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Casualty and Mortuary Affairs Army Mortuary Affairs Program

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:


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History. This publication is a mandated revision. The portions affected by this revision are listed in the summary of change.

Authorities. This regulation implements 10 USC Sections 1481 through 1488, 1490, and 2572; 37 USC Sections 452, 453, 551, 552, and 554; 5 USC Sections 5561, 5564, 5742, 8102, 8134, and 8140; and PL 93–257.

Applicability. This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It also applies to Department of the Army Civilians and other deaths as prescribed in this regulation. This regulation is applicable during full mobilization.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific requirements.

Army internal control process. This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix E).

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to email: usarmy.knox.hrc.mbx.casualty-mortuary-policy@army.mil.

Committee management approval. AR 15–39 requires the proponent to justify establishing/continuing committee(s), coordinate draft publications, and coordinate changes in committee status with the Office of the Administrative Assistant to the Secretary of the Army, Special Programs Directorate, 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060–5527. Further, if it is determined that an established "group" identified within this regulation later takes on the characteristics of a committee as found in AR 15–39, then the proponent will follow AR 15–39 requirements for establishing and continuing the group as a committee.

Distribution. This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

*This regulation supersedes AR 638–2, dated 13 July 2021.

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Chapter 1

Introduction

Section I

Overview of Mortuary, Current Death, Remains, and Personal Effect Programs

1–1. Purpose

This regulation prescribes Army policy and assigns responsibilities for operating the Army Mortuary Affairs Program worldwide; covers preparation, and disposition of remains (DOR) and assistance to eligible Family members of persons for whom the Army is responsible by statutes and executive orders; and sets policies and responsibilities for the disposition of personal effects (PE).

1–2. References, forms, and explanation of abbreviations

See appendix A. The abbreviations, brevity codes, and acronyms (ABCAs) used in this electronic publication are defined when you hover over them. All ABCAs are listed in the ABCA database located at <https://armypubs.army.mil>.

1–3. Associated publications

Procedures associated with this regulation are found in DA Pam 638–2.

1–4. Responsibilities

See section II of this chapter.

1–5. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule-Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

1–6. Army Mortuary Affairs Program overview

The Army Mortuary Affairs Program establishes mortuary affairs policies for past conflicts and other designated conflicts and current operations to be implemented worldwide. The program provides for the interment and disinterment of remains; care and disposition of missing and deceased personnel and the handling of their PE; mortuary services at the local level; contract and Service mortuaries; and disposition and mortuary benefits processing.

Section II

Responsibilities

1–7. Assistant Secretary of the Army (Manpower and Reserve Affairs)

The ASA (M&RA) will—

a. Provide a representative to serve as voting member of the Central Joint Mortuary Affairs Board. This representative must be directly responsible for the daily mortuary affairs operations of the Military Department and have frequent interaction with survivors.

b. Formulate and supervise the development of policy and procedures for the Army Mortuary Affairs Program.

(1) Formulate policy and procedures for the disposition of the deceased's PE.

(2) Develop and ensure execution of Army mortuary policy, in accordance with law, policy, and regulation.

1–8. Chief, National Guard Bureau

The CNGB will—

- a. Establish training on the content and importance of the DD Form 93 (Record of Emergency Data), down to the lowest echelon within their command. Ensure Soldiers at all levels understand elections they make and the ramifications of inaccurate information.
- b. Determine whether deceased National Guard Bureau personnel are eligible for mortuary services.
- c. Reimburse the Regular Army (RA) for the funds expended on the care and DOR of Army National Guard (ARNG) personnel handled by the Army, of ARNG personnel not eligible for mortuary benefits per paragraph 2–3 of this regulation.
- d. Provide military burial honors in their geographic area of responsibility (AOR) for persons as prescribed by AR 600–25.

1–9. Deputy Chief of Staff, G–1

The DCS, G–1 will ensure that the Commanding General (CG), U.S. Army Human Resources Command (HRC)—

- a. Exercises staff supervision and administers all phases of the Army Mortuary Affairs Program.
- b. Assists the ASA (M&RA) on the development of policies, procedures, and standards for the Army Mortuary Affairs Program.
- c. Develops standardized training for escort duties.
- d. Assists the ASA (M&RA) on developing policies, standards, and procedures for the disposition of PE of deceased personnel.
- e. Develops standardized training for summary court-martial officer (SCMO) duties.
- f. Assists the ASA (M&RA) on developing policies and standards for mortuary services contracts and supplies.
- g. Reviews all forms and reports pertaining to preparation of remains and disposition of PE.
- h. Maintains liaison with the mortuary profession.
- i. Ensures periodic visits to all Army commands, Army service component commands, direct reporting units, port mortuaries, and installations or activities charged with mortuary affairs responsibilities to accomplish the following:
 - (1) Ensure compliance with established policies and procedures.
 - (2) Recommend corrective actions, if needed.
 - (3) Provide technical assistance.
- j. Assists in the identification, preparation, and DOR and related mortuary affairs matters.
- k. Conducts biennial reviews in coordination with the Departments of the Navy and the Air Force, and periodic internal reviews to determine adequacy of interment allowances, pursuant to DoDI 1344.08.
- l. Coordinates the establishment, consolidation, and discontinuance of Army mortuaries outside the United States and port mortuaries in the United States.
- m. Programs and executes DOR centralized funding in support of the Army Mortuary Affairs Program.
- n. Develops policies and standards for the Casualty and Mortuary Affairs DOR account, to include the Managers' Internal Control Program.
- o. Maintain a permanent PE depot in the continental United States (CONUS).
- p. Maintain the Defense Casualty Information Processing System (DCIPS).

1–10. Deputy Chief of Staff, G–2

The DCS, G–2 will—

- a. Designate an organization or activity to receive PE that appear to be classified or to contain classified information, to include personal electronic devices or data storage devices from the Joint Personal Effects Depot.
- b. Obtain any appropriate search authorization for the designated organization or activity to conduct a detailed forensic examination as soon as practicable.
- c. Ensure the designated organization or activity use the results of the forensic examination to make a determination whether the classified information was subject to compromise.

1–11. Deputy Chief of Staff, G–4

The DCS, G–4, in coordination with the DCS, G–1, will—

- a. Provide procedural guidance for mortuary affairs collection points and theater-level mortuary affairs missions which include operating theater mortuary evacuation points, theater personal effects depots

(TPEDs), mortuary affairs contaminated remains mitigation sites and mobile integrated remains collection systems as directed.

b. Formulate procedural guidance for search and recovery, contamination mitigation, preparation and temporary disposition, procedures applying to the Graves Registration Service, and evacuation of human remains and PE of persons in contingency operations.

1–12. Chief, Army Reserve

The CAR will—

a. Establish training on the content and importance of the DD Form 93, down to the lowest echelon within their command. Ensure Soldiers at all levels understand elections they make and the ramifications of inaccurate information.

b. Determine whether deceased U.S. Army Reserve (USAR) personnel are eligible for mortuary services.

c. Provide military burial honors in their geographic AOR for persons as prescribed by AR 600–25.

1–13. Commanding General, U.S. Army Materiel Command

The CG, AMC will—

a. Ensure installations within the United States place the supervision of the casualty assistance centers (CACs) under the installation Directorate of Human Resources to include those CACs that are a U.S. Army Installation Management Command Army Support Activity residing on a Joint Base.

b. Ensure installations have an active plan for removal of casualties resulting in death on the installation not under authority of the Armed Forces Medical Examiner System (AFMES).

c. Maintain a memorandum of agreement with medical treatment facilities (MTFs) within the installation's geographic AOR allowing casualty liaison team involvement in—

(1) Administration.

(2) Processing.

(3) Evacuation of casualties, in preparation for mass casualty incidents.

d. Establish an effective mass casualty reporting system.

e. Direct the Chiefs, Casualty Assistance Centers to—

(1) Operate activities related to the care and DOR and ensure plans are established to perform mortuary affairs activities, such as contracting for mortuary services during duty and non-duty hours.

(2) Coordinate escorts for remains.

(3) Ensure an honor guard detail is provided in each case of the transportation of remains.

(4) Ensure the person authorized to direct disposition of human remains (PADD), the person eligible to receive effects (PERE), and any other individual eligible or entitled to mortuary affairs benefits are notified of the person's death.

(5) Ensure the PADD, the PERE, and any other person eligible or entitled to a mortuary affairs benefit receives appropriate casualty assistance.

(6) Ensure compliance with DCIPS policies and procedures prescribed by this regulation and DA Pam 638–2.

(7) Ensure the internal control evaluation (see app E) is completed annually.

(8) In areas outside the continental United States (OCONUS), ensure DOR actions are coordinated between the theater director of logistics and the theater personnel command.

(9) Train basic DOR and PE policy, procedures, and standards.

(10) Provide military burial honors in their geographic AOR for persons as prescribed by AR 600–25.

(11) Manage casualty reporting, notification, assistance, funeral honors, training, and mortuary affairs within their geographic AOR and have the capability to operate 24 hours a day, 7 days a week. The list of CACs and the geographic area each serves can be found on the Casualty and Mortuary Affairs Operations Division (CMAOD) website <https://www.hrc.army.mil>.

(12) Coordinate with other CACs and CMAOD to provide mortuary affairs related services, as necessary.

(13) Establish a 24 hours a day, 7 days a week point of contact with appropriate civil authorities and local civilian or military MTFs to coordinate activities and exchange casualty information.

(14) Provide CMAOD-trained and certified casualty notification officers (CNOs) and casualty assistance officers (CAOs), escorts, and SCMOs, as established by this regulation and AR 638–8.

(15) Assist senior commanders in all aspects of mortuary affairs during a mass casualty.

(16) Coordinate with local commanders to establish, execute, and maintain CMAOD standardized CNO, CAO, escort and SCMO training and certification programs for RA and USAR and ARNG personnel located in the CAC's AOR.

(17) Provide support to CNOs, CAOs, chaplains, unit escorts, SCMOs, and other funeral support personnel.

(18) Cut off and disposition instructions for casualty files.

(19) Coordinate requests for invitational travel authorizations (ITAs) for Family travel to the dignified transfer of remains, bedside travel for eligible Soldiers, and Family travel to unit memorials and funerals.

(20) Support CAOs providing death investigation and fatality report updates and briefings.

(21) Support commanders required to invite Family members to attend unit memorial services or events (per AR 600–20), identifying eligible travelers.

(22) Brief and obtain DOR for reportable civilian deaths within the CAC's geographic AOR.

1–14. Commanders of Army commands, Army service component commands, and direct reporting units

These commanders will—

a. Monitor and assist in the administration of the Army Mortuary Affairs Program and the DOR and PE processes to ensure compliance with policies and mandatory tasks established by this regulation and mandatory procedures prescribed in DA Pam 638–2.

b. Monitor compliance with internal control procedures prescribed by this regulation for the Casualty and Mortuary Affairs DOR account.

c. Ensure that subordinate commanders train basic casualty reporting, DOR and PE policy, procedures, and standards.

d. Establish mortuary affairs rapid response teams to recover remains and PE at multiple fatality incidents within their geographic AOR.

e. Establish a theater mortuary affairs operation in the commander's respective AOR to provide control and coordination of mortuary affairs support, including the disposition of PE.

f. Be responsible for the mortuary affairs program within their command.

g. Maintain liaison with and provide mortuary affairs information to all Army units, installations, and activities as well as military MTFs within the CAC's AOR.

h. Establish training on the content and importance of the DD Form 93, down to the lowest echelon within their command. Ensure Soldiers at all levels understand elections they make and the ramifications of inaccurate information.

Section III

The Army Mortuary Affairs Program

1–15. Army Policy

a. The remains of deceased Soldiers and eligible Department of the Army (DA)/Department of Defense (DoD)-affiliated personnel, consistent with applicable laws and regulations, who die in military operations, training accidents, or other DoD-related fatality incidents will be recovered, identified, and returned to their families as expeditiously as possible while maintaining the dignity, respect, and care of the deceased to the extent possible and protecting the safety of the living.

b. Mortuary services will be provided on a non-reimbursable or reimbursable basis for eligible personnel pursuant to 10 USC 1481 through 1488 and 1490 and 5 USC 5742.

c. The transportation of fallen Soldiers and other DA/DoD-affiliated personnel is recognized as a very sensitive matter and the movement of the deceased's remains will be handled with the reverence, care, priority, and dignity befitting them and the circumstances.

d. The remains of deceased Soldiers will be continuously escorted by a Soldier of appropriate grade, as determined by the Army, or by a special military escort if one is approved by the Army, from the preparing mortuary to the funeral home or other location requested by the PADD. Eligible DA/DoD-affiliated Civilian personnel will be continuously escorted by a civilian escort or a Soldier from the preparing mortuary to the funeral home.

1–16. Preservation of remains

a. The preservation of remains will be given the highest priority. Every effort will be made to preserve the condition of remains, including those recovered from past conflicts and other designated conflicts.

b. If remains are contaminated with biological, chemical, or radioactive agents, all efforts will be made to mitigate the contaminant and return the remains through routine mortuary channels. However, for remains that cannot be decontaminated to a safe transportation level, protecting the health of Soldiers and the public must take precedence over the rapid repatriation of remains.

c. Temporary interment or temporary storage of those contaminated remains that pose a threat to public health is the recommended method of disposition until safe handling procedures and materials can be identified. Temporary interment should be considered only after exploring all other courses of action. Authority for temporary interment in a theater outside of the United States resides with the geographic combatant commander.

Section IV

Expenses Incident to Death

1–17. Authorized expenses incident to death

The Casualty and Mortuary Affairs DOR account will be used for expenses incurred for the recovery, identification, preparation, disposition and transportation of remains of eligible personnel.

a. *Primary care.* Primary care consists of those services and supplies used for the search, recovery, preparation, and casketing of remains. A list of authorized primary care expenses is located in table 1–1.

Table 1–1

Authorized primary care expenses

1. Embalming
2. Cremation, to include cremation container
3. Restorative art
4. Dressing the remains
5. Casketing the remains
6. Casket
7. Special handling for contagious disease
8. Urn, to include engraving
9. Minimum service for shipping remains
10. Clothing, to include religious garments
11. Cosmetology
12. Hair styling
13. Removal of remains
14. Non-declinable professional services fee
15. Other preparation of remains, to include religious/ritual washing
16. Death certificates - not to exceed 5 copies
17. Medical examiner's cremation authorization

b. *Secondary reimbursement entitlements.* The Army will pay up to the maximum secondary care allowance authorized listed in table 1–2.

Note. Since the interment allowance for deceased personnel who died while serving on active duty is adjusted biennially, the Army will distribute a letter delineating updated reimbursement amounts for Options 1–5 on DD Form 3045 (Statement of Disposition of Military Remains).

Table 1–2
Authorized secondary care expenses

1. Use of facilities for viewing or visitation to include staff
 2. Chapel or religious facility, appropriate facility for funeral services to include staff
 3. Professional services
 4. Grave side service
 5. Cemetery equipment
 6. Temporary grave marker
 7. Funeral service
 8. Flowers
 9. Pallbearers when military burial honors are not performed or declined by the PADD
 10. Service bulletins or service orders
 11. Prayer cards
 12. Acknowledgment cards
 13. Guest register
 14. Religious items/tradition/rite items, (doves, cross/crucifix, ceremonial items)
 15. Single musician (organist, pianist, bagpiper)
 16. Vocalist
 17. Clergy honorarium
 18. Opening and closing of grave
 19. Single grave space
 20. Grave marker/headstone
 21. Rental casket for cremation
 22. Police escort for funeral procession
 23. Minimum service package for receiving remains
 24. Minimum service package for direct interment
 25. Minimum service package for direct cremation
 26. Family car/limousine for immediate Family members
 27. Flower car/utility vehicle
 28. Outer burial container; grave liner or vault for casket or urn, as applicable
 29. Lead vehicle
 30. Burial permits, licenses, and associated fees
 31. Single Columbarium niche
 32. Sales tax
 33. Photography, videography, DVD/CDs, digital media
 34. Commercial scatter fee
 35. Granite base/setting fees
-

c. Transportation of remains. Transportation includes the services and supplies used to move the remains from one location to another. A list of authorized transportation expenses is located in table 1–3.

Table 1–3
Authorized transportation expenses

1. Funeral coach (Must be carrying the remains)
 2. Service vehicle (Used for the transport of remains)
-

Table 1–3
Authorized transportation expenses—Continued

3. Basic transportation fee (see 16 CFR Federal Trade Commission Rule 453)
 4. Air tray and/or casket outer shipping container (standards are outlined in app B)
 5. Ziegler case or zinc lined container (when required)
 6. Transit permits
 7. Removal of remains from place of death or place where they are released by authorities to a preparing mortuary or funeral establishment
 8. Delivery of remains from the preparing mortuary to the crematory and return
 9. Delivery of remains to a common carrier
 10. Shipment of remains by common carrier
 11. Delivery of remains from common carrier at destination to receiving funeral home or U.S. Government cemetery
 12. Delivery of remains from receiving funeral home to a local cemetery or crematory
 13. Police escorts when required by local laws
 14. Delivery of remains to a facility for a medico-legal death investigation under the authority of the AFMES, and return to preparing funeral home
-

d. Maximum reimbursable allowance. DoDI 1344.08 establishes the maximum reimbursable allowances for care and DOR. Unused balances from the maximum reimbursable allowances cannot be used to defray unauthorized expenses such as travel and per diem expenses incurred for persons not authorized travel by Federal statute. See table 1–4.

Table 1–4
Authorized memorial expenses (applies only to non-recoverable remains)

1. Memorial service director's fee
 2. Use of a chapel or facilities
 3. Local transportation for the Family to and from place of memorial service
 4. Flowers
 5. Flower car
 6. Death notices
 7. Announcements of the memorial service
 8. Clergy fee or honorarium
 9. Memorial plot in civilian cemetery (limited to the size of one standard grave)
 10. Single Musician (organist, pianist, bagpiper)
 11. Vocalist
 12. Registers, cards, or folders
 13. Purchase of memorial plaque
 14. Installation of memorial plaque
 15. Photography, videography, DVD/CDs, digital media
 16. Memorial plot service
 17. Cemetery equipment (chairs, tent, rugs)
 18. Memorial marker/Plaque/Headstone/Granite base/setting fees
 19. Sales tax
-

1–18. Unauthorized Casualty and Mortuary Affairs disposition of remains account expenditures

CG, HRC (AHRC–PDC) will make a reimbursement determination for any expense claimed not listed in the above tables.

1–19. Managers' Internal Control Program

a. The Chief, CMAOD, will appoint a Casualty and Mortuary Affairs Operations DOR account manager and CMAOD fund certifying officers for use of the Casualty and Mortuary Affairs DOR account for the DOR account.

b. The Casualty and Mortuary Affairs Operations DOR account manager of the DOR account—

- (1) Monitors expenditures by all authorized users to prevent, fraud, waste, and abuse.
- (2) Coordinates fund expenditures actions and issues with the Defense Finance and Accounting Service (DFAS), CMAOD (AHRC–PDC), and operating agency finance and budget officers.
- (3) Conducts announced and unannounced audits and inspection of Casualty and Mortuary Affairs DOR account for DOR expenditures and records.
- (4) Develops and monitors procedures for adjudicating funeral and interment claims and recording expenditures from the DOR account for the DOR account.
- (5) Develops and monitors the Managers' Internal Control Program. CMAOD fund certifying officers certify that funds are available and that CMAOD expenditures comply with appropriate DFAS and Army regulations.

c. The CAC chiefs must have in place a system of internal controls to ensure that assets and funds of the U.S. Government are not lost. The internal controls must be codified in writing, reviewed annually, and updated as required. The CAC chiefs also will appoint Casualty and Mortuary Affairs DOR account for the DOR fund certifying officers to certify that expenditures are authorized by AR 638–8 and this regulation. At a minimum, the local managers' internal control procedures will include—

- (1) Separation of duties to preclude one individual from having complete control over a financial transaction. For example, no single person should be able to bill, collect, disburse, and account for a transaction.
- (2) A mechanism to track custody of public funds, assets, and vouchers.
- (3) Safe keys and combinations must be properly safeguarded.

d. Employees with custody of public funds must have exclusive control over those funds. Oral instructions concerning funds of the U.S. Government, vouchers, records, and so forth, will not supersede published regulations. Instructions that do not appear in regulations must be in writing.

e. Employees will be briefed by the CAC chief on their responsibilities concerning internal controls and liability for losses. The briefing will cover, at a minimum, the concepts of presumption of negligence, loss burden of proof, and personal liability for loss.

f. Procedures must be in place to guarantee computer security.

g. There will be adequate physical security to protect the assets entrusted to the CAC. Physical security is provided by safes, locked cash drawers, lockable fireproof files, secure limited access doors, cages, alarm systems, and other devices.

h. Inventory control procedures for supplies such as interment flags and flag cases must be established.

i. Periodic review of monthly reconciliation reports for verification of fund usage. Ensure appropriate fund recoupment actions have been completed.

1–20. Establishment of paper-based files

Each individual deceased personnel file (IDPF) established by a CAC will be maintained in accordance with AR 25–400–2.

1–21. Documents to be forwarded

The CAC chief will alert the responsible medical clinic to forward the original dental and medical records of all deceased Soldiers who die on active duty to the Army Medical Department Record Processing Center, 3370 Nacogdoches Road, Suite 116, San Antonio, TX 78217.

1–22. Defense Casualty Information Processing System

- a. DCIPS is the system of record for all casualty and mortuary affairs information.

b. Development or use of any other automated system to report or record casualty and mortuary affairs information is unauthorized except for the Military Funeral Honors database or systems required for the ARNG or USAR to maintain non-reportable casualties per AR 638–8.

c. DCIPS is the DoD functional information system for casualty and mortuary affairs information processes. DCIPS provides uniform casualty reporting, casualty and mortuary affairs case management, benefits and entitlements tracking, coordination of mortuary affairs, progress reports for injured/ill, Family member update tracking and funeral claim adjudication for deceased personnel for current and past conflicts. DCIPS provides real-time world-wide capability, so the entire case history is immediately available to all authorized users.

d. All CAC personnel assigned to perform the multitude of casualty and mortuary affairs functions will be proficient in the use of DCIPS. DCIPS training guides are the official guides for users of all DCIPS components. DCIPS training is available at <https://dcse.hrc.army.mil>.

Chapter 2

Eligible Decedents and Scope of Mortuary Benefits

2–1. Eligibility for mortuary affairs benefits

a. A decedent's eligibility for mortuary affairs benefits is contingent upon his or her personnel category and personnel status at the time of death. It is possible for one decedent to qualify for benefits in more than one personnel category. For example, the decedent may be a DA Civilian employee who has retired from the Army and is married to a Soldier on active duty.

b. Benefits are specifically derived from 10 USC 1481 to 1488 and 1490 and 5 USC 5742.

c. Mortuary benefits cannot be reduced. No additional benefits may be provided other than those authorized by Federal statute, DoD policy, and this regulation.

2–2. Regular Army Soldiers

RA Soldiers are those commissioned or warrant officers and those Soldiers who enlisted in the RA and are currently serving on active duty, as defined in the glossary. Mortuary benefits for RA Soldiers on active duty are—

- a. Recovery and identification of the remains.
- b. Notification to the next of kin (NOK) or another appropriate person.
- c. Preparation of the remains for burial/disposition.
- d. Furnishing of a uniform or other clothing.
- e. Furnishing of a casket or urn, or both, with outside box.
- f. Hearse service.
- g. Funeral director's services.
- h. Transportation of remains.
- i. Military escort.
- j. Interment or inurnment of the remains.
- k. Presentation of Flag of the United States.
- l. Memorial service when remains are determined to be non-recoverable.

Note. The above mortuary benefits apply even if absent from active duty, with or without leave, at the time of death, unless the Soldier had been dropped from the rolls of their organization before their death.

