

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*

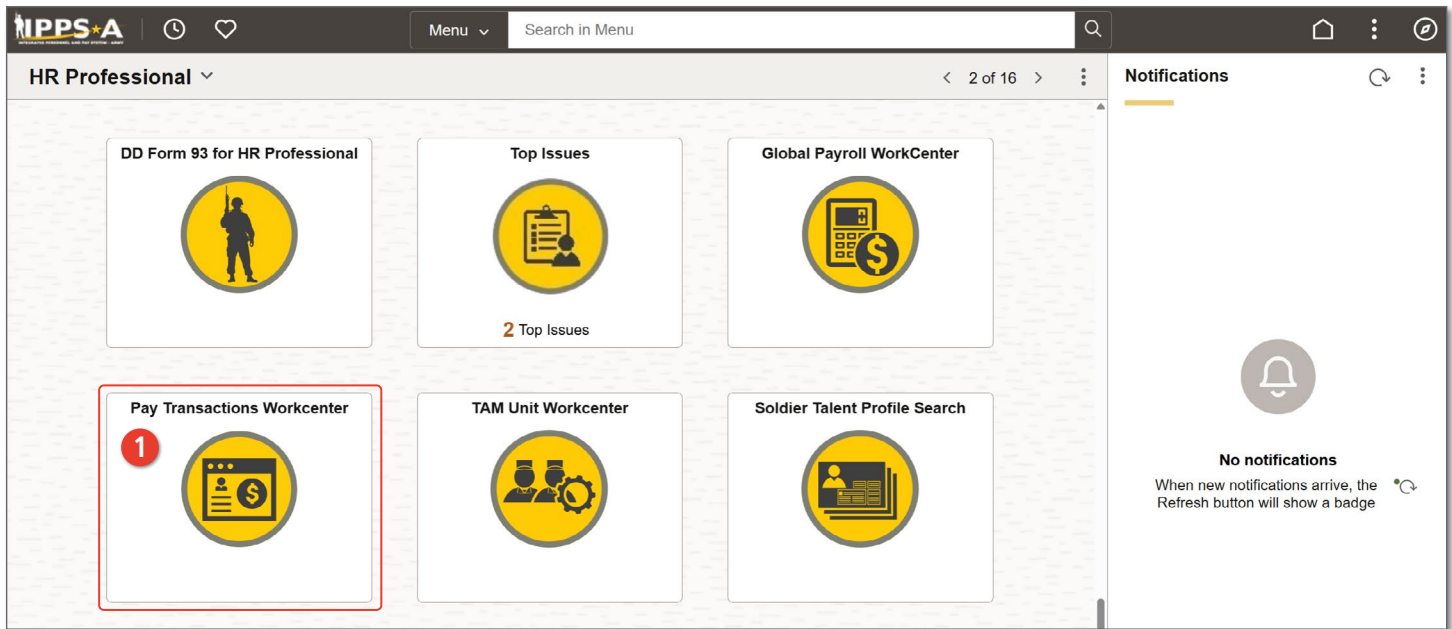
Job Aid topics include:

- 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)

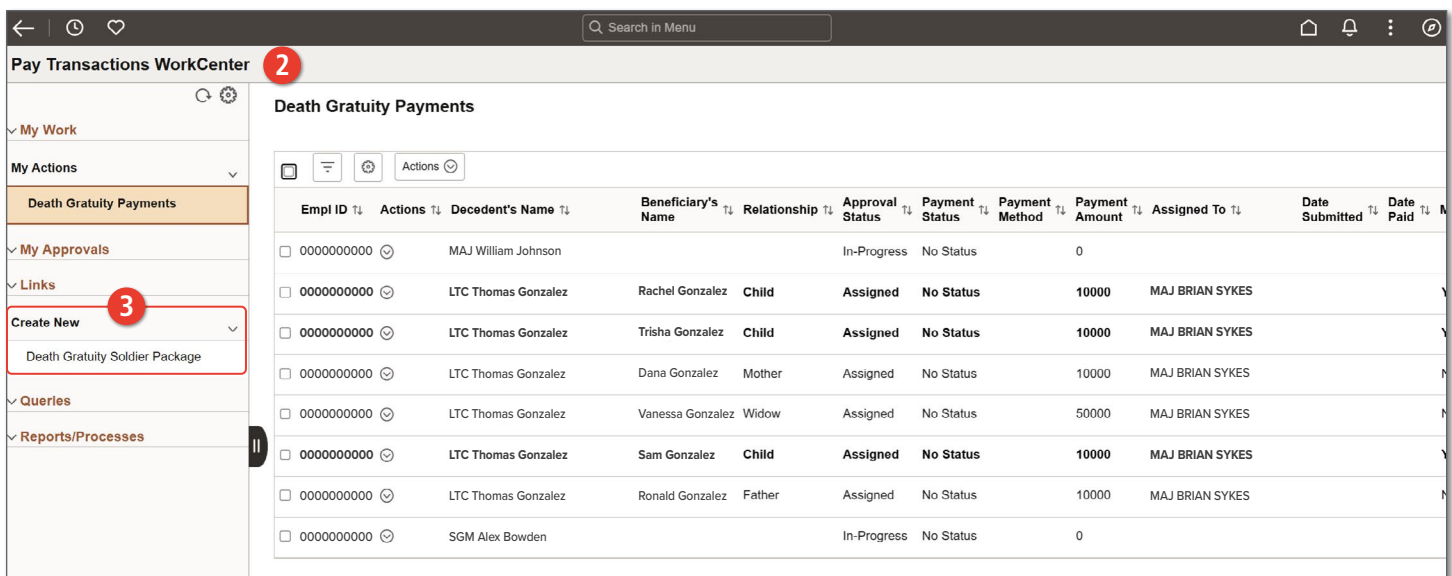


Death Gratuity Package Initiator

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**.



The screenshot shows the HR Professional homepage. The 'Pay Transactions Workcenter' tile is highlighted with a red box and a red circle containing the number 1. The 'Top Issues' tile shows 2 issues. The 'Global Payroll WorkCenter' tile is visible. The 'TAM Unit Workcenter' and 'Soldier Talent Profile Search' tiles are also present. The right sidebar shows 'Notifications' with a bell icon and the text 'No notifications'.



The screenshot shows the 'Pay Transactions Workcenter' page. The 'Death Gratuity Payments' section is highlighted with a red box and a red circle containing the number 2. The 'Create New' button is highlighted with a red box and a red circle containing the number 3. The table below lists the 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		MAJ William Johnson			In-Progress	No Status		0			
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	Mother	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	Child	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			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.

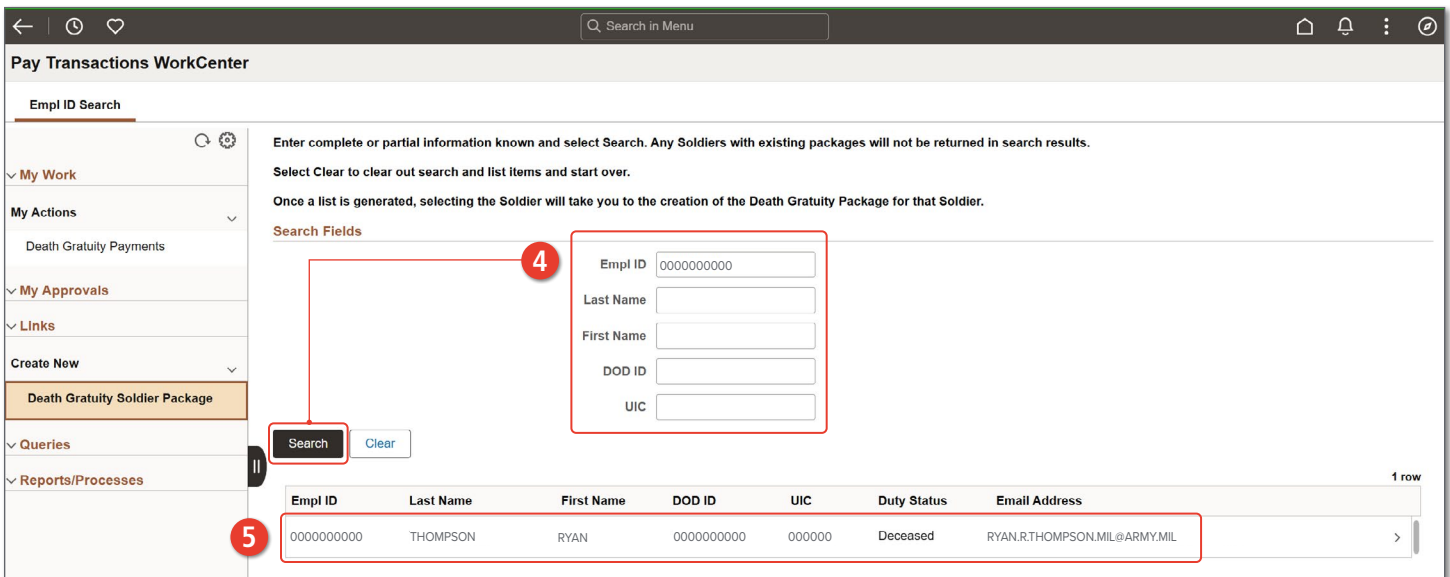
5. Select desired Member.

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.

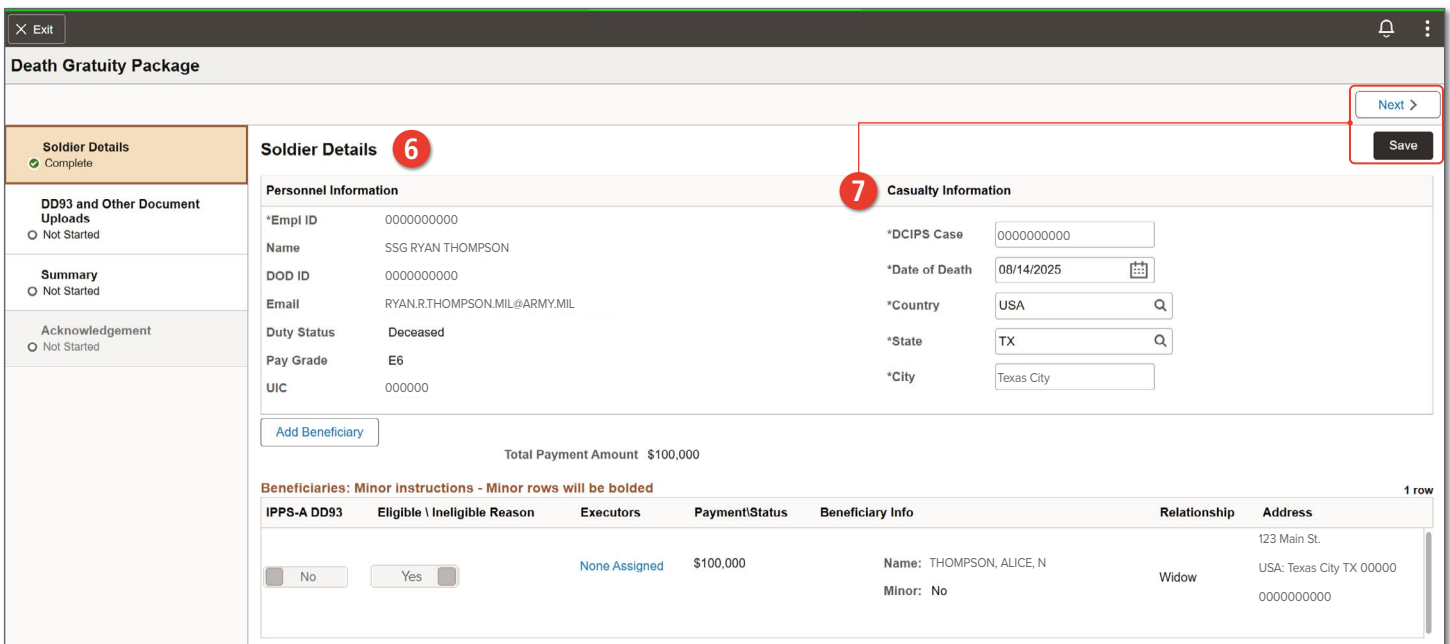
Once a list is generated, selecting the Soldier will take you to the creation of the Death Gratuity Package for that Soldier.

Search Fields

Empl ID: 0000000000
Last Name:
First Name:
DOD ID:
UIC:

Search **Clear**

Empl ID	Last Name	First Name	DOD ID	UIC	Duty Status	Email Address
0000000000	THOMPSON	RYAN	0000000000	000000	Deceased	RYAN.R.THOMPSON.MIL@ARMY.MIL



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

Next > **Save**

Total Payment Amount: \$100,000

Beneficiaries: Minor instructions - Minor rows will be bolded

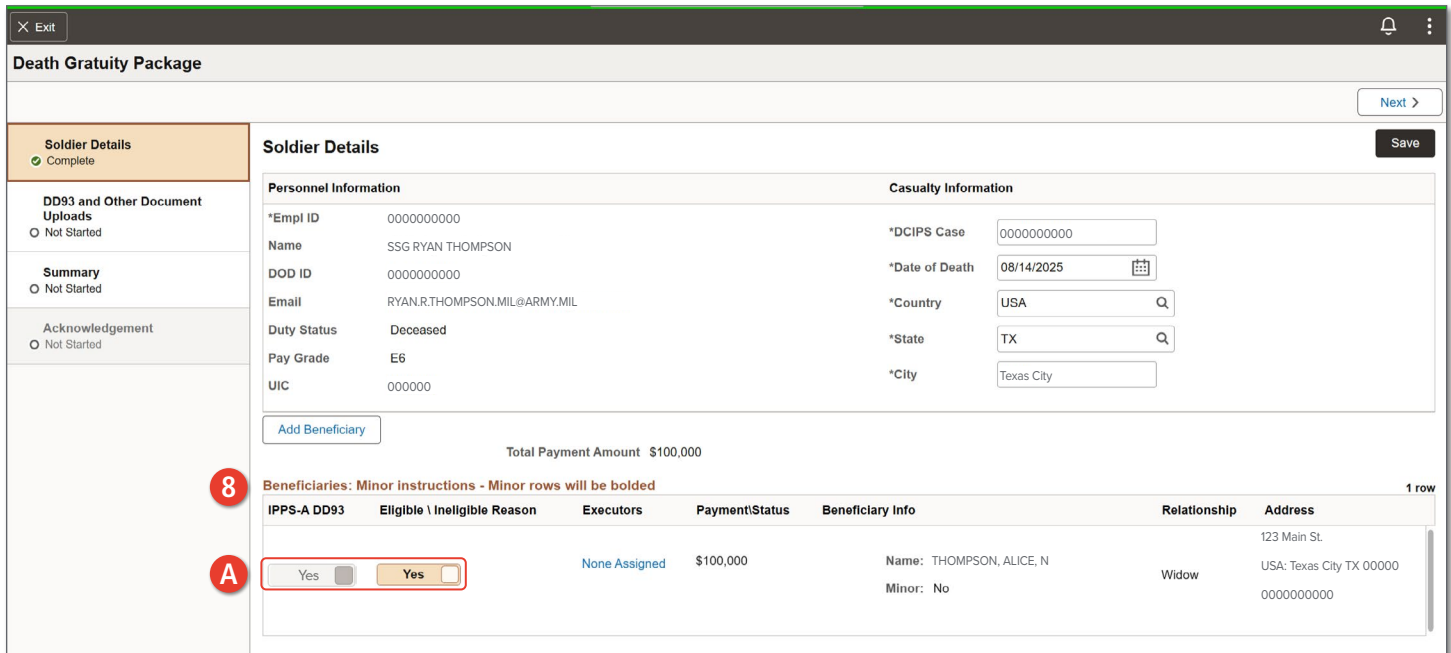
IPPS-A DD93	Eligible \ Ineligible Reason	Executors	Payment Status	Beneficiary Info	Relationship	Address
No	Yes	None Assigned	\$100,000	Name: THOMPSON, ALICE, N Minor: No	Widow	123 Main St. USA: Texas City TX 00000 0000000000

