

BAH Dependency Verification Reports

Overview

Introduction This guide provides the procedures for running the BAH Dependency Verification Reports in Direct Access (DA). Users must have P&A/SPO roles to run these reports.

Report Types/Purpose See below.

Report	Purpose
CG_BAH_DEPENDENT_VERIFY_DATA	Displays ALL members across the CG that have responded. It will not display members who have never validated.
CG_BAH_DEPENDENT_VERIFY_DEPT	Displays the responses for all members at a department ID.
CG_BAH_DEPENDENT_VERIFY_SPO	Displays the responses of all members/units that fall under a SPO tree. Note: It will not display the status of the members assigned to the SPO Dept ID. Use the Verify DEPT report to capture those responses.

Information In accordance with [Coast Guard Pay Manual, COMDTINST M7220.29D](#), all Active and Reserve members are required to validate their housing allowance entitlement by verifying their BAH/Dependency Data report from Direct Access. Per [Personnel & Pay Procedures Manual, PPCINST M1000.2 \(series\), Chapter 6 \(TTP\), Section G](#), the unit P&A Office will verify completion of member verification using the BAH Dependency Verification Report.

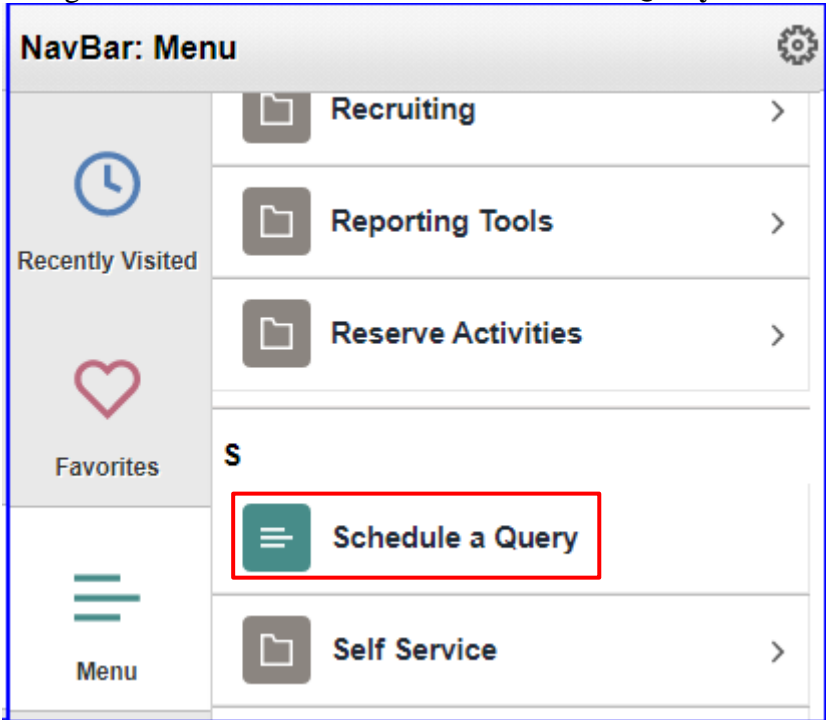
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BAH Dependency Verification Data Report – All CG Members

Introduction This guide provides the procedures for running the BAH Dependency Verification Data Report for all Coast Guard members in DA.

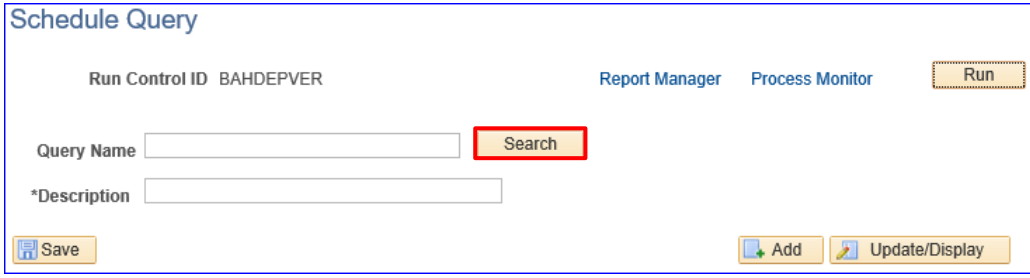
Procedures See below.

Step	Action
1	<p>Navigate to: NavBar icon > Menu > Schedule a Query.</p>  <p>The screenshot shows a mobile application interface titled "NavBar: Menu". On the left side, there are three sections: "Recently Visited" with a clock icon, "Favorites" with a heart icon, and "Menu" with a hamburger icon. The main content area on the right lists several menu items: "Recruiting", "Reporting Tools", "Reserve Activities", "Schedule a Query", and "Self Service". The "Schedule a Query" item is highlighted with a red rectangular box. Above "Schedule a Query" is a letter "S" in a bold font. A gear icon is visible in the top right corner of the menu area.</p>

Continued on next page

BAH Dependency Verification Data Report – All CG Members, Continued

Procedures,
continued

Step	Action
2	<p>Select the Add a New Value tab.</p> 
3	<p>Enter a Run Control ID (this may be anything, but it should be something you remember). Click Add.</p> 
4	<p>Click Search.</p> 

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BAH Dependency Verification Data Report – All CG Members, Continued

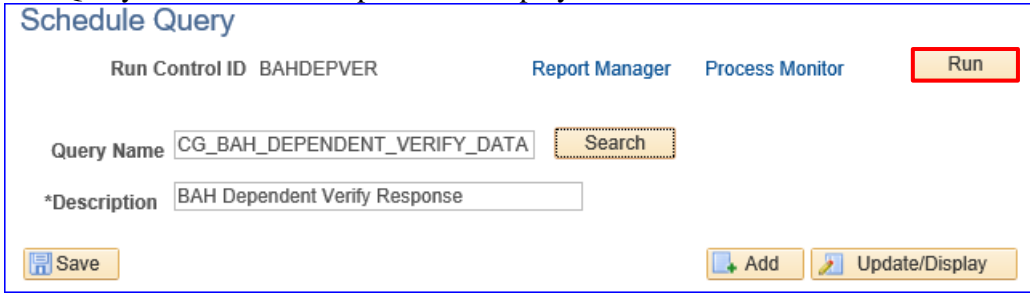
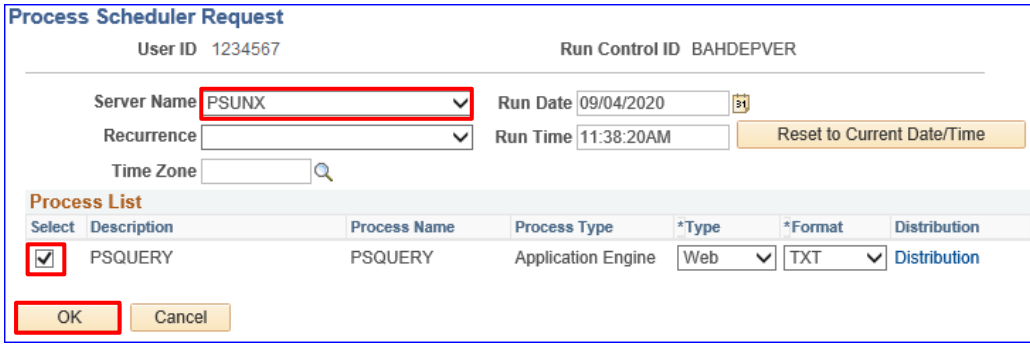
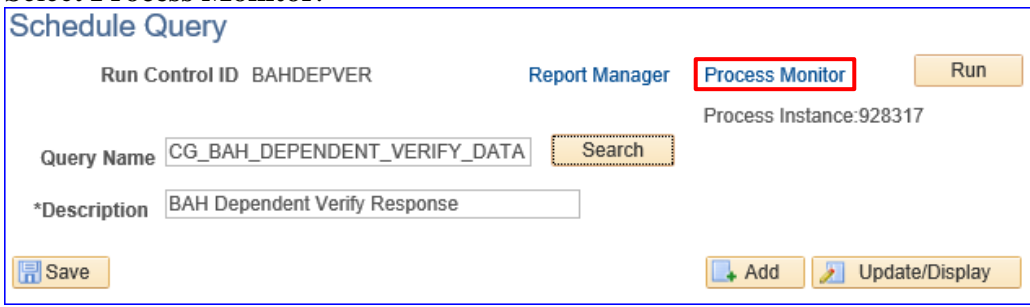
Procedures,
continued

Step	Action																																							
5	<p>Enter CG_BAH_DEPENDENT in the Query field, then click Search.</p> <p>Scheduled Query Search Page</p> <p>*Query Type: <input type="text" value="Queries"/> ▼</p> <p>Query: <input type="text" value="CG_BAH_DEPENDENT"/> <input type="button" value="Search"/></p> <table border="1"> <thead> <tr> <th>Query</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>ACA_SAMPLE_FOR_EXTRACT1</td> <td>Sample ACA Extract Employees 1</td> <td>Public</td> </tr> <tr> <td>ACA_SAMPLE_FOR_EXTRACT2</td> <td>Sample ACA Extract Employees 2</td> <td>Public</td> </tr> <tr> <td>ACA_SAMPLE_FOR_EXTRACT3</td> <td>Sample ACA Extract Employees 3</td> <td>Public</td> </tr> <tr> <td>ACA_SAMPLE_SAFE_HARBOR</td> <td>Sample Safe Harbor Query</td> <td>Public</td> </tr> <tr> <td>AFL_BC</td> <td>AFI Basic Copy</td> <td>Public</td> </tr> <tr> <td>AGENCY_LIST1</td> <td>List og Agency user has access</td> <td>Public</td> </tr> <tr> <td>CARPLAN_CAREER_PLAN</td> <td>CARPLAN-Career Plan</td> <td>Public</td> </tr> <tr> <td>CARTRAIN</td> <td>CARTRAIN</td> <td>Public</td> </tr> <tr> <td>CARTRAIN_CAREER_PLAN_TRAINING</td> <td>CARTRAIN-Career Plan Training</td> <td>Public</td> </tr> <tr> <td>CGCRMGAL</td> <td>CG OER Accountability Log</td> <td>Public</td> </tr> <tr> <td>CGCRMGAL2</td> <td>Child to CGCRMGAL</td> <td>Public</td> </tr> <tr> <td>CGCRMGAL3</td> <td>Child to CGCRMGAL</td> <td>Public</td> </tr> </tbody> </table> <p><input type="button" value="Return"/></p>	Query			ACA_SAMPLE_FOR_EXTRACT1	Sample ACA Extract Employees 1	Public	ACA_SAMPLE_FOR_EXTRACT2	Sample ACA Extract Employees 2	Public	ACA_SAMPLE_FOR_EXTRACT3	Sample ACA Extract Employees 3	Public	ACA_SAMPLE_SAFE_HARBOR	Sample Safe Harbor Query	Public	AFL_BC	AFI Basic Copy	Public	AGENCY_LIST1	List og Agency user has access	Public	CARPLAN_CAREER_PLAN	CARPLAN-Career Plan	Public	CARTRAIN	CARTRAIN	Public	CARTRAIN_CAREER_PLAN_TRAINING	CARTRAIN-Career Plan Training	Public	CGCRMGAL	CG OER Accountability Log	Public	CGCRMGAL2	Child to CGCRMGAL	Public	CGCRMGAL3	Child to CGCRMGAL	Public
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6	<p>Click on CG_BAH_DEPENDENT_VERIFY_DATA.</p> <p>Scheduled Query Search Page</p> <p>*Query Type: <input type="text" value="Queries"/> ▼</p> <p>Query: <input type="text" value="CG_BAH_DEPENDENT"/> <input type="button" value="Search"/></p> <table border="1"> <thead> <tr> <th>Query</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>CG_BAH_DEPENDENT_DATA</td> <td>BAH Dependent Data</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_COMPANY</td> <td>BAH Dependent by Company</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_DEPT</td> <td>BAH Dependent Data by Dept</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_EMPLID</td> <td>BAH Dependent Data by EE</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_MAIN</td> <td>BAH Dependent Data</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_MAIN1</td> <td>BAH Dependent Data</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_SPO</td> <td>BAH Dependent by SPO</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_VERIFY_DATA</td> <td>BAH Dependent Verify Response</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_VERIFY_DEPT</td> <td>BAH Dep Verification - Dept</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_VERIFY_SPO</td> <td>BAH Dep Verification - SPO</td> <td>Public</td> </tr> </tbody> </table>	Query			CG_BAH_DEPENDENT_DATA	BAH Dependent Data	Public	CG_BAH_DEPENDENT_DATA_COMPANY	BAH Dependent by Company	Public	CG_BAH_DEPENDENT_DATA_DEPT	BAH Dependent Data by Dept	Public	CG_BAH_DEPENDENT_DATA_EMPLID	BAH Dependent Data by EE	Public	CG_BAH_DEPENDENT_DATA_MAIN	BAH Dependent Data	Public	CG_BAH_DEPENDENT_DATA_MAIN1	BAH Dependent Data	Public	CG_BAH_DEPENDENT_DATA_SPO	BAH Dependent by SPO	Public	CG_BAH_DEPENDENT_VERIFY_DATA	BAH Dependent Verify Response	Public	CG_BAH_DEPENDENT_VERIFY_DEPT	BAH Dep Verification - Dept	Public	CG_BAH_DEPENDENT_VERIFY_SPO	BAH Dep Verification - SPO	Public						
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BAH Dependency Verification Data Report – All CG Members, Continued