2–3. U.S. Army Reserve and Army National Guard Soldiers

USAR and ARNG Soldiers are those commissioned and warrant officers and those Soldiers who enlisted and serve in the USAR or ARNG. To be authorized mortuary benefits the decedent must be in a duty status of — Active Guard or Reserve (AR 135–18), active duty for operational support (AR 135–200), on active duty; performing inactive duty (IDT) training; performing authorized travel directly to or from active duty or IDT; remaining overnight immediately before the commencement of IDT; or remaining overnight between successive periods of IDT; at or in the vicinity of the site of the IDT; staying at the member's residence, when so authorized by proper authority, during a period of inactive duty training (IDT) or between successive days of IDT; hospitalized or undergoing treatment for an injury, illness, or disease incurred or aggravated while on active duty or performing IDT; or serving on funeral honors duty under 10 USC 12503 or 32 USC 115; traveling directly to or from the place at which the member is to so serve; or

remaining overnight at or in the vicinity of that place before so serving, if the place is outside reasonable commuting distance from the member's residence. Mortuary benefits for a USAR or ARNG Soldier that meet one of the above status requirements are—

- a. Recovery and identification of the remains.
- b. Notification to the NOK or other appropriate person.
- c. Preparation of the remains for burial/disposition.
- d. Furnishing of a uniform or other clothing.
- e. Furnishing of a casket or urn, or both, with outside box.
- f. Hearse service.
- g. Funeral director's services.
- h. Transportation of remains.
- i. Military escort.
- j. Interment or inurnment of the remains.
- k. Presentation of Flag of the United States.
- l. Memorial service when remains are determined to be non-recoverable.

Note. The above mortuary benefits apply even if absent from active duty, with or without leave, at the time of death, unless the Soldier had been dropped from the rolls of their organization before their death.

2–4. United States Military Academy cadet

A United States Military Academy (USMA) cadet is in attendance, while serving in the active Service, at a school designated as a Service school by law, or by the Secretary concerned. Mortuary benefits for USMA cadets are—

- a. Recovery and identification of the remains.
- b. Notification to the NOK or other appropriate person.
- c. Preparation of the remains for burial/disposition.
- d. Furnishing of a uniform or other clothing.
- e. Furnishing of a casket or urn, or both, with outside box.
- f. Hearse service.
- g. Funeral director's services.
- h. Transportation of remains.
- i. Military escort.
- j. Interment or inurnment of the remains.
- k. Presentation of Flag of the United States.
- l. Memorial service when remains are determined to be non-recoverable.

Note. The above mortuary benefits apply even if absent from active duty, with or without leave, at the time of death, unless the Soldier had been dropped from the rolls of their organization before their death.

2–5. Reserve Officers' Training Corps cadets

ROTC cadets are those cadets enrolled in an ROTC course of instruction in a Senior ROTC program. To be authorized mortuary benefits, the decedent must be attending a training camp; performing authorized travel to or from such a camp, or hospitalized or undergoing treatment at the expense of the United States for injury incurred, or disease contracted, while attending such a camp. Mortuary benefits for a ROTC cadet that meet one of the above requirements are—

- a. Recovery and identification of the remains.
- b. Notification to the NOK or other appropriate person.
- c. Preparation of the remains for burial/disposition.
- d. Furnishing of a uniform or other clothing.
- e. Furnishing of a casket or urn, or both, with outside box.
- f. Hearse service.
- g. Funeral director's services.
- h. Transportation of remains.
- i. Military escort.
- j. Interment or inurnment of the remains.
- k. Presentation of Flag of the United States.
- l. Memorial service when remains are determined to be non-recoverable.

2-6. Accepted applicants for enlistment

Accepted applicants for enlistment are those persons who die while participating in an enlistment examination or traveling to or from such examination and those applicants who have completed all enlistment examinations and die while participating in or traveling to a place to take the final oath of enlistment. Upon taking the final oath of enlistment, the individual's status changes from applicant to RA, USAR, or ARNG Soldier, as appropriate. Those accepted applicants do not include the Delayed Entry Program. Mortuary affairs benefits are—

- a. Recovery and identification of the remains.
- b. Notification to the NOK or other appropriate person.
- c. Preparation of the remains for burial/disposition.
- d. Furnishing of a uniform or other clothing.
- e. Furnishing of a casket or urn, or both, with outside box.
- f. Hearse service.
- g. Funeral director's services.
- h. Transportation of remains.
- i. Military escort.
- j. Interment or inurnment of the remains.

2-7. Discharged from enlistment and continuously hospitalized until death

Any person who has been discharged from an enlistment under Army jurisdiction while a patient in a U.S. hospital, and who continues to be such a patient until the date of his/her death. Mortuary affairs benefits are—

- a. Recovery and identification of the remains.
- b. Notification to the NOK or other appropriate person.
- c. Preparation of the remains for burial/disposition.
- d. Furnishing of a uniform or other clothing.
- e. Furnishing of a casket or urn, or both, with outside box.
- f. Hearse service.
- g. Funeral director's services.
- h. Transportation of remains.
- i. Military escort.
- j. Interment or inurnment of the remains.
- k. Presentation of Flag of the United States.

2-8. Retired member

A retired member under Army jurisdiction during a continuous hospitalization of the member as a patient in a U.S. hospital that began while the member was on active duty for a period of more than 30 days. Mortuary benefits are—

- a. Recovery and identification of the remains.
- b. Notification to the NOK or other appropriate person.
- c. Preparation of the remains for burial/disposition.
- d. Furnishing of a uniform or other clothing.
- e. Furnishing of a casket or urn, or both, with outside box.
- f. Hearse service.
- g. Funeral director's services.
- h. Transportation of remains.
- i. Military escort.
- j. Interment or inurnment of the remains.
- k. Presentation of Flag of the United States.

2-9. Retired status by reason of eligibility

In a retired status by reason of eligibility to retire under 10 USC Chapter 61, dies during a continuous hospitalization of the person that began while the person was on active duty as a RA Soldier under the Secretary's jurisdiction. Mortuary benefits are—

- a. Recovery and identification of the remains.
- b. Notification to the NOK or other appropriate person.

- c. Preparation of the remains for burial/disposition.
- d. Furnishing of a uniform or other clothing.
- e. Furnishing of a casket or urn, or both, with outside box.
- f. Hearse service.
- g. Funeral director's services.
- h. Transportation of remains.
- i. Military escort.
- j. Interment or inurnment of the remains.
- k. Presentation of Flag of the United States.

2-10. Military prisoners, other than enemy prisoners of war or interned enemy aliens

a. Military prisoners are those Soldiers that are serving a period of confinement adjudged by court-martial who dies while under Army custody. Mortuary affairs benefits are—

- (1) Recovery and identification of the remains.
- (2) Notification to the NOK or other appropriate person.
- (3) Preparation of the remains for burial/disposition.
- (4) Furnishing of a uniform or other clothing.
- (5) Furnishing of a casket or urn, or both, with outside box.
- (6) Hearse service.
- (7) Funeral director's services.
- (8) Transportation of remains.
- (9) Military escort.
- (10) Interment or inurnment of the remains.

b. For military prisoners (inmates) that have been discharged; the following exceptions apply:

- (1) No uniform is authorized; appropriate civilian business suit attire or equivalent not to exceed the cost of an Army Service Uniform (ASU).
- (2) No interment flag is authorized.
- (3) Interment in U.S. Government cemetery is not authorized.
- (4) If the PADD indicates he or she desires the U.S. Government to assume full responsibility to prepare, dress, casket, and transport the remains as reflected on a DD Form 3045 (Statement of Disposition of Military Remains), the servicing/local CAC chief is responsible for obtaining the necessary services of a licensed mortuary and/or funeral director to support this requirement.

c. A civilian death certificate is required for all deaths occurring on a U.S. military installation. A transit or burial permit is required before remains can be removed from an Army installation for shipment or interment.

d. In the event of an inmate execution, the Fort Leavenworth CAC Chief will be responsible for all casualty and mortuary affairs coordination, regardless of where the execution occurs.

e. The Fort Leavenworth CAC Chief or designated CAC representative, with a U.S. Disciplinary Barracks representative, will travel to the PADD's location to explain and obtain disposition of the remains.

f. The senior medical officer who pronounces the death will notify the Commandant, U.S. Army Disciplinary Barracks of the prisoner's death who will then notify the Fort Leavenworth CAC. The decedent's PADD may designate the Army to provide the mortuary benefits.

g. Upon notification from the CAC chief or CAC representative at the execution site, the Fort Leavenworth CAC Chief will submit a casualty report to Chief, CMAOD. The Fort Leavenworth CAC Chief will arrange for a contracted funeral home. Once the autopsy is complete, the contract funeral home will pick up the remains and, under the supervision of the CAC chief, prepare remains for transport to the PADD.

h. Two military escorts will travel in civilian attire with the remains to the designated location.

i. The death gratuity is not payable if death is the result of a lawful punishment for a crime or military offense except when such death was inflicted by any hostile force with which the Armed Forces of the United States had engaged in armed conflict.

2-11. Enemy prisoners of war or civilian interned

Enemy prisoners of war (EPW) are those who, while engaged in combat under orders of his or her government, are captured by the armed forces of the enemy. A civilian internee is a civilian who is interned during armed conflict or occupation for security reasons or for protection or because he has committed an offense against the detaining power. Mortuary affairs benefits for EPW and civilian internee are—

- a. Notification to the NOK or other appropriate person.
- b. Preparation of the remains for burial/disposition.
- c. Furnishing of clothing.
- d. Furnishing of a casket or urn, or both, with outside box.
- e. Transportation of remains to the cemetery or other place selected by the Secretary.
- f. Interment of the remains.

2-12. Pensioners, indigent patients and other persons

Pensioners, indigent patients and other persons are those persons who die in hospitals operated by the DA or who die on military reservations and whose remains are unclaimed and refused for disposition by local civil authorities. Cost for transportation to a preparing funeral home and preparation of remains to include casketing will be negotiated and obtained at the most reasonable cost by the installation where death occurred out of operational dollars. When the Armed Forces Medical Examiner (AFME) directs the remains to be moved to a facility for autopsy purposes, CMAOD will incur the transportation cost from place of death to autopsy facility. All other costs will be paid by the installation. Mortuary affairs benefits for pensioners, indigent patients and other persons are—

- a. Notification to the NOK or other appropriate person.
- b. Preparation of the remains for burial/disposition.
- c. Furnishing of clothing.
- d. Furnishing of a casket or urn, or both, with outside box.
- e. Transportation of remains to the cemetery or other place selected by the Secretary.
- f. Interment of the remains.

2-13. Dependents of a Soldier

To be eligible for mortuary affairs benefits, the dependent must die while the sponsor is on active duty (other than for training). Mortuary affairs benefits are—

- a. Transportation of remains to the home of the decedent or to any other place the DA determines to be the appropriate place of interment.
- b. Mortuary services and supplies, on a reimbursable basis.
- c. The criteria for dependents of military personnel is derived from Federal statutes (10 USC 1072(2), 1481, and 1485). These statutes define dependents as follows:
 - (1) The spouse. The widow or widower who has not remarried.
 - (2) A child who—
 - (a) Has not attained the age of 21.
 - (b) Has not attained the age of 23, is enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary and is or was, at the time of the Soldier's or former Soldier's death, in fact, dependent on the Soldier or former Soldier for over one-half of the child's support.
 - (c) Is incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a Soldier or former Soldier at the time of the Soldier or former Soldier's death, in fact, dependent on the Soldier or former Soldier for over one-half of the child's support.
 - (3) A parent or parent-in-law who is or was, at the time of the Soldier's or former Soldier's death, in fact, dependent on the Soldier for over one-half of the parent's support and residing in the Soldier's household.
 - (4) The former spouse of a Soldier or former Soldier who has not remarried who on the date of the final decree of divorce, dissolution, or annulment, has been married to the Soldier or former Soldier for a period of at least 20 years during which period the Soldier or former Soldier performed at least 20 years of service that is creditable in determining that Soldier's or former Soldier's eligibility for retired or retainer pay, or equivalent pay, and does not have medical coverage under an employer-sponsored health plan.
 - (5) A person who is the former spouse, who has not remarried, of a Soldier or former Soldier who performed at least 20 years of service that is creditable in determining the Soldier's or former Soldier's eligibility for retired or retainer pay, or equivalent pay, and on the date of the final decree of divorce, dissolution, or annulment before 1 April 1985, had been married to the Soldier or former Soldier for a period of at least 20 years, at least 15 of which, but less than 20 of which, were during the period the Soldier or former Soldier performed service creditable in determining the Soldier or former Soldier's eligibility for retired or retainer pay, and does not have medical coverage under an employer-sponsored health plan.

(6) A person who would qualify as a dependent under paragraph 2–13c, but for the fact that the date of the final decree of divorce, dissolution, or annulment of the person is on or after 1 April 1985, except that the term does not include the person after the end of the 1-year period beginning on the date of that final decree.

(7) An unmarried person who is placed in the legal custody of the Soldier or former Soldier as a result of an order of a court or competent jurisdiction in the United States (or a Territory or possession of the United States) for a period of at least 12 consecutive months and either—

- (a) Has not attained the age of 21.
- (b) Has not attained the age of 23 and is enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary.
- (c) Is incapable of self-support because of a mental or physical incapacity that occurred while the person was considered a dependent of the Soldier or former Soldier under this paragraph.
- (d) Is dependent on the Soldier or former Soldier for over one-half of the person's support.
- (e) Resides with the Soldier or former Soldier unless separated by the necessity of military service or to receive institutional care as a result of disability or incapacitation or under such other circumstances as the administering Secretary may by regulation prescribe.
- (f) Is not a dependent of a Soldier or a former Soldier under any other paragraph.

2–14. Certain retired members and dependents

For certain retired members and dependents who die while properly admitted to a military medical facility, transportation of remains will be no further than from the place of death to the decedent's last place of permanent residence. Transportation of the remains of a decedent may not be provided under this section if such transportation is authorized under a different section outlined above.

2–15. Other citizens of the United States who die outside of the United States

In the case of any of the following citizens of the United States who die outside the United States:

- a. Any employee of a humanitarian agency accredited to the Armed Forces.
- b. Any civilian performing a service directly for the Secretary because of employment by an agency under a contract with the Secretary.
- c. Any officer or member of a crew of a merchant vessel operated by or for the United States through the Secretary.
- d. Any person who is on duty with an Armed Force under the jurisdiction of the Secretary and who is paid from non-appropriated funds.
- e. Upon the specific request of the Department of State, any person not otherwise covered by this section.
- f. Any dependent of a person who is covered by this section if the dependent is living outside the United States with that person at the time of death.
- g. Mortuary benefits are—
 - (1) If local commercial mortuary services and supplies are not available, or if their cost is prohibitive, the DA may furnish those services and supplies on a reimbursable basis.
 - (2) Transportation of the remains of persons covered by this section, on a reimbursable basis, to a port of entry in the United States.
- h. Remains of employees of other U.S. Government agencies and non-U.S. Government persons may not be shipped aboard DoD aircraft on a reimbursable basis unless such a request is made by the Department of State and the request is approved by the Secretary of Defense in accordance with DoDD 4500.09.

2–16. Civilian employees in a contingency operation

Civilian employees who die of injuries incurred in connection with the employee's service with an Armed Force in a contingency operation, or who dies of injuries incurred in connection with a terrorist incident occurring during the employee's service with an armed force. Mortuary benefits are—

- a. Recovery and identification of the remains.
- b. Notification to the NOK or other appropriate person.
- c. Preparation of the remains for burial/disposition.
- d. Furnishing of a uniform or other clothing.
- e. Furnishing of a casket or urn, or both, with outside box.

- f. Transportation of remains.
- g. Escort (not more than 2 persons).
- h. Presentation of Flag of the United States.

2-17. Civilian employees in a travel status

Civilian employees who die while the employee was in a travel status away from their official station in the United States. Mortuary benefits are—

- a. Recovery and identification of the remains.
- b. Notification to the NOK or other appropriate person.
- c. Preparation of the remains for burial/disposition.
- d. Furnishing of a uniform or other clothing.
- e. Furnishing of a casket or urn, or both, with outside box.
- f. Transportation of remains.
- g. Escort (not more than 2 persons).

2-18. Civilian employees outside the continental United States

Civilian employees performing official duties OCONUS or in transit thereto or therefrom. Mortuary benefits are—

- a. Recovery and identification of the remains.
- b. Notification to the NOK or other appropriate person.
- c. Preparation of the remains for burial/disposition.
- d. Furnishing of a uniform or other clothing.
- e. Furnishing of a casket or urn, or both, with outside box.
- f. Transportation of remains.
- g. Escort (not more than 2 persons).

2-19. Dependent of an employee

Dependent of an employee who dies while residing with the employee performing official duties OCONUS or in Alaska or in transit thereto or therefrom. Mortuary benefits are—

- a. Mortuary services and supplies on a reimbursable basis.
- b. Transportation of remains to the home of the dependent, or such other place appropriate for interment/disposition.

2-20. Mortuary benefits

Eligible decedents will be provided mortuary services and related items at U.S. Government expense unless otherwise stated. Federal statutes determine whether mortuary services are provided at U.S. Government expense or on a reimbursable basis. Certain eligible decedents may be provided part of the services at U.S. Government expense or all on a reimbursable basis. Mortuary benefits are expanded in subsequent chapters.

2-21. Caskets

- a. *Caskets.* Caskets specified in appendix B will be used for adult-size remains.
- b. *Nonstock caskets.* When remains are too large to fit into an oversize casket, purchase of a larger casket is authorized for deceased entitled to a casket at U.S. Government expense. When local interment practices require a casket smaller than the standard specification casket, purchase of an appropriately sized casket is authorized for decedents entitled to a casket at U.S. Government expense. Purchase price should be mutually agreed on by the contractor and the contracting officer. The contracting officer will take into consideration that the cost may, of necessity, be higher than for stock-size caskets.
- c. *Infant and child caskets.* Army authorities outside the United States may procure these types of caskets for remains processed on a reimbursable basis.
- d. *Marking caskets.* When necessary, caskets will be labeled with an appropriate tag that is marked as follows:
 - (1) "Contagious Disease" in those cases in which death was the result of a contagious or communicable disease.
 - (2) "Not to Be Opened" in those cases where health requirements preclude opening the casket.

e. *Sealer casket.* The locking device or “key” to open the casket will be sent with the casket to the receiving funeral home.

2–22. Authorized burial clothing and related items

Burial clothing and other items authorized in this paragraph will be obtained and taken by the mortuary affairs coordinator to the civilian funeral establishment or U.S. Government mortuary preparing the remains. If appropriate clothing, insignia, and ribbons for military uniforms are not available at an OCONUS location (except Alaska and Hawaii), notify the receiving CAC or port mortuary by email or telephonically. Inform the receiving CAC or port mortuary what additional items (to include size or measurements, if appropriate) are required. The receiving CAC chief or port mortuary will obtain the required items. Information concerning required items must be complete and accurate. Authorized clothing for burial of eligible decedents is as follows:

a. *Soldiers.* Currently prescribed ASU with wear and appearance in accordance with AR 670–1, including underwear, stockings, necktie, and shoes (if requested). The specified hat to be worn will be the beret with all uniforms, unless otherwise specified by the unit or the PADD. The ASU will be per the decedents Defense Enrollment Eligibility Reporting System gender marker. The uniform will be obtained from the military clothing sales store or purchased locally at U.S. Government expense as follows:

(1) When available, Army and Air Force Exchange Service brand and Defense Procurement Supply Center uniforms and insignia will be purchased. Commercial/local vendor brands may be used only when Army and Air Force Exchange Service and Defense Procurement Supply Center brand items are not available.

(2) Civilian clothing consisting of appropriate outer clothing, underwear, hose, and shoes (if requested) may be provided at U.S. Government expense when desired by the PADD. The cost of civilian clothing will not exceed the cost of providing an ASU.

(3) Identification tags are U.S. Government property and will be attached to the remains in a secure manner.

b. *Military prisoners other than enemy.* If not discharged, a current prescribed ASU (Class A) uniform with wear and appearance in accordance with AR 670–1, including underwear and hose, will be used. If discharged from the Army, appropriate civilian business suit attire or equivalent not to exceed the cost of an ASU (Class A) uniform.

c. *Civilian employees.* Clothing authorized for interment of eligible civilian personnel consists of suitable outer clothing, underwear, and hose. The cost of civilian clothing will not exceed the cost of an ASU.

d. *Enemy prisoners and aliens.* Uniforms of enemy armed forces captured should be made available to clothe the enemy prisoner or appropriate civilian attire.

e. *Non-viewable remains.* Clothing will be provided for all remains, including those mutilated and decomposed, or deemed unviewable by the mortician. When dressing the remains in the normal manner is impossible, the remains will be wrapped according to mandatory procedures prescribed in DA Pam 638–2. The clothing will be placed neatly in a symmetrical and secure manner over the wrapped remains.

2–23. Death of foreign military trainees training in the United States

When an international military student under sponsorship of the Security Cooperation Education and Training Program dies while training at an Army school or installation in the United States, notify Defense Security Cooperation Agency, the foreign attaché, public affairs office, and others, as appropriate.

Chapter 3

Disposition of Remains

3–1. Working with local civil authorities

Good working relationships with local civil authorities will be established and maintained by each CAC chief. Such relationships are important when the death of a Soldier occurs off the military installation or in a foreign country. The CAC chief or Army regional mortuary officer will maintain communication with the local medical examiners or coroner; the AFME; or the regional medical examiner and law enforcement agencies, hospital administrators, and so forth.

3-2. Communicating with the person authorized to direct disposition of remains

CAC mortuary affairs coordinator must communicate with the PADD for proper disposition of deceased personnel covered by this regulation. Persons in contact with the PADD will be kind, considerate, sympathetic, and polite at all times.

3-3. Person authorized to direct disposition of human remains

a. Only one person at a time can be the PADD. The individual designated by the deceased member on the DD Form 93 is entitled to direct the disposition of the remains, to include subsequent portions or retained organs. If a member has failed to designate a PADD, or the designated PADD does not wish to exercise the responsibilities of the PADD and therefore requests to relinquish his/her rights to direct disposition of the remains, the hierarchy listed in paragraphs 3-3b(1) through (9) will be utilized to determine who serves as the PADD, in order of precedence. If two or more persons claim the right to direct disposition and cannot provide documentary support, agreement may be achieved either between them mutually or via legal adjudication in the civil courts. The Army will adhere to any order provided by a civil court with respect to a decision as to who has the authority to effect disposition of the remains of a fallen Soldier.

b. The following persons may be designated to direct disposition of the remains of a decedent covered by this chapter:

- (1) The person identified by the decedent on the record of emergency data (DD Form 93 or any successor to that form), as the PADD, regardless of the relationship of the designee to the decedent.
- (2) Surviving spouse.
- (3) Children over 18 years of age, in order of age from oldest to youngest.
- (4) Father or mother, whichever is older and if not divorced. If divorced when decedent was a minor, the custodial parent or legal guardian has the right to direct disposition. If the parents divorced after the decedent was of legal age, the eldest parent has the right to direct disposition.
- (5) A blood relative who had legal custody by court decree or statutory provision.
- (6) Brothers and sisters over 18 years of age, in order of age from oldest to youngest.
- (7) Grandparents, in order of age, from oldest to youngest.
- (8) Blood relatives over 18 years of age, in order of relationship to the decedent, according to State laws. In equal degrees of relationship, seniority by age.
- (9) Adoptive relatives of the decedent in order of relationship and age.
- (10) A person standing *in loco parentis* to the decedent if no person in paragraphs 3-3b(1) through (9) can be found.

c. When the person highest in the order listed in paragraphs 3-3b(1) through (10) declines in writing to direct the DOR, the authority will be offered to the next person in order of priority.

d. When no person in the order of priority can be identified or located, disposition of the remains will be made by the administrative determination of CG, HRC (AHRC-PDC).

3-4. When the person authorized to direct disposition of remains is uncertain

All questions pertaining to the determination of the PADD will be referred to the CG, HRC (AHRC-PDC), for resolution and determination of the PADD when necessary.

3-5. Challenges and disqualifications of the person authorized to direct disposition of remains

Other relatives of the decedent, or interested persons, may challenge the PADD's qualification based upon Family relationship, PADD's incompetence, or civil law. The burden of proof to establish that the PADD is not qualified generally rests with the person alleging the PADD is unqualified. Accordingly, the person challenging the PADD's qualification will generally obtain and submit the documents required to disqualify the PADD. The Army will comply with a civil court order providing control or custody of the remains to a person other than the PADD.

3-6. Army-arranged preparation options

a. The Army-arranged preparation options authorize the Army to contract and arrange for the preparation, casketing, and transportation of the remains from the place of death to the place designated by the PADD. Not included in these options is viewing the remains at the contract funeral home, funeral, or interment related services. There are four Army-arranged preparation options—

- (1) Army-arranged preparation, casket, and transportation to a receiving funeral home, with interment in a private cemetery.

