

# Military Pay

## Secondary Dependency Guide



**July 2011**

## **Table of Contents**

<b>Section</b>	<b>Page</b>
1. Overview	2
2. Secondary Dependents	2
A. Determinations	3 - 4
B. Redeterminations	4
C. Fraudulent Claims	4
3. DD Form 137-3, Dependency Statement – Parent	5 - 6
4. DD Form 137-5, Dependency Statement – Incapacitated Child over Age 21	7 - 8
5. DD Form 137-6, Dependency Statement – Full Time Student 21-22 Years of Age	9 - 10
6. DD Form 137-7, Dependency Statement – Ward of a Court	11 - 12
7. Frequently Asked Questions	13 - 15
8. Points of Contact	16
9. Useful Links and References	17
10. Glossary	18

## **1. OVERVIEW**

This guide contains instructions for military service members to apply for Basic Allowance for Housing (BAH), travel allowance, and Uniformed Services Identification and Privilege (USIP) card benefits on behalf of family members for whom the member is providing support, other than primary dependents.

Secondary Dependency determinations made on behalf of military members include active duty personnel, reserve personnel, members of the National Guard, retired members, and deceased members. Specific categories of dependents are required by law to be, in fact, dependent upon the member.

Primary dependents of a service member include a lawful spouse and unmarried, minor children under the age of 21. However, a service member may also be eligible for benefits on behalf of qualifying secondary dependents as defined in Title 37, United States Code, Section 401. Once determination of the Secondary Dependent has been established, BAH, and/or USIP card, and/or travel allowance may be authorized depending on the member's eligibility and request.

## **2. SECONDARY DEPENDENTS**

Qualifying secondary dependents may be a:

1. **Parent.** In addition to biological parents, this includes parents-in-law, step-parents, parents-by-adoption, or an individual who stood "in loco parentis" to the member at any time for a continuous period of at least five years before the member became age 21. An affidavit (a written declaration made under oath before a notary public) is required for anyone claimed in loco parentis.
2. **Full Time Student 21 – 22 Years of Age.** Documentation is required verifying that the student is enrolled full-time at an accredited college or university. The student may qualify until age 23 or graduation, whichever occurs first.
3. **Incapacitated Child over Age 21.** In fact dependency is required in accordance with service regulations.
4. **Ward of a Court.** An unmarried individual who has not attained the age of 21, or age 23 if enrolled in full-time course study at an institution of higher learning, who has been placed in legal and physical custody of the service member for a period of at least 12 consecutive months, may qualify with required documentation.

Only individuals related to the member, as listed above, who meet the criteria may qualify as a secondary dependent.

## **A. DETERMINATIONS**

Determinations of dependency must be made in order to determine pay and medical entitlements. For purposes of pay and allowances, such as BAH, the term “dependent” is defined in Title 37, United States Code, Section 401. Dependency determinations may involve, but are not limited to, assessing the legal status of a child, the validity of a marriage, and types of income and support. Dependency determinations must be made before allowances and/or benefits are authorized.

The Deputy Secretary of Defense has, by memorandum dated January 29, 1991, delegated the authority for dependency determinations to the Comptroller of the Department of Defense with the authority to re-delegate as appropriate. The Comptroller, by memorandum dated February 1, 1991, delegated the authority to the Director, Defense Finance and Accounting Service and authorized re-delegation as appropriate.

Pursuant to authority delegated by the Deputy Secretary of Defense in DoD Directive 5118.3, the Directors of the Defense Finance and Accounting Service (DFAS) Cleveland and Indianapolis Centers are authorized to make dependency determinations necessary for the purposes of pay, allowances and medical care in accordance with provisions as stated in Titles 10 and 37 of the United States Code.

To initially establish dependency, a Dependency Statement is required for evaluation of the income and expenses of the dependent, as well as contributions made by the member to the household.

In order to qualify as a secondary dependent, the dependent’s income, not including the member’s contribution, must be less than one-half of their actual monthly living expenses; and the member’s contribution to the dependent/household must be more than one-half of the dependent’s actual monthly living expenses. Supporting documentation of living expenses and the member’s contribution to the household is always required.

