



CCI 383.01

EFFECTIVE DATE: 11 February 2022

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**By Order of the Assistant Secretary for Health:**

**ADM Rachel L. Levine, M.D.**

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SUBJECT: Death of an Active Duty Officer

1. **PURPOSE:** This Instruction establishes procedures for reporting the death of a U. S. Public Health Service (USPHS) Commissioned Corps officer who dies while on active duty. It discusses the entitlements that may be applicable to the deceased Public Health Service (PHS) officer and any survivors from the Commissioned Corps Headquarters (CCHQ), the U.S. Coast Guard's (USCG) Pay and Personnel Center (PPC), Department of Veterans Affairs (VA), and Social Security Administration (SSA). Additional information about burial entitlements payable by the above entities can be found on their websites.

Note: In the event of conflict or differences between the provisions of this Instruction and the provisions of the Joint Travel Regulation (JTR) and its amendments, officers should follow the provisions of the JTR. However, the provisions of this Instruction remain in effect if the JTR is modified or replaced.

2. **APPLICABILITY:** This Instruction applies to survivors of PHS officers who die while on active duty or who die within 120 days after separation from active duty.
3. **AUTHORITY:**
  - 3-1. [10 U.S.C. Chapter 55](#), "Medical and Dental Care"
  - 3-2. [10 U.S.C. Chapter 75](#), "Death Benefits"
  - 3-3. [42 U.S.C. § 213a](#), "Rights, benefits, privileges"
  - 3-4. [42 U.S.C. § 216](#), "Regulations"
  - 3-5. [37 U.S.C. § 481](#), "Travel and transportation allowances: administrative provisions"
  - 3-6. [Joint Travel Regulation](#)
4. **PROPONENT:** The proponent of this Instruction is the Assistant Secretary for Health (ASH). The Surgeon General (SG) is responsible for providing supervision of activities relating to the day-to-day operations of the USPHS Commissioned Corps. The Director, CCHQ, provides overall management of USPHS Commissioned Corps personnel operations and processes.

5. SUMMARY OF REVISIONS AND UPDATES: This is the first issuance of this Instruction within the electronic Commissioned Corps Issuance System (eCCIS) and replaces Commissioned Corps Personnel Manual (CCPM) CC 29.5.1, "Death of an Active Duty Officer: Reporting Procedures, Burial Allowances, and Survivor Entitlements," dated 11 March 1986.

## 6. POLICY:

## 6-1. Reporting the death of an active duty PHS officer.

- a. Office to Contact. The death of an active duty officer should be reported as soon as possible to:

- (1) CCHQ by calling Corps Care at 240-276-9616 or emailing PHSCorpsCare@hhs.gov.
- (2) VA by calling 1-800-827-1000.
- (3) SSA by calling 1-800-772-1213 or a local office.

The Defense Manpower Data Center (DMDC)/Defense Eligibility Enrollment Reporting Systems (DEERS) Support Office by calling 1-800-538-9552 or visiting a local office. Survivors will need to provide DMDC/DEERS with a copy of the death certificate. They can do this by:

- (a) Visiting a local ID card office with a copy of the death certificate.
- (b) Faxing a copy of the death certificate to 1-800-336-4416 (Primary) or 1-502-335-9980 (Alternate).
- (c) Mailing a copy of the death certificate to:

Defense Manpower Data Center Support Office  
400 Gigling Road  
Seaside, CA 93955-6771

- (4) TRICARE. Survivors only need to report the death to TRICARE's pharmacy contractor (as of 2021, Express Scripts) at 1-877-363-1303. For medical and dental care, DMDC acquires information from SSA or the USPHS Commissioned Corps.

- b. Information to be Provided. The individual reporting the death of an officer should provide as much of the following information as is available at the time initial notification is made. However, the report of death should not be delayed until all the information described below is available. The person reporting the death should provide:

- (1) The identity of the deceased officer, agency assigned, and PHS Service Number (SERNO).
- (2) The name of any next-of-kin, that person's relationship to the deceased, their mailing and email addresses, and their telephone number.
- (3) Time, date, and place of death.
- (4) The full circumstances of the death.
- (5) The funeral arrangements, when known, including:
  - (a) The name and address of the funeral director.

