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# Department of Defense INSTRUCTION

## AD-A272 891

March 22, 1988  
NUMBER 7730.19



ASD(C)

**SUBJECT:** Reporting of Dependents of Active Duty Military Personnel and U.S. Citizen Employees

- References:**
- (a) DoD Directive 5118.3, "Assistant Secretary of Defense (Comptroller)," July 11, 1972
  - (b) DoD Instruction 7730.19, subject as above, August 5, 1975 (hereby canceled)
  - (c) DoD Directive 1315.7, "Military Personnel Assignments," January 9, 1987
  - (d) DoD 5000.12-M, "DoD Manual for Standard Data Elements," October 1986, authorized by DoD Instruction 5000.12, April 27, 1965

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### A. REISSUANCE AND PURPOSE

This Instruction, under reference (a), reissues reference (b) to provide for the collection of command and non-command sponsored military dependents and increases the frequency of reporting all categories of dependents. It prescribes uniform reporting requirements designed to provide responsible officials in the Office of the Secretary of Defense with a central source of data for use in formulating and evaluating dependent's programs.

### B. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Organization of the Joint Chiefs of Staff (OJCS), the Unified and Specified Commands, the Inspector General of the Department of Defense (IG, DoD), the Uniformed Services University of the Health Sciences (USUHS), the Defense Agencies other than the Defense Intelligence Agency (DIA) and the National Security Agency (NSA), and DoD Field Activities (hereafter referred to collectively as "DoD Components"). The term "Military Services," as used herein, refers to the Army, Navy, Air Force, and Marine Corps.

### C. DEFINITIONS

The terms "Dependents," "Command Sponsored Dependents," and "Non-Command Sponsored Dependents," in accordance with reference (c), are defined in enclosure 1.

### D. REPORTS

1. General. Quarterly reports covering dependents shall be submitted to the Directorate for Information Operations and Reports (DIOR), Washington Headquarters Services, 1215 Jefferson Davis Highway, Suite 1204, Arlington, Virginia 22202-4302. The reports shall be as of March 31, June 30, September 30, and December 31 each year and be submitted within 50 days following the "as of" date of each report. They shall include information

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specified on DD Form 2498, "Report of Dependents of Active Duty Military Personnel and Dependents of U.S. Citizen Civilian Employees" (enclosure 2), and Format A (enclosure 3) following instructions outlined in subsection D.2. and 3., below.

## 2. Reporting Instructions

### a. Military Departments

(1) Reports (DD Form 2498 and Format A) shall include data concerning dependents of all active duty officer and enlisted military personnel assigned and chargeable to the "active forces" under their approved military manpower programs, including dependents of personnel assigned to the OSD, the OJCS, the Defense Agencies, and to Government Agencies outside the Department of Defense. The Department of the Navy shall provide separate reports for dependents of Navy and Marine Corps active duty military personnel.

(2) Data on dependents of civilian employees (DD Form 2498) shall be limited to dependents of U.S. citizen civilian employees:

(a) Paid from appropriated funds.

(b) Located in Alaska, Hawaii, U.S. territories and foreign countries, except dependents of U.S. citizen employees who are permanent residents of these States or territories.

(3) DoD standard data element "Countries of the World," as provided in DoD 5000.12-M (reference (d)), shall be used in listing foreign countries (DD Form 2498).

(4) The Military Departments shall provide separate reports on DoD Dependent Schools employees who are included in the Military Departments personnel reporting systems.

b. DoD Components. The Directors of Defense Components shall provide data for overseas dependents of U.S. citizen civilian employees under their respective personnel reporting jurisdictions in accordance with instructions included in subparagraphs D.2.a.(2) and (3), above. Washington Headquarters Services (WHS), Directorate for Personnel and Security, shall report for all directly-serviced DoD Field Activities. Reporting of DoD Dependent Schools shall be provided by the cognizant Military Departments as a part of civilian personnel servicing agreements.

