Death of a Member

Introduction

This guide provides the procedures for stopping pay and allowances in Direct Access (DA) following the death of a member.

Information

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 **NOT** 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) **MUST** be notified in the event of the death of a Retiree.

Orders Integration Process

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.

Funding Tab / POET Details

The P&As are expected to enter the **Cost Totals** 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 & relocation entitlements calculated prior to starting the Separation Order (see Note). Required Cost Total funding types include:

- Member Travel (Per Diem & MALT)
- Dependent Travel (Per Diem & MALT)
- Household Goods (see Estimates: Household Goods)
- Privately Owned Vehicles (POV Shipment, see Estimates: POV / NTS)
- Non-Temporary Storage (see Estimates: POV / NTS)
- Direct Procurement Method

NOTE: Even if dependents are not relocating immediately, **all** Cost Total estimates **MUST** be entered when completing the Separation Order to allow for funds obligation and the generation of transportation TAC codes.

Estimates: POV / NTS

If the member is entitled to **Government Shipment of a Privately Owned Vehicle**, enter $1,000 as the Privately Owned Vehicles Cost Total on the Funding tab.

If the member is entitlement **Non-Temporary Storage**, enter $500 in the Non-Temporary Storage Cost Total on the Funding tab.

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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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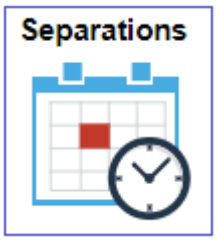
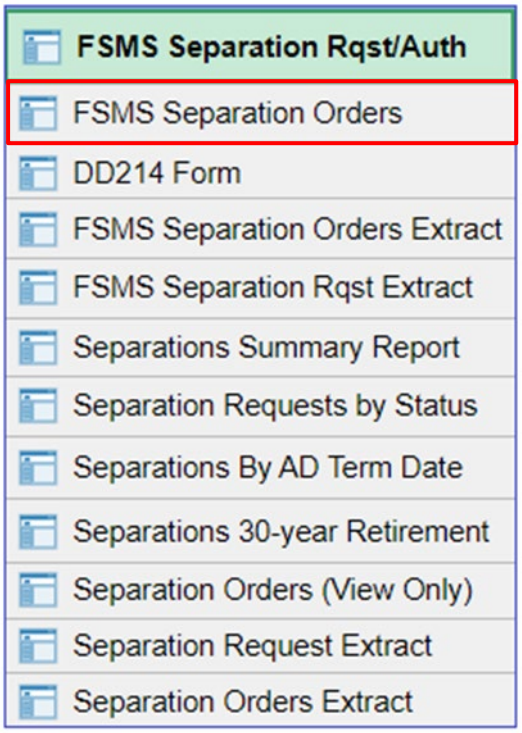
Procedures See below.

Step	Action
1	Click on the **Separations** tile.  Then select **FSMS Separation Orders** option. 

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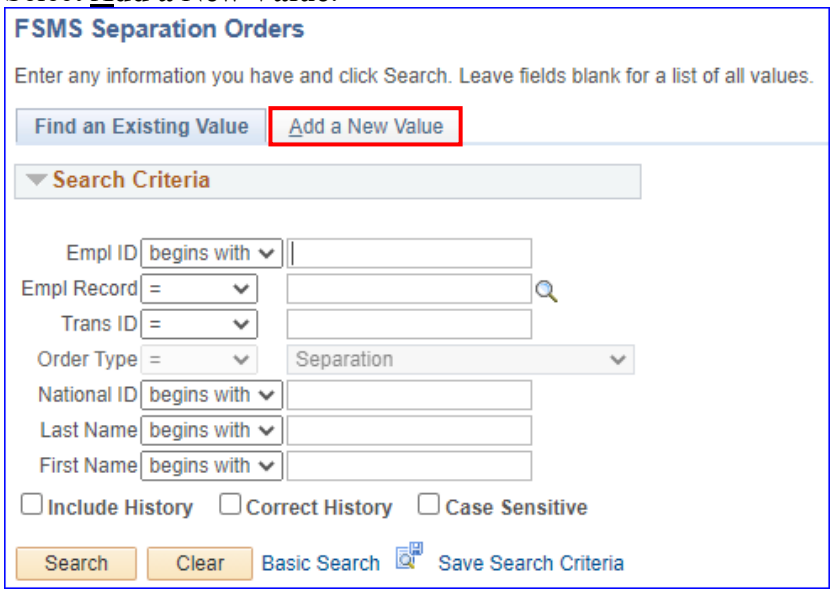
Procedures, continued

Step	Action
2	Select **Add a New Value**. 