Any claim for BAH, travel allowance, and/or USIP card on behalf of a secondary dependent requires a notarized written request (Dependency Statement) completed by the dependent and signed by the member. An individual holding a power of attorney may complete the Dependency Statement on behalf of a dependent. Foreign documents must be accompanied by an English translation. All monetary amounts must be converted to US currency. Original and copies of all documents must be legible. Original Dependency Statements and copies of supporting documentation must be submitted to the member’s servicing personnel office or to the appropriate DFAS office, as indicated in applicable sections of this document, for processing. It is recommended that the service member keep a copy of the application and supporting documentation for his/her records.

The information provided on Dependency Statements will be used to determine the relationship and dependency of claimed dependents and will determine the member's entitlement to authorized benefits. Therefore, it is essential that the information provide is complete, thorough and accurate.

Dependency determinations are processed by DFAS-Indianapolis for the Army & Air Force, and by DFAS-Cleveland for the Navy. Marine Corps dependency determinations are processed by the

Marine Corps Headquarters (HQMC). Contact information for each of these sites can be found on page 16 of this guide.

In the case of deceased members, all applications must be submitted as circumstances were 12 months prior to the time of the member's death.

Letters of determination for active duty, reserve, and members of the National Guard are mailed to the service member's Unit Identification Code (UIC) address. Letters of determination for retired or deceased members are sent to the member's or dependent's home address, as appropriate.

Service members must immediately report any change in the status of a dependent.

## **B. REDETERMINATIONS**

Redetermination is equivalent to certification. In general, if a member fails to provide certification to renew eligibility of their secondary dependent in a timely manner, the allowance on behalf of the dependent is stopped at the end of the month in which the certification is due.

Annual redetermination of dependency is required for all active duty personnel and members of the National Guard who claim a housing allowance for secondary dependents.

Redetermination is required every third year from the previous certification for Reserve members or upon a dependency status change. These applications are processed by individual Reserve Personnel Commands.

All service members, including retirees, must reapply when a dependent's status changes or when the dependent's USIP card expires.

## **C. FRAUDULENT CLAIMS**

Any member submitting a Dependency Statement which contains false information is subject to court-martial or criminal prosecution. In addition, fraudulent acceptance of benefits may cause a civilian recipient to be subject to criminal prosecution. The law provides severe penalties of imprisonment and fines for submitting false claims. For military personnel, this may include a punitive separation, total forfeitures, and/or confinement.

### **3. DEPENDENCY STATEMENT – PARENT (DD FORM 137-3)**

A qualifying parent may be a biological parent, parent-in-law, step-parent, parent-by-adoption, or an individual who stood “in loco parentis” to the member at any time for a continuous period of at least five years before the member became age 21. An affidavit (a written declaration made under oath before a notary public) is required for anyone claimed in loco parentis.

In determining a parent’s dependency, total income and expenses of the family unit of which the parent is a member are considered. The member’s monthly contribution toward the expenses of the family unit must exceed one-half of the family unit’s total monthly expenses before any one person within the family unit may be considered dependent upon the member. For example, a mother cannot be considered dependent if she is a member of a family unit in which her husband is capable of supporting himself, but is not providing sufficiently for the mother’s individual needs. Effective April 20, 1999, payments made to the parents by the Social Security Administration, unemployment compensation, charitable organizations, and/or financial assistance from any governmental agencies, are included as part of the parent’s income. Further information can be found in the Joint Federal Travel Regulations, Volume 1, Chapter 10, paragraph U10116 Dependency Determination Factors for Parents. Pensions received by the parents are also considered income. Verification documentation must be attached.

The service member must complete a dependency application specific to that member’s branch of service. The required application for each branch is as follows:

- **Air Force:** AF Form 594 Application and Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ). DFAS Form 1856, Statement of Understanding Basic Allowance for Quarters – Dependents.
- **Marine Corps:** Dependency Application, NAVMC Form 10922.
- **Navy:** NAVPERS 1070/602, Dependency Application/Record of Emergency Data (active duty and reserve members)

In addition, a Dependency Statement (DD Form 137-3) must be completed. The member must complete items 1 & 2, sign and date the form. *Note: Active duty Navy members are not required to sign/date the Dependency Statement.*

The parent (or individual holding a power of attorney, if the parent is unable to complete the Statement for reasons of health or physical disability) completes items 3 through 12 and have the form notarized. The form must be signed and dated. If an individual with power of attorney completes the Statement on behalf of the parent, the name of the individual, the relationship to the parent and the reason the Statement was not completed by the parent must be included in Remarks (Section 11).