3. Method of Reporting. Dependents of active duty military personnel shall be displayed by command and non-command sponsored categories as shown on DD Form 2498 (enclosure 2). Significant changes from one quarter to the next should be explained in the cover memorandum accompanying the input. Because of the pressing need for accurate "location data" information, the number and type of dependents located outside the continental United States (CONUS) shall be based on ACTUAL quarterly counts. However, if the Component has a master file that accurately reflects the number and location of dependents, then data from this source may be used. The following exceptions may be employed:

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a. In the interest of economy, Army military dependents who are permanent residents of Alaska, Hawaii, major U.S. territories, and the Philippines may be estimated from samples; and

b. The number and type of active duty military dependents located in CONUS may also be derived by either of the following methods:

(1) By estimates based on samples, or

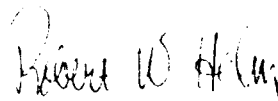
(2) By subtracting data on dependents located outside this area from worldwide figures based on military personnel individual machine records.

E. INFORMATION REQUIREMENTS

The reporting requirements of this Instruction have been assigned Report Control Symbol DD-COMP(Q)1052.

F. EFFECTIVE DATE

This Instruction is effective immediately.



**Robert W. Helm**  
Assistant Secretary of Defense  
(Comptroller)

Enclosures - 3

1. Definitions
2. DD Form 2498
3. Format A

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### DEFINITIONS

1. DEPENDENT. Any person who bears any of the following relationships to a member of the Military Services or to a U.S. citizen civilian employee of the Department of Defense:

a. Spouse.

b. Children.

(1) Legitimate child.

(2) Legally adopted child.

(3) Stepchild, if a member of the household at the time of death of the service member, a former service member, or civilian employee.

(4) An illegitimate child of a female service member, a female former service member, or civilian employee.

(5) An illegitimate child whose support a male service member, former service member, or civilian employee shall have been ordered or decreed judicially to contribute, decreed judicially to be the father, or shall have acknowledged in writing under oath that he is the father.

c. A parent (including a stepparent or parent by adoption).

d. Any other person related by blood, marriage, or adoption.

e. Any person residing outside the CONUS, other than the foregoing, whom the appropriate DoD Component recognizes as a dependent of the member or employee.

2. COMMAND SPONSORED DEPENDENTS. Dependents of a service member residing with the service member at his or her duty station outside the CONUS, where the accompanied tour is authorized and the service member is authorized to serve said tour, and where dependents meet the following conditions:

a. Entitled to travel to the service member's duty station at Government expense, incident to the service member's permanent change of station (PCS) orders.

b. Are authorized by the appropriate authority to be at the service member's duty station.

c. As a result of their residence in the vicinity of the service member's duty station, entitle said service member to station allowances at the "with dependents" rate.

3. NON-COMMAND SPONSORED DEPENDENTS. Dependents of a service member residing with the service member at his or her duty station outside the CONUS, where

the accompanied tour may or may not be authorized. These dependents shall not be entitled to travel to and from the service member's overseas duty station at Government expense. They shall not entitle the service member to station allowances at the "with dependents" rate. These dependents may be either "acquired dependents" or "individually sponsored by the service member" into the command without endorsement by the appropriate authority. Depending on individual status of forces agreements (SOFAs), U.S. statutes, congressional guidance, DoD policy, or Military Service regulations, these dependents may be denied access to certain dependent support facilities.

