



Personnel

**BENEFITS AND ENTITLEMENTS FOR
FAMILY MEMBERS OF AIR FORCE
DECEASED**

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: HQ AFPC/DPWCS (Mr. Scott Hand)

Certified by: HQ AFPC/DPW
(Col Roger T. Corbin)

Supersedes AFPAM 36-3027, 1 November 2001

Pages: 42

Distribution: F

This pamphlet implements Air Force Policy Directive (AFPD) 36-30, **Military Entitlements**, and Department of Defense Instruction (DoDI) 1300.18, **Military Personnel Casualty Matters, Policies, and Procedures**. It describes procedures for the Casualty Services Program for all levels of command and all Air Force organizations. This publication cannot be supplemented. Refer recommended changes and conflicts between this and other publications to HQ AFPC/DPWCS, 550 C Street West, Suite 14, Randolph AFB, Texas 78150-4716 on Air Force Form 847, **Recommendation for Change of Publication**.

This pamphlet provides general information about most federal benefits and entitlements available to eligible family members of deceased Air Force personnel and explains the application process. You can direct specific questions to the government agency administering the benefits or discuss these matters with your casualty assistance representative (CAR). If unable to assist you or answer your questions, the CAR will research the answer and get back with you. Government agencies outside the Air Force administer most of the benefits discussed in this pamphlet, determine eligibility for such benefits and establish the amount paid.

SUMMARY OF REVISIONS

This revision incorporates Interim Change IC 2002-1 (**Attachment 6**), which includes legislative changes to the Survivor Benefit Plan (SBP) based on the National Defense Authorization Act 2002 (paragraph **10.**). This change also updates the name, address and phone number of the Air Force Enlisted Foundation (formerly the Air Force Men’s Widows’ and Dependents’ Home Foundation) (paragraph **45.**) and changes the name of the Air Force Family Assistance Program to the Air Force Survivor Assistance Program (**Attachment 5**), and includes a brief description of their services, and changes the address of the DFAS Annuity Branch from DFAS-DE to DFAS-CL, and provides the address for a new central mail processing center for all DFAS correspondence. See the last attachment to the publication, IC 2002-1, for the complete IC. A “p” indicates revised material since the last edition.

Section A	Points of Contact	5
1.	General Information.	5

Section B	General Information	6
2.	Introduction.	6
3.	Overview.	6
Section C	Air Force Mortuary Services Benefits	6
4.	General Entitlements.	6
Section D	Monetary Benefits	7
5.	General Information.	7
6.	Death Gratuity.	7
7.	Unpaid Pay and Allowances.	7
8.	Basic Allowance for Housing (BAH).	8
9.	Service Members' Group Life Insurance (SGLI).	8
10.	Survivor Benefit Plan (SBP).	8
11.	Reserve Component Survivor Benefit Plan (RCSBP).	9
12.	SBP and RCSBP Factors.	9
13.	Dependency and Indemnity Compensation (DIC).	10
14.	Denial of Claim for DIC.	11
15.	Nonservice-Connected Death Pension.	11
16.	Montgomery GI Bill Death Benefit.	11
17.	Social Security Payments.	11
18.	Social Security Lump Sum Death Payment.	12
Section E	Travel of Eligible Family Members and Shipment of Household Goods	12
19.	Basic Information.	12
20.	Space-Available Travel.	12
21.	Travel Available to Eligible NOK.	12
22.	Shipment of Household Goods.	12
23.	Storage in Transit.	12
24.	Nontemporary Storage.	12
25.	Claims for Loss or Destruction of Personal Property.	13
Section F	Continued Service Benefits and Privileges	13
26.	Basic Information.	13
27.	Uniformed Services Identification and Privilege Card (ID Card).	13

28.	Medical Benefits.	13
29.	TRICARE-Active Duty Family Members Dental Plan (FMDFP).	14
30.	Commissary Privileges.	15
31.	Base Exchange Privileges.	15
32.	Lodging.	15
33.	Motion Picture Theater Privileges.	15
34.	Recreation Activities:	15
Section G	Miscellaneous Rights and Benefits	15
35.	Basic Information.	15
36.	Commercial Insurance.	15
37.	Emergency Financial Assistance.	15
38.	Legal Assistance.	16
39.	Civil Service Job Preference.	16
40.	State Benefits.	16
41.	Income Tax Benefits.	16
42.	Air Force Village Foundation.	16
43.	Air Force Village West.	17
44.	The General and Mrs. Curtis E. LeMay Foundation.	17
45.	Air Force Enlisted Foundation, Inc. (formerly the Air Force Men's Widows' and Dependents' Home Foundation).	17
46.	Air Force Aid Society (AFAS) General Henry H. Arnold Education Grant Program.	17
47.	Educational Benefits.	17
48.	Scholarship Information.	18
49.	Home Loan Guaranteed by the Department of VA.	18
50.	Credit Unions, Banks, and Charge Accounts.	18
51.	Lapel Button.	18
52.	Gold Star Lapel Button.	18
Section H	Family Support Center (FSC)	18
53.	Family Support Center (FSC).	18
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		19
Attachment 2—IMPORTANT DOCUMENTS		25

Attachment 3—WHERE TO OBTAIN DOCUMENTATION ON CAUSE AND CIRCUMSTANCES OF DEATH	26
Attachment 4—BENEFITS/ENTITLEMENTS CHECKLIST	28
Attachment 5—SURVIVOR FAMILY RESOURCES*	29
Attachment 6—IC 2002-1 to AFPAM 36-3027, BENEFITS AND ENTITLEMENTS FOR FAMILY MEMBERS OF AIR FORCE DECEASED	32

Section A—Points of Contact

1. General Information. Listed below are the names and telephone numbers of personnel or agencies that can address your specific questions, problems or concerns, and long-term points of contact for follow-up information, care and support:

1.1. Unit Point of Contact: _____
(Grade, Name and Telephone Number)

1.2. Commander: _____
(Grade, Name and Telephone Number)

1.3. First Sergeant: _____
(Grade, Name and Telephone Number)

1.4. Casualty Assistance Representative (CAR): _____
(Grade, Name and Telephone Number)

1.4.1. Military Mailing Address: _____
(Unit, Bldg Number; Installation, State, ZIP Code)

1.4.2. Office Hours: _____

1.5. Mortuary Services: _____
(Grade, Name and Telephone Number)

1.6. Summary Court Officer: _____
(Grade, Name and Telephone Number)

1.7. Chaplain: _____
(Name and Telephone Number)

1.8. Family Support Center (FSC): _____
(Name and Telephone Number)

1.9. Air Force Aid Society (AFAS): _____
(Telephone Number)

1.10. American Red Cross: _____
(Telephone Number)

1.11. Legal Assistance Officer: _____
(Telephone Number)

1.12. Health Benefits Advisor: _____
(Telephone Number)

- 1.13. Base Housing Office: _____
(Telephone Number)
- 1.14. Transportation Management Office: _____
(Telephone Number)
- 1.15. Local Department of Veterans Affairs (VA) Office: _____
(Telephone Number)
- 1.16. VA (Benefits): _____ 1-800-827-1000 _____
(Toll Free Telephone Number)
- 1.17. VA (Life Insurance): _____ 1-800-669-8477 _____
(Toll Free Telephone Number)
- 1.18. Local Social Security Administration: _____
(Telephone Number)
- 1.19. Social Security Nationwide Office: _____ 1-800-772-1213 _____
(Toll Free Telephone Number)

Section B—General Information

2. Introduction. This pamphlet is designed to provide general information on most federal benefits and privileges you may be entitled to as survivors of an Air Force member who died while serving on active duty (AD), active duty for training (ADT), or inactive duty for training (IDT). In addition, it contains a list of important documents you should be aware of at **Attachment 2** and agencies where you can obtain documentation on cause and circumstances of death at **Attachment 3**. Also, an entitlement checklist is provided for you to record the dates benefits were applied for and received at **Attachment 4**. After you have had an opportunity to read this pamphlet, feel free to discuss any questions with your CAR. If they cannot answer your questions, they will refer you to the appropriate military official or government agency, or get the answer for you. If you need assistance in other matters not covered in this pamphlet, contact your CAR.

3. Overview. Casualty assistance to family members includes counseling regarding survivor benefits, assistance with applications for monetary benefits, and resolving any irregularities or complaints.

Section C—Air Force Mortuary Services Benefits

4. General Entitlements. A mortuary affairs officer will provide mortuary benefits briefing to the next of kin (NOK) advising of all entitlements and options for the care and disposition of the remains. They will also furnish a similar pamphlet that deals exclusively with mortuary and funeral details. In the interim, if you have questions that you feel cannot wait, please call the Air Force Mortuary Office at 1-800-531-5803 at any time 24 hours per day. They will assist until the formal briefing can be administered.

Section D—Monetary Benefits

5. General Information. Family members of military personnel who die as a direct or indirect result of wartime or peacetime service are eligible to receive several types of federal benefits. Benefits to a spouse and children are paid regardless of economic need, except in the case of a nonservice-connected death pension, while benefits for parents who might otherwise be eligible will not be paid if the parents have income in excess of a certain amount each year. Your CAR, the nearest VA or Social Security office will explain the benefits to you, determine the amounts that can be paid, and help you complete the required claim forms.

6. Death Gratuity. A lump sum gratuitous payment made by the Air Force to eligible beneficiaries of a member who dies on AD, ADT, or IDT, or full-time National Guard duty. Its purpose is to help the survivors in their readjustment and to aid them in meeting immediate expenses incurred. The death gratuity payment is \$6,000, of which \$3,000 is taxable income. The claim form required to apply for this benefit is DD Form 397, **Claim Certification and Voucher for Death Gratuity Payment**. The death gratuity is not paid to any other person when there are no survivors as listed below. A will is not a legal designation for death gratuity since such payment is not an allowance or a debt due the member and cannot be part of the member's estate. The death gratuity payment is made to survivors of the deceased in this order:

6.1. The member's lawful surviving spouse. The payment is delivered by the CAR assigned to the reporting or assistance base within 24 hours of the member's death, unless the surviving spouse desires other arrangements.

6.2. When there is no spouse, to the child or children of the member, regardless of age or marital status, in equal shares (state laws guide payment to minor children). DFAS-DE/PMJPC makes payment to minor children within 30 days after receipt of DD Form 397 and supporting documentation.

6.3. If none of the above, to the parents, siblings, or any combination as designated by the deceased member. The CAR delivers the payment within 24 hours of the member's death, unless the NOK desires other arrangements.

7. Unpaid Pay and Allowances. Upon death of an active duty member, any pay and allowances due but not paid to the member, are paid to the designated beneficiary named on the member's DD Form 93, **Record of Emergency Data**. Unpaid pay and allowances may include unpaid basic pay, payment for up to 60 days of accrued leave, basic allowance for housing for up to 180 days, amounts due for travel, per diem expenses, transportation of eligible family members, shipment of household goods, and unpaid installments of a variable reenlistment bonus. DFAS-DE Center will audit the decedent's pay record and issue a check for any amount due to the designated beneficiary. The claim form required to apply for this benefit is Standard Form 1174, **Claim for Unpaid Compensation of Deceased Member of the Uniformed Services**. Your CAR will help you complete the required claim form. When there is no written designation by the member, any money due is paid to the first eligible recipient in the following order:

7.1. The member's lawful surviving spouse.

7.2. If there is no spouse, to the child or children of the member in equal shares, with the share of any deceased child to be distributed among the descendants of that child.

