SECTION 4

Survivor Benefits Visit

TRAINING OBJECTIVES

Upon completion of this session you will be able to:

- Identify the contents of the Survivor's Benefits Package
- Identify potential Department of the Navy Benefits
- Identify potential Department of Veteran's Affairs Benefits
- Identify potential Social Security Administration Benefits
- Identify the process for returning personal effects

REPORT OF CASUALTY		REPORT CONTROL SYMBOL DD-P&R(AR)1664

1. REPORT NUMBER | 2. REPORT TYPE | 3. DATE PREPARED

4. SERVICE IDENTIFICATION

a. NAME *(Last, First, Middle and Suffix)* | b. SOCIAL SECURITY NO. | c. GRADE/RANK/RATE | d. OCCUPATION CODE

e. COMPONENT | f. BRANCH | g. ORGANIZATION

5. CASUALTY INFORMATION

a. TYPE | b. STATUS | c. CATEGORY | d. DATE OF CASUALTY | e. PLACE OF CASUALTY

f. CAUSE AND CIRCUMSTANCES

g. DUTY STATUS | h. FLIGHT STATUS | i. BODY RECOVERED

6. BACKGROUND INFORMATION

a. DATE OF BIRTH | b. PLACE OF BIRTH | c. COUNTRY OF CITIZENSHIP

d. RACE | e. ETHNIC GROUP | f. SEX | g. RELIGIOUS PREFERENCE

7. ACTIVE DUTY INFORMATION

a. PLACE OF ENTRY | b. DATE OF ENTRY | c. HOME OF RECORD AT TIME OF ENTRY

d. DATE TOUR COMMENCED | e. PRIOR SERVICE INFORMATION | f. RECORD OF EMERGENCY DATA FORM DATE

8. PAY INFORMATION

a. PAY GRADE | b. BASIC PAY | c. INCENTIVE/ADDITIONAL PAY *(State type)*

9. INTERESTED PERSONS *(Name, Address, and Relationship)*

10. REMARKS *(Continue on separate sheet, if necessary)*

FOOTNOTES FOR ITEMS 9 AND 10

1 Adult next of kin.
2 Beneficiary for gratuity pay in event there is no surviving spouse or child - as designated on record of emergency data.
3 Beneficiary for unpaid pay and allowances - as designated on record of emergency data.

11. REPORTING INFORMATION

a. COMMAND AGENCY | b. DATE RECEIVED | c. REPORT FOR VA TO FOLLOW

12. DISTRIBUTION | **13. SIGNATURE ELEMENT**

NOTE: This form may be used to facilitate the cashing of bonds, the payment of commercial insurance, or in the settlement of any other claim in which proof of death is required.

DD FORM 1300, MAY 2000 PREVIOUS EDITION MAY BE USED.

CASUALTY ASSISTANCE CALLS PROGRAM

Report BUPERS 1770-1

To: Commander, Navy Personnel Command (PERS 621)
Via: Commander, Navy Region, Mid-Atlantic CAC/FHS Regional Coordinator

DATE:

A casualty assistance call was made and assistance rendered as indicated. The next of kin was requested to advise or contact me or my successor on any matter wherein difficulty is encountered and to advise when all payments for claims, benefits or rights are received. NAVMILPERSCOM and the cognizant CACO Coordinator will be advised when the case is closed. List an asterisk (*) beside any item to indicate the placement of comments in the Remarks Section.

NAME OF DECEASED	RANK/RATE	SSN	DATE OF DEATH

NAME, ADDRESS AND RELATIONSHIP OF PERSON BEING ASSISTED	DATE BUPERS BENEFITS LETTER RECEIVED
DATE/TIME OF PERSONAL NOTIFICATION	DATE LETTER OF CIRCUMSTANCES RECEIVED

CACP MANUAL REFERENCE	SUBJECT	ACTION (AS APPROPRIATE)		
		DATE APPLIED FOR	DATE RECEIVED	N/A
ANNEX E	REPORT OF CASUALTY (DD FORM 1300) (furnished to next of kin and other agencies)			
CHAP. VI	DEPENDENTS ALLOTMENTS AND ALLOWANCES			N/A

CLAIMS AND APPLICATIONS SUBMITTED

CHAP. V	BURIAL ENTITLEMENTS: A. NAVY B. SOCIAL SECURITY ADMINISTRATION			
CHAP. VI	DEATH GRATUITY			
CHAP. VI	UNPAID COMPENSATION (Unpaid Pay and Allowances)			
CHAP. VI	SURVIVOR BENEFIT PLAN ANNUITY (Applicable to members with over 20 years of service)			
CHAP. VI	SERVICEMEN'S GROUP LIFE INSURANCE (Submit claim to OSGLI)			
CHAP. VI	COMMERCIAL LIFE INSURANCE APPLICATION SUBMITTED (Indicate in remarks the name of the company with which commercial insurance is carried)			
CHAP. VI	UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD (DD1173) (May include medical care, exchange and commissary privileges)			
CHAP. VI	DEPENDENCY AND INDEMNITY COMPENSATION (VA action; if undue delay and investigation is desired, furnish VA Claim (XO Number)			
CHAP. VI	SOCIAL SECURITY SURVIVOR BENEFITS (Submit claim to local office of Social Security Administration)			
CHAP. VI	DEPENDENTS TRAVEL (if applicable, submit claim to Defense Finance and Accounting Service, Washington DC 20371			
CHAP. V-VI	TRANSPORTATION OF HOUSEHOLD GOODS/PERSONAL EFFECTS			
CHAP. V	GOVERNMENT HEADSTONE OR MARKER (Application not required if burial is in national cemetery)			

ASSISTANCE REQUIRED (Indicate in "Remarks" to whom referred for assistance)

CHAP. VII	INCOME TAX (W-2 furnished directly to next of kin by XXXX without request upon completion of processing)			
CHAP. VII	BANK ACCOUNTS, SAVINGS BONDS, SECURITIES, REAL ESTATE, WILL			

INVESTIGATIVE REPORTS REQUEST (As applicable)

CHAP. IV	JAGMAN INVESTIGATION REPORT			
	NCIS INVESTIGATIVE REPORT			
	AIRCRAFT MISHAP INVESTIGATIVE REPORT			

☐ INITIAL ☐ INTERIM ☐ FINAL

NAVPERS 1770/7 (Rev 4/00)

SPECIAL REQUESTS MADE BY BENEFICARY	ACTION TAKEN BY CACO	ACTION DESIRED BY BUPERS AS FOLLOWS:

GENERAL REMARKS (Include liaison and contracts with agencies, individuals and relatives. Comments observations, recommendations and comments of next of kin.

MILEAGE: ____________ **MANHOURS:** ____________________

ADDRESS OF NEXT OF KIN ☐ NO CHANGE ☐ NEW ADDRESS	CACO DSN/COMMERCIAL PHONE NOS.
SIGNATURE AND RANK/RATE OF CACO MAKING REPORT	ACTIVITY TO WHICH ATTACHED

FIRST ENDORSEMENT

DATE ____________________

From: Commander, Navy Region, Mid-Atlantic
To: Commander, Navy Personnel Command (PERS 621)

1. Forwarded.

L. W. HAYES
By direction

NAVPERS 1770/7 (Rev 4/00)

Survivor's Benefits Package

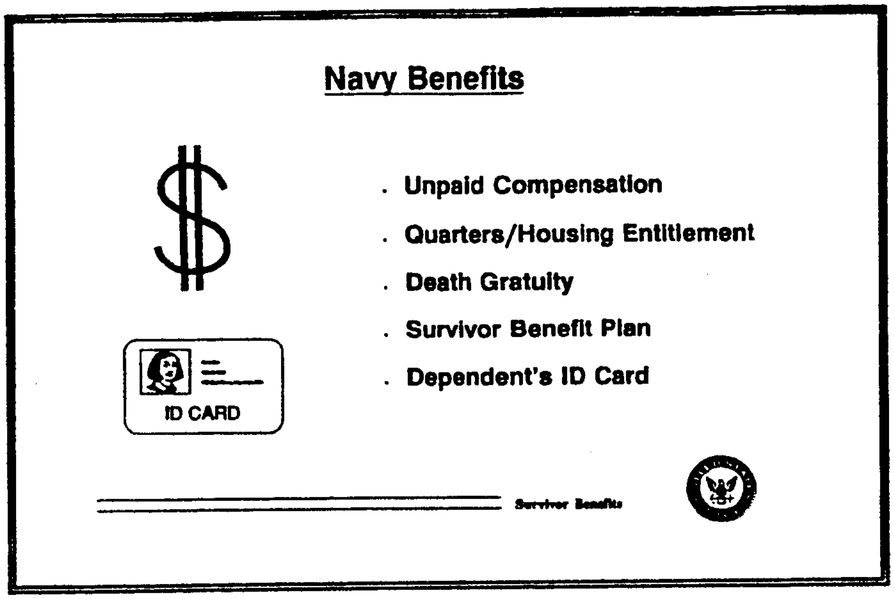
- Application for DIC Benefits or Death Pension
- Application for Social Security Benefits
- Application for Government Headstone or Marker
- Claim Form for SGLI
- Claim Form for Unpaid Compensation
- 10 Copies of Report of Casualty
- NAVPERS 1770/7 (CACO Tickler)

Survivor Benefits

NOTES

KEY POINTS

- Claim forms for all potential benefits for the NOK for which you the CACO are responsible will be sent, in a package, to you from NPC-621 normally within 10 working days of the casualty. If you do not receive the *Survivor's Benefit Package* of forms within 15 to 20 days, call NPC-621 to inform them.
- Contents of the Survivor's Benefits Package include forms for benefits from the Navy, the Department of Veterans' Affairs, and the Social Security Administration.
- When you receive the package:
  - make an appointment with the NOK to go over the forms and help complete them
  - send the completed forms to the agency or address stated on the form; often a return envelope is provided
  - both the CACO and the NOK should keep a copy of all completed forms
- Tell the NOK that certain documents will be needed to submit the claims: marriage certificate; divorce decrees; birth certificates of children; last year's W-2; last year's tax return from 1040; and proof of death (DD Form 1300).



See page 4-4 for further information.

NOTES

Subject to Missing Persons Act

- Missing/Missing in Action (MIA)
- Interned or detained in a foreign country
- Captured (POW), Beleaguered or Besieged by Hostile Forces
  - Relocation of dependents, HHG / family housing 12 mos., continues payment of pay & allowances, tax deferred, VA home loan/educational assistance, Navy space available transportation

Key Elements of Public Law 107-107
Active Duty Survivor Benefit Plan (SBP)
Eligibility

On 28 December 2001, President Bush signed the National Defense Authorization Act for Fiscal Year (FY) 2002. One of its provisions was the establishment of new eligibility criteria in the Survivor Benefit Plan (SBP). This new eligibility is applicable to non-retirement eligible members of the Uniformed Services who died on active duty, while in the line of duty. This includes reserve members on active duty for annual training duty, whether or not their orders specify a period of more than 30 days. Reserve members serving periods of inactive duty training are not included.

- Eligible dependents include the surviving spouse, unless an annuity is payable to a former spouse, or the member's children when a former spouse annuity does not apply.

- A member's children are not eligible beneficiaries when a surviving spouse becomes ineligible by reason of remarriage before age 55.

- No annuity will be paid under these provisions to a person with an insurable interest.

Eligibility for enrollment in the Supplemental Survivor Benefit Plan (SSBP) is not authorized.

- The provisions of law for members who are/were retirement eligible are unchanged by the new law.

