

DEATH GRATUITY PROCESSING JOB AID

This Job Aid provides Casualty Management Professionals with step-by-step assistance in creating, reviewing, and approving a Death Gratuity (DG) Payment Request. It also describes the process of Cancelling and Resubmitting a DG Package.

 *NOTE: Only Casualty Management Professionals with the CMAOD Pay and CAC Pay SUBCATs to include IP_HCMPY_CMAOD_PAY and IP_HCMPY_CAC_PAY roles will have access to DG.*

 **NAVIGATION FOR INITIATOR AND EXECUTOR:** HR Professional Homepage > Pay Transactions Workcenter

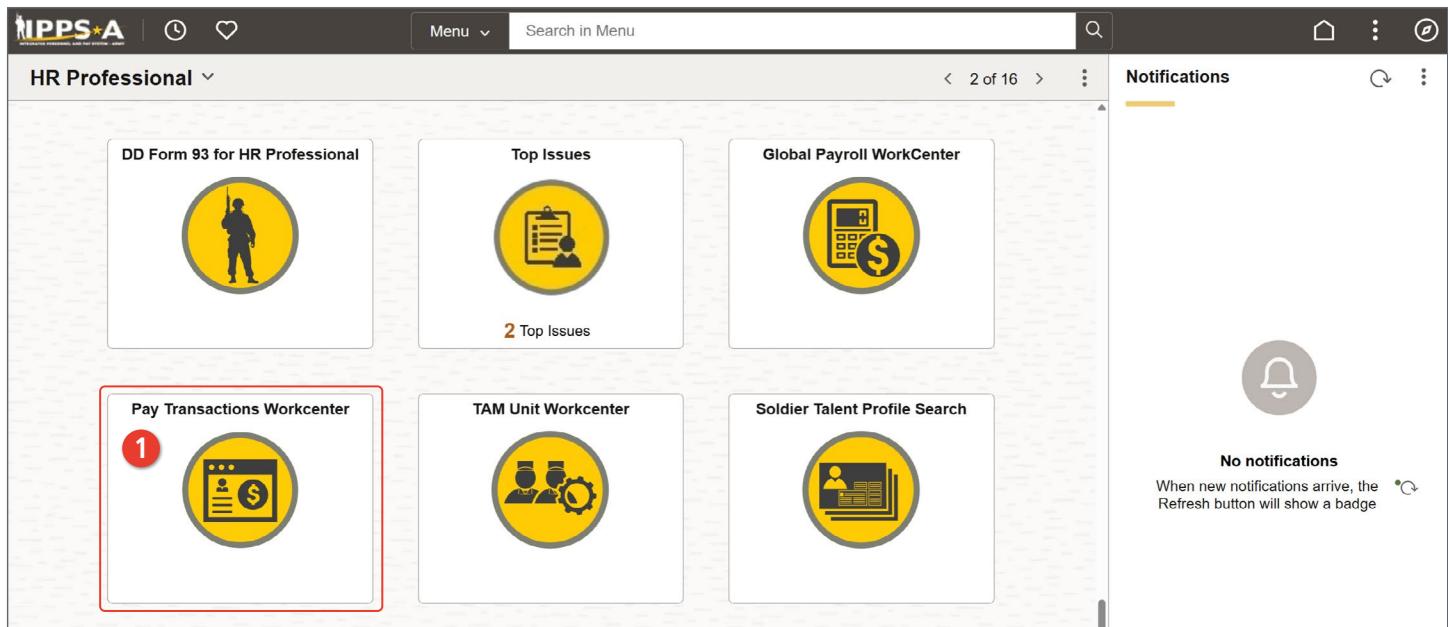
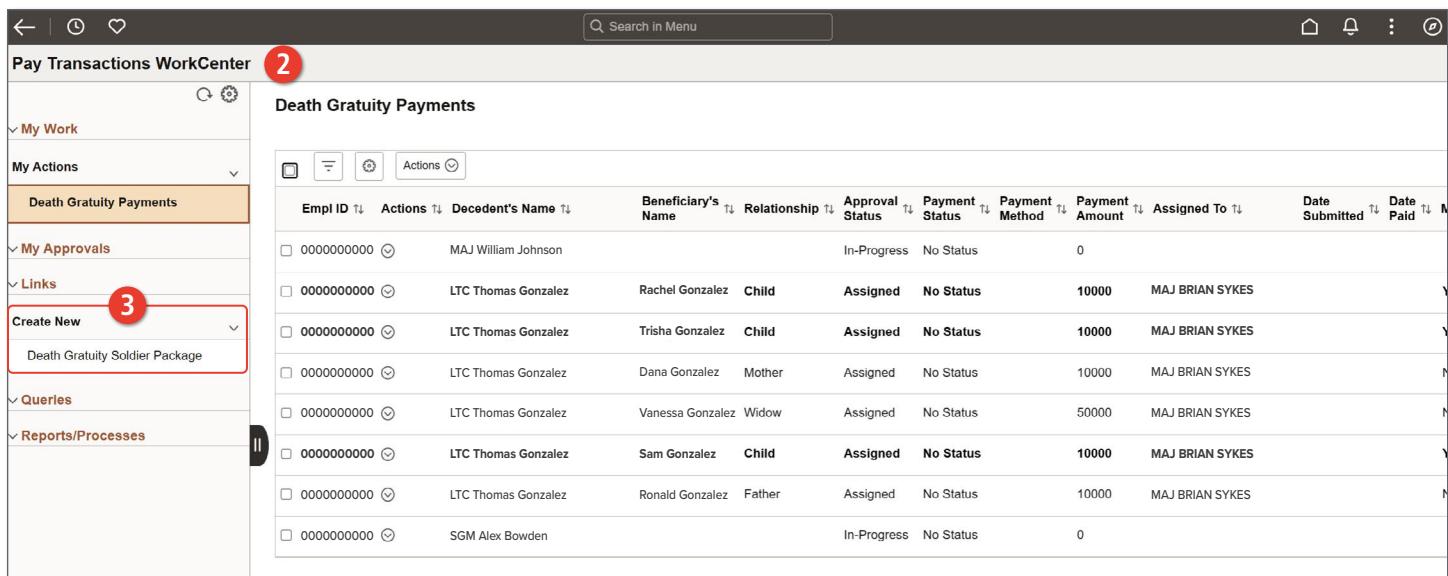
 **NAVIGATION FOR INTERMEDIATE APPROVER AND FINAL APPROVER:** Manager Self-Service > Approvals

Job Aid topics include:

- DG Package Initiator (Casualty and Mortuary Affairs Operations Division (CMAOD)/Case Manager)
- DG Package Executor (Casualty Assistance Center (CAC)/Benefits Coordinator)
- Inputting Bank Information from Casualty Assistance Officers (CAOs) (CAC/Benefits Coordinator)
- Intermediate Approver (CMAOD/Team Lead)
- Final Approver (CMAOD/Supervisor)
- Status Checks (All)
- Cancelling a DG Package (CMAOD)
- Resubmitting a DG Package (CMAOD)

Death Gratuity Package Initiator

1. Navigate to HR Professional homepage; Select the **Pay Transactions Workcenter** tile.
2. The pay transactions landing page will display all Death Gratuity Payments and their statuses.
3. Under Create New, select **Death Gratuity Soldier Package**.

Empl ID	Actions	Decedent's Name	Beneficiary's Name	Relationship	Approval Status	Payment Status	Payment Method	Payment Amount	Assigned To	Date Submitted	Date Paid
0000000000	<input type="checkbox"/>	MAJ William Johnson			In-Progress	No Status		0			
0000000000	<input type="checkbox"/>	LTC Thomas Gonzalez	Rachel Gonzalez	Child	Assigned	No Status		10000	MAJ BRIAN SYKES		
0000000000	<input type="checkbox"/>	LTC Thomas Gonzalez	Trisha Gonzalez	Child	Assigned	No Status		10000	MAJ BRIAN SYKES		
0000000000	<input type="checkbox"/>	LTC Thomas Gonzalez	Dana Gonzalez	Mother	Assigned	No Status		10000	MAJ BRIAN SYKES		
0000000000	<input type="checkbox"/>	LTC Thomas Gonzalez	Vanessa Gonzalez	Widow	Assigned	No Status		50000	MAJ BRIAN SYKES		
0000000000	<input type="checkbox"/>	LTC Thomas Gonzalez	Sam Gonzalez	Child	Assigned	No Status		10000	MAJ BRIAN SYKES		
0000000000	<input type="checkbox"/>	LTC Thomas Gonzalez	Ronald Gonzalez	Father	Assigned	No Status		10000	MAJ BRIAN SYKES		
0000000000	<input type="checkbox"/>	SGM Alex Bowden			In-Progress	No Status		0			

Death Gratuity Package Initiator CONTINUED

4. Enter all information known, then select **Search**.

 *NOTE: Information includes EMPLID, Last Name, First Name, DOD ID, and UIC.*

5. Select desired Member.

6. Auto populated **Member Information** and **Beneficiaries** from IPPS-A will display.

7. Enter in all **Casualty Information** (Defense Civilian Intelligence Personnel System (DCIPS) case, Date of Death, Country, State, and City of Death). Select **Save** and **Next**.

 *NOTE: All casualty information must be entered and saved prior to continuing.*

Pay Transactions WorkCenter

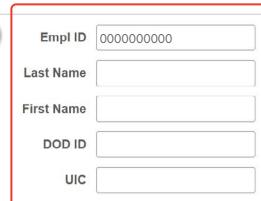
Empl ID Search

Enter complete or partial information known and select Search. Any Soldiers with existing packages will not be returned in search results.

Select Clear to clear out search and list items and start over.

Once a list is generated, selecting the Soldier will take you to the creation of the Death Gratuity Package for that Soldier.

Search Fields

4. 

5. 

6. 

Death Gratuity Package

Soldier Details 6 

Personnel Information

*Empl ID 0000000000
Name SSG RYAN THOMPSON
DOD ID 0000000000
Email RYAN.R.THOMPSON.MIL@ARMY.MIL
Duty Status Deceased
Pay Grade E6
UIC 000000

Casualty Information 7

*DCIPS Case 0000000000
*Date of Death 08/14/2025 
*Country USA 
*State TX 
*City Texas City

Add Beneficiary

Total Payment Amount \$100,000

Beneficiaries: Minor Instructions - Minor rows will be bolded

IPPS-A DD93	Eligible / Ineligible Reason	Executors	Payment/Status	Beneficiary Info	Relationship	Address
No <input type="checkbox"/>	Yes <input type="checkbox"/>	None Assigned	\$100,000	Name: THOMPSON, ALICE, N Minor: No	Widow	123 Main St. USA: Texas City TX 00000 0000000000

Death Gratuity Package Initiator CONTINUED

8. Once saved, beneficiary(ies) will now be accessible.
- 8A. All beneficiaries are auto selected to **Yes**, under **Eligible\Ineligible Reason** and IPPS-A DD Form 93, "Record of Emergency Data."
- 8B. If beneficiary is ineligible, adjust toggle to **No**, then select the reason for the change.

Death Gratuity Package

Soldier Details		Beneficiaries: Minor instructions - Minor rows will be bolded				
DD93 and Other Document Uploads <input type="radio"/> Not Started	Personnel Information *Empl ID 0000000000 Name SSG RYAN THOMPSON		Casualty Information *DCIPS Case 0000000000 *Date of Death 08/14/2025 <input type="button" value="Calendar"/>			
	DOD ID 0000000000 Email RYAN.R.THOMPSON.MIL@ARMY.MIL		*Country USA <input type="button" value="Search"/>			
	Duty Status Deceased Pay Grade E6 UIC 000000		*State TX <input type="button" value="Search"/>			
	<input type="button" value="Add Beneficiary"/>		*City Texas City			
Total Payment Amount \$100,000						
IPPS-A DD93 Eligible\Ineligible Reason Executors Payment\Status Beneficiary Info Relationship Address 1 row						
A <input checked="" type="radio"/> Yes <input type="radio"/> Yes						
None Assigned \$100,000 Name: THOMPSON, ALICE, N Minor: No Relationship: Widow Address: 123 Main St. USA: Texas City TX 00000 0000000000						

Death Gratuity Package

Soldier Details		Beneficiaries: Minor instructions - Minor rows will be bolded				
DD93 and Other Document Uploads <input type="radio"/> Not Started	Personnel Information *Empl ID 0000000000 Name SSG RYAN THOMPSON		Casualty Information *DCIPS Case 0000000000 *Date of Death 08/14/2025 <input type="button" value="Calendar"/>			
	DOD ID 0000000000 Email RYAN.R.THOMPSON.MIL@ARMY.MIL		*Country USA <input type="button" value="Search"/>			
	Duty Status Deceased Pay Grade E6 UIC		*State TX <input type="button" value="Search"/>			
	<input type="button" value="Add Beneficiary"/>		*City Texas City			
Total Payment Amount \$100,000						
IPPS-A DD93 Eligible\Ineligible Reason Executors Payment\Status Beneficiary Info Relationship Address 1 row						
B <input checked="" type="radio"/> Adoption <input checked="" type="radio"/> Deceased <input checked="" type="radio"/> Illegitimate Child <input checked="" type="radio"/> In Loco Parentis <input checked="" type="radio"/> Other Parents w/o Doc Evidence Person of Interest Stepchild Unlawful Spouse						
None Assigned \$100,000 Name: THOMPSON, ALICE, N Minor: No Relationship: Widow Address: 123 Main St. USA: Texas City TX 00000 0000000000						

Death Gratuity Package Initiator CONTINUED

8C. If beneficiary needs to be added, select **Add Beneficiary**.

