

Department of War HAVANA Act Checklist for Former Employees or Dependents of Former Employees

This checklist is designed to assist **former** Department of War (DoW) employees and their dependents in preparing a complete application for HAVANA Act benefits. For more information, visit the DoW HAVANA Act Program [website](#).

- ✓ **Requester downloads DD FORM 3220, “ELIGIBILITY QUESTIONNAIRE FOR HAVANA ACT PAYMENT.”**
 - Visit the Defense Civilian Personnel Advisory Center (DCPAS) HAVANA Act website at <https://www.dcpas.osd.mil/havana-act-benefits-program> to download DD FORM 3220.

- ✓ **Complete Section I of DD FORM 3220.**

Complete and ensure the following information is included:

 - Valid email address
 - Phone number
 - Employment status
 - Location and date of incident in **on or after September 11, 2001**.
 - Requested Benefit (Base or Base Plus).

- ✓ **Board-Certified Physician completes Section II of DD FORM 3220.**
 - American Board of Psychiatry and Neurology (ABPN)
 - American Board of Physical Medicine and Rehabilitation (ABPMR)
 - American Osteopathic Board of Neurology and Psychiatry (AOBNP)
 - American Osteopathic Board of Physical Medicine and Rehabilitation (AOBPMR)

- ✓ **Former Employee Obtains Standard Form-50 (SF-50).**

Obtain SF- 50 Notification of Personnel Action(s) to validate your employment status as a former employee of the DoW who, **on or after September 11, 2001**, becomes injured by reason of a qualifying injury incurred while an employee of the DoW.

 - Additional supporting documents may include copies of travel orders, official statements from former DoW Component, etc. To obtain information on how to request documents contained in your Official Personnel Folder, you may visit the National Personnel Records Center at <https://www.archives.gov/personnelrecords-center/civilian-non-archival>.

For more information, visit the DoW HAVANA Act Benefits Program Website
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- ✓ **Dependents Provide documentation validating dependent status of an accompanying DoW employee on or after September 11, 2001.**

Supporting documentation may include:

- Travel orders
- Marriage certificate
- Birth certificate

Applicants that are applying for a **Base Plus** payment **must also submit one of the following as proof:**

1. **Work Capacity Documentation.**

Documentation from the Department of Labor (OWCP) demonstrating that you have no reemployment potential, **OR**

2. **Medical Certification.**

Documentation from a neurologist or physician certified by one of the following boards, certifying that you require a full-time caregiver for activities of daily living, as defined by the Katz Index of Independence of Daily Living:

- American Board of Psychiatry and Neurology (ABPN)
- American Board of Physical Medicine and Rehabilitation (ABPMR)
- American Osteopathic Board of Neurology and Psychiatry (AOBNP)
- American Osteopathic Board of Physical Medicine and Rehabilitation (AOBPMR); **OR**

3. **Disability Benefits Documentation.**

- Documentation from the Social Security Administration (SSA) confirming approval to receive Social Security Disability payments or Supplemental Security Income payments.

Examples of supporting documents may include: **SSA Notice of Award** or **Benefit Verification Memo**.

- ✓ **Submit application.**

Email completed & signed DD FORM 3220 and all supporting documents to dodhra.mc-alex.dcpas.mbx.dod-havana-act@mail.mil. Indicate you are filing as a former DoW employee or a dependent of a former DoW employee.

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