- The provisions of the law were retroactive to active duty deaths that occurred on 10 September 2001.

Recently, the Department of Defense (DoD) published implementing instructions for this new law. When Commanding Officers or Officers in Charge (COs/OICs) are determining eligibility for SBP benefits, a Sailor's death will generally be considered in the line of duty unless: (1) the death occurred while the member was not serving on active duty, (2) the death was the result of the member's own intentional misconduct or willful negligence, or (3) the death occurred during a period of unauthorized absence.

A NAVADMIN will be published directing line of duty determinations from affected commands be provided to PERS-665 for appropriate action.

The Defense Finance and Accounting Service-Cleveland Center (DFAS-CL) will calculate the payable annuity to the eligible beneficiary.

NAVY BENEFITS CROSS REFERENCE

	CACP MANUAL (Section #)	CACO HANDBOOK (Page #)
Unpaid Compensation and Allowances • unpaid wages • unpaid reenlistment bonus • unused leave • unpaid quarters allowances	6-5	37
Quarters/Housing Entitlement • 180 day government quarters residence • 180 day BAH entitlement • one-time move at government expense		9, 36, 37, 56
Death Gratuity Payment • $12,000(if not previously paid within 72 hours of casualty)	5-14	18, 22, 36, 57
Survivor Benefit Plan • monthly annuity • retirement eligible personnel only	6-18	36, 37, 63
Dependent's ID Card • spouse and children • commissary, exchange, medical care • 4 years coverage • lost/misplaced card	6-16	

Note:
- Dental Insurance is offered for survivors through TRICARE Retiree Dental Program (TRDP) at 1-888-336-3260. Minimum enrollment is for 36-month period, renewable on a month to month basis.
- Scholarship information is available from NPC-6

Health Benefits / CHAMPUS/ TRICARE

Until recently, there have been two ways through which members of all the uniformed services and their dependents have received medical care, the benefits of which continue in the event of the service member's service-connected death. The first is called the **Uniform Services Health Benefits (USHBP)**, which provides care at uniformed services installation health care facilities such as a military hospital or base dispensary. The other is called the (**Civilian Health and Medical Program of the Uniform Services CHAMPUS)**. These programs provide in and out patient treatment for most medical problems. The primary difference between the two programs is that military medical personnel give USHBP provided care at a military installation, whereas the CHAMPUS program provides full or partial reimbursement for care provided by civilian medical facilities and will require payment of a deductible cost.

In response to the closure of military bases around the world and their medical facilities, and rising health care costs, the military has restructured the CHAMPUS program and it is now called TRICARE. TRICARE is a "managed care" system, which is available through 12 regional management offices around the country. The Department of Defense manages this health care system through regional military commanders from each service in collaboration with civilian medical contractors in each region. TRICARE now offers 3 options:

- TRICARE STANDARD, formerly known as CHAMPUS, REMAINS UNCHANGED. This option gives the beneficiary the widest choice of health care providers, but the highest out of pocket expenses. No enrollment is necessary. Deductibles and cost shares are changed. Eligible beneficiaries may use this option as desired. The military medical treatment facility (MTF) may be used on a space available basis.

- TRICARE EXTRA is a new option which allows the beneficiary to receive cost savings for specific episodes of care. No enrollment is necessary, but in order to obtain cost savings, the beneficiary must use the managed care support contractor's established network of health care providers. Deductibles and reduced TRICARE cost shares are charged. Standard and Extra may be used interchangeably. The MTF may be used on a space available basis.

- TRICARE PRIME is a new option, similar to a health maintenance organization (HMO). The beneficiary must choose to enroll (annually) in this option in order to reap the benefits. The enrollee is assigned to a primary care manager (PCM) who provides the majority of the individual's health care needs. When the enrollee requires care beyond the scope of the PCM, they are referred to specialists. The specialists may be inside or outside the MTF. This option offers enhanced benefits above the Standard and Extra options and guarantees access to the MTF if assigned to an MTF PCM. There is no enrollment fee for active duty and their families. Retirees and their families (under the age of 65) may choose to enroll for $230 individual/$460 family. A nominal copay is charged for care obtain in the civilian network when referred. TRICARE Prime is the lowest cost option under TRICARE, but freedom to choose a provider is limited.

Point of Service (POS) Option allows the Prime enrollee some freedom to choose a provider outside the prime network of providers. A POS charge will be applied when a patient uses a provider without authorization. The deductible for care received under POS is $600, with a 50% copay.

Surviving family members of deceased service members will continue to receive benefits under the TRICARE system as follows:

- Surviving spouses continue under the same coverage for 3 yrs. from the death of the service member. After 3 yrs. , the spouse may pay an annual membership fee equal to that paid by retirees to enroll (or re-enroll) in TRICARE Prime and must pay the cost shares and deductibles applicable to retirees and their families for those who choose the TRICARE Standard or Extra options. Such coverage will continue until the surviving spouse remarries or reaches age 65 (when Medicare coverage begins and CHAMPUS eligibility ceases).

- Surviving children continue under the same coverage until age 21 or until age 23 if enrolled full time school.

You may contact a Health Benefit Advisor (HBA) near you for more information. A list of HBA locations and phones numbers is provided in Appendix B.

TRICARE Retiree Dental Plan

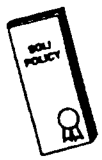
The TRDP which offers basic preventive and restorative dental care via civilian dentists is available, provided the following conditions are met:

- The sponsor's death must have occurred while on active duty in excess of 30 days .

- Family members must not be eligible, or no longer eligible for dental benefits under the TRICARE Family Member Dental Plan.

The TRDP offers continuous open enrollment. Initial enrollment is for at least 36 months. After the first 36 month period, enrollees may choose to stay enrolled on a month-to-month basis. Enrollees who disenroll at any time, regardless of the reason, will be subject to a one-year lock-out period.

Department of Veterans' Affairs Benefits



- Headstone or Marker
- Servicemen's Group Life Insurance
- Dependency and Indemnity Compensation
- Death Pension

- Educational Assistance
- Presidential Memorial Certificate
- VA Guaranteed Home Loan

Survivor Benefits

NOTES

KEY POINTS

- Accompany NOK to local Department of Veterans' Affairs office for detailed explanation of survivor benefits/forms completion/request for Presidential Memorial Certificate assistance.

See page 4-6 for further information.

DEPARTMENT OF VETERANS' AFFAIRS BENEFITS CROSS REFERENCE

	CACP MANUAL (Section #)	CACO HANDBOOK (Page #)
Headstone • PNOK only • 3 - 4 months to be delivered	5-11	29, 36
Servicemen's Group Life Insurance (SGLI) • Beneficiary on SGLI Election Form • $10,000 - $250,000 • 4-8 weeks to be paid	6-13	36, 37, 39, 63
Dependency and Indemnity Compensation (DIC) • spouse and children • monthly allotment • not taxable • service-related death	6-9	36, 57
Death Pension • spouse and children • nonservice-related death	6-9	36, 54
Educational Assistance • spouse and children • up to 45 months	7-8	37, 39, 59

VA BENEFITS CONTINUED

- Form VA 40-1330
  Sample Headstone Application
- New payment method for SGLI
- Sample VA DIC Worksheet
- DIC Rate
- Presidential Memorial Certificate

Form, approved, OMB No. 2900-0222
Respondent Burden: 15 minutes

Department of Veterans Affairs

IMPORTANT: Please read the General Information Sheet before completing this form. Type or print clearly all information except for signatures. Illegible printing could result in an incorrect headstone or marker or delivery. *Blocks outlined in bold are optional inscription items. Unless indicated otherwise* all other blocks **must** be completed. **MILITARY DISCHARGE DOCUMENTS OR RELATED SERVICE INFORMATION IS REQUIRED.**

1. TYPE OF REQUEST
- ☐ INITIAL *(First time)* REQUEST
- ☐ SECOND REQUEST
- ☐ CORRECTED APPLICATION/REPLACEMENT

2. NAME OF DECEASED TO BE INSCRIBED ON HEADSTONE OR MARKER ***(NO NICKNAMES OR TITLES PERMITTED)***

FIRST *(Or Initial)*	MIDDLE *(Or Initial)*	LAST	SUFFIX

3. CHECK BOX BELOW IF REMAINS ARE NOT BURIED AND EXPLAIN IN BLOCK 27 *(e.g., lost at sea, remains scattered, etc.)*
☐ REMAINS NOT BURIED

VETERAN'S SERVICE AND IDENTIFYING INFORMATION ***(Use numbers only, e.g., 05-15-1941)***

4. VETERAN'S SOCIAL SECURITY NO. OR SERVICE NO. *(Failure to complete will delay processing.)*

PERIODS OF ACTIVE MILITARY DUTY *(For additional space use Block 27)*

6A. DATE(S) ENTERED			6B. DATE(S) SEPARATED		
MONTH	DAY	YEAR	MONTH	DAY	YEAR

5A. DATE OF BIRTH			5B. DATE OF DEATH		
MONTH	**DAY**	YEAR	**MONTH**	**DAY**	YEAR

7. HIGHEST RANK ATTAINED ***(No pay grades)***

8. BRANCH OF SERVICE *(Check box(es) - must be consistent with rank (Box 7))*
ARMY ☐ AR | NAVY ☐ NA | MARINE CORPS ☐ MC | COAST GUARD ☐ CG | AIR FORCE ☐ AF | ARMY AIR FORCES ☐ AA | MERCHANT MARINE ☐ MM | OTHER *(Specify)* ☐

9. VALOR OR PURPLE HEART AWARD(S) ***(Documentation must be provided)***
MEDAL OF HONOR ☐ MOH | DST SVC CROSS ☐ DSC | NAVY CROSS ☐ NC | AIR FORCE CROSS ☐ AFC | SILVER STAR ☐ SS | BRONZE STAR MEDAL ☐ BSM(V) | PURPLE HEART ☐ PH | OTHER *(Specify)* ☐

10. WAR SERVICE ***(Check applicable box(es))***
WORLD WAR II ☐ WWII | KOREA ☐ KO | VIETNAM ☐ VN | PERSIAN GULF ☐ PG | OTHER *(Specify)* ☐

11. TYPE OF HEADSTONE OR MARKER REQUESTED *(Check one)*
FLAT BRONZE ☐ B | FLAT GRANITE ☐ G | UPRIGHT MARBLE ☐ U | FLAT MARBLE ☐ F | BRONZE NICHE ☐ Z | UPRIGHT GRANITE ☐ V

12. DESIRED EMBLEM OF BELIEF
NONE ☐ | LATIN CROSS *(Christian)* ☐ 01 | WHEEL OF RIGHTEOUSNESS *(Buddhist)* ☐ 02 | STAR OF DAVID *(Judaism)* ☐ 03 | OTHER *(Specify) (See reverse of back copy for illustrated authorized emblems)* ☐

13A. NAME AND MAILING ADDRESS *(No., street, city, State, and ZIP Code)* OF PERSON TO CONTACT FOR ADDITIONAL INFORMATION

13B. DAYTIME PHONE NO. OF PERSON TO CONTACT FOR ADDITIONAL INFORMATION

14. E-MAIL ADDRESS *(Optional)*

15. FAX NO. *(Optional)*

16. ARE YOU:
- ☐ NEXT OF KIN
- ☐ FUNERAL DIRECTOR
- ☐ VETERANS SERVICE OFFICER
- ☐ CEMETERY OFFICIAL
- ☐ OTHER *(Specify)*

CERTIFICATION: I certify the headstone or marker will be installed in the cemetery listed in block 21 at no expense to the Government and all statements made are true and correct to the best of my knowledge.

