



Headquarters  
Department of the Army  
Washington, DC  
30 September 2022

\*Department of the Army  
Pamphlet 638–2

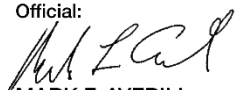
## Casualty and Mortuary Affairs Procedure for the Army Mortuary Affairs Program

---

By Order of the Secretary of the Army:

JAMES C. MCCONVILLE  
*General, United States Army  
Chief of Staff*

Official:

  
MARK F. AVERILL  
*Administrative Assistant to the  
Secretary of the Army*

---

**History.** This publication is a major revision.

**Applicability.** This pamphlet 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 all personnel who participate in the disposition of remains and personal effects process at unit, installation, and casualty assistance command levels. During mobilization, procedures contained in this pamphlet may be modified by the proponent.

**Proponent and exception authority.** The proponent of this pamphlet is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this pamphlet 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 pamphlet 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.

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

**Distribution.** This pamphlet 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 pamphlet supersedes DA Pam 638–2, dated 23 June 2015.



---

**Contents** (Listed by chapter and page number)

**Chapter 1**

**Introduction, *page 1***

**Chapter 2**

**Organizational and Functional Relationships, *page 1***

**Chapter 3**

**Identification of Human Remains, *page 2***

**Chapter 4**

**Obtain Disposition of Military Remains Instructions, *page 3***

**Chapter 5**

**Preparation of Human Remains, *page 7***

**Chapter 6**

**Escort of Remains, *page 8***

**Chapter 7**

**Funeral Travel, *page 13***

**Chapter 8**

**Funeral, Interment, and Memorial Service Claims Processing, *page 14***

**Chapter 9**

**Military Burial Honors, *page 15***

**Chapter 10**

**Procurement and Presentation of Interment Flags, *page 17***

**Chapter 11**

**Summary Courts-Martial Officer for the Disposition of Personal Effects, *page 19***

**Chapter 12**

**Summary Courts-Martial Officer for the Disposition of Personal Effects, *page 21***

**Chapter 13**

**Disposition of Personal Effects, *page 29***

**Chapter 14**

**Transportation of Personal Effects, *page 38***

**Chapter 15**

**Multiple Death Incidents, *page 39***

**Chapter 16**

**Collection and Payment of Local Debts, *page 44***

**Appendixes**

**A. References, *page 46***

**B. Disposition of Remains Briefing Guide, *page 48***

**C. Preparation of Remains and Casket, *page 61***

## Contents—Continued

- D. Standard Escort Briefing, *page 67*
- E. Displaying the Flag on a Casket and Folding the Flag in Cocked Hat Design, *page 72*
- F. Summary Courts-Martial Officer Briefing Guide, *page 77*
- G. Summary Courts-Martial Officer Submission of Reports, *page 81*
- H. Summary Courts-Martial Officer Communications, *page 82*

## Figure List

- Figure 4–1: Sample mortuary affairs benefit letter, *page 7*
- Figure 4–1: Sample mortuary affairs benefit letter—continued, *page 7*
- Figure 6–1: DA Form 5329 Escort Report, *page 12*
- Figure 11–1: Sample Summary Courts-Martial Officer appointment order, *page 20*
- Figure 12–1: DA Form 54, *page 26*
- Figure 12–2: DD Form 1076, *page 28*
- Figure 12–2: DD Form 1076—continued, *page 28*
- Figure 13–1: Sample Summary Courts-Martial Officer letter to person eligible to receive the effects, *page 30*
- Figure 13–2: Certificate of personal effects sold, *page 32*
- Figure 13–3: Certificate of destruction, *page 34*
- Figure 13–4: Summary Courts-Martial Officer report memorandum, *page 37*
- Figure 15–1: Final personal effects collection point report, *page 42*
- Figure 15–2: Interim personal effects collection point report, *page 43*
- Figure B–1: Disposition of remains briefing, *page 60*
- Figure B–1: Disposition of remains briefing - continued, *page 60*
- Figure B–1: Disposition of remains briefing - continued, *page 60*
- Figure B–1: Disposition of remains briefing - continued, *page 60*
- Figure B–1: Disposition of remains briefing - continued, *page 60*
- Figure B–1: Disposition of remains briefing - continued, *page 60*
- Figure B–1: Disposition of remains briefing - continued, *page 60*
- Figure B–1: Disposition of remains briefing - continued, *page 60*
- Figure B–1: Disposition of remains briefing - continued, *page 60*
- Figure B–1: Disposition of remains briefing - continued, *page 60*
- Figure D–1: Escort briefing, *page 71*
- Figure D–1: Escort briefing - continued, *page 71*
- Figure D–1: Escort briefing - continued, *page 71*
- Figure D–1: Escort briefing - continued, *page 71*
- Figure E–1: Flag display on casket, *page 73*
- Figure E–2: How to fold the United States flag, *page 75*
- Figure H–1: Non-person eligible to receive effects parent, *page 84*
- Figure H–1: Non-person eligible to receive effects parent - continued, *page 84*
- Figure H–2: Release statement, *page 87*
- Figure H–2: Release statement—continued, *page 87*
- Figure H–2: Release statement—continued, *page 87*

## Glossary of Terms

## Summary of Change

## **Chapter 1**

### **Introduction**

#### **1–1. Purpose**

The purpose of this pamphlet is to provide practical guidance and procedures for unit commanders, Casualty Assistance Centers (CACs), Casualty Assistance Officers (CAOs), escorts and Summary Courts-Martial Officers (SCMOs) charged with the care and disposition of remains and/or 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/abca/searchabca.aspx>.

#### **1–3. Associated publications**

Policy associated with this pamphlet is found in AR 638–2.

#### **1–4. 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.

#### **1–5. Disposition of personal effects process**

The disposition of PE process is a multifunctional process consisting of casualty notification, casualty assistance, mortuary affairs, and transportation actions. The disposition of PE is a complex issue closely related to but separate from the disposition of remains process. Disposition of PE policy is found in AR 638–2 and procedures are found in chapter 13 of this pamphlet.

#### **1–6. Defense Casualty Information Processing System**

The Defense Casualty Information Processing System (DCIPS) is a centralized Department of Defense (DoD) database system used by all branches of the military to account for and manage all reportable casualties and mortuary affairs in accordance with the Department of Defense Instruction (DoDI) 1300.18 and AR 638–8, memorandums, and other instructional policies. The reporting CAC obtaining notification of a deceased Servicemember from a primary source must enter information into DCIPS immediately. Data entries must be both timely and accurate.

#### **1–7. Forms**

For information purposes only, samples of completed forms most commonly used in the care and disposition of remains and PE have been included as figures throughout this pamphlet.

#### **1–8. Policy and procedural assistance**

Questions concerning disposition of remains policy and procedures should be referred to Commanding General, U.S. Army Human Resources Command (AHRC–PDC), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5400.

## **Chapter 2**

### **Organizational and Functional Relationships**

#### **2–1. Relationships**

The Army should not become involved in Family or other civil disputes. CAC personnel must adhere to applicable Federal statutes and Army Regulations (ARs). CACs and Army installations play a pivotal role

in the flow of information concerning the disposition of remains and PE to the Casualty and Mortuary Affairs Operations Division (CMAOD), other CACs and Army installations, person authorized to direct disposition of remains (PADD), person eligible to receive effects (PERE), and other concerned parties. A CAC that obtains information from the PADD indicating another CAC has responsibility for a disposition of remains action must immediately advise the responsible CAC of that action. The CAC that discovers circumstances or evidence indicating the deceased or missing person had PE in more than one geographic location must advise the appropriate CAC or Army installation to appoint a SCMO for that PE.

## **2-2. Casualty assistance centers**

CACs are installations or activities having a geographic area of responsibility (AOR) for reporting casualties and providing casualty assistance and mortuary affairs support. CACs also ensure a SCMO is appointed for the disposition of PE located within their geographic area. CACs and their geographic areas are established by AR 638-8. More than one CAC may be involved in the disposition of remains process for any one decedent; accordingly, terms have been established based upon each CAC's role in the disposition of remains process. It is also possible for one CAC to have two or more roles in the disposition of remains process.

## **2-3. Supporting installations**

Supporting installations are Army installations located within a CAC's geographic AOR but are not an integral part of the CAC organization. The supporting installations provide local resources to assist the CAC.

# **Chapter 3**

## **Identification of Human Remains**

### **3-1. Purpose**

Identification of human remains is a critical element in the disposition of remains process. Identification establishes that the remains of a specific individual has been recovered or a group remains determination has been made and initiates the disposition of remains process.

a. Ideally, human remains are identified based upon a favorable comparison of an individual's antemortem records (identification media) and postmortem processing documents for the remains. Dental records, fingerprints, medical records (military and civil), and deoxyribonucleic acid (DNA) samples are the most commonly used identification media.

b. Too much reliance may be placed on visual recognition to identify the remains. Human remains that are burned, mutilated, or decomposed may not be recognizable, making visual identification questionable or impossible. Accordingly, the use of scientific identification procedures is required to definitively establish the identity of the remains. Scientific identification processing precludes misidentification and establishes records and documentation to support the identification.

c. It is not always possible to individually identify all human remains recovered from a multiple death incident. In such a case, a group remains determination would be made. It is possible to have both individually identified portions for some or all individuals and to have group remains from a single multiple fatality incident. For example, teeth can be individually identified by dental radiographs or bone or tissue by DNA, yet there could be skeletal or tissue portions that cannot be individually identified.

### **3-2. Types of identification**

a. *Individually identified human remains.* When it is scientifically concluded that the postmortem identification data compares favorably with the antemortem records of a named individual.

b. *Individually unidentified human remains.* When the conclusion shows, the identification data does not compare favorably with any known deceased or missing individuals.

c. *Group identified human remains-known.* When the conclusion shows that human remains are those of two or more known deceased that cannot be individually identified.

d. *Group identified human remains-unknown.* When two or more human remains cannot be individually identified and cannot be associated with any known deceased or missing individuals.

### **3–3. Identification authority**

Remains may be identified by either civil or military authorities. The proper authority to identify human remains is dependent upon whether civil or military authorities have jurisdiction over the place where the human remains are located. The Army accepts the identification of human remains provided by appropriate civil authorities as prima facie valid.

*a. Civil authorities.* Human remains are identified by civil authorities when the remains are not within the jurisdiction of military authorities. State laws vary but typically, human remains are identified by an employee of the medical examiner's office, coroner's office, or law enforcement agency.

*b. Military authorities.* Human remains are identified by military authorities when the remains are in their jurisdiction. Military authorities that may identify human remains are the Armed Forces Medical Examiner System (to include designated Regional Medical Examiners), law enforcement agencies, and unit commanders.

### **3–4. Coordinate visual recognition**

Visual recognition of human remains must be done with extreme deliberation and care. The unit commander may identify human remains by visual recognition only when the remains' facial features are not disfigured. The commander's identification must be based upon a close and direct examination of the human remains by a person or persons who knew the decedent well (for example, roommate, squad leader, close friend). The visual recognition is recorded on DD Form 565 (Statement of Recognition of Deceased). DD Form 565 is an enclosure to DA Form 2773 (Statement of Identification).

### **3–5. Statement of identification**

Upon receipt of identification from civil authorities or determination of identification by military authorities, the CAC completes DA Form 2773. The CAC indicates on the form the condition of the human remains and all means used to establish the identity of the remains. The name, address, and telephone number of the civil or military authority identifying the human remains will be entered in the "Narrative and Summary" portion of the form. All documents relating to the identification determination, such as the DD Form 565, are attached to the DA Form 2773. The original DA Form 2773 and related documents are attached in DCIPS under the corresponding case file.

## **Chapter 4**

### **Obtain Disposition of Military Remains Instructions**

#### **4–1. Introduction**

Disposition of remains may occur multiple times on a decedent dependent on whether the remains are whole or only partial remains were identified. In accordance with AR 638–2, the PADD will make determination for disposition of the remains.

*a. When remains are whole.* The CAC mortuary coordinator along with the CAO will brief the DD Form 3045, Disposition of Military Remains to the PADD. The DD Form 3045 has detailed instruction on the completion of the form. Only after the PADD makes an election should the interment allowance be annotated for the option selected.

*b. When partial remains are only identified.* The CAC mortuary coordinator along with the CAO will brief the DD Form 3046, Disposition of Remains Election Statement Initial Notification of Identified Partial Remains before briefing the DD Form 3045.

*c. When partial remains are subsequently identified.* If the PADD elected to be notified in section II of the DD Form 3046, and subsequent portions are identified, a DD Form 3047 must be completed.

#### **4–2. Procedures for completing DD Form 3045**

The CAC mortuary affairs coordinator along with the CAO assigned to PADD will schedule a time to conduct the briefing and obtain disposition instructions. This may be a very sensitive and emotional time for the PADD so the briefing should flow at a pace the PADD is comfortable with.

*a.* Sections 1 through 4 on the DD Form 3045 will be completed by the CAC prior to the briefing.

*b.* Each option will be briefed in plain language avoiding the use of acronyms.

*c.* Do not attempt to sway the PADD to one option over the other.

- d. If the PADD selects option 5, ensure the PADD understands the interment allowance must also cover the primary expenses of preparation, dressing, and casketing.
- e. When a PADD selects Option 6, sections 11 and 12 will be completed on the DD Form 3045 and the briefing will be considered complete.
- f. Write in the interment allowance for the option selected by the PADD.
- g. The CAC supporting the PADD will input disposition instructions into DCIPS.

#### **4-3. Procedures for completing the DD Form 3046**

When it is known the remains are not whole and only partial remains have been identified, the DD Form 3046 will accompany the DD Form 3045 and be briefed prior to the DD Form 3045 being briefed. To restate, this may be a very sensitive and emotional time for the PADD so the briefing should flow at a pace the PADD is comfortable with.

- a. Fields 1 through 4 will be completed by the CAC prior to the briefing.
- b. Brief and have the PADD make an election in section I.
- c. Brief and have the PADD make an election in section II.
- d. Complete fields 6 and 7.
- e. The CAC supporting the PADD will input disposition instructions into DCIPS.

#### **4-4. Procedures for completing the DD Form 3047**

If the DD Form 3046 was required, it will be followed up with the DD Form 3047 to obtain the disposition when subsequent portions are identified.

- a. Sections 1 through 4 will be completed by the CAC prior to the briefing.
- b. The PADD must make one election in section 5.
  - (1) Ensure the funeral home name and address is recorded legibly when option 1, 2, or 3 are selected.
  - (2) Type of urn must be selected by the PADD when option 2 or 3 was selected.
- c. Section 6 must be completed.
- d. The CAC supporting the PADD will input disposition instructions into DCIPS.

#### **4-5. Determine supporting casualty assistance center**

After the CMAOD determines the PADD, the CAC responsible to obtain disposition of remains instructions must be determined. The CAC responsible to obtain disposition of remains instructions is determined by identifying which CAC has responsibility for providing casualty assistance for the PADD's current location.

#### **4-6. Brief disposition options and entitlements to the person authorized to direct disposition of remains**

The disposition option and entitlement briefing must be presented to the PADD as quickly as possible. Additionally, the PADD and other Family members will have an emotional need "to do something." This need may cause the PADD or other Family members to prematurely contract a funeral home to prepare the remains, thus precluding the Army-arranged disposition option. Decisions made without an understanding of the mortuary services and benefits provided by the Army may cause a financial burden for the decedent's Family.

- a. The CMAOD must quickly advise the supporting CAC of the casualty assistance requirement and advise the reporting CAC concerning which CAC is providing casualty assistance to the PADD.
- b. The mortuary affairs officer and CAO are responsible to explain disposition of remains options, casket choices, allowances, and other related entitlements to the PADD. The CAC providing casualty assistance to the PADD ensures the CAO is properly briefed and has the appropriate documents and forms. As a minimum, the briefing to the CAO must include an explanation of the Army- and Family-arranged options, maximum reimbursable allowances, choice of casket limitations, choice of urn information (when appropriate), and the funeral travel entitlement.
- c. The mortuary affairs officer or CAO will provide the PADD with the mortuary affairs benefit letter along with the DD Form 3045. A sample letter is located at figure 4-1.

#### **4-7. Disposition instructions for unclaimed human remains**

The CAC having responsibility of unclaimed remains of a military retiree, indigent patient, or other person who dies on an Army installation, reservation, or activity will contact the Commanding General, HRC



(AHRC–PDC) for instructions. The CAC will provide the Commanding General, HRC (AHRC–PDC) a memorandum for record indicating that all efforts to obtain disposition instructions from the PADD have been unsuccessful and that all efforts to release the remains to local civil authorities have also been unsuccessful. The Commanding General, HRC (AHRC–PDC), will provide disposition instructions to the CAC.

**4–8. DA Form 5330 (Release of Remains for Local Disposition (OCONUS))**

The DA Form 5330 will be used when an outside the continental United States (OCONUS) Army mortuary is releasing remains to a funeral home within that country for local disposition. This form will be completed by the OCONUS mortuary coordinator and the next of kin (NOK).



**DEPARTMENT OF THE ARMY**  
U.S. ARMY HUMAN RESOURCES COMMAND  
1600 SPEARHEAD DIVISION AVENUE, DEPARTMENT 100  
FORT KNOX, KY 40122-5100

December 1, 2021

Casualty Assistance Center

Mr/Mrs. (PADD)  
address  
City, State ZIP

Dear Mr/Mrs. XXXX:

Please accept my deepest sympathy in the loss of your (RELATIONSHIP), XXXXXXXXXXXX. The Army desires to assist you in every way possible in the funeral arrangements.

You have a choice as to whether you want the Army to assume responsibility for the preparation and shipment of your Soldier, or whether you want to make these arrangements.

If the Army assumes responsibility, we will provide for the embalming and preparation of your Soldier, an 18 gauge steel casket or a hardwood casket, newly purchased uniform with all authorized ribbons and awards, a military escort to accompany your Soldier and movement by the most expeditious means to a funeral home, mortuary or government cemetery of your choice that has grave space available. The Army will make all preparatory and transportation arrangements for your Soldier and an allowance amount will be paid to help defray burial expenses. Maximum allowance is (\$9,000.00) if interment in a civilian cemetery; maximum allowance of (\$6,000.00) if consignment is made to a funeral home prior to interment to a National or Post cemetery; and a maximum allowance of (\$2,500.00) if consigned directly to a National or Post cemetery. This service will be provided at government expense. Facilities for the viewing of your Soldier are not available at National or Post cemeteries. If the Army assumes responsibility, do not set a funeral date until the Army has advised you of the scheduled arrival time and that your Soldier is physically on the ground. Please indicate your choice on the enclosed Disposition Statement (DD Form 3045).

If you prefer to personally make all arrangements, please provide the name, address and phone number of your funeral director. In this instance, you will be reimbursed for expenses incurred in the preparation and casketing of the your Soldier and the interment costs. Reimbursement amount includes the price of the casketing of your Soldier, preparation of your Soldier, and the price of the interment. The authorized reimbursement amount of (\$10,500.00) if the interment is in a Private Cemetery or (\$9,000.00) if the interment is in a government cemetery. Additionally, the government will reimburse the

**Figure 4-1. Sample mortuary affairs benefit letter**

expense to transport your Soldier from place of death to final destination by the most direct route and efficient means.

Please understand that all the quoted allowances are the maximum allowable limits and not all expenses are authorized for reimbursement. Authorized expenses are defined as: single gravesite, columbarium niche, rental casket for cremation, opening and closing grave, cemetery equipment, burial receptacle, church service, grave side service, clergy fee, soloist, organist, obituary notices, flowers, use of funeral home facilities, service of funeral director, one limousine for immediate family, lead vehicle, flower car, burial permit, five certified copies of death certificate, register book, acknowledgment cards, memory folders, religious items, pallbearers when military burial honors are not performed, temporary grave marker and sales tax.

If you have any questions concerning the above you may contact the undersigned at (123) 456-7891.

Sincerely,

John D. Anyone  
Mortuary Affairs Coordinator  
Fort Knox, Kentucky

Enclosure:  
DD Form 3045

Figure 4–1. Sample mortuary affairs benefit letter—continued

## Chapter 5

### Preparation of Human Remains

#### 5–1. Introduction

Preparation of human remains consists of embalming, dressing, cosmetizing, and casketing the remains. Preparation of remains is a legal issue with possible religious and emotional ramifications. Preparation of remains will be accomplished in accordance with AR 638–2 and the current performance work statement (PWS) for the Army's international mortuary services contract.

#### 5–2. Procedures for preparation and shipment of human remains

The procedures for the preparation of remains (in sequence) are—

- a. Verify mortuary service eligibility.
- b. Determine the PADD.
- c. Brief disposition options on the DD Form 3045.
- d. Attach completed DD Form 3045 in DCIPS and email the form all required parties.
- e. Obtain measurements of the decedent for proper fit of clothing.

- f. Deliver clothing to the preparing funeral home.
- g. Inspect remains.
- h. Request shipment of remains to the receiving funeral home.

### **5-3. Verify mortuary service entitlement**

The CMAOD will verify the decedent's eligibility for mortuary services prior to alerting a CAC with the responsibility to obtain disposition instructions from the PADD.

### **5-4. Determine the disposition option**

The disposition option selected by the PADD determines the Army's role in the preparation of remains.

a. The Army prepares the remains only when the PADD selects one of the four Army-arranged options on DD Form 3045.

b. The Army does not prepare the remains when the PADD selects the Family-arranged option on the DD Form 3045 or when the PADD or other interested person has taken control or custody of the remains. The Army must not interfere with arrangements made by the PADD or other interested person or become involved with Family disputes concerning the preparation of remains.

c. Option #5 of DD Form 3045 will be the only optioned briefed to the PADD when the Family arranges for the preparation of the remains prior to the PADD receiving the disposition options briefing.

### **5-5. Deliver clothing to the funeral home**

The preparing/incident CAC will obtain a uniform, less shoes and hat (see AR 638-2) for the contract funeral home to dress the remains or to be placed in the casket when the remains cannot be dressed. The preparing/incident CAC will purchase a uniform from the Army and Air Force Exchange. Commercial vendor brands may be used only when the Army and Air Force Exchange Service items are not available. The preparing/incident CAC will use the most expeditious means available to deliver the uniform to the funeral home. Shipment of the uniform by an overnight delivery service may be paid from the Casualty and Mortuary Affairs Disposition of Remains (DOR) Specific Allotment.

### **5-6. Inspect human remains**

The CAC is required to inspect the preparation of the remains before the remains are dressed and after dressing. Procedures to inspect the remains are located in appendix C. During the inspection, the CAC should confirm the casket chosen by the PADD is the casket provided. When the PADD's casket choice cannot be provided due to availability or shipment requirements, the CAC must advise the PADD's CAO of the circumstances that preclude the casket chosen.

### **5-7. Arrange and coordinate shipment of remains**

Shipments are normally requested by the preparing CAC in coordination with the interment CAC. Shipment of remains should occur no more than three days after final inspection of remains. Shipment of remains includes the mode of transportation, departure time, and arrival time. When the remains are transported by air, air bill number, flight number, and all connecting flights are included in the shipment schedule.

## **Chapter 6**

### **Escort of Remains**

#### **6-1. Introduction**

A military escort is required to accompany remains from the place of death to the place designated by the PADD for final interment regardless of the option selected by the PADD on the DD Form 3045. The PADD may request in writing refusing an escort. Accordingly, CACs must follow the provisions of AR 638-2 regarding escorts, and the procedures established by this pamphlet. Escort training is available through the HRC/CMAOD website.

## **6-2. Decedents authorized an escort**

An escort is required to accompany the remains of eligible Soldiers as described in 10 USC 1481, and Government civilian employees who die while in a temporary duty status, under a mobility agreement or stationed OCONUS.

## **6-3. Escorts**

The home station CAC selects an escort in accordance with the criteria established in AR 638-2. The CAC should comply with a unit commander's request to provide the escort when the unit and the preparing mortuary are in the same geographic area. A special escort may be specifically requested by name by the PADD, to escort the remains. The special escort must be an active duty (AD) uniformed servicemember. The special escort request, approval, and coordination process can be lengthy and complex, which may cause delays in the shipping of remains. When the PADD requests a special escort, the CAC must advise the PADD the special escort must be approved by the CMAOD who will—

- a. Ensure the requested escorts meets the requirements in AR 638-2.
- b. Commander of the escort approves the duty.
- c. Will not delay shipment of remains.

## **6-4. Procedures to administratively prepare the escort**

The procedures to administratively prepare an escort (in sequence) are—

- a. Obtain disposition instructions.
- b. Determine type of escort.
- c. Determine CAC to provide escort.
- d. Submission of special escort request, if applicable.
- e. Coordinate special escort request, if applicable.
- f. Select escort.
- g. Coordinate escort travel.
- h. Brief the escort.
- i. Review escort's travel voucher and DA Form 5329 (Escort Report).

## **6-5. Administratively prepare escort**

a. *Pre-brief escort.* The CAC providing the escort will brief the escort concerning escort duties, uniform requirements, travel arrangements and authorized expenses, and travel advance. A standard escort briefing is in appendix D.

b. *Travel orders.* The CAC providing the escort or in whose area the escort originates issues the escort's travel order and makes the escort's travel arrangements to the preparing mortuary. The escort is authorized per diem at the funeral home location requested by the PADD. Escorts are authorized rental cars when approved by Commanding General, HRC (AHRC-PDC) (see AR 638-2). A copy of the travel order is forwarded with the escort report to the CMAOD.

c. *Regular leave in conjunction with temporary duty.* Any CAC preparing travel orders for escorts taking leave in conjunction with escort duty (temporary duty) will attach a signed DA Form 31 (Request and Authority for Leave) to the escort's travel orders.