(2) Army-arranged preparation, casket, and transportation to a receiving funeral home, with interment in a U.S. Government cemetery.

(3) Army-arranged preparation, to include an urn, and transportation to a place designated by the PADD for cremation. PADD will make all arrangements for cremation.

(4) Army-arranged preparation, casket, and transportation directly to a U.S. Government cemetery.

b. The Army-arranged preparation options are available only when the remains are in the Army's control or custody (such as remains evacuation channels) or in the custody or control of civil authorities (such as the county coroner) or civilian medical facility (such as the hospital).

c. The Army-arranged preparation options are not available when the Family has taken control or custody of the remains by contracting with a funeral service provider to recover the remains or provide mortuary services and the Family's contracted funeral home has custody of the remains or provided any service included in the contract. The Army cannot assume responsibility for payment of a mortuary service contract entered into by the PADD or another interested person and a mortuary service provider.

d. In the event the PADD elects the Army-arranged option and also contacts a mortuary service provider to care for the remains, the CAC mortuary affairs coordinator will promptly advise the PADD that the Army cannot assume responsibility for the private mortuary service contract, and preparation of remains will fall under the Family-arranged option for disposition.

e. When the PADD elects the Army to prepare the remains and dress the deceased Servicemember (DSM) in the ASU, the remains will be clean-shaven to meet Army standards, as prescribed in AR 670-1, unless a medical authority approved beard growth or the Soldier's commander approved it as a religious accommodation. If at the time of their death, a DSM has a beard, other than for medical or religious reasons (for example, leave status), and the PADD prefers to inter the DSM as is, the CAO advises the PADD that the DSM must be dressed in civilian attire under the Army's mortuary service contract or the PADD can assume responsibility for DOR, Family-arranged preparation option.

3-7. Family-arranged preparation option

The Family-arranged preparation option prohibits the Army from contracting and arranging for the preparation, casketing, and transportation of the remains. These tasks will be done by the Family. Accordingly, Army representatives will not interfere with the Family's arrangements. If requested, the Army will purchase and ship or deliver a pair of ASUs to the preparing funeral home. The CAC mortuary affairs coordinator will purchase an ASU with the CAC U.S. Government purchase card. An escort is required when the PADD has elected to make all arrangements for the preparation and transportation of the remains.

3-8. Choice of casket

a. The choice of a specification metal or hardwood casket is part of the Army-arranged preparation option. The PADD's choice of caskets is annotated on the DD Form 3045 and provided to the contract funeral home by the contracting office representative. Specifications for the metal and hardwood caskets are found in appendix B.

b. The CAC mortuary affairs coordinator providing assistance to the PADD will advise the PADD that every effort will be made to honor the desires of the PADD; however, certain conditions may preclude the use of a wood casket. A metal sealer casket is required when—

(1) Notwithstanding the best professional efforts of the preparing embalmer or the reprocessing embalmer at the port mortuary in the United States, odors from the remains that could be detected at the funeral service are present or likely to be present.

(2) When the remains will be transported to or from some foreign countries.

c. When the PADD's choice of casket cannot be honored, the preparing CAC mortuary affairs coordinator will telephonically advise the PADD's CAO and CG, HRC (AHRC-PDC) of the reason(s) why the PADD's choice of casket cannot be honored. The CAO will advise the PADD, before the remains arrive at the receiving funeral home, that the Army could not provide a wood casket and the reason why.

d. Once the remains are shipped, the casket will not be replaced at Army expense without prior approval by CG, HRC (AHRC-PDC).

3-9. Explain disposition options and request disposition instructions from the person authorized to direct disposition of remains of eligible Soldiers

The CAC mortuary affairs coordinator providing casualty assistance to the PADD is responsible for explaining disposition options, allowances, and entitlements to the PADD and obtaining disposition

instructions. The CAC's mortuary affairs coordinator will brief and obtain disposition instructions from the PADD according to mandatory procedures prescribed in DA Pam 638–2.

3–10. Obtaining disposition instructions

The CAC mortuary affairs coordinator obtaining the disposition instructions will coordinate expeditiously the instructions with CG, HRC (AHRC–PDC), contracting officer representative, and all other CACs having an action related to the disposition instructions. Instructions for completing DD Form 3045 are attached to the form.

3–11. Disposition instructions

Disposition instructions will be obtained from the PADD of deceased eligible Soldiers as follows:

- a. As expeditiously as possible after the remains have been initially identified by competent authority.
- b. Before any preparation of remains when the remains are under Army control.

3–12. Deaths while absent without leave

a. Determination by CG, HRC (AHRC–PDC) of whether the decedent has been declared dropped from the rolls of his or her organization before the date of death is absolutely essential before any funds are obligated for payment for preparation of remains or payment of interment allowance by the Army.

b. When determination is made that a Soldier who is absent without leave (AWOL) has been dropped from the rolls of his or her organization before the date of death, Army authorities will not take part in any arrangements for DOR or assume responsibility for remains or for payment of expenses.

c. When determination is made that a Soldier who is AWOL has not been dropped from the rolls of his or her organization, procedures followed will be the same as a Soldier serving on active duty.

d. When determination is made that a Soldier was dead prior to being dropped from the rolls of his or her organization, procedures followed will be the same as for any other Soldier serving on active duty.

e. When determination cannot be made whether decedent has been dropped from the rolls of his or her organization, the PADD will be requested to make all arrangements for care and DOR. The CAC mortuary affairs coordinator will advise the PADD that reimbursement may be requested by submitting a completed DD Form 1375 (Request for Payment of Funeral and/or Interment Expenses), with itemized bills attached, to the Commanding General, U.S. Army Human Resources Command (AHRC–PDC), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5400. The claim will be held until a final determination has been made. Instructions for preparing DD Form 1375 are on the form.

3–13. Deaths aboard aircraft, on trains, and at sea

When a Soldier dies aboard an aircraft, train, or on a ship, remains will be removed at a location decided by the person(s) in charge of the transportation craft. The CAC chief responsible for the area in which the remains are disembarked will arrange for mortuary services.

3–14. Preparation of remains

When an unusual delay of 72 hours has occurred in obtaining disposition instructions from the PADD and further delay will prevent proper preservation of remains, the CAC chief will request through Chief, CMAOD, embalming of those remains.

3–15. Disinterment and re-interment

All final disposition of human remains completed at U.S. Government expense are considered final. Subsequent disinterment or disinurnment and transportation will not be coordinated at Army expense.

3–16. Obtaining disposition instructions from the person authorized to affect disposition of remains of eligible civilian personnel

The same steps for obtaining disposition instructions from the PADD of decedents who died while serving on active duty will be followed. Mortuary benefits will vary for different categories of personnel as shown in chapter 2.

3–17. Disposition of additional portions

The PADD may select options for disposition of subsequently identified portions at U.S. Government expense by making election on DD Form 3047 (Disposition of Remains Election Statement; Notification of

Subsequently Identified Partial Remains). This selection is made at the time of initial notification of identified partial remains. Selection by the PADD of an option does not obligate the U.S. Government to render additional military funeral honors.

Chapter 4

Contracted Mortuary Services

4–1. Description

Mortuary services as used in this regulation generally consist of removal of remains from place of death, services and supplies required for preparation of remains (restorative art, embalming, and so forth), casket, cremation urn, outer shipping container, and delivery of remains to common carrier. Removal of remains from one establishment to another is authorized when such removal will be advantageous to the U.S. Government; this is provided that such removal would not constitute a breach of contract for mortuary services.

4–2. Authority, process, or procedures

All mortuary services not covered by an Armed Service mortuary will be obtained through the Human Resource Center's international mortuary services contract. This contract is to prepare, casket, and ship the remains to the place designated by the PADD. The contract specifically identifies the services and merchandise required by the U.S. Government. The contract does not include services or merchandise not required by the U.S. Government or are reimbursable to the PADD as a funeral or interment expense. All requests for using the mortuary services contract must be made in accordance with the specific processes and procedures provided to the CAC as established by CMAOD, the contractor, and the contracting officer. Exceptions for fulfilling mortuary service requirements through any other source must be coordinated with the contracting officer representative residing in CMAOD and processed through HRC to the contracting officer for approval. Specific contract requirements must be defined in a performance work statement (PWS) and/or other source documents as directed by HRC and the contracting officer.

Chapter 5

Mortuary Services Provided by Armed Services Mortuary Facilities Outside the Continental United States

Section I

Operation of Mortuaries Outside the Continental United States

5–1. General

The Army, Navy, and Air Force have established Armed Services mortuary facilities OCONUS. These facilities are established to provide mortuary services for eligible deceased personnel when local commercial mortuary services are not available or cost prohibitive. Establishment or disestablishment of Armed Services mortuary facilities or OCONUS Regional mortuaries will be coordinated at the departmental level in coordination with the supporting service component command.

5–2. Operation of Army mortuary facilities

a. Army mortuary facilities will be in operation 7 days a week. Mortuary supplies and transfer cases will be provided through regular supply channels under prescribed tables of allowances.

b. Directors of mortuary affairs facilities will know their geographic AOR for mortuary services outside the United States. They will keep copies of current directives outlining these areas; one copy will be sent to the Commanding General, U.S. Army Human Resources Command (AHRC–PDC), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5400.

5–3. Eligible deceased entitled to services in an Army mortuary

a. In an Army mortuary OCONUS, services and supplies are authorized for eligible deceased personnel described in chapter 2, either at U.S. Government expense or on a reimbursable basis as indicated.

b. Remains of military Servicemembers, other than Army, who die on active duty or eligible employees of the Army, Navy, Marine Corps, and Air Force may be prepared in Army mortuaries on a cost-reimbursable basis.

5-4. Authorization and use of specification caskets in Army mortuaries outside the continental United States

a. Army mortuaries OCONUS will maintain an adequate stock of both specification wood and metal caskets (standard and oversized) with shipping containers to meet anticipated requirements. These caskets may be provided by Army mortuaries outside the United States at U.S. Government expense or on a reimbursable basis for interment of remains of eligible deceased persons OCONUS.

b. When a casket larger than the standard oversize is needed for deceased personnel entitled to a casket at U.S. Government expense, it may be purchased locally.

5-5. Viewing remains outside the United States

Funeral services with remains present will not be held unless the PADD specifically requests them. When a viewing or funeral service with remains present is desired, the PADD must contact the Director of Mortuary Affairs to arrange an appropriate time for the viewing or service. Viewing will not be permitted when the event will delay the preparation and transportation of other remains.

5-6. Preparation of remains in Army mortuaries

Remains will be prepared by a licensed mortician under standards set forth in the Armed Services specifications for mortuary services, prescribed health laws, and instructions discussed below.

a. All remains will be given necessary post-embalming surveillance. The remains will not be wrapped or placed in the transfer case or casket until this surveillance period has been completed. Additional preservative measures will be applied as necessary. Remains will be kept covered at all times except when the actual examination or preparation is being accomplished.

b. Cosmetics will not be applied by the preparing mortuary outside the United States if remains are to be shipped to another Armed Service mortuary outside the United States or to a port mortuary in the United States.

c. Cosmetics will be applied by the preparing mortuary when—

- (1) Remains are to be released to the PADD for local interment or viewing before shipment.
- (2) Remains are to be shipped directly to a consignee designated by the PADD.
- (3) Viewing will be held before shipment of remains.

(4) Cosmetics will be removed before shipment of remains to a port mortuary in the United States or to another Armed Service mortuary outside the United States.

d. To prevent dehydration of remains, a layer of massage cream will be applied to the face and hands. Particular attention will be given to the application of cream to lips and eyelids. The face and hands also will be covered with dry absorbent cotton.

e. Remains will be completely dressed by the preparing mortuary outside the United States when they are released for local interment or shipped directly to a consignee designated by the PADD. If remains are to be shipped to a port mortuary in the United States or to an Armed Service mortuary outside the United States, the preparation will be as follows:

- (1) Place cotton over female or male genitals.
- (2) Wrap remains in a sheet.
- (3) Place wrapped remains in a plastic bag. The bag will be heat sealed or sealed with plastic tape.
- (4) Wrap clothing (including underclothes and hose) and secure inside transfer case.
- (5) If appropriate clothing, insignia, and ribbons, to include sizes, are not available in the command, the items needed, including sizes if appropriate, the unavailable items will be provided by the mortuary affairs representative, in the United States, to the receiving CAC or port mortuary as appropriate.

f. The receiving mortuary officer will inspect remains, using, as a guide, the checklist on the second page of DD Form 2062 (Record of Preparation and Disposition of Remains (Outside CONUS)).

g. Remains will be placed in a transfer case or casket, as applicable, in such a manner as to create an appearance of rest and composure and secured to ensure maintenance of position during transit.

5-7. Documentation required (requirement control symbols)

Required reports, those assigned requirement control symbols, are as follows:

a. The DD Form 2062 will be initiated by the preparing mortician on all remains prepared in the Armed Service mortuary facility outside CONUS or on a contract basis. The port mortuary in the United States (port mortuary embalmer or port contract funeral director and department representative) will complete the applicable portion of the second page of DD Form 2062 when remains are processed through the port mortuary. If the data and dollar amount collected from the sponsor is not indicated on the DD Form 2062, this information will be sent separately to Commanding General, U.S. Army Human Resources Command (AHRC-PDC), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5400, as soon as it is available.

b. The following documents will accompany the DD Form 2062:

- (1) The DD Form 2064 (Certificate of Death Overseas).
- (2) The civil death certificate, if available.
- (3) The DD Form 2065 (Disposition of Remains-Reimbursable Basis) on reimbursable cases.
- (4) Identification documentation.

c. On State Department requested cases, the following additional documentation is required:

- (1) Letter from the American Consulate requesting the mortuary services desired.
- (2) Photocopy pages of passport of decedent containing picture and identification data.
- (3) Receipt for payment of mortuary services and evidence that payment has been deposited.

5-8. Compliance with health and transportation laws

a. For protection of the embalmer, Armed Forces Public Health Guidelines will be followed.

b. The Army mortuaries outside of the United States will comply with State, Federal, and foreign health and transportation laws concerning preparation and shipment or interment of remains. Compliance with procedures indicated below is mandatory when remains are shipped to a port mortuary in the United States.

c. Regulations of the U.S. Public Health Service provide that remains of a person dead from a disease subject to quarantine (cholera, plague, louse-borne relapsing fever, smallpox, louse-borne typhus, and yellow fever) will not be brought into a port under control of the United States unless the remains are properly embalmed and placed in a hermetically sealed casket or transfer case or are cremated. When the transfer case is used, remains will be wrapped in impervious material. Leakage or active decomposition of these remains presents a serious health menace. A gummed label, 2 by 4 inches, bearing the word, "CONTAGIOUS," will be affixed to the outer surface at the head end of the shipping case or the metal transfer case.

Section II

Safeguarding Human Remains

5-9. Customs requirements

Commanders of Army mortuary facilities outside of the United States will take the actions described below to prevent introduction of narcotics, drugs, and other contraband items during processing and movement of remains from Army mortuary facilities outside of the United States. Additional procedures to ensure integrity and safe shipment of remains will be at the discretion of the responsible commander.

a. The mortuary officer will ensure that each remains, and container are inspected or examined by a military customs inspector, if possible, to include the following:

- (1) Lower and upper portions of the transfer case.
- (2) Impervious material used for wrapping the remains, plastic envelopes, gauze, tape, and so forth.
- (3) Wrapping of the remains, placing them in the transfer case, and securing the two portions of the transfer case.

(4) Document tube of the transfer case.

b. Packing and shipping personnel will ensure that the inspector attaches numbered seals on the transfer case as indicated below—

- (1) Serial numbered metal rail car seals will be affixed on the diagonally opposite fasteners (spring locks) at head and foot ends of the transfer case. Numbered seals should not be used in serial sequence.
- (2) A numbered fiber tape or other approved seal will be placed across the lid or rim of the document tube.

c. Inspectors will certify on the DD Form 1384 (Transportation Control and Movement Document) that transfer case contains no prohibited items or commodities.

5–10. Transporting remains

- a. If a secure area is available at the terminal, remains may be moved immediately to the transportation facility to await transportation.
- b. If a secure area is not available, the shipping mortuary will coordinate movement to permit direct loading or minimal time lag before loading.

Section III

Mortuary Services

5–11. Verifying eligibility of certain deceased individuals for mortuary services

- a. The commander at the place of death, for personnel who die outside the United States, will verify the status of the following:
 - (1) Dependents of Soldiers.
 - (2) DA and DoD Civilians and their dependents.
 - (3) Non-appropriated fund employees and their dependents.
 - (4) Contract employees and their dependents who die outside the United States.
- b. Documentation required to verify the status of these individuals is as follows:
 - (1) DA Form 5327 (Bona Fide Dependent Declaration-Military) will be completed on each eligible deceased Army dependent.
 - (2) DA Form 5328 (Bona Fide Dependent Declaration (Civilian)) will be completed on each eligible dependent of a DA or DoD Civilian.
 - (3) A copy of the applicable form will accompany the remains. When a question arises concerning eligibility of dependents of other military Services and dependents of civilian employees of these Services, the parent Service will be requested to determine the status of the individual.
- c. Verification of status will be obtained from the responsible civilian personnel office for DA and DoD Civilians.
- d. Verification of status will be obtained from the responsible civilian personnel office for non-appropriated fund employees.
- e. Verification of status will be obtained from the responsible civilian personnel office for Dependents of non-appropriated fund employees.
- f. Verification of status will be obtained from the responsible contracting office or sponsoring agency for Contract employees.

5–12. Providing mortuary services on a reimbursable basis in Army mortuaries outside the continental United States

- a. Eligible deceased personnel who are authorized mortuary services and related items on a reimbursable basis are listed in chapter 2.
- b. When eligible deceased personnel are prepared by an Army mortuary OCONUS on a reimbursable basis, the sponsor (individual, agency, or firm) may select one of the methods shown below for handling remains:
 - (1) *Shipment to continental United States.* If the remains are shipped to the CONUS, the sponsor will be required to complete and sign DD Form 2065, selecting one of the three options listed below. A signed copy of this form will accompany the remains to the port mortuary. The sponsor will be advised not to set date and time of funeral services until port mortuary authorities advise the designated funeral director of the scheduled time of arrival of remains at destination. This is important and will be emphasized in counseling the sponsor.
 - (a) *Option I.* Remains may be prepared at the Army mortuary facility OCONUS and returned to the port mortuary in the CONUS in a transfer case. Reprocessing services, casket, and shipping container will be provided by the contract funeral director or port mortuary officer. The sponsor will reimburse the Army for all costs involved.
 - (b) *Option II.* Remains may be prepared at the Army mortuary facility OCONUS and returned to the port mortuary in the CONUS in a transfer case. The sponsor will designate a funeral director to receive the remains at the port mortuary and to provide necessary services and supplies; the funeral director's cost will be paid by the sponsor.

(c) *Option III.* Option III is to be used when arrangements other than those described in options I and II are desired. When this option is chosen, action to be taken by the mortuary officer at the port mortuary will be explained in detail to the PADD.

(2) *Interment outside the continental United States.* If the sponsor desires his or her dependent to be interred OCONUS, the sponsor will complete the DA Form 5330 (Release of Remains for Local Disposition (OCONUS)). One completed form will be sent to the Commanding General, U.S. Army Human Resources Command (AHRC–PDC), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5400; one copy will be sent to the sponsor; and one copy will be placed in the field case file.

c. Use of the Army mortuary facility will be provided without charge for eligible personnel prepared on a reimbursable basis. Charges to be paid by the sponsor will include the following as applicable:

- (1) Total costs of mortuary and embalming supplies required to prepare remains for shipment.
- (2) Delivered cost of the casket and shipping container if these items are used from Army stock in the command.
- (3) Charges incurred to comply with local laws or customs.
- (4) The contract funeral director's charges or port mortuary charges at the port mortuary in the CONUS for necessary reprocessing of remains, cost of casket and shipping container, and required cleaning and return of the transfer case to the command OCONUS. The port mortuary in the CONUS will furnish commands OCONUS the prices to be charged to the sponsor.
- (5) Cost of U.S. Government transportation to the port mortuary in the CONUS when handling the remains of those persons listed in chapter 2 (indigent persons).

d. The mortuary officer who arranges for preparation and DOR will collect costs from the sponsor before the sponsor's departure from the command. If collection cannot be made and sponsor has departed the command, contact CG, HRC (AHRC–PDC), for assistance in collecting the money. Remains will not be held pending resolution of reimbursement problems. Reimbursements collected for services, supplies, and U.S. Government transportation provided by OCONUS mortuaries will be credited in accordance with General Fund Enterprise Business System procedures and Army Audit Readiness.

e. The command will report costs incurred and collections made in each individual case to the Commanding General, U.S. Army Human Resources Command (AHRC–PDC), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5400, on DD Form 2062 and DD Form 1131 (Cash Collection Voucher). This process will be determined by HRC G–8.

Chapter 6

Reprocessing Remains at Port Mortuaries in the Continental United States

6–1. Mortuary services at port mortuaries in the United States

Remains shipped from Army mortuary facilities OCONUS will be reprocessed at Dover Air Force Base, Delaware. Mortuary services are provided at the port by a U.S. Government-operated mortuary or by a civilian funeral establishment under contract with the U.S. Government. The facilities are staffed to operate 7 days a week including holidays. Remains will be shipped on holidays unless PADD requests otherwise.

6–2. Port mortuaries in the continental United States receiving and trans-shipping

The port mortuaries will receive remains shipped by U.S. Government aircraft from OCONUS to inside the CONUS. When required, the port mortuary in the CONUS will trans-ship remains to a destination OCONUS.

6–3. Inspecting and reprocessing remains at the continental United States port mortuary

a. A licensed mortician will inspect remains to determine the degree of reprocessing if needed. During this inspection, the applicable portion of DD Form 2062 will be completed. The accompanying paperwork will be cross-checked with the remains to ensure that they are in agreement.

b. Reprocessing of remains will be completed to permit expeditious shipment to final destination (normally within 24 hours). Reprocessing procedures that will preclude meeting the prescribed time frame must be approved by the port mortuary officer. Remains will be reprocessed by a licensed mortician in accordance with the Armed Services specifications for mortuary services (see app D) and instructions below. When condition of the remains permits, they will be dressed in the clothing received with the

remains. Missing items of clothing or accoutrements will be provided by the port mortuary officer. When condition of the remains does not permit dressing, clothing will be placed on the remains. One identification tag will be inside the upper left pocket. One identification tag will be placed at the right ankle of the decedent. Two identification tags will be placed on the casket, one on the head handle and the other on the foot handle. When remains are received without identification tags or with one tag, an additional tag or tags will be prepared by the port mortuary officer to comply with the requirement in this paragraph. The identification tags prepared at port mortuaries will be metal and inscribed with the last name, first name, middle initial, and DoD identification number. Remains will be properly cosmetized when possible (including those remains that are considered non-viewable except for identification purposes). After reprocessing and casketing, a second inspection will be made. At this inspection, the remaining portion of the second page of DD Form 2062 will be completed to ensure that remains are properly clothed, cosmetized, and casketed.

6-4. Preparation and distribution of required documents

When Army or Army-sponsored remains are initially prepared in an Army mortuary OCONUS and are reprocessed at a port mortuary in the CONUS, the reprocessing activity at the port mortuary will send Commanding General, U.S. Army Human Resources Command, (AHRC-PDC), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5400, the originals of documents received with the remains or generated at the port mortuary. When the originals are not essential for processing the remains, a clear copy of the original will be sent. In addition, the following information and documents will be sent:

- a. A statement containing all costs of handling and reprocessing remains at the port mortuary; included will be the costs of casket, shipping case if procured by the port, and transportation from the port mortuary to the final destination.
- b. Completed DD Form 1375 with copies of itemized funeral bills.
- c. Amount of interment allowance paid, with date of payment, name of payee, voucher number, and check number.
- d. Completed DA Form 5329 (Escort Report) (see chap 12).
- e. DD Form 1131 (Cash Collection Voucher).
- f. Reimbursable charges collected and deposited.
- g. Cost of transportation and per diem for escort of remains.
- h. Escort travel voucher.