8D. If beneficiary data requires updating, (or If any discrepancies in beneficiaries are found in comparison to DD Form 93 in iPERMS) select the beneficiary that needs editing and make corrections.

 *NOTE: The Beneficiary Details pop-up will display after selecting Add or Edit a beneficiary.*

 *NOTE: When beneficiary details are updated/changed, a DD Form 93 must be uploaded as an attachment and/or the substantiating document.*

Soldier Details  **Save**

DD93 and Other Document Uploads <input type="radio"/> Not Started	Personnel Information *Empl ID 0000000000 Name SSG RYAN THOMPSON DOD ID 0000000000 Email RYAN.R.THOMPSON.MIL@ARMY.MIL Duty Status Deceased Pay Grade E6 UIC 000000	Casualty Information *DCIPS Case 0000000000 *Date of Death 08/14/2025  *Country USA  *State TX  *City Texas City
---	--	--

Add Beneficiary 

Total Payment Amount \$100,000

Beneficiary Details 

Recipient Information Empl ID 0000000000 Recipient ID 00000000 *Relations...  *Full Name  *Minor  *Amount 	Recipient Home Address *Country USA  *Postal  *State TX  *City Texas City  *Address 1 123 Main Street  Address 2  Phone 
---	---

Beneficiary Details 

Recipient Information Empl ID 0000000000 Recipient ID 00000000 *Relations... Widow  *Full Name THOMPSON, ALICE, N  *Minor No  *Amount \$100,000 	Recipient Home Address *Country USA  *Postal 00000  *State TX  *City Texas City  *Address 1 123 Main Street  Address 2  Phone 0000000000 
---	--

Death Gratuity Package Initiator CONTINUED

- Click the **None Assigned** link in the Executors column to assign Executor(s) to the DG Package.
- Click the **Lookup tool** and select an **Executor** from the list. Click **Done**.

 **NOTE:** If the assigned Executor has other packages assigned to them, a pop-up will notify the Initiator; Click **OK**. This will not affect any of the DG Package processes.

 **NOTE:** If necessary, Click the **+** icon to add multiple Executors.

- Click **Save**, then click **Next**.
- Add any supporting documents, if applicable, then click **Next**.



NOTE: When beneficiary details are updated/changed, a DD Form 93 must be uploaded as an attachment and/or the substantiating document.

Death Gratuity Package

Soldier Details

Personnel Information

- *Empl ID: 0000000000
- Name: SSG RYAN THOMPSON
- DOD ID: 0000000000
- Email: RYAN.R.THOMPSON.MIL@ARMY.MIL
- Duty Status: Deceased
- Pay Grade: E6
- UIC: 000000

Casualty Information

- *DCIIPS Case: 0000000000
- *Date of Death: 08/14/2025
- *Country: USA
- *State: TX
- *City: Texas City

Beneficiaries: Minor Instructions - Minor rows will be bolded

IPPS-A DD93	Eligible / Ineligible Reason	Executors	Payment/Status	Beneficiary Info	Relationship	Address
Yes	Yes	9. None Assigned	\$100,000	Name: THOMPSON, ALICE, N Minor: No	Widow	123 Main St. USA: Texas City TX 00000 0000000000

Executor UDL

10. Click the **+** icon to add multiple Executors.

Lookup

11. Click **Save**, then click **Next**.

12. Add any supporting documents, if applicable, then click **Next**.

Death Gratuity Package Initiator CONTINUED

13. Click **Validate**, to validate all information shown.

13A. A prefilled generated DD Form 397, "Claim Certification and Voucher for Death Gratuity Payment," will be available to select but no action is required by the Initiator.

14. Click **Next**.

15. Check **I Agree** to acknowledge the transaction, then click **Submit**.



NOTE: This completes the initiation portion of the DG Package by the CMAOD Initiator. The Executor that was selected (Step 9) will receive an email notification of the newly assigned DG Package.

Death Gratuity Package

14

Soldier Details ✓ Complete	Summary	Validation Status	Validate																																												
DD93 and Other Document Uploads ✓ Complete	<p>✓ All Validation has Passed.</p>																																														
Summary ✓ Complete	Soldier Details <table border="1"> <tr> <td colspan="2">Personnel Information</td> <td colspan="2">Casualty Information</td> </tr> <tr> <td>Empl ID</td> <td>0000000000</td> <td>Country</td> <td>USA</td> </tr> <tr> <td>Name</td> <td>SSG RYAN THOMPSON</td> <td>State</td> <td>TX</td> </tr> <tr> <td>DOD ID</td> <td>0000000000</td> <td>City</td> <td>Texas City</td> </tr> <tr> <td></td> <td></td> <td>Date of Death</td> <td>08/14/2025</td> </tr> </table> Beneficiary Information <table border="1"> <thead> <tr> <th>Name</th> <th>Approval Status</th> <th>Assigned To</th> <th>Relationship</th> <th>Minor</th> <th>Payment Amount</th> <th>State</th> <th>City</th> <th>Address Line 1</th> <th>Address Line 2</th> <th>Postal Code</th> <th>Generate DD397</th> </tr> </thead> <tbody> <tr> <td>THOMPSON, ALICE, N</td> <td>In-Progress</td> <td>1 Assigned</td> <td>Widow</td> <td>No</td> <td>\$100,000</td> <td>TX</td> <td>Texas City</td> <td>123 Main Street</td> <td></td> <td>000000</td> <td>A</td> </tr> </tbody> </table>			Personnel Information		Casualty Information		Empl ID	0000000000	Country	USA	Name	SSG RYAN THOMPSON	State	TX	DOD ID	0000000000	City	Texas City			Date of Death	08/14/2025	Name	Approval Status	Assigned To	Relationship	Minor	Payment Amount	State	City	Address Line 1	Address Line 2	Postal Code	Generate DD397	THOMPSON, ALICE, N	In-Progress	1 Assigned	Widow	No	\$100,000	TX	Texas City	123 Main Street		000000	A
Personnel Information		Casualty Information																																													
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Name	Approval Status	Assigned To	Relationship	Minor	Payment Amount	State	City	Address Line 1	Address Line 2	Postal Code	Generate DD397																																				
THOMPSON, ALICE, N	In-Progress	1 Assigned	Widow	No	\$100,000	TX	Texas City	123 Main Street		000000	A																																				

13

A

Generate DD397

Death Gratuity Package

15

Soldier Details ✓ Complete	Acknowledgement	Submit
DD93 and Other Document Uploads ✓ Complete	<p>I acknowledge that the payee information provided is accurate and the payee is authorized to receive death gratuity pay, due to the death of the decedent, and has been so designated by the decedent or is eligible under the survivor precedent list. Additionally, please be advised that all submissions are final. Once you acknowledge and submit this package your capability to make edits will be disabled. Please ensure you have completed all fields to the best of your ability.</p> <p><input checked="" type="checkbox"/> I Agree</p>	
Summary ✓ Complete		
Acknowledgement ✓ Visited		

Death Gratuity Package Executor

1. Navigate to HR Professional homepage; Select the **Pay Transactions Workcenter** tile.



NOTE: There will be a notification on the right showing that DG packages are waiting.

2. Under My Actions, select **Death Gratuity Payments**.
3. Click the drop-down **Actions** arrow of the assigned beneficiary.
4. A list of actions will populate; Select **Generate DD Form 397**.



NOTE: Print the generated DD Form 397 and give to the CAO to ensure the information is correct and to receive banking information.



NOTE: The CAO must get "wet" signatures on the DD Form 397.

IPPS-A | Search in Menu

HR Professional

Notifications

Actions Alerts 1 Actions

A Death Gratuity Request for THOMPSON, ALICE, N submitted... 2 minutes ago

Adhoc Reporting - OBIEE Predefined Queries Profile Management Promotions Query

Access Request DD Form 93 for HR Professional Top Issues Global Payroll WorkCenter

Personal Details Pay Transactions Workcenter 1 TAM Unit Workcenter Soldier Talent Profile Search

Pay Transactions WorkCenter

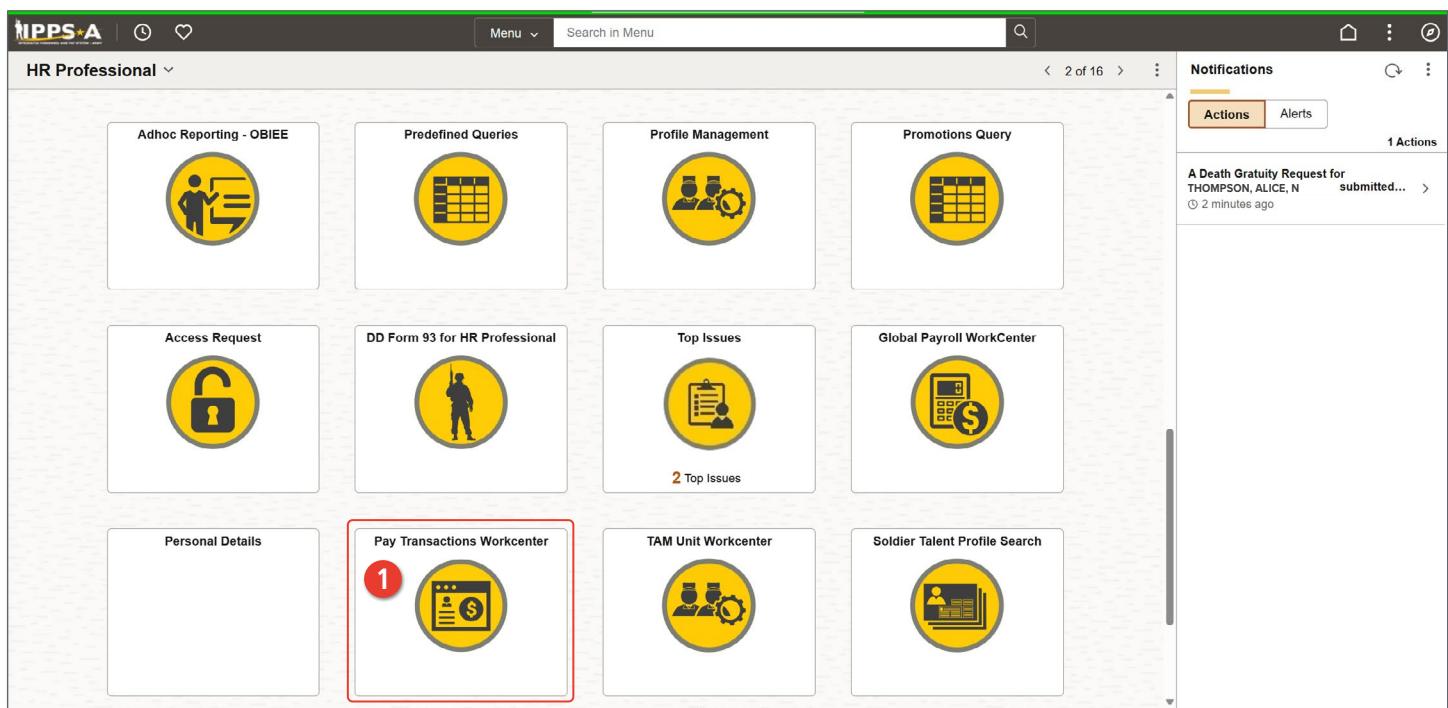
Death Gratuity Payments

Empl ID	Actions	Decedent's Name	Beneficiary's Name	Relationship	Approval Status	Payment Status	Payment Method	Payment Amount	Assigned To	Date Submitted
0000000000	<input type="button" value="Actions"/>	SSG Neil Moore	MOORE, BETTY, A	Widow	Pending	No Status	Electronic Funds Transfer	100000	LS	
0000000000	<input type="button" value="Actions"/>	Jones	JONES, MARGO, S	Widow	Pending	No Status	Treasury Check	100000	LS	
0000000000	<input type="button" value="Actions"/>	Review Bank Info	MILLER, DAVID, G	Child	Reviewed	No Status	Electronic Funds Transfer	100000	LS	
0000000000	<input type="button" value="Actions"/>	Generate DD397	THOMPSON, ALICE, N	Widow	Assigned	No Status		100000	LS	

