

# Death of a Member

## Overview

---

**Introduction** This transaction is used to stop pay and allowances following the death of a member.

---

**Timing** Submit this transaction upon receipt of a personnel casualty report message indicating the death of a member of the U. S. Coast Guard, U. S. Coast Guard Reserve or NOAA Commissioned Officer Corps. Do not submit this transaction to report the death of a retiree, unless the retiree was serving on a recall to active duty at the time of death. PPC (RAS) must be notified in the event of the death of a retiree.

---

**Corrections and Deletions** The **Date of Death** and **Line of Duty** fields can be corrected or updated. This transaction cannot be deleted, it can only be cancelled.

---

**Reference** Section 5.A.5 of the [Personnel and Pay Procedures Manual, PPCINST M1000.2 \(series\)](#) provides unit procedures for casualty reporting. Enclosure (7) of the manual provides examples of Personnel Casualty Report messages.

---

**Procedures** Follow these procedures to record a death of a member.

Step	Action
1	Select <b>Separation Orders</b> from the Separations Pagelet.  <p>The screenshot shows a window titled "Separations" with a list of links. The link "Separation Orders" is highlighted with a red rectangular box. Other links include "DD214 Form", "Separations Summary Report", "Separation Requests by Status", "Separation Request Extract", "Separations By AD Term Date", "Separation Orders Extract", and "Separations 30-year Retirement".</p>

---

*Continued on next page*

## Overview, Continued

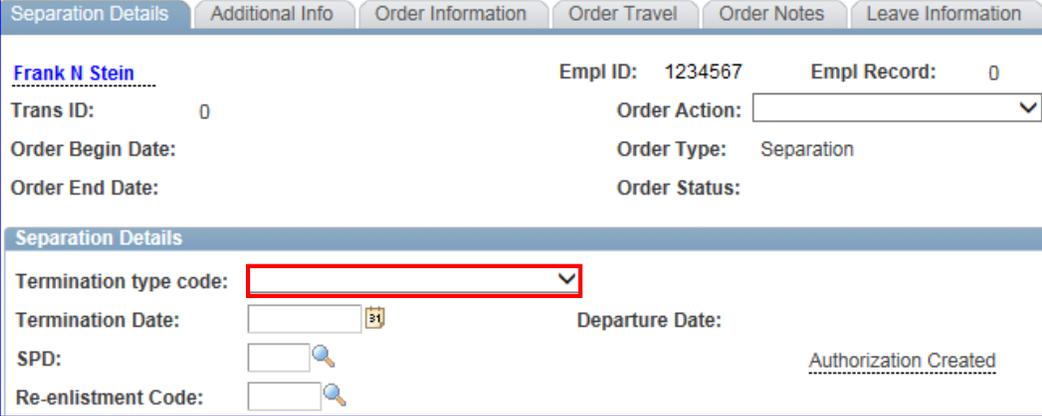
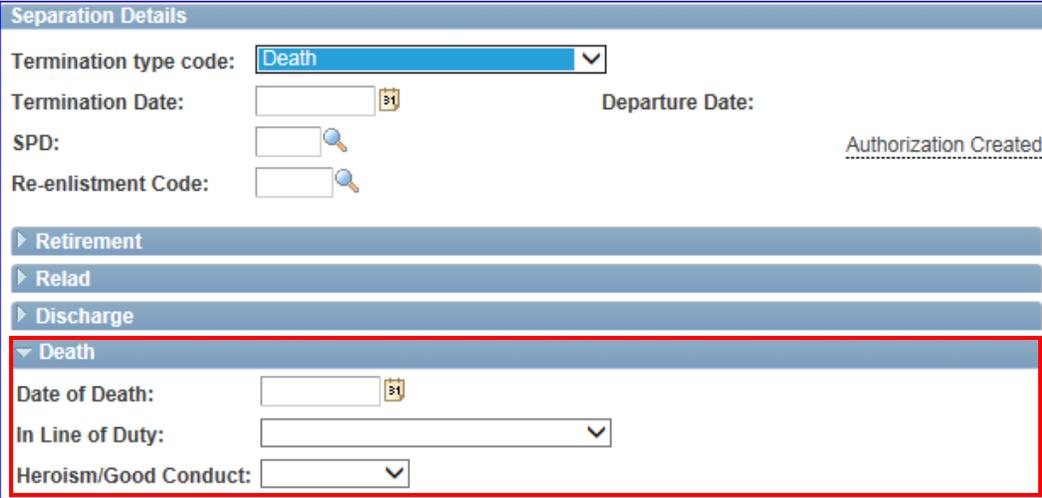
Procedures,  
continued

