

## Separations - Death of a Member

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**Introduction** This guide provides the procedures for stopping pay and allowances in Direct Access (DA) following the death of a member.

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**Information** Submit this transaction upon receipt of a personnel casualty report message indicating the death of a member of the U. S. Coast Guard, Reserves, 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 (AD) at the time of death. PPC (RAS) **MUST** be notified in the event of the death of a Retiree.

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**Funding Tab/POET Details** The P&As are expected to enter the **Cost Totals** on the Funding tab when completing a Separation Order. It is recommended to identify and have the travel & relocation entitlements calculated prior to starting the Separation Order. The most common potential Cost Total funding types include:

- Dependent Travel (Per Diem & MALT)
- Household Good (see [Estimates: Household Goods](#))
- Privately Owned Vehicles (POV Shipment, see [Estimates: POV/NTS](#))
- Non-Temporary Storage (see [Estimates: POV/NTS](#))
- Directed Procurement Method

**NOTE:** Even if dependents are not relocating immediately, **all** Cost Total estimates **MUST** be entered when completing the Separation Order to allow for funds obligation and the generation of transportation TAC codes.

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**Estimates: POV/NTS** If the member is entitled to **Government Shipment of a Privately Owned Vehicle**, enter \$1,000.00 as the Privately Owned Vehicles Cost Total on the Funding tab.

If the member is entitled to **Non-Temporary Storage**, enter \$500.00 in the Non-Temporary Storage Cost Total on the Funding tab.

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## Separations - Death of a Member, Continued

**Estimates:  
Household  
Goods**

When processing Separation Orders, if the HHG estimate is \$0.00 but HHGs are authorized, update the amount using the chart below. **If the order already has a HHG cost estimate, do NOT change it.** For paygrades E9, W3, and O1 enter \$5000.00.

Paygrade	Est HHGs Cost	Paygrade	Est HHGs Cost
E2	\$889.05	W2	\$2,831.40
E3	\$1,110.16	W3	\$5,000.00
E4	\$1,245.52	W4	\$3,151.47
E5	\$2,310.14	O1	\$5,000.00
E6	\$3,001.32	O2	\$2,211.75
E7	\$3,745.58	O3	\$2,877.28
E8	\$4,406.10	O4	\$4,065.32
E9	\$5,000.00	O5	\$5,052.07
		O6	\$5,804.70

**Changes to  
Funding**

If any of the funding lines on DA orders are greater than \$0.00, and the funds for that funding line are not needed, **DO NOT CHANGE IT TO \$0.00.** Doing so will cancel the Document Number and you will no longer be able to use it. **If the funding line will not be needed, change it to \$1.00.**

Example - If the member's Order has the following:

\$1000.00 Member Travel - Document Number 70Z0PCS220032920

\$100.00 Dependent Travel - Document Number 70Z0PCS220032920

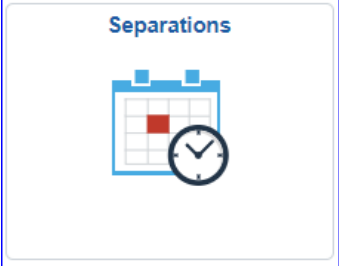
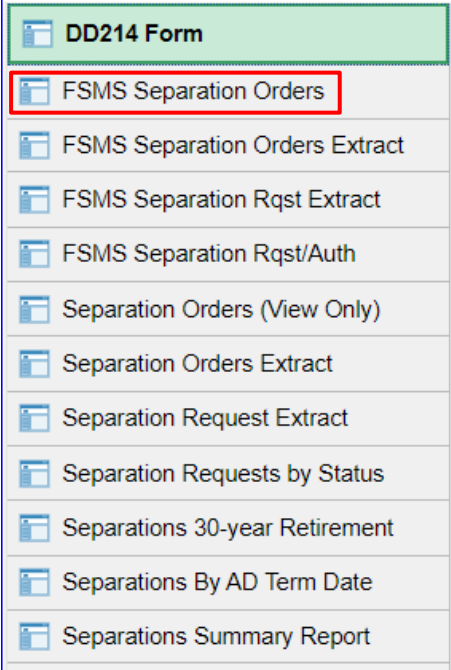
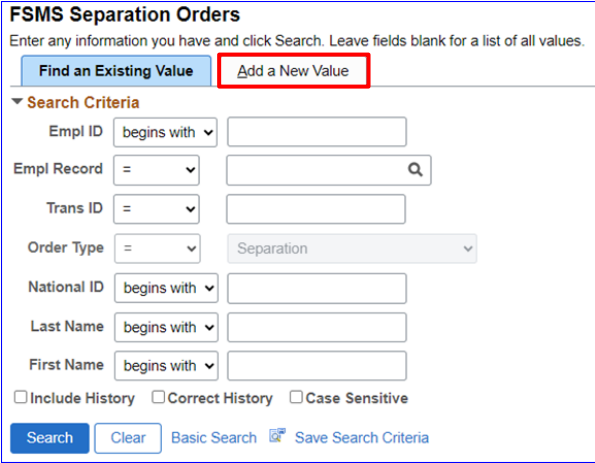
\$1000.00 DLA (Dislocation Allowance - Document Number 70Z0PCS220032920

If you change Dependent Travel to \$0.00, it will CANCEL that document Number. Keep in mind that these three funding lines (above) use the SAME document number. If later you needed to increase any of these funding lines or add Dependent Travel back in, it **WILL error out.**