## **6-6. Coordinate escort travel**

a. The CAC providing the escort will dispatch the escort to arrive at the place designated no later than 2000 hours of the day prior to the projected shipment of the remains.

b. The reporting CAC within the United States or the preparing military mortuary outside the United States (as appropriate) will assist the escort with billeting and make onward transportation arrangements for the remains and escort.

c. For theater specific cases, the case manager at CMAOD will activate the escort and send an escort activation memorandum to the home station CAC giving guidance and instructions for the escort.

d. The escort will accompany the remains from the preparing mortuary to the funeral home location requested by the PADD. The escort will ensure that the funeral home, national cemetery, or PADD's representative acknowledges receipt of the remains. The escort will contact the CAO and relay any pertinent information concerning the remains and any incidents while in route.

e. 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 CAC to the CMAOD. The DA Form 5329 is due to the CMAOD no later than 10 days after the completion of escort duties.

#### **6–7. Escort standards of conduct**

As an official representative of the Army, the escort's conduct must be above reproach and not discredit the Army.

- a. The escort must be particularly sensitive to avoid the appearance of having an improper personal relationship with the surviving spouse.
- b. The escort may accept invitations to social functions not part of the funeral or interment service.
- c. The escort must not accept gratuities and gifts.
- d. The escort will not discuss the purpose of the travel with anyone other than the carrier's agents and representatives.
- e. The escort will not discuss rumors, speculations or other unconfirmed reasons, cause, or circumstances of the incident surrounding the death with anyone.

#### **6–8. Escort duties for casketed remains**

a. *Preparation of documents.* DA Form 5329 is designed in three parts. Part I of the form will be completed by the reporting CAC. Part II of the form is completed by the receiving funeral director. Part III of the form is completed by the escort. A sample of a completed DA Form 5329 is located at figure 6–1.

b. *Accompanying and observing movement of casketed remains.* The remains will be moved over land by funeral coach to destination or by mortuary vehicle to an air terminal for movement by air. The escort accompanies the remains whenever they are moved, regardless of the time of transfer.

(1) *Ground transportation.* The remains are normally moved feet first. When remains are being moved only by funeral coach, the escort drapes the casket with an interment flag and rides in the funeral coach with the remains when possible.

(2) *Air transportation.* The escort should observe all movement of the remains. An exception might occur when the remains are moved quickly from one flight to a connecting flight. The remains will always be carried feet first. When the remains are being moved up and down the belt loaders into or out of the aircraft cargo compartment, the head should be on the highest part of the incline. Once on the fixed-wing aircraft, the remains must be positioned with the head toward the nose of the aircraft. On all other vehicles and rotary-wing aircrafts, the remains are transported feet first. The interment flag is not draped on the air tray.

c. *Notify changes in travel itinerary.* When the original arrival time changes, the escort notifies the receiving funeral director and the reporting CAC of the new arrival time and the flight number of the airplane.

d. *Inspect casket upon arrival at destination airport.*

- (1) The escort will accompany the remains to the receiving cargo area.
- (2) The receiving funeral director should meet the flight.
- (3) The escort inspects the shipping documents; confirms name and social security number (SSN) of the decedent.
- (4) The escort and receiving funeral director will remove the air tray and inspect the casket for damage in the presence of the air carrier's agent. Note any damage on the shipping document and DA Form 5329. The escort contacts the reporting CAC for further instructions when the casket is damaged. The escort drapes the casket with the interment flag prior to loading the casket in the funeral coach.

e. *Accompany remains to destination.* The escort accompanies the remains to the receiving funeral home in the funeral coach when possible. The escort may follow the funeral coach in a rental car only when prior approval has been obtained from Commanding General, HRC (AHRC–PDC).

f. *Inspect casket and remains at the funeral home.*

(1) Upon arrival at the receiving funeral home, the escort removes the interment flag from the casket and assists the funeral director to re-inspect the casket for damage. The escort annotates any damage to the casket on DA Form 5329. The funeral director will inspect the remains and complete part II of DA Form 5329. If the funeral director determines the remains require additional preparation, the escort will advise the funeral director to provide (in part II) a detailed statement concerning the condition of the remains and itemize the additional preparation, services, or merchandise that may be required. The escort then contacts the reporting CAC for instructions to repair or replace the casket or approve additional preparation of remains services.

(2) The escort and the CAO will inspect the uniform to ensure it is still in correct order and good condition. The escort annotates deficiencies on DA Form 5329 and contacts the reporting CAC for instructions if the uniform needs repair or cleaning.

*g. Display the interment flag.* The escort will assist in draping the interment flag on the casket as prescribed in appendix E.

#### **6–9. Escort duties for cremated remains**

*a. Accompany remains.* Cremated remains are transported in an urn, protected by a shipping box placed in a black carry-on urn bag. The urn is hand carried by the escort inside of a black urn bag. The urn must stay in the escort's possession at all times during the trip. The escort also carries the folded interment flag and documents. The interment flag is not draped on the shipping box.

*b. Notify changes in travel itinerary.* If the original arrival time changes, the escort notifies the receiving funeral director and the reporting CAC of the new arrival time and the flight number of the airplane.

*c. Arrival at destination airport.* The escort may be met by the receiving funeral director or a Family representative. If the escort is not met by the receiving funeral director or Family representative, the escort will contact the CAO prior to departing the airport. The CAO will arrange for a time and place for the escort to deliver the remains to the receiving funeral director or PADD.

*d. Accompany remains to destination.* The escort accompanies the remains to the receiving funeral home or other place designated by the PADD.

*e. Inspect urn at the funeral home or place designated by the person authorized to direct disposition of remains.* When the escort arrives at the receiving funeral home or place designated by the PADD, the escort and the receiving funeral director or Family representative will inspect the urn for damage. The escort will annotate any damage to the urn on DA Form 5329 and contact the reporting CAC for instructions concerning repairing or replacing the urn. The receiving funeral director or Family representative will then complete part II of DA Form 5329.

*f. Display the interment flag.* Advise the receiving funeral director that during the funeral services, the flag is folded in a cocked hat design and placed to the right of the urn (the observer's left facing the urn).

#### **6–10. Review escort report**

The reporting CAC and the CMAOD will review DA Form 5329 to identify systemic problems and recommended improvements in the disposition process.

<b>ESCORT REPORT</b> For use of this form, see AR 638-2; the proponent agency is DCS, G-1		
<b>PART I - TO BE COMPLETED BY MORTUARY AFFAIRS OFFICER</b>		
1. MORTUARY AFFAIRS OFFICER (Official Mailing Address) Last, First Installation address		2. COMMERCIAL PHONE NO.  123-456-7890
3. NAME OF DECEASED (Last, First, Middle)  LAST, FIRST, M	4. GRADE  PFC	5. DCIPS NUMBER  123456
6. NAME OF PERSON AUTHORIZED TO DIRECT DISPOSITION OF REMAINS [PADD]		7. RELATIONSHIP TO DECEASED  Wife
8. NAME AND ADDRESS OF RECEIVING FUNERAL HOME (Include ZIP Code) Funeral Home Name Street address City, State, ZIP Code		9. PHONE NO.  123-456-7890
<b>PART II - TO BE COMPLETED BY FUNERAL DIRECTOR</b>		
10. CONDITION OF REMAINS UPON ARRIVAL AT FUNERAL HOME [Annotate and discrepancies with the remains]		
11. NAME AND TITLE Funeral Director	12. SIGNATURE Funeral Director Signature	13. DATE  20210811
<b>PART III - TO BE COMPLETED BY ESCORT</b>		
14. DATE AND TIME OF DEPARTURE FOR ESCORT DUTIES [Note time and date of departure]		15. DATE AND TIME OF ARRIVAL AT DESTINATION [Note time and date of arrival]
16. CONDITION OF CASKET <input checked="" type="checkbox"/> NOT DAMAGED-ACCEPTABLE <input type="checkbox"/> DAMAGED IF DAMAGED, ACTION TAKEN TO RESOLVE:		
17. REMARKS [Any additional helpful information]		
18. NAME AND GRADE OF ESCORT SGT Last, First	19. SIGNATURE DIGITAL SIGNATURE 123456789	20. DATE  20210821
21. REVIEWED BY MORTUARY OFFICER (Name and grade) LTC Last, First	22. SIGNATURE DIGITAL SIGNATURE 123456789	23. DATE  20210821

DA FORM 5329, JUL 2021

PREVIOUS EDITION IS OBSOLETE

APD AEM v1.00ES

Figure 6-1. DA Form 5329 Escort Report



## **Chapter 7**

### **Funeral Travel**

#### **7-1. Introduction**

Federal statutes permit eligible travelers to attend the funeral of a deceased Soldier at Government expense. The provisions for Government-paid travel expenses to attend the funeral of a Soldier must be explained to the PADD at the same time the disposition options are briefed. This entitlement may influence the PADD's disposition of remains decisions. Federal statutes establish the eligibility criteria and entitlements for Government-provided funeral travel. Accordingly, exceptions to policy cannot be considered or approved to provide funeral travel to unauthorized persons or to extend entitlements.

#### **7-2. Procedures for funeral travel**

The procedures to issue funeral travel orders and arrange funeral travel (in sequence) are—

- a. Determine eligible travelers.
- b. Determine entitlement (such as transportation only or transportation and per diem).
- c. Brief travel entitlement.
- d. Determine travel order issuing authority.
- e. Prepare travel orders.
- f. Arrange travel.
- g. Process travel claims.

#### **7-3. Determine eligible travelers**

Before briefing disposition options or preparing a travel order, the persons eligible for funeral travel must be determined. To determine the eligible persons, the home station CAC must determine the casualty and personnel status of the deceased and the decedent's Family structure (relationships). The entitlement to funeral travel is not transferable. If an authorized person declines the funeral travel or does not need to travel to attend the funeral, the travel entitlement cannot be transferred to another person. Persons eligible for funeral travel are prescribed in AR 638-2.

#### **7-4. Determine travel entitlement**

Before preparing the travel order, the CAC must determine the travel entitlement authorized by the Joint Travel Regulation (JTR). To determine the travel entitlements, the CAC must establish the time period and geographic location of the eligible traveler and the interment location.

#### **7-5. Brief travel entitlement**

The travel entitlement must be briefed to all eligible travelers who wish to attend the interment. For the PADD, this briefing must be included in the mortuary service and disposition option briefing. For other eligible travelers who do not live with the PADD, this briefing must take place as soon as the disposition instructions are received. The CAC obtaining the disposition instructions must immediately notify the CAC providing casualty assistance to other eligible travelers.

#### **7-6. Determine travel order issuing authority**

Travel orders for funerals are issued by the CAC providing casualty assistance to the person eligible for funeral travel. Travel orders for attendance at the funeral of a Soldier killed during World War II, the Korean War, and the Vietnam War are issued by the Commanding General, HRC (AHRC-PDC).

#### **7-7. Prepare the travel order**

- a. *Non-Department of Defense civilian personnel.* Invitational Travel Authorizations (ITAs) for non DoD personnel are prepared using the Defense Travel System (DTS). An ITA is required for each traveler with the name, date of birth, and SSN.
- b. *Department of Defense personnel.* The travel order for DoD personnel is prepared using the DTS.
- c. *Funding.* The CMAOD must certify the fund availability on the travel and per diem expenses for authorized funeral and unit memorial travel.

### **7–8. Arrange travel to place of interment**

The travel order issuing activity coordinates the travel itinerary with the responsible interment CAC and the Commanding General, HRC (AHRC–PDC). The travel order issuing activity also arranges for all common carrier tickets.

### **7–9. Process travel claims**

The travel order issuing activity provides all necessary forms and instructions for the travelers to submit their claims. The travel order issuing activity monitors the travel order claim status to ensure the claim is submitted, processed, and paid.

## **Chapter 8**

## **Funeral, Interment, and Memorial Service Claims Processing**

### **8–1. Introduction**

The prompt and proper payment of funeral and interment claims is a critical part of the disposition of human remains process. Improper adjudication of claims can cause either an over or underpayment. Overpayments are an improper expenditure of Government funds. Underpayments and delayed payments may cause an unnecessary financial burden for the decedent's Family. Accordingly, CACs must ensure the procedures contained in this pamphlet are carefully followed.

### **8–2. Mortuary-related expenses**

Mortuary-related expenses are divided into three major categories: primary care (preparation), secondary care (funeral and interment), and transportation. Primary care includes those services and supplies used for the search, recovery, preparation, and casketing of human remains. Secondary care includes services and supplies used for the funeral and interment service; and memorial service in lieu of interment services for non-recoverable remains. Transportation refers to those services and supplies used to move the remains from one location to another.

### **8–3. Authorized expenses**

A list of authorized primary care expenses is located in AR 638–2, table 1–1. A list of authorized secondary care expenses is located in AR 638–2, table 1–2. A list of authorized transportation expenses is located in AR 638–2, table 1–3.

### **8–4. Unauthorized expenses**

Not every expense incurred in relation to a funeral is an authorized reimbursable expense from the interment allowance. Funeral and interment expenses must directly relate to a funeral product or service that is usual or customary for the Family's religious or ethnic group or in the local community. A list of unauthorized expenses is located in AR 638–2. CACs will refer questionable products and/or services to the CMAOD for determination of reimbursement authorization.

### **8–5. Procures for claims processing and adjudication**

The procedures required to process and adjudicate funeral, interment, and memorial service claims (in sequence) are—

- a. Determine the disposition option and cemetery type.
- b. Review claim for proper documentation.
- c. Adjudicate claim.
- d. Monitor claim status.
- e. Forward and file claim payment documentation.

### **8–6. Determine disposition option and cemetery type**

The first step in adjudicating the claim is to determine the disposition option and the type of cemetery used. This information will be found on the DD Form 3045.

### **8–7. Review claim for proper documentation**

The second step in adjudicating a claim is to determine if all of the required documents have been submitted. Claims must be submitted on a DD Form 1375 (Request for Payment of Funeral and/or Interment Expenses) signed by the claimant and include all required documents. Claims that are submitted without a signed DD Form 1375 or are missing required documents will be held pending receipt of the missing documents. The CAO is provided a copy of DD Form 1375 (Request for Payment of Funeral and/or Interment Expenses) during the CAO duties briefing. Part I of DD Form 1375 will be completed by the CAC providing assistance to the PADD. Part II is completed by the PADD. The CAO assists the PADD or the one who incurred the cost in submitting the completed form and attached itemized funeral bills to the CAC where the interment occurred. If the claimant does not provide missing documents within 15 calendar days, the claim will be returned to the claimant. A list of required documents is located in AR 638–2.

### **8–8. Adjudicate claim**

To determine the maximum authorized reimbursable amount, the adjudicator must analyze the itemized receipts and bills submitted with the claim.

a. The adjudicator will annotate a “P” for primary care expenses, “S” for secondary care expenses and “T” for transportation expenses, or “U” for unauthorized expenses by each expense on the funeral bill or other receipt.

b. Using the claims adjudication program in DCIPS, the authorized expenses will be separated by type of allowance and totaled.

c. The adjudicator will then compare the amounts charged on the funeral contract with the funeral home’s general price list (GPL). When the amount charged by the funeral home is greater than the funeral home’s published GPL, the adjudicator will contact the CMAOD for instructions.

d. The total of each type of allowance is compared to the maximum reimbursable amount for each allowance. The lesser of the actual total or the maximum reimbursable allowance is the authorized payment amount for the allowance. The three authorized allowance amounts are then totaled to determine the total authorized claim payment.

### **8–9. Monitor status of claim**

The CAC will monitor the status of the claim from the date of interment or date of memorial service (non-recoverable remains only) until payment is received by the claimant. CMAOD will review and process the claim via the General Funds Business Enterprise process and route the workflow through HRC G–8 and Defense Finance and Accounting Services for payment.

## **Chapter 9 Military Burial Honors**

### **9–1. Introduction**

The CAC which has responsibility for the place of interment or memorial service (for non-recoverable remains only) is responsible for providing military burial honors support. The Army recognizes the importance of paying final tribute to reflect the personal pride and esteem placed upon military Service. It is, therefore, the Army’s policy to provide military burial honors at the interment service for military personnel (former and present). Commanders at all levels should respond to requests for military honors with priority and sensitivity.

### **9–2. Military Funeral Honors System of Record**

The Military Funeral Honors (MFH) System of Record will be used by all Army components for entering missions. Contact your component headquarters to obtain information on accessing the MFH System of Record. The CAC, Army Reserve, or Guard Unit providing the honors team is responsible for entering the mission. Use the information in paragraph 9–4a and 9–4b for eligibility and source documents used to enter missions in the MFH System of Record.

### **9–3. Procedures for military burial honors**

The procedures to coordinate and arrange military burial honors (in sequence) are—

a. Determine decedent’s eligibility.

- b. Enter a mission into the MFH System of Record.
- c. Coordinate honors.
- d. Administratively prepare honors team.
- e. Brief honors team leader in accordance with paragraph 9–6.
- f. Arrange transportation and lodging.

#### **9–4. Determine decedent's eligibility**

Military funeral honors ceremony will be provided to eligible beneficiaries, upon request pursuant to Section 1491, Title 10, United States Code (10 USC 1491). Verify eligibility.

a. *Regular Army, Reserve, and National Guard Soldiers.* A casualty report or DCIPS verification is required to verify eligibility for AD Soldiers, United States Army Reserve (USAR), and Army National Guard (ARNG) Soldiers in a duty status at the time of death. A statement of Service from the decedent's USAR or ARNG unit is required for Soldiers who do not die while in a duty status.

b. *Veteran or retiree.* Verify a person's eligibility for burial honors by reviewing their discharge documents. Acceptable documents for verification are not limited to the DD Form 214 (Certificate of Uniformed Service) or DD Form 256A (Honorable Discharge Certificate). Other discharge documents issued by any of the Services prior to the use of DD Form 214 and DD Form 256A are acceptable.

#### **9–5. Coordinate honors**

Upon receipt of disposition of remains instructions from the PADD, the CAC providing casualty assistance to the PADD will determine the CAC responsible for providing honors.

a. The CAC providing casualty assistance to the PADD will immediately provide the honors CAC—

- (1) Decedent's name, rank, and SSN or Service number, as appropriate.
- (2) Receiving funeral home's name, address, and telephone number.
- (3) Projected shipping date of the remains.

b. When the home station CAC elects to provide the honors team, the home station CAC will coordinate the transfer of the honors responsibility from the receiving CAC to the home station CAC.

c. The Army National Guard, Army Reserve Unit, or CAC receiving the request from the NOK will coordinate request for veterans Funeral Honors.

d. Within 72 hours after completion of funeral honors performed, the funeral honors coordinator will input the information into the Military Funeral Honors database.

#### **9–6. Administratively prepare honors team**

a. *Pre-brief honors team leader.* The CAC providing honors will brief the honors team leader concerning—

- (1) General description of military honors.
- (2) Uniform requirements.
- (3) Travel arrangements and authorized expenses.
- (4) Travel advance.
- (5) Presentation of interment flags.

b. *Travel orders.* The installation providing the honors team issues the honors team's travel order and makes the honor team's travel and billeting arrangements to the appropriate location.

c. *Funding.* The honors team's travel and per diem expenses are paid using Management Decision Package (MDEP) Military Funeral Honors.

#### **9–7. Brief honors team leader**

The CAC briefs the honors team leader concerning the date, time, and place the honors will be performed. Advise the honors team leader of the decedent's significant achievements (such as valor awards) and participation in historically significant events (such as the Bataan Death March). The team leader will receive a list of recipients of the interment flags and advise not to entrust an authorized recipient's flag with another relative or person.

#### **9–8. Military flyovers**

Military flyovers are not part of the funeral honors ceremony established by 10 USC 1491. Requests for military flyovers must be submitted through operational chains of command. AR 600–25 outlines eligibility

criteria for memorial and funeral flyovers. The next of kin of the deceased (when eligible) will submit a formal written request for a military funeral or memorial flyover with the nearest appropriate operational aviation unit (for example, Combat Aviation Brigade or Army Aviation Support Facility). Request for assistance should be routed to Headquarters, Department of the Army G-3/5/7 (DAMO-AV).

## **Chapter 10**

### **Procurement and Presentation of Interment Flags**

#### **10-1. Introduction**

The interment flags are critical elements of the military burial honors performed at funeral, interment, or memorial services. The CAC providing honors must ensure that interment flags are presented to authorized recipients as part of the interment or memorial service (for non-recoverable remains only). The interment flag is a U.S. flag measuring 5 feet by 9.5 feet. The national stock number for the interment flag is 8345-01-334-6025.

#### **10-2. Procedures for procurement and presentation of interment flags**

a. Interment flag authorized for presentation will be provided by the honors CAC. All flag recipients will receive a vinyl flag case. The honors CAC will ship, deliver, or make coordination with the servicing CAC, as appropriate, to present interment flags to the authorized recipients who did not attend the service.

b. The procedures required procuring and present interment flags are—

- (1) Procure and maintain flag stock.
- (2) Determine decedent's flag eligibility.
- (3) Determine which CAC will provide interment flag.
- (4) Reflect in DCIPS entry.

#### **10-3. Determine eligible recipients for interment flag and flag case**

Eligible interment flag and flag recipients, by order of precedence, is established by 10 USC 1482 and further defined in AR 638-2.

#### **10-4. Present flag**

a. During the service, pre-folded flags will be presented to authorized recipients. Clear vinyl flag casings will be presented to all flag recipients following the service. Eligible Family members who were not present at the funeral service will be presented a U.S. flag and vinyl flag case at a later date by their supporting CAC.

b. After interment services the flag draping the casket will be folded and presented to the eligible recipient by the officer in charge (OIC) and/or noncommissioned officer in charge (NCOIC) of the honors detail.

c. In the event the OIC or NCOIC must present the flag during off-post funerals and funerals without a military chaplain, the OIC or NCOIC will accept the flag from the present man and wait for the casket team to depart. Once the casket team departs the mockup and is out of sight of the designated recipient, the OIC or NCOIC rotates the flag so that the pointed side is closest to him. The OIC or NCOIC approaches the designated recipient in a direct route. The OIC or NCOIC will halt and bend down at the waist and take half a step towards the NOK, placing the flag in the designated recipient's hands. While still holding the flag, the OIC or NCOIC will make eye contact with the designated recipient and say, in a tone that is in keeping with the solemnity of the service: "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." The OIC or NCOIC will speak in a natural tone, with feeling, and not sound rote or memorized. After presenting the flag, the OIC or NCOIC returns to the position of attention and renders a hand salute, holding the salute for 3 seconds. The OIC or NCOIC will move back to the head of the grave and wait for the departure of the designated recipient.

*Note.* The OIC or NCOIC must be prepared to make this presentation and will use his or her own discretion and tact while performing this very sensitive portion of the service.

d. 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. The flag bearers will secure the pre-folded flags from the CAC representative and move to the head of the

grave out of the way of the clergy and OIC or NCOIC. The flag bearers will hold the flag “point facing out” if they are performing the duties of flag presenter, and “point in” if they are passing the flag off to the OIC or NCOIC. Once the flag draping the casket has been presented to the designated recipient, the flag bearer will move behind the OIC or NCOIC, give him or her the pre-folded flag, and move back to his or her initial position. The OIC or NCOIC will face about, take one step toward the casket, lean forward at the waist, touch the point of the flag to the casket and/or urn, and return to the position of attention. The OIC or NCOIC will face about and present the flag to the chaplain or present the flag to the NOK, ensuring that the flat edge is closest to the NOK. If the OIC or NCOIC presents directly to the NOK, it will require the OIC or NCOIC to rotate the flag clockwise in order to ensure that he or she does not “stick” the NOK with the point of the flag. Additional flag bearers will present the pre-folded flags to the OIC or NCOIC in the same manner as described above.

e. The CAC or the CAO will contact the parents regarding their desires for presentation of a flag at interment services. If the parents are not present at interment services, the flag designated for them will be returned to the CAC providing honors. The CAC will arrange for subsequent presentation or delivery.

f. The flag draping the casket of group remains during the interment service is not presented to the PADD or parent of any decedent included in the group remains. This flag is retained by the U.S. Government cemetery superintendent 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.

*Note.* Group interments will be handled individually on a case-by-case basis, depending on the number of remains and number of pre-folded flags. Generally, group interments involving two or more sets of remains will incorporate the flag bearer as “flag presenter.” The flag presenter is required to know the proper condolences (see para 10–4c).

g. The interment flag, flag cases, and (including the clear vinyl casings) are authorized purchasable items under the Casualty and Mortuary Affairs Specific Allotment and should be ordered through the supply system under this provision. It is imperative that all NOK or eligible recipients are listed in DCIPS. Accordingly, CACs will annotate which NOKs were presented a flag in the NOK checklist in DCIPS, to include the name of the CAC that provided the flag. The CAC should document the delivery of the wooden flag case in a DCIPS journal entry.

#### **10–5. Unadorned hardwood flag case**

The unadorned hardwood flag case is a premium quality presentation case for the interment flag. The case is triangular with a hinged wood lid. A premium quality brass medallion of the Army seal is affixed to the exterior lid. The interior of the lid has a black velvet insert suitable for displaying rank insignia, awards, and skill badges if the recipient chooses to do so utilizing their personal funds. The flag case may be constructed of solid walnut, cherry, or Honduras mahogany wood, or of a hardwood with a walnut, cherry, or Honduras mahogany veneer. The case comes with a brass plate suitable for engraving and screws for mounting the plate to the case to be accomplished by the recipient. Only the Service seal will adorn the outside of the hardwood flag case for presentation or delivery to the proper recipient. Service accoutrements (for example, ribbons, badges, pins, rank insignia) will not be affixed to the inside cover of the flag case.

a. The eligible Family member’s supporting CAC will provide the unadorned hardwood flag case after interment travel is complete to ensure there is not an additional burden of traveling with the flag case.

b. The CAC, at the minimum, should maintain a stock base of 10 unadorned hardwood flag cases.

c. Initial case managers within CMAOD will determine eligibility and coordinate with the servicing CAC to provide the unadorned hardwood flag case to the eligible recipients.

d. When the unadorned hardwood flag case has been provided to an eligible recipient, it must be annotated in DCIPS.

