



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



HELP YOUR WIDOW WHILE SHE IS STILL YOUR WIFE

HELP YOUR WIDOWER WHILE HE IS STILL YOUR HUSBAND

HELP YOUR FAMILY WHILE THEY ARE STILL YOUR FAMILY

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.



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



“Casualty Assistance is the responsibility of the US Army Garrison
Rheinland-Pfalz”

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.



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



**"Casualty Assistance is the responsibility of the US Army Garrison
Rheinland-Pfalz"**

Your Casualty Assistance Program Manager will call:

DFAS (Retired Pay and Annuity) 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.**



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



**"Casualty Assistance is the responsibility of the US Army Garrison
Rheinland-Pfalz"**

DOCUMENTS THAT YOU WILL NEED TO CLAIM DEATH BENEFITS:

Very important: Check off 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): _____



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



**"Casualty Assistance is the responsibility of the US Army Garrison
Rheinland-Pfalz"**

- ⇒ 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: _____



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



**“Casualty Assistance is the responsibility of the US Army Garrison
Rheinland-Pfalz”**

- ⇒ 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 _____



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



**"Casualty Assistance is the responsibility of the US Army Garrison
Rheinland-Pfalz"**

VITAL STATISTICS INFORMATION

RETIREE NAME: _____

DATE/PLACE OF BIRTH: _____

SSN: _____ Country of citizenship: _____

DATE OF RETIREMENT/RETIRED GRADE: _____

YEARS OF SERVICE/MILITARY NUMBER: _____

WAS RETREE DRAWING VA DISABILITY COMPENSATION? YES/NO

RECEIVING SOCIAL SECURITY? YES/NO

ENROLLED IN SURVIVOR BENEFIT PLAN (SBP) YES/NO



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



**"Casualty Assistance is the responsibility of the US Army Garrison
Rheinland-Pfalz"**

VITAL STATISTICS INFORMATION

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

SPOUSE INFORMATION

SPOUSE NAME/MAIDEN NAME: _____

DOB/PLACE OF BIRTH: _____

SERVED IN THE MILITARY: Y/N

SSN: _____



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



**"Casualty Assistance is the responsibility of the US Army Garrison
Rheinland-Pfalz"**

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:
------	---------------------	----------------

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------



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



**"Casualty Assistance is the responsibility of the US Army Garrison
Rheinland-Pfalz"**

BURIAL INFORMATION

Circle one)

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

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

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:



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



**"Casualty Assistance is the responsibility of the US Army Garrison
Rheinland-Pfalz"**

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.**



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



**"Casualty Assistance is the responsibility of the US Army Garrison
Rheinland-Pfalz"**

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.



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



**"Casualty Assistance is the responsibility of the US Army Garrison
Rheinland-Pfalz"**

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 0611-143-541-9000**

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.