



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
UNIT 29649 BOX 7000
APO AE 09096**

April 6, 2004

MEMORANDUM FOR DIVISION CHIEFS, DoDDS-EUROPE
DISTRICT SUPERINTENDENTS, DoDDS-EUROPE
PRINCIPALS, DoDDS-EUROPE

SUBJECT: DoDDS-Europe Casualty Assistance Support Policy

A. PURPOSE: During the year an organization might experience the death of an employee or family member. Although such events occur infrequently, it is important that all DoDDS organizations be prepared to provide casualty support in a responsive and sensitive manner.

B. APPLICABILITY: This policy applies to all DoDDS-Europe schools, all district superintendents' offices (DSO) and the area offices.

C. POLICY: Each of the military services has detailed procedures for dealing with casualties. In accordance with negotiated support agreements, the services are responsible for providing casualty assistance to tenant activities (such as DoDDS) on their installations. They provide assistance by training the Casualty Assistance Officers (CAOs) appointed by tenant activities.

1. In compliance with this, the following procedures apply to DoDDS-Europe:
 - (a) The superintendent shall appoint, in writing, a primary and alternate CAO for each school complex. Senior administrators on staff should fill these positions. The superintendent will provide a copy of the appointment letter to the DoDDS-Europe Human Resources Office (HRO). Consolidation of isolated schools with larger school complexes is permissible.
 - (b) The CAO will contact the casualty assistance office on their installation to schedule training and acquire a CAO kit.
 - (c) The CAO will be responsible for providing casualty assistance to the schools their installation and to any other DoDDS offices supported by the installation.
 - (d) A CAO will be appointed for each DSO.
 - (e) A CAO will be appointed for the area office.

(f) Whenever a CAO transfers, retires, or otherwise terminates employment at his/her location, a new CAO shall be appointed.

2. The attached appointment form and confirmation of training form must be completed and returned to the superintendent and the DoDDS-Europe HRO. Additionally, a copy of the DoDEA guidelines on Mortuary Services for Deceased DoDDS Employees and their Dependents, dated Feb. 13, 1992, and pertinent excerpts from the Federal Travel Regulations (FTR) are provided.
3. The proponent for this action is the DoDDS-Europe HRO. The primary CAO for DoDDS-Europe is Yolanda Quezada at DSN 338-7373; the alternate is John Meinhofer at DSN 338-7218.

D. EFFECTIVE DATE: This policy is effective April 6, 2004.



Diana J. Ohman
Director, DoDDS-Europe

Attachments:
As stated

DISTRICT LETTERHEAD

Date

MEMORANDUM FOR XXXXXXXXXXXX

SUBJECT: CAO Appointment

In accordance with DoDDS-Europe CAO policy memorandum dated April 6, 2004, (attached) a CAO must be appointed for each school complex. In compliance with this policy, you have been appointed as the CAO for the XXXXXXXXXXXX school in the XXXXXXXXXXXX community.

As CAO, you will be required to contact the military CAO in your community to schedule training. Once this has been completed, please return the attached confirmation of training to my attention.

Signature

Superintendent, XXXXX District, DoDDS-E

Attachments:

As stated

LETTERHEAD

Date

MEMORANDUM FOR SUPERINTENDENT, XXXXX DISTRICT, DODDS-E

SUBJECT: CAO Training Confirmation

This is to certify that XXXXXXXXXXXXXXXXXXXXXXXX (name of CAO appointee), CAO for the XXXXXXXXXXXXXXXX school, in the XXXXXXXXXXXXXXXXXXXX community, has attended CAO training conducted by XXXXXXXXXXXXXXXX (name of trainer) on XXXX XX, 20XX.

Signature of Certifying Officer
Rank/Title, Unit



DEPARTMENT OF DEFENSE
OFFICE OF DEPENDENTS SCHOOLS
2461 EISENHOWER AVENUE
ALEXANDRIA, VIRGINIA 22331

FEB 13 1992

MEMORANDUM FOR REGIONAL DIRECTORS OF DEPENDENTS SCHOOLS

SUBJECT: Mortuary Services for Deceased DoDDS Employees and Their Dependents

References: (a) DoDDS memo of July 9, 1984, same subject
(b) DASD(CPP) memorandum of July 26, 1977, Subject: Military Services Support for DoD Agency Employees in Overseas Areas (attached)
(c) Joint Travel Regulation, Chapter 6, Part B: Death Cases, Allowable Expenses

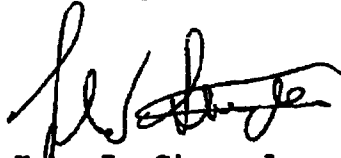
Reference (a) is hereby cancelled.

Reference (b), attached, in paragraphs 3 and 4, established the policy under which this service will be provided to DoDDS employees and their dependents. In addition, reference (c) further establishes policy for the various elements that make up the service provided and the allowable costs for transportation of the remains of an employee or the remains of the employee's dependent, including locally hired employees at an overseas duty station, and outlines the reimbursable expenses for which DoDDS is responsible.

You are authorized to reimburse the "host" military service, as appropriate, for services rendered based on the status of the deceased and his/her eligibilities, in accordance with references (b) and (c). Normally, funds should be provided by reimbursable fund cite rather than by direct fund citation because of DoDDS requirement to comply with General Accounting Office and DoD Inspector General findings. However, should the servicing military department require a direct fund cite, you may comply with their request.

