

Department of the Army
Pamphlet 638-2

Deceased Personnel

Procedures for the Care and Disposition of Remains and Disposition of Personal Effects

Headquarters
Department of the Army
Washington, DC
22 December 2000

UNCLASSIFIED

SUMMARY of CHANGE

DA PAM 638-2

Procedures for the Care and Disposition of Remains and Disposition of Personal Effects

This new pamphlet--

- o Revises and supersedes procedures previously published in AR 638-2.
- o Updates guidance for escorts of deceased Army personnel.
- o Supersedes DA Pam 638-1.

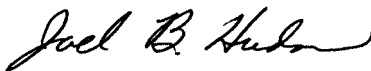
Deceased Personnel

Procedures for the Care and Disposition of Remains and Disposition of Personal Effects

By Order of the Secretary of the Army:

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History. This is the first printing of this pamphlet.

Summary. This pamphlet is to be used with Army Regulation (AR) 600-8-1, Army Casualty Operations/Assistance/Insurance and AR 638-2, Care and Disposition of Remains and Disposition of Personal Effects. The pamphlet is divided into three parts. Part one provides general guidance and procedures applicable to disposition of remains and disposition of personal effects actions. Part one also includes procedures for creating and maintaining individual deceased personnel files. Part two provides guidance and procedures for the care and disposition of

remains for active duty military personnel, dependents of active duty military personnel, certain Federal civilian employees, dependents of certain Federal civilian employees, certain retired military personnel, dependents of certain retired military personnel, and indigents who die on Army installations. Part two also contains procedures for identifying remains, obtaining disposition instructions, preparation of remains, escort of remains for active duty military personnel, travel orders for funeral travel, claims adjudication and processing, military burial honors, interment flags and cases. Part three provides guidance and procedures for the disposition of personal effects of deceased and missing soldiers, Government employees and contract personnel, certain family members and other civilians who are not subject to military law. It also provides procedures for appointing summary courts-martial and collection and disposition of personal effects.

Applicability. This pamphlet applies to the Active Army, the Army National Guard of the U.S., and the U.S. Army Reserve. It also applies to all personnel who participate in the disposition of remains and personal effects process at

unit, installation, and casualty area 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 for Personnel. The proponent has the authority to approve exceptions to this pamphlet that are consistent with controlling law and regulation. Proponents may delegate authority, in writing, to a division chief under their supervision within the proponent agency who holds the grade of colonel or the civilian equivalent.

Suggested Improvements. Users are encouraged to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, U.S. Total Army Personnel Command (TAPC-PED-F), Alexandria, VA 22331-0482.

Distribution. This publication is available in electronic media only and is intended for command levels B, C, D, and E for Active Army, Army National Guard of the U.S., and U.S. Army Reserve.

Contents (Listed by paragraph and page number)

Part One

Introduction, page 1

Chapter 1

General, page 1

Purpose • 1-1, page 1

References • 1-2, page 1

Explanation of abbreviations and terms • 1-3, page 1

Organizational and functional relationships • 1-4, page 1

Introduction • 1-5, page 1

Disposition of remains process • 1-6, page 1

*This pamphlet supersedes DA Pam 638-1, dated 15 September 1987.

Contents—Continued

Disposition of PE process • 1–7, *page 1*
Defense Casualty Information Processing System (DCIPS) • 1–8, *page 1*
Forms • 1–9, *page 2*
Policy and procedural assistance • 1–10, *page 2*

Chapter 2

Individual Deceased Personnel File (IDPF), *page 2*

Introduction • 2–1, *page 2*
Procedures to create and maintain IDPF • 2–2, *page 2*
Prepare the IDPF folder • 2–3, *page 2*
Collect and file required documents • 2–4, *page 2*
Forward required documents • 2–5, *page 2*
IDPF retention • 2–6, *page 2*

Part Two

Care and Disposition of Remains, *page 2*

Chapter 3

Identification of Remains, *page 2*

Introduction • 3–1, *page 3*
Types of identification • 3–2, *page 3*
Types of identification procedures • 3–3, *page 3*
Procedures to identify remains (CAC level) • 3–4, *page 3*
Obtain antemortem identification media • 3–5, *page 3*
Determine Identification authority • 3–6, *page 4*
Coordinate visual recognition • 3–7, *page 4*
Statement of identification • 3–8, *page 4*
Report identification determination • 3–9, *page 4*

Chapter 4

Obtain Disposition of Remains Instructions, *page 8*

Introduction • 4–1, *page 8*
Procedures for the disposition of remains • 4–2, *page 8*
Determine casualty and personnel status of the deceased • 4–3, *page 8*
Determine mortuary benefits • 4–4, *page 8*
Determine status of remains • 4–5, *page 8*
Determine current location of remains • 4–6, *page 9*
Determine the PADD • 4–7, *page 9*
Determine assistance CAC • 4–8, *page 9*
Brief disposition options and entitlements to the PADD • 4–9, *page 9*
Obtain disposition instructions • 4–10, *page 9*
Disposition instructions for unclaimed remains. • 4–11, *page 10*
Coordinate disposition instructions • 4–12, *page 10*
Input disposition instructions • 4–13, *page 10*

Chapter 5

Preparation of Remains, *page 22*

Introduction • 5–1, *page 22*
Procedures for preparation of remains • 5–2, *page 22*
Verify mortuary service entitlement • 5–3, *page 22*
Determine the disposition option • 5–4, *page 22*
Obtain mortuary services • 5–5, *page 23*
Deliver clothing to the contract funeral home • 5–6, *page 28*
Inspect remains • 5–7, *page 28*
Arrange and coordinate transportation • 5–8, *page 28*

Contents—Continued

Chapter 6

Escort of Remains, page 28

- Introduction • 6-1, page 28
- Decedents authorized an escort • 6-2, page 28
- Types of escorts • 6-3, page 28
- Procedures to administratively prepare the escort • 6-4, page 29
- Obtain disposition instructions • 6-5, page 29
- Determine type of escort • 6-6, page 29
- Determine CAC to provide escort • 6-7, page 29
- Submission of special escort request • 6-8, page 29
- Coordinate special escort request • 6-9, page 29
- Administratively prepare escort • 6-10, page 30
- Coordinate escort travel • 6-11, page 30
- Escort standards of conduct • 6-12, page 30
- Escort duties for casketed remains • 6-13, page 31
- Escort duties for cremated remains • 6-14, page 31
- Review escort report • 6-15, page 32

Chapter 7

Funeral Travel, page 36

- Introduction • 7-1, page 36
- Procedures for funeral travel • 7-2, page 36
- Determine status of remains • 7-3, page 36
- Determine persons authorized to travel • 7-4, page 36
- Determine travel entitlement • 7-5, page 36
- Brief travel entitlement • 7-6, page 36
- Determine travel order issuing authority • 7-7, page 36
- Prepare the travel order • 7-8, page 36
- Arrange travel to place of interment • 7-9, page 37
- Process travel claims • 7-10, page 37

Chapter 8

Funeral, Interment, and Memorial Service Claims Processing, page 37

- Introduction • 8-1, page 37
- Mortuary-related expenses • 8-2, page 37
- Authorized expenses • 8-3, page 37
- Unauthorized expenses • 8-4, page 37
- Maximum reimbursable allowances • 8-5, page 37
- Procures for claims processing and adjudication • 8-6, page 37
- Determine the deceased's casualty and personnel status • 8-7, page 38
- Determine disposition option and cemetery type • 8-8, page 38
- Review claim for proper documentation • 8-9, page 38
- Adjudicate claim • 8-10, page 38
- Monitor status of claim • 8-11, page 38

Chapter 9

Military Burial Honors, page 40

- Introduction • 9-1, page 40
- Procedures for military burial honors • 9-2, page 40
- Determine decedent's eligibility • 9-3, page 40
- Coordinate honors • 9-4, page 41
- Administratively prepare honors team • 9-5, page 41
- Brief honors team leader • 9-6, page 41

Contents—Continued

Chapter 10

Procurement and Presentation of Interment Flags and Flag Cases, page 41

Introduction • 10-1, *page 41*

Procedures for procurement and presentation of interment flags and cases • 10-2, *page 41*

Procure and maintain interment flag and flag case stock • 10-3, *page 42*

Determine decedent's eligibility for interment flags and flag cases • 10-4, *page 42*

Determine the CAC to provide flag and flag cases • 10-5, *page 42*

Determine eligible recipients for interment flag and flag case • 10-6, *page 42*

Determine decedent's rank • 10-7, *page 42*

Determine decedent's awards and skill badges • 10-8, *page 42*

Procure rank insignia, awards, and skill badges • 10-9, *page 42*

Prepare flag case • 10-10, *page 43*

Present flag case • 10-11, *page 43*

Submit flag case presentation report • 10-12, *page 44*

Part Three

Disposition of PE, page 45

Chapter 11

SCM for the Disposition of PE, page 45

Introduction • 11-1, *page 45*

Requirement to appoint • 11-2, *page 45*

SCM criteria • 11-3, *page 46*

Appointing authority • 11-4, *page 46*

Prescribed duties • 11-5, *page 46*

Limitations • 11-6, *page 46*

Chapter 12

Collection of PE, page 47

PE • 12-1, *page 47*

Death in a military medical treatment facility (MTF) • 12-2, *page 47*

Death aboard a military vessel • 12-3, *page 47*

Death aboard a military aircraft • 12-4, *page 47*

Separation of HHG • 12-5, *page 48*

Government property • 12-6, *page 48*

PE retained by law enforcement authorities • 12-7, *page 48*

Sentimental PE • 12-8, *page 48*

Deceased civilians not subject to military law • 12-9, *page 49*

Inventory of PE • 12-10, *page 49*

Forms used to inventory PE • 12-11, *page 49*

Completion of DA Form 54 • 12-12, *page 49*

Security of PE • 12-13, *page 50*

Cleaning of PE • 12-14, *page 50*

Pets and other animals • 12-15, *page 50*

Chapter 13

Disposition of PE, page 52

Introduction • 13-1, *page 52*

Methods to dispose of PE • 13-2, *page 52*

Delivery to the PERE • 13-3, *page 52*

Sale of PE • 13-4, *page 52*

Destruction of PE • 13-5, *page 52*

SCMO's summary letter to the PERE • 13-6, *page 53*

SCMO report • 13-7, *page 53*

Contents—Continued

Report of lost or stolen PE • 13–8, *page 54*

Chapter 14

Transportation of PE, *page 60*

Transportation of PE • 14–1, *page 60*

Funding • 14–2, *page 60*

Location of PE • 14–3, *page 60*

PE not eligible for shipment • 14–4, *page 60*

Carrier tariffs • 14–5, *page 60*

Chapter 15

Multiple Death Incidents, *page 60*

Introduction • 15–1, *page 60*

Search and recovery of PE • 15–2, *page 60*

PE collection point • 15–3, *page 61*

Procedures • 15–4, *page 61*

Forms • 15–5, *page 62*

PE collection point report • 15–6, *page 62*

Chapter 16

Collection and Payment of Local Debts, *page 65*

Authority to pay and collect local debts • 16–1, *page 65*

Jurisdiction • 16–2, *page 65*

Collection of local debts procedures • 16–3, *page 65*

Payment of local debt procedures • 16–4, *page 65*

Notification of uncollected local debts • 16–5, *page 66*

Appendixes

A. References, *page 67*

B. Disposition of Remains Briefing Guide, *page 69*

C. Inspection of Remains and Casket, *page 79*

D. Standard Escort Briefing, *page 81*

E. Displaying the Flag on a Casket and Folding the Flag in Cocked Hat Design, *page 90*

F. Summary Court Martial Officer Briefing Guide, *page 93*

G. SCMO Submission of Reports, *page 96*

Figure List

Figure 3–1: Sample DD Form 565 (Statement of Recognition of Deceased), *page 5*

Figure 3–2 (PAGE 1): Sample DA Form 2773 (Statement of Identification), *page 6*

Figure 3–2 (PAGE 2): Sample DA Form 2773 (Statement of Identification)—Continued, *page 7*

Figure 4–1 (PAGE 1): Checklist for briefing the CAO, *page 11*

Figure 4–1 (PAGE 2): Checklist for briefing the CAO—Continued, *page 12*

Figure 4–2 (PAGE 1): Sample letter to the PADD regarding disposition of remains (death within the United States), *page 13*

Figure 4–2 (PAGE 2): Sample letter to the PADD regarding disposition of remains (death within the United States)—Continued, *page 14*

Figure 4–3 (PAGE 1): Letter to the PADD regarding disposition of remains (death outside the United States), *page 15*

Figure 4–3 (PAGE 2): Letter to the PADD regarding disposition of remains (death outside the United States)—Continued, *page 16*

Figure 4–4 (PAGE 1): Sample completed DA Form 7302, *page 17*

Figure 4–4 (PAGE 2): Sample completed DA Form 7302—Continued, *page 18*

Contents—Continued

- Figure 4-5: Sample of completed form DA 7302 for relinquishment, *page 19*
Figure 4-6: Sample of a completed DD Form 2065, *page 20*
Figure 4-7: Sample DA Form 5330, *page 21*
Figure 4-8: Sample of CAC family arranged memorandum in lieu of DA Form 7302, *page 22*
Figure 5-1 (PAGE 1): Sample DD Form 2063, *page 24*
Figure 5-1 (PAGE 2): Sample DD Form 2063—Continued, *page 25*
Figure 5-2 (PAGE 1): Sample DD Form 2062, *page 26*
Figure 5-2 (PAGE 2): Sample DD Form 2062—Continued, *page 27*
Figure 6-1: Special escort request, *page 32*
Figure 6-2: Sample DD Form 1375 when PADD selected the Army-arranged option, *page 33*
Figure 6-3: Sample DD Form 1375 when PADD selected the family-arranged option, *page 34*
Figure 6-4: Sample DA Form 5329, *page 35*
Figure 8-1: Sample certificate of determination, *page 39*
Figure 8-2: Claims control log, *page 40*
Figure 10-1: Illustration of rank insignia placement, *page 44*
Figure 10-2: Sample e-mail message report of flag presentation, *page 45*
Figure 11-1: Sample SCMO appointment order, *page 47*
Figure 12-1: Sample PE inventory using DA Form 54, *page 51*
Figure 13-1 (PAGE 1): Sample SCMO's summary letter to the PERE, *page 55*
Figure 13-1 (PAGE 2): Sample SCMO's summary letter to the PERE—Continued, *page 56*
Figure 13-2: Sample certificate sale of PE sold, *page 57*
Figure 13-3: Sample certificate of destruction of effects, *page 57*
Figure 13-4: Sample interim report memorandum, *page 58*
Figure 13-5: Sample SCMO report memorandum, *page 59*
Figure 15-1: Sample final PE collection point report, *page 63*
Figure 15-2: Sample interim PE collection point report, *page 64*
Figure B-1 (PAGE 1): Disposition briefing, *page 71*
Figure B-1 (PAGE 2): Disposition briefing—Continued, *page 72*
Figure B-1 (PAGE 3): Disposition briefing—Continued, *page 73*
Figure B-1 (PAGE 4): Disposition briefing—Continued, *page 74*
Figure B-1 (PAGE 5): Disposition briefing—Continued, *page 75*
Figure B-1 (PAGE 6): Disposition briefing—Continued, *page 76*
Figure B-1 (PAGE 7): Disposition briefing—Continued, *page 77*
Figure B-1 (PAGE 8): Disposition briefing—Continued, *page 78*
Figure D-1 (PAGE 1): Army escort briefing, *page 82*
Figure D-1 (PAGE 2): Army escort briefing—Continued, *page 83*
Figure D-1 (PAGE 3): Army escort briefing—Continued, *page 84*
Figure D-1 (PAGE 4): Army escort briefing—Continued, *page 85*
Figure D-1 (PAGE 5): Army escort briefing—Continued, *page 86*
Figure D-1 (PAGE 6): Army escort briefing—Continued, *page 87*
Figure D-1 (PAGE 7): Army escort briefing—Continued, *page 88*
Figure D-1 (PAGE 8): Army escort briefing—Continued, *page 89*
Figure E-1: Flag placement on casket, *page 90*
Figure E-2: Folding detail on half-couch casket, *page 91*
Figure E-3: Display of flag on half-couch casket, *page 91*
Figure E-4: Display of cocked hat flag on half-couch casket, *page 92*
Figure E-5: Folding the U.S. flag, *page 92*

Glossary

Index

Part One Introduction

Chapter 1 General

1-1. Purpose

The purpose of this pamphlet is to provide practical guidance and procedures for unit commanders, casualty area commands (CACs), casualty assistance officers (CAOs), and summary courts-martial (SCMs) charged with the care and disposition of remains and/or disposition of personal effects (PE).

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this pamphlet are explained in the glossary.

1-4. Organizational and functional relationships

The CACs and Army installations play a pivotal role in the flow of information concerning the disposition of remains and PE to the Casualty and Memorial Affairs Operations Center (CMAOC), other CACs and Army installations, the person authorized to direct disposition of remains (PADD), person eligible to receive the effects (PERE), and other concerned parties. A CAC that obtains information from the PADD that indicates that 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 that indicates the deceased or missing person had PE in more than one geographical location must advise the appropriate CAC or Army installation to appoint a SCM for that PE.

a. CACs. The CACs are installations or activities that have a geographic area of responsibility for reporting casualties, providing casualty assistance, and providing mortuary affairs support. The CACs also ensure a SCM is appointed for the disposition of PE located within their geographic area. The CACs and their geographic areas are established by Army Regulation (AR) 600-8-1. 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, consequently, more than one CAC term could apply to a single CAC.

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

1-5. Introduction

The more entangled the decedent's family relationships, the more likely competing requests and claims for benefits will be submitted. Some relatives of the decedent may attempt to gain control or custody of the remains in order to establish their entitlement to receive monetary benefits. The Army should not become involved in family or other civil disputes. Accordingly, CAC personnel must adhere to the applicable Federal statutes and Army regulations. CAC personnel must not allow their own sense of justice or fairness to be used as a basis to deviate from the Federal or other civil law or Army regulations.

1-6. Disposition of remains process

The disposition of remains process is a multifunctional process consisting of casualty notification, casualty assistance, and mortuary affairs actions. The process is dependent upon the coordination and cooperation of CAC and unit commanders, law enforcement activities, and medical authorities. The process contains many diverse and complex actions and issues that begin with the confirmed report of a fatality and do not end until all actions are completed. Disposition of remains policy is found in AR 638-2 and procedures are found in part two of this pamphlet.

1-7. Disposition of PE 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 but separate from the disposition of remains process. Disposition of PE policy is found in AR 638-2 and procedures are found in part three of this pamphlet.

1-8. Defense Casualty Information Processing System (DCIPS)

The DCIPS is a data base designed to coordinate casualty and mortuary affairs information. The data base provides information concerning the disposition of remains, disposition of PE, military burial honors, and funeral and interment

claims payment. The first CAC or CMAOC activity obtaining the data from a primary source must enter information into DCIPS immediately upon receipt of the information. Data entries must be both timely and accurate. Procedures for entering data into DCIPS are found in the CMAOC DCIPS User's Manual. The CMAOC DCIPS User's Manual may be obtained from Commander, PERSCOM (TAPC-PED-D).

1-9. 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 in the chapter that first describes the form.

1-10. Policy and procedural assistance

Questions concerning disposition of remains policy and procedure should be referred to Commander, PERSCOM (TAPC-PED-D), Alexandria, VA 22331-0482.

Chapter 2

Individual Deceased Personnel File (IDPF)

2-1. Introduction

The Individual Deceased Personnel File (IDPF) is initiated upon receipt of a confirmed report that a fatality has occurred. There are two types of IDPFs: the official IDPF created and maintained by CDR, PERSCOM (TAPC-PED-D) and the field IDPF created and maintained by the CAC. The official IDPF is the Army's record of disposition of remains and disposition of personal effects actions and the documents that support these actions. The field IDPF is the CAC record of disposition actions taken and the documents to support these actions. Each CAC having an action in the disposition of remains process or disposition of PE process will create a field IDPF. Accordingly, creation and maintenance of the IDPF is a critical task for both the CAC and CDR, PERSCOM (TAPC-PED-D).

2-2. Procedures to create and maintain IDPF

The procedures to create and maintain an IDPF (in sequence) are—

- a. Prepare the file folder.
- b. Initiate, collect, copy, and file required documents
- c. Forward required documents

2-3. Prepare the IDPF folder

The IDPF is initiated by preparing a letter-size file folder. For deceased personnel the file folder is labeled with the name of the deceased, rank, social security number (SSN), date of death, place of death or incident and the Modern Army Records Keeping System (MARKS) file number 600-8-1m. For deceased dependents, the sponsor's social security number is also included on the file label. For missing personnel the file folder is labeled with the missing person's name, rank, SSN, date of incident, place of incident and the MARKS file number 600-8-1m.

2-4. Collect and file required documents

The CACs research, initiate, collect, copy, and file documents required for the field IDPF. The list of required documents is found in AR 638-2, table 1-6.

2-5. Forward required documents

The CAC that first obtains a document listed in AR 638-2, table 1-6, forwards the original of the document to reach the CDR, PERSCOM (TAPC-PED-D) within 10 days of the date the document was obtained.

2-6. IDPF retention

a. *Official IDPF.* The official IDPFs created and maintained by CDR, PERSCOM (TAPC-PED-D) are retained for the year of creation and one more year in local files. At the end of the second year, the file is transferred to a Federal Records Center where it is retained for 75 years. (See AR 25-400-2, The Modern Army Record Keeping System.)

b. *Field IDPF.* The field IDPFs are retained by the CAC for the year of creation and two more years. The CAC IDPF is destroyed at the end of the third year. (See AR 25-400-2.)

Part Two Care and Disposition of Remains

Chapter 3 Identification of Remains

3-1. Introduction

Identification of remains is a critical element in the disposition of remains process. Identification establishes that 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, 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. 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 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, and yet there still could be skeletal or tissue portions that cannot be individually identified.

3-2. Types of identification

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

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

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

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

3-3. Types of identification procedures

There are two levels of remains identification procedures: Service headquarters procedures and CAC procedures (see AR 638-2, chap 8). Service headquarters level procedures are used in the identification of remains recovered from past conflicts and certain current multiple fatality incidents (such as combat operations, air crashes, or terrorist attacks). The CAC level procedures are used for single fatality and multiple fatality incidents when the Service headquarters determines CAC procedures are appropriate. The CAC level identification procedures are located in this pamphlet. Information concerning Service Headquarters level procedures can be obtained from CDR, PERSCOM (TAPC-PED-F).

3-4. Procedures to identify remains (CAC level)

The CAC level procedures for the identification of remains and to coordinate identification of remains (in sequence) are—

- a. Obtain antemortem identification media.
- b. Determine identification authority.
- c. Coordinate visual recognition.
- d. Report identification determination.

3-5. Obtain antemortem identification media

a. *Home station CAC.* The home station CAC is responsible for locating and providing the individual's military dental and medical records as required for identification of remains. The home station CAC should request the decedent's dental and medical records as soon as the individual is reported as a fatality. In the event of a multiple fatality incident, the records of all persons involved in the incident (whether reported as deceased, deceased and remains not recovered or missing) will be provided by the home station CAC to the identification facility.

b. *Assistance CAC.* The assistance CAC is responsible for locating and providing the deceased or missing person's

civilian dental and medical records when required for identification of remains. The assistance CAC will not request civilian dental and medical records unless instructed by CDR, PERSCOM (TAPC-PED-D).

c. CDR, PERSCOM (TAPC-PED-F). In the event individually recovered remains do not have a “believe to be identity,” CDR, PERSCOM (TAPC-PED-F) will compile a list of those persons who are missing or remains have not been recovered in the geographic area where the remains were recovered and request dental and medical records from the appropriate record custodians. These records will be held until the person is returned alive or the person’s remains are identified.

3-6. Determine Identification authority

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

a. Civil authorities. Remains are identified by civil authorities when the remains are not within the jurisdiction of military authorities, such as off-post quarters, crime scenes, and civilian medical facilities. State laws vary but typically remains are identified by an employee of the medical examiner’s office, coroner’s office, or law enforcement agency.

b. Military authorities. Remains are identified by military authorities when the remains are in their jurisdiction, such as on-post quarters, crime scenes, military hospitals, and U.S. Air Force port mortuaries. Military authorities that may identify remains are the Armed Forces Medical Examiner (to include designated regional examiners), law enforcement agencies, and unit commanders.

3-7. Coordinate visual recognition

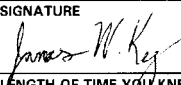
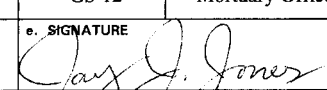
Visual recognition of remains must be done with extreme deliberation and care. The unit commander may identify remains by visual recognition only when the remains facial features are not disfigured. The commander’s identification must be based upon a close and direct examination of the remains by a person or persons who knew the decedent well (roommate, squad leader, close friend). The visual recognition is recorded on DD Form 565 (Statement of Recognition of Deceased). A sample DD Form 565 is located at figure 3-1. DD Form 565 is an enclosure to DA Form 2773 (Statement of Identification).

3-8. Statement of identification

Upon receipt of identification from civil authorities or determination of identification by military authorities, the Casualty Area Command completes DA Form 2773. The CAC indicates on the form the condition of the 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 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 approving official is the Casualty Area Commander or his designee in the rank of Lieutenant Colonel or higher (see AR 638-2). A sample of a completed DA Form 2773 is located at figure 3-2. The original DA Form 2773 and related documents are forwarded to CDR, PERSCOM (TAPC-PED-D) for inclusion in the official IDPF.

3-9. Report identification determination

The identification facility will report identification of remains to the preparing CAC. The preparing CAC will notify the CAC providing casualty assistance to the PADD and CDR, PERSCOM (TAPC-PED-D) as soon as the remains are identified by the appropriate identification authority.

STATEMENT OF RECOGNITION OF DECEASED			
PRIVACY ACT STATEMENT			
<p>AUTHORITY: 10 USC Sections 1481 through 1488, EO 9397, Nov. 1943 (SSN).</p> <p>PURPOSE AND USE: This form is used to establish initial identification of deceased personnel.</p> <p>DISCLOSURE: Personal information provided on this form is given on a voluntary basis. Failure to provide this information, however, may result in improper identification of the deceased person and person making visual identification.</p>			
1. TENTATIVELY IDENTIFIED DECEDENT			
a. NAME (<i>Last, First, Middle Initial</i>) (or <i>Unidentified</i>) Green, John L.	b. RANK MSG	c. SSN 000-00-0000	
d. ORGANIZATION HHC, 1-99th Infantry Bn., Fort Powell, GA 23456	e. SERVICE U.S. Army		
2. I HAVE PERSONALLY VIEWED THE REMAINS TENTATIVELY IDENTIFIED ABOVE. RECOGNITION IS BASED ON THE FOLLOWING.			
a. SEX Male	b. APPROXIMATE AGE (<i>Years</i>) 45	c. APPROXIMATE HEIGHT 6 Feet	d. RACE Caucasian
e. HAIR COLOR (<i>If brown, indicate light or dark, as applicable</i>) Dark Brown		f. BUILD/MUSCULARITY (<i>Slender, medium, heavy or obese</i>) Medium	
g. IDENTIFYING MARKS (<i>Fully describe by type and location ALL known scars, tattoos, birthmarks, amputations or other body markings to support the identification.</i>) Tatoo of an eagle on the inside of the right forearm.			
h. REMARKS MSG Green has been a friend of mine for over 12 months. He has a receding hairline in the front of his head, and beginning to bald in the back. I am certain the remains are those of MSG Green.			
3. DETAILS OF VIEWING			
a. DATE (<i>YYYYMMDD</i>) 19990612	b. TIME 1600 Hours	c. PLACE Becton Army Medical Center Fort Powell, Ga 23456	
4. PERSON MAKING VISUAL IDENTIFICATION			
a. NAME (<i>Last, First, Middle Initial</i>) Key, James W.	b. RANK MSG	c. SSN 000-00-0000	
d. ORGANIZATION HHC, 1-99th Infantry Bn. Fort Powell, GA 23456	e. SIGNATURE 	f. DATE SIGNED (<i>YYYYMMDD</i>) 19990612	
g. RELATIONSHIP TO DECEASED (<i>CDR, ISG, Friend, Relative, etc.</i>) Friend	h. LENGTH OF TIME YOU KNEW DECEASED (<i>Number of months or years</i>) 12 Months		
5. WITNESS			
I certify that the individual identified in Item 4 has viewed the remains in my presence, and that to the best of my knowledge and belief the above statements are true.			
a. NAME (<i>Last, First, Middle Initial</i>) Jones, Jay J.	b. RANK GS-12	c. TITLE Mortuary Officer	
d. ORGANIZATION 99th Infantry Division Fort Powell, GA 23456	e. SIGNATURE 	f. DATE SIGNED (<i>YYYYMMDD</i>) 19990612	

DD FORM 565, JUL 1998 (EG)

PREVIOUS EDITION MAY BE USED.

Designed using Perform Pro, WHS/DIOR, Jun 98

Figure 3-1. Sample DD Form 565 (Statement of Recognition of Deceased)

STATEMENT OF IDENTIFICATION			
For use of this form, see AR 638-2; the proponent agency is ODCSPER			
NAME OF DECEASED <i>(Last, First, MI)</i>	GRADE	SSN	BRANCH OF SERVICE
DATE OF INCIDENT			
Smith John T.	PFC	111-11-1111	Army
16 Jan 2001			
ORGANIZATION AND BASE	PLACE OF DEATH/INCIDENT		
CONDITION OF REMAINS <i>(Describe briefly in Narrative below)</i>			
<input checked="" type="checkbox"/> Recognizable	<input type="checkbox"/> Not Recognizable	<input type="checkbox"/> Commingled	<input type="checkbox"/> Mutilated
<input type="checkbox"/> Burned	<input type="checkbox"/> Decomposed	<input type="checkbox"/> Semi-Skeletal	<input type="checkbox"/> Skeletal
MEANS OF IDENTIFICATION <i>(Check all appropriate boxes. Specify supporting data in Narrative below)</i>			
<input type="checkbox"/> Fingerprint Comparison	<input type="checkbox"/> Footprint Comparison	<input checked="" type="checkbox"/> Dental Comparison	<input type="checkbox"/> Anatomical Comparison
<input type="checkbox"/> Skeletal Comparison	<input type="checkbox"/> Personal Effects	<input checked="" type="checkbox"/> Visual Recognition	<input type="checkbox"/> Identification Tag(s)
<input type="checkbox"/> Other <i>(Explain in Narrative)</i>			
ENCLOSURES			
<input checked="" type="checkbox"/> DD Form 565	<input type="checkbox"/> DD Form 890	<input checked="" type="checkbox"/> DD Form 891	<input type="checkbox"/> DD Form 892
<input type="checkbox"/> DD Form 893	<input type="checkbox"/> DD Form 894	<input type="checkbox"/> DD Form 897	<input type="checkbox"/> ID Card
<input type="checkbox"/> DD Form 369	<input type="checkbox"/> FD 258	<input type="checkbox"/> AF Form 137	<input type="checkbox"/> SF 603
<input type="checkbox"/> Dental X-Rays	<input type="checkbox"/> SF 88	<input type="checkbox"/> SF 93	<input type="checkbox"/> DD Form 2064
<input type="checkbox"/> SF 601	<input type="checkbox"/> Photo		

NARRATIVE AND SUMMARY *(Continue on reverse or use additional sheets, if required)*

PFC was visually identified by his roommate PFC Franklin T. Smith, 111 22 2111, A Company 2-15 FA, Fort Bragg Nc.

