">Personal Data</li> <li>Statement of Creditable Svc</li> <li>Identification Data</li> <li>Disciplinary Actions</li> <li>Disciplinary Action Report</li> </ul> </div> <div style="margin: 0 10px;">or</div> <div style="border: 1px solid black; padding: 5px; margin: 5px;"> <p><b>Personal Information</b></p> <ul style="list-style-type: none"> <li>Job Data</li> <li>Dependent Information</li> <li>Search by SSN</li> <li>Email Address</li> <li>Find an Employee</li> <li>Add Employment Instance</li> </ul> </div> </div>
<p><b>2</b></p>	<p>Enter the <b>Empl ID</b>. Verify the <b>Include History</b> and <b>Correct History</b> boxes checked, then click <b>Search</b>.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Personal Information</b></p> <p>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>▼ <b>Search Criteria</b></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"/> <input type="button" value="Q"/></p> <p>Department begins with <input type="text"/> <input type="button" value="Q"/></p> <p> <input checked="" type="checkbox"/> <b>Include History</b> <input checked="" type="checkbox"/> <b>Correct History</b> <input type="checkbox"/> Case Sensitive         </p> <p> <input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/> </p> </div>

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## Personal Data/Information, Continued

Procedures,  
continued

Step	Action								
3	<p>In the Biographical History section, click the <b>Plus</b> button to add a new row.</p>  <p>The screenshot shows the 'Biographical History' form with the following fields: *Effective Date (04/01/2012), Gender (Male), *Highest Education Level (D-Some College), *Marital Status (Married), As of (03/31/2007), Language Code, Alternate ID, and a checkbox for Full-Time Student. A red box highlights the plus button in the top right corner of the form.</p>								
4	<p>Enter the following:</p> <ul style="list-style-type: none"> <li>• <b>Effective Date</b> – Defaults to the current date. Change to the date of the divorce/death of the spouse. <b>NOTE:</b> If the Effective Date is earlier than the date of the initial row, use the current date as the Effective Date (<b>dates cannot be entered out of sequence</b>).</li> <li>• <b>Marital Status</b> – Change to Divorced or Widowed.</li> <li>• <b>As of</b> – Change to the date of the divorce/death of the spouse.</li> </ul> <p>Click <b>Save</b>.</p>  <p>The screenshot shows the 'Biographical History' form with updated values: *Effective Date (07/06/2022), Gender (Male), *Highest Education Level (D-Some College), *Marital Status (Widowed), As of (07/06/2022). A red box highlights the plus button in the top right corner of the form. Below the form is the 'National ID' section with a table:</p> <table border="1"> <thead> <tr> <th>*Country</th> <th>*National ID Type</th> <th>National ID</th> <th>Primary ID</th> </tr> </thead> <tbody> <tr> <td>USA</td> <td>Social Security Number</td> <td>123-45-6789</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p>At the bottom of the form, there are buttons for Save, Return to Search, Notify, Refresh, Add, Update/Display, Include History, and Correct History. The 'Save' button is highlighted with a red box.</p>	*Country	*National ID Type	National ID	Primary ID	USA	Social Security Number	123-45-6789	<input checked="" type="checkbox"/>
*Country	*National ID Type	National ID	Primary ID						
USA	Social Security Number	123-45-6789	<input checked="" type="checkbox"/>						

## Entitlement Information

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### 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.
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### 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.

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## 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. <b>Form must be completed within one year of remarriage:</b> 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. <b>Form must be completed within one year of divorce:</b> 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. <b>Form must be completed within one year of remarriage:</b> 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>