Procedures,
continued

Step	Action
7	<p>The Query Name and Description will display. Click Run.</p> 
8	<p>The Process Scheduler Request page will display with a Process List. Using the Server Name drop-down, select PSUNX. Ensure the PSQUERY Select box is checked and click OK.</p> 
9	<p>The Schedule Query page will re-display with a Process Instance number. Select Process Monitor.</p> 

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BAH Dependency Verification Data Report – All CG Members, Continued

Procedures,
continued

Step	Action																				
<p>10</p>	<p>The Process List will display. The Run Status may initially indicate Queued or Processing. Click the Refresh button until the Run Status updates to Success and the Distribution Status indicates Posted.</p> <p>Once the process has posted successfully, click Details.</p> <div data-bbox="336 719 1370 1151" style="border: 1px solid black; padding: 5px;"> <p>Process List</p> <p>View Process Request For</p> <p>User ID: 1234567 <input type="text"/> <input type="button" value="Q"/> Type: <input type="text"/> Last: <input type="text"/> 1 Days: <input type="text"/> <input type="button" value="Refresh"/></p> <p>Server: <input type="text"/> Name: <input type="text"/> Instance From: <input type="text"/> Instance To: <input type="text"/> Report Manager</p> <p>Run Status: <input type="text"/> Distribution Status: <input type="text"/> <input checked="" type="checkbox"/> Save On Refresh</p> <p>Process List</p> <p><input type="checkbox"/> <input type="text"/> <input type="text"/> 1-1 of 1 <input type="button" value="View All"/></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>928317</td> <td></td> <td>Application Engine</td> <td>PSQUERY</td> <td>1234567</td> <td>09/04/2020 12:03:46PM PDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table> <p>Go back to Schedule a Query</p> <p><input type="button" value="Save"/> <input type="button" value="Notify"/></p> </div>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	928317		Application Engine	PSQUERY	1234567	09/04/2020 12:03:46PM PDT	Success	Posted	Details
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<p>11</p>	<p>Click View Log/Trace.</p> <div data-bbox="336 1223 1370 1883" style="border: 1px solid black; padding: 5px;"> <p>Process Detail</p> <p>Process</p> <p>Instance: 928317 Type: Application Engine</p> <p>Name: PSQUERY Description: PSQUERY</p> <p>Run Status: Success Distribution Status: Posted</p> <p>Run</p> <p>Run Control ID: BAHDEPVER</p> <p>Location: Server</p> <p>Server: PSUNX</p> <p>Recurrence:</p> <p>Update Process</p> <p><input type="radio"/> Hold Request</p> <p><input type="radio"/> Queue Request</p> <p><input type="radio"/> Cancel Request</p> <p><input checked="" type="radio"/> Delete Request</p> <p><input type="radio"/> Re-send Content <input type="radio"/> Restart Request</p> <p>Date/Time</p> <p>Request Created On: 09/04/2020 12:03:53PM PDT</p> <p>Run Anytime After: 09/04/2020 12:03:46PM PDT</p> <p>Began Process At: 09/04/2020 12:04:06PM PDT</p> <p>Ended Process At: 09/04/2020 12:04:21PM PDT</p> <p>Actions</p> <p>Parameters Transfer</p> <p>Message Log View Locks</p> <p>Batch Timings</p> <p>View Log/Trace</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>																				

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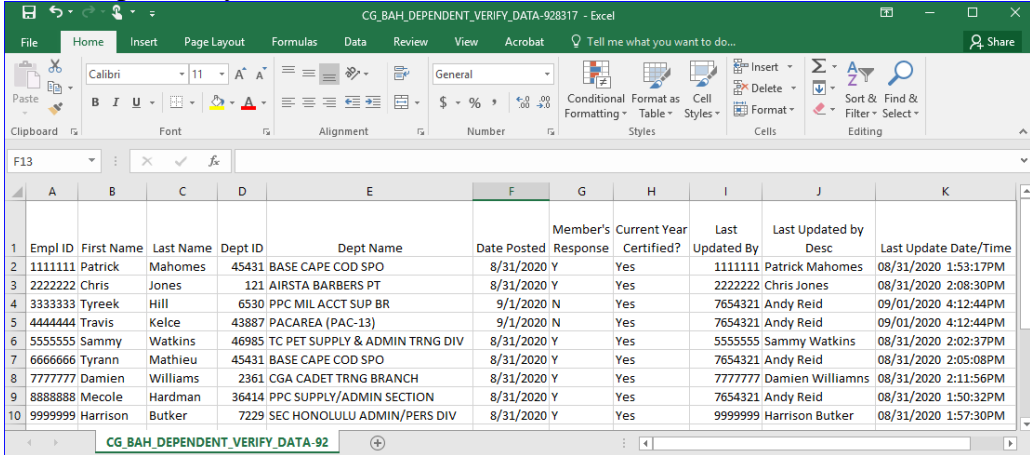
Procedures,
continued

Step	Action																																
12	<p>Select CG_BAH_DEPENDENT_VERIFY_DATA-XXXXXX.csv from the File List.</p> <div data-bbox="336 607 1284 1400" style="border: 1px solid blue; padding: 5px;"> <p>View Log/Trace</p> <p>Report</p> <table border="0"> <tr> <td>Report ID</td> <td>937364</td> <td>Process Instance</td> <td>928317</td> <td>Message Log</td> </tr> <tr> <td>Name</td> <td>PSQUERY</td> <td>Process Type</td> <td colspan="2">Application Engine</td> </tr> <tr> <td>Run Status</td> <td colspan="4">Success</td> </tr> </table> <p>BAH Dependent Verify Response</p> <p>Distribution Details</p> <table border="0"> <tr> <td>Distribution Node</td> <td>RPTNODE</td> <td>Expiration Date</td> <td>09/11/2020</td> </tr> </table> <p>File List</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>AE_PSQUERY_928317.stdout</td> <td>289</td> <td>09/04/2020 12:04:21.925517PM PDT</td> </tr> <tr style="border: 2px solid red;"> <td>CG_BAH_DEPENDENT_VERIFY_DATA-928317.csv</td> <td>1,690</td> <td>09/04/2020 12:04:21.925517PM PDT</td> </tr> </tbody> </table> <p>Distribute To</p> <table border="1"> <thead> <tr> <th>Distribution ID Type</th> <th>Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>1234567</td> </tr> </tbody> </table> <p><input type="button" value="Return"/></p> </div>	Report ID	937364	Process Instance	928317	Message Log	Name	PSQUERY	Process Type	Application Engine		Run Status	Success				Distribution Node	RPTNODE	Expiration Date	09/11/2020	Name	File Size (bytes)	Datetime Created	AE_PSQUERY_928317.stdout	289	09/04/2020 12:04:21.925517PM PDT	CG_BAH_DEPENDENT_VERIFY_DATA-928317.csv	1,690	09/04/2020 12:04:21.925517PM PDT	Distribution ID Type	Distribution ID	User	1234567
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13	<p>A prompt will display. Select Open.</p> <div data-bbox="336 1473 866 1883" style="border: 1px solid blue; padding: 5px;"> <p>Internet Explorer</p> <p>What do you want to do with CG_BAH_DEPENDENT_VERIFY_DATA-928317.csv?</p> <p>From: preglobalpayroll.direct-access.us</p> <div style="border: 2px solid red; padding: 2px; margin-bottom: 5px;"> <p>→ Open The file won't be saved automatically.</p> </div> <p>→ Save</p> <p>→ Save as</p> <p style="text-align: right;"><input type="button" value="Cancel"/></p> </div>																																

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BAH Dependency Verification Data Report – All CG Members, Continued