Step	Action
2	<p>Click on the <b>Add a New Value</b> tab.</p> <div data-bbox="375 520 1328 1136"><p><b>Separation Orders</b></p><p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p><p>Find an Existing Value <b>Add a New Value</b></p><p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p><p>Empl ID: <input type="text" value="begins with"/> <input type="text"/></p><p>Empl Record: <input type="text" value="="/> <input type="text"/></p><p>Trans ID: <input type="text" value="="/> <input type="text"/></p><p>Order Type: <input type="text" value="="/> Separation <input type="text"/></p><p>National ID: <input type="text" value="begins with"/> <input type="text"/></p><p>Last Name: <input type="text" value="begins with"/> <input type="text"/></p><p>First Name: <input type="text" value="begins with"/> <input type="text"/></p><p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p><p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/></p></div>
3	<p>Enter the <b>Empl ID</b> and click <b>Add</b>.</p> <div data-bbox="375 1234 906 1627"><p><b>Separation Orders</b></p><p>Find an Existing Value <b>Add a New Value</b></p><p>Trans ID: <input type="text" value="0"/></p><p>Empl ID: <input type="text" value="1234567"/> <input type="button" value="x"/> <input type="button" value="Search"/></p><p>Empl Record: <input type="text" value="0"/> <input type="button" value="Search"/></p><p><input type="button" value="Add"/></p></div>

*Continued on next page*

## Overview, Continued

Procedures,  
continued

Step	Action
4	<p>On the Separation Details tab, select the Termination Type Code drop-down and choose <b>Death</b>.</p>  <p>The screenshot shows the 'Separation Details' tab selected. The employee name is 'Frank N Stein', Empl ID is '1234567', and Empl Record is '0'. The 'Termination type code' dropdown menu is highlighted with a red box, indicating the selection process.</p>
5	<p>Once <b>Death</b> is selected, the screen automatically opens the Death portion of the orders.</p>  <p>The screenshot shows the 'Separation Details' tab with the 'Termination type code' set to 'Death'. The 'Death' section is expanded and highlighted with a red box, showing fields for 'Date of Death', 'In Line of Duty', and 'Heroism/Good Conduct'.</p>

