

## Death of a Member

<b>Introduction</b>	This guide provides the procedures for stopping pay and allowances in Direct Access (DA) following the death of a member.
<b>Information</b>	Submit this transaction upon receipt of a personnel casualty report message indicating the death of a member of the U.S. Coast Guard, Reserves, or NOAA Commissioned Officer Corps. Do <b>NOT</b> submit this transaction to report the death of a Retiree unless the Retiree was serving on a recall to Active Duty (AD) at the time of death. PPC (RAS) <b>MUST</b> be notified in the event of the death of a Retiree.
<b>Orders Integration Process</b>	Once approved, the Separation Order will be picked up on the Orders Integration Process around 4-5 days (if possible) before Separation date. This will build the Termination Job row and put the Orders in a Finished status.
<b>Funding Tab / POET Details</b>	<p>The P&amp;As are expected to enter the <b>Cost Totals</b> on the Funding tab when completing a Separation Order in the event of the death of a member. It is recommended to have the member's travel &amp; relocation entitlements calculated prior to starting the Separation Order (see Note). Required Cost Total funding types include:</p> <ul style="list-style-type: none"> <li>• Member Travel (Per Diem &amp; MALT)</li> <li>• Dependent Travel (Per Diem &amp; MALT)</li> <li>• Household Goods (see <a href="#">Estimates: Household Goods</a>)</li> <li>• Privately Owned Vehicles (POV Shipment, see <a href="#">Estimates: POV / NTS</a>)</li> <li>• Non-Temporary Storage (see <a href="#">Estimates: POV / NTS</a>)</li> <li>• Direct Procurement Method</li> </ul> <p><b>NOTE:</b> Even if dependents are not relocating immediately, <b>all</b> Cost Total estimates <b>MUST</b> be entered when completing the Separation Order to allow for funds obligation and the generation of transportation TAC codes.</p>
<b>Estimates: POV / NTS</b>	<p>If the member is entitled to <b>Government Shipment of a Privately Owned Vehicle</b>, enter \$1,000 as the Privately Owned Vehicles Cost Total on the Funding tab.</p> <p>If the member is entitlement <b>Non-Temporary Storage</b>, enter \$500 in the Non-Temporary Storage Cost Total on the Funding tab.</p>

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## Death of a Member, Continued

### Estimates: Household Goods

When processing a Separation Order, if the HHG estimate is \$0.00, update the amount using the chart below. **If the order already has a Household Goods cost estimate, do not change it.** For paygrades E9, W3, and O1, enter \$5000.00.

Paygrade	Est HHGs Cost	Paygrade	Est HHGs Cost
E2	\$889.05	W2	\$2,831.40
E3	\$1,110.16	W3	\$5,000.00
E4	\$1,245.52	W4	\$3,151.47
E5	\$2,310.14	O1	\$5,000.00
E6	\$3,001.32	O2	\$2,211.75
E7	\$3,745.58	O3	\$2,877.28
E8	\$4,406.10	O4	\$4,065.32
E9	\$5,000.00	O5	\$5,052.07
		O6	\$5,804.70

### Changes to Funding

If any of the funding lines on DA orders is greater than \$0.00, and the funds for that funding line is not needed, **DO NOT CHANGE IT TO \$0.00.** Doing so will cancel the Document Number and you will no longer be able to use it. **If the funding line will not be needed, change it to \$1.00.**

Example, if the member's Order has the following:

\$1000.00 Member Travel – Document Number 70Z0PCS220032920  
 \$1000.00 Dependent Travel – Document Number 70Z0PCS220032920  
 \$1000.00 DLA Dislocation Allowance – Document Number  
 70Z0PCS220032920






































If you change Dependent Travel to \$0.00, it will CANCEL that Document Number. Keep in mind that these three funding lines (above) use the SAME document number. If later you needed to increase any of these funding lines or add Dependent Travel back in, it **WILL error out**

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## Death of a Member, Continued

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**Procedures**      See below.