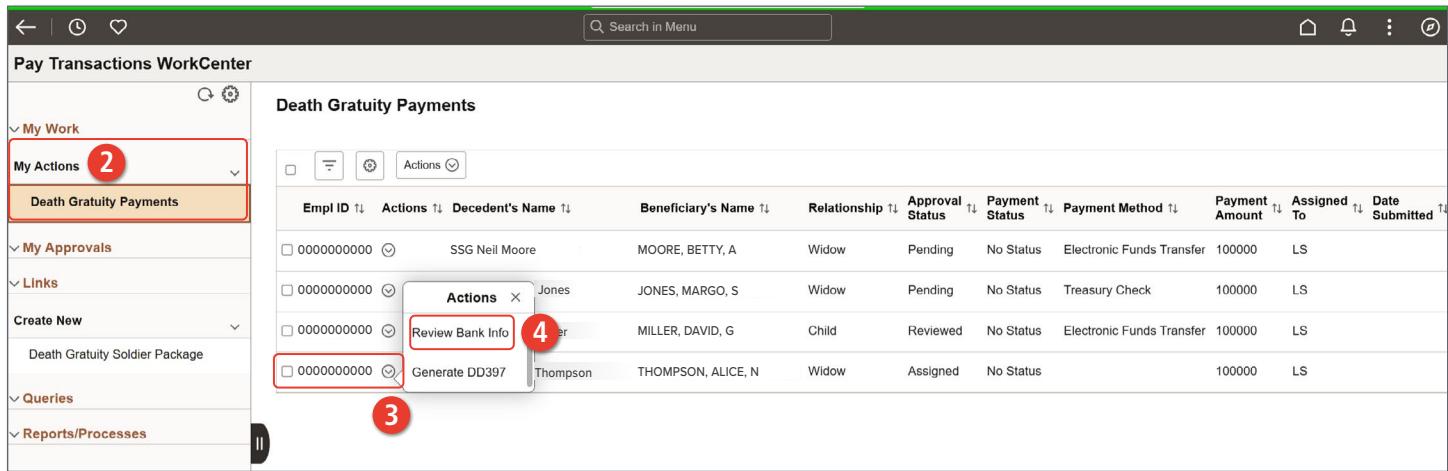
Inputting Bank Information

Follow steps 1-4 to begin each procedure in this section. If selecting **Electronic Funds Transfer**, continue to steps 5-9 (page 10) and then skip to step 16 (page 14). If selecting **Treasury Check**, continue to steps 10-11 (page 12) and skip to step 18 (page 14). If selecting **Foreign Wire**, continue to steps 12-15 (page 13) and skip to step 18 (page 14).

1. Navigate to HR Professional homepage; Select the **Pay Transactions Workcenter** tile.
2. Under **My Actions**, select **Death Gratuity Payments**.
3. Click the drop-down **Actions** arrow of the assigned beneficiary.
4. Select **Review Bank Info**.



The screenshot shows the HR Professional homepage with various workcenter tiles. The 'Pay Transactions Workcenter' tile is highlighted with a red border and a red number '1' in a circle, indicating it is the selected item. The tile icon shows a computer monitor with a dollar sign.



The screenshot shows the 'Death Gratuity Payments' list in the Pay Transactions WorkCenter. The left sidebar shows 'My Actions' with a red box and number '2' over 'Death Gratuity Payments'. The main list shows several entries. The fourth entry, for 'Thompson', has an 'Actions' dropdown menu open, with the 'Review Bank Info' option highlighted with a red box and number '4'. A red box and number '3' is placed over the 'Actions' dropdown menu.

Empl ID	Actions	Decedent's Name	Beneficiary's Name	Relationship	Approval Status	Payment Status	Payment Method	Payment Amount	Assigned To	Date Submitted
0000000000	...	SSG Neil Moore	MOORE, BETTY, A	Widow	Pending	No Status	Electronic Funds Transfer	100000	LS	
0000000000	...	Jones	JONES, MARGO, S	Widow	Pending	No Status	Treasury Check	100000	LS	
0000000000	...	Miller	MILLER, DAVID, G	Child	Reviewed	No Status	Electronic Funds Transfer	100000	LS	
0000000000	...	Thompson	THOMPSON, ALICE, N	Widow	Assigned	No Status		100000	LS	

Inputting Bank Information CONTINUED

If selecting Electric Funds Transfer (steps 1-10 and 17-22):

5. Confirm **Beneficiary Details**. If updates are required (or if any discrepancies in beneficiaries are found in comparison to "wet signed" data), select **Beneficiary Information** and make corrections.

 *NOTE: The Beneficiary Details pop-up will display when you select Beneficiary Information.*

 *NOTE: When Beneficiary Details are changed, supporting document(s) to substantiate those changes must be uploaded as attachments.*

Death Gratuity Beneficiary Payment Request

Beneficiary Payment ● Visited	Beneficiary Payment									Save
Attachments ○ Not Started	Service Member: SSG Ryan Lee Thompson									
Summary ○ Not Started	Empl ID	DDO ID	Pay Grade							
Acknowledgement ○ Not Started	0000000000	0000000000	E6							
	Beneficiary Information: Click on row to edit beneficiary information. 5									
	Full Name	Relationship	Minor	Country	State	City	Address Line 1	Address Line 2	Postal	Phone
	THOMPSON, ALICE, N	Widow	No	USA	TX	Texas City	123 Main St		00000	000/000-0000
	Payment Method									
	Click on row to add payment instructions.									

Death Gratuity Beneficiary Payment Request

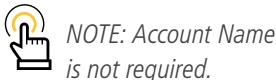
Beneficiary Payment ● Visited	Beneficiary Payment									Save	
Attachments ○ Not Started	Service Member: SSG Ryan Lee Thompson										
Summary ○ Not Started	Empl ID	DDO ID	Pay Grade								
Acknowledgement ○ Not Started	0000000000	0000000000	E6								
	Beneficiary Information: Click on row to edit beneficiary information.										
	Recipient Information				Recipient Home Address						
	Empl ID	0000000000	*Country	USA	Postal	00000	Address Line 2			Phone	
	Recipient ID	DG000000	State	TX	City	Texas City	00000			000/000-0000	
	*Relationship	Widow	*City	Texas City					>		
	*Full Name	THOMPSON, ALICE, N	*Address 1	123 Main St							
	*Minor	No	Address 2								
			Phone	000/000-0000							
	Payment Method				Click on row to add payment instructions.					>	



DEATH GRATUITY PROCESSING JOB AID

Inputting Bank Information CONTINUED

6. Click **Payment Method** arrow, select the correct **Payment Type** from the drop-down menu. Click **Done**.
7. Under the **Bank ID**, select the lookup tool. Verify the correct bank auto populated in the **Bank Name** field.
8. Select the correct **Account Type**.



Death Gratuity Beneficiary Payment Request

Beneficiary Payment

Service Member: SSG Ryan Thompson

Beneficiary THOMPSON, ALICE, N

Information and Home Address

Relationship	Minor	Country	State	City	Address Line 1	Address Line 2	Postal	Phone
Widow	No	USA	TX	Texas City	123 Main Street		76542	254999999

Payment Method

Click to row to add payment instruction

Payment Details

Payment Method: Electronic Funds Transfer Foreign Wire Treasury Check

Done

Death Gratuity Beneficiary Payment Request

Beneficiary Payment

Service Member: SSG Ryan Thompson

Beneficiary THOMPSON, ALICE

Relationship: Widow; Minor: No

Payment Method: Electronic Funds Transfer

Bank ID: 000000000

Bank Name: Wells Fargo Bank, NA

Account Type: Checking

Account Number: (redacted)

Reenter Account Number: (redacted)

Account Name: (redacted)

Address Line 2: (redacted)

Postal: 00000

Phone: 0000000000

Save

Cancel Done

Payment Details

Cancel Done

Lookup

Search for: Bank Routing Number

Search Criteria

Search Results

Bank ID: 000000000

Bank Name: Wells Fargo Bank, NA

Bank ID: 000000000

Bank Name: BB&T

Bank ID: 000000000

Bank Name: Citi Bank

Bank ID: 000000000

Bank Name: Bank of America

Bank ID: 000000000

Bank Name: Navy Federal Credit Union

7

8

Bank ID	Bank Name
000000000	Wells Fargo Bank, NA
000000000	BB&T
000000000	Citi Bank
000000000	Bank of America
000000000	Navy Federal Credit Union

Inputting Bank Information CONTINUED

9. Enter and reenter the correct Account Number. Click Done.

10. Click Save, then click Next. *Go to Step 16 on page 14.



NOTE: Account Name is not required.



NOTE: Do not copy and paste Account Number.

Death Gratuity Beneficiary Payment Request

Beneficiary Payment

Visited

Attachments

Not Started

Summary

Not Started

Acknowledgement

Not Started

> Service Member: SSG Ryan T

Beneficiary THOMPSON, ALI

Relationship: Minor
Widow

Payment Method

Click on row to add payment instruction

Save

Payment Details

Payment Method: Electronic Funds Transfer

Bank ID: 000000000

Bank Name: Wells Fargo Bank, NA

Account Type: Checking

Account Number: 0000000000

Reenter Account Number:9

Account Name:

Done

Death Gratuity Beneficiary Payment Request

Beneficiary Payment

Complete

Attachments

Not Started

Summary

Not Started

Acknowledgement

Not Started

> Service Member: SSG Ryan Thompson

Beneficiary THOMPSON, ALICE, N

Information

Relationship	Minor	Country	State	City	Address Line 1	Address Line 2	Postal	Phone
Widow	No	USA	TX	Texas City	123 Main Street		00000	0000000000

Payment Method

Electronic Funds Transfer

Banking Info

RTN: 0000000000

Wells Fargo Bank, NA

Account Info

Account: 0000000000

Checking

Next >10

Save

Inputting Bank Information CONTINUED

If selecting **Treasury Check** (steps 1-4, 11-12, and 19-22):

11. Click **Payment Method** arrow. Select the correct **Payment Type** from the drop-down menu. Click **Done**.
12. Click **Save**, then click **Next**. **Go to Step 19 on page 15.*

 *NOTE: Treasury checks are sent to the beneficiaries' address on the wet signed DD Form 397. There are no other documents required.*

Death Gratuity Beneficiary Payment Request

<input checked="" type="radio"/> Beneficiary Payment <input checked="" type="radio"/> Complete	Beneficiary Payment <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> > Service Member: SSG Ryan Thompson > Beneficiary THOMPSON, ALICE, N Information </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Relationship</th> <th style="width: 15%;">Minor</th> <th style="width: 15%;">Country</th> <th style="width: 15%;">State</th> <th style="width: 15%;">City</th> <th style="width: 15%;">Address Line 1</th> <th style="width: 15%;">Address Line 2</th> <th style="width: 15%;">Postal</th> <th style="width: 15%;">Phone</th> </tr> </thead> <tbody> <tr> <td>Widow</td> <td>No</td> <td>USA</td> <td>TX</td> <td>Texas City</td> <td>123 Main Street</td> <td></td> <td>00000</td> <td>0000000000</td> </tr> </tbody> </table> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Payment Method <div style="display: flex; align-items: center; justify-content: space-between;"> Treasury Check <div style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; display: inline-block;"> <input checked="" type="radio"/> Treasury Check </div> Done </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px; display: flex; align-items: center;"> Cancel <div style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; display: inline-block;"> <input type="radio"/> Treasury Check </div> 11 <div style="margin-left: 10px;">Done</div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px; display: flex; align-items: center;"> Electronic Funds Transfer <div style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; display: inline-block;"> <input type="radio"/> </div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px; display: flex; align-items: center;"> Foreign Wire <div style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; display: inline-block;"> <input type="radio"/> </div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px; display: flex; align-items: center;"> Treasury Check <div style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; display: inline-block;"> <input type="radio"/> </div> </div> </div>								Relationship	Minor	Country	State	City	Address Line 1	Address Line 2	Postal	Phone	Widow	No	USA	TX	Texas City	123 Main Street		00000	0000000000
Relationship	Minor	Country	State	City	Address Line 1	Address Line 2	Postal	Phone																		
Widow	No	USA	TX	Texas City	123 Main Street		00000	0000000000																		

Death Gratuity Beneficiary Payment Request

<input checked="" type="radio"/> Beneficiary Payment <input checked="" type="radio"/> Complete	Beneficiary Payment <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> > Service Member: SSG Ryan Thompson > Beneficiary THOMPSON, ALICE, N Information </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Relationship</th> <th style="width: 15%;">Minor</th> <th style="width: 15%;">Country</th> <th style="width: 15%;">State</th> <th style="width: 15%;">City</th> <th style="width: 15%;">Address Line 1</th> <th style="width: 15%;">Address Line 2</th> <th style="width: 15%;">Postal</th> <th style="width: 15%;">Phone</th> </tr> </thead> <tbody> <tr> <td>Widow</td> <td>No</td> <td>USA</td> <td>TX</td> <td>Texas City</td> <td>123 Main Street</td> <td></td> <td>00000</td> <td>0000000000</td> </tr> </tbody> </table> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Payment Method <div style="display: flex; align-items: center; justify-content: space-between;"> Treasury Check <div style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; display: inline-block;"> <input checked="" type="radio"/> Treasury Check </div> 12 <div style="margin-left: 10px;">Save</div> </div> </div>								Relationship	Minor	Country	State	City	Address Line 1	Address Line 2	Postal	Phone	Widow	No	USA	TX	Texas City	123 Main Street		00000	0000000000
Relationship	Minor	Country	State	City	Address Line 1	Address Line 2	Postal	Phone																		
Widow	No	USA	TX	Texas City	123 Main Street		00000	0000000000																		

Inputting Bank Information CONTINUED

If selecting **Foreign Wire** (steps 1-4, 13-16, and 19-22):

13. Click **Payment Method** arrow, select the correct Payment Type from the drop-down menu.
14. Enter all foreign wire payment details.