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

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

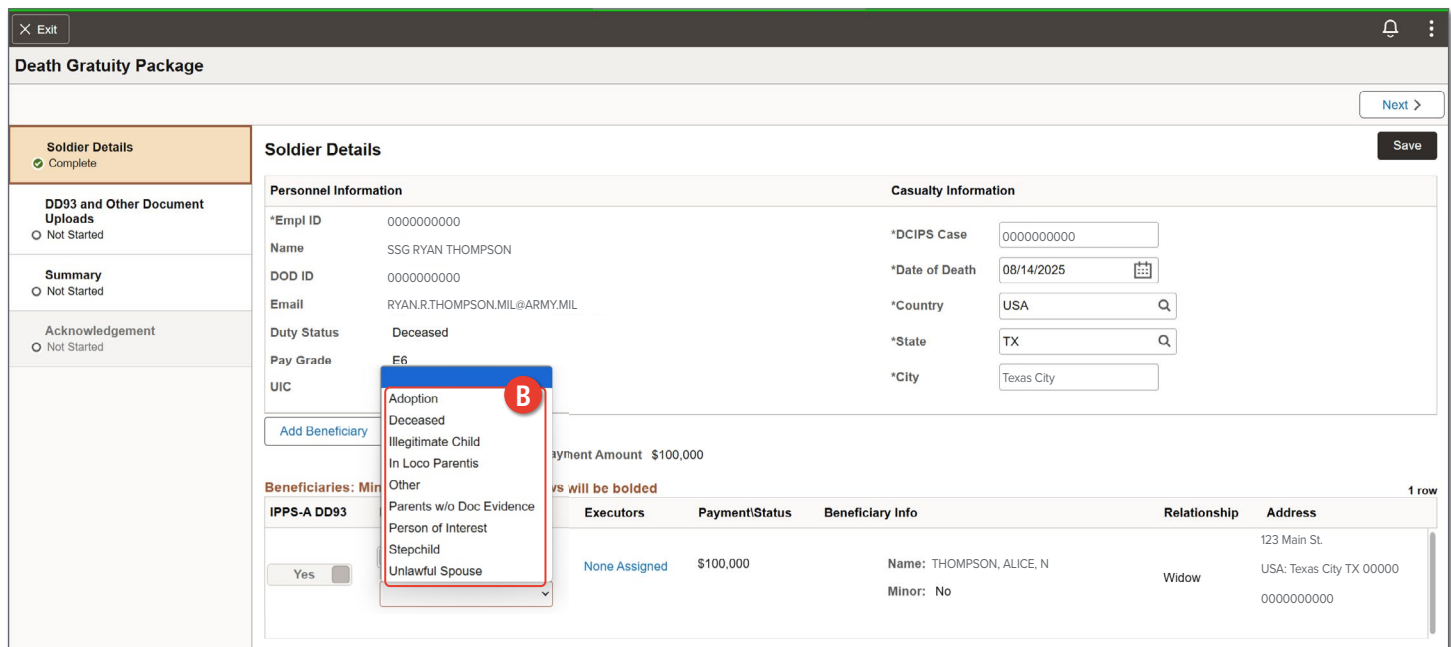
Casualty Information

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

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
Yes	Yes	None Assigned	\$100,000	Name: THOMPSON, ALICE, N Minor: No	Widow	123 Main St. USA: Texas City TX 00000 0000000000



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

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

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
Yes	Yes	None Assigned	\$100,000	Name: THOMPSON, ALICE, N Minor: No	Widow	123 Main St. USA: Texas City TX 00000 0000000000

Eligible \ Ineligible Reason

- Adoption
- Deceased
- Illegitimate Child
- In Loco Parentis
- Other
- Parents w/o Doc Evidence
- Person of Interest
- Stepchild
- Unlawful Spouse

Death Gratuity Package Initiator CONTINUED

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

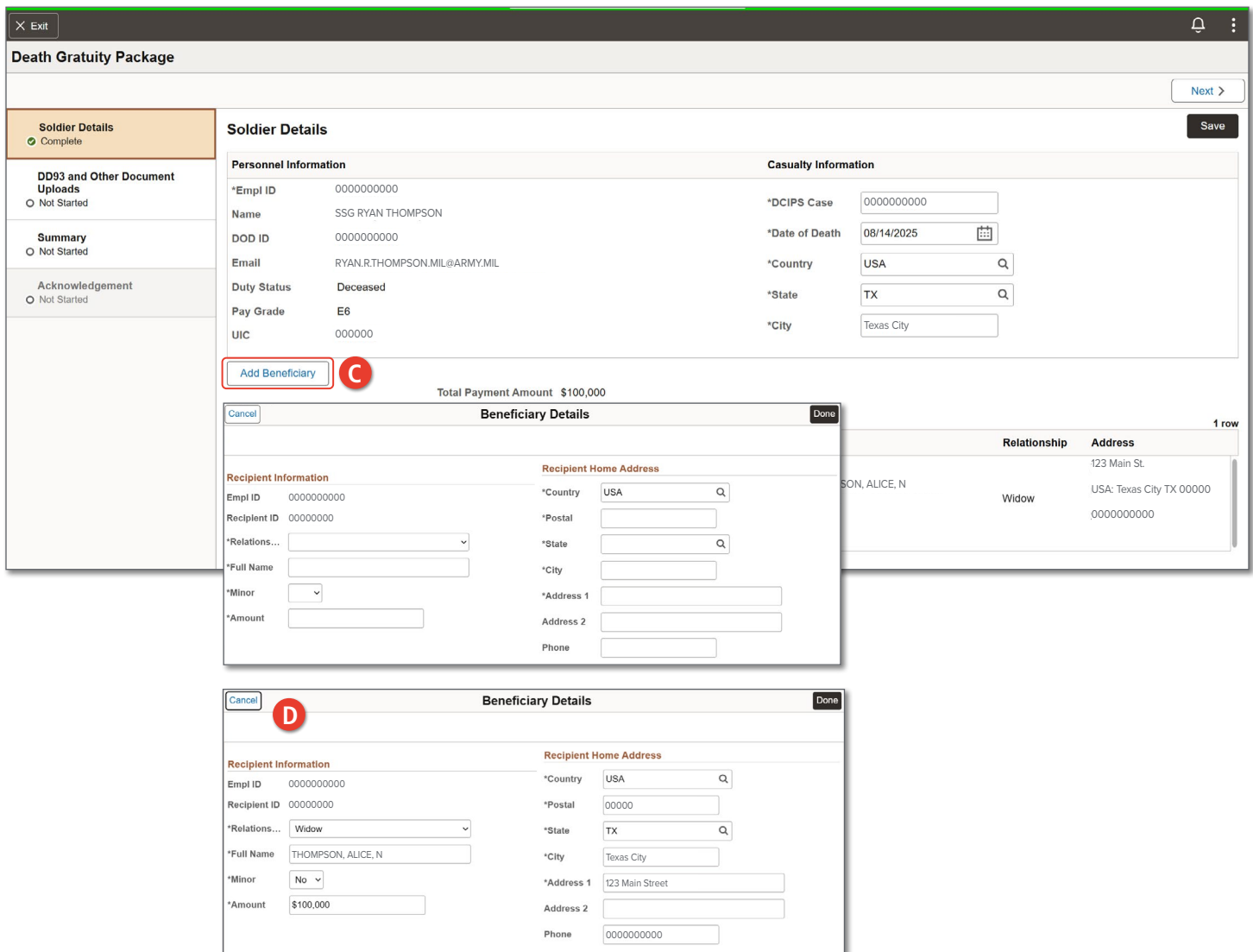
8D. If beneficiary data requires updating, (or If any discrepancies in beneficiaries are found in comparison to DD Form 93 in iPERMS) select the beneficiary that needs editing and make corrections.



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.



The screenshot shows the 'Death Gratuity Package' web application. The left sidebar contains a navigation menu with 'Soldier Details' (Complete), 'DD93 and Other Document Uploads' (Not Started), 'Summary' (Not Started), and 'Acknowledgement' (Not Started). The main content area is titled 'Death Gratuity Package' and includes a 'Next >' button and a 'Save' button. The 'Soldier Details' section is active, showing 'Personnel Information' and 'Casualty Information'. The 'Personnel Information' includes fields for *Empl ID, Name, DOD ID, Email, Duty Status, Pay Grade, and UIC. The 'Casualty Information' includes fields for *DCIPS Case, *Date of Death, *Country, *State, and *City. Below the 'Personnel Information' is a red-bordered button labeled 'Add Beneficiary' with a red circle 'C' next to it. The 'Total Payment Amount' is \$100,000. Two 'Beneficiary Details' pop-up windows are shown. The first window is for a new beneficiary, with fields for Recipient Information (Empl ID, Recipient ID, *Relations..., *Full Name, *Minor, *Amount) and Recipient Home Address (*Country, *Postal, *State, *City, *Address 1, Address 2, Phone). The second window is for an existing beneficiary, with fields for Recipient Information (Empl ID, Recipient ID, *Relations..., *Full Name, *Minor, *Amount) and Recipient Home Address (*Country, *Postal, *State, *City, *Address 1, Address 2, Phone). The second window is marked with a red circle 'D'.

Death Gratuity Package Initiator CONTINUED

9. Click the **None Assigned** link in the Executors column to assign Executor(s) to the DG Package.

10. 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.



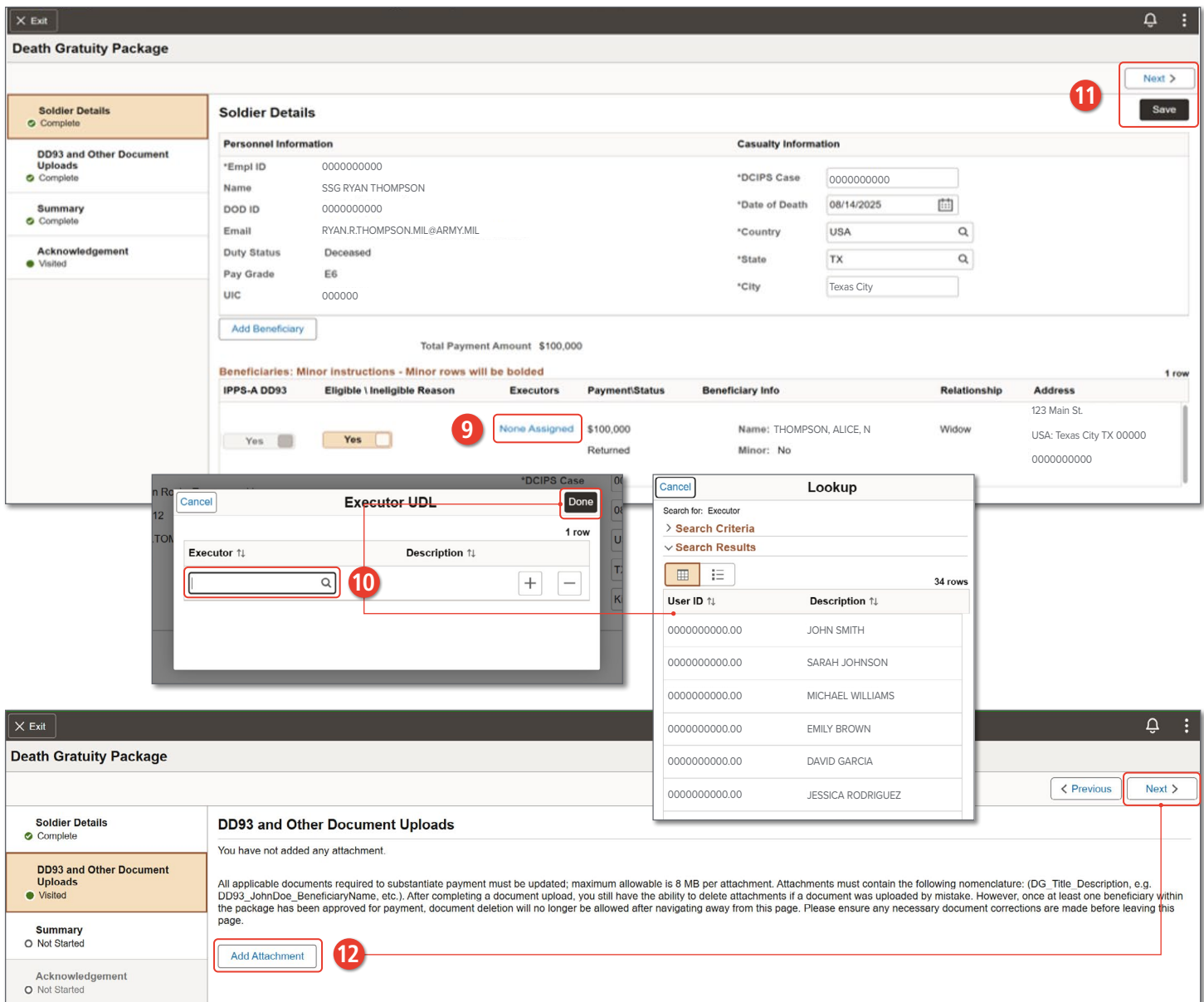
NOTE: If necessary, Click the + icon to add multiple Executors.

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

12. 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

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

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
Yes	Yes	None Assigned	\$100,000 Returned	Name: THOMPSON, ALICE, N Minor: No	Widow	123 Main St. USA: Texas City TX 00000 0000000000

Executor-UDL

Executor ID: [Search]
Description: [Search]

Lookup

Search for: Executor
Search Criteria
Search Results

User ID	Description
0000000000.00	JOHN SMITH
0000000000.00	SARAH JOHNSON
0000000000.00	MICHAEL WILLIAMS
0000000000.00	EMILY BROWN
0000000000.00	DAVID GARCIA
0000000000.00	JESSICA RODRIGUEZ

DD93 and Other Document Uploads

You have not added any attachment.

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.). After completing a document upload, you still have the ability to delete attachments if a document was uploaded by mistake. However, once at least one beneficiary within the package has been approved for payment, document deletion will no longer be allowed after navigating away from this page. Please ensure any necessary document corrections are made before leaving this page.

Add Attachment

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.

Exit

Death Gratuity Package

Soldier Details

Complete

DD93 and Other Document Uploads

Complete

Summary

Complete

Acknowledgement

Not Started

Summary

Validation Status

✓ All Validation has Passed.

Soldier Details

Personnel Information

Empl ID

0000000000

Name

SSG RYAN THOMPSON

DOD ID

0000000000

Casualty Information

Country

USA

State

TX

City

Texas City

Date of Death

08/14/2025

Beneficiary Information

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	Generate DD397

Previous

Next

Validate

Exit

Death Gratuity Package

Soldier Details

Complete

DD93 and Other Document Uploads

Complete

Summary

Complete

Acknowledgement

Visited

Acknowledgement

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.

I Agree

Previous

Submit

Version 3.0 20260120

Page 7, continued on next page ►

One Soldier ★ One Record ★ One Army

★ U.S. ARMY

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.