7.3. If none of the above, to the parents of the member in equal shares or to the surviving parent.

7.4. If none of the above, to the duly appointed legal representative of the member's estate.

7.5. If none of the above, to the person(s) determined to be entitled under the laws of the state in which the member was domiciled.

8. Basic Allowance for Housing (BAH). Eligible family members of deceased active duty members who die in the line of duty (LOD) are entitled to 180 days of housing allowance or to remain in government quarters up to 180 days at no charge. The Air Force conducts a LOD (Misconduct) Determination Investigation on any deceased active duty member receiving BAH with dependent rate or whose family members live in or are eligible for government family housing. Eligible family members occupying government housing on the date the member dies may continue to occupy such housing without charge for a period of 180 days provided the member's death was in the line of duty. If the family members vacate the government housing before the 180 days are up, the BAH is paid for the remaining unused days. Eligible family members not occupying government housing on the date the member dies, may receive BAH and an overseas housing allowance where applicable, for 180 days provided the member's death was in the line of duty. Your CAR will explain this entitlement to you and help you complete the required claim form.

9. Service Members' Group Life Insurance (SGLI). Office of Service member's Group Life Insurance (OSGLI) pays proceeds equal to the amount the member elected and paid. Coverage is automatic to the maximum allowed by law, unless the member elected a lesser amount or declined coverage in writing. Monthly premium payments for the level of coverage selected by the member were automatically deducted from the member's pay. Determination and payment of proceeds are made by the Office of Service members' Group Life Insurance under the jurisdiction of the Department of Veterans Affairs (VA). The claim form required to apply for this benefit is VA Form SGLV 8283, **Claim for Death Benefits**. Payment of proceeds to a beneficiary is exempt from taxation. The insured member may have designated as principal or contingent beneficiary any person, firm, corporation or legal entity, including his/her estate, individually or as a trustee. If the member designated a trust, he/she indicated the name and date of the trust in the beneficiary block. If the member designated a trust through a will, he/she annotated "Last Will and Testament" in the beneficiary block. If the member chose not to designate a specific beneficiary but preferred the proceeds be paid in the order of precedence, the member selected the "By Law" designation. When the "By Law" designation is used, the proceeds are automatically paid in the following order of precedence:

9.1. The member's lawful surviving spouse.

9.2. If there is no spouse, to the child or children of the member in equal shares, with the share of any deceased child to be distributed among the descendants of that child.

9.3. If none of the above, to the parents of the member in equal shares or to the surviving parent.

9.4. If none of the above, to the duly appointed legal representative of the member's estate.

9.5. If none of the above, to the person(s) determined to be entitled under the laws of the state in which the member was domiciled.

10. Survivor Benefit Plan (SBP). SBP is a monthly annuity paid by the Air Force to the surviving spouse of a member who dies on active duty whose death is classified in line-of-duty (LOD). The annuity payable is equal to 55 percent of the retired pay to which the member would have been entitled if retired with a total disability rating on the date of death. An annuity may also be payable if the member's death is classified not in LOD provided the member had completed 20 years of active duty and was qualified for

retirement on the date of death. In this case, the annuity payable is equal to 55 percent of the retired pay to which the member would have been entitled based upon years of active service. If there is no surviving spouse or the surviving spouse subsequently dies, the annuity is payable to eligible children in equal shares. Children are eligible as long as they are unmarried and under age 18 (or 22 if a full-time student). A child, who is disabled and incapable of self-support, remains eligible for life or as long as disabled and unmarried provided the disability occurred before age 18 (or before age 22 if a full-time student when the disability occurred). Marriage at any age terminates a child's eligibility. An eligible child may be an adopted child, stepchild, grandchild, foster child, or recognized natural child who lived with the member in a regular parent-child relationship. To qualify, a grandchild or foster child must have been in the care and custody of the member by court order at the time of death, receiving over one-half of his or her support from the member and not cared for under a social agency contract. If financial support by other than the member was court-ordered, it could not exceed one-half of the child's total support.

11. Reserve Component Survivor Benefit Plan (RCSBP). RCSBP is a monthly annuity paid by the Air Force to the surviving spouse or, in some cases, eligible children, of an Air Reserve Component member who dies and has completed the satisfactory years of service to qualify the member for retired pay at age 60. The member must have made an election within 90 days of notification of eligibility to participate in the program. Members on an active Guard/ Reserve 10211 (officer) or 12310 (enlisted) tour, are eligible to participate in the plan. Coverage is not automatic unless the member dies before the 90-day period established by law. The initial annuity paid to a surviving spouse is equal to 55 percent of the retired pay to which the member would have been entitled at age 60, reduced by the Reserve Portion Cost.

12. SBP and RCSBP Factors. SBP is reduced by the amount of the spouse's monthly Dependency and Indemnity Compensation (DIC) paid by the VA. The SBP annuity is also reduced to 35 percent when the surviving spouse reaches age 62. The annuity is payable for the lifetime of the spouse, but is suspended if the spouse remarries before age 55. A suspended annuity can be reinstated if the subsequent marriage ends in death or divorce. If the surviving spouse remarries at age 55 or older, the annuity continues. If a second SBP benefit results from a remarriage, the surviving spouse must elect which of the two SBP benefits to receive. If the surviving spouse remarries prior to age 55 and loses eligibility for the annuity, eligibility does NOT pass to eligible children. It is the annuitant's responsibility to notify DFAS, with any change in status that may affect the SBP annuity (i.e., marital status, student status, etc.) by writing to Defense Finance and Accounting Service, U. S. Military Annuitant Pay, P. O. Box 7131, London KY 40742-7131 or by faxing to 1-800-982-8459.

12.1. Tax Implications. Survivor annuities are taxable income. You will receive a tax statement from DFAS-CL at the end of the year. The statement will show the full amount of the annuity payments you received and the total amount of tax withheld during the year.

12.1.1. Unless you elect otherwise, the amount of federal income tax withheld (FITW) will be as if you were a married individual claiming three exemptions. If you want your FITW changed at a later date, you must complete a new TD-Form W-4P, **Withholding Certificate for Pension or Annuity Payments**, showing the changes, and mail it to Defense Finance and Accounting Service, U. S. Military Annuitant Pay, P. O. Box 7131, London KY 40742-7131.

12.1.2. DFAS-DE withholds a 30 percent federal income tax on annuities paid to nonresident aliens unless the beneficiary resides in a country that has a tax treaty with the United States specifying a different withholding rate. Address questions to the Internal Revenue Service, Assistant

Commissioner (International), ATTN: IN:C:TPS, 950 L'Enfant Plaza South, SW, Washington DC 20024-2123, or contact the nearest American Embassy.

12.1.3. Annuities may be subject to federal estate taxes. Address tax questions to a legal assistance officer or the nearest Internal Revenue Service office.

12.2. A certificate of continued eligibility will be sent to you each year prior to your birthday. Complete and return the form promptly so DFAS-CL can continue your annuity without interruption. Read the instructions on the form and make sure you have completed it correctly. Sign and date the form and send it to Defense Finance and Accounting Service, U. S. Military Annuitant Pay, P. O. Box 7131, London KY 40742-7131.

12.3. **Dependency and Indemnity Compensation (DIC) Offset.** DFAS-DE reduces a surviving spouse's SBP annuity by the amount of DIC the VA awards and pays the surviving spouse. The SBP annuity is not reduced by the amount of a child's DIC entitlement.

12.4. The claim forms required to apply for this benefit are DD Form 1884, **Application for Annuity Under the Retired Serviceman's Family Protection Plan (RSFPP) and/or Survivor Benefit Plan (SBP)**, TD-Form W-4P, **Withholding Certificate for Pension or Annuity Payments**, and SF 1199A, **Direct Deposit Sign-Up Form, or FMS Form 2231, FAST START DIRECT DEPOSIT.** DFAS-DE may require additional documents in order to establish an annuity (i.e., representative payee documentation; school certification for full-time student between ages 18 and 22; medical statement for child disabled before age 18, or before age 22 if a full-time student when the disability occurred, etc.).

13. Dependency and Indemnity Compensation (DIC). DIC is payable by the VA to surviving spouses, unmarried children under age 18, disabled children, children between the ages of 18 and 23 if attending a VA-approved school, and low-income parents of members who die from a disease or injury incurred or aggravated while on active duty or active duty for training, an injury incurred or aggravated in the line of duty while on inactive duty training, or a disability otherwise compensable under laws administered by the VA. DIC is not paid if the VA determines that the member's own misconduct contributed to the death. DIC paid to a surviving spouse is not based on the member's military pay grade. The amount paid for a spouse with one or more children of the deceased is increased for each child. The amount of the DIC payment for parents varies according to the number of parents, the amount of their individual or combined total annual income, and whether they live together or, if remarried, live with a spouse. The surviving spouse and parents who receive DIC may be granted a special allowance for aid and attendance if a patient is in a nursing home, disabled, or blind and requires the regular aid and attendance of another person. If they are not so disabled as to require the regular aid and attendance of another person but due to disability, are permanently housebound, they may be granted additional special allowances. DIC payments to a surviving spouse are payable for life, as long as the spouse does not remarry. Should the surviving spouse remarry, payments are terminated, but may be restored if the subsequent marriage ends in death, divorce or annulment. Your CAR or the nearest VA office will explain the benefit to you, the amount that can be paid, and help you complete the required claim forms.

13.1. The claim form when applying for this benefit is VA Form 21-534, **Application for Dependency and Indemnity Compensation or Death Pension Accrued Benefits by Surviving Spouse or Child**, or VA Form 21-535, **Application for Dependency and Indemnity Compensation by Parent(s).**

14. Denial of Claim for DIC. If the VA denies your claim for DIC benefits, you may file an appeal with the Board of Veterans' Appeals. The appeal must be filed within 1 year from the date of notification of the VA decision to file an appeal. The first step in the appeal process is for you to file a written notice of disagreement with the VA Regional Office (VARO) that made the decision. This is a written statement that you disagree with the VA's decision. Following receipt of the written notice, the VA will furnish you a "Statement of the Case" describing what facts, laws and regulations were used in deciding the case. To complete the request for appeal, you must file a "Substantive Appeal" within 60 days of the mailing of the "Statement of the Case," or within 1 year from the date the VA mailed its decision, whichever is later. Your CAR or the nearest VA office will help you file a written notice of disagreement with the VARO that made the decision.

15. Nonservice-Connected Death Pension. If the VARO determines that you are not eligible for DIC, you may be eligible to apply for a nonservice-connected death pension. Surviving spouses of deceased members with wartime service and unmarried children under age 18, or age 23 if attending a VA-approved school, may be eligible for this pension if they meet income limitations prescribed by law. Qualifying children who become incapable of self-support because of a disability before age 18 may be eligible for a pension as long as the condition exists unless the child marries or the child's income exceeds the income limit. The rate of pension depends on the amount of income the surviving spouse or child receives from other sources. A pension is not payable to those whose estates are so large that it is reasonable to assume the estate will maintain them financially. The VA will determine your eligibility. Eligible survivors should visit their local VA office to complete the appropriate claim application.