| <b>REPORT OF DEPENDENTS OF ACTIVE DUTY MILITARY PERSONNEL<br/>AND DEPENDENTS OF U.S. CITIZEN CIVILIAN EMPLOYEES</b><br><small>(Located in Alaska, Hawaii, U.S. Territories and Foreign Countries)</small> |  |                           |           | <b>REPORT CONTROL SYMBOL</b><br>DD-COMP(Q)1052          |
|---|--|---------------------------|-----------|---|
| 1 REPORT DATE (YYMMDD)  |  | 2 DOD COMPONENT           |           |   |
|   | NUMBER OF DEPENDENTS OF ACTIVE DUTY MILITARY PERSONNEL |                           |           | NUMBER OF DEPENDENTS OF U.S. CITIZEN CIVILIAN EMPLOYEES |
|   | Command Sponsored                                      | Non-Command Sponsored (2) | Total (3) | Appropriated Fund (4)                                   |
| 3 TOTAL ALASKA  |  |                           |           |   |
| 4 TOTAL HAWAII  |  |                           |           |   |
| 5 TOTAL U.S. TERRITORIES  |  |                           |           |   |
| a AMERICAN SAMOA  |  |                           |           |   |
| b FEDERATED STATES OF MICRONESIA  |  |                           |           |   |
| c GUAM  |  |                           |           |   |
| d JOHNSTON ATOLL  |  |                           |           |   |
| e MARSHALL ISLANDS  |  |                           |           |   |
| f MIDWAY ISLANDS  |  |                           |           |   |
| g NORTHERN MARIANA ISLANDS  |  |                           |           |   |
| h PALAU   |  |                           |           |   |
| PUERTO RICO   |  |                           |           |   |
| VIRGIN ISLANDS OF THE U.S.  |  |                           |           |   |
| k WAKE ISLAND   |  |                           |           |   |
| OTHER (Specify)   |  |                           |           |   |
|   |  |                           |           |   |
|   |  |                           |           |   |
| 6 TOTAL FOREIGN COUNTRIES <small>(List each country in which dependents are located. See also Standard Statement, Countries of the World.)</small>  |  |                           |           |   |
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| CONTINUE LIST ON NEXT PAGE  |  |                           |           |   |
| 7 CERTIFICATION I certify that the statistics contained herein are accurate   |  |                           |           |   |
| a TYPE NAME (Last, First, Middle Initial)   |  | b TITLE                   |           |   |
| c SIGNATURE   |  | d PRINT NAME AND TITLE    |           | e DATE SIGNED   |

**REPORT OF DEPENDENTS OF ACTIVE DUTY MILITARY PERSONNEL AND  
DEPENDENTS OF U.S. CITIZEN CIVILIAN EMPLOYEES (CONTINUED)**

*(Located in Alaska, Hawaii, U.S. Territories and Foreign Countries)*

| 6 FOREIGN COUNTRIES (Continued)<br><small>List each country in which dependents are located for U.S. military and civilian employees of the DoD.</small> | NUMBER OF DEPENDENTS OF ACTIVE DUTY MILITARY PERSONNEL |                       |       | NUMBER OF DEPENDENTS OF U.S. CITIZEN CIVILIAN EMPLOYEES |
|--|--|-----------------------|-------|---|
|  | Command Sponsored                                      | Non-Command Sponsored | Total | Appropriated Fund                                       |
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**FORMAT A**

**NUMBER OF DEPENDENTS OF ACTIVE DUTY MILITARY PERSONNEL**

| 1. DEPARTMENT OR SERVICE                |                              | 2. FIGURES ARE CURRENT AS OF (YYMMDD) |                                   |  |
|---|------------------------------|---------------------------------------|-----------------------------------|--|
| 3. TYPE OF DEPENDENTS                   | NUMBER OF ALL DEPENDENTS (1) | NUMBER OF OFFICERS DEPENDENTS (2)     | NUMBER OF ENLISTED DEPENDENTS (3) |  |
| a. SPOUSE                               |                              |                                       |                                   |  |
| b. CHILDREN                             |                              |                                       |                                   |  |
| c. PARENTS                              |                              |                                       |                                   |  |
| d. ALL OTHER                            |                              |                                       |                                   |  |
| 4. TOTAL NUMBER OF DEPENDENTS           |                              |                                       |                                   |  |
| 5. LOCATION OF DEPENDENTS               | NUMBER OF ALL DEPENDENTS (1) | NUMBER OF OFFICERS DEPENDENTS (2)     | NUMBER OF ENLISTED DEPENDENTS (3) |  |
| a. CONTINENTAL UNITED STATES            |                              |                                       |                                   |  |
| b. ALASKA                               |                              |                                       |                                   |  |
| c. HAWAII                               |                              |                                       |                                   |  |
| d. U S TERRITORIES                      |                              |                                       |                                   |  |
| e. FOREIGN COUNTRIES                    |                              |                                       |                                   |  |
| 6. TOTAL NUMBER OF DEPENDENTS WORLDWIDE |                              |                                       |                                   |  |