17. SIGNATURE OF PERSON WHOSE NAME APPEARS IN BLOCK 13A

18. DATE

19. NAME AND DELIVERY ADDRESS OF BUSINESS (CONSIGNEE) THAT WILL ACCEPT PREPAID DELIVERY *(No., Street, City, State and ZIP Code);* ***P.O. BOX IS NOT ACCEPTABLE***

20. DAYTIME PHONE NO. *(Include Area Code)*

21. NAME AND ADDRESS OF CEMETERY WHERE GRAVE IS LOCATED *(No., Street, City, State and ZIP Code)*

CERTIFICATION: I agree to accept prepaid delivery of the headstone or marker.

22. SIGNATURE OF PERSON REPRESENTING BUSINESS (CONSIGNEE) NAMED IN BLOCK 19

23. DATE

CERTIFICATION: I certify the type of headstone or marker checked in block 11 is permitted in the cemetery named in block 21.

24. SIGNATURE OF CEMETERY OR OTHER RESPONSIBLE OFFICIAL

25. DAYTIME TELEPHONE NO. *(Include Area Code)*

26. DATE

27. REMARKS *(Optional inscription space will vary in size according to the type of marker)*

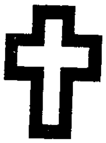
28. GRAVE IS:
- ☐ CURRENTLY MARKED *(with privately purchased marker)*
- ☐ NOT MARKED

STATE VETERANS' CEMETERY AND GRAVE LOCATION ***(Cemetery Use Only)***

29. ID CODE	**30. SECTION**	**31. GRAVE NO.**

APPLICATION FOR STANDARD GOVERNMENT HEADSTONE OR MARKER

AUTHORIZED EMBLEMS (See block 11)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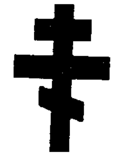
(2)
BUDDHIST


(3)
JUDAISM


(4)
PRESBYTERIAN CROSS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RUSSIAN ORTHODOX CROSS


(6)
LUTHERN CROSS

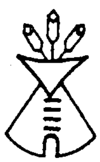

(7)
EPISCOPAL CROSS


(8)
UNITATARIAN CHURCH
FLAMING CHALICE


(9)
UNITED METHODIST CHURCH


(10)
AARONIC ORDER CHURCH


(11)
MORMON-=ANGEL MORONI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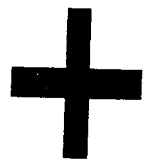
NATIVE AMERICAN
CHURCH OF AMERICA


(13)
SERBIAN ORTHODOX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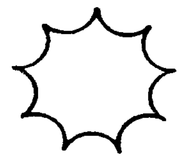
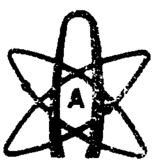
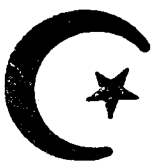
GREEK CROSS


(!5)
BAHAI–9 POINT STAR



(16)
ATHEIST

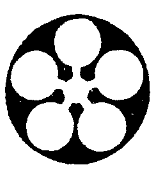

(17)
MUSLIM–
CRESCENT AND STAR


(1*)
HI8NDU


(19)
KONKO–KYO FAITH


(20)
REORGANIZED
CHURCH OFJESUS CHRIST
OF LATTER DAY SAINTS


(21)
SUFISM REORIENTED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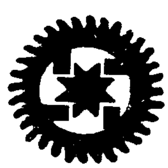
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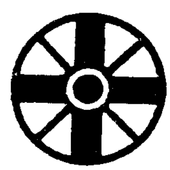
SEICHO–NO–IE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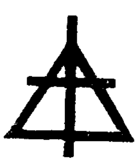
THE CHURCH OF WORLD
MESSIANITY (IZUNOME)


(25)
UNITED CHURCH OF
RELIGION SCIENCE


(26)
CHRISTIAN REFORMED
CHURCH


(27)
UNITED MORAVIAN CHURCH


(28)
ECKANKAR


(29)
CHRISTIAN CHRUCH

NOTE:
Not shown because of copyrights
UNITED CHURCH OF CHRIST
CHRISTIAN SCIENCE CROSS AND CROW
ISLAMIC 5 POINTED STAR

New Payment Methods for Servicemembers' Group Life Insurance (SGLI) Proceeds

Effective June 1, 1999, the Alliance Account, a personalized interest-bearing checking account for beneficiaries of Servicemembers' Group Life Insurance (SGLI) proceeds of $5,000 or more, will be the standard method of payment for all claims except the following:

- Claims of less than $5000.00.

- Litigated Claims.

- Payments to beneficiaries residing in foreign countries.

- Claims that require certified checks.

- Installments.

- Proceeds payable to multiple parties i.e., co-executors, co-guardians.

- Payments under the Accelerated Benefit Option (ABO).

Guardianship Claims that are:

- Joint with the Court.

- The Bank is the trustee.

- Require deposit into another bank.

- Require dual signatures.

- Require deposit into the Court.

All the payments for the above will be made via check.

How it Works

When a claim lump-sum payment is approved by the Office of Servicemembers' Group Life Insurance (OSGLI) for payment, the life insurance benefits will automatically be placed in the Alliance Account in the beneficiary or beneficiary's name or names. The beneficiary or beneficiaries can withdraw all or part of the money immediately, or leave the funds in the account to earn interest from the date the Alliance Account is opened. As soon as the account is opened, the beneficiary or beneficiaries are mailed an Alliance Account Kit with their checkbook. This information package includes:

- A Letter.
- A Certificate outlining the terms and conditions of the account (including amount deposited, initial interest rate and yield).
- A user-friendly brochure explaining the Alliance Account.
- A W9 Certification for Social Security number verification.
- A beneficiary designation form.
- Fifteen (15) checks, (additional checks may be ordered at no cost).

A representative from OSGLI will phone the beneficiary or beneficiaries when the kit is mailed to alert them that it will be arriving in a few days. With the permission of the beneficiary or beneficiaries, the representative will phone a second time, after the Kit has arrived, to verify certain information and address any questions or concerns.

Advantages to Recipients

- Time. The Alliance Account allows the beneficiary or beneficiaries the time necessary to make serious financial decisions during a difficult period.
- Access. The beneficiary or beneficiaries will have immediate access to their funds through the checking account (withdrawals are subject to a $250.00 minimum).
- Interest. Funds in the account earn interest from the date the Alliance Account is opened. The interest credited is comparable to rates earned on six-month certificates of deposit. The interest is compounded daily and credited monthly. Interest

- rates may change monthly but at no time will the interest fall below our guaranteed minimum of 2%.

- Customer Service. The beneficiary or beneficiaries will have access to a toll-free customer service number when questions or concerns arise.

<u>Customer Service</u>

The Prudential Insurance Company of America, has an Alliance Account Service Center exclusively dedicated to answering beneficiary or beneficiaries questions about the Alliance Account. The staff at the Center has on-line access to account information. Representatives can be reached toll-free at 1-800-353-4160, TDD 1-800-654-7637, Monday through Friday, 8:00 AM to 8:00 PM Eastern Standard Time to answer questions about the Alliance Account Kit, account balances, current interest rates, or the operation of the account, as well as provide information regarding settlement options.

<u>Minimum Balance</u>

The account is automatically closed if the balance falls below $250.00. If the account is closed, a check will be sent immediately to the beneficiary for the balance including accrued interest. In order to participate in the Alliance Account proceeds must be equal to or greater the $5,000.00. Please note that individuals will not be able to deposit additional funds into their Alliance Account.

<u>Account Fees</u>

There are no fees for normal account servicing. For special services however, the following fees apply:

- Checks returned unpaid: $10.00 per return.

- Stop Payment Request: $12.00 per request.

- Copies of Individual Checks or Statements: $2.00 per copy.

FINANCIAL COUNSELING SERVICES

A free service for beneficiaries of Servicemembers' and Veterans' Group Life Insurance

For many people, planning their financial future is challenging enough. It is even more difficult when a loved one dies. Dealing with emotions and making important financial decisions can be overwhelming. At this time, Financial Counseling Services can help you make smart financial decisions, develop a personal financial plan for the future, and give you peace of mind.

Get Advice from Financial Professionals

With this benefit, you get free financial counseling from FinancialPoint®, a national team of sensitive financial professionals. Their Certified Financial Planners and other financial professionals are experts in handling a wide range of financial situations and offering customized assistance to individuals like you.

Designed with You in Mind

This program was especially designed to assist beneficiaries of SGLI and VGLI. With Financial Counseling Services you get:

Convenient Options—You choose how to submit your financial information—by U.S. mail, e-mail, or phone.

Personalized Service—You receive a financial plan tailored to your situation with action steps addressing your specific needs.

Objective Advice—You benefit from the advice of financial professionals. They have no products to sell and do not receive a commission for their services. They are not affiliated with any banks or investment firms, so you can be assured that the advice they give you is always objective.

Valuable Information and Counseling

Take the first step by calling to request this valuable service. Then, you'll receive:

- A **FinancialPoint® Welcome Kit**, including comprehensive financial planning questionnaires, asset management education, budgeting and personal finance information, and helpful information sheets that may address many of your current needs.
- A customized and comprehensive **Financial Plan** with information based on an analysis of the financial data you submit. The statements and reports will give you suggestions and guidance for meeting short- and long-term financial goals.
- **Unlimited Telephone Assistance** from FinancialPoint® for up to 12 months to help you with your financial questions.

Contact FinancialPoint® for more information.

Toll-free Anytime: 1-888-243-7351
Email: FCS@financialpoint.com

ADVISORY
CHANGES TO VETERANS BENEFITS ADMINISTRATION (VA) PROCESSING
EFFECTIVE 01 AUGUST 2002

During a joint DoD-VA conference held in Washington, DC on October 24-25, 2001, several recommendations were made to improve the quality and efficiency of casualty assistance. One of the key objectives was to expedite the delivery of benefits and services to every potentially eligible survivor. To facilitate that goal, changes were required to streamline the process and provide immediate information to the VA.

The plan was given final approval during the quarterly Casualty Advisory Board meeting in March 2002. All voting service representative accepted the changes and implementation is now underway.

Effectively 01 August 2002, all benefits packages will contain a "VA DIC Worksheet - In-Service Death (VA Worksheet) which must be signed by the beneficiary and returned to PERS-62D. The form will be completed to the fullest extent possible before forwarding the package to the respective CACO.

Navy Casualty HQ will:

- Issue guidance to all Regional Coordinators regarding the conduct of the new casualty process
- Complete the form to the fullest extent possible
- Generate the benefits package within 10 working days of the death
- Track/monitor the timeliness of VA Worksheet completion and return
- Finalize the package for submission to VA upon receipt of the completed VA Worksheet
- Forward the package to VA for assignment

VA HQ will:

- Issue an instructional letter to all VA regional offices regarding the conduct of casualty assistance
- Enter claims into their master tracking system
- Notify the respective VA regional office of new case

- Provide CACO information to VA regional office
- Monitor cases for prompt processing

The Regional Coordinators must advise the CACOs that:

- The applicant's social security number is required and will be added to the DD1300 (Report of Casualty)
- The VA Worksheet **will be** included in all eligible benefits packages
- The benefits packages will be sent via FEDEX within 10 working days of the death
- VA Form 21-535 is no longer required
- The family may not have to meet with a VA representative

The CACO must:

- Ensure completion of the VA worksheet and ***have the claimant sign in Block 6***
- Provide his/her contact information
- Fax or e-mail the VA worksheet this office immediately upon completion (retain a copy)

VA Regional Offices will:

- The local VA representative will contact CACO upon receipt of information
- Schedule meeting with claimant and CACO if required
- Request any amplifying information if required
- Process the claim

OMB. Approved No. 2900-0004
Respondent Burden: 15 Mins.

