

Operations Worksheet 26 - Personal Affairs Committee
(Reviewed/Revised March 2013)

The Personal Affairs Committee Chairman is a member of the Executive Committee and attends meetings of that committee, which normally take place on the first Monday of each month. The Personal Affairs Committee has two responsibilities: (1) to be the Chapter point of contact for MOAA's Benefits Information Department (BID); and (2) to be the Chapter point of contact in the event of the death of a Chapter member. Guidelines are:

1. Be familiar with those parts of the "MOAA Chapter Handbook" that pertain to the personal affairs.
2. Be a Chapter Point of Contact for MOAA's BID.
 - a. Maintain and be familiar with each of BID's booklets and fact sheets, copies which can be obtained from BID, (1-800-245-8762.
 - b. Act as a resource for Chapter members and auxiliary members who have questions or problems with military rights, entitlements and earned benefits. This assistance in no way is intended to prevent any MOAA member from contacting BID directly (numbers above) or to contact the MOAA Member Service Center by calling 1-800-245-8762 and waiting for a member of the MSC to answer.
3. Review obituaries and notices of memorial services and funerals in local newspapers to obtain names of members and auxiliary members who are listed in the Chapter's Membership Directory.
4. Upon the death of a Chapter member:
 - a. Extend condolences by telephone to the Next of Kin (NOK) or individual acting for the NOK.
 - b. Explain the availability of the Chapter's Guard of Honor and explain that it does not include a firing squad or Taps. Explain that the Department of Defense will perform this service if requested.
 - c. b. Notify the NOK that the Chapter sends a small memorial donation to a chapter charitable outreach, as directed by the Board, in memory of the deceased.
 - d. Obtain information from the NOK regarding the funeral director (name and location), and obtain times and dates as appropriate for the viewing, memorial services, and or funeral services, and interment.
 - e. Notify the Executive Board, especially the President, Chaplain, Database Manager, the Coordinator of the Guard of Honor and the Newsletter Editor of the death and arrangements planned.
 - f. The President will send a condolence letter, prepared by the Secretary, in name of the Chapter to the NOK.

- g. Report a summary of activities described at each Executive Committee meeting. The President will notify the general membership during each Chapter (luncheon, dinner, etc.) meeting.
 - h. After the funeral, if the NOK is a surviving spouse, extend an invitation to attend the Chapter's monthly (luncheon, dinner, etc.) meetings as an Auxiliary Member of MOAA.
5. The following telephone numbers may assist for either function:

MOAA'S BENEFITS INFORMATION DEPARTMENT – 1-800-234-6622
DEFENSE FINANCE AND ACCOUNTING SERVICE – 1-800-521-1080
VA – 1-800-327-1000
SOCIAL SECURITY – 1-800-772-1213
DEERS – 1-800-538-9952
MacDill AFB RETIRED ACTIVITIES OFFICE – 813-828-4555
MacDill AFB Pass & ID – 813-828-2276-2278

Note: OW 21 - Memorials Committee, has been deleted because it duplicates the bereavement functions of the Personal Affairs Committee contained in this worksheet.