

USCG Casualty Matters
Personnel Casualty Procedure



Funeral expense claim, DD-1375

Procedure is used for DD-1375 claims during admin phase [CHARLIE](#) per:

- CACO Action Checklist, action #43, and
- Dependent Death Checklist.

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Funeral Expense Claim, DD-1375

OVERVIEW.

People may make a claim against the Coast Guard for funeral-type expenses for a deceased military member or deceased military dependent under four general circumstances.

1. [In-service](#) death of a military member, such as death on active duty.
2. [Service-connected](#) death of military retiree or former member (rare).
3. Death of military dependent if member is on duty, such as active duty.
4. Death of military retiree or retiree's **dependent** outside the United States.

Go to [Table 1](#) on page 6 for a comprehensive list of eligible people and situations.

Not used for deaths of: civilian employees at any time, or Coast Guard Auxiliarists when on duty, or Coast Guard Reservists when not in line of duty.

Forms and documents available

- DD-1375 (pdf), Request for Payment of Funeral and/or Interment Expenses
<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1375.pdf>
- Dependent Death Checklist,
<http://www.uscg.mil/psc/psd/fs/Casualty.asp>

References

- | | |
|--------------------------------------|---|
| (a) 10 USC 1481-1490 | |
| (b) 14 USC 432, 707 & 832 | |
| (c) COMDTINST M1770.9 | 2.H: Transporting remains
2.I: Disposing of remains of dependents of military personnel
2.J Transporting remains of military retirees dying in military hospitals |
| (d) PAYMAN | 10.J.9.a has policy on acceptance of DD-1300 vs. death certificate |
| (e) AR 638-2 | Not USCG policy. Instructive for interpretation or unusual circumstances. |
| (f) 5 USC 5741, 5742, 8234 | Burial of civilian employees. Not a DD-1375 process. |
| (g) PERSMAN | Replaced by a collection of COMDTINSTs. Chapter 11 replaced by COMDTINST M1770.9. |

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PROCEDURE.

DAO	Confirm eligibility of deceased person. See Table 1 .
DAO	Confirm no constraints, exceptions, issues. See Table 2 and Table 3 .
DAO	Provide DD-1375 to CACO. <ul style="list-style-type: none">Form should be pre-filled as much as possible.
CACO	Provide DD-1375 to PADD, with explanation.
PADD	Sign DD-1375. No witness required. Provide copies of paid receipts. Give to CACO.
CACO	Deliver DD-1375 and receipts to DAO. <ul style="list-style-type: none">Hand-deliver if convenient.Scan & email when possible.May fax instead.Snail mail if none of the above.
DAO	<ul style="list-style-type: none">Add SDR if not present with DD-1375 (military only).Prepare cover memo to show what may be paid, similar to the samples, for military or dependent. (SF-1164 no longer used for this purpose.)Obtain document ID and <u>local</u> line of accounting (LOA) from your Business Office. Include in cover memo.Document ID must be type 33.Note PAYMAN, COMDTINST M7220.29B, section 10.J.9.a.Sign cover memo.Perform quality check (below).Send package to FINCEN OPA MR3.

- | | |
|--------------------|---|
| Quality Check: DAO | <ul style="list-style-type: none"><u>Military</u> death: signed cover memo, signed DD-1375, receipts, Statement of Disposition of Remains, & DD-1300. Cover memo has type-33 document ID and local LOA.<u>Dependent</u> death: signed cover memo, signed DD-1375, receipts, & death certificate or equivalent (report of fetal demise, etc.) |
|--------------------|---|

- | | |
|-------------------------|---|
| DAO | Email information to Chief, Casualty Matters for FTA payment. |
| Chief, Casualty Matters | Review package. Approve FTA if possible, comment if needed. |
| | Forward to PSC PSD Field Support for FTA. |
| PSC PSD Field Support | Process FTA to unit funding the claim (per LOA). |

- | | |
|--------|---|
| FINCEN | Review claim package. Approve if possible, comment if needed. Report approval to DAO (email preferred). |
| DAO | Pass news to CACO |
| CACO | Report progress to PADD. |
| CACO | Confirm receipt by PADD (or other claimant). Record in CACO checklist. |

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Funding.