If the member is deceased, the parent or individual holding the power of attorney must complete the Dependency Statement in its entirety. Information furnished must reflect the 12 month period prior to the member's death.

## Defense Finance & Accounting Service

### Military Pay Secondary Dependency Guide

---

It is required that all blocks on a dependency statement be completed. “Not applicable” or “N/A” should be written in blocks where a question or remark does not apply. The Remarks section should be used to provide additional information as needed. Incomplete applications, those without signatures or supporting documentation, and those without proper notarization will be returned to the member without approval.

To support a dependency claim for a parent, the following documentation is required:

- Completed dependency application as required by the service member’s branch of service.
- Completed Dependency Statement – Parent (DD Form 137-3).
- DD Form 1172 Application for Uniformed Services Identification Card – DEERS Enrollment.  
*(NOTE: DD Form 1172 is not required for active duty Navy members.)*
- Relationship documents (birth certificate, marriage certificate, divorce documents, etc.).
- Documentation verifying all income. Income is reported in gross amounts.
- Proof of member's contribution (allotments, canceled checks, copies of money orders, etc.).

The application for dependency and supporting documentation should be sent to the appropriate DFAS processing site as indicated on page 16 of this guide.

#### **4. DEPENDENCY STATEMENT - INCAPACITATED CHILD OVER AGE 21 (DD FORM 137-5)**

For an incapacitated child over age 21 to be favorably considered as a dependent, a child must be unmarried and must have been continuously incapable of self-support due to mental or physical incapacity prior to his/her 21<sup>st</sup> birthday (or 23<sup>rd</sup> birthday if the child is a full time student). The patient's illness must be substantial and truly disabling. Alcoholism and drug abuse are not considered incapacitating illness for the purpose of dependency determinations. Future medical expenditures and a medical condition that will worsen do not justify a determination of medical incapacity.

Dependency of an incapacitated child over age 21 requires a medical sufficiency statement from a military medical facility or from a civilian physician with an endorsement from a military medical facility. The physician's statement must include a recent medical or psychiatric evaluation and diagnosis, a statement of illness (including the date and child's age at onset of incapacity), the current treatment being rendered, the prognosis for recovery, and the ability to become self-supporting.

The child must be dependent upon the member for more than 50% of his/her support. This means that the child's income, not counting the member's contributions, must be less than one-half of the child's living expenses; and the member's contribution must be more than one-half of the child's monthly living expenses.

The service member must complete a dependency application specific to that member's branch of service. The required application for each branch is as follows:

- **Air Force:** AF Form 594 Application and Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ) or Dependency Redetermination; and DFAS Form 1856 Statement of Understanding Basic Allowance for Quarters – Dependents; copy of the parent's marriage certificate.
- **Marine Corps:** Dependency Application, NAVMC Form 10922.
- **Navy:** NAVPERS 1070/602, Dependency Application/Record of Emergency Data.

In addition, a Dependency Statement (DD Form 137-5) must be completed. A separate Dependency Statement is required for each incapacitated child over age 21 requiring a dependency determination.

If the child lives with the member, the member must complete the Dependency Statement in its entirety and have it notarized.

If the child resides alone or with someone other than the member, proof of the member's support is required. In this case, the member completes items 1, 2 and 16 of the Dependency Statement, signs and dates the form. The child or child's representative completes items 3 through 15 and has the form notarized. The form must be signed and dated.

If the member is deceased, the child or child's representative must complete the form in its entirety and have it notarized. Information furnished must reflect the 12 month period prior to member's death.



## Defense Finance & Accounting Service

### Military Pay Secondary Dependency Guide

---

It is required that all blocks on a dependency statement be completed. “Not applicable” or “N/A” should be written in blocks where a question or remark does not apply. The Remarks section should be used to provide additional information as needed. Incomplete applications, those without signatures and supporting documentation, and those without proper notarization will be returned to the member without approval.

To support a dependency claim for an incapacitated child over age 21, the following documentation is required:

- Completed dependency application as required by the service member’s branch of service.
- Completed Dependency Statement – Incapacitated Child over Age 21 (DD Form 137-5).
- DD Form 1172 Application for Uniformed Services Identification Card – DEERS Enrollment. *(NOTE: DD Form 1172 is not required for active duty Navy members.)*
- Documentation verifying the dependent’s income. All funds that a child receives are considered and must be reported; including social security, supplementary security income, unemployment compensation, charitable contributions and interest on savings. Income is reported in gross amounts.
- Copy of child’s birth certificate.
- Medical sufficiency statement (dated within 90 days of the application).
- A current statement from the Social Security Administration certifying non-eligibility for Medicare, Part A (to continue eligibility for Tricare benefits).
- Proof of member's support (copies of money orders, canceled checks, allotments, etc.).