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## Separations - Death of a Member, Continued


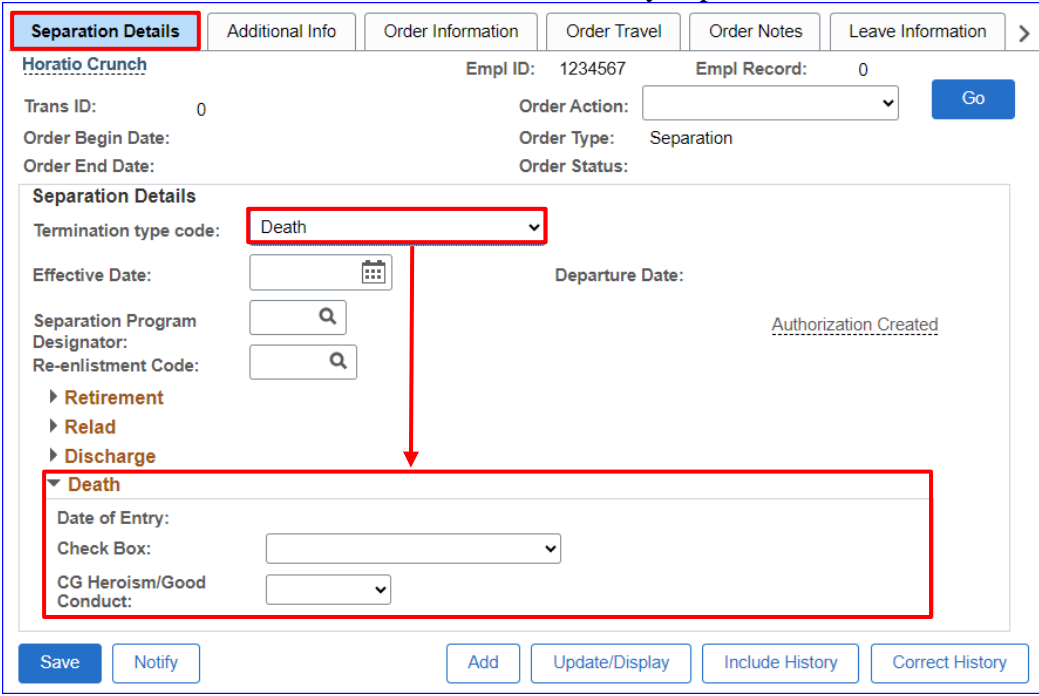
Procedures See below.

Step	Action
1	<p>Click the <b>Separations</b> tile.</p> 
2	<p>Select the <b>FSMS Separation Orders</b> option.</p> 
3	<p>Select <b>Add a New Value</b>.</p> 

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## Separations - Death of a Member, Continued