6-5. Transfer case

a. The transfer case will be cleansed thoroughly, repaired when necessary, and returned to the appropriate Armed Service mortuary or command OCONUS. Cleansing will be done immediately after removal of remains. Follow the safety and health precautions provided on the manufacturers' safety data sheets and warning labels for tincture of green soap will be sufficient for thorough cleaning, but when disinfecting is needed (for contagious or infectious diseases), this process will be followed by a thorough washing with 10 percent cresol solution mixed with warm water. In cleaning the outside of the case, care will be taken to prevent material from clogging pressure relief valves.

b. Transfer cases will not be used to ship remains within the CONUS beyond the port mortuary in the CONUS.

6-6. Release of information

Port mortuaries in the CONUS are authorized to release information to the CG, HRC (AHRC-PDC), the receiving CAC chief, and the PADD's CAO concerning estimated time of arrival, estimated time of departure, and viewability status of all Army remains for which the port has received disposition instructions. Remains in "believe to be" status are exceptions until positive identification has been made. Inquiries on these cases will be referred to CG, HRC (AHRC-PDC).

Chapter 7

Cremation and Urns

7–1. When cremation is authorized

Cremation will not be performed in a mortuary operated by a military Service or through a funeral home or crematory under contract with a military Service. This provision does not apply to body fragments and/or whole organs, defined as specimens. A PADD or decedent's representative may direct specimens be cremated in a mortuary operated by a military Service or through a funeral home or crematory under contract with a military Service.

7–2. Arrangements for cremation

When the PADD elects an Army-arranged preparation of remains, and the PADD desires cremation, the Army will support such a request by casketing the deceased in a hardwood cremation casket in accordance with DoD specifications. The Army will ship a solid bronze or solid hardwood urn as specified in the Armed Services specifications for urns (see appendix C) with the deceased's remains for placement of the cremated remains by the PADD or decedent's representative's receiving funeral home. Cremation will be accomplished by a contracted funeral home the PADD or decedent's representative arranged. Cremation, transportation of the remains to and from the crematory, and actual crematory charges will be reimbursed utilizing the DOR funds. Cremation costs will not be counted against the interment allowances or primary care unless the PADD chose the Family-arranged option.

7–3. Transportation of cremated remains

- a. Cremated remains of Soldiers will be transported by air or surface transportation with an escort to the designated consignee. Cremated remains will be hand-carried at all times. Only one ticket will be required for the escort's common carrier travel to destination. Refer to chapter 10 of this regulation for escort duties.
- b. Cremated remains of other than Soldiers that are mailed by registered mail or shipped by air express; does not require an escort.
- c. A receipt will be obtained from whomever assumes custody of the cremated remains. A copy of this receipt will be uploaded as an attachment under the specific case in DCIPS.

7–4. Arrangements for engraving urns

To promote identification continuity, the urn will be engraved before the urn is placed into the casket prior to shipment of the remains. The preparing CAC chief or the Army Mortuary Affairs non-commissioned officer at the port mortuary for remains processed at the port mortuary will verify the required information is correct before passing the information to the activity engraving the urn.

- a. The inscription for non-theater deaths will be completed on three lines and will include first name, middle initial, last name, rank, service, date of birth, and date of death below the Army seal. The first line is the decedent's first name, middle initial, and last name; second line is rank (will be spelled out) and service; and the third line is date of birth and date of death. For example—

John A. Doe
Sergeant, U.S. Army
27 Dec 1930 - 12 Dec 1960

- b. The inscription for theater deaths will be completed on four lines and will include first name, middle initial, last name, conflict of operation, rank, service, date of birth, and date of death below the Army seal. The first line is the decedent's first name, middle initial, and last name; second line is conflict of operation; third line is rank (will be spelled out) and service; and the fourth line is date of birth and date of death. For example—

John A. Doe
Operation Enduring Freedom
Sergeant, U.S. Army
27 Dec 1960 - 12 Dec 2005

c. In some instances, the PADD may request the urn to be engraved with the deceased's familiar name in lieu of the birth legal name.

Chapter 8

Group Remains and Group Interments for Current Deaths

8-1. Identification processing of group remains

Before remains are designated as group remains and considered for a group interment, the remains will be processed for identification and thoroughly documented (see the glossary for explanation of group interment.) The identification findings will be submitted to the Casualty and Mortuary Affairs Board of Officers for review and approval.

8-2. Selection of a U.S. Government cemetery for group interment

Group interments will be in a U.S. Government cemetery designated by CG, HRC (AHRC-PDC). When other than Army dead are included in the group, CG, HRC (AHRC-PDC) will coordinate selection of the cemetery with other Services and agencies involved.

8-3. Coordinating agency for group interments

The CG, HRC (AHRC-PDC) will be the Army coordinating agency for necessary actions to affect a group interment. The CG, HRC (AHRC-PDC) will request assistance from Army installations when needed.

8-4. Advising the person authorized to direct disposition of remains of each decedent included in the group interment

- a. The PADD of each decedent in the group will be notified of the group interment as soon as possible after determination that remains are not individually identifiable and are determined to be group remains.
- b. When a U.S. Government cemetery has been selected for interment of the group, notification will be made by a personal visit and/or letter to the PADD, depending on circumstances and as directed by CG, HRC (AHRC-PDC).

8-5. Travel of persons authorized transportation to attend group interment

See chapter 9 for travel and transportation entitlements.

8-6. Escorts for group remains

The number of escorts to be used for remains in a group interment will be determined by CG, HRC (AHRC-PDC). The rank of a single escort will be at least equivalent to that of the highest ranking decedent.

8-7. Shipment of group remains to a U.S. Government cemetery

- a. The CG, HRC (AHRC-PDC) will coordinate with the responsible official of the respective cemetery and arrange with the shipping installation to schedule shipment of the group remains to arrive on the date specified.
- b. The commander of the installation responsible for shipment of remains to the cemetery will send a message to the responsible official of the cemetery as an action addressee and to Commanding General, U.S. Army Human Resources Command (AHRC-PDC), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5400, as an information addressee with the following information:
 - (1) Names and grades of deceased comprised by the group.
 - (2) Name and grade of escort(s).
 - (3) Scheduled time of departure.
 - (4) Routing.
 - (5) Scheduled time of arrival at the commercial airport or cemetery.

8-8. Flags and group interment marker

Flags will be provided as prescribed in paragraph 13-1. Group interment marker will be provided as prescribed in paragraph 14-3.

8–9. Recovery and identification of remains in support of the Missing Service Personnel Act (10 USC Sections 1501 through 1513)

Previously designated group remains will not be disinterred for the sole purpose of individually identifying or segregating the group remains. A group remains may be disinterred for additional identification processing when—

- a. Subsequent portions have been recovered from the site of the casualty incident and an individual identification has not been previously made for every U.S. person involved in the incident, from either the remains originally recovered or from the subsequently recovered portions.
- b. Sufficient evidence indicates that the original group interment included individually identified remains without the PADD's consent or knowledge or was otherwise erroneous.
- c. The Army funds the disinterment and transportation of the remains to the Joint Prisoner of War/Missing in Action (POW/MIA) Accounting Command and, when necessary, to the original place of interment. The military department concerned funds expenses after the identification process is completed.

Chapter 9 Transportation and Travel

Section I

Travel in the Event of Death

9–1. Funeral travel

Federal statutes, 37 USC 452 and 453 authorize the Army to provide funeral travel to eligible persons to attend the funerals of Soldiers, a Service Academy cadet or a Senior Reserve Officers' Training Corps (SROTC) cadet receiving pay under 37 USC 209(d) who dies, while on active or inactive duty. The Joint Travel Regulations (JTR) further defines travelers entitled to a travel and transportation benefit. Order issuing authorities must verify each traveler's eligibility before issuing ITAs. Funeral travel will be provided for each authorized interment of a decedent. Under certain conditions a Soldier may be interred in two or more places at two or more different times. If there are individually identifiable portions for a Soldier and the Soldier is also included in a group remains, then the Army will provide funeral travel to both the interment of the individually identified portions arranged by the PADD and the group interment arranged by the Army. If a Soldier's remains are individually identified and interred and additional portions of the Soldier's remains are subsequently recovered and identified, then the Army will not provide funeral travel to the subsequent interment.

9–2. Government funded travel for individual funeral services

- a. The JTR contains detailed entitlement rules.
- b. Invitational travel is the term applied to authorize travel by an individual when the person is acting in a capacity that is related directly to, or in coordination with, official DoD activities.
- c. Government employees cannot be issued ITAs and must be placed on temporary duty orders.

9–3. Government funded travel for group interment

- a. The CG, HRC (AHRC–PDC) will issue ITAs to the persons authorized travel and transportation allowances per the JTR.
- b. ITAs are not authorized for government employees.

9–4. Government funded travel for unit memorial service

Eligible Family members of a deceased Soldier, a Service Academy cadet, or a SROTC cadet receiving pay under 37 USC 209(d) who dies, while on active or inactive duty are eligible for allowances to attend a memorial service when the memorial service is at a location other than the burial ceremony location. Eligible Family members are authorized to attend one unit memorial event at government expense within two years of the Soldier's death. The memorial service must take place in CONUS, a non-foreign area OCONUS, or the DSM's last permanent duty station or home port. The Government will not fund travel for Family members to attend a unit memorial service held in a theater of combat operations. Travel and transportation allowances are per the JTR.

9–5. Family member attendance during transfer of remains

a. Pursuant to DoDI 1300.29, the primary next of kin (PNOK) of a deceased Soldier or DoD Civilian employee, plus two additional Family members of the PNOK's choosing who fall within a category of eligible Family members pursuant to the JTR may be authorized travel to participate as official observers at the dignified transfer of remains if—

(1) The Office of the AFME at Dover Air Force Base has directed a forensic pathology investigation of the remains; and

(2) The decedent died outside the United States.

b. If the PNOK is a minor, the PNOK's guardian will make travel and media decisions on the PNOK minor's behalf.

c. The Army may fund the travel of additional Family members on a case-by-case basis subject approval of the CMAOD Chief.

9–6. Transportation and travel allowances of an attendant or escort for persons authorized funeral travel

An attendant or escort accompanying an eligible traveler who was provided travel and transportation allowances for travel to the burial ceremony for a DSM may be eligible for travel allowances if both of the following criteria are met:

a. The accompanied eligible traveler is unable to travel unattended or unescorted because of age, physical condition, or other justifiable reason.

b. No other eligible traveler is traveling to the burial ceremony and qualified to serve as the attendant or escort.

9–7. Payment of funeral travel reimbursement

The CAC chief issuing the ITA will assist the traveler in processing a travel voucher for reimbursement of travel and per diem expenses. The CAC chief will monitor the payment action to ensure the travel voucher is submitted in Defense Travel System within five days after the travel is completed. The CAC chief will ensure that funeral travel expenses are promptly entered into DCIPS.

Section II

Shipment of Remains

9–8. Point of contact for shipment of remains

The transportation of fallen Soldiers and other DA-affiliated personnel is recognized as a very sensitive matter and the movement of the deceased's remains will be handled with the reverence, care, priority, and dignity befitting them and the circumstances. The preparing CAC chief (within the United States) or the Director, Mortuary Affairs (outside the United States) will determine the best method of shipment and be responsible for the following:

a. Strict compliance with laws and regulations of all countries and States to or through which remains are to be shipped.

b. Coordination with the applicable CAC chief for the issuance of travel orders covering travel of escort.

c. Ensuring that prompt notification of shipment of remains is made.

d. Ensuring that proper records accompany the remains.

e. Collection of transportation cost on reimbursable cases OCONUS.

f. Ensuring the remains are expeditiously moved and not unnecessarily delayed as the result of administrative procedures or non-availability of U.S. Government or contract personnel to complete mortuary affairs or transportation actions.

9–9. Department of Defense-owned or controlled aircraft

a. Remains may be transported utilizing any of the following modes of transportation: hearse, scheduled commercial airlines, and dedicated military or military-contracted aircraft.

b. DoD-owned or controlled aircraft will provide airlift support to destination, whether a military installation or commercial airport in accordance with DoDI 4500.43.

c. As a general rule, the use of DoD-owned or controlled aircraft is authorized for—

- (1) The recovery of remains for autopsy or accident investigation purposes from a mass casualty site to the nearest adequate military installation.
- (2) Movement from and within an overseas location to a Government mortuary facility.
- (3) Medical evacuation of Soldiers and DA Civilians from a theater or combat operations or designated combat zone to a stateside medical treatment facility and later succumb to their wounds, illnesses, or injuries.

9–10. Shipping casketed remains

Prepared remains of fallen Soldiers and other DA-affiliated personnel always will be shipped in a flag-draped casket. The flag-draped casket will then be placed in an air tray for commercial air shipment. During shipment of remains, the outer shipping container will not be draped with the flag.

9–11. Plane-side honors

a. The honor guard will consist of a minimum of six personnel to render appropriate honors plane-side at the arrival airport, military or commercial, for all DSMs serving on active duty to include those denied military funeral honors. Honors include—

- (1) Participation in the transfer of the remains from the aircraft when airport and airline security requirements permit.
- (2) Depending on aircraft configuration, if possible, prior to removal from the aircraft, remove the air tray cover and ensure the casket is draped with the American flag. If not, drape the casket with the American flag at the first available opportunity.
- (3) Carrying the flag-draped casket, or air tray, to the hearse or other awaiting ground transportation.
- (4) All military personnel in attendance rendering the proper hand salute when the remains are being moved.

b. Veterans Military Burial Honors (VMBH) is the funded program that provides funding for plane-side honors support. VMBH is supervised by the Chief, CMAOD.

9–12. Transport of remains to two locations

The PADD may select two places for transportation of the remains if the second place is a national cemetery pursuant to 10 USC 1482. If the PADD selects two places under this paragraph, transportation costs to the second place (national cemetery) are payable only by means of reimbursement. The military escort and plane-side honor guard is only authorized for the first of those two places.

9–13. Documents necessary for shipping remains

Documents listed below are necessary for shipping remains. These documents will accompany each remains shipped by Army authorities. In addition, the shipper will work with transportation officials to meet any other transportation requirements.

- a. For shipment of remains in the CONUS—
 - (1) Transit permit.
 - (2) Certificate of death, if required. This requirement may vary from State to State. As a practice, the certificate of death will be included if it is available, whether or not it is required.
- b. DD Form 2064 for shipment of remains from OCONUS to port mortuary in the CONUS.
- c. For shipment of remains from the United States to an area OCONUS or from one area OCONUS to another, contact the consulate or embassy of the countries involved to find out what documents are necessary to ship remains.

9–14. Notification of shipment of remains

The shipping activity will notify persons concerned of shipment of remains.

a. When remains OCONUS are delivered to the flight line for shipment, the shipping mortuary officer will contact each of the following:

- (1) The departmental headquarters of the deceased.
- (2) The consignee.
- (3) The CAC chief in which the PADD resides.
- (4) The CAC chief to which the remains are being shipped.

b. When remains are shipped from place of death within the CONUS to final destination in the CONUS, the shipping mortuary officer will contact each of the following:

- (1) The CAC chief in which the PADD resides.
 - (2) The CAC chief to which remains are being shipped.
 - (3) Any other person who has requested notification of arrival time of remains; include U.S. Government cemetery representative, when applicable.
 - (4) The CG, HRC (AHRC–PDC).
 - (5) The consignee.
- c. When remains are shipped from place of death in the CONUS to a destination OCONUS, the shipping mortuary officer will contact each of the following:
- (1) The CAC chief in which the PADD resides.
 - (2) The CG, HRC (AHRC–PDC).
 - (3) The CAC chief OCONUS.
 - (4) The consignee.
- d. When remains are shipped from place of death OCONUS to final destination OCONUS (not involving shipment through port mortuary in the CONUS), send a priority message to each of the following:
- (1) Port or command OCONUS responsible for onward movement.
 - (2) The CG, HRC (AHRC–PDC).
- e. When remains are shipped from a port in the CONUS to final destination in the CONUS, send a priority message to each of the following:
- (1) The CAC chief in which the PADD resides.
 - (2) The CAC chief to which remains are being shipped.
 - (3) Any other person who has requested notification of arrival time of remains; include the U.S. Government cemetery, when applicable.
 - (4) The CG, HRC (AHRC–PDC).
 - (5) The consignee.
- f. When remains are shipped from Army installation in the CONUS directly to final destination OCONUS (such as Alaska, Hawaii, Puerto Rico, Mexico or Canada), send an immediate message to each of the following:
- (1) The PADD if OCONUS.
 - (2) The consignee.
 - (3) The CG, HRC (AHRC–PDC).

9–15. Transportation, storage, and billing for remains consigned directly to a U.S. Government cemetery

See paragraph 11–4 for direct consignment of remains to a U.S. Government cemetery.

9–16. Transportation for escorts of deceased Soldiers

A separate transportation request will be drawn for travel of the escort; this request will specify class of ticket and accommodations to which the individual is entitled. The transportation request will be annotated “Escort for Remains.” The escort will be issued a round-trip ticket or return transportation request.

Chapter 10

Escorts

10–1. Decedents for whom an escort is authorized

The remains of deceased Soldiers, to include those denied military funeral honors, will be continuously escorted by a regular component uniformed member to the receiving funeral home, direct interment, or PADD’s representative. If practical, the escort should be of appropriate grade equal to or higher than the decedent.

- a. One escort is required to accompany remains to include cremated remains of an eligible deceased Soldier.
- b. When cremation is chosen at the preparing mortuary/funeral home, and the final destination is not local, an escort is required unless a Family member takes possession of the cremated remains.
- c. The CG, HRC (AHRC–PDC) may direct only one escort to accompany multiple remains to the same destination when appropriate.
- d. An escort is not required when the PADD or Family has taken control of the remains for disposition.

- e. An escort may not be required when—
 - (1) The preparing and receiving funeral homes are the same and transportation of remains to burial is local.
 - (2) The preparing and receiving funeral homes are the same for cremation and the PADD takes possession of the cremated remains.
 - (3) There are no required escort duties to be performed.

10–2. Selection and assignment of escorts

Escorts generally are selected by the responsible commander at the preparing mortuary. Escorts normally should be selected from the decedent's unit of assignment. However, in view of qualifications prescribed below and the question of availability, assignment of an escort may be requested from another unit, installation, or nearby command.

- a. An escort must be—
 - (1) A regular component uniformed Servicemember.
 - (2) A government travel card holder.
 - (3) Neat in appearance.
 - (4) Military escorts will not have medical profiles restricting wear of uniform or waiving personal appearance standards.
 - (5) Of good character.
 - (6) Sober and drug free.
 - (7) Tactful in speech and pleasant in personality.
 - (8) Capable of taking appropriate action in an emergency.
- b. If practical, the military escort, unless a special escort has been requested, will be of a status corresponding to the former status of the deceased. That is, be—
 - (1) Of the same branch of Service.
 - (2) Of a grade at least equal to that of the decedent.
 - (3) From the same unit when practicable.
 - (4) Able to speak the language spoken by the PADD.

10–3. Special escorts

A special escort must be an regular component Servicemember of the United States Armed Forces, specifically requested by the PADD to escort the remains to final destination approved by the CMAOD Chief.

- a. The requested person does not meet the qualifications of paragraph 10–2.
- b. The requested person is deployed with an Armed Force, unless approved by the Army commander of the deployed force.

10–4. Duties and responsibilities of military escorts

The CAC chief providing the escort will instruct the escort in duties and conduct including DA Form 5329 with Part One completed. Special instructions should be provided in writing when deemed appropriate. The escort will be provided some information about the deceased that might be of comfort and consolation to the relatives; however, the escort will be cautioned not to deviate from casualty information that already has been provided to the Family.

- a. The escort will not attempt to answer specific questions on circumstances surrounding or cause of death and such subjects as insurance, gratuities, arrears in pay, awards, decorations, or personal property. If asked such questions, the escort will advise that this information may be obtained by asking the CAO.
- b. The uniform to perform escort duties is the ASU. The commander selecting a Soldier who is deployed without the ASU will coordinate delivery of the escort's uniform to the preparing mortuary. The preparing CAC chief will not hold remains pending arrival of the escort's uniform. The preparing CAC chief will assign another Soldier to escort the remains and return the Soldier without the ASU to the unit.
- c. Once the funeral home, national cemetery, or PADD's representative acknowledges receipt of the remains, the escort will return to home station as soon as practical and submit DA Form 5329 through the escort's home CAC chief to the Chief, CMAOD. The DA Form 5329 is due to the Chief, CMAOD no later than 10 days after the escort delivers the remains to the funeral home location requested by the PADD.

Chapter 11

Interment and Interment Allowances

Section I

Interment

11–1. Place of interment

Soldiers and certain dependents are eligible to be interred in a national or post cemetery at U.S. Government expense (national and post cemeteries hereafter are referred to as U.S. Government cemeteries). They also may be eligible to be interred in a State Veterans' cemetery. The PADD may elect to have remains interred in a private cemetery. Army interment allowance will help to defray costs.

11–2. Multiple interments

Under certain circumstances, the remains of an individual may be interred more than once. Multiple interments of an individual may occur when—

a. There is recovery of additional portions subsequent to the first interment. The PADD may elect to have the subsequently recovered portions placed in a separate container and interred in the same grave space as the initially interred portions or casketed and interred in a different grave space. Transportation and interment allowances are authorized for the interment of subsequently recovered portions.

b. There are individually identified portions and group remains. The PADD may elect to have the individually identified portions included in the group interment or have a separate interment. Transportation, funeral and interment allowances, funeral travel and military honors are authorized for both the interment of the individually identified portions and group remains.

c. Remains are disinterred and re-interred at the direction of CG, HRC (AHRC–PDC). The CG, HRC (AHRC–PDC) may authorize the disinterment of remains when required to confirm the identification of interred remains. Cost of the disinterment and re-interment are paid from the Casualty and Mortuary Affairs DOR account.

11–3. Eligibility for interment in U.S. Government cemeteries

a. *U.S. Government cemeteries.* Information regarding eligibility criteria is contained in publications listed below. No commitment should be made to the PADD until eligibility of the decedent for interment in a U.S. Government cemetery has been established and the cemetery has available grave space.

b. *Army national cemetery.* In order for a Servicemember who died on active duty to be eligible for burial in an Army national cemetery, a statement of honorable service from a general court-martial convening authority is required.

(1) AR 290–5 for Army cemeteries and the U.S. Soldiers' and Airmen's Home National Cemetery.

(2) VA–NCA–IS–1 for interments in national cemeteries.

c. *State Veterans' cemeteries.* Numerous State Veterans' cemeteries are located throughout the United States. If the PADD is interested, more information can be obtained by contacting the responsible official at the State Veterans' Cemetery, the Office of Veterans' Cemeteries program manager, or the executive director of the State Veterans' Commission.

11–4. Arranging funeral and interment services

a. The PADD is responsible for arranging and contracting for funeral and interment services for remains that are individually identified. The PADD's contracted funeral home should make all funeral and interment arrangements to include coordinating interment in a U.S. Government cemetery. The CAO should assist the PADD and the funeral home, as requested.

b. The Army is responsible for arranging and contracting for funeral and interment services for group remains, the unclaimed remains of a person who dies on an Army installation, and when the PADD selects the direct consignment to a U.S. Government cemetery Army-arranged option.

c. CAC personnel will not enter into a funeral or interment contract for the disposition of individually identified remains without prior approval of CG, HRC (AHRC–PDC).

11–5. Request for authority to inter in a U.S. Government cemetery

- a. Request for authority to inter remains in a U.S. Government cemetery will be directed to the responsible official of the cemetery in which interment is desired. The request may be by telephone and confirmed by letter or by message.
- b. Required documentation can be found on the Arlington National Cemetery website.

Section II

Funeral and Interment Allowances

11–6. Maximum interment allowances authorized

Interment allowances are authorized to help defray interment expenses incurred by the PADD of eligible deceased Soldiers and certain DA and DoD Civilian employees. The CG, HRC (AHRC–PDC) publishes the maximum reimbursable allowances annually by memorandum.

11–7. Payment of interment allowance

- a. *Army interment allowance.* The Army interment allowance may include usual and customary services and items of interment. Funeral and interment expenses must be directly related to a funeral product. Mortuary affairs coordinators will refer questionable products and services to CG, HRC (AHRC–PDC) for determination of reimbursement authorization.
- b. *Maximum amounts payable.* Under no circumstances will the amount paid for interment allowance exceed the maximum specified in the annual memorandum, regardless of the amount expended. Any expense in excess of the applicable maximum must be borne from private funds.
- c. *Who will file claim.* The CAC chief responsible for the place where the receiving funeral home (casketed remains) or the consignee (cremated remains) or PADD's contracted funeral home (Family-arranged preparation) is located will file the claim on behalf of the claimant for the authorized allowances.

