



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST 12301.1B
N1
22 May 2000

COMSC INSTRUCTION 12301.1B

Subj: SUBMISSION OF DATA FOR PREPARATION OF QUARTERLY REPORT OF U.S. CITIZEN EMPLOYEES AND THEIR DEPENDENTS LOCATED OVERSEAS (REPORT DD-P&R(Q) 1052)

Ref: (a) CPI 291-E-III of 9 Nov 87
(b) DODI 7730.19

Encl: (1) Definitions
(2) Report of Dependents of Active Duty Military Personnel and Dependents of U.S. Citizen Civilian Employees (*DD 2498*)

1. Purpose. To establish policy and procedures for reporting data required by references (a) and (b) on Military Sealift Command (*MSC*) U.S. citizen civilian employees and their dependents located overseas. This is a complete revision and should be read in its entirety.

2. Cancellation. COMSCINST 12301.1A.

3. Reporting Requirements

a. Reporting Units. A report will be submitted for each *MSC* activity that employs U.S. citizen personnel paid from appropriated and nonappropriated funds in Alaska, Hawaii, U.S. territories and foreign countries.

b. Submission of Reports

(1) Activity reports will be submitted quarterly, as of 31 March, 30 June, 30 September and 31 December. Reports are to reach COMSC (*NI2*) no later than 14 days after the "as of" date.

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(2) COMSC (N12) will consolidate reports and forward them under a cover letter to the Assistant Secretary of the Navy (*Financial Management and Comptroller*) in accordance with reference (a).

4. Procedures. Overseas Area Commanders must establish procedures to obtain subject quarterly reports from individual overseas activities. COMSCFE, COMSCEUR and COMSCCENT should submit reports regardless of any reports on this subject submitted by their servicing Human Resources Offices (*HROs*).

5. Definitions. The terms “Dependents”, “Command Sponsored Dependents” and “Non Command Sponsored Dependents” are defined in enclosure (1).

6. Completing Reports

a. Reports will be properly identified with the name and location of the reporting unit, date, title, Report Control Symbol (*RCS*) and the reporting officer’s signature.

b. Reports are to exclude any dependent that is also a dependent of a military member of a military department.

c. The data required should be reported on enclosure (2).

7. Reports. The reporting requirement outlined in this instruction is approved for 3 years from the date of this instruction and is assigned RCS DD P&R(Q) 1052.

8. Forms. Enclosure (2) can be accessed for use by simply double clicking within the form’s text box. If the form has more than one page, you must double click on each page individually to access. It is also available on the MSC Headquarters Local Area Network (*LAN*). When accessing from the LAN, go to the Word for Windows menu, click on “File,” “New” and “Report of Dependents of Active Duty Military Personnel and Dependents of U.S. Citizen Civilian Employees” (*DD 2498*). Other addressees may obtain the electronic version by forwarding a request to cheryl.miller@msc.navy.mil or nancy.barr@msc.navy.mil.

"Signed"
G. S. HOLDER

Distribution:
COMSCINST 5215.5
List I (Case A, B)
SNDL 41B (*MSC Area Commanders*)

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 (DOD):

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, 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 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.

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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 the government's expense. They shall not entitle the service member to station allowances at the "with dependents" or "individually sponsored by the service member" into the command without endorsement by the appropriate authority. Depending on individual Status of Force Agreements (*SOFAs*), U.S. statutes, congressional guidance, DOD policy or military service regulations, these dependents may be denied access to certain dependent support facilities.

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REPORT OF DEPENDENTS OF ACTIVE DUTY MILITARY PERSONNEL AND DEPENDENTS OF U.S. CITIZEN CIVILIAN EMPLOYEES <i>(Located in Alaska, Hawaii, U.S. Territories and Foreign Countries)</i>				REPORT CONTROL SYMBOL 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 (1)	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				
i. PUERTO RICO				
j. VIRGIN ISLANDS OF THE U.S.				
k. WAKE ISLAND				
l. OTHER (<i>Specify</i>)				
6. TOTAL FOREIGN COUNTRIES (List each country in which dependents are located. Use DOD Standard Data Element "Countries of the World.")				
CONTINUE LIST ON NEXT PAGE.				
7. CERTIFICATION, I certify that the statistics herein are accurate.				
a. TYPED NAME (<i>Last, First, Initial</i>)		b. TITLE		
c. SIGNATURE		d. TELEPHONE NUMBER	e. DATE SIGNED	