## **Chapter 11**

### **Summary Courts-Martial Officer for the Disposition of Personal Effects**

#### **11-1. Introduction**

The procedures to collect, inventory, and ship the PE of deceased and missing persons is based upon Federal statute and Army regulations. Statutory authorities and the Army's policies concerning the disposition of PE are found in AR 638-2. The SCMO will be advised of his or her duties and responsibilities by the appointing authority. The person briefing the SCMO will complete DA Form 7406 (Summary Court Martial Officer Checklist). DA Form 7406 is available on the APD website at <https://armypubs.army.mil/>.

#### **11-2. Prescribed duties**

The SCMO's duties consist of collecting and safeguarding PE within the Army's custody or control, determining the PERE, and delivering or shipping the PE to the PERE. The SCMO's may collect debts due the decedent's estate by local debtors, pay undisputed local creditors of the deceased to the extent permitted by money of the deceased, and must take receipts for those payments. The appointing authority ensures that the SCMO is properly briefed concerning the SCMO's responsibilities, jurisdiction, and limitations. A standard briefing is at appendix F and SCMO training can be obtained from the CMAOD website at <https://www.hrcapps.army.mil>. Figure 11-1 is a sample SCMO appointment order.

#### **11-3. Limitations**

The Federal statute 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.



**DEPARTMENT OF THE ARMY**

(INSERT YOUR UNIT)  
(INSERT YOUR ADDRESS)

(INSERT YOUR OFFICE SYMBOL)

(DD/MM/YYYY)

**MEMORANDUM FOR RECORD**

**SUBJECT:** Appointment as Summary Court Martial Officer

1. **AUTHORITY:** Pursuant to AR 638-2, (insert SCMO Name/Rank/SSN), is detailed as a summary court martial officer and shall sit at Fort Knox, KY, unless otherwise directed.
2. The summary court martial officer will collect, inventory, safe guard and ship the personal effects (PE) of (insert the deceased Soldier's Name/Rank/SSN) in accordance with Title 10, United States Code Section 7712.
3. Reports required by AR 638-2 will be submitted to the appropriate regional Casualty Assistance Center within 30 days from the date of this order for PE within the United States; 45 days from the date of this order for PE outside the United States.
4. Any delays or problems encountered in completing your appointed duties will be reported immediately to the Casualty Assistance Center, (Title, Name), at (Phone Number).
5. The point of contact for this memorandum is (insert POC Name/Rank/Contact Number/Email Address).
6. You must have this memorandum on your person when conducting business associated with this duty. This memorandum authorizes you to act on the deceased service member's behalf for the good of the unit, the Army as a whole, and the Soldier's family.

SCMO CONVENING AUTHORITY SIGNATURE  
LTC, U.S. Army  
Commanding

**Figure 11-1. Sample Summary Courts-Martial Officer appointment order**



## Chapter 12

### Summary Courts-Martial Officer for the Disposition of Personal Effects

#### 12-1. Personal effects

PE are defined in AR 638-2 as personal movable property such as household goods (HHG), items found on the deceased, clothing, personal property, motor vehicles, mobile homes, cash, stock and bond certificates, and negotiable instruments. Funds on deposit with financial institutions, such as savings or checking accounts, money market accounts, and investment accounts are not PE.

#### 12-2. Death in a theater of operations

- a. The following guidance will be followed for all deceased personnel:
  - (1) Army standard is 100% accountability for all PE from the unit location, through Mortuary Affairs Collection Points, the Joint Personal Effects Depot (JPED), and to the Family.
  - (2) All PE is important to the Family.
  - (3) All individuals involved with the movement of remains and PE must make a personal commitment to his/her duties to ensure this mission is executed to standard.
- b. At the incident location, do not remove PE from the Servicemember's remains except for safety or security reasons. All items, except weapons, munitions, classified documents, and hazardous material found on, or near the deceased are to be shipped with the remains.
- c. Under no circumstances will units ship PE directly to the deceased personnel's Home of Record, PERE, or home duty station.
- d. Under no circumstances will units ship HHGs to the JPED. Units will make coordination with their local transportation office for all HHGs.
- e. JPED ensures proper examination of personal electronic devices (PEDs) to identify classified, CUI, safeguard military information (OPSEC), or information that is unsuitable to provide to the PERE. If classified or unsuitable information is found, the JPED extracts the media that is appropriate to provide to the PERE and ships the appropriate media with the PE. PEDs containing classified information will be provided to IMSCOM or to the criminal investigation agency for further review and will not be returned to the PERE. JPED will provide a letter to the PERE through the CAO or case manager which informs of the reason for retaining the PEDs for screening purposes.
- f. PEDs that are password, pin, or passcode protected may be retained at JPED for longer periods of time to allow JPED to bypass such protection and conduct the proper screening of the PEDs. Any time PEDs is/are retained, JPED will notify the PERE (either thru CAO or CM) via written letter the reason for the delay in shipment of such item(s). Once the PEDs is/are screened, it will be released to the PERE, unless classified information is found on the device, or the device is required to be provided to a law enforcement agency for further investigation.
- g. For password, pin, or passcode protected PEDs, the forensic media analyst will attempt to bypass the passcode to ensure proper screening is accomplished. If the FMR analyst is unable to bypass the password protection, the device may be outsourced to the Defense Cyber Crime Center (DC3) to ensure access to the device. If the device cannot be accessed by the JPED or DC3, the SCMO will conduct a holistic assessment of risk of sending an unscreened device to the PERE. If the risk of potential classified or unsuitable information is assessed as "low", the SCMO may proceed with a recommendation to the JPED commander for an exception to policy (ETP) to send the device to the PERE without screening.

#### 12-3. Death in a military medical treatment facility

- a. *Outside of operational theaters.* If death occurs in a military medical treatment facility (MTF) or the remains are received at a military MTF, and there is no surviving spouse or the surviving spouse is not present, the commander of the military MTF will collect, secure, and deliver the decedent's PE to the SCMO appointed by the commander having SCMO convening authority for the decedent's unit of assignment.
- b. *In operational theaters.* If death occurs in a military MTF or the remains are received at an MTF, the commander of the MTF will collect, secure, and deliver the PE to the SCMO appointed by the commander having SCMO convening authority for the decedent's unit within the operational theater. When a central PE depot has been established within the operational theater or the United States, the PE will be delivered or shipped to the PE depot for processing.

#### **12-4. Death aboard a military vessel**

If death occurs aboard a military vessel and the surviving spouse is not aboard, the commander of troops or other responsible official will have the PE of the deceased collected and safeguarded. All PE belonging to the deceased, including unaccompanied baggage aboard the vessel will be delivered to the commander of the nearest Army installation at the first U.S. port of call or other port where Army authorities are assigned.

#### **12-5. Death aboard a military aircraft**

If death occurs aboard a military aircraft, the troop/aircraft commander or designated representative will have the PE of the deceased collected and safeguarded. Upon arrival at the location where the remains are removed, all of the decedent's PE will be delivered to the commander of the nearest Army installation.

#### **12-6. Separation of household goods**

*a. Introduction.* All personal property associated with the home and all PE belonging to the deceased or missing person and Family members are considered to be HHG. However, not all of the HHG may be the property of the deceased or missing person. An example of this situation is when the deceased or missing person's Spouse is not the biological parent of the children who reside in the home (step-parent and step-children). Accordingly, the personal property of Family members may be shipped to different addresses as appropriate. The HHG of the step-children should be sent to the place designated by their surviving biological parent or legal guardian. The Surviving Spouse's HHG should be shipped to the place designated by the Surviving Spouse.

*b. Procedures.* When the PERE is not present, the SCMO may receive a request to separate the HHG and deliver it to the appropriate owners. The SCMO should have the PERE provide a detailed list of property to be shipped to the appropriate owner. Frequently, the PERE is not able to provide a detailed list but requests that the SCMO separate the PE. The PERE's request to separate the PE based upon the SCMO's judgment must be made in writing. The SCMO must deliver or return only those items that are readily identifiable as not belonging to the deceased or missing person. Examples of property that can be readily identified as belonging to another person are children's clothing, toys, clothes and personal items intended for use by the opposite sex, and items engraved or otherwise marked with a name, initials, or SSN. This provision for the SCMO to separate and ship PE is intended to apply only to the property of persons who resided with the Soldier. It will not be used for the purpose of distributing property to settle the estate.

*c. Determination of ownership.*

(1) 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 must be determined by agreement among the interested parties or, if necessary, the civil courts in the Soldier's State of domicile. The SCMO must advise the PERE in the SCMO's summary letter that delivery of the PE does not vest title and that the PE should be retained for disposition in accordance with the civil law of the deceased or missing person's domicile.

(2) It is not the SCMO's responsibility to determine ownership of property found in a place that had been under the control of the deceased or missing person. If there is any question or dispute as to ownership of an item, the SCMO will include the item with the PE sent to the PERE. The person asserting claim to the item will be advised that determination of ownership is a civil matter and should be pursued through civil authorities.

*d. Search of the premises.* Under no circumstances will the SCMO allow anyone into the quarters to search for personal property that had been under the deceased or missing person's control.

#### **12-7. Government property**

Organizational clothing and individual equipment (OCIE) and other Government property issued to the deceased or missing person will be withdrawn from the PE and turned in through supply channels. This provision is intended to include installation recreation service supplies and equipment, Army Community Service Lending Closet items, and similar Soldier and Family support activities.

*a. Enlisted personnel.* In areas where the clothing allowance system is in effect, the military personal clothing, except that required for interment, will be shipped to the PERE. In areas where the clothing allowance is not in effect, the military personal clothing will be returned to the supply system. The OCIE and

uniforms of Soldiers undergoing 6 months of training under the Reserve Forces Act of 1955 or the Reserve Enlisted Program of 1963 will be returned to the USAR or ARNG unit where the Soldier was assigned.

*b. Officers.* Personal military clothing of officers, other than OCIE, will be shipped to the PERE.

#### **12-8. Personal effects retained by law enforcement authorities**

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

*a. Civil law enforcement agencies.* 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 nonmilitary law enforcement agencies should be sent to those agencies. The SCMO will provide the PERE with the mailing addresses and telephone numbers of the law enforcement agencies' physical evidence custodians.

*b. Military law enforcement agencies.* The SCMO will contact the physical evidence custodian of the military law enforcement agencies and advise the custodian when PE is released as evidence, the PE will be turned over to the SCMO or the CAC for disposition as prescribed by Federal statute and Army regulations.

#### **12-9. Sentimental personal effects**

If requested by the PADD, and the PERE consents, sentimental items (for example wedding bands, religious medals, and lockets) that are absolutely associated to the individual will be released by the SCMO in time to be available for the viewing, funeral, interment, or cremation of the remains. Coordination will be made with medical personnel who have custody of PE of persons who die in military MTFs. Copies of PE inventories created by medical authorities will be requested by the SCMO to assist the PERE in locating sentimental items.

#### **12-10. Deceased civilians not subject to military law**

*a.* Family members and dependents of Soldiers and certain Government employees may not be subject to military law. The Army commander under whom the decedent's sponsor was assigned or the decedent was serving will secure the PE and deliver them to the PERE. In determining the PERE, the order of precedence cited in AR 638-2 will be followed.

*b.* When 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.

#### **12-11. Inventory of personal effects**

A joint inventory will be conducted by the person delivering and receiving PE whenever the custody of the PE is transferred. A receipt will be provided to any person delivering PE to the SCMO or any other representative of the Army. The receipt provides a chain of custody, establishes an inventory of items under the Army's control, and documents the acceptance and release of responsibility for PE.

#### **12-12. Forms used to inventory personal effects**

*a. DA Form 54 (Record of Personal Effects).* The inventory of PE is recorded by the SCMO on DA Form 54. The original and one copy are attached to the SCMO's report, a copy of the form is mailed to the recipient, and a copy is retained by the SCMO in personal files. On occasion, additional copies of the inventory may be required for additional interested parties. A sample of a completed DA Form 54 is at figure 12-1.

*b. DA Form 4160 (Patient's Personal Effects and Clothing Record).* The DA Form 4160 establishes accountability and the inventory record for PE in the control and custody of military MTFs and activities (see AR 40-400). When the decedent's PE is obtained from a military MTF or activity, the SCMO will attach DA Form 4160 to DA Form 54. Items listed on DA Form 4160 are not transferred to DA Form 54. In the event a DA Form 4160 was not previously prepared by the military MTF or activity, the SCMO will prepare a DA Form 54.

*c. DD Form 1076 (Record of Personal Effects of Believed to Be (BTB) Deceased).* DD Form 1076 is used in theater because positive identification of the deceased has not been established by AFMES. DD

Form 1076 records where the items were recovered from, provides a place to document the condition of the items, and serves as a chain of custody document from SCMO/Inventory Official to mortuary affairs collection point and the theater mortuary evacuation point. A sample of a completed DD Form 1076 is at figure 12–2.

### **12–13. Completion of DA Form 54**

a. Valuable items such as cameras, watches, radios, stereo and video equipment, and so forth, will be listed individually to include make, model, and serial number. Items of jewelry will be described to include color of metal (not metal content), presence and color of stones, if any, and all inscriptions.

b. Important documents and papers will be listed individually. Such documents include wills or testaments, marriage licenses, divorce decrees, adoption papers, powers of attorney, certificates of title to automobiles, and insurance policies. The contents of sealed and unsealed envelopes, packages, and boxes, except for unopened mail, should be inventoried. Documents and papers that could embarrass or cause added sorrow for the PERE will be destroyed. Classified and other sensitive Government information will be returned to the appropriate unit or Government activity security officer. All other Government documents and papers will be returned to the deceased or missing person's duty supervisor.

c. Bank and credit cards will be listed individually by issuing company, account number, and account holder's name.

d. Items withdrawn or destroyed will not be listed on the inventory. Such items will be listed on the Certificate of Destruction or Listing of Items Withdrawn (fig 13–3), as appropriate and attached to the SCMO report. The certificate is not forwarded with the inventory of PE sent with the SCMO summary letter to the PERE.

e. The disposition of all funds and negotiable instruments will be shown.

(1) Funds sent with PE will be shown with the notation "sent with PE."

(2) Funds exchanged for a Government check will be shown in block 9a. A separate entry will be made for each Government check. The description of the check will include: type of check (U.S. Treasury), date and number, Finance and Accounting Office (FAO) symbol number, check amount, and payee. A notation of how the check was transmitted to the PERE, to include registry numbers, will also be entered on the DA Form 54.

(3) Other negotiable instruments (such as traveler's checks, money orders, U.S. Savings Bonds, and so forth) sent to the PERE will be listed. A complete description of the items and information on how the items were sent, to include registry numbers, will also be shown.

(4) Foreign currency turned into FAO for conversion will be shown. The description and disposition of the funds will include: the amount and type of funds; symbol number of FAO with whom the deposit was made; reason for deposit; and conversion rate.

(5) Government checks (made payable to the deceased or missing person) that were returned to the issuing FAO will be shown. The description of the check will include: type, date, and amount of check sent; symbol number of FAO to whom returned; and date sent.

(6) The SCMO will return unopened mail (letters and packages) to the U.S. Postal Service or Army Post Office for disposition in accordance with their regulations and procedures.

### **12–14. Security of personal effects**

A deceased or missing person's PE will be identified, collected, and safeguarded until delivered to the PERE. Important papers such as wills or testaments, marriage or birth certificates, divorce decrees, and insurance policies will be included on the inventory and kept in a manner to protect them from theft, fire, or other damage. These documents may also provide information not available in other records to assist the SCMO in determining the PERE.

### **12–15. Currency**

a. *United States currency.* When the total of U.S. currency is more than \$20, the SCMO will request from the FAO a Government check made payable to the PERE. When the total currency is less than \$20.00, it may be sent with the other PE.

b. *Foreign currency.* Foreign currency will be turned in to the nearest FAO. The FAO will convert the foreign currency into U.S. dollars and issue a Government check payable to the PERE. Foreign currency having minimal or no monetary value will be considered as souvenir money and sent with the other PE.

*c. Military payment certificates.* Military payment certificates will be turned into the nearest FAO for conversion to U.S. dollars. The FAO will issue a Government check payable to the PERE.

*d. Government checks.* Government checks payable to the Soldier will be returned to the issuing FAO for appropriate action. The SCMO will advise the PERE how to submit a claim for the amount of the check.

#### **12-16. Cleaning of personal effects**

Soiled clothing and other PE will be cleaned or otherwise made presentable. This provision applies to the clothing and other items found on or with the remains, in the unit's field site, and in the Soldier's quarters. It is not to be construed as authority to clean or launder the Soldier's entire wardrobe or clean and repair other items.

*a. Civilian clothing.* Dry cleaning or laundering of clothing, including civilian clothing, may be charged to the Casualty and Mortuary Affairs Disposition of Remains (DOR) Specific Allotment. The SCMO will request a purchase order to dry clean or launder civilian clothing through the CAC.

*b. Organizational clothing and individual equipment.* OCIE will be cleaned or laundered through unit accounts.

#### **12-17. Pets and other animals**

Pets and other animals (such as horses) may present a special challenge to the SCMO.

*a.* The animals must be fed and cared for in a humane manner until arrangements can be made with the PERE. Accordingly, the SCMO has three courses of action available: pay the expenses incurred for the care of the animals from the deceased or missing person's funds, find a volunteer to feed and care for the animal, or personally assume responsibility for the animal's expenses. The SCMO is not required, obligated, or expected to assume a personal or financial responsibility for the care and feeding of animals.

*b.* The SCMO must notify the PERE by the most expeditious means possible to prepay the animal's transportation expenses or arrange for the animal's disposition. The SCMO should insist that the PERE provide written instructions concerning the temporary care or disposition of pets or animals. Additionally, if the PERE does not respond to the SCMO's query within 5 business days, the SCMO will deliver the animal to an appropriate animal welfare league or civil authority for disposition in accordance with their procedures. The SCMO must have written instructions from the PERE before delivering a pet or animal to a place for the expressed purpose of euthanasia. The SCMO should also require the PERE to prepay the related expenses.

#### **12-18. Medically evacuated personal property**

All personal property from wounded Servicemembers who are expected to return to their unit will be recovered and maintained by their unit. All personal property from wounded Servicemembers who are evacuated and not expected to return to their unit will be inventoried and shipped per AR 735-5 and DA Pam 710-2-1. Protective gear removed to treat the Servicemember will follow the Servicemember to determine the effectiveness of protection.

<b>RECORD OF PERSONAL EFFECTS</b> For use of this form, see AR 638-2; the proponent agency is DCS, G-1			
1. LAST NAME, FIRST NAME, MIDDLE INITIAL Last, First MI		2. GRADE PFC	
4. ORGANIZATION A Company 2-15 FA Bn, Fort Bragg, NC			
5. STATUS ( <i>Deceased, Missing, or Captured</i> ) Deceased		6. DATE OF STATUS 11 Nov2021	7. PLACE Fort Bragg, NC
8. INVENTORY OF EFFECTS		9. FUNDS/NEGOTIABLE INSTRUMENTS	
a. QUANTITY	b. ITEM	a. TRANSMITTED TO RECIPIENT	
36	Socks, assorted	\$11.00 transmitted by USPS money order #12345678	
1	Panasonic Radio, Model 3333 serial number 123456A		
		b. FUNDS DEPOSITED OR OTHERWISE DISPOSED OF	
		(1) AMOUNT AND DESCRIPTION	(2) DISPOSITION
<b>ATTACH SUPPLEMENTAL SHEET FOR ADDITIONAL ITEMS.</b>			
10. EFFECTS SHIPPED TO: First A. Last 111 Oak Street New Ulm, VA 22222		11. DATE AND METHOD OF SHIPMENT ( <i>B/L No., Registry No., etc.</i> ) USPS registered mail #1111111 14 Dec 2021	
12. SUMMARY COURT OR COMMANDING OFFICER'S REPRESENTATIVE			
a. SIGNATURE DIGITAL SIGNATURE 123456789		13. <i>I acknowledge receipt of all articles listed in Block 8 and all items recorded in Block 9a.</i>	
b. TYPED NAME AND GRADE LT First Last	c. DATE 14 Dec 2021	a. SIGNATURE OF RECIPIENT DIGITAL SIGNATURE 123456789	
d. ORGANIZATION A Company 2-15 FA Bn Fort Bragg, NC		b. PRINTED OR TYPED NAME OF RECIPIENT First A. Last	c. DATE 18 Dec 2021

DA FORM 54, FEB 2009      PREVIOUS EDITION IS OBSOLETE      APD LC v1.00ES

Figure 12–1. DA Form 54

CUI (when filled in)

RECORD OF PERSONAL EFFECTS OF BELIEVED TO BE (BTB) DECEASED				1. DATE (YYYYMMDD) 20211123		2. PAGE 1 OF 2 PAGES	
<b>3. BTB DECEDENT</b>							
a. NAME (Last, First, Middle Initial) (or Unidentified) BTB: Last, First, M		b. GRADE E-5	c. SSN/DoD ID NO. 0001112220	d. ORGANIZATION A Co, 117th INF BN, 2ID			
4. PLACE OF RECOVERY (Include grid coordinates) Near city of Ramadi, Iraq, on MSR Tiger. Grid: TG45883427				5. DATE OF RECOVERY (YYYYMMDD) 20211123		6. EVACUATION NUMBERS a. #1 RI-21 b. #2	
<b>7. INVENTORY OF PERSONAL EFFECTS</b>							
a. QUANTITY	b. DESCRIPTION	c. RECEIVED	d. CONDITION	e. DISPOSITION			
1	OCP pants, medium regular	INT's	Burnt	TMEP			
1	OCP coat, medium regular	INT's	Burnt	TMEP			
1	Tan T-shirt, medium	INT's	Soiled	TMEP			
1	Pair, combat boots, tan in color, size 10 US	INT's	Poor	TMEP			
1	Pair, socks, black in color	INT's	Poor	TMEP			
1	Advance Combat Helmet, medium	INT's	Fair	TMEP			
1	Individual body armor vest, with front and back plates. Hole on left side of vest with metal shrapnel penetration.	INT's	Poor	TMEP			
1	Set of knee pads, tan in color	INT's	Poor	TMEP			
<b>8. FUNDS/NEGOTIABLE INSTRUMENTS/OTHER HIGH VALUE ITEMS TRANSMITTED WITH EFFECTS</b>							
a. QUANTITY	b. DESCRIPTION	c. RECEIVED	d. CONDITION	e. DISPOSITION			
1	Common Access Card (CAC) Name: Last, First M, Branch: Army, Exp date: Aug 2022, DoDID# 0001112220	INT's	Good	TMEP			
1	Set Identification Tags, around neck, Name: Last, First M, DoDID # 0001112220, blood type: A+, Roman Catholic	INT's	Fair	TMEP			
1	Visa credit card, Name: First Last, acct# 3333444488880000, Exp date: 07/24, CVC Code:345	INT's	Fair	TMEP			
1	US \$20 Dollar bills, serial #s: KB07041776J, F44115533N	INT's	Fair	TMEP			
<b>9. EFFECTS INVENTORIED ABOVE REPRESENT (X as appropriate)</b>							
<input type="checkbox"/> ALL KNOWN EFFECTS RECOVERED FROM UNIT <input checked="" type="checkbox"/> ALL KNOWN EFFECTS RECOVERED FROM REMAINS							
<b>10. EFFECTS INVENTORY CONTINUED ON BACK OF FORM (X one)</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO							
<b>11. PREPARING OFFICIAL</b>							
a. NAME (Last, First, Middle Initial) Last, First, M		b. GRADE E-4	c. ORGANIZATION 111th QM Co				
d. SIGNATURE DIGITAL SIGNATURE 123456789						e. DATE SIGNED (YYYYMMDD) 20211123	
<b>12. VERIFIED BY</b>							
a. NAME (Last, First, Middle Initial) Last, First, M		b. GRADE E-6	c. ORGANIZATION 111th QM Co				
d. SIGNATURE DIGITAL SIGNATURE 123456789						e. DATE SIGNED (YYYYMMDD) 20211123	
<b>13. RECEIVING OFFICIAL</b>							
a. NAME (Last, First, Middle Initial)		b. GRADE	c. ORGANIZATION				
d. SIGNATURE						e. DATE SIGNED (YYYYMMDD)	

DD FORM 1076, AUG 2015

PREVIOUS EDITION IS OBSOLETE.

CUI (when filled in)

Controlled by: OUSD(P&R)  
 CUI Category: PRVCY  
 LDC: FEDCON  
 POC: dodhra.mc-alex.dhra-hq.mbx.forms@mail.mil

Figure 12-2. DD Form 1076

**CUI (when filled in)**

[illegible]

DD FORM 1076 (BACK), AUG 2015

**CUI (when filled in)**

PREVIOUS EDITION IS OBSOLETE

**Figure 12–2. DD Form 1076—continued**



## **Chapter 13**

### **Disposition of Personal Effects**

#### **13–1. Introduction**

The more entangled the deceased or missing person's finances and Family relationships are, the more likely the estate will have to be probated in the civil courts. Because of the differences in State and other local civil laws relating to probate and distribution of estates and the many Family related issues involved with each case, the disposition of PE must be handled carefully. Despite the seeming specificity in the statutes and regulations concerning the duties of the SCMO and the order of priority of recipients, Family members of the deceased or missing person, debtors, and creditors assert frequently conflicting claims for the PE. Claimants will attempt to avoid filing suit in a civil court and subsequent litigation by pressing their claims with the SCMO. Accordingly, the SCMO must adhere to the order of precedence established in 10 USC 7712 and implemented by AR 638–2. The SCMOs must not allow their own sense of justice or fairness to be used as a basis to deviate from the law or Army regulation.

#### **13–2. Methods to dispose of personal effects**

There are three proper methods for the disposition of PE: delivery to the PERE, public sale, and destruction. The SCMO must exercise good judgment and carefully follow the procedures in this pamphlet to ensure the proper disposition of PE.