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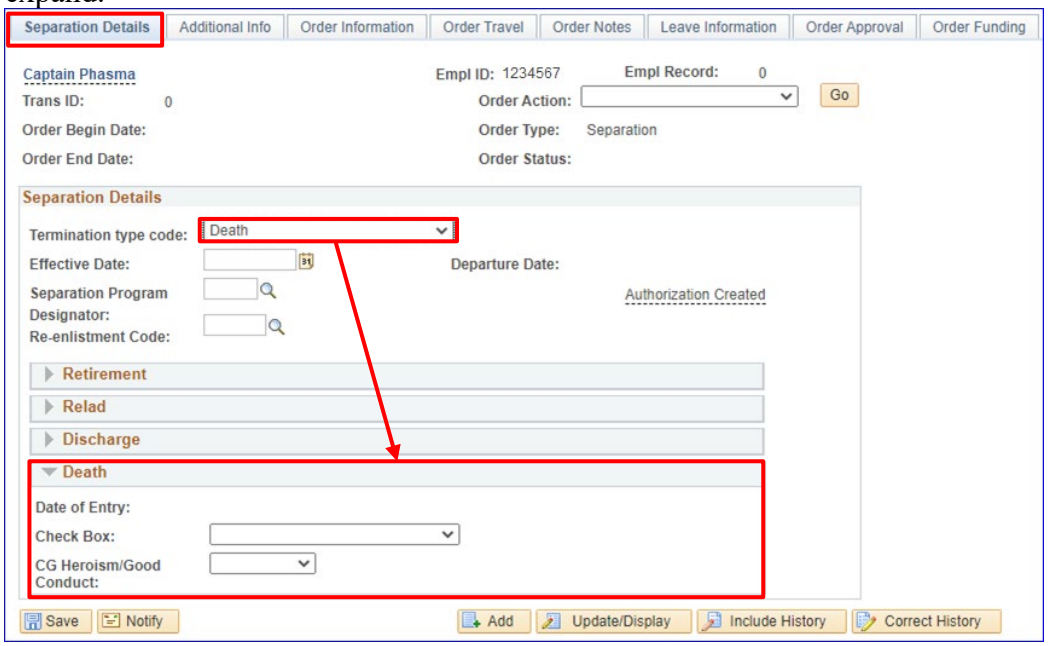
Procedures,
continued

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

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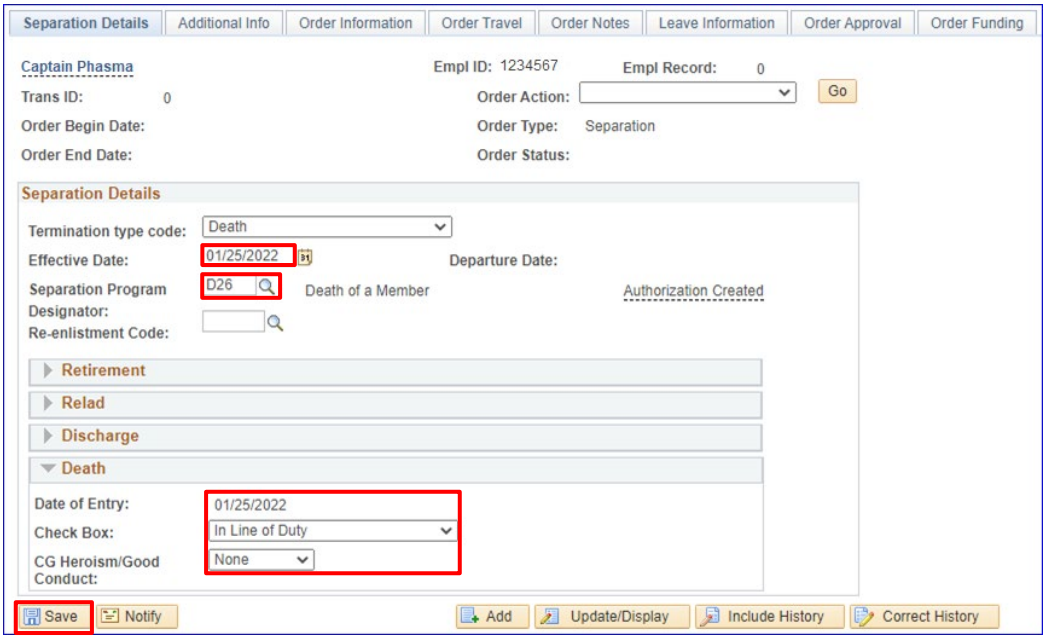
Death of a Member, Continued