Each DD-1375 claim is initially funded by the member's unit or by the DAO's unit. This limits layers and handoffs, and improves speed overall for the person making the claim. Do not ask PSC for document numbers.

PSC has funds to support mortuary-type expenses such as DD-1375 claims. The DAO sends an email to Chief, Casualty Matters. PSC responds with an FTA to reimburse the unit that provided their LOA. Turnaround is usually within two business days.

Timely application to PSC has become more vital.

Applicable FY is usually based on the year of death. Alternatively, funds may come from the FY during which the claim is received. Claims at the end of an FY may have special rules that vary each FY.

Background details

Procedure Users

DAOs	Decedent Affairs Officer at BASEs, TRACENs, etc.
CACOs	Casualty Assistance Calls Officers
PADD or other NOK	Person Authorized to Direct Disposition, or Next-Of-Kin
FINCEN	USCG Finance Center, Chesapeake VA

Procedure Owner

Chief, Casualty Matters	CG PSC (PSD FS), Arlington VA 703-872-6647 Terrence.w.walsh@uscg.mil (until 22 Aug 2013) Sean.r.arumae@uscg.mil (after 22 Aug 2013)
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Procedural support

Support for DAOs is available from the Casualty Matters program, Field Support Branch, Personnel Support Division, at PSC, Arlington, VA. CACOs and Claimants are supported by DAOs. If DAO is not known, contact the Casualty Matters office.

Chief, Casualty Matters	703-872-6647
LT Terrence W. Walsh (until 22 Aug 2013)	Terrence.w.walsh@uscg.mil
LT Sean R. Arumae (after 22 Aug 2013)	Sean.r.arumae@uscg.mil
Alternate Casualty Manager	Shawna.c.ward@uscg.mil
CWO Shawna C. Ward	703-872-6648
Casualty Administration Specialist	
VACANT	
Generic contact for Casualty Matters	Fax 703-872-6634 (email TBD)
FINCEN	757-523-6895
Ms. Virginia Nowak	Virginia.l.nowak@uscg.mil

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Timing of procedure

For military deaths: during administrative phase [CHARLIE](#).
For dependent deaths: when death certificate becomes available.

Availability of procedure

- Procedures for Casualty Matters are posted at <http://www.uscg.mil/psc/psd/fs/Casualty.asp> .
- Procedure owner determined that this procedure is authorized for internet release.

History of procedure

9 Dec 2010 First draft
26 Jan 2011 Emailed to DAOs
Feb 2011 First posted online.
27 Jan 2012 Revised DAO cover memo step, added samples. Substituted CIM 1770.9 for PERSMAN.
1 Aug 2012 Revised to show PSSUs absorbed into Bases.
10 Aug 2013 Revised to update FINCEN routing symbol and to cite coverage of dependent parents.



