

**Death Gratuity Process: Ensuring beneficiary(ies) receives death gratuity payment**

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Go to Casualty Assistance Process, steps 1-11	<p>Go to Casualty Assistance Process: Ensuring the next of kin (NOK) and beneficiaries receive support after a death occurs, steps 1-11.</p> <p>These steps involve:</p> <ul style="list-style-type: none"> <li>- Identifying the Casualty Assistance Officer (CAO)</li> <li>- Inputting the CAO team into Casualty Mission Management (CMM)</li> <li>- CAO receiving orders and briefing</li> <li>- CAO conducting first visit with next of kin (NOK)</li> </ul>	Please see Casualty Assistance Process for more details.	Please see Casualty Assistance Process for more details.	Please see Casualty Assistance Process for more details.	

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2	Eligible for death gratuity?	<p>Beneficiary as designated on DD Form 93 (Record of Emergency) may be eligible to receive death gratuity.</p> <p>Death gratuity is paid to the eligible survivors of:</p> <ul style="list-style-type: none"> <li>- Deceased active duty Soldier; or</li> <li>- Soldiers who die within 120 days of separation, or retirement from active duty if the death is a result of a service-connected injury or illness.</li> </ul>	<p>AR 600-8-1, Chapter 5, Section 1</p> <p>AR 600-8-1, Chapter 9, Section 1-2</p>	DD Form 93		<p>Effective July 1, 2008, a Soldier may designate on DD Form 93 (Record of Emergency) one or more beneficiary to receive all or a portion of the death gratuity payment.</p> <p>This discussion may happen during the first visit. If the beneficiary is not ready, this discussion can happen in a later visit.</p> <p>If beneficiary is not listed on DD Form 93 (Record of Emergency), the order of precedence for death gratuity is determined through the CAC by AR 600-8-1, Chapter 5, Section 1.</p>
3	Approve to receive payment?	Designated beneficiary(ies) has the option to receive or deny the death gratuity payment.				
4	Notify CAC	If the designated beneficiary(ies) denies the death gratuity payment, the CAO notifies the CAC immediately via telephone.				

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5	Select electronic funds transfer (EFT)?	<p>Designated beneficiary(ies) has three options on how to receive the death gratuity payment:</p> <ol style="list-style-type: none"> <li>1. Entire amount as a check</li> <li>2. Entire amount as EFT</li> <li>3. Check and EFT</li> </ol> <p>If the designated beneficiary elects EFT, the CAO provides SF 1199A (Direct Deposit Sign-Up Form). Regardless on the designated beneficiary's decision, the CAO always provides the designated beneficiary(ies) with DD Form 397 (Claim Certification and Voucher for Death Gratuity Payment).</p>		<p>DD Form 397</p> <p>SF 1199A</p>		
6	Complete SF 1199A	<p>If EFT is selected, the designated beneficiary(ies) completes SF 1199A (Direct Deposit Sign-Up Form) and submits to CAO with a voided blank check.</p>		SF 1199A		
7	Send SF 1199A	<p>CAO sends SF 1199A (Direct Deposit Sign-Up Form) and voided blank check to CAC.</p>		SF 1199A		
8	Receive SF 1199A	<p>CAC receives SF 1199A (Direct Deposit Sign-Up Form) and voided blank check from CAO. CAC sends SF 1199A (Direct Deposit Sign-Up Form) and voided blank check to Defense Accounting and Finance Services (DFAS) to process payment.</p>		SF 1199A		

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9	Complete DD Form 397	Designated beneficiary(ies) completes DD Form 397 (Claim Certification and Voucher for Death Gratuity Payment). The completion of this form is required regardless of how designated beneficiary(ies) chooses to receive the death gratuity payment. Once completed, the form shows the name and address of beneficiary(ies) eligible to receive the death gratuity payment and how they will be receiving the payment.		DD Form 397		
10	Send DD Form 397	CAO sends DD Form 397 (Claim Certification and Voucher for Death Gratuity Payment) to CAC.		DD Form 397		
11	Receive DD Form 397	CAC receives DD Form 397 (Claim Certification and Voucher for Death Gratuity Payment) from CAO.		DD Form 397		
12	Receive payment by check?	If the designated beneficiary(ies) elects to receive the death gratuity as a check, the CAO personally delivers the check(s) to the designated beneficiary(ies).				
13	Deliver death gratuity check	CAO personally delivers the death gratuity check(s) to the designated beneficiary(ies).				
14	Receive death gratuity payment	Designated beneficiary(ies) receives death gratuity payment. Death gratuity is normally paid within 72 hours after the notification of death.				

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15	Go to Casualty Assistance Process, steps 13-end	<p>Go to Casualty Assistance Process: Ensuring the next of kin (NOK) and beneficiaries receive support after a death occurs, steps 13-end.</p> <p>These steps involve:</p> <ul style="list-style-type: none"> <li>- Conducting the funeral</li> <li>- Ensuring NOK and beneficiaries receive eligible benefits</li> </ul>	Please see Casualty Assistance Process for more details.	Please see Casualty Assistance Process for more details.	Please see Casualty Assistance Process for more details.	