Procedures,
continued

Step	Action
5	In the Separations Details section: • Enter the **Effective Date** – this will be provided in the Personnel Casualty Report message, item 'DELTA'. • Using the **SPD** Lookup, select D26 for Death of a Member. In the Death section: • The **Date of Entry** will auto-populate based on the Effective Date. • Using the **Line of Duty** drop-down – this will be provided in the Personnel Casualty Report message, item 'KILO'. • Using the **CG Heroism/Good Conduct** drop-down, select as appropriate. Click **Save**. 

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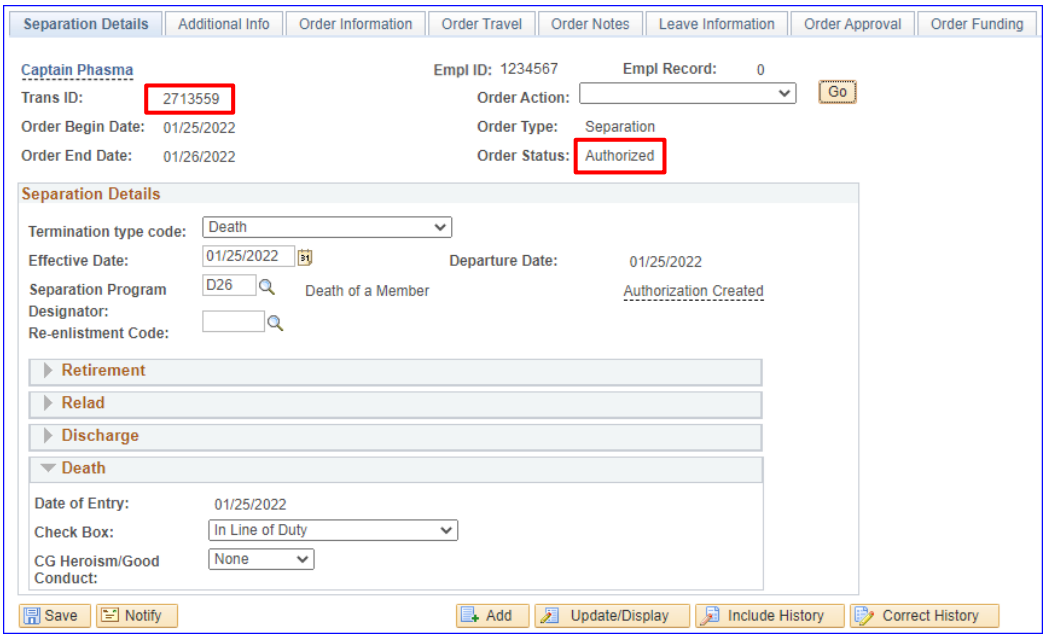
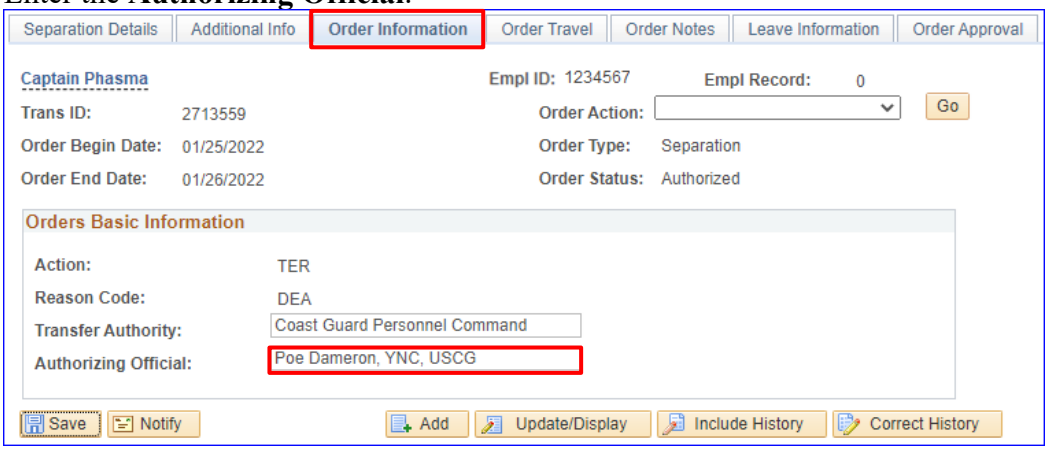
Procedures, continued