Funeral Expense Claim, DD-1375

Table 1: What may be claimed, for whom

Who died, in what status, & where	General categories of reimbursable services
Regular member on active duty: <ul style="list-style-type: none"> • Maximum reimbursement for mortuary- and funeral-type expenses is based on the Statement of Disposition of Remains (SDR) completed by the PADD. • Usually the same limits will be used for a service-connected death of a retiree or former member if eligible for DD-1375. • Transportation expenses are a separate, additional category, not limited by the maximums in the SDR. • See note on "notification" in Table 2. 	<ol style="list-style-type: none"> 1. Removal 2. Preparation of remains for burial 3. Cremation (optional) 4. Furnishing of uniform or other clothing 5. Urn, or casket, transfer case & air tray 6. Funeral director's services, to include viewing, and funeral or memorial service, and other expenses of a traditional, spiritual, or symbolic nature (e.g., flowers), but not food or beverage 7. Burial or other final disposition 8. Local transportation of immediate family 9. Reasonable transportation of remains.
Reserve member in a duty status on this list: <ul style="list-style-type: none"> • Active duty (AD) (duration of order does not matter) • Performing inactive-duty training (IDT) • Performing authorized travel directly to or from active duty or inactive duty training • Remaining overnight immediately before commencement of IDT, or between successive periods of IDT (if at or in the vicinity of the IDT site) • Hospitalized or undergoing treatment for an injury, illness, or disease incurred or aggravated while on AD or performing IDT (NOE typically present but not required) • Serving on funeral honors duty, or traveling to or from funeral honors duty, or, if the place is outside reasonable commuting distance from the member's residence, remaining overnight at or in the vicinity of the place of funeral honors duty,. 	<p>Same as regular member.</p> <p>10 USC 1481(a)(2)</p>

Table 1 continues on next page

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Table 1 continued from previous page.

<u>Who died, in what status, & where</u>	<u>General categories of reimbursable services</u>
Reserve member not in duty status , nor traveling directly to or from duty, nor overnight in vicinity	No eligibility for burial benefit or reimbursement. (Still eligible for military funeral honors.)
Temporary member of Coast Guard Reserve	Not a DD-1375 claim. 14 USC 707
Coast Guard Auxiliarist	Not a DD-1375 claim 14 USC 832
Lighthouse Service, keepers, lamplighters, etc.	Same as USCG retiree 14 USC 432
Military <u>dependent</u> in the U.S.:	1. Removal
<ul style="list-style-type: none"> Including AK and HI. If sponsor is regular or reserve on AD. Not eligible if reserve sponsor on ADT. Treat stillborns as dependents. Dependent parents may qualify. 	2. Reasonable transportation of remains. 10 USC 1485(a)
Military <u>dependent</u> outside the U.S.:	1. Removal
<ul style="list-style-type: none"> Including USVI, PR, Guam, etc. Aboard ship or aircraft, the key is the arrival location, not the flag of registry. If sponsor is regular or reserve on AD. Not eligible if reserve sponsor on ADT. Treat stillborns as dependents. Dependent parents may qualify. 	2. Preparation of remains for burial
	3. Cremation (optional)
	4. Furnishing of uniform or other clothing
	5. Urn, or casket, transfer case & air tray
	6. Reasonable transportation of remains. 10 USC 1485(a)
Retired regular or reserve member outside the U.S.:	1. Removal
<ul style="list-style-type: none"> Ret-1 (receiving retired pay); Ret-2 (not receiving retired pay); or Ret-3 (not eligible for retired pay). 	2. Preparation of remains for burial
	3. Cremation (optional)
	4. Furnishing of uniform or other clothing
	5. Urn, or casket, transfer case & air tray
	6. Reasonable transportation of remains. 10 USC 1481(a)(9) and 10 USC 1482(f) and 10 USC 1490.
See note on " notification " in next section.	
Retiree's dependent outside the U.S.	Same as retiree (sponsor). 10 USC 1481(a)(9)
Cadet	Same as regular member. 10 USC 1481(a)(4)
Applicant accepted for enlistment in USCG	Same as regular member. 10 USC 1481(a)(5)
Person discharged from enlistment while a patient in a U.S. hospital and continues as a patient until the date of death. See note on hospice , below.	Same as regular member. 10 USC 1481(a)(6)
Retired member ; in U.S. hospital; continuous hospitalization began during AD more than 30 days	Same as regular member. 10 USC 1481(a)(7)(A)
Retired member on TDRL or PDRL , and continuous hospitalization began while member was on active duty as regular member of USCG (not reserve).	Same as regular member. 10 USC 1481(a)(7)(B)

Table 1 continues on next page

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Table 1 continued from previous page.