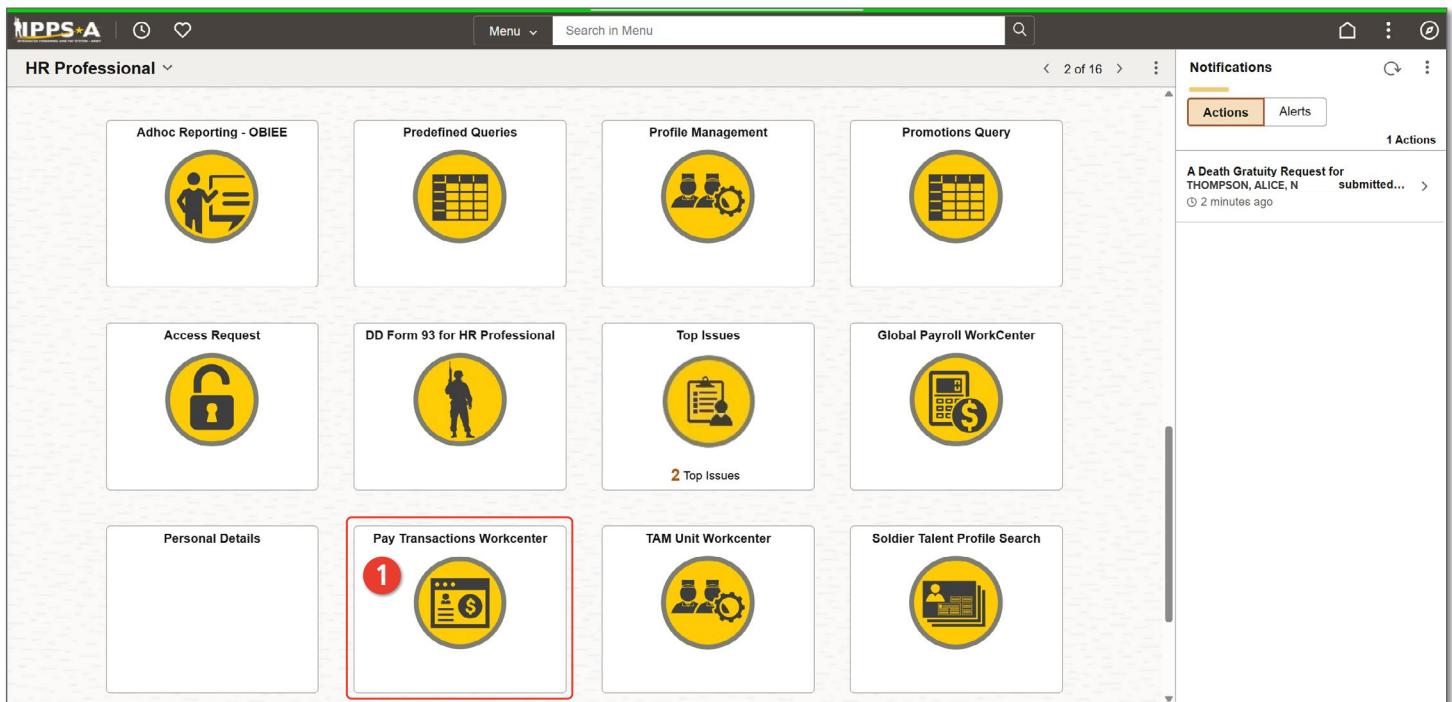
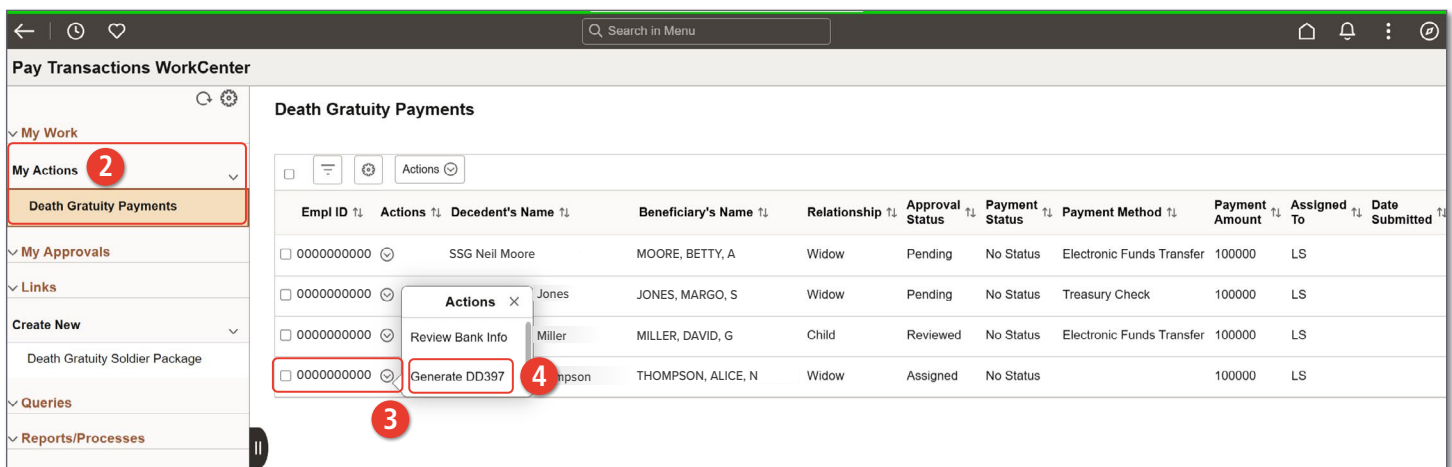
4. A list of actions will populate; Select **Generate DD Form 397**.



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.

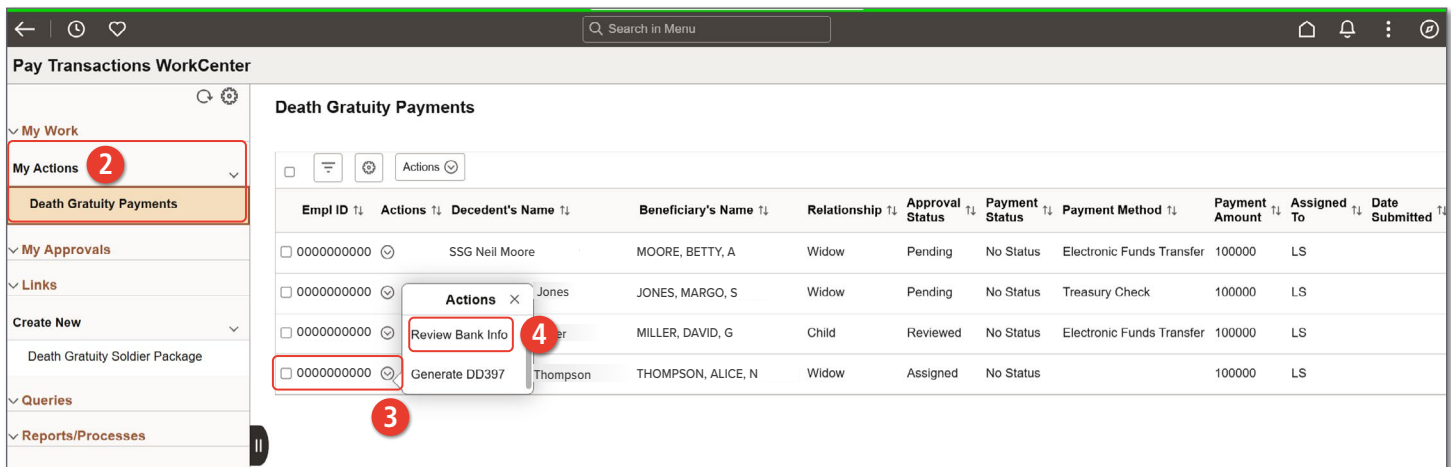
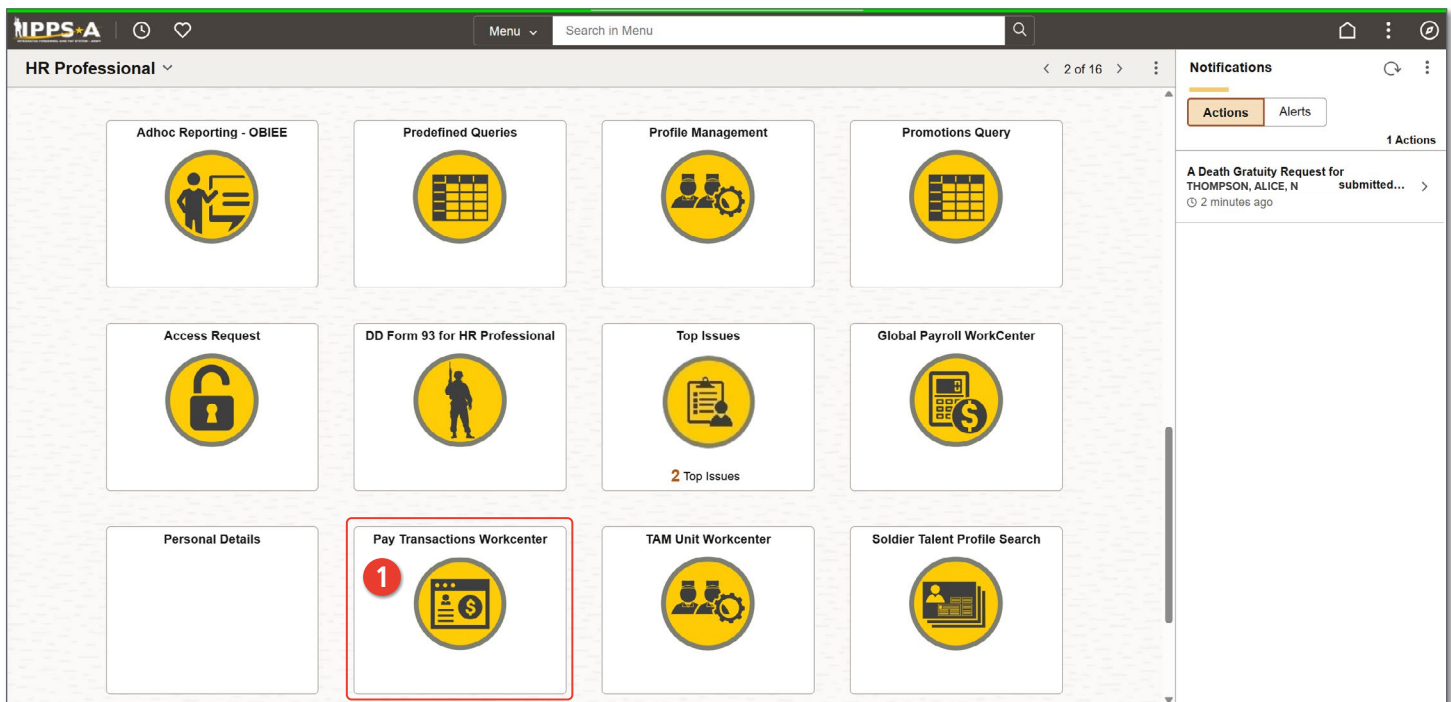



Empl ID	Actions	Decedent's Name	Beneficiary's Name	Relationship	Approval Status	Payment Status	Payment Method	Payment Amount	Assigned To	Date Submitted
0000000000		SSG Neil Moore	MOORE, BETTY, A	Widow	Pending	No Status	Electronic Funds Transfer	100000	LS	
0000000000		Jones	JONES, MARGO, S	Widow	Pending	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

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 Gratuities Payments**.
3. Click the drop-down **Actions** arrow of the assigned beneficiary.
4. Select **Review Bank Info**.



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 Save

Service Member: SSG Ryan Lee Thompson

Empl ID	DOD ID	Pay Grade
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 Save

Service Member: SSG Ryan Lee Thompson

Empl ID	DOD ID	Pay Grade
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. >

Beneficiary Details Cancel Done

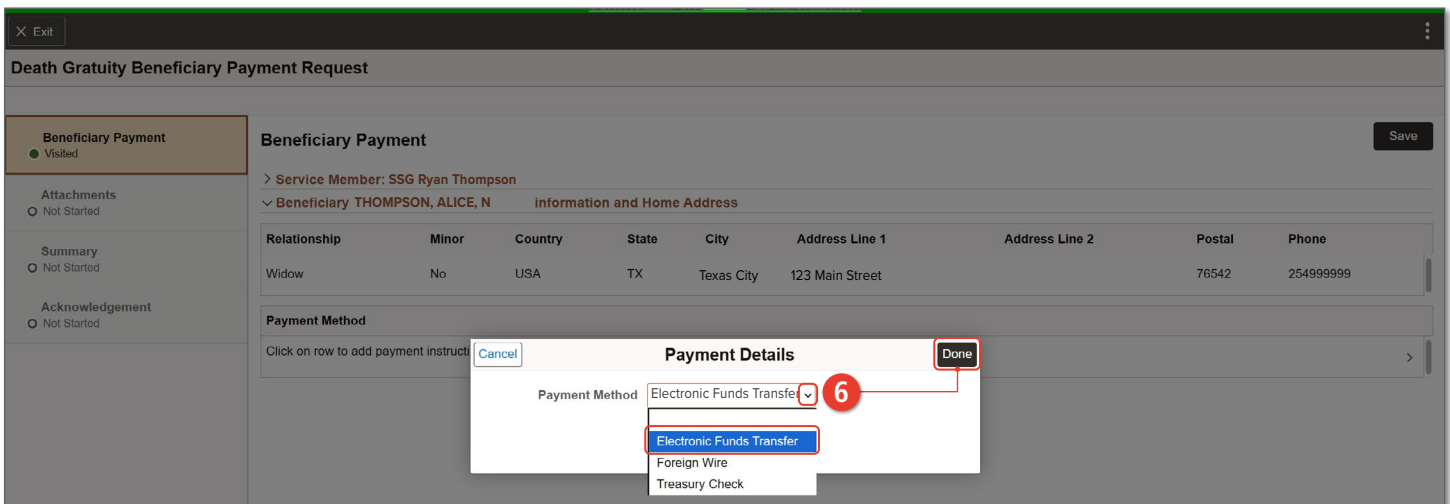
Recipient Information		Recipient Home Address	
Empl ID	0000000000	*Country	USA
Recipient ID	DG0000000	Postal	00000
*Relationship	Widow	State	TX
*Full Name	THOMPSON, ALICE, N	*City	Texas City
*Minor	No	*Address 1	123 Main St
		Address 2	
		Phone	000/000-0000

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**.



