

Death of a Member

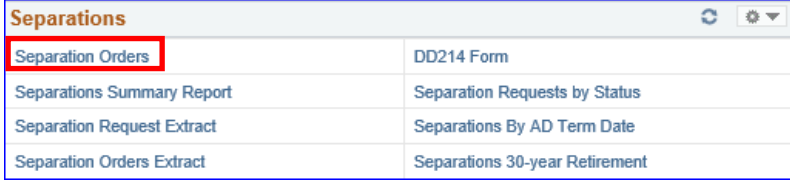

Introduction This guide provides the procedures for stopping pay and allowances following the death of a member.

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.

The **Date of Death** and **Line of Duty** fields can be **corrected** or **updated**. This transaction **cannot be deleted**, it can only be **cancelled**.

Orders Integration Process Once approved, they will be picked up on the Orders Integration Process around 4-5 days (if possible) before their Separation date. This will build the termination job row and put the orders in a finished status.

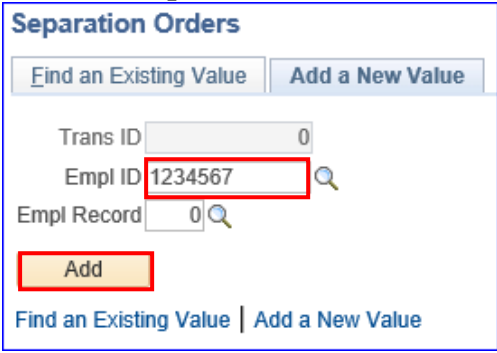
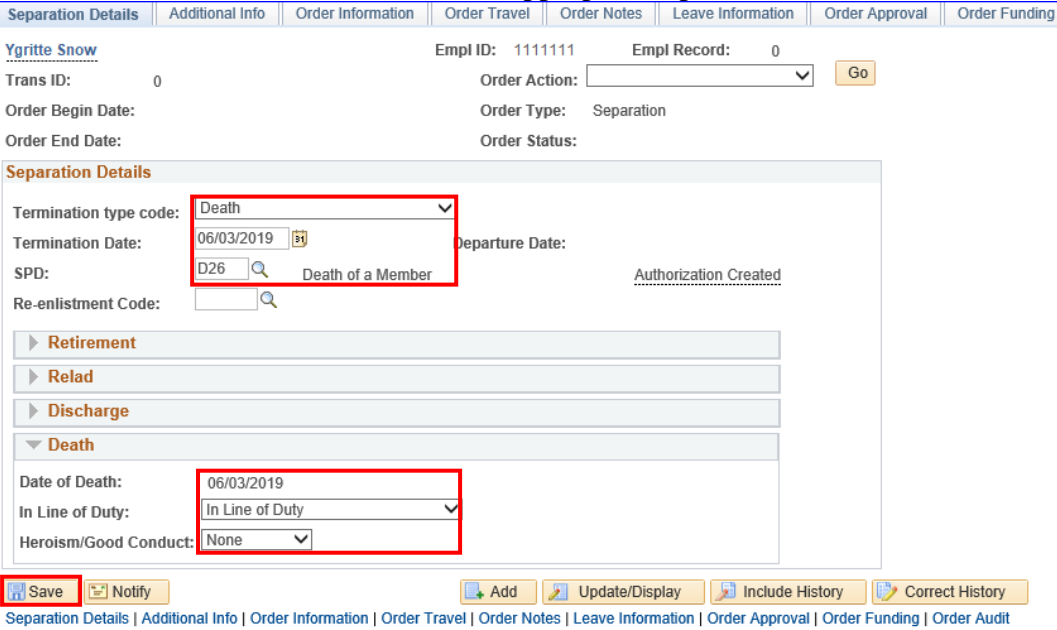
Procedures See below.