A dental comparison was done by DR (MAJ) Tom SAllan, 312 Dental Detachment, Fort Bragg, NC

Figure 3-2 (PAGE 1). Sample DA Form 2773 (Statement of Identification)


M

TAB

NARRATIVE AND SUMMARY (Continued)

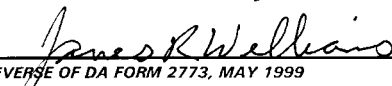
RECOMMENDATIONS

RECOMMENDATIONS PRESENTED

TYPED NAME OF IDENTIFICATION SPECIALIST SFC James A Leonard	NAME AND ADDRESS OF INSTALLATION CDR 18th PA Bn Fort Bragg, NC
TITLE OF IDENTIFICATION SPECIALIST CAI NCOIC	
SIGNATURE OF IDENTIFICATION SPECIALIST 	DATE 17 JAN 01

RECOMMENDATIONS APPROVED

To the best of my knowledge and belief, the statements made herein are correct and true.

TYPED NAME OF APPROVING OFFICER LTC James R. Williams	GRADE	NAME AND ADDRESS OF INSTALLATION Fort Bragg, NC
TITLE OF APPROVING OFFICER CDR, 18th PA Bn		
SIGNATURE OF APPROVING OFFICER 		DATE 17 Jan 01

REVERSE OF DA FORM 2773, MAY 1999

USAPA V1.00

Figure 3-2 (PAGE 2). Sample DA Form 2773 (Statement of Identification)—Continued

Chapter 4 Obtain Disposition of Remains Instructions

4-1. Introduction

Disposition instructions consist of the PADD's disposition of remains option selection, place of consignment, and place of interment. The disposition instructions have both legal and financial implications. Accordingly, CACs must follow the provisions of the applicable Army regulations and the procedures established by this pamphlet.

a. Disposition options. There are two types of disposition of remains options: Army arranged and family arranged. The Army arranged option is available only when the remains are—

(1) In the Army's control or custody (such as a military hospital or remains evacuation channels).

(2) In the custody or control of civil authorities (such as the county coroner or civilian medical facility). The Army arranged option is not available when the family has taken control or custody of the remains by contracting or releasing the remains to a funeral service provider.

b. The Army arranged option. Under the Army arranged option the Army is authorized to contract and arrange for the preparation, casketing, and transportation of the remains from the place of death to the place of consignment designated by the PADD. Included in this option is preparation of the remains (to include cremation), a choice of a specification metal or hardwood casket, or urn (for cremated remains). Not included in this option are viewing the remains at the contract funeral home, funeral, or interment related services. Army policy and guidance concerning the Army arranged option are located in AR 638-2.

c. Family arranged option. The family arranged disposition option prohibits the Army from contracting and arranging for the preparation, casketing, and transportation of the remains. All mortuary services and transportation of the remains will be arranged by the family. Accordingly, Army representatives will not interfere with the family's arrangements. If requested, the Army will ship or deliver, with the consent of the PERE, the decedent's Class A uniform to the preparing funeral home. An escort to accompany the remains is not provided under the family arranged option. Army policy and guidance concerning the Family arranged option are located in AR 638-2.

4-2. Procedures for the disposition of remains

The procedures to obtain disposition instructions (in sequence) are—

- a.* Determine the casualty and personnel status of the deceased.
- b.* Determine the mortuary benefits.
- c.* Determine the status of the remains.
- d.* Determine the current location of the remains.
- e.* Determine the PADD.
- f.* Determine the assistance CAC.
- g.* Brief disposition options and entitlements to the PADD.
- h.* Obtain disposition instructions.
- i.* Coordinate disposition instructions.
- j.* DCIPS data entries.

4-3. Determine casualty and personnel status of the deceased

a. Casualty status. Eligibility for mortuary benefits is based upon the individual's casualty status. Mortuary benefits and allowances are authorized only when casualty status for the individual is dead.

b. Personnel status. The decedent's personnel status determines the mortuary benefits provided by the Army. Personnel categories authorized mortuary benefits are established in AR 638-2, chapter 2. An individual may qualify for mortuary benefits in more than one personnel category (a soldier's dependent may also be a civilian employee of the Army, as well as a military retiree). When an individual qualifies for mortuary benefits in more than one personnel status, the Army will provide the benefits authorized for each personnel status.

4-4. Determine mortuary benefits

Determine the authorized mortuary benefits from AR 638-2, table 2-1.

4-5. Determine status of remains

The status of the remains must be unrecovered, recovered and individually identified, recovered and not individually identified, recovered and included in group remains, recovered and individually identified portions and included in group remains, or non-recoverable.

a. When the remains are recovered and individually identified, then request disposition instructions after determining the location of the remains.

- b. When the remains are recovered but not yet individually identified, do not request disposition instructions until the remains are identified.
- c. When the remains are not recovered, do not request disposition instructions from the PADD.
- d. Disposition of remains for group remains will be arranged and coordinated by CDR, PERSCOM, TAPC–PED–D.

4–6. Determine current location of remains

Remains are normally located at a civil authority (medical examiner) facility, medical facility (civilian or military hospital), or funeral home contracted by the decedent’s family. Location of the remains of persons whose death occurs off-post in accidents, suicides, or homicides can be determined by contacting the civil authorities at the place of incident. Location of remains of persons who die in military medical treatment facilities (MTF) can be determined by contacting the facility’s patient administrator.

- a. If the remains are located at the local civil official’s facility or medical facility, then the PADD should be advised of the benefits and allowances available for both the Army arranged and family arranged disposition options.
- b. If the remains are located at a funeral home contracted by the decedent’s family, then only the benefits and allowances available through the family arranged option can be briefed to the PADD and provided.
- c. The person briefing the disposition options and obtaining the disposition instructions must confirm the location of the remains with the PADD prior to requesting the disposition instructions.

4–7. Determine the PADD

Before requesting disposition instructions, the PADD must be determined. The authority to direct disposition of remains is established by Federal statute and AR 638–2, chapter 4.

- a. The home station CAC determines the proper PADD by reviewing the information on the decedent’s DD Form 93 (Record of Emergency Data), in the Defense Eligibility Enrollment System (DEERS), and statements made by the decedent’s family or friends.
- b. When all of the decedent’s relatives decline to be the PADD or none can be located, the home station CAC will request disposition instructions from CDR, PERSCOM (TAPC–PED–D). The request will include each known relative’s name, last known address, and describe the CAC’s effort in identifying and locating the PADD.

4–8. Determine assistance CAC

After the home station CAC determines the PADD, the CAC to obtain disposition instructions must be determined. The CAC to obtain disposition of remains instructions is determined by identifying which CAC has responsibility for providing casualty assistance for the PADD’s current location (see AR 600–8–1, app C).

4–9. Brief disposition options and entitlements to the PADD

The disposition option and entitlement briefing must be presented to the PADD as quickly as possible. The PADD will be anxious to learn what benefits and assistance the Army will provide. 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 home station CAC must quickly advise the assistance CAC of the casualty assistance requirement and the preparing CAC which CAC is providing casualty assistance to the PADD. The preparing CAC must then quickly advise the assistance CAC whether or not there is an applicable mortuary service contract and the contract terms.
- b. Normally, the CAO is the person who explains disposition of remains options, casket choice, 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. A standard disposition of remains briefing is at appendix B. A sample checklist for briefing the CAO is located at figure 4–1.
- c. The CAO explains disposition of remains options, allowances, and other related entitlements to the PADD and provides the PADD with the mortuary affairs benefit letter. A sample letter for when the death occurs within the United States is located at figure 4–2. A sample letter for when death occurs outside of the United States is located at figure 4–3.

4–10. Obtain disposition instructions

Disposition instructions must be obtained on DA Form 7302 (Disposition of Remains Statement) for active duty military personnel, those soldiers who are continuously hospitalized from the date of discharge or retirement until the date of death, and Government civilian employees authorized mortuary services at Government expense. Disposition instructions must be obtained on DD Form 2065 (Disposition of Remains—Reimbursable Basis) for those persons eligible for mortuary services on a reimbursable basis. When the PADD intends to inter the remains outside the United

States, the PADD acknowledges on DA Form 5330 (Release of Remains For Local Disposition (OCONUS) that subsequent dis-interment and re-interment is a personal matter and that the Army will not fund or assist with the dis-interment or re-interment. Disposition instructions cannot be obtained telephonically from the PADD without prior approval of CDR, PERSCOM (TAPC-PED-D). The CAO should telephonically relay the disposition instructions to the CAC providing casualty assistance after the DA Form 7302 is completed and signed by the PADD.

a. Completion of DA Form 7302.

(1) The CAC providing casualty assistance to the PADD completes blocks 1 through 5 of the DA Form 7302 from information obtained from DCIPS. The CAC must also annotate the correct maximum reimbursable allowances in block 6 for options 1 through 5 before providing the form to the CAO.

(2) The PADD selects a disposition option by initialing the appropriate option space found in block 6. The PADD selects casket and urn type by marking the selection in block 6. The PADD must also enter the name and address of the funeral home or other place of consignment in the space in options 1 through 5 in block 6. The PADD signs in block 7e. The CAO dates the form in block 7a and completes blocks 7b and 7d, and signs in block 7c. A sample DA Form 7302 is located at figure 4-4.

(3) On Occasion, the PADD may not want to be involved or is unable to provide disposition instructions. The PADD may relinquish disposition authority to the next person in the PADD precedence by completing the relinquishment statement in block 6. The PADD may not name the successor PADD. A sample DA Form 7302 for relinquishment is located at figure 4-5.

b. Completion of DD Form 2065. The CAC providing casualty assistance to the PADD completes blocks 1 through 6 of the DD Form 2065 from information obtained from DCIPS. The CAC must also annotate the correct reimbursable payment to the Army in block 7 before providing the form to the CAO. The PADD selects a disposition option by entering the name and address of the funeral home or other place of consignment in the space provided in option I (block 7), II (block 8) or III (block 9). The PADD provides a point of contact by completing blocks 10a through 10e. The PADD signs the form in block 10f. A sample DD Form 2065 is located at figure 4-6.

c. Completion of DA Form 5330. The CAC providing casualty assistance to the PADD completes blocks 1 through 3 of the DA Form 5330 before providing the form to the CAO. The CAC obtains the information required for these blocks from DCIPS. The PADD signs and dates the form in the Sponsor or NOK box in block 3. The CAO signs and dates the form in the witness box of block 3. A sample DA Form 5330 is located at figure 4-7.

d. Family arranged memorandum. The CAC providing casualty assistance to the PADD will prepare a memorandum for record when the family arranges for the preparation of the remains prior to the PADD receiving the disposition options briefing or arranges preparation without the PADD's consent. This memorandum will indicate that the family arranged option was not briefed to the PADD and that the Army arranged option was not available because the remains had been released to a mortuary service provider by the PADD or other interested party. The memorandum will also include the name and type of cemetery where the remains are buried. A sample of this memorandum is located at figure 4-8.

4-11. Disposition instructions for unclaimed remains.

The CAC having custody of the unclaimed remains of a military retiree, indigent patient, or other person who dies on an Army installation, will contact the CDR, PERSCOM (TAPC-PED-D) for instructions. The CAC will provide the CDR, PERSCOM (TAPC-PED-D) a memorandum for the 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 CDR, PERSCOM (TAPC-PED-D), will provide disposition instructions to the CAC

4-12. Coordinate disposition instructions

The CAC obtaining the disposition instructions is responsible for immediately coordinating disposition instructions and related actions, such as providing military burial honors, issuing travel orders, or a special escort request with the appropriate CACs.

4-13. Input disposition instructions

Input disposition instructions into DCIPS in accordance with the procedures in the CMAOC DCIPS User's Manual.

Disposition of Remains and CAO Briefing Checklist

1. Remains status
 - a. Location of remains
 - b. Remains are in the custody or control of
2. Identification condition of remains
 - a. Method of identification
 - b. Condition of remains
 - c. DCIPS entry
3. PADD and PERE determination
 - a. DD Form 93 reviewed
 - b. Soldier's marriage certificate
 - c. Soldier's divorce decree
 - d. Ages of children verified
 - e. Parents' divorcee decree
 - f. Custody decree
 - g. Age of parents verified
 - h. DCIPS entry
4. PADD notified
5. CAO assigned to PADD
6. CAO briefed
 - a. Disposition options
 - (1) Army arranged
 - (2) Family arranged
 - b. Maximum reimbursable allowances
 - (1) Primary care
 - (2) Secondary care
 - (3) Transportation of remains
 - c. Special escort restrictions

Figure 4-1 (PAGE 1). Checklist for briefing the CAO

-
- d. Casket selection procedures
 - e. Funeral travel entitlement
 - (1) Authorized travellers
 - (2) Benefits
 - f. DA Form 7302
 - g. Relinquishment policy and form
7. Disposition instructions received
- a. 7302 signed and dated by PADD and CAO
 - b. Option block initialed by PADD
 - c. Casket type indicated
 - d. Urn type when remains will be cremated
 - e. Name and address of funeral home and cemetery
 - f. DCIPS data entry
 - (1) Disposition option
 - (2) Interment type
 - (3) Direct ship to
 - (4) Funeral home information
 - (5) Cemetery information
8. Coordination of disposition instructions
- a. Preparing CAC
 - b. Receiving CAC
 - c. Assistance CACs

Figure 4-1 (PAGE 2). Checklist for briefing the CAO—Continued

(Letterhead)

(Date)

Mr. Brian Smith
11221 Oak Street
Vienna, VA 00000

Dear Mr. Smith,

The Army desires to assist you in the funeral arrangements of your son, Corporal Robert K. Smith. You have a choice as to whether you want the Army to arrange the preparation and shipment of the remains, or whether you want to make these arrangements.

If you wish, the Army will provide for the embalming and preparation of the remains, a casket that meets Government specifications, a military escort to accompany the remains, and movement by the most expeditious means to a funeral home or a Government cemetery of your choice that has grave space available. The Army will also make arrangements for cremation if you so desire. These services will be provided at Government expense.

If you prefer to personally make all arrangements, please provide the name and address of your funeral home. In this instance, you will be reimbursed for the expenses incurred in the preparation and casketing of the remains in an approximate amount of (contract price or current allowance) or actual cost, whichever is less, plus the amount it would have cost the Government to transport the remains to final destination. If you desire the Army to prepare and transport the remains, you have a choice of caskets, metal sealer or hardwood non-sealer, depending upon the judgement of Army authorities, if the condition of the remains permits honoring your choice. Normally, if your choice is a hardwood casket, your choice can be honored unless the condition of the remains are such that they are not suitable for viewing at funeral services, notwithstanding the best professional effort. Of course, if your choice is a metal sealer casket, it will be honored without question. You will be informed before the remains are shipped to the funeral home or Government cemetery you selected of the type of casket provided.

Of course, if you desire to make your own arrangements, your funeral home, not the Army will advise you on the appropriate type of casket. You are reminded, however, you will only be reimbursed for preparation and casket in an approximate amount of (contract price or primary care allowance) or actual cost, whichever is less, plus what it would have cost the Government to transport the remains to final destination.

Figure 4-2 (PAGE 1). Sample letter to the PADD regarding disposition of remains (death within the United States)

Whether the Army or you make all arrangements, an interment allowance will be paid to help defray burial expenses. Maximum allowance is (current allowance) if interment is in a civilian cemetery; maximum allowance of (current allowance) if consignment is made to a funeral home prior to interment in a National or other Government cemetery; and a maximum allowance of (current allowance) if consigned directly to a National or other Government cemetery. Facilities for viewing the remains are not available at National or other Government cemeteries. Your casualty assistance officer can provide information on availability of grave space in National or other Government cemeteries.

Please express your desired disposition instructions by completing the enclosed DA Form 7302 (Disposition of Remains Statement) and return to your casualty assistance officer as soon as possible.

Sincerely,

(Signature and signature block)

Enclosure

Figure 4-2 (PAGE 2). Sample letter to the PADD regarding disposition of remains (death within the United States)—Continued

(Letterhead)

(Date)

Mr. Robert Smith
11221 Oak Street
Vienna, VA 00000

Dear Mr. Smith,

The Army desires to assist you in the funeral arrangement of your son, Corporal Robert Smith. The remains of your son will be returned to the United States on the first available aircraft after completion of the necessary mortuary services. Upon arrival in the United States, the remains will be further processed, placed in a casket that meets Government specifications, and transported, accompanied by a military escort, to the funeral home of your choice or directly to any National or other Government cemetery in which grave space is available. Facilities for viewing the remains are not available at National or other Government cemeteries. The Army will also make arrangements for cremation if you so desire. These services will be provided at Government expense.

If you desire the Army to make arrangements for the remains, you usually have a choice of caskets, metal sealer or hardwood non-sealer, depending upon the condition of the remains and other factors. We will provide you the information you will need to make an informed choice. If information later becomes available that may prevent honoring your initial choice, you will be informed of the reason(s). In any instance, you will be informed before the remains are shipped to the funeral home or Government cemetery you selected of the type of casket provided.

You will be paid an interment allowance to help defray burial expenses. Maximum allowance is (current allowance) if interment is in a civilian cemetery; maximum allowance of (current allowance) if consignment is made to a funeral home prior to interment in a National or Government cemetery; and a maximum allowance of (current allowance) if consigned directly to a National or Government cemetery. Your casualty assistance officer can provide information on availability of grave space in National or Government cemeteries.

You will be advised of the arrival time of the remains at destination. Please do not set a funeral date until the Army has advised you of the scheduled arrival time of the remains of your son at destination.

Figure 4-3 (PAGE 1). Letter to the PADD regarding disposition of remains (death outside the United States)

Please express your desired disposition instructions by completing the enclosed DA Form 7302 (Disposition of Remains Statement) and return to your casualty assistance officer as soon as possible.

Sincerely,

(Signature and signature block)

Enclosure

Figure 4-3 (PAGE 2). Letter to the PADD regarding disposition of remains (death outside the United States)—Continued

DISPOSITION OF REMAINS STATEMENT		
For use of this form, see AR 638-2; the proponent agency is ODCSPER		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY: Title 10 USC, Sections 1481 through 1488; EO 9397. PRINCIPAL PURPOSE: To record disposition of remains desired by the person authorized to direct disposition of remains (PADD). ROUTINE USES: By Department of Army to enable PADD to apply for authorized benefits. DISCLOSURE: Disclosure of requested information is voluntary; however, if not provided, benefits cannot be provided.		
1. NAME OF DECEASED (Last, First, Middle Initial) Smith Charles A.	2. RANK OF DECEASED PFC	3. SSN OR SERVICE NUMBER OF DECEASED 111 11 1111
4. NAME AND ADDRESS OF PADD 36 Oak Street New Ulm Va		5. RELATIONSHIP TO DECEASED Father
6. DESIRED DISPOSITION OF REMAINS (Check and initial appropriate option)		
OPTION 1 <input checked="" type="checkbox"/>	The remains be prepared, dressed, casketed and transported to the funeral home named below with subsequent interment in a civilian cemetery. NAME AND ADDRESS OF FUNERAL HOME AND, IF KNOWN, CIVILIAN CEMETERY: MY CHOICE OF CASKET IS: (Select one) <input checked="" type="checkbox"/> METAL <input type="checkbox"/> WOOD Reimbursement for interment expenses not to exceed \$ 4,325.00 <i>CAS</i> (Initials)	
OPTION 2 <input type="checkbox"/>	The remains be prepared, dressed, casketed and transported to the funeral home named below with subsequent interment in a Government cemetery. NAME AND ADDRESS OF FUNERAL HOME AND GOVERNMENT CEMETERY: MY CHOICE OF CASKET IS: (Select one) <input type="checkbox"/> METAL <input type="checkbox"/> WOOD Reimbursement for interment expenses not to exceed \$ 3,000.00 (Initials)	
OPTION 3 <input type="checkbox"/>	The remains be prepared, dressed, casketed and transported direct to Government cemetery named below. NAME AND ADDRESS OF GOVERNMENT CEMETERY: MY CHOICE OF CASKET IS: (Select one) <input type="checkbox"/> METAL <input type="checkbox"/> WOOD Reimbursement for interment expenses not to exceed \$ 600.00 (Initials)	
OPTION 4 <input type="checkbox"/>	I desire the remains be cremated. I authorize the U.S. Army to act as my agent in arranging the cremation. I certify that I have the legal right to make this authorization and agree that I will hold the U.S. Army, my agent, harmless against any liability on account of cremation. I also request that the incurned cremated remains be escorted by a military escort to: (NAME AND ADDRESS OF FUNERAL HOME AND/OR CEMETERY) MY CHOICE OF URN IS: (Select one) <input type="checkbox"/> BRONZE <input type="checkbox"/> WOOD Reimbursement for interment expenses not to exceed amounts in options 1, 2, & 3 depending on interment in civilian or government cemetery and use of funeral home or direct consignment to government cemetery. (Initials)	
OPTION 5 <input type="checkbox"/>	I desire to make all arrangements. Release remains to the following funeral home. NAME AND ADDRESS OF FUNERAL HOME: Reimbursement for casket, preparation of remains, and interment in a private cemetery \$ 6,900.00 Reimbursement for casket, preparation of remains, and interment in a government cemetery \$ 5,550.00 Reimbursement of transportation charges for transportation of remains not to exceed amount it would have cost the Government to transport the remains. (Initials)	
OPTION 6 <input type="checkbox"/>	I, the undersigned, having the paramount right and responsibility to direct the disposition of the remains, HEREBY RELINQUISH MY RIGHTS to direct the disposition of the remains. I understand that the right to direct disposition of the remains will pass to the next person in order of precedence. I also certify that I have the legal right to make this authorization and release the U.S. Army, its officers, agents and employees from any and all liability which may arise from this relinquishment. (Initials)	
7. AUTHORIZATION: I, the undersigned, authorize the release of remains and desire disposition to be effected as indicated above.		a. DATE (YYYYMMDD)
b. TYPED OR PRINTED NAME OF WITNESS SFC Michael P. Smith		d. TYPED OR PRINTED NAME OF PADD Charles A. Smith
c. SIGNATURE OF WITNESS <i>Michael P. Smith</i>		e. SIGNATURE OF PADD <i>Charles A. Smith</i>

DA FORM 7302, DEC 2000

DA FORM 7302-R, JAN 94, IS OBSOLETE

USAPA V1.00

Figure 4-4 (PAGE 1). Sample completed DA Form 7302

Legend for figure 4-4:

Instructions for completing DA Form 7302:

1. Following will be completed by the Casualty Area Command before obtaining disposition instructions:
 - a. Social security number (SSN) of deceased.
 - b. Name, address, and relationship to deceased of the PADD entitled to direct disposition of the remains.
2. Explain options to the PADD, including choice of casket.
3. Fill in name and address of funeral home selected and cemetery, where applicable.
4. Fill in amount of interment allowance for option selected.
5. Have the PADD initial option selected and complete signature block.
6. Person receiving the disposition instructions will sign as witness.
7. Copies of completed DA Form 7302 will be distributed as follows:
 - a. Send original to CDR, PERSCOM (TAPC-PED-D), Alexandria, VA 22331-0482.
 - b. One copy to the PADD.
 - c. One copy in field case file.

Figure 4-4 (PAGE 2). Sample completed DA Form 7302—Continued

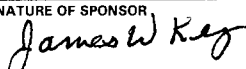
DISPOSITION OF REMAINS STATEMENT		
For use of this form, see AR 638-2; the proponent agency is ODCSPER		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY: Title 10 USC, Sections 1481 through 1488; EO 9397. PRINCIPAL PURPOSE: To record disposition of remains desired by the person authorized to direct disposition of remains (PADD). ROUTINE USES: By Department of Army to enable PADD to apply for authorized benefits. DISCLOSURE: Disclosure of requested information is voluntary; however, if not provided, benefits cannot be provided.		
1. NAME OF DECEASED (<i>Last, First, Middle Initial</i>) Williams, John R.	2. RANK OF DECEASED Captain	3. SSN OR SERVICE NUMBER OF DECEASED 222 22 2222
4. NAME AND ADDRESS OF PADD Mary A. Williams, 612 Oak Street, Spring Lake NC		5. RELATIONSHIP TO DECEASED Wife
6. DESIRED DISPOSITION OF REMAINS (<i>Check and initial appropriate option</i>)		
OPTION 1 <input type="checkbox"/>	The remains be prepared, dressed, casketed and transported to the funeral home named below with subsequent interment in a civilian cemetery. NAME AND ADDRESS OF FUNERAL HOME AND, IF KNOWN, CIVILIAN CEMETERY: MY CHOICE OF CASKET IS: (<i>Select one</i>) <input type="checkbox"/> METAL <input checked="" type="checkbox"/> WOOD (Initials) Reimbursement for interment expenses not to exceed \$ 4,325.00	
OPTION 2 <input type="checkbox"/>	The remains be prepared, dressed, casketed and transported to the funeral home named below with subsequent interment in a Government cemetery. NAME AND ADDRESS OF FUNERAL HOME AND GOVERNMENT CEMETERY: MY CHOICE OF CASKET IS: (<i>Select one</i>) <input type="checkbox"/> METAL <input type="checkbox"/> WOOD (Initials) Reimbursement for interment expenses not to exceed \$ 3,000.00	
OPTION 3 <input type="checkbox"/>	The remains be prepared, dressed, casketed and transported direct to Government cemetery named below. NAME AND ADDRESS OF GOVERNMENT CEMETERY: MY CHOICE OF CASKET IS: (<i>Select one</i>) <input type="checkbox"/> METAL <input type="checkbox"/> WOOD (Initials) Reimbursement for interment expenses not to exceed \$	
OPTION 4 <input type="checkbox"/>	I desire the remains be cremated. I authorize the U.S. Army to act as my agent in arranging the cremation. I certify that I have the legal right to make this authorization and agree that I will hold the U.S. Army, my agent, harmless against any liability on account of cremation. I also request that the incurned cremated remains be escorted by a military escort to: (<i>NAME AND ADDRESS OF FUNERAL HOME AND/OR CEMETERY</i>) MY CHOICE OF URN IS: (<i>Select one</i>) <input type="checkbox"/> BRONZE <input type="checkbox"/> WOOD (Initials) Reimbursement for interment expenses not to exceed amounts in options 1, 2, & 3 depending on interment in civilian or government cemetery and use of funeral home or direct consignment to government cemetery.	
OPTION 5 <input type="checkbox"/>	I desire to make all arrangements. Release remains to the following funeral home. NAME AND ADDRESS OF FUNERAL HOME: Reimbursement for casket, preparation of remains, and interment in a private cemetery \$ 6,900.00 Reimbursement for casket, preparation of remains, and interment in a government cemetery \$ 5,550.00 Reimbursement of transportation charges for transportation of remains not to exceed amount it would have cost the Government to transport the remains. (Initials)	
OPTION 6 <input checked="" type="checkbox"/>	I, the undersigned, having the paramount right and responsibility to direct the disposition of the remains, HEREBY RELINQUISH MY RIGHTS to direct the disposition of the remains. I understand that the right to direct disposition of the remains will pass to the next person in order of precedence. I also certify that I have the legal right to make this authorization and release the U.S. Army, its officers, agents and employees from any and all liability which may arise from this relinquishment. (Initials) <i>MAW</i>	
7. AUTHORIZATION: I, the undersigned, authorize the release of remains and desire disposition to be effected as indicated above.		a. DATE (YYYYMMDD) 20010123
b. TYPED OR PRINTED NAME OF WITNESS SFC Peter C Wright	d. TYPED OR PRINTED NAME OF PADD Mary A. Williams	
c. SIGNATURE OF WITNESS <i>Peter C Wright</i>	e. SIGNATURE OF PADD <i>Mary A Williams</i>	

DA FORM 7302, DEC 2000

DA FORM 7302-R, JAN 94, IS OBSOLETE

USAPA V1.00

Figure 4-5. Sample of completed form DA 7302 for relinquishment

DISPOSITION OF REMAINS - REIMBURSABLE BASIS		Form Approved OMB No. 0704-0030 Expires Dec 31, 2002	
<p>The public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0030), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 1.</p>			
PRIVACY ACT STATEMENT			
<p>AUTHORITY: 10 USC Sections 1481 through 1488; EO 9397. PRINCIPAL PURPOSE: To record the sponsor's disposition instructions for the remains. To record cost for necessary services and supplies. To record the name, address and telephone number of a person in CONUS who may be contacted concerning the remains, if necessary. ROUTINE USES: None. DISCLOSURE: Voluntary; however, failure to furnish the requested information may delay processing and shipment of remains to final destination.</p>			
1. TO: (Recipients and address authorized distribution) US Army Mortuary Affairs Activity Europe ATTN: Mortuary Officer APO AE 09242		2. NAME OF DECEASED (Last, First, Middle Initial) Green, John L.	
4. NAME OF SPONSOR (Individual, Agency or Firm) James W. Key		3. RELATIONSHIP TO SPONSOR Friend	
6. GRADE OF SPONSOR MSG		5. ADDRESS OF SPONSOR (Street, City, State and ZIP Code) HHC, 1-9th Infantry Bn. Fort Powell, GA 23456	
7. SSN OF SPONSOR 123-45-6789			
I, THE UNDERSIGNED, DESIRE THAT DISPOSITION OF REMAINS BE EFFECTED AS INDICATED BELOW: (X applicable option)			
<input checked="" type="checkbox"/> 8. OPTION 1			
a. Preparation of remains at the Government mortuary and return of remains to a continental United States port of entry in a transfer case. The port mortuary will furnish the requested services and supplies at a cost of \$ 560.00 . I have reimbursed the Government in this amount. It is requested that the remains be shipped to the following funeral home:			
b. NAME OF FUNERAL HOME Smith Funeral Home		c. ADDRESS OF FUNERAL HOME (Street, City, State and ZIP Code) 123 Green Tree Street Red Oak, CA 66660	
<input type="checkbox"/> 9. OPTION 2			
a. Preparation of remains at the Government mortuary and return of remains to a continental United States port of entry in a transfer case. The port mortuary officer is requested to release the remains to the following funeral home:			
b. NAME OF FUNERAL HOME		c. ADDRESS OF FUNERAL HOME (Street, City, State and ZIP Code)	
<input type="checkbox"/> 10. OPTION 3 - ARRANGEMENTS DESIRED (Other than those described in Options 1 or 2)			
11. RELATIVE OF DECEASED (or other person) IN CONUS WHO MAY BE CONTACTED, IF NECESSARY			
a. NAME (Last, First, Middle Initial) Green, Mary L.		b. ADDRESS (Street, City, State and ZIP Code) 1234 Big Tree Lane Red Oak, CA 66660	
c. RELATIONSHIP Spouse	d. TELEPHONE (Include Area Code) (123) 456-7890		
e. DATE SIGNED June 11, 2000	f. SIGNATURE OF SPONSOR 		

DD FORM 2065, APR 2000

PREVIOUS EDITION IS OBSOLETE.

Figure 4-6. Sample of a completed DD Form 2065

RELEASE OF REMAINS FOR LOCAL DISPOSITION (OCONUS)

For use of this form, see AR 638-2; the proponent agency is ODCSPER

1. I, Charles A. Smith request release of the remains of
(Name and Grade of Sponsor or Next of Kin (NOK))

William A. Smith, my son
(Name of Deceased) (Relationship)

Fritz Pieta for final disposition
(Name of local funeral director or cemetery)

36 Beethoven STR, 67942 Meinheim, Germany
(Location)

2. I hereby acknowledge that once the remains of my son
(Relationship)

are released for final disposition, subsequent disinterment and/or shipment of the disinterred remains will not be arranged by, nor paid for by the Government, nor will the disinterred remains be shipped on military aircraft on a reimbursable basis. Information on disinterment and/or shipping costs may be obtained from the nearest US consulate or embassy where death occurred.

3. I understand that remains interred in civilian cemeteries in some countries are subject to disinterment after a period of time *(determined by the cemetery officials)* and may be disposed of without consulting me. I further understand that all arrangements at the cemetery are my sole responsibility.