Establish contact points (by individual name and telephone number), furnish appropriate billing addresses, and provide certification of SF 1080 billings to the mortuary activities servicing your region and their respective point of entry activities in the United States. The nearest mortuary activity

should be able to give you information and a contact point for the port of entry activities servicing your theater of operations.



John L. Stremple
Director

Attachment:
As stated

cc: (w/o atch)
OASD(C)
OASD(FM&P) (CTP-EO)
HQDA(TAPC-PED-F) 2461 Eisenhower Ave., Alex, VA 22331-0482
BUMED(33) 23rd & E St NW, Wash, DC 20372
AFMPC/MPCOM, Randolph AFB, TX 78150
DoDDS Internal Review Office (Mr. Hanby)
DoDDS General Counsel (Mr. Terzian)

MAJOR GENERAL
RESERVE AIR ARMS
ATTN: LOGISTICS

ASSISTANT SECRETARY OF DEFENSE
WASHINGTON, D.C.

JUL 24 1977

MEMORANDUM FOR The Assistant Secretary of the Army (M&RA)
The Assistant Secretary of the Navy (MRA&L)
The Assistant Secretary of the Air Force (MRA&L)

SUBJECT: Military Services Support for DoD Agency Employees in
Overseas Areas

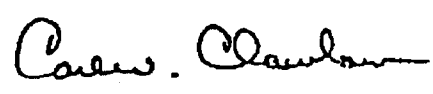
Several problems have recently been brought to our attention concerning the processing of death cases for OSD employees stationed overseas. From our review of this matter, it is apparent that there may be some misunderstanding as to the obligations and responsibilities of the military departments in this regard.

Collectively, the Office of the Secretary of Defense and the various DoD agencies employ about 9,000 U.S. citizens in foreign areas. These organizations are dependent upon the military departments for logistic support, including mortuary services and related decedent affairs, support and services needed in cases of serious illness or injury--including transportation of next of kin to bedside of patient, and/or medical evacuation of employees and dependents.

The "host" military service is responsible for providing these services to all civilian DoD employees and their dependents just as if they were their own employees and dependents. Service regulations should be modified, as necessary, to clearly indicate these responsibilities.

OSD and the various DoD agencies will reimburse the military departments as appropriate for casualty/mortuary support they receive.

Every possible effort must be made to assure proper handling of these most sensitive matters.



CARL W. CLEWLOW
Deputy Assistant Secretary of Defense
(Civilian Personnel Policy)

PART B: DEATH CASES, ALLOWABLE EXPENSES**★ C6050 GENERAL**

Authority is provided under this Part for payment of expenses incurred for:

1. the preparation and transportation of the remains of an employee who dies (a) while travelling on official business or on a temporary duty assignment within or outside the continental United States, (b) while assigned at a permanent duty station outside the 50 states and the District of Columbia or traveling to or from such station (for employees stationed in Alaska or Hawaii see par. C6059-2);
2. transportation of the remains of a dependent who dies while residing at an employee's permanent duty station outside the continental United States or while traveling to or from such station;
3. transportation of the surviving dependents and household goods of a deceased employee assigned to a duty station outside the 50 states and District of Columbia (for employees stationed in Alaska and Hawaii see par. C6059-2).

Effective 10 July 1985

The provisions of this Part apply to employees serving under a transportation agreement as well as employees serving without a transportation agreement, including locally hired employees at an overseas duty station.

C6051 RESPONSIBILITY

The commander, or his designated representative, having jurisdiction over the activity where a decedent was employed or the area in which death occurs, will be responsible for:

1. informing the decedent's next of kin or legal representative of the provisions of this Part;
2. rendering every reasonable assistance in arranging for preparation and transportation of the remains of the decedent when death occurs during travel status, temporary duty assignment, or at an official station out-

side the 50 states and the District of Columbia; and

3. providing necessary assistance for the return of the decedent's dependents and household goods to the actual place of residence when the decedent's official station was outside the continental United States.

The regulations of the separate departments apply with regard to care and disposition of remains of deceased persons, reporting and notification procedure, and disposition of personal property.

C6052 DEATH RELATED TO PERFORMANCE OF OFFICIAL DUTY

When an employee's death results from injuries sustained while the employee was actually performing official duty, the expenses for preparation and transportation of the remains are properly payable under the provisions of regulations issued by the Secretary of Labor under authority contained in 5 U.S. Code 8134.

C6053 DEATH DURING PERIOD OF ABSENCE FROM DUTY

The provisions of this Part also apply when an employee dies while temporarily away from his temporary duty station or official station outside the 50 states and the District of Columbia (during a period of travel within or outside the 50 states and the District of Columbia or while stationed outside the 50 states and the District of Columbia). If the temporary absence from a temporary duty station occurs during nonwork days or is for the purpose of taking leave, the allowable cost for the transportation of remains will not exceed the amount which would have been allowed if death had occurred at the temporary duty station. If the temporary absence from an official duty station outside the 50 states and the District of Columbia occurs during nonwork days or is for the purpose of taking leave, the allowable cost for the transportation of remains will not exceed the amount which would have been allowed if death had occurred at the official station. If the employee was on reemployment leave at the time of his death, his dependents may return to the

C6054

DOD Civilian Personnel

overseas duty station under the employee's original renewal agreement travel orders to settle personal affairs before returning under the authority of this Part to the actual place of residence specified in the employee's transportation agreement (34 Comp. Gen. 538).

