

Retiree's Survivor Checklist

(This list is not all inclusive as everyone's situation is different)

A list of the following items and the location of where to find them.

- ___ DD-214
- ___ Retired Account Statement (RAS) from DFAS
- ___ Civilian Leave and Earnings Statement from OPM
- ___ Social Security Account Statement
- ___ Veterans Administration Disability Information
- ___ Other Pensions such as IRA distributions
- ___ Copies of at least the last two years of Income Tax Returns
- ___ Life Insurance Policies
- ___ Wills
- ___ Birth Certificates
- ___ Marriage Certificate
- ___ Social Security Cards
- ___ Retired ID cards
- ___ Passports
- ___ Information on Mutual Funds and Stocks
- ___ Information on Bank Accounts both Foreign and Domestic
- ___ Credit/Debit Card Information
- ___ Instructions of who to contact and what to do with your remains after you die.
- ___ Other documents not listed above that may apply to you

Agencies that need to be notified of your passing:

_____ Casualty Assistance Representative (CAR) can be called directly at DSN: 225-8179, or by calling the Airman & Family Readiness Center (AFRC) at DSN: 225-8725/8726. The CAR is located in building 316, 1st floor, but is assigned to the Airman & Family Readiness Center (AFRC) and will help with the below notifications. The above telephone numbers can be reached from off base by calling the base operator at: 042-552-2510 and dialing the last 5 digits of the phone number.

_____ U.S. Embassy in Tokyo (Tel: 03-3224-5000)

It's required to report the death of an American citizen living abroad

Social Security issues will be handled by the Embassy

Once provided with a copy of the Japanese Death Certificate they will produce at no cost certified English copies of the Death Certificate.

_____ DFAS (Tel: 1-800-321-1080)

Your retirement check is paid a month in advance so upon notification of a retiree's death they will reclaim any remaining portion from your bank account. (Don't close any accounts)

If you have selected Survivor Benefits for your spouse they will start the process

_____ Department of Veterans Affairs.

_____ DEERS. Your surviving spouse will need to report your death at the MPF so that a new ID card can be issued.

Additional Sources:

_____ Mortuary Affairs: DSN 225-5653/5654, From off base: 042-552-2510 ext. 55653/55654

The Mortuary can assist/or advise on sending ashes to a National Cemetery. They can also assist with having a local cremation. The Mortuary will also translate a Japanese language death certificate into English if requested.

_____ Retiree Activities Office (RAO) DSN 225-8324, From off base: 042-522-2510 ext. 58324

The RAO is always here to help and will point your spouse in the right direction if needed.

As stated earlier, this list is not all inclusive and may need to be personalized to meet your particular situation,