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

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Procedures,
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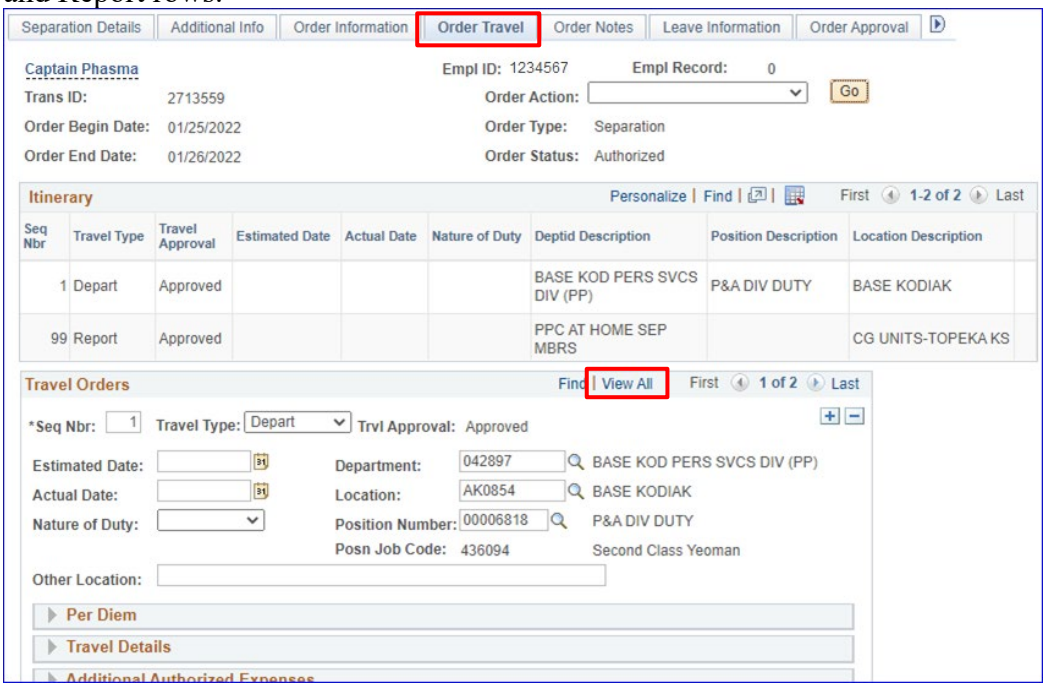
Step	Action
8	Select the **Order Travel** tab. Scroll down to the Travel Orders section and click **View All** to view the Depart and Report rows. 

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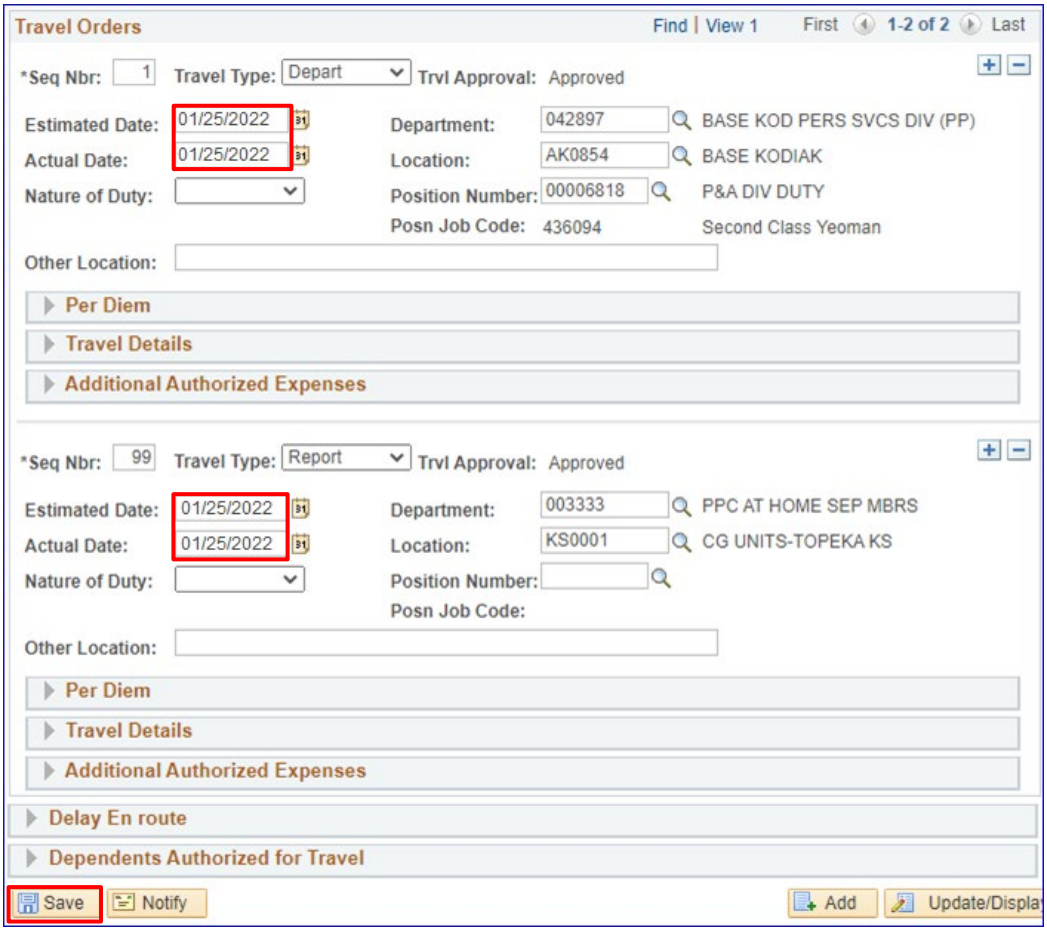
Death of a Member, Continued

