



**US ARMY GARRISON RHEINLAND PFALZ  
CASUALTY ASSISTANCE OFFICE  
POST RETIREMENT SERVICES OFFICE  
KLEBER KASERNE BLDG 3245, ROOM 217  
0611-143-541-1021**



**US ARMY GARRISON RHEINLAND-PFALZ  
NEXT CHAPTER PREPARATION AND COUNSELING (NCPC)  
PROGRAM**

**Information that will be needed by Retiree's, Retiree's spouses and family members to claim Death Benefits, VA Entitlements and other Death Benefits that the Veteran has earned for himself/herself and their families.**



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**Very important numbers to call :**

**USAG RHEINLAND-PFALZ**

Casualty Assistance Manager

24 hour a day/7 days per week// Cell: 0162-1085-359

We will assist in filling out the multitude of forms from all the various agencies i..e, DFAS Military/Civilian Retirement, SSA, Military and Civilian Retirement. Assistance is provided with turning in ID cards and passports.



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**Your Casualty Assistance Program Manager will call:**

**DFAS (Retired Pay and Annuitants) Reporting a Death:**

We will notify DFAS of the death and get the retirement pay stopped so you won't have an overpayment

**VETERANS'S Administration (VA):**

If Retiree is receiving a VA Disability Compensation, we will contact and notify of death and get the payment stopped so there is no overpayment.

**US CONSULATE:**

We will notify the Consulate of the death who, in turn, will notify Social Security. We will prepare the Report of the death of an American abroad and submit with the retiree's passport. This facilitates the surviving spouse receiving the Certified copies of the State Department Death Certificate. We will assist you in preparing paperwork on your survivor Benefit Plan (SBP) and, if you qualify, start paper work for the Dependency and Indemnity Compensation (DIC).

**IT IS ADVANTAGEOUS TO HAVE THIS FILLED OUT PRIOR TO THE EVENT  
AND YOUR USAG RP Casualty Manager can assist in this.**



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**DOCUMENTS THAT YOU WILL NEED TO CLAIM DEATH BENEFITS:**

**Very important: Check of f and NOTE LOCATION OR PLACE IN FOLDER.**

⇒ Copies of report(s) of separation from active duty (DD 214, etc).

**MANDATORY** Location: \_\_\_\_\_

⇒ Copies of retirement orders.

Location of document(s): \_\_\_\_\_

⇒ Copies of birth and death certificates.

Location of document(s): \_\_\_\_\_

⇒ Beneficiary (if other than spouse) birth certificates, marriage and/or divorce data **FOR ALL FORMER SPOUSES.**

Location of document(s): \_\_\_\_\_

⇒ Social Security Data (See Appendixes)

Location of document(s): \_\_\_\_\_



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⇒ VA Notification of Disability Letter, if applicable

Location of document: \_\_\_\_\_

⇒ Deceased member’s Passport

Location of document: \_\_\_\_\_

⇒ If Civil Service Retiree, OPM Retirement Claim Number

Location of document: \_\_\_\_\_

⇒ If participated in the Thrift Savings Program (TSP)

Location of document(s): \_\_\_\_\_

⇒ Updated Will (if married to a German, or own property in Germany, you should also have a German Will with letters of instructions. If German will, **ensure that the will is signed by the decedent. Check with the Garrison Legal Team.**

⇒  
Location of document: \_\_\_\_\_



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- ⇒ Bank information (US and international), credit unions with account numbers.  
Location of information \_\_\_\_\_
- ⇒ Other: IRA, 401K, TSP, Savings Bonds, etc  
Location of information: \_\_\_\_\_
- ⇒ Current list of all assets (vehicles and property) and liabilities (title of ownership)  
Location of information: \_\_\_\_\_
- ⇒ Insurance policies (Civilian and other Government-not related to active duty entitlements)  
Location of information: \_\_\_\_\_
- ⇒ Other survivor benefits/health insurances/Medical statements for incapacitation and adoption papers or custodian/guardianship  
Location of documents \_\_\_\_\_



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**VITAL STATISTICS INFORMATION**

RETIREE NAME: \_\_\_\_\_

DATE/PLACE OF BIRTH: \_\_\_\_\_

SSN: \_\_\_\_\_ Country of citizenship: \_\_\_\_\_

DATE OF RETIREMENT/RETIRED GRADE: \_\_\_\_\_

YEARS OF SERVICE/MILITARY NUMBER: \_\_\_\_\_

WAS RETIREE DRAWING VA DISABILITY COMPENSATION? YES/NO

RECEIVING SOCIAL SECURITY? YES/NO

ENROLLED IN SURVIVOR BENEFIT PLAN (SBP) YES/NO



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**VITAL STATISTICS INFORMATION**

RETIREE MARRIAGES? List all and include marriage certificates and/  
or divorce decree, if applicable.

