

prevent overpayment. Contact United Concordia Tricare Dental Program @ (866) 984-2337.

- ⇒ **Orderly Room:** Update your locator card, dependent care plan, etc.
- ⇒ **Finance:** Present your divorce decree, annulment or dissolution of marriage to update marital status, BAH and BAS entitlements.
- ⇒ **Base Housing Office:** Notify base housing if you no longer have dependents residing with you. Also check with your First Sgt for dorm availability.
- ⇒ **Hospital:** Inform Outpatient Records of the status of your dependents.

FOR RETIRED MEMBERS

- ⇒ **DEERS Enrollment/ID Cards(s):** See previous instructions under Active Duty.
- ⇒ **Survivor Benefit Plan:** If you elected Spouse coverage, contact DFAS or the SBP Counselor to update your SBP information.
- ⇒ **Unpaid Pay Beneficiary:** Update your beneficiary for any unpaid pay due to you at the time of your death by contacting the Casualty Office or DFAS.
- ⇒ **Life Insurance:** Update your beneficiary for any private life insurance policies you carry. If you have a life insurance policy through the VA, you can update your beneficiary at <http://www.benefits.va.gov/INSURANCE/updatebene.asp>

For further assistance, please contact your nearest Casualty Assistance Office:

USAF ACADEMY

Kimberly Mulig
(719) 333-3444

PETERSON AFB

Neal McCoy
(719) 556-6232

SCHRIEVER AFB

Johnathan Gamer
(719) 560-4037



United States Air Force
Casualty Services Office

*Marriage or Divorce of Active
Duty or Retiree*



*Checklist of items to
change/update if you
have recently married or
divorced.*

The Casualty Office at Peterson AFB has put together this checklist for you to use as a guide in making the necessary notifications and changes in the event of a marriage or divorce.

You got Married

FOR ACTIVE DUTY MEMBERS

⇒ **DEERS Enrollment/ID Card(s):**

Please go to the MPF Customer Service section or other DEERS/RAPIDS location to have your DEERS record updated. You will need to bring original or certified copies:

a. Spouse requirements: Marriage Certificate, Birth Certificate, Photo ID and SSN Card.

b. Stepchildren: Marriage Certificate (creating the DEERS eligibility), Birth Certificate and SSN Card.

⇒ **DD Form 93 (VRed) Emergency Data:**

You are responsible for updating your Emergency data on vMPF. If you have any questions please call you Casualty Assistance Representative or AFPC @ (800) 525-0102 or DSN 665-0102.

⇒ **Servicemembers' Group Life Insurance (SGLI).**

You are responsible for updating your SGLI. Review your election and beneficiary information and ensure it is current and accurate. If you wish to make a change or update, visit MPF Customer Service and complete a new SGLV 8286.

⇒ **Family Servicemembers' Group Life Insurance (FSGLI):** This will be automatically set-up and deducted from your military pay; however if you do not want this coverage, please contact your CSS or MPF to cancel it. **NOTE:** Mil to Mil couple married after 2 January 2013, desiring FSGLI on each other will have to complete and submit an SGLV 8286A. If you have any questions please call the MPF or Command Support Staff.

⇒ **TRICARE Family Member Dental Plan (FMDP):** After updating DEERS, you may enroll your dependents by phone at (855) 638-8371 or on-line at <http://www.tricare.mil/CoveredServices/Dental/TDP/Enrollment.aspx>

⇒ **CSS:** Check with your Command Support Staff concerning updating recall rosters, locator card, dependent care plan, etc.

⇒ **Finance:** Present your marriage certificate to finance to update marital status, BAH & BAS entitlements.

⇒ **Base Housing Office:** Notify base housing if you desire to be put on the list for housing.

FOR RETIRED MEMBERS

⇒ **DEERS Enrollment/ID Cards(s):** See previous instructions for Active Duty.

⇒ **Survivor Benefit Plan:** Update your spouse information for the SBP Plan if you participated at retirement at www.dfas.mil. If you were not married at time of retirement or you are unsure of your SBP options, contact the Survivor Benefits Counselor (contact information on the back of the brochure).

⇒ **Unpaid Pay Beneficiary:** Update your beneficiary for any unpaid pay due to you at the time of your death by contacting the Casualty Office or DFAS.

⇒ **Life Insurance:** Update your beneficiary for any private life insurance policies you carry. If you have a life insurance policy through the VA, you can update your beneficiary at <http://www.benefits.va.gov/INSURANCE/updatebene.asp>

You got a Divorce

FOR ACTIVE DUTY MEMBERS

⇒ **DEERS Enrollment/ID Card(s):** This will be the first update. Spouse and all stepchildren will be terminated on the effective date of the divorce, annulment or dissolution of marriage. (Termination includes Commissary, BX, Medical and Dental). You will need to provide a copy of your Divorce Decree.

⇒ **DD Form 93 (vRed) Emergency Data:** You are responsible for updating your vRED.

⇒ **SGLI:** You are responsible for updating your SGLI. Review your election and beneficiary information and ensure it is current and accurate. If you wish to make a change, visit MPF/CSS and complete a new SGLV 8286.

⇒ **FSGLI:** If you had FSGLI for your spouse, premiums will stop on the first day of the month after your divorce. FSGLI coverage will remain in effect 120 days after the date of divorce.

⇒ **TRICARE Family Member Dental Plan (FMDP):** When dependents are terminated in DEERS, FMDP will automatically be terminated. This could change the sponsor's premium from family to single coverage. Pay attention to the Leave and Earnings Statement to

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