*NOTE: Account Name
is not required.*



Death Gratuities Beneficiary Payment Request

Beneficiary Payment (Visited)

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

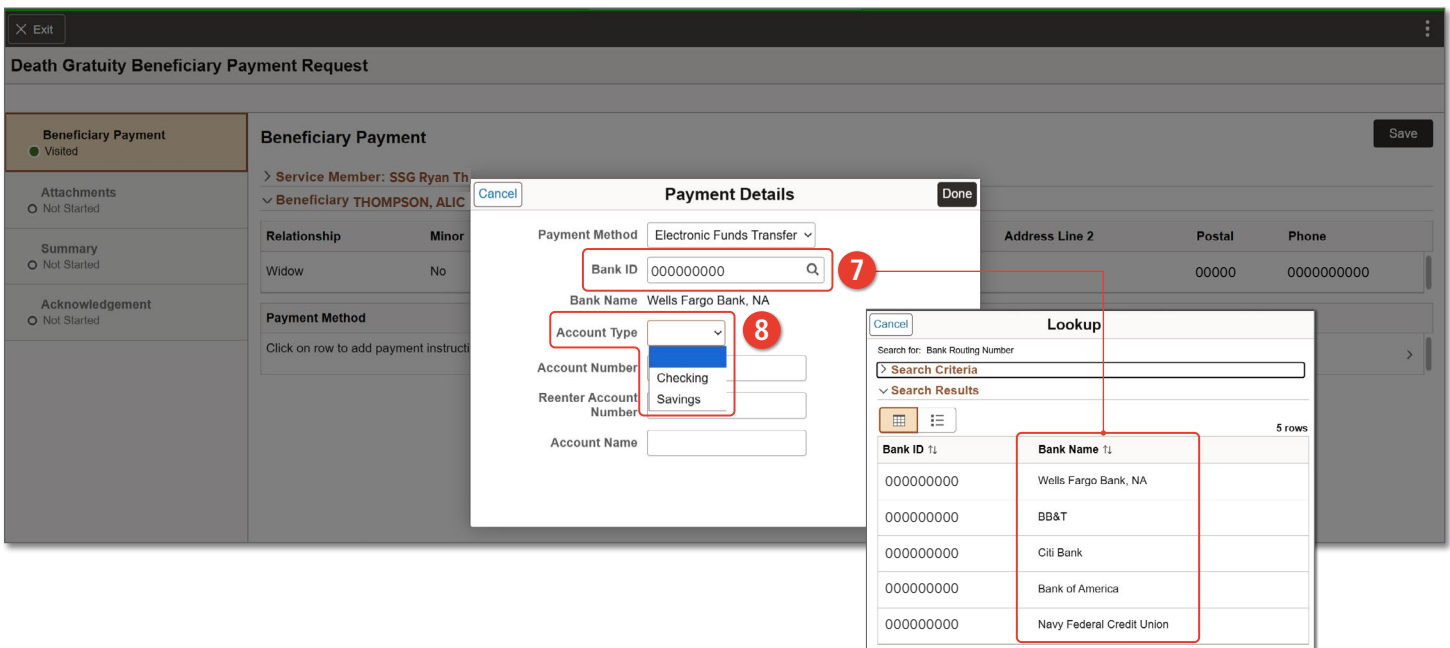
Payment Method

Click on row to add payment instructions

Payment Details

Payment Method: Electronic Funds Transfer (selected)

Done



Death Gratuities Beneficiary Payment Request

Beneficiary Payment (Visited)

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		00000	0000000000

Payment Method

Click on row to add payment instructions

Payment Details

Payment Method: Electronic Funds Transfer (selected)

Bank ID: 000000000

Bank Name: Wells Fargo Bank, NA

Account Type: Checking (selected)

Account Number:

Reenter Account Number:

Account Name:

Lookup

Search for: Bank Routing Number

Search Criteria:

Search Results:

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

Beneficiary Payment
> Service Member: SSG Ryan T
v Beneficiary THOMPSON, ALI

Relationship: Minor
Widow: No

Payment Method
Click on row to add payment instruct

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: *****
Account Name:

Address Line 2: 00000
Postal: 00000
Phone: 000000000

Cancel Done

9

Save

Death Gratuity Beneficiary Payment Request

Beneficiary Payment
Complete

Attachments
Not Started

Summary
Not Started

Acknowledgement
Not Started

Beneficiary Payment
> Service Member: SSG Ryan Thompson
v 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	Banking Info	Account Info
Electronic Funds Transfer	RTN: 0000000000 Wells Fargo Bank, NA	Account: 0000000000 Checking

Next >

Save

10

Inputting Bank Information CONTINUED

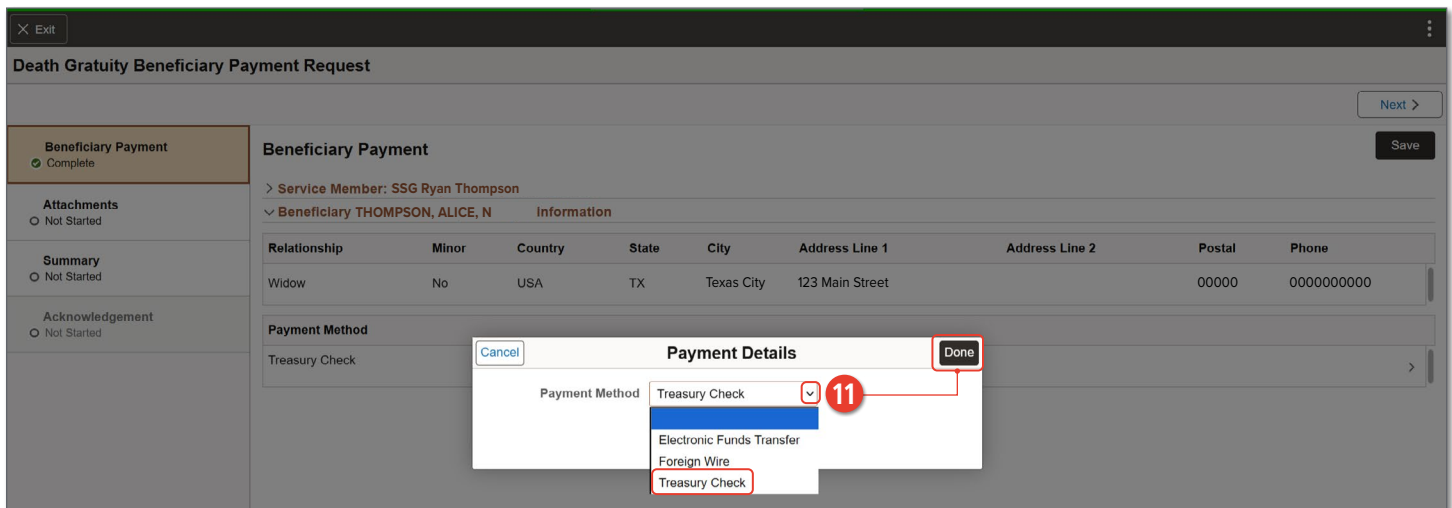
If selecting **Treasury Check** (steps 1-4, 11-12, and 19-22):

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

Beneficiary Payment (Complete)

> 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

Treasury Check

Payment Details

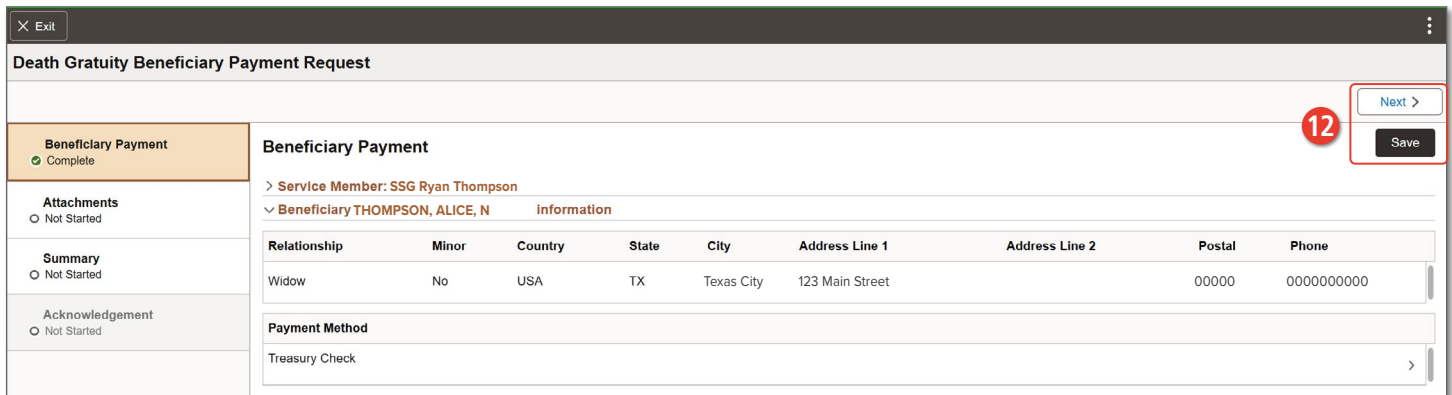
Payment Method: Treasury Check (11)

Electronic Funds Transfer

Foreign Wire

Treasury Check

Done



Death Gratuity Beneficiary Payment Request

Beneficiary Payment (Complete)

> 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

Treasury Check

Next > (12)

Save

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.

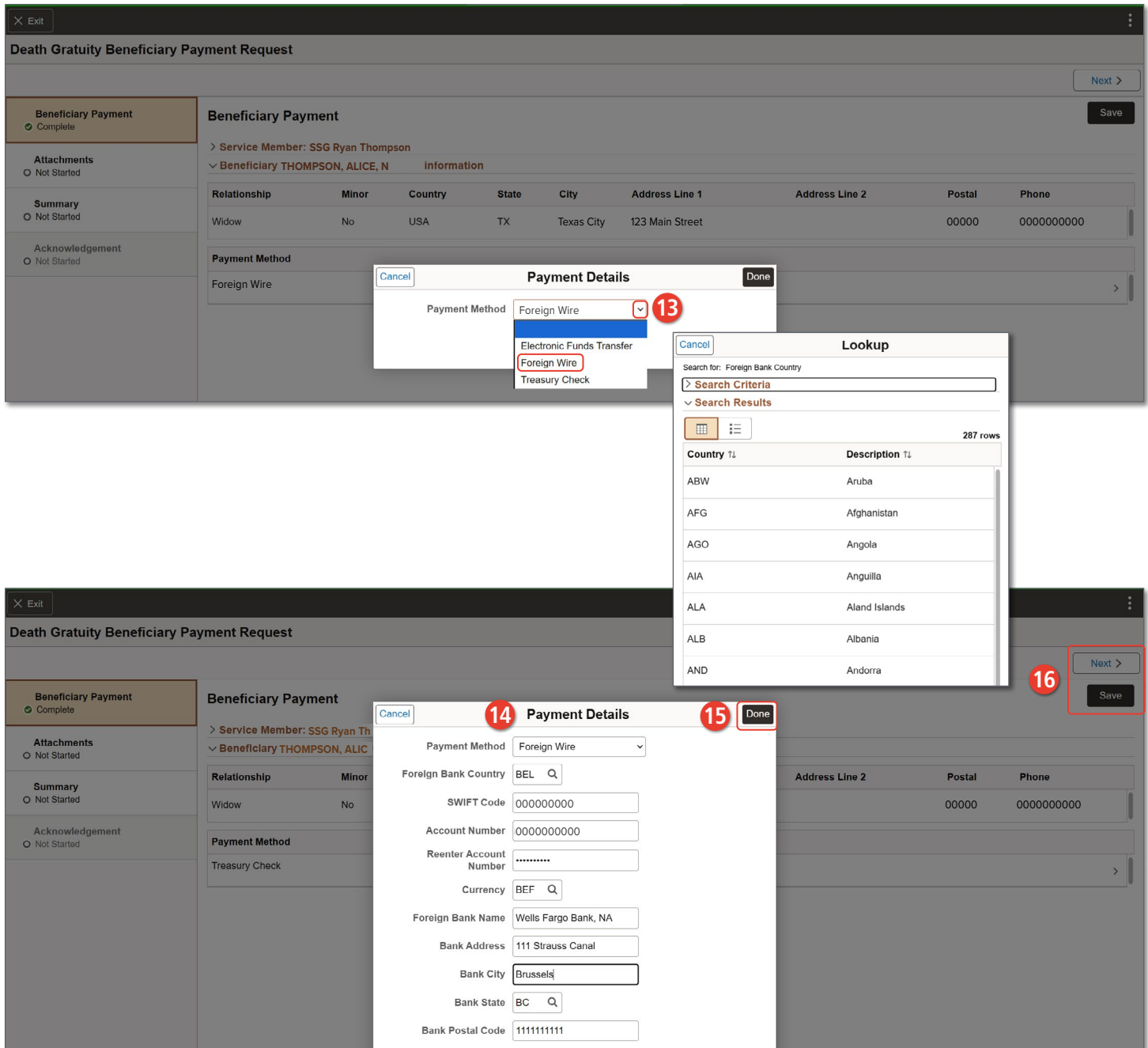
14. Enter all foreign wire payment details.

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.



The screenshot shows the 'Death Gratuity Beneficiary Payment Request' form. The 'Beneficiary Payment' section is active, showing details for SSG Ryan Thompson and Beneficiary THOMPSON, ALICE, N. The 'Payment Method' is set to 'Foreign Wire'. A 'Payment Details' modal is open, showing the 'Foreign Wire' selection. A 'Lookup' modal is also open, showing a list of countries. The 'Next' and 'Save' buttons are highlighted with red boxes and numbers 16 and 15 respectively.

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

Country	Description
ABW	Aruba
AFG	Afghanistan
AGO	Angola
AIA	Anguilla
ALA	Aland Islands
ALB	Albania
AND	Andorra

Payment Method	Foreign Bank Country	SWIFT Code	Account Number	Reenter Account Number	Currency	Foreign Bank Name	Bank Address	Bank City	Bank State	Bank Postal Code
Foreign Wire	BEL	000000000	0000000000	*****	BEF	Wells Fargo Bank, NA	111 Strauss Canal	Brussels	BC	111111111

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 ☒ Complete

Summary ☐ Not Started

Acknowledgement ☐ Not Started

Attachments

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.).

Save **18**

+ **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

Death Gratuity Beneficiary Payment Request

Beneficiary Payment ☒ Complete

Attachments ☒ Complete

Summary ☒ Complete

Acknowledgement ☐ Not Started

Summary

Validation Status

☒ All Validation has Passed.

Soldier Details

Personnel Information

Empl ID	0000000000
Name	SSG Ryan Thompson
DOD ID	0000000000

Beneficiary Information

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 Electronic Funds Transfer USA	Texas	City	123 Main Street		00000	Generate DD397 Yes

Validate **19**

Next > **20**

Death Gratuity Beneficiary Payment Request

Beneficiary Payment ☒ Complete

Attachments ☒ Complete

Summary ☒ Complete

Acknowledgement ☐ Not Started

Acknowledgement

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.

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.

☒ I Agree **21**

Submit **22**

Previous <

Intermediate Approver

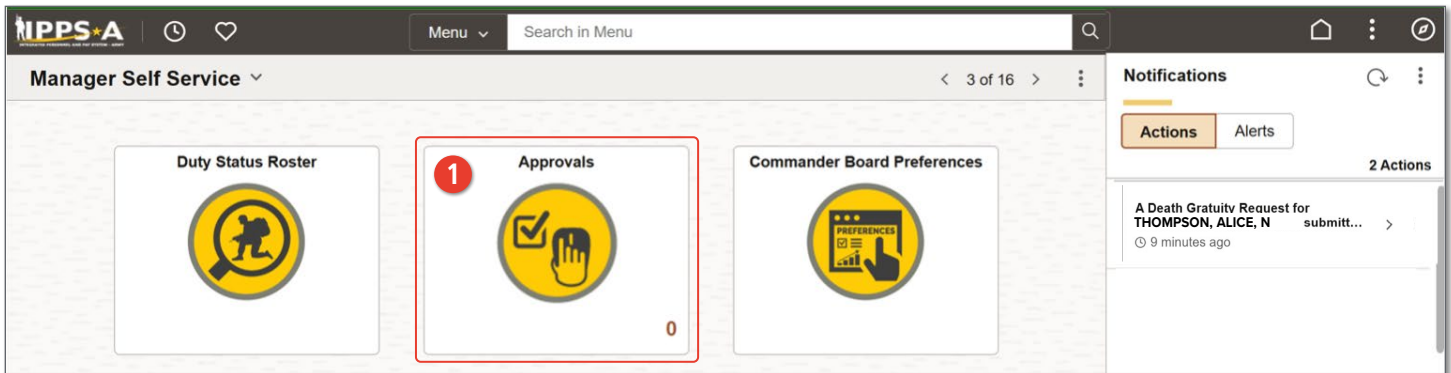
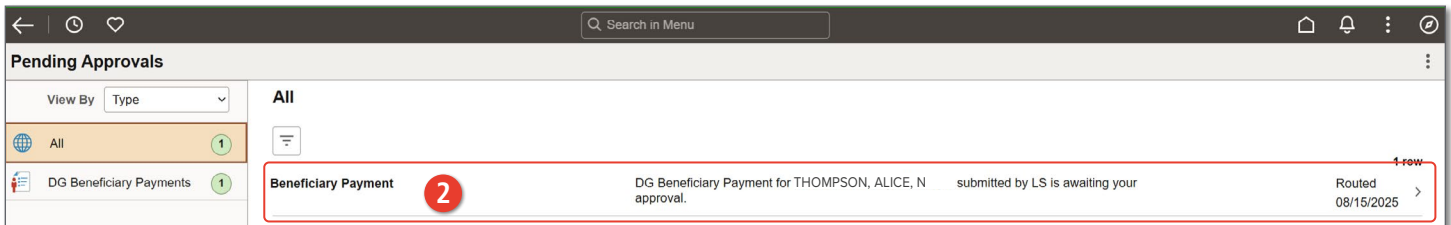
1. Navigate to Manager Self-Service homepage; Select the **Approvals** tile.
2. Select the appropriate Member's **DG Beneficiary Payment** package to approve.
3. Open all sections (**Beneficiary**, **Beneficiary Payment Information**, and **Attachments**) to review all information is correct. Make edits,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



NOTE: Compare the banking information to all attached documents.