15. Click **Done**.

16. Click **Save**, then click **Next**. **Go to Step 19 on page 15.*



NOTE: You will not be able to proceed in the process if ALL information is not completed.

Death Gratuity Beneficiary Payment Request

<p>Beneficiary Payment Complete</p> <p>Attachments Not Started</p> <p>Summary Not Started</p> <p>Acknowledgement Not Started</p>	<p>Beneficiary Payment</p> <p>> Service Member: SSG Ryan Thompson</p> <p>> Beneficiary THOMPSON, ALICE, N information</p> <table border="1"> <tr> <td>Relationship</td> <td>Minor</td> <td>Country</td> <td>State</td> <td>City</td> <td>Address Line 1</td> <td>Address Line 2</td> <td>Postal</td> <td>Phone</td> </tr> <tr> <td>Widow</td> <td>No</td> <td>USA</td> <td>TX</td> <td>Texas City</td> <td>123 Main Street</td> <td></td> <td>00000</td> <td>0000000000</td> </tr> </table> <p>Payment Method</p> <p>Foreign Wire</p>	Relationship	Minor	Country	State	City	Address Line 1	Address Line 2	Postal	Phone	Widow	No	USA	TX	Texas City	123 Main Street		00000	0000000000	<p>Payment Details</p> <p>Payment Method: Foreign Wire (13)</p> <p>Foreign Wire</p> <p>Electronic Funds Transfer</p> <p>Foreign Wire (highlighted)</p> <p>Treasury Check</p>	<p>Done</p> <p>Save</p>
Relationship	Minor	Country	State	City	Address Line 1	Address Line 2	Postal	Phone													
Widow	No	USA	TX	Texas City	123 Main Street		00000	0000000000													

Death Gratuity Beneficiary Payment Request

<p>Beneficiary Payment Complete</p> <p>Attachments Not Started</p> <p>Summary Not Started</p> <p>Acknowledgement Not Started</p>	<p>Beneficiary Payment</p> <p>> Service Member: SSG Ryan Thompson</p> <p>> Beneficiary THOMPSON, ALICE, N</p> <table border="1"> <tr> <td>Relationship</td> <td>Minor</td> </tr> <tr> <td>Widow</td> <td>No</td> </tr> </table> <p>Payment Method</p> <p>Treasury Check</p>	Relationship	Minor	Widow	No	<p>Payment Details</p> <p>Payment Method: Foreign Wire (14)</p> <p>Foreign Bank Country: BEL (15)</p> <p>SWIFT Code: 000000000</p> <p>Account Number: 000000000</p> <p>Reenter Account Number:</p> <p>Currency: BEF (15)</p> <p>Foreign Bank Name: Wells Fargo Bank, NA</p> <p>Bank Address: 111 Strauss Canal</p> <p>Bank City: Brussels</p> <p>Bank State: BC (15)</p> <p>Bank Postal Code: 111111111</p>	<p>Done</p> <p>Save</p> <p>Next > (16)</p>
Relationship	Minor						
Widow	No						

Inputting Bank Information CONTINUED

17. Upload the bank information and the wet signed DD Form 397 provided from the CAOs. Include any other supporting documents for the DG Package.
18. Click **Save**, then **Next**.
19. Click **Validate**, to validate all information shown.

20. Click **Next**.
21. Check **I Agree**.
22. Click **Submit**.



NOTE: DG package has now been submitted to the CMAOD Workflow approval pool.

Death Gratuity Beneficiary Payment Request

Beneficiary Payment ✓ Complete	Attachments																
Attachments ✓ Complete	<p>All applicable documents required to substantiate payment must be updated; maximum allowable is 8 MB per attachment. Attachments must contain the following nomenclature: (DG_Title_Description, e.g. DD93_JohnDoe_BeneficiaryName, etc.).</p> <table border="1"> <tr> <td>+</td> <td>17</td> </tr> <tr> <th>File Name ↑</th> <th>Description ↑</th> <th>Attached On ↑</th> <th>Action</th> </tr> <tr> <td>Wet_Signature_DD_397.pdf</td> <td>Wet Signature DD 397</td> <td>08/15/2025 4:08:31PM</td> <td>Delete</td> </tr> <tr> <td>Banking_Info.pdf</td> <td>Banking Info</td> <td>08/15/2025 4:08:52PM</td> <td>Delete</td> </tr> </table>			+	17	File Name ↑	Description ↑	Attached On ↑	Action	Wet_Signature_DD_397.pdf	Wet Signature DD 397	08/15/2025 4:08:31PM	Delete	Banking_Info.pdf	Banking Info	08/15/2025 4:08:52PM	Delete
+	17																
File Name ↑	Description ↑	Attached On ↑	Action														
Wet_Signature_DD_397.pdf	Wet Signature DD 397	08/15/2025 4:08:31PM	Delete														
Banking_Info.pdf	Banking Info	08/15/2025 4:08:52PM	Delete														
Summary ○ Not Started	<div style="text-align: right;"> Save 18 </div>																
Acknowledgement ○ Not Started																	

Death Gratuity Beneficiary Payment Request

Beneficiary Payment ✓ Complete	Summary																																
Attachments ✓ Complete	<p>Validation Status</p> <p>✓ All Validation has Passed.</p>																																
Summary ✓ Complete	<p>Soldier Details</p> <p>Personnel Information</p> <table border="1"> <tr> <td>Empl ID</td> <td>0000000000</td> </tr> <tr> <td>Name</td> <td>SSG Ryan Thompson</td> </tr> <tr> <td>DOD ID</td> <td>0000000000</td> </tr> </table> <p>Beneficiary Information</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Approval Status</th> <th>Assigned To</th> <th>Relationship</th> <th>Minor</th> <th>Payment Amount</th> <th>State</th> <th>City</th> <th>Address Line 1</th> <th>Address Line 2</th> <th>Postal Code</th> <th>Generate DD397</th> </tr> </thead> <tbody> <tr> <td>THOMPSON, ALICE, N</td> <td>Assigned</td> <td></td> <td>Widow</td> <td>No</td> <td>\$100.000</td> <td>Texas City</td> <td>123 Main Street</td> <td></td> <td></td> <td>00000</td> <td>Generate DD397 Yes</td> </tr> </tbody> </table>			Empl ID	0000000000	Name	SSG Ryan Thompson	DOD ID	0000000000	Name	Approval Status	Assigned To	Relationship	Minor	Payment Amount	State	City	Address Line 1	Address Line 2	Postal Code	Generate DD397	THOMPSON, ALICE, N	Assigned		Widow	No	\$100.000	Texas City	123 Main Street			00000	Generate DD397 Yes
Empl ID	0000000000																																
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THOMPSON, ALICE, N	Assigned		Widow	No	\$100.000	Texas City	123 Main Street			00000	Generate DD397 Yes																						
Acknowledgement ○ Not Started	<div style="text-align: right;"> Next > 20 </div>																																

Death Gratuity Beneficiary Payment Request

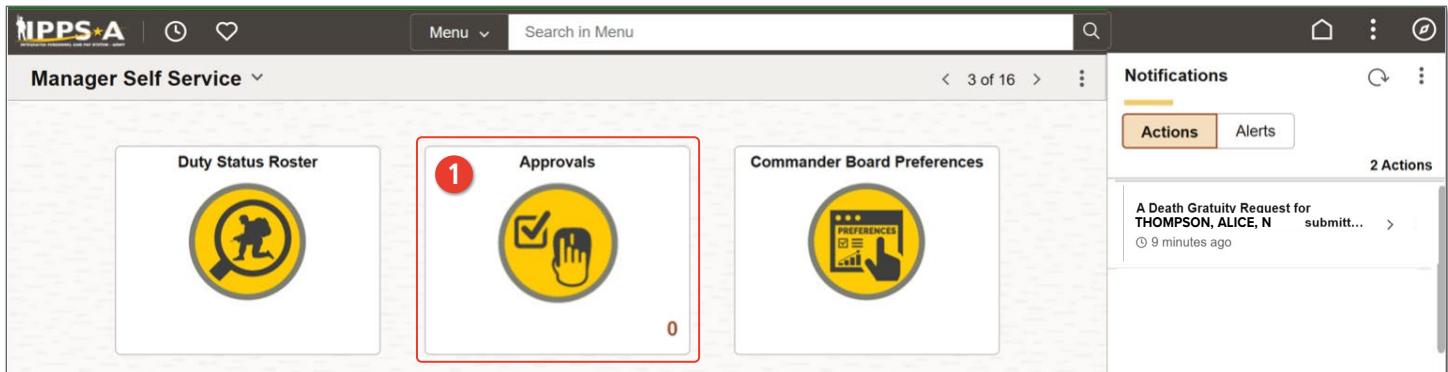
Beneficiary Payment ✓ Complete	Acknowledgement		
Attachments ✓ Complete	<p>The named payee is authorized to receive the death gratuity payment and has been so designated by the decedent or is eligible under the survivor precedent list. I certify to the best of my knowledge the information provided is accurate and the payee has not received gratuity pay.</p> <p>Additionally, please be advised that all submissions are final. Once you acknowledge and submit this package your capability to make edits will be disabled. Please ensure you have completed all fields to the best of your ability.</p>		
Summary ✓ Complete	<p>I Agree</p>		
Acknowledgement ● Visited	<div style="text-align: right;"> Submit 22 </div>		

Intermediate Approver

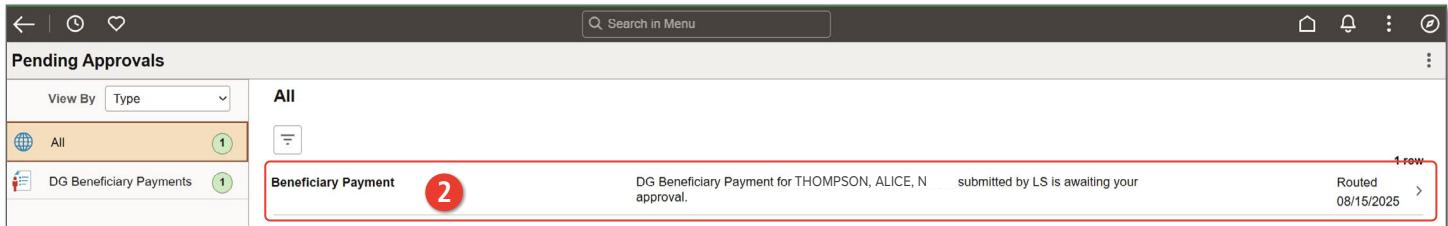
1. Navigate to Manager Self-Service homepage; Select the **Approvals** tile.
2. Select the appropriate Member's **DG Beneficiary Payment** package to approve.
3. Open all sections (**Beneficiary**, **Beneficiary Payment Information**, and **Attachments**) to review all information is correct. Make edits, as necessary.