Step	Action																								
1	<p>Click on the <b>Separations</b> tile.</p> <div data-bbox="331 465 542 698">  <p><b>Separations</b></p> </div> <p>Then select <b>FSMS Separation Orders</b> option.</p> <div data-bbox="331 788 847 1505"> <table border="1"> <tr> <td></td> <td><b>FSMS Separation Rqst/Auth</b></td> </tr> <tr> <td></td> <td><b>FSMS Separation Orders</b></td> </tr> <tr> <td></td> <td>DD214 Form</td> </tr> <tr> <td></td> <td>FSMS Separation Orders Extract</td> </tr> <tr> <td></td> <td>FSMS Separation Rqst Extract</td> </tr> <tr> <td></td> <td>Separations Summary Report</td> </tr> <tr> <td></td> <td>Separation Requests by Status</td> </tr> <tr> <td></td> <td>Separations By AD Term Date</td> </tr> <tr> <td></td> <td>Separations 30-year Retirement</td> </tr> <tr> <td></td> <td>Separation Orders (View Only)</td> </tr> <tr> <td></td> <td>Separation Request Extract</td> </tr> <tr> <td></td> <td>Separation Orders Extract</td> </tr> </table> </div>		<b>FSMS Separation Rqst/Auth</b>		<b>FSMS Separation Orders</b>		DD214 Form		FSMS Separation Orders Extract		FSMS Separation Rqst Extract		Separations Summary Report		Separation Requests by Status		Separations By AD Term Date		Separations 30-year Retirement		Separation Orders (View Only)		Separation Request Extract		Separation Orders Extract
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## Death of a Member, Continued

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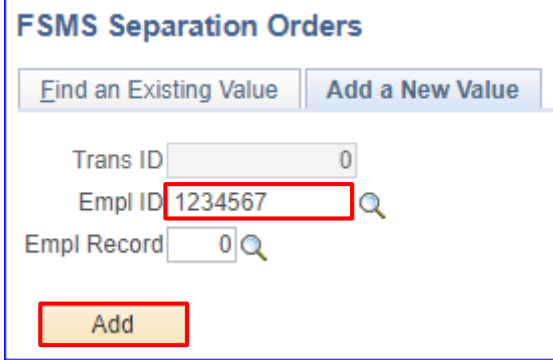
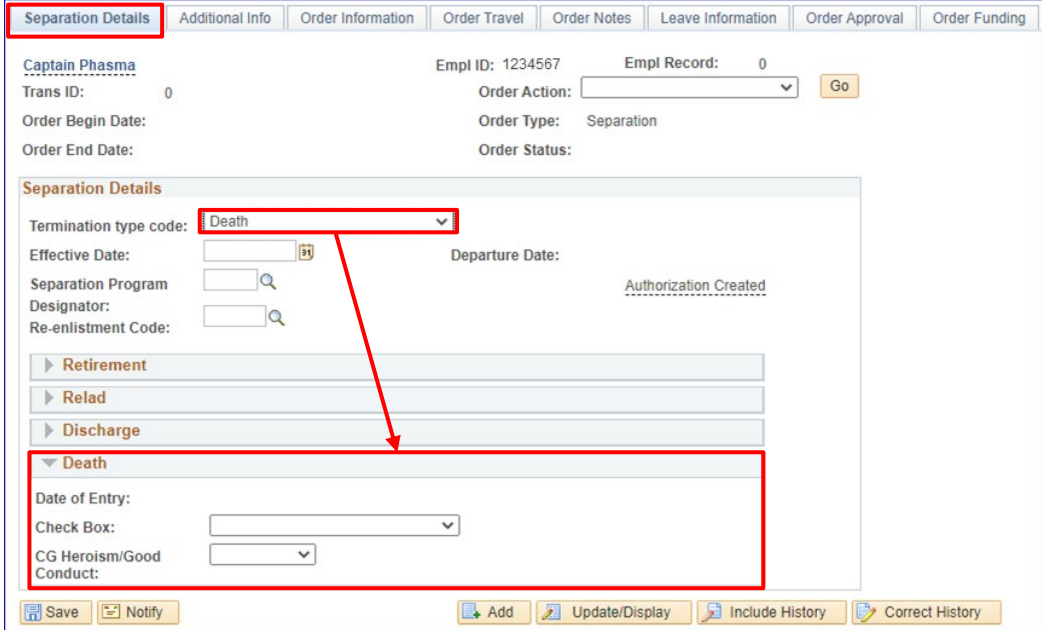
Procedures,  
continued

Step	Action
2	<p>Select <u>Add a New Value</u>.</p> <div> <p><b>FSMS Separation Orders</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value <b>Add a New Value</b></p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼  </p> <p>Empl Record = ▼</p> <p>Trans ID = ▼</p> <p>Order Type = ▼ Separation ▼</p> <p>National ID begins with ▼</p> <p>Last Name begins with ▼</p> <p>First Name begins with ▼</p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search  Save Search Criteria</p> </div>

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## Death of a Member, Continued