Step	Action
1	<p>Select Separation Orders from the Separations pagelet.</p> 
2	<p>Click on the Add a New Value tab.</p> 

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Death of a Member, Continued

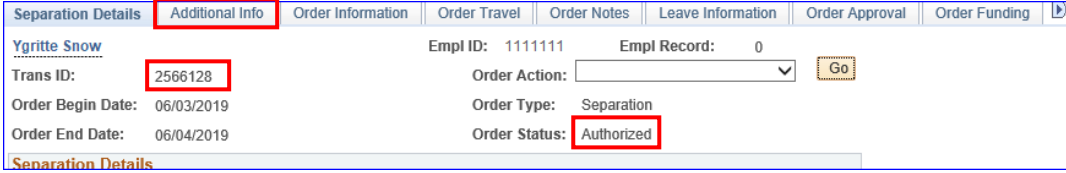
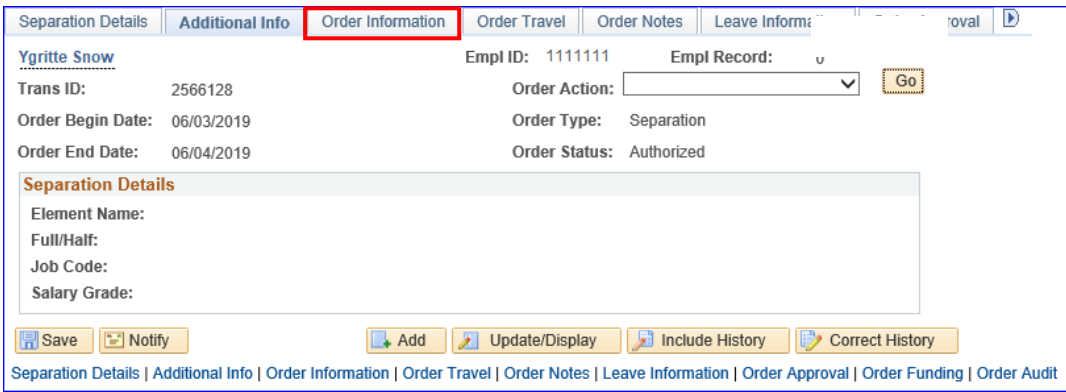
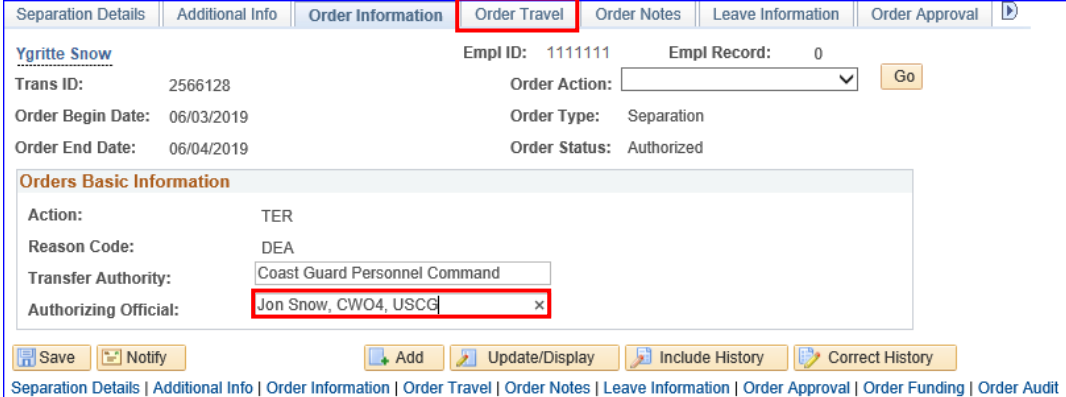
Procedures,
continued

Step	Action
3	<p>Enter the Empl ID and click Add.</p> 
4	<ul style="list-style-type: none"> • Termination type code – Select Death from the drop-down (This automatically opens the Death section of the orders). • Termination Date – Use Item “DELTA” on the Personnel Casualty Report Message. • SPD code – Enter D26 for Death of a Member. • Date of Death – Should be the same as Termination Date. • Retirement Eligible, not in Line of Duty – Use Item “KILO” on the Personnel Casualty Report Message (leave blank if they were not killed in the Line of the Duty, had no dependents and were not Retirement Eligible). • Heroism/Good Conduct – Select the appropriate option. Click Save. 

