

General sequence of Canadian Armed Forces engagement with a deceased member's family.

- 1 Notification of the Emergency Contact(s) chosen by the member.
- 2 Designated Assistant (DA) is assigned to the next of kin.
- 3 Designated Assistant will offer support through
 - Helping Our Peers by Providing Empathy (HOPE)
 - Canadian Forces Member Assistance Program (CFMAP) bereavement services
- 4 Funeral arrangements are coordinated with the help of the Designated Assistant and Chaplain.
- 5 Investigation(s) and Board of Inquiry (BOI) (initial briefing and process) take place.
- 6 Support to family is transferred to:
 - Integrated Personnel Support Centre (IPSC) Services Manager
 - MFRC Family Liaison Officer (FLO)
- 7 The Board of Inquiry is completed and there is a final briefing to the member's representative by the Board of Inquiry president.
- 8 The Integrated Personnel Support Centre remains the point of access for CAF support to bereaved families, for as long as needed.

Did you know?

1. What happens when the next of kin is not the personal representative?

When the personal representative is not the next of kin, the personal representative is the person who will make all decisions about funeral arrangements. The next of kin and the personal representative should consult each other to obtain, whenever possible, a consensus that is acceptable to all parties. It is crucial that the Chain of Command identifies the personal representative as soon as possible.

2. The Canadian Armed Forces Will is a very basic form of will that may not suit the member's personal circumstances.

The Canadian Armed Forces Will (DAOD Form 7012-1A, CF 30-1) is a very basic will that is appropriate primarily for single Canadian Armed Forces members. It does not provide for complex personal circumstances, for example, it does not include instructions for guardianship of a minor.

3. Inquiries about a Canadian Armed Forces member's Will

"Inquiries from any person, other than a Canadian Armed Forces member, who claims to be entitled to the Will of a Canadian Armed Forces member, shall be referred to the Director of Estates for reply."

See: Service Estates webpage

4. Families do not have a right to the health information of a deceased Canadian Armed Forces member, unless consent was previously provided.

The deceased Canadian Armed Forces member's medical information is protected according to the *Privacy Act*, sometimes for up to 20 years after the death.

5. Notification is sometimes not done by the Commanding Officer or the Commanding Officer's representative, but by a civilian agency.

"For a death in Canada, although the responsibility of notification remains a Command responsibility, based on Canadian law, the civilian responsibility vested in individual jurisdiction of the local police force or attending hospital physician cannot be overridden. In some circumstances, a civilian agency may be required to notify the family member(s) before the Canadian Armed Forces chain of command."

6. The executor of the will is not necessarily the deceased's next of kin.

7. Investigations

After a Canadian Armed Forces member dies, a board of inquiry is convened within 30 days of the death or a summary investigation is ordered.

Additionally, if the death is sudden, the Canadian Forces National Investigation Service investigates all sudden deaths within its jurisdiction to determine the cause of death.

In the event of a suspected suicide, the Canadian Forces Health Services conducts a medical review within a few days after the death.

The board of inquiry compels the production of all records necessary for the conduct of the inquiry, with or without the family's permission.

This is not the case for other investigations, in which case, investigators may contact family members when consent is required to access the CAF member's personal information.

8. Spouses, children, parents and any other person of significance to the deceased Canadian Armed Forces member may access a professional counsellor by phone from anywhere at any time.

For more information or to book an appointment, call the Canadian Forces Member Assistance Program: 1-800-268-7708 (or 1-800-567-5803 for the hearing impaired).

9. Casualty Support Child Care is available.

Military Family Resource Centres are authorized to fund up to 168 hours of Casualty Support Child care Services under any of the following circumstances:

- to facilitate family attendance and participation at medical, mental health, or social support service appointments that will help in the military member's recuperation;
 - to provide family respite;
 - to allow family participation in repatriation services; and
 - to support the family throughout the funeral.
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10. The Military Family Liaison Officer, is the family's (including the Canadian Armed Forces member's parents) point of contact to navigate through and link with local community resources.

You can find the Family Liaison Officer at the closest Integrated Personnel Support Centre at the following link:

<http://www.forces.gc.ca/en/caf-community-support-services-casualty-support/contact-info.page>

or by calling the Family Information Line at 1-800-866-4546 (North America) or 00-800-771-17722 (Europe).

11. The person(s) notified of the death of a Canadian Armed Forces member is not the decision of Canadian Armed Forces authorities.

The notification is made in accordance with the decision the member made in his or her *Emergency Contact(s) Notification* (CF 742 Form). Although a member may select "Do Not Notify", members should be aware of "the potential consequences of notification by letter only or through the media and the distress that this could cause to persons closest to him/her."

12. The supports for the next of kin(s) are provided in accordance with the CAF member's designated next of kin.

The next of kin, in order of importance, are designated by the Canadian Armed Forces members in the *Next of Kin (NOK) Identification* (DND 2587 Form). Although a member may select to decline to designate any next of kin, members should be aware that this "may cause distress to persons closest to him or her when they learn about the member's death by other means such as through the media."

The 7 Documents that speak on behalf of a Canadian Armed Forces member.

1. **Emergency Contact(s) Notification**
CF 742 Form
2. **Next of Kin (NOK) Identification**
DND 2587 Form
3. **Will**
CF 30-2, DAOD Form, 7012-1C
4. **Will Certificate**
CF 30-3, DAOD Form 4012-1C
5. **Supplementary Death Benefits Plan**
DND 497 Form or Death Gratuity Reserve Force
6. **Designation of Memorial Cross Recipients**
DND 2105 Form
7. **Life insurance (if applicable) private — or Service Income Security Insurance Plan (SISIP) Term Life Insurance**