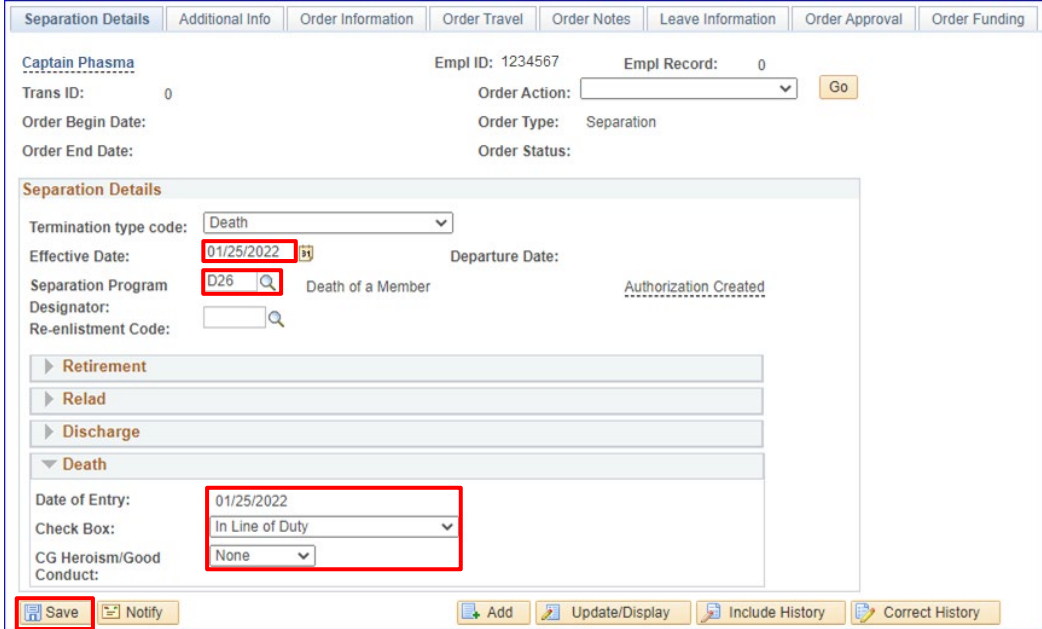
Procedures,  
continued

Step	Action
3	<p>Enter the member's <b>Empl ID</b> and click <b>Add</b>.</p> 
4	<p>On the <b>Separations Details</b> tab: Using the <b>Termination type code</b> drop-down, select <b>Death</b>. Once <b>Death</b> is selected, the <b>Death</b> section will automatically expand.</p> 

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## Death of a Member, Continued

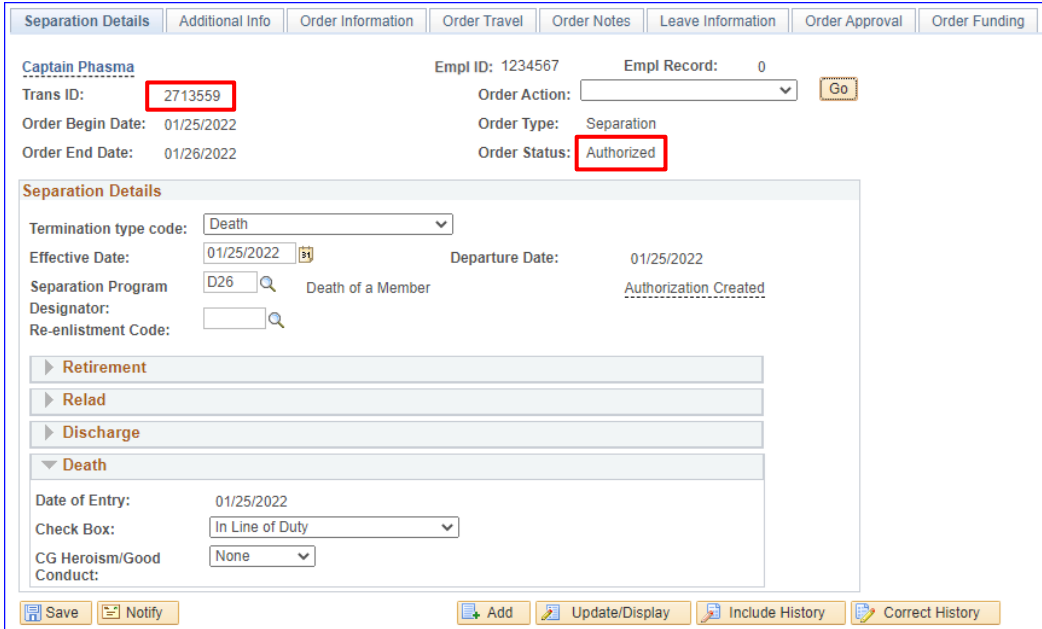
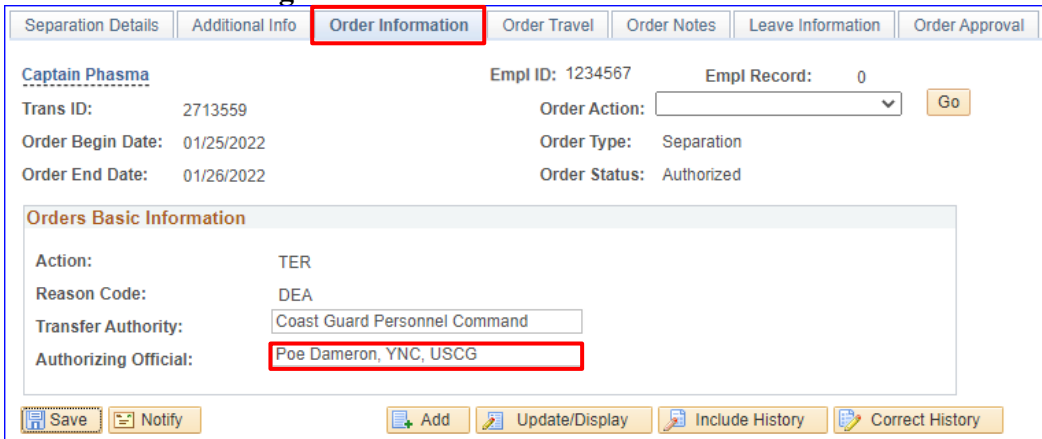
Procedures,  
continued