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Death of a Member, Continued

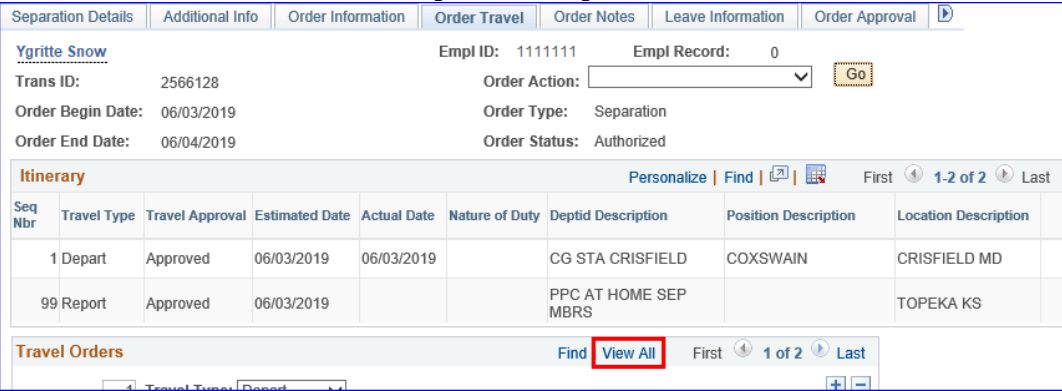
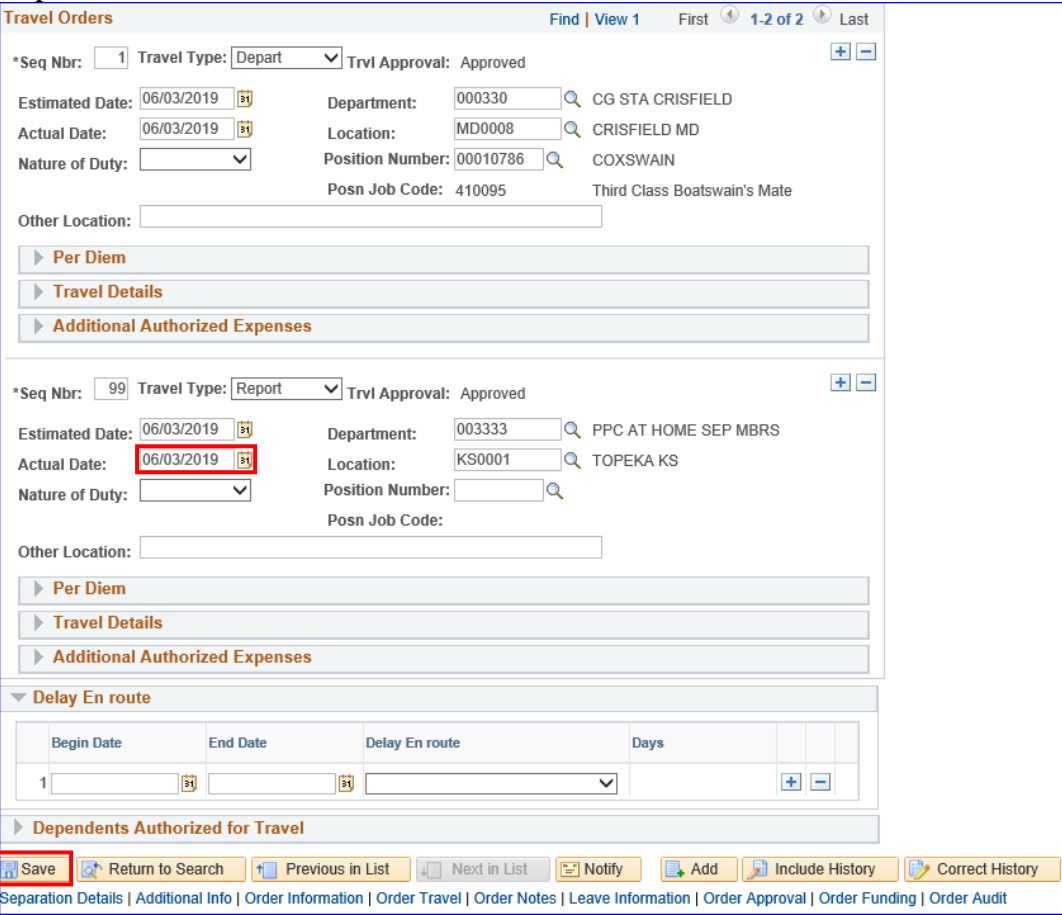
Procedures,
continued