Department of Veterans Affairs

APPLICATION FOR DEPENDENCY AND INDEMNITY COMPENSATION BY A SURVIVING SPOUSE OR CHILD - IN-SERVICE DEATH ONLY

1. VETERAN'S FIRST - MIDDLE- LAST NAME	2. VETERAN'S SOCIAL SECURITY NO.
3. CLAIMANT'S FIRST - MIDDLE- LAST NAME	4. CLAIMANT'S SOCIAL SECURITY NO.

NOTE: When you file this application, you are telling us that you elect to receive Dependency and Indemnity Compensation (DIC) and all other service-connected death benefits to which you and/or the deceased veteran's children may be entitled.

5. FOR SURVIVING SPOUSE ONLY: I ☐ have ☐ have not lived continuously with the veteran from date of marriage to date of death. If not, answer Item 6.

6. CAUSE OF SEPARATION *(Give reason, date of separation, and duration of separation. If separation was by Court order, attach a copy of such order.)*	7. DATE OF BIRTH OF SURVIVING SPOUSE *(Mo., Day, Yr.)*

8. CHILDREN OF THE DECEASED VETERAN *(Natural, Step or Adopted)* IN MY CUSTODY

FULL NAME	DATE OF BIRTH *(Mo., Day, Yr.)*	SOCIAL SECURITY NUMBER	PLACE OF BIRTH *(City and State)*	RELATIONSHIP TO CLAIMANT

9. CLAIMANT'S CURRENT MAILING ADDRESS

10. CLAIMANT'S TELEPHONE NUMBERS *(Including Area Code)*

DAYTIME	EVENING

11. I ☐ will ☐ will not be changing my address.

12. CLAIMANT'S NEW ADDRESS	13. DATE OF ADDRESS CHANGE

14. I ☐ want ☐ do not want my VA payment to be directly deposited to my financial account.

15. ACCOUNT

☐ CHECKING

☐ SAVING

ACCOUNT NUMBER ____________

FINANCIAL INSTITUTION'S NINE-DIGIT ROUTING OR TRANSIT NUMBER ____________

I CERTIFY THAT the foregoing statements are true and complete to the best of my knowledge and belief.

16. SIGNATURE OF CLAIMANT		17. DATE SIGNED
18. NAME AND RANK OF MILITARY CASUALTY ASSISTANCE OFFICER (CAO)	19. TELEPHONE NUMBER OF CAO	20. E-MAIL ADDRESS OF CAO

PENALTY - The law provides severe penalties which include fine or imprisonment or both, for the willful submission of any statement or evidence of a material fact knowing it to be false, or for the fraudulent acceptance of any payment to which you are not entitled.

INSTRUCTIONS FOR VA FORM 21-534a

PRINT ALL ANSWERS CLEARLY.

SIGN AND DATE THE APPLICATION.

MAKE A PHOTOCOPY OF THIS APPLICATION AND EVERYTHING YOU SUBMIT TO VA BEFORE YOU MAIL IT.

NOTE - All the information requested must be answered fully and clearly or action on your claim may be delayed. If you do not know the answer, write "unknown."

SPECIFIC INSTRUCTIONS

ITEMS 1-2 - Self-explanatory.
ITEM 3 - Name of surviving spouse or person applying on behalf of minor children.
ITEMS 4-12 -Self-explanatory.
ITEM 13 - Expected date that new mailing address will be effective.
ITEMS 14-17 - Self-explanatory.
ITEMS 18-20 - To be completed by Military Casualty Assistance Officer.

MINORS AND INCOMPETENT PERSONS - If the person for whom the claim is being made is a minor or incompetent person, the application should be completed and filed by the legal guardian. If no legal guardian has been appointed, it may be completed and filed by some person acting on behalf of the minor or incompetent person.

THIS FORM, ALONG WITH THE SERVICEMEMBER'S DD FORM 1300, REPORT OF CASUALTY, SHOULD BE MAILED OR FAXED TO:

DEPARTMENT OF VETERANS AFFAIRS
REGIONAL OFFICE AND INSURANCE CENTER
P.O. BOX 8079
PHILADELPHIA, PA 19101

FAX NUMBER (215) 381-3084.

For assistance in completing this application, or information about VA benefits and services, call us **toll-free at 1-800-827-1000 (Hearing Impaired--TDD Line 1-800-829-4833).**

Compensation & Pension Benefits

Veterans Benefits & Services

Dependency Indemnity Compensation (DIC) Rate Tables

Surviving Spouse & Child(ren)

Veteran's Death Was On or After January 1, 1993

- Basic Monthly Rate
- Additional Allowances
- Historic Rates

Veteran's Death Was Before January 1, 1993

- Surviving Spouse, Enlisted Pay Grade
- Surviving Spouse, Warrant Officer Pay Grade
- Surviving Spouse, Officer Pay Grade
- Children, Surviving Spouse Entitled
- Children, **No** Surviving Spouse
- Historic Rates

To find out how to use these rate tables CLICK HERE

Veteran's Death Was On or After January 1, 1993
Effective 12/1/03

Basic Monthly Rate = **$967** (38 U.S.C. 1311(a)(1))

Additional Allowances:

a. Add **$208** if at the time of the veteran's death, the veteran was in receipt of or entitled to receive compensation for a service-connected disability rated totally disabling (including a rating based on individual unemployability) for a continuous period of at least 8 years immediately preceding death AND the surviving spouse was married to the veteran for those same 8 years. (38 U.S.C. 1311(a)(2))

b. Add the following allowance for each dependent child under age 18: *

- Effective 12/1/03 **$241** per child (38 U.S.C. 1311(b))

c. If the surviving spouse is entitled to A&A, add **$241**. (38 U.S.C. 1311(c))

d. If the surviving spouse is entitled to Housebound, add **$115** (38 U.S.C. 1311(d))

*DIC apportionment rates approved by the Under Secretary for Benefits under 38 CFR 3.461(b) will be the additional allowance received for each child.

For historic rate charts on this topic CLICK HERE

VA PARENTS' DIC
CHECKLIST FOR MILITARY CASUALTY ASSISTANCE OFFICERS

Benefit - Parents' DIC (Dependency and Indemnity Compensation) is an income-based monthly benefit for the parents, or parent, of a military service member or veteran (hereafter referred to as "veteran") who died from:

- a disease or injury incurred or aggravated while on active duty or active duty for training,
- an injury incurred or aggravated in line of duty while on inactive duty for training, or
- a disability compensable by VA.

Relationship - The term "parent" includes a biological, adoptive, and foster parents. A foster parent is a person who stood in the relationship of a parent to the veteran for at least one year before the veteran's last entry into active duty.

Maximum Annual Benefit*

Sole Surviving Parent	$5,568
with Aid & Attendance Allowance (A&A)	*8,568*
Sole Surviving Parent Living with a Spouse	5,568
with A&A	*8,568*
One of Two Parents Not Living with a Spouse	4,008
with A&A	*7,008*
One of Two Parents Living with a Spouse	3,768
with A&A	*6,768*

**Benefit rates are effective December 1, 2002. Rates change annually.*

Income Limits* - Eligibility to Parents' DIC is based on need. When a parent's income exceeds the limit, no benefit is payable. Eligible parents must report all sources of income to VA; for example, gross wages, retirement annuity, insurance proceeds or annuity, interest, and dividends. The spouse's income must also be included if living with a spouse. A spouse may be the other parent of the deceased veteran, or from remarriage. The following are the current income limits:

Sole Surviving Parent	$11,024
Sole Surviving Parent Living with a Spouse	14,817
One of Two Parents Not Living with a Spouse	11,024
One of Two Parents Living with a Spouse	14,817

**Income limits are effective December 1, 2002. Limits change annually.*

Unreimbursed Family Medical Expenses - These expenses may be used to reduce countable income. They are amounts actually paid by the parent during the calendar year for medical expenses, for themselves and for relatives they are under an obligation to support, which the parent is not reimbursed by insurance. In computing the parent's income, VA will deduct the amount the parent paid for medical expenses if found qualified by use of a formula provided by law.

To Apply for Parents' DIC - Based on the above guidelines, any parent who feels he or she may be eligible should apply for Parents' DIC. VA will determine eligibility and inform the parent. VA Form 21-535 [*Application for Dependency and Indemnity Compensation by Parent(s)*] should be used to apply. It should be sent to the VA Insurance & Regional Office Center, P.O. Box 8079, Philadelphia, PA 19101. Applications may be faxed to that office: (215) 381-3084.

Burial & Memorial Benefits

Veterans Benefits & Services

National Cemetery Administration Home Page

"A Sacred Trust"

What's New

National Cemetery Administration

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Presidential Memorial Certificates

Military Funeral Honors

State Cemetery Grants Program

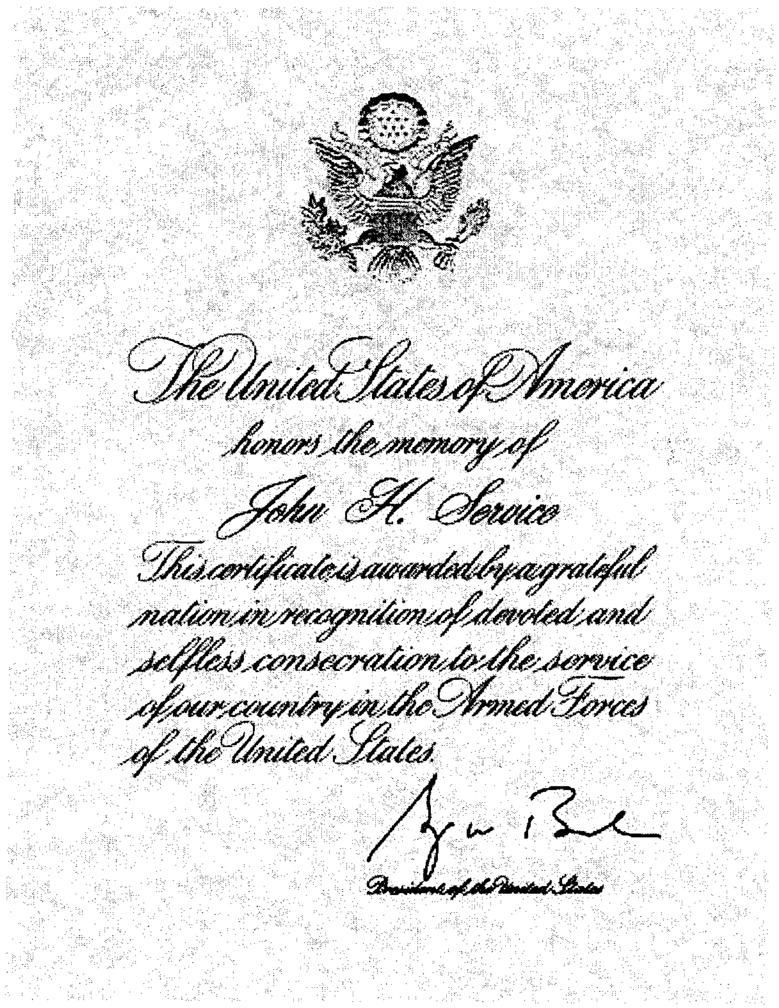
Locating Veterans

Obtaining Military Records & Medals

FAQs

Site Map

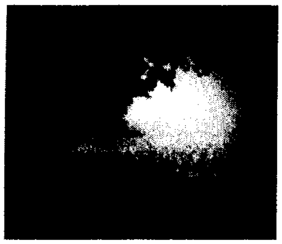
Presidential Memorial Certificates



A Presidential Memorial Certificate (PMC) is an engraved paper certificate, signed by the current President, to honor the memory of honorably discharged deceased veterans.