#### **13–3. Contesting the person eligible to receive effects designation**

There are occasions when other interested parties may contest the PERE designation. The party contesting the PERE designation must have legal documentation such as a will naming them as the executor of the estate or a divorce decree granting them custody of the decedent prior to joining the Army. If the SCMO is aware the PERE designation is being contested prior to the shipment of the PE, the SCMO will postpone shipment of the PE allowing the interested party 45 days to produce valid legal documents that ascertain they should be the PERE. The SCMO should immediately contact the CAC for assistance. For PE being processed at the JPED, once the JPED is notified by the CMAOD case manager that the PERE determination has been contested, the PE will be placed on hold, secured, and will not be processed until final PERE determination and wash/no wash selection has been made. If notification was completed after PE was processed but prior to shipment, the JPED will postpone the shipment and the PE will be placed on hold and secured. After the 45 days elapses, if the PERE has changed, then the JPED will request a new wash/no wash selection. If there are changes to this selection, the JPED will re-process the PE, if no changes were made, then only the DA Form 54 (Record of Personal Effects) will be updated.

#### **13–4. Delivery to the person eligible to receive the effects**

Delivery of the PE to the PERE ends the SCMO's responsibility for the PE. The JPED will ship PE to the CAO who will deliver to the PERE. Once delivery of PE is accomplished, the CAO will return the DA form(s) 54 signed by the PERE to the CAC who will attach it in DCIPS under the case number. There is no legal basis for the Army to retrieve and/or ship the PE if incorrectly delivered to someone other than the PERE. Custody and ownership of the PE are civil matters settled between the interested parties or by the estate's legal representative in the civil courts. A sample SCMO letter to the PERE is located at figure 13–1.



**DEPARTMENT OF THE ARMY**  
U.S. ARMY HUMAN RESOURCES COMMAND  
1600 SPEARHEAD DIVISION AVENUE  
FORT KNOX, KY 40122

AHRC-PDC

November 21, 2021

Mr. Robert Someone  
1234 Taylor Drive  
Pool, VA 22110

Dear Mr. Someone:

Please accept my deepest condolences on the loss of your son, Sergeant Robert Someone, Jr. This concerns the disposition of personal property belonging to Sergeant Robert Someone that is under the control of the Department of Defense.

When a Soldier dies, a summary-court martial officer is appointed to secure the deceased Soldier's personal effects located on military installations or in the custody or control of the Army. The summary court-martial officer also arranges delivery of the personal effects to the person eligible to receive effects as prescribed by Federal statute and Army regulations.

In accordance with Title 10, United States Code, Section 7712, order of precedence, I have determined that you are the person authorized to receive Sergeant Table's personal effects: Delivery of the personal effects in itself does not vest title or ownership of the property to you. Delivery of the effects only transfers the custody and responsibility for their care to you. You should retain the effects for disposition in accordance with the civil law of Soldier's Name legal domicile.

The Army does not determine ownership of SGT Someone's personal property. It is forwarded to the person eligible to receive it, to be retained or disposed of in accordance with the laws of the State in which SGT Someone was a legal resident. Delivery of the property does not in itself vest title in the person receiving it.

If you do not wish to receive SGT Someone's personal effects, you may sign the enclosed "release Statement" and return it to me in the included self-addressed envelope.

Your prompt attention to this matter is respectfully requested. For your convenience in replying, a self-addressed envelope, which requires no postage, is enclosed.

Sincerely,

Walter A. LastName  
CPT, U.S. Army

**Figure 13–1. Sample Summary Courts-Martial Officer letter to person eligible to receive the effects**

### **13–5. Sale of personal effects**

The SCMO should avoid becoming responsible for the sale or disposal of the items. However, 10 USC 4712 and AR 638–2 permit the SCMO to sell certain PE under specific conditions. Examples of items that usually meet the criteria are electrical transformers and other electrical appliances used OCONUS not designed to work with standard U.S. electrical currents. The SCMO must use good judgment and not arbitrarily sell PE.

#### *a. Criteria for sale.*

- (1) The sale is in the interest of both the PERE and the Government.
- (2) The PERE has been notified of the proposed sale.
- (3) A power of attorney to sell the PE by public sale has been obtained.
- (4) When the PERE cannot be located. However, this provision does not authorize the SCMO to sell swords, medals, manuscripts, and other Army/non-Army affiliate items associated to the PE that may be prohibited to sale. The SCMO will deliver this type of PE to the CAC in the AOR for disposition as directed by Federal statute.

*b. Method of sale.* The SCMO will conduct public sales of PE to preclude the appearance of impropriety.

*c. Documentation of sale.* PE sold through public sale is listed on DA Form 54 and on the Certificate of Personal Effects Sold. The certificate is attached to the SCMO report. The Certificate of Personal Effects Sold will be prepared on bond or letterhead paper. A sample certificate is located at figure 13–2.



**DEPARTMENT OF THE ARMY**  
U.S. ARMY HUMAN RESOURCES COMMAND  
1600 SPEARHEAD DIVISION AVENUE  
FORT KNOX, KY 40122

AHRC-PDC

November 7, 2021

MEMORANDUM FOR RECORD

SUBJECT: Certificate of Public Sale of PE

1. This memorandum is in reference to the public sale of PE belonging to SGT Robert Someone, Jr. Certain PE were sold at public sale by the undersigned in accordance with the provisions of AR 638-2, Army Mortuary Affairs Program.

2. The following items were sold:

Item Description	Quantity	Amount
Banjo		\$200.00
8-Track Collection	24	\$100.00

Walter A. LastName  
CPT, U.S. Army  
Summary Court-Martial Officer

Figure 13-2. Certificate of personal effects sold

### **13–6. Destruction of personal effects**

The SCMO is authorized to destroy all PE of no sentimental or salable value, or PE restricted from shipment by transportation regulations. The SCMO is also authorized to destroy all items which may cause embarrassment or added sorrow if forwarded. The SCMO obviously needs to use discretion and common sense in deciding which items should be forwarded and which should be destroyed. Destruction or loss of the Soldier's personal items, or conversely, the forwarding of gruesome or obnoxious items, may cause severe emotional distress to the PERE.

#### ***a. Criteria for destruction.***

(1) Articles of clothing that cannot be made presentable (bloodstained, mutilated, burned, damaged beyond repair, or unsanitary) will be destroyed. Other items in the same condition will be destroyed.

(2) Items that may add further sorrow or embarrassment for the PERE such as pornographic items or personal correspondence, papers, photographs, and video tapes that indicate inappropriate personal relationships or activities.

(3) Screen items such as, but not limited to, correspondence (opened mail), papers, photographs, videos, electronic media devices that are accessible (not encrypted or password protected) including laptops, cell phones, IPODs, hard drives, thumb drives, and so forth for suitability and to safeguard military information. Process exposed or undeveloped film and/or digital media to permit screening. Processing of exposed film is authorized at U.S. Government expense using a DA Form 3903 (Multi-Media/Visual Information (M/VI) Work Order). Remove and destroy all unsuitable items and properly safeguard or dispose of military information.

(4) Items of no sentimental or salable value (for example, open containers of toothpaste, soap, or deodorant) or items which could damage the other PE (for example, liquid shoe dyes, corrosives, flammable, or oils) will be removed and destroyed.

***b. 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 the items designated for destruction. Destruction must be absolute, obliterating all evidence of the prior owner's and other related person's identity, and rendering the item useless and without any value.

***c. 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 the Certificate of Destruction and attached to the SCMO report. The Certificate of Destruction will be prepared on bond or letterhead paper. A sample is located in figure 13–3.



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY GARRISON  
ADJUTANT GENERAL  
861 MCCLELLAN AVENUE  
FORT LEAVENWORTH, KANSAS 66027-1361

AMIM-LVH-MC

04 December 2021

**MEMORANDUM FOR RECORD**

**SUBJECT:** Certificate of Destruction of Effects

1. This memorandum is in reference to the destruction of PE belonging to SGT Robert Someone (1234). All effects were destroyed by the undersigned in accordance with the provisions of AR 638.2, Army Mortuary Affairs Program.

2. The following items were destroyed:

Item Description	Quantity
Open Bottles	1
Photos	5
Deodorant	1

TROY M. LastName  
MAJ, LG  
Summary Court Martial Officer

**Figure 13–3. Certificate of destruction**

### **13–7. Summary Courts-Martial Officer’s summary letter to the person eligible to receive the effects**

*a. Submission of letter.* After review and approval of the SCMO report by the appointing authority, the SCMO’s summary letter will be sent to the PERE. The letter will be completed and forwarded within 120 days of the person’s death or the date the person was reported as missing.

*b. Format.* The letter is prepared in the format prescribed by AR 25–50.

*c. Required documents.* The SCMO will attach to the original summary letter the following documents as applicable:

- (1) Copy of order appointing the SCMO.
- (2) Copy of order authorizing shipment of PE to or from a place OCONUS.
- (3) A copy of each letter sent to the PERE concerning the disposition of PE:
  - a*) A copy of the letter advising the PERE of any items which cannot be shipped at Government expense (more than one motor vehicle, vehicles not authorized for shipment, and so forth).
  - b*) A copy of the letter advising PERE of the date PE were shipped, the method of shipment, and the anticipated date of arrival.
- (4) A certified true copy of any will(s) or testamentary letters found in the PE.
- (5) 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).
- (6) A copy of each receipt signed by debtors or creditors for amounts of money, if any, collected or disbursed.
- (7) 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 the account.
- (8) A copy of each letter sent to other interested parties to include the divorced parents of an unmarried deceased, if applicable.
- (9) A copy of each receipt for PE held as evidence by Department of the Army Law Enforcement Officials (use DA Form 4137 (Evidence/Property Custody Document) unless the release may compromise an ongoing investigation), civil police, criminal investigators or other authorities.
- (10) Copy of annotated inventory (DA Form 54 or DD Form 1076 (Military Operations Record of Personal Effects of Deceased Personnel)) verifying contents of packages and attesting to the sealing of packages sent to the PERE by the SCMO.
- (11) Copy of documents showing shipment of PE. Such documents include postal receipts, application for shipment of HHG, inventories of HHG, and bills of lading.

### **13–8. Summary Courts-Martial Officer report**

*a. Submission of reports.*

(1) *Final report.* After review and approval by the appointing authority, the original of the SCMO report will be sent through the CAC to Commanding General, U.S. Army Human Resources Command (AHRC–PDC), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5400. The report will be completed and forwarded within 30 days of the person’s death or the date the person is reported as missing.

(2) *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 forwarded through the CAC to Commanding General, U.S. Army Human Resources Command (AHRC–PDC), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5400 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 at figure 13–4. Follow-up interim reports will be provided when a final report is not completed by the predicted time.

(3) *Late reports.* The Summary Courts-Martial convening authority will submit with the SCMO report a memorandum explaining the reason final and interim SCMO report were not submitted within the prescribed period.

*b. Format.* The SCMO report will be prepared in memorandum format. The report will include—

- (1) Person eligible to receive the effects information. The name, address, and relationship (to the deceased or missing person) of the PERE.
- (2) 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.
- (3) Cash accounting. The total amount of cash received from the sale of PE and the authority therein.
- (4) 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.

*c. Required documents.* The SCMO will attach to the original report the following documents, as applicable:

- (1) Copy of order appointing the SCMO.
- (2) Copy of order authorizing shipment of PE to or from a place OCONUS.
- (3) A copy of each letter sent to the PERE concerning the disposition of PE:
  - (a) Summary Courts-Martial Officer's summary letter to the person eligible to receive effects.
  - (b) Letters concerning non-shippable items. A copy of the letter advising the PERE of any items which cannot be shipped at Government expense (such as more than one motor vehicle).
  - (c) 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.
- (4) A certified true copy of any will(s) or testamentary letters found in the PE.
- (5) 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).
- (6) Copies of means used (such as daily bulletins) to determine the existence of local debtors or creditors.
- (7) A copy of each receipt signed by debtors or creditors for amounts of money, if any, collected or disbursed.
- (8) 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 account.
- (9) A copy of each letter sent to other interested parties to include the divorced parents of an unmarried deceased, if applicable.
- (10) Certificates of destruction or withdrawal for any PE destroyed or withdrawn to include a copy of DA Form 3645 (Organizational Clothing and Individual Equipment Record) showing turn in of OCIE to supply channels.
- (11) A copy of each receipt for PE held as evidence by Department of the Army Law Enforcement Officials (use DA Form 4137, unless the release may compromise an ongoing investigation), civil police, criminal investigators or other authorities.
- (12) Copy of annotated inventory (DA Form 54) verifying contents of packages and attesting to the sealing of packages sent to the PERE by the SCMO.
- (13) Copy of documents showing shipment of PE. Such documents include postal receipts, application for shipment of HHG, inventories of HHG, and bills of lading.

*d. Reports.* A SCMO report submission list is at appendix G.





**DEPARTMENT OF THE ARMY**  
U.S. ARMY HUMAN RESOURCES COMMAND  
1600 SPEARHEAD DIVISION AVENUE  
FORT KNOX, KY 40122

AHRC-PDC

January 7, 2022

MEMORANDUM THRU CAC

COMMANDER, U.S. ARMY HUMAN RESOURCES COMMAND (AHRC-ZA),  
1600 SPEARHEAD DIVISION AVENUE, FORT KNOX, KY 41022-5100

SUBJECT: Interim Report on the Disposition of PE of SFC Robert T. Allan (111-11- 1111)

1. This is an interim report on the disposition of PE for (Insert rank, name, SSN, organization) who died on (date of death) at (place of death).
2. The summary court-martial was convened at (Location) per AR 638-2 for the purposes of securing and disposing of the effects of SFC Robert T. Someone pursuant to military law.
3. No legal representative or eligible recipient being present, the effects were forwarded to this SCMO and all relevant evidence pertaining to entitlement to receive effects was duly considered. Whereupon, this SCMO finds that Daniel J. Someone, 2692 Portsmouth Way, Upton, NY, father of the deceased appears to be the PERE.
4. No local debtors have come forward at this time.
5. An automobile is registered under SFC Robert T. Someone here at Fort Lee. The current disposition of the vehicle is pending at this time.
6. A full review of SFC Robert T. Someone's financial affairs is currently in progress. The final report will be forwarded in 15 days.

FOR THE COMMANDER:

Walter A. LastName  
CPT, U.S. Army  
Summary Court-Martial Officer

**Figure 13–4. Summary Courts-Martial Officer report memorandum**

### **13–9. Report missing personal effects**

Inquiries received from the PERE regarding missing PE will be thoroughly investigated by the SCMO.

*a. Investigation.* The appointing authority will appoint a SCMO to conduct an appropriate investigation concerning the missing PE. Upon completion of the investigation, the SCMO will provide the PERE a summary of the findings together with the information, if applicable, that a claim for the missing PE may be filed. The PERE may file a claim for missing PE with the nearest military claims office or directly with Commanding General, U.S. Army Claims Service, Fort George G. Meade, MD 20755–51260.

*b. Submission of findings.* A copy of the complete investigative report detailing all actions taken in an effort to locate the PE will be sent to Commanding General, U.S. Army Human Resources Command (AHRC–PDC), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5400.

## **Chapter 14**

### **Transportation of Personal Effects**

#### **14–1. Regulatory guidance**

The JTR prescribe those items authorized and unauthorized for shipment by the Army.

#### **14–2. Funding**

The SCMO will follow the policies and procedures in the JTR to ship the PE. Shipment of PE is funded through the Army's transportation of personnel and HHG accounts.

*a. Within the continental United States.* For transportation of PE within continental United States (CONUS), the SCMO provides the installation transportation officer with a copy of DD Form 1300 (Report of Casualty) or the casualty report message pertaining to the deceased or missing person. The transportation office annotates the appropriate movement designator code on the casualty report and arranges transportation.

*b. Outside the United States.* For transportation of PE from OCONUS to CONUS, CONUS to OCONUS or between locations OCONUS, the SCMO obtains a travel order (AR 600–8–105, format 407) from the appropriate local order issuing authority.

#### **14–3. Location of personal effects**

Shipment of PE is authorized by 37 USC 476 and 5 USC 5742 regardless of location. Accordingly, the shipment of PE is not restricted to PE found in camp or quarters.

*a. Government-owned housing.* The SCMO should arrange with local housing officials or unit commander, as appropriate, to gain access to the quarters for the Government contract movers to accommodate packing and shipment of the PE.

*b. Privately leased or owned off-post housing.* When it is impractical for the PERE to take possession of the PE due to the distances involved, the PERE must provide a power of attorney to the SCMO to arrange shipment and to enter privately leased or owned off-post housing or storage facility. The transportation authority will conduct and record the inventory of the PE. There is no need for the SCMO to conduct a separate inventory on a DA Form 54. The PERE's failure to provide the SCMO with a power of attorney is construed as a declination of the SCMO's assistance in shipping the PE.

#### **14–4. Personal effects not eligible for shipment**

The SCMO may find items that cannot be shipped in or around the deceased or missing person's quarters. The SCMO must send to the PERE a letter advising why these items cannot be shipped and their location. The SCMO should avoid becoming responsible for the sale or disposal of the items.

#### **14–5. Carrier tariffs**

Generally, carriers' tariffs prohibit them from accepting certain items for shipment. The SCMO should contact the transportation officer when problems arise concerning shipment of any item refused by the carrier. The SCMO should avoid becoming responsible for the sale or disposal of these items.

## **Chapter 15**

### **Multiple Death Incidents**

#### **15–1. Introduction**

Multiple death incidents present special challenges to commanders and SCMOs. The ownership of PE found at the multiple death scene may not be readily determined. Luggage and other items found at the site may be unmarked. Additionally, the force of the impact may open luggage and packages, scattering and commingling the contents.

#### **15–2. Search and recovery of personal effects**

At the incident site, treat PE found in the immediate area of the remains as unassociated PE. Assign a sequential effects recovery number (E) for each item recovered. A recovery tag is prepared for each item by recording the assigned “E” number, unit recovering the PE, and the Service designator of the recovering unit (such as AR = Army) on the back of the tag. Place each item in a separate zip lock bag along with the recovery tag. Do not attempt to associate any PE to particular remains. Transport the unassociated PE to the PE collection point.

- a. If assets exist, photograph the recovery area showing the relationship of remains and PE.
- b. Plot a grid system for the area to be searched. The squares within the grid should not be larger than 10 meters by 10 meters. When the incident site is a building or similar structure, plot the grid system on a blue print or other similar floor plan. Each grid square is given an alpha numeric designator (for example A1, A2, and so forth). The corners of each grid square should be marked. String or other suitable material should then delineate the grid squares.
- c. Search each grid square and mark the location on the site sketch where each item was recovered.
- d. Prepare a map overlay of the recovery site to be used with the site sketch.
- e. Upon completion of the recovery mission, the recovered items will be turned in to the PE collection point.

#### **15–3. Personal effects collection point**

The CAC or senior leader, as appropriate, will establish a PE collection point in a secure place near the incident site whenever the PE from a multiple death incident is commingled or scattered. The collection point will take possession of PE delivered by military personnel or by local civil authorities, agencies, or activities. The local civil authorities, activities, or agencies will not be requested or required to deliver PE to the Army collection point.

- a. *Officer in charge.* The CAC or senior leader will ensure that a commissioned officer is appointed as the OIC to direct the operation of the PE collection point. This appointment must be made as soon as the multiple death incident is reported to the CAC or installation. When available, officers who are trained Mortuary Affairs Officers (additional skill identifier 4V) should be assigned as the OIC.
- b. *Summary Courts-Martial Officer.* The CAC or senior leader will appoint one or more SCMOs, as required, to collect, receive, separate, and deliver PE to the PEREs.
- c. *Personal effects collection and processing teams.* As required, enlisted personnel may be assigned to PE collection or processing teams to assist the SCMO. These teams may collect, sort, clean, inventory, and pack PE for shipment. When available, Soldiers who are Mortuary Affairs Specialists, military occupation specialty 92M, should be assigned to the PE collection point.

#### **15–4. Procedures**

The procedures established in other chapters of this pamphlet also apply to multiple death incidents as well as the specialized procedures established by this chapter.

- a. *Inventory.* A joint inventory of PE will be completed whenever control or custody of the PE is transferred between individuals. Inventory control procedures must be immediately established and implemented at the PE collection point.
- b. *Separation of personal effects.*
  - (1) Containers or defined floor/ground area of appropriate size will be marked for the separation of each individual's PE. Each individual's area will be subdivided into separate sections for Army property, nonmilitary property, and personal property. Items absolutely associated with an individual will be placed

in the container or area designated for that individual. Items whose ownership cannot be absolutely determined will not be arbitrarily associated with an individual.

(2) PE will be inspected for markings that may indicate the owner's identity (such as name, SSN, and initials). Items whose owners cannot be determined will be held in containers and areas separated from the containers and areas established for individuals.

(3) Coordination will be made with medical personnel who have custody of hospitalized persons or remains. Copies of the PE inventories created by the medical authorities will be requested by the SCMO to assist the PERE in locating PE of sentimental value (wedding bands, religious medals and locket).

*c. Release of personal effects.*

(1) If requested by the PADD and the PERE consents, sentimental items that are absolutely associated to the individual will be released by the SCMO in time to be available for the viewing, funeral, interment, or cremation of the remains. Coordination will be made with medical personnel who have custody of PE of persons who die in MTFs. Copies of PE inventories created by medical authorities will be requested by the SCMO to assist the PERE in locating sentimental items.

(2) The SCMO will deliver all PE that were absolutely associated with an individual to the appropriate PERE as quickly as possible. This release of PE should not be delayed pending ownership determination for all of the items in the collection point. Included with the PE will be a letter that advises the PERE that—

(a) There are items at the collection point whose ownership cannot be determined.

(b) The return of any additional PE to the PERE is contingent upon the PERE providing a detailed list, to include description of missing items.

*d. Missing personal effects.* A search of the remaining PE at the collection point will be conducted by the SCMO to locate items on the lists provided by the PERE. After the SCMO completes searching the remaining PE for the items on the lists provided by the PERE, there may still be PE that cannot be associated to an individual. The SCMO will offer the PEREs an opportunity to claim items based upon personal examination or scrutiny of photographs during a specified period.

(1) The items will be clearly marked with an inventory number.

(2) The PERE will submit a written claim for an item, identifying it by inventory number.

(3) When the time period for personal examination of PE expires, the SCMO will deliver all items that are claimed by only one PERE to that PERE. Items that are claimed by more than one PERE will be held pending additional investigation. If the conflicting claims to the PE cannot be resolved then the PE will be included with the unclaimed PE for disposal as prescribed in chapter 13.

(4) Items that are unclaimed will be disposed of as prescribed in chapter 13.

## **15-5. Forms**

*a. Inventory forms.* DA Form 54 is used to inventory PE. In the absence of the form, an inventory may be prepared on bond paper. The inventory must include all of the prescribed information for DA Form 54.

*b. Control log.* Collection point control logs will show the name, organization, and address of persons delivering PE to the collection point, the name of the person receiving the PE, and the items delivered. When it is impractical to list each item on the control log, the inventory provided to the person delivering the PE to the collection point will be numbered and attached to the control log.

*c. Personal effects register.* A register of all PE received at the collection point will be maintained. This record will identify the items delivered to the collection point and the assigned inventory control numbers. The items must be described in as much detail as possible; make, model, color, size, serial number, and markings. Sealed or otherwise intact containers will not be opened for inventory if marked or tagged prior to the incident with information identifying the owner.

## **15-6. Personal effects collection point report**

*a. Submission of reports.*

(1) *Final report.* After review and approval by the appointing authority, the original PE collection point report will be sent 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 a transmittal memorandum. A sample memorandum is found at figure 15-1. The report will be completed and forwarded within 15 days after the PE collection point is closed.

(2) *Interim report.* If circumstances prevent completion of the PE collection point duties and submission of the final PE collection point report within the time prescribed, an interim report will be forwarded to

Commanding General, U.S. Army Human Resources Command (AHRC-PDC), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5400, 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 at figure 15-2.

*b. Format.* The PE collection point report will be prepared in memorandum format. A sample memorandum is found at figure 15-1. The report will include the date the collection point was established, the incident name and date, and the date the collection point was disestablished.

*c. Required documents.* The PE collection point OIC will attach to the original report the following papers, as applicable:

- (1) A copy of each SCMO appointing order.
- (2) Copy of memorandum appointing OIC of the PE Collection Point.
- (3) A roster of all personnel who worked at the PE collection point. The roster will include name, rank, SSN, and unit of assignment.
- (4) A roster of all persons involved in the incident, to include fatal and non-fatal casualties.
- (5) A copy of all certificates of destruction for PE that could not be associated to an individual and subsequently destroyed.
- (6) Documents that pertain to the sale of PE that could not be associated with an individual.
- (7) A copy of the inventory of PE that could not be associated with an individual and was transmitted to Commanding General, U.S. Army Human Resources Command (AHRC-PDC), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5400.
- (8) A narrative summary that provides the procedures used to collect, secure, and associate PE.



**DEPARTMENT OF THE ARMY**  
U.S. ARMY HUMAN RESOURCES COMMAND  
1600 SPEARHEAD DIVISION AVENUE  
FORT KNOX, KY 40122

AHRC-PDC

14 Dec 2021

MEMORANDUM THRU Commander (CAC)

COMMANDER, U.S. ARMY HUMAN RESOURCES COMMAND (AHRC-ZA),  
1600 SPEARHEAD DIVISION AVENUE, FORT KNOX, KY 41022-5100

SUBJECT: Final PE Collection Point Report for SFC Robert T. Someone (111-11-1111)

1. This memorandum serves as the final PE Collection Point Report.
2. Date Collection Point established
3. Incident name and date
4. Date Collection Point disbanded
5. POC for this action is Captain Walter A. LastName, Fort Lee, VA, DSN 623-4321.