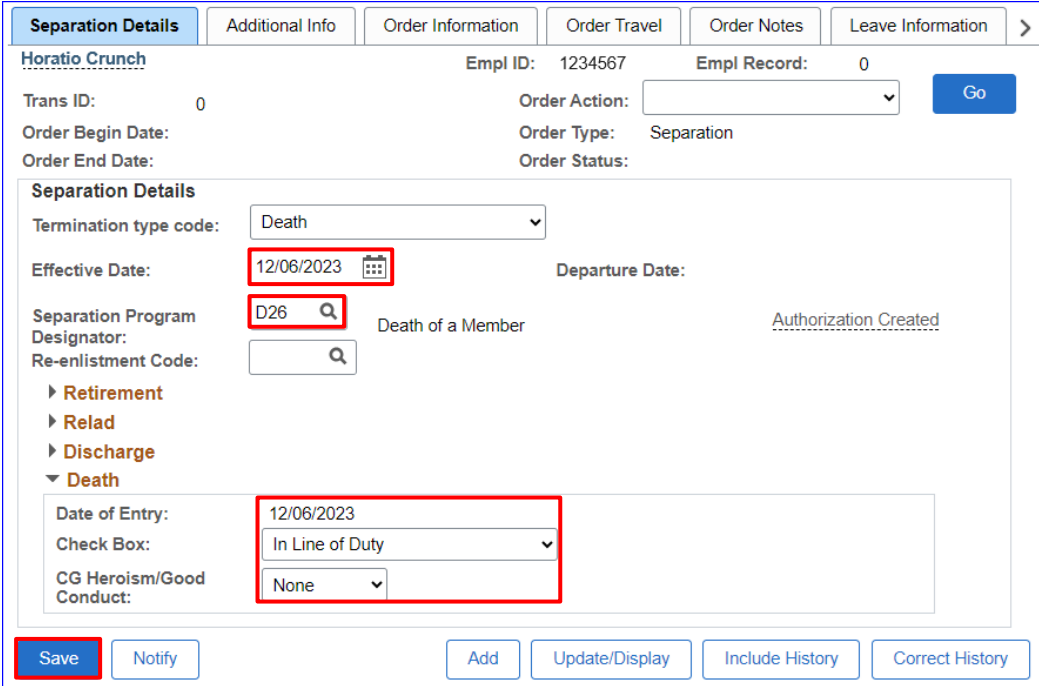
Procedures,  
continued

Step	Action
4	<p>Enter the member's <b>Empl ID</b> and click <b>Add</b>.</p>  <p><b>FSMS Separation Orders</b></p> <p>Find an Existing Value    Add a New Value</p> <p>Trans ID: 0</p> <p>Empl ID: 1234567</p> <p>Empl Record: 0</p> <p>Add</p>
5	<p>On the <b>Separation Details</b> tab, use the <b>Termination type code</b> drop-down to select <b>Death</b>. The <b>Death</b> section will automatically expand.</p>  <p>Separation Details    Additional Info    Order Information    Order Travel    Order Notes    Leave Information</p> <p>Horatio Crunch    Empl ID: 1234567    Empl Record: 0</p> <p>Trans ID: 0    Order Action: [dropdown]    Go</p> <p>Order Begin Date:    Order Type: Separation</p> <p>Order End Date:    Order Status:</p> <p>Separation Details</p> <p>Termination type code: Death</p> <p>Effective Date: [calendar icon]    Departure Date:</p> <p>Separation Program Designator: [search icon]    Authorization Created</p> <p>Re-enlistment Code: [search icon]</p> <ul style="list-style-type: none"> <li>▶ Retirement</li> <li>▶ Relad</li> <li>▶ Discharge</li> <li>▼ Death</li> </ul> <p>Date of Entry: [dropdown]</p> <p>Check Box: [dropdown]</p> <p>CG Heroism/Good Conduct: [dropdown]</p> <p>Save    Notify    Add    Update/Display    Include History    Correct History</p>

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## Separations - Death of a Member, Continued

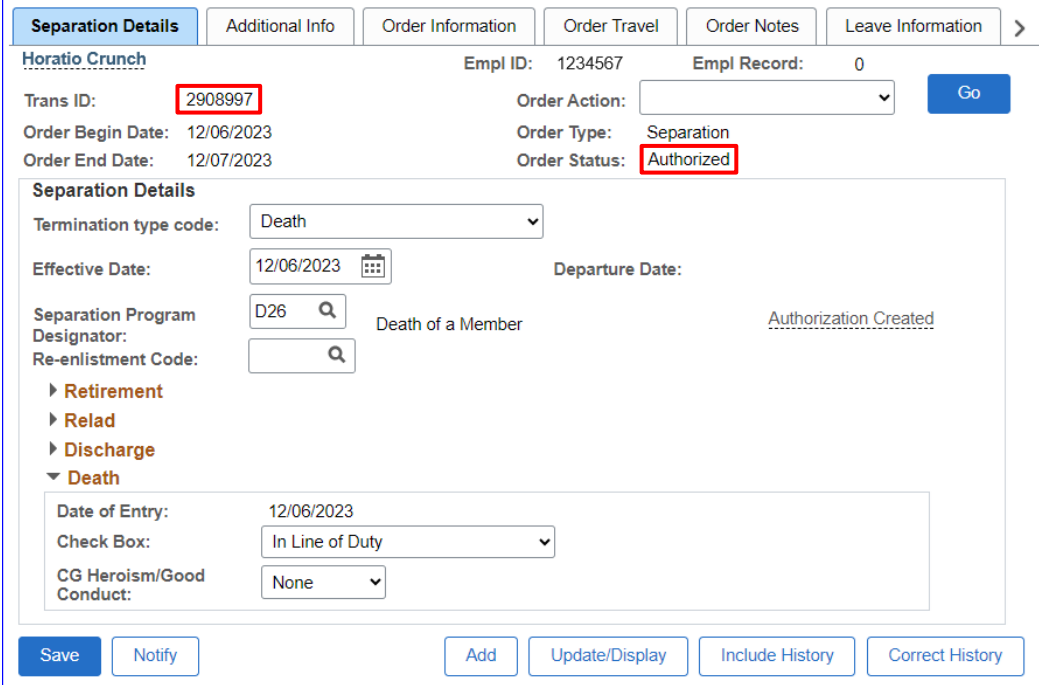
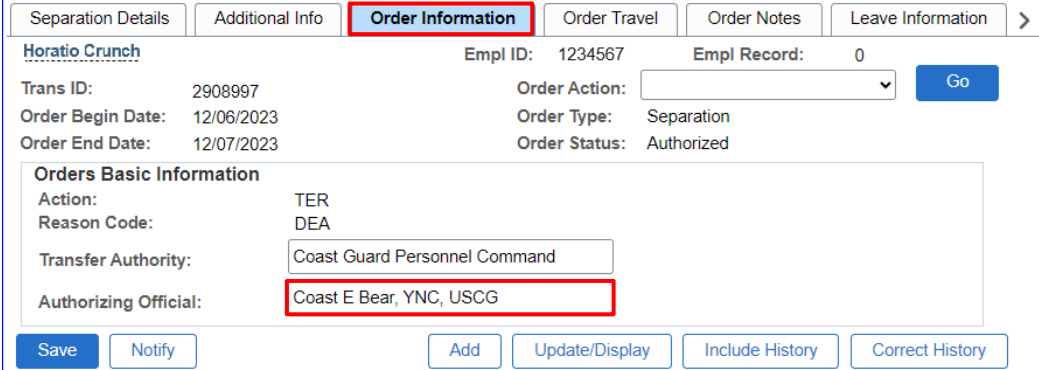
Procedures,  
continued