- (b) The time and place of funeral services and burial.

6-2. Line of Duty.

- a. Certain survivor entitlements require a determination that the officer's death falls within the "Line of Duty" (LOD). The Director, CCHQ, or designee, will make LOD determinations in accordance with guidance established by the SG.
- b. Suicide and LOD.
  - (1) Suicide refers to a death resulting from purposeful action intended to result in one's own death. In order for suicide to constitute willful misconduct, the act of self-destruction must be intentional.
  - (2) A person of unsound mind is incapable of forming intent (mens rea, or guilty mind, which is an essential element of crime or willful misconduct). Whether a person, at the time of suicide, was so unsound mentally that the person did not realize the consequence of such an act, or was unable to resist such impulse, is a question to be determined in each individual case, based on all available lay and medical evidence pertaining to the members' mental condition at the time of suicide.
  - (3) The act of suicide is, in and of itself, considered evidence of mental unsoundness. If there is no reasonably adequate motive for suicide, as shown by the evidence, the act will be considered to have resulted from mental unsoundness. A reasonably adequate motive for suicide may only be established by probable cause showing circumstances which could lead a rational person to self-destruction.
  - (4) In all instances, any reasonable doubt should be resolved favorably to support a determination of in line of duty (ILOD).

6-3. Survivor Entitlements.

- a. Death Gratuity. The officer's eligible survivors are entitled to a one-time, lump sum payment of \$100,000 to assist the survivors in the period immediately following the officer's death, before other benefits become available. CCHQ Financial Services Branch (FSB) processes and disperses the death gratuity within 72 hours of receipt of a completed form DD-397 and the death certificate.
- b. Basic Allowance for Housing (BAH).
  - (1) FSB processes 365 days' worth of BAH.
  - (2) If the dependents were residing in Government quarters on the date of death, and they vacate the quarters prior to the expiration of the 365 days, FSB will pay BAH for the remainder of the 365 days following the date of death.
- c. Unpaid Pay and Annual Leave.
  - (1) The officer's estate is entitled to all the officer's unpaid pay through the date of death, as well as a lump-sum payment for any unused annual leave.

- (2) If the survivors receive a paycheck or automated payment that includes payment for any period after the officer's death, they must return it to CCHQ so that a new check can be issued for the correct amount along with the accumulated unused annual leave. They should return this check or money to an address designated by the Survivor Assistance Officer (SAO) when counseling the survivors on their benefits.
- d. Travel to Place of Burial. The deceased active duty officer's agency or FSB will pay an allowance to the spouse and dependent children of the deceased active duty officer for their travel and transportation expenses incurred in order to attend the burial of the deceased officer.
  - (1) The agency or FSB will only pay for travel to places within the U.S., Puerto Rico, or U.S. possessions, unless the deceased member was ordered to or called to active duty from a place outside the U.S., Puerto Rico, or the U.S. possessions.
  - (2) The allowance may not exceed the rate payable for two days of such travel, unless the travel is to an outside place as described in Section 6-3.d.(1) above, in which case payment of the allowance can be extended to accommodate the time necessary for such travel.
  - (3) When there is no eligible spouse or dependent children, the parents of the deceased officer (including a stepparent or parent by adoption, or any person, including a former stepparent, who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the deceased officer's 21<sup>st</sup> birthday) can receive the travel and transportation allowances authorized in this section.
- e. Travel of Dependents to Permanent Home. The officer's dependents have three years, beginning on the date of the officer's death, to choose a Home of Selection (HOS) for travel and transportation allowances. The USPHS Commissioned Corps can extend this time period, not to exceed a total of six years, through the Secretarial Process (see JTR, Appendix A). However, CCHQ does not automatically grant extensions, survivors must submit a request to CCHQ if their travel will take place outside the 3-year mark. See Appendix B for Sample Memorandum Request for Extension of Time Limit for Travel and Transportation of Household Goods (HHG) to HOS.
- f. Shipment of HHG and Privately-Owned Motor Vehicles (POV). The USPHS Commissioned Corps will pay for the shipment of the deceased active duty officer's HHG and one POV to the survivors' new HOS or to the home of the person entitled to receive them. Such shipments must be turned over to a shipping officer or carrier for shipment within one year following the date of the officer's death unless CCHQ authorizes an extension. If the estate of the decedent becomes subject to litigation during the one-year limit, the USPHS Commissioned Corps must make this shipment within one year of the date of final decree. These entitlements are subject to the JTR, Chapter 5.
- g. Storage. Should litigation arise regarding the decedent's estate, the USPHS Commissioned Corps may place household goods in non-temporary storage for a period not to exceed one year from the date of the active duty officer's death. The USPHS Commissioned Corps may place HHG, surrendered for shipment within the time limit above, in temporary storage for a period not to exceed 90 days. They can extend this for not more than an additional 90 days, if required. If the officer's estate is subject to litigation, the USPHS Commissioned Corps can store (or