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

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Death of a Member, Continued

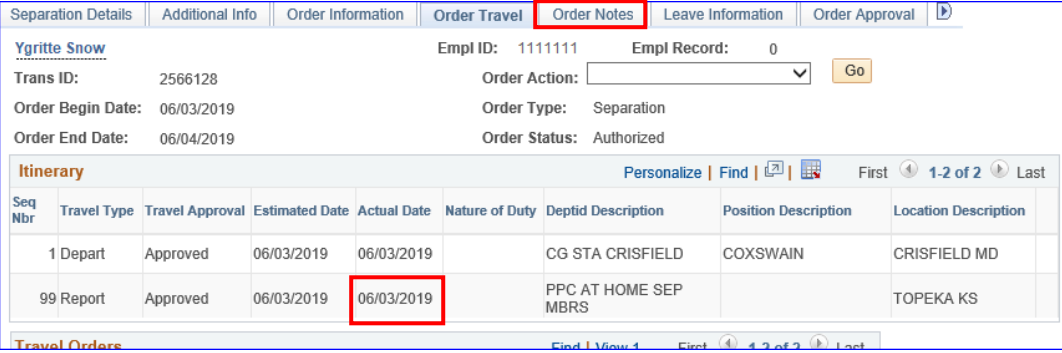
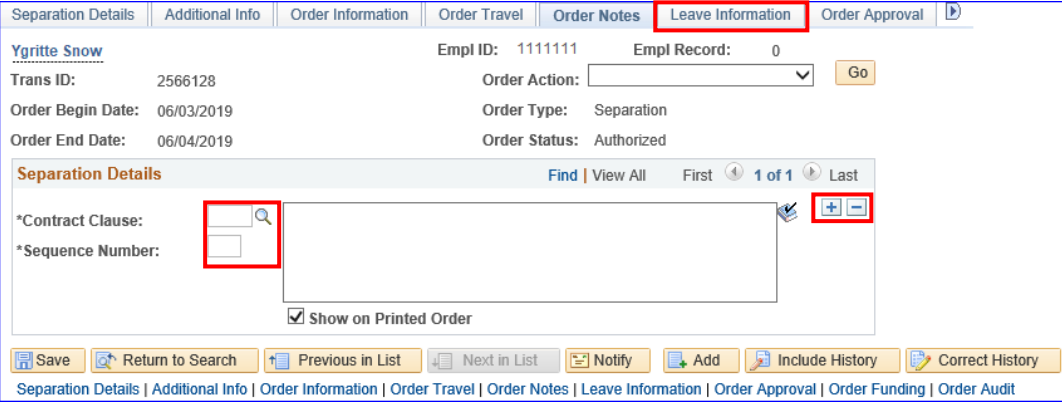
Procedures,
continued