Step	Action
6	<p>In the Separations Details section:</p> <ul style="list-style-type: none"> <li>• Enter the <b>Effective Date</b> – this will be provided in the Personnel Casualty Report message, item ‘DELTA’.</li> <li>• Using the <b>SPD Lookup</b>, select D26 for Death of a Member.</li> </ul> <p>In the Death section:</p> <ul style="list-style-type: none"> <li>• The <b>Date of Entry</b> will auto-populate based on the Effective Date.</li> <li>• <b>Check Box</b> drop-down – select <b>Line of Duty</b> if it is indicated in the Personnel Casualty Report message, item ‘KILO’.</li> <li>• CG Heroism/Good Conduct - Select from the drop-down as appropriate (authorized).</li> </ul> <p>Click <b>Save</b>.</p>  <p>The screenshot shows a web form for 'Separation Details' for employee Horatio Crunch (Empl ID: 1234567). The form includes tabs for 'Separation Details', 'Additional Info', 'Order Information', 'Order Travel', 'Order Notes', and 'Leave Information'. The 'Separation Details' tab is active, showing fields for Termination type code (Death), Effective Date (12/06/2023), Separation Program Designator (D26), Date of Entry (12/06/2023), Check Box (In Line of Duty), and CG Heroism/Good Conduct (None). The 'Save' button is highlighted in red.</p>

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## Separations - Death of a Member, Continued

Procedures,  
continued

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

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## Separations - Death of a Member, Continued

Procedures,  
continued

Step	Action																											
9	<p>Select the <b>Order Travel</b> tab.</p> <p>Scroll down to the Travel Orders section and click <b>View All</b> to view the Depart and Report rows.</p> <div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> <span>Separation Details</span> <span>Additional Info</span> <span>Order Information</span> <span style="border: 2px solid red; padding: 2px;">Order Travel</span> <span>Order Notes</span> <span>&gt;</span> </div> <div style="margin-bottom: 5px;"> <p><b>Horatio Crunch</b> <span style="float: right;">Empl ID: 1234567    Empl Record: 0</span></p> <p>Trans ID: 2908997 <span style="float: right;">Order Action: <input type="text"/> <span style="border: 1px solid blue; padding: 2px 5px;">Go</span></span></p> <p>Order Begin Date: 12/06/2023 <span style="float: right;">Order Type: Separation</span></p> <p>Order End Date: 12/07/2023 <span style="float: right;">Order Status: Authorized</span></p> <p><b>Itinerary</b></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <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> <th>Position Description</th> <th>Location Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Depart</td> <td>Approved</td> <td>12/06/2023</td> <td>12/06/2023</td> <td></td> <td>CG STA BELLINGHAM</td> <td>PURSUIT COXSWAIN</td> <td>CG STA BELLINGHAM</td> </tr> <tr> <td>99</td> <td>Report</td> <td>Approved</td> <td>12/06/2023</td> <td></td> <td></td> <td>PPC AT HOME SEP MBRS</td> <td></td> <td>CG UNITS-TOPEKA KS</td> </tr> </tbody> </table> <div style="margin-top: 5px; border-top: 1px solid black; padding-top: 5px;"> <p><b>Travel Orders</b> <span style="float: right;">1 of 2 <span style="border: 2px solid red; padding: 2px;">View All</span></span></p> <p>*Seq Nbr: <input type="text" value="1"/> Travel Type: <input type="text" value="Depart"/> Trvl Approval: <input type="text" value="Approved"/> <span style="float: right;">+ -</span></p> <p>Estimated Date: <input type="text" value="12/06/2023"/> <input type="text" value="12/06/2023"/> Department: <input type="text" value="000133"/> CG STA BELLINGHAM</p> <p>Actual Date: <input type="text" value="12/06/2023"/> Location: <input type="text" value="WA0012"/> CG STA BELLINGHAM</p> <p>Nature of Duty: <input type="text"/> Position Number: <input type="text" value="00024742"/> PURSUIT COXSWAIN</p> <p>Posn Job Code: <input type="text" value="410094"/> Second Class Boatswain's Mate</p> <p>Other Location: <input type="text"/></p> <ul style="list-style-type: none"> <li>▶ Per Diem</li> <li>▶ Travel Details</li> <li>▶ Additional Authorized Expenses</li> </ul> </div> </div> </div>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description	1	Depart	Approved	12/06/2023	12/06/2023		CG STA BELLINGHAM	PURSUIT COXSWAIN	CG STA BELLINGHAM	99	Report	Approved	12/06/2023			PPC AT HOME SEP MBRS		CG UNITS-TOPEKA KS
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## Separations - Death of a Member, Continued