Who died, in what status, & where	General categories of reimbursable services
Retired member , admitted to Armed Forces medical facility in U.S. <ul style="list-style-type: none"> Without requirement for continuous hospitalization since before retirement "U.S." includes Puerto Rico & U.S. territories & possessions 	Transportation only. Special rules for distance to transport. COMDTINST M1770.9, section 2.J
Retiree's dependent , admitted to Armed Forces medical facility in U.S., including Puerto Rico & U.S. territories & possessions.	Same as retired member on previous line. COMDTINST M1770.9, section 2.J
<div style="border: 1px solid black; padding: 10px;"> <p>CIM1770.9 section 2.J: Transporting Remains of Military Retirees Dying in Military Hospitals</p> <p>When a military retired member or his or her dependent(s) dies while properly admitted to an Armed Forces medical facility located in the United States, at the request of the next of kin the Coast Guard pays to transport the member's remains to the place of burial or may pay the cost of such transportation. Transportation may not be to a place either outside the United States or farther from the place of death than the decedent's last permanent residence. Also, the cost of transportation may not exceed the cost for transportation from the place of death to that of last permanent residence. The term "United States" includes the commonwealth of Puerto Rico and the United States territories and possessions (10 USC 1490).</p> <p>Transporting remains under this authority will not be authorized if a deceased retired member qualifies for Veterans Administration transportation (38 USC 908); qualifies due to hospitalization in a United States hospital for more than 30 days while on active duty; or was retired and continued a patient until date of death (10 USC 1481 and 1482). These latter two programs take precedence.</p> </div>	
Military prisoner who dies while in military custody <ul style="list-style-type: none"> <u>Military scenario</u>: such as prisoner of war <u>Confinement scenario</u>: Includes USCG member confined in brig, stockade, or federal penitentiary if the member has not yet been discharged. A discharge due to sentence of court martial is normally implemented <u>when the person leaves confinement</u>. <i>See Exception →</i> Not law enforcement scenario. 	Same as regular member. 10 USC 1481(a)(8) and 10 USC 1483. <i>Exception: If member confined by sentence of court martial was also sentenced to any kind of discharge, and the prisoner dies while confined, burial benefits are the same but there will be no flag for the casket. Burial benefits are still in place because the discharge is not implemented until departure from federal custody, when released from confinement.</i> <i>Note: If confinement completed and prisoner discharged, burial benefit ends—unless still covered by scenario such as continuous hospitalization.</i>
Other citizens of U.S.: <ul style="list-style-type: none"> See text of law for eligibility 	<ul style="list-style-type: none"> Not for DD-1375 claim. USCG may <u>collect</u> reimbursement for services, supplies, and transportation. 10 USC 1486 See also title 14, U.S. Code for authority to provide services or transportation without collecting reimbursement.

End of Table 1



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Table 2: Constraints, definitions & cautions.