11–8. Claim submission

- a. Claims must be submitted on a DD Form 1375. The claim must be signed by the claimant and include all documents required to adjudicate the claim. Claims that are submitted for reimbursement without a properly completed and signed DD Form 1375 will be returned to the claimant.
- b. Block 18 of the DD Form 1375 must contain the person's name who made payment(s) for services rendered in relation to the DOR when submitting a claim for reimbursement, when the Family-arranged Option 5 on DD Form 3045 is selected for DOR. This person may be the person authorized to direct disposition (PADD) or a legal representative of the PADD.
- c. The DD Form 1375 is the form on which payment of interment allowance will be requested. Items 1 through 11 of DD Form 1375 will be completed by military authorities; the partially completed form will be provided by the CAO to the PADD. The CAO will instruct the PADD on how to complete the form and to attach the funeral contract and the general price list to the claim form. The CAO will submit the completed form to the CAC chief responsible for the place of interment. When this is not possible, the PADD will be instructed to mail the completed form with itemized bills to the CAC chief indicated in item 2 on DD Form 1375.

11–9. Monitor claims status

- a. The CAC chief responsible for the place where the receiving funeral home (casketed remains) or the consignee (cremated remains) is located will monitor the status of the claim from the date of final disposition until payment is received by the claimant.
- b. The CAC chief responsible for the place where the memorial service is held will monitor the status of the claim for a memorial service when the remains have been determined to be non-recoverable.

11–10. Claims processing time

- a. *Claim submission.* The claim will be submitted to the CMAOD within 15 calendar days from the date of the burial/memorial.
- b. *Claims adjudication.* Chief, CMAOD will examine, validate, and submit claim for payment via the General Fund Enterprise Business System. Incorrect claims and/or missing substantiating documents will delay payments.

c. *Claims payment.* Claim will be monitored by CG, HRC (AHRC–PDC) for prompt payment. Claimants should be encouraged to elect electronic funds transfer as a method of payment. However, checks can be issued but may increase payment time.

Chapter 12

Non-Recovered Remains

12–1. Initial board of inquiry

a. The initial board of inquiry will be established per 10 USC 1503 to assist the CG, HRC (AHRC–PDC) in the resolution of special cases that involve missing person(s). The initial board of inquiry is not involved in the resolution of cases from the Vietnam conflict.

b. The board of inquiry's function is unrecoverable remains of persons—

(1) For whom presumptive findings of death have been issued.

(2) Known to be deceased, whose remains, because of the circumstances of death, are determined to be unrecoverable.

(3) Whose remains are officially reported lost at sea.

12–2. Mortuary benefits when remains have not been recovered

A memorial service, in lieu of a burial ceremony, is authorized for an eligible Soldier after official determinations have been made by the CG, HRC (AHRC–PDC) that the Soldier is deceased and that the remains are non-recoverable. The Army will reimburse the person who incurred the cost for the memorial service up to the allowable amount as if the remains were interred in a government cemetery. Once these determinations have been made, the PADD is authorized—

a. Memorial services.

b. Flag with case.

c. Memorial marker.

d. Military funeral honors without pallbearers.

12–3. Determination that remains are non-recoverable

a. If circumstances warrant, determination will be made that remains are “non-recoverable.” This determination will be based on circumstances of death, findings of the Board of Inquiry for Missing Persons, and other pertinent data.

b. However, the case is never considered permanently closed. When evidence is presented that shows that remains, in fact, are present at a specific location, the Army will reopen the case. All inquiries on non-recoverable remains will be directed to the Commanding General, U.S. Army Human Resources Command (AHRC–PDC), 1600 Spearhead Division, Fort Knox, KY 40122–5400.

12–4. Non-recovered remains record

The CG, HRC (AHRC–PDC) will maintain records on personnel whose remains have not been recovered. When necessary, CG, HRC (AHRC–PDC) will request information regarding search and recovery efforts and the possibility of future recovery.

12–5. Reimbursement of memorial service expenses

The PNOK of those declared dead and determined to be non-recoverable after 1 January 1961 may be reimbursed for expenses incurred in conducting a memorial service. Reimbursement allowance will not exceed the amount actually expended; under no circumstances will payment exceed the maximum interment allowance stated in the annual memorandum. A claim for reimbursement will be allowed only if presented within 2 years after the PNOK is officially notified that the person is dead. The PNOK or person who incurred the cost will submit a claim for processing and payment. The claim will be submitted on a DD Form 1375 with the memorial service contract, general price list, and any other receipts for expenditures attached.

12–6. Remains recovered after memorial service

If remains are recovered for a Soldier previously declared deceased, and if a memorial service was conducted with military honors and expenses were reimbursed by the Army, then the Army will provide

primary care of those remains to include the secondary cost of a grave vault and plot only. The Army will not reimburse secondary costs for a burial ceremony, government funded Family travel and transportation. The Army will not provide funeral honors.

Chapter 13

Interment Flag and United States Flag

13–1. Persons authorized an interment flag

a. Family members of a deceased member who died while serving on active duty who is ineligible to receive military funeral honors, are ineligible for a government-furnished U.S. flag.

b. Interment flag (flag that drapes the casket) and United States Flags are provided for RA Soldiers, retirees, and veterans who were continuously hospitalized as an inpatient from the date of retirement or discharge until the date of death (retired and retained or discharged and retained), veterans who are Medal of Honor recipients, cadets assigned to USMA, cadets of ROTC who are entitled to mortuary benefits, USAR, and ARNG who are entitled to mortuary benefits, applicants for enlistment, and DA Civilian employees who die in support of contingency operations.

13–2. Interment flag for deceased Reservists not authorized mortuary benefits

An interment flag is authorized at U.S. Government expense (see 10 USC 1482(e)(2)) for issuance.

13–3. Eligible flag and vinyl flag case recipients

Eligible flag recipients are established by 10 USC 1482. The following Family members are authorized to be presented the Flag of the United States:

- a. The surviving spouse.
- b. The person designated to direct disposition of the remains of the decedent.
- c. The surviving spouse who remarries after the decedent death is authorized an interment flag, if the PADD is other than the surviving spouse.
- d. The parent or parents of the decedent. If the decedent's parents are married, they are authorized only one interment flag. If the decedent's parents are legally separated or divorced, each parent is authorized an interment flag.
- e. Each child of the decedent. The term 'child' includes: biological children; adopted children; stepchildren; illegitimate children of a female Soldier; and illegitimate children of a male Soldier (1) who have been acknowledged in writing signed by the Soldier; (2) who have been judicially determined, before the Soldier's death, to be his or her children; (3) who have been otherwise proved, by evidence satisfactory to the Secretary of Veterans Affairs, to be children of the Soldier; or (4) to whose support the Soldier had been judicially ordered to contribute.

13–4. Order of precedence for interment flag and hardwood flag case

- a. The surviving spouse of the decedent.
- b. The eldest biological child of the decedent, to include adopted children.
- c. The eldest parent or parent who had legal custody of the decedent at age of majority.
- d. The person designated to direct disposition of the remains of the decedent.

13–5. Casualty Assistance Center chief to provide flag and an unadorned hardwood flag case

a. The interment CAC chief is responsible for preparing and presenting the flags when honors have not been denied. Accordingly, the supporting CAC(s) chief(s) is responsible for presenting each eligible Family member with an unadorned hardwood flag case.

b. CMAOD case manager will confirm with the CAO and document the flag and unadorned hardwood flag case recipients in the Next of Kin Secondary Checklist in DCIPS.

c. The CAC chief or Army regional mortuary officer preparing the remains will send one interment flag with the remains. Other authorized flags will be provided by the CAC chief providing military burial honors.

13–6. Procedures

Mandatory procedures for the procurement and presentation of interment flags and unadorned hardwood flag cases are prescribed in DA Pam 638–2.

13–7. Care and display of the flag

- a. During shipment of remains by military aircraft, the transfer case will be draped with the flag during shipment unless transfer cases are palletized.
- b. Casketed remains shipped on a commercial airline will be draped with the flag prior to being placed in the outer shipping container.
- c. Containment systems for transporting contaminated remains will not be draped with the U.S. flag during transport in order to properly display hazard warnings.

13–8. Presenting flag at interment services

- a. After interment services, the flag draping the casket will be folded and presented to the authorized recipient by the officer in charge (OIC) and/or noncommissioned officer in charge (NCOIC) of the honors detail, CAO, chaplain or clergyman, responsible official of the national cemetery, or other person.
- b. The OIC and/or NCOIC will state "Sir and/or Ma'am, on behalf of the President of the United States, the United States Army, and a grateful Nation, please accept this flag as a symbol of our appreciation for your loved one's honorable and faithful service" when presenting the interment flag to the authorized recipient.
- c. When advised that a second flag or multiple flags will be presented, military funeral honors coordinators will ensure that additional flag bearers are tasked, and additional pre-folded flags are at gravesite.
- d. The flag draping the casket of group remains during the interment service is not presented to the authorized recipients of the group remains. This flag is retained by the U.S. Government cemetery responsible official for display or use on special occasions (such as Memorial Day or Veterans' Day) or special places (such as the Tomb of the Unknown Soldier). Flags that have draped the casket prior to the interment service will be presented to authorized flag recipients during the interment service.
- e. Only those eligible Family members who did not receive a flag during the individual burial will receive a flag at a group burial.

13–9. Record of recipients receiving interment flags

The CAC chief providing honors will report the names and relationships of persons to whom flags were presented. If one of the authorized recipients is not presented the flag for any reason, this will be stated on the report.

13–10. Department of the Army Civilian death

Civilian employees are entitled to the presentation of a U.S. flag if their death occurred in connection with the employee's service with an armed force in a humanitarian, peacekeeping, or other similar operation or if they die of injuries incurred in connection with a terrorist incident during the employee's service with the armed forces. The burial flag for an eligible civilian employee will be provided in an unadorned hardwood flag case to the NOK pursuant to 10 USC 1482a.

Chapter 14

U.S. Government Headstones, Markers, and Medallions

14–1. Eligibility for a headstone or marker

The Department of Veterans Affairs (VA) furnishes upon request, at no charge to the applicant, a Government headstone or marker for the unmarked grave of any deceased eligible veteran in any cemetery around the world, regardless of the date of death. VA may also furnish a headstone or marker for graves marked with a private headstone or marker, for veterans who died on or after Nov. 1, 1990.

14–2. Eligibility for a medallion

VA furnishes a medallion, upon request, to be affixed to an existing, privately purchased headstone or marker to signify the deceased status as a veteran. This device is furnished in lieu of a traditional Government headstone or marker for veterans who served on or after 6 April 1917, and whose grave in a private cemetery is marked with a privately purchased headstone or marker.

14–3. Memorial headstones and markers

Memorial headstones and markers, for individuals or groups, are furnished for eligible Servicemembers who died while on active duty and veterans whose remains are not recovered or identified, are buried at sea, donated to science or whose cremated remains have been scattered. Memorial headstones and markers may also be furnished in national, military post/base or State Veterans' cemeteries to eligible spouses whose remains are unavailable for interment, whether or not they predecease the eligible veteran. These headstones and markers bear an "IN MEMORY OF" inscription as their first line and must be placed in a recognized cemetery.

14–4. Ordering a headstone, marker, or medallion

A VA Form 40–1330 (Claim for Standard Government Headstone or Marker) must be submitted to request a burial or memorial headstone or marker.

Chapter 15

Personal Effects

15–1. Scope

a. The provisions of this chapter apply to PE in the custody, control, or under the jurisdiction of the Army for deceased Soldiers and eligible civilians.

b. Personal property of Soldiers and eligible civilians who are medically evacuated, missing, or captured status fall under AR 40–400 and AR 700–84 and do not fall within the purview of this regulation.

15–2. Statutory jurisdiction

The Army's authority to collect the PE of deceased persons is restricted to PE found "in camp or quarters." In camp and quarters are those places under the Army's control such as Army installations, Army leased buildings, cantonment areas, and unit areas in theaters of operations. Army officials and representatives are not authorized or permitted to collect or secure PE not found in camp or quarters. Accordingly, the status of the place where the PE are located must be determined before taking any action relating to the PE.

a. *U.S. Government-owned housing.* The SCMO has the authority to enter U.S. Government-owned housing without permission from the PERE. The purpose of this entry is to inventory, safeguard, and ship the PE. U.S. Government-owned housing includes Family quarters, bachelor officer quarters, bachelor enlisted quarters, barracks, guest houses, and lodges.

b. *U.S. Government contract facilities and housing.* The SCMO has the authority to secure the PE located in U.S. Government contract housing. A U.S. Government-leased facility is a military installation for the purposes of military jurisdiction. By virtue of its lease, the U.S. Government has sufficient proprietary interest in the premises to provide the requisite jurisdiction.

c. *Private off-post housing.*

(1) *Within the continental United States.* The SCMO must not collect, secure, or assume responsibility for PE located in privately owned or leased off-post property. The PERE must provide a power of attorney authorizing the SCMO or other person to enter the off-post housing and to arrange shipment of the PE.

(2) *Outside the continental United States.* The SCMO is authorized to secure PE located in privately owned or leased off-post housing OCONUS. Off-post housing OCONUS is an area under Army jurisdiction and is construed as in camp and quarters.

d. *Criminal investigation.* In the event of a criminal investigation and the location is still under the control of the law enforcement authorities, the SCMO will not enter the location without the permission and direction of the U.S. Army Criminal Investigation Division Command (USACIDC) or other appropriate law enforcement. The SCMO will coordinate with the USACIDC or other appropriate law enforcement for permission to enter the location.

15–3. Personal effects

PE are the movable personal property of the deceased person. PE include—

a. Jewelry (for example, watch, rings, bracelets, earrings).

b. Personal clothing.

c. Personal papers (for example, letters, receipts).

- d. Books and stationary items (for example, religious publications, reference volumes, magazines, paperbacks, pens and pencils).
- e. Personal hygiene articles (for example, shaving cream, razor, toothbrush, cosmetics).
- f. Electronic appliances and accessories (for example, personal computer and related equipment, radio, televisions, compact discs, video and audio tapes).
- g. Tools.
- h. Household goods (HHG) (for example, furniture, major appliances, food, lawn care equipment, children's toys).
- i. Personal vehicles (for example, automobiles and trucks).
- j. Hobby material, craft supplies, collections.
- k. Religious items (for example, Bibles, Torahs, Korans, rosaries, menorahs).
- l. Sporting equipment.
- m. Money.

15-4. Ownership of personal effects

Neither Federal statute nor Army regulations purport to vest title to the PE in the PERE. Only the custody of the PE is transferred from the Army to the PERE by the SCMO. Any question of title or ownership must be determined by agreement among the interested parties or, if necessary, the civil courts in the State of the domicile of the deceased person.

15-5. Shipment of personal effects

The Army is responsible for providing shipment of PE at U.S. Government expense as authorized by the JTR.

15-6. Inquiries concerning lost or missing personal effects

a. Inquiries received by the SCMO from the PERE regarding lost or missing PE will be thoroughly investigated by the SCMO. Upon completion of the investigation, the PERE will be provided a summary of the findings together with information, if applicable, that a claim for the lost or missing PE may be filed with the nearest military claims office or referred directly to Commander, U.S. Army Claims Service, Fort George G. Meade, MD 20755-5360. Mandatory procedures for the investigation and submission of findings are prescribed in DA Pam 638-2. Copies of the complete report of all actions taken in an effort to locate the PE and information provided the eligible recipient will be sent to Commanding General, U.S. Army Human Resources Command (AHRC-PDC), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5400.

b. Inquiries received by CG, HRC (AHRC-PDC) from the PERE regarding lost or missing PE will be sent to the battalion commander Summary Court-Martial (SCM) appointing authority for investigation. The appointing authority will direct an appropriate investigation and provide the results to Commanding General, U.S. Army Human Resources Command (AHRC-PDC), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5400.

Chapter 16

Summary Courts-Martial Officer

16-1. Summary courts-martial officer

A SCMO for the disposition of PE is required. 10 USC 7712 provides the Army's authority to collect and dispose of a deceased person's PE. A SCMO is required for—

- a. A deceased Soldier.
- b. A deceased Army Civilian or Army contract employee who is subject to military law.
- c. A civilian not subject to military law who dies at a place under military control.

16-2. Summary courts-martial officer criteria

The composition of a SCM is established by 10 USC 816 and Manual for Courts-Martial Rule 1301(a). A SCM is composed of one commissioned officer appointed on orders. Accordingly, a SCMO appointed for the disposition of RA death PE must be a commissioned officer. Unless otherwise prescribed by the Secretary concerned, a SCMO must be of the same Armed Force as the deceased.

16-3. Summary courts-martial officer appointing authority

a. Military personnel. The appointing authority for a SCMO for the disposition of PE for a Soldier is the commander who has SCM convening authority for the Soldier's unit. In the event the Soldier has PE located on more than one military installation, the commander exercising SCM convening authority for each installation where PE are located will appoint a SCMO.

b. Civilian personnel. The commander who exercises SCM convening authority for the installation where a civilian's PE are located will appoint a SCMO. In the event the civilian has PE located on more than one military installation, the commander exercising SCM convening authority for each installation where PE are located will appoint a SCMO.

c. Appointment. A SCMO must be appointed within 48 hours of the date of death or determination of status.

16-4. Multiple summary courts-martial officers

When PE are located at two or more locations, the commander with SCM convening authority at each location will appoint a SCMO to care for the PE. The SCMO appointed by the commander with SCM convening authority for the Soldier's unit of assignment is the primary SCMO for all the PE. The SCMOs appointed by the commander with SCM convening authority at other installations where PE are located are supporting SCMOs to the primary SCMO.

16-5. Prescribed duties of the summary courts-martial officer

The SCMO's mandatory duties consist of collecting, inventorying and safeguarding PE, determining the PERE within 48 hours of SCMO briefing by the CAC chief and delivering or shipping the PE to the PERE. The SCMO's discretionary duties are identification of local debts. The SCMO should make every effort to avoid becoming involved with collection and payment of the deceased person's debts. The SCMO must not enter into any civil or legal actions in an effort to collect or pay disputed debts.

16-6. Limitations

The applicable Federal statutes do not pertain to the distribution or administration of estates and, therefore, do not confer upon the SCMO the authority to act as the legal representative of the estate or convey title of any PE collected. Accordingly, the SCMO is not an executor or administrator of the estate and need not comply with State or local civil procedures regarding notification of debtors or creditors. The SCMO should not make any statement or take any action that conveys or implies any authority to act as the legal representative of the estate.

16-7. Submission of summary courts-martial officer's report

a. Final report. After review and approval by the appointing authority, the original of the SCMO report will be sent to the CAC chief and uploaded in DCIPS under the corresponding case number. The report will be completed within 30 days of the person's death.

b. Interim report. If circumstances prevent completion of the SCMO duties and submission of the final SCMO report within the time prescribed, an interim report will be sent to the CAC chief and uploaded in DCIPS under the corresponding case number within the time specified above, giving the reason for delay and the approximate date the final report will be forwarded. A sample memorandum is found in DA Pam 638-2.

c. Late reports. The SCM convening authority will submit, with the SCMO report, a memorandum explaining the reason final and interim SCMO reports were not submitted within the prescribed period.

16-8. Format

The SCMO report will be prepared in memorandum format. A sample memorandum is found in DA Pam 638-2. The report will include—

a. Person eligible to receive personal effects information. The name, address, and relationship (to the deceased person) of the PERE.

b. Collection and payment of debts. The means used to determine existence of local debtors or creditors and the amount of money, if any, collected and disbursed.

c. Cash accounting. The total amount of cash received from the sale of PE and the authority therein.

d. Claims for the personal effects. Any written claim received, and a summary of any verbal claim received by the SCMO from persons other than the PERE.

16–9. Required documents

The SCMO will attach to the original report the following documents, as applicable, and submit them in DCIPS:

- a.* Copy of order appointing the SCMO.
- b.* Copy of order authorizing shipment of PE.
- c.* A copy of each letter sent to the PERE concerning the disposition of PE.
- d.* The SCMO's summary letter to the PERE.
- e.* Letters concerning non-shippable items. A copy of the letter advising the PERE of any items that cannot be shipped at U.S. Government expense (such as more than one motor vehicle).
- f.* Shipment notification letter. A copy of the letter advising PERE of the date PE were shipped, the method of shipment, and the anticipated date of arrival.
- g.* A certified true copy of any will(s) or testamentary letters found in the PE.
- h.* A copy of each bill of sale for items sold and the authority for the sale (powers of attorney, letters to the eligible recipient, and so forth).
- i.* Copies of means used (such as daily bulletins) to determine the existence of local debtors or creditors.
- j.* If applicable, a copy of each receipt signed by debtors or creditors for amounts of money, if any, collected or disbursed.
- k.* A copy of each letter sent to creditors advising them of insufficient funds to cover debt and to communicate directly with the PERE for settlement of any outstanding accounts.
- l.* A copy of each letter sent to other interested parties.
- m.* Certificates of destruction or withdrawal for any PE destroyed or withdrawn to include a copy of the DA Form 3645 (Organizational Clothing and Individual Equipment Record) showing turn-in of organizational clothing and individual equipment (OCIE) to supply channels.
- n.* A copy of each receipt for PE being held as evidence by military or civil police, criminal investigators, or other authorities.
- o.* Copy of DA Form 54 (Record of Personal Effects) annotated verifying contents of packages and attesting to the sealing of packages sent to the PERE by the SCMO.
- p.* Copy of documents showing shipment of PE. Such documents include postal receipts, application for shipment of HHG, inventories of HHG, and bills of lading.

Chapter 17

Person Eligible to Receive Effects

17–1. Person eligible to receive effects

The PERE is the person to whom the Army will deliver or ship the deceased person's PE. Only one person at a time may be the PERE.

17–2. Determine the person eligible to receive effects

The SCMO appointed at the home station determines the PERE using available personnel records, the order of precedence in paragraph 17–5, and the procedures found in DA Pam 638–2.

17–3. Relinquishment of person eligible to receive effects authority

The PERE may relinquish the rights to receive the deceased person's PE. The relinquishment must be written, dated, and signed by the PERE, and witnessed by an Army representative (a sample is located in DA Pam 638–2). The relinquishing PERE may not name the successor PERE. The successor PERE will be the next person in the order of priority.

17–4. Challenging the summary courts-martial officer's designation of the person eligible to receive effects

Other relatives of the decedent or interested persons may challenge the PERE's designation based upon Family relationship, the PERE's incompetence, or civil law. The burden of proof rests with the person challenging the PERE determination. The person challenging the PERE determination must obtain and submit the documents required to disqualify the PERE within 45 days.

a. When the SCMO has knowledge a person is challenging the PERE determination, the SCMO will send a 45 day letter (a sample is located in DA Pam 638–2) to the person challenging the PERE determination. In addition, the SCMO will send a letter (a sample is located in DA Pam 638–2) to the person who has been determined to be the PERE, notifying the PERE of the challenge. The SCMO will not identify who is making the challenge.

b. The person challenging the PERE determination must obtain legal documentation from a competent legal authority designating them as the PERE within 45 days.

c. The Army will comply with a civil court order providing control or custody of the PE to a person other than the PERE for the purpose of disposition.

17–5. Order of precedence

The order of precedence of persons to be designated as the PERE of deceased—

- a. Spouse has first precedence.
- b. Legal representative has second precedence.
- c. Child(ren) in order of birth (eldest first) has third precedence.
- d. Parents in order of seniority (by age).
- e. Sibling(s) in order of birth (eldest first) has fifth precedence.
- f. Other blood relative has sixth precedence.
- g. A person standing *in loco parentis*, not less than 1 year per 10 USC 1482(e)5(A), has seventh precedence.
- h. A person named as a beneficiary in the will has eighth precedence.

17–6. Spouse

The SCMO is not required to verify a spouse's claim for the PE when the spouse is listed in the deceased person's official military or civilian personnel record. When the spouse's relationship is challenged, the law of the deceased person's domicile is used to determine the surviving spouse's status. Accordingly, questions as to the continued existence of a marital relationship while a divorce is pending, or while the parties are legally or otherwise separated are determined by the law of the parties' domicile. The SCMO should consult with the legal assistance officer for guidance as to which State's law to apply and its provisions. Additionally, the validity of a common law marriage is also determined by law.