Procedures, continued

Step	Action
9	**Seq Nbr 1, Depart row**: Enter the **Estimated Date** and **Actual Date** (date of death). **Seq Nbr 99, Report row**: Enter the **Estimated Date** and **Actual Date** (date of death). Click **Save**. 

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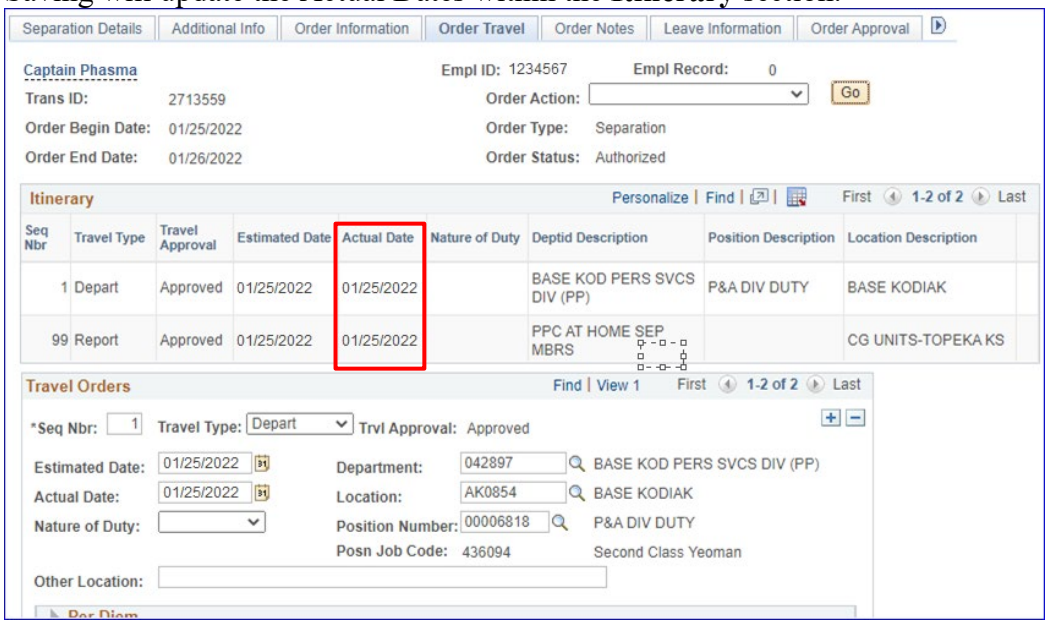
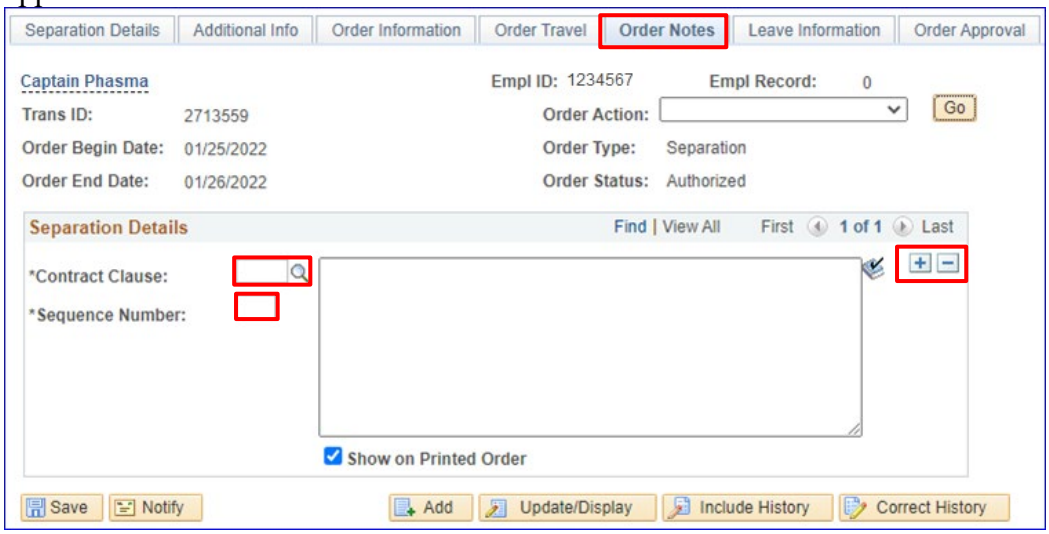
Procedures, continued

