

Casualty Assistance Action Sheet



To receive casualty assistance and military honors in the event a retiree becomes deceased, it is best to contact your local Casualty Assistance Representative (CAR) immediately.

For those residing near Kaiserslautern/Ramstein, Germany, the nearest CAR can be contacted at the 786 Force Support Squadron, Military Personnel Flight at Ramstein AB. Contact the CAR at DSN: 314-480-5759 or Commercial: 06371 47-5759. The CAR will assist you with notifying agencies of the death and assist you with completing paperwork. If you want to begin reporting the death before you speak with the CAR, please follow the instructions below.

You can report the death of an American citizen abroad or retiree by calling 069 7535-2515 or email GermanyACS@state.gov. When reporting a death, please include the deceased person's name, date and place of birth, passport number, last known residence, and the date, place and cause of death. If known, please also provide the name, address, and telephone number(s) of the next-of-kin and/or any relatives. At this time, request 15 copies of a "Certificate of Death an American Overseas." They are free the first time requested, but become expensive if you have to go back for more. You may need them for other purposes in the U.S. For example, most insurance companies in the U.S. won't accept foreign death certificates!

You should also contact the Federal Benefits Unit (FBU) Office at the Embassy 069 905551-103 (English) or 069 905551-203 (German). There is a one-time lump sum payment that the "Next of Kin" may be entitled to, as well as answering any questions about Social Security you may have. This office may also supply to the Next of Kin, the flag for the casket if one is requested.

Additional information that might be of assistance:

Federal Benefits Unit, American Embassy, Frankfurt, Germany: 069 905551-110

DFAS or **Department of Finance**, Cleveland: Retiree or Annuitant Pay: 1-800-321-1080 and (or the toll free number 0800 5891634 can be dialed from any commercial telephone in Germany).

Address for **Retiree Pay**: DFAS, US Military Retiree Pay, PO Box 7130, London, Ky. 40742-7130

Address for **Annuitants**: DFAS, US Military Annuitant Pay, PO Box 7131, London Ky. 40742-7131; DFAS Website is: www.dod.mil/dfas

National Personnel Records Center, 1 Archives Drive, St. Louis Mo., 63138-1002. NPRC Website is: www.archives.gov/st-louis/ To obtain copies of records a Veteran or next of kin should go to, try vetrecs.archives.gov

Retiree's Casualty Assistance Checklist

AS OF (DATE) _____

RETIREE'S NAME _____ SSN _____

MILITARY GRADE _____ DATE OF RETIREMENT _____

BRANCH OF SERVICE _____ YEARS OF SERVICE _____

PLACE OF BIRTH _____ DATE OF BIRTH _____

ADDRESS _____

ZIP/POSTCODE _____ CITY _____

SPOUSE'S MAIDEN NAME _____ DOB _____

COUNTRY OF CITIZENSHIP _____ PLACE OF BIRTH _____

DATE OF MARRIAGE _____ PLACE OF MARRIAGE _____

FATHER'S NAME _____

PLACE OF BIRTH _____ DATE OF BIRTH _____

MOTHER'S MAIDEN NAME _____

PLACE OF BIRTH _____ DATE OF BIRTH _____

Documents needed to claim death benefits *(Check them off and note location of each)*

- Copies of report(s) of separation from active duty (DD Form 214, etc.) _____
- Copies of retirement orders _____
- Copies of birth and death certificates _____
- Beneficiaries birth certificate(s) and marriage and/or divorce data _____
- Social Security data *(see Part III)* _____
- VA insurance data *(see Part I)* _____

Plus, you should always have the following documents on hand *(note location of each)*

- Updated will and letter of instructions _____
- Names of banks, credit unions, etc. (account numbers) _____
- Updated list of assets and liabilities _____
- Insurance policies, numbers, instructions, payments, etc. _____
- Adoption or naturalization papers *(if applicable)* _____

Part I — Veterans Administration Data *(if applicable)*

VA COMPENSATION \$ _____ DISABILITY CLAIM # _____

REMARKS _____

VA INSURANCE POLICY # _____

VA INSURANCE POLICY # _____ FILE # _____

TYPE _____ AMOUNT \$ _____

LOCATION OF POLICIES _____

ANY KNOWN PAID-UP ADDITIONAL VA INSURANCE \$ _____ AS OF DATE _____

OTHER REMARKS _____

VETERAN'S CLAIM NO. (OTHER) _____ PATIENT'S DATA CARD # _____



Part II — Retirement Pay Data *(see retiree account statements)*

RETIREE PAY DATA AS OF DATE: _____

REMARKS. _____

GROSS PAY \$ _____

DEDUCTION \$ _____ FOR _____

DEDUCTION \$ _____ FOR _____

DEDUCTION \$ _____ FOR _____

DEDUCTION \$ _____ FOR _____

NET PAY \$ _____ TAXABLE INCOME \$ _____

Survivor coverage information

SURVIVOR BENEFIT PLAN ANNUITY \$ _____ SBP BASE AMOUNT \$ _____

SUPPLEMENTAL SBP (IF ANY) \$ _____ EFFECTIVE _____

RSFPP ANNUITY \$ _____

Part III — Social Security *(where applicable)*

SOCIAL SECURITY CLAIM # _____ DATE FILED _____

TYPE OF BENEFITS _____

BEGINNING MONTH OF ENTITLEMENT _____ MONTHLY AMOUNT \$ _____

BANK AND ACCOUNT # (DIRECT DEPOSIT) _____

Note: No payment is payable for the month of death (call local SSA office).

Part IV — Miscellaneous *(Things to know and plan for upon a death of a retiree)*

- Disposition instructions for the body (burial, cremation, memorial service, etc.)
- Information required for Death Certification (date/place of birth, father's name, mother's maiden name; it is important that is stated the cause of death)
- Information required for obituary notice (names, relation and locations of appropriate relatives, etc.)
- Widows/widowers will need a new ID card (military, medical, commissary, base exchange, etc.)
- Necessary changes in your DEERS program will have to be made (TRICARE, etc.)
- It may take several months to clear estates (you may require a maximum of 15 copies of death certificate)
- Contents of your safety deposit box should be known (make sure box number and its location and the location of the key are known)
- Direct deposit of Social Security benefits & military retirement payments (entitlements) must be immediately changed
- Named beneficiaries on insurance policies become very important (keep current)
- There may be some entitlement to burial benefits (headstone, payments, etc.) (Check VA)
- Check VA for Presidential Memorial Certificate
- An American flag can be obtained (in Germany, check with the Federal Benefits Unit)
- The survivor should update appropriate will
- Extra credit cards should be destroyed or cancelled
- Appropriate changes should be made to all joint ownerships
- Contact insurance companies as appropriate
- Be prepared to turn in Retiree's ID Card

Retain original documents and provide copies/certified copies to agencies.

Fill in and keep the following office phone numbers (Update periodically):

Casualty Assistance	06371 47-5759	Airmen and Family Readiness Center:
Retiree Activities	06371 47-5486	06371 47-5100 (Air Force Aid Society)
Legal Office	06371 47-5911	DFAS Hotline 0800 5891634
Red Cross	06371 47-2171	VA Hotline 1-800-827-1000
Mortuary Affairs	06371 47-5968	Social Security Hotline 1-800-772-1213

Note: Spouse/Next of Kin should have a copy of this document or know where to locate it. Let a third party (family member) know where it is in case something should happen to both the retiree and spouse or Next of Kin at the same time.