17–7. Legal representative

Legal representative means a duly appointed executor or administrator to the deceased person's estate. Forty-five-day letters are required when an executor(s) has been named. If the executor(s) fails to get the will probated within the 45-day time period, the next person eligible in the order of precedence is the PERE (sample letters are found in DA Pam 638–2).

a. To qualify as a legal representative, an individual must present duly certified copies of letters testamentary, letters of administration, or other evidence of final qualification, issued by a proper court of competent jurisdiction. The SCMO need not inquire into the jurisdiction of the appointing court; the letters are prima facie evidence of the holder's qualification. An individual to whom the deceased person gave a power of attorney before his or her death is not a legal representative within the meanings of the statute and regulation, and such person has no right to delivery of the PE.

b. When there are two legal representatives, both appointments being prima facie valid, the SCMO should deliver the PE to the first one submitting a claim. The SCMO should advise both legal representatives that the delivery merely transfers possession of, and not title to, such PE, and is not a recognition or determination by the Army as to the ownership of the PE.

17–8. Eldest child

A child (born in or out of wedlock) of the deceased person includes biological and adopted children. A stepchild is not a child of the deceased person for disposition of PE purposes. Additionally, a child for whom the deceased has lost parental rights and privileges through a civil court proceeding (such as adoption) is not a child of the deceased person for disposition of PE purpose. Often the eldest child is a minor child who lives with the child's other biological parent. Thus, the child's other biological parent will gain effective control of the PE. The SCMO may be caught in the middle of a bitter dispute between the other biological parent and the deceased person's parents. The SCMO should not become involved in family disputes and should strictly follow the order of precedence.

17–9. Parent of the deceased

Parents in order of seniority (by age) unless legal custody was granted to another person by reason of court decree or statutory provision. Step-parents who have not adopted the Servicemember serve in loco parentis and are not considered parents for PADD purposes.

- a. If the parents are married, the elder parent is given preference.
- b. If the parents were divorced after the deceased person reached the age of majority, the elder parent is given preference.
- c. If the parents were divorced before the deceased person reached the age of majority, and the parents were awarded joint legal custody, the parent awarded primary physical custody is the PERE.
- d. If the parents were divorced before the deceased person reached the age of majority, and one parent was awarded sole legal custody, that parent will be the PERE.
- e. If the parents were never married, the parent who had primary physical custody of the deceased person at the time of entry into the Army is the PERE.

17–10. Eldest sibling

When the deceased person has full siblings and half-siblings, the order of precedence is the full siblings by seniority then the half-siblings by seniority. Adopted siblings are treated the same as full siblings when adopted by both the deceased person's biological parents. Adopted siblings are considered as half-siblings when adopted by only one of the deceased person's parents.

17–11. Other blood relative

The PE may be sent to a blood relative when the deceased person is not survived by a spouse, children, parents, or siblings and no legal representative has been appointed. In order of priority, the blood relative is grandparents, in order of seniority; aunts and uncles, in order of seniority; and cousins, in order of seniority. Persons who are related only by marriage are not eligible to receive PE.

17–12. In loco parentis

A person standing *in loco parentis*, not less than 1 year per 10 USC 1482(e)(5)(A), to the decedent has seventh precedence to receive the PE. A person standing *in loco parentis* (for example, foster parents and stepparents) to the deceased or missing person is eligible to receive the PE after the blood relatives.

17–13. Beneficiary named in will

Beneficiaries named in the will are the lowest category of PERE. If the will is available to the SCMO, then an interested party can request a copy of the will from the SCMO to petition a civil court for appointment as the legal representative. Accordingly, the SCMO will not be responsible for distributing the PE.

17–14. No recipient can be identified

When the SCMO cannot locate any persons in any of the designated categories, the SCMO will refer to 10 USC 7712.

Chapter 18

Care and Disposition of Personal Effects

18–1. Responsibility for personal effects

Commanders are responsible for the care and disposition of PE under their control or jurisdiction. The prompt delivery or shipment of the deceased person's PE is an important command function. Delays in collecting, delivering, or shipping the PE increase the probability the PE will be damaged, lost, or stolen while in the Army's care. As PE may have both monetary and sentimental value, it is important commanders quickly appoint SCMOs and provide them sufficient resources and time to discharge their duties.

18–2. Collection of personal effects

- a. *Outside theaters of operations.* The SCMO appointed by the home station CAC chief will collect and dispose of PE as prescribed by this regulation. In the event the decedent had PE at more than one location, the following procedure should be followed: The PE should be collected and inventoried by the

SCMO appointed at the location of the PE. However, only the home station SCMO should direct shipment to the PERE. SCMOs should work together to accomplish this task.

b. Within theaters of operations. Many deployed Soldiers have PE located at home station in addition to the PE in the operational area. The PE in both locations must be disposed of properly and required documentation completed and attached in DCIPS.

c. When a personal effects depot is established. When a PE depot is established, PE on remains will be inventoried and evacuated with the remains through theater mortuary affairs evacuation channels to the preparing mortuary. The PE on the remains will be separated from the remains and turned over to the PE depot. The PE of deceased persons found in the unit's area in the operational area will be inventoried by a SCMO appointed within theater and forwarded to the TPED for disposition. The PE will be transferred from the TPED to the Joint Personal Effects Depot in the United States for processing. The PE found by the SCMO at home station will be shipped or delivered to the PERE for disposition as prescribed by this regulation.

18-3. Safeguarding personal effects

Extreme care will be taken to safeguard the PE of deceased personnel. Every effort must be made to prevent pilferage, damage, or loss. Instances of pilferage, tampering, or theft will be reported to the military police for appropriate investigation at the time of discovery.

18-4. Inventory of personal effects

The SCMO will make a written inventory of all PE recovered and secured. Outside theaters of operation, the inventory will be recorded on DA Form 54 if the decedent is not in a believed-to-be status. In theaters of operations, the inventory will be recorded on the DD Form 1076 (Record of Personal Effects of Believed to Be (BTB) Deceased) because the decedent will be in believed-to-be status. The SCMO may attach the DA Form 4160 (Patient's Personal Effects and Clothing Record) when securing PE from an MTF. The information on the DA Form 4160 should not be copied to the DA Form 54 or DD Form 1076. Mandatory procedures for completing the DA Form 54 are prescribed in DA Pam 638-2. Procedures for completing DD Form 1076 are located in Joint Publication (JP) 4-0 and FM 4-20.64.

18-5. Mail

Unopened letters, packages, or other correspondence sent to the deceased person will be returned unopened to the sender as prescribed by U.S. Postal Service regulations only after verification is obtained that NOK have been notified of the death.

18-6. Safeguarding military information

All documents and any sealed material in the PE will be reviewed to ensure proper safeguarding of military information. Classified material and material warranting classification will be withdrawn and submitted to the intelligence officer for review and proper disposition. Material suitable for release will be returned by the intelligence officer for disposition as PE.

18-7. Personal effects retained by law enforcement authorities

PE may be retained as evidence by law enforcement or investigative authorities until no longer needed.

a. Civil law enforcement agency. Civil law enforcement agencies have their own policies and procedures for disposing of evidence, to include PE. The SCMO should advise the PERE that queries concerning PE held by a nonmilitary law enforcement agency should be sent to that agency. The SCMO will provide the PERE with the law enforcement agency's physical evidence custodian's name, mailing address, and telephone number. The SCMO or CAC chief will not request or accept PE from civil law enforcement agencies.

b. Military law enforcement agency. The SCMO will contact the physical evidence custodian of the military law enforcement agency and advise the custodian that when PE is released as evidence, the PE will be turned over to the SCMO or CAC chief for disposition as prescribed by Federal statute and Army regulations. See AR 195-5 for more detailed requirements.

18-8. Personal effects associated with remains returning through Dover Port Mortuary

On occasion, the PNOK if different than the PADD, may request PE that may be sentimental in nature, be returned with the remains. With the PERE's consent, and if the requested PE is available, the Army

Liaison Officer at Air Force Mortuary Affairs Operations is authorized to transfer the requested PE to the uniformed escort of the remains to provide to the PADD's CAO. Requested PE should be placed in a small pouch-like container that is not translucent.

18-9. Cleaning and laundering of items

All articles of clothing designated for shipment to the PERE will be clean, and damaged items will be made presentable. Dry cleaning or laundering of items of clothing is authorized at U.S. Government expense (see AR 210-130). Items that cannot be made presentable, for example, blood-stained clothing, will be destroyed.

18-10. Withdrawal of U.S. Government property

a. U.S. Government property. All OCIE and other U.S. Government property to which the Soldier is not entitled will be withdrawn from the PE and turned in to supply channels. Credit entries for the items withdrawn will be made on the Soldier's DA Form 3645.

b. Personal military clothing. Personal military clothing in the PE of deceased Soldiers will be sent to the PERE.

18-11. Methods of disposing of personal effects

There are three proper methods for the disposition of PE: delivery to the PERE, public sale (the sale of property to the highest bidder of the general public), and destruction.

18-12. Delivery of personal effects

Delivery of the PE to the PERE ends the Army's and the SCMO's responsibility for the PE. Once the PE are delivered, there is no legal basis for the Army to retrieve and/or ship the PE, even if the PE were incorrectly delivered to someone other than the PERE. Custody and ownership of the PE are civil matters to be settled between the interested parties or by the estate's legal representative in the civil courts.

a. Notification to the person eligible to receive effects. Upon delivery or shipment of PE, a memorandum will be delivered or mailed to the PERE. The memorandum will state that delivery or shipment does not in any way vest title in the recipient, but that the property is delivered or forwarded for retention or disposition to the PERE as custodian in accordance with the laws of the State (territory, possession, or country) of the decedent's legal residence. In case of shipment, the memorandum will also state the date and method of shipment and the anticipated date of arrival. Sample memorandums are located in DA Pam 638-2.

b. Shipment of personal effects. The SCMO will ship the PE, funds, and commercial papers belonging to the deceased, notarized copies of original bills of sale, receipt for cash transactions, and a copy of DA Form 54 to the PERE. Shipments of PE will be made on U.S. Government bill of lading or by certified or insured mail. Shipments may also be made by commercial courier or delivery service within the United States. The DA Form 54 will be fully annotated relative to the method of shipment (U.S. Government bill of lading number, air movement designator, and registered, certified, or insured number) in order to facilitate tracking PE in delays or non-receipt of shipments. Shipments will be accomplished as soon as possible after the death of the decedent. In the event a complete shipment of PE cannot be made due to delay (for example, a delay caused by the sale of a motor vehicle), partial shipment will be accomplished. The recipient should be advised of actions pending and provided an approximate completion date.

c. Packing personal effects for shipment. The PE will be packaged, boxed, or crated securely for shipment. When packaged for mailing, appropriate cartons and packaging materials will be obtained through supply channels. Each package, box, or crate will be marked plainly "Effects of Deceased Person" and will bear the full name, grade, and organization of the person to whom the PE belonged. The contents of the packages will be verified against inventory by the commander or SCMO. A copy of the inventory will be put inside the package (or package number one). The package will be sealed by the person verifying the contents. The copy of the inventory attached to the report of the SCMO will be annotated attesting to the verification of the contents of the package(s) against the inventory and sealing of the package(s).

d. Shipment of motor vehicle. Two privately owned motor vehicles are authorized shipment at U.S. Government expense in accordance with the JTR.

e. Shipment of mobile home. Shipment of a mobile home is authorized in accordance with the JTR.

f. Agent for delivery of personal effects. In some instances, political or other restrictions may prevent delivery or shipment directly to the PERE. The SCMO should request the recipient arrange for a consular

representative to receive the PE. The acceptance by the consular representative to receive the PE must be in writing. The consular representative will be requested to receipt for the PE and return the signed receipt to the SCMO. The designation of the consular representative and signed receipt for the PE will be attached to the SCMO report.

g. Customs clearance. When PE are to be shipped across an international boundary, the shipper or shipping agency will obtain necessary customs clearance. Additional customs clearance required by the country of final destination is the responsibility of the PERE.

18–13. Sale of personal effects

The SCMO should avoid becoming responsible for the sale or disposal of PE. The decision to sell PE and the actual sale of PE is the responsibility of the estate's legal representative.

18–14. Destruction of personal effects

The SCMO will use discretion and common sense in deciding which items should be forwarded and which should be destroyed. The SCM appointing authority has the final authority for destruction of PE.

a. Items that may cause added sorrow if forwarded to the PERE will be withdrawn and destroyed. Items include, but are not limited to, items that are mutilated, burned, bloodstained, and damaged beyond repair, or unsanitary. Correspondence (opened mail), papers, photographs, videos, laptops, cell phones, IPODs, and other such media must be screened for suitability. Exposed, but unprocessed, film and/or digital media must be processed to permit screening. Processing of exposed film to permit screening is authorized at U.S. Government expense using a DA Form 3903 (Multi-Media/Visual Information (M/VI) Work Order). Unsuitable items will be removed and destroyed.

b. Items of no value or items that could damage other PE (for example, used toothpaste, soap, deodorant, opened food items, liquid shoe dyes, corrosives, flammables, or oils) will be removed and destroyed.

c. Items prohibited for shipment will be disposed of in accordance with directives issued by the major commander or major subordinate commander. However, privately owned firearms and ammunition may be shipped to the PERE provided they meet customs entry requirements.

d. A certificate of destruction listing all items withdrawn and their disposition will be prepared by the SCMO. A sample certificate is located in DA Pam 638–2. The SCM appointing authority will review the certificate of destruction prior to authorizing physical destruction of the PE.

18–15. Methods of destruction

The SCMO may destroy and dispose of appropriate items by incineration, shredding, or mangling. In determining which method to use, consideration must be given to the possibility of other persons recovering or salvaging the items designated for destruction. Destruction must be absolute, obliterating all evidence of the prior owner or any other person's identity. Destruction should render the item useless and without any value.

18–16. Documentation of destroyed personal effects

Items found in the PE that are withdrawn or destroyed will not be listed on DA Form 54. Such items will be listed on certificate of destruction or certificate of items withdrawn, as appropriate, and attached to the SCMO report. The certificate of destruction will be prepared on bond or letterhead paper. A sample is located in DA Pam 638–2. The SCM appointing authority will have final approval authority over the items identified for destruction.

18–17. Person eligible to receive personal effects not known or cannot be contacted

a. Disposition instructions will be issued by CG, HRC (AHRC–PDC) when the PERE is not known or cannot be located or cannot be contacted due to political barriers or other valid reasons.

b. When a PERE cannot be found, located, or contacted, the SCMO will convert the effects of the deceased, except sabers, insignia, decorations, medals, watches, trinkets, manuscripts, and other articles valuable chiefly as keepsakes, into cash, by public or private sale, but not until after 30 days of date of death if CONUS or 45 days after death OCONUS.

c. The SCMO will prepare an interim report similar to the format illustrated in DA Pam 638–2. Appropriately modify the report to indicate that PERE is not known or cannot be located, and the PE and cash are being held at (name of installation) pending disposition instructions from CG, HRC (AHRC–PDC).

d. After review and approval by the appointing authority, send the interim report with supporting documents to Commanding General, U.S. Army Human Resources Command (AHRC-PDC), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5400. The report will be sent using the memorandum of transmittal. A sample memorandum is found in DA Pam 638-2.

e. The CG, HRC (AHRC-PDC) will utilize all available resources to locate a PERE. When a PERE cannot be found, the SCMO will be authorized by CG, HRC (AHRC-PDC) to deposit the proceeds from the sale with the servicing finance and accounting office and a receipt obtained.

f. The SCMO will prepare a final SCMO report similar to the format illustrated in DA Pam 638-2.

g. After review and approval by the appointing authority, send the final report with supporting documents, including DA Form 54, to the Commanding General, U.S. Army Human Resources Command (AHRC-PDC), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5400. The report will be sent using the memorandum of transmittal found in DA Pam 638-2.

h. All commercial papers such as stocks and bonds, evidence of bank accounts or deposits not local to the installation, and articles valuable as keepsakes, including sabers, insignia, decorations, medals, watches, trinkets, and manuscripts will be sent to the Commanding General, U.S. Army Human Resources Command (AHRC-PDC), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5400, for transmission to the Armed Forces Retirement Home per 10 USC 7712 and 24 USC 420.

Chapter 19

Personal Effects of Deceased Civilians, Foreign Nationals, and Armed Forces Retired Personnel

19-1. General

This chapter applies to the disposition of effects (under U.S. Army control) of deceased civilians who are not subject to military law, of foreign nationals training in the United States, of foreign civilian employees, and Armed Forces retired personnel. It does not apply to civilian Family members of Armed Forces personnel who die in Army hospitals.

19-2. Deceased civilians not subject to military law

a. In cases of U.S. Government employees who are in this category, the Army commander under whom the decedent was serving or a representative, designated by the commander of the Service in which the decedent was employed, will secure the effects and deliver them to the PERE. In determining the PERE, the order of precedence cited in chapter 17 will be followed.

b. If the deceased was not an employee of the Army, the Army commander of the installation where death occurred, or an officer designated by him or her, will secure the decedent's effects and deliver them to the PERE. The processing and disposition of the effects should be coordinated with the installation civilian personnel office.

c. If the PE cannot be delivered or are not claimed within a reasonable period of time, the responsible officer will deliver the PE, with all available information concerning the decedent, to the person designated by the judicial officer of the local civil government who has jurisdiction over the estates of deceased persons.

19-3. Deceased foreign nationals

The commander of the installation under which the decedent was serving will collect, inventory, and deliver the effects, unless otherwise directed to the appropriate security assistance organization for disposition under the provisions of AR 12-15/SECNAVINST 4950.4B/AFI 16-105.

19-4. Deceased Armed Forces retired personnel

The Army does not have the authority to collect or ship the PE of deceased retired military personnel except when the PE are located on a military installation or under military control such as in a MTF or in temporary storage. If the PE cannot be delivered or are not claimed within a reasonable period of time, the responsible officer will deliver them, with all available information concerning the decedent, to the person designated by the judicial officer of the local civil government who has jurisdiction over the estates of deceased persons.

Chapter 20

Past Conflicts and Repatriation

20–1. General

- a. Authorities and procedures used for repatriation cases are the same as those for the Soldier who died while serving on active duty.
- b. All Report of Investigation briefings for repatriation cases are made by the Past Conflict Repatriations Branch (PCRB), CMAOD (AHRC–PDC–R). These briefings are coordinated with the PADD CAC chief, are generally done in person, and are attended by the assigned CAO.
- c. Responsibility for repatriation cases is shared between CAC chiefs and PCRB.
- d. The Hawaii CAC Chief and the Fort Riley CAC Chief are responsible for care, disposition, and shipping of remains in coordination with the PADD CAC chief and PCRB. The PADD and/or interment CAC chief are responsible for individual interments. PCRB is responsible for coordinating group interments.
- e. The Army will honor a request by the PADD to have a Soldier's or Army Corps Airman's name withheld from the marker on a group grave.

20–2. Past conflicts subsequent remains

The PADD will be notified and given the choice of accepting subsequent portions for disposition or have the Army make appropriate disposition. Selection by the PADD of accepting subsequent portions for disposition does not entitle the PADD to an additional honors ceremony. When the PADD accepts the subsequent portions, PCRB will only offer the bronze or hardwood urn when subsequent portions are small enough. When subsequent portions will not fit an urn, PCRB will offer either the infant casket or a full size casket depended on the size of the subsequent portions.

Appendix A

References

Section I

Required Publications

Unless otherwise indicated, all Army publications are available on the Army Publishing Directorate website at <https://armypubs.army.mil>. DoD publications are available on the ESD website at <https://www.esd.whs.mil>. USCs are available on the USC website at <https://uscode.house.gov>.

AR 25–400–2

Army Records Management Program (Cited in para 1–20.)

AR 290–5

Army Cemeteries (Cited in para 11–3*b*(1).)

AR 600–25

Salutes, Honors, and Courtesy (Cited in para 1–8*d*.)

AR 638–8

Army Casualty Program (Cited in para 1–13*e*(14).)

DA Pam 638–2

Procedures for the Army Mortuary Affairs Program (Cited in para 1–3.)

DoDD 4500.09

Transportation and Traffic Management (Cited in para 2–15*h*.)

DoDI 1300.29

Mortuary Affairs Program (Cited in para 9–5*a*.)

DoDI 1344.08

Interment Allowance for Deceased Military Personnel (Cited in para 1–9*k*.)

DoDI 4500.43

Operational Support Airlift (Cited in para 9–9*b*.)

PL 93–257

Funeral Transportation and Living Expense Benefits Act of 1974 (Cited in title page.) (Available at <https://congress.gov>.)

5 USC 5742

Transportation of remains, dependents, and effects; death occurring away from official station or abroad (Cited in para 1–15*b*.)

10 USC 816

Courts-martial classified (Cited in para 16–2.)

10 USC 1482

Expenses incident to death (Cited in para 9–12.)

10 USC 1482a

Expenses incident to death: civilian employees serving with an armed force (Cited in para 13–10.)

10 USC 1503

Actions of Secretary concerned; initial board inquiry (Cited in para 12–1*a*.)

10 USC 7712

Disposition of effects of deceased persons by summary court-martial (Cited in para 16–1.)

24 USC 420

Disposition of effects of deceased persons; unclaimed property (Cited in para 18–17*h*.)

Section II

Prescribed Forms

Unless otherwise indicated, DA forms are available on the APD website (<https://armypubs.army.mil>) and DD forms are available on the ESD website (<https://www.esd.whs.mil>).

DA Form 54

Record of Personal Effects (Prescribed in para 16–9o.)

DA Form 5327

Bona Fide Dependent Declaration-Military (Prescribed in para 5–11b(1).)

DA Form 5328

Bona Fide Dependent Declaration (Civilian) (Prescribed in para 5–11b(2).)

DA Form 5329

Escort Report (Prescribed in para 6–4d.)

DA Form 5330

Release of Remains for Local Disposition (OCONUS) (Prescribed in para 5–12b(2).)

DD Form 1131

Cash Collection Voucher (Prescribed in para 5–12e.)

DD Form 1375

Request for Payment of Funeral and/or Interment Expenses (Prescribed in 3-12e.)

Appendix B

Caskets

B–1. Scope and classification

a. *Metal interment/entombment casket.* An 18-gauge steel, protective, half couch casket, within the range of silver tone to gray. The casket will be upholstered in a white, ivory or similar color crepe, satin or similar material. The casket will have a continuous fixed bar or swing arm handles. The bottom of the casket is attached by a continuous seam weld.

b. *Hardwood interment/entombment casket.* A solid hardwood, perfection cut, half couch casket, with a satin or high gloss walnut finish, upholstered in a rose tan, or other neutral color crepe, satin or similar material. The casket will have a continuous fixed bar or swing arm handles.

c. *Cremation casket.* A hardwood, perfection cut, half couch casket, with a satin or high gloss walnut finish, upholstered in a rose tan, or other neutral color made of crepe, satin or similar material. The casket will have handles that may be either a continuous fixed bar or swing arm. The casket must have a raised crown (flat top cremation caskets will not be acceptable) and will be constructed with minimum metallic parts and be specifically designed for cremation of human remains.

d. *Alternative cremation container.* A minimum fiberboard container which will ONLY be utilized for the cremation of subsequent portions of human remains. DoD Mortuaries will retain an adequate supply of Alternative Cremation Containers for subsequent remains cremation.

B–2. Placement in casket

Remains will be placed in the casket in a manner that will create an appearance of rest and repose. The position of the remains must be maintained during transit. When remains are prepared for shipping, body-positioning devices may be placed around the remains to prevent shifting. Only positioning devices available from funeral service suppliers are authorized. A piece of plastic will be placed between the decedent's head and the pillow. A piece of plastic will be placed under the hands, for transit, to ensure cosmetics are not transferred onto the uniform or clothing. When white gloves are utilized, no plastic is required under the hands. A clean piece of tissue will be placed over the face. The casket will be of sufficient size to prevent the appearance of crowding and cramping.

B–3. Shipping containers (air tray or equivalent)

Shipping containers are authorized for shipment of standard and oversize caskets. Casket shipping containers furnished by contractors will conform to the performance testing specification requirements of the air carriers and subsequent connecting carriers. For overseas shipment, the contractor will provide a casket shipping container that meets the requirements of the air carrier(s) and the country involved.