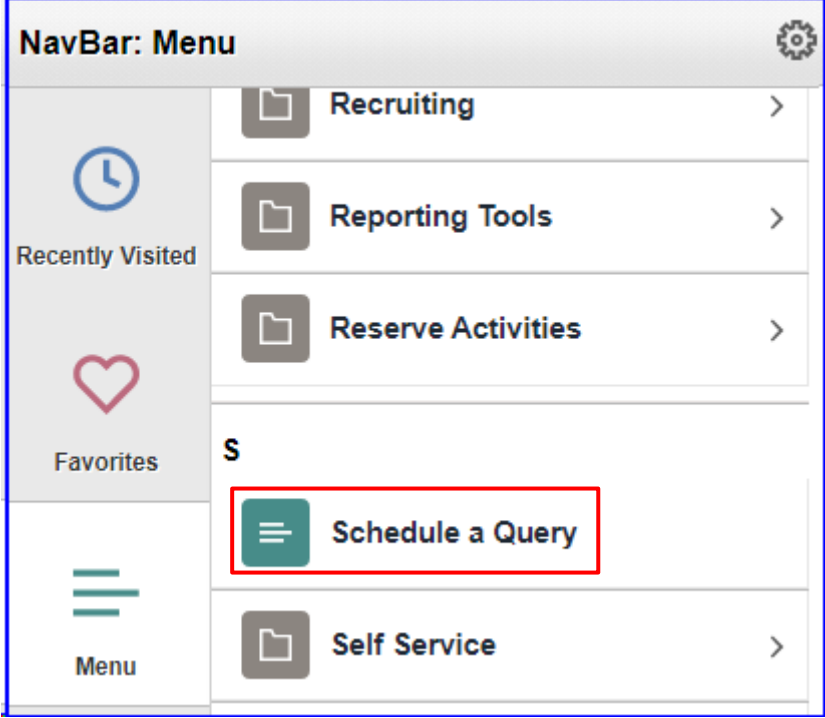
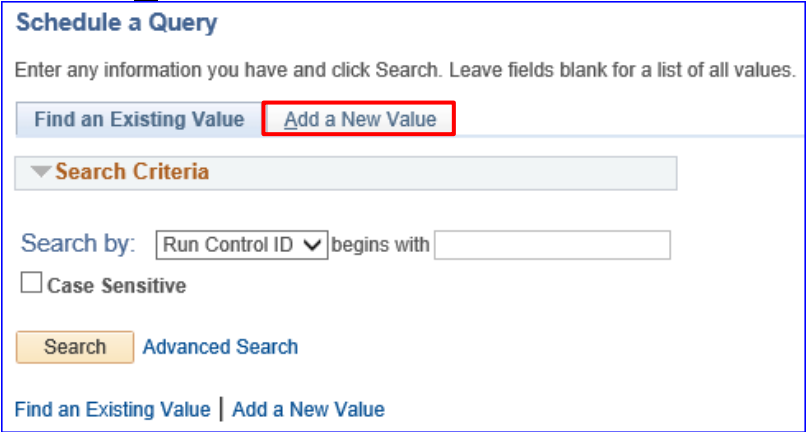
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14	<p>The report will open in Excel and display all members that have verified their BAH Dependency Data in DA.</p>  <table border="1" data-bbox="336 607 1369 1061"> <thead> <tr> <th>Emp ID</th> <th>First Name</th> <th>Last Name</th> <th>Dept ID</th> <th>Dept Name</th> <th>Date Posted</th> <th>Member's Response</th> <th>Current Year</th> <th>Certified?</th> <th>Last Updated By</th> <th>Last Update Date/Time</th> </tr> </thead> <tbody> <tr> <td>1111111</td> <td>Patrick</td> <td>Mahomes</td> <td>45431</td> <td>BASE CAPE COD SPO</td> <td>8/31/2020</td> <td>Y</td> <td>Yes</td> <td>1111111 Patrick Mahomes</td> <td>08/31/2020 1:53:17PM</td> </tr> <tr> <td>2222222</td> <td>Chris</td> <td>Jones</td> <td>121</td> <td>AIRSTA BARBERS PT</td> <td>8/31/2020</td> <td>Y</td> <td>Yes</td> <td>2222222 Chris Jones</td> <td>08/31/2020 2:08:30PM</td> </tr> <tr> <td>3333333</td> <td>Tyreek</td> <td>Hill</td> <td>6530</td> <td>PPC MIL ACCT SUP BR</td> <td>9/1/2020</td> <td>N</td> <td>Yes</td> <td>7654321 Andy Reid</td> <td>09/01/2020 4:12:44PM</td> </tr> <tr> <td>4444444</td> <td>Travis</td> <td>Kelce</td> <td>43887</td> <td>PACAREA (PAC-13)</td> <td>9/1/2020</td> <td>N</td> <td>Yes</td> <td>7654321 Andy Reid</td> <td>09/01/2020 4:12:44PM</td> </tr> <tr> <td>5555555</td> <td>Sammy</td> <td>Watkins</td> <td>46985</td> <td>TC PET SUPPLY & ADMIN TRNG DIV</td> <td>8/31/2020</td> <td>Y</td> <td>Yes</td> <td>5555555 Sammy Watkins</td> <td>08/31/2020 2:02:37PM</td> </tr> <tr> <td>6666666</td> <td>Tyrann</td> <td>Mathieu</td> <td>45431</td> <td>BASE CAPE COD SPO</td> <td>8/31/2020</td> <td>Y</td> <td>Yes</td> <td>7654321 Andy Reid</td> <td>08/31/2020 2:05:08PM</td> </tr> <tr> <td>7777777</td> <td>Damien</td> <td>Williams</td> <td>2361</td> <td>CGA CADET TRNG BRANCH</td> <td>8/31/2020</td> <td>Y</td> <td>Yes</td> <td>7777777 Damien Williams</td> <td>08/31/2020 2:11:56PM</td> </tr> <tr> <td>8888888</td> <td>Mecole</td> <td>Hardman</td> <td>36414</td> <td>PPC SUPPLY/ADMIN SECTION</td> <td>8/31/2020</td> <td>Y</td> <td>Yes</td> <td>7654321 Andy Reid</td> <td>08/31/2020 1:50:32PM</td> </tr> <tr> <td>9999999</td> <td>Harrison</td> <td>Butker</td> <td>7229</td> <td>SEC HONOLULU ADMIN/PERS DIV</td> <td>8/31/2020</td> <td>Y</td> <td>Yes</td> <td>9999999 Harrison Butker</td> <td>08/31/2020 1:57:30PM</td> </tr> </tbody> </table>	Emp ID	First Name	Last Name	Dept ID	Dept Name	Date Posted	Member's Response	Current Year	Certified?	Last Updated By	Last Update Date/Time	1111111	Patrick	Mahomes	45431	BASE CAPE COD SPO	8/31/2020	Y	Yes	1111111 Patrick Mahomes	08/31/2020 1:53:17PM	2222222	Chris	Jones	121	AIRSTA BARBERS PT	8/31/2020	Y	Yes	2222222 Chris Jones	08/31/2020 2:08:30PM	3333333	Tyreek	Hill	6530	PPC MIL ACCT SUP BR	9/1/2020	N	Yes	7654321 Andy Reid	09/01/2020 4:12:44PM	4444444	Travis	Kelce	43887	PACAREA (PAC-13)	9/1/2020	N	Yes	7654321 Andy Reid	09/01/2020 4:12:44PM	5555555	Sammy	Watkins	46985	TC PET SUPPLY & ADMIN TRNG DIV	8/31/2020	Y	Yes	5555555 Sammy Watkins	08/31/2020 2:02:37PM	6666666	Tyrann	Mathieu	45431	BASE CAPE COD SPO	8/31/2020	Y	Yes	7654321 Andy Reid	08/31/2020 2:05:08PM	7777777	Damien	Williams	2361	CGA CADET TRNG BRANCH	8/31/2020	Y	Yes	7777777 Damien Williams	08/31/2020 2:11:56PM	8888888	Mecole	Hardman	36414	PPC SUPPLY/ADMIN SECTION	8/31/2020	Y	Yes	7654321 Andy Reid	08/31/2020 1:50:32PM	9999999	Harrison	Butker	7229	SEC HONOLULU ADMIN/PERS DIV	8/31/2020	Y	Yes	9999999 Harrison Butker	08/31/2020 1:57:30PM
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8888888	Mecole	Hardman	36414	PPC SUPPLY/ADMIN SECTION	8/31/2020	Y	Yes	7654321 Andy Reid	08/31/2020 1:50:32PM																																																																																													
9999999	Harrison	Butker	7229	SEC HONOLULU ADMIN/PERS DIV	8/31/2020	Y	Yes	9999999 Harrison Butker	08/31/2020 1:57:30PM																																																																																													

BAH Dependency Verification by Dept Report

Introduction This guide provides the procedures for running the BAH Dependency Verification by Dept Report in DA.

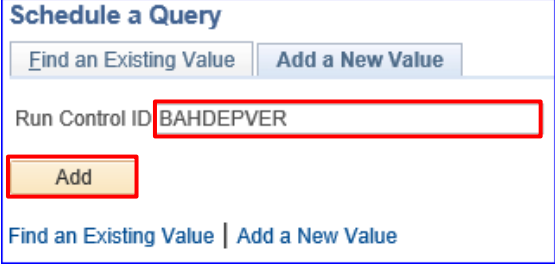
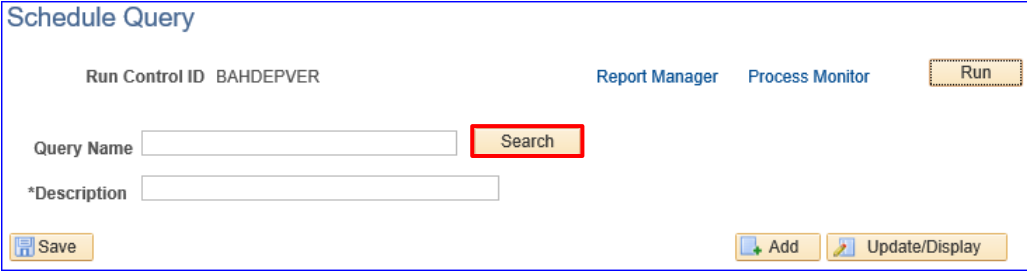
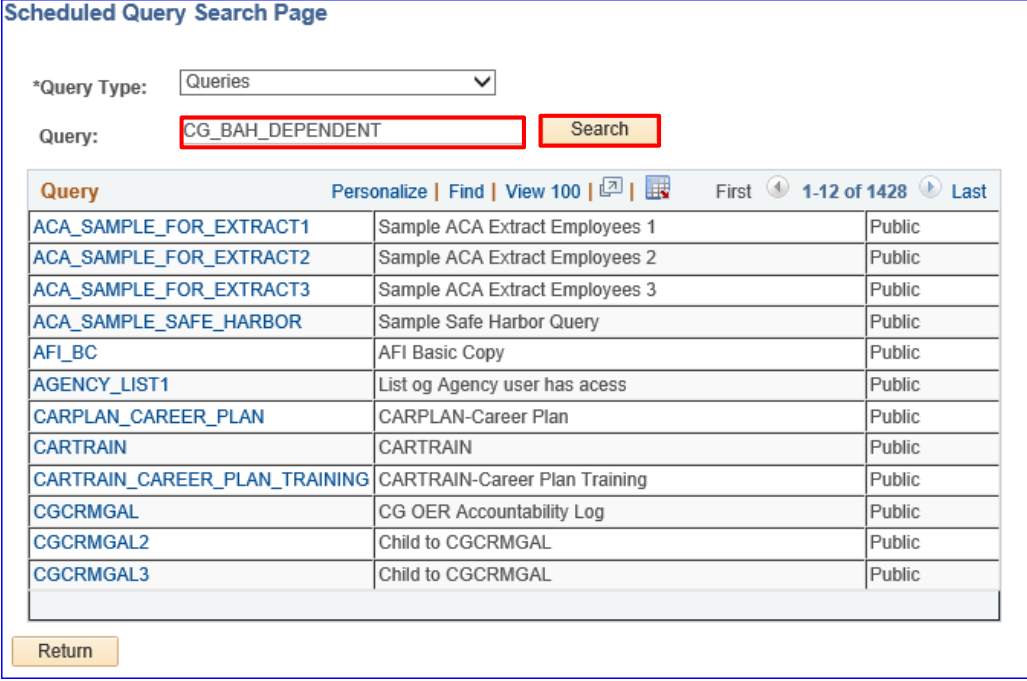
Procedures See below.

Step	Action
1	<p>Navigate to: NavBar icon > Menu > Schedule a Query.</p>  <p>The screenshot shows a sidebar menu with sections: 'Recently Visited' (containing Recruiting, Reporting Tools, Reserve Activities), 'Favorites' (containing a heart icon), and 'Menu' (containing a hamburger icon). The 'Schedule a Query' button is located in the 'Menu' section and is highlighted with a red rectangular box.</p>
2	<p>Select the Add a New Value tab.</p>  <p>The screenshot shows the 'Schedule a Query' form. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a red rectangular box. Below the tabs, there is a 'Search Criteria' dropdown menu, a 'Search by:' field with a dropdown set to 'Run Control ID' and a 'begins with' text input field, a 'Case Sensitive' checkbox, and 'Search' and 'Advanced Search' buttons. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.</p>

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BAH Dependency Verification by Dept Report, Continued

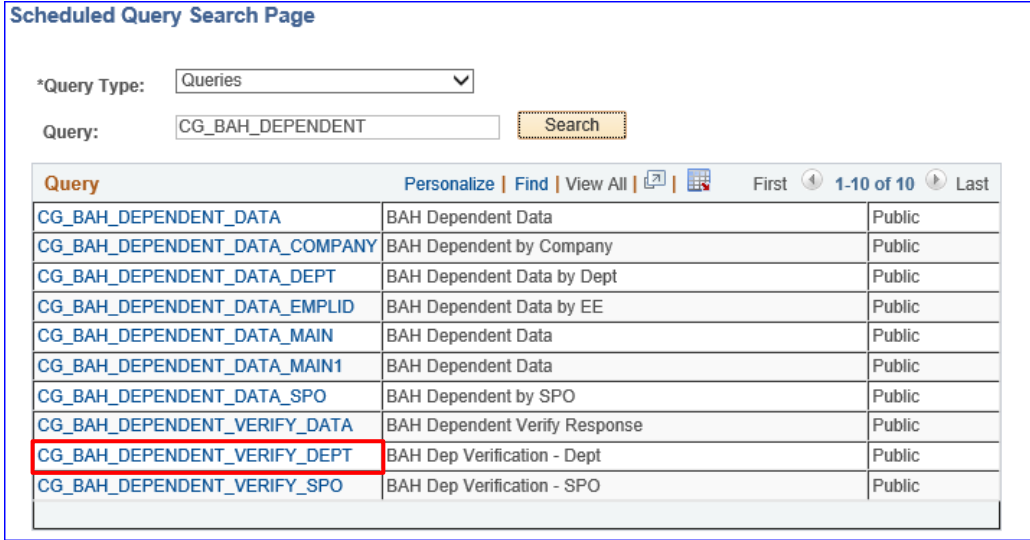
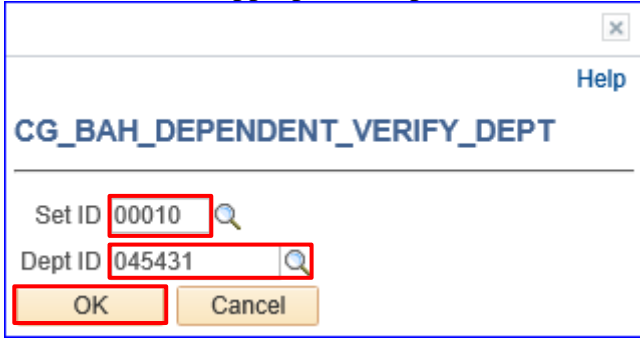
Procedures,
continued

