

Reporting Death-In-Service

Supervisors will need to report the death of an employee immediately upon receipt of the notification through their local channels to ensure that the Commander is aware of the loss of a employee as quickly as possible. The CPAC also needs to be notified at the same time so that the family receives assistance as quickly as possible. The following procedures should be followed for CPAC notification.

- **In the event of an employee's death, the supervisor will report the death immediately to Catherine Rhodes @ 817-886-1190 at the Civilian Personnel Advisory Center (CPAC), since the survivor may be entitled to death benefits.**
- **The CPAC will immediately complete the required documentation to report the death to ABC-C.**
- **An ABC-C counselor will then contact the survivor within 24 hours**

POC: Catherine Rhodes – 817-886-1190