16. Montgomery GI Bill Death Benefit. If the member contributed to this program, the VA will pay a special Montgomery GI Bill death benefit to a designated survivor in the event of the service-connected death of an individual while on active duty. The deceased must either have been entitled to educational assistance under the Montgomery GI Bill program or a participant in the program who would have been so entitled but for the high school-diploma or length-of-service requirement. The amount paid will be equal to the deceased member's actual military pay reduction less any educational benefits paid. The death benefit is made in "by-law" fashion to the spouse, children, and parents, and will not be paid to anyone else in the "By Law" chain. If you are eligible to receive the death benefit, submit a letter, along with proof of relationship and a copy of the DD Form 1300, **Report of Casualty**, to the VARO, St. Louis Regional Processing Officer, ATTN: Chapter 30, Montgomery GI Bill, PO Box 66830, 331/225, St. Louis MO 63103-6830. Your CAR or the nearest VA office can help you apply for a refund of contributions.

17. Social Security Payments. Social Security monthly benefits are paid to a spouse or a divorced spouse, age 60 or over; a spouse or divorced spouse regardless of age with children of the decedent under age 16 or disabled in their care and meeting Social Security requirements. A divorced spouse must have been married to the service member at least 10 years. Monthly payments are also paid to children until age 18 or 19 if a full-time student at a primary or secondary school or ages 18 or older and disabled before age 18. Spouses who wait until age 65 to apply for Social Security receive maximum benefits. However, they can receive reduced Social Security payments between ages 60 and 65. Dependent parents are eligible for benefits at age 62 if they were more than 50 percent dependent on the deceased service member for their support. The amount paid can only be determined by the Social Security Administration, which has a record of the wages earned by the member during the period of both military and civilian employment under the Social Security Program. To apply for this benefit, eligible survivors should make application through the nearest Social Security office. This office will explain the benefit, determine your eligibility,

the amount to be paid, and help you complete the required claim forms. You should apply early, as the law generally permits retroactive payments of 12 months.

18. Social Security Lump Sum Death Payment. The Social Security Administration pays a lump sum death payment, up to \$255, to the surviving spouse living with the member at the time of death. Separation because of military service, is considered living together. If there is no surviving spouse, it is paid to the oldest child who was eligible for or entitled to Social Security benefits during the month of the member's death. No other survivors are entitled to this benefit. This benefit is paid even if burial, funeral, or memorial benefits were paid by the Air Force. To receive this benefit, eligible survivors must make application through the nearest Social Security office. This office will explain the benefit, determine your eligibility, the amount to be paid, and help you complete the required claim forms.

Section E—Travel of Eligible Family Members and Shipment of Household Goods

19. Basic Information. Regardless of the decedent's pay grade, the lawful dependents and their household goods may be moved at Air Force expense.

20. Space-Available Travel. Upon the death of a member, eligible family members lose all entitlement to space-available travel.

21. Travel Available to Eligible NOK. Eligible family members of deceased personnel are entitled to move at Air Force expense to the member's official home of record, the home of the NOK, or other destination. This entitlement ends if the move is not completed within 1 year after the service member dies, unless the Director, Joint Personal Property Shipping Office (JPPSO), 613 Northwest Loop 410, Suite 400, San Antonio TX 78216-5518, approves an extension. This extension must be requested before the expiration of the 1-year time limitation. The Transportation Management Office (TMO) can provide assistance in preparing the request for extension. A copy of the DD Form 1300, **Report of Casualty**, and an explanation of the reason the extension is required must support it.

22. Shipment of Household Goods. The Air Force pays moving expenses, including shipment of household goods and one privately owned vehicle. This entitlement ends 1 year after the death unless the Director, Joint Personal Property Shipping Office (JPPSO), 613 Northwest Loop 410, Suite 400, San Antonio, TX 78216-5518, approves an extension of this period. If you are uncertain of your future permanent residence, your summary court officer will assist you in arranging, through the TMO, for nontemporary storage in the vicinity of where the property is located on the date of death. Once a shipment is effected and property arrives at the requested destination, further shipment is not authorized.

23. Storage in Transit. Storage in transit may be authorized at Air Force expense for up to 90 days in connection with any authorized move. This storage is in connection with a shipment of household goods. When, under certain conditions, the household goods cannot be withdrawn in the first 90 days, a request for an additional 90 days storage should be made to the TMO controlling your storage account with a brief explanation for the reason the additional length of time for the storage is required. Temporary storage is limited to 180 days.

24. Nontemporary Storage. The Air Force authorizes nontemporary storage for a period not to exceed 1 year from the date of death. Furniture may be stored in the vicinity of the place where the property is

located on the date of death. When property is overseas on the date of death, it will be returned to a Continental United States (CONUS) port of entry for nontemporary storage. Your summary court officer will arrange for this storage through the TMO where the property is located.

25. Claims for Loss or Destruction of Personal Property. If there is loss, damage, or destruction of personal property, the NOK may be entitled to a monetary payment. This includes destruction of property due to transportation of household goods and personal effects. If you believe you have such a claim, contact the legal claims officer at the nearest military installation for assistance in filing your claims. You must file a claim within 2 years of discovering the loss or damage.

Section F—Continued Service Benefits and Privileges

26. Basic Information. The loss of your loved one does not mean an end to certain military benefits and privileges you now receive. You may continue to receive medical care at medical facilities of the Uniformed Services, in select former public health hospitals designated by the Department of Defense as Uniformed Services treatment facilities, and civilian inpatient and outpatient care, subject to limitations as determined by local medical authorities. You may use the commissary, base exchange, and morale, welfare and recreation activities, which includes theaters at bases where these facilities are available. Although every effort is made to provide these benefits and privileges, at some installations the facilities may be adequate only for the assigned military personnel and their eligible family members. In such cases, the commander of the installation has the right to deny you the use of those facilities. In some overseas areas, the use of Service benefits and privileges may not be extended to families of deceased members due to agreements entered into between the United States and the host country. If you plan to travel or live abroad, let your CAR help you determine the benefits and privileges available in the country where you plan to live. To determine if you are eligible for any of the Service benefits and privileges mentioned, read the brief discussion of each below.

27. Uniformed Services Identification and Privilege Card (ID Card). The ID card is used as a means of identification to determine eligibility for the following benefits and privileges: health benefits in Uniformed Services facilities and from civilian sources, commissary and base exchange privileges, and admission to morale, welfare, and recreation activities, which include military theaters. Each card shows the benefits and privileges authorized for the holder and allows the use of these benefits and privileges at Uniformed Services installations where adequate services and facilities are available. This is the same type of card you may now have. If this card was issued while the deceased service member was living, it is no longer valid. You must apply for a new card to show that you are an eligible family member of a deceased service member rather than of an active duty service member. Your CAR will assist you in completing a DD Form 1172, **Application for Uniformed Services Identification Card-DEERS Enrollment**, to obtain your new ID Card. The card is issued to all eligible surviving family members 10 years of age or over who are eligible for one or more of the Service benefits and privileges mentioned in this pamphlet. The card issued to the surviving spouse may identify children under 10 years of age. If the surviving spouse is deceased or not entitled, the child under age 10 may be issued a separate card.

28. Medical Benefits. Subject to the installation commander's determination of availability, eligible family members may receive inpatient and outpatient care, including pharmacy services at Uniformed Services medical treatment facilities where adequate services and facilities are available. Eligible family members of active duty members who died while on active duty, and who were on active duty for at least

30 days before death, will continue to be treated as active duty family members for 3 years after their active duty sponsor dies. If you remarry someone outside the Uniformed Services, you are no longer covered. If the marriage is annulled, you may be eligible for reinstatement after the annulment.

28.1. **TRICARE.** This is the Department of Defense managed health care program designed to improve beneficiary access to care, assure affordable and high-quality care, provide choice, and contain costs to beneficiaries and the Department of Defense. TRICARE offers eligible family members a choice of three health care options, Prime, Extra, and Standard, for seeking care under the TRICARE program. Each option has different cost-sharing features and degrees of freedom for using civilian providers. TRICARE Service Centers are established at or near each military installation to assist family members in obtaining care and services as necessary. TRICARE does not cover dependent parents and parents-in-law; however, they are eligible for care in the military medical treatment facility on a space-available basis. For more detailed information on TRICARE, contact the health benefits advisor at your nearest medical treatment facility. TRICARE offers the following choices:

28.1.1. **TRICARE Standard.** You may use standard Civilian Health and Medical Program of the Uniformed Services (CHAMPUS), which is known by its new name, TRICARE Standard, in which you see the authorized health care provider of your choice, then file a claim, or the provider does it for you, for reimbursement by the regional TRICARE contractor. You will be required to pay a deductible and co-payment.

28.1.2. **TRICARE Extra.** You may use TRICARE Extra, which features healthcare providers who are part of an organized network, often known as a “preferred provider organization,” and who have agreed to participate in TRICARE for all eligible patients. You get a discount on cost sharing, with no claim filing. You don’t have to enroll or pay an annual fee. You do have to satisfy an annual deductible for outpatient care, just as you do under TRICARE Standard. On a visit-by-visit basis, you can seek care from a provider who is part of the TRICARE Extra Network, get a discount on services, and pay a reduced cost-share—five percent less than under TRICARE Standard. Providers will accept the TRICARE allowable charges, or a negotiated fee, as the full fee for the care they provide and will file claims for you.

28.1.3. **TRICARE Prime.** You may enroll in TRICARE Prime, which is a health maintenance organization-type option. Under this plan, which is currently the least costly health care option, you must get all of your care from the providers in the organization, for as long as you are enrolled. Your care is managed through a primary care manager whom you select or to whom you are assigned. Your primary care manager initiates, and the health care finder authorizes, all specialty referrals according to TRICARE contractor policies. There are no deductibles or cost-shares. Instead, you may pay an annual enrollment fee and small pre-set fees, also called co-payments, whenever you visit a clinic, see the doctor, or get a prescription. Additional health care benefits, such as preventive medicine service are enhanced benefits of TRICARE Prime and are not covered under TRICARE Standard.

29. TRICARE-Active Duty Family Members Dental Plan (FMDP). FMDP is an insurance plan that offers coverage for a wide range of dental services to the enrolled families of active duty sponsors. The dental plan is not a CHAMPUS program. It provides dental care distinct from the care authorized under CHAMPUS that provides coverage for services directly related to identified medical conditions. Civilian dentists provide the care under the FMDP. Either the dentist or the patient may file claims with the civilian contractor operating the dental plan for the Uniformed Services. Sponsors pay a portion of the monthly

premiums by payroll deduction and pay a cost-share for services provided. If the deceased member was participating in the FMDP for eligible family members at the time of death, coverage for family members enrolled is extended for 3 years following the member's death. For more information about the FMDP, contact your CAR or the health benefits advisor at your nearest military medical treatment facility.

30. Commissary Privileges. Subject to the installation commander's determination of availability, the unmarried surviving spouse is eligible for commissary privileges. He or she may, with approval of the local installation commander, let an agent make purchases under certain circumstances. All members of the family living in the house may use purchases.