History

This program was initiated in March 1962 by President John F. Kennedy and has been continued by all subsequent Presidents. Statutory authority for the program is Section 112, Title 38, of the United States Code.



National Cemetery Administration Home Page

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Presidential Memorial Certificates
Important Notice

We are presently receiving mail at our Washington, D.C., address, and have discontinued use of the Nashville alternate mail site.

However, mail delivery is considerably slower than normal and we are not certain of the disposition of a portion of the mail sent after mid-October.

If you would like to request a Presidential Memorial Certificate, or if you requested one more than six (6) weeks ago and have not received it yet, we ask that you either:

1. Fax your request and all supporting documents (copy of discharge and death certificate) to: **(202) 565-8054,** or

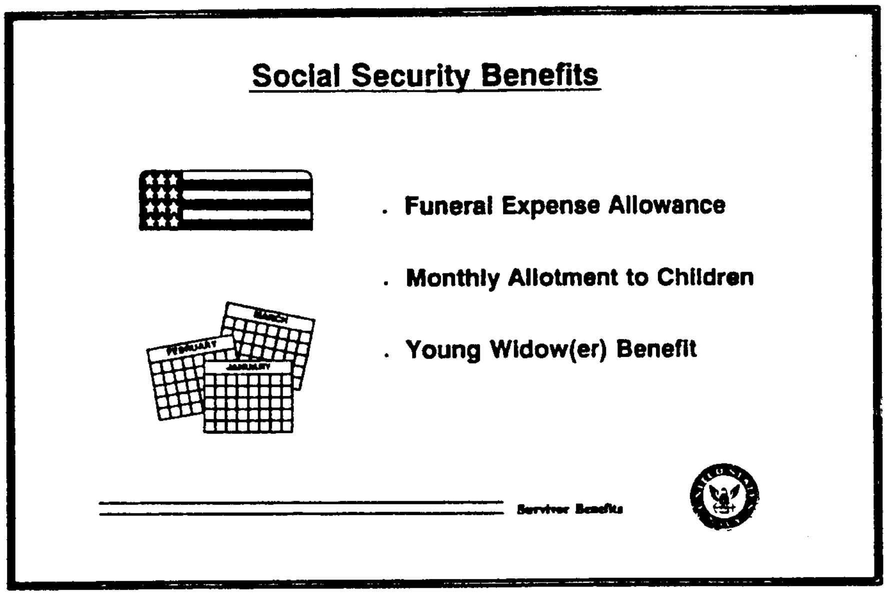
2. Mail your request and all supporting documents using either the U.S. Postal Service or a commercial mail service, such as one of the overnight or express mail delivery services, to:

Department of Veterans Affairs
National Cemetery Administration (403A)
810 Vermont Avenue, NW
Washington, DC 20420-0001

If you have any questions about a certificate you have received, a request you have already sent in, or about the program in general, you may call **(202) 565-4964.** Or you may email us at:

PMC@mail.va.gov

Please Note: The above telephone number and email address is for questions about the Presidential Memorial Certificate Program only.



NOTES

KEY POINTS

- If there is a Social Security Administration office local to the residence of the NOK, contact them and accompany the family to that office for a detailed explanation of benefits and for assistance in forms completion.

See page 4-8 for further information.

SOCIAL SECURITY BENEFITS CROSS REFERENCE

	CACP MANUAL (Section #)	CACO HANDBOOK (Page #)
Lump Sum Death Benefit • $255 • spouse or child		36
Monthly Allotment • children	6-8	35
Young Widow(er) Benefit • through child's 16th birthday	6-8	35

Return of Personal Effects

- Navy Authority
- Member's Command
- Legal Recipients
- General Guidelines

Survivor Benefits

NOTES

KEY POINTS

- The Navy has no *authority* to decide lawful succession to or title of ownership of the personal effects.

- The *member's command* will collect, inventory, and take custody for safekeeping and delivery to the legal recipient of the member's personal items, including the member's privately owned vehicle (POV).

- *Legal recipients* are:

  - the executor or administrator of the member's estate; if none,
  - the spouse; if none,
  - the children; if none,
  - the parents

- If the POV is located at a commercial storage facility, the costs for storage may have to be paid by the recipient prior to shipment; the CACO needs to contact the storage facility and obtain details on how to retrieve the vehicle and apprise the NOK of arrangements.

- If there is a lien against the vehicle, the legal recipient will be advised and given the name and telephone number of the lien holder.

- Inform the legal recipient that bank accounts may be closed out by the member's duty station.

KEY POINTS (Continued)

NOTES

- Inform the legal recipient that you will, at their request, call the financial institution to inform them that the member is deceased.
- BUPERS requires personal effects to be shipped within 14 days of the casualty incident. The member's POV should be shipped within a similar time frame.
- If the personal effects are in a private residence that the member was sharing with another individual, and that person refuses the Navy permission to enter the residence to collect items for shipment, the NOK may have to obtain a court order for release of those items.
- If death occurred outside the 48 contiguous states, then the personal effects are normally routed through the Naval Supply Center at Norfolk, VA.
- During all of this, the command to which the member was assigned will keep the CACO advised as to when and how the effects were sent, bill of lading numbers, intermediary shipment points, and expected arrival time of effects. If there is indication of a delay or effects do not arrive, do not hesitate to contact the Personal Effects Distribution Centers, NPC-621 or NAVSUP's Personal Property Division.

COG I STOCK NO. 0530-LP-011-1830

TRANSPORTATION OF PERSONAL PROPERTY

NAVSUP PUBLICATION 490

REVISION 3

NAVY DEPARTMENT
NAVAL SUPPLY SYSTEMS COMMAND
Mechanicsburg, PA 17055-0791, 16 June 2003

The instructions herein are issued for the information and guidance of all persons providing personal property transportation services for Navy-sponsored shipments.

This publication supersedes the Naval Supply Systems Command Publication 490, Revision 2 of 30 Dec 1999.

Instructions implementing the Joint Federal Travel Regulations have been reviewed by the Per Diem, Travel and Transportation Allowance Committee in accordance with DOD Directive 5154.29 dated 23 March 1993 as case RR030210.

(SIGNED)

A. DUNNE-HAYES
Captain, SC, USN
Deputy Commander
Support Services
Naval Supply Systems Command

CHAPTER 6

LOST, ABANDONED OR UNCLAIMED PERSONAL EFFECTS AND PERSONAL EFFECTS OF PERSONS DETERMINED TO BE DECEASED OR MISSING - LOST ABANDONED, OR UNCLAIMED PRIVATELY OWNED PERSONAL PROPERTY

N6000 - PERSONAL EFFECTS

A. Classification of Personal Effects. Personal effects consist of the articles owned by an individual, as well as any articles of government property in his/her temporary custody. Personal effects are classified and described as follows:

1. Class 1 - Navy-owned organizationally furnished-clothing and equipment furnished on a loan or custody basis and subject to turn-in when no longer required. In determining what items in Class 1 are Navy-owned, consideration should be given to the fact that large quantities of such material have been sold by Navy activities to private individuals and to retail enterprises. When Navy ownership of items in Class 1 cannot be established conclusively, such items must be included in Class 5.

2. Class 2 - uniform clothing prescribed by the U.S. Navy Uniform Regulations.

3. Class 3 - money.

4. Class 4 - negotiable and non-negotiable instruments such as bonds, checks, deeds, wills, receipts (including those covering safekeeping deposits), agreements, certificates, insurance policies and bankbooks.

5. Class 5 - miscellaneous articles of intrinsic, sentimental and utility value, such as jewelry, fountain pens, cameras, wallets, insignia, medals, photographs, foreign currency, books, diaries, razors and other personal grooming articles, flight logs and other personal papers, souvenirs, musical instruments, sports and athletic equipment, civilian clothing, wardrobe trunks and other containers suitable for shipment as baggage, firearms, motor vehicles, trailers and HHG.

B. Categories of Personal Effects. Personal effects are categorized as follows:

1. Lost, abandoned or unclaimed personal effects. Personal effects of persons whose identity or location cannot be determined. Personal effects of persons in the Navy who have been declared absentees or deserters. Personal effects which are unclaimed by the next of kin, or legal representative, and which were the property of deceased persons not members of the Armed Services. **Do not forward items of persons whose identity or location cannot be determined to Personal Effects Distribution Center. Dispose of these items IAW Defense Reutilization and Marketing Office Manual (DRMO) DOD 4160.21-M (www.drms.dla.mil).**

2. Personal effects of deceased or missing Navy personnel. Personal effects of persons in the Navy who are determined to be dead or missing. A "missing person" is one who, because of the circumstances incident to his/her absence, is not declared an absentee or deserter. The personal effects of absentees and deserters

are considered to be abandoned personal effects in accordance with item B1 above.

3. Personal effects of incapacitated persons: Persons determined to be mentally or physically incapacitated.

4. Lost Baggage: Personal Effects unavoidably separated from owner.

5. Lucky bag items: Items of clothing and other personal effects which are deposited in the ship's lucky bag when such items are found adrift and ownership cannot be determined, or when such items are donated by the owner. **Do not forward Lucky Bag items to Personal Effects Distribution Center. Dispose of Lucky Bag items IAW Defense Reutilization and Marketing Office Manual (DRMO) DOD 4160.21-M (www.drms.dla.mil).**

N6001 RESPONSIBILITY FOR PERSONAL EFFECTS

A. Commanding Officers and/or Installation Commanders. The Commanding Officer and/or Installation Commander is responsible for the collection, inventory, selection of an inventory board, and security of personal effects. Additionally, the CO/IC is responsible for initiating and documenting inquiries to determine and locate the owner of the effects, the next of kin, the heir, or the legal representative of the *owner for personal effects determined to be lost, abandoned, or unclaimed in accordance with* ★ *Defense Reutilization and Marketing Office Manual (DRMO), DOD 4160.21-M (www.drms.dla.mil).*

In situations involving a person determined to be deceased or missing, PERS 621 is responsible for determining the next of kin, heir, or the legal representative of the owner. For additional information regarding deceased or missing person(s), see sub-paragraph D.

1. **Collection.** Gather the personal effects.

★ 2. **Inventory.** *In all instances when the Command takes custody of such effects, an inventory, NAVSUP Form 29, must be completed in each case as previously mentioned. The Commanding Officer and/or Installation Commander must appoint an inventory board in writing, which must consist of the following:*

   a. For enlisted, the division officer (even if held by a senior enlisted) and the division petty officer.

   b. For officers, the inventory board must consist of two officers.