*Continued on next page*

## Overview, Continued

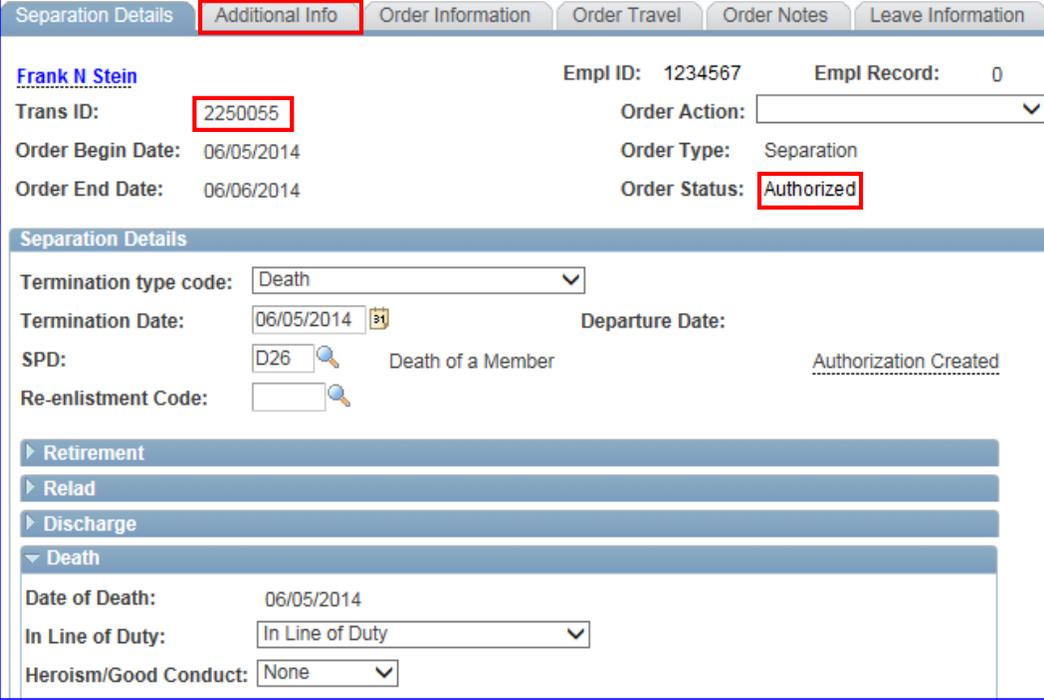
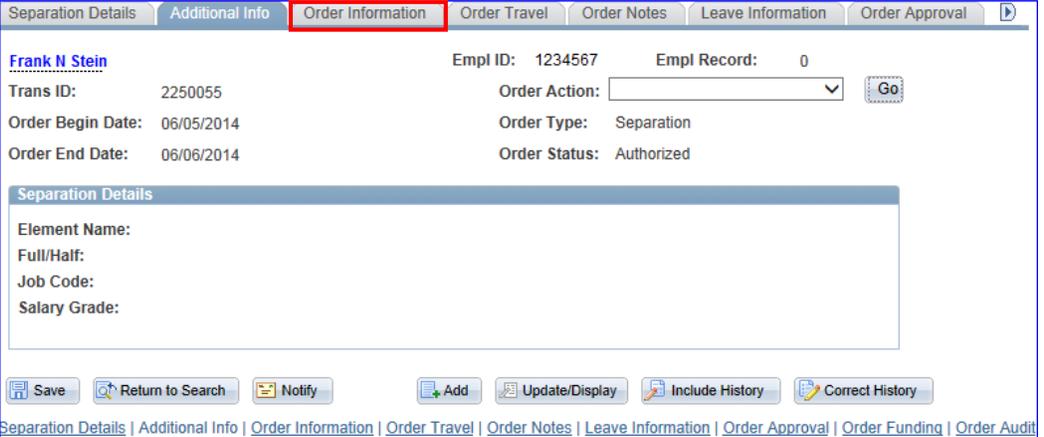
Procedures,  
continued

