



UNITED STATES
SECRET SERVICE
ASSOCIATION

WHAT MY FAMILY SHOULD KNOW – LEGACY CHECKLIST

Make a copy and fill out for each person, then keep in a safe place.

IMPORTANT PERSONAL INFORMATION & CONTACTS

Name _____ Date _____

Current Address _____

Date of Birth _____ Place of Birth _____

Social Security Number _____

Driver's License Number _____

Organ Donor YES NO

Executor of Will Name _____

Trust Name _____

Location _____

USSSA Information

USSSA Website: www.secretserviceassociation.org

Password: _____

USSSA Phone: 515-282-8192

Email: ussa@secretserviceassociation.org

Address: 1415 28th Street, West Des Moines, IA 50266

Last Date Worked / Office _____

Send Obituary to USSSA (ussa@secretserviceassociation.org) or call 515.282.8192

FUNERAL INSTRUCTIONS

Memorial / Funeral Service Information

Funeral Home _____

Burial (circle) Mausoleum Cemetery Lot

Location _____

Do you want to conduct a Service / Mass YES NO Only Graveside

Who will conduct the Service / Mass? _____

Death Certification Information

Date of Birth _____ Date of Death _____

Organ Donation

- I have signed documents that will permit any of my bodily parts to be used, and I hope they can be.
- I have not signed such documents yet, but I would like my family to donate any bodily parts that could be used to benefit another person.
- I do not wish to be involved in organ donation.

Cremation / Burial

- I want to be cremated YES _____ NO _____
- I want my ashes scattered over _____
- Ashes Scattered / Location _____
- If no, instruction for the body _____
- I want my body/ashes interred at _____

Obituary Information to be included

- I would like memorial gifts to be made to _____
- Organizations, institutions, churches and/or businesses that have been part of my life and might be mentioned in the obituary: _____

FINANCIAL INFORMATION

- Financial Advisor _____
- Checking Account(s):
 Bank _____ Account # _____
 Bank _____ Account # _____
- Savings Account(s):
 Bank _____ Account # _____
 Bank _____ Account # _____
- Money Market Fund(s) _____ Account # _____
- Certificates of Deposit & Treasury Bills _____ Account # _____
- Promissory Notes _____ Account # _____
- Investments:
 - Mutual Funds _____ Account # _____
 - Stocks _____ Account # _____
 - Bonds _____ Account # _____
 - Keogh, IRA & 401k _____ Account # _____
- Beneficiaries:
 Name(s) _____

- Life Insurance: _____
- Beneficiaries:
 Name(s) _____

- Safety Deposit Box Location _____
- Obligations
 - Mortgage(s) _____

ACTIONS REQUIRED UPON AN ANNUITANT'S DEATH

USSSA INFORMATION

USSSA Membership

First, to ensure you stay informed and remain a member of the USSSA family, you have been automatically enrolled as a USSSA "Widow/Widower" member, at no cost to you, and provides you access to the USSSA "Pipeline" publication at www.secretserviceassociation.org. You can contact the USSSA Membership staff member by calling (515) 282-8192 or at ussa@secretserviceassociation.com to obtain a new "User ID" and passwords for our website.

Memorial Message in Pipeline

With help from your USSSA State Director and USSSA Regional Director a brief memorial message will be published in the quarterly USSSA "Pipeline." The US Secret Service duty assignments and accomplishments will be highlighted. However, if there any personal items you want former colleagues to remember, (life experiences, interests, hobbies, etc.) please share them with the State and Regional Director.

Memorial Plaque

You have the option to request a 6"x6" bronze USSSA Memorial Plaque for the gravestone or other special memorial location the family desires. The plaque engraving takes approximately six to ten weeks to complete. An appropriate time, date, and location, of your choosing, will be made to present the USSSA Memorial Plaque to you and your family.

The USSSA Staff stands ready to assist you in any way we can.

1415 28th Street, West Des Moines, IA 50266

Email: ussa@secretserviceassociation.org

515-282-8192 / www.secretserviceassociation.org

The Office of Pay and Retirement Services (OPRS)

***June 2026 Update: The Federal Police Pension Portal is currently unavailable and there is no estimated timeframe for the portal's reinstatement.**

For assistance, all inquiries should be directed to the FPP public email fpincomingmail@dc.gov. All staff have access to this inbox, allowing for faster response times.

The death of a loved one can be a very difficult time. The Federal Police Pension (FPP) will help guide family members of deceased U.S. Secret Service members covered under the Federal Police Pension Program, through the process of reporting the passing of the family member.

How to report the death of a retiree who may have a surviving spouse:

Contact the **Office of Pay and Retirement Services (OPRS)** at (202) 741-8660, secure eFax number 202-741-8585 (900 7th Street NW, 2d Floor, Washington, DC 20001) and provide the following information:

- Annuitant's Name
- Date of Passing
- Employee ID Number (emplid) or Social Security Number
- Identify if the deceased was a retiree or survivor
- Division of Federal Police i.e., Secret Service or Park Police
- The name, telephone number, and mailing address of the point of contact who will handle the paperwork

If the annuitant did not live for the entire month, OPRS will request deceased's financial institution to return the pension payment or if the deceased was receiving a paper check, the transaction will be canceled. If the attempt to

retrieve the pension payment is unsuccessful, it may result in an adverse impact to future survivor benefits. If the attempt to retrieve the pension payment is unsuccessful, the matter will be reported and the debt will be attached to the estate.