Appendix C

Armed Services Specification for Urns

C-1. Armed Services solid bronze urn

a. *Standard size.* The standard solid bronze urn must be a cube-like design. It must have no single dimension being less than one-half the length, width, or depth. It must have at least one dimension being no less than 5 1/2 inches. The inside capacity must be not less than 200 cubic inches.

b. *Oversize.* The oversize solid bronze urn must be a cube-like design. It must have no single dimension being less than one-half the length, width, or depth. It must have at least one dimension being no less than 6 inches. Inside capacity must be not less than 300 cubic inches.

C-2. Armed Services solid hardwood urn

a. *Standard size solid American black walnut (Juglans nigra) urn.* The design must be cube-like with flared base. It must have no single dimension being less than one-half the length, width or depth. It must have at least one dimension being no less than 6 inches. Inside capacity must be not less than 200 cubic inches.

b. *Oversize solid American black walnut (Juglans nigra) urn.* The design must be cube-like with flared base. It must have no single dimension being less than one-half the length, width or depth. It must have at least one dimension being no less than 7 1/2 inches. Inside capacity must be not less than 300 cubic inches.

Appendix D

Standards for Army Controlled Mortuary Facilities and Contracted Mortuary Services

This appendix establishes the Army standards for operation of Army controlled facilities providing mortuary services, and funeral homes under contract for mortuary services. The Defense Federal Acquisition Regulation Supplement (DFARS) includes clauses unique to the procurement of mortuary services (252.237.7000-7004 through 252.237-7009, and 252.237-7011). Army controlled mortuary facilities and contracted facilities to provide mortuary services that process or store animals and pets (to include Army working dogs) may not provide this service in the same facility or building where services are provided for human remains. Contracting officers must utilize the standards contained herein when contracting for mortuary services. The standards contained herein are not applicable to deaths where the PADD, or where the person with authority to effect disposition (PAED) elects to make all arrangements for the DOR.

D-1. General information

This appendix provides a description of services for use by both Army controlled mortuary facilities and funeral homes contracted by Army to provide mortuary services. This section also provides clear guidance on the tasks that may be performed by an unlicensed assistant or embalmer assistant and which tasks require a license within an Army controlled mortuary facility. Contracted facilities will work within their licensing authority or within this appendix whichever is more stringent. Army controlled facilities or Army contracted facilities will comply with all existing, international, host nation, Federal, state, territory, and local licensing requirements and regulatory standards applicable in the area of performance.

D-2. Authorized personnel

The preparation of a human remains for final disposition will be performed in privacy. No person will be permitted to be present in the preparation room while a human remains is being embalmed, washed, or otherwise prepared for final disposition, except—

- a. Licensed embalmers and unlicensed assistants as defined in this document.
- b. Licensed and registered interns/apprentices/students as defined by State Licensing Boards.
- c. Public officials or representatives in the discharge of their official duties.
- d. Licensed medical personnel.

e. Army controlled facilities and licensed funeral homes may work with Family and friends of the deceased to allow for their participation in washing and dressing of the body in a private location other than the preparation room of the funeral home if their state law allows to accommodate religious practices.

D-3. Licensed embalmer

For the purposes of this appendix, a licensed embalmer is a person licensed by a state as an embalmer or as an embalmer intern or apprentice. Army controlled mortuary or contracted funeral establishment may not employ unlicensed personnel to perform the duties of a funeral director or mortician. A licensee may be personally assisted by a nonlicensed employee in accordance with established laws and instructions. The nonlicensed employee must be in the immediate physical presence of the licensee in charge at all times. The Army controlled mortuary, funeral establishment and the individual licensee are responsible for compliance and will be fully accountable for all actions of the nonlicensed employee. A licensed embalmer is required for the application or injection of an embalming chemical solution. The application or injection of an embalming chemical solution is required for the following embalming procedures and require a licensed embalmer: vascular embalming, cavity embalming, hypodermic embalming, and surface embalming, cleaning, dissection and treatment of viscera. A licensed embalmer is also required when performing restorative arts to include suturing. The licensed embalmer will also perform all tasks to temporarily preserve and sanitize the deceased and to restore the remains to an acceptable physical appearance. A licensed embalmer is required to complete all tasks associated with performing a head wrap. A licensed embalmer and a licensed intern or apprentice must follow the terms of the licensing authority of the state that issued the license. The Military Service is responsible for verifying that the mortuary director and embalmers have valid licensure to perform the tasks required for their position. The licensure will be reviewed at least annually and upon initial assignment. The director and embalmers are responsible for maintaining a current license in accordance with their state licensing authority. No DoD employee will perform embalming tasks unless they possess a current license to embalm from a U.S. state licensing authority.

D-4. Unlicensed assistant

The use of unlicensed personnel to assist an embalmer or funeral director is only authorized as specified in this document.

a. Contract funeral homes must comply with applicable Federal, State, local, or jurisdiction laws in which the contract funeral home is located when using unlicensed personnel to assist the embalmer or funeral director in the performance of their duties. Contracted facilities may use interns (apprentices) in accordance with applicable State regulations.

b. Army controlled mortuary facilities may certify unlicensed personnel who have completed Service-approved training programs and required health and safety training (for example Blood-Borne Pathogen, personal protective equipment fit test) to perform work as a preparation or embalming room assistant under the direct supervision of a licensed embalmer unless stipulated otherwise in this document.

D-5. Tasks authorized to be performed by unlicensed assistants under the authority of a licensed embalmer

The following tasks may be performed by an unlicensed assistant under the authority of a licensed embalmer after receiving the required Service or Military Occupation Specialty training: stocking preparation rooms with supplies, sanitizing instruments and equipment, removing biohazardous waste, draping closed caskets with a flag, placing closed casket into an air tray or other protective enclosure, securing documents necessary for shipment of remains overland or through the air either CONUS or OCONUS and other administrative activities associated with shipment of remains to the place designated by the PADD or PAED.

D-6. Tasks authorized to be performed by unlicensed assistants under the direct supervision of a licensed embalmer

The following tasks may be performed by an unlicensed assistant who has received the required training in D-5 when under the direct supervision of a licensed embalmer: removing remains from place of death and transporting to a mortuary facility, performing work as a remains handler to move remains throughout workstations in a mortuary, preparing remains for large and small scale cavity fluid packs for the application of chemicals by the licensed embalmer, removing large and small scale cavity fluid packs, cleansing and drying remains, placing protective barriers over wounds and or sutures to prevent leakage, performing actions described in this document for a full body wrap, dressing remains in protective garments, underclothes, and uniforms or other clothing as directed by the PADD/PAED, and placing remains in a casket. Additional activities that may be performed by an unlicensed assistant or person holding an appropriate license (for example, cosmetologist, hairdresser, barber), include the application of cosmetics and the styling or cutting of hair to comply with Branch of Military Service grooming standards or to meet styling preferences directed by the PADD/PAED.

D-7. Tasks specifically not authorized to be performed by unlicensed assistants

An unlicensed assistant may not perform any tasks identified in paragraph D-3 and any other tasks prohibited by the licensee responsible for the preparation of the remains.

D-8. Time allotted for initiate services

The DoD mortuary facility or contracted facility will furnish the materials ordered and perform the services specified by the contracting officer or designee as promptly as possible. The DoD mortuary facility or contractor will initiate the services not later than 24 hours after (1) receiving notification to remove the remains, or (2) after the remains have been released to U.S. Government control.

a. *Time allotted to perform services.* The time allotted to perform embalming and restoration work will be based upon the condition of the remains and procedures necessary to restore the remains to a condition that facilitates viewing and on the volume of work at the facility. At no time will pre-set time restrictions be placed on the amount of time a DoD or contract embalmer can take to restore remains to a viewable state. NOTE: It is not unreasonable to expect an embalmer to spend several hours suturing extensive amounts of lacerations and wounds or working to restore the head/face to a condition that facilitates viewing. However, the contracted or DoD facility will notify the Military Service mortuary affairs office if the procedure will take more than 24 hours to complete services (this does not include post-embalming surveillance). The Military Service mortuary affairs office will keep the PADD/PAED informed on the time

required to prepare the remains. The mortuary case file will be updated to reflect when the time required to prepare the remains is in excess of the 24 hour time limit.

b. Hours of operation. DoD facilities must be able to receive remains 24 hours a day. The standard operating procedures or other document must indicate procedures for receiving, securing remains outside of normal operating hours. The PWS for DoD contracted mortuary services must address the hours of operation and Government initiated work outside normal hours.

c. Area of performance. The area of performance is the geographic boundaries that determine whether the mortuary services contract applies to the services required by the Military Services and whether or not transportation charges for removal or delivery of the remains, may be incurred (see DFARS 252.237.7004).

d. Quality control or quality assurance.

(1) The contracted facility will have an established effective Quality Control Program (QCP) or a Quality Assurance Surveillance Plan (QASP) to ensure services are performed in accordance with contract requirements. The contractor's QCP or QASP is the means by which it ensures that work performed complies with the requirement of the contract. The contractor will develop and implement a QCP or QASP specific to the PWS that addresses processes and procedures implemented to ensure performance meets all requirements of the task order. The QCP or QASP will contain as a minimum—

- (a) Contract and task order number.
- (b) Description of processes and controls used to verify acceptable performance.
- (c) Contractor developed metrics used to verify performance level of each task order objective.
- (d) The metrics will be reported as a quantitative value (% , > , < , and so forth) and the definition and numerical figures used to calculate the % or reportable outcome.
- (e) The task order objectives, associated standards, metrics, and quantitative values for each metric will be reported in accordance with the PWS.

(f) The frequency of surveillance, and minimum acceptable defect rate(s).

(2) The Government reserves the right to perform inspections to ensure supplies and services conform to prescribed requirements as set forth in this document and the PWS.

(3) The goods and services purchased from the contracted facility or provided by a DoD mortuary facility will meet or exceed the standards contained within this document. Caskets and urns must meet the requirements of Subpart 225.1 Defense Federal Acquisition Regulation (DFAR).

(4) DoD mortuary facilities will establish a Quality Assurance (QA) Program to provide guidance on the implementation of the QA procedures outlined in this document. The QA Program will contain at a minimum—

(a) Description of processes and controls used to verify acceptable performance. (must specifically address the following areas: personnel, grounds, equipment, motor vehicles, facilities, and remains processing).

(b) Review plan and schedule—The frequency of surveillance, and minimum acceptable defect rate(s).

(c) Problem resolution and corrective action (procedures for reporting deficiencies, tracking, and providing feedback).

(d) Tools, techniques, and methodologies—(include maximum time to correct a noted deficiency).

(e) Reporting requirements.

(f) Metrics used for verifying that standards are met.

(g) Quality records (documentation requirements).

(5) A DoD Mortuary Facility or contracted facility providing mortuary services will be secure and areas where remains are received, stored, or processed will not be accessible to the public. When a DoD mortuary facility or contracted facility has the ability for the Family to view the remains, this area will be clean, orderly, and conform to Occupational Safety and Health Administration (OSHA) standards for viewing remains. DoD Mortuary Facilities and contracted facilities must have controlled access with appropriate signage posted on all entrances that comply with OSHA standards, applicable laws, regulations, ordinances and codes. DoD Mortuary Facilities will have a written and implemented policy or standard operating procedure, signed within the last two years covering facility security.

D-9. Classification of remains standards

The embalmer will make a recommendation to the Military Service representative regarding the viewability of the deceased. The Military Service representative is any individual, either military or DA Civilian, duly appointed to represent the DA, for an assigned mission (within the Casualty and Memorial Affairs

areas, an individual appointed to represent the Army in dealings with the NOK of casualties.) Remains will be classified in one of three categories: viewable, viewable for identification, or non-viewable. Every attempt will be made to restore remains to a natural form and color that permits the person with the authority to direct or effect disposition to make the decision on whether the remains are to be viewed or not. The manner in which the remains are to be prepared will take into consideration cultural and religious customs and traditions of the deceased as well as the PADD's preferences.

a. Viewable. Remains are considered viewable when the face and hands have only minor or no trauma, edema, dehydration, or discoloration. Remains may be fully restored to a natural color or form. Condition of the remains allows for dressing in a uniform or other clothing selected by the PADD or PAED.

b. Viewable for identification. Remains may or may not be fully intact with face and hands that may have trauma, edema, dehydration, or discoloration. Although remains may be missing limbs or have received other trauma, condition of remains allows for dressing in uniform or other clothing selected by the person with the authority to direct or effect disposition. Remains may be restored to an appearance suitable for visual recognition.

c. Non-viewable. Remains may or may not be fully intact; and may manifest extreme trauma, edema, dehydration, discoloration, or decomposition. Remains may not be able to be restored to an appearance suitable for visual recognition. Condition of remains may not allow for dressing in uniform or other clothing selected by the PADD or PAED.

d. Head wrap. Remains are categorized as such when they are categorized as non-viewable with the face or head having severe trauma, edema, dehydration, or discoloration such that restoration to a condition of viewable recognition is not possible. However, the condition of remains allows for dressing in uniform or other clothing selected by the person with the authority to direct or effect disposition. The head wrap will be accomplished per paragraph D–11f.

e. Full body wrap. Remains categorized as non-viewable. The remains may not be intact or may have sustained severe trauma, edema, dehydration, or discoloration where restoration to a condition of viewable recognition is not possible and the remains cannot be dressed. In this situation the remains will be prepared using a full body wrap. The full body wrap will be accomplished per paragraph D–10g, D–11d(1) and D–11e.

D–10. Embalming standards

Facilities and facilities under contract to provide DoD mortuary services will prepare and embalm the remains of all entitled personnel in accordance with the written instructions of the PADD/PAED and in accordance with law. The embalmer will verify PADD/PAED elections prior to beginning the preparation and embalming of the remains. No remains will be embalmed without written or oral instructions as outlined below. Oral instructions may be accepted if confirmed by the Military Service Casualty or Mortuary Affairs Office representative, however, follow-on written authorization must be obtained prior to the release of the remains, subsequent remains or retained organs. The Mortuary Officer will note in the case file who provided the oral instructions and when (date and time) they were provided. The written authorization will be obtained at the first reasonable opportunity and uploaded into the case file. Pre-death directives authorizing embalming, duly executed by the deceased, will be given full legal effect and will constitute an effective authorization to embalm. Human remains prepared at a DoD Mortuary Facility or contracted facility may not receive final disposition for an extended period of time (10 or more days), and may have been subjected to extreme trauma, weather conditions, or have been transported over long distances. Therefore, all remains, whether viewable or non-viewable, require variations in preservation techniques and procedures to accomplish maximum disinfection, preservation, and restoration of all body tissues. The following procedures will be accomplished in the course of processing or reprocessing all viewable remains, and to the extent possible for non-viewable remains:

a. Insect treatment. Maggots and other insect larvae will be destroyed and removed, and their breeding sites in or on the remains thoroughly treated with an appropriate chemical.

b. Disinfecting. All body orifices will be treated with a non-astringent disinfectant chemical.

c. Washing. All body surfaces will be thoroughly washed with warm water and germicidal soap. Special attention will be given to the viewable surfaces, like the face and hands.

d. Body positioning. The body will be positioned to appear comfortable and restful. The head will be positioned straight, without any turn, and hands will be positioned left over right. Deviation will be dependent upon the conditions of the remains at the discretion of the embalmer.

e. *Damaged tissue.* The embalmer will determine when during the preparation process ulcerated, burned, and necrotic tissue, and/or bedsores, will be excised and/or treated either by hypodermic injection or by cavity pack application of deodorizing/preserving chemicals. All excised tissues will be retained with the remains and not disposed of as medical waste. The excised tissue will be treated with the organs and placed in the body cavity.

f. *Prevent leakage.* All lacerations, penetrating wounds, and autopsy incisions will be sutured closed to prevent leakage. In cases where there has been significant loss of tissue due to dismemberment, blast damage or charring and the tissue is unable to be closed, the embalmer will ensure exposed tissue is thoroughly embalmed, dried and packed with drying powders and secured with an absorbent material to prevent leakage and facilitate dressing in uniform or clothing provided by the PADD.

g. *General full body wrap guidance.* The use of full body wraps as prescribed in this document will be utilized as a last resort in cases where viewing would not be possible (for example, severe charring of the upper torso and head, decapitation of the head, severe crushing of the head, uncontrolled odor caused by decomposition, and so forth). The DoD facility or contractor cannot justify the use of full body wrap to just prevent leakage or to address missing limbs. There are procedures and supplies available for use by the preparing embalmer to prevent the leakage of bodily fluids onto the uniform, and to address missing limbs.

h. *Communication required with full body wrap.* The recommendation for the use of a full body wrap must be a collaborative effort between embalmer and Branch of Service liaison/case manager. Whenever possible, the Branch of Service liaison/case manager must view the remains and discuss preparation procedures with the DoD or contract embalmer so that they can effectively communicate condition of remains and reason for the recommendation of a Full Body Wrap with the PADD. The final decision for the use of the Full Body Wrap in circumstances as described in paragraph D-9e rests with the most senior licensed embalmer with supervisory responsibilities over the embalmers at the DoD mortuary facility, or the signatory on the contract for DoD mortuary services provided by a civilian mortuary facility. All communication among the preparing embalmer, Branch of Service liaison/case manager and the PADD will be documented in writing and entered in the appropriate mortuary case file.

i. *Dressing remains.* The PADD/PAED will be consulted and provided the opportunity to determine the clothing in which the deceased is to be dressed, or which is to be displayed upon the top of wrapped remains, as the situation dictates. The contract funeral home or DoD facility providing mortuary services will be provided the clothing selected by the PADD/PAED, or will be provided a uniform by the Military Service. Prior to dressing, all remains will be placed in a white, opaque, or clear leak proof protective undergarment (one-piece plastic garment used to cover the entire body from the neck down to include the feet). Drying powder and/or preservative powders will be placed inside the protective undergarment to absorb any possible leakage or odors.

j. *Grooming.* Military personnel who are dressed in their service uniform will be groomed in accordance with Military Service regulations and standards. Male facial and scalp hair will be washed and groomed to conform to military standards; suitable hair preparation will be accomplished for females to conform to military standards. If the PADD requests other accommodations, the preparing mortuary will consult with the appropriate Military Service to ensure compliance with Military Service standards. Fingernails will be cleaned and trimmed. When the PADD has requested that the Servicemember not be dressed in the service uniform, the mortuary representative will check with the PADD to determine the correct attire. For non-military personnel, the Military Service mortuary representative will check with the Family to ascertain personal preferences.

k. *Cosmetics.* Cosmetics will be applied only in the amount necessary to produce natural color and texture. For female Servicemembers the cosmetics will conform to military standards unless expressly requested otherwise in writing by the PADD.

l. *Setting features.* The mouth will be securely closed by needle injector, muscular or mandibular suture, where the lips abut to form a natural expression. The eyes will be securely closed by the use of eye caps or other appropriate means, with proper attention given to prevent wrinkling of the eyelids and a sunken appearance.

m. *Preparation of un-embalmed remains.* When the PADD/PAED has requested the deceased, be prepared for shipment to the receiving funeral home without embalming, the preparing mortuary will evaluate the condition of the remains and determine the feasibility of complying with the request based upon local and national regulations or laws at the place of origin and destination, and any restrictions imposed by available transportation methods, such as air, train or hearse. Unless prohibited by law, regulation, or

the availability of transportation options, the preparing mortuary will prepare un-embalmed remains per paragraphs D–10a through D–10i above to the extent possible in accordance with religious preparation practices or other preferences as directed by the PADD/PAED. This section applies to subsequent remains recovered and identified after mortuary processing or interment/inurnment has occurred.

n. Preparation of viewable remains. To obtain optimum results, a thorough pre-embalming case analysis will be completed by the embalmer utilizing the number of arterial injection sites necessary to ensure proper distribution of fluid. The only exception to this requirement is in the absence of a limb or the head. The arterial chemical solution injected into the remains will contain a minimum 5% concentration, by volume, of formaldehyde or isomer of formaldehyde derivative preservative agent(s). The total volume of arterial solution injected will not be less than 1 gallon per 50 pounds of body weight. Unless the decedent is edematous, a humectant must be added in equal volume to the arterial chemical, in the total fluid solution injected into the head and arms. It is permissible for a humectant based arterial chemical to be used in lieu of humectant additive being incorporated into the total fluid solution. For non-autopsied cases, the thoracic, abdominal, male genitals, and cranial cavities will be thoroughly aspirated and injected with full-strength cavity chemicals having a 36-index (%) or greater. A minimum of 16 ounces of cavity chemical must be injected into the thoracic cavity, and a minimum of 16 ounces in the abdominal cavity and male genitals, and a minimum of 2 ounces of cavity chemical to ensure preservation of contents of the cranial cavity, having a 36-index (%) or greater. Hypodermic injections, packs, or other special treatments will be accomplished, as required, to assure the disinfection and preservation of all body tissues. A suitable cream or lotion will be applied on the face and hands to prevent dehydration.

o. Treatment of scalp (viewable remains). If the scalp was shaved because of medical treatment or surgery, processing or reprocessing will be accomplished as specified for viewable remains, after which the cranium will be wrapped with gauze or equivalent in a neat and professional manner. The Military Service retains the ability to use an authorized uniform hat or beret, in lieu of gauze wrap. For remains requiring a partial head wrap the remains will be prepared per paragraph D–10n. The embalmer will ensure the tissue is firm, dry, and thoroughly preserved. The wrapping will be accomplished per paragraph D–10f, but will be limited to covering the affected area of trauma providing the possibility of viewing if desired by the person with authority to direct or effect disposition.

p. Mutilated hands (viewable remains). When the hands are mutilated, to the point that restoration is not possible, or discolorations are present that cannot be cleared, the hands will be treated in a manner which will render all tissue firm, dry, and thoroughly preserved. The hands, regardless of condition, will then be placed in opaque, leak proof gloves followed by white (military) cloth gloves.

q. Wounds, stains and discolorations. All lacerations, abrasions, incisions, excisions, and burn wounds will be sealed and/or sutured to prevent leakage. Swollen or distorted features will be reduced, if possible, to the normal contours. Applying packs and/or needle injection may be used to chemically bleach ante mortem/postmortem stains. On viewable areas, masking cosmetics may be used to render stains/discolorations non-detectable.

D–11. Preparation of non-viewable remains

To obtain optimum results, a thorough pre-embalming case analysis will be completed. Each gallon of arterial fluid will contain a minimum 10 percent concentration, by volume, of formaldehyde or isomer of formaldehyde derivative preservative agent(s).

a. Preservation treatment. The total volume of arterial solution injected will not be less than 1 gallon per 50 pounds of body weight. All body areas will be further treated by means of hypodermic injection using undiluted cavity chemicals having a 36-index (percent) or greater. In addition, packs, special gels and/or dry sanitizers will be used, as required, to ensure preservation, prevent leakage, and eliminate all offensive odors.

b. Cavity and genital treatment. The thoracic, abdominal, male genitals, and cranial cavities will be thoroughly aspirated and injected with full-strength cavity chemicals having a 36-index (percent) or greater. A minimum of 16 ounces of cavity chemical must be injected into the thoracic cavity, and a minimum of 16 ounces in the abdominal cavity and male genitals, and a minimum of 2 ounces of cavity chemical to ensure preservation of contents of the cranial cavity, having a 36-index (percent) or greater.

c. Procedure when arterial injection and/or cavity treatment is not possible. When arterial injection and/or cavity treatment is not possible, all articulated and disarticulated anatomical portions will be thoroughly disinfected and preserved via hypodermic injection and accessory chemical embalming techniques. Immersion and/or hypodermic injection with a trocar and/or syringe and needle, using full-strength

cavity chemicals 36-index (percent) or greater is acceptable. Surface application of liquid, gel, or dry sanitizers and preservatives is also required to supplement primary needle and/or hypodermic injection techniques.

d. Non-viewable with Full Body Wrap. Remains that have been processed or reprocessed as outlined in D-10n or D-5 and are traumatized to the extent that the remains cannot be dressed, will be wrapped.

(1) *Preparation for Full Body Wrap.* Wrapping will be accomplished as follows: Polyethylene sheeting (5 mil or greater) and a wool blanket will be furnished by the Military Service's mortuary representative. The military wool blanket will be spread on the dressing table with opposing corners at the head and foot ends of the table. The blanket is then covered with white cotton sheet followed by a sheet of polyethylene. Cotton strips are laid down the center of the plastic sheet and liberally coated with a preservative/drying compound (hardening compound).