Absence from duty	<p>Burial benefits, and reimbursement of funeral expense, remain in place even if the deceased member may have been temporarily absent from duty, with or without leave, at the time of death, unless that member had been dropped from the rolls of the Coast Guard prior to death. See 10 USC 1481(b). The old CG reference, PERSMAN 11.A.5, was not consistent with 10 USC 1481(b). The new CG reference, COMDTINST M1770.9, chapter 2, does not clearly address the issue.</p> <p>Because deserters are not actually dropped from the rolls until after conviction at court martial, and because we do not try deserters without their physical presence, and obviously they are not present, even a member with the “mark of deserter” is still actually on the rolls of the Coast Guard. Burial benefits remain in place.</p> <p>For purposes of burial benefits, every person who volunteered to serve in the Coast Guard becomes an extended shipmate who deserves dignity and respect, whether their service was lengthy or brief, exemplary or something less. In the rush of activity between death and burial, burial benefits emphasize the dignities of death along with respect for the deceased shipmate, the family and friends, and shipmates today and across generations.</p>
“continuous hospitalization” means	<p>In general, constantly hospitalized without interruption. The requirement may be for continuous hospitalization from date of retirement to date of death. Date of retirement usually needs some association with duty status, such as retirement from active duty. There are three key exceptions which DO NOT count as interruptions that would make hospitalization non-continuous.</p> <ul style="list-style-type: none">• Visits outside a hospital, such as to home for a weekend. This is a normal part of patient care when geography and the patient’s health permit. The person remains a patient but they get a few days liberty.• Hospice care. See “hospice” below.• Change from one hospital to another.
Death certificate	<p>A <i>final</i> death certificate comes from a vital statistics office, often at the city or county level. It shows the actual cause of death. For death of a dependent, use a final death certificate. By contrast, a <i>mortician’s</i> death certificate, often handwritten, is proof that someone died but not why. The point is to prove that the DD-1375 claimant is not guilty in the death.</p>
“Dependent” means	<p>Any person eligible for registry in DEERS, even if not actually registered. An estranged spouse is still a “dependent.” Technical details at 10 USC 1072(2).</p> <ul style="list-style-type: none">• Stillborns of any duration of gestation are considered “dependents.”
“Hospice” means	<p>A location or service to ease the death of the terminally ill, injured or wounded. The location may be at home or hospital or other location. For DD-1375 eligibility, treat hospice care as an extension of continued inpatient hospital status as a medically-recognized quality of life issue.</p>

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“Local transportation of immediate family” means	A limousine or similar chauffeured car for the family. Travel other than local is normally funded as invitational travel under JFTR U5242. Travelers file normal hardcopy travel claims on DD-1351-2, separate from the DD-1375 claim process.
“Maximum” means	The highest possible. The amount actually paid by PADD might be higher or lower. If the amount actually paid is less than the maximum on the SDR, only the amount actually paid can be reimbursed.
Notification	Federal law permits the Coast Guard to use Government funds to accomplish notification to next of kin or other appropriate person.” See 10 USC 1482(a)(2). Notification is not normally claimed as an expense for reimbursement so it is not a numbered item. Contact Chief, Casualty Matters if this is ever an issue.
“Reasonable commuting distance”	Normally viewed as within a one-hour travel radius. It is often approximated by a road-mile radius of 50 statute miles. Since bad weather can shrink a one-hour travel radius to much less than 50 miles, there is room to exercise good sense. Document any unusual decisions.
“Transportation” means	All movement of remains. Includes ground, air, water. Includes all normal transport legs until burial or other final disposition. Final destination as selected by PADD. No requirement for destination to be home of record.
“Reasonable” means	Reasonable, normal, typical. It is reasonable to transport remains by air from San Francisco to St. Louis. It is not reasonable to make the same trip by ground, in a hearse, unless there are very peculiar circumstances.
“Reimbursement” means	The person making the claim already paid the reported expenses. The Government will not <i>imburse</i> (prepay), only <i>reimburse</i> .
“Removal” means	Initial removal or recovery of remains from place of death to the primary mortuary. Includes biohazard cleanup if needed, at CG cost. Includes recovery and identification of remains, per 10 USC 1482(a)(1).



Funeral Expense Claim, DD-1375

Table 3: Unusual issues.

