

Quick Reference Checklist

Death Notifications of a Military Retiree or Annuitant

This checklist was created by the Retired Activities Program Manager (OPNAV N170C) to help get you started. For a full check-list, please refer to the most recent United States Navy Deceased Retiree Survivor's Guide:

<http://www.ussvisandiego.org/RetireeSurvivorGuide2011.pdf>

The Retired Activities Program Manager may be contacted at MILL_RetiredActivities@navy.mil) or by calling the Navy Personnel Command Help Desk at (1-866-827-5672).

Personal Affairs

- Contact funeral home and make burial and funeral arrangements
- Obtain multiple certified death certificates (6-12 copies)
- Gather important documents for claims processing (e.g., birth certificate, will, etc.)
- Determine immediate and short-term financial needs and income sources
- Arrange for help with legal affairs of the deceased
- Notify joint account agencies (credit cards, banks, auto registration home/auto insurance, brokers, etc.)
- Review survivor's own legal documents for possible revision

Death Notifications

Contact **Defense Finance and Accounting Service (DFAS)** to report the death of a retiree and for an annuitant at 1-800-321-1080 (press 2 for retiree) and (press 3 for Annuitant) or call (216) 522-5955 (press 4).

For faster reporting, you may also report the death online at www.dfas.mil/retiredmilitary/forms.html.

Please have the decedent's Social Security Number (SSN) and the date of the death. Send a photocopy of a death certificate which indicates the cause of death. Please send to:

For Retiree: DFAS, U.S. Military Fax: (800) 469-6559
Retirement Pay
P.O. Box 7130
London, KY 40742-7130

For Annuitants DFAS, U.S. Military Fax: (800) 982-8459
Annuitant Pay
P.O. Box 7131
London, KY 40742-7131

Additional information on retiree and annuitant death notifications is available at:
www.dfas.mil/retiredmilitary/survivors/Retiree-death.html.

Notify **Defense Enrollment Eligibility Reporting System (DEERS)** to update the deceased member's status in DEERS at (800)538-9552.

CONTACT **Department of Veteran Affairs (DVA)** at (800) 827-1000 if the retiree was receiving VA disability compensation or if the Annuitant was receiving Dependency Indemnity Compensation (DIC) pay.

Contact **Military Identification Card Issuing Office** to update dependent ID card. As the survivor of a deceased Sailor, your ID card must be updated to reflect the change in your status due to the Sailor's death. You may access your nearest ID site at www.dmdc.osd.mil/rsl.

Contact the **Social Security Administration** at 1-800-SSA-1213 (www.ssa.gov) to report death and to apply for the \$255 death benefit, *if applicable*.

Contact The **Department of Veteran Affairs (DVA)** at 1-800-827-1000 or visit www.va.gov for burial and other benefits. The VA does not provide burial benefits for annuitants; however, the annuitant may be eligible for burial in a military cemetery. You will need to provide a copy of the DD 214.

Contact the **Office of Personnel Management (OPM)** at (888) 767-6738) if the retired Sailor was receiving government employee pay or retirement.

Notify the **Appropriate Insurance Agency** if member was enrolled in DVA-sponsored insurance:

National Service Life Insurance (NSLI) or Service members' Group Life Insurance (SGLI), notify them at (800) 669-8477.

Veterans Groups Life Insurance, notify them at (800) 419-1473.

Funeral Honors

The greatest amount of assistance you will get in assisting in setting up funeral honors will be through the Funeral Director. The Funeral Director has knowledge of the procedures and requirement in requesting funeral honors for your loved one. Information on Regional Casualty Contacts may be found at <http://www.public.navy.mil/bupers-npc/support/casualty/pages/regionalcontacts.aspx>

Survivor Benefit Plan (SB) Election Status

Designated annuitants will receive notification from DFAS if the deceased retired Sailor elected SBP. If you are uncertain of whether an election was made, call DFAS at 1-800-321-1080.

Arrears of Pays Entitlement.

When a retiree dies, the final pension pay and any other outstanding money owed to the retiree will be sent to the person designated on record as an Arrears of Pay (AOP) beneficiary. After the retiree's death is reported, **DFAS will reclaim the retiree's final month's pay** and audit the account. Any remaining amount owed to the retiree will then be paid to the designated AOP beneficiary.

Each AOP designated beneficiary must complete and sign a form [SF1174](#) claim form.

Survivor Assistance

CONTACT the nearest **Navy Retired Activities Office (RAO)** for assistance with forms or contacting agencies. RAOs are manned by retiree volunteers and their spouses and are eager to assist you in your time of need.

The Navy's Retiree Newsletter "Shift Colors" maintains an updated listing of all Navy RAOs
(<http://www.public.navy.mil//bupers-npc/reference/publications/shiftcolors/Pages/default.aspx>)

You may also call the Navy Personnel Command (NPC) Customer Service Desk call at 1-866-827-5672 for Navy RAO telephone numbers.

ADDITIONAL AGENCIES PROVIDING AID & ASSISTANCE TO SURVIVING SPOUSES:

- State Veteran Affairs Offices (http://www.va.gov/statedva.htm)
- Armed Forces Benefit Association (AFBA) (800) 776-2322
- Burial at Sea (866) 787-0081
- Uniformed Service Benefit Association (800) 368-7021