

DIVORCE ACTION CHECKLIST

NAME:		GRADE:
UNIT:	DUTY PHONE:	DATE:

There are numerous actions that must be fulfilled in order for you and your spouse to receive all the entitlements granted to you. Please follow the below procedures in order to ensure precise and accurate adjustments to your personnel records, military pay and legal documents.

CUSTOMER SERVICE: MPF Bldg 721-B Customer Service Window

- Deers Update: (Name change/New ID Card, Dis-enrollment Dependents)
- Emergency Data Card (Completed through vMPF)
- SGLI (Update beneficiaries if necessary)
- Social Security Application (If Name Change)
- Milpds Update (Delete Dependents)

SQUADRON CSS: Your Unit

- Update Locator/Recall Roster Information
- Dependent Care Plan Mil

ACCOUNTING/FINANCE OFFICE: Military Pay Section Bldg 721-A

- Update Divorce
- Change of Address

CLINIC:

- Dis-enroll dependents in Tricare

LEGAL: Bldg 15 Legal Assistance

- Will and Power of Attorney