FOR THE COMMANDER:

Encl

Walter A. LastName  
CPT, U.S. Army

**Figure 15–1. Final personal effects collection point report**



**DEPARTMENT OF THE ARMY**  
U.S. ARMY HUMAN RESOURCES COMMAND  
1600 SPEARHEAD DIVISION AVENUE  
FORT KNOX, KY 40122

AHRC-PDC

January 7, 2021

MEMORANDUM THRU Commander (CAC)

COMMANDER, U.S. ARMY HUMAN RESOURCES COMMAND (AHRC-ZA),  
1600 SPEARHEAD DIVISION AVENUE, FORT KNOX, KY 41022-5100

SUBJECT: Interim PE Collection Point Report for SFC Robert T. Someone (111-11-1111)

1. This memorandum serves as the Interim PE Collection Point Report.
2. Date Collection Point established
3. Incident name and date
4. Reason for delay
5. Approximate date of final report
6. POC for this action is Captain Walter A. LastName, Fort Lee, VA, DSN 623-4321.

FOR THE COMMANDER:

Encl

Walter A. LastName  
CPT, U.S. Army

**Figure 15–2. Interim personal effects collection point report**

## **Chapter 16**

### **Collection and Payment of Local Debts**

#### **16–1. Authority to pay and collect local debts**

Federal statute (10 USC 7712) uses the phrase “may collect” in prescribing the SCMO’s responsibility to pay and collect debts. The SCMO has the authority to pay and collect a local debt, but is not compelled to do so. Local debts are those debts located in the vicinity of the camp or quarters (as distinguished from the locality of the deceased or missing person’s home). The SCMO should make every effort to avoid becoming involved with payment and collection of the deceased or missing person’s debts. Whether or not action will be taken to pay or collect a debt will be a matter of individual judgment based on the particular facts of the case. The SCMO must not enter into any civil or legal actions in an effort to pay or collect debts.

#### **16–2. Jurisdiction**

The authority for the SCMO to pay and collect local debts is broader than the authority to collect PE. What constitutes local will vary from case to case depending upon the distance from the post to nearby towns and communities. Fifty miles is generally defined as the outer limits of what is local in most cases.

#### **16–3. Collection of local debts procedures**

The SCMO should defer collections of debts to the legal representative of the estate. However, the SCMO will determine if there are any local debts owed to the deceased or missing person and advise the PERE of the debts.

*a. Determining the existence of local debt.* The SCMO is required to make a reasonable and good faith effort to determine the existence of local debts. An exhaustive investigation is not required. The SCMO should run a notice three times in the local daily or weekly bulletin requesting those persons owing money to the deceased or missing person to contact the SCMO. Additionally, the SCMO may find evidence of debts due the deceased or missing person in the PE.

*b. Accounts with financial institutions.* Funds deposited in a financial institution are not collectible as an “effect.” However, the funds are a debt owed to the deceased or missing person. Accordingly, closing accounts and collecting the amounts on deposit are the responsibility of the estate’s legal representative. The SCMO will not close accounts at financial institutions. The SCMO’s summary letter to the PERE will include a list of accounts identified and state that closure and collection of these accounts is a civil matter and are the responsibility of the legal representative of the deceased or missing person’s estate. A sample SCMO’s summary letter to the PERE is located in figure 13–1.

*c. Endorsing negotiable instruments.* The SCMO has limited authority to endorse for collection a negotiable instrument made payable to the deceased in settlement of a local debt. AR 638–2 provides that the SCMO may endorse for collection negotiable instruments made payable to the deceased or missing person in settlement of a debt. This authority should be used only when there is reason to believe the negotiable instrument cannot be reasonably redeemed at the PERE’s location. An example would be checks drawn on a foreign bank or for foreign currency. The proceeds received must be forwarded to the PERE. The SCMO cannot use funds received from endorsing a negotiable instrument to pay a creditor. The SCMO does not have authority to convey title to PE or money. Therefore, the SCMO cannot endorse a negotiable instrument so as to affect its legal transfer.

#### **16–4. Payment of local debt procedures**

The SCMO will determine if there are any local debts by the deceased or missing person and advise the PERE of the debts. The SCMO should defer payment of debts to the legal representative. However, if the SCMO believes there are extenuating circumstances that compel his or her involvement, payment of the deceased or missing person’s debts is authorized. An example of a compelling reason may be forfeiture of merchandise purchased by conditional bill of sale. The SCMO must adhere to the prescribed procedures, determine the legal ramifications of his or her action, and keep careful records of all transactions, to include written receipts.

*a. Funds to be used.* Debts may be paid to the extent permitted by the deceased or missing person’s funds that are in the SCMO’s possession. The SCMO may use only the funds found among the deceased



or missing person's PE. The SCMO may not use funds received from collection of debts owed to the deceased or missing person, money received by endorsing for collection negotiable instruments payable to the deceased or missing person, or proceeds from the sale of PE.

*b. Where liabilities exceed available funds.* The SCMO is not authorized to apportion available funds, prioritize claims, or sell PE to raise money when the deceased or missing person's local liabilities exceed local assets. The SCMO must pay the undisputed local creditors on a first come-first paid basis until the funds are depleted. Any creditors not fully paid should be referred to the PERE.

*c. Personal effects subject to lien.* The SCMOs should notify lien holders of the Soldier's death and give them an opportunity to claim their property. If a lien holder does not assert a claim, the SCMO may release the property to the PERE. If the lien holder does make a claim, the SCMO is not authorized to sell the item and pay the lien unless expressly directed in a power of attorney by the PERE. However, Army policy is for the SCMO to avoid responsibility for the sale of PE if possible. The SCMO may return to a vendor any property which the deceased or missing person held under a conditional bill of sale provided—

- (1) Funds are not available to pay the vendor's claim.
- (2) The vendor withdraws the claim.
- (3) The vendor asserts title under the terms of the conditional bill of sale.

#### **16–5. Notification of uncollected local debts**

Information detailing the debts owed to and due to the deceased or missing person will be provided to the PERE. The PERE will also be advised that further action to pay or collect these debts is a civil matter and the responsibility of the legal representative of the Soldier's estate. The PERE should also be advised to provide this information to the estate's legal representative.

## **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 at <https://www.govinfo.gov/>.

##### **AR 40–400**

Patient Administration (Cited in para 12–12*b*.)

##### **AR 600–8–105**

Military Orders (Cited in para 14–2*b*.)

##### **AR 600–25**

Salutes, Honors, and Courtesy (Cited in para 9–8.)

##### **AR 638–2**

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

##### **AR 638–8**

Army Casualty Program (Cited in para 1–6.)

##### **AR 735–5**

Property Accountability Policies (Cited in para 12–18.)

##### **DA Pam 710–2–1**

Using Unit Supply System (manual procedures) (Cited in para 12–18.)

##### **DoDI 1300.18**

Department of Defense (DoD) Personnel Casualty Matters, Policies, and Procedures (Cited in para 1–6.)

##### **Geneva Convention**

Relative to the Protection of Civilian Persons in Time of War, 12 August 1949 (Cited in glossary of terms.) (Available at: <https://www.loc.gov/>.)

##### **JTR**

Joint Travel Regulations [Civilian] (Cited in para 7–4.) (Available at: <https://www.defensetravel.dod.mil/index.cfm>.)

##### **5 USC 5742**

Transportation of remains, dependents, and effects; death occurring away from official station or abroad (Cited in para 14–3.)

##### **10 USC 101**

Definitions (Cited in glossary.)

##### **10 USC 655**

Designation of persons having interest in status of a missing member (Cited in glossary.)

##### **10 USC 1481**

Recovery, care, and disposition of remains: decedents covered (Cited in para 6–2.)

##### **10 USC 1482**

Expenses incident to death (Cited in para 10–3.)

##### **10 USC 1491**

Funeral honors functions at funerals for veterans (Cited in para 9–4.)

##### **10 USC 1513**

Definitions (Cited in glossary.)

##### **10 USC 7712**

Disposition of effects of deceased persons by summary court-martial (Cited in para 13–1.)

**10 USC 10142**

Ready Reserve (Cited in glossary.)

**10 USC 10151**

Standby Reserve: composition (Cited in glossary.)

**10 USC 12401**

Army and Air National Guard of the United States: status (Cited in glossary.)

**10 USC 12408**

National Guard in Federal service: physical examination (Cited in glossary.)

**37 USC 476**

Travel and transportation allowances: dependents; baggage and household effects (Cited in para 14–3.)

**Section II**

**Prescribed Forms**

**DA Form 7406**

Summary Court Martial Officer Checklist (Prescribed in para 11–1.)

**DA Form 2773**

Statement of Identification (Prescribed in para 3–4.)

## Appendix B

### Disposition of Remains Briefing Guide

#### B-1. Introduction

Good morning/afternoon, I am (name) of the (name) Casualty Assistance Center (CAC). This briefing is to familiarize you with the disposition of remains procedures, options, and reimbursable allowances. You will be providing this information to the person authorized to direct disposition (PADD) of (rank and name of decedent) remains. Feel free to ask questions as I go over the procedures, options, and allowances with you. AR 638-2 and DA Pam 638-2 explain Army policies and procedures for the Army Mortuary Affairs Program. (Hand the CAO the publications.)

#### B-2. Key points

a. Based on what you tell them, the PADD and other Family members will make disposition of remains decisions that will have both a financial and emotional consequence. Do not promise the PADD you will do something that you cannot do. Do not promise or imply that all funeral and interment expenses will be paid or reimbursed by the Army. There are specific reimbursable allowances that cannot be exceeded.

b. The right to direct disposition of remains is a highly emotional issue in many Families. On occasion, each Family member will have a different opinion on what to do. The Army does not negotiate with committees or intervene in Family disputes. Accordingly, you must ensure that you are talking only with the person authorized to give disposition instructions.

c. One of the PADD's major concerns will be how soon will the remains arrive at the funeral home he or she designates. This is a crucial factor to the PADD. It is important to verify the status of the remains before visiting the PADD. On occasion, remains are unrecoverable or not readily accessible. Be alert to this concern and answer the questions with care. Stress that no date or time for funeral service should be set until the PADD is notified as to when the remains will arrive at the receiving funeral home.

d. From overseas areas during peacetime, the average time from date of death until the remains reach the receiving funeral home is 5 to 7 days. This time is needed for any postmortem examination by medical authorities, preparation and casketing at the overseas mortuary, transportation to the United States by commercial airlines, and final delivery to the receiving funeral home.

e. When death occurs in the United States, the average time until the remains reach the receiving funeral home is 3 to 4 days.

f. Stress that the return time is the average length of time. The PADD may consider this too long. Be tactful in explaining the reasons for the length of time. Remains may be delayed for medical examination, criminal investigation, or for proper travel documentation. Transportation of remains is subject to availability of scheduled flights. Follow up on the status of remains and keep the PADD informed; do not wait for the PADD to ask about the status.

g. The decision to inter in a national cemetery versus a private cemetery and the selection of a funeral home are decisions which the PADD alone must make. Be careful not to influence the PADD's decision or to recommend one funeral director over another. Should the PADD ask for an opinion, tactfully state that, as a representative of the Army, you cannot suggest a specific funeral home. A listing of all reputable funeral homes in the area may be presented. However, do not become involved in selection of merchandise or monetary transactions between the funeral home and the PADD. To do so could legally obligate the Government if the PADD failed to pay the bill.

h. These decisions will be difficult for the PADD, and the PADD may wish to put them off. However, encourage the PADD to decide as soon as possible because the remains cannot be returned until the Army authorities know where to ship them. Be forthright but not offensive or pushy. Act with tact and empathy.

i. The Family will ask about the condition of the remains and specifically if the remains are viewable. Do not attempt to answer this question until you verify the condition of the remains with us. The preparing mortuary will provide us with their professional opinion as to the condition of the remains. You will pass this information to the PADD. The final decision to view the remains or not always rests with the PADD.

j. Generally speaking, there are three classifications of viewability: viewable, viewable for identification, and non-viewable. Viewable remains are presentable and will not, in themselves, cause further distress. It is believed the appearance of the remains is similar to the deceased's normal appearance. Viewable for

identification remains are less presentable than viewable and may cause additional distress when viewed. However, the remains still show identifiable features and characteristics.

k. Non-viewable remains are not presentable and may cause additional distress when viewed. Frequently, non-viewable remains have been severely disfigured and bear no resemblance to the deceased. The Family should be asked to allow the funeral home staff or Family physician to view the remains first and to advise them whether viewing the remains is in their best interest.

### **B-3. Sample briefing**

Below is a sample briefing to use when talking with the PADD. The CAC representative will use this dialogue to brief and will hand the CAO a copy of the briefing (fig B-1). The CAO will follow along with the CAC representative.

1. **Ensure that you are addressing the person authorized to direct disposition of remains (PADD).**

My name is [Insert your rank/name], and I am here to speak with [Insert name of PADD] the [Insert relationship] of [Insert rank/name of decedent].

2. **Inform the PADD of your objective.**

I'm here to advise you of your options and entitlements concerning the preparation, transportation, and interment of your [son's/daughter's/wife's/husband's] remains.

3. **Verify the PADD's willingness to accept responsibility for the remains or memorial service when remains are not recovered.**

You are the person authorized to direct disposition of [Rank/Name of decedent]'s remains [or arrange the memorial service if the remains are non-recoverable] based on the Army's predetermined precedence list. You do not have to accept this responsibility. If you do not wish to accept this responsibility, the Army will contact the next person on this established list. Do you wish to accept responsibility for determining the disposition of [Rank/Name of decedent]'s remains [or memorial service when remains are not recovered] at this time? [If arranging the response is no, have the PADD sign block 6 on the DD Form 3045 and conclude the briefing. If the response is yes, continue with the following statement.]

If you do not wish to accept responsibility for the disposition of [Rank/Name of decedent]'s remains, you may relinquish your right to do so. If you wish to do so, you will need to sign the DD Form 3045 and select option 6. The successor PADD will be the next person in the order of priority prescribed by Federal law and Army Regulation. You cannot choose the successor PADD. [Continue with paragraph 4.]

4. **If the remains have not been recovered, brief the following entitlements. If the remains have been recovered, continue with paragraph 5.**

Since [Rank/Name of decedent]'s remains have been determined to be nonrecoverable, the Army is authorized to reimburse you up to [XXXXXX.00] for expenses relating to a memorial service. Here is a list you may keep that outlines most of the reimbursable and non-reimbursable expenses. [Provide the PADD with Attachment 1 (Table 1-4 of AR 638-2).] Additionally, [Rank/Name of decedent] is entitled to a memorial marker at a Government cemetery. [Proceed to paragraph 14. Answer questions and complete the DD Form 3045.]

Figure B-1. Disposition of remains briefing

**5. Verify the location of the remains with the PADD.**

I've been told by [Rank/Name of POC at your CAC] that [Rank/Name of decedent]'s remains are now in the custody of [Name of hospital/mortuary or other medical authority]. Is this correct? [Note and report any discrepancy to the CAC.] Have you already released [Rank/Name of decedent]'s remains to a funeral home for preparation? [If the response is yes, continue with paragraph 8. If the response is no, continue with the next paragraph.]

**6. Provide the PADD with the two basic dispositions of remains options: Army-arranged or Family-arranged.**

You have two basic options for the preparation and transportation of [Rank/Name of decedent]'s remains. You have the choice of having the Army make arrangements for the preparation and transportation of [Rank/Name of decedent]'s remains to a funeral home or cemetery, or you and your Family may make the arrangements for yourselves.

**7. Inform the PADD about the Army-arranged option.**

The first basic option available to you is the Army-arranged option. If you choose to have the Army make arrangements for the preparation and transportation of [Rank/Name of decedent]'s remains, the Army will contract with a funeral home to do so. The funeral home will prepare, dress, and provide a casket and arrange to transport them to the funeral home of your choice for the funeral and interment services. The Army will provide a military escort for the remains during the transportation. When you elect cremation, you must make coordination with the Funeral Director for the cremation. The Army will reimburse you for expenses incurred involving the cremation. The Army will pay for all expenses incurred involving dressing, purchase of a casket and urn, and transportation of [Rank/Name of decedent]'s remains.

The Army-arranged option provides you with a choice of the type of casket or urn you can select. For caskets, you may choose either a steel or hardwood casket. Both caskets are of equal quality. This choice is a matter of personal preference; however, the steel casket seals airtight. The wooden casket does not. I have pictures of both types of caskets if you'd like to see them. In some overseas areas, and in some instances, the Army must use a casket with an airtight seal due to country's requirements. I will advise you if you choose a wooden casket and the Army cannot provide it to you. For urns, you may choose either a bronze or hardwood urn. I have pictures of both types of urn if you'd like to see them. If you choose an urn, it will be inscribed with [Rank/Name of decedent]'s rank and name.

It is important for you to understand, however, that the Army-arranged option is not available if you, or another relative, have already released [Rank/Name of

**Figure B-1. Disposition of remains briefing - continued**

**decedent]**'s remains to a funeral home or if you do so before the Army can comply with your instructions.

**8. Inform the PADD about the Family-arranged option.**

The second basic option available to you is the Family-arranged option. With this option, you are responsible for making all of the arrangements for the preparation, casketing, and transportation of **[Rank/Name of decedent]**'s remains. The Army will not interfere with the arrangements you make. With this option, the Army cannot provide any services or supplies to include a casket or urn. Under this option, you are initially responsible for paying all costs for the preparation, casketing, and transportation of **[Rank/Name of decedent]**'s remains.

The Army will reimburse you a certain amount for the preparation of and casket for **[Rank/Name of decedent]**'s remains. This amount will be up to **[\$XXXX.00—Provide the PADD with the maximum dollar limit**

The Army will reimburse you for the cost of transporting **[Rank/Name of decedent]**'s remains from the point at which they are released by medical authorities to their final resting place. This reimbursable cost will be limited by the amount the Army would pay if the Army had arranged transportation. The Army cannot provide a military escort for the remains during the transportation.

Also with this option, the Army will provide a uniform for burial, if requested, for **[Rank/Name of decedent]**'s remains.

**9. Inform the PADD about entitlements available regardless of Army-arranged or Family-arranged options.**

The following entitlements are available to you regardless of which option you choose concerning the preparation of **[Rank/Name of decedent]**'s remains.

The Army will reimburse you for certain funeral and interment expenses. However, not every expense you incur may be reimbursed. The amount of money you will be reimbursed will be the same whether you select the Army-arranged or Family-arranged option for preparation and transportation.

Once you contract with a funeral home of your choice, you will be required to provide the Army with the funeral home's general price list (which you can obtain from the funeral home) and a copy of the contract you signed in order to be reimbursed. You will also be required to complete a DD Form 1375 (Request for Payment of Funeral and/or Interment Expenses). I will provide you with this form at our next meeting.

**Figure B–1. Disposition of remains briefing - continued**



The maximum amount the Army will reimburse you for funeral and interment expenses, whether the remains are cremated or not, is contingent upon the type of cemetery you choose. Here are the combinations that are available and their maximum reimbursable amounts:

- a. Army-arranged preparation, casketing, and transportation of **[Rank/Name of decedent]**'s remains to a funeral home with interment in a private cemetery is **[\$XXXX.00]**.
- b. Army-arranged preparation, casketing, and transportation of **[Rank/Name of decedent]**'s remains to a funeral home with interment in a Government cemetery is **[\$XXXX.00]**.
- c. Army-arranged preparation, casketing, and transportation of **[Rank/Name of decedent]**'s remains (that is without a funeral service or viewing) directly to a Government cemetery is **[\$XXXX.00]**. You may still have a graveside service with this choice.
- d. Family-arranged preparation, casketing, and transportation of **[Rank/Name of decedent]**'s remains to a funeral home with interment in a private cemetery is **[\$XXXX.00]**.
- e. Family-arranged preparation, casketing, and transportation of **[Rank/Name of decedent]**'s remains to a funeral home with interment in a Government cemetery is **[\$XXXX.00]**.

The Army will not perform cremation. Each State has its own rules and regulations pertaining to cremation. The person authorized to direct disposition will have to obtain the cremation authorization form for final disposition from the funeral home of his/her choice. You may make those arrangements through your funeral home subject to the Army-arranged maximum allowances option 4. You may choose to retain the cremated remains or to inter them in a private or Government cemetery. The Army is only responsible for reimbursement of the cremation costs.

You cannot apply unused funeral and interment allowances toward preparation and transportation expenses or apply unused preparation and transportation allowances toward funeral and interment expenses.

**10. Inform the PADD as to the decedent's eligibility for interment in a Government cemetery.**

Based upon **[Rank/Name of decedent]**'s honorable service, **[he/she]** may be eligible for interment in a Government cemetery with available grave space such as one in the National Cemetery System or one of those controlled by States or military reservations. Most Government cemeteries are under the Department of Veterans Affairs, not the Department of the Army.

**11. Inform the PADD as to the travel entitlements.**

**Figure B–1. Disposition of remains briefing - continued**

The Army is authorized to provide Family funeral travel to a Soldier's interment service. The Army may provide round trip travel and transportation allowances to the deceased surviving spouse, children, parents and the parents of the Soldier's spouse, siblings, and the person authorized to direct disposition of the Soldier's remains. The travel can be by commercial carrier (airline, bus, train, etc.) or privately owned vehicles. **[Rank/Name of POC at your CAC]** can assist you with making travel arrangements, if necessary. **[Provide the PADD with the contact telephone number for the CAC.]**

**12. Inform the PADD as to the handling of the decedent's personal effects.**

When a Soldier dies, the Army is required, by law, to convene a summary-court martial to secure the Soldier's personal effects that have not yet been claimed by a surviving spouse or other legal representative. This summary court-martial officer determines who is the person eligible to receive the effects and then arranges delivery of the effects to the eligible person. Delivery of the personal effects in itself does not vest ownership of the property to the recipient; it only transfers the custody and responsibility for their care. Any additional questions you have concerning **[Rank/Name of decedent]**'s personal effects should be directed to **[Rank/Name of SCMO or POC at CAC]**.

**13. Complete the DD Form 3045.**

We need to complete Department of Defense Form 3045 (Disposition of Military Remains). **[Carefully read over the DD Form 3045 with the PADD. Ensure they understand all the options. Ensure that the correct allowance has been entered in the option block selected. Print the name and telephone number of the funeral home selected by the PADD in the appropriate option block. Ensure that the PADD has initialed the appropriate option block and has signed and dated the PADD signature block. Ensure you sign the form in the witness block.]**

**14. Setting the funeral date.**

Please do not set a date for the funeral service until I advise you of the date and time when your **[son's, daughter's, husband's, wife's]** remains will arrive at the funeral home you selected.

I will advise you of the itinerary as soon as I receive it. Be assured the Army will use the most expeditious means available.

**15. [Ask for questions.] Do you have any questions at this time? [Answer questions.]**

---

If you have no further questions at this time, you may have some later. If you do, I may be reached during duty hours at **[Provide the PADD with your contact telephone numbers.]** In the event you require assistance after-hours, please telephone **[Provide the PADD with an after-hours contact telephone number.]** The briefing is concluded.]

**Figure B–1. Disposition of remains briefing - continued**

---

## **Attachment 1**

### **Authorized and unauthorized memorial expenses (applies only to nonrecoverable remains)**

#### **Authorized memorial service expenses**

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, etc.).
11. Vocalist.
12. Registers, cards, or folders.
13. Purchase of memorial plaque.
14. Installation of memorial plaque.

#### **Unauthorized expenses**

1. Casket. The Army will not provide a casket to be interred when remains are not recovered nor be party to such a practice.
2. Casket receptacle.
3. Funeral coach.

---

## **Attachment 2**

### **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.
11.          Cosmetology.
12.          Hair styling and dressing.
13.          Removal of remains.
14.          Professional services.
15.          Other preparation of remains as defined in the glossary.
16.          Death certificate (not to exceed 2 copies).
17.          Medical examiner's cremation authorization.

### **Attachment 3**

#### **Authorized secondary care expenses**

1. Use of facilities for viewing or visitation.
2. Chapel or religious facility.
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.
10. Service bulletins or service orders.
11. Prayer cards.
12. Acknowledgment cards.
13. Guest register.
14. Religious items required for disposition of remains.
15. Single Musician (Organist, Pianist, Bagpiper).
16. Vocalist.
17. Clergy honorarium.
18. Opening and closing of grave.
19. Single grave space.
20. Rental casket for cremation.
21. Police escort for funeral procession.
22. Minimum service package for receiving remains.
23. Minimum service package for direct interment.
24. Minimum service package for direct cremation.
25. Family car for immediate Family.
26. Flower car.
27. Outer interment container; grave liner or vault.
28. Lead vehicle.
29. Burial permits and licenses.
30. Single Columbarium niche.
31. Sales tax.
32. Stop-over expenses – prior authorization from CMAOC required.

---

#### **Attachment 4**

##### **Authorized transportation expenses**

1. Funeral coach.
2. Service vehicle (Used for the transport of remains. Anything other than that is considered a secondary expense.)
3. Basic transportation fee.
4. Air tray and/or Casket outer shipping container.
5. Ziggle case (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 Government cemetery.
12. Delivery of remains from receiving funeral home to a local cemetery or crematory.
13. Police escorts when required by local laws.

## **Attachment 5**

### **Unauthorized expenses**

1. Uniforms and travel expenses for burial honors teams and service representatives.
2. Autopsy, inquest, coroner's fees, including transportation of remains for these purposes.
3. Routine office or administrative supplies and services; except when authorized by the CDR, AHRC-PDC during mobilization or multiple fatality incidents.
4. Personnel expenses such as payroll.
5. Entertainment expenses such as reception hall, food, or music.
6. Transportation of personal effects unless authorized by CDR, AHRC-PDC.
7. Family car for other than the immediate Family.
8. Excess per diem.
9. Professional mourners or escorts provided by the funeral home.
10. Car for clergy or pall bearers.
11. Replacement caskets unless approved by AHRC-PDC.
12. Perpetual care and/or Endowment care.
13. Permanent grave markers unless approved by AHRC-PDC.
14. Transportation of persons not authorized to travel by Federal law or Army regulation.
15. Transportation of the remains to places other than the place of funeral or interment services unless approved by AHRC-PDC.
16. Those services and supplies not directly associated to the care, processing, disposition, or transportation of the remains.
17. Flag, grave decorating (12 by 18 inches) NSN 8345-00-656-1433.



## Appendix C

### Preparation of Remains and Casket

#### C-1. Remains inspection

Remains are inspected three times: 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 new casket when the original casket is defective. When the Service mortuary representative directs corrective action under this paragraph, the contractor must perform the corrective measures and other required services again at no additional cost to the Government.

