

LETTER OF INSTRUCTIONS

(For later use by next of kin)

Date: _____

I. From Retiree: _____ SSN: _____

To Spouse/Next of Kin: _____ SSN: _____

II. The following forms and documents should be located and gathered up immediately upon my death and the Casualty Assistance Representative (CAR) at _____ be contacted immediately at () _____ or in person:

- Retiree Casualty Assistance Checklist
- Estate Planning Document
- Military Identification Card(s)
- Retiree's Last Pay Statement (known as a Retiree Account Statement)
- Birth Certificate(s)
- DD Forms 214
- Retirement Orders

Note: While gathering these documents, make arrangements to purchase certified copies of death certificate (up to 5). Since these can be expensive, use photo copies wherever they are accepted.

III. Once the above items are located, the following things need to be done right away:

- Notify Social Security (1-800-772-1213)
- Advise bank where retirement checks are sent
- Spouse to get new Identification card (Military)
- Contact Private Insurance Companies (Casualty Assistance Rep. at Base may assist in getting V.A. Insurance)
- Change titles on all vehicles as well as all other "Joint Tenancy"
- Contact all other interested agencies

IV. You can expect the Casualty Assistance people at _____ to fill out the following paperwork:

- The Initial Retiree Death Report
- Depending on time and personnel available, the Casualty Assistance Representative/RAO may assist in the providing of the following documents:
(1) SF 1174; (2) DD 1884; (3) W-4P; (4) FMS 2231; (5) VA 21-534;
(6) VA 29-4125; AND/OR other forms needed such as insurance.

Note: These are only general type of considerations since each CAR and individual will have their own personal requirements. Also, services other than the U.S. Air Force may have different needs and requirements.

[Go To Page 2](#)

[Go To Main Page](#)