Procedures,  
continued

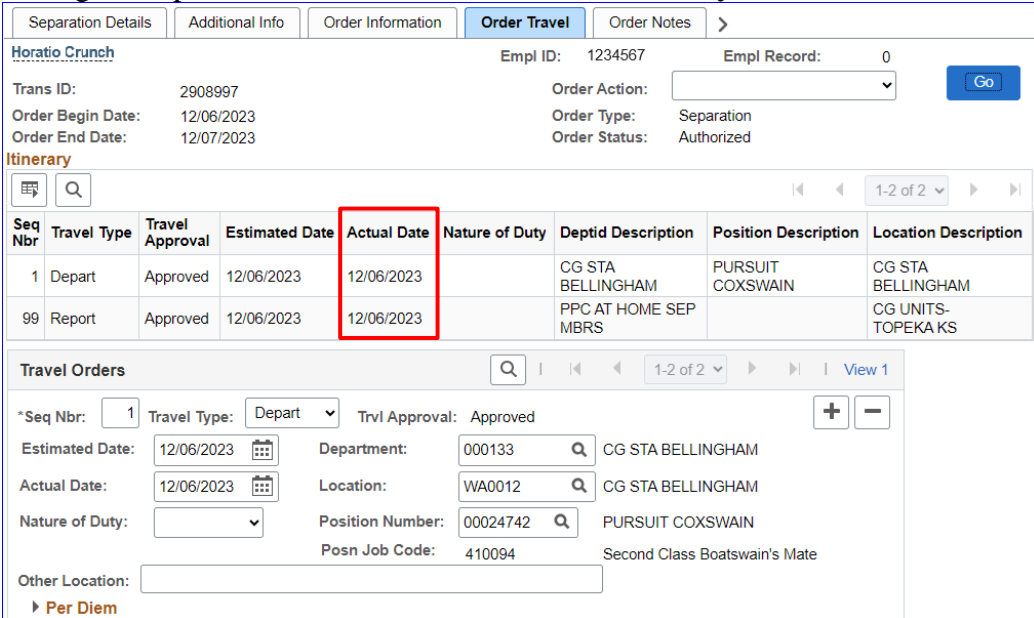
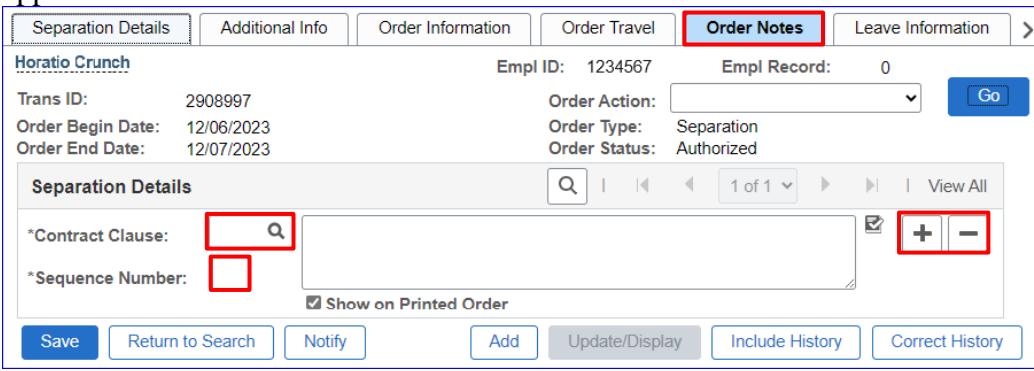
Step	Action
10	<p><b>Seq Nbr 1, Depart row:</b> The date of death should auto populate for both the <b>Estimated Date</b> and <b>Actual Date</b> (date of death).</p> <p><b>Seq Nbr 99, Report row:</b> The <b>Estimated Date</b> should auto populate (date of death) enter the same date for the <b>Actual Date</b>.</p> <p>Click <b>Save</b>.</p> <div data-bbox="327 734 1369 1489" style="border: 1px solid black; padding: 5px;"> <p><b>Travel Orders</b> <span style="float: right;">1-2 of 2   View 1</span></p> <hr/> <p>*Seq Nbr: <input type="text" value="1"/> Travel Type: <input type="text" value="Depart"/> Trvl Approval: Approved <span style="float: right;">+ -</span></p> <p>Estimated Date: <input type="text" value="12/06/2023"/> <input type="text" value="12/06/2023"/> Department: <input type="text" value="000133"/> CG STA BELLINGHAM</p> <p>Actual Date: <input type="text" value="12/06/2023"/> <input type="text" value="12/06/2023"/> Location: <input type="text" value="WA0012"/> CG STA BELLINGHAM</p> <p>Nature of Duty: <input type="text"/> Position Number: <input type="text" value="00024742"/> PURSUIT COXSWAIN Posn Job Code: 410094 Second Class Boatswain's Mate</p> <p>Other Location: <input type="text"/></p> <p>▶ Per Diem ▶ Travel Details ▶ Additional Authorized Expenses</p> <hr/> <p>*Seq Nbr: <input type="text" value="99"/> Travel Type: <input type="text" value="Report"/> Trvl Approval: Approved <span style="float: right;">+ -</span></p> <p>Estimated Date: <input type="text" value="12/06/2023"/> <input type="text" value="12/06/2023"/> Department: <input type="text" value="003333"/> PPCAT HOME SEP MBRS</p> <p>Actual Date: <input type="text" value="12/06/2023"/> <input type="text" value="12/06/2023"/> Location: <input type="text" value="KS0001"/> CG UNITS-TOPEKA KS</p> <p>Nature of Duty: <input type="text"/> Position Number: <input type="text"/> <input type="text"/></p> <p>Posn Job Code: <input type="text"/></p> <p>Other Location: <input type="text"/></p> <p>▶ Per Diem ▶ Travel Details ▶ Additional Authorized Expenses</p> <p>▶ Delay En route ▶ Dependents Authorized for Travel</p> <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="Include History"/> <input type="button" value="Correct History"/></p> </div>

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## Separations - Death of a Member, Continued