Step	Action																											
8	<p>Click View All to see both the Depart and Report rows.</p>  <p>Ygritte Snow Empl ID: 1111111 Empl Record: 0 Trans ID: 2566128 Order Action: <input type="text"/> <input type="button" value="Go"/> Order Begin Date: 06/03/2019 Order Type: Separation Order End Date: 06/04/2019 Order Status: Authorized</p> <table border="1"> <thead> <tr> <th>Seq Nbr</th> <th>Travel Type</th> <th>Travel Approval</th> <th>Estimated Date</th> <th>Actual Date</th> <th>Nature of Duty</th> <th>DeptId Description</th> <th>Position Description</th> <th>Location Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Depart</td> <td>Approved</td> <td>06/03/2019</td> <td>06/03/2019</td> <td></td> <td>CG STA CRISFIELD</td> <td>COXSWAIN</td> <td>CRISFIELD MD</td> </tr> <tr> <td>99</td> <td>Report</td> <td>Approved</td> <td>06/03/2019</td> <td></td> <td></td> <td>PPC AT HOME SEP MBRS</td> <td></td> <td>TOPEKA KS</td> </tr> </tbody> </table> <p>Travel Orders Find View All First 1 of 2 Last</p>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	DeptId Description	Position Description	Location Description	1	Depart	Approved	06/03/2019	06/03/2019		CG STA CRISFIELD	COXSWAIN	CRISFIELD MD	99	Report	Approved	06/03/2019			PPC AT HOME SEP MBRS		TOPEKA KS
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9	<p>The only thing to fill out on this page is the Actual Date (date of death) in the Report row. Click Save.</p>  <p>Travel Orders Find View 1 First 1-2 of 2 Last</p> <p>*Seq Nbr: 1 Travel Type: Depart Trvl Approval: Approved Estimated Date: 06/03/2019 Department: 000330 CG STA CRISFIELD Actual Date: 06/03/2019 Location: MD0008 CRISFIELD MD Nature of Duty: Position Number: 00010786 COXSWAIN Posn Job Code: 410095 Third Class Boatswain's Mate</p> <p>Other Location: <input type="text"/></p> <p>▶ Per Diem ▶ Travel Details ▶ Additional Authorized Expenses</p> <p>*Seq Nbr: 99 Travel Type: Report Trvl Approval: Approved Estimated Date: 06/03/2019 Department: 003333 PPC AT HOME SEP MBRS Actual Date: 06/03/2019 Location: KS0001 TOPEKA KS Nature of Duty: Position Number: <input type="text"/> Posn Job Code: <input type="text"/></p> <p>Other Location: <input type="text"/></p> <p>▶ Per Diem ▶ Travel Details ▶ Additional Authorized Expenses</p> <p>▼ Delay En route</p> <table border="1"> <thead> <tr> <th>Begin Date</th> <th>End Date</th> <th>Delay En route</th> <th>Days</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p>▶ Dependents Authorized for Travel</p> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/></p> <p>Separation Details Additional Info Order Information Order Travel Order Notes Leave Information Order Approval Order Funding Order Audit</p>	Begin Date	End Date	Delay En route	Days	1	<input type="text"/>	<input type="text"/>	<input type="text"/>																			
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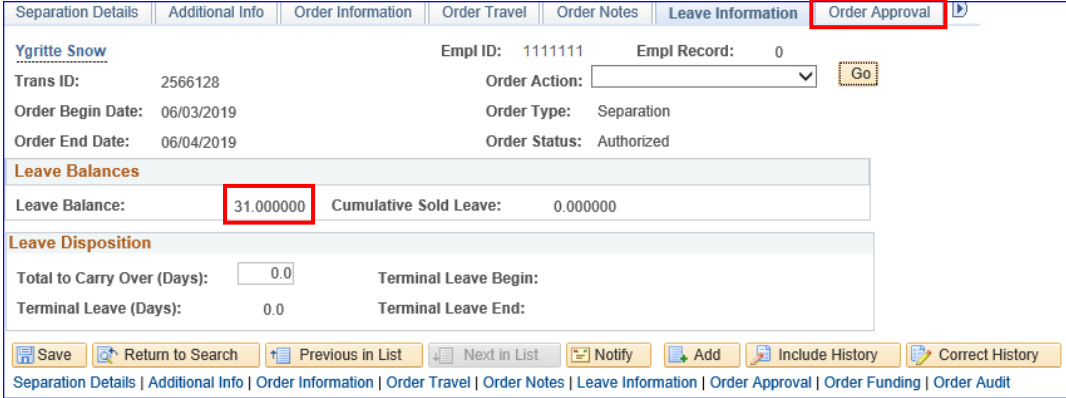
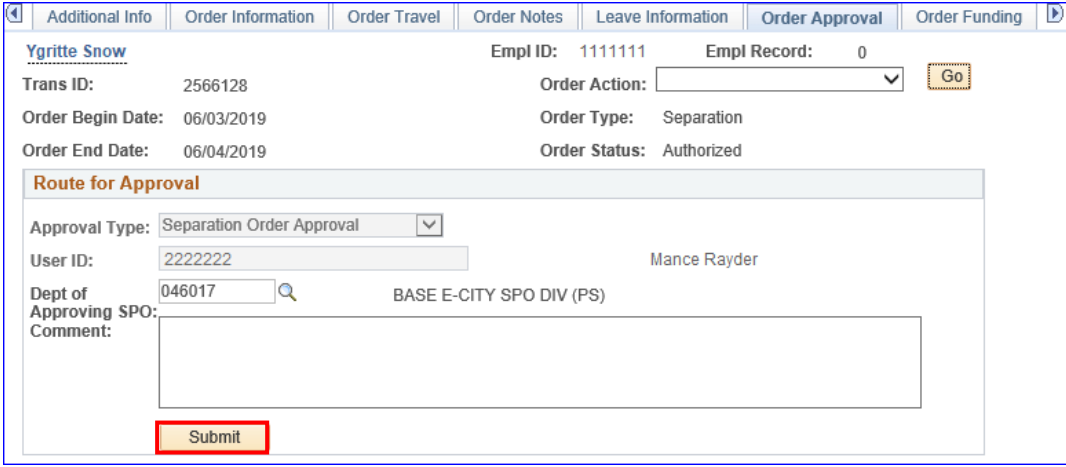
Procedures,
continued