#### C-2. Preparation of remains

DoD mortuaries and funeral homes under contract to provide DoD mortuary services will prepare and embalm remains of all entitled personnel unless embalming is expressly prohibited in writing by the person authorized to direct or effect disposition. Frequently, final disposition of processed or reprocessed remains may not be affected for a period of 10 days or more or the remains may be subjected to extreme weather conditions, or the remains may be transported over long distances. All remains, whether viewable or non-viewable, require variations in embalming 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, non-viewable remains.

*a. Insect Treatment.* Maggots and other insect larvae must be destroyed and their breeding sites in or on the remains thoroughly treated with an insecticide chemical.

*b. Disinfecting.* All body orifices must 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, for example the face and hands.

*d. Grooming.* For military personnel, male facial and scalp hair must be washed and groomed to conform to military standards; suitable hair preparation must be accomplished for females to conform to military standards. Fingernails must be cleaned and trimmed. For non-military personnel, the Service mortuary representative will check with the Family to ascertain personal preferences.

*e. 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 must be securely closed by the use of eye caps, with proper attention given to prevent wrinkling of the eyelids and a sunken appearance.

*f. 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.

*g. Damaged Tissue.* The embalmer will determine when during the preparation process ulcerated, burned, and necrotic tissue, and/or bedsores, must be excised and/or treated either by hypodermic-injection or by cavity pack application of deodorizing/preserving chemicals.

#### C-3. Embalming of remains

*a. Preparation of Viewable Remains.* To obtain optimum results, a thorough pre-embalming case analysis will be completed. At a minimum, a six-point arterial injection using the carotid, axillary or brachial and iliac or femoral arteries with multi-site drainage will be accomplished. The only exception to this requirement is in the absence of a limb or the head. The arterial chemical solution injected into the remains must contain a minimum 5% concentration, by volume, of aldehyde or aldehyde derivative preservative agent(s). The total volume of arterial solution injected must 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 must be thoroughly aspirated and injected with full-strength cavity chemicals having a 30 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 30-index (%) or greater. Hypodermic-injections, packs, or other special treatments must be accomplished, as required, to assure the disinfection and preservation of all body tissues. A lanolin-based (or comparable) massage cream must be applied on the face and hands to prevent dehydration.

*b. Preparation of Non-viewable Remains.* To obtain optimum results, a thorough pre-embalming case analysis will be completed. At a minimum, a six-point arterial injection using the carotid, axillary or brachial and iliac or femoral arteries with multi-site drainage will be accomplished. Each gallon of arterial fluid must contain a minimum 10% concentration, by volume, of aldehyde or aldehyde derivative preservative agent(s). The total volume of arterial solution injected must not be less than 1 gallon per 50 pounds of body weight. All body areas must be further treated by means of hypodermic-injection using undiluted cavity chemicals having a 30 index (%) or greater. In addition, packs, special gels and/or dry sanitizers must be used, as required, to ensure preservation, prevent leakage, and eliminate all offensive odors. The thoracic, abdominal, male genitals, and cranial cavities must be thoroughly aspirated and injected with full-strength cavity chemicals having a 30 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 30-index (%) or greater. When arterial injection and/or cavity treatment is not possible, all articulated and disarticulated anatomical portions must 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 30-index (%) 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.

*c. Autopsied Remains.* If a partial or complete autopsy is performed, a 6-point injection with multisite drainage must be accomplished, using the arterial chemical solutions. Hypodermic-injection of the thoracic and abdominal walls; back, buttocks, male genitals, shoulders, vertebral column with an undiluted cavity chemical having a 30-index (%) or greater is required. The scalp will be injected by syringe and needle with the chemical solution used for the arterial injection. The internal organs (viscera) from remains that have had a cranial, thoracic and/or abdominal examination, must be removed, cut into sections not greater than 2 x 2 inch and immersed in a undiluted cavity chemical having a 30-index (%) or greater, for a minimum of 2 hours. The inner surfaces of the body cavities must be given a liberal application of gel aldehyde or aldehyde derivative preservative. The preserved organs are to be placed into the thoracic or abdominal cavities and liberally coated with an aldehyde or aldehyde derivative preservative and drying compound (hardening compound). When a cranial autopsy is performed, the vertebral and internal carotid arteries must be sealed, the cranial cavity must be packed with cotton and the calvarium secured by cranial clamps or wiring. The scalp must be replaced over the calvarium, the incision tightly and neatly sutured to avoid leakage and unnatural appearance. The color of the suture cord should blend with the deceased's hair to not be noticeable after placement in the casket.

#### **C-4. Treatment of scalp (viewable remains)**

If the scalp was shaved because of medical treatment or surgery, processing or reprocessing must be accomplished as specified for viewable remains, after which the cranium must be wrapped with gauze or equivalent in a neat and professional manner. The Services retain the ability to use an authorized uniform hat or beret, in lieu of gauze wrap.

#### **C-5. Partial head wrap**

Remains will be prepared per paragraph C-3. The embalmer will ensure the tissue is firm, dry, and thoroughly preserved. The wrapping will be accomplished per paragraph C-11, 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.

#### **C-6. 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 must be treated in a manner which must render all tissue firm, dry, and thoroughly preserved. The hands will then be placed in opaque, leak proof gloves followed by white (military) cloth gloves.

**C-7. Wounds, stains, and discolorations**

All lacerations, abrasions, incisions, excisions, and burn wounds must be sealed and/or sutured to prevent leakage. Swollen or distorted features must be reduced 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.

**C-8. Dressing remains**

The person with authority disposition will be consulted and provided the opportunity to determine the clothing 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. 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).

**C-9. Viewable**

Remains that have been processed or reprocessed as outlined in paragraph C-3 will be dressed in the clothing provided by the Service mortuary representative.

**C-10. Non-viewable**

Remains that have been processed or reprocessed as outlined in paragraph C-3b, will be dressed, whenever possible, in the clothing provided by the Service mortuary representative. Trauma that is isolated to a specific area will be wrapped with gauze or equivalent in a neat and professional manner.

**C-11. Head wrap**

During the embalming process, the tissue must be prepared to present as natural a head shape as possible once the head wrap process is complete. Required materials to accomplish the head wrap process include: two (2) clear or semi-transparent plastic (0.78 mil or greater) liner bags approximately 24 inch by 23 inch; 2 inch white surgical tape or 2 inch clear strapping tape; 12 yards of 4.5 inch (Sterile or Non-sterile) gauze bandage (approx. 3 rolls); cotton prep towels; (sterile or non-sterile) absorbent cotton or absorbent sheet product. Prior to beginning the wrapping process, all tissue and hair must be rendered as dry as possible. Wrapping must 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 C-8. 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. 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. 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. 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 or and to present a neat and professional appearance. 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 C-8, ensuring no tape is visible above the collar of the shirt or blouse.

**C-12. Wrapped remains**

Remains that have been processed or reprocessed as outlined in paragraph C-3 and are so badly traumatized that the remains cannot be dressed, must be wrapped. Wrapping must be accomplished as follows: Polyethylene sheeting (5 mil or greater) and a wool blanket must be furnished by the Service's mortuary representative. The military wool blanket must 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). The dorsal side of the remains must be coated with a gel preservative and then laid on top of the prepared wrapping material on the dressing ta-

ble. The ventral side of the remains must be liberally coated with a preservative/drying compound (hardening compound). Additional cotton strips must be placed over the remains, completely covering them. The polyethylene sheet is then folded in around the remains. The folding of the polyethylene sheeting, white cotton sheet and wool blanket must be uniform, with the head and foot ends folded in first. The wrapping material on the left side of the remains must be folded to the right. The right side then folded to the left side of the remains must be secured with tape or pins, as applicable and described below. All seams in the polyethylene sheeting must 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 must have as few creases as possible, and secured with large safety pins placed no more than 4 inches apart. A tag identifying the deceased must be attached to the foot end of the wrapped remains bearing the deceased name, rank, last four of the social security number, and date of death.

### **C–13. Cosmetics**

Cosmetics must be applied only in the amount necessary to produce natural color and texture.

### **C–14. Embalmer evaluation**

The embalmer processing or reprocessing the remains must critically evaluate the completed treatment to ensure all remains are effectively disinfected, uniformly preserved, and will arrive at its destination in satisfactory condition. The Service mortuary representative will authorize delivery or shipment of remains when assured that the services and supplies furnished by the contractor including the signed DD Form 2062 (Record of Preparation and Disposition of Remains (Outside CONUS)) or the signed DD Form 2063 (Record of Preparation and Disposition of Remains (Contracted Mortuary Facility)) meets this performance work statement and commercial item descriptions in their entirety.

### **C–15. Placement in casket**

Remains must 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 must be of sufficient size to prevent the appearance of crowding and cramping.

### **C–16. Caskets**

*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 rosetan, or other neutral color crepe, satin or similar material. The casket will have a continuous fixed bar or swing arm handles.

*c. Cremation Caskets.* A hardwood, perfection cut, half-couch casket, with a satin or high gloss walnut finish, upholstered in a rosetan, 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.

### **C-17. Shipping containers (air tray or equivalent)**

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

### **C-18. Cremation**

The only time cremations will be provided under provisions of this pamphlet are for subsequent portions or retained organs. Cremation of subsequently identified portion of remains directed by the person with authority to direct or effect disposition: This identifies services, supplies, and transportation requirements for cremation when directed by the person with authority disposition. The alternative cremation container provided will meet the commercial item description as stated in AR 638-2, and be utilized for the cremation of all subsequent portions. A tag identifying the deceased will be attached to the top of the blanket. The tag will bear the deceased's name or name of the Group Designation, rank, last four numbers of the social security number, and date of death. The person with authority to effect disposition will specify whether a solid bronze or solid walnut urn will be provided. The preparing facility representative will provide an urn that meets the applicable urn specification as stated in AR 638-2. The bronze urn will be engraved with the name, rank, date of birth, and date of death (Month, Day, and Year). However, on a solid walnut urn, the information will be inscribed on an engraving plate. The preparing facility representative will ensure all the cremated remains recovered from the retort are placed in the urn and delivered to the destination designated by the person with authority to direct or effect disposition.

*a. Cremation of subsequently identified remains or retained organs effected by the Service as directed by the person with authority to direct or effect disposition.* When directed by the person with authority to direct or effect disposition, the Service will effect disposition per DoD mortuary affairs instructions.

*b. Cremation of unidentified remains.* The Service will effect disposition of unidentified remains per DoD mortuary affairs instructions.

*c. Crematory to provide the cremation services.* When the preparing facility representative contracts a crematory to provide the cremation services, the preparing facility representative will directly pay the crematory for the cremation services.

*d. Delivery of remains to the crematory.* Prior to delivery of remains to the crematory, the preparing facility representative will ensure that the retort (cremation chamber) and processor are operational. In the event either is inoperable, the preparing facility representative will arrange for cremation services to be performed to the standards of this section at another facility at no additional cost to the Government.

*e. Receipt and verification of remains within the cremation container at the crematory.* The crematory authority upon receipt will verify remains by checking the tags affixed to the blanket against the documentation accompanying the remains. This will constitute adequate verification of identification of the remains by the crematory operator. In the event the information on the tag is not in agreement with the documentation accompanying the remains, no cremation will be accomplished until the identification discrepancy is resolved. The crematory will provide a receipt for the remains to the Service mortuary representative. The receipt must show the name and address of the crematory facility, date and time of delivery of remains, verified name of deceased or group designation, the type of container used to deliver the remains, and the type of urn provided. Both the person delivering the remains and the crematory representative receiving the remains must sign the receipt.

*f. Sheltering of remains for cremation.* When the crematory operator is unable to cremate the remains immediately upon taking custody thereof, the crematory authority will place the remains in a holding area not accessible to the public. Remains will not be stored overnight at the crematory.

*g. Remains accountability.* Immediately prior to being placed within the cremation chamber, the crematory authority will assign a cremation number that will correspond to the number on a metal identification (ID) disk, ceramic tile, or similar device. The numbered ID disk, ceramic tile, or similar device will be placed in the chamber with the remains being cremated. The numbered disk, tile, or similar device will be maintained with the cremated remains from the retort until the cremated remains are placed in the urn. The numbered ID disk, ceramic tile, or similar device will then be affixed to the packaged cremated remains inside the urn.

*h. Completion of cremation.* Upon completion of cremation, the cremated remains will be removed from the cremation chamber and the chamber swept clean. The cremated remains will be placed in a

container or tray dedicated solely to that cremation. The identification disk, ceramic tile, or similar device will be attached to the container or tray to await final processing.

*i. Segregated from the cremated remains.* All body prostheses, bridgework, or similar items; metallic casket parts; and uniform accoutrements not consumed or destroyed in the cremation process will be segregated from the cremated remains and disposed of as regulated medical waste.

*j. Final processing.* All cremated remains will undergo final processing where each fragment is reduced to an unidentifiable dimension of no more than 1/8 inch in size.

*k. Inurnment of cremated remains.* After processing, the cremated remains will be placed in an urn with the identification disk, ceramic tile, or similar device affixed to the top of the packaged cremated remains inside the urn.

*l. Placement in the urn.* If the cremated remains do not fill the urn, the extra space must be filled with clean absorbent cotton. If the volume of the cremated remains exceeds the capacity of the urn provided, the Service mortuary representative will be notified to authorize a specification urn of adequate capacity to hold the cremated remains.

*m. Release of cremated remains.* The cremated remains will be released to the Service mortuary representative.

*n. Receipt of release.* The crematory representative will provide the Service mortuary representative with a receipt for the release of the urn containing the cremated remains. The receipt must display the following:

- (1) The name and address of the Government activity receiving the urn and cremated remains.
- (2) The date and time of release of the urn and cremated remains.
- (3) The verified name of the deceased or name of the Group Designation and the cremation number.
- (4) The type of urn the cremated remains are released in.
- (5) The signatures of both the person releasing and the person receiving the remains.

*o. Release Documentation.* The preparing mortuary will provide all necessary documentation required for disposition of the cremated remains, to include the certificate of cremation and burial/transit permit. If applicable law does not prescribe the format for a cremation certificate, then the preparing mortuary will prepare and sign a certificate that includes the deceased's name or group designation, date of death or incident, date of cremation, the corresponding cremation identification number, and the name and address of the crematory.

## **Appendix D**

### **Standard Escort Briefing**

#### **D–1. Preface**

a. This standard escort briefing (fig D–1) provides the CACs and Army mortuaries a guide to brief the escorts for remains. By using the standard escort briefing, CACs will ensure that all escorts are provided with the minimum necessary information to fulfill their responsibilities as prescribed in AR 638–2. CACs are encouraged to modify this briefing to accommodate the speaker's presentation style, the specific mission, and local procedures and requirements. CACs do not have the authority to modify Army policy and procedures without prior approval from CMAOD.

b. Before giving this briefing, the speaker must be familiar with Army and local policies and procedures for escorting remains. At several points in the briefing, the speaker must know which optional statement complies with Army and local policy and procedures.

#### **D–2. Comments**

Comments to improve this briefing are submitted to Commanding General, U.S. Army Human Resources Command (AHRC–PDC), 1600 Spearhead Division Ave, Fort Knox, KY 40122–5400.

## ARMY ESCORT BRIEFING

### 1. INTRODUCTION

I am [Your Name] of the [Installation] Casualty Assistance Center (CAC). The purpose of this briefing is to familiarize you with your duties as a military escort for the remains of [Name of Deceased]. This briefing will cover your duties from the time you depart the preparing mortuary until you return to your unit.

Do you have sufficient funds or a Government issued travel credit card or a personal credit card to use to pay for your meals and lodging during your mission?

Your mission as an escort is to ensure that [Name and Rack of Deceased] remains are safeguarded and properly moved from the time of release from the preparing mortuary until delivery to the receiving funeral home selected by the Person Authorized to Direct Disposition (PADD).

I'd like to emphasize the importance of this assignment and the requirement that you maintain the highest standards of conduct and courtesy, including neatness of appearance and sobriety. You will not discuss the purpose of your travel with anyone other than the carrier's agents and representatives. Furthermore, you will not discuss with anyone rumors, speculation, or circumstances of the incident surrounding the death of the Soldier.

You will wear the Army Service Uniform and be well groomed when you depart the preparing mortuary. This will be your duty uniform until the completion of your mission. Ensure you take adequate clean clothing for 2 days.

Because of the nature of this mission, you are the Army's representative; therefore, your conduct and attitude must be above reproach. You must exercise tact and diplomacy throughout this mission. Further guidance concerning your duties is included in DA PAM 638-2, Chapter 6. A copy is attached for your use.

During this mission, you are responsible to the Fort [Installation] CAC. If you need assistance at any time during this mission, contact the Fort [Installation] CAC ASAP @ XXX-XXX-XXXX

Here are your travel orders. Ensure you take a copy with you when you depart on this mission.

### 2. TRANSPORTATION

As an escort, you will be issued travel orders, an **airline ticket** and itinerary to your final destination prior to leaving this installation. You will also receive travel orders and a Government Travel Request (GTR) for the deceased. These documents authorize transportation by common carrier for you and the deceased and your return trip to your duty station.

Upon completion of this mission, you will return to your duty station using the mode of transportation that has been arranged by the CAC. You **are** authorized a rental car. Your unit may authorize you to take leave in conjunction with this temporary duty after your mission is complete. You may not take leave enroute before the mission is complete. Any leave taken will be at personal expense. You must have a signed DA Form 31 with your travel orders. Escort TDY will be for a maximum of 2 days, excluding leave.

This office will advise you of your departure time and place. Before departing the preparing mortuary with the remains, you will verify the identity of the remains by checking the head envelope that is affixed to the head portion of the shipping container. Inside the head envelope will be the transit burial permit that must be given to the receiving funeral director. At this time, you should write your initials on the head end of the shipping tray and on the side corners at the head of the shipping tray. This marking will assist you in quickly identifying the remains you are

Figure D-1. Escort briefing



escorting if there are multiple remains in the cargo area or on the flight. This marking also is an easy method of knowing which end is the head during movement of the remains.

### **3. TRAVEL BY AIR**

The remains will travel feet first when being transported from one point to another. The only exception is during transport by aircraft when the head of the casket will be towards the nose of the aircraft. This is done as an extra precaution to prevent damage to the remains during take-off and landing.

Upon arrival at the cargo terminal of the airport, you will surrender the travel orders/GTR for the remains. You will then proceed to the airline terminal where you will pick up your electronic airfare tickets.

After receiving gate information, you will proceed to the appropriate gate and inform the agent that you are escorting human remains on flight **[Airline]** request to be taken onto the tarmac/flight line to observe the loading of the remains. Airline personnel will take you to the side of the aircraft where you can check the head envelope to ensure that the correct remains are loaded. You will then wait for the remains to be loaded. As the remains are loaded on or off the aircraft you will render the hand salute. If the trip involves aircraft transfers, follow the same procedures at each transfer point.

Should there be a change in your flight schedule, you must call the receiving funeral director and the shipping CAC to inform them of the change. If you will be detained overnight or should some other emergency arise, you will call the receiving CAC, the shipping CAC, and the receiving funeral director to advise them of the situation.

Upon arrival at your final destination, you will supervise the unloading of the remains. Remember to render the hand salute as the remains are off loaded from the aircraft. During this time the Casualty Assistance Officer and Military Funeral Honors team will render planeside honors and off load the remains from the airplane and load into the hearse. You will ride in the hearse to the Funeral Home unless extreme circumstances dictate that you need to obtain a rental car prior to departing.

Upon arrival at the receiving funeral home, you will remove the flag from the casket and re-inspect the casket for damage. Any damage will be noted on DA Form 5329. The funeral director will inspect the remains and complete Part II of DA Form 5329. You will inspect the uniform of the deceased to ensure that the uniform, brass, and decorations are still correctly placed on the uniform. You will contact the receiving CAC first if you need instructions for the repair or replacement of the casket, additional preparation of the remains, or cleaning of the decedents clothing. If you cannot contact the receiving CAC, contact this CAC at the above number.

### **4. TRAVEL BY HEARSE**

Missions within a 300-mile radius of the preparing mortuary may be accomplished through travel by funeral coach. Transportation will be provided for you and the remains by the Government from the shipping CAC directly to the receiving funeral home or other authorized consignment location such as a cemetery.

Upon arrival at your final destination, you will supervise the unloading of the remains. During this time the Casualty Assistance Officer and Military Funeral Honors team will render hearse side honors. Ensure you provide the receiving funeral director with the envelope containing the transit permit.

Once the remains arrive at the receiving funeral home, you are required to return to your duty station on via the travel that has been arranged by the CAC. You **[may/may not]** stay overnight at the receiving funeral home location.

**Figure D-1. Escort briefing - continued**

## **5. MEETING THE FAMILY**

It is not required that you meet the Family of the deceased Soldier. However, if you do meet the Family, the following guidance is provided: relay only official information to the Family that you have received from the CAC. Do not speculate or make assumptions concerning the death of the Soldier. Do not discuss entitlements or benefits or the eligibility to receive entitlements or benefits. Refer these kinds of questions to the CAO.

You are an official representative of the Secretary of the Army and your conduct must be above reproach. You will avoid the appearance of impropriety with the Family members of the deceased Soldier. You will not accept any gifts or gratuities offered to you.

## **6. STANDARDS OF CONDUCT**

As an official representative of the Army, the escort's conduct must be above reproach and not discredit the Army. The escort must be particularly sensitive to avoid the appearance of having an improper personal relationship with the surviving spouse. The escort may accept invitations to social functions not part of the funeral or interment service. The escort must not accept gratuities and gifts. The escort will not discuss the purpose of the travel with anyone other than the carrier's agents and representatives. The escort will not discuss rumors, speculations, or other unconfirmed reasons, cause, or circumstances of the incident surrounding the death with anyone.

## **7. PAYMENT OF FUNERAL AND INTERMENT EXPENSES**

The Army provides the PADD with an allowance to defray the funeral and interment expenses. The CAO will provide the PADD with the necessary forms and assist the PADD in submitting their claim for reimbursement. Refer questions concerning payment of funeral and interment expenses to the CAO.

## **8. CONCLUSION**

Do you have any questions concerning your duties, responsibilities, or any other aspect of this mission?

**Figure D-1. Escort briefing - continued**

## 9. POINT OF CONTACT LIST

You will maintain contact with the following activities during the escort mission:

- a. The shipping CAC: The CAC having geographic responsibility for arranging transportation for the remains after preparation is completed. Changes in travel itinerary, casket damage, or any other problems encountered by the escort will be reported to the shipping CAC.
- b. The receiving CAC: The CAC having geographic responsibility for the location of the receiving funeral home. Changes in travel itinerary will be reported to the receiving CAC.
- c. Receiving funeral home: The commercial mortuary service provider engaged by the PADD to provide funeral and interment services. Changes in travel itinerary will be reported to the receiving funeral home.
- d. CAO: The Army's representative to pass information to the Family of the deceased Soldier.
- e. Points of contact for this mission:

Shipping CAC: **[Name]**  
Telephone: **[Day number]** and **[Evening number]**

Receiving CAC: **[Name]**  
Telephone: **[Day number]** and **[Evening number]**

Receiving funeral home: **[Name]**  
Telephone: **[Day number]** and **[Evening number]**

CAO: **[Name]**  
Telephone: **[Day number]** and **[Evening number]**

Figure D–1. Escort briefing - continued

## **Appendix E**

### **Displaying the Flag on a Casket and Folding the Flag in Cocked Hat Design**

#### **E-1. Displaying the flag on a casket**

No object of any kind will be placed on the flag of the United States. Procedures for displaying the flag on the casket are as follows:

- a. Closed casket.* Center the flag on the casket with the “Union” (blue field) at the head and over the left shoulder of the deceased as shown in figure E-1.
- b. Half-couch casket.* On a half open (half-couch) casket, the flag is arranged in three layers of ten inch folds to cover the closed half of the casket. The “Union” will be the top layer on the deceased’s left. Display the flag as shown in figure E-1.
- c. Half-couch casket, displaying flag in cocked hat design.* When a floral arrangement or other object is placed on the lower panel of the casket, display the interment flag in the cocked hat design and place it in the head panel of the casket as shown in figure E-1.

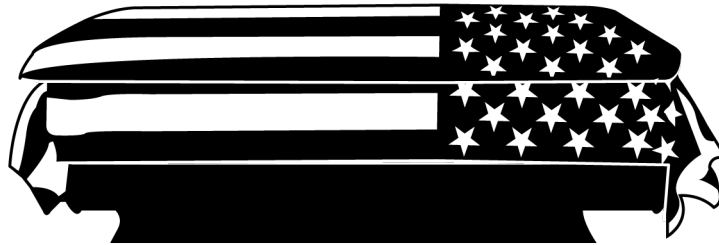
#### **E-2. Folding the United States flag**

The interment flag should be folded as shown in figure E-2 before presenting it to the recipients. It will also be folded in this manner when it is used in the head panel of a half- or full-couch casket or displayed with cremated remains.

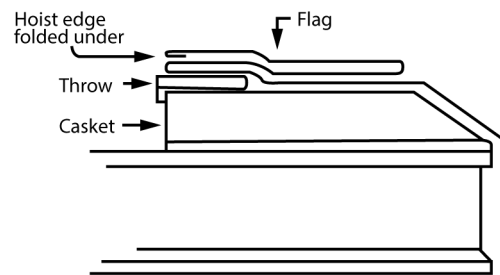
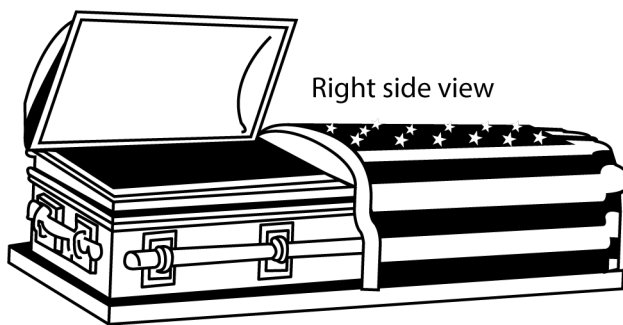
---

When draping a flag on a closed casket, the “Union” rests at the head and over the left shoulder of the body of the deceased.