TYPED NAME OF SPONSOR OR NOK	SIGNATURE OF SPONSOR OF NOK	DATE
Charles A Smith	<i>Charles A. Smith</i>	1 Feb 01
TYPED NAME OF WITNESS	SIGNATURE OF WITNESS	DATE
John James	<i>John James</i>	1 Feb 01

DA FORM 5330, MAY 1999

PREVIOUS EDITION IS OBSOLETE

USAPA V1.00

Figure 4-7. Sample DA Form 5330

Memorandum for the record

1. The Army arranged disposition of remains option was not available for the disposition of Corporal Robert K. Smith's remain. Corporal Smith's remain were released to a mortuary service provider before The Fort Green, Casualty Area Command, could brief the available disposition of remains options to Mrs. Mary a Smith, the person authorized to direct disposition of Corporal Smith's remains.
2. The remains were released 9 July 1996 at 10:00 to the Sanford and Son Funeral Home, 11221 Oak Street, Dearborn, Michigan 00000. The remains will be interred in the Dearborn Municipal Cemetery, Dearborn, Michigan.
3. Mrs Smith has been advised of her mortuary affairs entitlements and related benefits.

(Signature block of CAC representative)

Figure 4-8. Sample of CAC family arranged memorandum in lieu of DA Form 7302

Chapter 5 Preparation of Remains

5-1. Introduction

Preparation of remains consists of embalming, dressing, cosmetizing, and casketing the remains. Cremation is a part of preparation only when requested by the PADD. Preparation of remains is a legal issue with possible religious and emotional ramifications. Accordingly, CACs must not deviate from the PADD's written disposition instructions when arranging for the preparation and transportation of the remains.

a. Authorized mortuary services and supplies. Preparation of remains includes those mortuary services and supplies required to prepare, casket, and transport the remains (see AR 638-2, chap 5).

b. Mortuary service contract. The purpose of an Army mortuary service contract is to prepare, casket, and transport the remains to the place designated by the PADD. A mortuary service contract should specifically identify the services and supplies that are required by the Army to deliver the remains to the place designated by the PADD. The contract should not include services or merchandise that are not required by the Army or are authorized reimbursable funeral or interment expenses. The contracting officer must obtain the selected funeral provider's General Price List (GPL) immediately after entering into the mortuary service contract.

5-2. Procedures for preparation of remains

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

- a.* Verify mortuary service entitlement.
- b.* Determine disposition option.
- c.* Obtain mortuary services.
- d.* Deliver clothing to the contract funeral home.
- e.* Inspect remains.
- f.* Arrange transportation to receiving funeral home.

5-3. Verify mortuary service entitlement

The CAC must verify the decedent's eligibility for mortuary services prior to acting upon the disposition instructions received 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 DA Form 7302, and the PADD or other interested person has not taken control or custody of the remains.

b. The Army does not prepare the remains when the PADD selects the family arranged option on the DA Form 7302 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.

5-5. Obtain mortuary services

The CAC must comply with all Federal, Army, and local regulations and contract procedures. There are two types of mortuary service contracts:

a. *Requirements contract.* The requirements contract is used when a death occurs in the requirement's contract area of performance or it is cost effective to transport the remains from the place of death to the contractor's facility. The DD Form 2063 (Record of Preparation and Disposition of Remains (Within CONUS)) is provided to the contractor by the contracting office at the time the mortuary services are ordered for the decedent. A sample DD Form 2063 is located at figure 5-1.

b. *One time purchase order.* The one time purchase order is used when the CAC has no mortuary service requirements contract or when the death is outside the requirements contract's area of performance. The DD Form 2063 is provided to the contractor by the contracting office at the time the mortuary services are ordered for the decedent.


c. *Army service mortuary.* Mortuary services are provided by Army service mortuaries in some areas outside of the United States. The contracting officer must obtain instructions from the CDR, PERSCOM (TAPC-PED-D) before contracting for mortuary services outside the United States. The DD Form 2062 (Record of Preparation and Disposition of Remains (Outside CONUS)) is prepared by the Army service mortuary. A sample DD Form 2062 is located at figure 5-2.

RECORD OF PREPARATION AND DISPOSITION OF REMAINS <i>(Within CONUS)</i>				Form Approved OMB No. 0704-0231 Expires July 31, 2001	
The public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0231), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.					
PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 1.					
1. TO <i>(Recipients and address authorized distribution)</i> CDR, PERSCOM ATTN: TAPC-PED-D Alexandria, VA 22331-0482			2. NAME OF AUTHORITY ARRANGING PREPARATION Mortuary Officer, Ft. Powell, GA 23456-7800		
			3. RECEIVING FUNERAL HOME		
			a. NAME Smith, John L.		
			b. ADDRESS <i>(Street, City, State and ZIP Code)</i> 123 Green Tree Lane Red Oak, CA 66666		
4. REMAINS OF					
a. NAME <i>(Last, First, Middle Initial)</i> Green, John L.		b. GRADE/RANK MSG	c. SSN 123-45-6789	d. BRANCH OF SERVICE U.S. Army	
e. ORGANIZATION 1-99th Infantry Bn. Fort Powell, GA 23456		f. NAME OF PERSON DIRECTING DISPOSITION OF REMAINS Mary L. Green		g. ADDRESS OF PERSON DIRECTING DISPOSITION 1234 Big Tree Lane Red Oak, CA 66666	
h. RELATIONSHIP OF PERSON DIRECTING DISPOSITION Spouse			i. DATE OF DEATH <i>(YYYYMMDD)</i> 990611	j. HOUR OF DEATH 1815	
k. CAUSE OF DEATH Cardiac arrest as a result of cancer			l. PLACE OF DEATH Fort Powell, GA 23456		
MORTUARY DATA					
5a. REMAINS RECEIVED AT MORTUARY		b. EMBALMING STARTED		c. EMBALMING COMPLETED	
(1) DATE <i>(YYYYMMDD)</i> 990612	(2) HOUR 1400	(1) DATE <i>(YYYYMMDD)</i> 990612	(2) HOUR 1430	(1) DATE <i>(YYYYMMDD)</i> 990612	(2) HOUR 1800
d. TYPE OF CASE				e. RECOMMEND FAMILY BE ALLOWED TO VIEW REMAINS <i>(X one)</i>	
<input checked="" type="checkbox"/> NOT AUTOPSIED	<input type="checkbox"/> MUTILATED	<input type="checkbox"/> NON-VIEWABLE	<input type="checkbox"/> OTHER <i>(Specify)</i>	<input checked="" type="checkbox"/> YES	
<input type="checkbox"/> AUTOPSIED	<input type="checkbox"/> VIEWABLE	<input type="checkbox"/> VIEWING QUESTIONABLE		<input type="checkbox"/> NO	
f. ARTERIES INJECTED		g. VEINS DRAINED		h. FLUID DILUTIONS	
(1) CAROTID	R L	(5) ILIAC	R L	(1) INDEX OF CONCENTRATED ARTERIAL FLUID	25 %
(2) SUBCLAVIAN	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	(6) FEMORAL	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	(2) INDEX OF CONCENTRATED CAVITY FLUID	30 %
(3) AXILLARY	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	(7) RADIAL		(3) PREINJECTION FLUID	24 Oz. 1 Gal.
(4) BRACHIAL	<input type="checkbox"/> <input type="checkbox"/>	(8) ULNAR		(4) 1ST INJECTION	5 Oz. 1/2 Gal.
i. HARDENING COMPOUND USED <i>(Lbs.)</i> None		j. DRAINAGE		(5) 2ND INJECTION	
		<input type="checkbox"/> CONTINUOUS		10 Oz. 1 Gal.	
		<input type="checkbox"/> RESTRICTED		(6) 3RD INJECTION	
		<input type="checkbox"/> INTERMITTENT		10 Oz. 1 Gal.	
				(7) 4TH INJECTION	
				20 Oz. 2 Gal.	
6. AREAS HYPODERMICALLY EMBALMED Abdominal and thoracic cavities and walls and buttocks.				k. TOTAL CONCENTRATED FLUID USED <i>(Oz.)</i>	
7. PARTS RECEIVING POOR CIRCULATION AND HOW TREATED None				(1) ARTERIAL	45
8. RESTORATION TREATMENT <i>(Describe, state reason if features not restored)</i> N/A				(2) CAVITY	48
9. EXPLAIN ANY DELAY IN RECOVERY, AUTOPSY, PREPARATION, INSPECTION OR SHIPMENT OF REMAINS None				(3) PREINJECTION	None
EXPENSE DATA					
10a. EXPENSE AT PLACE OF DEATH: PREPARATION SERVICE OBTAINED BY <i>(X one)</i>					
<input type="checkbox"/> ANNUAL CONTRACT	<input checked="" type="checkbox"/> ONE-TIME CONTRACT				
(1) RECOVERY OF REMAINS		\$	(7) TRANSPORTATION OF REMAINS		
(2) METAL CASKET			(a) SHIPPING CONTAINER		\$ 40.00
<input checked="" type="checkbox"/> STANDARD <i>(To include preparation of remains, hearse and related services)</i>	\$ 900.00		(b) AIR		\$ 191.00
<input type="checkbox"/> OVERSIZED			(c) HEARSE		\$ 264.00
			(d) RAIL		\$
(3) NAME OF CASKET MANUFACTURER Miller - Johnson			(8) TRANSPORTATION OF ESCORT		
			(a) AIR		\$ 204.00
			(b) RAIL		\$
			(c) BUS		\$
			(d) PER DIEM		\$ 109.50
(4) CLOTHING		\$ 84.17	(9) COMPLETE TOTAL		\$ 1,820.45
(5) FLAG		\$ 27.78			
(6) CREMATION		\$			

DD FORM 2063, MAY 2000

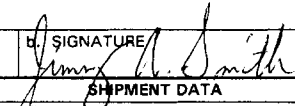
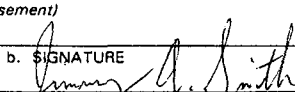
PREVIOUS EDITION IS OBSOLETE.

Figure 5-1 (PAGE 1). Sample DD Form 2063

10b. INTERMENT EXPENSES			
(1) AMOUNT PAID 867.00	(2) PAYEE Smith Funeral Home, 123 Green Tree Lane, Red Oak, CA 66666		
(3) DATE OF PAYMENT (YYYYMMDD) 990618	(4) VOUCHER NUMBER 882654	(5) CHECK NUMBER 344456999	
11. IF OVERSIZED CASKET IS USED, INDICATE REASON(S) N/A			
12. PREPARING EMBALMER			
a. REMARKS No Problems			
b. TYPED NAME John L. Smith	b. SIGNATURE	c. LICENSE NUMBER 1234	d. STATE CA
13. CONTRACTOR CERTIFICATION I certify that the supplies and services furnished meet the terms and specifications of the contract, and the remains and supplies should be in a satisfactory condition at final destination.			
a. TYPED NAME Smith Funeral Home	b. ADDRESS 123 Green Tree Lane Red Oak, CA 66666	c. SIGNATURE	d. DATE SIGNED Jun 18, 1999
14. INSPECTION DATA (Remains, Casket and Shipping Container)			
a. REMAINS (To be completed before remains are clothed)			
(1) Remains bathed to present a clean appearance		YES	NO
(2) Face shaven; moustache, if any, and hairs protruding from nose and ears trimmed		X	
(3) Facial features and hands arranged to present a natural appearance		X	
(4) Fingernails clean and trimmed		X	
(5) Abrasions, wounds and incisions sealed to prevent drainage and leakage (Embalmer Initial)		X	
(6) Remains adequately preserved and disinfected (Embalmer Initial)		X	
b. REMAINS (To be completed during clothing and after casketing remains)			
(1) Identification tags with remains		X	
(2) Cosmetics applied to present a natural appearance of hands and face		X	
(3) Eyelashes, eyebrows and hair free of cosmetics		X	
(4) Hair styled (for female personnel)			X
(5) Restorative work appears natural			X
(6) Proper underclothing placed on remains		X	
(7) Entire uniform clean, pressed and satisfactory in appearance and fit		X	
(8) Epaulet ends under collar, tie in place, buttons and belt properly fastened and decorations correctly placed		X	
(9) Remains present an appearance of repose in casket		X	
(10) Clearance between head and end of casket adequate			X
(11) Non-viewable remains properly wrapped and secured in position			X
(12) Uniform placed over non-viewable wrapped remains		X	
c. CASKET			
(1) Casket meets specifications		X	
(2) Interior and exterior of casket are clean and unmarred		X	
(3) Casket properly closed and/or sealed		X	
d. SHIPPING CONTAINER			
X			
15. DATE SHIPPED TO CONSIGNEE (YYYYMMDD) 990618		16. DEPARTMENT REPRESENTATIVE	
		X a. I certify that the remains were inspected after embalming and/or reprocessing; and	
		X b. after remains were clothed and placed in the casket.	
c. REMARKS			
d. TYPED NAME Jay J. Jones	e. GRADE GS-12	f. SIGNATURE 	g. DATE SIGNED Jun 18, 1999
h. INSTALLATION Fort Powell, GA			

DD FORM 2063 (BACK), MAY 2000

Figure 5-1 (PAGE 2). Sample DD Form 2063—Continued


RECORD OF PREPARATION AND DISPOSITION OF REMAINS (OUTSIDE CONUS)				REPORT NUMBER 0001-99		Reports Control Symbol CSGPA-1744						
1. THRU: (Recipient(s) & Address Authorized Distribution) Dover AFB, DE 19902 - 7102		2. TO: (Recipient(s) & Address Authorized Distribution) CDR, PERSCOM (TAPC-PED-D) Alexandria, VA 22331-0482		3. FROM: US Army Memorial Affairs Activity, Europe ATTN: Mortuary Officer APO AE 09242								
DECEDENT DATA												
4. REMAINS OF (Last Name, First, MI) Green, John L.				5. GRADE/RANK MSG		6. SSN 000-00-0000						
7. BRANCH OF SERVICE <input checked="" type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> OTHER (Specify):												
8. CAUSE OF DEATH Lung congestion and diffuse hemorrhagic gastritis.				9. PLACE OF DEATH Frankfurt am Main, Germany								
10. DATE OF DEATH (YYMMDD) 990611		11. MEANS OF IDENTIFICATION (Complete and attach appropriate documentation) Visual recognition. DD Form 565.										
MORTUARY DATA												
12. REMAINS RECEIVED AT MORTUARY		13. EMBALMING STARTED		14. EMBALMING COMPLETED								
DATE (YYMMDD) 990611	HOUR 1000	DATE (YYMMDD) 990611	HOUR 1030	DATE (YYMMDD) 990612	HOUR 0930							
15. EXPLAIN ANY DELAY IN RECOVERY, AUTOPSY, PREPARATION, INSPECTION OR SHIPMENT OF REMAINS Autopsy not completed until 65 hours after death.												
16. TYPE OF CASE <input type="checkbox"/> NOT AUTOPSIED <input checked="" type="checkbox"/> AUTOPSIED <input type="checkbox"/> MUTILATED <input type="checkbox"/> VIEWABLE <input type="checkbox"/> NON-VIEWABLE <input type="checkbox"/> VIEWING QUESTIONABLE <input type="checkbox"/> OTHER (Specify)												
EMBALMING TREATMENT AND RESULTS												
17a. ARTERIES INJECTED		R	L	ARTERIES (Con't)		R	L	b. VEINS DRAINED	R	L	c. FLUID DILUTIONS	
CAROTID		X	X	ILIAC		X	X	JUGULAR		X	X	Index of concentrated arterial fluid 25%
SUBCLAVIAN		X	X	FEMORAL				AXILLARY		X	X	Index of concentrated cavity fluid 30%
AXILLARY				RADIAL			X	ILIAC		X	X	Preinjection fluid: 16 oz. 1 gal.
BRACHIAL				ULNAR				FEMORAL				1st Injection 16 oz. 1 gal.
												2nd Injection 16 oz. 1 gal.
												3rd Injection oz. gal.
												4th Injection oz. gal.
d. HARDENING COMPOUND USED (lbs)		e. DRAINAGE <input type="checkbox"/> CONTINUOUS <input type="checkbox"/> INTERMITTENT <input type="checkbox"/> RESTRICTED				f. Total concentrated fluid used (oz.)		Arterial: 48		Preinjection: None		
18. AREAS HYPODERMICALLY EMBALMED Abdominal and thoracic walls and buttocks.		19. PARTS RECEIVING POOR CIRCULATION AND HOW TREATED None		20. RESTORATION TREATMENT (Describe, state reason if features not restored) None		21a. TYPED NAME OF PREPARING EMBALMER Jimmy A. Smith		b. SIGNATURE 		c. LICENSE NUMBER 1234		d. STATE CA
SHIPMENT DATA												
22. SHIPPING PROCEDURES COMPLETED <input type="checkbox"/> UNIFORM FURNISHED <input type="checkbox"/> INCOMPLETE UNIFORM/CLOTHING				<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (Explain) <input type="checkbox"/> CIVILIAN CLOTHING <input type="checkbox"/> NO UNIFORM/CLOTHING FURNISHED				23. METHOD OF SHIPMENT <input checked="" type="checkbox"/> AIR <input type="checkbox"/> WATER <input type="checkbox"/> OVERLAND				
24. TYPE OF CASKET USED (When applicable) N/A		25. TRANSFER CASE NUMBER EU-1		26. SEAL NUMBER (When applicable) B-11111111,C2222222,F3333333								
27. DATE SHIPPED FROM PREPARING MORTUARY 12 Jun 99				28. PORT OF ENTRY OR PLACE OF FINAL DESTINATION (If other than US Port of Entry) Dover AFB, DE								
29. DATE OF DEPARTURE FROM OR RELEASE IN COMMAND 12 Jun 99				30. CHECK ONE IF RELEASED IN COMMAND (Remains will be fully dressed and cosmetized) N/A <input type="checkbox"/> LOCAL INTERMENT (Indicate City, Town and Country in Item 28)								
REIMBURSEMENT DATA												
31. TOTAL AMOUNT OF REIMBURSEMENT N/A				32. NAME OF SPONSOR N/A								
33. DATE REIMBURSEMENT EFFECTED (Or action taken to obtain reimbursement) N/A												
34a. TYPED NAME OF MORTUARY OFFICER (Or other responsible person) Jimmy A. Smith, Mortuary Officer						b. SIGNATURE 						

DD FORM 2062, APR 84

EDITION OF APR 77 IS OBSOLETE

USAPA V1.00

Figure 5-2 (PAGE 1). Sample DD Form 2062

35. PORT OF ENTRY Dover AFB, DE 19902-0000			36. DATE RECEIVED AT PORT OF ENTRY (YYMMDD) 990611				
37. REMARKS OF PROCESSING EMBALMER AT POE (Cite deficiencies, recommendations for corrective action, and/or favorable comments as condition of remains) Satisfactory							
38. CASKET	a. <input checked="" type="checkbox"/> STANDARD	b. <input type="checkbox"/> OVERSIZE	c. NAME OF MANUFACTURER Miller - Johnson				
39. CONTRACTOR'S CERTIFICATION (As applicable) I certify that the supplies and services furnished meet the terms and specifications of the contract; and the remains and supplies should be in a satisfactory condition at final destination.							
a. TYPED NAME OF PORT CONTRACT FUNERAL DIRECTOR Smith Funeral Home		b. SIGNATURE		c. LICENSE NO. 1234	d. STATE CA		
40. CHECK APPROPRIATE BLOCKS FOR ITEMS LISTED BELOW. IF BLOCKS CHECKED INDICATE AN IRREGULARITY, GIVE REASONS FOR SUCH IN BLOCK 37.					YES	NO	N/A
a. Condition of remains upon receipt at port							
(1) Condition of transfer case or shipping container and casket satisfactory					X		
(2) Remains properly wrapped					X		
(3) Clothing, decorations and pertinent documents complete					X		
(4) Remains bathed to present a clean appearance					X		
(5) Face shaven; moustache, if any, and hair protruding from ears and nose trimmed					X		
(6) Facial features and hands arranged to present a natural appearance					X		
(7) Fingernails clean and trimmed					X		
(8) All orifices, abrasions, mutilations and incisions sealed to prevent drainage and leakage					X		
(9) Remains adequately preserved and disinfected					X		
(10) Identification tags with remains					X		
b. Reprocessing of remains at port							
(1) Cosmetics applied to present a natural appearance of hands and face					X		
(2) Eyelashes, eyebrows and hair free from cosmetics					X		
(3) Hair styled (for female personnel)							X
(4) Restorative work appears natural							X
(5) Proper underclothing placed on remains					X		
(6) Entire uniform clean, pressed and satisfactory in appearance and fit					X		
(7) Epaulet ends under collar, tie in place, buttons and belt properly fastened and decorations correctly placed					X		
(8) Remains present an appearance of repose in casket					X		
(9) Clearance between head and end of casket adequate					X		
(10) Non-viewable remains properly wrapped and secured in position							X
(11) Uniform placed over non-viewable wrapped remains							X
(12) Recommend that family be allowed to view remains					X		
(13) Casket meets specifications; interior and exterior are clean and unmarred					X		
(14) Casket properly closed and/or sealed					X		
(15) Shipping container					X		
41a. <input checked="" type="checkbox"/> I CERTIFY THAT THE REMAINS WERE INSPECTED AFTER REPROCESSING			b. <input type="checkbox"/> AFTER REMAINS WERE CLOTHED AND PLACED IN THE CASKET				
c. TYPED NAME Bill T. Brooks		d. GRADE GS-12		e. INSTALLATION OF DEPARTMENT REPRESENTATIVE Dover AFB, DE			
f. SIGNATURE 				g. DATE (YYMMDD) 990612			
42. DATE SHIPPED TO CONSIGNEE (YYMMDD)							
43. REMARKS (Indicate item reference number, when applicable) Item 40a(3): Provided decorations and insignia for uniform.							

DD FORM 2062, Reverse, APR 84

2

USAPA V1.00

Figure 5-2 (PAGE 2). Sample DD Form 2062—Continued

5-6. Deliver clothing to the contract funeral home

The preparing CAC will obtain a class A uniform, less shoes and hat (see AR 638-2, chap 5) for the contract funeral home to dress the remains when possible or to be placed in the casket when the remains cannot be dressed. Distinctive unit head wear, such as Special Forces, Ranger, and airborne berets may be provided. The beret will be rolled and placed in the hands of the deceased, not worn on the head.

a. The preparing CAC will obtain the decedent's uniform from the decedent's PE when practicable. When the decedent's uniform is not available, the preparing CAC will purchase a uniform from the Army and Air Force Exchange Service (AAFES).

b. The preparing CAC will use the most expeditious means available to deliver the uniform to the contract funeral home. Shipment of the uniform by an overnight delivery service may be paid from the Casualty and Mortuary Affairs Open Allotment.

5-7. Inspect remains

The CAC should inspect the preparation of the remains before the remains are dressed and after dressing whenever possible. Procedures to inspect the remains are located in appendix C. During the inspection, the CAC should confirm that the casket chosen by the PADD will be provided. Occasionally the wood casket cannot be provided as the result of the remains emitting an odor that would disrupt the visitation or funeral service. When the PADD's casket choice cannot be provided, the CAC must advise the receiving funeral home and the PADD's CAO of the circumstances that preclude the casket chosen.

5-8. Arrange and coordinate transportation

Transportation schedules are time sensitive. Transportation schedules are usually issued by the preparing CAC several hours before the remains depart. Accordingly, there must be no delay in passing the transportation schedules to the receiving CAC, the CAO, and the receiving funeral home. Efforts to reach the CAO and the receiving funeral home must continue until contact is made.

a. Arrange transportation. Transportation for the remains of an active duty soldier and escort is arranged through the installation transportation office. Transportation for the remains of dependents, retired military personnel, and dependents of retired military personnel is arranged by the preparing funeral home contracted by the PADD.

b. Coordinate transportation schedule. The preparing CAC will coordinate the transportation schedule with the receiving funeral home and the CAO for the PADD. Transportation of remains schedule 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 transportation schedule.

Chapter 6 Escort of Remains

6-1. Introduction

Only one escort is authorized by Federal statute to accompany remains from the place of death to the PADD's place of consignment. It is essential that administrative preparation of the escort does not delay shipment of the remains. Accordingly, CACs must follow the provisions of the AR 638-2, chapter 12, and the procedures established by this pamphlet.

6-2. Decedents authorized an escort

An escort is authorized to accompany the remains of active duty soldiers, soldiers who were continuously hospitalized from the date of discharge or retirement until the date of death, Reserve soldiers in a training status, and Government civilian employees who die while deployed in a contingency operation. Escorts are not authorized to accompany the remains of dependents, retirees, and other Government civilian employees. Escorts are not provided when the PADD has chosen the family arranged disposition option.

6-3. Types of escorts

a. Army selected. The preparing CAC selects an escort in accordance with the criteria established in AR 638-2, chapter 12. 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 geographical area.

b. Special escort. A special escort is a blood relative of the deceased or the PADD who is specifically requested by name by the PADD to escort the remains. The CAC should not offer or encourage the PADD to request a special escort or act as one. 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 that—

- (1) Transportation of the special escort to the preparing or port mortuary may cause a delay in the shipment of remains.
- (2) There is no guarantee the service member requested as a special escort will be available to escort the remains.
- (3) The special escort must perform all of the escort duties. If the special escort decides during the transportation of the remains that he or she is unable to perform the escort duties; he or she will reimburse the Army for the cost of the onward travel or be returned to the place of origin and replaced by a military escort.

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. Administratively prepare escort.
- h. Coordinate escort travel.
- i. Review escort's travel voucher and DA Form 5329 (Escort Report).

6-5. Obtain disposition instructions

The assistance CAC obtains the disposition instructions from the PADD as prescribed in chapter 4.

6-6. Determine type of escort

The assistance CAC and preparing CAC will review the disposition instructions and special escort request to determine the type of escort required.

- a. *Army selected escort.* If the PADD has selected the Army arranged option and a special escort has not been requested, then the CAC assigns an escort.
- b. *Special escort.* If the PADD requested a special escort, the CAC receiving the special escort request will comply with the procedures in paragraph 6-8.
- c. *No escort.* If the PADD selected the family arranged option, then an escort is not provided.

6-7. Determine CAC to provide escort

a. *Within the United States.* The escorts for soldiers who die within the United States are provided by the preparing CAC. The escort will assume responsibility for the remains at the preparing contract funeral home and accompany the remains to the PADD's place of consignment. Remains are not escorted until released from the preparing contract funeral home.

b. *Outside the United States.* Escorts for soldiers who die outside the United States are provided by the CAC having geographic responsibility for the preparing armed service mortuary. The escort will assume responsibility for the remains at the armed service mortuary and accompany the remains to the PADD's place of consignment. Remains are not escorted prior to release from the armed service mortuary.

6-8. Submission of special escort request

a. *Preparation of request.* The special escort request is normally received at the same time the written disposition instructions are received from the PADD, however, it can be made at any time before the remains are shipped. The CAC must ensure that the PADD is advised and acknowledges that transportation of the remains may be delayed while waiting for the escort to travel to the preparing mortuary, and that there is no guarantee that the special escort will be available. This acknowledgement is recorded on a special escort request memorandum (fig 6-1). As a minimum, the request must include the requested person's full name, SSN, relationship to the deceased, address, and telephone number. If available, the request should also include for military personnel their rank and unit.

b. *Approval of a special escort request.* Approval authority for a special escort request is the CDR, PERSCOM (TAPC-PED-D). Upon receipt of a properly submitted request, the CAC providing casualty assistance to the PADD will forward the request to CDR, PERSCOM (TAPC-PED-D) for processing.

6-9. Coordinate special escort request

The approving authority will coordinate the special escort requirement.

- a. If the requested person is within the preparing CAC's geographic area, then the preparing CAC will administratively prepare and brief the special escort using the same procedures for an Army selected escort.
- b. If the requested person is not in the preparing CAC's geographic area, then CDR, PERSCOM (TAPC-PED-D)

will determine and coordinate with the CAC in which the requested person is located. The CDR, PERSCOM (TAPC-PED-D) advises the preparing CAC, or port mortuary of the special escort request and to hold the remains until the special escort arrives. The CAC in which the requested person is located will administratively prepare the special escort's travel order and arrange travel to the preparing mortuary. The preparing CAC will make travel arrangements for the escort from the preparing mortuary, to the place of consignment and return to place where travel began. The preparing CAC briefs the special escort using the same procedures for an Army selected escort.

c. The CAC responsible for the place where the requested person is located will contact CDR, PERSCOM (TAPC-PED-D) as soon as the following events occur:

- (1) Request is approved or disapproved by the requested person's commander.
- (2) The requested person accepts/declines the mission.
- (3) The escort departs for the designated place.

6-10. 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 at 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 only 1 day's per diem at the PADD's place of consignment. Escorts are authorized rental cars when approved by CDR, PERSCOM (TAPC-PED-D) (see AR 638-2, chap 12). A copy of the travel order is forwarded with the escort report to CDR, PERSCOM (TAPC-PED-D).

(1) When the escort is a soldier or a civilian Government employee, a DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) is prepared.

(2) When the escort is a civilian not employed by the Government, an invitational travel order is prepared.

c. *Funding.* Army selected and special escort travel and per diem expenses are paid from the Casualty and Mortuary Affairs Open Allotment. Those commanders, to include their designated representatives, who are authorized by the Commanding General (CG), PERSCOM to obligate and commit funds from the Casualty and Mortuary Affairs Open Allotment must certify the fund availability on the escort's travel order (see AR 638-2, chap 1).

d. *Travel advance.* The escort CAC arranges for the escort's travel advance when the escort does not have a Government sponsored travel credit card.

e. *Brief duties.* The preparing CAC briefs the escort on standards of conduct and duties as prescribed in paragraphs 6-13 and 6-14, as appropriate. The person briefing the escort will complete DA Form 7404 (Escort Briefing Checklist) at the time of the briefing. DA Form 7404 is available on the Worldwide Web at www.usapa.army.mil and the Army Electronic Library (AEL) CD-ROM.

6-11. Coordinate escort travel

a. The CAC providing the escort will dispatch the escort to arrive at the place designated not later than 2000 hours of the day prior to the projected shipment of the remains.

b. The preparing 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. The escort will accompany the remains from the preparing mortuary to the PADD's place of consignment. 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 en route.

d. The escort will return to home station as soon as practical and submit DA Form 5329 (Escort Report) through the escort CAC to CDR, PERSCOM (TAPC-PED-D). The DA Form 5329 is due to CDR, PERSCOM (TAPC-PED-D) no later than 10 days after the escort delivers the remains to the PADD's place of consignment.

6-12. 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.

6-13. Escort duties for casketed remains

a. Preparation of documents.

(1) *DD Form 1375 (Request for Payment of Funeral and/or Interment Expenses)*. The CAO is provided a copy of the form 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 in submitting the completed form and attached itemized funeral bills to the CAC where the interment occurred. A sample of a completed DD Form 1375 when the PADD selected the Army arranged option is located at figure 6-2. A sample of a completed DD Form 1375 when the PADD selected the family arranged option is located at figure 6-3.

(2) *DA Form 5329*. The DA Form 5329 is designed in three parts. Part I will be completed by the preparing 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 6-4.

b. Accompanying and observing movement of casketed remains. The remains will be moved overland 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.

(2) *Air transportation.* The escort should observe the loading and off-loading of the remains. An exception might occur when the remains are moved quickly from one flight to a connecting flight. The remains are normally moved feet first. However, 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 airplane, the remains must be positioned with the head toward the nose of the airplane. On all other vehicles, 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 preparing CAC of the new arrival time and the flight number of the airplane.

d. Inspect casket upon arrival at destination airport.

(1) After unloading, the escort accompanies 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 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 preparing 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 hearse when possible. The escort may follow the hearse in a rental car only when prior approval has been obtained from CDR, PERSCOM, TAPC-PED-D.

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 the DA Form 5329. The funeral director will inspect the remains and complete part II of the 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 preparing CAC for instructions to repair or replace the casket or approve additional preparation of remains services.

(2) The escort will inspect the uniform to ensure it is still in correct order and good condition. The escort annotates deficiencies on the DA Form 5329 and contacts the preparing 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.