continue to store) such effects at Government expense until a proper disposition can be made. The above entitlements are subject to JTR, Chapter 5. The USPHS Commissioned Corps will not pay the costs for storage of household goods beyond the established time limitations.

- h. Authorization for Travel and Transportation. FSB authorizes travel of dependent survivors of the deceased officer, shipment of HHG (or house trailer), and shipment of one POV. In addition, the appropriate shipping officer will issue a Government Bill of Lading to the shipping agent to cover the expenses of the shipment of HHG.
  - i. Arrangement for Shipment of HHG. The shipping officer servicing the officer's last active duty station will arrange for shipment of the HHG. The survivor, or other person legally entitled to the goods, will apply for shipment of HHG using Form PHS-4013-1, "Application for Shipment of Household Goods" and submit it, along with a copy of the travel order, to the shipping officer. If shipment of a POV is authorized, the survivor should contact the shipping officer for the procedure.
  - j. Identification Cards. The Government will provide the surviving dependents of a deceased active duty officer with new uniformed services identification and privilege cards (ID cards) to document the change in their status. Dependents can obtain these ID cards from any uniformed services ID card issuing official. Beneficiaries can visit the [DEERS website](#) to find their local uniformed services ID card issuing office. Beneficiaries must provide proper documentation of dependency status to the ID card issuing official.
- 6-4. Eligible Beneficiaries. Survivors of a deceased PHS officer who are eligible for the entitlements cited in Section 6-3.a., b., and c., are eligible for these entitlements in the following order of precedence:
- a. Surviving spouse.
  - b. If no spouse, children in equal shares. Children applies without regard to age or marital status, to:
    - (1) Legitimate children.
    - (2) Adopted children.
    - (3) Stepchildren who were a part of the decedent's household at the time of his/her death.
    - (4) Illegitimate children:
      - (a) Acknowledged in writing signed by the decedent.
      - (b) Determined by a court before the decedent's death to be his children.
      - (c) Proved by evidence satisfactory to the Department of Veterans Affairs to be children of the decedent.
      - (d) Supported by the decedent under court order to contribute.
  - c. If no spouse or children, and if designated by the deceased officer:

- (1) The deceased officer's parents in loco parentis in equal shares, except as prescribed in Section 6-5.
- (2) The deceased officer's brothers and sisters (including brothers and sisters of half-blood and those through adoption) in equal shares, except as prescribed in Section 6-5.

6-5. Designation of Beneficiaries.

- a. A surviving spouse or surviving children will receive the death gratuity of a deceased officer in the order prescribed in Section 6-4., regardless of whether the officer has designated other beneficiaries. The rights of these survivors to the death gratuity cannot be affected by designation of a different beneficiary. However, an unmarried officer with no children may designate any brothers and/or sisters, either individually or in combination, to take precedence over the officer's parents. An unmarried officer with no children may also designate one parent over another parent.
- b. If the officer does not designate beneficiaries, the Government will pay the death gratuity to survivors in the order outlined in Section 6-4.

