

Casualty Assistance Office

location is:

**Military & Family Readiness
Center 842 Falcon Avenue, (Bldg 722)
Patrick Space Force Base, FL 32925**

**Not sure which Air Force Base
is nearest to you?**

**Call 1-877-353-6807
and enter your zip code when
prompted. You will be connected
to your nearest Casualty
Assistance Representative.**

45th Force Support Squadron



**Retiree / Spouse Casualty
Assistance Checklist**

Local Points of Contact

Air Force Aid Society.....703-972-2650

Military & Family Readiness

Center..... 321-494-5676

American Red Cross..... 877-272-7337

Chaplain 321-494-4073

Defense Finance and

Accounting Service.....1-800-321-1080

Veterans Service Office..... 321-633-2012

Legal Office321-494-7357

Mortuary Services

(Military Honors)..... 321-494-7477

National Service Life Insurance

(NSLI).....1-800-669-8477

Office of Personnel

Management (OPM).....1-888-767-6738

Office of SGLI (VGLI).....1-800-419-1473

Social Security Administration,

Local1-866-716-7667

Social Security Nationwide

Main Office.....1-800-772-1213

TRICARE for Life.....1-866-773-0404

Survivor Benefit Plan

Military retirement pay stops when a member dies. The Survivor Benefit Plan (SBP) is a Government program which makes it possible for retired members to ensure that after their death, their eligible survivors receive a portion of their military retirement pay. The annuity payable is 55% of the Base Amount elected. The Base Amount may be Full Gross Retired pay or any dollar amount down starting at \$300. The SBP election is made at the time of retirement. If SBP was declined at the time of retirement, then no annuity can be established after the death of a retiree.

If you participated in the Survivor Benefit Plan and have divorced, remarried or are a widow/widower, you need to update your SBP Plan.

What does my next of kin need to submit a claim?

Please contact the Casualty Assistance Office at the Air Force/Space Force Base nearest to you. The Casualty Assistance Representative can assist you with submitting this claim.

You will need the Death Certificate in order to submit the SBP claim. Your Survivor Benefit Plan Annuity will be established as a Direct Deposit. Please plan on bringing a Voided Check for the bank account in which you would like the SBP directly deposited into.

Remember you will need:

- Death Certificate with cause of death
- Voided Check for a Bank Account

Life Insurance

The CAR will also assist your next of kin in applying for VA life insurance benefits. Whether you carry life insurance through the VA or through a private insurance company, be sure to include this information with your important papers.

Department of Veterans Affairs

Depending upon many factors, there may be Department of Veterans Affairs (VA) benefits due upon the death of a military retiree. The Casualty Assistance Representative will speak with you about any applicable VA benefits.

What can I do to be prepared?

Locate important documents:

- DD 214
- Retiree Account Statement (RAS)
- Wills or other legal documents
- Marriage Licenses
- Birth Certificates
- Social Security Card
- Life insurance policies
- List of payees and amounts for any allotments coming out of your retired pay.

Retiree's Information

Name _____ SSAN _____

Military Grade _____ Date of Retirement _____

Branch of Service _____ Years of Service _____

Address _____

City _____ State _____ Zip Code _____

Spouse's Maiden Name _____

DOB _____ Place of Birth _____

Date of Marriage _____ Place of Marriage _____

Father's Name _____

DOB _____ Place of Birth _____

Mother's Maiden Name _____

DOB _____ Place of Birth _____

Documents Needed to Claim Death Benefits

(Note location of each)

Report(s) of separation from active duty (DD Form 214, etc) _____

Retirement orders _____

Copies of birth and death certificates _____

Beneficiaries birth certificate and marriage and/or divorce data _____

Social Security Data (Part III) _____

VA Insurance data (Part 1) _____

Additional Important Documents

Updated will and letter of instructions _____

Names of banks, credit unions, etc w/account #s _____

Updated list of assets and liabilities _____

Insurance policies, numbers, instructions, payments, etc _____

Adoption or naturalization papers (if applicable) _____

Part 1 – Veterans Administration Data

VA Compensation \$ _____ Disability Claim # _____

VA Insurance Policy #s _____ File # _____

Location of policies _____

Any known paid-up additional VA Insurance \$ _____

Remarks _____

Part II – Retirement Pay Data

Gross pay \$ _____ Net Pay \$ _____

Deduction \$ _____ For _____ Deduction \$ _____ For _____

Deduction \$ _____ For _____ Deduction \$ _____ For _____

Survivor (SBP) Coverage Information

SBP annuity \$ _____ SBP Base Amount \$ _____

Supplemental SBP (if any) \$ _____ Effective _____

Social Security

Claim # _____ Month filed _____

Type of benefit(s) _____

1st month of entitlement _____ Monthly amount \$ _____

* Note – no payment is payable for the month of death

Casualty Assistance and Survivor Benefit

What does my family need to know?

Preparation checklist for Retired Service Members

>> *This guide is provided as a general reference for Retirees when making personal affairs plans.*

Where to go?

The Casualty Assistance Office at your nearest Air Force Base will assist your family members when the time comes to make notification to DFAS and apply for benefits after your death.

If you do not know which base nearest you, call 1-877-353-6807 and enter your zip code when prompted and you will be connected to your nearest Casualty Assistance Representative.

What benefits does my spouse / beneficiary need to apply for?

Arrears of Pay

A Retiree Arrears of Pay (AOP) is any pay due that is due to the retiree at the time of death, to which a named beneficiary is entitled to. Typically, this is a prorated amount that covers from the first day of the month through midnight of the retiree's date of death.

Recoupment Process

If DFAS does not get notified and members retired pay is deposited on the first of the month after the member passes, DFAS will recoup that payment. After DFAS audits the individuals pay record the beneficiary will receive the prorated amount, this is normally done by direct deposit.

Submitting an Arrears of pay claim

You will need the Death Certificate in order to submit the Arrears of Pay claim. Please contact

the Casualty Assistance Office for assistance with this claim.

Questions about Arrears of Pay can be directed to the Defense Finance and Accounting Service Contact Center at 1-800-321-1080

Death of a Spouse Checklist

The following checklist is intended to serve as a guide for contacting and notifying necessary organizations on the death of your spouse.

- Survivor's Benefit Plan (SBP)** - Suspend Payments due to death of spouse
 - Notify by phone: **DFAS**
1-800-321-1080
 - **General Correspondence:**
DFAS
US Military Retirement Pay
8899 E. 56th St.
Indianapolis, IN 46249-1200
- General Correspondence**
Office of Service Members' Group Life Insurance
290 West Mt. Pleasant Ave.
Livingston, New Jersey 07039
- Motor Vehicle Department**
 - Vehicle Registration/
License Plate
 - Turn in driver's license/
change vehicle tags
- ID Card** (Military Dependent)
Turn in to Customer Service, Military Personnel Flight) or call DEERS at **800 538-9552**
- Social Security—1-800-772-1213**
Monthly Benefits (Stop Annuity)
Death Benefit (File Claim)
- Bank Accounts**—You will need to notify the bank of your spouse's death but you may be advised to keep the account open for up several months to insure receipts of any payments or refunds due.
- United Health Military & Veterans (TRICARE) 1-888-874-9378**
- TRICARE FOR LIFE**
1-866-773-0404
- Mortgage Holder**—(for homeowners
Change name on deed or home loan)
- Will**—Contact the Legal Office at **(321) 494-7357** for assistance. They are located on the 1st floor of building 423 south side.
- Commercial Life Insurance**—Change Beneficiaries and/or File Claim
- Veteran Group Life Insurance**—Change Beneficiaries
osgli.osgli@prudential.com
1-800-419-1473