

In-Theatre Retrieval and Return of Personal Effects (PE) Process: To ensure a Soldier's PE are safeguarded and delivered to the person(s) eligible to receive effects (PERE)

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Appoint SCMO	Unit Commander appoints Summary Court Martial Officer (SCMO). A SCMO must be: - A commissioned officer - Appointed on orders by Summary Court Martial convening authority	AR 638-2 DA PAM 638-2 Contingency Operations Summary Court Martial Officer Checklist for Processing of Personal Effects			There is no formal process for assigning the In-Theatre SCMO.

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2	Go to CONUS Retrieval and Return of Personal Effects (PE) Process, steps 1-15	<p>Go to CONUS Retrieval and Return of Personal Effects (PE) Process: To ensure a Soldier's PE are safeguarded and delivered to the person(s) eligible to receive effects (PERE), steps 1-15.</p> <p>These steps include:</p> <ul style="list-style-type: none"> - State Casualty Operations Manager or designated personnel identifying the State SCMO(s) - State SCMO(s) receiving orders - State Casualty Operations Manager or designated personnel inputting the SCMO's information in the Casualty Mission Management (CMM) system - State SCMO(s) identifying the PERE(s) within 24 hours of assignment - State SCMO(s) locating and performing an inventory on the PE - State SCMO(s) shipping PE package(s) to Casualty Assistance Officer (CAO) 	Please see CONUS Retrieval and Return of Personal Effects (PE) Process for more details.	Please see CONUS Retrieval and Return of Personal Effects (PE) Process for more details.	Please see CONUS Retrieval and Return of Personal Effects (PE) Process for more details.	The State and In-Theatre process of collecting and inventorying the PE happens at the same time.
3	Receive briefing	In-Theatre SCMO receives a briefing in person on their duties and responsibilities from Unit Commander.	DA PAM 638-2, Appendix F			The briefer varies.
4	Designate assistance	In-Theatre SCMO is designated an assistant by the Unit Commander to help with the PE inventory. An assistant provides a second pair of eyes for counting and verification and to confirm inventory is properly conducted.				

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5	Locate PE	<p>In-Theatre SCMO locates the PE. The PE might be located in several locations including:</p> <ul style="list-style-type: none"> - Living quarter - Military Medical Treatment Facility (MTF) - Military Law Enforcement Agencies - Local command's supply area - Government contract mortuary facility 	AR 638-2, Chapter 20, Section 2			
6	Secure PE	In-Theatre SCMO secures the PE by locking them in a safe location (i.e. a locker). The In-Theatre SCMO must take extreme care of the PE and should never leave them unattended and/or unsecured.	AR 638-2, Chapter 20, Section 3			
7	Withdraw organizational clothing and individual equipment (OCIE)	In-Theatre SCMO withdraws all OCIE from the PE. OCIE is defined as organizational clothing, individual equipment, and any other government property issued to the Soldier.	DA PAM 638-2, Chapter 12, Section 6			This may also occur at JPED if not all OCIE is withdrawn In-Theatre.
8	Complete DA Form 3645	In-Theatre SCMO completes DA Form 3645 (Organizational Clothing and Individual Equipment Record). This form lists all OCIE withdrawn from the PE.		DA Form 3645		This form is later filled at overseas CAC.
9	Perform inventory	In-Theatre SCMO performs an inventory on all PE within 12 hours of the incident. The In-Theatre SCMO takes a written inventory of all PE recovered or secured using DD Form 1076 (Military Operations Record of Personal Effects of Deceased Personnel).	AR 638-2, Chapter 20, Section 4	DD Form 1076		

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10	Complete DD Form 1076	In-Theatre SCMO completes DD Form 1076 (Military Operations Record of Personal Effects of Deceased Personnel) during the inventory. For each item, the In-Theatre SCMO must write on DD Form 1076 the quantity, description, date received, condition, and disposition. It is critical that the In-Theatre SCMO fully describes each item in detail. The In-Theatre SCMO must include the make, model, and serial number for any cameras, watches, stereos, videos, and radios. All non-negotiable items are listed in Block 7 and negotiable items in Block 8.		DA Form 4160 DD Form 1076		If the Soldier died in a Medical Treatment Facility (MTF), the SCMO must obtain DA Form 4160 (Patient's Personal Effects and Clothing Record) and uses the form for the inventory on the PE received from the facility.
11	Create PE package(s)	In-Theatre SCMO creates PE package(s). The full name of the Soldier must be on each PE package. Every item listed on DD Form 1076 (Military Operations Record of Personal Effects of Deceased Personnel), must be in the package. A copy of DD Form 1076 must be in each package.	AR 638-2, Chapter 20, Section 12	DD Form 1076		
12	Escort PE	In-Theatre SCMO personally escorts the PE package(s) to nearest Mortuary Affairs Collection Point (MACP).	AR 638-2, Chapter 20, Section 12			