6-6. Forms. The beneficiary or, if the beneficiary is under the age of 18, then a parent or guardian on the child's behalf, must submit the following forms:

- a. A completed DD-397, "Claim Certification and Voucher for Death Gratuity Payment," in order to receive the death gratuity.
- b. If the deceased was covered by Servicemembers' Group Life Insurance (SGLI), then each beneficiary listed on policy must complete and submit a SGLV-8283, "Claim for Death Benefits."
- c. A completed SF-1174, "Claim for Unpaid Compensation of Deceased Member of the Uniformed Services."
- d. DD-93, "Record of Emergency Data."

6-7. Documentation. Beneficiaries, when submitting claims for their entitlements, must include the following documentation, as applicable:

- a. Statement of Service.
- b. Death certificate (stating cause of death).
- c. Marriage certificate(s).
- d. Divorce decree(s).
- e. Birth certificate(s).

7. RESPONSIBILITIES:

- 7-1. The SG is responsible for ensuring the day-to-day supervision of the USPHS Commissioned Corps and may issue Personnel Operations Memoranda to implement this Instruction, including outlining procedures for LOD determinations.

- 7-2. The Health and Human Services (HHS) Operating Divisions (OPDIV), Staff Divisions (STAFFDIV), and non-HHS organizations (in accordance with their respective Memorandum of Agreement/Understanding (MOA/MOU)) to which PHS officers are assigned are responsible for:
- a. Assisting or ensuring that the CCHQ renders assistance to the survivors of officers who die while assigned to their respective organizations.
  - b. Notifying the Commissioned Corps Agency Liaison (Liaison) or CCHQ directly as outlined in Section 6-1., of an officer's death as soon as possible.
- 7-3. The SAO is responsible for:
- a. Contacting the survivors of the deceased immediately and assuring them of the USPHS Commissioned Corps' interest in their welfare.
  - b. Determining the immediate needs of the family.
  - c. Advising the family and funeral home regarding burial entitlements and benefits.
  - d. Counseling and assisting the survivors in obtaining monetary and other benefits from USPHS Commissioned Corps as applicable in their particular cases.
  - e. Coordinating services provided to the family/survivors by the other uniformed services.
  - f. Initiating internal procedures which will result in the issuance of a personnel order announcing the officer's death.
  - g. Initiating issuance of a "USPHS Commissioned Corps Statement of Service" documenting the deceased officer's service with the USPHS Commissioned Corps, for the surviving dependents to use when claiming benefits from sources other than the USPHS Commissioned Corps.
  - h. Arranging and paying for travel and transportation entitlements for the deceased officer, any dependents, and any household goods.
- 7-4. The Liaison is responsible for:
- a. Notifying CCHQ as soon as possible upon learning of the death of an officer by calling or emailing Corps Care as outlined in Section 6-1.
  - b. Designating an OPDIV/STAFFDIV/non-HHS organization contact to CCHQ so that the SAO can work with this individual in determining what entitlements are applicable in each case. If no such individual is designated, CCHQ will request the designation of such a person.
  - c. Assisting the SAO to ensure that the family/survivors of the deceased officer receive adequate support and assistance.
- 7-5. Survivors are responsible for:
- a. Providing signed copies of the death certificate and, if requested, recent medical records to the SAO.



- b. Determining the method and place of burial of the deceased and informing the SAO of their preferences. The individuals listed below are designated, in order, to make these determinations, in accordance with ([10 U.S.C. § 1482\(c\)](#)):
    - (1) The surviving spouse of the decedent.
    - (2) Blood relatives of the decedent.
    - (3) Adoptive relatives of the decedent.
    - (4) If no person covered by (1), (2), or (3) above can be found, a person acting in loco parentis to the decedent.
  - c. Advising the SAO of a current address and telephone number at which the individuals listed above can be contacted.
  - d. Returning any active duty paycheck or automated payment issued to the officer that includes any period beyond the date of the officer's death so that a corrected check can be issued. They should return the check or money to the address designated by the SAO.
  - e. Completing the required forms and vouchers to receive reimbursement for authorized expenses incident to burial, as directed by the SAO. The survivors should also obtain itemized receipts for any of their authorized expenses to ensure their reimbursement to the maximum amount authorized.
- 7-6. SSA, DEERS, and VA are separate entities, governed by their own regulations; the USPHS Commissioned Corps strongly encourages survivors to contact each agency directly for eligible survivors' payments.
- a. SSA is responsible for paying any Survivor Benefits, on a monthly basis, to surviving spouse, if any, and to any dependent child.
  - b. DEERS is responsible for:
    - (1) The issuance of the medical access cards.
    - (2) The issuance of a new ID card to the surviving spouse, and eligible dependent children, as soon as possible after the death of their sponsor (the PHS officer). A current and valid ID card is essential to ensuring continuity of survivor benefits, including health care.
8. PROCEDURES:
- 8-1. Burial Entitlements.
- a. Financial Services Branch (FSB) processes the authorized expenses from the deceased officer's OPDIV/STAFFDIV/non-HHS organization funds which includes:
    - (1) Transportation of the remains to the place of burial.
    - (2) Transportation of the dependents and/or escorts of the remains to the place of burial and return.
    - (3) Burial expenses, including certain funeral costs.