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

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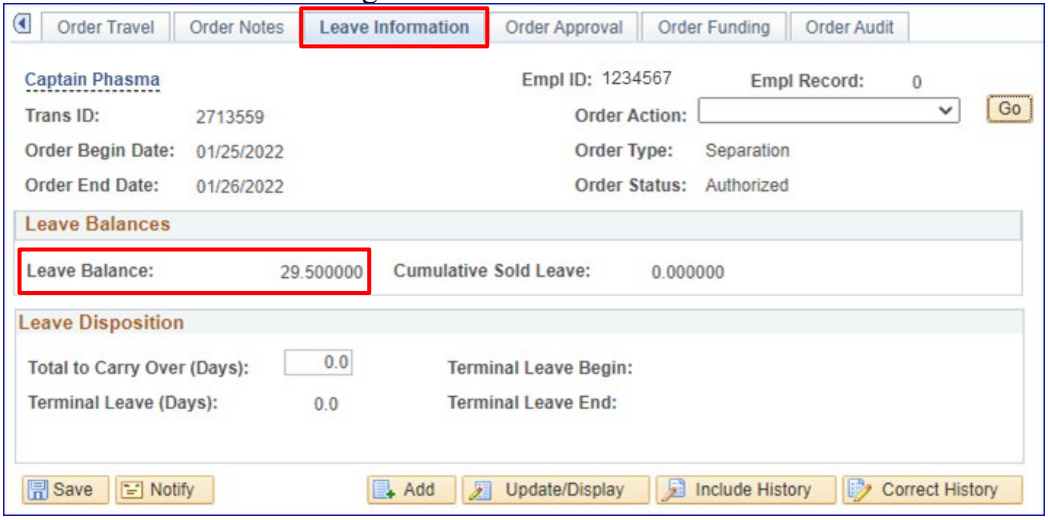
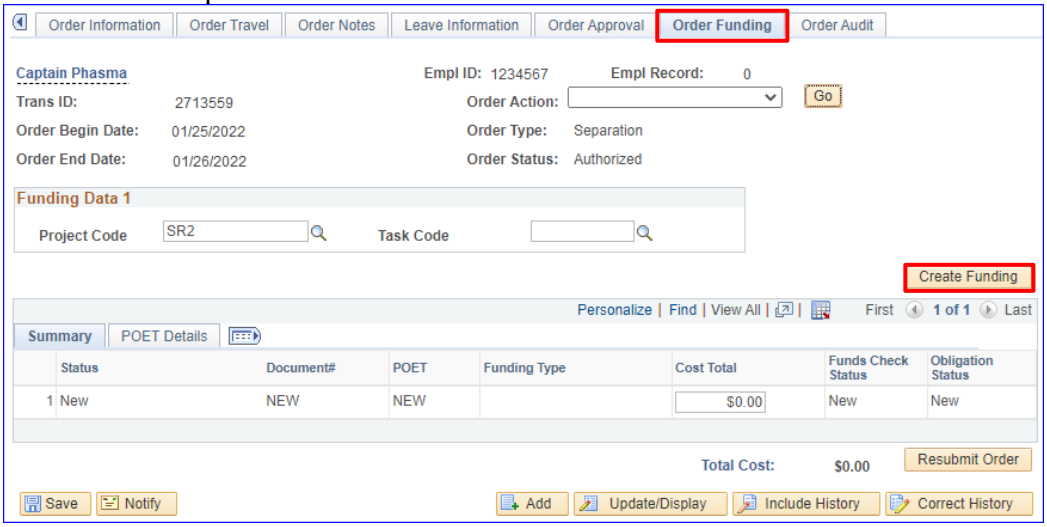
Step	Action
12	Select the **Leave Information** tab. Any remaining **Leave Balance** will be sold and included in the final payment to the deceased member's designated beneficiaries. 
13	Select the **Order Funding** tab. Click **Create Funding**. **NOTE:** This step **MUST** be completed to obligate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