Step	Action
5	<p>In the Separations Details section:</p> <ul style="list-style-type: none"> <li>Enter the <b>Effective Date</b> – this will be provided in the Personnel Casualty Report message, item ‘DELTA’.</li> <li>Using the <b>SPD Lookup</b>, select D26 for Death of a Member.</li> </ul> <p>In the Death section:</p> <ul style="list-style-type: none"> <li>The <b>Date of Entry</b> will auto-populate based on the Effective Date.</li> <li>Using the <b>Line of Duty</b> drop-down – this will be provided in the Personnel Casualty Report message, item ‘KILO’.</li> <li>Using the <b>CG Heroism/Good Conduct</b> drop-down, select as appropriate.</li> </ul> <p>Click <b>Save</b>.</p>  <p>The screenshot shows a web form titled 'Separations Details' with tabs for Separation Details, Additional Info, Order Information, Order Travel, Order Notes, Leave Information, Order Approval, and Order Funding. The form is for 'Captain Phasma' with Empl ID: 1234567 and Empl Record: 0. The Order Action is set to 'Separation' and the Order Type is 'Separation'. The Order Status is empty. The 'Separation Details' section is expanded, showing 'Termination type code' as 'Death', 'Effective Date' as '01/25/2022', 'Separation Program' as 'D26', and 'Death of a Member' as 'Authorization Created'. The 'Date of Entry' is '01/25/2022', 'Check Box' is 'In Line of Duty', and 'CG Heroism/Good Conduct' is 'None'. The 'Save' button is highlighted in red.</p>

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## Death of a Member, Continued

Procedures,  
continued

Step	Action
6	<p>Saving will generate a <b>Trans ID</b> and will change the <b>Order Status</b> to <b>Authorized</b>.</p> 
7	<p>No action is required on the Additional Info tab for a death. Select the <b>Order Information</b> tab.</p> <p>Enter the <b>Authorizing Official</b>.</p> 

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## Death of a Member, Continued

Procedures,  
continued

Step	Action
8	<p>Select the <b>Order Travel</b> tab.</p> <p>Scroll down to the Travel Orders section and click <b>View All</b> to view the Depart and Report rows.</p>

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## Death of a Member, Continued