Step	Action																																							
3	<p>Enter a Run Control ID (this may be anything, but it should be something you remember). Click Add.</p> 																																							
4	<p>Click Search.</p> 																																							
5	<p>Enter CG_BAH_DEPENDENT in the Query field, then click Search.</p>  <table border="1" data-bbox="363 1413 1342 1861"> <thead> <tr> <th>Query</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>ACA_SAMPLE_FOR_EXTRACT1</td> <td>Sample ACA Extract Employees 1</td> <td>Public</td> </tr> <tr> <td>ACA_SAMPLE_FOR_EXTRACT2</td> <td>Sample ACA Extract Employees 2</td> <td>Public</td> </tr> <tr> <td>ACA_SAMPLE_FOR_EXTRACT3</td> <td>Sample ACA Extract Employees 3</td> <td>Public</td> </tr> <tr> <td>ACA_SAMPLE_SAFE_HARBOR</td> <td>Sample Safe Harbor Query</td> <td>Public</td> </tr> <tr> <td>AFL_BC</td> <td>AFI Basic Copy</td> <td>Public</td> </tr> <tr> <td>AGENCY_LIST1</td> <td>List og Agency user has access</td> <td>Public</td> </tr> <tr> <td>CARPLAN_CAREER_PLAN</td> <td>CARPLAN-Career Plan</td> <td>Public</td> </tr> <tr> <td>CARTRAIN</td> <td>CARTRAIN</td> <td>Public</td> </tr> <tr> <td>CARTRAIN_CAREER_PLAN_TRAINING</td> <td>CARTRAIN-Career Plan Training</td> <td>Public</td> </tr> <tr> <td>CGCRMGAL</td> <td>CG OER Accountability Log</td> <td>Public</td> </tr> <tr> <td>CGCRMGAL2</td> <td>Child to CGCRMGAL</td> <td>Public</td> </tr> <tr> <td>CGCRMGAL3</td> <td>Child to CGCRMGAL</td> <td>Public</td> </tr> </tbody> </table>	Query			ACA_SAMPLE_FOR_EXTRACT1	Sample ACA Extract Employees 1	Public	ACA_SAMPLE_FOR_EXTRACT2	Sample ACA Extract Employees 2	Public	ACA_SAMPLE_FOR_EXTRACT3	Sample ACA Extract Employees 3	Public	ACA_SAMPLE_SAFE_HARBOR	Sample Safe Harbor Query	Public	AFL_BC	AFI Basic Copy	Public	AGENCY_LIST1	List og Agency user has access	Public	CARPLAN_CAREER_PLAN	CARPLAN-Career Plan	Public	CARTRAIN	CARTRAIN	Public	CARTRAIN_CAREER_PLAN_TRAINING	CARTRAIN-Career Plan Training	Public	CGCRMGAL	CG OER Accountability Log	Public	CGCRMGAL2	Child to CGCRMGAL	Public	CGCRMGAL3	Child to CGCRMGAL	Public
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BAH Dependency Verification by Dept Report, Continued

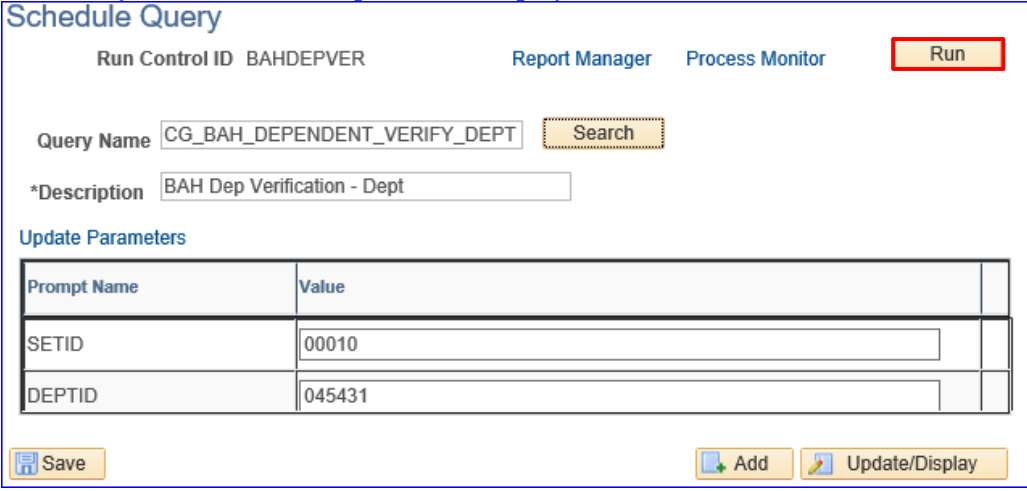
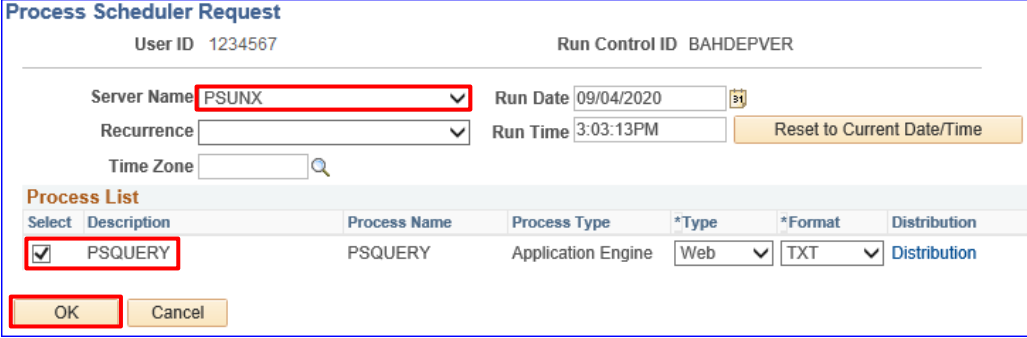
Procedures,
continued

Step	Action																																	
6	<p>Click on CG_BAH_DEPENDENT_VERIFY_DEPT.</p>  <p>Scheduled Query Search Page</p> <p>*Query Type: <input type="text" value="Queries"/> <input type="button" value="v"/></p> <p>Query: <input type="text" value="CG_BAH_DEPENDENT"/> <input type="button" value="Search"/></p> <table border="1"> <thead> <tr> <th>Query</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>CG_BAH_DEPENDENT_DATA</td> <td>BAH Dependent Data</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_COMPANY</td> <td>BAH Dependent by Company</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_DEPT</td> <td>BAH Dependent Data by Dept</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_EMPLID</td> <td>BAH Dependent Data by EE</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_MAIN</td> <td>BAH Dependent Data</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_MAIN1</td> <td>BAH Dependent Data</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_DATA_SPO</td> <td>BAH Dependent by SPO</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_VERIFY_DATA</td> <td>BAH Dependent Verify Response</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_VERIFY_DEPT</td> <td>BAH Dep Verification - Dept</td> <td>Public</td> </tr> <tr> <td>CG_BAH_DEPENDENT_VERIFY_SPO</td> <td>BAH Dep Verification - SPO</td> <td>Public</td> </tr> </tbody> </table>	Query			CG_BAH_DEPENDENT_DATA	BAH Dependent Data	Public	CG_BAH_DEPENDENT_DATA_COMPANY	BAH Dependent by Company	Public	CG_BAH_DEPENDENT_DATA_DEPT	BAH Dependent Data by Dept	Public	CG_BAH_DEPENDENT_DATA_EMPLID	BAH Dependent Data by EE	Public	CG_BAH_DEPENDENT_DATA_MAIN	BAH Dependent Data	Public	CG_BAH_DEPENDENT_DATA_MAIN1	BAH Dependent Data	Public	CG_BAH_DEPENDENT_DATA_SPO	BAH Dependent by SPO	Public	CG_BAH_DEPENDENT_VERIFY_DATA	BAH Dependent Verify Response	Public	CG_BAH_DEPENDENT_VERIFY_DEPT	BAH Dep Verification - Dept	Public	CG_BAH_DEPENDENT_VERIFY_SPO	BAH Dep Verification - SPO	Public
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CG_BAH_DEPENDENT_VERIFY_SPO	BAH Dep Verification - SPO	Public																																
7	<p>Enter Set ID 00010 for Coast Guard. Enter the Dept ID or use the lookup icon to search for the appropriate Dept ID. Click OK.</p>  <p>CG_BAH_DEPENDENT_VERIFY_DEPT</p> <p>Set ID <input type="text" value="00010"/> <input type="button" value="🔍"/></p> <p>Dept ID <input type="text" value="045431"/> <input type="button" value="🔍"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>																																	

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BAH Dependency Verification by Dept Report, Continued

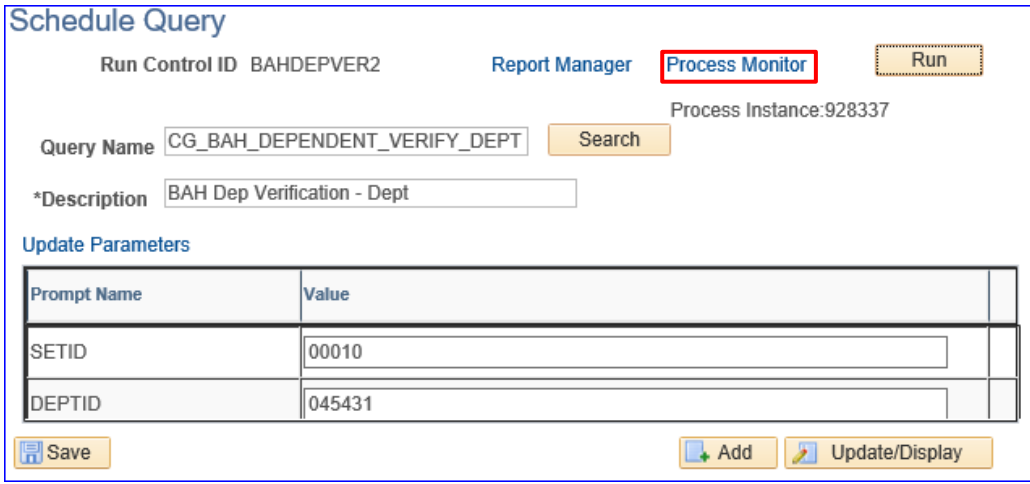
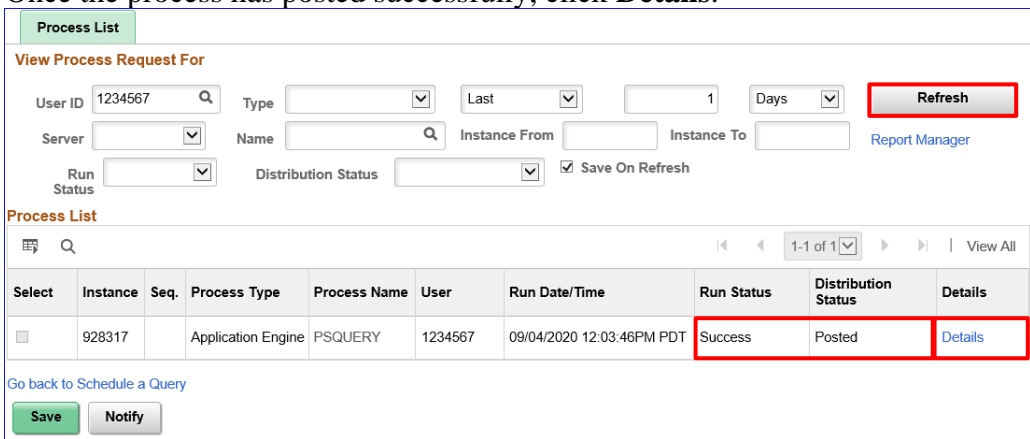
Procedures,
continued

