

## Quick Reference Checklist

### Death of a Military Retiree or Annuitant

#### 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

#### DEFENSE FINANCE AND ACCOUNTING SYSTEM (DFAS)

Notify online:

<http://www.dfas.mil/retiredmilitary/survivors/Retiree-death.html>

OR by **Phone:** 1 (800) 321-1080 (**Option 2 Retiree**) (**Option 3 Annuitant**)

You must stop retirement pay to avoid indebtedness. If the retired Sailor was receiving pay from another source due to a disability from the VA or civil service retirement from the Office of Personnel Management, contact that agency to return the payment. If you fail to do this, you will have to repay it later. You may also report the death online at [www.dfas.mil/retiredmilitary/forms.html](http://www.dfas.mil/retiredmilitary/forms.html). Additional information from DFAS is available at: [www.dfas.mil/retiredmilitary/survivors/Retiree-death.html](http://www.dfas.mil/retiredmilitary/survivors/Retiree-death.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 fax to:

## Navy Retired Activities Program Office

Millington, TN 38055

OPNAV N170C

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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

### **TRICARE/TRICARE FOR LIFE**

NORTH REGION: 1-877-874-2273  
SOUTH REGION: 1-800-444-5445  
WEST REGOIN: 1-877-988-9378

### **NAVY RETIRED ACTIVITIES OFFICE (RAO)**

Check a recent edition of Shift Colors  
<http://www.public.navy.mil/bupers-npc/reference/Publications/ShiftColors/Pages/default.aspx>) or call the Navy Personnel Command Customer Service line at 1-866-827-5672 and ask the agent to transfer you to the Navy Retired Activities Offices for assistance with locating the nearest RAO.

### **OTHER SERVICES RAO**

If a Navy RAO or Joint RAO is not available, use an Army Retirement Services Office (RSO) or an Air Force Retiree Activities Office (RAO).

Marine Corps: <http://www.marines.mil/News.aspx>  
Army: <https://soldierforlife.army.mil/retirement>  
Air Force: <http://www.retirees.af.mil/>  
Coast Guard: <https://www.uscg.mil/retiree/>

### **SURVIVAL BENEFIT PLAN (SBP) STATUS**

The designated annuitant 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 (OPTION 3).

**RESERVE COMPONENT SURVIVAL BENEFIT PLAN (RCSBP)**

If the retired reservist has not yet reached 60 years of age, please **contact** the Navy Personnel Command Customer Service Helpdesk at 1-866-827-5672 and ask to be transferred to PERS - 912 to check on the SBP status.

**DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM (DEERS)**

Contact Defense Manpower Data Center Support (DSO) at 800-538-9552 or take the death certificate to any ID card facility to facilitate ([www.dmdc.osd.mil/rsl](http://www.dmdc.osd.mil/rsl)) a DEERS update and to obtain a widow/widower ID card.

**SOCIAL SECURITY ADMINISTRATION**

Call 1-800-SSA-1213 ([www.ssa.gov](http://www.ssa.gov)) to apply for the \$255 death benefit, *if applicable*.

**VETERAN AFFAIRS DISABILITY COMPENSATION OR DEPENDENT INDEMNITY (DIC) PAYMENTS**

Phone: 1-800-827-1000 (option 9) + (option 8) + (option 5).

**VETERAN AFFAIRS NATIONAL PENSION CALL CENTER**

Phone: 1(877) 294-6380

**VETERAN ADMINISTRATION BURIAL BENEFITS**

Online: <http://www.cem.va.gov/cem/hmm/>

Phone: 1-800-827-1000 (option 9) + (option 6) + (option Yes).

**Note:** 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. Call the VA at 1-800-827-1000 or visit [www.va.gov](http://www.va.gov).

**FUNERAL HONORS**

The Funeral Director will request assistance with Funeral Honors from (877) 645-4667.

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### **FEDERAL EMPLOYEE/RETIRED FEDERAL EMPLOYEE**

U.S. Office of Personnel: 1-888-767-6738 or (202) 606-0500

### **INSURANCE**

If member enrolled in DVA-sponsored insurance such as National Service Life Insurance (NSLI) or Service members' Group Life Insurance (SGLI), notify them at (800) 419-1473.

### **ADDITIONAL AGENCIES PROVIDING AID & ASSISTANCE TO SURVIVING SPOUSES:**

- Armed Forces Benefit Association (AFBA) (800) 776-2322
- Burial at Sea (866) 787-0081
- Military Benefit Association (800) 336-0100
- Uniformed Service Benefit Association (800) 368-7021
- DD 214 Replacement (314) 801-0764
- Statement of Service (Navy) (866) 827-5672