6-14. Escort duties for cremated remains

a. Accompany remains. Cremated remains are transported in an urn, protected by a shipping box. The urn is hand-carried by the escort. 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 preparing 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 PADD. 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 the DA Form 5329 and contact the preparing CAC for instructions concerning repairing or replacing the urn. The receiving funeral director or family representative will then complete part II of the 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).

6-15. Review escort report

The preparing CAC and CDR, PERSCOM (TAPC-PED-D) will review the DA Form 5329 to identify systemic problems and recommended improvements in the disposition process.

(Date)

MEMORANDUM FOR (Organization Name/Title, City, State, and Zip Code)

SUBJECT: Special Escort Request

1. I request the individual named below as the special escort for my husband, MSG, Robert O'Neil Henderson, 919-19-0001 (Insert rank, full name, and SSN) from the port of entry mortuary to the place of consignment. I fully understand it may delay the release of remains by (insert # of days). I also understand that the Army will make every effort to fulfill my request. However, there is no guarantee that my by-name-request will be available due to unforeseen circumstances or the needs of the military service. The Army will provide an escort if my request can not be honored.

2. Name of requested individual: (Insert rank, full name, SSN, organization, installation, address, and telephone).

3. (Insert name of individual) is (Insert relationship of the individual to the decedent or PADD).

(Signature block)
Person Authorized to
Direct Disposition

Figure 6-1. Special escort request

REQUEST FOR PAYMENT OF FUNERAL AND/OR INTERMENT EXPENSES		Form Approved OMB No. 0704-0030 Expires Dec 31, 2002
<p>The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0030), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.</p>		
PRIVACY ACT STATEMENT		
<p>AUTHORITY: 10 USC Sections 1481 through 1488; EO 9397. PRINCIPAL PURPOSE: To record amount of funeral and/or interment expenses incurred by next of kin. ROUTINE USES: None. DISCLOSURE: Disclosure of requested information is voluntary; however, if not furnished, claim cannot be paid.</p>		
PART I - TO BE COMPLETED BY MILITARY AUTHORITIES		
1. MILITARY ACTIVITY PREPARING THIS FORM		2. MILITARY ACTIVITY FORM IS TO BE MAILED TO FOR PAYMENT
a. NAME CDR, 99th Infantry Division	a. NAME CDR, 99th Infantry Division	
b. ADDRESS (Street, City, State and ZIP Code) ATTN: AFQZ-AG-PAB Fort Powell, GA 23456-7800	b. ADDRESS (Street, City, State and ZIP Code) ATTN: AFQZ-AG-PAB Fort Powell, GA 23456-7800	
3. NAME OF DECEDENT (Last, First, Middle Initial) Green, John	4. PAY GRADE/RANK MSG	5. SERVICE NUMBER/SSN 123-45-6789
6. PLACE OF DEATH (City, State, Country) Becton Army Medical Center, Fort Powell, GA 23456		7. DATE OF DEATH (YYYYMMDD) 990611
8. NAME OF CLAIMANT (Last, First, Middle Initial) Green, Mary L.		9. RELATIONSHIP Spouse
10. FUNERAL HOME AND/OR NATIONAL CEMETERY		
a. NAME Smith Funeral Home	b. ADDRESS (Street, City, State and ZIP Code) 123 Tall Cotton Drive Red Oak, CA 66666	
11. GOVERNMENT CONTRACT FOR CARE OF REMAINS IN EFFECT AT PLACE OF DEATH		
<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (Enter name of contracting activity)		
PART II - TO BE COMPLETED BY CLAIMANT (Proper completion will expedite settlement.)		
<p>a. Complete Items 12 and 13. c. Complete Item 17, when cost of shipment of remains is claimed in Item 15 or as Item 16. b. Complete either Item 14, 15, or 16. d. Attach copies of bills for all amounts claimed. (Do not complete more than one.) e. Mail completed form to addressee shown in Item 2.</p>		
12. CEMETERY, MAUSOLEUM OR OTHER DISPOSITION		13. DATE OF INTERMENT (YYYYMMDD)
a. NAME Red Oak National Cemetery	b. ADDRESS (Street, City, State and ZIP Code) 123 Tall Cotton Drive Red Oak, CA 66546	16 June 99
14. INTERMENT COSTS (To be completed when claimant arranged for interment only.) Enter total amount paid or incurred for one or more of the following: Cost of single grave site, opening and closing grave, burial vault, church service or clergy's fee, obituary notice, flowers, services of funeral director, including use of funeral director's facilities, and motor service.		AMOUNT CLAIMED \$ -----
15. FUNERAL ARRANGEMENT COSTS (To be completed when claimant made all arrangements.) Enter total amount paid or incurred for one or more of the following: Casket, preservation (embalming) and related services, cremation and urn, clothing for deceased, cost for interment (single grave site, opening and closing grave, burial vault, church service or clergy's fee, obituary notice, flowers, services of funeral director, including use of funeral director's facilities, and motor service), and shipment of remains (removal from place of death to preparation point, delivery from preparation point to common carrier, shipping costs, removal from common carrier to receiving funeral home, and delivery to cemetery).		AMOUNT CLAIMED \$ 2,000.00
16. SHIPPING COSTS OF REMAINS (To be completed when claimant paid or incurred cost for shipment of remains.) Enter total amount paid or incurred for one or more of the following: Removal from place of death to preparation point, delivery from preparation point to common carrier, shipping costs, removal from common carrier to receiving funeral home, and delivery to cemetery.		AMOUNT CLAIMED \$ 150.00
17. SHIPMENT OF REMAINS (Complete when shipping costs claimed.)		
a. SHIPPED FROM (City and State) Fort Powell, GA	b. SHIPPED TO (City and State) Red Oak, CA	c. MODE OF SHIPMENT (X one) <input checked="" type="checkbox"/> AIR <input type="checkbox"/> HEARSE
18. STATEMENT OF CLAIMANT: I have paid or incurred expenses in the amounts entered in Items 14, 15, and/or 16. I desire that the amount allowable by the Government be paid to:		
a. NAME OF PAYEE (Print or type) Mary L. Green		b. TAXPAYER ID NUMBER OR SSN 987-65-4321
c. ADDRESS OF PAYEE (Street, City, State and ZIP Code) 1234 Big Tree Lane Red Oak, CA 66666	d. SIGNATURE OF CLAIMANT <i>Mary L. Green</i>	e. DATE SIGNED

DD FORM 1375, APR 2000

PREVIOUS EDITION IS OBSOLETE.

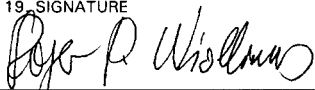
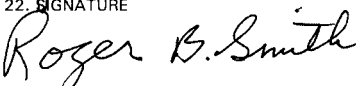
Figure 6-2. Sample DD Form 1375 when PADD selected the Army-arranged option

REQUEST FOR PAYMENT OF FUNERAL AND/OR INTERMENT EXPENSES		Form Approved OMB No. 0704-0030 Expires Dec 31, 2002
<p>The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0030), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.</p>		
PRIVACY ACT STATEMENT		
<p>AUTHORITY: 10 USC Sections 1481 through 1488; EO 9397. PRINCIPAL PURPOSE: To record amount of funeral and/or interment expenses incurred by next of kin. ROUTINE USES: None. DISCLOSURE: Disclosure of requested information is voluntary; however, if not furnished, claim cannot be paid.</p>		
PART I - TO BE COMPLETED BY MILITARY AUTHORITIES		
1. MILITARY ACTIVITY PREPARING THIS FORM		2. MILITARY ACTIVITY FORM IS TO BE MAILED TO FOR PAYMENT
<p>a. NAME CDR, 99th Infantry Division</p> <p>b. ADDRESS (Street, City, State and ZIP Code) ATTN: AFQZ-AG-PAB Fort Powell, GA 23456-7800</p>		<p>a. NAME CDR, 99th Infantry Division</p> <p>b. ADDRESS (Street, City, State and ZIP Code) ATTN: AFQZ-AG-PAB Fort Powell, GA 23456-7800</p>
3. NAME OF DECEDENT (Last, First, Middle Initial) Green, John	4. PAY GRADE/RANK MSG	5. SERVICE NUMBER/SSN 123-45-6789
6. PLACE OF DEATH (City, State, Country) Becton Army Medical Center, Fort Powell, GA 23456		7. DATE OF DEATH (YYYYMMDD) 990611
8. NAME OF CLAIMANT (Last, First, Middle Initial) Green, Mary L.		9. RELATIONSHIP Spouse
10. FUNERAL HOME AND/OR NATIONAL CEMETERY		
<p>a. NAME Smith Funeral Home</p>		<p>b. ADDRESS (Street, City, State and ZIP Code) 123 Tall Cotton Drive Red Oak, CA 66666</p>
11. GOVERNMENT CONTRACT FOR CARE OF REMAINS IN EFFECT AT PLACE OF DEATH		
<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (Enter name of contracting activity)		
PART II - TO BE COMPLETED BY CLAIMANT (Proper completion will expedite settlement.)		
<p>a. Complete Items 12 and 13. c. Complete Item 17, when cost of shipment of remains is claimed in Item 15 or as Item 16. d. Complete either Item 14, 15, or 16. e. Attach copies of bills for all amounts claimed. (Do not complete more than one.) e. Mail completed form to addressee shown in Item 2.</p>		
12. CEMETERY, MAUSOLEUM OR OTHER DISPOSITION		13. DATE OF INTERMENT (YYYYMMDD) 16 June 99
<p>a. NAME Red Oak National Cemetary</p> <p>b. ADDRESS (Street, City, State and ZIP Code) 123 Tall Cotton Drive Red Oak, CA 66546</p>		
14. INTERMENT COSTS (To be completed when claimant arranged for interment only.) Enter total amount paid or incurred for one or more of the following: Cost of single grave site, opening and closing grave, burial vault, church service or clergy's fee, obituary notice, flowers, services of funeral director, including use of funeral director's facilities, and motor service.		AMOUNT CLAIMED \$ 1,600.00
15. FUNERAL ARRANGEMENT COSTS (To be completed when claimant made all arrangements.) Enter total amount paid or incurred for one or more of the following: Casket, preservation (embalming) and related services, cremation and urn, clothing for deceased, cost for interment (single grave site, opening and closing grave, burial vault, church service or clergy's fee, obituary notice, flowers, services of funeral director, including use of funeral director's facilities, and motor service), and shipment of remains (removal from place of death to preparation point, delivery from preparation point to common carrier, shipping costs, removal from common carrier to receiving funeral home, and delivery to cemetery).		AMOUNT CLAIMED \$ 2,000.00
16. SHIPPING COSTS OF REMAINS (To be completed when claimant paid or incurred cost for shipment of remains.) Enter total amount paid or incurred for one or more of the following: Removal from place of death to preparation point, delivery from preparation point to common carrier, shipping costs, removal from common carrier to receiving funeral home, and delivery to cemetery.		AMOUNT CLAIMED \$ 150.00
17. SHIPMENT OF REMAINS (Complete when shipping costs claimed.)		
<p>a. SHIPPED FROM (City and State) Fort Powell, GA</p>	<p>b. SHIPPED TO (City and State) Red Oak, CA</p>	<p>c. MODE OF SHIPMENT (X one) <input checked="" type="checkbox"/> AIR <input type="checkbox"/> HEARSE</p>
18. STATEMENT OF CLAIMANT: I have paid or incurred expenses in the amounts entered in Items 14, 15, and/or 16. I desire that the amount allowable by the Government be paid to:		
<p>a. NAME OF PAYEE (Print or type) Mary L. Green</p>		<p>b. TAXPAYER ID NUMBER OR SSN 987-65-4321</p>
<p>c. ADDRESS OF PAYEE (Street, City, State and ZIP Code) 1234 Big Tree Lane Red Oak, CA 66666</p>		<p>d. SIGNATURE OF CLAIMANT <i>Mary L. Green</i></p>
		<p>e. DATE SIGNED</p>

DD FORM 1375, APR 2000

PREVIOUS EDITION IS OBSOLETE.

Figure 6-3. Sample DD Form 1375 when PADD selected the family-arranged option

ESCORT REPORT		
For use of this form, see AR 638-2; the proponent agency is DCSPER		
PART I - TO BE COMPLETED BY MORTUARY AFFAIRS OFFICER		
1. MORTUARY AFFAIRS OFFICER <i>(Official Mailing Address)</i> Mr. Robert B. Smith Fort Sill Casualty Area Command TAPD-PA Fort Sill OK 99999		2. COMMERCIAL PHONE NO. 777 555 1212
3. NAME OF DECEASED <i>(Last, First, Middle)</i> Reagan, Charles B.	4. GRADE SGT	5. SSN 111-11-1111
6. NAME OF PERSON AUTHORIZED TO DIRECT DISPOSITION OF REMAINS Lawrence B. Reagan	7. RELATIONSHIP TO DECEASED Father	
8. NAME AND ADDRESS OF RECEIVING FUNERAL HOME <i>(Include ZIP Code)</i> Jones and Son Funeral Home 111 Elm Street New Ulm, VA 22222		9. PHONE NO. 703 555 1212
PART II - TO BE COMPLETED BY FUNERAL DIRECTOR		
10. CONDITION OF REMAINS UPON ARRIVAL AT FUNERAL HOME Satisfactory; additional cosmetics required.		
11. NAME AND TITLE Robert B. Jones	12. SIGNATURE	13. DATE
PART III - TO BE COMPLETED BY ESCORT		
14. DATE AND TIME OF DEPARTURE FOR ESCORT DUTIES 2001 01 15 08:15		15. DATE AND TIME OF ARRIVAL AT DESTINATION 2001 01 16 22:00
16. CONDITION OF CASKET <input checked="" type="checkbox"/> NOT DAMAGED-ACCEPTABLE <input type="checkbox"/> DAMAGED IF DAMAGED, ACTION TAKEN TO RESOLVE:		
17. REMARKS Remains arrived in good condition. Fort Lee CAC authorized additional comestic services.		
18. NAME AND GRADE OF ESCORT SFC Roger P. Wiolliams	19. SIGNATURE 	20. DATE 01/17/01
21. REVIEWED BY MORTUARY OFFICER <i>(Name and grade)</i> Mr. Robert B. Smith, GS 12	22. SIGNATURE 	23. DATE 01/17/01

DA FORM 5329, MAY 1999

PREVIOUS EDITION IS OBSOLETE

USAPA V1.00

Figure 6-4. Sample DA Form 5329

Chapter 7

Funeral Travel

7-1. Introduction

Federal statutes authorize certain relatives to attend the funeral of a deceased soldier at Government expense. The statutes do not authorize the soldier or other relatives to attend the funeral of the soldier's family member or a military retiree. 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 status of remains.
- b. Determine persons authorized to travel.
- c. Determine entitlement (such as transportation only, transportation and per diem, and so forth).
- d. Brief travel entitlement.
- e. Determine travellers.
- f. Determine travel order issuing authority.
- g. Prepare travel orders.
- h. Arrange travel.
- i. Process travel claims.

7-3. Determine status of remains

Funeral travel is authorized by Federal statute only when the remains have been recovered. Funeral travel is not authorized when the remains have not been recovered. The Federal statutes do not authorize Government-paid travel to attend a memorial service whether remains are or are not recovered.

7-4. Determine persons authorized to travel

Before briefing disposition options or preparing a travel order, the persons authorized 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 authorized funeral travel are prescribed in AR 638-2, chapter 11.

7-5. Determine travel entitlement

Before preparing the travel order, the CAC must determine the travel entitlement authorized by Federal statute. To determine the travel entitlements, the CAC must establish the status of the remains, time period, and geographic location of the incident in which the decedent died. Travel entitlements by remains status, time period, and geographic location are located in AR 638-2, chapter 11.

7-6. Brief travel entitlement

The travel entitlement must be briefed to the PADD and any other persons authorized funeral travel. For the PADD, this briefing must be included in the mortuary service and disposition option briefing. For other authorized persons 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 authorized persons.

7-7. Determine travel order issuing authority

Travel orders based upon the funeral of a current active duty soldier are issued by the CAC providing casualty assistance to the person authorized 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 CDR, PERSCOM (TAPC-PED-D).

7-8. Prepare the travel order

a. *Non-DOD civilian personnel.* The travel order for non-DOD civilian personnel is prepared using the invitational travel order (ITO) format prescribed in the Joint Travel Regulation (JTR). Only one ITO is required when more than

one person is traveling from the same place. However, the name, date of birth, and SSN of all travelers must appear on the ITO.

b. DOD personnel. The travel order for DOD personnel is prepared using a DD Form 1610.

c. Funding. Travel and per diem expenses for authorized funeral travel should be charged to the Casualty and Mortuary Affairs Open Allotment.

7-9. Arrange travel to place of interment

The travel order issuing activity coordinates the travel itinerary with the CAC responsible for the place of interment and the CDR, PERSCOM (TAPC-PED). The travel order issuing activity also arranges for all common carrier tickets.

7-10. Process travel claims

The travel order issuing activity provides all necessary forms and instructions for the travellers to submit their claims. The travel order issuing activity monitors the travel order claim status to ensure the claim is submitted, processed, and paid (see chap 8, para 8-11).

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 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 are those services and supplies used for the search, recovery, preparation, and casketing of remains. Secondary care are services and supplies used for the funeral and interment service for remains and memorial service (for non-recoverable remains only). 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 be directly related 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, table 1-5. CACs will refer questionable products and/or services to CDR, PERSCOM (TAPC-PED-D) for determination of reimbursement authorization.

8-5. Maximum reimbursable allowances

Each reimbursable allowance has a separate maximum reimbursable amount. The maximum reimbursable amount for each allowance is provided by memorandum from CDR, PERSCOM (TAPC-PED-D) to the CACs after each biennial review. These maximum allowances cannot be combined into a single benefit allowance nor can unused balances be carried forward to increase another allowance. For example, unused interment allowances cannot be applied toward primary expenses that exceed the maximum reimbursable amount for primary expenses.

8-6. 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 decedent's casualty and personnel status.
- b.* Determine the disposition option and cemetery type.
- c.* Review claim for proper documentation.
- d.* Adjudicate claim.
- e.* Monitor claim status.
- f.* Forward and file claim payment documentation.

8-7. Determine the deceased's casualty and personnel status

The first step in adjudicating the claim is to determine the decedent's casualty and personnel status. Eligibility for mortuary benefits are based upon the individual's casualty status. Only those persons whose casualty status is deceased are eligible for reimbursement of mortuary related expenses. The decedent's personnel status determines which mortuary expenses are reimbursable by the Army. Personnel categories authorized reimbursement and the applicable reimbursable expenses are found in AR 638-2, table 2-1.

8-8. Determine disposition option and cemetery type

The second step in adjudicating the claim is to determine the disposition option and the type of cemetery used. The disposition option and type of cemetery must be obtained from the DA Form 7302 signed by the PADD (fig 4-4). When the family took control or custody of the remains before the Army could brief the disposition options, a DA Form 7302 is not prepared. Accordingly, the disposition option and cemetery type will be obtained from the assistance CAC or preparing CAC's memorandum for record concerning the family arranged disposition (fig 4-3).

8-9. Review claim for proper documentation

The third 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 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 document. If the missing document is not provided by the claimant within 15 calendar days, the claim will be returned to the claimant. A list of required documents is located in AR 638-2, table 1-6.

8-10. Adjudicate claim

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

(1) The adjudicator will annotate a "P" for primary care expenses, "S" for secondary care expenses, "T" for transportation expenses, or "U" for unauthorized by each expense on the funeral bill or other receipt (see para 6-3).

(2) Using the claims adjudication program in DCIPS, the authorized expenses will be separated by type of allowance and totaled. In the event a claim must be manually adjudicated, use DA Form 7405 (Authorized Interment Expenses Worksheet). DA Form 7405 is available on the World Wide Web at www.usapa.army.mil and the Army Electronic Library (AEL) CD-ROM.

(3) The adjudicator will then compare the amounts charged on the funeral contract with the funeral home's GPL. When the amount charged by the funeral home is greater than the funeral home's published GPL, the adjudicator will contact CDR, PERSCOM (TAPC-PED-D) for instructions.

(4) 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.

(5) The claims adjudicator completes the claims adjudicator certificate (fig 8-1) and forwards the claim to the funds certification officer.

b. Certify claim. The funds certifying officer must verify the adjudicator's determinations and calculations prior to certifying the funds and submitting the claim to the servicing Defense Finance and Accounting Service (DFAS) office for payment.

8-11. 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. A sample of a completed claims control log is located at figure 8-2.

a. Claim submission. The claim should be submitted to the CAC within 15 calendar days of the date of interment or memorial service (unrecovered remains only). The CAC will instruct the CAO to contact the PADD on the 16th calendar day to determine if the PADD requires assistance in completing and submitting the claim.

b. Claims adjudication. The CAC must adjudicate the claim and submit payment authorization to the servicing Defense Finance Accounting Service (DFAS) office within 5 business days from the date the claim is received.

c. Claims payment. The claimant should receive payment within 30 days of the date the CAC received the claim. The CAC will contact the servicing DFAS office to determine the status of the claim on the 31st calendar day to determine payment status.

(Letterhead)

(Office symbol)

(Date)

CERTIFICATE OF DETERMINATION

1. Decedent's name, rank, SSN: Smith, John T., SFC, 000 00 0000
2. Organization and station: 236th Quarter Master Company, Alexandria, VA
3. Date and place of death: 4 June 1995, Arlington, VA
4. Claimant: Every Ready Funeral Home, 3000 Fairview Drive, Arlington, VA 22233
5. Name and location of cemetery: Arlington National Cemetery, Arlington, VA
6. Regulatory authority: AR 638-2, table 1-1, line 1
7. I certify the following amounts have been determined to be correct for reimbursement and/or payment for services and supplies incident to care and disposition of above decedent's remains and that no part of which has been previously paid by the Government.

a.	For Preparation of Remains	
	Contract Number (Indicate contract number)	\$1,000.00
b.	For transportation	100.00
c.	For interment	2,000.00
	////////////////////////////////////TOTAL AUTHORIZED //////////////////////////////////////	\$3,100.00

(Signature block
of adjudicator)

Figure 8-1. Sample certificate of determination

Claims Control Log

Decedent personnel status	Sponsor	SSN	Claim type	Date of death	Claim received	Claim forwarded	Claim paid	Remarks
Jones, James A. Dependant	Jones, Robert B	123-45-6789	Travel	960312	960321	960325	960415	
Smith, Susan L. Active duty		987-65-4321	Inter	960411	960418	960421	960512	
Williams, Ted L. Retired military		000-22-0000	Trans	960414	960426	960505	960529	

Figure 8-2. Claims control log

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. Procedures for military burial honors

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

- a. Determine decedent's eligibility.
- b. Coordinate honors.
- c. Administratively prepare honors team
- d. Brief honors team leader.
- e. Arrange transportation and lodging.
- f. Brief honors team.

9-3. Determine decedent's eligibility

a. *Persons authorized military burial honors.* The following categories of personnel are authorized military burial honors; active duty military personnel, reservists who die while in a duty status (such as TTAD, AT, and IADT), retired military personnel and honorably discharged veterans. Full military burial honors must be provided for active duty personnel and Medal of Honor recipients unless declined by the PADD.

b. *Verify eligibility.*

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

(2) *Veteran or retiree.* A person's eligibility for burial honors is verified by reviewing their discharge documents. Acceptable documents for verification are not limited to the DD Form 214 (Certificate of Release or Discharge from Active Duty) 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. Telephonic verification that the funeral director has seen the original or certified true copies of the form or certificate is sufficient.

(3) *Medal of Honor recipients.* A Medal of Honor recipient's eligibility is verified by comparing the decedent's name with the Roster of Living Medal of Honor recipients periodically provided by CDR, PERSCOM (TAPC-PED-D). When the person's name appears on the roster, a photocopy of the certificate or order presenting the Medal of Honor is required to verify that the decedent is the recipient. These documents are compared to the

decedent's discharge documents to ensure the decedent is the Medal of Honor recipient. Telephonic verification that the funeral director has seen the original or certified true copies of the certificate and order is not sufficient. When the person's name does not appear on the Roster of Living Medal of Honor Recipients, the CAC will refer the request to CDR, PERSCOM (TAPC-PED-D).

9-4. 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) The decedent's name, rank, and SSN or service number, as appropriate.
 - (2) The 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.

9-5. 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 and cases.
- 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 from the installation's Operation and Maintenance, Army (OMA) funds. The honors team's travel and per diem are not authorized expenses from the Casualty and Mortuary Affairs Open Allotment.

9-6. Brief honors team leader

The installation briefs the honors team leader concerning the date, time, and place the honors will be performed. The honors team leader will also be advised 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 cases and be advised not to entrust an authorized recipient's flag and case with another relative or person.

Chapter 10

Procurement and Presentation of Interment Flags and Flag Cases

10-1. Introduction

The interment flag and flag case are critical elements of the military burial honors performed at funeral, interment or memorial services. The CAC providing honors must ensure that interment flags and flag cases are prepared and presented to authorized recipients as part of the interment or memorial service (non-recoverable remains only, see para 9-1).

- a. *Interment flag description.* The interment flag is a United States Flag measuring 5 feet by 9.5 feet. The national stock number for the interment flag is 8345-01-334-6025.
- b. *Hardwood flag case description.* The 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. 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. Engraving of the brass plate is the recipient's responsibility and will not be reimbursed by the Army.

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

The procedures required to procure and present interment flags and flag cases (in sequence) are—

- a. Procure and maintain flag and flag case stock.
- b. Determine decedent's flag eligibility.
- c. Determine the CAC to provide interment flag and case.

- d. Determine eligible flag case recipient.
- e. Determine decedent's rank.
- f. Determine decedent's awards, and skill badges.
- g. Procure rank insignia, awards and skill badges.
- h. Prepare flag case.
- i. Present or deliver flag case.
- j. Submit flag case memorandum.

10-3. Procure and maintain interment flag and flag case stock

a. *Procure interment flags.* The CAC will procure interment flags from their normal installation requisition and supply channels. Interment flags may be procured using the Casualty and Mortuary Affairs Open Allotment.

b. *Procure flag cases.* The CAC will request flag cases from CDR, PERSCOM (TAPC-PED-D) when their on-hand supply reaches eight flag cases or less. The CDR, PERSCOM (TAPC-PED-D) will purchase the required flag cases and direct ship the flag cases from the vendor to the CAC. The CAC will provide CDR, PERSCOM (TAPC-PED-D) with a copy of the receiving report for the flag cases.

c. *Multiple fatality incidents.* The CDR, PERSCOM (TAPC-PED-D), will monitor interment flag and flag case requirements in multiple death incidents. When an honors CAC does not have enough flags and flag cases on-hand to meet the requirement—

(1) The CDR, PERSCOM (TAPC-PED-D) will procure the necessary flag cases for direct shipment to the CAC needing additional flag cases. If necessary, CDR, PERSCOM (TAPC-PED-D) will direct other CACs to send flags and flag cases to the honors CAC.

(2) The CAC providing honors will give priority to presenting flags and flag cases to authorized recipients attending the interment or memorial service (non-recoverable remains only) over delivering or shipping flags and flag cases to authorized recipients not attending the service.

10-4. Determine decedent's eligibility for interment flags and flag cases

Federal statute authorizes interment flags and flag cases for active duty soldiers, other specific classes of military personnel, and certain civilian employees. A complete list of decedent's authorized interment flags and flag cases is located in AR 638-2, chapter 15. Hardwood flag cases are authorized for presentation at interment and memorial services (non-recoverable remains only) of military personnel held on or after 1 October 1993. Interment flags and flag cases are authorized for presentation at interment and memorial services (non-recoverable remains only) of civilian employees who die while deployed in support of a military contingency operation held on or after 1 October 1994.

10-5. Determine the CAC to provide flag and flag cases

a. *Interment flag.* The preparing CAC will send one flag with the remains (see paras 6-13 and 6-14). Other authorized flags will be provided by the honors CAC.

b. *Flag case.* The honors CAC will provide all of the authorized flag cases.

10-6. Determine eligible recipients for interment flag and flag case

Eligible interment flag and flag case recipients are established by Federal statute. The statute authorizes an interment flag and flag case to be presented to the PADD and the decedent's parents. When the soldier's parents are married and reside together, they are authorized only one interment flag and flag case. When the soldier's parents are legally separated or divorced, each parent is authorized an interment flag and flag case. Other relatives, to include the soldier's brothers and sisters, children, former spouses, step-parents, and friends are not authorized an interment flag or flag case.

10-7. Determine decedent's rank

The decedent's rank is obtained from DCIPS. Posthumous promotions are not effective until approved and entered in DCIPS by CDR, PERSCOM (TAPC-PEC). The CAC will not assume that a posthumous promotion has been or will be approved. Inquiries concerning the status of posthumous promotions will be referred to CDR, PERSCOM (TAPC-PEC).

10-8. Determine decedent's awards and skill badges

The home station CAC will obtain the deceased soldier's authorized awards and badges from the military personnel office responsible for maintaining the deceased soldier's personnel file. The home station CAC will provide award and badge information by initial or supplemental casualty message which automatically enters the data into DCIPS. The CAC providing honors will use the award and skill badge information in DCIPS to purchase the awards and skill badges for the flag case. The home station CAC and the CAC providing honors will not assume that a posthumous award has been or will be approved.

10-9. Procure rank insignia, awards, and skill badges

Rank insignia, ribbons for awards, badges, and their related appurtenances for the flag case will be obtained through AAFES clothing sales store. Rank insignia, ribbons for awards, and badges from World War II, Korean war, and the Vietnam war that are no longer available through AAFES may be obtained from CDR, PERSCOM (TAPC-PED-D).

10-10. Prepare flag case

a. Rank insignia. The rank insignia for the highest grade held or to which posthumously promoted, will be affixed to the velvet insert found in the interior lid of the flag case. Rank insignia will be placed on both sides of the ribbons. Brass pin on rank insignia will be used for enlisted personnel. An illustration of rank insignia placement is located in figure 10-1.

b. Awards. The ribbons for awards presented to the decedent will be affixed to the velvet insert located in the interior lid of the flag case. If available, ribbons and badges presented by the Department of Defense (DOD), other United States Armed Services, State governments, and/or foreign governments that are authorized for wear on the Army Green uniform, will be included. Unit awards will be included if the deceased soldier was authorized to wear the ribbon as a permanent award. Awards will be placed in the order of precedence from the flag case's right to left in one or more rows. No more than four ribbons will be placed in any one row. The top row will be centered on the row beneath. Unit Awards will be placed underneath individual awards. Ribbons and badges will be centered on the velvet insert to present the best appearance. An illustration of ribbon and skill badge placement is located in figure 10-1.

c. Skill badges. The authorized skill badges awarded to the decedent will be affixed to the velvet insert found in the interior lid of the flag case. If available, skill badges presented by the DOD, other United States Armed Services, State governments, and/or foreign governments that are authorized for wear on the Army Green uniform, will be included. Badges will be placed above or below the ribbons in the same manner as worn on the Army Green uniform. The Ranger Metal Tab and Special Forces Metal Tab replicas will be placed on the insert as worn on the Army Blue uniform. Ribbons and badges will be centered on the velvet insert to present the best appearance.

d. Unauthorized items. Distinctive unit insignia (crests), unit patches, locally approved badges and patches, medals (full size or miniature), branch insignia, collar insignia, combat leader identification, service stripes, overseas bars, hat insignia, aiguillettes, organizational flashes, shoulder cords, and name tags will not be placed in the flag case.