Step	Action														
8	<p>The Query Name and Description will display. Click Run.</p>  <p>Schedule Query</p> <p>Run Control ID BAHDEPVER Report Manager Process Monitor Run</p> <p>Query Name <input type="text" value="CG_BAH_DEPENDENT_VERIFY_DEPT"/> <input type="button" value="Search"/></p> <p>*Description <input type="text" value="BAH Dep Verification - Dept"/></p> <p>Update Parameters</p> <table border="1"> <thead> <tr> <th>Prompt Name</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>SETID</td> <td><input type="text" value="00010"/></td> </tr> <tr> <td>DEPTID</td> <td><input type="text" value="045431"/></td> </tr> </tbody> </table> <p><input type="button" value="Save"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/></p>	Prompt Name	Value	SETID	<input type="text" value="00010"/>	DEPTID	<input type="text" value="045431"/>								
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9	<p>The Process Scheduler Request page will display with a Process List. Using the Server Name drop-down, select PSUNX. Ensure the PSQUERY Select box is checked and click OK.</p>  <p>Process Scheduler Request</p> <p>User ID 1234567 Run Control ID BAHDEPVER</p> <p>Server Name <input type="text" value="PSUNX"/> Run Date <input type="text" value="09/04/2020"/> <input type="button" value="B1"/></p> <p>Recurrence <input type="text"/> Run Time <input type="text" value="3:03:13PM"/> <input type="button" value="Reset to Current Date/Time"/></p> <p>Time Zone <input type="text"/></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>PSQUERY</td> <td>PSQUERY</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> </tbody> </table> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	TXT	Distribution
Select	Description	Process Name	Process Type	*Type	*Format	Distribution									
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	TXT	Distribution									

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BAH Dependency Verification by Dept Report, Continued

Procedures,
continued

Step	Action																				
<p>10</p>	<p>The Schedule Query page will re-display with a Process Instance number. Select Process Monitor.</p>  <p>Schedule Query</p> <p>Run Control ID BAHDEPVER2 Report Manager Process Monitor Run</p> <p>Process Instance:928337</p> <p>Query Name CG_BAH_DEPENDENT_VERIFY_DEPT Search</p> <p>*Description BAH Dep Verification - Dept</p> <p>Update Parameters</p> <table border="1"> <thead> <tr> <th>Prompt Name</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>SETID</td> <td>00010</td> </tr> <tr> <td>DEPTID</td> <td>045431</td> </tr> </tbody> </table> <p>Save Add Update/Display</p>	Prompt Name	Value	SETID	00010	DEPTID	045431														
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DEPTID	045431																				
<p>11</p>	<p>The Process List will display. The Run Status may initially indicate Queued or Processing. Click the Refresh button until the Run Status updates to Success and the Distribution Status indicates Posted.</p> <p>Once the process has posted successfully, click Details.</p>  <p>Process List</p> <p>View Process Request For</p> <p>User ID 1234567 Type Last 1 Days Refresh</p> <p>Server Name Instance From Instance To Report Manager</p> <p>Run Status Distribution Status Save On Refresh</p> <p>Process List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>928317</td> <td></td> <td>Application Engine</td> <td>PSQUERY</td> <td>1234567</td> <td>09/04/2020 12:03:46PM PDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table> <p>Go back to Schedule a Query</p> <p>Save Notify</p>	Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	928317		Application Engine	PSQUERY	1234567	09/04/2020 12:03:46PM PDT	Success	Posted	Details
Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details												
<input type="checkbox"/>	928317		Application Engine	PSQUERY	1234567	09/04/2020 12:03:46PM PDT	Success	Posted	Details												

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BAH Dependency Verification by Dept Report, Continued

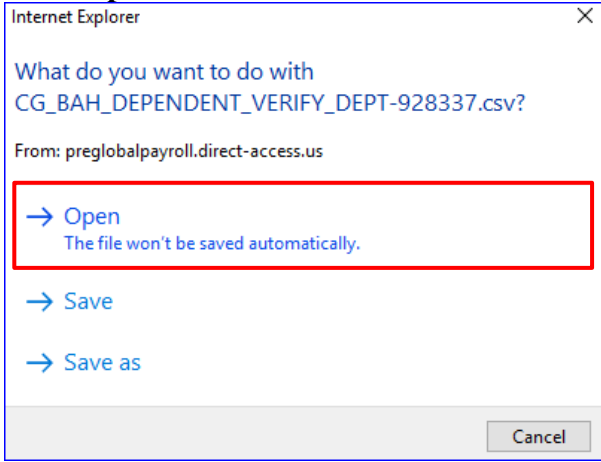
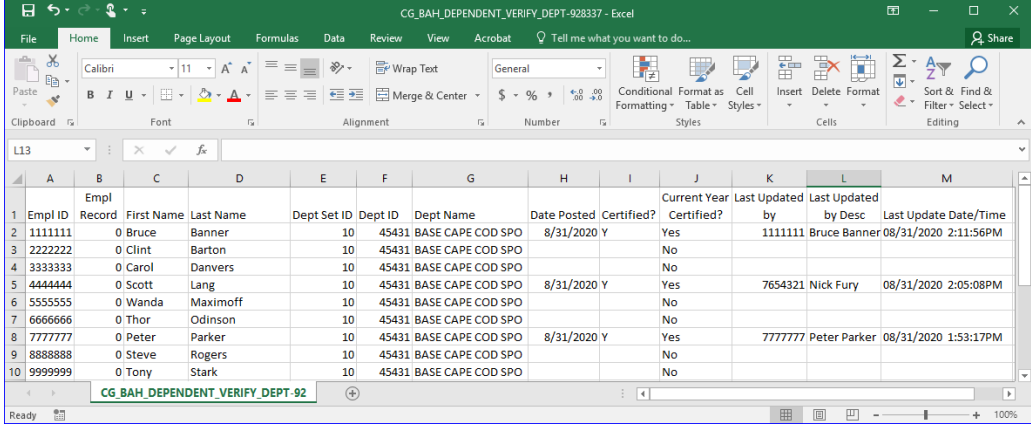
Procedures,
continued

Step	Action																																																				
12	<p>Click View Log/Trace.</p> <div data-bbox="336 521 1281 1128" style="border: 1px solid black; padding: 5px;"> <p>Process Detail</p> <p>Process</p> <table border="0"> <tr> <td>Instance</td><td>928337</td> <td>Type</td><td>Application Engine</td> </tr> <tr> <td>Name</td><td>PSQUERY</td> <td>Description</td><td>PSQUERY</td> </tr> <tr> <td>Run Status</td><td>Success</td> <td>Distribution Status</td><td>Posted</td> </tr> </table> <p>Run</p> <table border="0"> <tr> <td>Run Control ID</td><td>BAHDEPVER</td> <td colspan="2">Update Process</td> </tr> <tr> <td>Location</td><td>Server</td> <td><input type="radio"/> Hold Request</td><td></td> </tr> <tr> <td>Server</td><td>PSUNX</td> <td><input type="radio"/> Queue Request</td><td></td> </tr> <tr> <td>Recurrence</td><td></td> <td><input type="radio"/> Cancel Request</td><td></td> </tr> <tr> <td></td><td></td> <td><input type="checkbox"/> Delete Request</td><td></td> </tr> <tr> <td></td><td></td> <td><input type="radio"/> Re-send Content</td><td><input type="radio"/> Restart Request</td> </tr> </table> <p>Date/Time</p> <table border="0"> <tr> <td>Request Created On</td><td>09/04/2020 3:08:25PM PDT</td> <td>Parameters</td><td>Transfer</td> </tr> <tr> <td>Run Anytime After</td><td>09/04/2020 3:03:13PM PDT</td> <td>Message Log</td><td>View Locks</td> </tr> <tr> <td>Began Process At</td><td>09/04/2020 3:08:59PM PDT</td> <td>Batch Timings</td><td></td> </tr> <tr> <td>Ended Process At</td><td>09/04/2020 3:09:26PM PDT</td> <td>View Log/Trace</td><td></td> </tr> </table> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>	Instance	928337	Type	Application Engine	Name	PSQUERY	Description	PSQUERY	Run Status	Success	Distribution Status	Posted	Run Control ID	BAHDEPVER	Update Process		Location	Server	<input type="radio"/> Hold Request		Server	PSUNX	<input type="radio"/> Queue Request		Recurrence		<input type="radio"/> Cancel Request				<input type="checkbox"/> Delete Request				<input type="radio"/> Re-send Content	<input type="radio"/> Restart Request	Request Created On	09/04/2020 3:08:25PM PDT	Parameters	Transfer	Run Anytime After	09/04/2020 3:03:13PM PDT	Message Log	View Locks	Began Process At	09/04/2020 3:08:59PM PDT	Batch Timings		Ended Process At	09/04/2020 3:09:26PM PDT	View Log/Trace	
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13	<p>Select CG_BAH_DEPENDENT_VERIFY_DEPT-XXXXXX.csv from the File List.</p> <div data-bbox="336 1238 1141 1928" style="border: 1px solid black; padding: 5px;"> <p>View Log/Trace</p> <p>Report</p> <table border="0"> <tr> <td>Report ID</td><td>937382</td> <td>Process Instance</td><td>928337</td> <td>Message Log</td> </tr> <tr> <td>Name</td><td>PSQUERY</td> <td>Process Type</td><td>Application Engine</td><td></td> </tr> <tr> <td>Run Status</td><td>Success</td><td></td><td></td><td></td> </tr> </table> <p>BAH Dep Verification - Dept</p> <p>Distribution Details</p> <table border="0"> <tr> <td>Distribution Node</td><td>RPTNODE</td> <td>Expiration Date</td><td>09/11/2020</td> </tr> </table> <p>File List</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>AE_PSQUERY_928337.stdout</td> <td>289</td> <td>09/04/2020 3:09:26.513703PM PDT</td> </tr> <tr> <td>CG_BAH_DEPENDENT_VERIFY_DEPT-928337.csv</td> <td>2,995</td> <td>09/04/2020 3:09:26.513703PM PDT</td> </tr> </tbody> </table> <p>Distribute To</p> <table border="1"> <thead> <tr> <th>Distribution ID Type</th> <th>Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>1234567</td> </tr> </tbody> </table> <p><input type="button" value="Return"/></p> </div>	Report ID	937382	Process Instance	928337	Message Log	Name	PSQUERY	Process Type	Application Engine		Run Status	Success				Distribution Node	RPTNODE	Expiration Date	09/11/2020	Name	File Size (bytes)	Datetime Created	AE_PSQUERY_928337.stdout	289	09/04/2020 3:09:26.513703PM PDT	CG_BAH_DEPENDENT_VERIFY_DEPT-928337.csv	2,995	09/04/2020 3:09:26.513703PM PDT	Distribution ID Type	Distribution ID	User	1234567																				
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BAH Dependency Verification by Dept Report, Continued