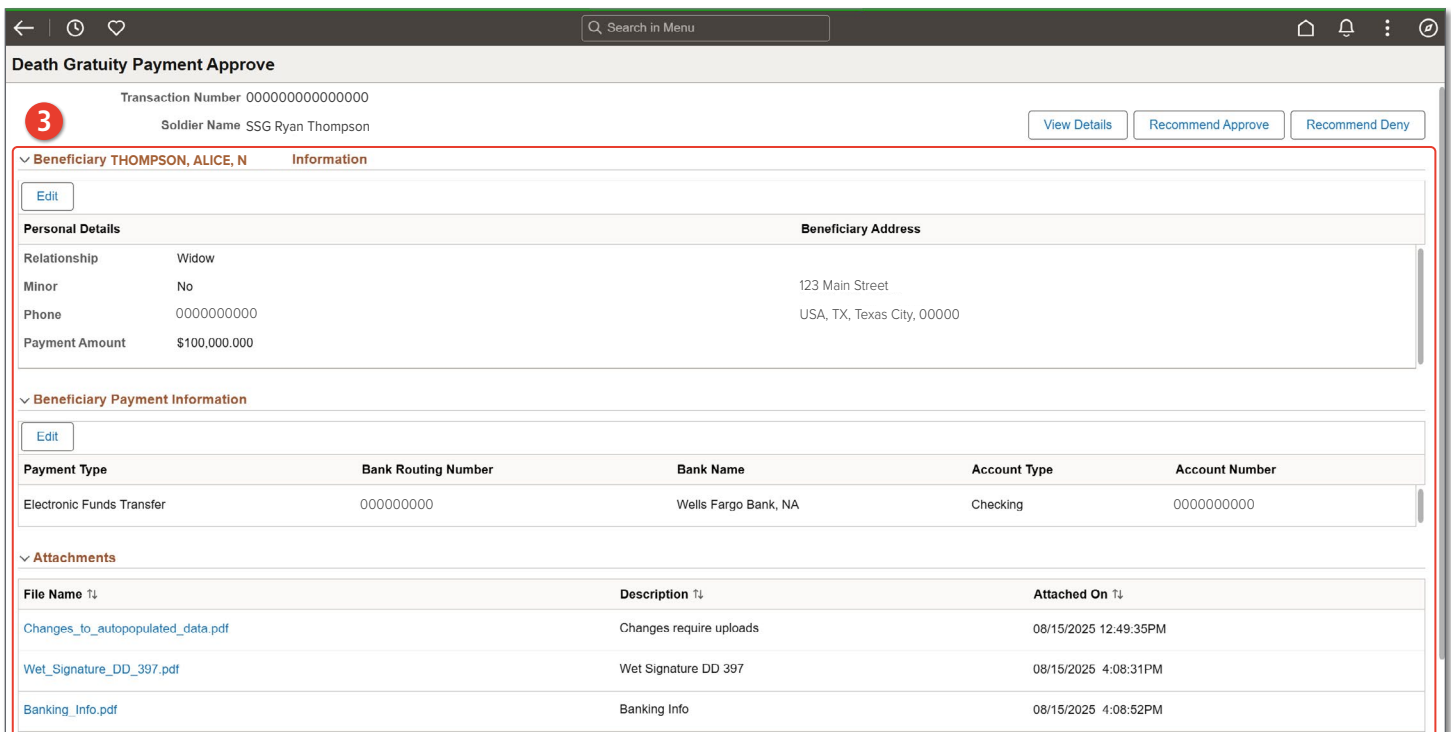


NOTE: Selecting View Details also opens Beneficiary Payment Information.

View By	Type	All
All	1	
DG Beneficiary Payments	1	

Beneficiary Payment	Description	Submitted By	Status	Routing
Beneficiary Payment	DG Beneficiary Payment for THOMPSON, ALICE, N	submitted by LS	awaiting your approval.	Routed 08/15/2025



Transaction Number 0000000000000000
Soldier Name SSG Ryan Thompson

[View Details](#) [Recommend Approve](#) [Recommend Deny](#)

Beneficiary THOMPSON, ALICE, N Information

[Edit](#)

Personal Details		Beneficiary Address	
Relationship	Widow		
Minor	No	123 Main Street	
Phone	0000000000	USA, TX, Texas City, 00000	
Payment Amount	\$100,000.000		

Beneficiary Payment Information

[Edit](#)

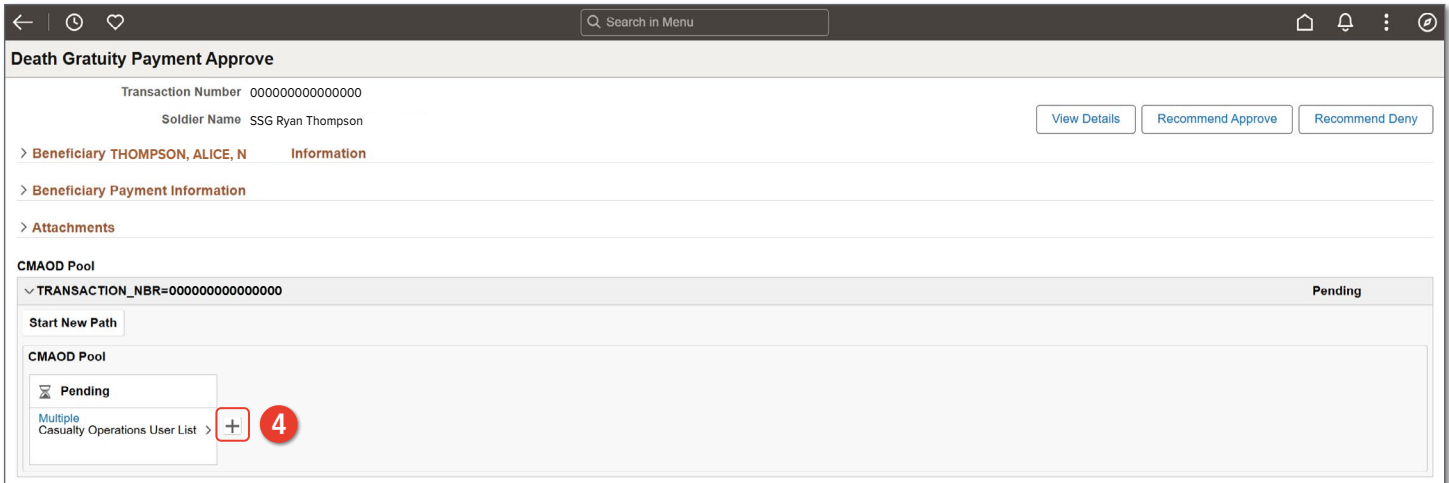
Payment Type	Bank Routing Number	Bank Name	Account Type	Account Number
Electronic Funds Transfer	000000000	Wells Fargo Bank, NA	Checking	0000000000

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

Intermediate Approver CONTINUED

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



Death Gratuity Payment Approve

Transaction Number 0000000000000000
Soldier Name SSG Ryan Thompson

View Details Recommend Approve Recommend Deny

> Beneficiary THOMPSON, ALICE, N Information

> Beneficiary Payment Information

> Attachments

CMAOD Pool

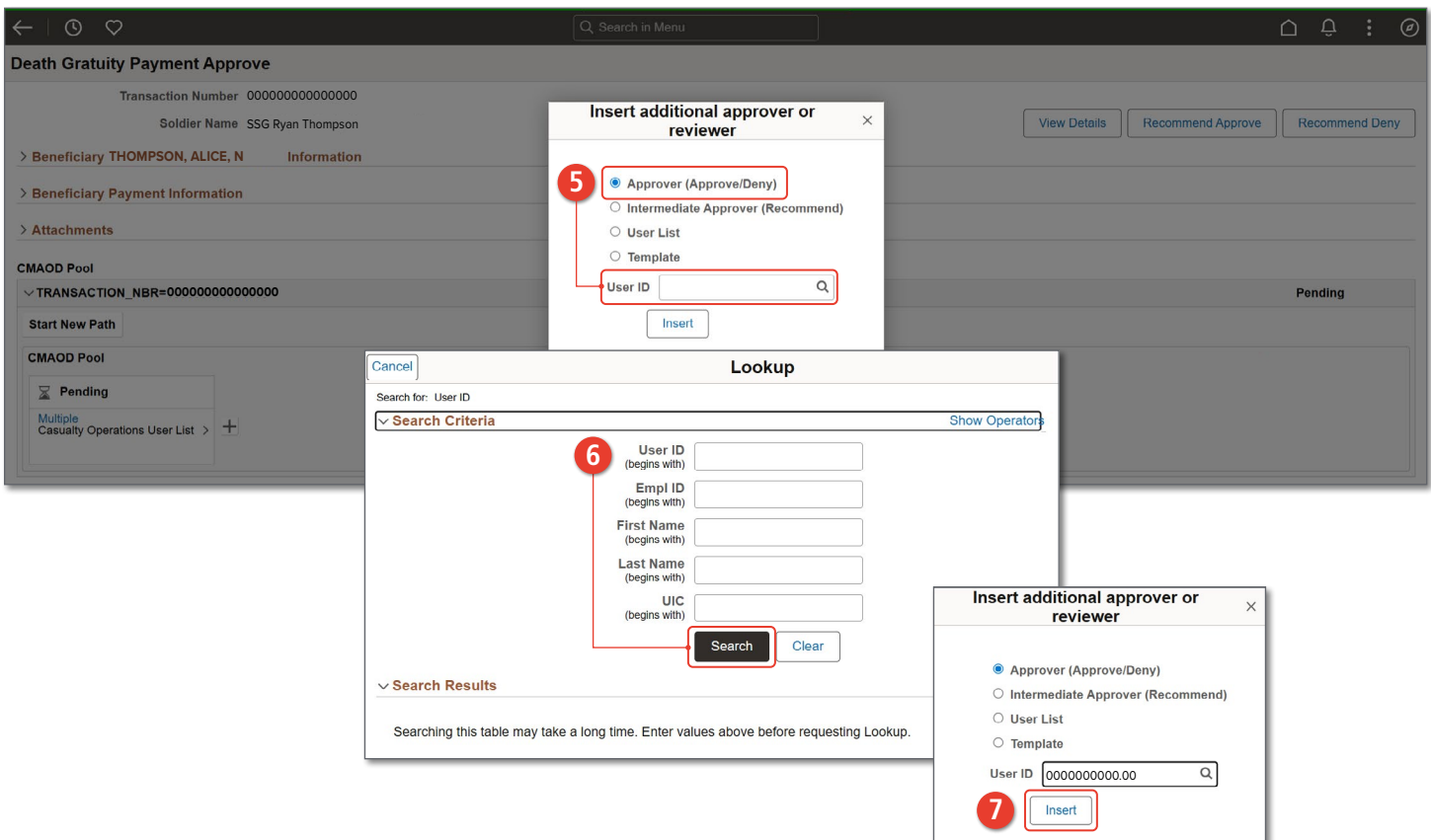
TRANSACTION_NBR=0000000000000000 Pending

Start New Path

CMAOD Pool

Pending

Multiple Casualty Operations User List > + 4



Death Gratuity Payment Approve

Transaction Number 0000000000000000
Soldier Name SSG Ryan Thompson

View Details Recommend Approve Recommend Deny

> 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 > +

Insert additional approver or reviewer

5

Approver (Approve/Deny)

Intermediate Approver (Recommend)

User List

Template

User ID

Insert

Lookup

6

Search for: User ID

Search Criteria

User ID (begins with)

Empl ID (begins with)

First Name (begins with)

Last Name (begins with)

UIC (begins with)

Search

Clear

Search Results

Searching this table may take a long time. Enter values above before requesting Lookup.

Insert additional approver or reviewer

7

Approver (Approve/Deny)

Intermediate Approver (Recommend)

User List

Template

User ID 0000000000.00

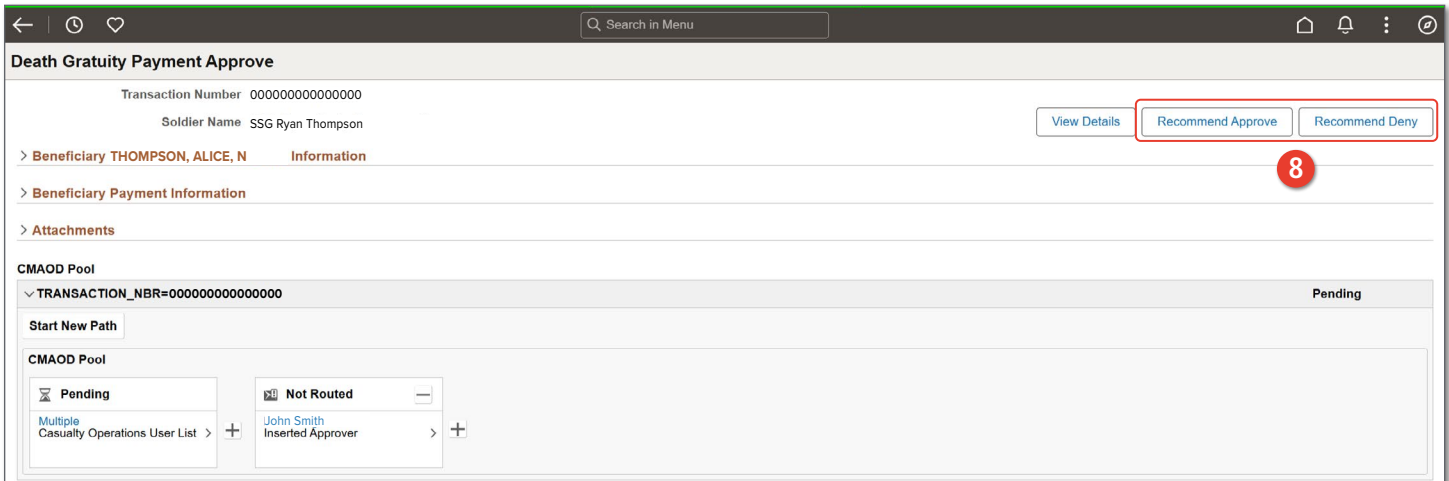
Insert

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

View Details **Recommend Approve** Recommend Deny

> Beneficiary THOMPSON, ALICE, N Information

> Beneficiary Payment Information

> Attachments

CMAOD Pool

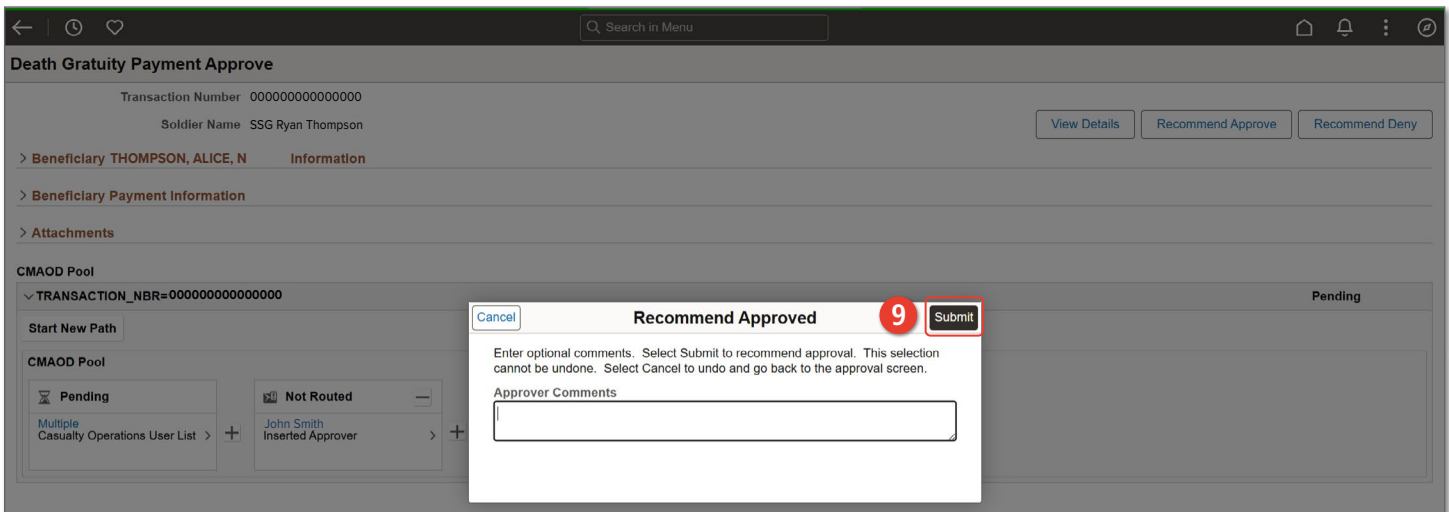
TRANSACTION_NBR=0000000000000000 Pending