10-11. Present flag case

a. Interment flags and flag cases authorized for presentation will be provided by the honors CAC. Flag cases will be presented by the honors team leader to those authorized recipients attending the service. The honors CAC will ship or deliver, as appropriate, interment flags and flag cases to authorized recipients who did not attend the service. To prevent duplicate or improper presentations, interment flags and flag cases will be presented, delivered, or shipped to authorized recipients only by the honors CAC. Other CACs wishing to present interment flags and flag cases to authorized recipients must—

- (1) Coordinate with the honors CAC.
- (2) Obtain prior approval from CDR, PERSCOM (TAPC-PED-D)
- (3) Comply with the reporting requirements in this pamphlet.

b. The honors team leader presenting the flags and flag cases at the interment or memorial service will ensure that the flags and flag cases are at the site and placed at an appropriate place prior to the family's arrival. Recipients should be advised of the presentation ceremony before the interment or memorial service.

(1) The honors team leader will present the interment flag case (lid up with the base of the triangle toward the honors team leader) to the person who received the interment flag that draped the casket. The person receiving the flag case should be able to see the flag and the awards. The honors team leader will say, "This flag case is presented on behalf of the Secretary of the Army. The awards that (rank and name) earned demonstrate (his/her) commitment to the Army and to our nation. Do you wish to place the flag in the flag case now?"

(a) If the answer is "yes," the honors team leader will wait for the recipient to place the flag in the flag case, close the lid and hand the flag case to the recipient. The CAO should be prepared to assist the recipient in carrying the flag case to the family car.

(b) If the answer is "no," the CAO will carry the empty flag case to the family car for the recipient.

(2) More than one flag and flag case may be presented at the interment or memorial service (non-recoverable remains only). Other recipients will receive their flag and flag case immediately after the person who receives the flag that draped the casket. The honors team leader should ensure that soldiers are assigned the task of presenting flags and flag cases to the other authorized recipients. Above procedures for presenting the flag and case will be used.

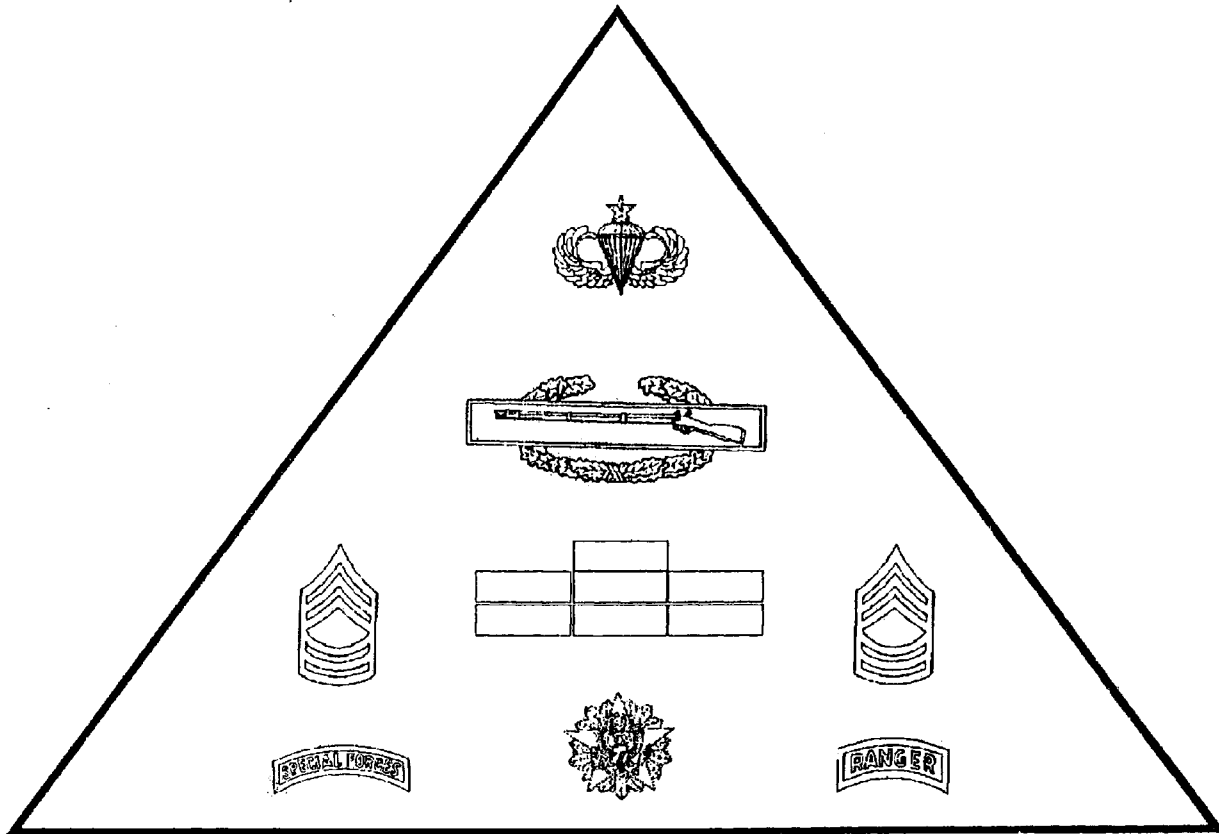


Figure 10-1. Illustration of rank insignia placement

10-12. Submit flag case presentation report

The CAC will report by e-mail message (fig 10-2) to tapcpedd@hoffman.army.mil, within 10 days of interment, the name, rank, and SSN or service number of the deceased, and the name, relationship, and address of each person receiving a flag and flag case. If an authorized recipient is not presented the flag for any reason, note the information in the report. This message will be maintained in the CAC files relating to the deceased soldier and in the individual deceased personnel file maintained by CDR, PERSCOM (TAPC-PED-D).

To: tapcpedd@hoffman.army.mil

Subject: Presentation of Interment Flag and Flag Case;
SFC William A. Williams (000-00-0000)

1. An interment flag and flag case were presented, as authorized by AR 638-2, to the authorized recipients for SFC Williams.
2. An interment flag and flag case was presented at the interment service to:

Mrs. Mary B. Williams, mother of the deceased
11221 Oak Street
Vienna, VA 22333
3. An interment flag and flag case was delivered or shipped to:

Mr. Arthur Williams, father of the deceased
1116 Baltic Avenue
Atlantic City, NJ 11111
4. An interment flag and flag case was not presented, delivered, or shipped to:

Mrs. Susan Williams, spouse of the deceased
333 Victory Drive
Bugtussle, TN 37918
5. POC is SFC Jones; DSN 667-9876

Figure 10-2. Sample e-mail message report of flag presentation

Part Three Disposition of PE

Chapter 11 SCM for the Disposition of PE

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, chapter 17. The summary court martial officer (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 World Wide Web at www.usapa.army.mil and the Army Electronic Library (AEL) CD-ROM.

11-2. Requirement to appoint

- a. An SCMO is required to take, collect, and inventory the PE of—
 - (1) A deceased soldier.
 - (2) A soldier missing or captured and not expected to return to the unit of assignment.
 - (3) A deceased or missing civilian Government or contract employee who is subject to military law.
 - (4) A civilian not subject to military law who dies at a place under military control.
 - (5) Hospitalized personnel who are not expected to return to the unit of assignment.
- b. If PE are located at two or more locations, the commander with SCM convening authority at each location will appoint a SCMO to care for the PE. The SCMO appointed by the commander with SCM convening authority for the

soldier's unit of assignment is the primary SCMO for all of the PE. The SCMOs appointed by the commander with SCM convening authority of other installations where PE are located, are supporting SCMOs to the primary SCMO.

11-3. SCM criteria

The composition of a SCM is established by title 10, section 816, U.S. Code, and Regulation for Courts-Martial 1301(a). A SCM is composed of one commissioned officer appointed on orders (see fig 11-1 for a sample appointment order). Accordingly, a SCMO appointed for the disposition of PE must be a commissioned officer.

11-4. Appointing authority

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

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

11-5. Prescribed duties

The SCMO's mandatory 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 discretionary duties are the collection and payment of local debts. The appointing authority ensures that the SCMO is properly briefed concerning the SCMO's responsibilities, jurisdiction, and limitations. A standard briefing is found at appendix F.

11-6. Limitations

The applicable Federal statutes do not pertain to the distribution or administration of estates and therefore, does 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.

(Office symbol) 17 Jan 97

Pursuant to paragraph 5, General Order No. 1-97, Department of the Army, Captain Walter A. Jones (000-00-0000) is detailed a summary court-martial and shall sit at Fort Lee, VA, unless otherwise directed.

The summary court-martial will collect, inventory and dispose of the PE of (Sergeant First Class Robert T. Allan (111-11-1111) in accordance with title 10, United States Code section 4712.

Reports required by AR 638-2 will be submitted to the appropriate regional Casualty Area Command, within 30 days from date of this order for PE within the United States; 45 days from date of this order for PE outside the United States.

Any delay or problems encountered in completing your appointed duties will be reported immediately to Mr. Smith (703) 325-0000

FOR THE COMMANDER:
(if signed by adjutant)

(Signature block)

Figure 11-1. Sample SCMO appointment order

**Chapter 12
Collection of PE**

12-1. PE

The PE are defined in AR 638-2 as personal movable property such as 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 military medical treatment facility (MTF)

a. Outside of operational theaters. If death occurs in a military 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 SCM convening authority for the decedent's unit of assignment.

b. In operational theaters. If death occurs in an 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 SCM 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.

12-3. 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 United States port of call or other port where Army authorities are assigned.

12-4. 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 off-loaded, all of the decedent's PE will be delivered to the commander of the nearest Army installation.

12-5. Separation of HHG

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 judgement 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 state of the soldier's 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.

12-6. 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 into 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 burial, will be shipped to the PERE. In areas where the clothing allowance is not in effect, the military personal clothing, except that required for burial, 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 Reserve or National Guard unit where the soldier was assigned.

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

12-7. PE retained by law enforcement authorities

The 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 non-military 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 that when PE is released as evidence, the PE will be turned over to the SCMO for disposition as prescribed by Federal statute and Army regulations.

12-8. Sentimental PE

If requested by the PADD, and the PERE consents, sentimental items (for example wedding bands, religious medals, and locket) 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 MTF. Copies of PE inventories created by medical authorities will be requested by the SCMO to assist the PERE in locating sentimental items.

12-9. Deceased civilians not subject to military law

a. 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, chapter 17 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.

12-10. Inventory of PE

A joint inventory will be conducted by the person delivering and receiving PE whenever the custody or control 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.

12-11. Forms used to inventory PE

a. *DA Form 54 (Record of Personal Effects).* The inventory of PE is recorded by the SCMO on DA Form 54, Record of Personal Effects. 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 medical treatment facilities and activities (see AR 40-400). When the decedent's PE is obtained from a military medical treatment facility or activity, the SCMO will attach the DA Form 4160 to the DA Form 54. Items listed on the DA Form are not transferred to the DA Form 54. In the event a DA Form 4160 was not previously prepared by the military medical treatment facility or activity, the SCMO will prepare a DA Form 54.

c. *Form substitutes.* In the event the DA Form 54 is not available, appropriate substitutes may be used. The person completing the inventory will ensure that the inventory includes the information required by the official form.

12-12. Completion of DA Form 54

a. *Valuable items.* Valuable items such as cameras, watches, radios, stereo and video equipment, and so forth, will be listed individually in block 8 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. *Documents and papers.* Important documents and papers will be listed individually in block 8. 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.* Bank and credit cards (for example, American Express, Discover, MasterCard, Visa) will be listed individually by issuing company, account number, and account holder's name in block 8.

d. *Withdrawn or destroyed items.* 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, 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. *Currency and negotiable instruments.*

(1) The disposition of all funds and negotiable instruments will be shown in block 9.

(2) Funds sent with PE will be shown in block 9a with the notation 'sent with PE.'

(3) 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's (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 in block 9a.

(4) Other negotiable instruments (such as traveler's checks, money orders, U.S. Savings Bonds, and so forth) sent to the PERE will be listed in block 9a. A complete description of the items and information on how the items were sent, to include registry numbers, will also be entered in block 9a.

(5) Foreign currency turned into FAO for conversion will be shown in block 9b. The description and disposition of the funds will include: the amount and type of funds; symbol number of FAO with whom deposited, reason for deposit, and conversion rate.

(6) Government checks (made payable to the deceased or missing person) that were returned to the issuing FAO

will be shown in block 9b. The description of the check will include: type, date, and amount of check sent; symbol number of FAO to whom returned; and date sent.

f. Mail. 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.

12–13. Security of PE

a. Introduction. 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.

b. Currency.

(1) *U.S. currency.* When the total of U.S. currency is more than \$20.00 or more, 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.

(2) *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 made payable to the PERE. Foreign currency having minimal or no monetary value will be considered as souvenir money and sent with the other PE.

(3) *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 made payable to the PERE.

(4) *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.

12–14. Cleaning of PE

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, found in the unit's field site, and/or 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 Open Allotment. The SCMO will request a purchase order to dry clean or launder civilian clothing through the CAC.

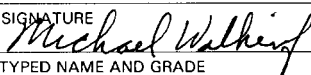
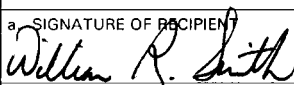
b. OCIE. The OCIE will be cleaned or laundered through unit accounts.

12–15. 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.

RECORD OF PERSONAL EFFECTS		
For use of this form, see AR 638-2; the proponent agency is ODCSPER		
1. LAST NAME, FIRST NAME, MIDDLE INITIAL Smith, Charles A.	2. GRADE PFC	3. SERVICE NUMBER/SSN 111-11-1111
4. ORGANIZATION A Company 2-15 FA Bn Fort Bragg, NC		
5. STATUS (Deceased, Missing, or Captured) Deceased	6. DATE OF STATUS 11 Jan 2001	7. PLACE Fort Bragg, NC
8. INVENTORY OF EFFECTS		9. FUNDS/NEGOTIABLE INSTRUMENTS
a. QUANTITY	b. ITEM	a. TRANSMITTED TO RECIPIENT
36 1	Socks, assorted Panasonic Radio, MDL 3333 serial number 33333	\$11.00 transmitted by USPS money order #111111111
		b. FUNDS DEPOSITED OR OTHERWISE DISPOSED OF
		(1) AMOUNT AND DESCRIPTION
		(2) DISPOSITION
ATTACH SUPPLEMENTAL SHEET FOR ADDITIONAL ITEMS.		
10. EFFECTS SHIPPED TO: William R. Smith 111 Oak Street New Ulm Va 22222		11. DATE AND METHOD OF SHIPMENT (B/L No., Registry No., etc.) USPS registered mail. #111111 1 Feb 2001
12. SUMMARY COURT OR COMMANDING OFFICER'S REPRESENTATIVE		
a. SIGNATURE 	13. I acknowledge receipt of all articles listed in Block 8 and all items recorded in Block 9a.	
b. TYPED NAME AND GRADE LT Michael Watkin	c. DATE 1 Feb 2001	a. SIGNATURE OF RECIPIENT 
d. ORGANIZATION A Company 2-15 FA Bn Fort Bragg, NC	b. PRINTED OR TYPED NAME OF RECIPIENT William R. Smith	c. DATE 15 Feb 01

DA FORM 54, MAY 1999

PREVIOUS EDITION IS OBSOLETE

USAPA V1.00

Figure 12-1. Sample PE inventory using DA Form 54

Chapter 13

Disposition of PE

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 statute's and the regulation's seeming specificity concerning the duties of the SCMO and the order of priority of recipients, frequently conflicting claims for the PE are asserted by family members of the deceased or missing person, debtors, and creditors. 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 title 10, section 4712, U.S. Code, 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 PE

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

13-3. Delivery to the PERE

Delivery of the PE to the PERE ends the SCMO's responsibility for the PE. Once the PE are delivered, there is no legal basis for the Army to retrieve and/or ship the PE, even if the PE was incorrectly delivered to someone other than the PERE. Custody and ownership of the PE are civil matters to be settled between the interested parties or by the estate's legal representative in the civil courts. A sample SCMO letter to the PERE is located at figure 13-1.

13-4. Sale of PE

The SCMO should avoid becoming responsible for the sale or disposal of the items. However, 10 USC 4712, and AR 638-2, chapter 19, 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 outside of the United States that are not designed to work with standard U.S. electrical currents. The SCMO must use good judgement and not arbitrarily sell PE.

a. Criteria for sale.

- (1) The sale is in the interest of both the PERE and the Government and
- (2) The PERE has been notified of the proposed sale and
- (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 trinkets. These items will be sent to the CDR, PERSCOM (TAPC-PED-D), Alexandria, VA 22331-0482, for disposition as directed by Federal statute.

b. Method of sale. The SCMO will conduct public sales of PE to preclude appearances of impropriety.

c. Documentation of sale. The PE that are sold through public sale are listed on DA Form 54 and on the Certificate of PE 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.

13-5. Destruction of PE

The SCMO is authorized to destroy all PE of no sentimental or salable value or 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 clothing and so forth) 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) 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 PE. 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.

13-6. SCMO's summary letter to the PERE

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 is reported as missing.

b. Format. The letter is prepared in the format prescribed by AR 25-50, Preparing and Managing Correspondence. A sample letter is located in figure 13-1.

c. Required documents. The SCMO will attach to the original letter 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 a place outside the United States.

(3) *Letters to PERE.* A copy of each letter sent to the PERE concerning the disposition of PE:

(a) Letters concerning non-shippable items. 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) 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) *Will.* A certified true copy of any will(s) or testamentary letters found in the PE.

(5) *Sale of PE documents.* 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) *Receipts.* A copy of each receipt signed by debtors or creditors for amounts of money if any, collected or disbursed.

(7) *Letters to creditors.* 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) *Letters to other interested parties.* A copy of each letter sent to other interested parties to include the divorced parents of an unmarried deceased, if applicable.

(9) *Inventory of PE held by civil or military law enforcement authorities.* A copy of each receipt for PE being held as evidence by military or civil police, criminal investigators, or other authorities.

(10) *Inventory of PE shipped.* Copy of inventory (DA Form 54 or DD Form 1076 (Military Operations Record of Personal Effects of Deceased Personnel)) annotated verifying contents of packages and attesting to the sealing of packages sent to the PERE by the SCMO.

(11) *Shipping documents.* Copy of documents showing shipment of PE. Such documents include postal receipts, application for shipment of HHG, inventories of HHG, and bills of lading.

13-7. SCMO 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 CDR, PERSCOM (TAPC-PED-D), Alexandria, VA 22331-0482. 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 CDR, PERSCOM (TAPC-PED-D), Alexandria, VA 22331-0482 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 SCM 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. A sample memorandum is found at figure 13-5. The report will include—

(1) *PERE 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 PE.* 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) *Appointing order*. Copy of order appointing the SCMO.
 - (2) *Transportation order*. Copy of order authorizing shipment of PE to or from a place outside the United States.
 - (3) *Letters to PERE*. A copy of each letter sent to the PERE concerning the disposition of PE:
 - (a) SCMO's summary letter to the PERE.
 - (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) *Will*. A certified true copy of any will(s) or testamentary letters found in the PE.
 - (5) *Sale of PE documents*. 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) *Bulletins*. Copies of means used (such as daily bulletins) to determine the existence of local debtors or creditors.
 - (7) *Receipts*. A copy of each receipt signed by debtors or creditors for amounts of money, if any, collected or disbursed.
 - (8) *Letters to creditors*. 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) *Letters to other interested parties*. A copy of each letter sent to other interested parties to include the divorced parents of an unmarried deceased, if applicable.
 - (10) *Certificate of destruction or withdrawal*. 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) *Inventory of PE held by civil or military law enforcement authorities*. A copy of each receipt for PE being held as evidence by military or civil police, criminal investigators, or other authorities.
 - (12) *Inventory of PE shipped*. Copy of inventory (DA Form 54) annotated verifying contents of packages and attesting to the sealing of packages sent to the PERE by the SCMO.
 - (13) *Shipping documents*. 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.

13-8. Report of lost or stolen PE

Inquiries received from the PERE regarding lost or 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 loss or missing PE may be filed. The PERE may file a claim for lost or missing PE with the nearest military claims office or directly with the Commander, 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 CDR, PERSCOM (TAPC-PED-D), Alexandria, VA 22331-0482.

(Letterhead)

(Date)

(Office symbol)

Mr. Robert Table
0000 Taylor Drive
Pool, Virginia 22110

Dear Mr. Table:

When a military member (dies) (becomes missing), a summary-court martial is appointed to secure the (deceased) (missing) person's PE located on military installations or in the custody or control of the Army. The summary-court martial also arranges delivery of the PE to the person prescribed by Federal statute and Army regulations eligible to receive the effects. I have been appointed the summary-court martial for the disposition of (rank, name)'s PE.

(Rank and name)'s PE have been forwarded to you. An inventory of the effects is enclosed. The effects were shipped via () on (date). The expected delivery date of this shipment is ().

Delivery of (rank and name)'s PE 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. The effects should be retained by you for disposition in accordance with the civil law of (rank and name)'s legal domicile.

Enclosed is a (type of check or money order) for \$(amount). This (check/money order) transmits the currency found in (rank and name)'s effects.

A summary of (rank and name)'s accounts at local financial institutions is enclosed. Closing and collecting the funds deposited in these accounts is a civil matter and, therefore, the responsibility of the estate's legal representative.

A summary of collected and uncollected debts owed to (rank and name) is enclosed. Collection of these debts is a civil matter and the responsibility of estate's legal representative. You should provide a copy of this letter to the estate's legal representative to pursue collection of the outstanding debts.

A summary of (rank and name)'s paid and unpaid debts is enclosed. A receipt for each paid debt is also enclosed. Payment of the remaining debts is a civil matter and the responsibility of the estate's legal representative.

Figure 13-1 (PAGE 1). Sample SCMO's summary letter to the PERE

You should provide a copy of this letter to the estate's legal representative to pursue payment of the outstanding debts.

My sympathy is extended to you during your time of bereavement.

Sincerely,

(Signature block SCM)

Enclosures

Figure 13-1 (PAGE 2). Sample SCMO's summary letter to the PERE—Continued

(Office symbol) (MARKS number)	(Date)	
MEMORANDUM FOR RECORD		
SUBJECT: Certificate of Public Sale of PE		
1. This memorandum is in reference to the public sale of PE belonging to (RANK/NAME/SSN). Certain PE were sold at public sale by the undersigned in accordance with the provisions of AR 638-2, Care and Disposition of Remains and Disposition of PE.		
2. The following items were sold:		
Item	Quantity	Amount
(Signature block)		
SCM		

Figure 13-2. Sample certificate sale of PE sold

(Office symbol) (MARKS number)	(Date)
MEMORANDUM FOR RECORD	
SUBJECT: Certificate of Destruction of Effects	
1. This memorandum is in reference to the destruction of PE belonging to (RANK/NAME/SSN). All effects were destroyed by the undersigned in accordance with the provisions of AR 638-2, Care and Disposition of Remains and Disposition of PE.	
2. The following items were destroyed:	
Item (quantity)	
(Signature block)	
SCM	

Figure 13-3. Sample certificate of destruction of effects

(Letterhead)

(Office symbol) (MARKS number)

(Date)

MEMORANDUM THRU Commander (Casualty Area Command)

FOR Commander, PERSCOM (TAPC-PED-D), Alexandria, VA 22331-0482

SUBJECT: Interim Report on the Disposition of PE

1. This is an interim report on (grade) (name) (SSN) (organization) who died on (date of death) at (place of death).
2. A summary court convened at (location), per AR 638-2, for the purpose of disposing of the effects of the above named individual subject to military law.
3. No legal representative or eligible recipient being present, the effects were forwarded to this SCM and all relevant evidence pertaining to entitlement to receive effects was duly considered whereupon, this SCM finds that— (name of person entitled), of (address) (relationship) of the above named individual appears to be the person eligible to receive the effects.
4. No local debtors have come forward at this time.
5. An automobile is registered under (grade) (name) here in (location). The current disposition of the vehicle is pending at this time.
6. A full review of (grade) (name) financial affairs is currently in progress. The final report will be forwarded in (number of days).

FOR THE COMMANDER:

(Signature block)
SCM

Figure 13-4. Sample interim report memorandum

(Letterhead)

(Office symbol) (MARKS number)

(Date)

MEMORANDUM THRU Commander (Casualty Area Command)

FOR Commander, PERSCOM (TAPC-PED-D), Alexandria, VA 22331-0482

SUBJECT: Report of Transaction in Disposing of PE

1. This is a report on (rank) (name) (SSN) (organization), who died on (date of death) at (place of death).
2. A summary court convened at (location), per AR 638-2, for the purpose of disposing of the effects of the above named individual subject to military law.
3. No legal representative or eligible recipient being present, the effects were forwarded to this SCM and all relevant evidence pertaining to entitlement to receive effects was duly considered whereupon, this SCM finds that— (name of person entitled), of (address) (relationship) of the above named individual appears to be the person eligible to receive the effects.
4. Local debtors owed the decedent's estate \$(dollar amount), of which the sum of \$(dollar amount) was collected. Decedent owed undisputed local creditors the sum of \$(dollar amount), of which \$(dollar amount) has been paid by the SCM from funds of the decedent.
5. The sum of \$(dollar amount) was received from sale of effects. Records pertaining to the items sold and the authority therefore, are attached.
6. The effects and funds listed on the enclosed inventory have been forwarded to the person found entitled to receive them, or other disposition has been accomplished as indicated on the inventory.

Encls

(Signature block)
SCM

Figure 13-5. Sample SCMO report memorandum

Chapter 14

Transportation of PE

14-1. Transportation of PE

The Joint Federal Travel Regulation (JFTR) and the Joint Travel Regulation (JTR) prescribe those items authorized and unauthorized for shipment by the Army.

14-2. Funding

The SCMO will follow the policies and procedures in AR 55-71 to ship the PE. Transportation of PE is funded through the Army's transportation of personnel and HHG accounts.

a. Within CONUS. For transportation of PE within CONUS, the SCMO provides the installation transportation officer with a copy of the 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 outside the United States to within the United States, within the United States to outside the United States or between locations outside the United States, the SCMO obtains a travel order (AR 310-10, format 407) from the appropriate local order issuing authority.

14-3. Location of PE

Shipment of PE is authorized by 37 USC 406(f) and 5 USC 5742 regardless of location. Accordingly, the shipment of PE is not restricted to the PE that were 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. 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. PE not eligible for shipment

The SCMO may find items that can not 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 can not 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 PE

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 a 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 your 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 etc). The corners of each grid square should be marked. The grid squares should then be delineated by string or other suitable material.

- 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 into the PE collection point.

15-3. PE collection point

The CAC or installation commander, 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 installation commander will ensure that a commissioned officer is appointed as the officer in charge (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. *SCMO.* The CAC or installation commander will appoint one or more SCMOs, as required, to collect, receive, separate, and deliver PE to the PEREs.

c. *PE collection and processing teams.* As required, enlisted personnel may be assigned to PE collection or processing teams to assist the SCM. 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 PE.*

(1) Containers or defined floor/ground area of appropriate size will be marked for the separation of each individuals' 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 can not 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, social security number, 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 PE.*

(1) *Sentimental items.* 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 medical treatment facilities. Copies of PE inventories created by medical authorities will be requested by the SCMO to assist the PERE in locating sentimental items.

(2) *Associated PE.* 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 the letter required by paragraph 13-5. This letter will also advise 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 PE.* 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. The DA Form 54 is used. 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. PE 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. PE collection point report

a. Submission of reports.

(1) *Final report.* After review and approval by the appointing authority, the original of the PE collection point report will be sent to CDR, PERSCOM (TAPC-PED-D), Alexandria, VA 22331-0482. 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 CDR, PERSCOM (TAPC-PED-D), Alexandria, VA 22331-0482, 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, 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) *Appointing order.*

(a) A copy of each SCMO appointing order.

(b) Copy of memorandum appointing Officer in Charge of the PE Collection Point

(2) *Personnel roster.* A roster of all personnel who worked at the PE collection point. The roster will include name, rank, social security number, and unit of assignment.

(3) *Incident roster.* A roster of all persons involved in the incident, to include fatal and non-fatal casualties.

(4) *Certificate of destruction.* A copy of all certificates of destruction for PE that could not be associated to an individual and was subsequently destroyed.

(5) *Sale of PE documentation.* Documents that pertain to the sale of PE that could not be associated with an individual.

(6) *Inventory of unassociated PE.* A copy of the inventory of PE that could not be associated with an individual and transmitted to the CDR, PERSCOM (TAPC-PED-D), Alexandria, VA 22331-0482.

(7) *Summary of operations and efforts to associate PE with individuals.* A narrative summary that provides the procedures used to collect, secure, and associate PE.

(Letterhead)

(Office symbol) (MARKS number)

(Date)

MEMORANDUM THRU Commander (Casualty Area Command)

FOR Commander, PERSCOM (TAPC-PED-D), Alexandria, VA 22331-0482

SUBJECT: Final PE (PE) Collection Point Report

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 disestablished:
5. POC this action is (NAME/ADDRESS/PHONE NUMBER of SCM).

Encls

(Signature block)
SCM

Figure 15-1. Sample final PE collection point report

(Letterhead)

(Office symbol) (MARKS number)

(Date)

MEMORANDUM THRU Commander (Casualty Area Command)

FOR Commander, PERSCOM (TAPC-PED-D), Alexandria, VA 22331-0482

SUBJECT: Interim PE (PE) Collection Point Report

1. This memorandum serves as the Interim PE (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 this action is (NAME/ADDRESS/PHONE NUMBER of SCM).

Encls

(Signature block)
SCM

Figure 15-2. Sample interim PE collection point report

Chapter 16 Collection and Payment of Local Debts

16-1. Authority to pay and collect local debts

Federal statute (10 USC 4712) 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 judgement based on the particular facts of the case. The SCMO shall 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. Twenty-five to 30 miles, however, would probably define 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, that closure and collection of these accounts is a civil matter, and that closure and collection 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 effect 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 their 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 their 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. PE 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 and
- (2) The vendor withdraws the claim and
- (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

AR 55-71

Transportation of Personal Property and Related Services (Cited in para 14-2)

AR 600-8-1

Army Casualty Operations/Assistance/Insurance (Cited in para 4-8)

AR 638-2

Care and Disposition of Remains and Disposition of PE (Cited in paras 1-7, 2-4, 2-5, 4-1, 4-3, 4-4, 4-7, 6-1, 6-3, 7-4, 7-5, 8-3, 8-7, 8-9, 10-4, 12-1, 12-9, 13-1, 13-4, and 16-3)

AR 670-1

Wear and Appearance of Army Uniforms and Insignia (Cited in app C.)

Section II Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication.

AR 25-50

Preparing and Managing Correspondence

AR 25-400-2

The Modern Army Recordkeeping System (MARKS)

AR 27-20

Claims

AR 190-8

Enemy Prisoners of War, Retained Personnel, Civilian Internees and Other Detainees

AR 195-5

Evidence Procedures

AR 210-130

Laundry and Dry Cleaning Operations

AR 310-50

Authorized Abbreviations and Brevity Codes

AR 600-25

Salutes, Honors, and Visits of Courtesy

AR 700-84

Issue and Sale of Personal Clothing

AR 840-10

Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates.

DA PAM 608-4

A Guide for the Survivors of Deceased Army Members

Joint Federal Travel Regulations, Volume 1

Uniformed Service Members

Joint Travel Regulations, Volume 2

DOD Civilian Personnel

Section III

Prescribed Forms

Except where otherwise indicated below, the following forms are available as follows: DA forms are available on the Army Electronic Library (AEL) CD-ROM (EM 0001) and the USAPA Web site (www.usapa.army.mil); DD forms are available from the OSD Web site (<http://web1.whs.osd.mil/icdhome/icdhome.htm>).

DA Form 7404

Escort Briefing Checklist (Prescribed in para 6–10.)

DA Form 7405

Authorized Interment Expenses Worksheet (Prescribed in para 8–10.)

DA Form 7406

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

Section IV

Referenced Forms

DA Form 54

Record of Personal Effects

DA Form 2773

Statement of Identification

DA Form 3645

Organizational Clothing and Individual Equipment Record

DA Form 4160

Patient's Personal Effects and Clothing Record

DA Form 5329

Escort Report

DA Form 5330

Release of Remains for Local Disposition

DA Form 7302

Disposition of Remains Statement

DD Form 93

Record of Emergency Data

DD Form 214

Certificate of Release or Discharge from Active Duty (Available through normal forms supply channels.)

