

DEPENDENT DEATH CHECKLIST: SPOUSE or CHILD

- Guidance: (a) Military Personnel Casualties and Decedent Affairs, COMDTINST M1770.9A
 (b) Casualty Affairs Case Mgmt Tactics, Techniques, and Procedures (TTP), CGTTP 1-16.9
 (c) https://uscg.sharepoint-mil.us/sites/psc_spo/FS/CasualtyMatters
 (d) <https://www.benefits.va.gov/INSURANCE/resources-forms.asp>
 (e) Casualty Email Address: HQS-SMB-CGPSC-PSDFS-CASUALTY@uscg.mil

Names	Select One:	Spouse _____	Child _____
Dependent _____	Date of Death _____		
Sponsor _____	Sponsor EMPLID _____		
Unit _____	Phone or Fax: _____		
Courtesy CACO _____	Email Address: _____		
DAO _____	Email Address: _____		

Process Check	Other useful items at Guidance (c) website	Date	/	Initials
<u>Action officer</u>	<u>Action item</u>			
Unit:	1. Only for deceased dependents : Personnel Casualty Report message sent within 24 hours .	_____	/	_____
	2. Notify DAO to coordinate support and applicable benefits.	_____	/	_____
	3. Notify Chaplain, EAP, Work-Life, etc., as necessary.	_____	/	_____
	4. Consider possible need for CG Mutual Assistance loan.	_____	/	_____
DAO:	1. Email this checklist to Courtesy CACO or unit POC.	_____	/	_____
	2. Email "info sheet" to Casualty (guidance e).	_____	/	_____
PSC PSD FS - Casualty:	1. Record in Death Log (log organized by FY).	_____	/	_____
	2. Email info sheet to CG-09.	_____	/	_____
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. Use POET information. Email to FINCEN copying Casualty (Guidance e or see below).	_____	/	_____
CACO:	Scan / email to: HQS-SMB-CGPSC-PSDFS-CASUALTY@uscg.mil			
	a. SGLV-8283A Claim for Family Coverage Death Benefits. Use most recent form found at VA's website: See guidance (d).	_____	/	_____
	b. Final Death Certificate (common for delay of several weeks, must state cause of death).	_____	/	_____
	c. If married, SGLV-8286A FSGLI coverage & election (if required).	_____	/	_____
PSC PSD FS - Casualty:	1. Complete SGLV-8700 Report of Death of Family Member.	_____	/	_____
	2. Email entire package to OSGLI (<i>LES is not required</i>).	_____	/	_____
	3. Email SGLV-8700 to DAO/CACO.	_____	/	_____
OSGLI:	Issue payment to military member (normally, about 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: <u>status of benefits</u> & <u>receipt of HQ \$\$</u> .	_____	/	_____

DEPENDENT DEATH CHECKLIST: SPOUSE or CHILD

- Guidance:
- (a) Military Personnel Casualties and Decedent Affairs, COMDTINST M1770.9A
 - (b) Casualty Affairs Case Mgmt Tactics, Techniques, and Procedures (TTP), CGTTP 1-16.9
 - (c) https://uscg.sharepoint-mil.us/sites/psc_spo/FS/CasualtyMatters
 - (d) <https://www.benefits.va.gov/INSURANCE/resources-forms.asp>
 - (e) Casualty Email Address: HQS-SMB-CGPSC-PSDFS-CASUALTY@uscg.mil

Overview of process:

Report all dependent deaths immediately by phone or email 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](#) website. 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 the member: **Chaplain, EAP**, etc.
4. Command must send a **Personnel Casualty Report** message within 24 hours of learning of the dependent death. Use Watchstanders' Quick Guide at the [Casualty Matters](#) website, 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 Casualty via email: HQS-SMB-CGPSC-PSDFS-CASUALTY@uscg.mil. **Do not send it to OSGLI**, they will simply send it to PSC PSD, causing a delay.
8. For claim to Coast Guard for authorized burial benefits, follow Personnel Casualty Procedure for DD-1375 claims, on the [Casualty Matters](#) website, use DD-1375.
9. Casualty will provide the POET and instructions to the DAO via email.
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.

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.
Voluntary terminations are not covered.

DEPENDENT DEATH CHECKLIST: SPOUSE or CHILD

Burial Benefits in support of the Death of a Military Dependent ¹

Dies in the United States <i>(includes Alaska and Hawaii)</i>	Dies outside United States <i>(includes US Territories)</i>
Removal	Removal Preparation Casket
Transportation of remains	Cremation (if desired) Transportation of remains

- 1) For death in the 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) For death outside the U.S., The Military facility will cover upfront costs of preparation, casket, or cremation (if desired), which are reimbursed by the member.
- 3) Burial site is selected by the PADD (usually, the member). It could be outside the U.S.
- 4) No provision of law or JFTR provides any travel support for family members of the deceased dependent.

Required Forms:

<u>Document</u>	<u>Responsibility</u>	<u>Source</u>
Birth Certificate <i>(if a newborn death)</i>	obtained by Family or DAO	County Vital Records
Death Certificate <i>(or equivalent for stillborns)</i>	obtained by Family or DAO	County Vital Records
SGLV-8283a <i>Claim for Family Coverage Death Benefits</i>	Member <i>(CACO may help)</i>	Guidance (d)
SGLV-8286a <i>FSGLI election</i>	SPO and DAO	PDR part 4
LES <i>For month of death and the previous month</i>	SPO and DAO	PDR part 3 or Direct Access
SGLV-8700 <i>Report of Death</i>	PSC (PSD FS - Casualty)	Guidance (d)
DD-1375 <i>Paid funeral and/or interment expenses</i>	Member, CACO, & DAO	Many sources

Note:

This form is to be utilized as an internal guide and does not supersede any laws, codes, or statutes of the United States or any policy or instruction of the United States Coast Guard or Department of Defense.

If there are ever any questions, please do not hesitate to contact the Casualty Matters Office via email at HQS-SMB-CGPSC-PSDFS-CASUALTY@uscg.mil or by phone at 571-266-2375.

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