Start New Path

CMAOD Pool

Pending Not Routed

Multiple John Smith
Casualty Operations User List Inserted Approver



Death Gratuity Payment Approve

Transaction Number 0000000000000000

Soldier Name SSG Ryan Thompson

View Details Recommend Approve Recommend Deny

> Beneficiary THOMPSON, ALICE, N Information

> Beneficiary Payment Information

> Attachments

CMAOD Pool

TRANSACTION_NBR=0000000000000000 Pending

Start New Path

CMAOD Pool

Pending Not Routed

Multiple John Smith
Casualty Operations User List Inserted Approver

Recommend Approved

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

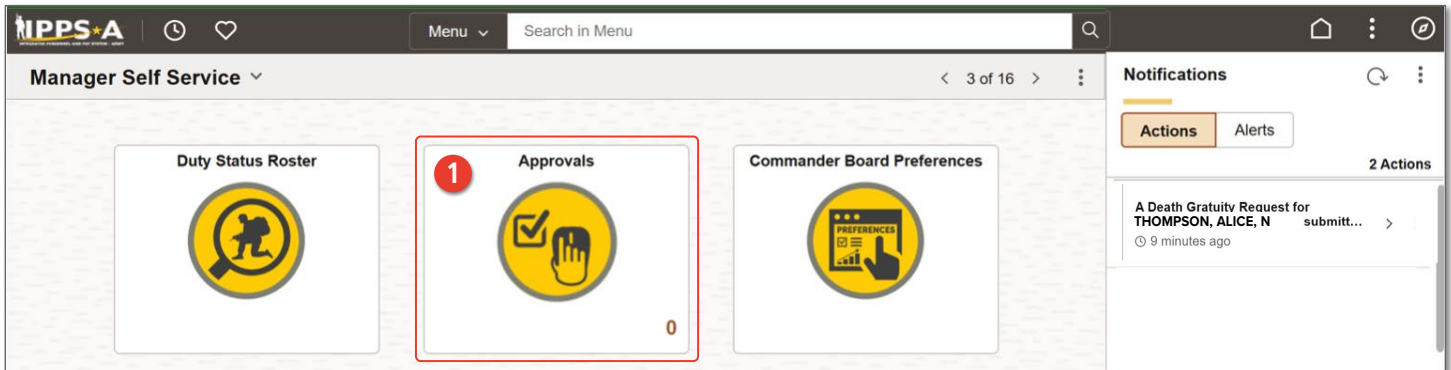
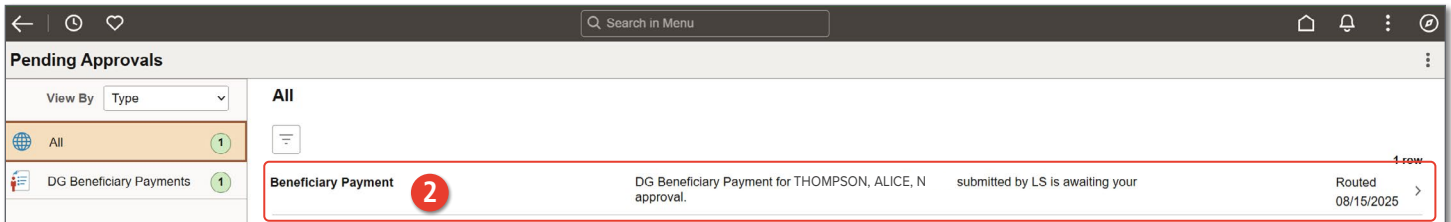
Cancel Submit

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.

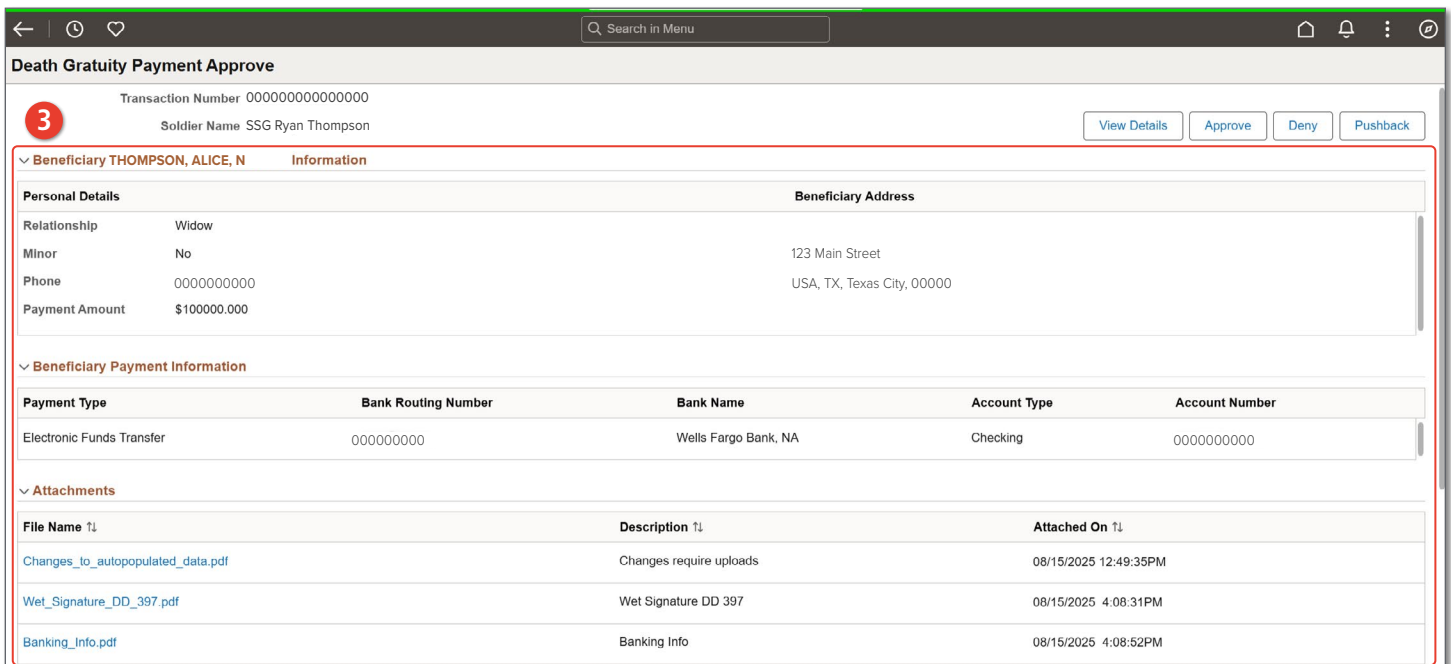


NOTE: Final Approvers cannot edit. Selecting View Details also opens Beneficiary Payment Information.

View By	Type	All
All	1	
DG Beneficiary Payments	1	

Beneficiary Payment	Description	Status	Routed
DG Beneficiary Payment for THOMPSON, ALICE, N	submitted by LS is awaiting your approval.	1 row	08/15/2025



Death Gratuity Payment Approve

Transaction Number 0000000000000000
Soldier Name SSG Ryan Thompson

[View Details](#) [Approve](#) [Deny](#) [Pushback](#)

Beneficiary THOMPSON, ALICE, N Information

Personal Details		Beneficiary Address	
Relationship	Widow		
Minor	No	123 Main Street	
Phone	0000000000	USA, TX, Texas City, 00000	
Payment Amount	\$100000.000		

Beneficiary Payment Information

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

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

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."

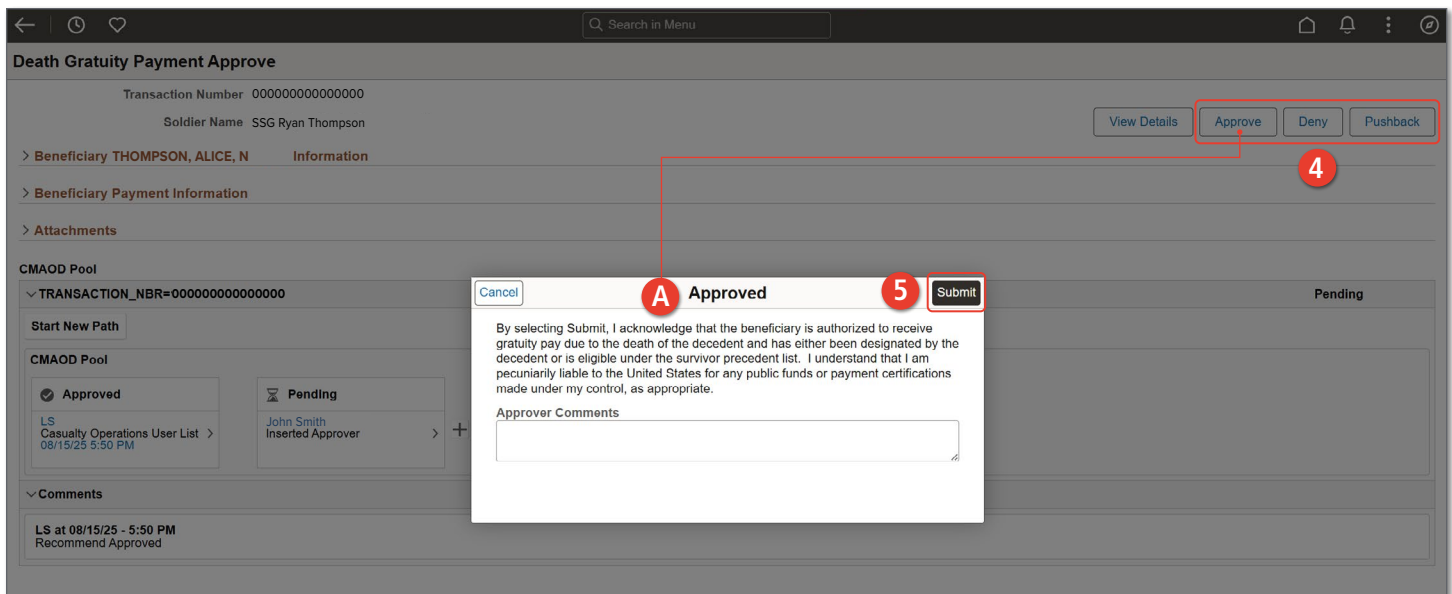
5. Click **Submit**.



NOTE: Comments are required for both Deny and Pushback.



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



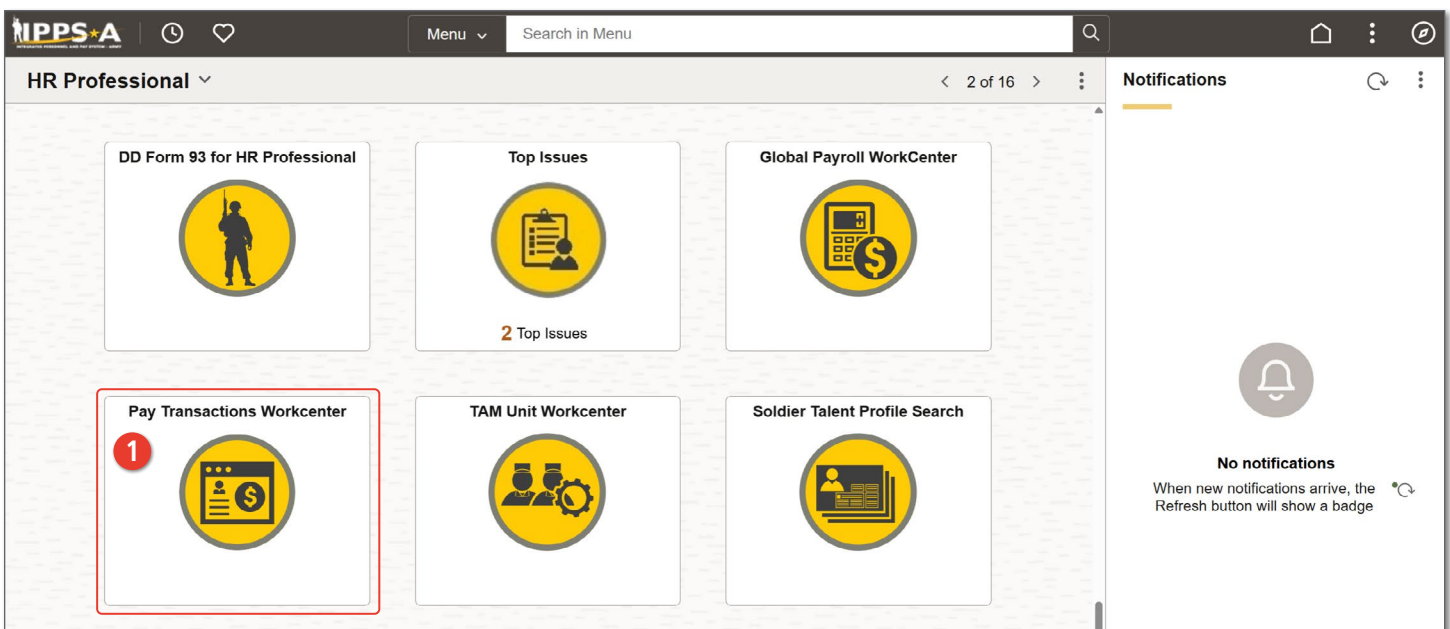
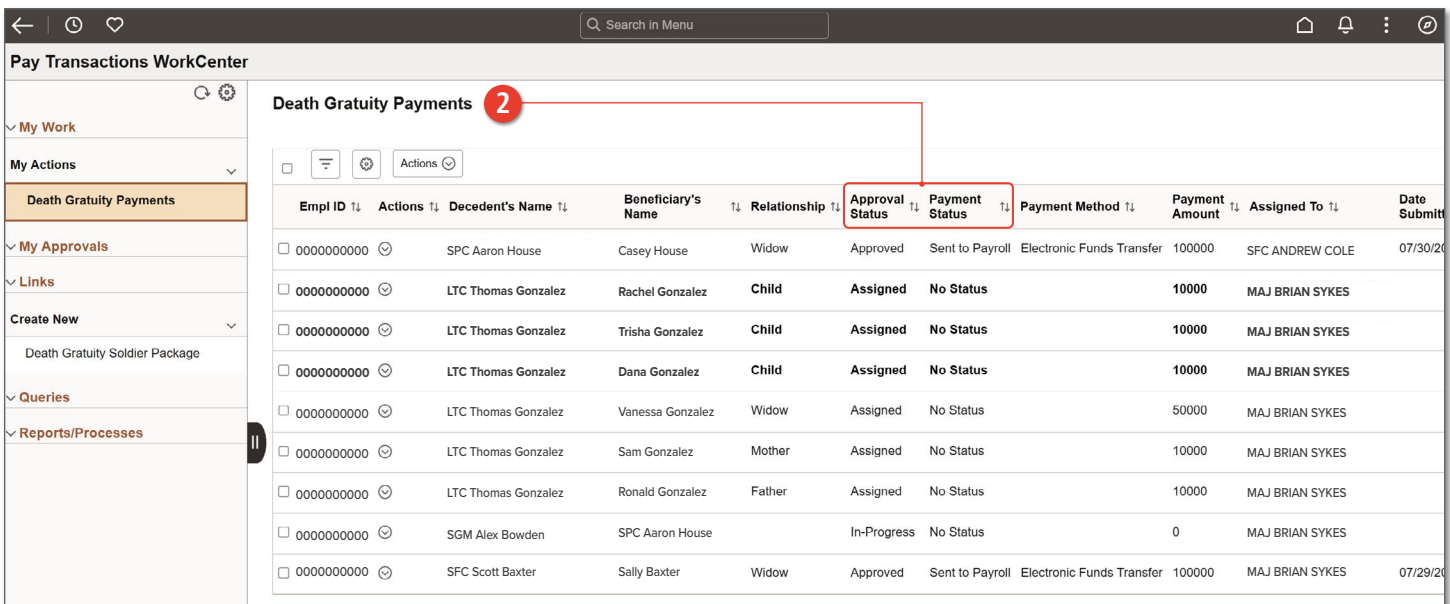
Status Checks

1. Navigate to HR Professional homepage; Select the **Pay Transactions Workcenter** tile.
2. Under **Death Gratuity Payments**, review **Approval 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.

