**26.5. Substantiating Document Preparation and Certification Responsibilities.** All members must immediately notify the FSO and MPF of all dependency status changes (marriage, divorce, child support, death, birth, government quarters assignment/termination, etc.). Failure to support a dependent, on whose behalf BAH is claimed, will result in non-entitlement to BAH. A member is also not entitled to BAH on behalf of a dependent whose whereabouts are unknown. A false claim or statement against the United States Government is punishable by court martial. The penalty for willfully making a false statement or claim is a maximum of $10,000 or maximum imprisonment of 5 years or both (18 U.S.C. 287). NOTE: If a member is uncertain about support requirements, the member should seek advise from the local Staff Judge Advocate. Complete form preparation requirements are outlined in **Tables 26.1** and **26.2**, and the AFMAN 65-116 Vol 2, chapter 5, unless otherwise indicated within this paragraph. See **paragraph 26.6** for complete dependency statement and supporting documentation requirements.

26.5.1. AF Form 594 is prepared by the:

26.5.1.1. FSO for:

26.5.1.1.1. All members with dependents not assigned family-type government quarters.

26.5.1.1.2. Members E-4, with greater than three years of service, or higher grade, and without dependents who elect not to occupy single-type government quarters.

26.5.1.1.3. All members who gain or lose a dependent. When a member notifies the FSO that he/she has gained or lost a dependent, the FSO is responsible for completion of the 594 and DJMS-AC update. If the member is assigned/terminates government quarters as a result of the gain or loss of dependent, housing should provide a certified 594 as a result of that action.

26.5.1.1.4. All members who do not complete a re-certification statement on time.

26.5.1.1.5. All members upon receipt of a complaint or evidence that indicates that the member is not adequately supporting their dependents.

26.5.1.2. HMO for:

26.5.1.2.1. All members upon assignment or termination of government quarters.

26.5.1.2.2. Members E-4, with less than three years of service, or lower grade, and without dependents not assigned single-type government quarters.

26.5.1.2.3. All members upon change in their fair rental value for assigned inadequate quarters.

26.5.1.3. Unit Commander for:

26.5.1.3.1. All members upon assignment or termination of family-type government quarters provided by activities other than an Air Force organization.

26.5.1.3.2. All members upon assignment or termination of single-type government quarters controlled by the unit commander.

26.5.1.4. The FSO certifies all AF Form 594 applications, except those relationships or dependency claims that require DFAS-IN determination (**paragraph 26.7**) and those done for recertification where there is no change/action needed (see chapter 32 for recertification requirements) . Where local procedures allow, HMO approval on the form may constitute adequate authorization without FSO certification.

26.5.2. DD Form 114 may be prepared by the authorized agency/individual, in place of the AF Form 594. See Tables 26.1 and 26.2 for specific situations where this form may be substituted. When using a DD Form 114, the same signature requirements, as found on the AF Form 594, must be met. See **Figure 2.1** for additional preparation requirements.

26.5.3. DD Form 139 is prepared by the:

26.5.3.1. Dependent Entitlements Branch, DFAS-JMOB/DE, when necessary, upon completion of secondary dependent determinations.

26.5.3.2. Billeting Office for all members who occupy transient quarters in excess of 30 days.

26.5.3.3. Additional preparation requirements can be found in **Figure 2.6** and **Figure 2.7**.

26.5.4. DD Form 2367 is prepared by the HMO for all members assigned to a PDS outside the U.S. upon termination or non-assignment of government quarters.

26.5.5. DD Form 1561 is prepared by the member. The FSO completes the certifying officer portion of all FSH-O/FSH-B claims. See **paragraph 26.28** for additional preparation requirements.

26.5.6. AF Form 1039 is prepared by the member upon request of an advance or extended repayment of a previous advance. See **paragraph 26.29** for additional preparation requirements.

**26.6. Dependency Statements and Supporting Documents.** A completed AF Form 594 must be submitted with all supporting documents, and a completed dependency statement as applicable, for BAH entitlement claims. The member and the FSO must ensure Parts A, B, and C of the form are completed, and the effective date of BAH is included in Section B-8.

26.6.1. Dependency claim requirements. These requirements must be met for all dependency claims.

26.6.1.1. Supporting documents establishing relationship and/or financial support requirement. Supporting documents should be obtained from the official state or foreign country agency responsible for registering such actions. If supporting documents cannot be obtained within a reasonable period, such as a delay caused by the official state agency, alternate documentation may be used temporarily. If it is impractical or impossible to obtain supporting documents, alternate documentation may be used permanently. Examples of sufficient, alternate documents include hospital or church records signed by the record's custodian.

26.6.1.2. Legal name change documents when appropriate.

26.6.1.3. English translation of required supporting documents when appropriate.

26.6.1.4. Any other documentation pertinent to the claim may be submitted.

26.6.2. Primary dependency claim requirements. These requirements are specific to the type of primary claim submitted, and are in addition to the requirements outlined in **26.6.1**.

26.6.2.1. Lawful Spouse or Dependent Child Under 21 Years of Age. The original, or certified copy of the original, relationship document (i.e. birth certificate and/or marriage certificate). This also applies to children born out-of-wedlock, adopted, or step children. There may be situations where a marriage is doubtful. The validity of the marriage will be determined at base level with the assistance of the local Staff Judge Advocate (SJA) (**paragraph 26.7.1**). However, when information is received that indicates a marriage is void or annulled, then it is a purported marriage for pay purposes, and must be treated as outlined in **paragraph 26.6.4.7**.

26.6.2.2. Dependent Child Not in Member's Custody. The requirement to pay child support and the amount thereof must be documented by a divorce decree, legal separation agreement, court order and/or a statement signed by both the member and the custodian of the child on whose behalf the support is paid. The signed statement must be notarized, identify the amount received, and indicate the custodian's willingness to accept such support payments from the member. The amount paid must be at least equal to the BAH-DIFF rate for the member's grade. The signed statement should be submitted in conjunction with the appropriate legal document when the legal document:

26.6.2.2.1. Is silent on dependent support.

26.6.2.2.2. Does not state an amount of dependent support.

26.6.2.2.3. Absolves the member of dependent support responsibilities.

26.6.2.2.4. Requires an amount less than the BAH-DIFF rate for the member's grade.

26.6.2.3. Dependent Child in Member's Custody and Member's Marriage is Terminated. The member must provide the original, or a certified copy of the original, divorce decree, annulment and bill of complaint, petition for amendment or certificate of spouse, as applicable.

26.6.2.4. Dependent Child Not in Custody of the Member, Resides with Member for More than 90 Days. The member must provide the original, or a certified copy of the original, court order, decree, written agreement, etc. stating that the child will reside with member for more than 90 days. This document is used to start member's BAH-I at the with-dependent rate, unless member resides in housing. Entitlement can be started at the beginning of the 90-day period. If, after the fact, it is determined that the dependent did not stay the full 90 days, process the stop retroactive to the start date.

26.6.3. Secondary dependency claim requirements (general). These requirements must be met for all secondary dependency claims, and are in addition to the requirements outlined in **paragraph 26.6.1**.

26.6.3.1. The member must sign and date the DFAS-DE Form 1856, Statement of Understanding Basic Allowance for Quarters–Dependents (**Figure 26.5**). This is required only on initial BAH claims sent to DFAS-JMOB/DE.