- b. Transportation of Remains. When a PHS officer dies while on active duty, FSB pays the transportation costs for the remains, accompanied by an escort, from the place of death to the town or city of burial designated by the survivors. Travel orders for this transportation are issued by the relevant officials as defined in JTR, Chapter 3.
- (1) Transportation Costs. The cost of transportation includes the removal of remains from place of death to a mortuary, procurement of burial and shipping permits, removal from the mortuary to a common carrier, shipment by common carrier, and one removal at destination from the common carrier to a mortuary or other place of delivery. The survivors may transport the remains by means other than common carrier, provided that the cost does not exceed the sum the Government would have paid had the remains been transported by common carrier. This Instruction defines common carrier as any firm furnishing commercial transportation as a public service under rates prescribed by lawful authority. This includes railroads, airplanes, or ships (as defined in the JTR).
  - (2) Methods of Transportation. The survivors may ship the remains by common carrier or hearse, as follows:
    - (a) By Rail. Shipment of the remains is located in baggage service. If there is an escort, a transportation request for both the remains and escort is issued. If making a shipment without an escort, the survivors may ship the remains by the purchase of a first-class adult ticket.
    - (b) By Air Freight. The Government can issue a Bill of Lading for shipment of remains by air freight. The Government authorizes transportation for an escort if the escort can accompany the remains on the same airplane. If there is no passenger seating aboard the airplane, the Government will not authorize an escort if the remains are shipped by air freight.
    - (c) By Hearse. The Government authorizes hearse transportation in lieu of common carrier for removal of the remains from the place of death to a mortuary, from a mortuary to the common carrier terminal, from the common carrier terminal at burial destination to the first place of delivery, provided that the cost of hearse services does not exceed the cost of common carrier transportation. It also authorizes hearse transportation between two points where suitable common carrier transportation is not available. The Government grants payment for hearse services in accordance with the procedures for payment of burial expenses (see Section 8-2.c. below).
  - (3) Transportation of Escort. This policy authorizes round trip transportation for one person to accompany the remains of an active duty officer to the place of burial.
  - (4) Methods of Escort Travel.
    - (a) By Rail. When an escort accompanies the remains shipped by rail in baggage service, the escort can use one first-class ticket for transportation. The escort can return by use of the common carrier

that is the most economically advantageous to the Government. If the escort is to return via rail, the survivors should make one of the tickets required for shipment a round trip ticket. If the escort will return travel via another mode, the escort must make a separate transportation request for such travel.