 *NOTE: Compare the banking information to all attached documents.*

 *NOTE: Selecting View Details also opens Beneficiary Payment Information.*

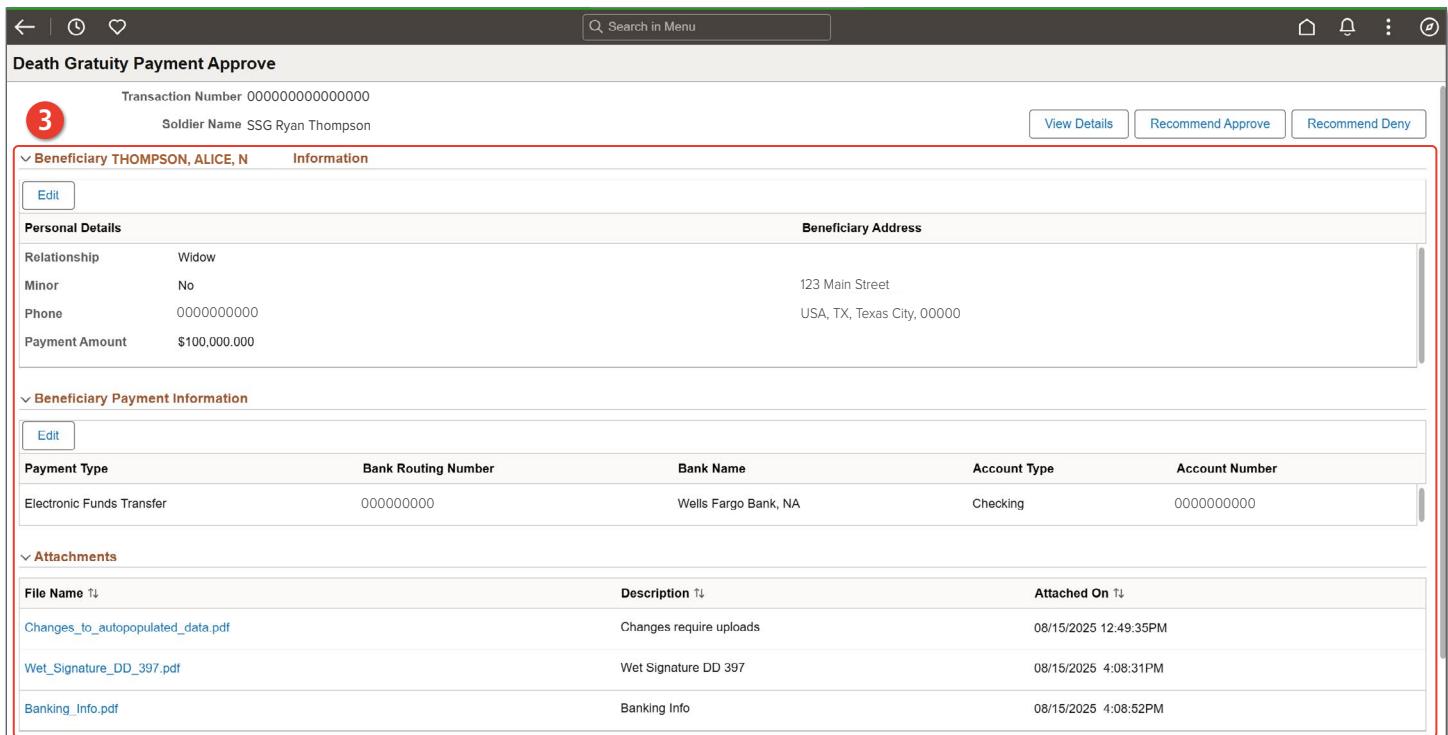


The screenshot shows the Manager Self Service homepage. The 'Approvals' tile is highlighted with a red border and a red number '1' in a circle. The tile icon shows a hand with a checkmark. Other tiles include 'Duty Status Roster' and 'Commander Board Preferences'.



The screenshot shows the 'Pending Approvals' list. A 'DG Beneficiary Payments' item is selected and highlighted with a red border and a red number '2' in a circle. The list shows the following details:

- Beneficiary Payment
- DG Beneficiary Payment for THOMPSON, ALICE, N
- submitted by LS is awaiting your approval.
- Routed 08/15/2025

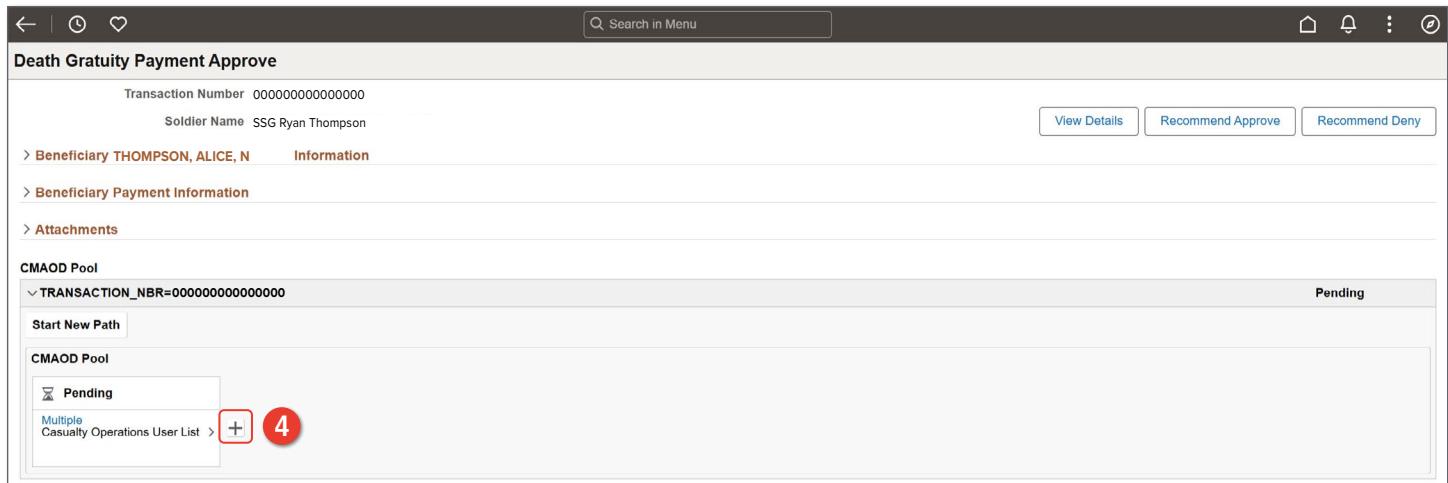


The screenshot shows the 'Death Gratuity Payment Approve' page for the selected item. The page is divided into sections:

- Personal Details:** Relationship: Widow; Minor: No; Phone: 0000000000; Payment Amount: \$100,000.000.
- Beneficiary Address:** 123 Main Street, USA, TX, Texas City, 00000.
- Beneficiary Payment Information:** Payment Type: Electronic Funds Transfer; Bank Routing Number: 000000000; Bank Name: Wells Fargo Bank, NA; Account Type: Checking; Account Number: 0000000000.
- Attachments:** Changes_to_autopopulated_data.pdf (Attached On: 08/15/2025 12:49:35PM), Wet_Signature_DD_397.pdf (Attached On: 08/15/2025 4:08:31PM), Banking_Info.pdf (Attached On: 08/15/2025 4:08:52PM).

Intermediate Approver CONTINUED

- Once all information is verified, under **CMAOD Pool**, click the **+** icon to add the Final Approver(s).
- Select **Approver**, then select the **User ID** lookup tool.
- Enter Search criteria for the Final Approver and click **Search**.
- Click **Insert**.



Death Gratuity Payment Approve

Transaction Number 0000000000000000
Soldier Name SSG Ryan Thompson

> Beneficiary THOMPSON, ALICE, N Information

> Beneficiary Payment Information

> Attachments

CMAOD Pool

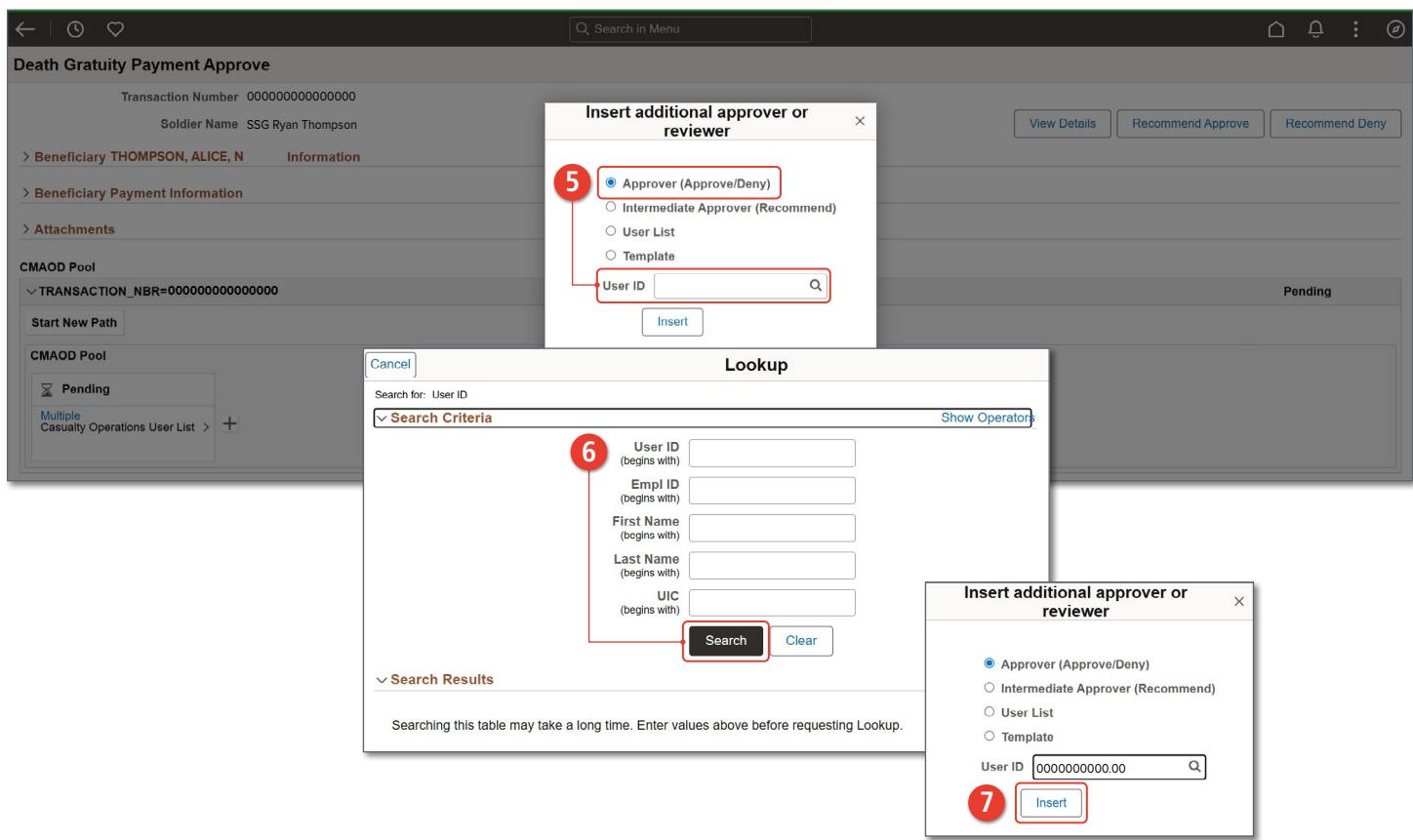
TRANSACTION_NBR=0000000000000000 Pending

Start New Path

CMAOD Pool

Pending

Multiple Casualty Operations User List > **+** **4**



Death Gratuity Payment Approve

Transaction Number 0000000000000000
Soldier Name SSG Ryan Thompson

> Beneficiary THOMPSON, ALICE, N Information

> Beneficiary Payment Information

> Attachments

CMAOD Pool

TRANSACTION_NBR=0000000000000000 Pending

Start New Path

CMAOD Pool

Pending

Multiple Casualty Operations User List > **+**

5

Approver (Approve/Deny)

Intermediate Approver (Recommend)

User List

Template

User ID

Insert

Cancel
Lookup

Search for: User ID

6 **Search** **Clear**

Search Criteria Show Operators

User ID (begins with)	<input type="text"/>
Empl ID (begins with)	<input type="text"/>
First Name (begins with)	<input type="text"/>
Last Name (begins with)	<input type="text"/>
UIC (begins with)	<input type="text"/>

7 **Insert**

Intermediate Approver CONTINUED

8. Select **Recommend Approve** or **Recommend Deny**.
9. If **Recommend Approve** is selected, an option to add additional comments appears but is not required. Click **Submit**.



NOTE: If selecting Recommend Deny, comments are required.

Death Gratuity Payment Approve

Transaction Number 0000000000000000
Soldier Name SSG Ryan Thompson

> Beneficiary THOMPSON, ALICE, N [Information](#)

> Beneficiary Payment Information

> Attachments

CMAOD Pool

TRANSACTION_NBR=0000000000000000 Pending

Start New Path

CMAOD Pool

Pending	Not Routed
Multiple Casualty Operations User List > +	John Smith Inserted Approver > +

8

Death Gratuity Payment Approve

Transaction Number 0000000000000000
Soldier Name SSG Ryan Thompson

> Beneficiary THOMPSON, ALICE, N [Information](#)

> Beneficiary Payment Information

> Attachments

CMAOD Pool

TRANSACTION_NBR=0000000000000000 Pending

Start New Path

CMAOD Pool

Pending	Not Routed
Multiple Casualty Operations User List > +	John Smith Inserted Approver > +

Cancel
Recommend Approved
9
Submit

Enter optional comments. Select Submit to recommend approval. This selection cannot be undone. Select Cancel to undo and go back to the approval screen.

Approver Comments

Final Approver

1. Navigate to Manager Self-Service homepage; Select the **Approvals** tile.
2. Select the appropriate Member's **DG Beneficiary Payment** package to approve.
3. Open all sections (**Beneficiary**, **Beneficiary Payment Information**, and **Attachments**) to review all information is correct. Compare the banking information to all attached documents.



NOTE: Final Approvers cannot edit. Selecting View Details also opens Beneficiary Payment Information.