31. Base Exchange Privileges. Subject to the installation commander's determination of availability, the base exchange offers various services and facilities, depending on the base's population and what's available in the local civilian sector, such as theaters, barber shops, service stations, clothing stores, dry cleaning, optical shops, package stores, and other sales stores. The unmarried surviving spouse is eligible for base exchange services or, with approval of the installation commander, an agent may be allowed to make purchases under certain circumstances.

32. Lodging. Subject to the installation commander's determination of availability, eligible family members may occupy lodging on a space-available basis when approved by the installation commander. Contact the lodging office to determine the commander's policy and to request accommodations. Family members must have current ID cards.

33. Motion Picture Theater Privileges. Subject to the installation commander's determination of availability, eligible family members can attend motion picture theaters on military installations. Family members must have current ID cards.

34. Recreation Activities: Subject to the installation commander's determination of availability, as an unmarried surviving spouse, you are entitled to membership in the Officers' or Enlisted Open Mess. The same applies to you and your children in the use of other recreational activities on a military installation such as the golf course, gymnasium, bowling alley, and hobby shops.

Section G—Miscellaneous Rights and Benefits

35. Basic Information. Eligible family members may be entitled to other federal and state rights and benefits not in this pamphlet. Please read the brief description of each right or benefit. If you think you may qualify for a benefit and are interested, ask your CAR for more information.

36. Commercial Insurance. For commercial insurance, you should contact the nearest representative or the home office of the company for settlement. Your CAR can advise you of any insurance allotments that were being deducted from the member's pay.

37. Emergency Financial Assistance. The Air Force Aid Society (AFAS) offers qualifying family members financial assistance in the form of interest-free loans or grants during personal and family emergencies. Aid may be given for such purposes as food, rent, utilities, essential car repair, and certain medical and dental care. The assistance is temporary and based on immediate need. The assistance is available through the AFAS section located in the Family Support Center (FSC) at most Air Force bases. If there is

no AFAS office near you, the AFAS has cross-servicing assistance agreements with the American Red Cross, Army Emergency Relief, and the Navy/Marine Corps Relief Society. Ask your CAR for additional details, or contact the base FSC.

38. Legal Assistance. Eligible family members may need or wish to obtain legal advice and assistance in connection with settling the estate of the deceased member, making a new will for the surviving spouse, taxation questions, and other related legal matters. Your CAR and mortuary affairs officer may put you in contact with a legal assistance officer who can counsel you in these matters. The legal assistance officer can help in preparing the initial income tax return but can only give preliminary advice on probate and settlement of the estate, court appearances, preparation of inheritance tax returns, or in regard to civilian employment and business matters. Since these matters are outside the scope of the Legal Assistance Program, it may be necessary for survivors to obtain the services of civilian counsel. If you are not acquainted with an attorney and want help in obtaining one, the legal assistance officer can refer you to such counsel through the local bar association. Government agencies, such as the VA, Social Security Administration, and the DFAS-DE Center will help you in processing your claims for benefits and entitlements. Such matters are expeditiously handled without resort to civilian counsel or expense to you. In case of factual disputes or conflicting claims, it might be wise to have civilian counsel.

39. Civil Service Job Preference. A surviving spouse may be eligible to receive 10-point veterans' service preference for federal service employment if the deceased member served in wartime or in a peacetime campaign or expedition for which the member received a campaign badge or service medal. You can obtain information about this point preference and available federal employment from a federal Civilian Personnel Office.

40. State Benefits. Many states have passed laws providing certain rights, benefits, and privileges to the surviving spouse and children of the deceased service member. These benefits include bonuses, educational assistance, employment opportunities, tax relief, and others. Seek further information on the laws pertaining to a particular state from local government officials, the nearest VA office, or from local veterans' organizations, such as the American Legion, Veterans of Foreign Wars, and Disabled American Veterans.

41. Income Tax Benefits. You may wish to contact the nearest office of the Internal Revenue Service for information and guidance regarding your federal tax status. Excluded from gross income for income tax purposes are: Social Security benefits; \$3,000 of the death gratuity; burial benefits; VA pension and compensation payments; property, including cash money received as a gift under will provisions; and face amount of all life insurance policies.

42. Air Force Village Foundation. The Air Force Villages I and II, in San Antonio, Texas, provide financial support and homes to widows and widowers of Air Force active and retired officers who would otherwise have no other place to live. Widows and widowers without financial means have priority for admission, and no one has ever been turned away for inability to pay. The widow or widower must be age 62 or over to become a permanent resident. The Villages also offer a furnished apartment to a surviving spouse and children for up to a year to gather their lives following the death of an officer. For additional information on Air Force Villages I and II, write to the Air Force Village Foundation, 5100 John D. Ryan Blvd, San Antonio, Texas 78245-3502, visit their World Wide Web (WWW) site at <http://www.airforcevillages.com>, or call them toll free at 1-800-762-1122.

43. Air Force Village West. The Air Force Village West in California is a military-oriented continuing care retirement community serving officers of all seven branches of the Service. It is a full-service village designed for a wonderful lifestyle, comfortable housing and long-term health care. Any retired officer, spouse or widow holding an ID card Form 2, is a candidate for residency at the village. The minimum residency age for the qualifying individual is 60 years. For additional information on Air Force Village West, write to the Air Force Village West, 17050 Arnold Drive, Riverside, California 92518, visit their WWW site at <http://www.afvw.com>, or call them toll free at 1-800-729-2999.

44. The General and Mrs. Curtis E. LeMay Foundation. It can be confusing, frightening and heart-breaking to lose a spouse and find little, if any, financial resources and not know where to turn. The LeMay Foundation can be there to ease the burdens of everyday life. The Foundation can help with monthly supplemental grants to assist with food, rent, utilities and for some, health care. For additional information, write to The General and Mrs. Curtis E. LeMay Foundation, 17050 Arnold Drive, Riverside, California 92518 or call them at (909) 697-2099.

45. Air Force Enlisted Foundation, Inc. (formerly the Air Force Men's Widows' and Dependents' Home Foundation). Provides housing and services for widowed spouses over age 55 of Air Force enlisted members. Younger applicants in need, whose sponsor dies or is killed on active duty may be admitted for up to 1 year. Dependent parents of active duty members are also eligible for permanent residency. Financial assistance is available for those who qualify. For more information, call 1-800-258-1413, visit their website at <http://www.afenlistedwidows.org>, or write Air Force Enlisted Foundation, Inc., 93 Sunset Lane, Shalimar FL 32579.

46. Air Force Aid Society (AFAS) General Henry H. Arnold Education Grant Program. The AFAS General Henry H. Arnold Education Grant Program provides awards to selected sons and daughters of active duty deceased Air Force members and surviving spouses of deceased personnel for their undergraduate studies. The award amount is \$1,500 for all qualifying applicants at all grade levels. For additional information on the eligibility and application requirements, visit the Education Office or Family Support Center on the nearest Air Force installation, or call the AFAS Headquarters toll free at 1-800-429-9475.

47. Educational Benefits. Educational assistance benefits are available to spouses who have not remarried and children of members who died from a service-connected injury or illness. Benefits may be awarded for pursuit of associate, bachelor or graduate degrees at colleges and universities, including independent study, cooperative training and study abroad programs. Courses leading to a certificate or diploma from business, technical or vocational schools also may be taken. Benefits may be awarded for apprenticeships, on-the-job training programs and farm cooperative courses. Benefits for correspondence courses under certain conditions are available to spouses only. Secondary-school programs may be pursued if the individual is not a high school graduate. An individual with a deficiency in a subject may receive tutorial assistance benefits if enrolled half time or more. Deficiency, refresher and other training also may be available. Eligible persons may receive educational assistance for full-time training for up to 45 months or the equivalent in part-time training. Schooling must be in VA-approved schools and colleges. Payments to a spouse end 10 years from the date the individual is found eligible or from the member's date of the death, although the VA may grant an extension. In addition to the Dependents Educational Assistance Program, various programs are available to help children reach their education goals. For more information, contact the nearest VA office.

48. Scholarship Information. Many states, universities, and other groups sponsor scholarship programs for the children of deceased service members, particularly those with wartime service. Contact your high school guidance counselor and local library for further information.

49. Home Loan Guaranteed by the Department of VA. An unremarried spouse of a service member who died from a service-connected injury or illness may be eligible for a government-insured home loan benefit. To determine your eligibility, apply at the nearest VA office.

50. Credit Unions, Banks, and Charge Accounts. Contact all financial institutions concerning transfer of accounts to the survivor's name. Also, ask about any insurance associated with the accounts.

51. Lapel Button. The Air Force provides this lapel button to the NOK of members who lost their lives while serving on extended active duty or while assigned to an Air National Guard or Air Force Reserve unit in a drill status. Contact your CAR to obtain a lapel button. For additional information about the lapel button, contact your CAR.

52. Gold Star Lapel Button. The Air Force provides this button to the NOK of members who lost their lives while engaged in an action against an enemy of the United States or while serving with a friendly foreign force engaged in an armed conflict in which the United States is not a belligerent party. It is also provided to NOK of members who lost their lives as a result of an international terrorist attack against the United States, recognized as such by the Secretary of Defense or military operations (includes those involving members of the armed forces assisting in United States government-sponsored training of military personnel of a foreign nation) while serving outside the United States (includes the commonwealths, territories, and possessions of the United States) as part of a peacekeeping force (includes those personnel assigned to a force engaged in a peacekeeping operation authorized by the United Nations Security Council). For additional information about the Gold Star Lapel Button, contact your CAR.

Section H—Family Support Center (FSC)

53. Family Support Center (FSC). The FSC is a service organization for Air Force families and a focal point for family matters. They provide immediate, short-term support to help families with challenging life situations. They help family members identify and clarify needs, determine appropriate forms of assistance and provide linkage to those resources. Appropriate referral is ensured through follow-up. They provide information and assistance to the installation commander and unit leadership to address family concerns. In addition, they provide a range of prevention and enrichment services designed to help family members adapt to current and future changes in their lives. These programs are presented at the FSC by staff members, other base agencies or by agencies from the local civilian community.