DD Form 256A

Honorable Discharge Certificate (Available through normal forms supply channels.)

DD Form 565

Statement of Recognition of Deceased

DD Form 1076

Military Operations Record of Personal Effects of Deceased Personnel

DD Form 1300

Report of Casualty

DD Form 1375

Request for Payment of Funeral and/or Interment Expenses

DD Form 1610

Request and Authorization for TDY Travel of DOD Personnel

DD Form 2062

Record of Preparation and Disposition of Remains (Outside CONUS)

DD Form 2063

Record of Preparation and Disposition of Remains (Within CONUS)

DD Form 2065

Disposition of Remains—Reimbursable Basis

Appendix B**Disposition of Remains Briefing Guide****B-1. Introduction**

a. Good morning/afternoon, I am (name) of the (name) Casualty Area Command (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.

b. Army Regulation 638-2 and Department of the Army Pamphlet 638-2 explain Army policies and procedures for the care and disposition of remains. (Hand the casualty assistance officer 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 to do anything that you cannot do. Do not promise or imply that absolutely 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 they designated. 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 they are notified 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 three to four 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 ID, and nonviewable. Viewable remains are presentable and will in themselves not cause further distress. It is believed the appearance of the remains is similar to the deceased's normal appearance. Viewable for ID remains are less presentable than viewable and may cause additional distress when viewed. However, the remains still show identifiable features and characteristics.

k. Nonviewable remains are not presentable and may cause additional distress when viewed. Frequently nonviewable 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.

l. I have a sample briefing to use when talking with the PADD. I will use this dialogue to brief you. (Hand the casualty assistance officer a copy of the briefing (fig B-1)). Please follow along with me.

Disposition of Remains Briefing

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

My name is [your rank/name], and I'm here to speak with [name of PADD] the [relationship] of [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/husband's/wife'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 arranging the memorial service when remains are not recovered] at this time? [If the response is no, have the PADD sign block 6 on the DA Form 7302 and conclude the briefing. If the response is yes, continue with the following statement.]

If you do wish to accept responsibility for the disposition of [rank/name of decedent]'s remains would you prefer that another person make the arrangements on your behalf? If so, you may choose a person and grant them special power of attorney. This special power of attorney will be for the specific purpose of making decisions regarding the disposition of [rank/name of decedent]'s remains and nothing else. If you are considering this option you should contact [rank/name and telephone number of contact person at your CAC]. [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 non recoverable, the Army is authorized to reimburse you up to \$2,000.00 for expenses relative to a memorial service. Here is a list you may keep which 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 DA Form 7302).]

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

I've been told by [rank/name of contact person at your CAC] that [rank/name of decedent]'s remains are now in the custody of [name of hospital/mortuary or other medical authorities]. Is this correct? [Note and report any discrepancy to the CAC.] Have you already released [rank/name of decedent]'s remains to a funeral

Figure B-1 (PAGE 1). Disposition briefing

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 disposition of remains options, Army or family.

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 option.

The first basic option available to you is the "Army" 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 a funeral home of your choice for the funeral and interment services. The Army will provide a military escort for the remains during transportation. This option also provides you with the choice of having the Army arrange to cremate his/her remains. You may have [rank/name of decedent]'s remains cremated before being transported to the funeral home you select or after the remains arrive at your funeral home. When you elect cremation, the Army will pay all expenses incurred involving the; cremation, dressing, purchase of a casket and urn, and transportation of [rank/name of decedent]'s remains.

The "Army" option provides you with a choice of the type of casket or urn you can select. For caskets, you can 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 casket 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 the condition of the remains. I will advise you if you choose a wooden casket and the Army can not provide it to you. For urns, you can 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 option is not available if you, or another relative, have already released [rank/name of 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 option.

The second basic option available to you is the "family" option. With this option you are responsible to make all the arrangements for the preparation, casket and transportation of [rank/name of decedent]'s remains. The Army will not interfere with the arrangements you make. With this option, however, the Army can not 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, casket and transportation of [rank/name of decedent]'s remains.

Figure B-1 (PAGE 2). Disposition briefing—Continued

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 [provide the PADD with the lesser amount of the applicable contract cost in the area or \$1,750.00]. It is important for you to understand that this allowance is strictly for the cost of preparation and casket. It can not be applied to any funeral and interment costs you incur.

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 for the transportation.

Also with this option the Army will provide a uniform, for [rank/name of decedent]'s remains if needed.

9. Inform the PADD as to funeral and interment entitlements that are not determined by whether or not they previously chose the Army or family 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 or family option for preparation and transportation. Here is a list you may keep which outlines most of the reimbursable and non-reimbursable expenses. [Provide the PADD with attachment 2 (a modification of tables 1-1 through 1-3 and 1-5 of AR 638-2).]

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.

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. Consignment of [rank/name of decedent]'s remains to a funeral home with interment in a private cemetery, \$3,100.00.
- b. Consignment of [rank/name of decedent]'s remains to a funeral home with interment in a Government cemetery, \$2,000.00.
- c. Direct consignment of [rank/name of decedent]'s remains (that is without a funeral service or viewing) to a Government cemetery, \$110.00. You may still have a graveside service with this choice.
- d. Consignment of [rank/name of decedent]'s remains to a funeral home then cremation with the urn retained by you, \$2,000.00.

Figure B-1 (PAGE 3). Disposition briefing—Continued

You can not apply unused funeral and interment allowances toward preparation and transportation expenses and vice versa.

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.

If you choose this entitlement for [rank/name of decedent], the Government will provide the grave site, opening and closing of the grave, and a marker at no charge to you. I can provide you with the name and location of the nearest Government cemetery in the vicinity of the location you choose to conduct the funeral and interment services. I will do this after you have made all the other necessary choices. If, however, the Government cemetery you choose does not have space available I will attempt to locate another one nearby. The funeral director you choose to arrange the funeral and interment services for [rank/name of decedent]'s remains will also be able to assist in the necessary arrangements with the Government cemetery you choose. A headstone is always available at Government expense regardless of the cemetery you choose. [Provide the PADD with National Cemetery System fact sheets obtained from Internet website www.cem.va.gov.]

11. Inform the PADD as to the travel entitlements.

The Army is authorized to pay round trip travel expenses and 2 days meals and lodging for certain persons to travel to the funeral service. The persons authorized to travel at Army expense to the funeral service are [rank/name of decedent]'s surviving spouse and dependent children. [If there is no surviving spouse or dependent children then the decedent's parents are authorized.] The travel can be by commercial carrier (airline, bus, train, etc.) or privately owned vehicle. [Rank/ name of contact person at your CAC] can assist you in 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 court 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 contact person at your CAC].

Figure B-1 (PAGE 4). Disposition briefing—Continued

13. Complete the DA Form 7302.

I now need for you to complete Department of the Army Form 7302, Disposition of Remains Statement. [Carefully read over the DA Form 7302 with the PADD. Ensure they understand all the options. Ensure that the correct allowances have been entered in each option block. 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.

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 post mortem 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.

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

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 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 (PAGE 5). Disposition briefing—Continued

Attachment 1

(Applies only to nonrecovered remains)

Authorized Memorial Service Expenses:

1. Memorial service director's fee
2. Use of a chapel or facilities.
3. Local transportation for the immediate family to and from the 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. Organist.
11. Vocalist.
12. Register book, cards, or folders.
13. Purchase of memorial plaque.
14. Installation of memorial plaque.

Unauthorized:

1. Casket. The Army will not provide a casket to be interred when remains are not recovered and will not be a party to such a practice.
2. Casket receptacle.
3. Hearse.

Figure B-1 (PAGE 6). Disposition briefing—Continued

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 (see FTC rule 453).
10. Clothing (see AR 638-2, para 2-19).
11. Cosmetology.
12. Hair styling and dressing.
13. Removal of remains.
14. Professional services.
15. Other preparation of remains as authorized by the Army.
16. Medical examiner's cremation authorization.

Authorized secondary care expenses:

1. Use of facilities for viewing or visitation.
2. Chapel or religious facility.
3. Professional services.
4. Graveside service.
5. Cemetery equipment.
6. Temporary grave marker.
7. Funeral service.
8. Flowers.
9. Casket bearers 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. Organist.
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 (per Federal Trade Commission rule 453).
23. Minimum service package for direct burial (per Federal Trade Commission rule 453).
24. Minimum service package for direct cremation (per Federal Trade Commission rule 453).
25. Family car for immediate family (see glossary).
26. Flower car.
27. Outer burial container; grave liner or vault.
28. Lead vehicle.
29. Death certificates (not to exceed two).

Figure B-1 (PAGE 7). Disposition briefing—Continued

30. Burial permits.
31. Columbarium niche.
32. Sales tax.
33. Stopover expenses.

Authorized transportation expenses:

1. Hearse.
2. Service vehicle.
3. Basic transportation fee (per Federal Trade Commission Rule 453).
4. Air tray/casket outer shipping container. Standards are outlined in the Armed Services Specification for Mortuary Services.
5. Zigler 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 home.
8. Delivery of remains from the preparing mortuary/funeral home 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 escort for funeral procession when required by local laws. Otherwise, this is an interment expense.

Unauthorized funeral expenses

1. Autopsy, inquest, coroner's fees, including transportation of remains for these purposes.
2. Entertainment expenses such as reception hall, food, and music.
3. Family car for other than the immediate family.
4. Excess per diem.
5. Professional mourners or escorts provided by the funeral home.
6. Car for clergy or casket bearers.
7. Replacement caskets unless approved by the U.S. Total Army Personnel Command disposition branch.
8. Perpetual care.
9. Permanent grave markers.
10. Transportation of persons not authorized to travel by Federal law or Army regulation.
11. Transportation of the remains to places other than the place of funeral or interment services unless approved by the U.S. Total Army PERSCOM, disposition branch.
12. Those services and supplies not directly associated to the care, processing, disposition, or transportation of the remains.

Figure B-1 (PAGE 8). Disposition briefing—Continued

Appendix C

Inspection of Remains and Casket

C-1. Remains inspection

Remains are inspected three times, after the embalming process (nude), after dressing, and after placement in the casket. The inspection should be conducted using the reverse side of DD Form 2063 (Record of Preparation and Disposition of Remains) as a checklist. Both blocks in item 16 of the DD Form 2063 are completed by the contracting officer representative (COR). A sample DD Form 2063 is located at figure 5-1

C-2. Preparation of remains prior to dressing

- a.* Remains must be bathed to present a clean appearance.
 - (1) Remains will be thoroughly washed and dried.
 - (2) No dried blood or hardening compound may be found on the remains. Special attention should be given to the eyebrows, eyelids, mustache, and hair.
 - (3) Feet, including toes, clean.
 - (4) Hair washed, dried, combed, or brushed.
- b.* Face appears as follows.
 - (1) Males should be shaved (no spotty stubble), mustache, and hairs protruding from ears and nose trimmed.
 - (2) Females should be free of facial hair (cosmetic purposes).
 - (3) Males and females should have facial features arranged to present a natural appearance.
 - (a)* Eyes securely closed, not sunken, no leakage.
 - (b)* Mouth securely closed, no puckering of tissue of chin area.
 - (c)* Minimal dehydration eyes and lips.
 - (d)* Lacerations of viewable areas subcutaneously sutured.
 - (e)* Cranial autopsy incisions neat, even, dry.
 - c.* Hands should be arranged to present a natural appearance.
 - (1) Hands and arms flexible to allow proper positioning.
 - (2) Fingernails clean and trimmed; fingerprint ink and spotty nail polish removed.
 - d.* Abrasions, wounds, and incisions sealed to prevent drainage and leakage. Special attention should be given to “flexible areas” (elbows, carotid, axillary femoral areas) that are moved during dressing.
 - e.* Remains adequately preserved and disinfected.
 - (1) No abdominal gas.
 - (2) No fetid odors from mouth, nose, ear areas.
 - (3) No cotton visible after nostrils and ears are packed.
 - (4) No “parching” in ear, finger, nasal, eyelid, lip areas.
 - (5) No soft moist areas, all tissue firm and dry.

C-3. During dressing and casketing

Every effort will be made to properly dress the remains in the uniform.

- a.* ID tags with remains.
 - (1) Verify all information; spelling of name and correct social security number.
 - (2) On string around neck, taped to chest.
 - (3) On string secured to head handle of casket
 - (4) If the hospital tag is clean, leave on remains.
- b.* Cosmetics applied to present a natural appearance of hands and face.
 - (1) Consider age, sex of remains, not overdone.
 - (2) No heavy masking, whenever possible.
 - (3) Hands complement face coloring.
 - (4) Eyelashes, eyebrows, hair line, mustache free of cosmetics.
- c.* Hair neatly combed (males) or appropriately styled (female personnel).
- d.* Restorative work appears natural.
 - (1) Incisions, wounds subcutaneously sutured.
 - (2) Waxing smooth, even, balanced, using only minimum amount to accomplish purpose.

- (3) Cranial autopsy waxed, cosmetized where visible.
- (4) Head bandaged neatly if required.
- e. Proper underclothing placed on remains.
 - (1) Male; undershirt, undershorts, and socks.
 - (2) Female; panty, panty hose or stockings, bra, and full slip.
 - (3) Plastic coveralls or stockings should be used when leakage is anticipated.
- f. Uniform clean, pressed, satisfactory in appearance and fit.
 - (1) Male; shirt, tie, belt, trousers, blouse.
 - (2) Female; shirt, tie, skirt, or slacks, blouse.
 - (3) Free of cosmetics, lint, cotton, and so forth.
 - (4) Brass insignia should be polished and properly positioned.
 - (5) White cotton gloves are placed on the hands only when the hands are disfigured. Rubber gloves are placed on the hands before the white cotton gloves.
 - (6) Blouse pockets secured.
 - (7) Epaulet ends under blouse collar, tie in place, all buttons and belt properly fastened.
- g. Blouse has correct uniform insignia (rank and branch), and authorized awards and decorations properly affixed and positioned. Sewn on insignia should not be glued to the blouse. Awards, decorations, and badges in proper sequence in accordance with AR 670-1.
 - h. Remains present a position of repose in casket.
 - (1) Proper size casket, remains should not appear to be cramped.
 - (2) Feet blocked to prevent movement in transit.
 - (3) Head properly elevated and blocked to prevent movement.
 - (4) Pillow reversed with plastic covering.
 - (5) Adequate clearance between head and end of casket.
 - (6) Head and shoulders low enough to avoid hitting panel when closed.
 - (7) Soft covering over face.
 - (8) Hands positioned on abdomen, elbows, blocked to prevent movement in transit.
 - (9) Sentimental PE visible and securely pinned to the blouse.
 - i. Remains determined to be viewable for identification. When the head is damaged beyond normal viewability, waxing and cosmetics will be accomplished to make remains at destination "viewable for Identification" (ID) purposes. Remains will not be arbitrarily processed as "non-viewable" for expediency.
 - j. Non-viewable remains appear as follows.
 - (1) When "viewable for identification" cannot be achieved, the head will be neatly bandaged and remains dressed in the uniform.
 - (2) Only when necessary (excess leakage or offensive odors) will remains be wrapped as prescribed in paragraph C-6. Remains will not be placed in a disaster or other type pouch or "Ziegler"-type container in lieu of wrapping.
 - (3) Remains strapped in casket to avoid shifting in transit.
 - (4) Uniform with insignia, awards, and decorations pinned in position of normal dress for wrapped remains (pins not visible).

C-4. Casket

- a. Casket meets specifications. The specification casket is an 18-gauge metal sealer, cut top (half couch). The manufacturer is required to provide a certification that the casket meets the Government specifications, as set forth in the Armed Services Specification. A micrometer caliper may be used to check an individual casket for the correct gauge. The finish will be silver-tone to gray in color. The casket will be standard (23 by 78 inches inside dimensions) and oversize (25 by 81 inches inside dimensions). The entire handle (one piece, not spliced assembly) bars, lugs and corners shall be, fabricated of metal (not plastic or composition materials), standard to the casket industry. A common magnet may be used to test these areas. Detailed specifications are found in AR 638-2, appendixes C and D.
 - b. Interior and exterior of specification casket clean and unmarred.
 - (1) See AR 638-2, table D-1, for casket areas that must be examined.
 - (2) Check all exterior surfaces, for specific range of color.
 - (3) Casket free of dents, imperfections, and blemishes.
 - (4) Lacquer areas are smooth, even, and grit free.
 - (5) Finish is dry, not tacky.
 - (6) Handles, continuous fixed bar or swing out type, secured.
 - (7) Check interior fittings, movements.
 - (8) Corners mitered, welded, smooth finish, and appropriately painted or lacquered.

- (9) All nuts and bolts secured.
 - (10) Bottom one piece 18-gauge metal with reinforcing ridges (lengthwise or crosswise). All seams continuous and welded.
 - (11) Lid two pieced, cut from one sheet, two hinges each portion, supporting devices each portion, all fittings in position and secure.
 - (12) Sealer locks; two on each panel of top, with nondetachable or crank type locking handle. Test locking handle provided with unit. Test with lid open and closed. Ensure handle is sent with the casket.
 - (13) Gasket of natural rubber, or composition, one piece or mitered, vulcanized corners firmly sealed.
 - (14) Air pressure valve screen (if on casket), free of paint or lacquer, and cap tight fitting.
 - (15) Mattress and pillow filling cotton and/or synthetic material. Excelsior may not be used.
 - (16) Lining, throw, and pillow are made of ivory or white colored acetate or taffeta material. The material may be embossed.
 - (17) Casket is free of patching or glue marks.
 - (18) Foot panel must be finished with fabric or composition material interior.
 - (19) Casket properly closed and sealed.
 - (20) After casketing, test both lids/casket, using locking device provided; do not apply excess pressure.
 - (21) Affix locking device to foot of casket prior to remains leaving preparing mortuary.
- c. Cremation container; industry standard corrugated cardboard is acceptable.

C-5. Shipping container

- a. Must meet the specifications of the air shipping industry.
- b. Check for "performance tested" seal.

C-6. Wrapping non-viewable remains

- a. Diagonally lay Government-issue blanket on dressing table.
- b. Diagonally lay a white cotton sheet over blanket.
- c. Place bands of gauze or webbing on sheet.
- d. Place plastic sheeting over gauze.
- e. Place strips of cotton on top of plastic sheeting.
- f. Sprinkle liberally with hardening compound.
- g. Place embalmed remains with metal identification tag secured to neck or prominent portion on the strips of cotton.
- h. Additional hardening compound.
- i. Additional strips cotton over remains.
- j. Plastic brought up, securely rolled and secured with bands of gauze or webbing.
- k. Cotton sheet brought up and securely pinned.
- l. Blanket brought up and neatly pinned.
- m. Metal identification tag secured to head area of wrapped remains.
- n. Place wrapped remains in casket.

Appendix D Standard Escort Briefing

D-1. Preface

a. This standard escort briefing (fig D-1) provides the casualty area commands and Army mortuaries a guide to brief the escorts for remains. By using the standard escort briefing, the CACs will ensure that all escorts are provided with the minimum necessary information to fulfill their responsibilities as prescribed in AR 638-2, Care and Disposition of Remains and Disposition of Personal Effects. The CACs are encouraged to modify this briefing to accommodate the briefer's presentation style, the specific mission, and local procedures and requirements. The CACs do not have the authority to modify Army policy and procedure without prior approval from the Casualty and Mortuary Affairs Operations Center.

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

D-2. Comments

Comments to improve this briefing should be submitted to CDR, PERSCOM (TAPC-PED-D), 2461 Eisenhower Avenue, Alexandria, VA 22331-0482.

Army Escort Briefing

1. Introduction

Good morning (afternoon). I am (name) of the (name) Casualty Area Command (CAC) (or OCONUS mortuary). The purpose of this briefing is to familiarize you with your duties as a military escort for the remains of (rank and 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? (If a rental car is authorized ask the following questions.) Do you have a valid state issued driver's license? Are you at least 25 years old? (If the answer to any one of these questions is "no," then the escort must be replaced.)

Your mission as an escort is to ensure that (rank and name of the deceased soldier)'s 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 Class "A" 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 (length of the mission) days.

Because of the nature of this mission, you are the Army's representative; therefore your conduct and attitude will 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 this (CAC or OCONUS mortuary) and the CMAOC, Disposition Branch. If you need assistance at any time during this mission, contact (CAC or OCONUS mortuary) or contact CMAOC, Disposition Branch. (Hand the escort the point of contact information sheet and review the points of contact.)

Here are your travel orders. (Hand the escort is travel order.) Ensure you take at least three copies with you when you leave on this mission.

Figure D-1 (PAGE 1). Army escort briefing

2. Transportation

As an escort, you will be issued either a Transportation Request (TR), an airline ticket, or train ticket and itinerary to your final destination prior to leaving this installation. You will also receive a TR/ticket and a Government bill of lading (GBL), 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/are not 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 en route before the mission is complete. Any leave taken will be at personal expense.

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 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.

The interment flag will be hand carried by you during the escort mission.

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 TR/GBL for the remains. You will then proceed to the airline terminal where you will surrender your ticket to the agent or 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 and flight number**) and 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.

Figure D-1 (PAGE 2). Army escort briefing—Continued

Should there be a change in your flight schedule of two or more hours, you must call the receiving funeral director and the shipping CAC to inform them of the change. You are authorized on your travel orders to make official telephone calls in the event you require to communicate your status. If you will be detained overnight or should some other emergency arise, you will call the receiving CAC, the shipping CAC, the receiving funeral director, and CMAOC to advise them of the situation.

Upon arrival at your final destination, you will supervise the unloading of the remains. While on the tarmac, if you checked baggage, you may watch for your baggage to be unloaded and secure it at this time. (For international flights, it may not be possible to secure your luggage at this time due to customs requirements.) Remember to render the hand salute as the remains are off loaded from the aircraft.

Proceed to the cargo terminal where you should be met by the receiving funeral director and possibly the CAO and family of the deceased. If no one meets you at the airport, you will contact the receiving funeral director and, if necessary, the receiving CAC for further instructions.

Before the funeral director assumes responsibility for the remains, you will remove the head envelope and burial permit from the shipping container and give them to the funeral director. You will assist the funeral director in removing the casket from the shipping container and then inspect the casket for any damages. If damages are noted, you will ensure that they are annotated on the GBL (or freight invoice) that accompany the remains. The cargo representative should have the GBL (or freight invoice). Damage to the casket must also be noted on DA Form 5329, Escort Report.

If the funeral director elects not to remove the casket from the shipping container before leaving the airport, advise the funeral director that the carrier will not accept responsibility for any damage to the casket if the damage is not shown to them before leaving the cargo area.

Before the casket is loaded into the hearse, you will drape the interment flag on the casket with the stars over the left shoulder of the remains. You will accompany the remains in the hearse to the receiving funeral home. If you have been authorized a rental car arrange to meet the funeral director before the hearse leaves the airport. You will follow the hearse to the receiving funeral home.

If the funeral director elects not to remove the casket from the shipping container before leaving the airport, do not drape the flag on the shipping container. Inspection of the casket for damage during shipping will be done at the funeral home.

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

Figure D-1 (PAGE 3). Army escort briefing—Continued

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 decedent's clothing. If you cannot contact the receiving CAC, you should contact CMAOC. Drape the interment flag on the casket in accordance with the guidance provided in DA Pam 638-2, appendix E.

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

4. Travel by hearse

Missions within a 300-mile radius of the preparing mortuary may be accomplished through travel by hearse. 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.

Before the casket is loaded into the hearse, you will drape the interment flag on the casket with the stars over the left shoulder of the remains. You will accompany the remains in the hearse to the receiving funeral home. If you have been authorized a rental car arrange to meet the funeral home before the hearse leaves the preparing mortuary. You will follow the hearse to the receiving funeral home.

Upon arrival at the receiving funeral home, you will remove the flag from the casket and 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. 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 or additional preparation of the remains. If you cannot contact the receiving CAC, you may also contact CMAOC and ask for the on call Disposition Branch representative. Drape the interment flag on the casket in accordance with the guidance provided in appendix E.

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. You may/may not stay overnight at the receiving funeral home location.

Upon completion of this mission you will return to your duty station using the mode of transportation arranged for you by the CAC.

Figure D-1 (PAGE 4). Army escort briefing—Continued

5. Travel by train

If the remains are to be shipped by train to the final destination, you and the remains will be provided transportation to the train station. At the train station, you will surrender your TR/tickets to the ticket agent. The agent will keep the ticket issued for the remains and give you a ticket for your transportation and a claim check for the remains. Retain this claim check, as it will have to be given to the agent at the final destination. You will supervise the loading of the remains prior to taking your seat on the train. You will render the hand salute as the remains are loaded onto the train. You will check that the railway car carrying the remains is not removed from the train during the trip. This information can be obtained from the conductor during each stop.

Should there be a change in your train schedule of two or more hours, you must call the receiving funeral director and the receiving CAC to inform them of the change. You are authorized on your travel orders to make official telephone calls in the event you require to communicate your status. If you are detained overnight or should some other emergency arise, you will call the receiving CAC, the shipping CAC, the receiving funeral director, and CMAOC to advise them of the situation.

At the final destination, proceed to the freight section where you will be met by the receiving funeral director and possibly the Casualty Assistance Officer and the family.

If no one meets you and the remains at the train station, you will call the receiving funeral director and if necessary, the receiving CAC for further instructions.

Before the funeral director assumes responsibility for the remains, you will remove the head envelope and burial permit from the shipping container and give them to the funeral director.

You and the funeral director will then remove the casket from the shipping container and inspect the casket for any damage. If any are noted, you will ensure that they are annotated on the GBL that accompanied the remains. The cargo representative will have the GBL. You will also note any damage to the casket on DA Form 5329, Escort Report.

You will then drape the interment flag on the casket with the stars over the left shoulder of the remains. You will accompany the remains to the funeral home and once again re-inspect the casket for any damage. 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 or additional preparation of the remains. If you cannot contact the receiving CAC, you may also contact CMAOC and ask for the on call Disposition Branch representative. Drape the interment flag on the casket in accordance with the guidance provided in DA Pam 638-2, appendix E.

Figure D-1 (PAGE 5). Army escort briefing—Continued

Once the remains arrive at the funeral home, you will be required to return to your duty station on the next reasonably scheduled train. You may/may not stay the night at the receiving funeral home location.

6. Meeting the family

It is not required that the escort meets the family of the deceased soldier or remain for the funeral and interment. 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 or CMAOC. 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 any appearance of impropriety with the family members of the deceased soldier or accept any gifts or gratuities offered to you.

7. Escort for cremated remains

Cremated remains of soldiers may be transported by air or ground transportation. Cremated remains are transported in an urn, protected by a shipping box. You will hand carry the urn to the designated consignee (the PADD or a designee of the PADD). The urn must stay in your possession at all times during the trip. You will also hand carry the folded interment flag and required documents. At no time will you use your privately owned vehicle to transport cremated remains. Local transportation to the common carrier will be provided by the preparing mortuary or a Government-owned vehicle.

Should there be a change in your travel schedule of two or more hours, you must call the receiving funeral director and the receiving CAC to inform them of the change. You are authorized on your travel orders to make official telephone calls in the event you require to communicate your status. If you are detained overnight or should some other emergency arise, you will call the receiving CAC, the shipping CAC, the receiving funeral director, and CMAOC to advise them of the situation.

The designated consignee, the CAO or a family representative may meet you at the final destination. If no one meets you, you will contact the CAO so that the CAO can arrange for you to deliver the urn to the designated consignee.

When you arrive at the receiving funeral home or place designated by the PADD, you will inspect the urn for damage. You will annotate any damage to the urn on DA Form 5329 and contact the receiving CAC or, if necessary, CMAOC, Disposition Branch, for instructions concerning repair or replacement of the urn.

You will advise the funeral director that during the funeral service, the flag is folded in a cocked hat design and placed to the right of the urn (see DA Pam 638-2, app E).

Once the remains have been released to the PADD, or designated consignee, you are required to return to your duty station. You may/may not stay the night in the area of the receiving funeral home.

Figure D-1 (PAGE 6). Army escort briefing—Continued

8. Sentimental personal effects

When sentimental PE are shipped with the remains, you will receive a DA Form 54, Record of Personal Effects, from the summary court-martial. Ensure that the items on this form are in your possession or on the remains. You will hand carry the DA Form 54 to the final destination. The CAC will contact the CAO to ensure he/she will be at the receiving funeral home to meet you and the remains upon arrival. When the receiving funeral director takes control of the remains ensure that: the CAO witnesses the transfer of custody of the PE to the receiving funeral director and the receiving funeral director acknowledge receipt of the personal effects. This transfer is annotated on the on the DA Form 54.

9. 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.

10. Supplies and equipment

Here is the interment flag. (Hand the escort the interment flag.) Before you leave the preparing funeral, ensure the funeral director has included the casket crank (used to open and close the casket) and the end plugs with the casket.

11. Conclusion

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

12. 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. CMAOC: The office having overall responsibility for the conduct of mortuary affairs for the Army. Casket damage during shipment and any unusual problems will be reported to CMAOC.

d. 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.

e. CAO: Casualty Assistance Officer: the Army's representative to pass information to the family of the deceased soldier.

Figure D-1 (PAGE 7). Army escort briefing—Continued

f. Points of contact for this mission:

Shipping CAC: (name)

Telephone: (day number) (evening number)

Receiving CAC: (name)

Telephone: (day number) (evening number)

CMAOC: Disposition Branch

Telephone: day (703) 325-5322, evening (703) 325-7990

Receiving funeral home: (name)

Telephone: (day number) (evening number)

CAO: (name)

Telephone: (day number) (evening number)

Figure D-1 (PAGE 8). Army 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 blue field at the head and over the left shoulder of the deceased as shown in figure E-1.

b. Half-couch casket.

(1) Start with the flag centered on the closed casket in the proper position.

(2) Fold the flag in a simple “S” fold as in figure E-2. The narrative steps for the “S” fold are as follows:

(a) Position throw on lower panel of casket.

(b) Fold flag toward the foot of the casket to a point just past the cut that will allow head panel to be opened.

(c) Fold hoist edge toward head of casket; fold should only equal width of hoist edge.

(d) Fold flag toward head of casket to a point even with the first fold at the cut of the head panel. Hoist edge should not show.

(e) Align stripes of all folds, being certain not to move the centered position of the flag on the casket.

(3) Display the flag as shown in figure E-3.

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-4.

E-2. Folding the United States flag

The interment flag should be folded as shown in figure E-5 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.