For **Air Force** and **Army** members, the application for dependency and supporting documentation should be sent to the member’s servicing personnel or finance office.

**Navy** applications are sent to the Navy Personnel Command (PERS 352-E). See page 16 of this guide for complete mailing address.

**Marine Corps** applications are sent to Marine Corps Headquarters. See page 16 of this guide for complete mailing address.

## **5. DEPENDENCY STATEMENT - FULL-TIME STUDENT 21-22 YEARS OF AGE (DD FORM 137-6)**

A full time student, 21-22 years of age, may be eligible as a secondary dependent with the appropriate documentation. The student may be eligible for a USIP card until age 23 or graduation, whichever occurs first.

The child must be dependent upon the member for more than 50% of his/her support. This means that the child's income, not counting the member's contributions, must be less than one-half of the child's living expenses; and the member's contribution must be more than one-half of the child's monthly living expenses.

The service member must complete a dependency application specific to that member's branch of service. The required application for each branch is as follows:

- **Air Force:** AF Form 594 Application and Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ) or Dependency Redetermination. Initial applications also require DFAS Form 1856 Statement of Understanding Basic Allowance for Quarters – Dependents.
- **Marine Corps:** Dependency Application, NAVMC Form 10922.
- **Navy:** NAVPERS 1070/602, Dependency Application/Record of Emergency Data.

In addition, a Dependency Statement (DD Form 137-6) must be completed. A separate Dependency Statement must be completed for each full time student, 21-22 years of age, requiring a dependency determination.

The member must submit a notarized DD Form 137-6, Dependency Statement. The form must be signed and dated.

If the member is deceased, the student or student's representative must complete the Dependency Statement in its entirety and have it notarized. Information furnished must reflect the 12 month period prior to member's death.

It is required that all blocks on a dependency application be completed. "Not applicable" or "N/A" should be written in blocks where a question or remark does not apply. The Remarks section on the Dependency Statement should be used to provide additional information as needed. Incomplete applications, those without signatures and supporting documentation, and those without proper notarization will be returned to the member without approval.

To support a claim for dependency of a full-time student, 21-22 years of age, the following documentation is required:

- Completed dependency application as required by the service member's branch of service.
- Completed Dependency Statement – Full Time Student 21-22 Years of Age (DD Form 137-6).

## **Defense Finance & Accounting Service**

### Military Pay Secondary Dependency Guide

---

- Verification of the student's full time enrollment in an accredited college or university, including a letter from the college or university's registrar certifying the student's full-time course of study leading to an Associate or higher degree and the anticipated date of graduation.
- Documentation of tuition and educational-related expenses.
- Verification documentation of all income from any source, including any educational assistance the dependent is receiving. Income is reported in gross amounts.
- Verification of relationship to the member.
- Proof of member's support (copies of money orders, canceled checks, allotments, etc.).

### **APPLICATION PROCESSING FOR FULL TIME STUDENTS.**

**Air Force.** The application is processed by DFAS-Indianapolis at the address listed on page 16 of this guide.

**Army.** An application for BAH on behalf of a full-time student 21-22 years of age requires approval by DFAS-Indianapolis. However, if the dependency claim is for a USIP card only, the application is processed by the member's personnel office through the Defense Enrollment Eligibility Reporting System without the need for DFAS approval.

**Marine Corps.** An application for BAH or Travel and Transportation on behalf of a full-time student 21-21 years of age requires approval by HQMC. However, if the dependency claim is for a USIP card only, the member's application is processed by the member's personnel office through the Defense Enrollment Eligibility Reporting System without need for HQMC approval.

**Navy.** The application is processed by the member's Personnel Support Detachment (PSD). If there is a question concerning a dependent's full-time student status, the dependency determination is referred to the Navy Personnel Command (PERS-352E) for resolution.

## **6. DEPENDENCY STATEMENT – WARD OF A COURT (DD FORM 137-7)**

A Ward of a Court (an unmarried individual who has not attained the age of 21, or age 23 if enrolled in full-time course study at an institution of higher learning) who has been placed in legal and physical custody of the service member for a period of at least 12 consecutive months may be eligible as a secondary dependent. A ward may be claimed for BAH, transportation and other benefits.