C6054 PREPARATION OF EMPLOYEE REMAINS

The amount allowed for preparing the remains of an employee who dies while traveling on official business or during a temporary duty assignment within the continental United States is limited to \$250. When death occurs while an employee is traveling on official business or during a temporary duty assignment outside the continental United States, or while at his official station outside the 50 states and the District of Columbia, actual costs for preparation of the remains of the employee will be allowed. The allowable costs for preparation of employee's remains are as follows:

1. costs of embalming or cremation,
2. necessary clothing,
3. casket or container suitable for shipment to place of interment, and
4. expenses necessarily incurred in complying with local laws at the port of entry in the 50 States and the District of Columbia applicable to the preparation of remains for transportation and burial.

C6055 PREPARATION OF THE REMAINS OF A DEPENDENT OF AN EMPLOYEE

When a dependent of an employee dies while residing with an employee stationed outside the continental United States or while in transit thereto or therefrom, the activity concerned may furnish mortuary services and supplies on a reimbursable basis when:

1. local commercial mortuary facilities and supplies are not available; or
2. in the opinion of the commander concerned, the cost of available mortuary facilities and supplies is prohibitive.

Reimbursement for the cost of mortuary services and supplies furnished under this paragraph will be

collected and credited to current appropriations available for the payment of those costs.

C6056 TRANSPORTATION OF EMPLOYEE REMAINS

1. **DEATH DURING TRAVEL STATUS OR TEMPORARY DUTY WITHIN THE 50 STATES AND THE DISTRICT OF COLUMBIA.** Transportation of remains is authorized to the decedent's place of actual residence, official station, or place of interment. The cost of transportation may not exceed the cost to the place of actual residence or official station, whichever is more distant.

2. **DEATH DURING TRAVEL STATUS, OR WHILE ON TEMPORARY DUTY OR STATIONED OUTSIDE THE 50 STATES AND THE DISTRICT OF COLUMBIA.** Transportation of the remains is authorized to the decedent's actual place of residence, official station, or place of interment in the 50 states and the District of Columbia. The cost of transportation may not exceed the cost to the official station or place of residence, whichever is more distant.

C6057 TRANSPORTATION OF THE REMAINS OF A DEPENDENT OF AN EMPLOYEE

When a dependent of an employee dies while residing with the employee stationed outside the continental United States or while in transit thereto or therefrom, transportation of the dependent's remains is authorized to the employee's place of actual residence, official station, or to a place of interment in the 50 states and the District of Columbia. The cost of transportation may not exceed the cost to the official station or place of actual residence, whichever is more distant.

C6058 ALLOWABLE COSTS FOR TRANSPORTATION OF EMPLOYEE OR DEPENDENT REMAINS

1. **BY COMMON CARRIER.** The allowable costs for transportation of remains by common carrier include the costs of:

1. movement from place of death to mortuary,
2. shipping permits,

Travel Under Special Circumstances**C6060**

3. outside case for shipment of remains (including the sealing of the shipping case when necessary),
 4. removal to common carrier,
 5. transportation of the remains by common carrier, and
 6. one removal from the common carrier.
2. **BY HEARSE OR MEANS OTHER THAN COMMON CARRIER.** Charges for transportation of remains overland by hearse or means other than common carrier will not exceed the cost of common carrier transportation. Reimbursable costs include the cost of hearse or means other than common carrier plus ferry fares, bridge tolls, and similar charges. An allowance for an outside shipping case is not authorized for this conveyance.

C6059 TRANSPORTATION OF DEPENDENTS AND HOUSEHOLD GOODS**1. WHILE STATIONED OUTSIDE THE CONTINENTAL UNITED STATES**

a. **General.** The cost of return transportation of the dependents, baggage, and household goods of the decedent and his dependents will be allowed when an employee dies while he is stationed at a post outside the continental United States or while he is in transit to or from such post. Such cost will be allowed even though the remains of the decedent are not shipped from the overseas area. Allowable transportation costs shall not exceed the costs of returning the dependents, baggage, and household goods from the post of duty by the most direct route to the decedent's place of actual residence or to any other place in the 50 states and the District of Columbia not more distant than the actual place of residence, as the commander concerned or his designated representative may specify.

b. **Time Limitation.** Travel of the dependents and shipment of household goods must be undertaken within 1 year from the date of death of the employee, except that an extension of the time for shipment of household goods may be granted by the commander concerned or his designated representative of requested prior to the expiration of the 1-year limit.

c. **Transportation of Dependents.** Except for the limitation imposed in subpar. b, transportation

for dependents under the authority of this Part will be provided to the same extent as prescribed in Chapter 4, Part E, for dependents of employees eligible for separation travel and transportation from overseas duty.

d. **Transportation of Household Goods.** Except for the limitation imposed in subpar. b, transportation for household goods under the authority of this Part will be provided to the same extent as prescribed in Chapter 4, Part E, for the household goods of an employee eligible for separation travel and transportation from overseas duty.

