DEPENDENT DEATH CHECKLIST: SPOUSE or CHILD

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Names		Spouse	Child
Dependent		Date of Death	
Sponsor		Sponsor EMPLID	
Unit		Phone	Fax
Courtesy CACO			
DAO			

Benefits for a Military Dependent Death (including stillborns) [1] *(details on next page)*

Dies in the United States *(including OCONUS like AK and HI)*	Dies outside United States
Removal	**Removal**
	Preparation
	Casket
	Cremation
Transportation of remains	**Transportation of remains**

Process Check

Other useful items at http://www.uscg.mil/psc/psd/fs/Casualty.asp

Action officer	Action item	DATE	INITIALS
Unit:	1. *Only for **deceased** dependents*: Personnel Casualty Report msg sent **within 4 hours**. (See 3PM, enclosure (7)) 2. Notify DAO to coordinate support & applicable benefits. 3. Notify Chaplain, EAP, Work-Life, etc., as necessary. 4. Consider possible need for CG Mutual Assistance loan.		
DAO:	1. Email or fax this checklist to Courtesy CACO or unit POC. 2. Send "info sheet" to PSC PSD (email okay). See Web page		
PSC PSD FS - Casualty:	1. Record in Death Log (log organized by FY) 2. Email info sheet for Comdt's condolence letter to CG-09.		
CG-09:	Mail signed condolence letter from Commandant to family		
DAO & SPO:	1. Stop FSGLI deductions for deceased spouse (if applicable) 2. Update DEERS. Update DA. Review BAH status.		
Member	Update Emergency Contact Info (Direct Access, self service)		
CACO & DAO	1. Review DD-1375 claim for burial benefits. Add cover memo. Use local line of accounting. Mail to FINCEN (OPA-MR3). 2. Request reimbursement fm PSC PSD FS-Casualty by email.		
CACO:	Fax (or scan/email) to PSC PSD FS - Casualty: **703-872-6634** a. **SGLV-8283A** Claim for Family Coverage Death Benefits (version June 2011 or later, previous versions obsolete) b. **Final death certificate** *(common for lag of several weeks)* c. **Birth certificate** (*only needed for newborns, to confirm life)* d. **Two LES** *(for month of death and the prior month)* e. If married, **SGLV-8286A** FSGLI coverage & election		
PSC PSD FS - Casualty:	1. Complete SGLV-8700 Report of Death of Family Member 2. Fax (or email) entire package to OSGLI: **877-832-4943** 3. Fax (or email) SGLV-8700 to Unit, CACO, & DAO.		
OSGLI:	Issue payment to military member (normally, 10 business days)		
DAO:	1. Confirm member received FSGLI & DD-1375 payments. 2. Review BFCS with member. Are they using the benefit? 3. Report to PSC PSD: status of benefits & receipt of HQ $$.		

[1] COMDTINST M1770.9, section 2.I.1. Also 10 USC 1485(a), and Army Regulation AR 638-2, Table 2-1, item 11.

DEPENDENT DEATH CHECKLIST: SPOUSE or CHILD

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Overview of process

Report all dependent deaths immediately by phone or E-mail to the member's command and the nearest Decedent Affairs Officer (DAO). Each Base, TRACEN & major HQ unit has a DAO. Also see Personnel Casualty Procedure for DD-1375 Claims, Casualty Matters web page. Although specific action responsibilities may vary, the typical process is:

1. The member should notify the command (typically, but may vary).
2. The command will notify the DAO at Base (for HQ units, DAO at TRACENs, DOG, CGRC, PPC, CGI).
3. Command or DAO should **offer support** to member: **Chaplain, EAP**, etc.
4. Command must send a **Personnel Casualty Report** message within 4 hours of learning of the dependent death. Use Watchstanders' Quick Guide at http://www.uscg.mil/psc/psd/fs/Casualty.asp , or Enclosure (7), Personnel and Pay Procedures Manual. Overall policy requirement: COMDTINST M1770.9, section 1.D.2.
5. CASREP is UNCLAS FOUO. It's required. It's not optional. Do not use caveats such as LIMDIS.
6. Command will coordinate with DAO to assign a "Courtesy CACO" to assist the member in receiving work-life counseling, obtaining required documentation, and submitting claims.
7. For FSGLI claim, send forms listed in checklist to PSC PSD FS-Casualty, fax **703-872-6634** or scan & email. Do not fax it straight to OSGLI, they will simply fax it to PSC PSD, causing delay.
8. For claim to Coast Guard for authorized burial benefits follow Personnel Casualty Procedure for DD-1375 claims, on Casualty Matters web page, http://www.uscg.mil/psc/psd/fs/Casualty.asp . Use DD-1375.
9. DAO will email PSC PSD FS-Casualty for reimbursement for the unit. Specify the LOA to receive payment. PSD FS will coordinate an FTA to reimburse the unit.
10. CACO and DAO follow-up to ensure receipt of payments.
11. If member received an FSGLI payment, encourage use of Beneficiary Financial Counseling Service (BFCS).

FSGLI eligibility.

If the member has their own SGLI coverage

a) Any dependent child is automatically covered for $10,000, the coverage is free, and cannot be cancelled by the member (unless the member completely declines SGLI, using form SGLV-8286).
b) A spouse is covered, up to $100,000, if the member has purchased SGLI and FSGLI coverage.
c) The LES functions as a receipt for insurance premiums paid.
d) **There is no FSGLI coverage for an ex-spouse or a dependent parent.** None. That's the law. Obtain commercial insurance if desired.
e) **Stillborns are covered if gestation is at least 20 weeks.** But, voluntary terminations are not covered.

Burial Benefits in support of the Death of a Military Dependent [2]

Dies in the United States *(including OCONUS like AK and HI)*	Dies outside United States
Removal	**Removal**
	Preparation
	Casket
	Cremation (if desired)
Transportation of remains	**Transportation of remains**

1) For death in U.S., CG pays cost to remove the remains and send to mortuary or funeral home. After preparation (at family expense), CG pays for transportation of the remains to the burial site.
2) Burial site is selected by the PADD (usually, the member). It could be outside the U.S.
3) No provision of law or JFTR provides any travel support for family members of the deceased dependent.

Required Forms:

Document		Responsibility	Source
Birth Certificate (if a newborn death)		obtained by Family or DAO	County Vital Records
Death Certificate (or equivalent for stillborns)		obtained by Family or DAO	County Vital Records
SGLV-8283a	*Claim for Family Coverage Death Benefits*	Member *(CACO may help)*	http://www.insurance.va.gov
SGLV-8286a	*FSGLI election*	SPO and DAO	PDR part 4
LES	*for month of death and the previous month*	SPO and DAO	PDR part 3 or Direct Access
SGLV-8700	*Report of Death*	PSC (PSD FS - Casualty)	http://www.insurance.va.gov/SgliSite/forms/forms.htm
DD-1375	*Payment of Funeral and/or Interment Expenses*	Member, CACO, & DAO	Many sources

[2] 10 USC 1485(a). Stillborns are considered dependents. A dependent parent *might* qualify—contact Casualty Matters to discuss.