Manager Self Service

Approvals

Commander Board Preferences

Notifications

A Death Gratuity Request for THOMPSON, ALICE, N submitted... 9 minutes ago

Pending Approvals

All

Beneficiary Payment

DG Beneficiary Payment for THOMPSON, ALICE, N submitted by LS is awaiting your approval. Routed 08/15/2025

Death Gratuity Payment Approve

Transaction Number 0000000000000000
Soldier Name SSG Ryan Thompson

Beneficiary THOMPSON, ALICE, N Information

Personal Details

Relationship: Widow
Minor: No
Phone: 0000000000
Payment Amount: \$100000.000

Beneficiary Address

123 Main Street
USA, TX, Texas City, 00000

Beneficiary Payment Information

Payment Type	Bank Routing Number	Bank Name	Account Type	Account Number
Electronic Funds Transfer	000000000	Wells Fargo Bank, NA	Checking	0000000000

Attachments

File Name	Description	Attached On
Changes_to_autopopulated_data.pdf	Changes require uploads	08/15/2025 12:49:35PM
Wet_Signature_DD_397.pdf	Wet Signature DD 397	08/15/2025 4:08:31PM
Banking_Info.pdf	Banking Info	08/15/2025 4:08:52PM



DEATH GRATUITY PROCESSING JOB AID

Final Approver CONTINUED

4. Select Approve, Deny, or Pushback.

4A. As the Final Approver, after selecting **Approve**, you will be prompted with a pop-up to acknowledge the authorization.



NOTE: Final approvers are required to have completed the JKO Certifying Officer Legislation (COL) course and received their DD Form 577, "Appointment/Termination Record - Authorized Signature."

5. Click **Submit**.



NOTE: Comments are required for both Deny and Pushback.



NOTE: After Final Approver Submits DG Package, it is sent to Central Site.

Death Gratuity Payment Approve

Transaction Number 0000000000000000

Soldier Name SSG Ryan Thompson

> Beneficiary THOMPSON, ALICE, N Information

> Beneficiary Payment Information

> Attachments

CMAOD Pool

TRANSACTION_NBR=0000000000000000

Start New Path

CMAOD Pool

Approved

LS Casualty Operations User List > 08/15/25 5:50 PM

Pending

John Smith Inserted Approver > +

Comments

LS at 08/15/25 - 5:50 PM
Recommend Approved

View Details Approve Deny Pushback

4

A Approved 5 Submit

By selecting Submit, I acknowledge that the beneficiary is authorized to receive gratuity pay due to the death of the decedent and has either been designated by the decedent or is eligible under the survivor precedent list. I understand that I am pecuniarily liable to the United States for any public funds or payment certifications made under my control, as appropriate.

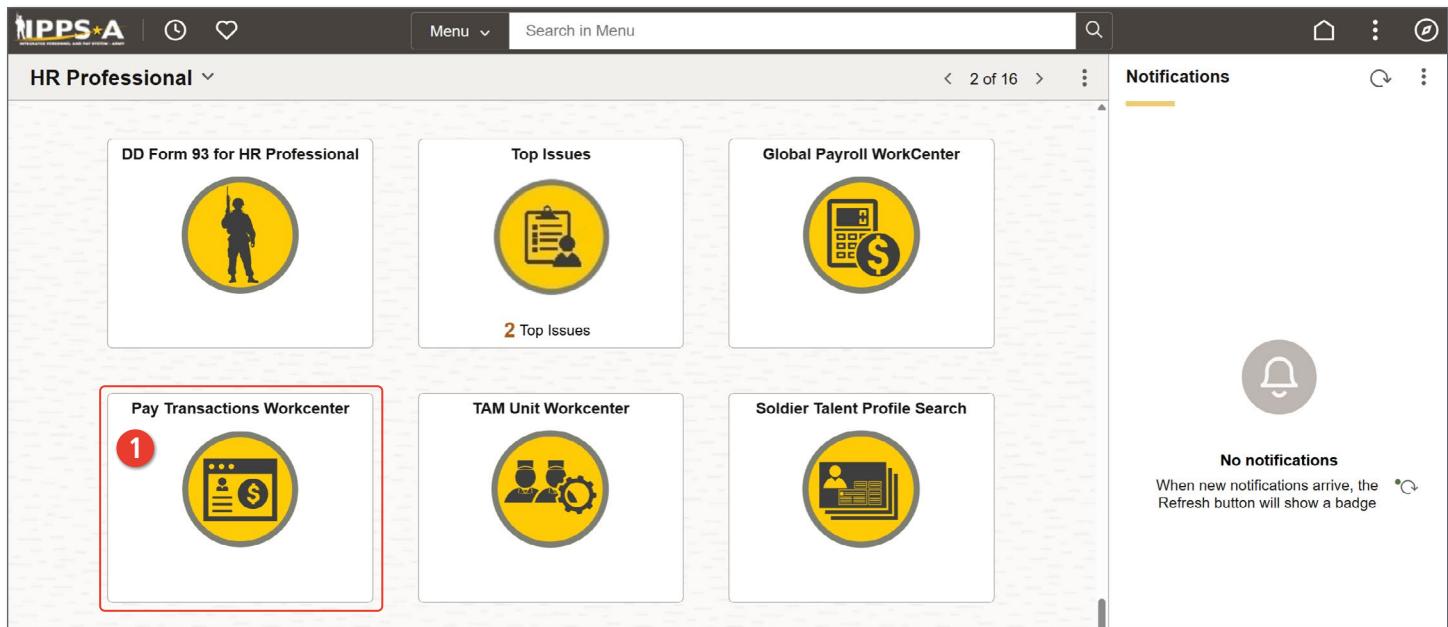
Approver Comments

Status Checks

1. Navigate to HR Professional homepage; Select the **Pay Transactions Workcenter** tile.
2. Under **Death Gratuity Payments**, review **Approved Status** or **Payment Status** columns to check status.

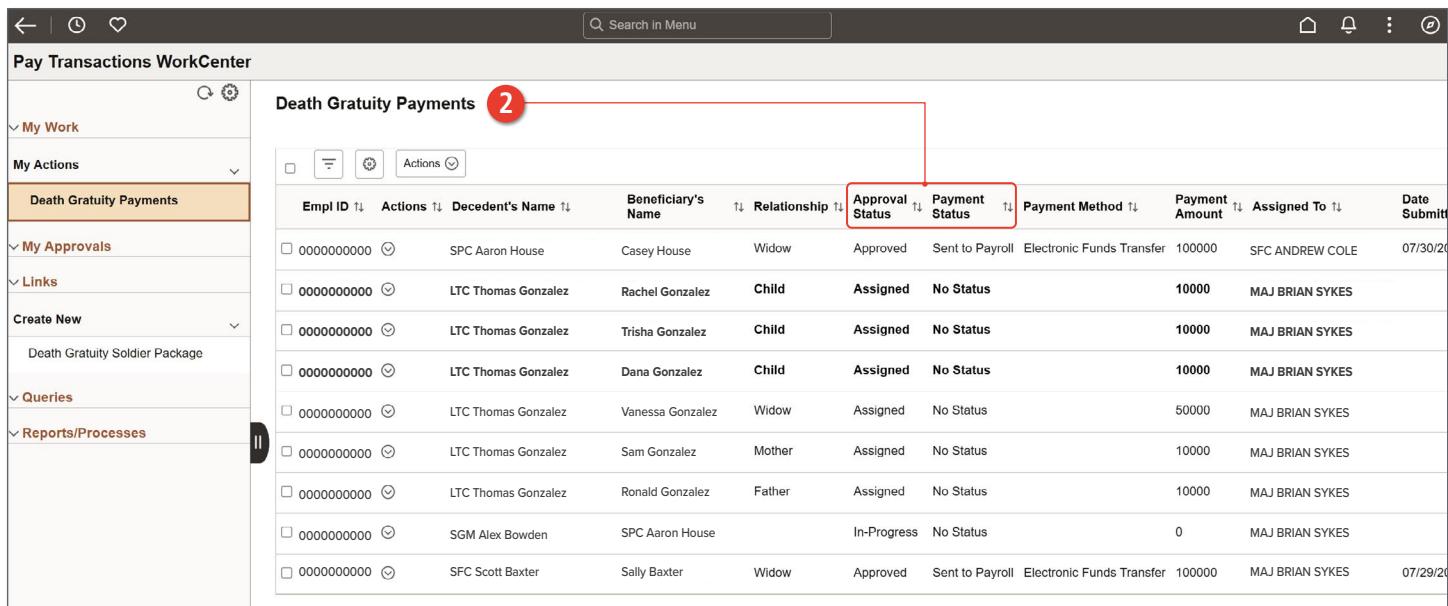
 *NOTE: To cancel a DG Payment request, go to "Cancelling a Death Gratuity Package" section on page 21.*

If initial package was cancelled and needs to be resubmitted, go to "Resubmitting a Death Gratuity Package" section on page 24.



The screenshot shows the HR Professional homepage with the following layout:

- Header:** IPPS-A logo, menu, search bar, notifications icon.
- Section:** HR Professional
- Tiles:**
 - DD Form 93 for HR Professional
 - Top Issues (2)
 - Global Payroll WorkCenter
 - Pay Transactions Workcenter (1)** (highlighted with a red box and a red '1' badge)
 - TAM Unit Workcenter
 - Soldier Talent Profile Search
- Notifications:** No notifications, refresh button.



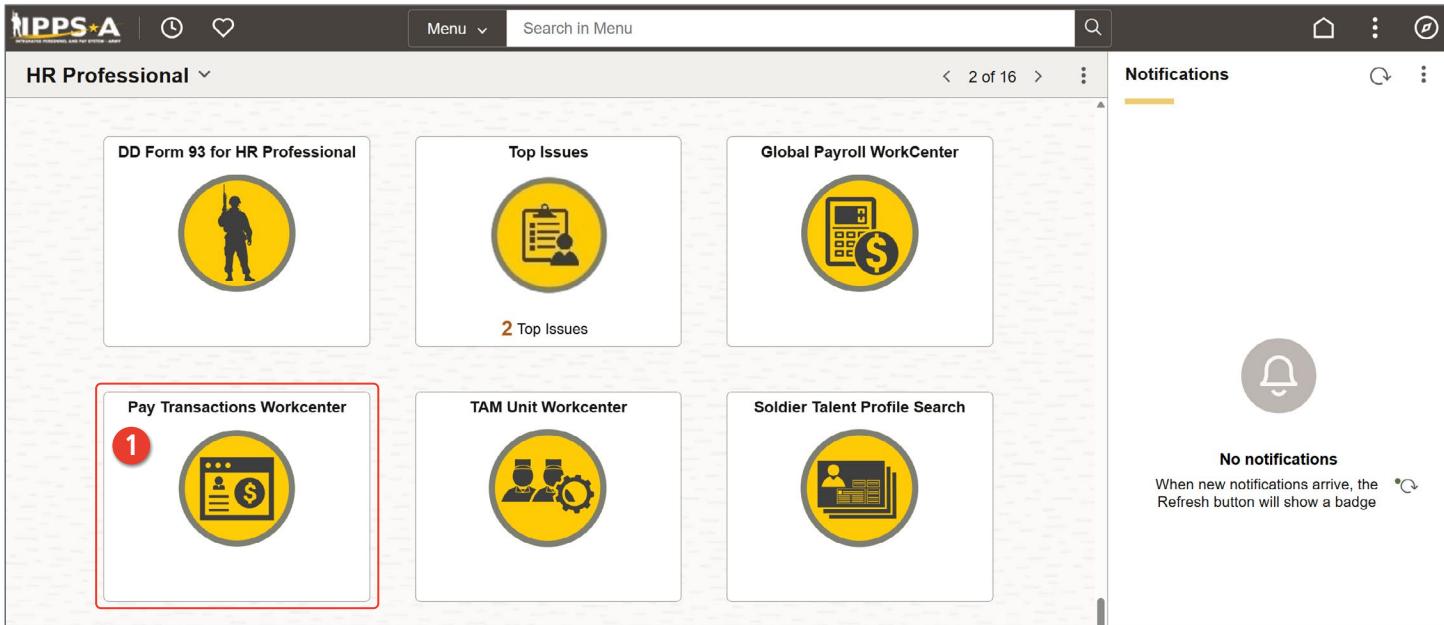
The screenshot shows the Pay Transactions WorkCenter with the following details:

- Left Sidebar:** My Work, My Actions (Death Gratuity Payments selected), My Approvals, Links, Create New (Death Gratuity Soldier Package), Queries, Reports/Processes.
- Header:** Death Gratuity Payments (2)
- Table:** Death Gratuity Payments

Empl ID	Actions	Decedent's Name	Beneficiary's Name	Relationship	Approval Status	Payment Status	Payment Method	Payment Amount	Assigned To	Date Submitted
0000000000	⋮	SPC Aaron House	Casey House	Widow	Approved	Sent to Payroll	Electronic Funds Transfer	100000	SFC ANDREW COLE	07/30/20
0000000000	⋮	LTC Thomas Gonzalez	Rachel Gonzalez	Child	Assigned	No Status		10000	MAJ BRIAN SYKES	
0000000000	⋮	LTC Thomas Gonzalez	Trisha Gonzalez	Child	Assigned	No Status		10000	MAJ BRIAN SYKES	
0000000000	⋮	LTC Thomas Gonzalez	Dana Gonzalez	Child	Assigned	No Status		10000	MAJ BRIAN SYKES	
0000000000	⋮	LTC Thomas Gonzalez	Vanessa Gonzalez	Widow	Assigned	No Status		50000	MAJ BRIAN SYKES	
0000000000	⋮	LTC Thomas Gonzalez	Sam Gonzalez	Mother	Assigned	No Status		10000	MAJ BRIAN SYKES	
0000000000	⋮	LTC Thomas Gonzalez	Ronald Gonzalez	Father	Assigned	No Status		10000	MAJ BRIAN SYKES	
0000000000	⋮	SGM Alex Bowden	SPC Aaron House		In-Progress	No Status		0	MAJ BRIAN SYKES	
0000000000	⋮	SFC Scott Baxter	Sally Baxter	Widow	Approved	Sent to Payroll	Electronic Funds Transfer	100000	MAJ BRIAN SYKES	07/29/20

Cancelling a Death Gratuity Package

1. Navigate to HR Professional homepage; Select the **Pay Transactions Workcenter** tile.
2. Select the **Filter** button.