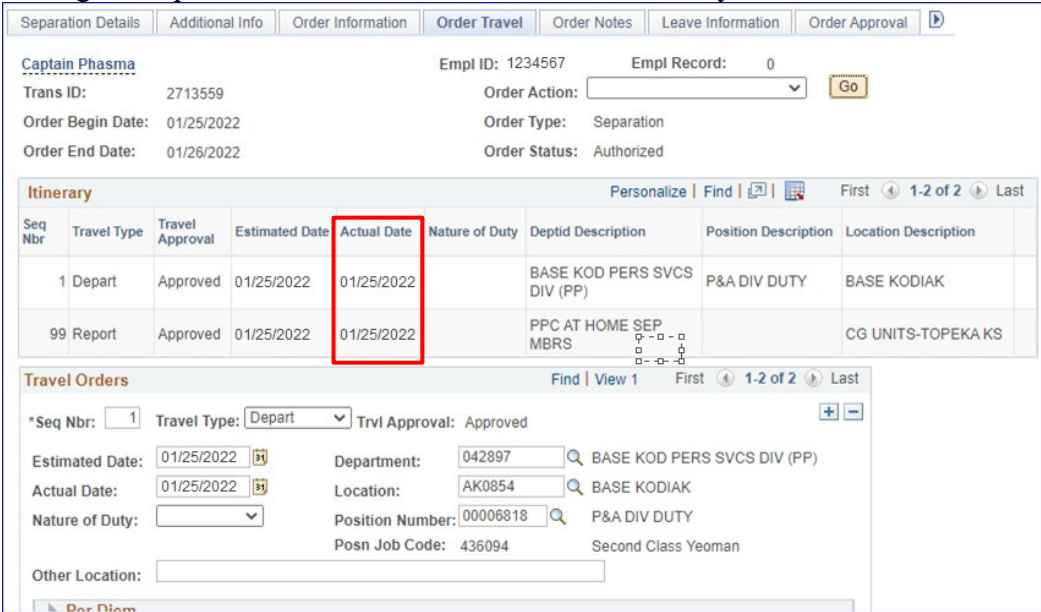
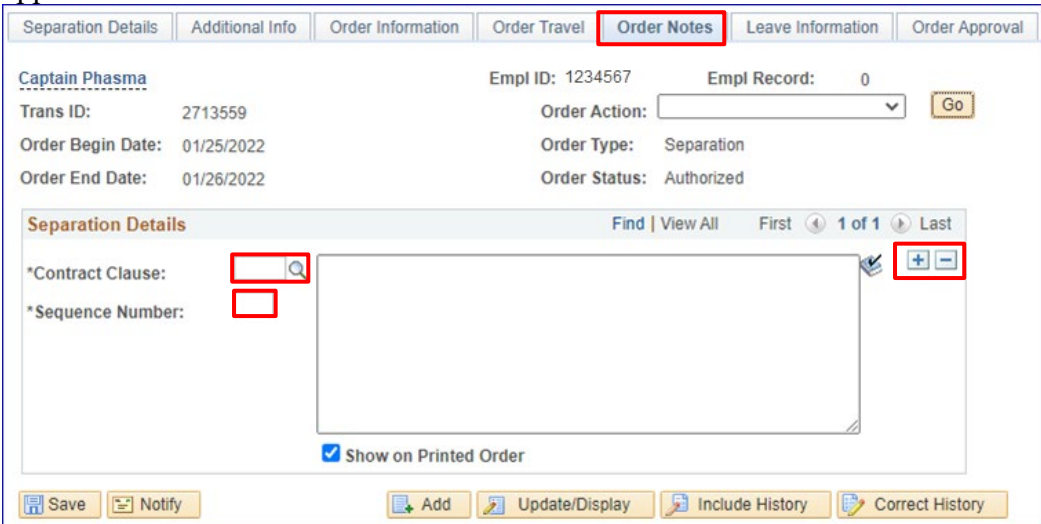
Procedures,  
continued

Step	Action
9	<p><b>Seq Nbr 1, Depart row:</b> Enter the <b>Estimated Date</b> and <b>Actual Date</b> (date of death).</p> <p><b>Seq Nbr 99, Report row:</b> Enter the <b>Estimated Date</b> and <b>Actual Date</b> (date of death).</p> <p>Click <b>Save</b>.</p> <div> <p><b>Travel Orders</b> Find   View 1 First 1-2 of 2 Last</p> <p>*Seq Nbr: 1 Travel Type: Depart Trvl Approval: Approved</p> <p>Estimated Date: 01/25/2022 Department: 042897 BASE KOD PERS SVCS DIV (PP)</p> <p>Actual Date: 01/25/2022 Location: AK0854 BASE KODIAK</p> <p>Nature of Duty: Position Number: 00006818 P&amp;A DIV DUTY</p> <p>Posn Job Code: 436094 Second Class Yeoman</p> <p>Other Location:</p> <p>▶ Per Diem</p> <p>▶ Travel Details</p> <p>▶ Additional Authorized Expenses</p> <hr/> <p>*Seq Nbr: 99 Travel Type: Report Trvl Approval: Approved</p> <p>Estimated Date: 01/25/2022 Department: 003333 PPC AT HOME SEP MBRS</p> <p>Actual Date: 01/25/2022 Location: KS0001 CG UNITS-TOPEKA KS</p> <p>Nature of Duty: Position Number: Posn Job Code:</p> <p>Other Location:</p> <p>▶ Per Diem</p> <p>▶ Travel Details</p> <p>▶ Additional Authorized Expenses</p> <p>▶ Delay En route</p> <p>▶ Dependents Authorized for Travel</p> <p><b>Save</b> <b>Notify</b> <b>Add</b> <b>Update/Display</b></p> </div>

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# Death of a Member, Continued

