

Dependency Determination

Defense Finance & Accounting Service

Military Pay Secondary Dependency Guide

This guide is applicable to all service members and their dependents who prepare secondary dependent documentation. This guide is also applicable to all Defense Finance and Accounting Service (DFAS) personnel who prepare, manage, review, certify, or approve Secondary Dependent Determination initial applications and annual re-certifications/redeterminations.

The scope of this document encompasses the Active, Reserve, and Guard communities. This guide does not apply to retired military, Coast Guard, or any other federal organization. This guide is intended to assist in the submission of requests for the approval of secondary dependency for the purpose of payment of Basic Allowance for Housing and related entitlements for members of the Air Force, Army, Marine Corps, and Navy.

DD Form 137-3, Dependency Statement – Parent 8

DD Form 137-4, Dependency Statement – Child Born Out of Wedlock Under Age 21

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

DD Form 137-7, Dependency Statement – Ward of a Court

1. Please come to Customer Support to obtain a form on our forms wall. Obtain an 1172 for your application from Customer Support ID Cards. Please bring verification of depn, birth certificate with sponsors name on with Parents name, Birth cert of child born out of wedlock, Incapacitated Child Over 21, and Ward of Court paperwork and SSAN card.
2. Get the DD Form notarized.
3. Complete AF Form 594, Application and Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ) or Dependency Determination.
4. Take complete application to Finance.
5. When approved, bring letter to Customer Support, with your depn to get them an ID Card.