HR Professional

DD Form 93 for HR Professional

Top Issues

Global Payroll WorkCenter

Pay Transactions Workcenter

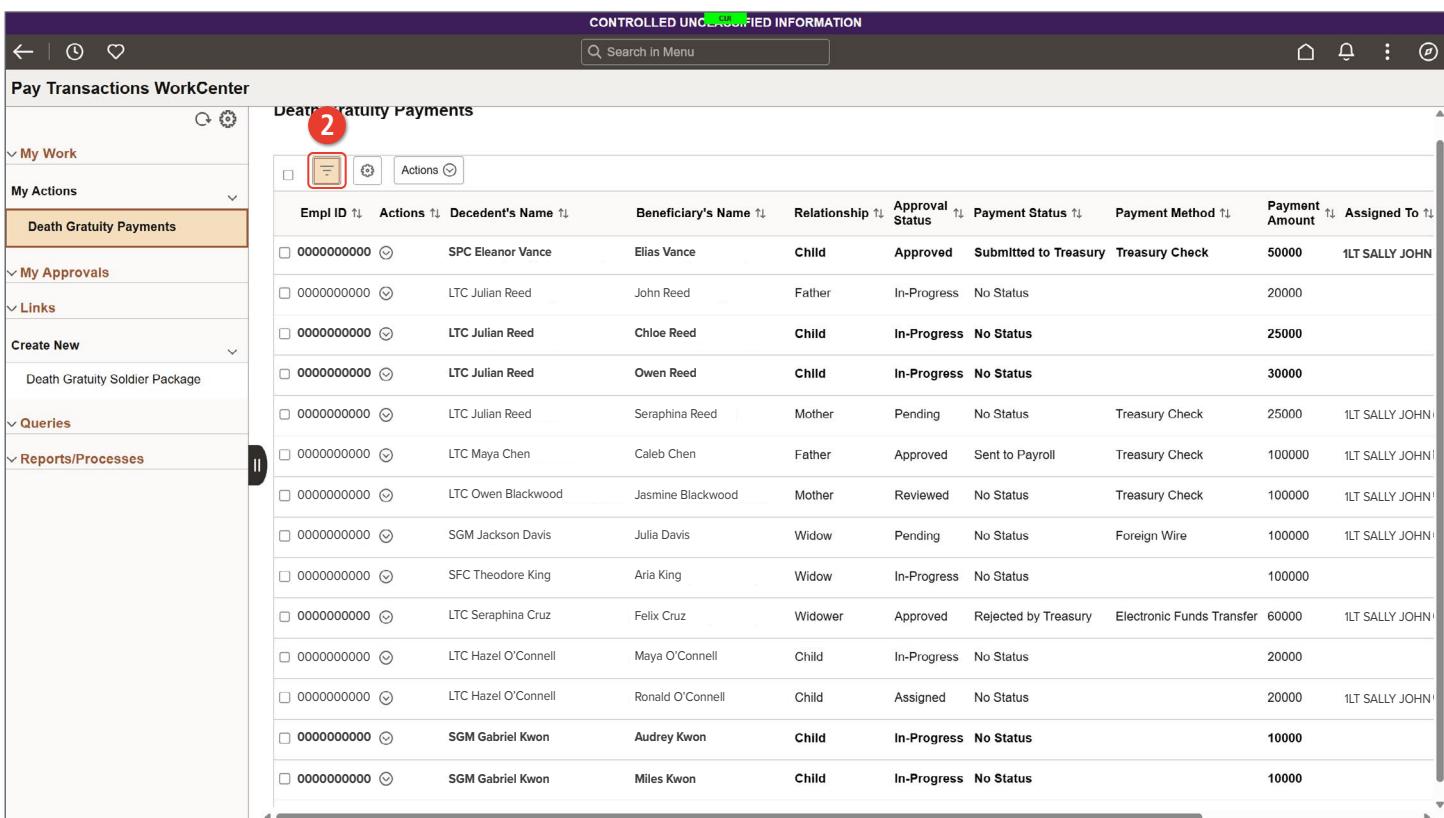
TAM Unit Workcenter

Soldier Talent Profile Search

Notifications

No notifications

When new notifications arrive, the Refresh button will show a badge



CONTROLED UNCLASSIFIED INFORMATION

Search in Menu

Pay Transactions WorkCenter

Death Gratuity Payments

Empl ID	Actions	Decedent's Name	Beneficiary's Name	Relationship	Approval Status	Payment Status	Payment Method	Payment Amount	Assigned To
0000000000		SPC Eleanor Vance	Elias Vance	Child	Approved	Submitted to Treasury	Treasury Check	50000	1LT SALLY JOHN
0000000000		LTC Julian Reed	John Reed	Father	In-Progress	No Status		20000	
0000000000		LTC Julian Reed	Chloe Reed	Child	In-Progress	No Status		25000	
0000000000		LTC Julian Reed	Owen Reed	Child	In-Progress	No Status		30000	
0000000000		LTC Julian Reed	Seraphina Reed	Mother	Pending	No Status	Treasury Check	25000	1LT SALLY JOHN
0000000000		LTC Maya Chen	Caleb Chen	Father	Approved	Sent to Payroll	Treasury Check	100000	1LT SALLY JOHN
0000000000		LTC Owen Blackwood	Jasmine Blackwood	Mother	Reviewed	No Status	Treasury Check	100000	1LT SALLY JOHN
0000000000		SGM Jackson Davis	Julia Davis	Widow	Pending	No Status	Foreign Wire	100000	1LT SALLY JOHN
0000000000		SFC Theodore King	Aria King	Widow	In-Progress	No Status		100000	
0000000000		LTC Seraphina Cruz	Felix Cruz	Widower	Approved	Rejected by Treasury	Electronic Funds Transfer	60000	1LT SALLY JOHN
0000000000		LTC Hazel O'Connell	Maya O'Connell	Child	In-Progress	No Status		20000	
0000000000		LTC Hazel O'Connell	Ronald O'Connell	Child	Assigned	No Status		20000	1LT SALLY JOHN
0000000000		SGM Gabriel Kwon	Audrey Kwon	Child	In-Progress	No Status		10000	
0000000000		SGM Gabriel Kwon	Miles Kwon	Child	In-Progress	No Status		10000	

Cancelling a Death Gratuity Package CONTINUED

3. In the **Soldier Emplid** field, enter the Member's Emplid. Select **Done**.
4. Look for the desired beneficiary's name and, under the **Actions** drop-down arrow, select **Cancel Payment**.



NOTE: DG Payment Request Approval Status must be "In Progress or Pending" to be cancelled.

CONTROLED UNCLASSIFIED INFORMATION

Search in Menu

Pay Transactions WorkCenter

Death Gratuity Payments

Refine Filter Criteria

Empl ID: 0000000000

Done

3

Decedent's Name	Beneficiary's Name	Relationship	Approval Status	Payment Status	Assigned To	Payment Method	Amount
SSG Peter Bartlett	John Bartlett	Child	Approved	Submitted to Treasury	Foreign Wire	10000	
SSG Peter Bartlett	Mitchell Bartlett	Duly-Appointed Executor	Approved	Submitted to Treasury	Foreign Wire	10000	
SSG Peter Bartlett	Lisa Bartlett	Child	Approved	Submitted to Treasury	Foreign Wire	10000	

CONTROLED UNCLASSIFIED INFORMATION

Search in Menu

Pay Transactions WorkCenter

Death Gratuity Payments

Actions

Cancel Payment

4

Decedent's Name	Beneficiary's Name	Relationship	Approval Status	Payment Status	Assigned To	Payment Method	Amount
SSG Peter Bartlett	Robert Vance	Father	In-Progress	No Status	1LT SALLY JOHNSON	Treasury Check	40000
SSG Peter Bartlett	Elizabeth Vance	Other	In-Progress	No Status		Foreign Wire	30000
SSG Peter Bartlett	Elias Vance	Child	Denied	No Status		Foreign Wire	10000

Cancelling a Death Gratuity Package CONTINUED

5. Enter a Cancellation Reason. Select Done.
6. Select OK.
7. On the Death Gratuity Payments dashboard, the Approval Status updates to Cancelled.



NOTE: You may need to filter to view results.

CONTROLED UNCLASSIFIED INFORMATION

Search in Menu

Pay Transactions WorkCenter

Death Gratuity Payments

Empl ID Actions Decedent's Name Beneficiary's Name Relationship Approval Status Payment Status Payment Method Payment Amount Assigned To Date Submitted Date Paid

0000000000 SPC Eleanor Vance Robert Vance Father In-Progress No Status 40000

0000000000 SPC Eleanor Vance Elizabeth Vance Other In-Progress No Status 30000

0000000000 SPC Eleanor Vance Elias Vance Child Denied No Status Treasury Check 30000 1LT SALLY JOHNSON

Cancellation Reason

Beneficiary implicated in Member's demise.

Enter Reason

Cancel Done

5

CONTROLED UNCLASSIFIED INFORMATION

Search in Menu

Pay Transactions WorkCenter

Death Gratuity Payments

Empl ID Actions Decedent's Name Beneficiary's Name Relationship Approval Status Payment Status Payment Method Payment Amount Assigned To Date Submitted Date Paid

0000000000 SPC Eleanor Vance Robert Vance Father In-Progress No Status 40000

0000000000 SPC Eleanor Vance Elizabeth Vance Other In-Progress No Status 30000

0000000000 SPC Eleanor Vance Elias Vance Child Denied No Status Treasury Check 30000 1LT SALLY JOHNSON

Death Gratuity Payment for III, CHARLES, H has been cancelled. (29999,14)

OK

6

CONTROLED UNCLASSIFIED INFORMATION

Search in Menu

Pay Transactions WorkCenter

Death Gratuity Payments

Empl ID Actions Decedent's Name Beneficiary's Name Relationship Approval Status Payment Status Payment Method Payment Amount Assigned To Date Submitted Date Paid

0000000000 SPC Eleanor Vance Robert Vance Father Cancelled No Status 40000

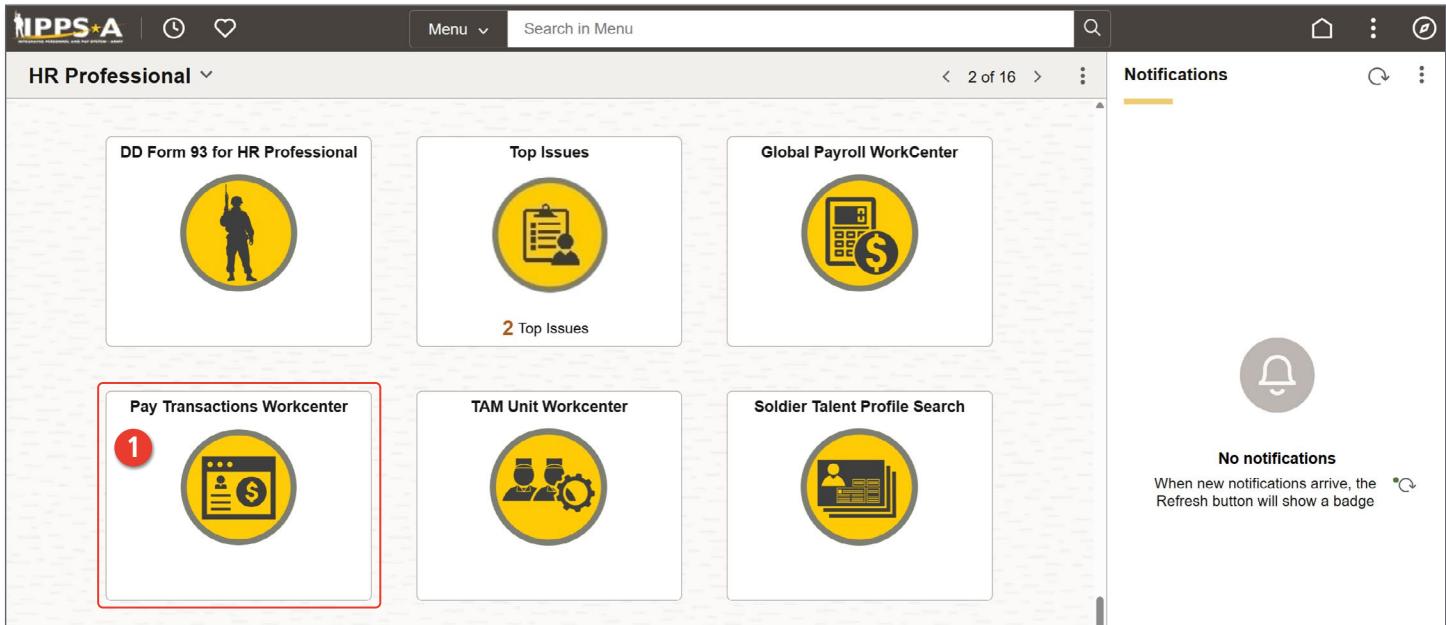
0000000000 SPC Eleanor Vance Elizabeth Vance Other In-Progress No Status 30000

0000000000 SPC Eleanor Vance Elias Vance Child Denied No Status Treasury Check 30000 1LT SALLY JOHNSON

7

Resubmitting a Death Gratuity Package

1. Navigate to HR Professional homepage; Select the **Pay Transactions Workcenter** tile.
2. Select the **Filter** button.