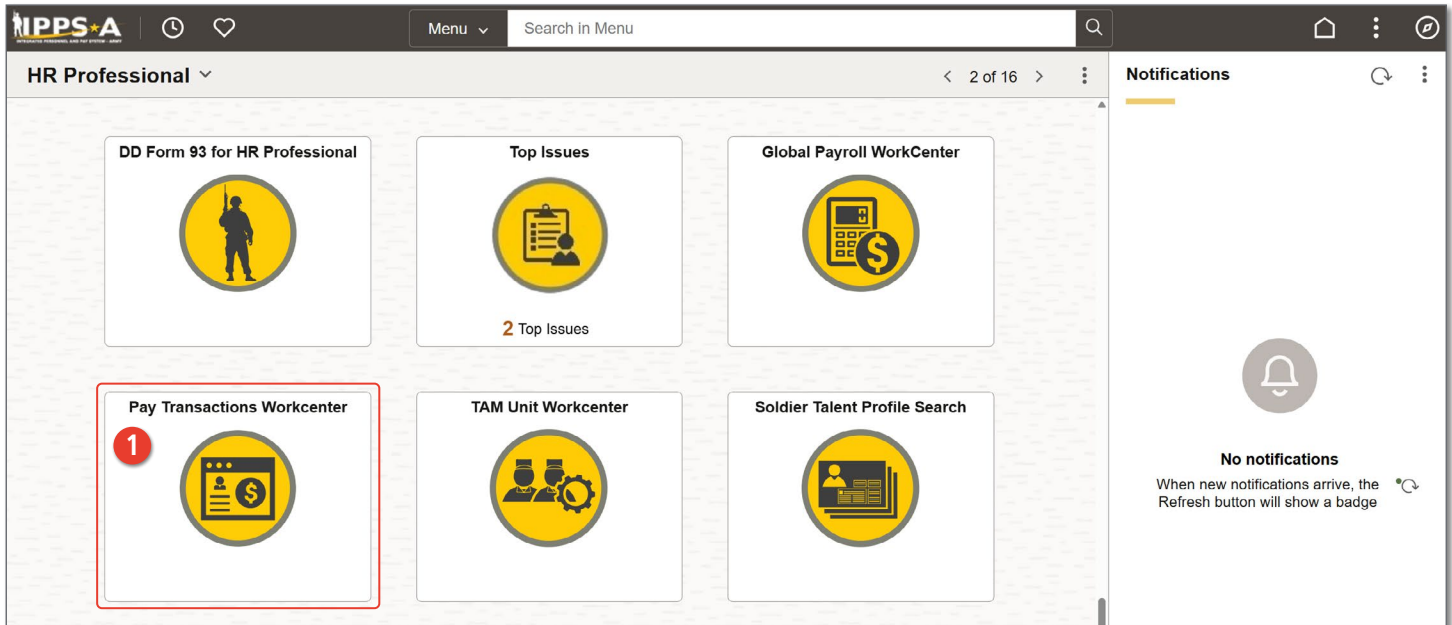
If initial package was cancelled and needs to be resubmitted, go to "Resubmitting a Death Gratuity Package" section on page 24.

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

Cancelling a Death Gratuities Package

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



HR Professional

Menu Search in Menu

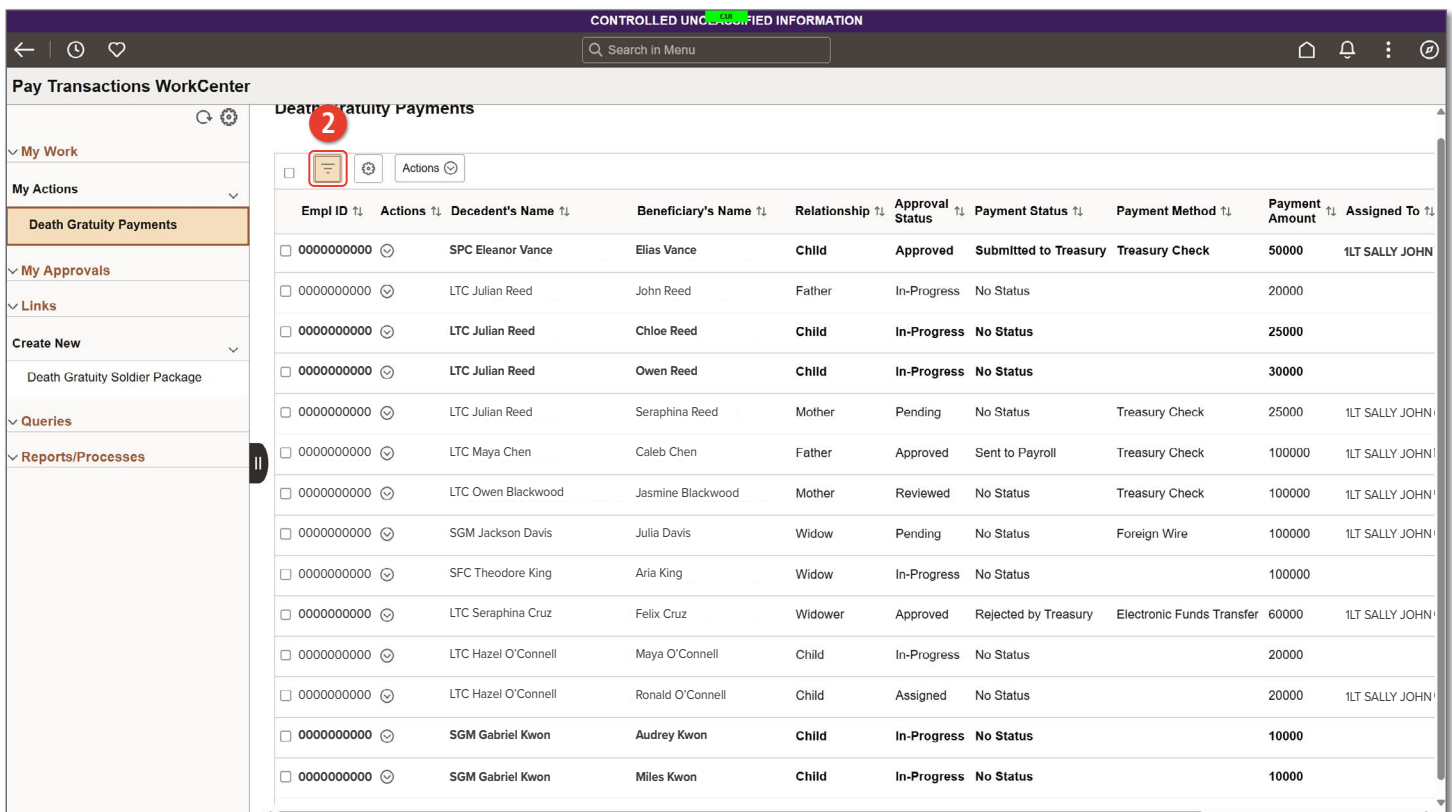
2 of 16

Notifications

No notifications
When new notifications arrive, the Refresh button will show a badge

1

2



CONTROLLED UNCLASSIFIED INFORMATION

Pay Transactions Workcenter

Death Gratuities Payments

2

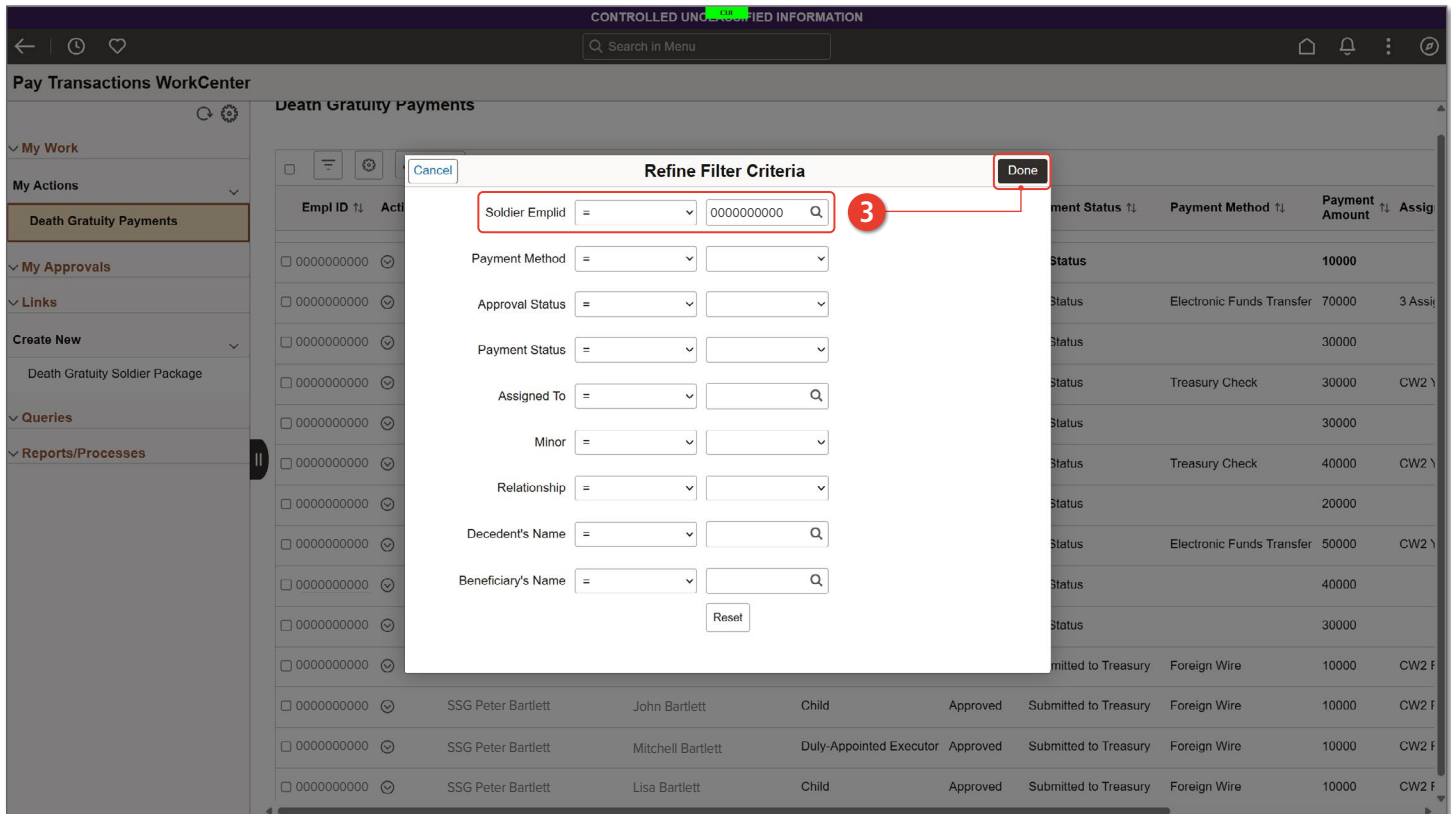
Empl ID	Actions	Decedent's Name	Beneficiary's Name	Relationship	Approval Status	Payment Status	Payment Method	Payment Amount	Assigned To
0000000000		SPC Eleanor Vance	Elias Vance	Child	Approved	Submitted to Treasury	Treasury Check	50000	1LT SALLY JOHN
0000000000		LTC Julian Reed	John Reed	Father	In-Progress	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.



Pay Transactions WorkCenter

Death Gratuity Payments

Refine Filter Criteria

Soldier Emplid = 0000000000

Payment Method =

Approval Status =

Payment Status =

Assigned To =

Minor =

Relationship =

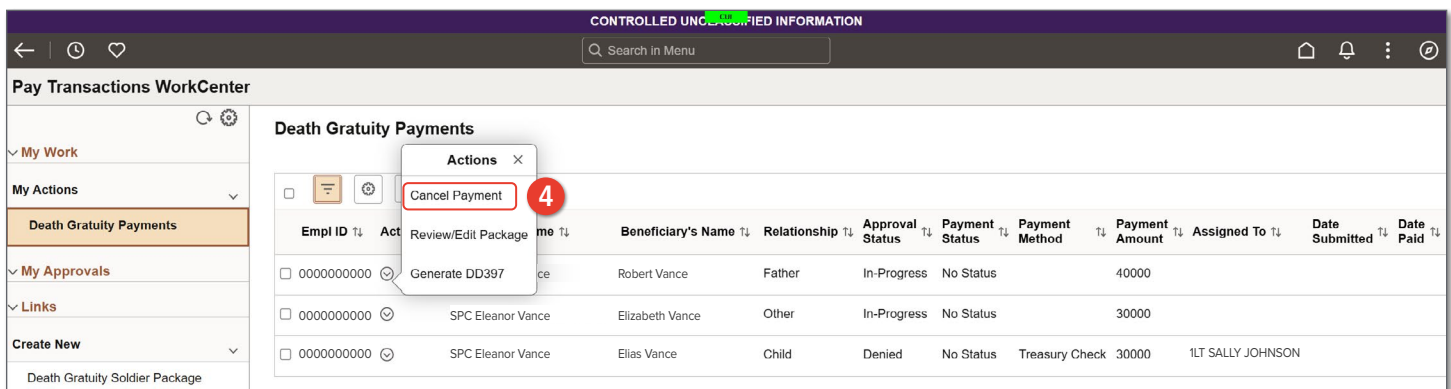
Decedent's Name =

Beneficiary's Name =

Reset

Done

Empl ID	Act	Beneficiary's Name	Relationship	Approval Status	Payment Status	Payment Method	Payment Amount	Assigned To
0000000000		SSG Peter Bartlett	John Bartlett	Child	Approved	Submitted to Treasury	10000	CW2 F
0000000000		SSG Peter Bartlett	Mitchell Bartlett	Duly-Appointed Executor	Approved	Submitted to Treasury	10000	CW2 F
0000000000		SSG Peter Bartlett	Lisa Bartlett	Child	Approved	Submitted to Treasury	10000	CW2 F



Pay Transactions WorkCenter

Death Gratuity Payments

Actions

Cancel Payment

Review/Edit Package

Generate DD397

Empl ID	Act	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		

Cancelling a Death Gratuities Package CONTINUED

5. Enter a Cancellation Reason. Select Done.

6. Select OK.

7. On the Death Gratuities Payments dashboard, the Approval Status updates to Cancelled.



NOTE: You may need to filter to view results.