(2) *Dorsal side preparation.* The dorsal side of the remains will be liberally coated with a gel preservative followed by a liberal coating of drying compound (hardening compound), and then laid on top of the prepared wrapping material on the dressing table.

(3) *Ventral side preparation.* The ventral side of the remains will be liberally coated with a gel preservative followed by a liberal coating of drying compound (hardening compound).

(4) *Strips, sheeting and blanket preparation.* Additional cotton strips will be placed over the remains, completely covering them. The polyethylene sheet is then folded in around the remains per paragraph D-11d(1). The folding of the polyethylene sheeting, white cotton sheet and wool blanket will be uniform, with the head and foot ends folded in first.

e. Full body wrap procedure. The wrapping material on the left side of the remains will be folded to the right. The right side then folded to the left side of the remains will be secured with tape or pins, as applicable and described below. All seams in the polyethylene sheeting will be sealed with nylon filament packing tape, to ensure no odor and/or fluid is emitted from the wrapping. When necessary, in extreme cases, duplicate layers of polyethylene sheets may be used. The white cotton sheet is then wrapped around the polyethylene-sheathed remains, secured with large safety pins (silver in color, 2–3 inches) placed no more than 4 inches apart. The wool blanket is then wrapped around the white cotton sheet, which will have as few creases as possible, and secured with large safety pins (silver in color, 2 to 3 inches) placed no more than 4 inches apart. A tag identifying the deceased will be attached to the foot end of the wrapped remains bearing the deceased name, rank, last four of the social security number or DoD identification number, and date of death. Remains that have been processed or reprocessed as outlined in paragraph D-11d will be draped in the clothing provided by the Military Service mortuary representative.

f. Non-viewable head wrap. Prior to beginning the wrapping process, all tissue and hair will be rendered as dry as possible. During the embalming process, the tissue will be prepared to present as natural a head shape as possible once the head wrap process is complete.

(1) *Materials.* Required materials to accomplish the head wrap process include: two (2) clear or semi-transparent plastic (.78 mil or greater) liner bags approximately 24 inches by 23 inches; 2 inches white surgical tape or 2 inches clear strapping tape; 12 yards of 4.5 inch (sterile or non-sterile) gauze bandage (approximately 3 rolls); cotton prep towels; (sterile or non-sterile) absorbent cotton or absorbent sheet product.

(2) *Procedure.* Wrapping will be accomplished as follows: the embalmer will place one clear or semi-transparent bag over the head and tuck down into the full body, plastic garment, as required in paragraph D-10i.

(a) Ensure all air is removed from the bag before it is secured at the base of the neck with tape. Taping the bag around the forehead, over the nose and over the chin may provide a more aesthetically pleasing shape. The embalmer will place a second clear or semi-transparent bag over the head and repeat the above steps, taking care not to lose shape of the facial features, if present.

(b) A minimum of three (3) strips of gauze bandage will be prepared side by side, overlapping .25 inch and centered over the crown of the head extending to the base of the skull and the base of the chin.

(c) The bandage will be tightly stretched and unobtrusively secured by tape. Beginning at the natural hairline on the left side of the head, the embalmer will secure the end of gauze bandage roll.

(d) Once secure, the gauze bandage will be wrapped around the head, overlapping the previous row of bandage by one-half the width of the gauze bandage. This is done to ensure no visibility of the underlying plastic bag and to present a neat and professional appearance.

(e) The gauze bandage will continue to be wrapped around the head, down the neck until it reaches the base of the neck and will be secured with white surgical tape. The remains should then be dressed

per paragraph D–10*i*, ensuring no tape is visible above the collar of the shirt or blouse. Trauma that is isolated to a specific area will be wrapped with gauze or equivalent in a neat and professional manner.

D–12. Preparation of autopsied remains

If a partial or complete autopsy is performed, chemical injection and application with multisite drainage will be accomplished, using the arterial chemical solutions requirements as specified in D–10*n*. Hypodermic injection of the thoracic and abdominal walls; back, buttocks, male genitals, shoulders, vertebral column with an undiluted cavity chemical having a 36-index (percent) or greater is required. The scalp will be injected by syringe and needle with the chemical solution used for the arterial injection.

a. Internal organs (Viscera).

(1) Under no circumstances will the service provider dispose of or destroy any internal organs (viscera) or partial remains. The viscera from remains that have had a cranial, thoracic and/or abdominal examination, will be removed, cut into sections not greater than 2 by 2 inches and immersed in a undiluted cavity chemical having a 36-index (percent) or greater, for an appropriate amount of time but typically a minimum of 2 hours.

(2) The inner surfaces of the body cavities will be given a liberal application of gel formaldehyde or isomer of formaldehyde derivative preservative agent.

(3) The preserved organs are to be placed into the thoracic or abdominal cavities and liberally coated with a formaldehyde or isomer of formaldehyde derivative preservative agent and drying compound (hardening compound).

b. Cranial cavity and scalp. When a cranial autopsy is performed, the vertebral and internal carotid arteries must be sealed, the cranial cavity will be packed with cotton and drying compound, both in the cranium and the calvarium secured by cranial clamps or wiring. The scalp will be replaced over the calvarium, the incision will be coated with drying compound and tightly and neatly sutured to avoid leakage and unnatural appearance. The color of the suture cord should blend with the deceased's hair.

D–13. Embalmer evaluation

The DoD or contracted facility embalmer processing or reprocessing the remains will critically evaluate the completed treatment to ensure all remains are effectively disinfected, uniformly preserved, and will arrive at its destination in excellent condition. The Military Service mortuary representative will authorize delivery or shipment of remains from a contracted facility when assured that the services and supplies furnished by the contractor including the signed DD Form 2062 (Record of Preparation and Disposition of Remains, DoD Mortuary Facility) or the signed DD Form 2063 (Record of Preparation and Disposition of Remains (Contracted Mortuary Facility)) meets the PWS, DoD Standards within this document, and commercial item descriptions in their entirety.

D–14. Quality assurance evaluation

a. Contracted facility. Remains will be inspected after embalming, after dressing, and after placement of remains in a casket. Failure to pass these inspections will require the contractor to remove the remains from the casket and perform one or more of the following services as directed by the contracting officer or designee: additional disinfectant or preservative treatment, re-dressing or rewrapping, or placement of remains in a new casket when the original casket is defective.

b. Corrective action. When the Military Service mortuary representative directs corrective action under this paragraph, the contractor will perform the corrective measures and other required services again at no additional cost to the Government.

c. Department of Defense Mortuary Facility. Remains will be inspected after embalming, after dressing, and after placement of remains in a casket. If the remains do not pass inspection at any point in the process, corrective action will be taken to correct the deficiency and it will be documented in the case file. Additional actions that may be required to correct a deficiency may include any of the following: additional disinfectant or preservative treatment, re-dressing or rewrapping, or placement of remains in a new casket when the original casket is defective.

D–15. Casketing standards

a. General. Caskets specifications are provided in appendix B. Caskets will meet the specifications outlined in this appendix and will be checked for defects prior to casketing of remains. Defective caskets will not be utilized by a DoD Mortuary Facility or a contracted facility providing DoD mortuary services.

b. Placement in casket. Remains will be placed in the casket in a manner that will create an appearance of rest and repose. When remains are prepared for transit or shipping, body-positioning devices may be placed around the remains to prevent shifting. Only positioning devices available from funeral service suppliers are authorized. A piece of plastic will be placed between the decedent's head and the pillow. A piece of plastic will be placed under the hands and folded over the top of the hands, for transit, to ensure cosmetics are not transferred onto the uniform or clothing or casket interior. When white gloves are utilized, no plastic is required for the hands. A clean piece of tissue will be placed over the face. The casket will be of sufficient size to prevent the appearance of crowding and cramping. When an "oversize" casket is used, the preparing facility will notify the Military Service mortuary representative.

D-16. Transportation of remains

a. Un-embalmed remains. When un-embalmed remains are transported they will be wrapped in a sheet that is impervious to liquids, covered in such a manner that the body cannot be viewed, encased in a secure pouch, and placed on a cot, stretcher, or rigid tray and carried feet first. When un-embalmed remains are transported by air the remains will be placed in a transfer case after being placed in a secure pouch.

b. Embalmed remains. When embalmed remains are transported they must be enclosed in a casket or alternative container and an appropriate outside shipping container (as applicable). All applicable regulations and policies of the jurisdiction and carrier must be followed.

c. Remains movement and transportation vehicle. The remains must be transported in a means that promotes respect for and preserves the dignity of the deceased and shields the remains from being viewed from outside of the conveyance. The capacity of the transportation vehicle must be sufficient to permit loading and unloading of the remains without excessive tilting of the cot, stretcher, rigid tray, casket, alternative container, or cremation container, and to allow the remains to remain in a horizontal position during transport. The remains will be secured to prevent the remains or container from excessive movement within the conveyance during transport.

d. State, Territory, Local, or International Authority-issued Permits and Certificates. The preparing contracted facility representative will obtain the necessary permits, licenses, and documentation, issued by the appropriate authority, to remove, inter, cremate, or transport remains (for example, burial/transit permits, a medical examiner cremation authorization certificate or a cremation certificate), and provide two copies to the Military Service mortuary representative at the time the remains are inspected and accepted by the Military Service mortuary representative. DoD mortuary facilities will obtain the necessary permits, licenses, and documentation, issued by the appropriate authority, to remove and transport remains. The mortuary facility will work with the applicable Service Casualty office on any other documents required. In addition to the above requirements, DoD mortuary facilities will comply with DoD policy regarding transportation of human remains, use of contract airlift, military airlift, special assignment airlift mission, or commercial air support.

D-17. Death certificates

a. The preparing facility representative will submit the necessary information and documents to the appropriate authority authorized to issue death certificates.

b. The DoD mortuary facility will obtain one (1) certified copy of the death certificate from the issuing authority and will upload this document into the DCIPS. The contracted facility representative will obtain the correct number based on Service contract of certified copies of the final death certificate from the issuing authority and will provide them to the Military Service mortuary representative or the Military Service Mortuary Affairs Office within 10 business days of it being issued. The Military Service mortuary representative or the Military Service Mortuary Affairs Office will provide certified copies of the death certificate to the Family in accordance with policy and Service regulations.

c. In the event a supplemental/amended death certificate is issued, the DoD mortuary facility will obtain one (1) certified copy and upload it into DCIPS. The contracted facility representative will provide copies based on the correct number outlined in the Service contract of the supplemental/amended death certificate to the Military Service mortuary representative or the Military Service Mortuary Affairs Office within 10 business days of their being issued. The Military Service mortuary representative or the Military Service Mortuary Affairs Office will provide certified copies of supplemental/amended death certificates to the Family in accordance with policy and Service regulations.

D-18. Removal and employee attire

Remains will be transported in a funeral coach, or an appropriate first-call vehicle as designated in Service regulation. Personnel providing any transportation of casketed/inurned remains will be dressed in traditional business attire. Traditional business attire includes business suits, dress shirts, and ties for men. It includes business-oriented suits for women, both skirted suits and tailored pantsuits. Appropriate dress shoes (closed-toe/closed heel), socks and/or hosiery are also a requirement for any outfit to qualify for traditional business attire.

Appendix E

Internal Control Evaluation

E-1. Function

The function covered by this evaluation is the use of the DOR account for procuring supplies and services and issuing travel orders.

E-2. Purpose

The purpose of this evaluation is to assist CAC chiefs and supervisors of installation mortuary officers in evaluating the key internal controls listed. It is intended as a guide and does not cover all controls.

E-3. Instructions

Answers must be based on the actual testing of key internal controls such as document analysis, direct observations, interviewing, sampling, and simulation. Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These internal controls must be evaluated at least once every year. Certification that this evaluation has been conducted must be done on the DA Form 11-2 (Internal Control Evaluation Certification).

E-4. Test questions

a. General. Has the local CAC chief developed and implemented local internal management and control procedures to prevent fraud, waste, and abuse of the DOR account? Do you have a copy of the procedures on hand?

b. Purchasing.

(1) Have only CAC authorized, by memoranda, activities contracted or made purchases through the DOR account?

(2) Does the person(s) submitting requisitions have the appropriate references to determine the propriety of charging contracts and purchases to the DOR account? Do you have a list of references on hand?

(3) If you purchase supplies by the DOR account funds were they laterally transferred or diverted to another activity?

(4) If the supplies were purchased by the DOR account funds how were they documented and tracked?

(5) Have procedures been established for the designated CAC activity to reconcile all contracting and purchasing disbursements that used a DOR account fund citation?

c. Travel orders.

(1) Have only CAC authorized, by memoranda, activities and units used the DOR account fund cites to issue travel orders? Can you list activities and/or units and date of memoranda?

(2) Have procedures been established for the designated CAC activity to reconcile all disbursements that used an DOR account fund citation? Do you have a copy of the procedures on hand?

(3) Does the person approving travel orders have the appropriate references to determine the propriety of using the DOR account? Do you have a list of references on hand for approval of travel orders?

E-5. Supersession

This evaluation replaces the evaluation for the execution of the Army Mortuary Affairs Program previously published in AR 638-2, dated 13 July 2021.

E-6. Comments

Help make this a better tool for evaluating internal controls. Submit comments via email to usarmy.knox.hrc.mbx.casualty-mortuary-policy@army.mil.

Glossary of Terms

Active duty

Full-time duty in the active military Services of the United States, including active duty or full-time training duty in the Reserve Component.

Area of responsibility

The geographical area associated with a combatant command within which a combatant commander has authority to plan and conduct operations. (See JP 1.)

Autopsy (postmortem examination, necropsy)

The dissecting of a remains for the purpose of ascertaining the cause of death.

Burial

The DOR by placement underground (in a grave), a crypt, vault or tomb, or at sea.

Casket

A container, usually constructed of wood, metal or fiberglass, designed to hold remains. Federal Trade Commission defines this as a case, or receptacle in which remains are placed for protection, practical utility, and a suitable memory picture; any box or container of one or more parts in which a deceased human body is placed prior to interment, entombment, or cremation, which may or may not be permanently interred, entombed, or cremated with the remains.

Casualty

Any person who is lost to the organization by having been declared dead, duty status-whereabouts unknown, missing, ill, or injured. (See JP 4–02.)

Casualty Affairs

Provides for the reporting, recording, and tracking of casualties for whom the Services are responsible by statutes or executive order. Also includes notification, casualty assistance, and other casualty matters as directed by DoDI 1300.18 to Families for entitlements and benefits. For fatalities, provides for final disposition of IDPFs and archiving of case files.

Casualty Assistance Center

The organization assigned geographic responsibility for the area in which the casualty occurs; the NOK, PADD, PERE, or person authorized funeral travel resides; mortuary services are provided; the receiving funeral home is located; the interment will take place; or military burial honors will be performed.

a. Home station Casualty Assistance Center. The CAC with geographic responsibility for the location of the Soldier's assigned unit.

b. Honors Casualty Assistance Center. The CAC providing military burial honors support at the funeral, interment, or memorial service. Usually, the CAC with geographic responsibility for the place where military burial honors will be performed.

c. Preparing Casualty Assistance Center. The CAC contracting for the preparation and transportation of remains when the Army-arranged disposition option is selected.

d. Receiving Casualty Assistance Center. The CAC having geographic responsibility for the location of the receiving funeral home.

e. Reporting Casualty Assistance Center. The CAC having geographic responsibility for submitting the initial casualty report to CG, HRC (AHRC–PDC).

f. Shipping Casualty Assistance Center. The CAC having geographic responsibility for arranging transportation for the remains after preparation is completed. The shipping CAC is usually the preparing CAC, but not always.

Civil authorities

Those elected and appointed officers and employees who constitute the government of the United States, the governments of the 50 states, the District of Columbia, the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, insular areas and political subdivisions thereof. (See JP 3–28.)

Civil law enforcement agency

Nonmilitary law enforcement agency with authority to enforce the local, State, or Federal law.

Commissioned officer

Officer in any of the Armed Services who holds grade and office under a commission issued by the President.

Common carrier

One who publicly undertakes to transport from place to place for a stated compensation, the property of any person who may request his or her services up to the capacity of his or her facilities.

Consignee

The person or business concern to whom a shipment is made.

Consignment

To give to an agent to be cared for or sold.

Continuously hospitalized

A time period beginning at the date of retirement, discharge, or release from active duty and ending with the Soldier's death. During this time period the Soldier must be carried inpatient by a MTF. Transfer between MTFs, or between types of patient care (inpatient, inpatient subsisting out, domiciliary care, or custodial care) does not interrupt the continuity of the hospitalization period.

Cremate (cremation)

The reduction of a deceased human body to inorganic bone fragments by intense heat in a specifically designed retort or chamber.

Cremated remains

The remaining bone fragments after the cremation process is completed.

Cremation

The technical heating process that reduces human remains to bone fragments. The reduction takes place through combustion and evaporation.

Crematory (crematorium)

A furnace or retort for cremating a deceased human body; a building that houses a retort. The building that houses the cremation chamber.

Death

Cessation of physical life characterized by the absence of metabolism and a total lack of irritability.

Death certificate

A legal document showing vital statistical data pertaining to the deceased.

Deceased

A casualty status applicable to a person who is either known to have died, determined to have died on the basis of conclusive evidence, or declared to be dead on the basis of a presumptive finding of death. The recovery of remains is not a prerequisite to determining or declaring a person deceased. (See DoDI 1300.18.)

Disinterment

The act of removing the remains of a deceased person from their current burial location in a cemetery administered by the DoD, VA, or ABMC.

Disposition

The placement of cremated or prepared remains in their final resting place.

Embalmer

One who is licensed by a State or States to disinfect, preserve and restore the deceased human body to a natural lifelike appearance.

Executor

A person appointed by a testator to administer the will, ensuring that final wishes are respected (that is, that the will is properly executed).

Full-time National Guard duty

Training or other duty, other than inactive duty, performed by a Servicemember of the ARNG of the United States or the Air National Guard of the United States in the Servicemember's status as a

Servicemember of the National Guard of a State or Territory, the Commonwealth of Puerto Rico, or the District of Columbia under 32 USC 316, 502, 503, 504, or 505, for which the Servicemember is entitled to pay from the United States or for which the Servicemember has waived pay from the United States.

Grave marker

A headstone, footstone, niche cover, flat marker, or private marker/headstone, as applicable, containing inscriptions commemorating one or more decedents interred at that location.

Group interment

An interment in a common grave of two or more individually unidentified remains.

Headstone

A primary grave marker placed at the head or superior portion of the gravesite.

Home station

The permanent location of Active and Reserve Component (See JP 4–05.)

Honorarium

An unsolicited gift, usually an honorary payment for professional services.

Human remains

The dead human body or portions thereof prior to cremation.

Inactive duty training

Authorized training performed by a member of a USAR or ARNG unit not on active duty or active duty for training and consisting of regularly scheduled unit training assemblies, additional training assemblies, periods of appropriate duty or equivalent training, and any special additional duties authorized for USAR or ARNG personnel by the Secretary concerned, and performed by them in connection with the prescribed activities of the organization in which they are assigned with or without pay. (See JP 1.)

Incidents

An occurrence, caused by either human action or natural phenomena, that requires action to prevent or minimize loss of life or damage to, loss of, or other risks to property, information, and/or natural resources. (See JP 3–28.)

Indigent

Lack the necessities of life; needy; poor.

Injury

Conditions such as fractures, wounds, sprains, strains, dislocations, concussions, and compressions. In addition, it includes conditions resulting from extremes of temperature or prolonged exposure. Acute poisonings, except those due to contaminated food, resulting from exposure to a toxic or poisonous substance are also classed as injuries. (See JP 4–02.)

Inter (inhume)

The placement of casketed remains in a grave or an above ground mausoleum.

Interment

The burying of casketed or cremated human remains. (See DoDD 1300.22.)

Legal representative

An administrator or executor of a decedent's estate who has been duly appointed or approved by an appropriate court.

Marker

A headstone, footstone, niche cover, flat marker, or private marker/headstone, as applicable, containing inscriptions commemorating one or more decedents interred at that location.

Mass casualty

Any number of human casualties produced across a period of time that exceeds available medical support capabilities. (See JP 4–02.)

Medical examiner (a forensic pathologist)

A forensic pathologist is a board certified pathologist (medical doctor or doctor of osteopathic medicine) who is a medically qualified U.S. Government officer, State or local, whose duty is to investigate deaths

and injuries that occur under unusual or suspicious circumstances, to perform post-mortem examinations, and in some jurisdictions to initiate inquests.

Memorial service

A service or ceremony that contains elements similar to an interment service, though the remains of the deceased are not present. (See DoDD 1300.22.)

Mortuary affairs

Provides for the search, recovery, identification, preparation, and DOR of persons for whom the Services are responsible by status and executive order. (See JP 4–0.)

Other preparation of remains

The professional services performed by the preparing mortuary to prepare the remains when the remains are not embalmed (such as setting facial features, washing, disinfecting, and so forth) or those primary care services performed by the receiving funeral home to reprocess the remains for viewing purposes.

Person authorized to direct disposition of human remains

A person, usually primary next of kin, who is authorized to direct disposition of human remains. (JP 4–0.)

Person eligible to receive effects

The person authorized to receive the deceased person's PE as prescribed by this regulation.

Personal effects

All privately owned moveable, personal property of an individual. (See JP 4–0.)

Personnel category

The person's military component, type of U.S. Government Civilian employment, sponsorship by the U.S. Government, or citizenship status.

Personnel status

The person's duty status at the time of the incident; present for duty, AWOL, deserter, or undetermined.

Prisoner of war

A detained person (as defined in Articles 4 and 5 of the Geneva Convention relative to the Treatment of Prisoners of War, 12 August 1949) who, while engaged in combat under orders of his or her government, is captured by the armed forces of the enemy. (See JP 3–50.)

Ready Reserve

The Selected Reserve, Individual Ready Reserve, and inactive National Guard liable for active duty as prescribed by law (10 USC 10142, 12301, and 12302). (See JP 4–05.)

Receiving funeral home

The commercial mortuary service provider engaged by the PADD to provide funeral and interment services.

Reserve Component

The Armed Forces of the United States Reserve Component consists of the Army National Guard of the United States, the Army Reserve, the Navy Reserve, the Marine Corps Reserve, the Air National Guard of the United States, the Air Force Reserve, and the Coast Guard Reserve. (See JP 4–05.)

Retired Reserve

All Reserve members who receive retirement pay on the basis of their active duty and/or reserve service; those members who are otherwise eligible for retirement pay but have not reached age 60 and who have not elected discharge and are not voluntary members of the Ready Reserve or Standby Reserve. (See JP 4–05.)

Selected Reserve

Those units and individuals within the Ready Reserve designated by their respective Services and approved by the Joint Chiefs of Staff as so essential to initial wartime missions that they have priority over all other reserves. (See JP 4–05.)

Standby Reserve

Those units and members of the Reserve Component (other than those in the Ready Reserve or Retired Reserve) who are liable for active duty only, as provided in 10 USC 10151, 12301, and 12306. (See also active duty; Ready Reserve; Reserve Components; and Retired Reserve.) (See JP 4–05.)

Summary courts–martial

A SCM is comprised of one commissioned officer on active duty.

Temporary interment

A site for the purpose of the interment of the human remains if the circumstances permit, or the reburial of human remains exhumed from an emergency interment. (See JP 4–0.)

Will

The declaration by a person (the testator) of how the testator desires the testator's property to be disposed of after the testator's death. (See AR 27–3.)

SUMMARY of CHANGE

AR 638–2
Army Mortuary Affairs Program

This mandated revision, dated 3 March 2023—

- Defines criteria for government-funded travel to observe the dignified transfer of remains directed to Dover Port Mortuary by the Armed Forces Medical Examiner from an overseas location (para 9–5).
- Provides for reimbursement for transportation of the remains to the second place when that second place is a national cemetery (para 9–12).
- Provides for military escort and plane-side honor guard only for the first of the two places if two places are selected (para 9–12).
- Adds a requirement for an unadorned hardwood flag case to be provided (paras 13–5, 13–6, and 13–10).
- Defines criteria for presentation of U.S. flag for Department of the Army Civilian deaths (para 13–10).

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