RICHARD E. BROWN III, Lt General, USAF
DCS/Personnel

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10, United States Code (U.S.C.) Annotated, *Armed Forces*, Chapter 73, Annuities Based on Retired or Retainer Pay, Sections 1431-1467, 1998 edition

Title 10, U.S.C. Annotated, *Armed Forces*, Chapter 75, Death Benefits, Sections 1475-1489, 1998 edition

Title 10, U.S.C. Annotated, *Armed Forces*, Chapter 165, Accountability and Responsibility, Section 2771, 1998 edition

Title 10, U.S.C. Annotated, *Armed Forces*, Chapter 803, Department of the Air Force, Sections 8011-8017, 1998 edition

Title 10, U.S.C. Annotated, *Armed Forces*, Chapter 1223, Retired Pay for Non-Regular Service, Sections 12731-12740, 1998 edition

Title 12, U.S.C., *Bank and Banking*, Chapter 13, National Housing, Section 1715(m), 1996 edition

Title 26, U.S.C., *Internal Revenue Code*, Chapter 1, Normal Taxes and Surtaxes, Section 692, 1996 edition

Title 37, U.S.C. Annotated, *Pay and Allowances of the Uniformed Services*, Chapter 7, Allowances, Sections 403(l) (1) and (2), and 406, and 411h, 1998 edition

Title 37, U.S.C. Annotated, *Pay and Allowances of the Uniformed Services*, Chapter 9, Leave, Section 501[d], 1998 edition

Title 38, U.S.C. Annotated, *Veterans' Benefits*, Chapter 3, Department of Veteran's Affairs, Sections 301-318, 1998 edition

Title 38, U.S.C. Annotated, *Veterans' Benefits*, Chapter 5, Authority and Duties of the Secretary, Sections 501-545, 1998 edition

Title 38, U.S.C. Annotated, *Veterans' Benefit*, Chapter 7, Employees, Sections 701-712, 1998 edition

Title 38, U.S.C. Annotated, *Veterans' Benefits*, Chapter 11, Compensation for Service-Connected Disability or Death, Sections 1101-1142, 1998 edition

Title 38, U.S.C. Annotated, *Veterans' Benefits*, Chapter 13, Dependency and Indemnity Compensation for Service-Connected Deaths, Sections 1301-1323, 1998 edition

Title 38, U.S.C. Annotated, *Veterans' Benefits*, Chapter 15, Pension for Non-Service-Connected Disability or Death or for Service, Sections 1501-1543, 1998 edition

Title 38, U.S.C. Annotated, *Veterans' Benefits*, Chapter 17, Hospital, Nursing Home, Domiciliary, and Medical Care, Sections 1701-1764, 1998 edition

Title 38, U.S.C. Annotated, *Veterans' Benefits*, Chapter 19, Insurance, Sections 1901-1988, 1998 edition

Title 38, U.S.C. Annotated, *Veterans' Benefits*, Chapter 35, Survivors' and Dependents' Educational Assistance, Sections 3501-3566, 1998 edition

Title 38, U.S.C. Annotated, *Veterans' Benefits*, Chapter 37, Housing and Small Business Loans, Sections 3701-3751, 1998 edition

Title 38, U.S.C. Annotated, *Veterans' Benefits*, Chapter 53, Special Provisions Relating to Benefits, Sections 5301-5318, 1998 edition

Air Force Joint Instruction (AFJI) 34-210, *Army and Air Force Exchange Service Operating Policies*

Air Force Instruction (AFI) 36-3005, *Federal Housing Administration (FHA) Insured Home Loans for Servicemen*

AFI 36-3006, *Survivor Benefit Plan (SBP) and Supplemental Survivor Benefit Plan (SSBP) (Active, Guard, Reserve, and Retired)*

AFI 36-3008, *Servicemen's Group Life Insurance (SGLI) and Veterans' Group Life Insurance (VGLI)*

AFI 36-3020, *Family Member Travel*

AFI 36-3025, *TRICARE-Active Duty Family Members Dental Plan (FMDP)*

AFI 36-3026, *Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel*

AFI 36-3109, *Air Force Aid Society (AFAS)*

Department of Defense (DoD) 7000.14-R, *Financial Management Regulation, Volume 7A*

Joint Publication 1-02, *DoD Dictionary of Military and Associated Terms*

Tricare Service Office (TSO) 6010.46H, *TRICARE Standard Handbook*

Department of Veterans Affairs Handbook (VAH) 29-98-1, *Servicemembers' and Veterans' Group Life Insurance Handbook*

Department of Veterans Affairs Pamphlet (VAP) 22-90-2, *Summary of Educational Benefits*

VAP 80-99-1, *Federal Benefits for Veterans and Dependents*

Abbreviations and Acronyms

AD—Active Duty

ADT—Active Duty for Training

AFAS—Air Force Aid Society

AFI—Air Force Instruction

AFJI—Air Force Joint Instruction

BAH—Basic Allowance for Housing

CAR—Casualty Assistance Representative

CHAMPUS—Civilian Health and Medical Program of the Uniformed Services

CONUS—Continental United States

DFAS-DE—Defense Finance and Accounting Service-Denver Center

DFAS-DE/PMJPC—Defense Finance and Accounting Service-Denver Center, Special Assistance

- | **DFAS-CL**—Defense Finance and Accounting Service-Denver Center, Annuity Pay
- DIC**—Dependency and Indemnity Compensation
- DoD**—Department of Defense
- DoDD**—Department of Defense Directive
- DoDI**—Department of Defense Instruction
- ET**—Equivalent Training
- FITW**—Federal Income Tax Withheld
- | **FLO**—Family Liaison Officer
- FMDP**—Family Members Dental Plan
- FSC**—Family Support Center
- FTNGD**—Full-Time National Guard Duty
- IDT**—Inactive Duty for Training
- LOD**—Line of Duty
- NOK**—Next of Kin
- RCSBP**—Reserve Component Survivor Benefit Plan
- SBP**—Survivor Benefit Plan
- SGLI**—Servicemembers’ Group Life Insurance
- TMO**—Transportation Management Office
- TP**—Training Period
- TSO**—TRICARE Service Office
- UTA**—Unit Training Assembly
- VA**—Department of Veterans Affairs
- VAP**—Department of Veterans Affairs Pamphlet
- VARO**—Veterans Affairs Regional Office
- WWW**—World Wide Web

Terms

NOTE: These definitions are for the purpose of this pamphlet only. See Joint Publication 1-02, DoD Dictionary of Military and Associated Terms, for the official DoD definition of many of these terms.

Active Air Force—Members of the Air Force, United States Air Force Academy Cadets, and Air National Guard and United States Air Force Reserve members serving on extended active duty (i.e., they are assigned to an active duty unit and their accountability is against active force strength).

Active Duty (AD)—Full-time duty in the active Military Services of the United States. This includes members of the Reserve components serving on active duty or full-time training duty, but does not

include full-time National Guard duty. AD for Air National Guard is always performed in a Title 10 United States Code (U.S.C.) federal status. Active duty includes active duty for training and active duty other than for training.

Active Duty for Training (ADT)—A tour of active duty which is used for training members of the Reserve components to provide trained units and qualified persons to fill the needs of the Armed Forces in time of war or national emergency and such other times as national security requires. The member is under orders that provide for return to non-active status when the period of active duty for training is completed. It includes annual training, special tours of active duty for training, school tours, and the initial duty for training performed by nonprior service enlistees. ADT for Air National Guard is always performed in a Title 10 U.S.C. federal status and may be referred to as annual training, special training, formal school training, and initial active duty for training. Active duty for training can be training under Title 10 U.S.C., Section 12301(b). This duty may satisfy the requirement for an individual to perform 15 days of active service for training per fiscal year.

Active Duty Other than for Training—A category of active duty used to provide Reserve component support to either active component or Reserve component missions. It includes the categories of active duty for special work, active Guard/Reserve duty in Title 10 U.S.C. status, and involuntary active duty in accordance with Title 10 U.S.C. Sections 12301, 12302, and 12304. Training may occur in the conduct of active duty other than for training. Active duty other than for training in support of the active component is usually supported by military personnel appropriation man-days.

Active Service—Service on active duty or full-time National Guard duty.

Annuity—The monthly or annual payment a beneficiary receives.

Beneficiary—The individual who is entitled to receive certain benefits either by law or written designation of the service member.

Casualty Assistance Representative (CAR)—The person at the nearest Air Force installation responsible for reporting deaths and assisting survivors.

Death Certificate—The official DD Form 1300, **Report of Casualty**, published by Headquarters, United States Air Force. As an NOK or beneficiary, you will receive copies of the DD Form 1300 to review; inform your CAR of any errors. The DD Form 1300 is used to provide an official record of the death of a military member. You may use this in place of a civilian death certificate when proof of death is necessary. Government agencies and most commercial life insurance companies use the DD Form 1300 as the basis for paying benefits. It may be used to facilitate the cashing of bonds or in the settlement of any other claim in which proof of death is required. You may obtain additional copies by calling your CAR.

Defense Finance and Accounting Service - Denver Center (DFAS-DE)—The agency that administers all active duty Air Force pay accounts.

Defense Finance and Accounting Service - Cleveland Center (DFAS-CL)—The agency that administers U.S. military retiree and annuitant pay accounts.

Department of Veterans Affairs—The agency that administers all VA programs and survivors' annuities.

Escort—A military member appointed by the installation mortuary affairs office to accompany the remains of an active duty member. The escort ensures the transportation arrangements are complete, safeguards the remains during transit, and acts as a representative for the Air Force. He or she also assists

the family in completing reimbursement documents.

Eligible Family Members—Generally applies to spouse, children (including step, adopted, and illegitimate children where paternity is acknowledged), and parents.

Family Liaison Officer (FLO)—A military volunteer, appointed by the commander, to assist the surviving family with the array of support agencies involved in providing assistance following the death of a member. The FLO acts as the official link between the family and the Air Force until an accident investigation board is complete or the family no longer wants unsolicited contact.

Full-Time National Guard Duty (FTNGD)—Training or other duty, other than inactive duty, performed by a member of the Air National Guard of the United States under Title 32 U.S.C. Sections 316, 502, 503, 504, or 505. FTNGD does not include inactive duty training. FTNGD is always performed in Title 32 U.S.C. State status and may only be performed in the United States to include Alaska and Hawaii, and United States territories. FTNGD is the Title 32 equivalent of active duty. It includes active Guard/Reserve duty; annual training, special training, formal training, and active duty for special work performed in a Title 32 U.S.C. State status. This duty may satisfy the requirement for an individual to perform 15 days of active service for training per fiscal year. See Title 10 U.S.C., Section 101(d)(5).

Inactive Duty Training (IDT)—Duty prescribed for members of a Reserve component including a Training Period (TP), a 4-hour period of training duty, or instruction. IDT also includes a Unit Training Assembly (UTA), a planned period of training, duty, instruction or test alert completed by a reserve unit; Equivalent Training (ET), a training period accomplished in place of a UTA or TP; or Additional Flying Training Period (AFTP), a flying training period authorized for an individual in an authorized flying position, and any special additional duties authorized for Reserve component personnel by the Secretary concerned, and performed by them in connection with the prescribed activities of the organization in which they are assigned with or without pay. This includes those duties performed by members of the Air National Guard, but does not include work or study in connection with a correspondence course.

Mortuary Affairs Officer—Plans and executes all mortuary affairs programs. Provides guidance to facilitate the conduct of all mortuary programs and to maintain data (as required) pertaining to the search for, recovery, identification, preparation, and disposition of remains of persons for whom the Services are responsible by status and Executive Order. Serves as the central clearing point for all mortuary affairs and monitors the deceased and missing personal effects program.

Next of Kin (NOK)—A member's relatives; specifically, the person most closely related to the service member. The order in which the family relationship is recognized by law is spouse, son or daughter, father or mother, brother or sister, and grandfather or grandmother. Parents or legal guardians exercise the rights of minor children. **NOTE:** Notify a remarried spouse of a missing member if the Air Force recovers the remains (see 37 U.S.C. Section [f]). Don't notify a former spouse who obtained a divorce from the member or who remarried before the Air Force issued a finding of death pursuant to Title 37 U.S.C. The Air Force identifies the next of kin in this order:

Spouse.

Natural, adopted, and stepchildren. Illegitimate children if acknowledged by the member or so determined by a court.

Parents, unless a court or a statute has granted sole legal custody of the member to someone else.

Persons standing in loco parentis.

Persons granted legal custody of the member by court or statute.