Step	Action
6	<p>Enter the following:</p> <ul style="list-style-type: none"><li>• <b>Termination Date</b> (Item “DELTA” on the Personnel Casualty Report Message),</li><li>• <b>SPD code</b> (D26 for Death of a Member) and</li><li>• <b>Date of Death</b> (same as Termination Date).</li></ul> <div data-bbox="375 676 1417 877"><p>Separation Details</p><p>Termination type code: <input type="text" value="Death"/></p><p>Termination Date: <input type="text" value="06/05/2014"/> Departure Date:</p><p>SPD: <input type="text" value="D26"/> Death of a Member <span style="float: right;">Authorization Created</span></p><p>Re-enlistment Code: <input type="text"/></p></div> <p>Use the <b>In Line of Duty</b> drop-down to indicate whether the death was:</p> <ul style="list-style-type: none"><li>• <b>In Line of Duty</b></li><li>• <b>Retirement Eligible, not in Line of Duty</b> (Item “KILO” on the Personnel Casualty Report Message).</li><li>• Or leave <b>blank</b> if they were not killed in the Line of the Duty, had no dependents and were not Retirement Eligible.</li></ul> <p>Then select the appropriate Heroism/Good Conduct option. Now click <b>Save</b>.</p> <div data-bbox="375 1203 1417 1703"><p>Separation Details</p><p>Termination type code: <input type="text" value="Death"/></p><p>Termination Date: <input type="text" value="06/05/2014"/> Departure Date:</p><p>SPD: <input type="text" value="D26"/> Death of a Member <span style="float: right;">Authorization Created</span></p><p>Re-enlistment Code: <input type="text"/></p><p>Retirement</p><p>Relad</p><p>Discharge</p><p>Death</p><p>Date of Death: <input type="text" value="06/05/2014"/></p><p>In Line of Duty: <input type="text" value="In Line of Duty"/></p><p>Heroism/Good Conduct: <input type="text" value="None"/></p></div> <div data-bbox="375 1759 1417 1801"><p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> <input type="button" value="In"/></p></div>

Continued on next page

# Overview, Continued

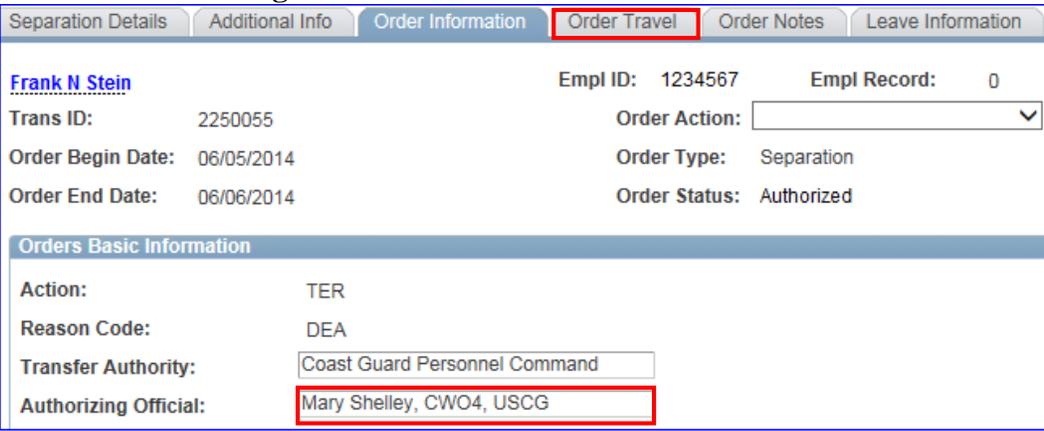
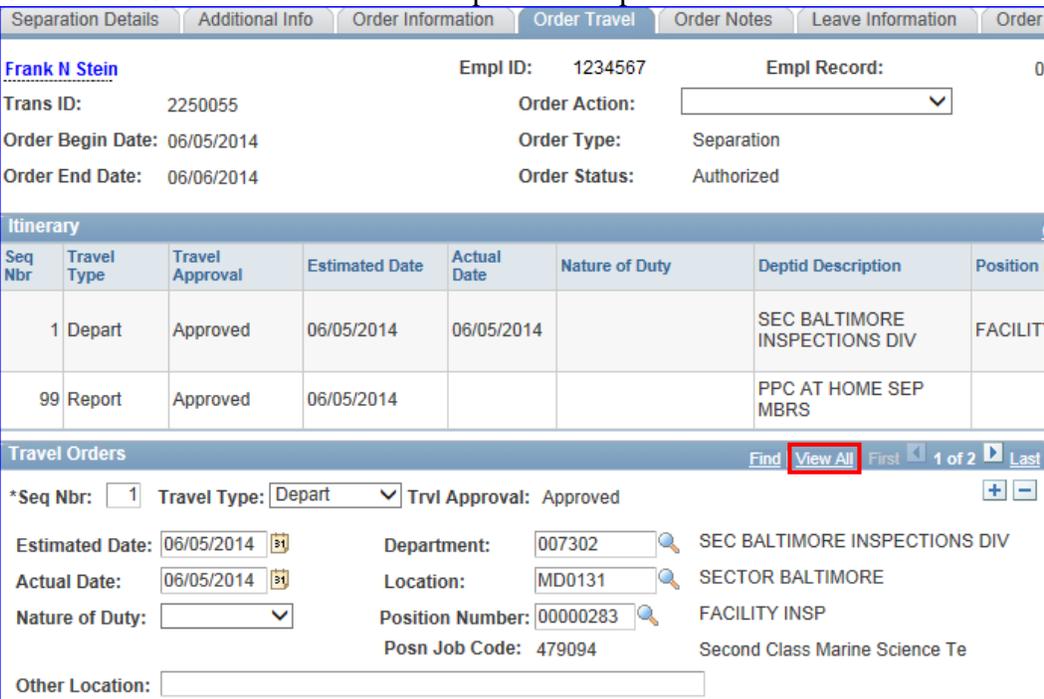
Procedures,  
continued