Procedures,
continued

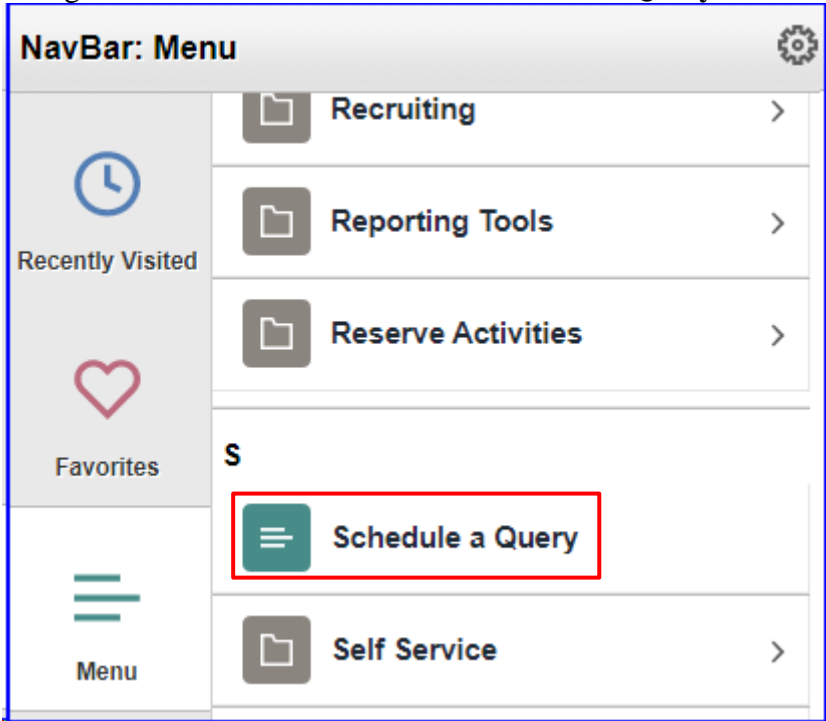
Step	Action																																																																																																																																		
<p>14</p>	<p>Click Open.</p> 																																																																																																																																		
<p>15</p>	<p>The report will open in Excel and display all members and their BAH Dependency Data Verification responses for a particular Dept ID.</p>  <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Record</th> <th>First Name</th> <th>Last Name</th> <th>Dept Set ID</th> <th>Dept ID</th> <th>Dept Name</th> <th>Date Posted</th> <th>Certified?</th> <th>Current Year</th> <th>Last Updated by</th> <th>Last Updated by Desc</th> <th>Last Update Date/Time</th> </tr> </thead> <tbody> <tr> <td>1111111</td> <td>0</td> <td>Bruce</td> <td>Banner</td> <td>10</td> <td>45431</td> <td>BASE CAPE COD SPO</td> <td>8/31/2020</td> <td>Y</td> <td>Yes</td> <td>1111111</td> <td>Bruce Banner</td> <td>08/31/2020 2:11:56PM</td> </tr> <tr> <td>2222222</td> <td>0</td> <td>Clint</td> <td>Barton</td> <td>10</td> <td>45431</td> <td>BASE CAPE COD SPO</td> <td></td> <td></td> <td>No</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3333333</td> <td>0</td> <td>Carol</td> <td>Danvers</td> <td>10</td> <td>45431</td> <td>BASE CAPE COD SPO</td> <td></td> <td></td> <td>No</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4444444</td> <td>0</td> <td>Scott</td> <td>Lang</td> <td>10</td> <td>45431</td> <td>BASE CAPE COD SPO</td> <td>8/31/2020</td> <td>Y</td> <td>Yes</td> <td>7654321</td> <td>Nick Fury</td> <td>08/31/2020 2:05:08PM</td> </tr> <tr> <td>5555555</td> <td>0</td> <td>Wanda</td> <td>Maximoff</td> <td>10</td> <td>45431</td> <td>BASE CAPE COD SPO</td> <td></td> <td></td> <td>No</td> <td></td> <td></td> <td></td> </tr> <tr> <td>6666666</td> <td>0</td> <td>Thor</td> <td>Odinson</td> <td>10</td> <td>45431</td> <td>BASE CAPE COD SPO</td> <td></td> <td></td> <td>No</td> <td></td> <td></td> <td></td> </tr> <tr> <td>7777777</td> <td>0</td> <td>Peter</td> <td>Parker</td> <td>10</td> <td>45431</td> <td>BASE CAPE COD SPO</td> <td>8/31/2020</td> <td>Y</td> <td>Yes</td> <td>7777777</td> <td>Peter Parker</td> <td>08/31/2020 1:53:17PM</td> </tr> <tr> <td>8888888</td> <td>0</td> <td>Steve</td> <td>Rogers</td> <td>10</td> <td>45431</td> <td>BASE CAPE COD SPO</td> <td></td> <td></td> <td>No</td> <td></td> <td></td> <td></td> </tr> <tr> <td>9999999</td> <td>0</td> <td>Tony</td> <td>Stark</td> <td>10</td> <td>45431</td> <td>BASE CAPE COD SPO</td> <td></td> <td></td> <td>No</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Empl ID	Record	First Name	Last Name	Dept Set ID	Dept ID	Dept Name	Date Posted	Certified?	Current Year	Last Updated by	Last Updated by Desc	Last Update Date/Time	1111111	0	Bruce	Banner	10	45431	BASE CAPE COD SPO	8/31/2020	Y	Yes	1111111	Bruce Banner	08/31/2020 2:11:56PM	2222222	0	Clint	Barton	10	45431	BASE CAPE COD SPO			No				3333333	0	Carol	Danvers	10	45431	BASE CAPE COD SPO			No				4444444	0	Scott	Lang	10	45431	BASE CAPE COD SPO	8/31/2020	Y	Yes	7654321	Nick Fury	08/31/2020 2:05:08PM	5555555	0	Wanda	Maximoff	10	45431	BASE CAPE COD SPO			No				6666666	0	Thor	Odinson	10	45431	BASE CAPE COD SPO			No				7777777	0	Peter	Parker	10	45431	BASE CAPE COD SPO	8/31/2020	Y	Yes	7777777	Peter Parker	08/31/2020 1:53:17PM	8888888	0	Steve	Rogers	10	45431	BASE CAPE COD SPO			No				9999999	0	Tony	Stark	10	45431	BASE CAPE COD SPO			No			
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BAH Dependency Verification by SPO Report

Introduction This guide provides the procedures for running the BAH Dependency Verification by SPO Report in DA. This report displays the responses of all members/units that fall under a SPO tree.

Note: It will not display the status of the members assigned to the SPO Dept ID. Use the Verify DEPT report to capture those responses.

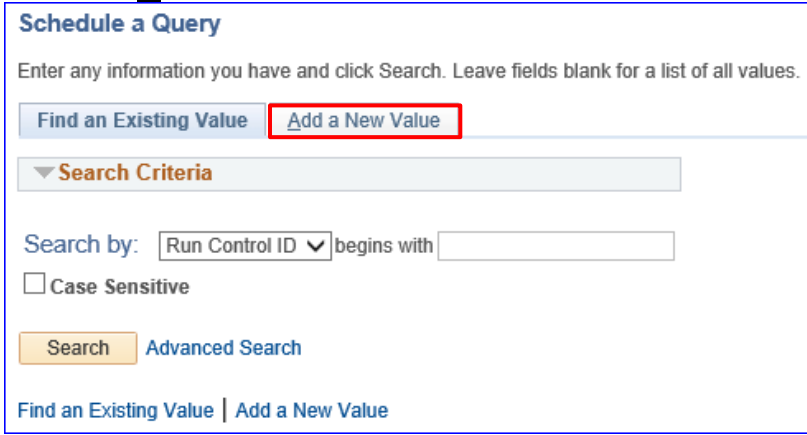
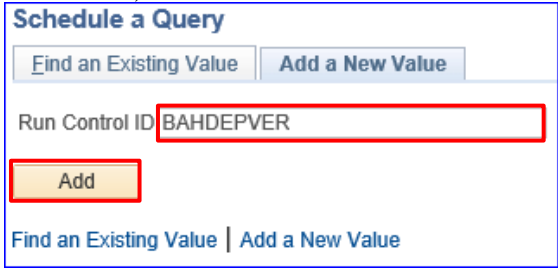
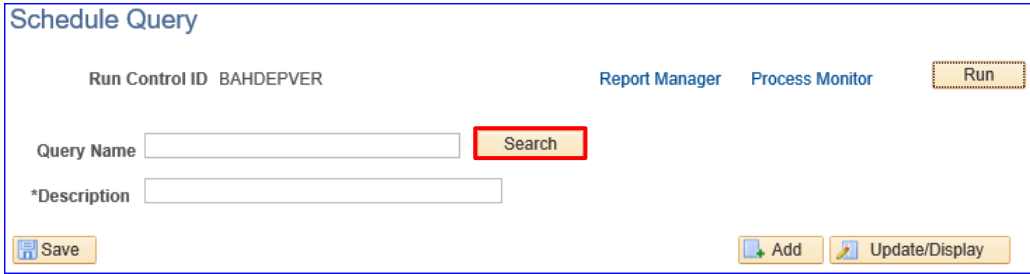
Procedures See below.

Step	Action
1	<p>Navigate to: NavBar icon > Menu > Schedule a Query.</p>  <p>The screenshot shows a mobile application's navigation menu. The title is 'NavBar: Menu'. On the left, there are three sections: 'Recently Visited' with a clock icon, 'Favorites' with a heart icon, and 'Menu' with a hamburger icon. On the right, there is a list of menu items: 'Recruiting', 'Reporting Tools', 'Reserve Activities', 'Schedule a Query', and 'Self Service'. The 'Schedule a Query' item is highlighted with a red rectangular box. A gear icon is visible in the top right corner of the menu area.</p>

Continued on next page

BAH Dependency Verification by SPO Report, Continued

Procedures,
continued

Step	Action
2	<p>Select the Add a New Value tab.</p> 
3	<p>Enter a Run Control ID (this may be anything, but it should be something you remember). Click Add.</p> 
4	<p>Click Search.</p> 

Continued on next page

BAH Dependency Verification by SPO Report, Continued

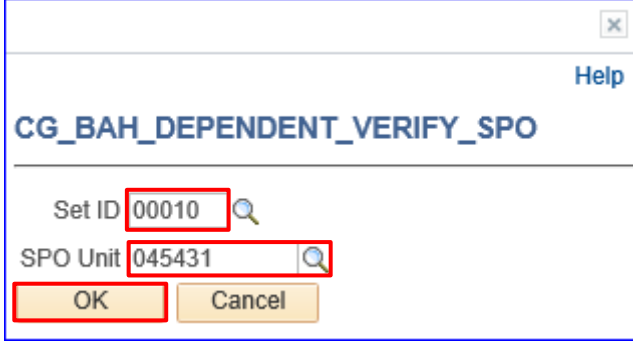
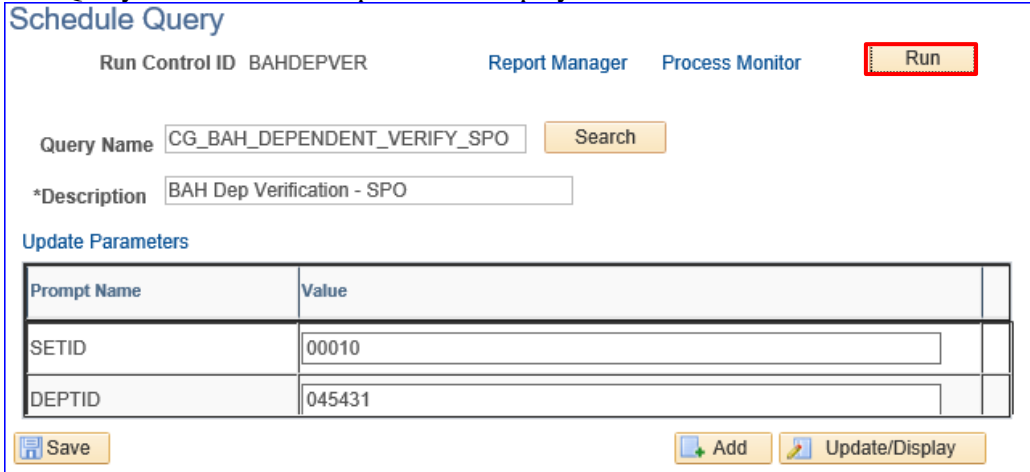
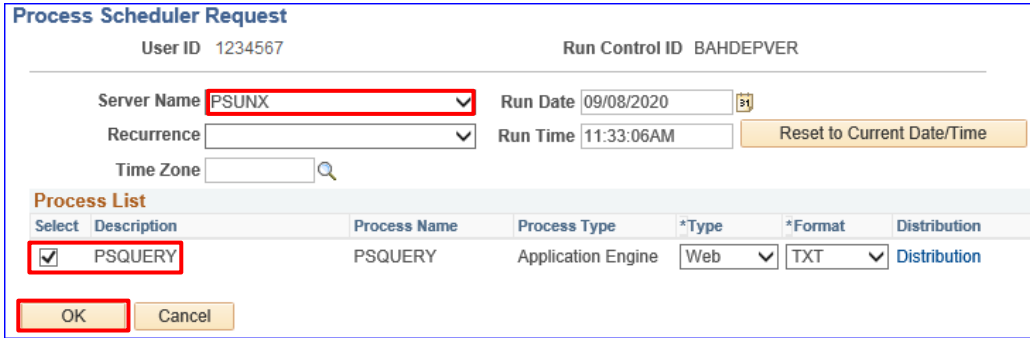
Procedures,
continued

