

Guidance for Death-in-Service for Non-FTEs

The following checklist was developed and approved by the Office of Intramural Research (OIR). For a sample memorandum, please review the [accompanying memo](#).

- ❑ **Establish an IC Point-of Contact (POC).** The supervisor should work with senior management within the IC to establish a Point-of-Contact to notify the family and coordinate administrative issues with the family, IC personnel, Division of International Services (if the deceased was foreign), and other offices involved in the administrative issues. The IC POC can also decide what items need to be addressed by whom and notify those individuals of their assignments.
- ❑ **Notify family.** The IC POC should use the emergency information listed in the NIH Employee Directory (NED) account or any other listing of employees to identify the family members and notify them of the death if this happens at work or on travel. If the deceased is foreign, see the following checklist item for assistance on contacting family or next-of-kin.
- ❑ **Notify the [Division of International Services \(DIS\)](#) if the person was in the Visiting Program.** The IC POC will notify the DIS who will perform the following:
 - A. The DIS will notify the individual's home country Embassy of his/her death.
 - B. The DIS will assist as necessary with the family/next of kin's applications for U.S. visitor visas to come to the U.S. to make arrangements.
- ❑ **Notify the *Foundation for Advanced Education in the Sciences (FAES)*.** Inform FAES of the situation and FAES will coordinate benefits. FAES will receive formal notice when the termination is received.
 - A. If the deceased was in the Visiting Program as a J-1 Exchange Visitor:
The IC POC will request a fax of Global Reach for Exchange Visitors and International Students Medical Evacuation/Repatriation Group Insurance Program Information from FAES. This insurance program pays up to \$10,000 to return the remains to the home country; this insurance is only required for J-1 Exchange Visitors.
- ❑ **Notify others in the program area of the deceased.** The IC POC should establish procedures on how the communication should be accomplished and may need to include HR services.
- ❑ **Notify appropriate Deputy Director within OD/NIH (i.e., DDIR, DDER, DDM).** The IC POC should email or call the appropriate deputy director to work with the NIH Office of Communications and Public Liaison (OCPL) for further information distribution, if appropriate, or to answer public inquiries and work

with the IC Communications Office. If the OCPL is involved, they will coordinate their efforts with the IC Communications Office.

- ❑ **Notify [NIH Employee Assistance Program \(EAP\)](#) to meet with employees/staff if requested by the IC or program area.** The IC POC will discuss the circumstances within the program area to see if assistance is needed from EAP for existing employees. EAP will assist the program employees through distribution of brochures or counseling services.
- ❑ **Assist program area if they wish to schedule a memorial service.** The IC POC will assist the program area to schedule a memorial service giving NIH staff opportunity to grieve as a group. The service may be scheduled in the Building 10 Chapel or the most appropriate location. For example, if the person attended a local university, it may be more appropriate to hold the memorial service at the university.
- ❑ **Prepare an NIH Record notification of death if appropriate.** The IC POC should work with their communications office to prepare an article for the NIH Record if appropriate and notify the family when the article appears.
- ❑ **Take up a collection or establish a children's fund for the deceased's family, if appropriate.** [FAES](#) will establish an account if you choose to use their services.
- ❑ **Discuss termination date within the IC.** Enter termination into Fellowship Payment System (FPS) but consider the actual date of termination. There may be several reasons to enter a different termination date other than the actual date of the death:
 - A mentor may wish to allot time for leave that was never taken.
 - If the death occurred anytime after the first of the month, the mentor may wish to consider entering a term date after the first of the next month to continue health benefits. This will allow the family to obtain new insurance if this is the only existing plan. The IC should request this through their Scientific Director, Division Director, or Director.
- ❑ **If appropriate, request Gift Funds to reimburse family's travel expenses through the IC Executive Officer and IC Director.**
 1. Travel orders for Non-NIH Affiliated can be prepared. Obtain flight and hotel receipts.
 2. Prepare letters for the family members to sign granting permission for a designee to get check from cashier's office to mail to them.
 3. If foreign, note the cashier's office can only write checks for up to \$2,500. Anything above that amount needs to be handled through the Travel Payment office to obtain a Treasury check.
- ❑ **Death while on official travel orders.** If the person was on official Government travel at the time of death, a voucher will need to be prepared for the travel authorization and any other outstanding travel authorizations. Talk with other members of the program area or others on the same type of travel to determine

voucher details. Policy issues and guidance can be found in the [HHS Travel Manual 8-00](#), “Travel and Transportation Expenses Connected with the Death of Employees Under Certain Circumstances” and the [Federal Travel Regulations, Chapter 303, Part 303-70](#).

- If the deceased was driving to the temporary duty station or returning and died in an automobile accident, a lawyer may want to refer to information on the Federal Driver’s Act 28 USC 26 79A-E which is an act established to protect Government employees while driving on official business; the Compensation Specialist will coordinate this effort with the IC POC.

□ ***Address administrative matters.***

- *Notify FPS Certifying Official.* The supervisor should coordinate the certification of the person in the FPS and the termination date with the FPS Certifying Official once a decision has been made by the IC as to the appropriate date. This coordination should be in writing and filed in the AO’s official file of record.
- *Request a waiver of debt.* If an advance has been given to the fellow in the FPS or if a partial stipend is owed, the IC may request a waiver of this debt from the Office of Financial Management. A [sample OIR approved memo](#) is available.
- *Package personal belongings to return to family.* The IC POC will work with the program personnel to remove personal belongings from the deceased’s workspace and arrange with the family to return the articles by courier, shipment or pick-up by the family/next of kin.
- *Recover government property as appropriate.* The AO should work with the property representative and family to recover property assigned to the deceased such as cell phones, laptops, CPUs, etc. Equipment assigned to the individual in the PMIS will need to be re-assigned to the appropriate person.
- *Cancel accounts (as appropriate):*
 - Virtual Private Network or parachute account. Notify IC Local Area Network (LAN) Support to cancel the account(s).
 - E-mail – IC LAN Support may put a notice on the email address stating the IC POC information.
 - Computer accounts – IC LAN Support should be notified to cancel accounts.
 - Cell phone accounts – The appropriate procurement official or AO should be notified to cancel the account.
 - Blackberry accounts – The appropriate procurement official or AO should be notified to cancel the service.
 - Telephone service – The program area personnel should work with CIT to put the IC POC information on the voice mail for a set

period of times established by IC policy, and then cancel the telephone service.

- *Deactivate in FPS/NED or other IC personnel tracking systems.*

SAMPLE MEMORANDUM (Non-FTE)

(Date)

TO: Director, OHR, NIH
or
Director, OFM, NIH

FROM: *Area Principal Investigator, Lab, Division, IC*

THROUGH: *Scientific Director, Division, IC*
Area AO, Administrative Officer, Division, IC

SUBJECT: Waiver of Debt on Behalf of Fellow, Fellow #

IC is requesting that the overpayment of \$000 to the estate of Dr. Fellow's Name not be collected by NIH.

A brief description of what transpired and why you are requesting this should be written.

Thank you for your consideration.

(Signature)

Approved: _____
Director, OHR, NIH or
Director, OFM, NIH

Disapproved _____
Director, OHR, NIH or
Director, OFM, NIH

Cc: Fellowship Payment Office