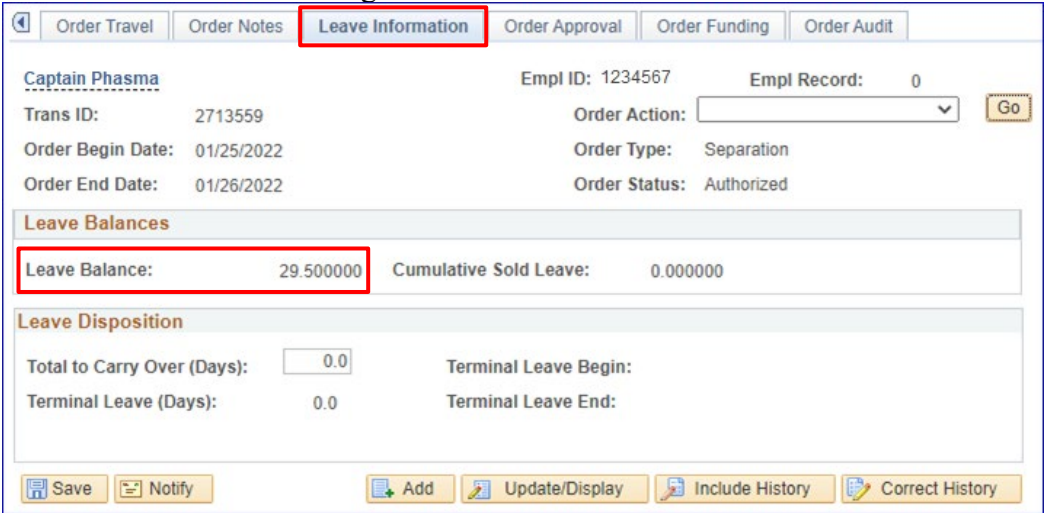
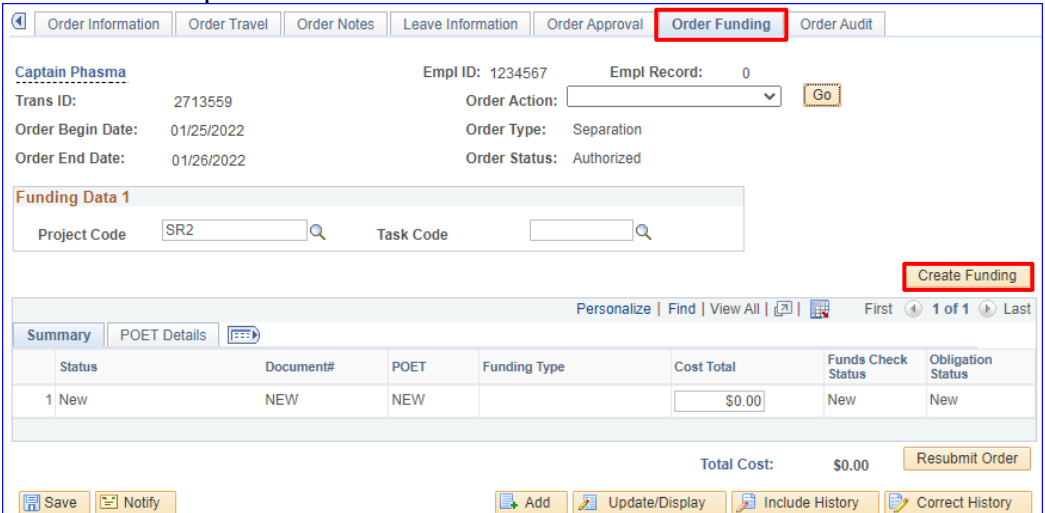
## Procedures, continued

Step	Action
10	<p>Saving will update the Actual Dates within the <b>Itinerary</b> section.</p> 
11	<p>Select the <b>Order Notes</b> tab.</p> <p>Enter the appropriate <b>Contract Clause(s)</b> (Order Notes) using the Lookup and edit as necessary. Use the (+) and (-) buttons to add or remove rows as appropriate. Enter a <b>Sequence Number</b> to identify how the Order Notes will appear on the Order.</p> 

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## Death of a Member, Continued