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13	Create final report	<p>In-Theatre SCMO creates final report within 30 days of the death. The final report includes:</p> <ul style="list-style-type: none"> - Collection and payment of debts - Cash accounting - Claims for the PE - All documents used (i.e. DA Form 3645 (Organizational Clothing and Individual Equipment Record), DA Form 4160 (Patient's Personal Effects and Clothing Record), DD Form 1076 (Military Operations Record of Personal Effects of Deceased Personnel)) <p>The completed final report is sent to Kuwait CAC.</p>		DA Form 3645 DA Form 4160 DD Form 1076		
14	Receive PE	MACP receives PE package(s) from In-Theatre SCMO.				
15	Send PE	MACP sends PE package(s) to Theatre Personal Effects Depot (TPED).	AR 638-2, Chapter 20, Section 12			
16	Receive PE	TPED receives PE package(s) from MACP.				
17	Send PE	TPED sends PE package(s) to the Joint Personal Effects Depot (JPED).	AR 638-2, Chapter 20, Section 12			
18	Receive PE	JPED SCMO receives PE package(s) from TPED.				
19	Perform inventory	JPED SCMO conducts another inventory of the PE. JPED SCMO has the authority to remove any potentially embarrassing items and to clean all soiled clothing/PE.				JPED is staffed with SCMOs from all branches of the military.

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20	Complete DA Form 54	JPED SCMO completes DA Form 54 (Record of Personal Effects) during the inventory using DD Form 1076 (Military Operations Record of Personal Effects of Deceased Personnel) as a reference. JPED SCMO uses section 8 for the inventory of effects and must provide the quantity for each item. JPED SCMO uses section 9a for funds/negotiable instruments transmitted to recipient. Section 9b is used for funds deposited for otherwise disposed of.		DA Form 54 DD Form 1076		
21	Create PE package(s)	Once the inventory is complete, JPED SCMO creates the PE package(s). The full name of the Soldier must be on each PE package. Every item listed on DA Form 54 (Record of Personal Effects) must be in the package. A copy of DA Form 54 must be in each package.	AR 638-2, Chapter 20, Section 12	DA Form 54		
22	Send PE	JPED SCMO sends the PE package(s) to the Casualty Assistance Officer (CAO). JPED informs CAOs that PE are enroute, delivery status, method of delivery, and shipping address. SCMO, CAC, and CAO coordinate with Installation Transportation Office for transportation of PE package(s).	AR 638-2, Chapter 20, Section 12			
23	Receive PE	CAO receives the PE package(s) from the JPED SCMO. SCMO, CAC, and CAO coordinate with Installation Transportation Office for transportation of PE package(s).				

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24	Review PE with PERE(s)	CAO reviews and explains each item to PERE(s). This process may take several hours to complete. PERE(s) always receive a Heirloom Chest. The Heirloom Chest is used to honor the casualty and to store memorabilia, personal possessions, and/or flag case. CAC orders a Heirloom Chest and sends it directly to the CAO. CAO deliveries it to PERE(s); this can happen after the delivery of the PE.				<p>A Chaplain may accompany CAO during this process.</p> <p>If there is more than one PERE, the CAO reviews the PE with each PERE individually.</p>
25	Ensure PERE(s) signs DA Form 54	Once the review is complete, the CAO ensures the PERE signs DA Form 54 (Record of Personal Effects).		DA Form 54		<p>If there is more than one PERE, the CAO reviews the PE with each PERE individually.</p> <p>CAO sends original signed DA Form 54 to JPED.</p>
26	Confirm there are no missing items?	CAO confirms with the PERE all items are counted for and there are no missing items.				

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27	Complete appropriate forms	<p>If the PERE(s) identify item(s) are missing, the CAO completes appropriate forms:</p> <ul style="list-style-type: none"> - DD Form 1840 (Joint Statement of Loss or Damage at Delivery) - DD Form 1842 (Claim For Loss of or Damage to Personal Property Incident to Service) - DD Form 1844 (List of Property and Claims Analysis Chart) <p>When complete, the CAO forwards all forms to CAC. CAC forwards Forms and supporting documents (DA Form 54 (Record of Personal Effects) and DD Form 1076 (Military Operations Record of Personal Effects of Deceased Personnel)) to CMAOC Claims Department. CAO needs to send copy of Bill of Lading to Regional Location for Claims.</p>		DA Form 54 DD Form 1076 DD Form 1840 DD Form 1842 DD Form 1844		
28	Provide SCMO investigating guidance	<p>If PERE suggests there is an item missing, CAC provides SCMO guidance in conducting an investigation of the missing item. Once the investigation is complete, the investigating SCMO provides PERE(s) a letter explaining the findings. PERE(s) can file a claim for missing PE with the nearest claims office.</p>				
29	Contact CAC	<p>CAO contacts CAC to confirm the delivery of the PE to the PERE(s) is complete.</p>				

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30	Create final report	<p>JPED SCMO creates final report. The final report includes:</p> <ul style="list-style-type: none"> - PERE information - Collection and payment of debts - Cash accounting - Claims for the PE - All documents used (i.e. DA Form 54 (Record of Personal Effects), DA Form 3645 (Organizational Clothing and Individual Equipment Record), DA Form 4160 (Patient's Personal Effects and Clothing Record), and DD Form 1076 (Military Operations Record of Personal Effects of Deceased Personnel)). <p>The completed final report is sent to Kuwait CAC.</p>		<p>DA Form 54</p> <p>DA Form 3645</p> <p>DA Form 4160</p> <p>DD Form 1076</p>		<p>Need to determine if this step should be place early in process.</p> <p>JPED will then complete a report.</p>