Left side view



On a half open (half couch) casket, the flag is arranged in three layers of ten inch folds to cover the closed half of the casket. The blue field will be the top layer on the deceased's left.



When a casket is displayed full open, the flag is folded into a triangle with only the stars and blue of the “Union” showing. Then, it is placed in the center of the top portion of the casket lid just above the left shoulder of the deceased.

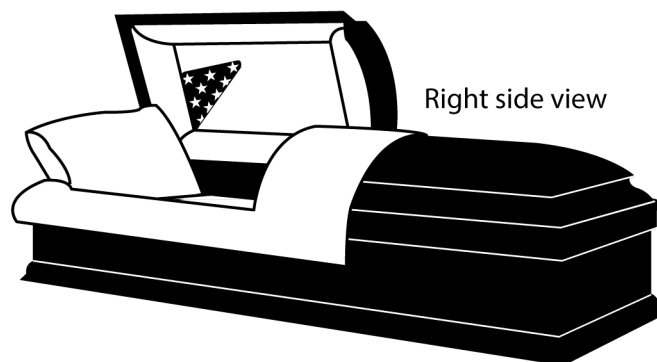


Figure E-1. Flag display on casket

---



## How to fold the United States Flag

United States flags are manufactured with a proportion of 1.0 (the Hoist, or Width) to 1.9 (the Fly, or Length), therefore the folding instructions are the same regardless of the size of the flag.

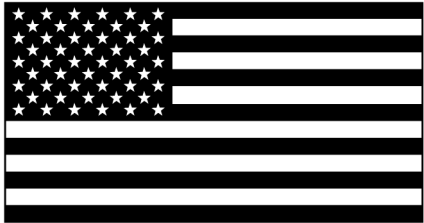
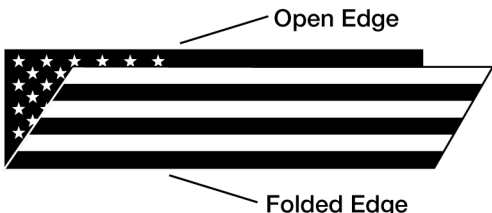
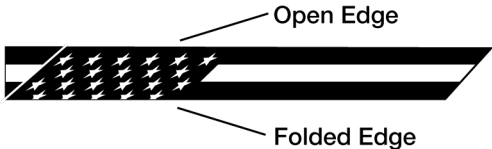
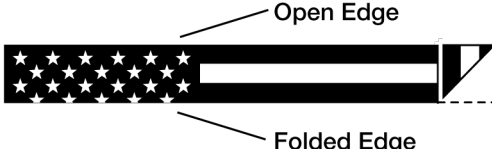



Start		<p>↑ Hoist ↓</p> <p>← Fly →</p>
Step 1		Fold the lower striped section of the flag over the blue field.
Step 2		Folded edge is then folded over to meet the open edge.
Step 3		A triangular fold is then started by bringing the striped corner of the folded edge to the open edge.
Step 4		Outer point is then turned inward and parallel with the open edge to form a second triangle.
Step 5		Triangular folding is continued until the entire length of the flag is folded in the triangular shape with only the blue field visible.
Completed		The edge of the final triangular fold is tucked tightly inside the remaining open fold.

Figure E-2. How to fold the United States flag





## Appendix F

### Summary Courts-Martial Officer Briefing Guide

#### F-1. Introduction

a. Good morning/afternoon, I am (name) of the (name) Casualty Assistance Center (CAC). This briefing is to familiarize you with your duties as a Summary Courts-Martial Officer (SCMO) for the disposition of personal effects.

b. The manner in which you perform your duties will directly affect the Family of the deceased/missing Soldier. If you are not diligent and do not pursue your responsibilities with a sense of urgency, you will add to the Family's pain and suffering. Do not take this duty or responsibility lightly.

c. The appointment of a SCMO for the disposition of PE of a deceased or missing Soldier is required by 10 USC 7712. You have been appointed as the SCMO to dispose of the PE of (name, rank, SSN, and unit of deceased). (Provide the SCMO with the appointment order.)

d. Your duties, as prescribed by AR 638-2 are to collect and safeguard PE, determine the Person Eligible to Receive Effects (PERE), and deliver or ship the PE to the PERE. Your authority to collect the PE extends only to PE found in places under the Army's jurisdiction or control. You have no legal authority to secure property that is not under the Army's jurisdiction or control. I will discuss this in more detail when I cover locating PE.

e. You are not required to pay and collect local debts of the deceased/missing Soldier and should only do so in unusual circumstances. The law governing the disposition of PE does not confer upon you the authority to act as the legal representative of the estate or convey title of any PE collected. As such, you are not an executor or administrator of the estate and therefore not responsible for notifying debtors or creditors. Additional information is found in AR 638-2 (see limitations) and chapter 16 of this regulation.

f. In the case of a deceased Soldier, you have the authority to secure the PE removed from the remains by the Army's contract funeral home. The contract funeral home does not have the authority to release this PE to any other person or agency without the prior approval of this CAC. You will inventory this PE (using a DA Form 54), secure, and make disposition of this PE.

g. On occasion the person authorized to direct disposition (PADD) may request that certain sentimental items of PE (such as wedding bands, religious medals, lockets, or jewelry) be placed on the remains for interment. You may comply with this request if the PERE agrees and the sentimental items are absolutely associated to the deceased Soldier. You will release the items in sufficient time for the preparing mortuary to place the PE on the remains. If the remains depart the preparing mortuary before you can deliver the PE to the preparing mortuary, contact this CAC for instructions to ship the PE in time to be available for the viewing, funeral, interment, or cremation of the remains.

h. If the Soldier died in a MTF, you will coordinate directly with medical personnel who have custody of the PE located at the MTF. You will request a copy of DA Form 4160 from the MTF patient administrator to assist the PERE in locating sentimental items.

i. The prompt delivery or shipment of the deceased/missing Soldier's PE is an important command function. A SCMO must be appointed quickly and must be provided with sufficient resources and time to discharge his or her duties in an expeditious manner. When PE are located at two or more locations, the commander with SCMO convening authority for each location must appoint a SCMO to care for the PE. The SCMO appointed by the commander with SCMO convening authority for the Soldier's unit of assignment is the primary SCMO for all PE. Coordination with other SCMOs may be necessary during the discharge of your duty.

j. This duty requires the completion and submission of several documents and reports by you. These requirements are set forth in AR 638-2 (see required documents) and chapter 13 of this regulation, and on the attached list of required reports and documents. Your SCMO final report is due to Commanding General, HRC (AHRC-PDC), thirty days from the date of death. The local appointing authority before submission to CMAOD must review this report.

k. You must adhere to the PERE order of precedence established in the law and implemented by AR 638-2 in carrying out this duty. Do not allow your own sense of justice or fairness or your personal opinion about who should receive the Soldier's PE to influence you as you perform this duty.

l. During the course of this duty, you are responsible to this CAC and CMAOD. If you need assistance at any time, contact this CAC at [number] or contact CMAOD at [number] (duty hours) or [number] (non-duty hours).

## **F-2. Personal effects**

a. PE are defined as personal, movable property, such as items on the deceased (or missing) Soldier, clothing, HHG, personal property generally located in living quarters, motor vehicles, mobile homes, and cash, stock and bond certificates, and other negotiable instruments.

b. Personal effects do not include money on deposit with financial institutions; accounts invested with a brokerage agency; real estate; commercial business equipment; Government property issued, loaned or leased to the deceased Soldier; pets and other animals. See AR 638-2 for a more complete listing of items that qualify as PE.

## **F-3. Locating personal effects**

a. If the deceased/missing Soldier lived on-post, you have the authority to enter Government-owned housing to include Family quarters, bachelor officer quarters, bachelor enlisted quarters, barracks, guest houses/lodges, or Government contract housing off-post for the purpose of inventorying, safeguarding, and shipping PE.

b. You do not have the authority to collect or secure PE located in privately owned or leased off-post housing. The PERE must provide a power of attorney authorizing you to enter off-post housing to arrange shipment of PE.

c. You should contact various agencies and organizations on-post to determine if there are any PE of the deceased/missing Soldier located there. Places to contact to locate PE include, but are not limited to, the Soldier's unit, especially the individual's work site and supply room; post (Quartermaster) laundry, post auto, craft, hobby shops; post bowling alley; post transportation office for stored HHG; post stables; and any other locations where the Soldier may have had PE housed or stored.

d. You must run at least three notices in the installation newspaper and weekly bulletin. These notices will advise persons having property belonging to the deceased or missing person to contact you. The notice will also advise persons who the deceased/missing person is indebted to or who are indebted to the deceased/missing person to contact you.

e. The existence of pets or other animals, such as horses, can present a challenge to you as the SCMO.

f. All personal property associated with the home and all PE belonging to the deceased/missing Soldier are considered to be HHG. However, not all of the HHG may be the property of the deceased/missing Soldier. Within a household you would normally find the husband's PE, the wife's PE, and the child's PE. You will need to determine which items of PE and HHG absolutely belonged to the deceased/missing Soldier in order to deliver it to the PERE. For a full discussion of this matter, see chapter 12.

## **F-4. Determine the person eligible to receive the effects**

As SCMO, you do not determine ownership of the deceased/missing Soldier's PE. You will determine, however, who is the PERE. You will use the Soldier's personnel records and the order of precedence found in AR 638-2 to determine who is the PERE. Problems, challenges, and unusual situations may require you to seek assistance from CMAOD to help determine the PERE.

## **F-5. Government property issued to the deceased/missing Soldier**

a. You will withdraw from the PE any OCIE and any other government property issued to the Soldier and turn it in to supply channels. This also includes any installation recreation service supplies and equipment, and items belonging to Army Community Services Lending Closet and similar Soldier/Family support activities.

b. Personal military clothing of the Soldier, except that required for burial, will be shipped to the PERE. Further guidance regarding clothing is found in chapter 12.

## **F-6. Inventory forms**

a. Outside theaters of conflict there are two forms used for the inventory of PE: DA Form 54 and DA Form 4160. DD Form 1076 is used to inventory PE within theaters of conflict.

b. You must enter a detailed description of each item of PE on DA Form 54. For example, audio/video equipment must include brand name, model, and serial number. Items of jewelry will be described to include the color of the metal (not the metal content), presence and color of stones, if any, and all inscriptions.

c. Important personal documents and papers, bank and credit cards, currency and negotiable instruments will be listed individually on the inventory sheet.

d. Classified and other sensitive Government documents that were in the possession of the deceased/missing Soldier will be returned to the appropriate unit or Government security officer. Non-classified Government documents and papers will be turned in to the Soldier's duty supervisor.

e. You must use sound and careful judgment when withdrawing and destroying PE, to include documents and papers that could embarrass or cause added sorrow for the Family of the Soldier. Such items will not be listed on the inventory sheet. Rather, you will list these items on a "Certificate of Destruction" or "Listing of Items Withdrawn." These certificates are attached to the SCMO report. The certificates are not forwarded with the inventory of PE sent to the PERE.

f. DA Form 4160 is the inventory record for PE in the custody of military MTFs and activities. When the deceased Soldier's PE is obtained from a military MTF, you will attach DA Form 4160 to DA Form 54. Do not transfer the list of items from DA Form 4160 to DA Form 54. If a DA Form 4160 was not prepared by the MTF, you will prepare a DA Form 54 for the PE released to you by medical authorities.

g. Depending on the circumstances surrounding the death of the Soldier, there may be PE in the custody of civil or military law enforcement agencies. You must obtain an inventory of these items from the law enforcement agency.

#### **F-7. Cash, coins, and checks found in the deceased (or missing) Soldier's personal effects**

These items must be safeguarded until they can be turned over to the PERE. When the total of U.S. currency is \$20 or more, you will request from the local FAO a Government check for the total amount made payable to the PERE.

#### **F-8. Cleaning soiled personal effects**

You will insure that soiled clothing and other PE are cleaned or otherwise made presentable before delivery to the PERE. This includes clothing and items found on or with the remains, in the unit's field site or in the Soldier's quarters. You should coordinate with this CAC for payment of such charges.

#### **F-9. Personal effects disposition methods**

a. There are three proper methods for disposing of PE: delivery to the PERE, public sale, and destruction. Once you have determined the PERE; secured, inventoried, and shipped the PE to the PERE; your responsibility ends.

b. If you determine that it is in the best interest of the PERE and the Government, you may conduct a public sale of PE. Before you sell any PE, ensure you are complying with the specific criteria established in AR 638-2 (see sale of PE).

c. You are authorized to destroy PE of no sentimental or salable value or items that cannot be shipped because of transportation regulations. You must use discretion and common sense in deciding which items should be forwarded and which should be destroyed. Before you destroy any PE, ensure that you are complying with the specific criteria established in AR 638-2 (see destruction of PE).

#### **F-10. Timeliness**

It is imperative that you perform your duties in a timely manner and in accordance with the regulation. You must ensure that your duties are completed before departing on pass or leave, attending a school, or training exercises. You must advise the CAC of any periods of absences or duties that will prevent you from completing your duties quickly. Be sure that you understand the reports and documents that are required as part of this duty and the time-line for their submission.

#### **F-11. Conclusion**

This concludes the briefing regarding your duties as Summary Courts-Martial Officer. Do you have any questions or concerns about your duties and responsibilities?

#### **F-12. Summary Courts-Martial Officer checklist**

##### *a. Information.*

- (1) Review SCMO duties as prescribed in AR 638-2.
- (2) Review list of required documents.
- (3) Provide SCMO with separate list of required documents and reports.

- (4) Provide point of contact (POC) at CAC.
- (5) Provide POC at CMAOD.
- (6) Provide SCMO with copy of AR 638–2.
- (7) Provide SCMO with copy of DA Pam 638–2, chapters 11 through 16.

**b. Forms.**

- (1) DA Form 54.
- (2) DA Form 4160.
- (3) DD Form 1076.

**c. Reports.** Review timeline for submission of required reports.

### **F–13. List of required reports and documents**

**a. Reports.**

- (1) *Final report.*
- (2) *Interim report.* Submit if circumstances prevent submission of final report within the prescribed time (within 30 days of death or report of missing).
- (3) *Report of missing goods.* Submit when the SCMO receives inquiries from the eligible recipient regarding missing PE.
- (4) *Investigation.* Summary of the findings, together with the information, if applicable, that a claim for the missing PE may be filed.
- (5) *Submission of findings.* Copies of the complete report of all actions taken in an effort to locate missing PE.

**b. Required documents.** The SCMO will attach to the original report the following documents, as applicable:

- (1) *Appointing order.* Copy of order appointing the SCMO.
- (2) *Transportation order.* Copy of order authorizing shipment of PE to or from outside the United States.
- (3) *Letters to recipient.* Copies of letters to PERE advising them of the status of the PE.
- (4) *Wills.* Copy of any wills or testamentary letters found in PE.
- (5) *Sale of personal effects documents.* Copies of bills of sale for items sold and the authority for the sale (power of attorney, letters to eligible recipients, and so forth).
- (6) *Bulletins.* Copies of means used (such as daily bulletin) to determine the existence of local debtors and creditors.
- (7) *Receipts.* Copies of receipts signed by debtors or creditors for amounts of money, if any, collected and disbursed by the SCMO.
- (8) *Letters to creditors.* Copies of letters to creditors advising them of insufficient funds to cover debt and to communicate directly with PERE for settlement of accounts.
- (9) *Letters to other interested parties.* Copies of letters addressed to other interested parties to include the divorced parents of unmarried deceased Soldier, if applicable.
- (10) *Letters concerning non-shippable items.* Copy of the letter advising the PERE of any items which cannot be shipped at Government expense, with request that the PERE arrange to dispose of those PE, or submit a power of attorney authorizing the SCMO to sell the PE by public sale.
- (11) *Shipment notification letter.* Copies of letters advising PERE of the date the PE were shipped, the method of shipment, and the anticipated date of arrival.
- (12) *Certificate of destruction or withdrawal.* Certificates attesting to the destruction or withdrawal of any PE. This includes DA Form 3645 showing turn in of organizational clothing and equipment to supply channels.
- (13) *Inventory of items held by civil or military authorities.* Copies of receipts for items of PE still being held as evidence by Department of the Army Law Enforcement Officials (use DA Form 4137; unless the release may compromise an ongoing investigation), criminal investigators, or other authorities.
- (14) *Inventory of items shipped.* Copy of annotated DA Form 54 verifying contents of packages and attesting to the sealing of packages sent to the PERE by the SCMO.

## Appendix G

### Summary Courts-Martial Officer Submission of Reports

#### G-1. Reports

- a. *Final report.* Report will be prepared in memorandum format.
- b. *Interim report.* Used if circumstances prevent submission of final report within the prescribed time.
- c. *Report of missing personal effects.* Inquiries received by the SCMO from the eligible recipient regarding missing PE.
- d. *Investigation.* Summary of the findings, together with the information, if applicable, that a claim for the missing PE may be filed.
- e. *Submission of findings.* Copies of the complete report of all actions taken in an effort to locate missing PE.

#### G-2. Required documents

The SCMO will attach to the original report the following documents, as applicable:

- a. *Appointing orders.* Copies of order appointing the SCMO.
- b. *Transportation orders.* Copies of orders authorizing shipment of PE to or from outside the United States.
- c. *Letters to recipient.* Copies of letters that advised the PERE.
- d. *Wills.* Copies of any wills or testamentary letters found in the PE.
- e. *Sale of personal effects documents.* Copies of bills of sale for items sold and the authority for the sale (powers of attorney, letters to the eligible recipient, and so forth).
- f. *Bulletins.* Copies of means used (such as daily bulletins) to determine the existence of local debtors and creditors.
- g. *Receipts.* Copies of receipts signed by debtors or creditors for amounts of money, if any, collected and disbursed.
- h. *Letters to creditors.* Copies of letters to creditors advising them of insufficient funds to cover debt and to communicate directly with recipient of PE for settlement of account.
- i. *Letters to other interested parties.* Copies of letters addressed to other interested parties to include the divorced parents of unmarried deceased, if applicable.
- j. *Letters concerning non-shippable items.* Copies of the letter advising the eligible recipient of any items which cannot be shipped at Government expense, with request that the recipient arrange to dispose of the PE or submit a power of attorney authorizing the SCMO to sell the PE by public sale.
- k. *Shipment notification letter.* Copies of letters advising recipient of date PE were shipped, the method of shipment, and the anticipated date of arrival.
- l. *Certificate of destruction or withdrawal.* Certificates of destruction or withdrawal for any PE destroyed or withdrawn. This includes DA Form 3645 showing turn in of OCIE to supply channels.
- m. *Inventory of items held by civil or military authorities.* Copies of receipts for items of PE still being held as evidence by Department of the Army Law Enforcement Officials (use DA Form 4137; unless the release may compromise an ongoing investigation), criminal investigators, or other authorities.
- n. *Inventory of items shipped.* Copy of annotated DA Form 54 verifying contents of packages and attesting to the sealing of packages sent to the eligible recipient by the SCMO.

## **Appendix H**

### **Summary Courts-Martial Officer Communications**

#### **H-1. Personal effects custody determination**

The SCMO, on behalf of the Secretary of the Army, is obligated to determine the PERE of a deceased or missing Soldier.

#### **H-2. Corresponding with divorced parents to obtain a “Release Statement”**

When it has been determined that the parents of the Soldier are divorced, the following procedures will be followed:

- a. Correspond with each parent concerning the PE of deceased or missing. Exercise care in preparing letters addressed to the parents to prevent any misunderstanding as to the correct status of the individual concerned. Figures H-1 and H-2 are samples of letters to be sent to the parents of deceased or missing.
- b. Enclose a “Release Statement” with the letter written to the parent who is the PERE. That parent may complete the release statement to authorize delivery of the property to the other parent. Figure H-3 is a sample release statement.
- c. Send each parent a copy of the DA Form 54.

#### **H-3. Suspension of delivery or shipment of personal effects**

The SCMO will suspend action to deliver or ship an unmarried Soldier’s PE when available evidence indicates possible problems may ensue. Factors to be considered include, but are not limited to, records of the individual that reveal—

- a. The parents are divorced.
- b. Different addresses for the parents.
- c. Parents have different names.
- d. SCMO has been made aware of an interested party contesting the designation.
- e. Other information that casts doubt on the entitlement of a parent to receive the personal property.

#### **H-4. Response period and decision notification**

Property will be held for a reasonable period (maximum of 45 days) in order that both parents will have an opportunity to communicate with the SCMO. The SCMO will address letters to both parents advising each of his or her decision as to which of them is the Soldier’s PERE.

#### **H-5. Determination report**

The SCMO report pertaining to the disposition of the property of unmarried deceased or missing persons whose parents are divorced will include the reason for the selection of the parent PERE and, if pertinent, documentary evidence to support the decision.



REPLY TO  
ATTENTION OF

## DEPARTMENT OF THE ARMY

ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

July 18, 2022

NON-PERE PARENT  
ADDRESS  
CITY, STATE, ZIP

Dear NON-PERE PARENT,

Please accept my deepest condolences on the loss of your SON/DAUGHTER, SOLDIER'S NAME. I am writing you concerning the disposition of personal property belonging to SOLDIER'S RANK & NAME.

I have been appointed the Summary Court Martial Officer to secure and deliver SOLDIER'S RANK & NAME property to the person eligible to receive it under Federal Law (Title 10, United States Code, Section 4712) and Army Regulation 638-2 (Army Mortuary Affairs Program).

When the natural parents of an unmarried soldier are divorced and parents had joint, legal custody of the Soldier when he was a minor, normally the parent who had primary physical custody is the recipient of the decedent's property when there is no legal representative or children. Based on the information available to me at this time, and by the regulation cited above, OTHER PARENT is the eligible recipient. SOLDIER'S RANK & NAME property will be sent to HIM/HER unless HE/SHE releases it to you or I receive court documents that indicate that a legal representative has been appointed.

Please be advised that you have 45 days in which to contest the Person Eligible to Receive Effects selection and provide court documents to me. If you agree that OTHER PARENT is the Person Eligible to Receive Effects, you can relinquish your Person Eligible to Receive Effects rights by signing the enclosed "Release Statement" and returning it to me in the enclosed, self-addressed envelope.

The Personal Effects will be held 45 days from the date of this letter in order to give a legal representative an opportunity to come forward. If I do not receive court documents that show a legal representative has been appointed for SOLDIER'S RANK & NAME, I will send out the Personal Effects to OTHER PARENT on the 46<sup>th</sup> day.

We who deal with the disposition of our deceased Soldier's property desire to be fair and humane in this endeavor. By doing so, we feel that both parents should have the benefit of this advance information. So that HE/SHE may be aware of these procedures, I have forwarded a similar letter to HIM/HER. When I have completed the inventory of SOLDIER'S RANK & NAME property, copies of the inventory will be available for you and OTHER PARENT.

**Figure H-1. Non-person eligible to receive effects parent**

2

The Army does not establish ownership of your son's personal property. It is forwarded to you to be disposed of in accordance with the laws of the State in which SOLDIER'S RANK & NAME was a legal resident. Delivery of the property does not in itself vest title in the person receiving it.

Your prompt attention to this matter is respectfully requested. For your convenience in replying, a self-addressed envelope, which requires no postage, is enclosed.

Sincerely,

SCMO

2 Encls

1. Release Statement
2. Envelope

**Figure H-1. Non-person eligible to receive effects parent - continued**





REPLY TO  
ATTENTION OF

## DEPARTMENT OF THE ARMY

ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

July 18, 2022

PERE PARENT  
ADDRESS  
CITY, STATE ZIP

Dear PERE,

Please accept my deepest condolences on the loss of your SON/DAUGHTER, SOLDIER'S RANK & NAME. I am writing you concerning the disposition of personal property belonging to your SOLDIER'S RANK & NAME.

I have been appointed the Summary Court Martial Officer to secure and deliver SOLDIER'S RANK & NAME property to the person eligible to receive it under Federal Law (Title 10, United States Code, section 7712) and Army Regulation 638-2 (Army Mortuary Affairs Program).

When the natural parents of an unmarried soldier are divorced and parents had joint, legal custody of the Soldier when HE/SHE was a minor, normally the parent who had physical custody is the recipient of the decedent's property when there is no legal representative or children. Based on the information available to me at this time, by regulation cited above, you are the eligible recipient. SOLDIER'S RANK & NAME property will be sent to you unless you agree to release it to OTHER PARENT or I receive court documents within 45 days that indicate that a legal representative has been appointed.

The Personal Effects will be held 45 days from the date of this letter in order to give a legal representative an opportunity to come forward. If I do not receive court documents that show a legal representative has been appointed for SOLDIER'S RANK & NAME, I will send out the Personal Effects to you on the 46<sup>th</sup> day.

If you would like to release the property to OTHER PARENT, you may complete the enclosed "Release Statement" and return it to me in the enclosed self-addressed envelope.

The Army does not establish ownership of your son's personal property. It is forwarded to the elder parent to be disposed of in accordance with the laws of the State in which SOLDIER'S RANK & NAME was a legal resident. Delivery of the property does not in itself vest title in the person receiving it.

We who deal with the disposition of our deceased Soldier's property desire to be fair and humane in this endeavor. By doing so, we feel that both parents should have the

Figure H-2. Release statement

2

benefit of this advance information. So that HE/SHE may be aware of these procedures, I have forwarded a similar letter to OTHER PARENT. When I have completed the inventory of SOLDIER'S RANK & NAME, copies of the inventory will be available for you and OTHER PARENT.

Your prompt attention to this matter is respectfully requested. For your convenience in replying, a self-addressed envelope, which requires no postage, is enclosed.