2. **WHILE STATIONED IN ALASKA OR HAWAII.** When an employee stationed in Alaska or Hawaii dies, his dependents and household goods may be returned to his actual place of residence in the continental United States (40 Comp. Gen. 196). There is no authority for paying the costs of preparing and transporting the remains of a deceased employee who dies while stationed in Alaska or Hawaii (who was not in a travel status at time of death) to his place of actual residence or place of interment in the continental United States.

3. **WHILE STATIONED IN THE CONTINENTAL UNITED STATES.** When an employee stationed in the continental United States dies while on temporary duty, transportation expenses may not be authorized for his dependents or household goods. The deceased employee's baggage at the temporary duty point will be transported at Government expense to his official station or place of actual residence.

C6060 TRANSPORTATION OF BAGGAGE

The allowable cost for transportation of personal baggage other than household goods will include the expenses actually and necessarily incurred in transporting personal baggage as prescribed in Chapter 2. Expenses in connection with the transportation of baggage by a privately owned conveyance which would not have been incurred if the baggage had been transported by common carrier will not be allowed. Reimbursement for loss or damage to baggage during transit will not be allowed, nor will charges for marine and other insurance be allowed.

DOD Civilian Personnel**C6061****C6061 TRANSPORTATION OF A PRIVATELY OWNED MOTOR VEHICLE**

Transportation of a privately owned motor vehicle, as provided herein, will be authorized when an employee dies while stationed at a permanent duty station outside the continental United States or while he is in transit to or from such permanent duty station. Transportation may be authorized at Government expense, not to exceed the cost, including overland transportation, from the permanent duty station of the employee outside the continental United States to the actual place of residence. In any case when transportation is authorized, a determination must be made that it was in the interest of the Government for the employee to have a privately owned vehicle at the overseas permanent duty station.

C6062 TERMINATION OF PER DIEM

Authorized per diem allowance terminates at the end of the calendar day that an employee dies. Any travel expense advance in excess of earned entitlement is subject to collection.

C6063 ESCORT FOR REMAINS

Travel expenses of an escort for the decedent's remains are not allowable.

C6064 METHODS OF PAYMENT

Payment of allowable expenses may be made directly to the person performing the services or by reimbursement to any person making the original payment. Claims for reimbursement will be supported by receipts. When the remains are transported by common carrier via express service through the use of U.S. Government Bill of Lading (Standard Form 1103), or through the use of the U.S. Government Transportation Request (Standard Form 1169), payment will be made on the appropriate voucher forms.

C6065 PROHIBITION OF PAYMENT WHEN OTHER LAWS APPLY

Payment of allowances provided by this Part will not be made if payment is authorized by any other law of the United States. However, the allowances provided by this Part will not be denied because the deceased employee is eligible for burial benefits as a veteran of the Armed Forces of the United States.



DEPARTMENT OF DEFENSE
OFFICE OF DEPENDENTS SCHOOLS
2461 EISENHOWER AVENUE
ALEXANDRIA, VIRGINIA 22331

2/12/92

MEMORANDUM FOR REGIONAL DIRECTORS OF DEPENDENTS SCHOOLS

SUBJECT: Mortuary Services for Deceased DoDDS Employees and Their Dependents

- References:**
- (a) DoDDS memo of July 9, 1984, same subject
 - (b) DASD(CPP) memorandum of July 26, 1977, Subject: Military Services Support for DoD Agency Employees in Overseas Areas (attached)
 - (c) Joint Travel Regulation, Chapter 6, Part B: Death Cases, Allowable Expenses

Reference (a) is hereby cancelled.

Reference (b), attached, in paragraphs 3 and 4, established the policy under which this service will be provided to DoDDS employees and their dependents. In addition, reference (c) further establishes policy for the various elements that make up the service provided and the allowable costs for transportation of the remains of an employee or the remains of the employee's dependent, including locally hired employees at an overseas duty station, and outlines the reimbursable expenses for which DoDDS is responsible.

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Establish contact points (by individual name and telephone number), furnish appropriate billing addresses, and provide certification of SF 1080 billings to the mortuary activities servicing your region and their respective point of entry activities in the United States. The nearest mortuary activity

should be able to give you information and a contact point for the port of entry activities servicing your theater of operations.

John L. Stremple
Director

Attachment:
As stated

cc: (w/o atch)
OASD(C)
OASD(FM&P) (CTP-EO)
HQDA(TAPC-PED-F) 2461 Eisenhower Ave., Alex, VA 22331-0482
BUMED(33) 23rd & E St NW, Wash, DC 20372
AFMPC/MPCOM, Randolph AFB, TX 78150
DoDDS Internal Review Office (Mr. Hanby)
DoDDS General Counsel (Mr. Terzian)

Director's Copy
Director's Circ Copy
Log RF Copy
Log Circ Copy
Log Subj Copy

Prepared by: J.Morrison/ejj/2-5-92
DS/LogDiv/200 N.Glebe Rd/2-9203

COORDINATION FEB 6 1992

DEPTY DIR _____
ASSOC DIR VC _____
SPEC ASST _____
X GEN COUN _____
PIO _____
EDU _____
EXE _____
X FIS _____
LOG MAN _____
LIS _____
X FER _____

FEDERAL TRAVEL REGULATION

CHAPTER 303—PAYMENT OF EXPENSES CONNECTED WITH THE DEATH OF CERTAIN EMPLOYEES

Part 303-70—Agency Requirements for Payment of Expenses Connected With the Death of Certain Employees

Subpart A—General Policies

- §303-70.1—When must we authorize payment of expenses related to an employee's death?
- §303-70.2—Must we pay death-related expenses when the employee's death is not work-related?
- §303-70.3—Must we pay death-related expenses for an employee who dies while on leave, or who dies on a nonworkday while on TDY or stationed outside CONUS?
- §303-70.4—May we pay death-related expenses under this chapter if the same expenses are payable under other laws of the United States?