Step	Action
7	<p>Saving will generate a Trans ID and will change the Order Status to Authorized. Now click on the <b>Additional Info</b> tab.</p> 
8	<p>No action is required on the <b>Additional Info</b> tab for a death. Now click on the <b>Order Information</b> tab.</p> 

Continued on next page

# Overview, Continued

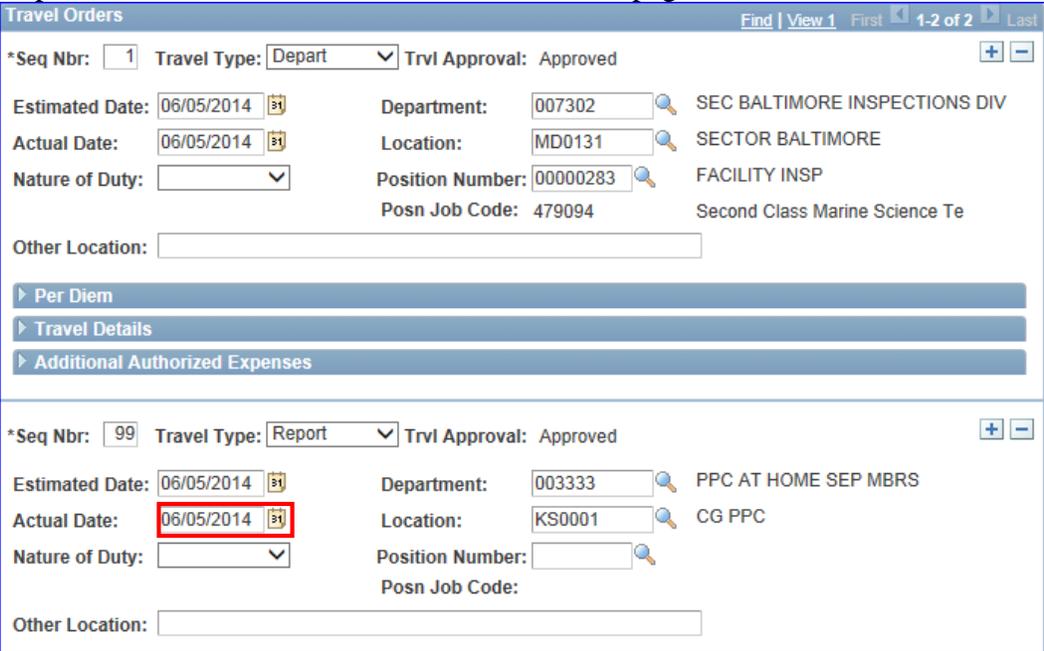
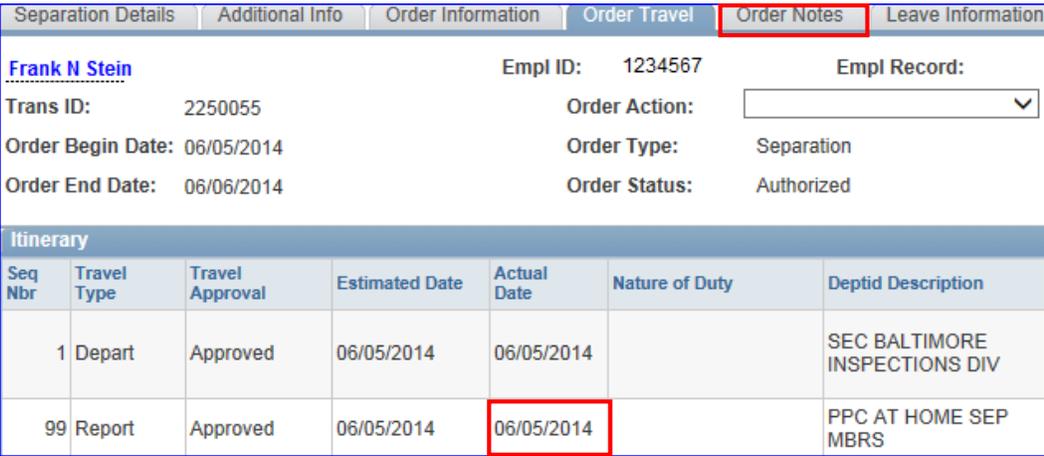
Procedures,  
continued