3. **Security**. See paragraph **N6002.C**

★ *When the Command Representative and/or CACO is going on deployment the CO/ICO/SQ/ TYCOM designates an alternate command representative and/or CACO who handles the case IAW instructions from PERS621. The Regional Casualty Coordinator must be notified when an alternate command representative and/or CACO is designated.*

B. Supply Officers or Officers Designated to Receive Personal Property from the Inventory Board.

★ *Upon receipt of personal effects from inventory board, the supply officer or designated officer is responsible for the custody, storage, security, shipment, and disposition of personal effects, and for the maintenance of adequate records.*

1. Custody. Signature required on NAVSUP Form 29 upon receipt of effects from inventory board.

2. Storage. Locally procured (security area, or when appropriate non-temporary storage).

3. Security. See paragraph N6002-C.

★ 4. *Shipment. Deceased or Missing Person. The Personal Property Shipping Office, upon contact from the Command Representative/CACO, determines the HHG shipment mode. Any HHG shipment in litigation for deceased or missing person must be placed in non-temporary storage (NTS) at origin..*

5. Disposition. See paragraph N6004.

6. Records. Maintain status and shipment file.

★ **C. *Command Representative (origin point of contact)/Casualty Assistance Calls Officer (CACO) (destination point of contact).*** *In all cases involving effects of persons in the Navy determined to be deceased or missing the command representative at origin is responsible for completing the appropriate shipping documents and acting as the liaison on behalf of the next of kin (NOK)/legal recipient. The Command Representative is the liaison with the origin personal property shipping office. The Command Representative communicates with the assigned CACO (at destination) and provides information as to shipment, storage and/or delivery of personal property. The assigned CACO at destination is the agent for the NOK and initiates the delivery of the personal property to the NOK/legal recipient via the personal property shipping office.*

1. Provide the following documentation (see N6001-D below) to the origin personal property shipping office for shipment of personal effects:

a. Letter of designation as Command Representative for effecting personal property move;

b. Letter from NOK/legal recipient designating a delivery address;

c. Copy of Report of Casualty (DD 1300) with a line of accounting, or Memorandum from PERS 621 with a line of accounting data.

2. Complete shipping documents.

3. Provide delivery instructions to the CACO at delivery point.

★ *Command Representative should not directly mail or arrange for delivery of personal effects without going through the CACO assigned to the NOK/legal recipient at destination.*

Afloat units operating away from the ship's homeport. See paragraph N6004.

★ **D. *Naval Personnel Command (NAVPERS).*** *In compliance with US Code, Title 38, Section 8501 (www.law.cornell.edu/uscode/38/8501.html), Naval Personnel Command (NAVPERSCOM), Casualty Assistance Branch, PERS 621, provides/determines the heir, next of kin, or legal representative of the owner in situations involving the personal effects of personnel in the Navy determined to be deceased or missing. PERS 621 is responsible for providing the following documentation/information regarding deceased or missing person(s) personal effects:*

1. The Casualty Assistance Message;

2. The appropriation needed to ship/store the personal effects and;

3. Provide guidance and disposition instructions to PEDC regarding personal effects (locker items) received at PEDC from afloat units with a homeport located outside of CONUS or from deployed units.

★ **E. *Personal Effects Distribution Center (PEDC).*** *Responsible for the storage, record keeping, shipment and/or disposal, of personal effects determined to be:*

1. Lost, abandoned, or unclaimed personal effects located aboard a deployed afloat unit, or an afloat unit with a homeport located outside of CONUS.

2. Any lost, abandoned, or unclaimed personal effects erroneously sent to PEDC. See paragraph N6004.

PEDC, upon receipt of personal effects for a deceased or missing person shall contacts PERS 621 and provide shipment arrival notification. PERS 621 is responsible for providing final shipping disposition regarding shipments of deceased or missing person(s).

F. Naval Supply Systems Command (NAVSUP) Code 05. NAVSUP's responsibility is to provide interpretation, guidance and assistance concerning the information and procedures set forth in this Chapter.

N6002 INVENTORY OF PERSONAL EFFECTS (NAVSUP 29)

The inventory board is responsible for collecting, inventorying, cleaning, sealing and delivering the personal effects to the supply officer for safekeeping and disposition.

The inventory, NAVSUP Form 29, must reflect an accurate count and the correct nomenclature of items inventoried as well as annotations of items cleaned and laundered. The status and disposition of personal property/effects handled by the inventory board must be documented on the inventory. Money must be handled IAW paragraphs N6005 and N6006.

The inventory board shall remove from the personal effects all classified matter, which is to be disposed of in accordance with the Department of the Navy Information Security Program Regulation (OPNAVINST 5510.1 series). Articles injurious to personnel, such as small arms, ammunition, or other explosives, and articles that constitute fire hazards are to be rendered harmless, if practicable. If such articles cannot be rendered harmless, they are to be disposed of by qualified personnel. Extreme care must be exercised in describing articles of intrinsic or sentimental value, such as jewelry, precious stones, valuable papers, keepsakes, etc. Such general terms as "Diamond," "Gold," and "Platinum" should not be used without qualifying remarks, as such articles may not, in fact, consist of those elements. Any articles of a sensitive or personal nature, i.e., pornographic or objectionable matter, are to be handled as such. *When questionable items (sensitive or of a personal nature) appear on the inventory, do not release to the NOK or legal representative of the owner until the CACO or releasing official advises the NOK or claimant of such material. If the NOK or legal representative of the owner declines the item(s), they are to be disposed of in accordance with the Defense Reutilization and Marketing Office) Manual (DRMO), DOD 4160.21-M (www.drms.dla.mil).*

Any information relating to unsettled financial transactions is to be recorded in the section "Statement of Unsettled Financial Transaction" on the NAVSUP Form 29. A copy of each piece of correspondence relating to the identification and location of the owner, next of kin, heir, or legal representative, as well as any voluntary written statements received from creditors or debtors, is to be attached to the original copy of the inventory. The Commanding Officer, Installation Commander, Inventory Board, or Supply Officer is to take no official action to settle outstanding financial transactions recorded on the inventory.

Any Government-owned equipment, articles or material are to be removed from the personal effects and recorded on the NAVSUP Form 29 and handled in accordance with current instructions applicable to such equipment, article or material.

A. Preparation of The Inventory of Personal Effects (NAVSUP Form 29)

General. The inventory of personal effects is listed on NAVSUP Form 29 (see Figure 9-1). A minimum of an original and five copies must be prepared. Information that cannot be included in the space provided on the NAVSUP Form 29 is to be listed on a continuation sheet (white bond paper) under appropriate captions. Additional copies of NAVSUP Form 29, as required, may be prepared and used for official purposes when certified to be a true copy by the Commanding Officer. The original and all copies of the NAVSUP Form 29 are to be signed by both members of the inventory board and the convening authority before delivery to the supply officer or officer designated to receive the effects from the inventory board.

1. **List of Personal Effects**. The inventory board completes the section "List of Personal Effects" on the reverse of the NAVSUP Form 29. The supply officer or the designated officer must record, on the reverse of the form, the disposition of the personal effects if the personal effects have not been returned to the owner.

a. Proceeds from sale of perishable items ____________;

b. Government property retained at __________________;

c. Articles (motor vehicles, boats, trailers, HHG, furniture, and furnishings) retained at____________________; pending receipt of disposition instructions.

d. In remarks section explain the condition of clothing (i.e., cleaned). If not cleaned, provide an explanation.

B. Distribution of the Inventory of Personal Effects

1. **By the Inventory Board**. The inventory board distributes copies of the NAVSUP Form 29 as follows:

a. Forward original and all copies with the personal effects to the supply officer or designated officer (who must acknowledge receipt) and distribute remaining copies as prescribed below.

b. Forward one copy to the convening authority.

c. File one copy in the owner's service record, if available.

d. Fax a copy to PERS 621 at 901-874-6654 or DSN 882-6654.

2. **By the Supply Officer**. The supply officer or designated officer, upon receipt of the effects from the inventory board, must enter the disposition information on all copies of the NAVSUP Form 29 and forward the copies as follows:

a. Return two copies to the inventory board.

b. Pack one copy inside each container (i.e., sea bag, carton, garment bag, etc.) with the personal effects.

c. If the personal effects are to be forwarded to the **Personal Effects Distribution Center (PEDC), FISC Cheatham Annex, Williamsburg, VA 23815,** forward the original and two copies with a letter of transmittal to PEDC.

d. If the personal effects are shipped via registered mail or other means to the owner or the owner's next of kin, forward a copy to the consignee and retain the original. **Personal effects of deceased or missing persons must not be sent via registered mail without authorization from the assigned CACO and/or PERS 621.**

e. If the personal effects are those of a missing or deceased Navy member, forward a copy to the assigned Casualty Assistance Calls Officer (CACO) and a copy to the Commander, Navy Personnel (PERS-621), 5720 Integrity Drive, Millington, TN 38055-6210, or a FAX copy at 901-874-6654 or DSN 312-882-6654.

f. File one copy of the expenditure invoice with a copy of the shipping papers.

C. Security

All persons concerned must ensure the necessary precautions are taken to prevent pilferage or damage to the personal effects. Supply Officers, or designated officers receiving personal effects from inventory boards for safekeeping and storage, must verify the items of personal effects as annotated on the NAVSUP Form 29 and store the effects in locked, controlled spaces and/or an approved government non-temporary storage facility (see paragraph N6001.B). Money, negotiable instruments and articles of intrinsic value, such as jewelry must be stored in a combination type safe. When transfer of custody of the personal effects including cash, checks and other valuables is made by hand, the receiving officer acknowledges receipt by endorsing the original and all remaining copies of the NAVSUP Form 29. The delivering officer must retain a signed copy of the receipt. When personal effects are shipped or mailed, items of intrinsic value must be shipped in a separate container/box via Registered Mail. A record of the transfer must be made on the document and on all remaining copies of the NAVSUP Form 29. The forwarding officer must retain a copy of the shipping document and registry receipt.

N6003 DETERMINATION OF NEXT OF KIN, HEIR OR LEGAL REPRESENTATIVE

★ *The Commander, Navy Personnel Command, Casualty Assistance Branch, (PERS 621), in all cases involving deceased or missing personnel's personal effects, determines the proper recipient in accordance with the Title 38 U.S.C., Section 8501, which outlines the order of precedence for receipt of personal property.*

N6004 - DISPOSITION OF PERSONAL EFFECTS

A. General: Although it is not necessary for the personal effects to be repaired, the personal effects must be cleaned or laundered, as appropriate, prior to being forwarded to the next of kin, the heir, or legal representative. When practicable, the supply officer first receiving personal effects from the inventory board takes any necessary action to comply with this policy. However, the activity that actually forwards the personal effects to the next of kin, heir, or legal representative has the final responsibility to ensure that the personal effects are in a satisfactory condition. Any expense incurred by PEDC for cleaning or laundering of personal effects must be charged to the operation and maintenance allotment of the activities requesting services to be performed. Foreign currency and coins exceeding $5 in value must be converted to United States currency, if practicable. Prior to shipment, the supply officer must resolve any difference between the inventory board list and the personal effects to be shipped. When appropriate, the Brooks Model A (one piece) "Cable Seal Lock which has been assigned NSN 5340-00-0084-1570 and complies with MIL-S-23769 specifications should be used. If a serial number cable seal lock is not available, a serial number ball type seal with a penned bolt and nut or #5 American Wire Gauge wire twist may be substituted. The seal number must be annotated on the shipping document.

B. Lost, Abandoned or Unclaimed Personal Effects - Disposition and/or Disposal of Lost, Abandoned or Unclaimed Personal Effects.

Any personal effects determined by the Afloat (except deployed units and OCONUS homeport afloat units) or Ashore CO/IC to be personal effects lost, abandoned or unclaimed shall be disposed of, or shipped to the owner or legal representative using the following guidelines:

1. Dispose of in accordance with the Defense Reutilization and Marketing Office Manual (DRMO), DOD 4160-21-M (www.drms.dla.mil).