Siblings, including those gained through adoption.

Grandparents.

Other relatives in order of relationship to the member according to civil laws.

If no other persons are available, the Secretary of the Military Department may act on behalf of the member.

Notification—When a service member dies on active duty, all next of kin and other persons listed on the service member's DD Form 93, **Record of Emergency Data**, and Form SGLV-8286, **Servicemembers' Group Life Insurance Election and Certificate**, are notified of the death in person by a uniformed Air Force officer.

Reserve Component—The Air National Guard of the United States and Air Force Reserve.

Summary Court Officer—A commissioned officer appointed on orders by the installation commander when an active duty member, or member of the Air National Guard or Air Force Reserve dies while performing AD, ADT, IDT, or FTNGD. The mortuary affairs officer is responsible for briefing the summary court officer on his/her duties. The summary court officer safeguards the personal property/effects of the deceased and ensures they are inventoried, packed and shipped to the authorized recipient. In addition, the summary court officer pays off a deceased member's local or government debts with available cash and collects money for debts owed to the member.

Training Period (TP)—An authorized and scheduled regular inactive duty training period. A training period must be at least 2 hours for retirement point credit and 4 hours for pay. Previously used interchangeably with other common terms such as drill, drill period, assemblies, periods of instruction, etc.

Unit Point of Contact—A unit member appointed by the member's commander as the NOK's single point of contact, established as a result of mass casualties or as deemed appropriate by a deceased member's commander. Acts as personal escort to the family, arranges for their quarters, meals, transportation and provides assistance as needed. Keeps the unit commander, CAR and mortuary officer updated on status of family. Contacts the family daily and keeps them advised of releasable information and/or changes. Relays questions or concerns of the family to the appropriate agency, and conducts necessary follow-up with the agency. Assists in organizing memorial services as applicable.

Unit Training Assembly (UTA)—An authorized and scheduled period of unit inactive duty training of a prescribed length of time.

Unmarried Widow or Widower—A spouse who remarried after the sponsor died but whose subsequent marriage ended by death, divorce, or annulment.

Unremarried Spouse—A spouse who never remarried or never legally remarried.

Attachment 2**IMPORTANT DOCUMENTS**

A2.1. Most of these important documents are necessary to apply for various benefits and/or settling an estate:

A2.1.1. Civilian Death Certificate, DD Form 2064, **Certificate of Death (Overseas)**, and DD Form 1300, **Report of Casualty**.

A2.1.2. AF Form 1613, **Statement of Service**.

A2.1.3. Birth certificates for all members of the family.

A2.1.4. Adoption documents.

A2.1.5. Marriage certificates.

A2.1.6. Divorce papers or death certificates for any former spouse.

A2.1.7. Social Security account numbers for decedent and all family members.

A2.1.8. Custodian or guardianship documents.

A2.1.9. Medical statements for incapacitation.

A2.1.10. Income tax records.

A2.1.11. Bank account or credit union account numbers.

A2.1.12. Commercial insurance policies.

A2.1.13. Stocks and bonds.

A2.1.14. Titles of ownership.

A2.1.15. Will.

A2.2. Never give the original of a permanent personal or family record to another person, even for business purposes. Certified copies have all the legal status of originals.

Attachment 3

WHERE TO OBTAIN DOCUMENTATION ON CAUSE AND CIRCUMSTANCES OF DEATH

A3.1. Your CAR can assist you in obtaining the following documentation on the cause and circumstances of death:

DOCUMENT	OBTAIN FROM
Non-Combat Aircraft Accident Report	Air Force Safety Center/JAR 9700 G Avenue SE, Suite 236B Kirtland AFB, New Mexico 87117-5670
Air Force Office of Special Investigation Report	Air Force Office of Special Investigation/SCR P.O. Box 2218, 3235 Old Washington Road Waldorf MD 20604-2218
Civilian police report	Civil law enforcement agency conducting the investigation
DD Form 1569, Incident/Complaint Report	Security Forces
AF Form 1315, Accident Report	Security Forces
Autopsy/Toxicology Report	Agency conducting or directing the autopsy (hospital, coroner, medical examiner)
Coroner's or medical examiner's report or results of coroner's or summary court inquest, if accomplished	Coroner or medical examiner conducting the investigation, and the base legal office
Copy of court verdict	Agency conducting the trial
A copy of orders placing Air National Guard or Air Force Reserve members on active duty, active duty for training, or inactive duty for training	Member's unit

DOCUMENT	OBTAIN FROM
Certified copies of the civilian death certificate	Your funeral director (provided at time of services) Write to the state vital statistics office or health department, and include the deceased member's name, Social Security Number, date of death, reason for the request, and your relationship to the member. There is fee charged for each copy requested
DD Form 2064, Certificate of Death (Overseas)	If the form was accomplished by the medical treatment facility at the overseas location, your CAR will help you obtain a certified copy of the document

Attachment 4

BENEFITS/ENTITLEMENTS CHECKLIST

A4.1. This is for your use in recording the dates for which benefits were applied for and received.

Benefit	Date Applied	Date Received
A4.1.1. Death Gratuity	_____	_____
A4.1.2. Unpaid Pay and Allowances and W-2	_____	_____
A4.1.3. Service members' Group Life Insurance (SGLI)	_____	_____
A4.1.4. Veterans' Group Life Insurance (VGLI)	_____	_____
A4.1.5. National Service Life Insurance (NSLI)	_____	_____
A4.1.6. Service Disabled Veterans Insurance (SDVI)	_____	_____
A4.1.7. Retired Serviceman's Family Protection Plan (RSFPP)	_____	_____
A4.1.8. Survivor Benefit Plan (SBP)	_____	_____
A4.1.9. Reserve Component Survivor Benefit Plan (RCSBP)	_____	_____
A4.1.10. Supplemental Survivor Benefit Plan (SSBP)	_____	_____
A4.1.11. Dependency and Indemnity Compensation (DIC)	_____	_____
A4.1.12. Nonservice-Connected Death Pension	_____	_____
A4.1.13. Veterans Educational Assistance Program and Montgomery GI Bill Refunds (VEAP)	_____	_____
A4.1.14. Monthly Social Security Payment	_____	_____
A4.1.15. Social Security Lump Sum Death Payment	_____	_____
A4.1.16. ID Card	_____	_____

Attachment 5

SURVIVOR FAMILY RESOURCES*

ASSOCIATIONS

AF Family Assistance Program	1-877-USAF-HELP or 1-877-872-3435
Air Force Retired Pay (DFAS-CL) 1-800-321-1080	
Air National Guard	1-888-777-7731
Department of Veterans Affairs (VA)	1-800-827-1000
National Cemetery System Information	
Memorial Programs Service	1-800-697-6947
Headstone and Marker Program	
Presidential Memorial Certificate Program	
National Association for Uniformed Services	1-800-842-3451
Society of Military Widows	
Social Security Administration	1-800-772-1213
Tragedy Assistance Program for Survivors	1-800-959-8277

ASSOCIATION WEB SITES

Air Force Survivor Assistance Program - A single point of contact for the Air Force that can marshal all available resources to help families with their problems or concerns. They may be contacted at their toll-free number or by e-mail at <mailto:usafhelp@pentagon.af.mil>. More information is available at their web site: <http://survivorassistance.fsv.af.mil>.

Air Crash Support Network – This nonpolitical, non-profit, organization aids and facilitates the grieving process of people affected by or involved in an air crash by support, referral, and partnership of survivors and volunteers.

<http://www.aircrashsupport.com>

Air Force Casualty Assistance Information – The Air Force Personnel Center website provides information on Casualty Assistance Representatives and survivor benefits and entitlements.

<http://www.afpc.randolph.af.mil> (click on “casualty services”)

Compassionate Friends – The website is sponsored by a national nonprofit, self-help organization. Support is offered to families who are grieving the death of a child of any age, from any cause.

<http://www.compassionatefriends.org>

Crisis, Grief and Healing – A website sponsored privately by a professional speaker, author, and therapist that focuses on masculine grief and healing for men.

<http://www.webhealing.com>

Grief Recovery Online Widows and Orphans – A nonprofit corporation developed this website to provide solace for the bereaved and those who care for them.

<http://www.groww.org>

SENA Foundation – This autonomous, nonprofit educational organization provides free support for grief and loss and catastrophic loss.

<http://www.sena.org>

Tragedy Assistance Program for Survivors (TAPS) – TAPS, a nonprofit organization for those who have lost a loved one on active duty with the Armed Forces provides a military survivor peer support network.

<http://www.taps.org>

The Shiva Foundation - This not-for-profit, non-sectarian organization website is committed to developing resources for support in the grieving process to individuals, families, and communities.

<http://www.goodgrief.org>

USAF Family Support Centers – Air Force personnel and their families are assisted by this website with information on the network of Family Support Centers and programs.

<http://www.famnet.com>

Department of Veterans Affairs (VA) – Family members of deceased veterans can find information related to benefits provided through the VA, including presidential memorial certificates.

<http://www.VA.gov>

Widow Net – An information and self-help resource by and for widows and widowers facing grief, bereavement, and the recovery process. AARP resource listings are also provided.

<http://www.fortnet.org/widownet>

Wings of Light – A nonprofit organization providing support to families, friends, and rescue and support personnel involved with deaths, catastrophic losses, and those who survive. Referrals are often made to the International Critical Incident Stress Foundation, Ellicott, MD, and ADEC, Association of Death Education.

<http://www.wingsoflight.org>

*Websites and information services noted are provided for information only. This listing does not constitute sponsorship or endorsement of any non-governmental entity, product, service, or recommendation by the USAF or any of its employees. The Air Force is not responsible for the contents of any web pages referenced. These websites have been reviewed for meeting some of the following general criteria: breadth and coverage of several related areas, linkage to related sites for additional information, current information displays, user friendliness, comprehensiveness, and usefulness. Parents are advised to monitor any websites that would be visited by children. Some website addresses contain memorials to deceased persons and/or historical cemetery scenes. Noteworthy resources exist that are not included in our list, but would serve equally as well as the sites listed above. This list was not intended to be exhaustive, but as a beginning source of useful information related to loss and grief.

Attachment 6**IC 2002-1 TO AFPAM 36-3027, BENEFITS AND ENTITLEMENTS
FOR FAMILY MEMBERS OF AIR FORCE DECEASED****3 October 2002****SUMMARY OF REVISIONS**

This revision incorporates Interim Change IC 2002-1 (**Attachment 6**), which includes legislative changes to the Survivor Benefit Plan (SBP) based on the National Defense Authorization Act 2002 (paragraph **10.**). This change also updates the name, address and phone number of the Air Force Enlisted Foundation (formerly the Air Force Men's Widows' and Dependents' Home Foundation) (paragraph **45.**) and changes the name of the Air Force Family Assistance Program to the Air Force Survivor Assistance Program (**Attachment 5**), and includes a brief description of their services, and changes the address of the DFAS Annuity Branch from DFAS-DE to DFAS-CL, and provides the address for a new central mail processing center for all DFAS correspondence. See the last attachment to the publication, IC 2002-1, for the complete IC. A “|” indicates revised material since the last edition.