Sincerely,

SCMO

2 Encls

1. Release Statement
2. Envelope

**Figure H-2. Release statement-continued**

### RELEASE STATEMENT

I would like to relinquish my rights to the Personal Effects of (SOLDIER'S RANK & NAME) now in the possession of the United States Army, thereby releasing the Army of responsibility to me.

\_\_\_\_\_  
[NAME]

**TYPE or PRINT RECIPIENT**

\_\_\_\_\_  
[NAME]

Signature

\_\_\_\_\_  
[MMMDYYYY]

Date

\_\_\_\_\_  
[NAME]

**TYPE or PRINT WITNESS/CAO**

\_\_\_\_\_  
[NAME]

Signature

\_\_\_\_\_  
[MMMDYYYY]

Date

Figure H-2. Release statement-continued

## **Glossary of Terms**

### **Active duty**

Full-time duty in the active military Services of the United States. A general term applied to all active military Service with the active force without regard to duration or purpose. The term "active duty" also applies to Reserve Officer Training Corps applicants, cadets, and midshipmen participating in practical military training. The term also applies to Service academy cadets, midshipmen, and members of the USAR and ARNG serving on AD, active training, ADT, or active duty for operational support.

### **Active duty for training**

A tour of AD which is used for training members of the reserve components to provide trained units and qualified persons to fill the needs of the Armed Forces in time of war or national emergency and such other times as the national security requires. The Servicemember is under orders which provide for return to non-active status when the period of active duty for training is completed. It includes annual training, special tours of active duty for training, school tours, and the initial duty for training performed by non-prior Servicemembers.

### **Active status**

Status of all Reserves except those on an inactive status list or in the Retired Reserve. Reservists in an active status may train for points and/or pay and may be considered for promotion.

### **Administrator of the estate**

Person appointed by a civil court to administer the decedent's estate.

### **Adopted child**

Individual whose adoption has been legally completed before the child's 21st birthday. A child for whom the Servicemember has a final decree of adoption.

### **Air tray**

A transfer container consisting of a wooden tray with a cardboard covering for the casket.

### **Annual training**

The minimal period of training reserve Servicemembers must perform each year to satisfy the training requirements associated with their Reserve Component assignment.

### **Area of responsibility**

The geographical area associated with a combatant command within which a combatant commander has authority to plan and conduct operations.

### **Arm**

That part of the casket handle that attaches the bar to the lug.

### **Autopsy (postmortem examination, necropsy)**

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

### **Bar**

That part of the casket handle, attached to the lug or the arm, which is grasped by the casketbearers.

### **Believed to be identification**

The status of a name association with any remains until a positive identification has been made by competent authority. The name association is based upon unscientific evaluation of the casualty incident, certain physical evidence, and witness statements. Used interchangeably with tentative identification.

### **Blood**

Human blood, human blood components, and products made from human blood.

**Body**

That portion of the casket shell containing the top body molding, the body panel, the base molding, and casket bottom.

**Bronze**

A metal alloy consisting of 90 percent copper with tin and sometimes zinc comprising the remaining 10 percent.

**Burial**

The disposition of human remains by placement underground (in a grave), a crypt, vault or tomb, or at sea.

**Burial certificate (burial permit)**

A legal paper issued by the local Government authorizing disposition of dead human bodies.

**Cap (lid)**

The topmost part of the casket shell, including the rim (ogee), crown, and pie (fishtail).

**Casket**

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

**Casket coach**

A motor coach designed and used for the conveyance of the casketed remains from place to place.

**Casualty**

Any person who is lost to the organization by having been declared dead, duty status-whereabouts unknown, missing, ill, or injured. See also Casualty category; Casualty status; Casualty type; Duty status - whereabouts unknown; Hostile casualty; Nonhostile casualty.

**Casualty Assistance Center**

The command 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 CAC. The CAC with geographic responsibility for the location of the Soldier's assigned unit. // b. Honors CAC. 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 CAC. The CAC contracting for the preparation and transportation of remains when the Army-arranged disposition option is selected. // d. Receiving CAC. The CAC having geographic responsibility for the location of the receiving funeral home. // e. Reporting CAC. The CAC having geographic responsibility for submitting the initial casualty report to CDR, HRC (AHRC-PDC). // f. Shipping CAC. The CAC having geographic responsibility for arranging transportation for the remains after preparation is completed. In most cases, the shipping is the reporting CAC.

**Casualty category**

A term used to classify specifically a casualty for reporting purposes based upon the casualty type and the casualty status. Casualty categories include killed in action (KIA), died of wounds received in action, and wounded in action. See also Casualty; Casualty status; Casualty type; Duty status - whereabouts unknown; Missing.

**Casualty status**

A term used to classify a casualty for reporting purposes. There are seven casualty statuses: deceased; duty status - whereabouts unknown; missing; very seriously ill/injured; seriously ill/injured; incapacitating illness or injury; and not seriously injured. See also Casualty; Casualty category; Casualty type; Deceased; Duty status - whereabouts unknown; Incapacitating illness or injury; Missing; Not seriously injured; Seriously ill/injured; Very seriously ill/injured.

**Casualty type**

A term used to identify a casualty for reporting purposes as either a hostile casualty or a nonhostile casualty. See also Casualty; Casualty category; Casualty status; Hostile casualty; Nonhostile casualty.

**Cemetery**

An area of ground set aside and dedicated for final disposition of the deceased.

**Ceremony**

A formal or symbolic act or observance; similar to ritual but it may or may not have symbolic content.

**Child**

With respect to a Servicemember or former Servicemember of a uniformed Service, means the unmarried legitimate child, unmarried adopted child, unmarried stepchild, or unmarried person who is placed in the home of the Servicemember or former Servicemember by a placement agency (recognized by the Secretary of Defense) in anticipation of the legal adoption of the person by the Servicemember or former Servicemember; and who otherwise meets the requirements specified in paragraph (2)(D) of 10 USC 1477.

**Civilian internee**

a. A civilian who is interned during armed conflict or occupation for security reasons or for protection or because he or she has committed an offense against the detaining power. b. Persons interned and protected in accordance with the Geneva Convention Relative to the Protection of Civilian Persons in Time of War, 12 August 1949 (Geneva Convention). See also Prisoner of war (POW).

**Civilian internee camp**

An installation established for the interment and administration of civilian internees.

**Collecting point**

A point designated for the assembly of personnel casualties, stragglers, disabled material, salvage, and so forth, for further movement to collecting stations or rear installations.

**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.

**Conditional bill of sale**

A formal instrument for the conveyance or transfer of title to goods and chattels subject to one or more conditions.

**Contaminated**

Marked by the presence or reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

**Contaminated laundry**

Laundry that has been soiled with blood or other potentially infectious materials or may contain sharps.

**Contaminated remains**

Remains of personnel that have absorbed or upon which have been deposited radioactive material, or biological or chemical agents.

**Contaminated sharps**

Any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, and exposed ends of wires.

**Contract**

A legally enforceable agreement between parties having capacity to contract whereby certain rights and obligations are created in both parties and for the breach of such duties a party may become liable in law for damages.

**Corner**

An optional part of the casket hardware that is attached to the four corners of the body panel.

**Coroner**

A public officer whose chief duty is to investigate death when the question of accident, suicide, or homicide may be evident or where there was no doctor in attendance. Also to hold inquests and affix blame and responsibility.

**Cost**

The price paid to acquire, produce, accomplish, or maintain anything.

**Cotton**

The soft, white, downy fibers of the cotton seed.

**Creditors**

A person or organization to whom money or goods are owed.

**Cremate (cremation)**

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

**Cremated remains**

Those elements remaining after cremation of a dead human body.

**Crematory (crematorium)**

A furnace or retort for cremating a dead human body; a building that houses a retort.

**Crepe**

A thin crinkled cloth of silk, rayon, cotton, or wool.

**Crown**

The uppermost part of the cap of the casket, extending from rim to rim.

**Crypt**

A chamber of a mausoleum of sufficient size, generally used to contain the casketed remains of a deceased person.

**Death**

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

**Debtors**

A person or organization that owes money or goods to another.

**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 also Casualty status.

**Dehydration**

Loss of moisture from body tissue that may occur antemortem or postmortem (antemortem: febrile disease, diarrhea, or emesis; postmortem: injection of embalming solution or through absorption by the air).

**Dependent**

An individual whose relationship to the sponsor leads to entitlement to benefits and privileges, if not prohibited by statute, to include a qualifying same-sex domestic partner and children of the same-sex domestic partner.

**Detainee**

A term used to refer to any person captured or otherwise detained by an armed force.

**Detainee collecting point**

A facility or other location where detainees are assembled for subsequent movement to a detainee processing station.

**Detainee processing station**

A facility or other location where detainees are administratively processed and provided custodial care pending disposition and subsequent release, transfer, or movement to a POW or civilian internee camp.

**Discoloration**

Any abnormal color in or on the human body.

**Disposition**

This includes temporary interment or temporary storage as directed by the Service or combatant commander and final or permanent disposition, including burial or cremation, as directed by the PADD.

**Duty status - whereabouts unknown**

A transitory casualty status, applicable only to military personnel, that is used when the responsible commander suspects the Servicemember may be a casualty whose absence is involuntary, but does not feel sufficient evidence currently exists to make a definite determination of missing or deceased. See also Casualty status.

**Embalmer**

One who is licensed by a State or States to disinfect, preserve, and restore the dead human body to a natural life-like appearance.

**Emergency**

An unforeseen combination of circumstances that results in a need for immediate action.

**Emergency interment**

An interment, usually on the battlefield, when conditions do not permit either evacuation for interment in an interment site or interment according to national or international legal regulations. See also Group interment; Mortuary Affairs; Temporary interment; Trench interment.

**Entombment**

The placing of remains in a crypt in a mausoleum.



**Estate**

The assets and liabilities left by a person at death.

**Euthanasia**

The act or practice of killing or permitting the death of hopelessly sick or injured domestic animals in a relatively painless manner for reasons of mercy.

**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).

**Eyes**

A special part on certain sealer caskets that is attached to the ogee flange and wedges in the locking device which engages the eyes and pulls the ogee flange downward on the rubber gasket, compressing it against the top body molding flange, thus forming a seal.

**Federal service**

A term applied to National Guard Servicemembers and units when called to active duty to serve the Federal Government under Article 1, section 8, and Article II, section 2, of the Constitution and 10 USC 12401 through 10 USC 12408. See also Active duty; Reserve components.

**Financial institutions**

A bank, savings and loan organization, or other agency that circulates money, grants credit, makes investments, and handles the provisions of a banking facility.

**Fold**

See Gimp.

**Foot panel**

A component part of the casket interior which is inside the foot portion of the casket cap.

**Friendly fire**

In casualty reporting, a casualty circumstance applicable to persons KIA or wounded in action mistakenly or accidentally by friendly forces actively engaged with the enemy, who are directing fire at a hostile force or what is thought to be a hostile force. See also Casualty.

**Full couch casket**

A casket so designed as to display the deceased from head to foot.

**Funds**

A sum of money or other resources set aside for a specific objective.

**Funeral coach**

See Casket coach.

**Funeral director**

An individual licensed by a State or States to prepare dead human remains, other than by embalming, for interment or other means of disposition; the person who conducts funeral services and counsels with survivors.

**Funeral home (mortuary)**

A building used for the purpose of embalming, conducting funerals and supplying funeral merchandise.

**Funeral service**

The rites held at the time of disposition of human remains; rites with the body present.

**Gauge**

A measurement of thickness of metals; the number of sheets of metal necessary to equal approximately one inch of thickness.

**Gimp**

A strip of metal, plastic, or cloth that is attached to the inside of the panel, covering the area at which point the roll (cove) is anchored.

**Grave**

An excavation in the earth as a place for interment.

**Group interment**

An interment in a common grave of two or more individually unidentified remains. See also Emergency interment; Mortuary Affairs; Temporary interment; Trench interment.

**Half couch casket**

A casket so designed as to display the deceased from the waist up.

**Hardwood**

Any tough, heavy timber with a compact texture; any deciduous tree (any tree that loses its leaves annually).

**Head panel**

A component part of the casket interior which is inside the head portion of the cap; no distinction is made between the head panel and the foot panel in full-couch caskets.

**Home**

A person's legal or permanent residence as distinguished from place of temporary abode.

**Home station**

The permanent location of active duty units and Reserve Component units (for example, location of armory or reserve center). See also Active duty; Reserve components.

**Hostile casualty**

A person who is the victim of a terrorist activity or who becomes a casualty "in action." "In action" characterizes the casualty as having been the direct result of hostile action, sustained in combat or relating thereto, or sustained going to or returning from a combat mission provided that the occurrence was directly related to hostile action. Included are persons killed or wounded mistakenly or accidentally by friendly fire directed at a hostile force or what is thought to be a hostile force. However, not to be considered as sustained in action and not to be interpreted as hostile casualties are injuries or death due to the elements, self-inflicted wounds, combat fatigue, and, except in unusual cases, wounds or death inflicted by a friendly force while the individual is in an absent without leave, deserter, or dropped from rolls status or is voluntarily absent from a place of duty. See also Casualty; Casualty type; Nonhostile casualty.

**Household goods**

All personal property associated with the home and all PE belonging to a Servicemember and the Servicemember's Family members or dependents which can be legally accepted and transported by an authorized commercial carrier in accordance with the rules and regulations established or approved by an appropriate Federal or State regulatory authority.

**In camp or quarters**

A military station, post, installation (to include leased facilities), unit areas in the field, or other place under the control or jurisdiction of a United States Armed Service.

**Inactive duty training**

Authorized training performed by a Servicemember of a Reserve Component 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 Reserve Component 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. Does not include work or study associated with correspondence courses. See also Active duty for training.

**Inactive National Guard**

Army National Guard personnel in an inactive status not in the Selected Reserve who are attached to a specific National Guard unit but do not participate in training activities. Upon mobilization, they will mobilize with their units. In order for these personnel to remain Servicemembers of the Inactive National Guard, they must muster once a year with their assigned unit. Like the Individual Ready Reserve, all Servicemembers of the Inactive National Guard have legal, contractual obligations. Servicemembers of the inactive National Guard may not train for retirement credit or pay and are not eligible for promotion. See also Individual Ready Reserve and Selected Reserve.

**Inactive status**

Status of reserve Servicemembers on an inactive status list of a ferserve component or assigned to the Inactive Army National Guard. Those in an inactive status may not train for points or pay, and may not be considered for promotion.

**Incapacitating illness or injury**

The casualty status of a person: (a) Whose illness or injury requires hospitalization but medical authority does not classify as very seriously ill/injured; or (b) Seriously ill/injured and the illness or injury makes the person physically or mentally unable to communicate with the next of kin. See also Casualty status.

**Incidents**

Brief clashes or other military disturbances generally of a transitory nature and not involving protracted hostilities.

**Indigent**

Lack the necessities of life; needy, poor, pauper.

**Individual Ready Reserve**

The Individual Ready Reserve (IRR) is a manpower pool of individuals who have already received military training, either in the Active Component or in the Selected Reserve. Members of the IRR can volunteer for training or active duty assignments, and they can also be involuntarily ordered to active duty under a Partial Mobilization or a Full Mobilization.

**Inhume**

See Inter.

**Inhument**

See Interment.

**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.

**Inner panels**

Functional or ornamental covering that usually covers the foot end of the casket in the full-couch casket; may be located at both the head and foot of the full-couch casket.

**Inquest**

An official inquiry or examination to determine the cause of death.

**Inter**

Bury in the ground.

**Interment**

Act of placing a dead human body in the ground (see Burial).

**Killed in action**

A casualty category applicable to a hostile casualty, other than the victim of a terrorist activity, who is killed outright or who dies as a result of wounds or other injuries before reaching a medical treatment facility (see also Casualty category).

**Legal representative**

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

**Lien holder**

An individual who holds a charge upon real or personal property for the satisfaction of a debit.

**Medical Examiner**

A physician officially authorized by a governmental unit to ascertain causes of deaths [through post mortem examination], especially those not occurring under natural circumstances.

**Memorial services**

Services conducted, with or without honors, for deceased personnel whose remains are non-recoverable.

**Missing**

A casualty status for which the United States Code provides statutory guidance concerning missing Servicemembers of the military Services. Excluded are personnel who are in an absent without leave, deserter, or dropped from rolls status. A person declared missing is categorized as follows: // a. Beleaguered. The casualty is a member of an organized element that has been surrounded by a hostile force to prevent escape of its members. // b. Besieged. The casualty is a member of an organized element that has been surrounded by a hostile force for compelling it to surrender. // c. Captured. The casualty has been seized as the result of action of an unfriendly military or paramilitary force in a foreign country. // d. Detained. The casualty is prevented from proceeding or is restrained in custody for alleged violation of international law or other reason claimed by the government or group under which the person is being held. // e. Interned. The casualty is definitely known to have been taken into custody of a nonbelligerent foreign power as the result of and for reasons arising out of any armed conflict in which the Armed Forces of the United States are engaged. // f. Missing. The casualty is not present at his or her duty location due to apparent involuntary reasons and whose location is unknown. // g. Missing in action. The casualty is a hostile casualty, other than the victim of a terrorist activity, who is not present at his or her duty location due to apparent involuntary reasons and whose location is unknown. // h. See also Casualty category and Casualty status.

**Missing in action**

See Missing.

**Mortuary Affairs**

Encompasses the search for, recovery, tentative identification, preparation, disposition of remains, and assistance to eligible Family members of persons for whom the Services are responsible by statute and Executive Order. This includes, but is not limited to, movement of remains for identification; preparation of remains; securing and shipment of PE and property; transportation of remains and escort; all entitled

NOK and PADD travel; military funeral honors; and payment of reimbursement for all eligible funeral and/or travel expenses.

**Negotiable instruments**

Items of monetary exchange such as traveler's checks, money orders, and U.S. bonds that can readily be transferred in ownership and negotiated at a later date. A formal legal document that is transferable from one person to another so that title passes to the transferee.

**Not seriously injured**

The casualty status of a person whose injury may or may not require hospitalization; medical authority does not classify as very seriously injured, seriously injured, or incapacitating illness or injury; and the person can communicate with the NOK. See also Casualty status.

**Occupational Safety and Health Administration**

A governmental agency with the responsibility for regulation and enforcement of safety and health matters for most U.S. employees. An individual State Occupational Safety and Health Administration agency may supersede the U.S. Department of Labor Occupational Safety and Health Administration regulations.

**Organizational equipment**

Referring to method of use, signifies that equipment, other than individual equipment, which is used in furtherance of the common mission of an organization or unit.

**Outside the United States**

Any geographic location not within the continental United States

**Person eligible to receive effects**

The person authorized to receive the deceased or missing person's PE as prescribed by AR 638–2.

**Personal effects**

All privately owned moveable, personal property of an individual such as: items found on the deceased, HHG, jewelry, toiletries, clothing, motor vehicles, mobile homes, professional books, papers and equipment, cash, stock and bond certificates, and negotiable instruments.

**Personnel status**

The person's duty status at the time of the incident; duty, absent without leave, deserter, or undetermined.

**Presumptive finding of death**

A declaration by the military Service Secretary or designee of the military Service concerned, based upon a recommendation by a board or other official body that a person who was placed in a missing casualty status is dead.

**Prima facie valid**

Legally sufficient to establish a fact or a case.

**Primary Next of Kin**

The person most closely related to the casualty is considered PNOK for casualty notification and assistance purposes, decisions pertaining to media access, receiving reports of investigation and updates, and inclusion on the DD Form 1300. The unmarried surviving spouse or, in appropriate cases, the same-sex domestic partner is PNOK. The term "primary next of kin" in the case of missing persons means the individual authorized to direct disposition of the remains (see 10 USC 655 and 10 USC 1513).

**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 of August 12, 1949. In particular, one who, while engaged in combat under orders of his

or her government, is captured by the armed forces of the enemy. As such, he or she is entitled to the combatant's privilege of immunity from the municipal law of the capturing state for warlike acts which do not amount to breaches of the law of armed conflict. For example, a prisoner of war may be, but is not limited to, any person belonging to one of the following categories who has fallen into the power of the enemy: a member of the armed forces, organized militia, or volunteer corps; a person who accompanies the armed forces without actually being a member thereof; a member of a merchant marine or civilian aircraft crew not qualifying for more favorable treatment; or individuals who, on the approach of the enemy, spontaneously take up arms to resist the invading forces.

**Probate**

The formal certificate given by a court that certifies that a will has been proven, validated and registered and which, from that point on, gives the executor the legal authority to execute the will. A "probate court" is a name given to the court that has this power to ratify wills.

**Public sale**

A sale of property to the highest bidder of the general public.

**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 also Active duty; Inactive National Guard; Individual Ready Reserve; Selected Reserve.

**Receiving funeral home**

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

**Reserve Component category**

The category that identifies an individual's status in a Reserve Component. The three Reserve Component categories are Ready Reserve, Standby Reserve, and Retired Reserve. Each reservist is identified by a specific Reserve Component category designation.

**Reserve components**

Reserve components of the Armed Forces of the United States are— //a. Army National Guard of the United States. //b. Army Reserve. //c. Naval Reserve. //d. Marine Corps Reserve. //e. Air National Guard of the United States. //f. Air Force Reserve. //g. Coast Guard Reserve.

**Retired Reserve**

All Reserve Servicemembers who receive retirement pay on the basis of their active duty and/or Reserve Service; those Servicemembers who are otherwise eligible for retirement pay but have not reached age 60 and who have not elected discharge and are not voluntary Servicemembers of the Ready or Standby Reserve. See also Active duty; Ready Reserve; Standby Reserve.

**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. All Selected Reservists are in an active status. The Selected Reserve also includes persons performing initial active duty for training. See also Ready Reserve.

**Seriously ill/injured**

The casualty status of a person whose illness or injury is classified by medical authority to be of such severity that there is cause for immediate concern, but there is not imminent danger to life. See also Casualty status.

**Seriously wounded**

A casualty whose injuries or illness are of such severity that the patient is rendered unable to walk or sit, thereby requiring a litter for movement and evacuation.

**Service representative**

Any individual, either military or DA Civilian, duly appointed to represent DA, for an assigned mission. Within the Casualty and Mortuary Affairs, is an individual appointed to represent the Army in dealings with the NOK of casualties.

**Slightly wounded**

A casualty whose injuries or illness are relatively minor, permitting the patient to walk and/or sit.

**Standby Reserve**

Those units and members of the reserve components (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; Retired Reserve.

**Supporting installation**

Army installations located within a CAC AOR but not an integral part of the CAC organization. Supporting installations provide local resources to the CAC.

**Temporary interment**

A site for the purpose of: //a. The interment of the remains if the circumstances permit. //b. The reburial of remains exhumed from an emergency interment. //c. See also Emergency interment; Group interment; Mortuary Affairs; Trench interment.

**Tentative identification**

See Believed to be identification.

**Testator**

A person who dies with a valid will.

**Training period**

An authorized and scheduled regular inactive duty training period. A training period must be at least 2 hours for retirement point credit and 4 hours for pay. Previously used interchangeably with other common terms such as drills, drill period, assemblies, periods of instruction, and so forth.

**Trench interment**

A method of interment in which remains are placed head-to-toe. Used only for temporary multiple burials. See also Emergency interment; Group interment; Mortuary Affairs; Temporary interment.

**Unaccompanied baggage**

Suitcases, trunks, or luggage not in association or possession of the decedent.

**Very seriously ill/injured**

The casualty status of a person whose illness or injury is classified by medical authority to be of such severity that life is imminently endangered. See also Casualty status.

**Voluntary training**

Training in a non-pay status for individual Ready Reservists and active status Standby Reservists. Participation in voluntary training is for retirement points only and may be achieved by training with Selected Reserve or voluntary training units; by active duty for training; by completion of authorized military correspondence courses; by attendance at designated courses of instruction; by performing equivalent duty; by participation in special military and professional events designated by the military Departments; or by participation in authorized Civil Defense activities. Retirees may voluntarily train with organizations to

which they are properly pre-assigned by orders for recall to active duty in a national emergency or declaration of war. Such training must be limited to that training made available within the resources authorized by the Secretary concerned.

**Will**

A written and signed statement, made by an individual, that provides for the disposition of his or her property when he or she dies.

**Within the United States**

Any geographic location within the 50 States, District of Columbia, Commonwealth of Puerto Rico, and the territories and possessions of the United States (10 USC 101).

**Wounded**

See Seriously wounded; Slightly wounded.

**Wounded in action**

A casualty category applicable to a hostile casualty, other than the victim of a terrorist activity, who has incurred an injury due to an external agent or cause. The term encompasses all kinds of wounds and other injuries incurred in action, whether there is a piercing of the body, as in a penetration or perforated wound, or none, as in the contused wound. These include fractures, burns, blast concussions, all effects of biological and chemical warfare agents, and the effects of an exposure to ionizing radiation or any other destructive weapon or agent. The hostile casualty's status may be categorized as "very seriously ill/injured," "seriously ill/injured," "incapacitating illness or injury," or "not seriously injured." See also Casualty category.



# ***SUMMARY of CHANGE***

DA PAM 638–2

Procedure for the Army Mortuary Affairs Program

This major revision, dated 30 September 2022 —

- Updated disposition form number from DA Form 7302 (Disposition of Remains Statement) to DD Form 3045 (Statement of Disposition of Military Remains) (para 4–1).
- Updated disposition guidance for DD Form 3046 (Disposition of Remains Election Statement Initial Notification of Identified Partial Remains) (para 4–3). Updated disposition guidance for DD Form 3047 (Disposition of Remains Election Statement Notification of Subsequently Identified Partial Remains) (para 4–4).
- Includes guidance for Military Funeral Honors System (para 9–2).
- Updates guidance on eligible recipients for interment flag and flag case (para 10–3).
- Included guidance for personal electronic devices being processed at the Joint Personal Effects Depot at Dover Air Force Base (para 12–2e).
- Provided guidance for contesting the person eligible to receive effects designation (para 13–3).
- Includes new guidance for preparation of remains and casket (appendix C).
- Includes guidance for the Summary Courts-Martial Officer communications (appendix H).



**UNCLASSIFIED**

**PIN 076848-000**