Subpart B—General Procedures

- §303-70.100—May we pay the travel expenses for an escort for the remains of a deceased employee?
- §303-70.101—Must we provide assistance in arranging for preparation and transportation of employee remains?

Subpart C—Allowances for Preparation and Transportation of Remains

- §303-70.200—What costs must we pay for preparation and transportation of remains?

Subpart D—Transportation of Immediate Family Members, Baggage, and Household Goods

- §303-70.300—Must we pay transportation costs to return the deceased employee's baggage?
- §303-70.301—Are there any limitations on the baggage we may transport?
- §303-70.302—When the employee dies at or while in transit to or from his/her official station outside CONUS, must we return the employee's immediate family, baggage and household goods to the residence or alternate destination?
- §303-70.303—Must we continue payment of relocation expenses for an employee's immediate family if the employee dies while in transit to his/her new duty station within CONUS?
- §303-70.304—Must we continue payment of relocation expenses for an employee's immediate family if the employee dies after reporting to the new duty station within CONUS, but the family was in transit to the new duty station or had not begun its en route travel?
- §303-70.305—What relocation expenses must we authorize for the immediate family under §§303-70.303 and 303-70.304?

Subpart E—Preparation and Transportation Expenses for Remains of Immediate Family Members

- §303-70.400—When an immediate family member, residing with the employee, dies while the employee is stationed outside CONUS, must we furnish mortuary services?
- §303-70.401—When an immediate family member, residing with the employee, dies while the employee is stationed outside CONUS, must we pay expenses to transport the remains?
- §303-70.402—When an immediate family member, residing with the employee, dies while the employee is stationed outside CONUS, may we pay burial expenses?
- §303-70.403—When a family member, residing with the employee, dies while in transit to or from the employee's duty station outside CONUS, must we furnish mortuary services and/or transportation of the remains?

Subpart F—Policies and Procedures for Payment of Expenses

- §303-70.500—Are receipts required for claims for reimbursement?

PART 303-70—AGENCY REQUIREMENTS FOR PAYMENT OF EXPENSES CONNECTED WITH THE DEATH OF CERTAIN EMPLOYEES

Authority: 5 U.S.C. 5721-5738; 5741-5742; E.O. 11609, 3 CFR, 1971-1975 Comp., p. 586.

Subpart A—General Policies

§303-70.1 When must we authorize payment of expenses related to an employee's death?

When, at the time of death, the employee was:

- (a) On official travel; or
- (b) Performing official duties outside CONUS; or
- (c) Absent from duty as provided in §303-70.3; or
- (d) Reassigned away from his/her home of record under a mandatory mobility agreement.

§303-70.2 Must we pay death-related expenses when the employee's death is not work-related?

Yes, provided the requirements in §303-70.1 are met.

§303-70.3 Must we pay death-related expenses for an employee who dies while on leave, or who dies on a nonworkday while on TDY or stationed outside CONUS?

Yes. However, payment cannot exceed the amount allowed if death had occurred at the temporary duty station or at the official station outside CONUS.

§303-70.4 May we pay death-related expenses under this chapter if the same expenses are payable under other laws of the United States?

No.

Note to Subpart A: When an employee dies from injuries sustained while performing official duty, death-related expenses are payable under the Federal Employees' Compensation Act (FECA), 5 U.S.C. 8134. For further information contact the

Department of Labor,
Federal Employees' Compensation Division,
200 Constitution Avenue, NW,
Washington, DC 20210.

Subpart B—General Procedures

§303-70.100 May we pay the travel expenses for an escort for the remains of a deceased employee?

Yes, in accordance with §§303-70.600 through 303-70.602.

§303-70.101 Must we provide assistance in arranging for preparation and transportation of employee remains?
Yes.

Subpart C—Allowances for Preparation and Transportation of Remains

§303-70.200 What costs must we pay for preparation and transportation of remains?

All actual costs including but not limited to:

- (a) Preparation of remains:
 - (1) Embalming or cremation;
 - (2) Necessary clothing;
 - (3) A casket or container suitable for shipment to place of burial;
 - (4) Expenses necessary to comply with local laws at the port of entry in the United States; and
- (b) Transportation of remains by common carrier (that is normally used for transportation of remains), hearse, other means, or a combination thereof, from the temporary duty station or official station outside CONUS to the employee's residence, official station, or place of burial, including but not limited to:
 - (1) Movement from place of death to a mortuary and/or cemetery;
 - (2) Shipping permits;
 - (3) Outside case for shipment and sealing of the case if necessary;
 - (4) Removal to and from the common carrier; and
 - (5) Ferry fares, bridge tolls, and similar charges.