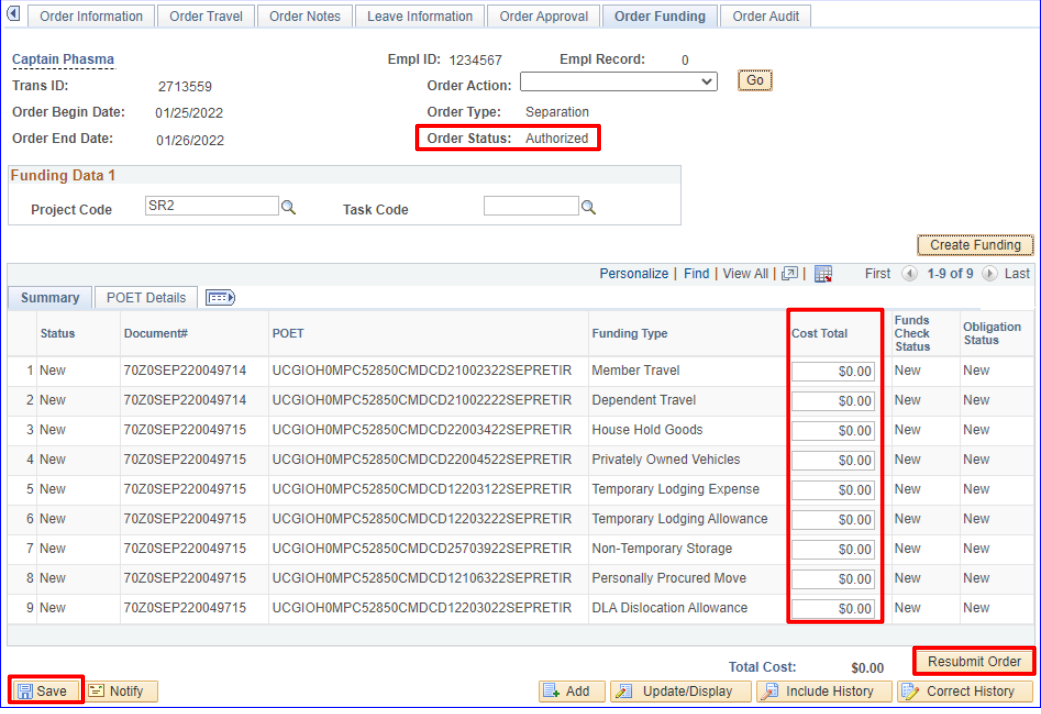
Procedures,  
continued

Step	Action
12	<p>Select the <b>Leave Information</b> tab.</p> <p>Any remaining <b>Leave Balance</b> will be sold and included in the final payment to the deceased member's designated beneficiaries.</p> 
13	<p>Select the <b>Order Funding</b> tab.</p> <p>Click <b>Create Funding</b>.</p> <p><b>NOTE:</b> This step <b>MUST</b> be completed to obligate funds for any future relocation of dependents.</p> 

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## Death of a Member, Continued