Step	Action
<p><b>9</b></p>	<p>Enter the <b>Authorizing Official</b> and then click on the <b>Order Travel</b> tab.</p> 
<p><b>10</b></p>	<p>Click on <b>View All</b> to see both the Depart and Report rows.</p> 

*Continued on next page*

# Overview, Continued

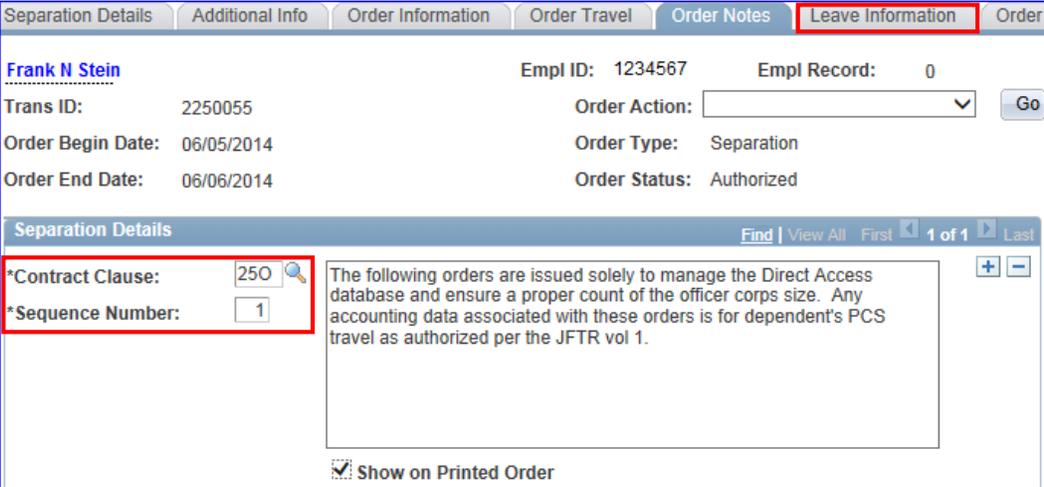
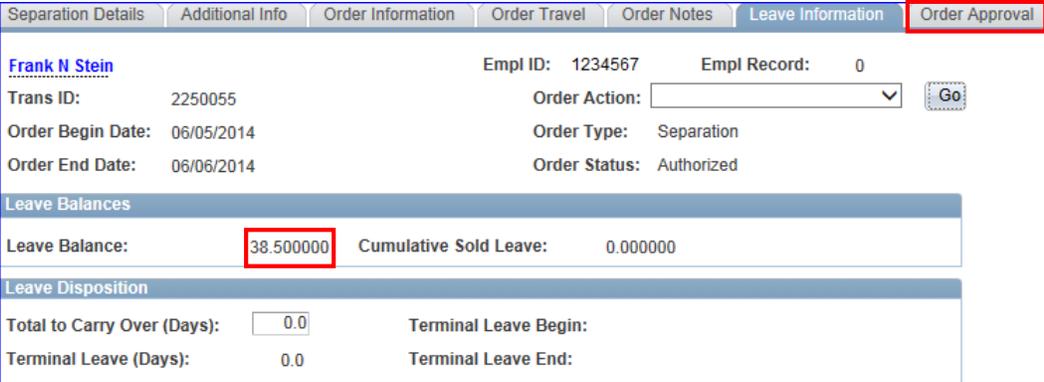
## Procedures, continued