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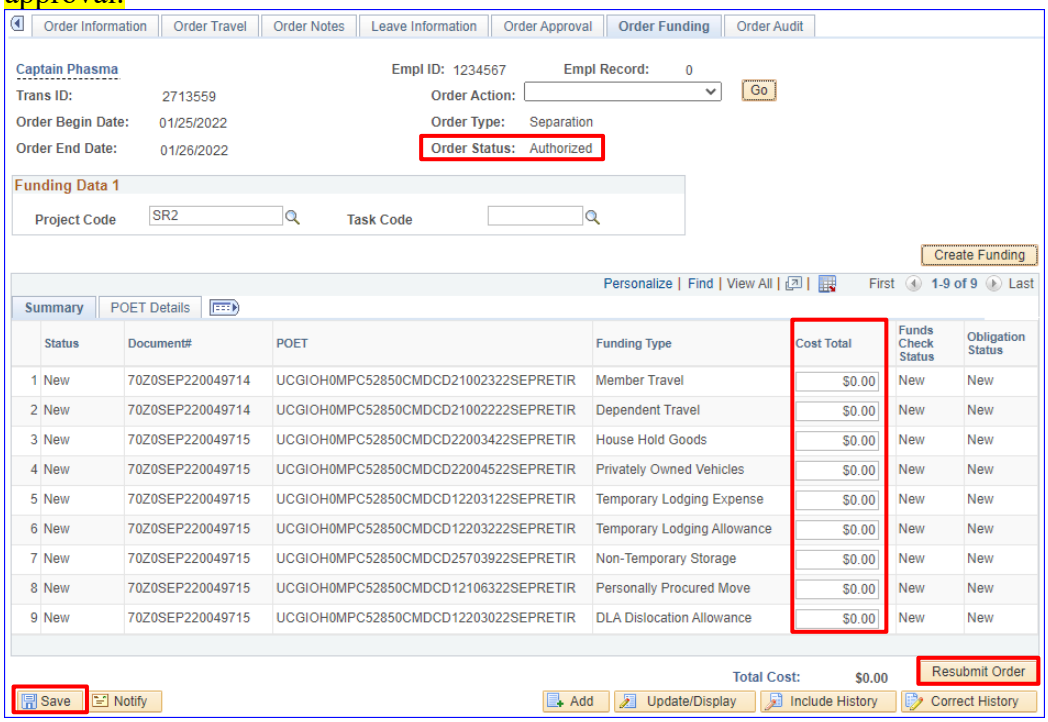
Death of a Member, Continued

Procedures, continued

Step	Action
14	This will generate the POET Details. Enter the **Cost Totals** for each Funding Type as authorized (see Note 1). Click **Resubmit Order**, then click **Save**. The **Order Status** will update to Awaiting $. Once FSMS receives data, the Order Status will revert to Authorized (see Note 2). **NOTE 1: Estimated costs MUST be entered for any Funding Type the member would be authorized.** 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 Estimates: Household Goods at the beginning of this guide). **NOTE 2:** This process **will depend on the availability of FSMS**. Upon clicking Resubmit Order, the **Order Status** will update to Awaiting $ and then back to Authorized. **It may be necessary to exit the Order** (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 **MUST** be completed and routed to the SPO Auditor for approval. 