HR Professional

DD Form 93 for HR Professional

Top Issues

Global Payroll WorkCenter

Pay Transactions Workcenter

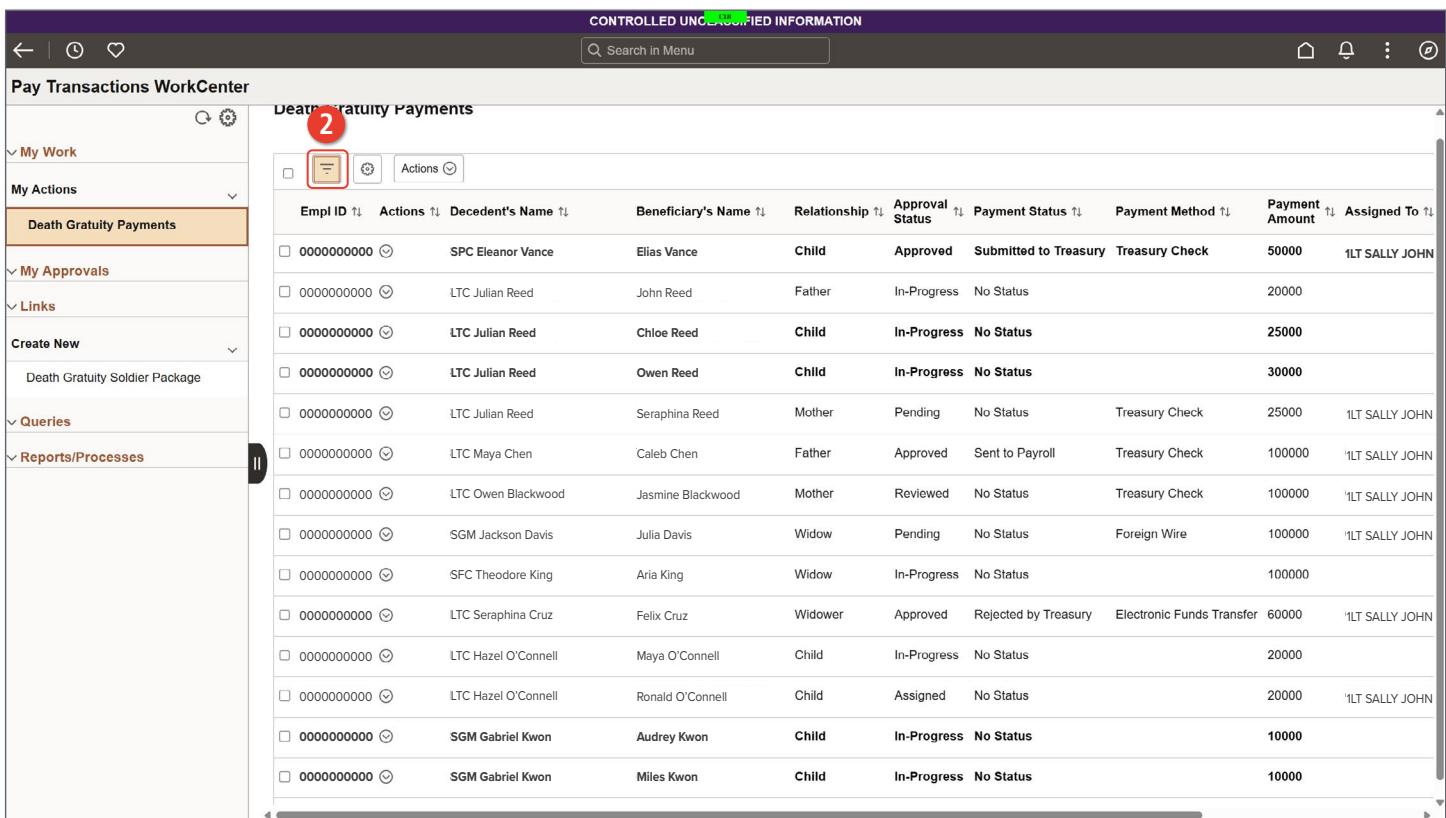
TAM Unit Workcenter

Soldier Talent Profile Search

Notifications

No notifications

When new notifications arrive, the Refresh button will show a badge



CONTROLED UNCLASSIFIED INFORMATION

Search in Menu

Pay Transactions WorkCenter

Death Gratuity Payments

Empl ID	Actions	Decedent's Name	Beneficiary's Name	Relationship	Approval Status	Payment Status	Payment Method	Payment Amount	Assigned To
0000000000	<input type="checkbox"/>	SPC Eleanor Vance	Elias Vance	Child	Approved	Submitted to Treasury	Treasury Check	50000	1LT SALLY JOHN
0000000000	<input type="checkbox"/>	LTC Julian Reed	John Reed	Father	In-Progress	No Status		20000	
0000000000	<input type="checkbox"/>	LTC Julian Reed	Chloe Reed	Child	In-Progress	No Status		25000	
0000000000	<input type="checkbox"/>	LTC Julian Reed	Owen Reed	Child	In-Progress	No Status		30000	
0000000000	<input type="checkbox"/>	LTC Julian Reed	Seraphina Reed	Mother	Pending	No Status	Treasury Check	25000	1LT SALLY JOHN
0000000000	<input type="checkbox"/>	LTC Maya Chen	Caleb Chen	Father	Approved	Sent to Payroll	Treasury Check	100000	1LT SALLY JOHN
0000000000	<input type="checkbox"/>	LTC Owen Blackwood	Jasmine Blackwood	Mother	Reviewed	No Status	Treasury Check	100000	1LT SALLY JOHN
0000000000	<input type="checkbox"/>	SGM Jackson Davis	Julia Davis	Widow	Pending	No Status	Foreign Wire	100000	1LT SALLY JOHN
0000000000	<input type="checkbox"/>	SFC Theodore King	Aria King	Widow	In-Progress	No Status		100000	
0000000000	<input type="checkbox"/>	LTC Seraphina Cruz	Felix Cruz	Widower	Approved	Rejected by Treasury	Electronic Funds Transfer	60000	1LT SALLY JOHN
0000000000	<input type="checkbox"/>	LTC Hazel O'Connell	Maya O'Connell	Child	In-Progress	No Status		20000	
0000000000	<input type="checkbox"/>	LTC Hazel O'Connell	Ronald O'Connell	Child	Assigned	No Status		20000	1LT SALLY JOHN
0000000000	<input type="checkbox"/>	SGM Gabriel Kwon	Audrey Kwon	Child	In-Progress	No Status		10000	
0000000000	<input type="checkbox"/>	SGM Gabriel Kwon	Miles Kwon	Child	In-Progress	No Status		10000	

Resubmitting a Death Gratuity Package CONTINUED

3. In the **Soldier Emplid** field, enter the Member's Emplid. Select **Done**.
4. Locate the desired beneficiary's name. Click on the **Actions** drop-down arrow and select **Resubmit**.

CONTROLED UNCLASSIFIED INFORMATION

Search in Menu

Pay Transactions WorkCenter

Death Gratuity Payments

Refine Filter Criteria

3

4

Empl ID	Act	Payment Status	Assigned To	Payment Method	Payment Amount	Assig				
0000000000	0000000000	0000000000	SSG Peter Bartlett	John Bartlett	Child	Approved	Submitted to Treasury	Foreign Wire	10000	CW2 F
0000000000	0000000000	0000000000	SSG Peter Bartlett	Mitchell Bartlett	Duly-Appointed Executor	Approved	Submitted to Treasury	Foreign Wire	10000	CW2 F
0000000000	0000000000	0000000000	SSG Peter Bartlett	Lisa Bartlett	Child	Approved	Submitted to Treasury	Foreign Wire	10000	CW2 F

CONTROLED UNCLASSIFIED INFORMATION

Search in Menu

Pay Transactions WorkCenter

Death Gratuity Payments

Actions

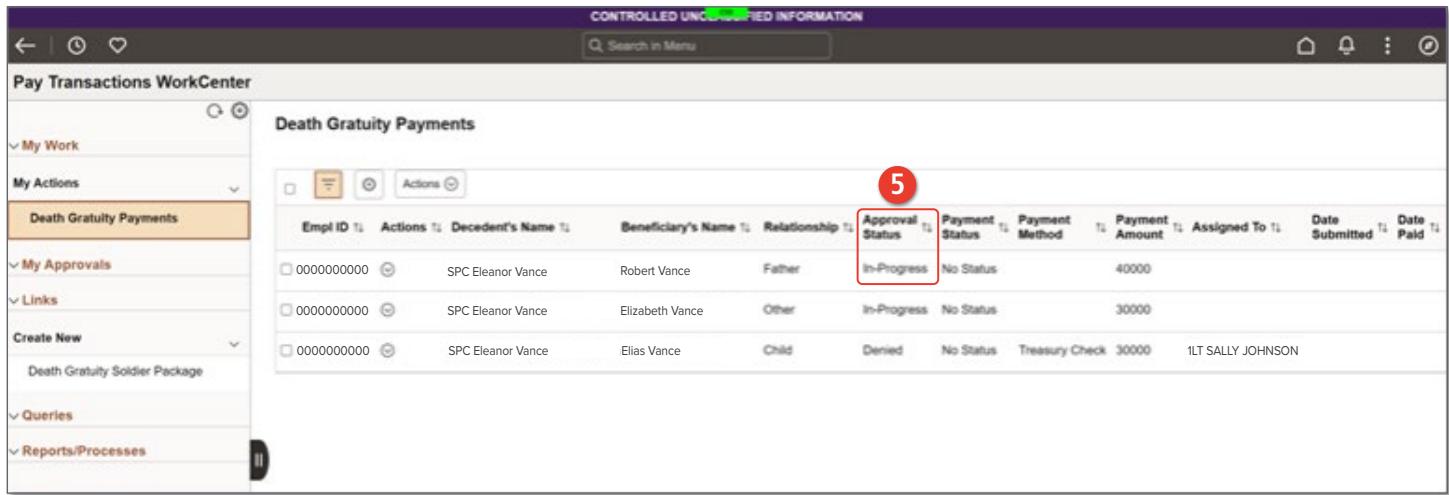
Resubmit

4

Empl ID	Act	Status Remarks	Beneficiary's Name	Relationship	Approval Status	Payment Status	Payment Method	Payment Amount	Assigned To	Date Submitted	Date Paid
0000000000	0000000000	ce	Robert Vance	Father	Cancelled	No Status		40000			
0000000000	0000000000	ce	SPC Eleanor Vance	Elizabeth Vance	Other	In-Progress	No Status	30000			
0000000000	0000000000	ce	SPC Eleanor Vance	Elias Vance	Child	Denied	Treasury Check	30000	1LT SALLY JOHNSON		

Resubmitting a Death Gratuity Package CONTINUED

5. On the Death Gratuity Payments dashboard, the Approval Status updates to In Progress.



Empl ID	Actions	Decedent's Name	Beneficiary's Name	Relationship	Approval Status	Payment Status	Payment Method	Payment Amount	Assigned To	Date Submitted	Date Paid
0000000000	<input type="checkbox"/>	SPC Eleanor Vance	Robert Vance	Father	In-Progress	No Status		40000			
0000000000	<input type="checkbox"/>	SPC Eleanor Vance	Elizabeth Vance	Other	In-Progress	No Status		30000			
0000000000	<input type="checkbox"/>	SPC Eleanor Vance	Elias Vance	Child	Denied	No Status	Treasury Check	30000	1LT SALLY JOHNSON		

IPPS-A RESOURCES

-  [Website](#)
-  [Training Aids](#)
-  [R3 Resources Demo Server](#)