Step	Action																					
<p><b>11</b></p>	<p>The only thing to fill out on this page is the <b>Actual Date</b> (date of death) in the Report row. Then click <b>Save</b> at the bottom of the page.</p>  <p>The screenshot shows the 'Travel Orders' form with two entries. The first entry is for a 'Depart' travel type with an 'Actual Date' of 06/05/2014. The second entry is for a 'Report' travel type with an 'Actual Date' of 06/05/2014, which is highlighted with a red box. The form includes fields for 'Seq Nbr', 'Travel Type', 'Trvl Approval', 'Estimated Date', 'Actual Date', 'Nature of Duty', 'Department', 'Location', 'Position Number', and 'Posn Job Code'.</p>																					
<p><b>12</b></p>	<p>Saving will update the Actual Date in the <b>Itinerary</b> section. Now click on the <b>Order Notes</b> tab.</p>  <p>The screenshot shows the 'Order Information' page with the 'Order Notes' tab selected. The 'Itinerary' table shows two rows: one for 'Depart' and one for 'Report'. The 'Actual Date' for the 'Report' row is highlighted with a red box. The table has columns for 'Seq Nbr', 'Travel Type', 'Travel Approval', 'Estimated Date', 'Actual Date', 'Nature of Duty', and 'Deptid Description'.</p> <table border="1" data-bbox="375 1570 1419 1776"> <thead> <tr> <th>Seq Nbr</th> <th>Travel Type</th> <th>Travel Approval</th> <th>Estimated Date</th> <th>Actual Date</th> <th>Nature of Duty</th> <th>Deptid Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Depart</td> <td>Approved</td> <td>06/05/2014</td> <td>06/05/2014</td> <td></td> <td>SEC BALTIMORE INSPECTIONS DIV</td> </tr> <tr> <td>99</td> <td>Report</td> <td>Approved</td> <td>06/05/2014</td> <td>06/05/2014</td> <td></td> <td>PPC AT HOME SEP MBRS</td> </tr> </tbody> </table>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	1	Depart	Approved	06/05/2014	06/05/2014		SEC BALTIMORE INSPECTIONS DIV	99	Report	Approved	06/05/2014	06/05/2014		PPC AT HOME SEP MBRS
Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description																
1	Depart	Approved	06/05/2014	06/05/2014		SEC BALTIMORE INSPECTIONS DIV																
99	Report	Approved	06/05/2014	06/05/2014		PPC AT HOME SEP MBRS																