The ward must be dependent upon the member for more than 50% of his/her support. This means that the ward's income, not counting the member's contributions, must be less than one-half of the ward's living expenses; and the member's contribution must be more than one-half of the ward's monthly living expenses.

The member having physical guardianship of the ward must complete the Dependency Statement (DD Form 137-7) in its entirety and have it notarized.

If the member is deceased, the ward or ward's representative must complete the Dependency Statement in its entirety and have it notarized. Information furnished must reflect the 12 month period prior to member's death.

The service member must complete a dependency application specific to that member's branch of service. The required application for each branch is as follows:

- **Air Force:** AF Form 594 Application and Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ). DFAS Form 1856, Statement of Understanding Basic Allowance for Quarters – Dependents.
- **Marine Corps:** Dependency Application, NAVMC Form 10922.
- **Navy:** NAVPERS 1070/602, Dependency Application/Record of Emergency Data.
- **Retired Navy** members must submit DD form 1172, Application for Uniformed Services Identification Card – DEERS Enrollment with their application.

In addition, a Dependency Statement (DD Form 137-7) must be completed. The service member must complete a separate Dependency Statement for each Ward of a Court requiring a dependency determination.

It is required that all blocks on a dependency application be completed. "Not applicable" or "N/A" should be written in blocks where a question or remark does not apply. The Remarks section on the form should be used to provide additional information as needed. Incomplete applications, those without signatures and supporting documentation, and those without proper notarization will be returned to the member without approval.

## Defense Finance & Accounting Service

### Military Pay Secondary Dependency Guide

---

To support the claim for a Ward of a Court, the following documentation is required:

- Completed dependency application as required by the service member's branch of service.
- Completed Dependency Statement – Ward of a Court (DD Form 137-7).
- Copy of a court order, signed by a judge of a Court of Competent Jurisdiction in the United States, Puerto Rico, or a possession of the United States for a period of at least 12 consecutive months. The 12 month period is measured from the date of the court order placing the person in the custody of the member.
- Copy of a birth certificate of the ward, if date of birth is not recorded on the court order.
- Documentation verifying the ward's income, if the ward does not reside with the member due to military necessity or hospitalization. Income is reported in gross amounts.
- Proof of support (copies of money orders, canceled checks, allotments, etc.) if the ward does not reside with the member.
- If ward is a full-time student, supporting documentation must include a letter from an accredited college or university verifying the ward's full-time enrollment, documentation of expenses, and any educational assistance the ward may receive.

The application for dependency and supporting documentation should be sent to the appropriate DFAS processing site as indicated on page 16 of this guide.

**Note for Army service members:** An application for BAH on behalf of a Ward of a Court requires approval by DFAS-Indianapolis. However, if the dependency claim is for a USIP card only, the application is processed by the member's personnel office through the Defense Enrollment Eligibility Reporting System without the need for DFAS approval.

## **Frequently Asked Questions**

### **Who Qualifies as a Secondary Dependent?**

- A parent - Eligible dependents may include biological parent(s), parent(s)-in-law, step-parent(s), parent(s) by adoption, or an individual who stood “in loco parentis” to the member at any time for a continuous period of at least five years before the member became age 21.
- An incapacitated child over age 21.
- A full time student 21-22 years of age.
- A ward of a court - An unmarried individual who is placed in legal and physical custody of the service member for a period of at least 12 consecutive months.

To be considered sufficiently dependent upon the member, a claimed dependent’s qualifying income must be less than 50% of his/her total living expenses and the member’s contribution must exceed 50% of the dependent’s total living expenses.

### **Which dependency application form(s) should I use?**

Begin with the application form for your respective service. These are:

- **Air Force** – Form 594 Application and Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ)
- **Marine Corps** –NAVMC Form 10922, Dependency Application
- **Navy** – NAVPERS 1070/602, Dependency Application/Record of Emergency Data (active duty)  
DD Form 1172 – Application for Uniformed Services Identification Card – DEERS Enrollment (retirees)

In addition, you will need to complete the appropriate Dependency Statement based on the type of dependent you are claiming. These are:

- DD Form 137-3: Dependency Statement – Parent
- DD Form 137-5: Dependency Statement – Incapacitated Child over Age 21
- DD Form 137-6: Dependency Statement – Full Time Student 21-22 Years of Age
- DD Form 137-7: Dependency Statement – Ward of a Court

Finally, you may also need to complete DD Form 1172: Application for Uniformed Services Identification Card – DEERS Enrollment.

