

HR Guide for Next-of-Kin

Death-In-Service of a Federal Employee

The Office of Human Resources (OHR) extends its deepest condolences on the loss of your loved one. We at the National Institutes of Health share your loss and grief. During this difficult time, the OHR Retirement & Employee Benefits Branch (REBB) is available to assist you with the death benefits claim process. Upon being contacted, a Benefits Specialist of the REBB will provide you with the claim forms and will work closely with you on the forms submission process, to ensure the benefits to which you are entitled are delivered. The information below is provided to help guide you through the process.

CLAIMS PROCESS:

[\(Note: It is important for you to know that there is no urgent need to process the claims paperwork immediately. When you are ready to proceed with the paperwork, we are available to assist you.\)](#)

- Prior to calling the REBB, it might be beneficial to write down any questions you have, so that we can address them all.
- During the initial call, the Benefits Specialist will obtain contact information from you in order to mail you the claim forms package. Additionally, the Benefits Specialist will schedule an appointment with you for the forms submission. If you cannot come into our office, we will work with you via phone and/or e-mail to ensure all necessary forms are completed.
- You will be able to work with the same Benefits Specialist throughout the process to ensure ease and continuity.
- If needed, the Benefits Specialist can facilitate having your family member's office gather his or her personal belongings for you to obtain.

Items to provide in support of the claim forms:

- Four (4) certified copies of the death certificate
- Copy of the court appointment documentation, if an Estate Executor/Administrator has been appointed by the court
- Copy of your marriage license, if you are the widow/widower
- Copy of divorce documentation pertaining to any former spouse to whom your family member was married while federally employed, if applicable
- Copy of birth certificate(s) for any dependent children, if applicable
- Collect full names and addresses for all living **immediate** family members or other potential beneficiaries, if applicable (i.e., spouse/ex-spouse, children, parents, brothers, and sisters)

Questions may be directed to the OHR Retirement & Employee Benefits Branch at 301-496-2404. For NIEHS employees, call 984-287-3044.