Note to §303-70.200: Costs for an outside case are not authorized for transportation by hearse. Costs for transportation by hearse or other means cannot exceed the cost of common carrier (that is normally used for transportation of remains). Transportation costs to the place of burial cannot exceed the actual cost of transportation to the employee's residence.

Subpart D—Transportation of Immediate Family Members, Baggage, and Household Goods

§303-70.300 Must we pay transportation costs to return the deceased employee's baggage?

Yes, you must pay transportation costs to return the deceased employee's baggage to his/her official duty station or residence. However, you may not pay insurance of or reimbursement for loss or damage to baggage.

§303-70.301 Are there any limitations on the baggage we may transport?

Yes. You may only transport government property and the employee's personal property.

§303-70.302 When the employee dies at or while in transit to or from his/her official station outside CONUS, must we return the employee's immediate family, baggage and household goods to the residence or alternate destination?

Yes. However, your agency head or his/her designated representative must approve the family's election to return to an alternate destination, and the allowable expenses cannot exceed the cost of transportation to the decedent's residence. Travel and transportation must begin within one year from the date of the employee's death. A one-year extension may be granted if requested by the family prior to the expiration of the one-year limit.

§303-70.303 Must we continue payment of relocation expenses for an employee's immediate family if the employee dies while in transit to his/her new duty station within CONUS?

Yes, if the immediate family chooses to continue the relocation, you must continue payment of relocation expenses for the immediate family if the immediate family was included on the employee's relocation travel orders. (See §303-70.305.)

§303-70.304 Must we continue payment of relocation expenses for an employee's immediate family if the employee dies after reporting to the new duty station within CONUS, but the family was in transit to the new duty station or had not begun its en route travel?

Yes, if the immediate family chooses to continue the relocation, you must continue payment of relocation expenses for the immediate family if the immediate family was included on the employee's relocation travel orders. (See §303-70.305.)

§303-70.305 What relocation expenses must we authorize for the immediate family under §§303-70.303 and 303-70.304?

When the immediate family chooses to continue the relocation, the following expenses must be authorized:

- (a) Travel to the new duty station; or
- (b) Travel to an alternate destination, selected by the immediate family, not to exceed the remaining constructive cost of travel to the new duty station.
- (c) Temporary quarters not to exceed 60 days, to be paid at the per diem rate for an unaccompanied spouse and immediate family.
- (d) Shipment of household goods to the new or old duty station, or to an alternate destination selected by the immediate family. However, the cost may not exceed the constructive

cost of transportation between the old and the new duty stations.

- (e) Storage of household goods not to exceed 90 days.
- (f) Reimbursement of real estate expenses incident to the relocation.

(g) Shipment of POV to the new or old duty station, or to an alternate destination, selected by the immediate family. However, the cost may not exceed the constructive cost of transportation between the old and the new duty stations.

Subpart E—Preparation and Transportation Expenses for Remains of Immediate Family Members**§303-70.400 When an immediate family member, residing with the employee, dies while the employee is stationed outside CONUS, must we furnish mortuary services?**

Yes, if requested by the employee and when:

- (a) Local commercial mortuary facilities or supplies are not available; or
- (b) The cost of available mortuary facilities or supplies are prohibitive as determined by your agency head.

Note to §303-70.400: The employee must reimburse you for all furnished mortuary facilities and supplies.

§303-70.401 When an immediate family member, residing with the employee, dies while the employee is stationed outside CONUS, must we pay expenses to transport the remains?

Yes, if requested by the employee, payment must be made to transport the remains to the residence of the immediate family member. The employee may elect an alternate destination, which must be approved by your agency head or his/her designated representative. In that case, the allowable expenses cannot exceed the cost of transportation to the decedent's residence.

§303-70.402 When an immediate family member, residing with the employee, dies while the employee is stationed outside CONUS, may we pay burial expenses?

No.

§303-70.403 When a family member, residing with the employee, dies while in transit to or from the employee's duty station outside CONUS, must we furnish mortuary services and/or transportation of the remains?

You must furnish transportation if requested by the employee. You must follow the guidelines in §303-70.401 for

transportation expenses. You must furnish mortuary services only if the conditions in §303-70.400 are met.

Subpart F—Policies and Procedures for Payment of Expenses

§303-70.500 Are receipts required for claims for reimbursement?

Yes.

§303-70.501 To whom should we make payment?

You should pay:

- (a) The person performing the service; or
- (b) Reimburse the person who made the original payment.

Subpart G—Escort of Remains

§303-70.600 How many persons may we authorize travel expenses for to escort the remains of a deceased employee?

Travel expenses may be authorized for no more than two persons.

§303-70.601 Under what circumstances may we authorize the escort of remains?

Escort of remains may be authorized when the employee's death occurs:

- (a) While in a travel status away from his/her official station in the United States; or
- (b) While performing official duties outside the United States or in transit thereto or therefrom.

§303-70.602 What travel expenses may we authorize for the escort of remains?

You may authorize any travel expenses in accordance with Chapter 301 of this title that are necessary for the escort of remains to:

- (a) The home or official station of the deceased; or
- (b) Any other place appropriate for interment as determined by the head of your agency.

§303-70.501—To whom should we make payment?

Subpart G—Escort of Remains

§303-70.600—How many persons may we authorize travel expenses for to escort the remains of a deceased employee?

§303-70.601—Under what circumstances may we authorize the escort of remains?