Step	Action																																							
5	<p>Enter CG_BAH_DEPENDENT in the Query field, then click Search.</p> <div data-bbox="336 521 1369 1200" style="border: 1px solid blue; padding: 5px;"> <p>Scheduled Query Search Page</p> <p>*Query Type: <input type="text" value="Queries"/></p> <p>Query: <input style="border: 2px solid red;" type="text" value="CG_BAH_DEPENDENT"/> <input style="border: 2px solid red;" type="button" value="Search"/></p> <table border="1" data-bbox="363 692 1342 1140"> <thead> <tr> <th>Query</th> <th></th> <th></th> </tr> </thead> <tbody> <tr><td>ACA_SAMPLE_FOR_EXTRACT1</td><td>Sample ACA Extract Employees 1</td><td>Public</td></tr> <tr><td>ACA_SAMPLE_FOR_EXTRACT2</td><td>Sample ACA Extract Employees 2</td><td>Public</td></tr> <tr><td>ACA_SAMPLE_FOR_EXTRACT3</td><td>Sample ACA Extract Employees 3</td><td>Public</td></tr> <tr><td>ACA_SAMPLE_SAFE_HARBOR</td><td>Sample Safe Harbor Query</td><td>Public</td></tr> <tr><td>AFL_BC</td><td>AFI Basic Copy</td><td>Public</td></tr> <tr><td>AGENCY_LIST1</td><td>List og Agency user has access</td><td>Public</td></tr> <tr><td>CARPLAN_CAREER_PLAN</td><td>CARPLAN-Career Plan</td><td>Public</td></tr> <tr><td>CARTRAIN</td><td>CARTRAIN</td><td>Public</td></tr> <tr><td>CARTRAIN_CAREER_PLAN_TRAINING</td><td>CARTRAIN-Career Plan Training</td><td>Public</td></tr> <tr><td>CGCRMGAL</td><td>CG OER Accountability Log</td><td>Public</td></tr> <tr><td>CGCRMGAL2</td><td>Child to CGCRMGAL</td><td>Public</td></tr> <tr><td>CGCRMGAL3</td><td>Child to CGCRMGAL</td><td>Public</td></tr> </tbody> </table> <p><input type="button" value="Return"/></p> </div>	Query			ACA_SAMPLE_FOR_EXTRACT1	Sample ACA Extract Employees 1	Public	ACA_SAMPLE_FOR_EXTRACT2	Sample ACA Extract Employees 2	Public	ACA_SAMPLE_FOR_EXTRACT3	Sample ACA Extract Employees 3	Public	ACA_SAMPLE_SAFE_HARBOR	Sample Safe Harbor Query	Public	AFL_BC	AFI Basic Copy	Public	AGENCY_LIST1	List og Agency user has access	Public	CARPLAN_CAREER_PLAN	CARPLAN-Career Plan	Public	CARTRAIN	CARTRAIN	Public	CARTRAIN_CAREER_PLAN_TRAINING	CARTRAIN-Career Plan Training	Public	CGCRMGAL	CG OER Accountability Log	Public	CGCRMGAL2	Child to CGCRMGAL	Public	CGCRMGAL3	Child to CGCRMGAL	Public
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6	<p>Click on CG_BAH_DEPENDENT_VERIFY_SPO.</p> <div data-bbox="336 1272 1369 1809" style="border: 1px solid blue; padding: 5px;"> <p>Scheduled Query Search Page</p> <p>*Query Type: <input type="text" value="Queries"/></p> <p>Query: <input type="text" value="CG_BAH_DEPENDENT"/> <input type="button" value="Search"/></p> <table border="1" data-bbox="363 1435 1342 1798"> <thead> <tr> <th>Query</th> <th></th> <th></th> </tr> </thead> <tbody> <tr><td>CG_BAH_DEPENDENT_DATA</td><td>BAH Dependent Data</td><td>Public</td></tr> <tr><td>CG_BAH_DEPENDENT_DATA_COMPANY</td><td>BAH Dependent by Company</td><td>Public</td></tr> <tr><td>CG_BAH_DEPENDENT_DATA_DEPT</td><td>BAH Dependent Data by Dept</td><td>Public</td></tr> <tr><td>CG_BAH_DEPENDENT_DATA_EMPLID</td><td>BAH Dependent Data by EE</td><td>Public</td></tr> <tr><td>CG_BAH_DEPENDENT_DATA_MAIN</td><td>BAH Dependent Data</td><td>Public</td></tr> <tr><td>CG_BAH_DEPENDENT_DATA_MAIN1</td><td>BAH Dependent Data</td><td>Public</td></tr> <tr><td>CG_BAH_DEPENDENT_DATA_SPO</td><td>BAH Dependent by SPO</td><td>Public</td></tr> <tr><td>CG_BAH_DEPENDENT_VERIFY_DATA</td><td>BAH Dependent Verify Response</td><td>Public</td></tr> <tr><td>CG_BAH_DEPENDENT_VERIFY_DEPT</td><td>BAH Dep Verification - Dept</td><td>Public</td></tr> <tr style="border: 2px solid red;"><td>CG_BAH_DEPENDENT_VERIFY_SPO</td><td>BAH Dep Verification - SPO</td><td>Public</td></tr> </tbody> </table> </div>	Query			CG_BAH_DEPENDENT_DATA	BAH Dependent Data	Public	CG_BAH_DEPENDENT_DATA_COMPANY	BAH Dependent by Company	Public	CG_BAH_DEPENDENT_DATA_DEPT	BAH Dependent Data by Dept	Public	CG_BAH_DEPENDENT_DATA_EMPLID	BAH Dependent Data by EE	Public	CG_BAH_DEPENDENT_DATA_MAIN	BAH Dependent Data	Public	CG_BAH_DEPENDENT_DATA_MAIN1	BAH Dependent Data	Public	CG_BAH_DEPENDENT_DATA_SPO	BAH Dependent by SPO	Public	CG_BAH_DEPENDENT_VERIFY_DATA	BAH Dependent Verify Response	Public	CG_BAH_DEPENDENT_VERIFY_DEPT	BAH Dep Verification - Dept	Public	CG_BAH_DEPENDENT_VERIFY_SPO	BAH Dep Verification - SPO	Public						
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BAH Dependency Verification by SPO Report, Continued

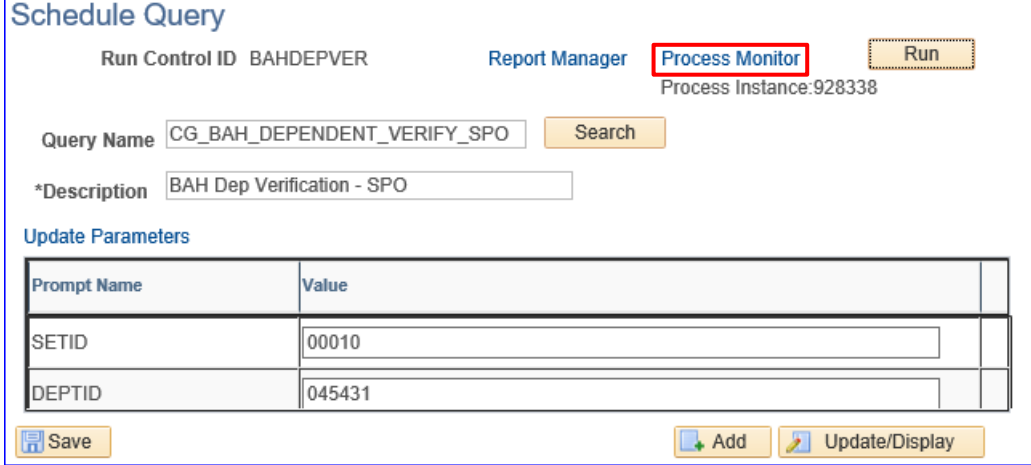
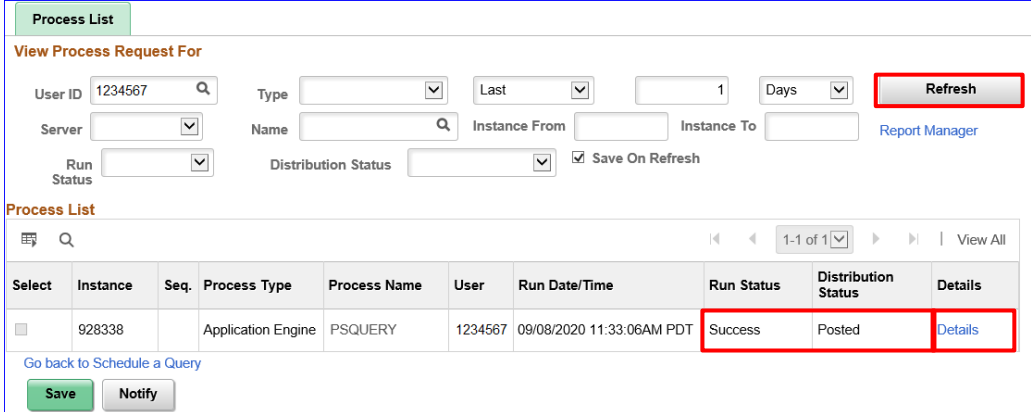
Procedures,
continued

Step	Action														
7	<p>Enter Set ID 00010 for Coast Guard. Enter the SPO Unit or use the lookup icon to search for the appropriate SPO Unit. Click OK.</p> 														
8	<p>The Query Name and Description will display. Click Run.</p>  <table border="1" data-bbox="355 1234 1350 1391"> <thead> <tr> <th>Prompt Name</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>SETID</td> <td>00010</td> </tr> <tr> <td>DEPTID</td> <td>045431</td> </tr> </tbody> </table>	Prompt Name	Value	SETID	00010	DEPTID	045431								
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SETID	00010														
DEPTID	045431														
9	<p>The Process Scheduler Request page will display with a Process List. Using the Server Name drop-down, select PSUNX. Ensure the PSQUERY Select box is checked and click OK.</p>  <table border="1" data-bbox="355 1783 1369 1861"> <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>PSQUERY</td> <td>PSQUERY</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> </tbody> </table>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	TXT	Distribution
Select	Description	Process Name	Process Type	*Type	*Format	Distribution									
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	TXT	Distribution									

Continued on next page

BAH Dependency Verification by SPO Report, Continued

Procedures,
continued

Step	Action
<p>10</p>	<p>The Schedule Query page will re-display with a Process Instance number. Select Process Monitor.</p> 
<p>11</p>	<p>The Process List will display. The Run Status may initially indicate Queued or Processing. Click the Refresh button until the Run Status updates to Success and the Distribution Status indicates Posted.</p> <p>Once the process has posted successfully, click Details.</p> 

Continued on next page

BAH Dependency Verification by SPO Report, Continued

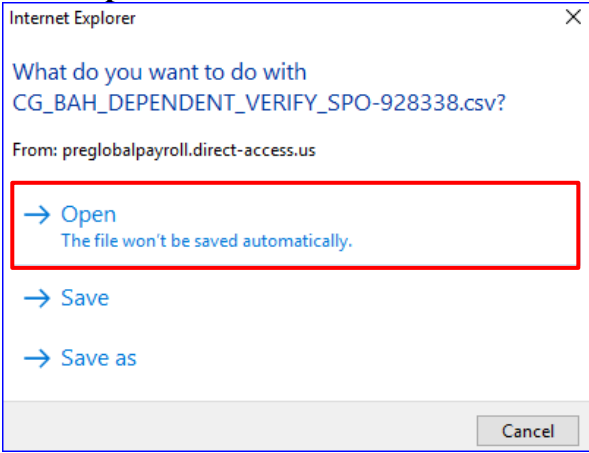
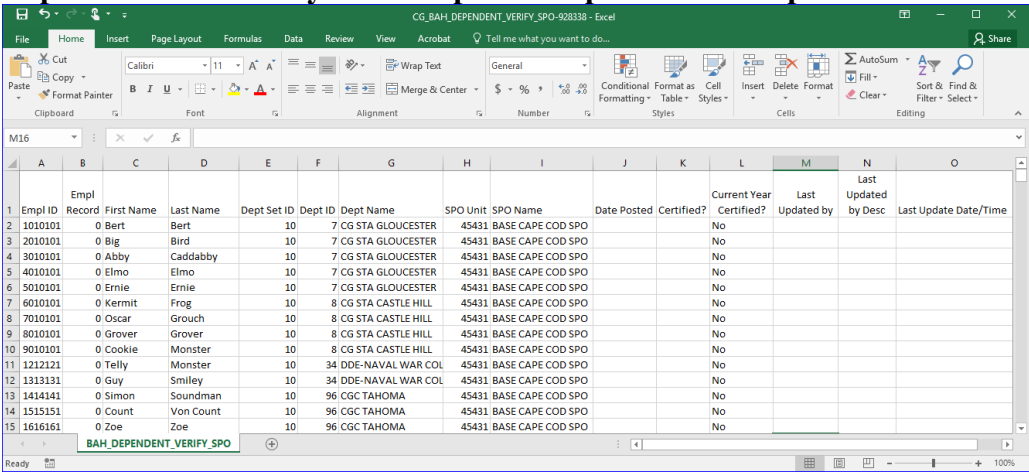
Procedures,
continued