DD Form 1172: Application for Uniformed Services Identification Card – DEERS Enrollment is used by retired military personnel to apply for a Uniformed Services Identification and Privilege (USIP) card for their dependent(s). List the claimed dependent in Section II. Since the information will be used to determine the relationship and dependency of claimed dependents, and will determine the member's entitlement to authorized benefits, it is essential that the information provided is complete and accurate.

## **Where do I find dependency application forms?**

Service-specific forms, as well as other required forms, may be found at the local servicing Administrative or Finance offices.

In addition, DD Form 1172 and DD Form 137's can be found on the internet at the web addresses that follow.

DD Form 1172 – Application for Uniformed Services Identification Card – DEERS Enrollment

<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1172-2.pdf>

DD Form 137-3: Dependency Statement - Parent

<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0137-3.pdf>

DD Form 137-5: Dependency Statement – Incapacitated Child Over Age 21

<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0137-5.pdf>

DD Form 137-6: Dependency Statement – Full time Student 21-22 Years of Age

<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0137-6.pdf>

DD Form 137-6: Dependency Statement – Ward of a Court

<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0137-7.pdf>

## **Can I complete the Dependency Statement online?**

Yes, the Dependency Statement may be completed online; however, a printed copy with the original signature(s) and a notary seal must be mailed to the appropriate military service point of contact.

## **Who should I contact with questions for filling out the Dependency Statement?**

In addition to the service member's personnel office, the DFAS location servicing the appropriate military branch or USMC Headquarters is able to provide assistance in completing Dependency Statements. Points of contact for the servicing DFAS sites are listed on page 16.

## **Where do I submit my Dependency Statement?**

Completed original Dependency Statements with signature(s) and notary seal should be mailed to the point of contact for the appropriate branch of military service. Mailing address and contact information for each service are listed on page 16.

## **How long will it take to process my dependency application?**

Determinations made by DFAS on behalf of the Air Force, Army and Navy are generally made in 2 to 6 weeks. Determinations made by Marine Corps are generally made in 2 to 3 weeks. Incomplete Statements and those which are incorrect, without signature(s), without supporting documentation, and/or without proper notarization, will be returned to the member and will require additional processing time if the Statement is resubmitted.

## **How can I be sure I didn't forget anything?**

This checklist will help ensure you have completed all required forms and attached all required documentation.

- ✓ You have completed the appropriate dependency application form for your branch of service.
  - Air Force** – Form 594 Application and Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ)
  - Marine Corps** –NAVMC Form 10922, Dependency Application
  - Navy** – NAVPERS 1070/602, Dependency Application/Record of Emergency Data (active duty)  
DD Form 1172 – Application for Uniformed Services Identification Card – DEERS Enrollment (retirees)
- ✓ You have completed all blocks on the appropriate Dependency Statement (DD Form 137). None of the blocks are blank. NA or Not Applicable is written in any block that does not apply.
- ✓ Complete information detailing the circumstances that caused dependency has been clearly described. Details are provided in the Remarks block of the Dependency Statement. The back of the Statement may be used or an additional page may be added if more space is needed.
- ✓ The Dependency Statement is signed by all who need to sign it.
- ✓ The Dependency Statement has been notarized.
- ✓ If no allotment is in place to support the dependency claim, the monthly support amount and method of payment provided by the member is clearly shown. All amounts reported are explained and proof of all amounts reported is provided.
- ✓ All required supporting documentation as noted on the Dependency Statement is attached.



## **Secondary Dependency Application Points of Contact**

### **Air Force**

DFAS-Indianapolis/Code JFLTBA  
Attn: AF Dependency  
8899 E 56th St  
Indianapolis, IN 46249-1200  
Commercial phone: (317) 212-3657  
Email: DFAS-IN\_AF\_Dependency@DFAS.mil  
*Note: Applications are not being  
accepted by fax at this time.*

### **Army**

DFAS-Indianapolis/Code JMTCB  
8899 East 56th Street  
Indianapolis, IN 46249-0865  
Commercial phone: (317) 212-1621  
Fax: (317) 212-1084  
Email: DependencyDetermination@dfas.mil