CONTROLLED UNCLASSIFIED INFORMATION

Pay Transactions WorkCenter

Death Gratuities 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

Enter Reason

Beneficiary implicated in Member's demise.

5

Cancel Done

CONTROLLED UNCLASSIFIED INFORMATION

Pay Transactions WorkCenter

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

OK

6

CONTROLLED UNCLASSIFIED INFORMATION

Pay Transactions WorkCenter

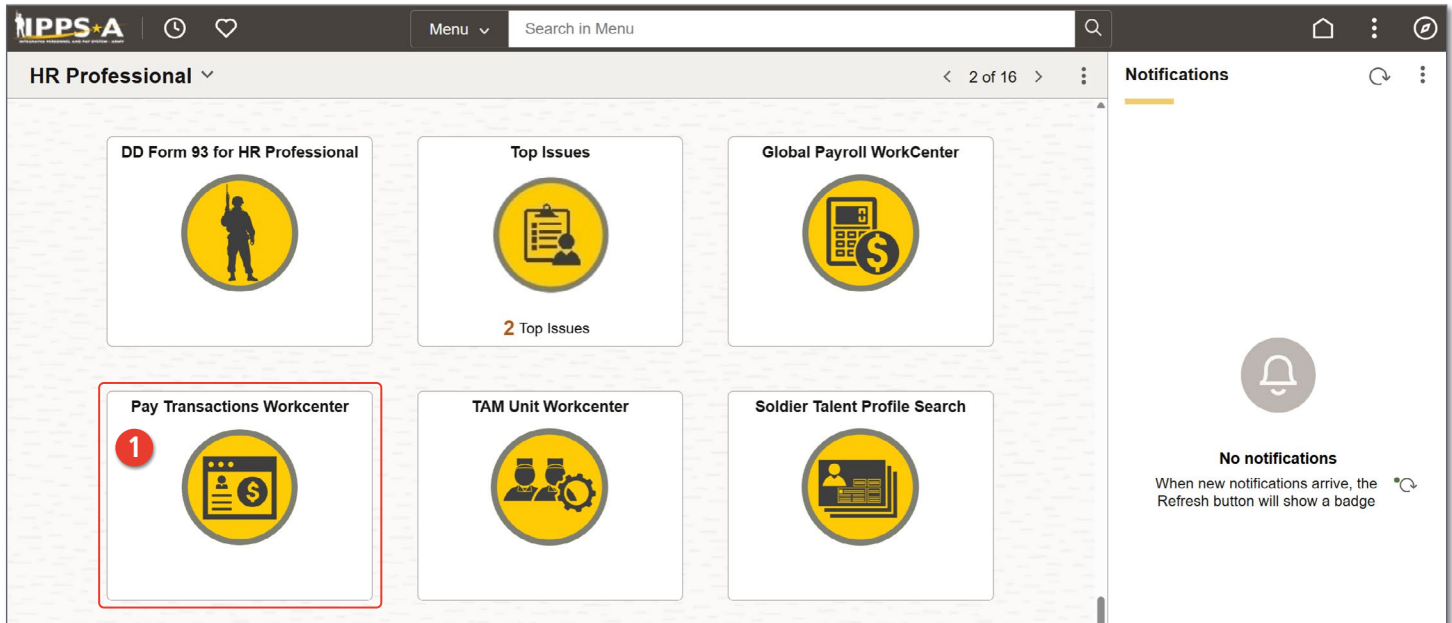
Death Gratuities Payments

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 Gratuities Package

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



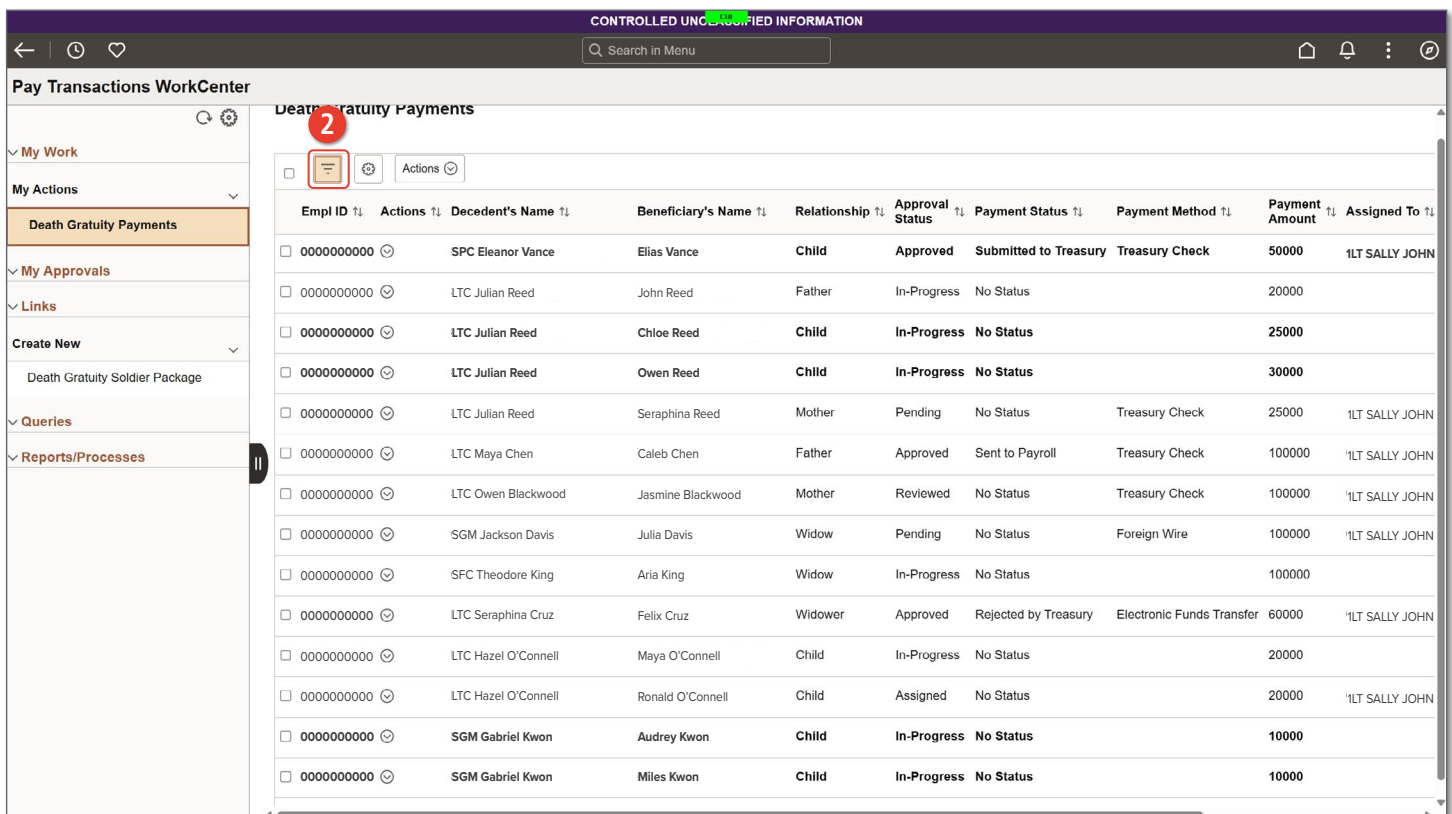
HR Professional

Menu Search in Menu

2 of 16

Notifications

No notifications
When new notifications arrive, the Refresh button will show a badge



CONTROLLED UNCLASSIFIED INFORMATION

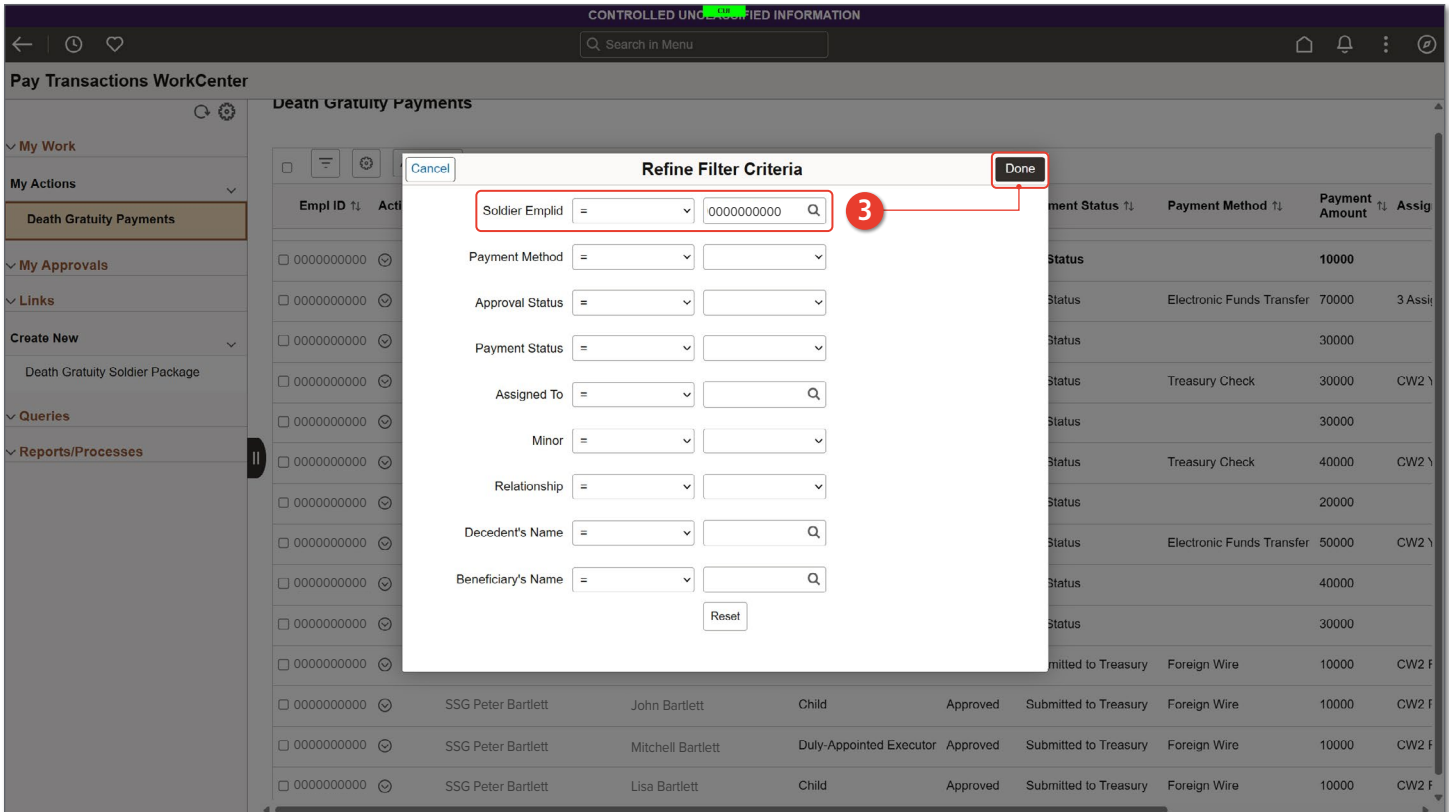
Pay Transactions Workcenter

Death Gratuities 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	

Resubmitting a Death Gratuities 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**.



Pay Transactions WorkCenter

Death Gratuities Payments

Refine Filter Criteria

Soldier Emplid = 0000000000

Payment Method =

Approval Status =

Payment Status =

Assigned To =

Minor =

Relationship =

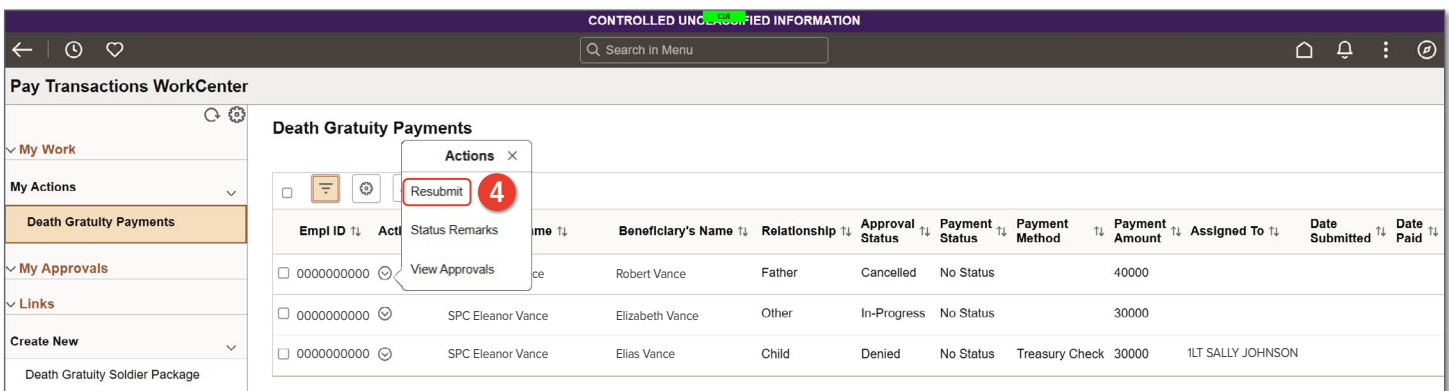
Decedent's Name =

Beneficiary's Name =

Reset

Done

Empl ID	Act	Status	Remarks	Beneficiary's Name	Relationship	Approval Status	Payment Status	Payment Method	Payment Amount	Assigned To
0000000000									10000	
0000000000								Electronic Funds Transfer	70000	3 Ass
0000000000									30000	
0000000000								Treasury Check	30000	CW2 Y
0000000000									30000	
0000000000								Treasury Check	40000	CW2 Y
0000000000									20000	
0000000000								Electronic Funds Transfer	50000	CW2 Y
0000000000									40000	
0000000000									30000	
0000000000								Submitted to Treasury	Foreign Wire	10000
0000000000				SSG Peter Bartlett	John Bartlett	Child	Approved	Submitted to Treasury	Foreign Wire	10000
0000000000				SSG Peter Bartlett	Mitchell Bartlett	Duly-Appointed Executor	Approved	Submitted to Treasury	Foreign Wire	10000
0000000000				SSG Peter Bartlett	Lisa Bartlett	Child	Approved	Submitted to Treasury	Foreign Wire	10000



Pay Transactions WorkCenter

Death Gratuities Payments

Actions

Resubmit

View Approvals

Empl ID	Act	Status	Remarks	Beneficiary's Name	Relationship	Approval Status	Payment Status	Payment Method	Payment Amount	Assigned To	Date Submitted	Date Paid
0000000000				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	

Resubmitting a Death Gratuities Package CONTINUED

- On the Death Gratuities Payments dashboard, the Approval Status updates to In Progress.

CONTROLLED UNCLASSIFIED INFORMATION

Pay Transactions WorkCenter

Death Gratuities 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		

IPPS-A RESOURCES

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