

CPAC LETTERHEAD

REPLY TO THE  
ATTENTION OF

Office symbol

Date

MEMORANDUM FOR Army Program Manager – Name

SUBJECT: Death Gratuity Payment

1. A Death Gratuity Payment for the family of (Name) (SSN:\_\_) is authorized by P.L. 104-208. Mr./Ms.\_\_\_\_ died as a result of injuries sustained in the performance of duty on (date of injury). Therefore, this office requests \$9000.00 for the beneficiary of Mr./Ms. \_\_\_\_\_.

2. A copy of the death certificate and letter of administration are enclosed.

3. This payment is to be made from the appropriation that funds the organization or position to which the employee was permanently assigned. Command Funding POC is:

Command  
Address  
Phone number  
Command POC email

4. Line of accounting is:  
(\_\_\_\_\_)

5. This death gratuity payment is to be made to the executor on behalf of the beneficiary named below who is entitled to elect monthly compensation under 5 U.S.C. 8133:

Name of beneficiary:  
SSN of Beneficiary (for tax purposes):

The bank information is below:  
Account Holder Name:  
Account Number:  
Routing Number:

6. POC for this action is Name, Phone, and email, the alternate POC is Name, Phone, and email. Please notify the POC when payment has been made.

Encls  
as

Name  
Title