<p><i>Claimant cancels claim.</i></p> <p>Partway through the claim process the claimant cancels the claim.</p>	<ol style="list-style-type: none"> 1. If cancelling to suppress or hide a fraudulent claim it may be too late to avoid prosecution. 2. If cancelling due to grief, such as viewing it as “blood money,” respect the claimant’s wishes and report to Chief, Casualty Matters. Claim may be resumed within six years of death.
<p><i>Claimant is culpable.</i></p> <p>Claimant is culpable in the death.</p>	<ol style="list-style-type: none"> 1. In general, a person can’t claim money due to a death they caused. Example: stabbing during a domestic dispute. 2. But it might be okay if the cause was inadvertent. Example: MVA. 3. Not an issue if death was expected. Example: claimant authorized removal of life support equipment. Check with Chief, Casualty Matters.
<p><i>No death certificate, dependent death.</i></p> <p>Claimant does not (or cannot) provide final death certificate. (dependent deaths only)</p>	<p>Only an issue for dependent deaths. (Use DD-1300 for military deaths.)</p> <p>Obtain death certificate directly from source, such as Vital Records Dept. of city or county.</p> <p>Final DC might not be available because coroner or medical examiner or police are not done yet. In that case patience is the first option.</p>
<p><i>One claimant, multiple claims.</i></p> <p>Multiple claims received from one person.</p>	<p>Inefficient but not a problem. Note that maximum payment is per death, not per claim, so this is not a way to get around reimbursement limits. If PADD is one of the claimants, pay PADD first.</p>
<p><i>Multiple claimants, multiple claims.</i></p> <p>Multiple claims received, from more than one person</p>	<p>See above.</p> <p>If this is cooperative and courteous there may be no problem.</p> <p>If this is combative one-upmanship then we will have to sort out who has priority. Definitely avoid promises or speculation. Check with Chief, Casualty Matters.</p>
<p><i>Partial remains, multiple burials, multiple claims.</i></p> <p>Multiple claims received due to more than one burial for partial remains.</p>	<p>This is allowed for burials at different points in time when sets of partial remains are returned at different times. Not a process to bury partial remains in different places. In simple terms the reimbursement limit is doubled. Assume it is slightly more complicated. Contact Chief, Casualty Matters.</p>

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<p><i>NOK's memorial service, no remains recovered</i></p> <p>Claim for memorial service when there were no remains. Not for unit memorial services.</p>	<p>Pretty much the same as if there were remains. For example, there will still be a headstone somewhere if NOK want.</p>
<p><i>No remains recovered, NOK want headstone</i></p>	<p>No problem. When there are no remains, there is a marker that looks just like a headstone, but called a "cenotaph." We rarely deal with headstones or cenotaphs on a DD-1375 claim because VA provides grave markers, free. Contact Chief, Casualty Matters if this might be an exception.</p>
<p><i>Remains or partial remains returned after memorial service.</i></p> <p>Claim for burial of repatriated or recovered remains or partial remains, returned to NOK sometime after memorial service or funeral were held, and claims paid.</p>	<p>See two previous entries.</p> <p>You will be coordinating with Chief, Casualty Matters already.</p>
<p><i>Claims received years after the death.</i></p>	<p>Pay claims in the current FY when received.</p> <p>Normally, use reimbursement limits in effect on the date of death.</p> <p>For remains recovered after long delay, use reimbursement limits in effect when remains are returned.</p> <p>For multiple returns of partial remains, use limits in effect at the time of each return of remains. Limits for the first return of remains may have increased for subsequent returns.</p>
<p><i>Multiple fiscal years involved.</i></p> <p>Claim received in FY after the FY of death.</p>	<p>No problem. Process claim. Use funds from current FY. Do not ask for antecedent funds from the FY of death. Normal practice is to use current funds from the FY in which the claim is received.</p>

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Tab A – Sample cover memo – military member

U.S. Department of
Homeland Security



United States
Coast Guard

Commander
Base Miami Beach

100 MacArthur Causeway
Miami Beach, FL 33139
Staff Symbol: dao
Phone: 305-535-8745
Fax: 305-535-8779
Email: Joanna.p.santorum@uscg.mil

5360
27 January 2012

MEMORANDUM

From: J. P. SANTORUM, CWO (PERS2)
DECEDENT AFFAIRS OFFICER MIAMI

To: USCG FINCEN (OPA-006) ←

Subj: APPROVAL OF DD-1375 CLAIM FOR REIMBURSEMENT OF
FUNERAL EXPENSES FOR A MILITARY MEMBER

Ref: (a) Title 10, U.S. Code, sections 1481 and 1482
(b) COMDTINST M1770.9, Military Casualties and Decedent Affairs
(c) ALCOAST 298/07
(d) COMDTINST M7220.29B, U.S. Coast Guard Pay Manual

