

TABLE 1

EFT PAYMENT	CHECK PAYMENT
1. Contact OPNAV (N135C) for step-by-step procedures and a sample package for payment of the death gratuity:	1. Verify beneficiary's identity, correct spelling of name and Social Security Number. Inform OPNAV (N135C) and the Regional CAC/FHS Program Manager that a check payment has been requested and transmit the verified identification information to both offices.
2. The following forms are required (contact OPNAV (N135C) for assistance with forms): <ul style="list-style-type: none"> • DD 397 Claim Certification and Voucher for Death Gratuity Payment; and • SF 1199A Direct Deposit Sign-Up Form for EFT death gratuity payment 	2. OPNAV (N135C) will coordinate check payments with Navy Pay and Personnel Support Center (NPPSC) Disbursing Office. OPNAV (N135C) will inform the CACO via the Regional CAC/FHS Program Manager of the PERSUPPDET or disbursing office and point-of-contact handling the processing of check payment. Note: For ships or commands with disbursing offices, if directed to initiate check payment, ensure OPNAV (N135C) has verified beneficiary information and authorized payment prior to disbursing funds.
3. Ensure OPNAV (N135C) has verified beneficiary is the correct recipient for the death gratuity payment. Prepare DD 397 for delivery to recipient, ensuring blocks 5 through 10, blocks 12a-d, 13a-b, 14a-d are complete.	3. Contact the PERSUPPDET or disbursing office that will process the check payment.
4. During visit to beneficiary, confirm identity and the correct spelling of the beneficiary's name to ensure information is correct.	4. Obtain check and a DD 397 from PERSUPPDET. On the DD 397, ensure blocks 3, 5 through 11, 15 a-d and 16a (1)-(3) are complete and form is signed (block 15c) by the cognizant PERSUPPDET prior to delivering the check to recipient.
5. Ensure designated beneficiary signs block 14a of DD 397.	5. Deliver check to beneficiary. Obtain information and fill out blocks 12 and 13 (as applicable). Ensure beneficiary signs block 14a of DD 397.
6. Ensure two witnesses complete and sign DD 397, block 14b and c, Certificate of Witness to Signature of Payee (CACO may sign as a witness).	6. Ensure two witnesses complete and sign block 14b and c, Certificate of Witness to Signature of Payee on DD 397 (CACO may sign as a witness).
7. Ensure beneficiary completes and signs SF 1199A. Obtain a voided check from beneficiary's banking institution to verify accuracy of account information printed on the form.	7. Return original DD 397 to the PERSUPPDET. Send copies of DD 397 to OPNAV (N135C) and the Regional CAC/FHS Program Manager.
8. Fax a copy of the DD 397, SF 1199A, and voided check to OPNAV (N135C). COMM FAX: (901) 874-6654 or DSN: 882-6654	8. When recipient is ready to cash check, arrange to accompany recipient to their financial institution. Assist, as needed, in answering any questions the financial institution may have regarding the authenticity of the check and or verification of funds.
9. Notify OPNAV (N135C) and the Regional CAC/FHS Program Manager when payment has been received in recipient's account.	9. Notify OPNAV (N135C) and the Regional CAC/FHS Program Manager when payment has been made.