§303-70.602—What travel expenses may we authorize for the escort of remains?

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PART B: DEATH CASES, ALLOWABLE EXPENSES**★ C6050 GENERAL**

Authority is provided under this Part for payment of expenses incurred for:

1. the preparation and transportation of the remains of an employee who dies (a) while traveling on official business or on a temporary duty assignment within or outside the continental United States, (b) while assigned at a permanent duty station outside the 50 states and the District of Columbia or traveling to or from such station (for employees stationed in Alaska or Hawaii see par. C6059-2);
2. transportation of the remains of a dependent who dies while residing at an employee's permanent duty station outside the continental United States or while traveling to or from such station;
3. transportation of the surviving dependents and household goods of a deceased employee assigned to a duty station outside the 50 states and District of Columbia (for employees stationed in Alaska and Hawaii see par. C6059-2).

Effective 10 July 1985

The provisions of this Part apply to employees serving under a transportation agreement as well as employees serving without a transportation agreement, including locally hired employees at an overseas duty station.

C6051 RESPONSIBILITY

The commander, or his designated representative, having jurisdiction over the activity where a decedent was employed or the area in which death occurs, will be responsible for:

1. Informing the decedent's next of kin or legal representative of the provisions of this Part;
2. rendering every reasonable assistance in arranging for preparation and transportation of the remains of the decedent when death occurs during travel status, temporary duty assignment, or at an official station out-

side the 50 states and the District of Columbia; and

3. providing necessary assistance for the return of the decedent's dependents and household goods to the actual place of residence when the decedent's official station was outside the continental United States.

The regulations of the separate departments apply with regard to care and disposition of remains of deceased persons, reporting and notification procedure, and disposition of personal property.

C6052 DEATH RELATED TO PERFORMANCE OF OFFICIAL DUTY

When an employee's death results from injuries sustained while the employee was actually performing official duty, the expenses for preparation and transportation of the remains are properly payable under the provisions of regulations issued by the Secretary of Labor under authority contained in 5 U.S. Code 8134.

C6053 DEATH DURING PERIOD OF ABSENCE FROM DUTY

The provisions of this Part also apply when an employee dies while temporarily away from his temporary duty station or official station outside the 50 states and the District of Columbia (during a period of travel within or outside the 50 states and the District of Columbia or while stationed outside the 50 states and the District of Columbia). If the temporary absence from a temporary duty station occurs during nonwork days or is for the purpose of taking leave, the allowable cost for the transportation of remains will not exceed the amount which would have been allowed if death had occurred at the temporary duty station. If the temporary absence from an official duty station outside the 50 states and the District of Columbia occurs during nonwork days or is for the purpose of taking leave, the allowable cost for the transportation of remains will not exceed the amount which would have been allowed if death had occurred at the official station. If the employee was on reemployment leave at the time of his death, his dependents may return to the

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overseas duty station under the employee's original renewal agreement travel orders to settle personal affairs before returning under the authority of this Part to the actual place of residence specified in the employee's transportation agreement (34 Comp. Gen. 538).

C6054 PREPARATION OF EMPLOYEE REMAINS

The amount allowed for preparing the remains of an employee who dies while traveling on official business or during a temporary duty assignment within the continental United States is limited to \$250. When death occurs while an employee is traveling on official business or during a temporary duty assignment outside the continental United States, or while at his official station outside the 50 states and the District of Columbia, actual costs for preparation of the remains of the employee will be allowed. The allowable costs for preparation of employee's remains are as follows:

1. costs of embalming or cremation,
2. necessary clothing,
3. casket or container suitable for shipment to place of interment, and
4. expenses necessarily incurred in complying with local laws at the port of entry in the 50 States and the District of Columbia applicable to the preparation of remains for transportation and burial.

C6055 PREPARATION OF THE REMAINS OF A DEPENDENT OF AN EMPLOYEE

When a dependent of an employee dies while residing with an employee stationed outside the continental United States or while in transit thereto or therefrom, the activity concerned may furnish mortuary services and supplies on a reimbursable basis when:

1. local commercial mortuary facilities and supplies are not available; or
2. in the opinion of the commander concerned, the cost of available mortuary facilities and supplies is prohibitive.

Reimbursement for the cost of mortuary services and supplies furnished under this paragraph will be

collected and credited to current appropriations available for the payment of these costs.

C6056 TRANSPORTATION OF EMPLOYEE REMAINS

1. **DEATH DURING TRAVEL STATUS OR TEMPORARY DUTY WITHIN THE 50 STATES AND THE DISTRICT OF COLUMBIA.** Transportation of remains is authorized to the decedent's place of actual residence, official station, or place of interment. The cost of transportation may not exceed the cost to the place of actual residence or official station, whichever is more distant.

2. **DEATH DURING TRAVEL STATUS, OR WHILE ON TEMPORARY DUTY OR STATIONED OUTSIDE THE 50 STATES AND THE DISTRICT OF COLUMBIA.** Transportation of the remains is authorized to the decedent's actual place of residence, official station, or place of interment in the 50 states and the District of Columbia. The cost of transportation may not exceed the cost to the official station or place of residence, whichever is more distant.