OPR: HQ AFPC/DPWCS (Mr. Scott Hand)

Certified by: HQ AFPC/DPW (Col Roger T. Corbin)

Supersedes: AFPAM 36-3027 (1 November 2001)

6.2. When there is no spouse, to the child or children of the member, regardless of age or marital status, in equal shares (state laws guide payment to minor children). DFAS-DE/PMJPC makes payment to minor children within 30 days after receipt of DD Form 397 and supporting documentation.

10. Survivor Benefit Plan (SBP). SBP is a monthly annuity paid by the Air Force to the surviving spouse of a member who dies on active duty whose death is classified in line-of-duty (LOD). The annuity payable is equal to 55 percent of the retired pay to which the member would have been entitled if retired with a total disability rating on the date of death. An annuity may also be payable if the member's death is classified not in LOD provided the member had completed 20 years of active duty and was qualified for retirement on the date of death. In this case, the annuity payable is equal to 55 percent of the retired pay to which the member would have been entitled based upon years of active service. If there is no surviving spouse or the surviving spouse subsequently dies, the annuity is payable to eligible children in equal shares. Children are eligible as long as they are unmarried and under age 18 (or 22 if a full-time student). A child, who is disabled and incapable of self-support, remains eligible for life or as long as disabled and unmarried provided the disability occurred before age 18 (or before age 22 if a full-time student when the disability occurred). Marriage at any age terminates a child's eligibility. An eligible child may be an adopted child, stepchild, grandchild, foster child, or recognized natural child who lived with the member

in a regular parent-child relationship. To qualify, a grandchild or foster child must have been in the care and custody of the member by court order at the time of death, receiving over one-half of his or her support from the member and not cared for under a social agency contract. If financial support by other than the member was court-ordered, it could not exceed one-half of the child's total support.

12. SBP and RCSBP Factors. SBP is reduced by the amount of the spouse's monthly Dependency and Indemnity Compensation (DIC) paid by the VA. The SBP annuity is also reduced to 35 percent when the surviving spouse reaches age 62. The annuity is payable for the lifetime of the spouse, but is suspended if the spouse remarries before age 55. A suspended annuity can be reinstated if the subsequent marriage ends in death or divorce. If the surviving spouse remarries at age 55 or older, the annuity continues. If a second SBP benefit results from a remarriage, the surviving spouse must elect which of the two SBP benefits to receive. If the surviving spouse remarries prior to age 55 and loses eligibility for the annuity, eligibility does NOT pass to eligible children. It is the annuitant's responsibility to notify DFAS, with any change in status that may affect the SBP annuity (i.e., marital status, student status, etc.) by writing to Defense Finance and Accounting Service, U. S. Military Annuitant Pay, P. O. Box 7131, London KY 40742-7131 or by faxing to 1-800-982-8459.

12.1. Tax Implications. Survivor annuities are taxable income. You will receive a tax statement from DFAS-CL at the end of the year. The statement will show the full amount of the annuity payments you received and the total amount of tax withheld during the year.

12.1.1. Unless you elect otherwise, the amount of federal income tax withheld (FITW) will be as if you were a married individual claiming three exemptions. If you want your FITW changed at a later date, you must complete a new TD-Form W-4P, **Withholding Certificate for Pension or Annuity Payments**, showing the changes, and mail it to Defense Finance and Accounting Service, U. S. Military Annuitant Pay, P. O. Box 7131, London KY 40742-7131.

12.2. A certificate of continued eligibility will be sent to you each year prior to your birthday. Complete and return the form promptly so DFAS-CL can continue your annuity without interruption. Read the instructions on the form and make sure you have completed it correctly. Sign and date the form and send it to Defense Finance and Accounting Service, U. S. Military Annuitant Pay, P. O. Box 7131, London KY 40742-7131.

45. Air Force Enlisted Foundation, Inc. (formerly the Air Force Men's Widows' and Dependents' Home Foundation). Provides housing and services for widowed spouses over age 55 of Air Force enlisted members. Younger applicants in need, whose sponsor dies or is killed on active duty may be admitted for up to 1 year. Dependent parents of active duty members are also eligible for permanent residency. Financial assistance is available for those who qualify. For more information, call 1-800-258-1413, visit their website at <http://www.afenlistedwidows.org>, or write Air Force Enlisted Foundation, Inc., 93 Sunset Lane, Shalimar FL 32579.

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

- Title 10, United States Code (U.S.C.) Annotated, *Armed Forces*, Chapter 73, Annuities Based on Retired or Retainer Pay, Sections 1431-1467, 1998 edition
- Title 10, U.S.C. Annotated, *Armed Forces*, Chapter 75, Death Benefits, Sections 1475-1489, 1998 edition
- Title 10, U.S.C. Annotated, *Armed Forces*, Chapter 165, Accountability and Responsibility, Section 2771, 1998 edition
- Title 10, U.S.C. Annotated, *Armed Forces*, Chapter 803, Department of the Air Force, Sections 8011-8017, 1998 edition
- Title 10, U.S.C. Annotated, *Armed Forces*, Chapter 1223, Retired Pay for Non-Regular Service, Sections 12731-12740, 1998 edition
- Title 12, U.S.C., *Bank and Banking*, Chapter 13, National Housing, Section 1715(m), 1996 edition
- Title 26, U.S.C., *Internal Revenue Code*, Chapter 1, Normal Taxes and Surtaxes, Section 692, 1996 edition
- Title 37, U.S.C. Annotated, *Pay and Allowances of the Uniformed Services*, Chapter 7, Allowances, Sections 403(l) (1) and (2), and 406, and 411h, 1998 edition
- Title 37, U.S.C. Annotated, *Pay and Allowances of the Uniformed Services*, Chapter 9, Leave, Section 501[d], 1998 edition
- Title 38, U.S.C. Annotated, *Veterans' Benefits*, Chapter 3, Department of Veteran's Affairs, Sections 301-318, 1998 edition
- Title 38, U.S.C. Annotated, *Veterans' Benefits*, Chapter 5, Authority and Duties of the Secretary, Sections 501-545, 1998 edition
- Title 38, U.S.C. Annotated, *Veterans' Benefit*, Chapter 7, Employees, Sections 701-712, 1998 edition
- Title 38, U.S.C. Annotated, *Veterans' Benefits*, Chapter 11, Compensation for Service-Connected Disability or Death, Sections 1101-1142, 1998 edition
- Title 38, U.S.C. Annotated, *Veterans' Benefits*, Chapter 13, Dependency and Indemnity Compensation for Service-Connected Deaths, Sections 1301-1323, 1998 edition
- Title 38, U.S.C. Annotated, *Veterans' Benefits*, Chapter 15, Pension for Non-Service-Connected Disability or Death or for Service, Sections 1501-1543, 1998 edition
- Title 38, U.S.C. Annotated, *Veterans' Benefits*, Chapter 17, Hospital, Nursing Home, Domiciliary, and Medical Care, Sections 1701-1764, 1998 edition
- Title 38, U.S.C. Annotated, *Veterans' Benefits*, Chapter 19, Insurance, Sections 1901-1988, 1998 edition
- Title 38, U.S.C. Annotated, *Veterans' Benefits*, Chapter 35, Survivors' and Dependents' Educational Assistance, Sections 3501-3566, 1998 edition

Title 38, U.S.C. Annotated, *Veterans' Benefits*, Chapter 37, Housing and Small Business Loans, Sections 3701-3751, 1998 edition

Title 38, U.S.C. Annotated, *Veterans' Benefits*, Chapter 53, Special Provisions Relating to Benefits, Sections 5301-5318, 1998 edition

Air Force Joint Instruction (AFJI) 34-210, *Army and Air Force Exchange Service Operating Policies*

Air Force Instruction (AFI) 36-3005, *Federal Housing Administration (FHA) Insured Home Loans for Servicemen*

AFI 36-3006, *Survivor Benefit Plan (SBP) and Supplemental Survivor Benefit Plan (SSBP) (Active, Guard, Reserve, and Retired)*

AFI 36-3008, *Servicemen's Group Life Insurance (SGLI) and Veterans' Group Life Insurance (VGLI)* AFI 36-3020, *Family Member Travel*

AFI 36-3025, *TRICARE-Active Duty Family Members Dental Plan (FMDP)*

AFI 36-3026, *Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel*

AFI 36-3109, *Air Force Aid Society (AFAS)* Department of Defense (DoD) 7000.14-R, *Financial Management Regulation, Volume 7A*

Joint Publication 1-02, *DoD Dictionary of Military and Associated Terms*

Tricare Service Office (TSO) 6010.46H, *TRICARE Standard Handbook*

Department of Veterans Affairs Handbook (VAH) 29-98-1, *Servicemembers' and Veterans' Group Life Insurance Handbook*

Department of Veterans Affairs Pamphlet

(VAP) 22-90-2, *Summary of Educational Benefits* VAP 80-99-1, *Federal Benefits for Veterans and Dependents*

Abbreviations and Acronyms

AD—Active Duty

ADT—Active Duty for Training

AFAS—Air Force Aid Society

AFI—Air Force Instruction

AFJI—Air Force Joint Instruction

BAH—Basic Allowance for Housing

CAR—Casualty Assistance Representative

CHAMPUS—Civilian Health and Medical Program of the Uniformed Services

CONUS—Continental United States

DFAS-DE—Defense Finance and Accounting Service-Denver Center

DFAS-DE/PMJPC—Defense Finance and Accounting Service-Denver Center, Special Assistance

DFAS-CL—Defense Finance and Accounting Service-Cleveland Center, Annuity Pay

DIC—Dependency and Indemnity Compensation

DoD—Department of Defense

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

ET—Equivalent Training

FITW—Federal Income Tax Withheld

FLO - Family Liaison Officer

FMDP—Family Members Dental Plan

FSC—Family Support Center

FTNGD—Full-Time National Guard Duty

IDT—Inactive Duty for Training

LOD—Line of Duty

NOK—Next of Kin

RCSBP—Reserve Component Survivor Benefit Plan

SBP—Survivor Benefit Plan

SGLI—Servicemembers' Group Life Insurance

TAPS—Tragedy Assistance Program for Survivors

TMO—Transportation Management Office

TP—Training Period

TSO—TRICARE Service Office

UTA—Unit Training Assembly

VA—Department of Veterans Affairs

VAP—Department of Veterans Affairs Pamphlet

VARO—Veterans Affairs Regional Office

WWW—World Wide Web

Terms

NOTE: These definitions are for the purpose of this pamphlet only. See Joint Publication 1-02, DoD Dictionary of Military and Associated Terms, for the official DoD definition of many of these terms.

Active Air Force—Members of the Air Force, United States Air Force Academy Cadets, and Air National Guard and United States Air Force Reserve members serving on extended active duty (i.e., they are assigned to an active duty unit and their accountability is against active force strength).

Active Duty (AD)—Full-time duty in the active Military Services of the United States. This includes members of the Reserve components serving on active duty or full-time training duty, but does not include full-time National Guard duty. AD for Air National Guard is always performed in a Title 10 United States Code (U.S.C.) federal status. Active duty includes active duty for training and active duty other than for training.