★ 2. *Ship to the owner or legal representative at owners or legal representative expense by traceable means. Shipment at Government expense or official mail is not authorized.*

Personal Effects in this category shall not be shipped to PEDC, Cheatham Annex for disposal. When property in this category is erroneously shipped to PEDC, Cheatham Annex, all costs incurred by PEDC for handling (administrative costs, cleaning, packing, etc.) is chargeable back to the command that erroneously and/or improperly forwarded the personal effects to PEDC.

Deployed Afloat Unit – Items of personal effects in this category seized during a deployment can be shipped, with proper documentation (NAVSUP Form 29), to PEDC, Cheatham Annex, for disposal.

C. Shipment of Personal Effects of Persons Determined to be Deceased or Missing:

★ *In this section, for clarification purposes, personal effects are items (locker items) located aboard an afloat unit. Household goods are all "other" personal effects belonging to the deceased or missing person(s).*

1. *Personal Effects – Locker Items*

   a. *Deployed unit or afloat unit with homeport located outside of CONUS...Personal Effects – Locker Items- Personal effects located aboard a deployed unit or afloat unit with homeport located outside of CONUS are* *handled and inventoried (paragraph N6002) in accordance with this publication and forwarded, with proper documentation (NAVSUP Form 29), to PEDC, FISC Cheatham Annex, Williamsburg, VA 23185.*

b. *Afloat unit located in CONUS...Personal Effects - located aboard an afloat unit located in CONUS are handled and inventoried (paragraph N6002) in accordance with this regulation and shipped as directed by the Casualty Assistance message. If message guidance has not been received, contact PERS 621 at 1-800-368-3202 for assistance.*

2. *Household Goods*

a. *Next of Kin (NOK), heir, or legal representative is known...When the next of kin (NOK), heir or legal representative is known, the Command Representative, as the liaison for the NOK, heir, or legal representative, requests shipment or non-temporary storage of the household goods through the responsible personal property shipping office. Do not ship to PEDC. Non-temporary storage is authorized for one year (See JFTR, par. U5372).*

b. *Next of Kin (NOK), heir, or legal representative is not known...When the NOK, heir, or legal representative is not known, or there is a dispute regarding ownership (litigation), the household goods must be placed in non-temporary storage at origin.*

Personal effects of a deceased or missing person received at PEDC without a NAVSUP Form 29, dirty and/or improperly packed shall be brought to the immediate attention of the Naval Supply Systems Command, Code 053, and the CO at Cheatham Annex. Upon receiving notification of such shipment the Cheatham CO, with support from CO, FISC Norfolk, appoints an inventory board, completes the NAVSUP Form 29, and makes distribution of the NAVSUP 29 in accordance with this publication.. Personal effects are to be held at Cheatham Annex pending shipment delivery disposition from PERS 621.

Inquiries regarding the personal effects and/or household goods of a deceased or missing person should be directed to PERS 621 at 1-800-368-3202.

★ **D. *Administrative Guidance***

1. Invoice/Shipping Document. When personal effects are transferred, by any means, to another Naval Activity or the PEDC, the supply officer must prepare a DD Form 1149 to document the transaction. A transportation control number must be assigned IAW DOD 4500.32-R, Vol. 1, Appendix C, par. 9. The original with an acknowledging receipt signature from the receiving activity must be retained in the

★ *expenditure invoice file with a copy of the NAVSUP Form 29 attached. When direct and shipment is made, a copy of the postal receipt, freight forwarder waybill or shipping document, must be retained with the DD Form 1149. The expenditure invoice number and the trans shipping activity also must be recorded in the "Remarks" section of the NAVSUP Form 29. Secure a copy of the NAVSUP Form 29 and DD Form 1149 to the outside of the shipping container and place a copy inside of the package being shipped.*

★ *2. Money and Negotiable Instruments. The supply officer must remove money totaling $5.00 (five dollars) or less and donate that money to Navy Relief at that site. Negotiable instruments must be deposited with the disbursing officer for safekeeping. All foreign currency must be exchanged for United States currency. If not, the foreign currency is classified as Class 5 personal effects. Money in excess of $5 must be exchanged for a treasurer' s check drawn to the order of Officer in Charge, PEDC and be forwarded via registered mail to the PEDC. In addition, a copy of the letter of advice containing the detailed description of the items shipped must accompany the shipment. The original of the letter of advice must be forwarded under separate cover to the PEDC.*

E. Disposition of Personal Effects of Personnel Determined to be Mentally or Physically Incapacitated

The personal effects of persons determined to be mentally or physically incapacitated must accompany them when hospitalized or transferred for special treatment (See JFTR, par. U5345). The activity responsible for the care of the incapacitated person must ensure that the personal effects are safeguarded until the person is released from care. If it is determined that it is not practical to have money identified as part of the personal effects accompanying the person, the money must be turned over to the nearest disbursing officer who issues a Government check in accordance with the Navy Comptroller Manual, Volume 4, Chapter 2. Such disposition must be explained in the "Remarks" section of the NAVSUP Form 29.

F. "LUCKY BAG" ITEMS OF PERSONAL EFFECTS

Single or scattered items of clothing and other personal effects deposited in the "lucky bag" may be used locally or disposed of in accordance with the regulations of the ship or station regarding the "lucky bag". When it is not possible to determine the owner of "lucky bag" items and the value is less than $25 (as distinguished from situations in which the owner can be determined but not located), local disposition action may be taken immediately. Effects valued at $25 or more must be held for a period of three months before local disposition action is taken. If such items are sold, the proceeds of the sale must be handled in accordance with the Navy Comptroller Manual, par. 043143. Commanding Officers must require the custodian of the "lucky bag" or other designated person, to keep records of all items received into or expended from the "lucky bag", and to furnish an itemized receipt to the donor of the items, if known. **Do not forward Lucky Bag items to PEDC. Dispose of Lucky Bag items IAW DRMO (DOD 4160.21-M) guidelines.**

G. Disposition By Personal Effects Distribution Center (PEDC)

Categories of shipments authorized for shipment to PEDC, as indicated in this Chapter, shall be disposed of by PEDC IAW DRMO, (DOD 4160.21-M) (www.drms.dla.mil/pubs) or written local instructions.

N6005 - MONIES DERIVED FROM PERSONAL EFFECTS

A. Personal Effects Distribution Center Fiscal Procedures

1. Deposit Funds

   a. Lost, Abandoned, or Unclaimed Money. Money which is part of the effects classified as lost, abandoned, or unclaimed, including proceeds of sales of such personal effects, must be credited to the Deposit fund 17X6001.1250, Proceeds of Sales of Lost, Abandoned, or Unclaimed Personal Property, Navy (T). The amount paid is charged to the same fund. Balances in this deposit fund not paid to the proper recipient are transferred to the Receipt Account 171060, Forfeitures of Unclaimed Money and Property. The periodic report required by ***NAVCOMPT Manual, par.** 047374, on Deposit Funds 17X6001 and 17X6002, must be mailed to:

      Director
      Defense Finance and Accounting Service
      Cleveland Center Code AABC
      1240 East Ninth Street
      Cleveland, OH 44199-2055

   b. Money of Deceased or Missing Naval Personnel. Money which is part of the effects of deceased or missing Naval personnel, including proceeds of sale of such effects, must be credited to the Deposit Fund 17X6002.1250, Personal Funds of Deceased, Mentally Incompetent, or Missing Personnel (T). **Balances in the deposit fund consisting of individual items of less than $5 belonging to individuals whose names are unknown must be transferred to Receipt Account 171060.** Forfeitures of unclaimed items of $5 or more belonging to individuals whose names are known, but have not been paid to the proper recipient, must be transferred to appropriation 20X6133, Payment of Unclaimed Moneys.

   c. Records to be Maintained. The following records must be maintained by PEDC:

      I. An individual ledger must be maintained for each case to record all receipts, payments, and transfers, and to show the balances to the credit of the case.

      II. A control ledger must be maintained for each deposit fund to record receipts and payments and to show the balance of the fund.

      III. A receipt journal and an expenditure journal must be maintained for each deposit fund to record all receipts and payments.

d. Credits to Deposit Funds. The following are credits to deposit fund:

I. U. S. Treasury checks and cash received with effects and from proceeds of sale that must be recorded in the receipt journal on the date received.

II. All money entered in the receipt journal must be delivered daily, if practical, to the disbursing officer. If not practicable, the money must be kept temporarily in a safekeeping deposit and delivered to the disbursing officer at least every two weeks, as well as on the last calendar day of the month, and whenever the amount is $25 or more. The disbursing officer must acknowledge receipt and take up the amount for credit to the designated deposit fund. Each deposit must be identified by the number or symbol assigned by the Personal Effects Distribution Center, the name of the ship or station at which the effects were inventoried, and the date of the inventory. ***By endorsement on the inventory of Personal Effects (NAVSUP Form 29), PEDC must record disposition of the money, giving the date and name of the disbursing officer.**

e. Ledgers

I. Individual Ledgers. Individual ledgers must be posted daily from the receipted schedule of collections, except adjustments arising from accounting errors and payment. Adjustments must be posted from requests for adjustments and payments posted from copies of vouchers.

II. Control Ledgers. The daily total of the journals must be posted to the control ledger.

III. Proofs. Once each month, or more frequently if volume warrants, the total of the balances in the individual ledgers must be verified to the balances in the related control ledger.

f. Transfer of Deposit Funds to Treasury Department. As of **1 October** each **fiscal** year, amounts will be transferred to the Treasury Department as follows:

I. Deposit Fund, 17X6002.1250, Personal Funds of Deceased, Mentally Incompetent, or Missing Personnel, Navy (T) --amounts, **which have remained on deposit for five (5) full fiscal years from date of sale of personal effects or, if no property is sold, five (5) years from date of deposit of moneys in the fund,** must be transferred to the appropriation **20X6133,** Payment of Unclaimed Moneys.

(LEDGER FOR DECEASED SHOULD BE FIRST).

II. Deposit Fund, 17X6001.1250, Proceeds of Sales of Lost, Abandoned, or Unclaimed Personal Property, Navy CT) --amounts which have remained on deposit for five (5) full fiscal years from date of sale of personal effects or, if no property is sold, five (5) years from date of deposit of moneys in the fund, must be transferred the Receipt Account 171060, Forfeitures of Unclaimed Money and Property.

To accomplish the transfer, **an original and two copies** of schedule of deposits for transfer must be prepared and transmitted by letter to Director, Defense Finance and Accounting Service (DFAS), Cleveland Center, Code AABC, 1240 East Ninth Street, Cleveland, OH 44199-2055. DFAS reviews the submission, and if found satisfactory, prepares and executes **Correction Notice, NAVCOMPT Form 621** to effect the transfer. A copy of the executed **NAVCOMPT Form 621** must be forwarded to the Personal Effects Distribution Center. Upon receipt of the copy of the **NAVCOMPT Form 621** and attached schedule of deposits for transfer, the total on **the NAVCOMPT Form 621** must be entered in the expenditure journal of the applicable deposit fund and each individual ledger must be posted showing the date and number of **NAVCOMPT Form 621** and amount transferred.

g. Schedule of Deposits for Transfer (NAVSUP Report 7330-10). On **1 October** of each **fiscal** year, the Personal Effects Distribution Center must forward a report of deposits for transfer, in letter form, to **Director, Defense Finance and Accounting Service (DFAS), Cleveland Center, Code AABC, 1240 East Ninth Street, Cleveland, OH 44199-2055.**

B. Claims For Monies Derived From Personal Effects

1. General. When claims for money found in personal effects and proceeds from sale of the effects are received from the owner of the personal effects or the next of kin, heir, or legal representative after transfer of such funds to appropriation 20X6133. Payment of Unclaimed Moneys, in the case of deceased personnel, or subsequent to **appropriation** 171060, sale of lost, abandoned, or unclaimed personal effects, PEDC must prepare, from the case file concerned, an abstract of data to support the claim. The abstract must include, but is not limited to:

   a. name and status of the owner of the effects;

   b. date effects came into custody of the Department of the Navy at a storage point, that is date of initial inventory;

   c. month and year the effects were sold or otherwise disposed of;

   d. amount of money on deposit;

   e. symbol number and title of the trust fund in which deposit is carried;

f. name and symbol number of the disbursing officer who reported the deposit and the month and year deposit was reported in his accounts;

g. certification that voucher-covering refund has not been approved and that according to the appropriate personal effects distribution center records, payment has not been made.