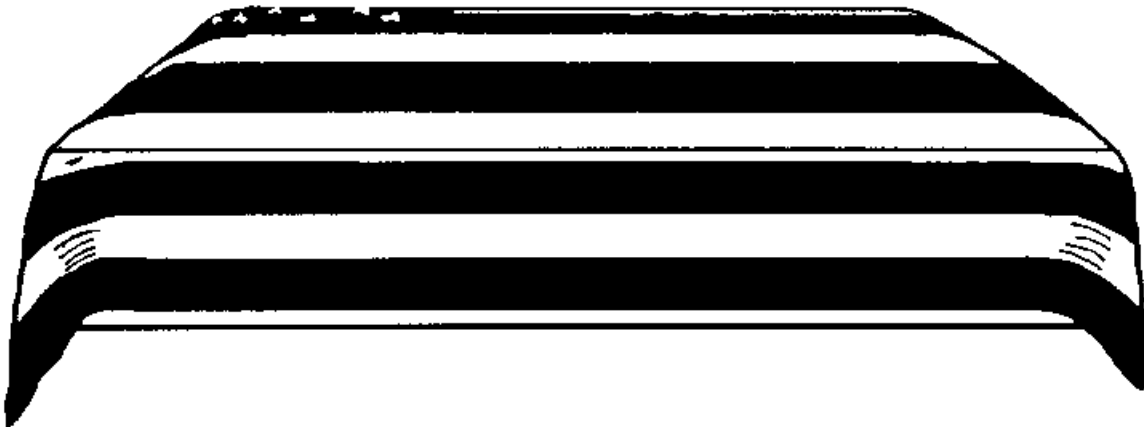


Figure E-1. Flag placement on casket

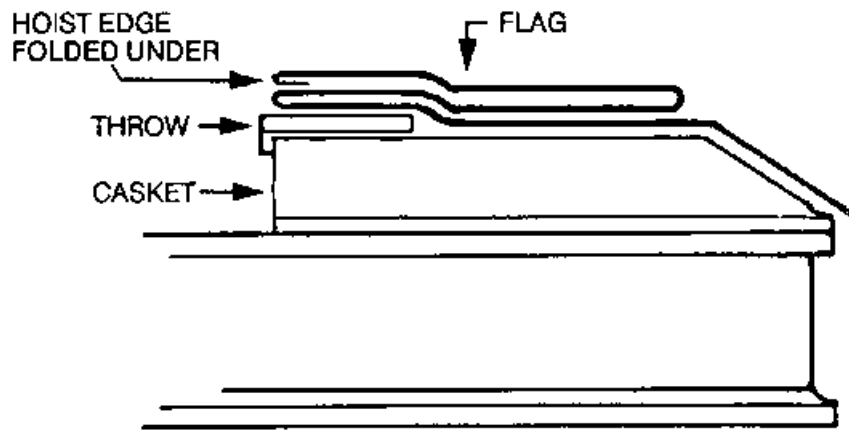


Figure E-2. Folding detail on half-couch casket

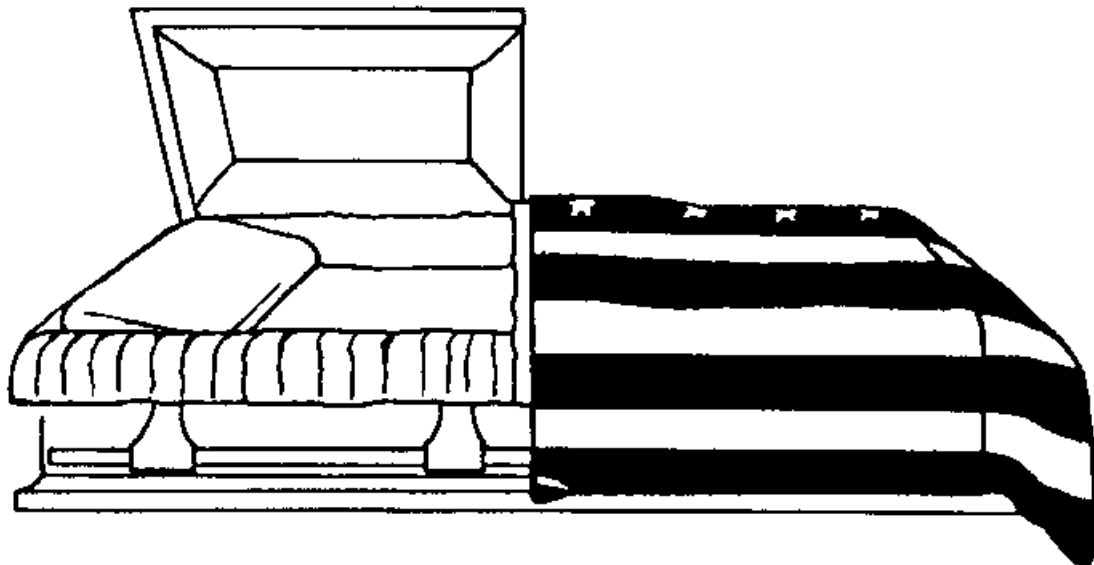


Figure E-3. Display of flag on half-couch casket

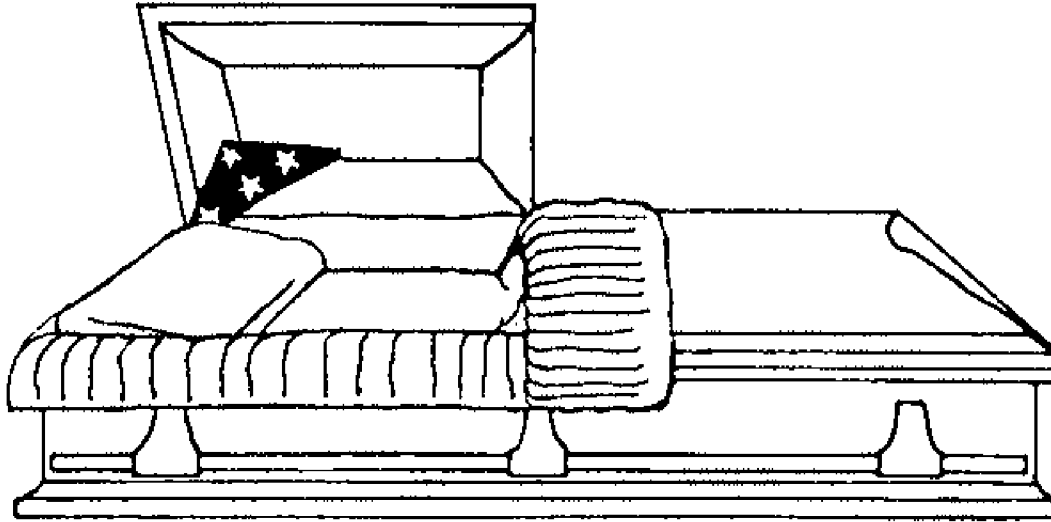


Figure E-4. Display of cocked hat flag on half-couch casket

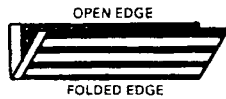
Folding the United States flag

The interment flag should be folded as shown in figure E-5 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.

SPREAD THE FLAG



FOLD THE LOWER STRIPED SECTION OF THE FLAG OVER THE BLUE FIELD.



FOLD THE FOLDED EDGE OVER TO MEET THE OPEN EDGE.



START A TRIANGULAR FOLD BY BRINGING THE STRIPED CORNER OF THE FOLDED EDGE TO THE OPEN EDGE.



FOLD THE OUTER POINT INWARD PARALLEL WITH THE OPEN EDGE TO FORM A SECOND TRIANGLE.



CONTINUE FOLDING UNTIL THE ENTIRE LENGTH OF THE FLAG IS FOLDED INTO A TRIANGLE WITH ONLY THE BLUE FIELD AND MARGIN SHOWING.



TUCK THE REMAINING MARGIN INTO THE POCKET FORMED BY THE FOLDS AT THE BLUE FIELD EDGE OF THE FLAG.



THE PROPERLY FOLDED FLAG SHOULD RESEMBLE A COCKED HAT.



Figure E-5. Folding the U.S. flag

Appendix F

Summary Court Martial Officer Briefing Guide

F-1. Introduction

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

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 title 10 United States Code, section 4712. 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, chapter 18, are to collect and safeguard PE, determine the Person Eligible to Receive Effects (PERE), and to 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, chapter 18, and DA PAM 638-2, chapter 16.

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 DA Form 54, Record of Personal Effects), 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 items (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 Medical Treatment Facility (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, Patient's Personal Effects and Clothing Record, 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 their duties in an expeditious manner. When PE are located at two or more locations, the commander with SCM convening authority for each location must appoint a SCMO to care for the PE. The SCMO appointed by the commander with SCM convening authority for the soldier's unit of assignment is the primary SCMO for all 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, chapter 18, and DA PAM 638-2, chapter 13, and on the attached List of Required Reports and Documents. Your SCMO final report is due to Casualty and Memorial Affairs Operations Center (CMAOC), Disposition Branch 30 days from the date of death. The local appointing authority before submission to CMAOC 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 whom 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 CMAOC. If you need assistance at any time, contact this CAC at (number) or contact CMAOC, Disposition Branch at (703) 325-5322 (duty hours) or (703) 325-7990 (non-duty hours).

F-2. Personal effects

a. The personal effects (PE) are defined as personal, movable property, such as items on the deceased (or missing)

soldier, clothing, household goods (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, paragraphs 17-4*a* and 17-4*b*, for a more complete listing.

F-3. Locating PE

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 personal effects 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 personal effects 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. For a full discussion of this matter, see DA PAM 638-2, chapter 12, paragraph 15.

f. All personal property associated with the home and all PE belonging to the **deceased/missing** soldier are considered to be household goods (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 DA PAM 638-2, chapter 12.

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

As SCMO, you do not determine ownership of the deceased (or missing) soldier's PE. You will determine, however, who is the Person Eligible to Receive Effects (PERE). You will use the soldier's personnel records and the order of precedence found in AR 638-2, chapter 19, to determine who is the PERE. Problems, challenges, and unusual situations may require you to seek assistance from CMAOC, Disposition Branch (703-325-5322/7990) to help determine who is the PERE.

F-5. Government property issued to the deceased/missing soldier

a. You will withdraw from the PE any organizational clothing and individual equipment (OCIE) and any other government property that had been issued to the soldier and turn it into 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 DA PAM 638-2, chapter 12.

F-6. Inventory forms

a. Outside theaters of conflict there are two forms that are used for the inventory of PE: DA Form 54, Record of Personal Effects; and DA Form 4160, Patient's Personal Effects and Clothing Record. The 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 judgement 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. The DA Form 4160, Patient's Personal Effects and Clothing Record, is the inventory record for PE in the custody of military medical treatment facilities and activities. When the deceased soldier's PE is obtained from a military medical treatment facility, you will attach the DA Form 4160 to the DA Form 54. Do not transfer the list of items from the DA Form 4160 to the DA Form 54. If a DA Form 4160 was not prepared by the medical treatment facility, 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. Forward this inventory and the name, address, and telephone number of the law enforcement agency's property or evidence custodian.

F-7. Cash, coins, and checks found in the deceased (or missing) soldier's PE

These items must be safeguarded until they can be turned over to the PERE. When the total of US currency is \$20.00 or more, you will request from the local Finance and Accounting Office (FAA) a Government check for the total amount made payable to the PERE.

F-8. Cleaning soiled PE

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, found in the unit's field site or the soldier's quarters. You should coordinate with this CAC for payment of such charges.

F-9. PE Disposition methods

a. There are three proper methods for disposing of PE: (1) delivery to the PERE, (2) public sale, and (3) 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, chapter 17.

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, chapter 17.

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 court-martial officer. Do you have any questions and concerns about your duties and responsibilities?

F-12. Summary court martial officer checklist

a. Information.

- (1) Review SCMO duties as prescribed in AR 638-2, chap 18.
- (2) Review list of required documents.
- (3) Provide SCMO with separate list of required documents and reports.
- (4) Provide Point of Contact at CAC.
- (5) Provide Point of Contact at Disposition Branch.
- (6) Provide SCMO with copy of AR 638-2, chapters 17, 18, 19, and 20.
- (7) Provide SCMO with copy of DA PAM 638-2, chapters 11 through 16.

b. Forms.

- (1) DA Form 54 (Record of Personal Effects)
- (2) DA Form 4160 (Patient's Personal Effects and Clothing Record)
- (3) DD Form 1076 (Records of Personal Effects of Deceased Personnel—Within Theaters of Operations).

c. Reports. Review time-line 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 lost or stolen goods: Submit when the SCMO receives inquiries from the eligible recipient regarding lost or missing PE.
- (4) Investigation: Summary of the findings, together with the information, if applicable, that a claim for the loss of missing PE may be filed.
- (5) Submission of Findings: Copies of the complete report of all actions taken in an effort to locate lost or stolen 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 effects to/from outside the United States.
 - (3) Letters to recipient: Copies of letters to Person Eligible to Receive Effects (PERE) advising them of that status.
 - (4) Wills: copy of any wills or testamentary letters found in the personal effects.
 - (5) Sale of PE 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 effects, or submit a power of attorney authorizing the SCMO to sell the effects 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 effects. This includes DA Form 3456 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 effects still being held as evidence by military police, criminal investigators, or other authorities.
 - (14) Inventory of items shipped: Copy of DA Form 54 annotated, verifying contents of packages and attesting to the sealing of packages sent to the PERE by the SCMO.

Appendix G

SCMO Submission of Reports

G-1. Reports

- a. Final report.* Using the memorandum of transmittal.
- b. Interim report.* Used if circumstances prevent submission of final report within the prescribed time.
- c. Report of lost or stolen goods.* Inquiries received by the SCMO from the eligible recipient regarding lost or missing PE.
- d. Investigation.* Summary of the findings, together with the information, if applicable, that a claim for the loss of missing PE may be filed.
- e. Submission of findings.* Copies of the complete report of all actions taken in an effort to locate lost or stolen 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 effects to/from outside the United States.
- c. Letters to recipient.* Copies of letters that advised the person designated to receive the effects.
- d. Wills.* Copies of any wills or testamentary letters found in the effects.
- e. Sale of PE 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 effects 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 nonshippable 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 effects, or submit a power of attorney authorizing the SCMO to sell the effects by public sale.

k. Shipment notification letter. Copies of letters advising recipient of date effects 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 effects destroyed or withdrawn. This includes DA Form 3645 showing turn in of organizational clothing and equipment to supply channels.

m. Inventory of items held by civil or military authorities. Copies of receipts for items of effects still being held as evidence by military police, criminal investigators, or other authorities.

n. Inventory of items shipped. Copy of DA Form 54 annotated verifying contents of packages and attesting to the sealing of packages sent to the eligible recipient by the SCMO.

Glossary

Section I Abbreviations

AD

active duty

ADT

active duty for training

AGR

Active Guard Reserve

APOD

aerial port of debarkation

AR

Army regulation

ARNG

U.S. Army National Guard

ARPERCEN

U.S. Army Reserve Personnel Center

AWOL

absent without leave

CAC

casualty area command

CAO

casualty assistance officer

CDR

commander

CIL

Army Central Identification Laboratory

CILHI

U.S. Army Central Identification Laboratory, Hawaii

CMABO

Casualty and Memorial Affairs Board of Officers

CMAOC

Casualty and Memorial Affairs Operations Center

CNGB

Chief, National Guard Bureau

CONUS

Continental United States

COR

contracting officer representative

CPL

casket price list

DA

Department of the Army

DCIPS

Defense Casualty Information Processing System

DCSLOG

Deputy Chief of Staff for Logistics

DCSPER

Deputy Chief of Staff for Personnel

DD

Department of Defense

DCSPER

Deputy Chief of Staff for Personnel

DFAS

Defense Finance and Accounting Service

DSN

Defense Switched Network

ETA

Estimated time of arrival

ETD

Estimated time of departure

FAO

Finance and Accounting Office

GPL

general price list

HHG

household goods

HQDA

Headquarters, Department of the Army

ITO

invitational travel order

JFTR

Joint Federal Travel Regulation

JTR

Joint Travel Regulation

MPA

Military Personnel, Army

MSC

major subordinate command

MTF

medical treatment facility

NAF

nonappropriated fund

NOAA

National Oceanic and Atmospheric Administration

OCIE

organizational clothing and individual equipment

OCONUS

Outside Continental United States

OIC

officer in charge

PADD

person authorized to direct disposition of remains

PCS

permanent change of station

PE

personal effects

PERE

person eligible to receive PE

PDRL

Permanently Disabled Retired List

PERSCOM

U.S. Total Army Personnel Command

PW

prisoner of war

RCS

requirements control symbol

SATFA

Security Assistance Training Field Activity

SCM

summary court martial

SCMO

summary court-martial officer

SDR

State Department request

SRD1

STANFINS Redesign 1

SSN

social security number

STANFINS

Standard Financial Information System

TDRL

Temporary Disabled Retired List

TDY

Temporary Duty (Travel)

USAR

United States Army Reserve

U.S.C.

United States Code

USMA

United States Military Academy

USPFO

U.S. property and fiscal officer

VSI/SI

very seriously injured or seriously ill

Section II**Terms****Acknowledgement cards**

Cards of recognition sent to friends for kindness shown to a deceased's family.

Active casketbearer

One who carries or attends the casket during the funeral service and at the gravesite.

Active duty

Full-time duty in the active military service of the United States. This includes members of the Reserve Components serving on active duty or full-time training duty but does not include full-time National Guard duty. Also called AD. See also active duty for training; inactive duty training. (Joint Pub 1-02)

Active duty for special work

A tour of active duty for Reserve personnel authorized from military and Reserve personnel appropriations for work on active or Reserve Component programs. This includes annual screening, training camp operations, training ship operations, and unit conversion to new weapon systems when such duties are essential. Active duty for special work may also be authorized to support study groups, training sites and exercises, short-term projects, and doing administrative or support functions. By policy, active duty for special work tours are normally limited to 139 days or less in 1 fiscal year. Tours exceeding 180 days are accountable against active duty end strength. (Joint Pub 1-02)

Active duty for training

A tour of active duty 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 member 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 nonprior service enlistees performing a function or mission, for example, reception center, redistribution center, naval station, naval shipyard. 2. A function or mission, for example, recruiting, schooling. See also establishment. (Joint Pub 1-02)

Active Guard and Reserve

National Guard and Reserve members who are on voluntary active duty providing full-time support to National Guard, Reserve, and Active Component organizations for the purpose of organizing, administering, recruiting, instructing, or training the Reserve Components. Also called AGR. (Joint Pub 1-02)

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. (Joint Pub 1-02)

Additional training assemblies

Inactive duty training periods authorized for selected individuals to participate in specialized training or in support of training. These are in addition to the training periods an individual attends as a part of unit training. (Joint Pub 1-02)

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 member has a final decree of adoption.

Adoptive parent

A person who has a final decree of adoption for a child.

After care

(See post-need services.)

After service call

A call made on the surviving relatives after the funeral service by the funeral director or an assistant.

Age of majority

18 years of age.

Air seal

A method of sealing that utilizes the air pressure created by placing the dome of the vault onto the base of the vault.

Air tray

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

American Board of Funeral Service Education

A nationally recognized accrediting agency for funeral service education.

Annual screening

One day of active duty for training required each year for Individual Ready Reserve members so the Services can keep current on each member's physical condition, dependency status, military qualifications, civilian occupational skills, availability for service, and other information. (Joint Pub 1-02)

Annual training

The minimal period of training Reserve members must perform each year to satisfy the training requirements associated with their Reserve Component assignment. (Joint Pub 1-02)

Antemortem identification media

Records, samples, photographs taken prior to death. These include, but are not limited to, fingerprints, dental x-rays, body tissue samples, photographs of tattoos or other identifying marks. These "predeath" records would be compared against records completed after death to help establish a positive identification of a remains.

Apprentice (intern, resident, provisional licensee)

A person registered for instruction in embalming and/or funeral directing under the supervision of an authorized licensed embalmer and/or funeral director.

Apron

The lining attached to the undersurface of the foot panel and/or a component part of the overlay which extends downward into the body of the casket.

Area of operations

An operational area defined by the joint force commander for land and naval forces. Areas of operation do not physically encompass the entire operational area of the joint force commander but should be large enough for component commanders to accomplish their missions and protect their forces. (Joint Pub 1-02)

Area of responsibility

1. The geographical area associated with a combatant command within which a combatant commander has authority to

plan and conduct operations. 2. In naval usage, a predefined area of enemy terrain for which supporting ships are responsible for covering by fire on known targets or targets of opportunity and by observation. Also called AOR. (Joint Pub 1-02)

Arm

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

Arrangement conference

The meeting between the funeral director and the client family during which the funeral arrangements are discussed.

Arrangement form

A printed form the funeral director uses in planning the details of a funeral service with the family or friends of the deceased.

Arrangement room

A private room in the funeral home used specifically for the funeral director and the family to make funeral and financial arrangements.

At need

funeral arrangements made at the time of need.

Autopsy (postmortem examination, necropsy)

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

Bail handle

A single handle in which the lug, arm and bar are combined in one unit.

Bar

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

Base molding

That part of the casket shell, which is the molding along the lower most edge of the body panels.

Bed

That portion of the casket upon which deceased human remains are placed.

Believe 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 (see Tentative identification).

Beneficiary

The person (or persons) who, according to law or written designation of the soldier, is entitled to receive certain benefits. A beneficiary may be one person for the death gratuity, while another person may receive the decedent's unpaid pay and allowances. The designation of beneficiaries for death gratuity and unpaid pay and allowances does not, for instance, affect the designation of beneficiaries of life insurance, either commercial or Government sponsored, or for benefits administered by agencies outside the Army. Beneficiaries for life insurance as designated by the insured person on the policies.

Bier

Framework for carrying or supporting a remains or casket

BI unit pricing

A method of price quotation showing separately the price of the funeral service to be rendered and the price of the casket.

Blue Bark

U.S. military personnel, U.S. citizen civilian employees of the Department of Defense, and the dependents of both categories who travel in connection with the death of an immediate family member. It also applies to designated

escorts for dependents of deceased military members. Furthermore, the term is used to designate the personal property shipment of a deceased member. (Joint Pub 1-02)

Body

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

Body ledge

See Top body molding.

Body ledge flange

(See Top body molding flange.)

Body lining

Material that drapes the inside perimeter of the body of the casket.

Body panels

The sides and ends of the casket shell.

Body recovered

The remains of a deceased person have been recovered by U.S. military authorities.

Body not recovered (BNR)

The remains of a deceased person have not been recovered by U.S. military authorities.

Broadcloth

A fabric with a nap exceeding one-eighth inch in length.

Bronze

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

Brushed

Bare metal, which has been scratched with an abrasive material and finished until a smooth high gloss, is obtained.

Burial

The disposition of human remains by placement underground (in a grave), a crypt, vault or tomb, or at sea. See emergency burial, group burial, trench burial. See also graves registration. (Joint Pub 1-02)

Burial certificate (burial permit)

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

Burial garment

Specifically designed dresses and suits for clothing of dead human bodies.

Burial rites

The religious ceremonies conducted for the dead.

Burial transit permit (disposition permit)

A legal document, issued by a governmental agency, authorizing transportation and/or disposition of a dead human

Burial vault

See vault.

Canopy (cemetery tent)

A portable shelter employed to cover the grave area during the committal service.

Cap (lid)

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

Cap panel

The focal part of the interior that fills the inside of the crown, sometimes bordered by the roll (cove); may be referred to as the panel.

Cash advances

Any item of service or merchandise described to the purchaser as a “cash advance,” “accommodation,” “cash disbursement,” or similar term; any item obtained from a third party and paid for by the funeral provider on the purchaser’s behalf.

Casket

A container, usually constructed of wood, metal or fiberglass, designed to hold human remains; (FTC): 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.

Casketbearer

One who bears or carries or attends the casket during the funeral service and at the grave side service.

Casket bottom

The portion of the casket shell which laps onto the base molding flange and provides a firm foundation for the entire casket.

Casket coach (funeral coach)

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

Casket piece

Usually a floral arrangement, supplied by the family, friends or the funeral home, which is placed on the casket to adorn the casket during the services.

Casket rack

A device upon which caskets are placed one on top of the other for display purposes.

Casket stand (casket standard)

The stand or support which a casket is placed on in the selection room.

Casket veil

A transparent net which may be used to cover the open casket.

Cast bronze

Molten bronze poured into a mold and allowed to cool.

Cast hardware

The most expensive hardware production method in which molten metal is poured in a mold, allowed to cool and subsequently removed from the mold.

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; non-hostile casualty. (Joint Pub 1–02)

Casualty area command (CAC)

The command assigned geographic responsibility for the area in which— the casualty occurs; the next of kin, 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,

PERSCOM (TAPC-PEC)

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

Casualty category

Term used to specifically classify a casualty for reporting purposes based upon the casualty type and the casualty status. Casualty categories include killed in action, died of wounds received in action, and wounded in action. See also casualty; casualty status; casualty type; duty status—whereabouts unknown; missing. (Joint Pub 1-02)

Casualty status

A term used to classify a casualty for reporting purposes. There are seven casualty statuses: (1) deceased, (2) duty status—whereabouts unknown, (3) missing, (4) very seriously ill or injured, (5) seriously ill or injured, (6) incapacitating illness or injury, and (7) not seriously injured. See also casualty; casualty category; casualty type; deceased; duty status—whereabouts unknown; incapacitating illness or injury; missing; seriously injured; seriously ill or injured; very seriously ill or injured. (Joint Pub 1-02)

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. (Joint Pub 1-02)

Catafalque

(See Bier.)

Cemetery

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

Cenotaph

A monument erected to the memory of the dead, with the dead human body not present.

Ceremony

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

Certified copy of death certificate

A legal copy of the original death certificate.

Child

With respect to a member or former member 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 member or former member by a placement agency (recognized by the Secretary of Defense) in anticipation of the legal adoption of the person by the member or former member; and who otherwise meets the requirements specified in paragraph (2)(D) of 10 USC 5742.

Chromium nickel

An alloy of chrome and nickel.

Church truck

A wheeled structure designed to collapse for storage and transportation, used to support a casket in the funeral home, church or home.

Civilian internee

1. A civilian who is interned during armed conflict or occupation for security reasons or for protection or because he has committed an offense against the detaining power. 2. A term used to refer to 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.

Civilian internee camp

An installation established for the internment and administration of civilian internees. (Joint Pub 1-02)

Civil Law Enforcement Agency

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

Coffin

A case or receptacle for dead human remains that is anthropoidal in shape.

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. (Joint Pub 1-02)

Columbarium

A structure or room or other space in a building or structure of most durable and lasting fireproof construction, or a plot of earth, containing niches, used, or intended to be used to contain cremated human remains.

Combination case

A transfer container consisting of a particle board box with a cardboard tray and cover to satisfy air shipping regulations.

Combination unit

Any product consisting of a unit or a series of units which are designed or intended to be used together as both a casket and as a permanent burial receptacle.

Commissioned officer

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

Committal service

That portion of a funeral service that is conducted at the place of interment or other method of disposition of dead human remains.

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 services up to the capacity of his facilities.

Composition board

(pressed board, particle board)Particles of wood bonded together with a waterproof glue.

Concrete box

An outer enclosure of two or three component parts of unfinished concrete.

Conditional bill of sale

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

Conference of Funeral Service Examining Boards (CFSEB)

An organization established in 1904 that is concerned with coordinating the activities related to the structure, test format and grading process for the National Board Exam. It also serves as a clearing house for licensure information, provides examinations for State boards and acts as a resource for State laws, rules, and regulations for its membership.

Consignee

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

Consignment

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

Consignor

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

Constructive custody

Having the authority to control disposition although another party may have physical possession (of a dead human body).

Contaminated remains

Remains of personnel that have absorbed or upon which have been deposited radioactive material, or biological or chemical agents. (Approved for inclusion in the next edition of Joint Pub 1-02.)

Continuously hospitalized

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

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.

Copper

A malleable, ductile, metallic element having a characteristic reddish brown color.

Copper deposit

A casket made from a core of copper metal to which copper ions are combined by an electrolytic process.

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.

Corpse

A dead human body.

Cortege

The procession of vehicles from the place of the funeral to the place of final disposition.

Cost

The price paid to acquire, produce, accomplish or maintain anything.

Cot

A portable stretcher commonly employed in ambulance and service cars for removing sick, injured or deceased persons.

Cotton

The soft, white, downy fibers of the cotton seed.

Cove

(See Roll.)

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.

Cremains

Cremated human remains.

Cremation permit

A certificate issued by local government giving their permission for cremation of the deceased.

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.

Crinkled

An exterior casket finish in which the metal is coated with a substance that wrinkles as it dries; usually used on less expensive caskets.

Crown

The uppermost part of the cap of the casket, extending from rim to rim.

Crushed interior

A form of casket interior created by placing the lining material on a metal form, weights added, the material steamed and then attached to a suitable upholstery backing material.

Crypt

A chamber of a mausoleum of sufficient size, generally used to contain the casketed remains of a deceased person.

Custodial parent

The parent who received legal custody of child from a civil court. Appropriate court documents have been completed and filed as required by the appropriate civil law.

Death

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

Death call (notification of death)

First contact serving to inform the funeral home that a death has occurred and providing the funeral home with basic information about the deceased.

Death certificate

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

Death notice (funeral notice)

A classified notice publicizing the death of a person and giving those details of the funeral service that the survivors wish to have published.

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.

Decedent's legal residence/domicile

A person's fixed, permanent, and principal home for legal purposes such as voter registration and tax assessment.

Delayed entry program

A program under which an individual may enlist in a Reserve Component of a Military Service and specify a future reporting date for entry on active duty in the Active Component that would coincide with availability of training spaces and with personal plans such as high school graduation. See also active duty; Reserve Components. (Joint Pub 1-02)

Detainee

A term used to refer to any person captured or otherwise detained by an armed force. (Joint Pub 1-02)

Detainee collecting point

A facility or other location where detainees are assembled for subsequent movement to a detainee processing station. (Joint Pub 1-02)

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 prisoner-of-war or civilian internee camp. (Joint Pub 1-02)

Died of wounds received in action

A casualty category applicable to a hostile casualty, other than the victim of a terrorist activity, who dies of wounds or other injuries received in action after having reached a medical treatment facility. Also called DWRIA. See also casualty category. (Joint Pub 1-02)

Directing (actuating)

Regulating the activities or course of activities of an organization; to guide and/or supervise the activities of an organization.

Disaster

A sudden misfortune, resulting in the loss of life and/or property.

Disclaimer

Document that states the seller makes no warranty of the product, the only warranty made is that of the manufacturer.

Disease and nonbattle injury casualty

A person who is not a battle casualty but who is lost to the organization by reason of disease or injury, including persons dying of disease or injury, by reason of being missing where the absence does not appear to be voluntary, or due to enemy action or being interned. (Joint Pub 1-02)

Disinter

To remove from the grave or tomb.

Disposition permit

See Bulk-transit permit.

Doeskin (moleskin)

A heavy durable cotton fabric with a short (1/18th inch or less), thick, velvety nap on one side; woven cloth with a suede-like appearance with a nap of less than 1/18th ounce.

Dome

The top of an air seal burial vault which entraps air as it is put in position; it also supports the weight of the earth above.

Door badge

A crepe badge or floral design placed on the door indicating the death of an individual.

Double seal

A method of sealing that utilizes the principles of the air seal in conjunction with an epoxy material at the junction of the dome and base of the vault.

Duty status whereabouts unknown

A transitory casualty status, applicable only to military personnel, that is used when the responsible commander suspects the member 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. Also called DUSTWUN. See also casualty status. (Joint Pub 1-02)

Elliptic

A casket having ends in the shape of a half circle.

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.

Embossed cloth covered finish

Material having designs raised above the surface.

Emergency

An unforeseen combination of circumstances that results in a need for immediate action.

Emergency burial

A burial, usually on the battlefield, when conditions do not permit either evacuation for interment in a cemetery or burial according to national or international legal regulations. See also burial. (Joint Pub 1-02)

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. (This term and its definition modifies the existing term "emergency burial," and its definition and is approved for inclusion in the next edition of Joint Pub 1-02.)

End seal (gasket seal)

A method of sealing which utilizes a rubber gasket which is held in place on the head section of the vault.

Entombment

The placing of a remains in a crypt in a mausoleum.

Epitaph

A commemorative inscription on a tomb or mortuary monument.

Estate

The assets and liabilities left by a person at death.

Eulogy

An oration praising an individual, usually after 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).

Exhumation

An act of disinterring human remains.

Extendover

The portion of the casket interior that extends over the top body moldings for aesthetic value.

Eyes

A special part on certain sealer caskets that are 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.

Family car

The car set aside for the use of the immediate family of a deceased individual.

Family room

That portion of the funeral home adjoining the service room designed for the privacy of the family.

Federal service

A term applied to National Guard members 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 the U.S. Code, title 10 (DOD), sections 12401 to 12408. See also active duty; Reserve Components. (Joint Pub 1-02)

Ferrous metal

Any metal formed from iron (steel, stainless steel).

Fiberglass

A material consisting of extremely fine filaments of glass embedded in various resins.