C6057 TRANSPORTATION OF THE REMAINS OF A DEPENDENT OF AN EMPLOYEE

When a dependent of an employee dies while residing with the employee stationed outside the continental United States or while in transit thereto or therefrom, transportation of the dependent's remains is authorized to the employee's place of actual residence, official station, or to a place of interment in the 50 states and the District of Columbia. The cost of transportation may not exceed the cost to the official station or place of actual residence, whichever is more distant.

C6058 ALLOWABLE COSTS FOR TRANSPORTATION OF EMPLOYEE OR DEPENDENT REMAINS

1. **BY COMMON CARRIER.** The allowable costs for transportation of remains by common carrier include the costs of:

1. movement from place of death to mortuary,
2. shipping permits,

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3. outside case for shipment of remains (including the sealing of the shipping case when necessary),
 4. removal to common carrier,
 5. transportation of the remains by common carrier, and
 6. one removal from the common carrier.
2. **BY HEARSE OR MEANS OTHER THAN COMMON CARRIER.** Charges for transportation of remains overland by hearse or means other than common carrier will not exceed the cost of common carrier transportation. Reimbursable costs include the cost of hearse or means other than common carrier plus ferry fares, bridge tolls, and similar charges. An allowance for an outside shipping case is not authorized for this conveyance.

C6059 TRANSPORTATION OF DEPENDENTS AND HOUSEHOLD GOODS**1. WHILE STATIONED OUTSIDE THE CONTINENTAL UNITED STATES**

a. **General.** The cost of return transportation of the dependents, baggage, and household goods of the decedent and his dependents will be allowed when an employee dies while he is stationed at a post outside the continental United States or while he is in transit to or from such post. Such cost will be allowed even though the remains of the decedent are not shipped from the overseas area. Allowable transportation costs shall not exceed the costs of returning the dependents, baggage, and household goods from the post of duty by the most direct route to the decedent's place of actual residence or to any other place in the 50 states and the District of Columbia not more distant than the actual place of residence, as the commander concerned or his designated representative may specify.

b. **Time Limitation.** Travel of the dependents and shipment of household goods must be undertaken within 1 year from the date of death of the employee, except that an extension of the time for shipment of household goods may be granted by the commander concerned or his designated representative of requested prior to the expiration of the 1-year limit.

c. **Transportation of Dependents.** Except for the limitation imposed in subpar. b, transportation

for dependents under the authority of this Part will be provided to the same extent as prescribed in Chapter 4, Part E, for dependents of employees eligible for separation travel and transportation from overseas duty.

d. **Transportation of Household Goods.** Except for the limitation imposed in subpar. b, transportation for household goods under the authority of this Part will be provided to the same extent as prescribed in Chapter 4, Part E, for the household goods of an employee eligible for separation travel and transportation from overseas duty.

2. **WHILE STATIONED IN ALASKA OR HAWAII.** When an employee stationed in Alaska or Hawaii dies, his dependents and household goods may be returned to his actual place of residence in the continental United States (40 Comp. Gen. 196). There is no authority for paying the costs of preparing and transporting the remains of a deceased employee who dies while stationed in Alaska or Hawaii (who was not in a travel status at time of death) to his place of actual residence or place of interment in the continental United States.

3. **WHILE STATIONED IN THE CONTINENTAL UNITED STATES.** When an employee stationed in the continental United States dies while on temporary duty, transportation expenses may not be authorized for his dependents or household goods. The deceased employee's baggage at the temporary duty point will be transported at Government expense to his official station or place of actual residence.

C6060 TRANSPORTATION OF BAGGAGE

The allowable cost for transportation of personal baggage other than household goods will include the expenses actually and necessarily incurred in transporting personal baggage as prescribed in Chapter 2. Expenses in connection with the transportation of baggage by a privately owned conveyance which would not have been incurred if the baggage had been transported by common carrier will not be allowed. Reimbursement for loss or damage to baggage during transit will not be allowed, nor will charges for marine and other insurance be allowed.

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Transportation of a privately owned motor vehicle, as provided herein, will be authorized when an employee dies while stationed at a permanent duty station outside the continental United States or while he is in transit to or from such permanent duty station. Transportation may be authorized at Government expense, not to exceed the cost, including overland transportation, from the permanent duty station of the employee outside the continental United States to the actual place of residence. In any case when transportation is authorized, a determination must be made that it was in the interest of the Government for the employee to have a privately owned vehicle at the overseas permanent duty station.

C6062 TERMINATION OF PER DIEM

Authorized per diem allowance terminates at the end of the calendar day that an employee dies. Any travel expense advance in excess of earned entitlement is subject to collection.

C6063 ESCORT FOR REMAINS

Travel expenses of an escort for the decedent's remains are not allowable.

C6064 METHODS OF PAYMENT

Payment of allowable expenses may be made directly to the person performing the services or by reimbursement to any person making the original payment. Claims for reimbursement will be supported by receipts. When the remains are transported by common carrier via express service through the use of U.S. Government Bill of Lading (Standard Form 1103), or through the use of the U.S. Government Transportation Request (Standard Form 1169), payment will be made on the appropriate voucher forms.

C6065 PROHIBITION OF PAYMENT WHEN OTHER LAWS APPLY

Payment of allowances provided by this Part will not be made if payment is authorized by any other law of the United States. However, the allowances provided by this Part will not be denied because the deceased employee is eligible for burial benefits as a veteran of the Armed Forces of the United States.