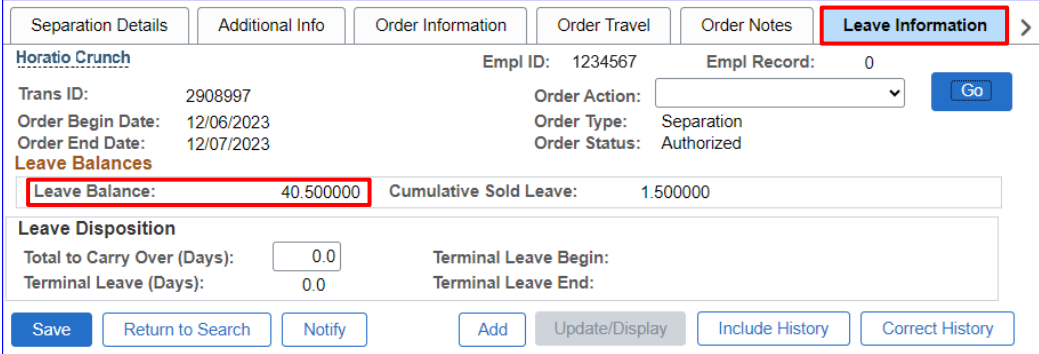

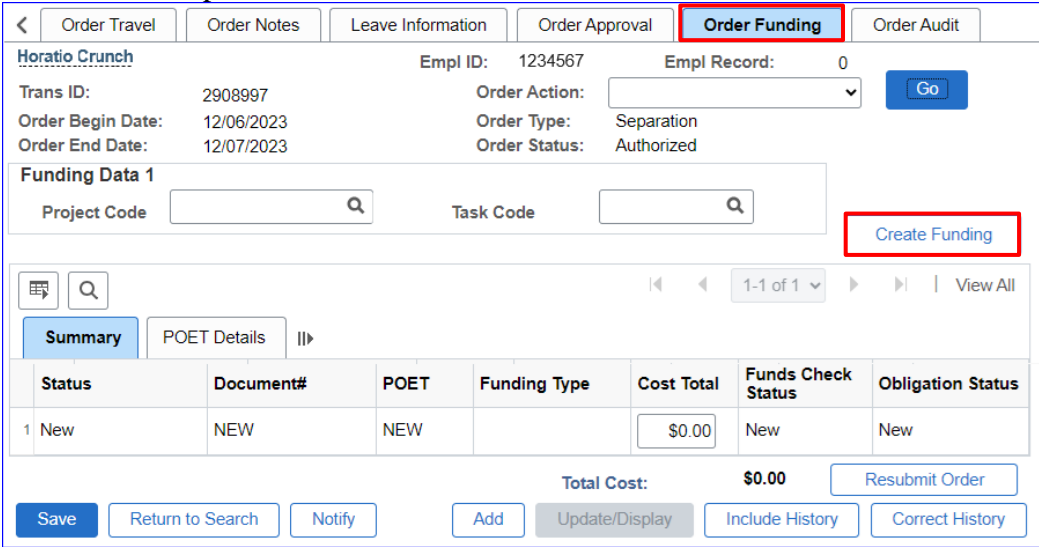
Procedures,  
continued

Step	Action																											
<b>11</b>	<p>Saving will update the Actual Dates within the <b>Itinerary</b> section.</p>  <p>The screenshot shows the 'Order Travel' tab selected. At the top, there are tabs for 'Separation Details', 'Additional Info', 'Order Information', 'Order Travel', and 'Order Notes'. Below these, the user's name 'Horatio Crunch' and 'Empl ID: 1234567' are displayed. A 'Trans ID: 2908997' is shown. The 'Order Begin Date' is 12/06/2023 and the 'Order End Date' is 12/07/2023. The 'Order Action' is set to 'Separation' and the 'Order Status' is 'Authorized'. Below this is the 'Itinerary' section with a table:</p> <table border="1"> <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> <th>Position Description</th> <th>Location Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Depart</td> <td>Approved</td> <td>12/06/2023</td> <td>12/06/2023</td> <td></td> <td>CG STA BELLINGHAM</td> <td>PURSUIT COXSWAIN</td> <td>CG STA BELLINGHAM</td> </tr> <tr> <td>99</td> <td>Report</td> <td>Approved</td> <td>12/06/2023</td> <td>12/06/2023</td> <td></td> <td>PPC AT HOME SEP MBRS</td> <td></td> <td>CG UNITS-TOPEKA KS</td> </tr> </tbody> </table> <p>Below the itinerary is the 'Travel Orders' section. It shows details for a 'Depart' order with 'Actual Date' highlighted. The details include: 'Seq Nbr: 1', 'Travel Type: Depart', 'Trvl Approval: Approved', 'Estimated Date: 12/06/2023', 'Department: 000133', 'Location: WA0012', 'Nature of Duty: Pursuit Coxswain', 'Position Number: 00024742', and 'Posn Job Code: 410094'.</p>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description	1	Depart	Approved	12/06/2023	12/06/2023		CG STA BELLINGHAM	PURSUIT COXSWAIN	CG STA BELLINGHAM	99	Report	Approved	12/06/2023	12/06/2023		PPC AT HOME SEP MBRS		CG UNITS-TOPEKA KS
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<b>12</b>	<p>Select the <b>Order Notes</b> tab.</p> <p>Enter the appropriate <b>Contract Clause(s)</b> (Order Notes) using the Lookup and edit as necessary. Use the (+) and (-) buttons to add or remove rows as appropriate. Enter a <b>Sequence Number</b> to identify how the Order Notes will appear in the Order.</p>  <p>The screenshot shows the 'Order Notes' tab selected. At the top, there are tabs for 'Separation Details', 'Additional Info', 'Order Information', 'Order Travel', 'Order Notes', and 'Leave Information'. Below these, the user's name 'Horatio Crunch' and 'Empl ID: 1234567' are displayed. A 'Trans ID: 2908997' is shown. The 'Order Begin Date' is 12/06/2023 and the 'Order End Date' is 12/07/2023. The 'Order Action' is set to 'Separation' and the 'Order Status' is 'Authorized'. Below this is the 'Separation Details' section with a form:</p> <p>*Contract Clause: [lookup icon] [text area] [edit icon] [plus icon] [minus icon]</p> <p>*Sequence Number: [text input]</p> <p>There is a checkbox for 'Show on Printed Order' which is checked. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.</p>																											

