



Department of Health and Human Services
Commissioned Corps of the U.S. Public Health Service
Office of Commissioned Corps Support Services/AOS/PSC
Compensation Branch
5600 Fishers Lane, Room 4-50
Rockville, MD 20857

**Commissioned Corps of the U.S. Public Health Service (Corps)
DEPARTMENT OF DEFENSE FORM USED BY CORPS OFFICERS:**

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

INSTRUCTIONS

This form is used to determine Basic Allowance for Housing (BAH), travel allowances, and/or Uniformed Services Identification and Privilege (USIP) card benefits for wards of a court. The member must complete the form as stated in Item 3, sign and date the form, and have it notarized. Answer every question. If any question does not apply, write "NOT APPLICABLE" or "N/A" in that block. Report and verify any income in gross amounts. Verification of income, proof of support and a copy of guardianship documents are required. In the case of a ward who is a full-time student, supporting documentation must include a letter from the accredited college or university verifying the ward's full-time enrollment, documentation of expenses, and any educational assistance that ward may receive. If the ward is incapacitated and over the age of 21, a medical sufficiency statement from a military medical treatment facility is required.

Return form to:

**Office of Commissioned Corps Support Services/AOS/PSC
Attention: Compensation Branch
5600 Fishers Lane, Room 4-50
Rockville, MD 20857-0001**

PRIVACY ACT STATEMENT

AUTHORITIES: 37 U.S.C., Chapter 7, Section 403; 42 U.S.C. 202 et seq.; and Executive Order 9397 (SSN).

RECORDS SYSTEM: 09-40-0006, "PHS Commissioned Corps Payroll Records," HHS/PSC/HRS and 09-40-0010, "Pay, Leave and Attendance Records," HHS/PSC/HRS.

PRINCIPAL PURPOSE(S): This information will be used to determine the relationship and dependency of the claimed dependents and determine the member's entitlement to authorized benefits

ROUTINE USE(S): This information is used by this Department to determine a member's entitlement to additional Basic Allowance for Housing (BAH) and/or the dependent to a dependent's identification card. It may also be provided to the Department of Treasury in support of payroll activities and tax requirements; to Federal, State, or local government agencies when needed to determine eligibility for a benefit; to the Department of State when it becomes involved in the assignment of a member in a foreign country; or to the Department of Defense when necessary to coordinate joint activities, such as emergency preparedness plans.

DISCLOSURE: Voluntary; however, failure to provide this information will result in a suspension of the dependent's entitlement until the member provides the required certification.

(March 2010)