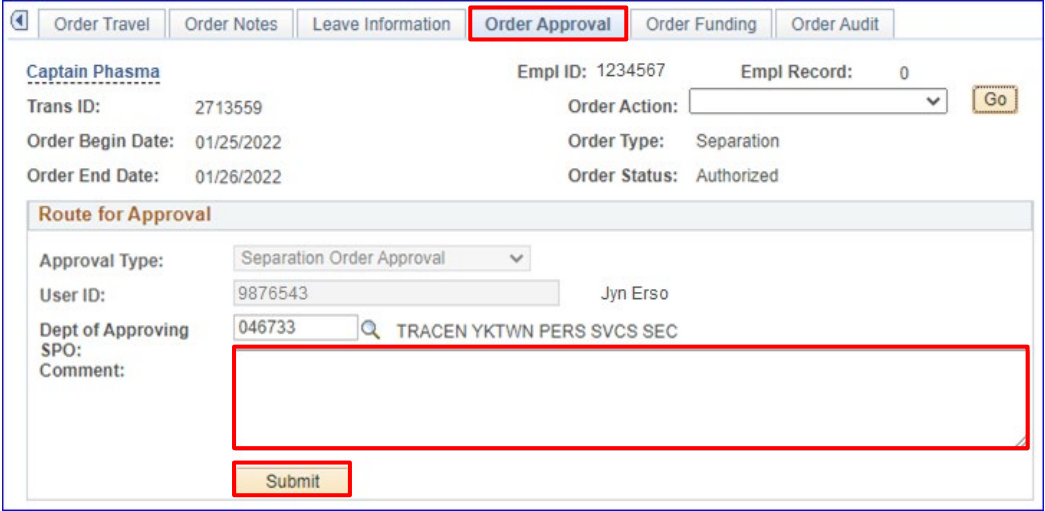
Procedures,  
continued

Step	Action																																																																						
14	<p>This will generate the POET Details. Enter the <b>Cost Totals</b> for each Funding Type as authorized (see Note 1). Click <b>Resubmit Order</b>, then click <b>Save</b>. The <b>Order Status</b> will update to Awaiting \$. Once FSMS receives data, the Order Status will revert to Authorized (see Note 2).</p> <p><b>NOTE 1: Estimated costs MUST be entered for any Funding Type the member would be authorized.</b> Additionally, if the member's dependents would be authorized to ship a Privately Owned Vehicle, enter the estimated cost of \$1,000; if the member's dependents would be authorized Non-Temporary Storage, enter the estimated cost of \$500 (for HHGs estimates, see the <a href="#">Estimates: Household Goods</a> at the beginning of this guide).</p> <p><b>NOTE 2: This process will depend on the availability of FSMS.</b> Upon clicking Resubmit Order, the <b>Order Status</b> will update to Awaiting \$ and then back to Authorized. <b>It may be necessary to exit the Order</b> (click Return to Search) and check back periodically to verify the Order Status updates to Authorized. Once the Order Status indicates Authorized, continue to Step 15. The Separation Order <b>MUST</b> be completed and routed to the SPO Auditor for approval.</p>  <p>The screenshot shows the 'Order Funding' tab in the FSMS system. At the top, there are tabs for Order Information, Order Travel, Order Notes, Leave Information, Order Approval, Order Funding (selected), and Order Audit. Below these, the user 'Captain Phasma' is logged in. The 'Order Action' is set to 'Separation' and the 'Order Status' is 'Authorized'. The 'Funding Data 1' section shows a 'Project Code' of 'SR2'. Below this is a table with 9 rows of funding types and their cost totals. The 'Cost Total' column is highlighted with a red box. At the bottom, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', 'Correct History', and 'Resubmit Order'.</p> <table border="1"> <thead> <tr> <th>Status</th><th>Document#</th><th>POET</th><th>Funding Type</th><th>Cost Total</th><th>Funds Check Status</th><th>Obligation Status</th></tr> </thead> <tbody> <tr><td>1 New</td><td>70Z0SEP220049714</td><td>UCGIOH0MPC52850CMD21002322SEPRETIR</td><td>Member Travel</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>2 New</td><td>70Z0SEP220049714</td><td>UCGIOH0MPC52850CMD21002222SEPRETIR</td><td>Dependent Travel</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>3 New</td><td>70Z0SEP220049715</td><td>UCGIOH0MPC52850CMD22003422SEPRETIR</td><td>House Hold Goods</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>4 New</td><td>70Z0SEP220049715</td><td>UCGIOH0MPC52850CMD22004522SEPRETIR</td><td>Privately Owned Vehicles</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>5 New</td><td>70Z0SEP220049715</td><td>UCGIOH0MPC52850CMD212203122SEPRETIR</td><td>Temporary Lodging Expense</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>6 New</td><td>70Z0SEP220049715</td><td>UCGIOH0MPC52850CMD212203222SEPRETIR</td><td>Temporary Lodging Allowance</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>7 New</td><td>70Z0SEP220049715</td><td>UCGIOH0MPC52850CMD225703922SEPRETIR</td><td>Non-Temporary Storage</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>8 New</td><td>70Z0SEP220049715</td><td>UCGIOH0MPC52850CMD212106322SEPRETIR</td><td>Personally Procured Move</td><td>\$0.00</td><td>New</td><td>New</td></tr> <tr><td>9 New</td><td>70Z0SEP220049715</td><td>UCGIOH0MPC52850CMD212203022SEPRETIR</td><td>DLA Dislocation Allowance</td><td>\$0.00</td><td>New</td><td>New</td></tr> </tbody> </table> <p>Total Cost: \$0.00</p>	Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	1 New	70Z0SEP220049714	UCGIOH0MPC52850CMD21002322SEPRETIR	Member Travel	\$0.00	New	New	2 New	70Z0SEP220049714	UCGIOH0MPC52850CMD21002222SEPRETIR	Dependent Travel	\$0.00	New	New	3 New	70Z0SEP220049715	UCGIOH0MPC52850CMD22003422SEPRETIR	House Hold Goods	\$0.00	New	New	4 New	70Z0SEP220049715	UCGIOH0MPC52850CMD22004522SEPRETIR	Privately Owned Vehicles	\$0.00	New	New	5 New	70Z0SEP220049715	UCGIOH0MPC52850CMD212203122SEPRETIR	Temporary Lodging Expense	\$0.00	New	New	6 New	70Z0SEP220049715	UCGIOH0MPC52850CMD212203222SEPRETIR	Temporary Lodging Allowance	\$0.00	New	New	7 New	70Z0SEP220049715	UCGIOH0MPC52850CMD225703922SEPRETIR	Non-Temporary Storage	\$0.00	New	New	8 New	70Z0SEP220049715	UCGIOH0MPC52850CMD212106322SEPRETIR	Personally Procured Move	\$0.00	New	New	9 New	70Z0SEP220049715	UCGIOH0MPC52850CMD212203022SEPRETIR	DLA Dislocation Allowance	\$0.00	New	New
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## Death of a Member, Continued

Procedures,  
continued

Step	Action
15	<p>Select the <b>Order Approval</b> tab.</p> <p>Enter <b>Comments</b> as appropriate, then click <b>Submit</b>.</p> 
16	<p>Once submitted, the Separation Order will be placed in a <b>Pending</b> status.</p> 