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## Separations - Death of a Member, Continued

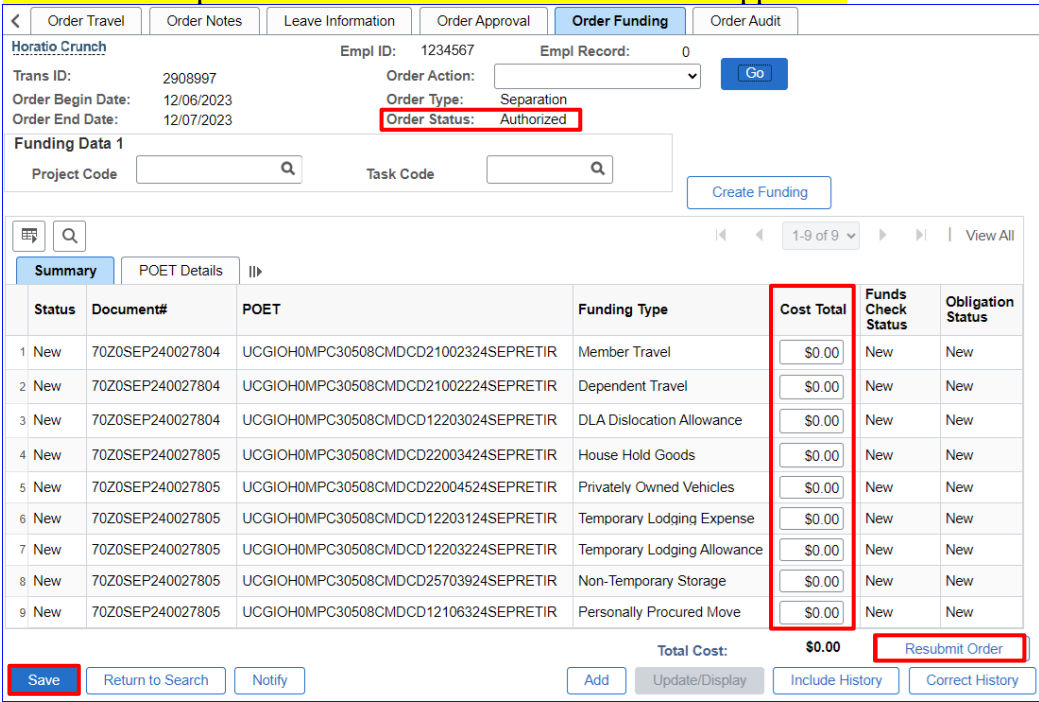
Procedures,  
continued

Step	Action
<p><b>13</b></p>	<p>Select the <b>Leave Information</b> tab.</p> <p>Any remaining <b>Leave Balance</b> will be sold and included in the final payment to the deceased member's designated beneficiaries.</p> 
<p><b>14</b></p>	<p>Use the <b>Arrow</b> to access additional tabs.</p> 
<p><b>15</b></p>	<p>Select the <b>Order Funding</b> tab.</p> <p>Click <b>Create Funding</b>.</p> <p><b>NOTE:</b> This step <b>MUST</b> be completed to obligate funds for any future relocation of dependents.</p> 

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## Separations - Death of a Member, Continued