The original and one copy of the abstract must be attached to the claim and forwarded to the **Director, Defense Finance and Accounting Service (DFAS), Cleveland Center, Code AABC, 1240 East Ninth Street, Cleveland, OH 44199-2055.** A copy of the abstract must be retained by the Personal Effects Distribution Center in the case file.

2. Payment by Personal Effects Distribution Center (PEDC)

   a. Voucher Form. When determination is made of the person entitled to money on deposit, and payment is to be made, the Commanding Officer or designated officer assistant must have prepared and must sign Public Voucher for Purchases and Services Other than Personal (Standard Form1034).

   b. Refunds. For refunds, an original and six copies of an approved voucher must be delivered to the disbursing officer who draws a treasurer's check for payment to the payee. Two copies of the paid voucher must be furnished to the Personal Effects Distribution Center.

   c. Records. The payment must be recorded from the paid voucher in the expenditure journal on the day payment is made.

   d. Disbursing Officer Voucher Number. Arrangements must be made to receive the Disbursing Officer voucher number. The Disbursing Officer voucher number must be entered on the paid copy of the voucher, which must be filed in the case folder.

3. Claims Forwarded to General Accounting Office

   a. Deposit Fund 17X6001.1250, Proceeds of Sales of Lost Abandoned or Unclaimed Personal Property, Navy (T) (Proceeds of Sales of Personal Property, Navy). Claims forwarded to the General Accounting Office and properly chargeable to Deposit Fund 17X6001.1250, after approval by the General Accounting Office, will be paid by the **Director, Defense Finance and Accounting Service (DFAS), Cleveland Center, Code AABC, 1240 East Ninth Street, Cleveland, OH 44199-2055.** A paid copy of the voucher, certificate, or other document on which settlement is made must be forwarded to the appropriate PEDC center and be recorded in an applicable expenditure journal, individual ledger, and control ledger as of the date of payment.

   b. Deposit Fund. Payment of Unclaimed Money (T) **20X6133.** When a claim is filed subsequent to the date money has been transferred to this fund, approved amounts will be designated for charge to the fund. Upon settlement the Director, Defense Finance and Accounting Service

c. (DFAS), Cleveland enter, Code AABC, 1240 East Ninth Street, Cleveland, OH 44199-2055, payment is made by the Treasury Department and Navy records, including those at the appropriate Personal Effects Distribution Center, are not affected.

N6006 ADJUSTMENTS BETWEEN DEPOSIT FUND, PROCEEDS OF SALES OF OST, ABANDONED, OR UNCLAIMED PERSONAL PROPERTY, NAVY (T) (PROCEEDS OF SALES OF PERSONAL PROPERTY, NAVY), 17X6001.1250 AND DEPOSIT FUND, PERSONAL FUNDS OF DECEASED, MENTALLY INCOMPETENT, OR MISSING PERSONNEL, NAVY (T) (FUNDS OF DECEASED, MENTALLY INCOMPETENT, OR MISSING PERSONNEL, NAVY), 17X6002.1250.

Notice. When it is determined that a deposit has been taken up in the wrong fund, or a payment made from the wrong fund, a request for adjustment must be furnished to the disbursing officer for forwarding to the **DFAS,** through which the disbursing officer reports. If notice reaches the **DFAS** in the month the transaction was first reported, **DFAS** accomplishes the adjustment and the item is reported correctly in the accounts. If adjustments are for a prior month, DFAS affects adjustment on the Voucher and Schedule to Effect Correction of Errors (Standard Form 1097) **or appropriately used form.**

Record. The request for adjustment must be recorded in the applicable journal, individual ledger, and control ledger.

N6007 - DISPOSAL OF LOST, ABANDONED, OR UNCLAIMED PRIVATELY-OWNED PERSONAL PROPERTY AND PRIVATELY-OWNED VEHICLES (POV)

See the Defense Reutilization and Marketing Office (DRMO) Manual, Chapter 4, paragraph 40, for guidance.

INVENTORY OF PERSONAL EFFECTS

(LOST - ABANDONED - UNCLAIMED)

NAVSUP FORM 29 (REV. 5-78)

THE PRIVACY ACT OF 1974. AUTHORITY: Title 5, U.S.C. Code 5724. Use of SSN authorized by Executive Order 9397 of 22 November 1943; Title 4, U.S.C. Code 406. PRINCIPAL PURPOSE: To serve as a record of property impounded by the Government incident to a member's death or disappearance. ROUTINE USES: (A) Serves as a record of all property impounded by Government which has been left behind by members who have disappeared or belonging to deceased members or employees. (B) Serves as a source document for preparation of shipping documents used to return property to next of kin or legal owner. VOLUNTARY: Lack of SSN on this form will not directly affect the member. When it is furnished, however, it precludes any possible mistaken identity when names are the same and this is a frequent occurrence.

NAME *(Last)* *(First)* *(Middle)*	SSAN
SHIP/STATION	DATE ACQUIRED CUSTODY

HOME OF RECORD

NAME AND ADDRESS OF NEXT OF KIN, HEIR, LEGAL REPRESENTATIVE

REASON FOR INTERVENTION *(SELECT ONE ITEM)*

☐ DECEASED ☐ DECLARED AWOL/DESERTER ☐ MENTALLY/PHYSICALLY INCAPACITATED

☐ MIA ☐ TRNSFRD ON LV OR TEMDU ☐ TRANSFRD W/O BELONGINGS — DATE

INVENTORY BOARD APPOINTED SENIOR: OTHER:	DATE OF APPOINTMENT	APPOINTED BY *(Typed name of CO/OINC signature)*

RECEIVED FROM INVENTORY BOARD, DATE:	SIGNATURE, RANK, TITLE OF RECEIVING OFFICER	SHIP/STA *(If other than above)*

STATEMENT OF UNSETTLED FINANCIAL TRANSACTIONS

OWED TO ABOVE-NAMED MEMBER BY	AMOUNT	OWED BY ABOVE-NAMED MEMBER TO	AMOUNT

PERSONAL EFFECTS BEING SHIPPED TO

☐ NEXT OF KIN ☐ LEGAL OWNER ☐ PEDC CHEATHAM ANNEX ☐ PEDC OAKLAND CA

REMARKS *(Overseas/typed name of Custom Inspector (if applicable))*

S/N 0108-LF-500-0803

NAVSUP FORM 29 (REV. 5-78)

NAME *(Last)*	*(First)*	*(Middle)*	SSAN
ASSIGNED TO			DATE

LIST OF PERSONAL EFFECTS

	DESCRIPTION	NO.
CLASS I BEDDING	Blanket	
	Cover, Pillow	
	Cover, Mattress	
CLASS II—CLOTHING PRESCRIBED BY NAVY UNIFORM REGULATIONS	Bag, Duffel	
	Belt	
	Blouse/Shirt	
	Cap (Blk/Lb/Khaki)	
	Coat (Utility/Winter)	
	Coat (Rain)	
	Coat Uniform (Winter/Summer)	
	Gloves/Handbag	
	Hat (Combination)	
	Hat, Covers (Wh/Blk/Khaki)	
	Havelock	
	Hood, Rain	
	Insignia (As required)	
	Lingerie	
	Necktie	
	Scarf	
	Shirt (Wh/Blk/Khaki)	
	Shirt (Utility)	
	Shoe (Dress)	
	Shoe (Gym/Safety)	
	Shorts	
	Skirts	
	Slacks	
	Socks	
	Trousers (Utility)	
	Trousers (Bl/Wh/Khaki)	
	Undershirt	
	Underdrawers	

CLASS III—MONEY	DENOM.	NO.	AMOUNT
Bills	$		
	Subtotal		
Coins	$ 1.00		
	.50		
	.25		
	.10		
	.05		
	.01		
	Subtotal		
Foreign Currency			
		TOTAL	

CLASS IV—NEGOTIABLE AND NONNEGOTIABLE INSTRUMENTS	VALUE

CLASS V—MISCELLANEOUS ARTICLES OF INTRINSIC, SENTIMENTAL & UTILITY VALUE

INVENTORY BOARD

SEAL NO.	SENIOR BOARD MEMBER
DATE OF INVENTORY	OTHER BOARD MEMBER

FOR USE OF SUPPLY OFFICER

DISPOSITION *(If other than owner/bailee or shipment to other activity)*

APPROVED BY *(Signature of appointment officer)*

REMARKS

☆U.S. Government Printing Office: 1980—603-189/559: 2-1

For CACO: Bring to HouseHold Goods Office (Personnel Mall off Hampton Blvd, behind NFCU) the following paperwork:

1. *DD1300 (obtain from case manager at Bupers)*
2. *Line of accounting (obtain from case manager at Bupers)*
3. *Letter from NOK (sample below)*
4. *Letter of designation (sample below)*

Samples

Address
Date

TO WHOM IT MAY CONCERN

I, (name), (SSN), wife, (primary next of kin) of (Rate) (Name), (SSN), deceased, hereby request the Department of the Navy to ship the personal effects of above deceased servicemember to the following address:

SIGNATURE

1710
N101

From: Commander, Navy Region, Mid-Atlantic
To: Commanding Officer, Fleet Industrial Supply Center (Code 306.10)

Subj: DESIGNATION OF SERVICEMEMBER TO HANDLE PERSONAL EFFECTS OF TM1 NAME, USN, SSN

1. GMC(SW) Charles A. Schmalz, USN, SSN is designated as person handling the disposition of personal effects and privately owned vehicle for deceased servicemember, TM1 NAME, USN, SSN.

2. COMNAVREG MIDLANT Regional Casualty Assistance Calls Program Coordinator is Mrs. Lottie W. Hayes, 322-2817.

LOTTIE W. HAYES
By direction

REVIEW OF YOUR RESPONSIBILITIES

- MAKE PERSONAL NOTIFICATION TO NEXT OF KIN
- UPDATE FAMILY ON LOCATION OF REMAINS AND ANTICIPATED SHIPMENT DATES.
- CONTACT NAVAL PERSONNEL COMMAND TO ARRANGE PAYMENT OF DEATH GRATUITY IN DEATH CASE.
- ASSIST IN THE FUNERAL OR MEMORIAL SERVICES AND MILITARY FUNERAL HONORS.
- ASSIST IN TRANSPORTATION ARRANGEMENTS.
- ASSIST IN FILING SURVIVORS BENEFITS APPLICATIONS.
- MONITOR SHIPMENT OF PERSONAL EFFECTS AND KEEP NOK ADVISED.
- ADVISE CAC/FHS PROGRAM MANAGER OF PROBLEMS OR FAMILY DISSATISFACTION.

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