Continued on next page

## Overview, Continued

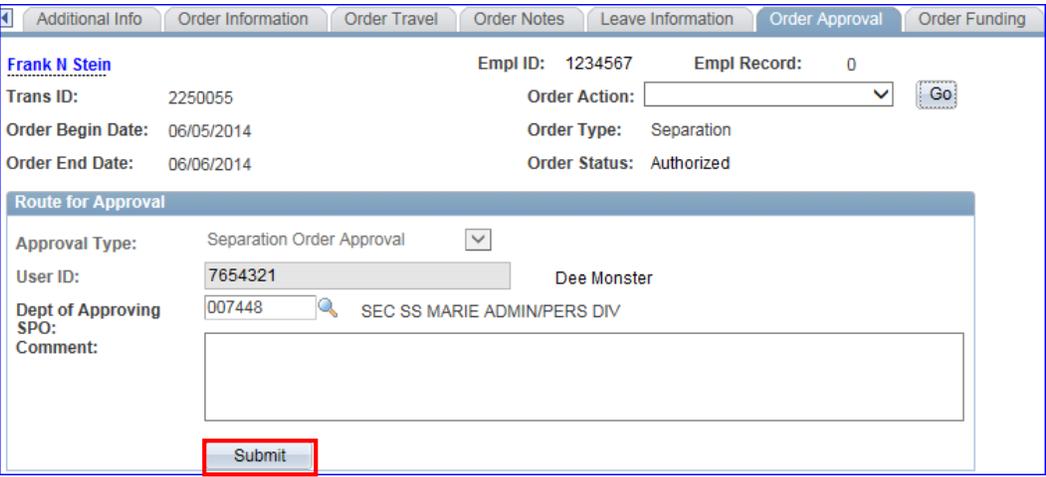
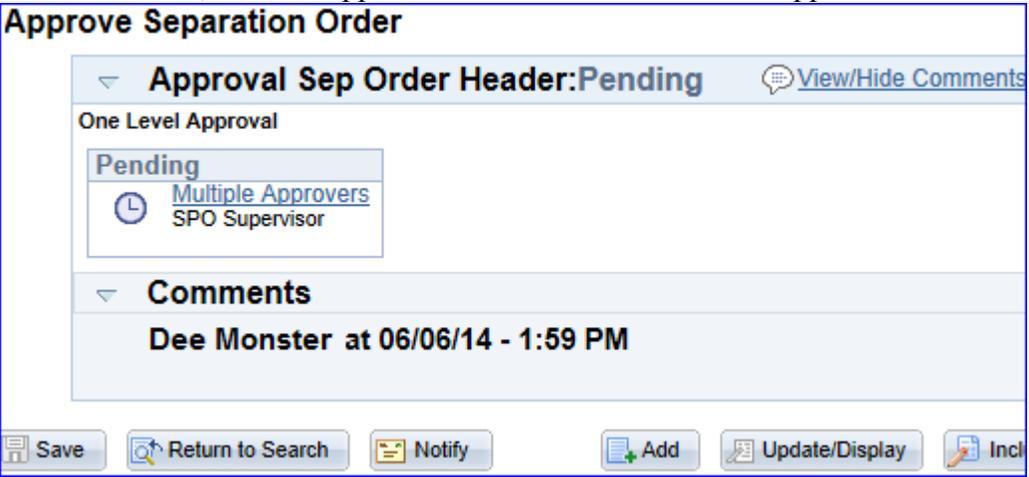
Procedures,  
continued

Step	Action
<p><b>13</b></p>	<p>Enter the appropriate Order Notes and edit them if necessary. Enter a Sequence Number to identify how they will appear on the orders. Then click on the <b>Leave Information</b> tab.</p> 
<p><b>14</b></p>	<p>Any remaining leave balance will be sold and included in the final payment to the deceased member's designated beneficiaries. Now click on the <b>Order Approval</b> tab.</p> 

*Continued on next page*

# Overview, Continued

Procedures,  
continued

Step	Action
<p><b>15</b></p>	<p>Now click <b>Submit</b>.</p> 
<p><b>16</b></p>	<p>Once submitted, this will appear to show it's been routed for approval.</p> 
<p><b>17</b></p>	<p>Now return to the home screen.</p>