Step	Action																											
<p>10</p>	<p>Saving will update the Actual Date in the Itinerary section. Select the Order Notes tab.</p>  <p>The screenshot shows a web interface with several tabs: Separation Details, Additional Info, Order Information, Order Travel, Order Notes, Leave Information, and Order Approval. The 'Order Notes' tab is selected. Below the tabs, there are fields for 'Ygritte Snow', 'Empl ID: 1111111', 'Empl Record: 0', 'Trans ID: 2566128', 'Order Action', 'Order Begin Date: 06/03/2019', 'Order Type: Separation', and 'Order End Date: 06/04/2019'. Below this is the 'Itinerary' section with a table:</p> <table border="1"> <thead> <tr> <th>Seq Nbr</th> <th>Travel Type</th> <th>Travel Approval</th> <th>Estimated Date</th> <th>Actual Date</th> <th>Nature of Duty</th> <th>Deptid Description</th> <th>Position Description</th> <th>Location Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Depart</td> <td>Approved</td> <td>06/03/2019</td> <td>06/03/2019</td> <td></td> <td>CG STA CRISFIELD</td> <td>COXSWAIN</td> <td>CRISFIELD MD</td> </tr> <tr> <td>99</td> <td>Report</td> <td>Approved</td> <td>06/03/2019</td> <td>06/03/2019</td> <td></td> <td>PPC AT HOME SEP MBRS</td> <td></td> <td>TOPEKA KS</td> </tr> </tbody> </table>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description	1	Depart	Approved	06/03/2019	06/03/2019		CG STA CRISFIELD	COXSWAIN	CRISFIELD MD	99	Report	Approved	06/03/2019	06/03/2019		PPC AT HOME SEP MBRS		TOPEKA KS
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<p>11</p>	<p>Enter the appropriate Contract Clause(s) (order note(s)) from the lookup icon and edit as necessary. Use the Plus and Minus buttons as necessary. Enter a Sequence Number to identify how they will appear on the orders. Select the Leave Information tab.</p>  <p>The screenshot shows the 'Leave Information' tab selected. Below the tabs, there are fields for 'Ygritte Snow', 'Empl ID: 1111111', 'Empl Record: 0', 'Trans ID: 2566128', 'Order Action', 'Order Begin Date: 06/03/2019', 'Order Type: Separation', and 'Order End Date: 06/04/2019'. Below this is the 'Separation Details' section with a form containing: <ul style="list-style-type: none"> *Contract Clause: [input field with a search icon] *Sequence Number: [input field] Buttons: +, - Checkbox: <input checked="" type="checkbox"/> Show on Printed Order </p>																											

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Death of a Member, Continued

Procedures,
continued

Step	Action
<p>12</p>	<p>Any remaining Leave Balance will be sold and included in the final payment to the deceased member's designated beneficiaries. Select the Order Approval tab.</p> 
<p>13</p>	<p>Click Submit.</p> 
<p>14</p>	<p>Once submitted, the Separation Orders are Pending approval.</p> <p>Approve Separation Order</p> 