### **Navy**

DFAS-Cleveland  
Attn: Dependency Claims  
1240 East 9th Street  
Cleveland, OH 44199  
Toll free number: 1-888-332-7411  
Commercial phone: (216) 204-4590  
DSN Fax: 580-6310  
Commercial Fax: (216) 367-3527  
Email: ccl-navy-secondary-dependency@dfas.mil

### **Navy Personnel Command**

PERS-352E  
ID Card Benefits & Eligibility Section  
5720 Integrity Drive  
Millington, TN 38055-3120  
Toll Free number 1-866-827-5672  
DSN: 882-3360  
Fax: (901) 874-2766  
Email: CSMailbox@navy.mil

### **Marine Corps (Active Duty)**

Headquarters, United States Marine Corps  
Manpower & Reserve Affairs MRP-1  
3280 Russell Road  
Quantico, VA 22134-5103  
Commercial phone (703) 784-9529  
DSN: 278-9529  
Fax: (703) 432-2591  
Email: MRP1@usmc.mil

### **Marine Corps (Retired)**

Headquarters, United States Marine Corps  
Manpower & Reserve Affairs MMSR-6  
3280 Russell Road  
Quantico, VA 22134-5103  
Commercial phone (703) 784-9312  
DSN: 278-9312  
Fax: (703) 784-9834  
Email: SMB.manpower.MMSR6@usmc.mil

## **USEFUL LINKS and REFERENCES**

**Basic Allowance for Housing Rates:**

<http://www.defensetravel.dod.mil/perdiem/bah.html>

**Joint Federal Travel Regulations:**

[http://www.defensetravel.dod.mil/Docs/perdiem/JFTR\(Ch1-10\).pdf](http://www.defensetravel.dod.mil/Docs/perdiem/JFTR(Ch1-10).pdf)

**Marine Corps Dependency Application Form:**

<http://www.marines.mil/unit/hqmc/mcfrmlib/Marine%20Corps%20Forms/NAVMC%2010922.pdf>

**NAVPERS 1070/602 Dependency Application/Record of Emergency Data**

[http://www.cnrc.navy.mil/publications/Forms/OTHER%20FORMS/NP1070\\_602.doc](http://www.cnrc.navy.mil/publications/Forms/OTHER%20FORMS/NP1070_602.doc)

## GLOSSARY

**Affidavit** - A written declaration made under oath before a notary public.

**BAH - Basic Allowance for Housing.** An amount of money prescribed and limited by law which an officer or enlisted member receives to pay for quarters not provided by the Government.

**DEERS - Defense Enrollment Eligibility Reporting System.** The Defense Enrollment Eligibility Reporting System maintains records pertaining to active duty and reserve military members, their family members, military retired, Department of Defense (DoD) civil service personnel, and DoD contractors. The system is maintained by the Defense Data Manpower Center (DMDC).

**DFAS - Defense Finance and Accounting Service.** The Defense Finance and Accounting Service is an agency of the United States Department of Defense that provides finance and accounting services for the civil and military members of the Department.

**DoDFMR - Department of Defense Financial Management Regulations.** The DoDFMR directs statutory and regulatory financial management requirements, systems, and functions for all appropriated and non-appropriated, working capital, revolving, and trust fund activities.

**In loco parentis** - An individual who assumes parental status and responsibilities for another individual without formally adopting that person. For purposes of Secondary Dependency claims, the individual must have stood "in loco parentis" to the member for a continuous period of at least five years prior to the member becoming age 21.

**JFTR - Joint Federal Travel Regulations.** Regulations which pertain to per diem, travel and transportation allowances, relocation allowances, and certain other allowances of Uniformed Service members (including regular and reserve components) and Department of Defense civilian personnel.

**Power of Attorney** - A document that allows you to appoint a person or organization to handle your affairs while you're unavailable or unable to do so. The person or organization you appoint is referred to as an "Attorney-in-Fact" or "Agent."

**Primary Dependents.** A lawful spouse and unmarried, minor children under the age of 21.

**USIP - Uniformed Services Identification and Privilege.** An identity document (ID card) issued by the United States Department of Defense to identify a person as a member of the Armed Forces or a member's dependent. The card is used to control access to military bases, exclusive stores (such as commissaries), Morale Welfare and Recreation (MWR) facilities, and high-security areas. It also serves as proof of eligibility for medical care delivered either directly within the military health system or outside via TRICARE.