Financial institutions

A bank, savings and loan organization, or other agency that circulates money, grants credit, make investments, and handles the provisions of a banking facility.

Fishtail

(See PIE.)

Flaring square

A casket shell design in which the sides and ends of the casket body flare out from the bottom to the top; a casket shell design that is narrower and shorter at the bottom than at the top.

Flat finish (matte finish)

A finish used on casket exteriors that is free of gloss; dull lusterless surface; no shine or gloss.

Friendly fire

In casualty reporting, a casualty circumstance applicable to persons killed in action 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. (Joint Pub 1-02)

Flower car

A vehicle used to transport floral tributes from the place of service to the place of disposition.

Flower room

A room in the funeral home for the receiving and caring of floral tributes.

Fold

(See Gimp.)

Follow-up service

(See Post-need services.)

Foot panel

A component part of the casket interior which is inside the foot portion of the casket cap.

Forwarding case

A service in which the deceased is transferred to another funeral home.

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 arrangements

The term applied to completing of the service and financial details of a funeral at the time of need.

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 notice

(See Death notice.)

Funeral service

The rites held at the time of disposition of human remains; rites with the body present.

Funeral service management

The administration of a funeral service enterprise, the activities of which encompass marketing, office, personnel, facilities and financial management

Galvanized

Steel that has been coated with zinc for increased resistance to rust.

Gasket channel

A device found on cup top gasketed caskets, used to hold the transverse gasket to seal the space between the head and foot caps.

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.

Grave box

An outer enclosure consisting of a body and a one or two piece lid.

Grave liner

An outer enclosure which offers protection from the earth load but without sealing qualities.

Grave marker

The method of identifying the occupant of a particular grave. Permanent grave markers are usually made of metal or stone which gives such data as name, date of birth and date of death.

Graves registration

Supervision and execution of matters pertaining to the identification, removal, and burial of the dead, and collection and processing of their effects. See also burial. (Joint Pub 1-02)

Grave straps

Webbing or similar material used for lowering of the casket into the grave.

Group burial

A burial in a common grave of two or more individually unidentified remains. See also burial. (Joint Pub 1-02)

Group interment

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

Half couch casket

A casket so designed as to display the deceased from the waist up.

Hammertone

A sprayed finish that has the appearance of small indentations in the metal (as if struck by a ball-peen hammer); the "indentations" are in the paint and appear as the paint dries; usually found on inexpensive caskets.

Hardwood

Any tough, heavy timber with a compact texture; any deciduous tree (any tree that loses its leaves annually).

Hardwood casket

A casket made of woods that are heavy, close-grained, resistant woods, that are the ultimate in wood caskets and among the most expensive to purchase.

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.

Headstone

Upright slab of white marble of approved design and specification, appropriately inscribed

Hearse

Outmoded term for funeral coach.

Hermetically sealed

Airtight; impervious to external influence, completely sealed by fusion or soldering.

Hinge cover (Skirt)

That portion of the casket interior covering the hinges that attach the casket cap to the casket body; usually extends from the roll and becomes a part of the body lining.

Historically significant items

Historically significant items comprise historical properties and other articles of historical significance not specifically designated as historical properties. Historically significant items include, but are not limited to, weapons, military equipment, flags, works of art, unit and individual decorations, and battle streamers. They also include other objects, except official records, which constitute relics or national significance to the United States or foreign armed forces. An item may have historical significance because it is associated with an important person, event, or place, because of traditional association with a military organization, or because it is a representative example of military equipment. Replicas, models, and dioramas may be considered historically significant items. Athletic trophies, prizes, unit awards, and other item of transitory significance, or of morale or sentimental value but not pertinent to the history, lineage, or traditions of the owning agency or of the United States or of foreign armed forces, or the military history in general, are not considered to have historical significance within the meaning of this regulation.

Historical properties

Historical properties are historically significant items that : 1. Have been designated historical properties by the Chief of Military History, an installation commander, or the commander of a military organization, or 2. Have not been so designated but are inherently historical properties because of their age or obvious historical significance. Questions concerning the applicability of this definition to specific historically significant items should be referred to the Chief of Military History.

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. (Joint Pub 1-02)

Honorarium

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

Honorary casketbearers (honorary pallbearers)

Friends or members of a religious, social or fraternal organization who act as an escort or honor guard for the deceased. (May or may not carry the casket.)

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. (Joint Pub 1-02)

Household goods (HHG)

All personal property associated with the home and all PE belonging to a member and the member's 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.

Humanistic funeral rite

A funeral rite that is in essence devoid of religious connotation

Immediate burial

A disposition of human remains by burial, without formal viewing, visitation, or ceremony with the body present, except for graveside services.

Immediate disposition

Any disposition of human remains which is completely devoid of any form of funeral rite at the time of disposition.

Indigent

Lack the necessities of life; needy; poor, that is, pauper.

Informant

One who supplies the statistical data concerning the deceased.

Inhume

(See Inter.)

Inhumement

(See Interment.)

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.

Inner sealer

A metal insert to contain the remains, inserted into the casket sealing it properly.

Inquest

An official inquiry or examination to determine the cause of death.

Inter (inhume)

Bury in the ground.

Interment (burial, inhumement)

Act of placing a dead human body in the ground.

Interprofessional relationships

Those relationships with individuals who are in allied fields.

Intraprofessional relationships

Those relationships with individuals from within the funeral service industry.

Inactive duty training

Authorized training performed by a member 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. Also called IDT. See also active duty for training. (Joint Pub 1-02)

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 members of the Inactive National Guard, they must muster once a year with their assigned unit. Like the Individual Ready Reserve, all members of the Inactive National Guard have legal, contractual obligations. Members of the inactive National Guard may not train for retirement credit or pay and are not eligible for promotion. Also called ING. See also Individual Ready Reserve; Selected Reserve. (Joint Pub 1-02)

Inactive status

Status of Reserve members on an inactive status list of a Reserve 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. (Joint Pub 1-02)

Incapacitating illness or injury

The casualty status of a person whose illness or injury requires hospitalization but medical authority does not classify as very seriously ill or injured or seriously ill or injured and the illness or injury makes the person physically or mentally unable to communicate with the next of kin. Also called III. See also casualty status. (Joint Pub 1-02)

Incidents

Brief clashes or other military disturbances generally of a transitory nature and not involving protracted hostilities. (Joint Pub 1-02)

Indefinite delivery type contract

A type of contract used for procurement where the exact time of delivery is not known at time of contracting. (Joint Pub 1-02)

Individual mobilization augmentee (DOD)

An individual reservist attending drills who receives training and is preassigned to an active component organization, a Selective Service System, or a Federal Emergency Management Agency billet that must be filled on, or shortly after, mobilization. Individual mobilization augmentees train on a part-time basis with these organizations to prepare for mobilization. Inactive duty training for individual mobilization augmentees is decided by component policy and can vary from 0 to 48 drills a year. (Joint Pub 1-02)

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.

Injury

A term comprising such conditions as fractures, wounds, sprains, strains, dislocations, concussions, and compressions. In addition, it includes conditions resulting from extremes of temperature or prolonged exposure. Acute poisonings, except those due to contaminated food, resulting from exposure to a toxic or poisonous substance are also classed as injuries. See also battle casualty; casualty; nonbattle casualty; wounded. (Joint Pub 1-02)

Inpatient status

Any patient status in a medical treatment facility other than "carded for record only."

Joint mortuary affairs office

Plans and executes all mortuary affairs programs within a theater. Provides guidance to facilitate the conduct of all mortuary programs and to maintain data (as required) pertaining to recovery, identification, and disposition of all U.S. dead and missing in the assigned theater. Serves as the central clearing point for all mortuary affairs and monitors the deceased and missing personal effects program. Also called JMAO. (Approved for inclusion in the next edition)

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. Also called KIA. See also casualty category. (Joint Pub 1-02)

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.

Loco-parentis

This means in the place of or instead of a parent charged factitiously with a parents duties and responsibilities. The natural father or mother, father or mother through adoption, or person who stood in relationship of a parent to the deceased for a period of at least 5 years prior to the soldier reaching 18 years of age.

Marker

A flat slab of marble, granite, or bronze of approved design and specifications, appropriately inscribed.

Mass casualty

Any large number of casualties produced in a relatively short period of time, usually as the result of a single incident such as a military aircraft accident, hurricane, flood, earthquake, or armed attack that exceeds local logistical support capabilities. See also casualty. (Joint Pub 1-02)

Memorial services

Services conducted, with or without honors for deceased personnel, whose remains are nonrecoverable.

Military Law Enforcement Agency

An Armed Forces agency compelled to enforce the military rules, regulations, and statutes.

Military operations other than war

Operations that encompass the use of military capabilities across the range of military operations short of war. These military actions can be applied to complement any combination of the other instruments of national power and occur before, during, and after war. Also called MOOTW. (Joint Pub 1-02)

Missing

A casualty status for which the United States Code provides statutory guidance concerning missing members 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: Beleaguered. The casualty is a member of an organized element that has been surrounded by a hostile force to prevent escape of its members. Besieged. The casualty is a member of an organized element that has been surrounded by a hostile force for compelling it to surrender. Captured. The casualty has been seized as the result of action of an unfriendly military or paramilitary force in a foreign country. 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. 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. Missing. The casualty is not present at his or her duty location due to apparent involuntary reasons and whose location is unknown. 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. Also called MIA. See also casualty category; casualty status. (Joint Pub 1-02)

Missing in action

See Missing. (Joint Pub 1-02)

Multiple drill

See Multiple unit training assemblies. (Joint Pub 1-02)

Multiple inactive duty training periods

Two scheduled inactive duty training periods performed in 1 calendar day, each at least 4 hours in duration. No more than two inactive duty training periods may be performed in 1 day. (Joint Pub 1-02)

Negotiable instruments

Items of monetary exchange such as traveler's checks, money orders, 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.

Nonhostile casualty

A person who becomes a casualty due to circumstances not directly attributable to hostile action or terrorist activity.

Casualties due to the elements, self-inflicted wounds, and combat fatigue are nonhostile casualties. See also casualty; casualty type; hostile casualty. (Joint Pub 1-02)

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 next of kin. Also called NSI. See also casualty status. (Joint Pub 1-02)

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. (Joint Pub 1-02)

Organizational historical properties

“Organizational historical properties” are historical properties of unique significance to and belonging to a particular Army organization.

Other civilian not subject to military law

A civilian who is not subject to disciplinary actions or criminal proceedings under the Uniform Code of Military Justice (UCMJ).

Other preparation of remains

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

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.

Person eligible to receive effects

The person authorized to receive the deceased or missing person’s PE as prescribed by AR 638-2.

Personnel category

The person’s military component, type of Government civilian employment, sponsorship by the Government, or citizenship status.

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.

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. (Joint Pub 1-02)

Prisoner of war branch camp

A subsidiary camp under the supervision and administration of a prisoner of war camp. (Joint Pub 1-02)

Prisoner of war camp

An installation established for the internment and administration of prisoners of war. (Joint Pub 1–02)

Prisoner of war censorship

The censorship of the communications to and from enemy prisoners of war and civilian internees held by the United States Armed Forces. See also censorship. (Joint Pub 1–02)

Prisoner of war compound

A subdivision of a prisoner of war enclosure. (Joint Pub 1–02)

Prisoner of war enclosure

A subdivision of a prisoner of war camp. (Joint Pub 1–02)

Prisoner of war personnel record

A form for recording the photograph, fingerprints, and other pertinent personal data concerning the prisoner of war, including that required by the Geneva Convention. (Joint Pub 1–02)

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.

Properly admitted patient

A patient who has been admitted into a medical treatment facility in any status other than dead on arrival (DOA) or carded for record only.

Public sale

A sale of property to the general public to the highest bidder.

Ready Reserve

The Selected Reserve, Individual Ready Reserve, and Inactive National Guard liable for active duty as prescribed by law (U.S. Code, title 10 (DOD), sections 10142, 12301, and 12302). See also active duty; Inactive National Guard; Individual Ready Reserve; Selected Reserve. (Joint Pub 1–02)

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. (Joint Pub 1–02)

Reserve Components

Reserve Components of the Armed Forces of the United States are—

- a. The Army National Guard of the United States;
- b. The Army Reserve;
- c. The Naval Reserve;
- d. The Marine Corps Reserve;
- e. The Air National Guard of the United States;
- f. The Air Force Reserve; and
- g. The Coast Guard Reserve. (Joint Pub 1–02)

Retired Reserve

All Reserve members who receive retirement pay on the basis of their active duty and/or Reserve service; those members who are otherwise eligible for retirement pay but have not reached age 60 and who have not elected discharge and are not voluntary members of the Ready or Standby Reserve. See also active duty; Ready Reserve; Standby Reserve. (Joint Pub 1–02)

Returned to military control

The status of a person whose casualty status of duty status—whereabouts unknown or missing has been changed due to

the person's return or recovery by U.S. military authority. Also called RMC. See also casualty status; duty status—whereabouts unknown; missing. (Joint Pub 1–02)

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. (Joint Pub 1–02)

Seriously ill or 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. Also called SII. See also casualty status. (Joint Pub 1–02)

Seriously wounded

A stretcher case. See also Wounded. (Joint Pub 1–02)

Service representative

Any individual, either military or DA civilian, duly appointed to represent the Department of the Army, for an assigned mission. Within the Casualty and Memorial Affairs are, an individual, appointed to represent the Army in dealings with the next of kin of casualties.

Slightly wounded

A casualty that is a sitting or a walking case. See also wounded. (Joint Pub 1–02)

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 the U.S. Code, title 10 (DOD), sections 10151, 12301, and 12306. See also active duty; Ready Reserve; Reserve Components; Retired Reserve. (Joint Pub 1–02)

Stopover

Planned stop and delay in the onward movement of remains at a designated intermediate funeral home between point of origin and receiving funeral home.

Summary court-martial

A summary court-martial is comprised of one commissioned officer on active duty. Unless otherwise prescribed by the Secretary concerned, a summary court-martial shall be of the same armed force as the accused.

Supporting installation

Army installations located within a CAC area of responsibility but not an integral part of the CAC organization. Supporting installations provide local resources to the CAC.

Temporary cemetery

A cemetery for the purpose of—

- a. The initial burial of the remains if the circumstances permit or
- b. The reburial of remains exhumed from an emergency burial. (Joint Pub 1–02)

Temporary interment

A site for the purpose of—

- a. The interment of the remains if the circumstances permit or
- b. The reburial of remains exhumed from an emergency interment. (This term and its definition modifies the existing term temporary cemetery and its definition and is approved for inclusion in the next edition of Joint Pub 1–02.)

Tentative identification.

See believed to be.

Terrorism

The unlawful use or threatened use of force or violence against individuals or property to coerce or intimidate governments or societies, often to achieve political, religious, or ideological objectives. A victim of a terrorist act directed against the United States or its allies is a hostile casualty.

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. (Joint Pub 1-02)

Trench burial

A method of burial resorted to when casualties are heavy whereby a trench is prepared and the individual remains are laid in it side by side, thus obviating the necessity of digging and filling in individual graves. See also burial. (Joint Pub 1-02)

Trench interment

A method of interment in which remains are placed head-to-toe. Used only for temporary multiple burials. (This term and its definition modifies the existing term trench burial and its definition and is approved for inclusion in the next edition of Joint Pub 1-02.)

Unaccompanied baggage

Suitcases, trunks, or luggage not in association or possession of the decedent.

Unaccounted for

An inclusive term (not a casualty status) applicable to personnel whose person or remains are not recovered or otherwise accounted for following hostile action. Commonly used when referring to personnel who are killed in action and whose bodies are not recovered. See also casualty; casualty category; casualty status; casualty type. (Joint Pub 1-02)

Unmarried spouse

A widow or widower who has remarried and through annulment, divorce, or death is no longer married.

Unremarried spouse

A widow or widower of a deceased soldier who has not remarried.

United States outside the United States

Any geographic location not within the United States

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).

United States Armed Forces

Used to denote collectively only the regular components of the Army, Navy, Air Force, Marine Corps, and Coast Guard. See also Armed Forces of the United States. (Joint Pub 1-02)

United States civil authorities

Those elected and appointed public officials and employees who constitute the Governments of the 50 States, District of Columbia, Commonwealth of Puerto Rico, United States possessions and territories, and political subdivisions thereof. (Joint Pub 1-02)

United States Civilian Internee Information Center

The national center of information in the United States. (Joint Pub 1-02)

United States Prisoner of War Information Center

The national center of information in the United States for enemy and United States prisoners of war. (Joint Pub 1-02)

Unit training assembly

An authorized and scheduled period of unit inactive duty training of a prescribed length of time. (Joint Pub 1-02)

Very seriously ill or 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. Also called VSII. See also casualty status. (Joint Pub 1-02)

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 preassigned by orders for recall to active duty in a national emergency or declaration of war. Such training shall be limited to that training made available within the resources authorized by the Secretary concerned. (Joint Pub 1-02)

Will

A written and signed statement, made by an individual, that provides for the disposition of their property when they die. See also codicil and probate.

Wounded

See seriously wounded; slightly wounded. See also battle casualty. (Joint Pub 1-02)

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 very seriously ill or injured, seriously ill or injured, incapacitating illness or injury, or not seriously injured. Also called WIA. See also casualty category. (Joint Pub 1-02)

Section III**Special Abbreviations and Terms**

Unless indicated otherwise these terms are from Robert G. Mayer's *Embalming History, Theory, and Practice* (Norwalk, CN: Appleton & Lange, 1990).

Abrasion

Antemortem injuries resulting from friction of the skin against a firm object and causing removal of the epidermis.

Accessory chemicals

Chemicals used in addition to vascular (arterial) and cavity embalming fluids. Include but are not limited to hardening compounds, preservative powders, sealing agents, mold-preventive agents, and compress application agents.

Acquired immunodeficiency syndrome (AIDS)

Specific group of diseases or conditions that are indicative of severe immunosuppression related to infection with the human immunodeficiency virus (HIV). Persons who died with AIDS may exhibit conditions such as wasting syndrome, extrapulmonary tuberculosis, and Kaposi's sarcoma.

Aerobic

In the presence of free oxygen.

Anaerobic

In the absence of free oxygen.

Antemortem

Before death.

Anticoagulant fluid

Ingredient of embalming fluids that retards the natural postmortem tendency of blood to become more viscous or prevents adverse reactions between blood and other embalming chemicals.

Arterial (vascular) fluid

Concentrated, preservative, embalming chemical that is diluted with water to form the arterial solution for injection into the arterial system during vascular embalming. Its purpose is to inactivate saprophytic bacterial and render the body tissues susceptible to decomposition.

Arterial solution

Mixture of arterial (vascular) fluid and water used for the arterial injection. May include supplemental fluids.

Aspiration

Withdrawal of gas, fluids, and semisolid from body cavities and hollow viscera by means of suction with an aspirator and a trocar.

Autopsy

Postmortem examination of the organs and tissues of a body to determine cause of death or pathological condition. Necropsy.

Biohazard

Biological agent or condition that constitutes a hazard to humans.

Blood

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

Bloodborne pathogens

Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include but are not limited to hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

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 sharps

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

Universal precautions

An approach to infection control in which all human blood and certain human body fluids are treated as if they are contaminated with HIV, HBV, and other bloodborne pathogens.

Blood discoloration

Discoloration resulting from changes in blood composition, content, or location, either intravascularly or extravascularly.

Cadaveric lividity

Postmortem intravascular red-blue discoloration resulting from hypostasis of blood.

Cavity fluid

Embalming chemical that is injected into a body cavity following aspiration in cavity embalming. Cavity fluid can also be used as the chemical in hypodermic and surface embalming.

Coagulating agents

Chemical and physical agents that bring about coagulation.

Communicable disease

Disease that may be transmitted either directly or indirectly between individuals by an infectious agent.

Cosmetic fluid

Embalming fluid that contains active dyes and coloring agents intended to restore a more natural skin tone through the embalming process.

Coverall

Plastic garment designed to cover the body from the chest down to the upper thigh.

Cranial embalming

Method used to embalm the contents of the cranial cavity through aspiration and injection of the cranial chamber by passage of a trocar through the cribriform plate.

Cremated remains

Those elements remaining after cremation of a dead human body.

Creutzfeldt-Jakob disease

Disease of the central nervous system with unknown etiology, assumed to be a slow virus. Because etiology is unknown, caregivers using invasive procedures use extreme caution.

Decomposition

Separation of compounds into simpler substances by the action of microbial and/or autolytic enzymes.

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).

Desiccation

Process of drying out.

Desquamation (skin-slip)

Sloughing off of the epidermis, wherein there is a separation of the epidermis from the underlying dermis.

Discoloration

Any abnormal color in or on the human body.

Edema

Abnormal accumulation of fluids in tissue or body cavities.

Embalming

Process of chemically treating the dead human body to reduce the presence and growth of microorganisms, to retard organic decomposition, and to restore an acceptable physical appearance. There are four types of embalming: 1. Cavity embalming. Direct treatment other than vascular (arterial) embalming of the contents of the body cavities and the lumina of the hollow viscera. Usually accomplished by aspiration and then injection of chemicals using a trocar. 2. Hypodermic embalming. Injection of embalming chemicals directly into the tissues through the use of a syringe and needle or a trocar. 3. Surface embalming. Direct contact of body tissues with embalming chemicals. 4. Vascular (arterial) embalming. Use of the blood vascular system of the body for temporary preservation, disinfection, and restoration. Usually accomplished through injection of embalming solutions into the arteries and drainage from the veins.

Embalming analysis (case analysis)

That consideration given to the dead body prior to, during, and after the embalming procedure is completed. Documentation is recommended.

Environmental Protection Agency (EPA)

Governmental agency with environmental protection regulatory and enforcement authority.

Firming

Rigidity of tissue due to chemical reaction.

Fixation

Act of making tissue rigid. Solidification of a compound.

Formaldehyde (HCHO)

Colorless, strong-smelling gas that when used in solution is a powerful preservative and disinfectant. Potential occupational carcinogen.

Formaldehyde gray

Gray discoloration of the body caused by the reaction of formaldehyde from the embalming process with hemoglobin to form methyhemoglobin.

Hardening compound

Chemical in powder form that has the ability to absorb and to disinfect. Often used in cavity treatment of autopsied cases.

Hematoma

A swelling or mass of clotted blood caused by a ruptured blood vessel and confined to an organ or space.

Humectant

chemical that increases the ability of embalmed tissue to retain moisture.

Hypodermic embalming

(See Embalming.)

Infant

Child less than 1 year of age.

Injection

Act or instance of forcing a fluid into the vascular system or directly into tissues.

Laceration

Wound characterized by irregular tearing of tissue.

Lesion

Any change in structure produced during the course of a disease or injury.

Maggot

Larva of an insect, especially a flying insect.

Masking agent

See Perfuming Agents.

Massage

Manipulation of tissue in the course of preparation of the body.

Modifying agents

Chemicals for which there may be greatly varying demands predicated on the type of embalming, the environment, and the embalming fluid to be used.

Moribund

In a dying state. In the agonal period.

Multiple-site

(Multipoint) injection. Vascular injection from two or more arteries. A minimum of two sites are prescribed in the suggested Minimum Standard for Embalming.

Occupational Safety and Health Administration (OSHA)

A governmental agency with the responsibility for regulation and enforcement of safety and health matters for most U. S. employees. An individual State OSHA agency may supersede the U.S. Department of Labor OSHA regulations.

One-point injection

Injection and drainage from one location.

Opaque cosmetic

A cosmetic medium able to cover or hide skin discolorations.

Palpate

To examine by touch.

Perfuming agents (masking agents)

Chemicals found in embalming arterial formulations having the capability of displacing an unpleasant odor or of altering an unpleasant odor so that it is converted to a more pleasant one.

Petechia

Antemortem, pinpoint, extravascular blood discoloration visible as purplish hemorrhages of the skin.

Postmortem

Period that begins after somatic death.

Postmortem examination

(See autopsy.)

postmortem stain

Extravascular color change that occurs when heme, released by hemolysis of red blood cells, seeps through the vessel walls and into the body tissues.

Preinjection fluid

Fluid injected primarily to prepare the vascular system and body tissues for the injection of the preservative vascular (arterial) solution. This solution is injected before the preservative vascular solution is injected.

Preparation room

That area or facility wherein embalming, dressing, cosmetizing, or other body preparation is effected.

Preservation

(See Temporary preservation.)

Purge

Postmortem evacuation of any substance from an external orifice of the body as a result of pressure.

Putrefaction

Decomposition of proteins by the action of enzymes from anaerobic bacteria.

Restoration

Treatment of the deceased in the attempt to recreate natural form and color.

Restorative fluid (humectant)

Supplemental fluid, used with the regular arterial solution, whose purpose is to retain body moisture and retard dehydration.

Sealing agents

Agents that provide a barrier or seal against any leakage of fluid or blood.

Sign of death

Manifestation of death in the body.

Stillborn

Dead at birth. A product of conception either expelled or extracted dead.

Surface discoloration

Discoloration due to the deposit of matter on the skin surface. These discolorations may occur antemortem or during or after embalming of the body. Examples are adhesive tape, ink, iodine, paint, and tobacco stains.

Surface embalming

(See Embalming.)

Temporary preservation

Science of treating the body chemically so as to temporarily inhibit decomposition.

Terminal disinfection

Institution of disinfection and decontamination measures after preparation of the remains.

Thanatology

Study of death.

Tissue gas

Postmortem accumulation of gas in tissues or cavities.

Index

This index is organized by topic and by subtopics. Topics and subtopics are identified by paragraph numbers.

Collection of PE

- Civilian PE, 11-2
- Civil law enforcement, collection from, 12-7
- Cleaning, 12-14
- Currency and negotiable instruments, 12-12
- DA Form 54, 12-11
- Forms, substitutes 12-11
- Household goods (HHG), separation of, 12-5
- Military aircraft, death aboard, 12-4
- Military vessel, death aboard 12-3
- Military law enforcement, collection from, 12-7
- PE collection point, mass fatality incidents, 15-3
- Pets and other animals, 12-15
- Search of premises, 12-5
- Search and recovery, mass fatality incidents, 15-2
- Security of PE, 12-13

Correspondence with persons eligible to receive PE

- Currency/checks, 12-12
- Destruction, 13-5
- Effects not eligible for shipment, 14-4
- Ownership, 12-5
- Pets and other animals, 12-15
- Retained by law enforcement, 12-7
- Sales, 13-4
- Summary letter to PERE, 13-6

Disposition of personnel effects

- Delivery, 13-3
- Destruction, 13-5
- Sale, 13-4
- Ownership, 12-5
- Persons eligible to receive PE (PERE), 13-2

Disposition of remains instructions

- Actions required, 4-2
- Assistance CAC, 4-8
- Briefings of disposition options and entitlement, 4-9
- Casualty and personnel status, 4-3
- Choice of casket, 4-9
- Choice of urn, 4-9
- Coordinating disposition instructions, 4-11
- Disposition options, 4-9
- Location of remains, 4-9
- Mortuary benefits, 4-4
- Obtaining disposition instructions, 4-10
- Persons authorized to direct disposition of remains (PADD), 4-7
- Persons eligible for mortuary service benefits, 4-4
- Status of remains, 4-5

Escort of remains

- Actions required, 6-4
- Administrative preparation of escort, 6-10
- Coordinating escort travel, 6-11
- Coordinating of special escort request, 6-9
- Decedent's authorized escorts, 6-2
- Determining escort CAC, 6-7

- Determining type of escort, 6-6
- Escort duties for casketed remains, 6-13
- Escort duties for cremated remains, 6-14
- Obtaining disposition instructions, 6-5
- Escort report, 6-15
- Standards of conduct, 6-12
- Types of escorts, 6-6

Funeral, interment and memorial services, claims processing

- Authorized expenses, 8-3
- Cemetery types, 8-8
- Claims adjudication procedure, 8-10
- Determining disposition option and cemetery type, 8-8
- Determining the deceased casualty and personnel status, 8-7
- Forwarding and filing paid claim documents, 8-11
- Forwarding claim for payment, 8-11
- Maximum reimbursable allowances, 8-5
- Mortuary benefits, 8-2
- Procedural flow chart, 8-1
- Reviewing claim for proper documentation, 8-9
- Unauthorized expenses, 8-4

Funeral travel

- Actions required for arranging funeral travel, 7-2
- Eligible recipients, 7-4
- Entitlement, 7-5
- Funding, 7-8
- Issuing authority, 7-8
- Prepare the travel order, 7-8
- Travel claims, 7-10

General information

- Defense Casualty Information and Processing System (DCIPS), 1-8
- Disposition of PE, 1-7
- Disposition of remains process, 1-6
- Forms, 1-9
- Organizational and functional relationships, 1-4
- Policy and procedural assistance, 1-10
- Purpose of pamphlet, 1-1
- References, app A

Identification of remains

- Actions required, 3-4
- Identification authority, 3-6
- Identification media, 3-5
- Identification methods, 3-3

Individual deceased personnel file (IDPF)

- Actions required, 2-2
- Collecting and filing required documents, 2-4
- Forwarding of required documents, 2-5
- IDPF retention, 2-6
- Preparing the IDPF folder, 2-3

Lost or stolen PE report

- Investigation, 13-8
- Submission of claim, 13-8
- Submission of findings, 3-8

Military burial honors

- Actions required, 9-2

- Administrative preparation of honors team, 9-5
- Coordinating honors, 9-4
- Decedents eligibility, 9-3

PE collection point report requirements and documents

- Appointing order, 15-3
- Casualty incident roster, 15-6
- Inventory of PE transmitted to PERSCOM, 15-6
- Personnel roster, 15-6
- Reports, 15-6
- Summary of operations and effects to associate PE with individuals, 15-6

PE procedures

- Accounts with financial institutions, 12-1
- Determination of local debt, 16-3
- Endorsing negotiable instruments, 16-3
- Funds to be used, 16-4
- Inventory, 12-10
- Missing PE, 13-8
- PE subject to lien, 16-4
- Sentimental PE, 12-8
- Separation of PE, 12-5
- Liabilities exceeding available funds, 16-4

Preparation of remains

- Actions required, 5-2
- Delivery of uniform, 5-6
- Determining the disposition option, 5-4
- Inspection of remains, 5-7
- Obtaining mortuary services, 5-5
- Transportation, 5-8
- Verifying mortuary service entitlement, 5-3

Procurement and presentation of interment flags and flag cases

- Determining awards, 10-8
- Determining rank, 10-7
- Eligible decedents for flags and flag cases, 10-4
- Eligible interment flag and flag case recipients, 10-6
- Preparation of flag case, 10-10
- Presenting the flag case, 10-11
- Procure and maintain interment flag and case inventory, 10-3
- Procure rank, insignia, ribbons for awards, skill badges and related appurtenances, 10-9
- Submitting flag case presentation report, 10-12

SCMOs

- Authority, appointing, 11-4
- Criteria, appointment, 11-3
- Jurisdiction, 11-5
- Collection of debt, jurisdiction, 16-2
- Government contract housing, jurisdiction over, 11-6
- Government contract funeral home, jurisdiction over, 11-6
- Government-owned housing, jurisdiction over, 14-3
- Payment of local creditors, jurisdiction to make, 16-2
- Private off-post housing, jurisdiction to search, 14-3
- Limitations, 11-6
- Prescribed duties, 11-5
- Requirements to appoint, 11-4

SCMO report

- Final report, 13-7
- Format, report, SCMO, 13-7

Interim report, 13-7

Submission, report, SCMO, 13-7

SCMO statutory authority, SCM, 11-3

Contract employee, 11-3

Deceased soldier, 11-2

Missing soldier, 11-2

Other civilians not subject to military law, 11-2

Prisoners, AWOLs, and deserters, 11-2

Retired military personnel, 11-2

U.S. Government employees, 11-2

Transportation of PE

Carrier tariffs, 14-5

Effects not eligible for shipment, 14-4

Funding, 14-2

Location of PE, 14-3

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