NOTE:
Updated routing symbol
for FINCEN:
OPA MR3

1. SK2 Alfred L. Smootman, Jr., 2009339, USCG, died on 25 December 2011 in Savannah GA. He was on active duty when he died, thus qualified for burial benefits per 10 USC 1481. He was buried in Bonaventure Cemetery, a private cemetery in Savannah GA.

2. Per reference (a), and paragraph 2.A of reference (b), the cost of the funeral and transportation of remains is reimbursable. Per reference (c) and enclosure (3), the current reimbursement limit in this case is \$8,800.00 plus the cost of transportation. Per phonecon with funeral home the line item cost of transferring remains, and for the hearse, is \$290.00 each, total \$580.00 for transportation. The funeral home confirmed they have been paid.

3. Prior to his death, SK2 Smootman designated his father, Alfred L. Smootman, Sr., as the person authorized to direct disposition of his remains (PADD) if he died. Mr. Smootman, Sr., filed the attached DD-1375 claim for reimbursement, with receipts for \$10,500.00. Per reference (c), \$8,800.00 is fully reimbursable. Transportation cost of \$580.00 is also reimbursable. DD-1300 provided per 10.J.9.a of reference (d). Please pay the claim.

4. Payment details:

- (a) Payee & SSN: Alfred L. Smootman, Sr., 012-34-5678
(b) Payee's address: 755 Dyches Dr., Savannah GA 31406
(c) Amount: \$9,380.00 (\$8,800.00 plus \$580.00)
(d) Document ID: (note: must be doc type 33)
(e) Accounting Data:

#

Encl: (1) DD-1375 claim with paid receipt(s)
(2) DD-1300 Report of Casualty (redacted)
(3) Statement of Disposition of Remains
(4) Voided check of claimant for destination account

Copy: Personnel Service Center (PSD-FS-Casualty), Arlington VA

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Funeral Expense Claim, DD-1375

Tab B – Sample cover memo – dependent

U.S. Department of
Homeland Security

United States
Coast Guard



Commander
Seventeenth District

P.O. Box 25517
Juneau, AK 99802-5517
Staff Symbol: dao
Phone: 907-463-2088
Fax: 907-463-2147
Email: Sandra.I.peterson@uscg.mil

5360
12 January 2012

MEMORANDUM

From: S. J. PETERSON, LCDR
CGD SEVENTEEN (dao)

To: USCG FINCEN (OPA-006) ←

Subj: APPROVAL OF DD-1375 CLAIM FOR REIMBURSEMENT OF
TRANSPORTATION EXPENSES FOR REMAINS OF
DECEASED MILITARY DEPENDENT

Ref: (a) Title 10, U.S. Code, subsection 1485(a)
(b) COMDTINST M1770.9, Military Casualties and Decedent Affairs
(c) COMDTINST M7220.29B, U.S. Coast Guard Pay Manual

NOTE:
Updated routing symbol
for FINCEN:
OPA MR3

1. Mildred M. Smootman, dependent daughter of CDR Ralph E. Smootman, USCG, died on 3 Jan 2012 in Anchorage AK. She was a command-sponsored OCONUS dependent. She was 21 years old and still a dependent due to her status as a full-time college student. CDR Smootman was on active duty on the day of death.
2. Per reference (a), and paragraph 2.I.1 of reference (b), the cost of transportation of remains of dependents is reimbursable. CDR Smootman filed the attached DD-1375 claim for reimbursement.
3. The claimed amount for transportation, \$425.00, is fully reimbursable. Please pay the claim. Contact me if there are any issues.
4. Payment details:
 - (a) Payee & SSN: Alfred L. Smootman, Sr., 012-34-5679
 - (b) Payee's address: 2978 Cherry Lane, Walnut Creek CA 94597
 - (c) Amount: \$425.00
 - (d) Document ID: (note: must be doc type 33)
 - (e) Accounting Data:

#

Encl: (1) DD-1375 claim with paid receipt
(2) Death certificate
(3) Copy of voided check for the destination account

Copy: Personnel Service Center (PSD-FS-Casualty), Arlington VA



Funeral Expense Claim, DD-1375

Glossary and acronyms

AD: active duty.