- (b) By Air Freight. Remains shipped by air freight may be accompanied by an escort only if the carrier can provide accommodations for the escort aboard the plane on which the remains are shipped. The escort must return using the common carrier transportation that is the most economically advantageous to the Government.
- (5) Authorized Escorts. An escort may be either a PHS officer or a member of the family. When neither can act as an escort, the Director, CCHQ may authorize another individual to act as an escort.
- (a) If the escort is a PHS officer, the officer is in duty status while serving as the escort. CCHQ will authorize travel and transportation allowances as prescribed in the JTR for temporary duty.
  - (b) If the escort is a member of the family or an individual designated by the Director, CCHQ, USPHS Commissioned Corps will issue invitational orders through the OPDIV/STAFFDIV/non-HHS organization to which the deceased officer was assigned. The orders will cite [42 U.S.C. § 213a\(a\)\(6\)](#) as the authority. These orders will state that the escort is entitled to travel and per diem (at rates prescribed for officers in JTR, Chapter 3) while accompanying the remains, including return travel and per diem at rates indicated, to the location from where the remains were transported. Transportation as an escort is in addition to the transportation which a family member may also be entitled to as a dependent, as indicated in Section 6-3.d. of this Instruction.
- (6) Funeral Arrangements. Normally, the funeral home assists the family with these arrangements. The SAO/CCHQ should assist the family and funeral home by advising them of the following burial entitlements and benefits.
- (a) Burial Allowance.
  - (b) When a PHS officer dies while on active duty, the USPHS Commissioned Corps will pay for the usual and customary burial services, up to the current maximum allowance payable as prescribed by DoD Instruction 1344.08, "Interment Allowances for Deceased Military Personnel." Allowable services and items include:
    - i. Preparation of remains, including cremation.
    - ii. Casket (or urn) and outer case.
    - iii. Services of the funeral director, including the use of his/her facilities and equipment.
    - iv. Limousine for the immediate family.

- v. Hearse (in addition to that which is authorized under this Section).
      - vi. Use of cemetery equipment in opening and closing the grave.
      - vii. Related interment expenses.
    - (c) The funeral home will normally bill the OPDIV/STAFFDIV/non-HHS organization to which the officer was assigned at the time of death and then bill the family or the estate for any additional amount not paid. The funeral home or cemetery should use Standard Form-1034, "Public Voucher for Purchases and Services Other Than Personal," when requesting payment for these expenses. The cost of funerals varies, therefore the survivors should refer to the [DOD website](#) for specific amounts.
  - (7) Burial in a National Cemetery. The SAO will explain the eligibility requirements, locations of the national cemeteries, and procedures to be followed for burial. Most funeral home directors are familiar with procedures to follow when burial is requested in a national cemetery. More information about the National Cemetery System is provided in CCI 671.02, "Burial in National Cemeteries."
- 8-2. Payments for survivors from the deceased officer's OPDIV/STAFFDIV/non-HHS organization fund.
- a. FSB will issue a tax free \$100,000 Death Gratuity payment" within 72 hours of receipt of a completed DD-397 and death certificate.
  - b. FSB will issue payment for unused leave, prorated final active duty pay and allowances, in addition to 365 days of Basic Allowance for Housing (BAH) or up to 365 days of days of Basic Allowance of Housing (BAH) if using government housing.
  - c. FSB will issue payment for a final household goods shipment, next-of-kin transportation to funeral, and reasonable expenses for the cemetery and interment.
- 8-3. Other eligible payments.
- a. USCG will pay the Survivor Benefit Plan (SBP) annuity to the eligible dependents, if the PHS officer died in the line of duty or if the officer was eligible for a regular or non-regular retirement based on length of service, regardless of a line-of-duty determination.
  - b. SSA will pay a lump sum death benefit and survivors may be eligible for SSA monthly benefits.
  - c. VA will pay for:
    - (1) Headstone.
    - (2) Montgomery GI Bill (MGIB) refund.

- (3) Dependent Education Program.
  - (4) Servicemembers' Group Life Insurance (SGLI).
- d. TRICARE will pay for covered medical care for spouses (as long as they remain unmarried), who are eligible for continuous coverage up to 3 years for free. TRICARE will cover children until the age of 21 or 23 if in school.
9. HISTORICAL NOTES: This is the first issuance of this Instruction within the eCCIS. It replaces CCPM CC29.5.1, "Death of an Active Duty Officer: Reporting Procedures, Burial Allowances, and Survivor Entitlements," dated 11 March 1986.