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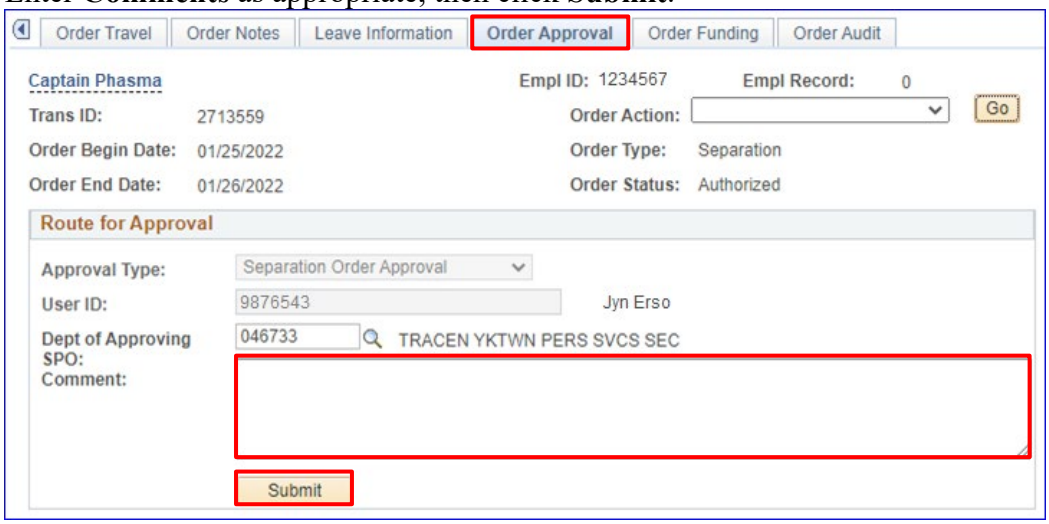
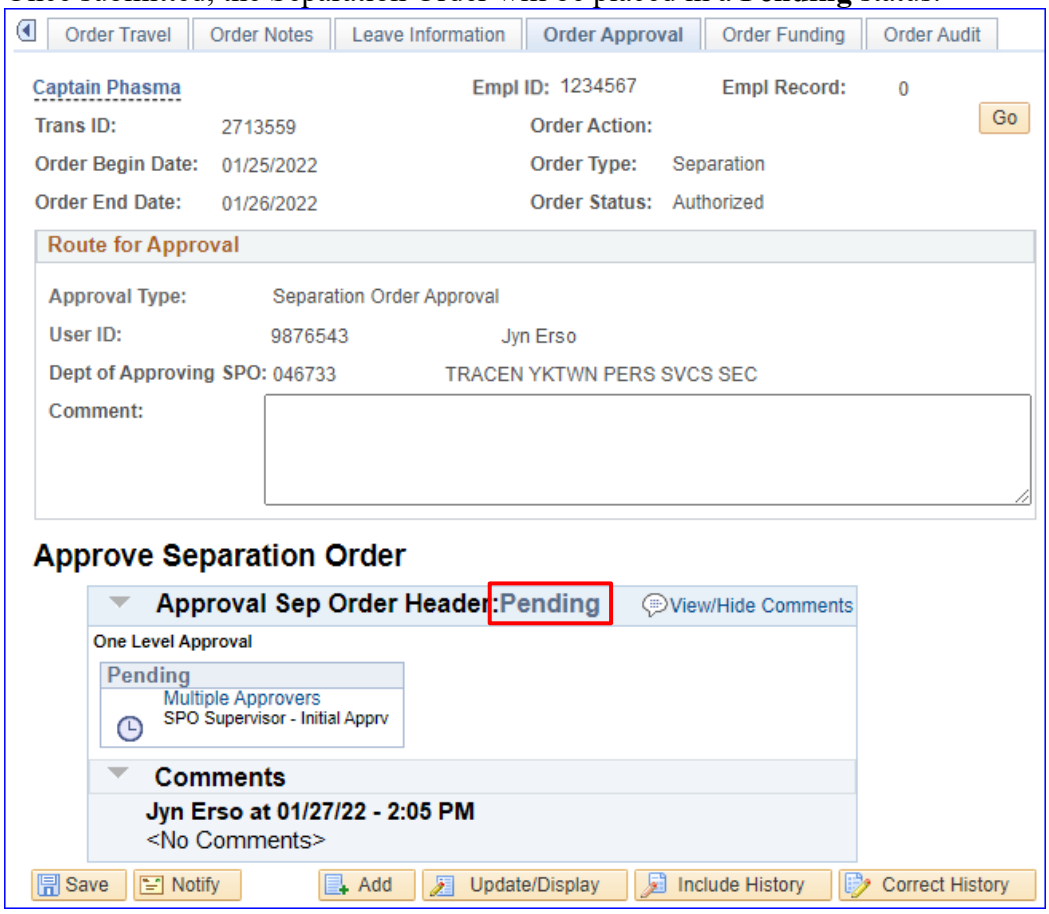
Death of a Member, Continued

Procedures, continued

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