AR: Army Regulation.

CACO: Casualty Assistance Calls Officer. Works face-to-face with NOK. Works for DAO.

DAO: Decedent Affairs Officer, located at BASEs, TRACENs, and other major HQ units.

DEERS: Defense Eligibility Enrollment Reporting System. Lists members and dependents.

FINCEN: Coast Guard Finance Center, Chesapeake, VA

In-service: While in a duty status. Not dependent on line of duty or misconduct determinations.

LOA: Line of accounting.

NOE: Notice Of Eligibility, establishing a Reservists medical coverage

NOK: Next of kin. A larger set of the deceased's family. Includes PNOK.

PADD: Person Authorized to Direct Disposition of remains, per form CG-2020D or as further delegated, or PNOK by default if CG-2020D cannot be used. Note that a minor child cannot serve as PADD, except that a minor spouse is considered emancipated for many purposes, including PADD.

PAYMAN: U.S. Coast Guard Pay Manual, COMDTINST M7220.29B.

PDRL: Permanent Disability Retired List, per chapter 61, title 10, U.S. Code.

PERSMAN: Personnel Manual, COMDTINST M1000.6A. Cancelled in 2011. Casualty policy moved to COMDTINST M1770.9, Military Casualties and Decedent Affairs.

Phase CHARLIE: Period of adjustment. One of four administrative phases defined to help organize the CACO's many actions. Includes claims for funeral expenses and other claims. PADD or NOK begin to receive results of Phase BRAVO claims. For military death, CACO cannot fully disengage due to paperwork and continued caretaking of surviving NOK. Conceptually, CHARLIE begins after the funeral and burial and continues through the rest of the first month, roughly weeks 2 through 4. For a "courtesy CACO" assigned to a dependent death, common delays in obtaining a final death certificate often stretch CHARLIE into the second month, or more.

PNOK: Primary Next Of Kin. The first person in the list: spouse (if married), children (eldest to youngest), parents (elder, then younger), siblings (eldest to youngest). If none so far, seek direction from Chief, Casualty Matters.

PSC: Personnel Service Center, Arlington VA.

PSC (PSD FS): Personnel Service Center, Personnel Service Division, Field Support Branch.

PSSU: Personnel Service and Support Units. In 2011 and 2012 they were absorbed into Bases as the Personnel Service Division. The DAOs who also coordinate funeral honors and burials at sea are located here. The Base PSDs are located at Boston MA, Portsmouth VA, Miami FL, New Orleans LA, St. Louis MO, Cleveland OH, Los Angeles/Long Beach CA, Alameda CA, Seattle WA, Honolulu HI, Ketchikan AK, Kodiak AK, and Washington DC.

SDR: Statement of Disposition of Remains

**USCG Casualty Matters
Personnel Casualty Procedure**



Funeral Expense Claim, DD-1375

Service-connected: A decision by the Department of Veterans Affairs that a medical condition or disability was related to the military service of the retiree or former member, even if the condition or disability was not recognized while the member was serving.

TRACEN: Training Centers, at New London CT (Academy), Cape May NJ (recruit), Yorktown VA, Elizabeth City NC (aviation technical), Mobile AL (aviation), and Petaluma CA.

TDRL: Temporary Disability Retired List, per chapter 61, title 10, U.S. Code.

USC: United States Code (federal law).

USCG: United States Coast Guard.