Step	Action																																																				
12	<p>Click View Log/Trace.</p> <div data-bbox="336 521 1286 1126" style="border: 1px solid blue; padding: 5px;"> <p>Process Detail</p> <p>Process</p> <table border="0"> <tr> <td>Instance</td><td>928338</td> <td>Type</td><td>Application Engine</td> </tr> <tr> <td>Name</td><td>PSQUERY</td> <td>Description</td><td>PSQUERY</td> </tr> <tr> <td>Run Status</td><td>Success</td> <td>Distribution Status</td><td>Posted</td> </tr> </table> <p>Run</p> <table border="0"> <tr> <td>Run Control ID</td><td>BAHDEPVER</td> <td colspan="2">Update Process</td> </tr> <tr> <td>Location</td><td>Server</td> <td><input type="radio"/> Hold Request</td><td></td> </tr> <tr> <td>Server</td><td>PSUNX</td> <td><input type="radio"/> Queue Request</td><td></td> </tr> <tr> <td>Recurrence</td><td></td> <td><input type="radio"/> Cancel Request</td><td></td> </tr> <tr> <td></td><td></td> <td><input type="checkbox"/> Delete Request</td><td></td> </tr> <tr> <td></td><td></td> <td><input type="radio"/> Re-send Content</td><td><input type="radio"/> Restart Request</td> </tr> </table> <p>Date/Time</p> <table border="0"> <tr> <td>Request Created On</td><td>09/08/2020 11:35:43AM PDT</td> <td>Parameters</td><td>Transfer</td> </tr> <tr> <td>Run Anytime After</td><td>09/08/2020 11:33:06AM PDT</td> <td>Message Log</td><td>View Locks</td> </tr> <tr> <td>Began Process At</td><td>09/08/2020 11:36:04AM PDT</td> <td>Batch Timings</td><td></td> </tr> <tr> <td>Ended Process At</td><td>09/08/2020 11:37:49AM PDT</td> <td>View Log/Trace</td><td></td> </tr> </table> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>	Instance	928338	Type	Application Engine	Name	PSQUERY	Description	PSQUERY	Run Status	Success	Distribution Status	Posted	Run Control ID	BAHDEPVER	Update Process		Location	Server	<input type="radio"/> Hold Request		Server	PSUNX	<input type="radio"/> Queue Request		Recurrence		<input type="radio"/> Cancel Request				<input type="checkbox"/> Delete Request				<input type="radio"/> Re-send Content	<input type="radio"/> Restart Request	Request Created On	09/08/2020 11:35:43AM PDT	Parameters	Transfer	Run Anytime After	09/08/2020 11:33:06AM PDT	Message Log	View Locks	Began Process At	09/08/2020 11:36:04AM PDT	Batch Timings		Ended Process At	09/08/2020 11:37:49AM PDT	View Log/Trace	
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13	<p>Select CG_BAH_DEPENDENT_VERIFY_SPO-XXXXXX.csv from the File List.</p> <div data-bbox="336 1234 1150 1928" style="border: 1px solid blue; padding: 5px;"> <p>View Log/Trace</p> <p>Report</p> <table border="0"> <tr> <td>Report ID</td><td>937383</td> <td>Process Instance</td><td>928338</td> <td>Message Log</td> </tr> <tr> <td>Name</td><td>PSQUERY</td> <td>Process Type</td><td>Application Engine</td><td></td> </tr> <tr> <td>Run Status</td><td>Success</td><td></td><td></td><td></td> </tr> <tr> <td colspan="5">BAH Dep Verification - SPO</td> </tr> </table> <p>Distribution Details</p> <table border="0"> <tr> <td>Distribution Node</td><td>RPTNODE</td> <td>Expiration Date</td><td>09/11/2020</td> </tr> </table> <p>File List</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>AE_PSQUERY_928338.stdout</td> <td>289</td> <td>09/08/2020 11:37:49.517688AM PDT</td> </tr> <tr> <td>CG_BAH_DEPENDENT_VERIFY_SPO-928338.csv</td> <td>487,656</td> <td>09/08/2020 11:37:49.517688AM PDT</td> </tr> </tbody> </table> <p>Distribute To</p> <table border="1"> <thead> <tr> <th>Distribution ID Type</th> <th>Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>1234567</td> </tr> </tbody> </table> <p><input type="button" value="Return"/></p> </div>	Report ID	937383	Process Instance	928338	Message Log	Name	PSQUERY	Process Type	Application Engine		Run Status	Success				BAH Dep Verification - SPO					Distribution Node	RPTNODE	Expiration Date	09/11/2020	Name	File Size (bytes)	Datetime Created	AE_PSQUERY_928338.stdout	289	09/08/2020 11:37:49.517688AM PDT	CG_BAH_DEPENDENT_VERIFY_SPO-928338.csv	487,656	09/08/2020 11:37:49.517688AM PDT	Distribution ID Type	Distribution ID	User	1234567															
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BAH Dependency Verification by SPO Report, Continued

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<p>14</p>	<p>Click Open.</p> 																																																																																																																																																																																																																		
<p>15</p>	<p>The report will open in Excel and display the BAH Dependency Data Verification responses for all members/units that fall under a SPO tree.</p> <p>Note: It will not display the status of the members assigned to the SPO Dept ID. Use the Verify DEPT report to capture those responses.</p>  <table border="1" data-bbox="338 1189 1370 1659"> <thead> <tr> <th>Empl ID</th> <th>Record</th> <th>First Name</th> <th>Last Name</th> <th>Dept Set ID</th> <th>Dept ID</th> <th>Dept Name</th> <th>SPO Unit</th> <th>SPO Name</th> <th>Date Posted</th> <th>Certified?</th> <th>Current Year Certified?</th> <th>Last Updated by</th> <th>Last Update Date/Time</th> </tr> </thead> <tbody> <tr><td>1010101</td><td>0</td><td>Bert</td><td>Bert</td><td>10</td><td>7</td><td>CG STA GLOUCESTER</td><td>45431</td><td>BASE CAPE COD SPO</td><td></td><td></td><td>No</td><td></td><td></td></tr> <tr><td>2010101</td><td>0</td><td>Big</td><td>Bird</td><td>10</td><td>7</td><td>CG STA GLOUCESTER</td><td>45431</td><td>BASE CAPE COD SPO</td><td></td><td></td><td>No</td><td></td><td></td></tr> <tr><td>3010101</td><td>0</td><td>Abby</td><td>Caddabby</td><td>10</td><td>7</td><td>CG STA GLOUCESTER</td><td>45431</td><td>BASE CAPE COD SPO</td><td></td><td></td><td>No</td><td></td><td></td></tr> <tr><td>4010101</td><td>0</td><td>Elmo</td><td>Elmo</td><td>10</td><td>7</td><td>CG STA GLOUCESTER</td><td>45431</td><td>BASE CAPE COD SPO</td><td></td><td></td><td>No</td><td></td><td></td></tr> <tr><td>5010101</td><td>0</td><td>Ernie</td><td>Ernie</td><td>10</td><td>7</td><td>CG STA GLOUCESTER</td><td>45431</td><td>BASE CAPE COD SPO</td><td></td><td></td><td>No</td><td></td><td></td></tr> <tr><td>6010101</td><td>0</td><td>Kermit</td><td>Frog</td><td>10</td><td>8</td><td>CG STA CASTLE HILL</td><td>45431</td><td>BASE CAPE COD SPO</td><td></td><td></td><td>No</td><td></td><td></td></tr> <tr><td>7010101</td><td>0</td><td>Oscar</td><td>Grouch</td><td>10</td><td>8</td><td>CG STA CASTLE HILL</td><td>45431</td><td>BASE CAPE COD SPO</td><td></td><td></td><td>No</td><td></td><td></td></tr> <tr><td>8010101</td><td>0</td><td>Grover</td><td>Grover</td><td>10</td><td>8</td><td>CG STA CASTLE HILL</td><td>45431</td><td>BASE CAPE COD SPO</td><td></td><td></td><td>No</td><td></td><td></td></tr> <tr><td>9010101</td><td>0</td><td>Cookie</td><td>Monster</td><td>10</td><td>8</td><td>CG STA CASTLE HILL</td><td>45431</td><td>BASE CAPE COD SPO</td><td></td><td></td><td>No</td><td></td><td></td></tr> <tr><td>1212121</td><td>0</td><td>Telly</td><td>Monster</td><td>10</td><td>34</td><td>DDE-NAVAL WAR COL</td><td>45431</td><td>BASE CAPE COD SPO</td><td></td><td></td><td>No</td><td></td><td></td></tr> <tr><td>1313131</td><td>0</td><td>Guy</td><td>Smiley</td><td>10</td><td>34</td><td>DDE-NAVAL WAR COL</td><td>45431</td><td>BASE CAPE COD SPO</td><td></td><td></td><td>No</td><td></td><td></td></tr> <tr><td>1414141</td><td>0</td><td>Simon</td><td>Soundman</td><td>10</td><td>96</td><td>CGC TAHOMA</td><td>45431</td><td>BASE CAPE COD SPO</td><td></td><td></td><td>No</td><td></td><td></td></tr> <tr><td>1515151</td><td>0</td><td>Count</td><td>Von Count</td><td>10</td><td>96</td><td>CGC TAHOMA</td><td>45431</td><td>BASE CAPE COD SPO</td><td></td><td></td><td>No</td><td></td><td></td></tr> <tr><td>1616161</td><td>0</td><td>Zoe</td><td>Zoe</td><td>10</td><td>96</td><td>CGC TAHOMA</td><td>45431</td><td>BASE CAPE COD SPO</td><td></td><td></td><td>No</td><td></td><td></td></tr> </tbody> </table>	Empl ID	Record	First Name	Last Name	Dept Set ID	Dept ID	Dept Name	SPO Unit	SPO Name	Date Posted	Certified?	Current Year Certified?	Last Updated by	Last Update Date/Time	1010101	0	Bert	Bert	10	7	CG STA GLOUCESTER	45431	BASE CAPE COD SPO			No			2010101	0	Big	Bird	10	7	CG STA GLOUCESTER	45431	BASE CAPE COD SPO			No			3010101	0	Abby	Caddabby	10	7	CG STA GLOUCESTER	45431	BASE CAPE COD SPO			No			4010101	0	Elmo	Elmo	10	7	CG STA GLOUCESTER	45431	BASE CAPE COD SPO			No			5010101	0	Ernie	Ernie	10	7	CG STA GLOUCESTER	45431	BASE CAPE COD SPO			No			6010101	0	Kermit	Frog	10	8	CG STA CASTLE HILL	45431	BASE CAPE COD SPO			No			7010101	0	Oscar	Grouch	10	8	CG STA CASTLE HILL	45431	BASE CAPE COD SPO			No			8010101	0	Grover	Grover	10	8	CG STA CASTLE HILL	45431	BASE CAPE COD SPO			No			9010101	0	Cookie	Monster	10	8	CG STA CASTLE HILL	45431	BASE CAPE COD SPO			No			1212121	0	Telly	Monster	10	34	DDE-NAVAL WAR COL	45431	BASE CAPE COD SPO			No			1313131	0	Guy	Smiley	10	34	DDE-NAVAL WAR COL	45431	BASE CAPE COD SPO			No			1414141	0	Simon	Soundman	10	96	CGC TAHOMA	45431	BASE CAPE COD SPO			No			1515151	0	Count	Von Count	10	96	CGC TAHOMA	45431	BASE CAPE COD SPO			No			1616161	0	Zoe	Zoe	10	96	CGC TAHOMA	45431	BASE CAPE COD SPO			No		
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