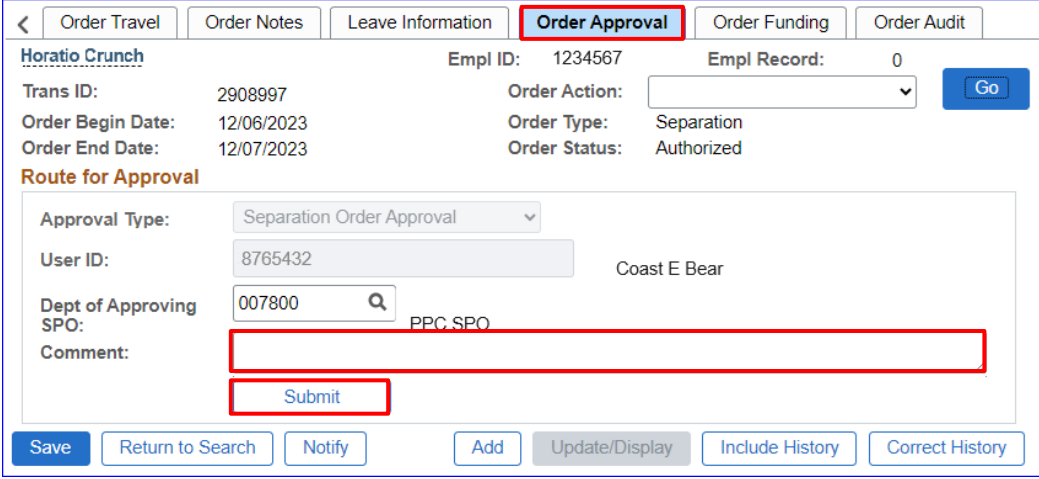
Procedures,  
continued

Step	Action																																																																						
16	<p>This will generate the POET Details. Enter the <b>Cost Totals</b> for each Funding Type as authorized (see Note 1). Click <b>Resubmit Order</b>, then click <b>Save</b>. The <b>Order Status</b> will update to Awaiting \$. Once FSMS receives data, the Order Status will revert to Authorized (see Note 2).</p> <p><b>NOTE 1: Estimated cost MUST be entered for any Funding Type the member would be authorized.</b> Additionally, if the member's dependents would be authorized to ship a Privately Owned Vehicle, enter the estimated cost of \$1,000; if the member's dependents would be authorized Non-Temporary Storage, enter the estimated cost of \$500 (for HHGs estimates, see the <a href="#">Estimates: Household Goods</a> at the beginning of this guide).</p> <p><b>NOTE 2: This process will depend on the availability of FSMS.</b> Upon clicking Resubmit Order, the <b>Order Status</b> will update to Awaiting \$ and then back to Authorized. It may be necessary to exit the Order (click Return to Search) and check back periodically to verify the Order Status updates to Authorized. Once the Order Status indicates Authorized, continue to Step 17. The Separation Order <b>MUST</b> be completed and routed to the SPO Auditor for approval.</p>  <p>The screenshot shows the 'Order Funding' section for employee Horatio Crunch. It includes fields for Trans ID (2908997), Order Begin Date (12/06/2023), Order End Date (12/07/2023), and Order Status (Authorized). Below is a table with 9 rows of funding types, each with a 'Cost Total' of \$0.00. The 'Cost Total' column is highlighted in red. At the bottom, the 'Total Cost' is \$0.00 and the 'Resubmit Order' button is highlighted in red.</p> <table border="1" data-bbox="327 1422 1369 1769"> <thead> <tr> <th>Status</th> <th>Document#</th> <th>POET</th> <th>Funding Type</th> <th>Cost Total</th> <th>Funds Check Status</th> <th>Obligation Status</th> </tr> </thead> <tbody> <tr> <td>1 New</td> <td>70Z0SEP240027804</td> <td>UCGIOH0MPC30508CMD21002324SEPRETIR</td> <td>Member Travel</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>2 New</td> <td>70Z0SEP240027804</td> <td>UCGIOH0MPC30508CMD21002224SEPRETIR</td> <td>Dependent Travel</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>3 New</td> <td>70Z0SEP240027804</td> <td>UCGIOH0MPC30508CMD212203024SEPRETIR</td> <td>DLA Dislocation Allowance</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>4 New</td> <td>70Z0SEP240027805</td> <td>UCGIOH0MPC30508CMD22003424SEPRETIR</td> <td>House Hold Goods</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>5 New</td> <td>70Z0SEP240027805</td> <td>UCGIOH0MPC30508CMD22004524SEPRETIR</td> <td>Privately Owned Vehicles</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>6 New</td> <td>70Z0SEP240027805</td> <td>UCGIOH0MPC30508CMD212203124SEPRETIR</td> <td>Temporary Lodging Expense</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>7 New</td> <td>70Z0SEP240027805</td> <td>UCGIOH0MPC30508CMD212203224SEPRETIR</td> <td>Temporary Lodging Allowance</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>8 New</td> <td>70Z0SEP240027805</td> <td>UCGIOH0MPC30508CMD25703924SEPRETIR</td> <td>Non-Temporary Storage</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>9 New</td> <td>70Z0SEP240027805</td> <td>UCGIOH0MPC30508CMD212106324SEPRETIR</td> <td>Personally Procured Move</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> </tbody> </table>	Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	1 New	70Z0SEP240027804	UCGIOH0MPC30508CMD21002324SEPRETIR	Member Travel	\$0.00	New	New	2 New	70Z0SEP240027804	UCGIOH0MPC30508CMD21002224SEPRETIR	Dependent Travel	\$0.00	New	New	3 New	70Z0SEP240027804	UCGIOH0MPC30508CMD212203024SEPRETIR	DLA Dislocation Allowance	\$0.00	New	New	4 New	70Z0SEP240027805	UCGIOH0MPC30508CMD22003424SEPRETIR	House Hold Goods	\$0.00	New	New	5 New	70Z0SEP240027805	UCGIOH0MPC30508CMD22004524SEPRETIR	Privately Owned Vehicles	\$0.00	New	New	6 New	70Z0SEP240027805	UCGIOH0MPC30508CMD212203124SEPRETIR	Temporary Lodging Expense	\$0.00	New	New	7 New	70Z0SEP240027805	UCGIOH0MPC30508CMD212203224SEPRETIR	Temporary Lodging Allowance	\$0.00	New	New	8 New	70Z0SEP240027805	UCGIOH0MPC30508CMD25703924SEPRETIR	Non-Temporary Storage	\$0.00	New	New	9 New	70Z0SEP240027805	UCGIOH0MPC30508CMD212106324SEPRETIR	Personally Procured Move	\$0.00	New	New
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## Separations - Death of a Member, Continued

Procedures,  
continued

Step	Action
<p><b>17</b></p>	<p>Select the <b>Order Approval</b> tab, enter <b>Comments</b> as appropriate and click <b>Submit</b>.</p> 
<p><b>18</b></p>	<p>Once submitted, the Separation Order will be placed in a <b>Pending</b> status.</p> 