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**SPOUSE INFORMATION**

SPOUSE NAME/MAIDEN NAME: \_\_\_\_\_

DOB/PLACE OF BIRTH: \_\_\_\_\_

SERVED IN THE MILITARY: Y/N

SSN: \_\_\_\_\_





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**VITAL STATISTICS INFORMATION**

Spouse date of marriage: \_\_\_\_\_

If spouse was married previously give name and date of marriage; also include the marriage certificate and/or divorce decree, if applicable:

\_\_\_\_\_

Spouse Country of Citizenship: \_\_\_\_\_

**CHILDREN**

NAME	DATE/PLACE OF BIRTH	ADDRESS/PHONE:
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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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**BURIAL INFORMATION**

Circle one)

Do you want to be Buried/Cremated?      Spouse: Buried/Cremated?

Name of cemetery where you want to be buried/inurned?

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If cremated and staying in Germany, do you want to be inurned in the  
 Ruhforst?      Yes/No

Do you want to be buried/cremated in your uniform?    Yes/No

Do you want a Memorial Service? Yes/No

Have you purchased a civilian Burial Plot or cremation plot? Yes/No

If yes, where? \_\_\_\_\_

Do you have a Preference of a Funeral Home? Yes/No. If so, where:

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**BURIAL INFORMATION**

Do you want a Military Honor Guard? Yes/No

***Retiree and Primary Next of Kin (PNOK) responsibilities:***

- ⇒ Keep your personal affairs in order and up to date and the exact location of documents. Your USAG RP Casualty Manager has accordion folders for you to use.
- ⇒ Prepare your biography; i.e., birthdate, all the places you lived, all your military assignments, when you retired and any other information pertaining to your life up to the day you move on your final deployment. Don't forget about your spouse's accomplishments
- ⇒ Credit Union/Banks accounts for the deceased must be closed and all money transferred into the NOK accounts. Recommend leaving some money in the account until all Direct Deposits have stopped.
- ⇒ **DO NOT, I SAY AGAIN, DO NOT LEAVE ANY UNEXPECTED SURPRISES FOR YOUR PARTNER.**



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**MISCELLANEOUS (Put with important paperwork)**

- ⇒ Widows/Widowers still need a need a new ID card (military, medical, commissary, base exchange, etc.) Your **USAG RP Casualty Manager can assist.**
- ⇒ Necessary changes in your Tricare will need to be made. (TRICARE offices located in BLDG 3245 Kleber Kaserne).
- ⇒ Contents of your safety deposit box should be known and annotated with box number, location and location of keys).
- ⇒ How and where to file US and German taxes.
- ⇒ If Spouse has foreign retirement benefits, who and where to file.
- ⇒ Your **USAG RP Casualty Assistance Manager** can assist you in ensuring entitlement to burial benefits are filed, applying for a Presidential Memorial Certificate and receipt of an American Flag.



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**Office Phone numbers:**

**Legal Office Kleber Kaserne: 0631-411-8848**

**Army Community Service (ACS) Bldg 3210 Kleber Kaserne**

**0611-143-541-9000**

**VA Hotline 800-827-1000**

**Social Security Hotline 800-772-1213**

**OPM Retirement Information Office 888-767-6738**

**TSP 877-968-3778**

**Survivor Outreach Services (SOS) Building 3210 Kleber Kaserne Room**

**206 06111-43-541-9000**

This checklist is designed to help relieve some of the stress that occurs when we lose someone. I encourage all to contact the USAG RP Casualty Assistance Office 0611-143-541-1021 if there are any questions or if you need assistance.

As information is updated, this document will also be updated.