The OPRS must receive a death certificate within 60 days of the date the annuitant passed away.

Failure to provide the death certificate may result in a suspension of future payments.

Reporting the death of a retiree or survivor who does not have an eligible dependent to be added to the pension payroll may be slightly different:

- Annuitant's Name
- Date of Passing
- Employee ID Number (emplid) or Social Security Number
- Identify if the deceased was a retiree or survivor
- Division of Federal Police i.e., Secret Service or Park Police
- The name, telephone number, and mailing address of the point of contact who will handle the paperwork

If the annuitant did not live for the entire month, OPRS will request deceased's financial institution return the pension payment or if the deceased was receiving a paper check, the transaction will be canceled. If the attempt to retrieve the pension payment is unsuccessful, the matter will be reported and the debt will be attached to the estate.

DISTRICT OF COLUMBIA POLICE & FIREFIGHTER'S RETIREMENT RELIEF BOARD REPORTING

After submitting the information to the Office of Pay and Retirement Services, **you must inform the District of Columbia Police and Firefighter's Retirement Relief Board at (202) 442-9622.** The agency will forward an Application for Survivor Benefits to the widow or surviving spouse. The completed application must be returned to the District of Columbia Police and Firefighter's Retirement Relief Board for approval. Once the Board has approved the Application for Survivor Benefits, they will forward the appropriate authorization to OPRS to place the new survivor onto the pension payroll.

The board will send the survivor an application form and instructions. Once the board receives the paperwork from the survivor, they will determine eligibility. This process may take 2 to 3 months so the annuitant should be prepared financially because there is no speeding up the process.

Documentation Needed

1. Certified copies of death certificate
2. Certified copy of marriage license
3. This must be obtained from the government records where you were married
4. Dependent information
5. Birth certificate(s) for any dependent children 18 years of age or under
6. Application for survivors benefits

TO CLAIM FEGLI BENEFITS FOR THE DEATH OF AN ANNUITANT

Select the following link to be redirected to the Office of Personnel Management

<https://www.opm.gov/healthcare-insurance/life-insurance/death-claims/#url=Claiming-Benefits>

Federal Employees' Group Life Insurance (FEGLI) Program Requires:

- Death of Annuitant
- Contact info following death of eligible personnel to file for FEGLI Group Life Insurance benefits.

OPM Telephone number - (888) 767-6738 or (202) 606-1800

See below FEGLI website for details of Reporting Deaths and completion of necessary claim forms (FE-6) and other related information.

<https://www.opm.gov/healthcare-insurance/life-insurance/death-claims/#url=Claiming-Benefits>

Continuation of Life Insurance Coverage Information/form under FEGLI:

<https://www.opm.gov/healthcare-insurance/life-insurance/reference-materials/publications-forms/continuation-of-life-insurance-coverage-as-a-retiree-or-compensation/>

FEGLI Group Life Insurance Handbook

<https://www.opm.gov/healthcare-insurance/life-insurance/reference-materials/handbook.pdf>

CIVIL SERVICE RETIREMENT SYSTEM (CSRS) IF APPLICABLE

Information on Applying for Death Benefits Under CSRS

<https://www.opm.gov/retirement-services/csrs-information/survivors/>

Application for CSRS Death Benefits

https://www.opm.gov/forms/pdf_fill/sf-2800.pdf

Information about open season

<https://www.opm.gov/healthcare-insurance/open-season>

Telephone number for CSRS - Contact OPM at (202) 606-1800 or (888) 767-6738

FEDERAL EMPLOYEES' RETIREMENT SYSTEM (FERS) IF APPLICABLE

Information on Applying for Death Benefits Under FERS

<https://www.opm.gov/retirement-services/fers-information/survivors/>

Application for Death Benefits Under FERS

https://www.opm.gov/forms/pdf_fill/sf3104.pdf

Telephone number for FERS - Contact OPM at (202) 606-1800 or (888) 767-6738

OTHER HEALTH INSURANCE:

SAMBA Federal Employee Benefit Association:

Contact: <https://www.sambaplans.com/contact-us/>

Customer Service: 301-984-1440 or 800-6386589

USSS SABA (Special Agent Benefit Association)

3207 Central Avenue, NE, Washington, DC 20018

Administrative Contact: 202-406-5518 / ussaba@gmail.com

Blue Cross/Blue Shield

www.carefirst.com

Customer Service 800-638-6756 or 410-581-3455

<https://www.fepblue.org/en/contact-us>

VETERANS RESOURCES: FORM DD-214

This is the MOST critical document for a Veteran and surviving spouse. He/she receives this when discharged from military active duty. This form must be presented for the Veteran to receive military benefits, e.g., a full honors military funeral. Long before a Veteran dies, the Veteran should obtain an official copy of the DD-214 and secure it on top of the Veteran's last will and letter of instructions.

How to Request Military Service Records (Including DD-214, Personnel Records, and Medical Records)

<https://www.archives.gov/veterans/military-service-records>

Additional links to Veterans Resources available on our website

<https://secretserviceassociation.org/resources/#survivor-veterans-resources>