Active Duty for Training (ADT)—A tour of active duty which is used for training members of the Reserve components to provide trained units and qualified persons to fill the needs of the Armed Forces in time of war or national emergency and such other times as national security requires. The member is under orders that provide for return to non-active status when the period of active duty for training is completed. It includes annual training, special tours of active duty for training, school tours, and the initial duty for training performed by nonprior service enlistees. ADT for Air National Guard is always performed in a Title 10 U.S.C. federal status and may be referred to as annual training, special training, formal school training, and initial active duty for training. Active duty for training can be training under Title 10 U.S.C., Section 12301(b). This duty may satisfy the requirement for an individual to perform 15 days of active service for training per fiscal year.

Active Duty Other than for Training—A category of active duty used to provide Reserve component support to either active component or Reserve component missions. It includes the categories of active duty for special work, active Guard/Reserve duty in Title 10 U.S.C. status, and involuntary active duty in accordance with Title 10 U.S.C. Sections 12301, 12302, and 12304. Training may occur in the conduct of active duty other than for training. Active duty other than for training in support of the active component is usually supported by military personnel appropriation man-days.

Active Service—Service on active duty or full-time National Guard duty.

Annuity—The monthly or annual payment a beneficiary receives.

Beneficiary—The individual who is entitled to receive certain benefits either by law or written designation of the servicemember.

Casualty Assistance Representative (CAR)—The person at the nearest Air Force installation responsible for reporting deaths and assisting survivors.

Death Certificate (Military)—The official DD Form 1300, **Report of Casualty**, published by Headquarters, United States Air Force. As an NOK or beneficiary, you will receive copies of the DD Form 1300 to review; inform your CAR of any errors. The DD Form 1300 is used to provide an official record of the death of a military member. You may use this in place of a civilian death certificate when proof of death is necessary. Government agencies and most commercial life insurance companies use the DD Form 1300 as the basis for paying benefits. It may be used to facilitate the cashing of bonds or in the settlement of any other claim in which proof of death is required. You may obtain additional copies by calling your CAR.

Defense Finance and Accounting Service - Denver Center (DFAS-DE)—The agency that administers all active duty Air Force pay accounts.

Defense Finance and Accounting Service - Cleveland Center (DFAS-CL)--The agency that administers U. S. military retiree and annuitant pay accounts.

Department of Veterans Affairs—The agency that administers all VA programs and survivors' annuities.

Escort—A military member appointed by the installation mortuary affairs office to accompany the remains of an active duty member. The escort ensures the transportation arrangements are complete, safeguards the remains during transit, and acts as a representative for the Air Force. He or she also assists the family in completing reimbursement documents.

Eligible Family Members—Generally applies to spouse, children (including step, adopted, and illegitimate children where paternity is acknowledged), and parents.

Family Liaison Officer (FLO)—A military volunteer, appointed by the commander, to assist the surviving family with the array of support agencies involved in providing assistance following the death of a member. The FLO acts as the official link between the family and the Air Force until an accident investigation board is complete or the family no longer wants unsolicited contact.

Full-Time National Guard Duty (FTNGD)—Training or other duty, other than inactive duty, performed by a member of the Air National Guard of the United States under Title 32 U.S.C. Sections 316, 502, 503, 504, or 505. FTNGD does not include inactive duty training. FTNGD is always performed in Title 32 U.S.C. State status and may only be performed in the United States to include Alaska and Hawaii, and United States territories. FTNGD is the Title 32 equivalent of active duty. It includes active Guard/Reserve duty; annual training, special training, formal training, and active duty for special work performed in a Title 32 U.S.C. State status. This duty may satisfy the requirement for an individual to perform 15 days of active service for training per fiscal year. See Title 10 U.S.C., Section 101(d)(5).

Inactive Duty Training (IDT)—Duty prescribed for members of a Reserve component including a Training Period (TP), a 4-hour period of training duty, or instruction. IDT also includes a Unit Training Assembly (UTA), a planned period of training, duty, instruction or test alert completed by a reserve unit; Equivalent Training (ET), a training period accomplished in place of a UTA or TP; or Additional Flying Training Period (AFTP), a flying training period authorized for an individual in an authorized flying position, and any special additional duties authorized for Reserve component personnel by the Secretary concerned, and performed by them in connection with the prescribed activities of the organization in which they are assigned with or without pay. This includes those duties performed by members of the Air National Guard, but does not include work or study in connection with a correspondence course.

Mortuary Affairs Officer—Plans and executes all mortuary affairs programs. Provides guidance to facilitate the conduct of all mortuary programs and to maintain data (as required) pertaining to the search for, recovery, identification, preparation, and disposition of remains of persons for whom the Services are responsible by status and Executive Order. Serves as the central clearing point for all mortuary affairs and monitors the deceased and missing personal effects program.

Next of Kin (NOK)—A member's relatives; specifically, the person most closely related to the service-member. The order in which the family relationship is recognized by law is spouse, son or daughter, father or mother, brother or sister, and grandfather or grandmother. Parents or legal guardians exercise the rights of minor children. **NOTE:** Notify a remarried spouse of a missing member if the Air Force recovers the remains (see 37 U.S.C. Section [f]). Don't notify a former spouse who obtained a divorce from the member or who remarried before the Air Force issued a finding of death pursuant to Title 37 U.S.C. The Air Force identifies the next of kin in this order:

Spouse.

Natural, adopted, and stepchildren. Illegitimate children if acknowledged by the member or so determined by a court.

Parents, unless a court or a statute has granted sole legal custody of the member to someone else.

Persons standing in loco parentis.

Persons granted legal custody of the member by court or statute.

Siblings, including those gained through adoption.

Grandparents.

Other relatives in order of relationship to the member according to civil laws.

If no other persons are available, the Secretary of the Military Department may act on behalf of the member.

Notification—When a servicemember dies on active duty, all next of kin and other persons listed on the servicemember's DD Form 93, **Record of Emergency Data**, and Form SGLV-8286, **Servicemembers' Group Life Insurance Election and Certificate**, are notified of the death in person by a uniformed Air Force officer.

Reserve Component—The Air National Guard of the United States and Air Force Reserve.

Summary Court Officer—A commissioned officer appointed on orders by the installation commander when an active duty member, or member of the Air National Guard or Air Force Reserve dies while performing AD, ADT, IDT, or FTNGD. The mortuary affairs officer is responsible for briefing the summary court officer on his/her duties. The summary court officer safeguards the personal property/effects of the deceased and ensures they are inventoried, packed and shipped to the authorized recipient. In addition, the summary court officer pays off a deceased member's local or government debts with available cash and collects money for debts owed to the member.

Training Period (TP)—An authorized and scheduled regular inactive duty training period. A training period must be at least 2 hours for retirement point credit and 4 hours for pay. Previously used interchangeably with other common terms such as drill, drill period, assemblies, periods of instruction, etc.

Unit Point of Contact—A unit member appointed by the member's commander as the NOK's single point of contact, established as a result of mass casualties or as deemed appropriate by a deceased member's commander. Acts as personal escort to the family, arranges for their quarters, meals, transportation and provides assistance as needed. Keeps the unit commander, CAR and mortuary officer updated on status of family. Contacts the family daily and keeps them advised of releasable information and/or changes. Relays questions or concerns of the family to the appropriate agency, and conducts necessary follow-up with the agency. Assists in organizing memorial services as applicable.

Unit Training Assembly (UTA)—An authorized and scheduled period of unit inactive duty training of a prescribed length of time.

Unmarried Widow or Widower—A spouse who remarried after the sponsor died but whose subsequent marriage ended by death, divorce, or annulment.

Unremarried Spouse—A spouse who never remarried or never legally remarried.

Attachment 5

SURVIVOR FAMILY RESOURCES*

ASSOCIATIONS

AF Family Assistance Program.....	1-877-USAF-HELP or 1-877-872-3435
Air Force Retired Pay (DFAS-CL).....	1-800-321-1080
Air National Guard.....	1-888-777-7731
Department of Veterans Affairs (VA).....	1-800-827-1000
National Cemetery System Information	
Memorial Programs Service.....	1-800-697-6947
Headstone and Marker Program	
Presidential Memorial Certificate Program	
National Association for Uniformed Services.....	1-800-842-3451
Society of Military Widows	
Social Security Administration.....	1-800-772-1213
Tragedy Assistance Program for Survivors.....	1-800-959-8277

ASSOCIATION WEB SITES

Air Force Survivor Assistance Program - A single point of contact for the Air Force that can marshal all available resources to help families with their problems or concerns. They may be contacted at their toll-free number or by e-mail at <mailto:usafhelp@pentagon.af.mil>. More information is available at their web site: <http://survivorassistance.fsv.af.mil>.

Air Crash Support Network – This nonpolitical, non-profit, organization aids and facilitates the grieving process of people affected by or involved in an air crash by support, referral, and partnership of survivors and volunteers.

<http://www.aircrashsupport.com>

Air Force Casualty Assistance Information – The Air Force Personnel Center website provides information on Casualty Assistance Representatives and survivor benefits and entitlements.

<http://www.afpc.randolph.af.mil> (click on “casualty services”)

Compassionate Friends – The website is sponsored by a national nonprofit, self-help organization. Support is offered to families who are grieving the death of a child of any age, from any cause.

<http://www.compassionatefriends.org>

Crisis, Grief and Healing – A website sponsored privately by a professional speaker, author, and therapist that focuses on masculine grief and healing for men.

<http://www.webhealing.com>

Grief Recovery Online Widows and Orphans – A nonprofit corporation developed this website to provide solace for the bereaved and those who care for them.

<http://www.groww.org>

SENA Foundation – This autonomous, nonprofit educational organization provides free support for grief and loss and catastrophic loss.

<http://www.sena.org>

Tragedy Assistance Program for Survivors (TAPS) – TAPS, a nonprofit organization for those who have lost a loved one on active duty with the Armed Forces provides a military survivor peer support network.

<http://www.taps.org>

The Shiva Foundation - This not-for-profit, non-sectarian organization website is committed to developing resources for support in the grieving process to individuals, families, and communities.

<http://www.goodgrief.org>

USAF Family Support Centers – Air Force personnel and their families are assisted by this website with information on the network of Family Support Centers and programs.

<http://www.famnet.com>

Department of Veterans Affairs (VA) – Family members of deceased veterans can find information related to benefits provided through the VA, including presidential memorial certificates.

www.VA.gov

Widow Net – An information and self-help resource by and for widows and widowers facing grief, bereavement, and the recovery process. AARP resource listings are also provided.

www.fortnet.org/widownet

Wings of Light – A nonprofit organization providing support to families, friends, and rescue and support personnel involved with deaths, catastrophic losses, and those who survive. Referrals are often made to the International Critical Incident Stress Foundation, Ellicott, MD, and ADEC, Association of Death Education.

www.wingsoflight.org

*Websites and information services noted are provided for information only. This listing does not constitute sponsorship or endorsement of any non-governmental entity, product, service, or recommendation by the USAF or any of its employees. The Air Force is not responsible for the contents of any web pages referenced. These websites have been reviewed for meeting some of the following general criteria: breadth and coverage of several related areas, linkage to related sites for additional information, current information displays, user friendliness, comprehensiveness, and usefulness. Parents are advised to monitor any websites that would be visited by children. Some website addresses contain memorials to deceased persons and/or historical cemetery scenes. Noteworthy resources exist that are not included in our list, but would serve equally as well as the sites listed above. This list was not intended to be exhaustive, but as a beginning source of useful information related to loss and grief.