## Appendix A

## Applicable Forms

Note: In order to claim benefits from VA or SSA, the survivors should contact these agencies and request information about the benefits and copies of the forms that must be used to claim them. Forms needed to claim benefits and services provided by CCHQ (Commissioned Corps Headquarters) on behalf of the deceased PHS officer and the deceased's surviving dependents, as applicable, are below:

Form #	Title	Applicable For	Return Completed Form
SF-1174	Claim for Unpaid Compensation of Deceased Member of the Uniformed Services	Payment of money due on the pay account of a deceased officer, including allowances or other accounts to his/her credit	The completed SF 1174 should be returned with a copy of the Death Certificate that lists the cause of death to:  CCHQ Financial Services Branch 1101 Wootton Parkway, Suite 300 Rockville, MD 20852
SF-1012	Travel Voucher	<b>Note:</b> Based on OPDIV/STAFFDIV/non-HHS organization payment of travel expenses after travel has been performed	To the deceased officer's OPDIV/STAFFDIV/non-HHS organization travel office address
PHS-4013-1	Application for Shipment of Household Goods (Commissioned Officers)	Arranging shipment of household goods of the deceased officer's family	To the deceased officer's OPDIV/STAFFDIV/non-HHS organization travel office address
SF-1103	Government Bill of Lading	Payment for shipment of household goods for the deceased officer's family	To the deceased officer's OPDIV/STAFFDIV/non-HHS organization travel office address
CG-Form 1884	Survivor Benefit Plan Application for Annuity	Payment of a Survivor Benefit Plan Annuity	CCHQ Financial Services Branch 1101 Wootton Parkway, Suite 300 Rockville, MD. 20852
DD Form 1172-2	Application for Uniformed Services Identification and Privilege Card	Dependents' ID cards	See DEERS website for local office address in your region
SGLV-8283	Claim for Death Benefits (Servicemembers' Group Life Insurance)	Payment of Servicemembers' Group Life Insurance	See the Department of Veterans Affairs website or call number provide in Section 6.1 of this Instruction.
DD Form 93	Record of Emergency Data	Designation of beneficiaries for certain benefits in the event of an officer's death	CCHQ Financial Services Branch 1101 Wootton Parkway, Suite 300 Rockville, MD. 20852
DD Form 397	Claim Certification and Voucher for Death Gratuity Payment	Payment of death gratuity	CCHQ Financial Services Branch 1101 Wootton Parkway, Suite 300 Rockville, MD. 20852
SF Form 1034	Public Voucher for Purchases and Services Other Than Personal	Funeral home or cemetery requesting payment for services rendered	The funeral home or cemetery

Appendix B

Sample Memorandum

Request for Extension of Time Limit for Travel and Transportation of Household (HHG) To Home of Selection (HOS)

DATE: DD MONTH YYYY

TO: CCHQ  
ATTN: Travel Coordinator, Administrative Services Branch  
1101 Wootton Parkway, Suite 300  
Rockville, MD 20852

FROM: Name of surviving spouse, eligible beneficiary, or designated individual  
Current Mailing Address

Rank and Name of deceased officer:  
Deceased Officer's PHS Serial Number:  
Email:  
Telephone:

SUBJECT: Request for Extension of Time Limit for Travel and Household Goods (HHG) Transportation to Home of Selection (HOS)

I respectfully request an extension of my time limit for travel and transportation to my home of selection. I also agree to pay all costs for non-temporary storage for any period in excess of 1 year from the date of my sponsor's termination of active service (or in addition to the longer period previously authorized due to hospitalization or medical treatment, if applicable).

[Provide an explanation of the circumstances preventing completion of the final move within the allotted time with documentation supporting the request. The request must also include the specific additional time period required to complete the move and an acknowledge that the extension will not be granted merely to accommodate personal preferences or convenience.]

**Note:** Submit a copy of original PCS termination orders with memorandum along with supporting documents. Please complete below.

s/  
Name of Surviving Spouse/Eligible Beneficiary

\_\_\_\_\_  
Budget Officer/Admin Officer  
(Must sign and Print name)

\_\_\_\_\_  
Commissioned Corps Liaison  
(Must sign and Print name)

\_\_\_\_\_  
Date  
Concur \_\_\_\_\_ Non-concur \_\_\_\_\_  
Telephone:

\_\_\_\_\_  
Date  
Concur \_\_\_\_\_ Non-concur \_\_\_\_\_  
Telephone: