

Army Regulation 638-2

Deceased Personnel

Care and Disposition of Remains and Disposition of Personal Effects

**Headquarters
Department of the Army
Washington, DC
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UNCLASSIFIED

SUMMARY of CHANGE

AR 638-2

Care and Disposition of Remains and Disposition of Personal Effects

This publication--

- o Prescribes changed policy for the Casualty and Mortuary Affairs Open Allotment (paras 1-11 through 1-18).
- o Revises policy for eligible decedents and scope of mortuary benefits (paras 2-1 through 2-21).
- o Includes revised guidance regarding casket choice (para 4-12).
- o Includes guidance for indefinite delivery-indefinite quantity requirements contracts (para 5-5).
- o Includes guidance for visitation for group remains and group burials (para 10-8).
- o Provides guidance for benefits when remains are nonrecovered (paras 14-1 through 14-4).
- o Prescribes policy for the authority and responsibilities of the summary court martial officer (paras 18-1 through 18-10).

Effective 22 January 2001

Deceased Personnel

Care and Disposition of Remains and Disposition of Personal Effects

By Order of the Secretary of the Army:

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Chief of Staff

Official:



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History This is a revision of this publication. Because the publication has been extensively revised, the changes to portions have not been highlighted.

Summary. This regulation prescribes policies for the care and disposition of remains of deceased personnel for whom the Army is responsible (part I, chaps 1-16) and for the disposition of personal effects of deceased and missing personnel (part II, chaps 17-20). This regulation implements United States Code sections

1481 through 1488, 1490, 2572, and 4712 of title 10; sections 411f, 551, 552, and 554 of title 37; sections 5561, 5564, 5742, 8102, 8134, and 8140 of title 5; and Public Law 93-257.

Applicability. This regulation applies to the Active Army, the Army National Guard, and the U.S. Army Reserve. This regulation is applicable during full mobilization.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff for Personnel (DCSPER). The DCSPER has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The DCSPER may delegate this approval authority in writing to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

Army management control process. This regulation contains provisions and identifies key management controls that must be evaluated.

Supplementation. Supplemental

this regulation and establishment of command and local forms are prohibited without prior approval from the Commander, U.S. Total Army Personnel Command (TAPC-PED-F) Alexandria VA 22331-0482.

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

Committee Continuance Approval. The DA Committee Management Officer concurs in the continuance of the Casualty and Memorial Affairs Board of Officers.

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

Contents (Listed by paragraph and page number)

Part One
Care and Disposition of Remains of Deceased Personnel
for Whom the U.S. Army is Responsible, page 1

Chapter 1
Introduction, page 1

Section I
Overview of Mortuary, Current Death, Remains, and Personal Effects Programs, page 1
Purpose • 1-1, page 1
References • 1-2, page 1
Explanation of abbreviations and terms • 1-3, page 1
Responsibilities • 1-4, page 1

Section II
Mortuary Affairs Program, page 3

*This regulation supersedes Army Regulation 638-2, dated 9 February 1996.

Contents—Continued

Structure of the Mortuary Affairs Program • 1–5, *page 3*
Programs related to the Mortuary Affairs Program • 1–6, *page 3*
Current Death Program • 1–7, *page 3*
Concurrent Return Program • 1–8, *page 3*
Graves Registration Program • 1–9, *page 3*
Care of remains • 1–10, *page 3*

Section III

Casualty and Mortuary Affairs Open Allotment, *page 4*
Casualty and Mortuary Affairs Open Allotment • 1–11, *page 4*
Authority to certify and obligate funds • 1–12, *page 4*
Authorized expenditures • 1–13, *page 4*
National Guard soldiers • 1–14, *page 7*
Unauthorized Casualty and Mortuary Affairs Open Allotment expenditures • 1–15, *page 7*
Transportation of PE • 1–16, *page 8*
Adjudication and payment procedures • 1–17, *page 8*
Recoupment of Mortuary Affairs expenses • 1–18, *page 8*
Internal Management Control Program • 1–19, *page 8*
Establishment of field records • 1–20, *page 10*
Documents to be maintained and forwarded • 1–21, *page 10*
Individual deceased personnel files • 1–22, *page 10*
Defense Casualty Information Processing System • 1–23, *page 11*

Chapter 2

Eligible Decedents and Scope of Mortuary Benefits, *page 12*

Eligibility for mortuary affairs benefits • 2–1, *page 12*
Regular Army soldiers • 2–2, *page 18*
United States Army Reserve (USAR) soldiers • 2–3, *page 18*
Army National Guard soldiers • 2–4, *page 19*
United States Military Academy at West Point cadet • 2–5, *page 19*
Reserve Officer Training Corps (ROTC) cadets • 2–6, *page 19*
Accepted applicants for enlistment • 2–7, *page 19*
Retired military personnel • 2–8, *page 19*
Military prisoners, other than enemy prisoners of war or interned enemy aliens • 2–9, *page 20*
Enemy prisoners of war or interned enemy aliens • 2–10, *page 20*
Indigent persons • 2–11, *page 20*
Civilian employee of the Department of the Army or the Department of Defense • 2–12, *page 20*
Dependents of military personnel • 2–13, *page 20*
Dependents of Department of the Army and Department of Defense civilians employees • 2–14, *page 21*
Dependents of retired military personnel • 2–15, *page 21*
Other U.S. citizens and their dependents who die outside of the United States • 2–16, *page 21*
Mortuary benefits • 2–17, *page 22*
Caskets • 2–18, *page 22*
Authorized burial clothing and related items • 2–19, *page 23*
Procedures • 2–20, *page 24*

Chapter 3

Handling Remains of Other Armed Forces and Uniformed Services Personnel and Foreign Military Trainees, *page 24*

Section I

Handling Remains of other Armed Forces and Uniformed Services personnel, *page 24*
Preparation of remains under Army requirements contract • 3–1, *page 24*
Preparation of remains under one-time purchase order • 3–2, *page 24*
Preparation of remains in mortuary facilities outside of the United States • 3–3, *page 24*

Contents—Continued

- Assistance in search, recovery, and identification of remains • 3–4, page 24
- Transportation of remains from outside of the United States • 3–5, page 24
- Reprocessing remains at port mortuary in the United States • 3–6, page 24
- Responsibilities of the parent Service of the decedent • 3–7, page 25
- Documentation • 3–8, page 25
- Payment procedures • 3–9, page 25

Section II

- Handling Remains of Foreign Military Trainees, page 25*
- Death of foreign military trainees training in the United States • 3–10, page 25
- FMTs authorized accompanying dependents • 3–11, page 26

Chapter 4

Disposition of Remains, page 26

- Working with local civil authorities • 4–1, page 26
- Casualty notification and casualty assistance • 4–2, page 26
- Communicating with the PADD • 4–3, page 26
- Person authorized to direct disposition of remains • 4–4, page 26
- Relinquishment of disposition authority • 4–5, page 27
- Right to direct disposition of remains • 4–6, page 27
- When the PADD is questionable • 4–7, page 27
- Challenges and disqualifications of the PADD • 4–8, page 27
- When to request disposition instructions • 4–9, page 28
- Army arranged preparation options • 4–10, page 28
- Family arranged preparation option • 4–11, page 28
- Choice of casket • 4–12, page 28
- Explain disposition options and request disposition instructions from the PADD of eligible soldiers • 4–13, page 29
- Obtaining disposition instructions • 4–14, page 29
- Disposition instructions • 4–15, page 29
- Death of pensioners (retirees), indigent persons, enemy prisoners, and aliens • 4–16, page 29
- Military retirees and their dependents who die outside of the United States • 4–17, page 30
- Deaths while a deserter or absent without leave • 4–18, page 30
- Deaths aboard aircraft, on trains, and at sea • 4–19, page 30
- Family arranged disposition • 4–20, page 30
- Preparation of remains • 4–21, page 31
- Exhumation and re-interment • 4–22, page 31
- Primary care allowance • 4–23, page 31
- Secondary care allowance • 4–24, page 31
- Transportation allowance • 4–25, page 31
- Obtaining disposition instructions from the PADD of other military services and uniformed services personnel • 4–26, page 31
- Obtaining disposition instructions from the PADD of eligible civilian personnel • 4–27, page 31
- Notification of recovery, identification, and disposition of remains to remarried spouses • 4–28, page 31

Chapter 5

Obtaining Mortuary Services, page 31

Section I

- Mortuary Services, page 32*
- General • 5–1, page 32
- Methods of contracting mortuary services • 5–2, page 32
- Mortuary services contracts • 5–3, page 32
- Mortuary service contracting • 5–4, page 33

Contents—Continued

Section II

Requirements Contracts, page 33

- Use of indefinite delivery-indefinite quantity requirements contracts • 5-5, page 33
- Information needed for requirements contract • 5-6, page 33
- Data needed for delivery orders • 5-7, page 34
- Contracting officer representative • 5-8, page 34
- Mortuary service contracts outside the United States • 5-9, page 34

Section III

Purchase Orders, page 34

- Procurement of mortuary services by purchase order • 5-10, page 34
- Information needed for purchase orders • 5-11, page 34
- Contract administration responsibilities • 5-12, page 35

Chapter 6

Mortuary Services Provided by Armed Services Mortuary Facilities Outside of the United States, page 35

Section I

Operation of Mortuaries outside of the United States, page 35

- General • 6-1, page 35
- Operation of Army mortuary facilities • 6-2, page 35
- Eligible deceased entitled to services in an Army mortuary • 6-3, page 35
- Authorization and use of specification caskets in Army mortuaries outside of the United States • 6-4, page 35
- Authorization and use of transfer cases in Army mortuaries • 6-5, page 35
- Viewing remains outside the United States • 6-6, page 36
- Preparation of remains in Army mortuaries • 6-7, page 36
- Documentation required (RCS: CSGPA -1744) • 6-8, page 37
- Compliance with health and transportation laws • 6-9, page 37

Section II

Safeguarding Human Remains, page 37

- Customs requirements • 6-10, page 37
- Additional requirements when noncertified military customs inspectors are used • 6-11, page 38
- Annotating documents • 6-12, page 38
- Transporting remains • 6-13, page 38
- Procedures when infant-size shipping container is used • 6-14, page 38

Section III

Mortuary Services, page 38

- Verifying eligibility of certain deceased individuals for mortuary services • 6-15, page 38
- Providing mortuary services on a reimbursable basis in Army mortuaries outside of the United States • 6-16, page 39
- Summary report on mortuary cases, supplies, and personnel (RCS CSGPA -1745) • 6-17, page 40

Chapter 7

Reprocessing Remains at Port Mortuaries in the United States, page 41

- Mortuary services at port mortuaries in the United States • 7-1, page 41
- Port mortuaries in the United States receiving and trans-shipping • 7-2, page 41
- Inspecting and reprocessing remains at CONUS port mortuary • 7-3, page 41
- Preparation and distribution of required documents • 7-4, page 42
- Transfer case • 7-5, page 42
- Release of information • 7-6, page 42

Chapter 8

Search, Recovery, and Identification, page 42

- General • 8-1, page 42

Contents—Continued

- Costs for recovery and identification of remains • 8-2, *page 43*
- Responsibility for search, recovery, and identification • 8-3, *page 43*
- Responsibility for identification technical assistance • 8-4, *page 43*
- Jurisdiction of civil authorities within the United States • 8-5, *page 43*
- Jurisdiction of civil authorities outside the United States • 8-6, *page 43*
- Recovering remains from scene of incident • 8-7, *page 43*
- Facilities for processing remains • 8-8, *page 43*
- Processing remains for identification • 8-9, *page 43*
- Mitochondrial and deoxyribonucleic acid identification • 8-10, *page 44*
- Incomplete remains and portions of remains • 8-11, *page 44*
- Disposition of additional portions • 8-12, *page 46*
- Telephonic status reports • 8-13, *page 46*
- Statement of Identification. • 8-14, *page 46*
- Findings and conclusions • 8-15, *page 47*
- Casualty and Memorial Affairs Board of Officers • 8-16, *page 47*
- Destruction of remains from Vietnam conflict • 8-17, *page 47*

Chapter 9

Cremation and Urns, *page 48*

- When cremation is authorized • 9-1, *page 48*
- Where and by whom cremation may be accomplished • 9-2, *page 48*
- Arrangements for cremation • 9-3, *page 48*
- Transportation of cremated remains • 9-4, *page 48*
- Procurement of urns by Army • 9-5, *page 49*
- Arrangements for engraving urns • 9-6, *page 49*

Chapter 10

Group Remains and Group Burials, *page 49*

- Identification processing of group remains • 10-1, *page 49*
- Selection of a Government cemetery for group burial • 10-2, *page 49*
- Coordinating agency for group burials • 10-3, *page 49*
- Advising the PADD of each decedent included in the group burial • 10-4, *page 49*
- Travel of persons authorized transportation to attend group burial • 10-5, *page 49*
- Escorts for group remains • 10-6, *page 49*
- Shipment of group remains to a Government cemetery • 10-7, *page 49*
- Visitation • 10-8, *page 50*
- Authorized interment allowance • 10-9, *page 50*
- Payment to funeral director • 10-10, *page 50*
- Flags with cases and group burial marker • 10-11, *page 50*

Chapter 11

Transportation and Travel, *page 50*

Section I

Funeral Travel, page 50

- Funeral travel • 11-1, *page 50*
- Travel of relatives for either individual or group funeral services (section 411f, title 37, U.S. Code) • 11-2, *page 50*
- Travel of relatives for group burial (section 1482, title 10, U.S. Code) • 11-3, *page 51*
- Travel of relatives to attend funeral services for former prisoners of war or missing in action Vietnam cases (PL 93-257) • 11-4, *page 51*
- Transportation and travel allowances of attendants for persons authorized funeral travel • 11-5, *page 51*
- Payment of funeral travel claims • 11-6, *page 51*

Section II

Shipment of Remains, page 51

Contents—Continued

- Point of contact for shipment of remains • 11-7, *page 51*
- Modes of transportation authorized for shipment of remains and escorts • 11-8, *page 52*
- Unauthorized transportation by military aircraft in the United States • 11-9, *page 52*
- When transportation costs are not authorized • 11-10, *page 52*
- Soldiers on active duty • 11-11, *page 52*
- Transportation of remains of dependents of military personnel • 11-12, *page 53*
- Payment of transportation of deceased dependents of active duty soldier • 11-13, *page 53*
- Remains of Retired military and their dependents • 11-14, *page 53*
- Payment of transportation of remains of retirees and dependents of retirees • 11-15, *page 54*
- Other U.S. citizens (outside of the United States) • 11-16, *page 54*
- Military prisoners, prisoners of war (PWs), and interned enemy aliens • 11-17, *page 54*
- Pensioners and indigents • 11-18, *page 54*
- Civilian employees • 11-19, *page 54*
- Dependents of civilian employees • 11-20, *page 55*
- Shipping processed remains from outside of the United States • 11-21, *page 55*
- Stopover of remains en route to final destination • 11-22, *page 55*
- Documents necessary for shipping remains • 11-23, *page 55*
- Notification of shipment of remains • 11-24, *page 55*
- Transportation, storage, and billing for remains consigned directly to a Government cemetery • 11-25, *page 56*
- Transportation for escorts of deceased soldiers • 11-26, *page 56*

Chapter 12

Escorts, *page 56*

- For whom an escort is authorized • 12-1, *page 56*
- Selection and assignment of escorts • 12-2, *page 56*
- Special escorts • 12-3, *page 57*
- When an escort is used • 12-4, *page 57*
- Authority for escort travel • 12-5, *page 57*
- Duties and responsibilities of military escorts • 12-6, *page 58*
- Civilians accompanying remains as special escorts • 12-7, *page 59*

Chapter 13

Interment and Interment Allowances, *page 59*

Section I

Interment, page 59

- Place of interment • 13-1, *page 59*
- Multiple interments • 13-2, *page 59*
- Eligibility for interment in Government cemeteries • 13-3, *page 59*
- Arranging funeral and interment services • 13-4, *page 60*
- Request for authority to inter in a Government cemetery • 13-5, *page 60*
- Direct consignment of remains to a Government cemetery • 13-6, *page 61*
- Religious services in a Government cemetery • 13-7, *page 61*

Section II

Funeral and Interment Allowances, page 61

- Maximum reimbursable allowance • 13-8, *page 61*
- Maximum interment allowances authorized • 13-9, *page 61*
- Payment of interment allowance • 13-10, *page 61*
- Payment of interment allowance for members of other military services • 13-11, *page 61*
- Claim submission • 13-12, *page 62*
- Monitor claims status • 13-13, *page 62*
- Claims processing time • 13-14, *page 62*
- Claim adjudication procedures • 13-15, *page 62*

Contents—Continued

Chapter 14

Nonrecovered Remains, page 62

- Mortuary benefits when remains have not been recovered • 14-1, page 62
- Determination that remains are nonrecoverable • 14-2, page 62
- Non-recovered remains record • 14-3, page 62
- Reimbursement of memorial service expenses • 14-4, page 63

Chapter 15

Interment flag, page 63

- Persons authorized an interment flag • 15-1, page 63
- Interment flag for deceased Reservists not authorized mortuary benefits • 15-2, page 63
- Eligible interment flag and flag case recipients • 15-3, page 63
- CAC to provide flag and flag case • 15-4, page 63
- Procedures • 15-5, page 64
- Care and display of the flag • 15-6, page 64
- Presenting flag at interment services • 15-7, page 64
- Record of recipients receiving interment flags • 15-8, page 64
- Flags for sea burials and nonrecovered remains • 15-9, page 64

Chapter 16

Government Headstones and Markers, page 64

- Persons eligible for Government headstone or marker • 16-1, page 64
- Application for headstone or marker • 16-2, page 65
- Memorial headstone or marker • 16-3, page 65
- Group burial marker • 16-4, page 65
- Shipment and erection costs for headstones or markers • 16-5, page 65

Part Two

Disposition of Personal Effects of Deceased and Missing Personnel, page 65

Chapter 17

Personal Effects, page 65

- Scope • 17-1, page 65
- Statutory authority • 17-2, page 65
- Statutory jurisdiction • 17-3, page 66
- Personal effects • 17-4, page 66
- Ownership of PE • 17-5, page 67
- Shipment of PE • 17-6, page 67
- Inquiries concerning lost or missing PE • 17-7, page 67
- Disposition of PE files • 17-8, page 67

Chapter 18

Summary Court Martial Officer, page 67

- Summary court-martial officer • 18-1, page 67
- Multiple SCMOs • 18-2, page 68
- SCMO criteria • 18-3, page 68
- SCMO appointing authority • 18-4, page 68
- Prescribed duties of the SCMO • 18-5, page 68
- Limitations • 18-6, page 68
- Jurisdiction • 18-7, page 68
- Submission of summary court-martial officer's report • 18-8, page 68
- Format • 18-9, page 69
- Required documents • 18-10, page 69

Contents—Continued

Chapter 19

Person Eligible to Receive Effects, page 69

- PERE • 19-1, *page 69*
- Determine the PERE • 19-2, *page 69*
- Relinquishment of PERE authority • 19-3, *page 69*
- Challenges and disqualifications of the PERE • 19-4, *page 70*
- Order of precedence • 19-5, *page 70*
- Legal representative • 19-6, *page 70*
- Spouse • 19-7, *page 70*
- Eldest child • 19-8, *page 71*
- Parent of the deceased • 19-9, *page 71*
- Eldest sibling • 19-10, *page 72*
- Other relative • 19-11, *page 72*
- Loco parentis • 19-12, *page 72*
- Beneficiary named in will • 19-13, *page 72*
- No recipient can be identified • 19-14, *page 72*

Chapter 20

Care and Disposition of PE, page 72

- Responsibility for PE • 20-1, *page 72*
- Collection of PE • 20-2, *page 72*
- Safeguarding PE • 20-3, *page 73*
- Inventory of PE • 20-4, *page 73*
- Mail • 20-5, *page 73*
- Safeguarding military information • 20-6, *page 73*
- PE retained by law enforcement authorities • 20-7, *page 73*
- Sentimental PE • 20-8, *page 73*
- Cleaning and laundering of items • 20-9, *page 73*
- Withdrawal of Government property • 20-10, *page 74*
- Methods of disposing of PE • 20-11, *page 74*
- Delivery of PE • 20-12, *page 74*
- Sale of PE • 20-13, *page 75*
- Destruction of PE • 20-14, *page 75*
- Methods of destruction • 20-15, *page 75*
- Documentation of destroyed PE • 20-16, *page 75*
- PERE not known or cannot be contacted • 20-17, *page 75*

Chapter 21

Personal Effects of Deceased Civilians, Foreign Nationals, and Armed Forces Retired Personnel, page 76

- General • 21-1, *page 76*
- Deceased civilians not subject to military law • 21-2, *page 76*
- Deceased foreign nationals • 21-3, *page 76*
- Deceased Armed Forces retired personnel • 21-4, *page 77*
- Inventories and receipts • 21-5, *page 77*

Chapter 22

Disposition of Effects in Theaters of Operation, page 77

- General • 22-1, *page 77*
- Collection and evacuation of effects • 22-2, *page 77*
- Effects recovered from remains • 22-3, *page 77*
- Effects recovered from unit rear areas • 22-4, *page 78*
- Inventory • 22-5, *page 78*
- Property of persons hospitalized or medically evacuated • 22-6, *page 79*
- Property of persons deceased or missing aboard vessels • 22-7, *page 79*
- Property of persons deceased aboard aircraft • 22-8, *page 79*

Contents—Continued

Effects of prisoners of war, civilian internees, allied and enemy dead • 22–9, *page 79*
Disposition of miscellaneous personal effects • 22–10, *page 79*

Appendixes

- A. References, *page 80*
- B. Management Control Checklist, *page 85*
- C. Armed Services Specification for Mortuary Services (Care of Remains of Deceased Personnel and Regular and Port of Entry Requirements for Caskets and Shipping Cases), *page 85*
- D. Armed Services Specification for Hardwood Caskets for CONUS Base and Port of Entry Requirements, *page 95*
- E. Armed Services Specification for Solid Bronze Urns, *page 99*
- F. Armed Services Specification for Solid Hardwood Urns, *page 104*
- G. Armed Services Specification for Crematory and Cremation Procedures, *page 109*
- H. Checklist for Inspection of Funeral Homes Before Award of Contract for Care of Remains, *page 110*
- I. Armed Forces Public Health Guidelines, *page 111*
- J. Communications with Divorced Parents of Unmarried Deceased or Missing Soldiers, *page 112*

Table List

- Table 1–1: Authorized primary care expenses, *page 4*
- Table 1–2: Authorized secondary care expenses, *page 5*
- Table 1–3: Authorized transportation expenses, *page 6*
- Table 1–4: Authorized and unauthorized memorial expenses (applies only to non-recoverable remains), *page 6*
- Table 1–5: Unauthorized expenses, *page 8*
- Table 1–6: Documents commonly prepared or obtained in disposition of remains, *page 11*
- Table 2–1: Mortuary benefits for eligible decedents¹, *page 12*
- Table 6–1: List of mortuary supplies and equipment, *page 40*
- Table 8–1: Disposition of remains and portions, multiple death incident, *page 45*
- Table C–1: Standards of grade¹, *page 94*
- Table D–1: Classification of casket defects¹, *page 98*
- Table E–1: Classification of urn defects¹, *page 101*
- Table F–1: Classification of urn defects¹, *page 106*

Figure List

- Figure 1–1: Monthly report: The Casualty and Mortuary Affairs Open Allotment expenditures, *page 10*
- Figure D–1: Sample hardwood casket design, *page 97*
- Figure E–1: Illustrations of military emblems, *page 103*
- Figure F–1: Illustrations of military emblems, *page 108*
- Figure J–1: Sample letter to divorced recipient parent of unmarried deceased soldier, *page 114*
- Figure J–2: Sample letter to divorced nonrecipient parent of unmarried deceased soldier, *page 115*
- Figure J–3: Sample release statement, *page 116*
- Figure J–4: Sample letter to divorced recipient parent of unmarried POW/MIA soldier, *page 117*
- Figure J–5: Sample letter to divorced nonrecipient parent of unmarried POW/MIA soldier, *page 118*

Glossary

RESERVED

Part One

Care and Disposition of Remains of Deceased Personnel for Whom the U.S. Army is Responsible

Chapter 1 Introduction

Section I Overview of Mortuary, Current Death, Remains, and Personal Effects Programs

1-1. Purpose

This regulation—

- a. Describes the Army Mortuary Affairs Program.
- b. Sets policies and responsibilities for operating the Army Current Death Program worldwide.
- c. Covers search for, recovery, identification, preparation, and disposition of remains of persons for whom the Army is responsible by statutes and Executive orders.
- d. Sets policies and responsibilities for the 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 regulation are explained in the glossary.

1-4. Responsibilities

- a. *Deputy Chief of Staff for Personnel (DCSPER)*. The DCSPER will —
 - (1) Be the single spokesperson for the Army on mortuary affairs issues.
 - (2) Establish policy and procedures for the Current Death Program, the current death portion of the Concurrent Return Program, and the identification of remains.
 - (3) Establish policy and procedures for the disposition of personal effects.
- b. *Deputy Chief of Staff for Logistics (DCSLOG)*. The DCSLOG will —
 - (1) Establish policy and procedures for the Graves Registration Program and the Graves Registration portion of the Concurrent Return Program, coordinating with DCSPER to ensure interdependence of policies.
 - (2) Direct search and recovery support of major military operations.
- c. *Chief, National Guard Bureau*. The Chief, National Guard Bureau (CNGB) will —
 - (1) Determine whether deceased National Guard Bureau personnel are eligible for mortuary services.
 - (2) Reimburse the Active Army for funds expended on the care and disposition of remains of National Guard personnel handled by the Army.
- d. *Commander, U.S. Total Army Personnel Command*. The Commander, U.S. Total Army Personnel Command (CDR, PERSCOM) (TAPC –PEZ), will—
 - (1) Exercise staff supervision and administer phases of the Army Mortuary Affairs Program.
 - (2) Develop policies, procedures, and standards for the Current Death Program and the current death portion of the Concurrent Return Program.
 - (3) Develop policies, standards, and procedures for the disposition of personal effects of deceased and missing persons. These responsibilities include direct communication with commanders and summary courts-martial.
 - (4) Develop policies and standards for mortuary services contracts and supplies.
 - (5) Review all forms and reports pertaining to preparation of remains and disposition of personal effects.
 - (6) Maintain liaison with the Congress and the mortuary profession.
 - (7) Make periodic visits to all major Army commands, ports mortuaries, and installations or activities charged with mortuary affairs responsibilities to accomplish the following:
 - (a) Ensure compliance with established policies and procedures.
 - (b) Recommend corrective actions if needed.
 - (c) Provide technical assistance.
 - (d) Assist in the identification, preparation, and disposition of remains and related mortuary affairs matters.
 - (8) Approve recommended identifications of remains submitted by Army identification laboratories or other competent authority.
 - (9) Conduct biennial reviews, together with the Departments of the Navy and the Air Force, and periodic internal reviews to determine adequacy of interment allowances.

- (10) Coordinate the establishment, consolidation, and discontinuance of Army mortuaries outside the United States and port mortuaries in the United States.
- (11) Jointly, with DCSLOG, administer, and develop policies, standards, and procedures for the Concurrent Return Program, which is part of the Army Mortuary Affairs Program.
- (12) Develop policies and standards for the Casualty and Mortuary Affairs Open Allotment, to include internal management control program.
- e. Commanders of major Army commands (MACOMs) and major subordinate commands (MSCs).* The MACOM and MSC commanders will —
- (1) Monitor and assist in the administration of the Army mortuary affairs program and the disposition of remains and personal effects processes to ensure compliance with policies and mandatory tasks established by this regulation and Department of the Army Pamphlet (DA Pam) 638 –2.
- (2) Monitor compliance with internal management control procedures prescribed by this regulation for the Casualty and Mortuary Affairs Open Allotment.
- (3) Ensure that subordinate commanders train basic disposition of remains and personal effects policy, procedures, and standards
- f. Casualty area commanders.* The casualty area commander (CAC) will —
- (1) At installations within the United States, place the supervision of the Mortuary Affairs Program under the installation adjutant general. In areas outside the United States where the Army operates a mortuary facility, place the supervision of the Mortuary Affairs Program under the Theater Director of Logistics or Theater Personnel Command.
- (2) Operate activities related to the care and disposition of remains and ensure plans are established to perform mortuary affairs activities, such as contracting for mortuary services, during duty and non-duty hours, to include nights, holidays, and weekends.
- (3) Provide escorts for remains.
- (4) Have full responsibility for the handling and disposition of personal effects under their control or custody.
- (5) Ensure the person authorized to direct disposition of remains (PADD), the person eligible to receive the effects (PERE), and any other person eligible or entitled to a mortuary affairs benefit are notified of the person’s death or missing status.
- (6) Ensure the PADD, the PERE, and any other person eligible or entitled to a mortuary affairs benefit receives appropriate casualty assistance.
- (7) Ensure compliance with Defense Casualty Information Processing System (DCIPS) policies and procedures prescribed by this regulation, DA Pam 638 –2, and the Casualty and Memorial Affairs Operations Center (CMAOC) DCIPS User’s Manual.
- (8) Ensure the internal management control checklist (see app B) is completed annually.
- (9) In areas outside of the United States, ensure disposition of remains actions are coordinated between the Theater Director of Logistics and the Theater Personnel Command.
- (10) Establish mortuary affairs rapid response teams to recover remains and personal effects at multiple fatality incidents within their geographic area of responsibility.
- (11) Train basic disposition of remains and personal effects policy, procedures, and standards.
- (12) Provide military burial honors in their geographic area of responsibility for persons as prescribed by AR 600–25.
- g. Adjutants general within the United States.* Adjutants general within the United States will —
- (1) Be responsible for the mortuary affairs program within their command.
- (2) Ensure that mortuary services are performed properly.
- (3) Maintain liaison with and provide mortuary affairs information to all Army units, installations, activities, and military medical treatment facilities within the CAC’s area of responsibility.
- h. Adjutants general outside the United States.* Adjutants general outside the United States will —
- (1) Ensure timely and adequate disposition of remains information is provided to the Director, Mortuary Affairs.
- (2) Maintain liaison with and provide disposition of remains and disposition of PE information to all Army units, installations, activities, and military medical treatment facilities within the CAC’s area of responsibility.
- i. Directors of Logistics in commands located outside the United States.* Directors of Logistics in commands outside of the United States commands will —
- (1) Be responsible for the operation of Army mortuaries in their commands. Appoint a Director, Mortuary Affairs at each mortuary in the command.
- (2) Coordinate disposition of remains actions with the appropriate casualty affairs office.
- (3) Maintain liaison with and provide mortuary affairs information to all Army units, installations, activities, and military medical treatment facilities within their area of responsibility.
- (4) Ensure that mortuary services are performed properly.

j. Heads of other organizations having specialized responsibilities for the care and disposition of remains or the disposition of personal effects.

(1) The Central Joint Mortuary Affairs Office (CJMAO), during periods of prolonged military operations, will provide mortuary affairs operational direction to all the Services, including the disposition of personal effects.

(2) A Joint Mortuary Affairs Office (JMAO) will be established in theaters of operation to provide control and coordination of mortuary affairs support, including the disposition of personal effects.

(3) A PE depot may be established when the Concurrent Return Program is in operation to accomplish the centralized disposition of personal effects of Army and Army-sponsored personnel.

Section II

Mortuary Affairs Program

1-5. Structure of the Mortuary Affairs Program

a. The Army Mortuary Affairs Program is divided into three distinct programs as listed below. (These programs are further discussed in paras 1-7 through 1-9.)

(1) Current Death Program.

(2) Concurrent Return Program.

(3) Graves Registration Program.

b. These three programs may coexist.

1-6. Programs related to the Mortuary Affairs Program

Although the Casualty Notification, Casualty Assistance, Medical, Transportation, Legal Assistance, and Civil Defense programs are not parts of the Army Mortuary Affairs Program, they are closely related to it.

1-7. Current Death Program

a. The Current Death Program provides professional mortuary services and supplies (see para 5-1) incident to care and disposition of remains of persons who are eligible for these services by specific statute.

b. Disposition of personal effects is part of this program. The decedent's PE are shipped to the PERE (see chap 17).

c. Under this program remains are shipped to a place designated by the PADD.

d. The program is operational worldwide during peacetime. It will continue outside areas of conflict during major military operations.

e. The program also may continue in areas of conflict depending upon the logistical and tactical situation.

1-8. Concurrent Return Program

a. The Concurrent Return Program is a combination of the Current Death Program and the Graves Registration Program. This program may be activated during emergencies or major military operations when conditions and capabilities permit. This program —

(1) Begins with the initial phase of the Graves Registration Program, and provides for search, recovery, and evacuation of remains.

(2) Ends with the Current Death Program, which provides for identification and preparation of remains in a mortuary or central identification laboratory and shipment to destination, as directed by the PADD.

b. Disposition of personal effects is part of this program. The decedent's personal effects are shipped to the PERE (see chap 17).

c. The Concurrent Return Program may be phased into either the Current Death Program or the Graves Registration Program, as the situation dictates.

d. Remains buried temporarily will be disinterred and evacuated under the Concurrent Return Program as conditions and capabilities permit.

1-9. Graves Registration Program

The Graves Registration Program (see AR 638-30) provides for search, recovery, tentative identification, and evacuation of remains to a theater mortuary affairs activity or temporary burial site. Temporary burial is performed only when authorized by the responsible commander during major military operations. Disposition of personal effects is not a part of this program.

1-10. Care of remains

a. Remains of personnel for which the Department of the Army (DA) is responsible will be cared for with utmost respect in keeping with the highest traditions of the military service.

b. Photographing of remains under jurisdiction of the Army is prohibited unless authorized for official use such as criminal investigations, autopsy, and identification processing. Photographs taken for official use will not be used for

public relations articles or other wise publicly or privately displayed without the approval of CDR, PERSCOM (TAPC–PED–F).

- c. Surviving relatives will be accorded all possible consideration and sympathy.
- d. The CAC in whose area the death occurred is responsible for care and disposition of remains.
- e. Direct communication between CDR, PERSCOM (TAPC –PED–D) and (TAPC –PED–F), and installations and activities is authorized for policy and routine operational and technical matters pertaining to care and disposition of remains and personal effects. Command channels will be followed on matters involving reprimand, censure, admonition, and commendation.

**Section III
Casualty and Mortuary Affairs Open Allotment**

1–11. Casualty and Mortuary Affairs Open Allotment

The Casualty and Mortuary Affairs Open Allotment is a DA Operations and Maintenance, Army (O&MA) fund controlled by PERSCOM. This open allotment is established to provide funding for those expenses that are directly related to the disposition of remains and travel in support of certain casualty and mortuary affairs requirements as authorized by this regulation and AR 600 –8–1.

1–12. Authority to certify and obligate funds

The authority to certify or obligate funds from the allotment is restricted to those commanders and agency heads designated by the CDR, PERSCOM. The CDR, PERSCOM, will designate commanders and agencies heads authorized to certify or obligate open allotment funds annually by memorandum from the CDR, PERSCOM (TAPC –PED–D). Commanders and agency heads may further delegate this authority to subordinate unit commanders and staff activities.

1–13. Authorized expenditures

The Casualty and Mortuary Affairs Open Allotment will be cited for expenses incurred for the care and disposition of remains of eligible personnel, funeral travel, and travel expenses for eligible persons to visit soldiers who are very seriously injured or seriously ill (VSI/SI).

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

**Table 1–1
Authorized primary care expenses**

Item no.	Authorized expense
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 Federal Trade Commission (FTC) rule 453)
10.	Clothing (see para 2–20)
11.	Cosmetology
12.	Hair styling and dressing
13.	Removal of remains
14.	Professional services
15.	Other preparation of remains as defined in the glossary
16.	Death certificate when required to obtain permits from a civil authority
17.	Medical examiner’s cremation authorization

b. *Secondary care.* Secondary care is the services and supplies used for the funeral and interment services. A list of authorized secondary care expenses is located in table 1 –2.

Table 1–2

Authorized secondary care expenses

Item no.	Authorized expense
1.	Use of facilities for viewing or visitation
2.	Chapel or religious facility
3.	Professional services
4.	Grave side service
5.	Cemetery equipment
6.	Temporary grave marker
7.	Funeral service
8.	Flowers
9.	Pall 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 (see FTC rule 453)
23.	Minimum service package for direct burial (see FTC rule 453)
24.	Minimum service package for direct cremation (see FTC 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 2)
30.	Burial permits and licenses
31.	Columbarium niche
32.	Sales tax
33.	Stop-over expenses

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

d. *Funeral travel.* Funeral travel is Government-sponsored travel to attend the funeral of a deceased soldier. Authorized funeral travel expenses are located in paragraphs 11 –2, 11–3, and 11 –4.

e. *VSI/SI travel.* VSI/SI travel is Government-sponsored travel to visit a soldier who is determined to be VSI/SI by competent medical authority. Travel entitlement and procedures are found in AR 600 –8–1.

f. *Maximum reimbursable allowance.* The biennial review establishes the maximum reimbursable allowances for care and disposition of remains. Unused balances from the maximum reimbursable allowances cannot be used to defray unauthorized expenses such as travel and per diem expenses incurred for persons not authorized travel by Federal statute.

g. *Other.* When an expense that is not listed as an authorized or unauthorized expense is received, the person adjudicating the claim will request an expense determination from the CDR, PERSCOM (TAPC –PED–D). The determination will indicate the type of expense and whether the expense is authorized or unauthorized for reimbursement subject allowance limitations. See also table 1 –4 regarding unrecoverable remains and authorized and unauthorized expenses.

**Table 1–3
Authorized transportation expenses**

Item no.	Item
1.	Hearse
2.	Service vehicle
3.	Basic transportation fee (see FTC rule 453)
4.	Air tray/ Casket outer shipping container. Standards are outlined in the Armed Services Specification for Mortuary Services (para 5–6f)
5.	Ziggler case (when required)
6.	Transit permits.
7.	Removal of remains from place of death or place where they are released by authorities to a preparing mortuary or funeral establishment.
8.	Delivery of remains from the preparing mortuary to the crematory and return
9.	Delivery of remains to a common carrier.
10.	Shipment of remains by common carrier.
11.	Delivery of remains from common carrier at destination to receiving funeral home or Government cemetery.
12.	Delivery of remains from receiving funeral home to a local cemetery or crematory.
13.	Police escorts when required by local laws.

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

Authorized memorial service expenses	Unauthorized expenses
1. Memorial service director’s fee.	1. Casket. The Army will not provide a casket to be interred when remains are not recovered nor be a party to such a practice.
2. Use of a chapel or facilities.	2. Casket receptacle.
3. Local transportation for the family to and from place of memorial service	3. Hearse.
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. Registers, cards, or folders.	
13. Purchase of memorial plaque.	

Table 1-4

Authorized and unauthorized memorial expenses (applies only to non-recoverable remains) —Continued

Authorized memorial service expenses

Unauthorized expenses

14. Installation of memorial plaque.

1-14. National Guard soldiers

The Casualty and Mortuary Affairs Open Allotment funds may be initially cited for the primary care and transportation for the remains of eligible National Guard soldiers. National Guard Bureau funds will be used to reimburse secondary care expenses and transportation expenses occurring after the remains arrive at the receiving funeral home.

a. Primary care.

(1) When the PADD of a deceased National Guard soldier elects the Army arranged disposition option (see para 4-10) primary care expenses may be initially paid from the Casualty and Mortuary Affairs Open Allotment. The responsible mortuary officer then will prepare a Standard Form (SF) 1080 (Voucher for Transfer Between Appropriations and/or Funds) and send it to the U.S. property and fiscal officer (USPFO) of the State in which the individual was a soldier. The State USPFO will enter the date of payment and check number on the voucher and send an information copy to CDR, PERSCOM (TAPC -PED-D), Alexandria, VA 22331 -0482.

(2) When the PADD of a deceased National Guard soldier elects the family arranged disposition option (see para 4-11) primary care expenses are reimbursed by directly submitting, a Department of Defense (DD) Form 1375 (Request for Payment of Funeral and/or Interment Expenses) with a copy of the itemized funeral bills, a certified copy of the death certificate, the funeral home's general price list (GPL) and a copy of the deceased's orders or the unit's DA Form 1379 (U.S. Army Reserve Components Unit Record of Reserve Training) to Chief, National Guard Bureau (NGB-ARL-LS), South George Mason Drive, Arlington, VA 22204 -1382. The claim will be evaluated and allowance paid to the claimant.

b. Secondary care. Secondary care expenses are reimbursed by directly submitting, a DD Form 1375 with a copy of the itemized funeral bills, a certified copy of the death certificate, GPL, and a copy of the deceased's orders or the unit's DA Form 1379 to Chief, National Guard Bureau (NGB -ARL-LS), South George Mason Drive, Arlington, VA 22204-1382. The claim will be evaluated and allowance paid to the claimant. A separate DD Form 1375 is not required for payment of the primary and secondary care allowances when the PADD elects the family arranged disposition option.

c. Transportation of remains.

(1) When the PADD of a deceased National Guard soldier elects the Army arranged disposition option (see para 4-10) transportation expenses to the place designated by the PADD may be initially paid from the Casualty and Mortuary Affairs Open Allotment. The responsible mortuary officer then will prepare an SF 1080 (Voucher for Transfer Between Appropriations and/or Funds) and send it to the U.S. property and fiscal officer (USPFO) of the State in which the individual was a soldier. The State USPFO will enter the date of payment and check number on the voucher and send an information copy to CDR, PERSCOM (TAPC -PED-D), Alexandria, VA 22331 -0482.

(2) When the PADD of a deceased National Guard soldier elects the family arranged disposition option (see para 4-11) transportation of remains expenses are reimbursed by directly submitting, a DD Form 1375 with a copy of the itemized funeral bills, a certified copy of the death certificate, and a copy of the deceased's orders or the unit's DA Form 1379 to Chief, National Guard Bureau (NGB-ARL-LS), South George Mason Drive, Arlington, VA 22204-1382.

1-15. Unauthorized Casualty and Mortuary Affairs Open Allotment expenditures

Not every expense incurred for the disposition of remains is an authorized reimbursable expense. A list of unauthorized expenses is located in table 1 -5.

Table 1–5
Unauthorized expenses

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

1–16. Transportation of PE

Transportation of PE is not an authorized expenditure of the Casualty and Mortuary Affairs Open Allotment unless approved by CDR, PERSCOM (TAPC –PED–D). Funding for the transportation of PE is provided through the movement designator codes provided in AR 55 –71.

1–17. Adjudication and payment procedures

Claims adjudicators and fund certifying officers must adhere to the procedures for the adjudication and payment of mortuary service contracts, transportation of remains expenses, travel vouchers, and funeral and interment claims found in DA Pam 638 –2, chapter 8.

1–18. Recoupment of Mortuary Affairs expenses

Mortuary affairs expenses may be recovered when a soldier dies from injuries and is buried at Government expense. The recoupment of mortuary affairs expenses, if any, will be asserted in accordance with AR 27 –20, chapter 14–13f(5). Amounts recovered from mortuary affairs expenses will be deposited into the U.S. General Treasury, Miscellaneous Receipts Account.

1–19. Internal Management Control Program

a. CMAOC. The Director, CMAOC will appoint a Casualty and Mortuary Affairs Open Allotment manager and CMAOC fund certifying officers for use of the Casualty and Mortuary Affairs Open Allotment.

- (1) The Casualty and Mortuary Affairs Open Allotment manager —
 - (a) Monitors expenditure by all authorized users to prevent, fraud, waste and abuse.
 - (b) Coordinates fund expenditures actions and issues with the Defense Finance and Accounting Service (DFAS), PERSCOM, and operating agency finance and budget officers.
 - (c) Conducts announced and unannounced audits and inspection of Casualty and Mortuary Affairs Open Allotment expenditures and records.
 - (d) Develops and monitors procedures for adjudicating funeral and interment claims, and recording expenditures from the open allotment.
 - (e) Develops and monitors the internal management control program
- (2) CMAOC fund certifying officers certify that funds are available and that CMAOC expenditures comply with appropriate DFAS and Army regulations.

b. Casualty area commanders. The casualty area commanders must have in place a system of internal controls to ensure that assets and funds of the Government are not lost. The internal controls must be codified in writing, reviewed annually, and updated as required. The Casualty area commanders also will appoint Casualty and Mortuary Affairs Open Allotment fund certifying officers to certify that expenditures are authorized by AR 600 –8–1 and this regulation. As a minimum the local internal management control procedures will include —

- (1) Physical security of assets of the U.S. Included in the definition of assets are —
 - (a) Checks.
 - (b) Negotiable instruments.
 - (c) Documents representing assets (accounts receivable).
 - (d) Cash.
 - (e) Equipment.
 - (f) Stamps.
 - (g) Bonds.
 - (h) Vouchers.
- (2) Separation of duties to preclude one individual from having complete control over a financial transaction. For example, no single person should be able to bill, collect, disburse, and account for a transaction.
- (3) There must be physical separation of persons handling cash or engaged in complementary activities. An example of a complementary activity is billing and collecting.
- (4) Employees charged with receiving mail must not be part of the accounting, billing, collection, or accounting process. Checks or cash received in the mail must be logged in by the receiving employees and transferred by transmittal letter to the supporting DFAS activity.
- (5) There must be a mechanism to track custody of public funds, assets, and vouchers.
- (6) Safe keys and combinations must be properly safeguarded.
- (7) Employees with custody of public funds must have exclusive control over those funds. Oral instructions concerning funds of the Government, vouchers, records, and so forth, will not supersede published regulations. Instructions that do not appear in regulations must be in writing.
- (8) Employees must be briefed on their responsibilities concerning internal controls and liability for losses. The briefing must cover as a minimum the concepts of presumption of negligence, loss burden of proof, and personal liability for loss.
- (9) There must be a written Standard Operating Procedure (SOP) for each position that has responsibility for Government assets. It is the supervisor's responsibility to ensure that there are written standard operating procedures.
- (10) Procedures must be in place to guarantee computer security.
- (11) Transfers of documents and funds to the supporting DFAS activity must be done on sequentially numbered transmittal letters.
- (12) There must be adequate physical security to protect the assets entrusted to the CAC. Physical security is provided by safes, locked cash drawers, lockable fire proof files, secure limited access doors, cages, alarm systems, and other devices.
- (13) Inventory control procedures for supplies such as interment flags and flag cases must be established.
- (14) Periodic review of monthly reconciliation reports for verification of fund usage. Ensure appropriate fund recoupment actions have been completed.

c. Monthly reconciliation report. Commanders and agency heads with fund certification authority will submit a monthly reconciliation report. The report will be based upon requesting, receiving and reviewing a Standard Financial Information System (STANFINS) or STANFINS Redesign (SRD) 1 Casualty and Mortuary Affairs Open Allotment fund cite query from the supporting DFAS activity. The STANFIN or SRD1 query is a required enclosure to the monthly reconciliation report. The report will be submitted to CDR, PERSCOM (TAPC –PED–D) no later than the 15th day of the month following the reporting period (the January report is due to CDR, PERSCOM (TAPC –PED–D), on 15 February).

Monthly Report: The Casualty and Mortuary Affairs Open Allotment expenditures for (organization) have been reconciled for the month of (month). The following amounts were obligated and expended to the fund cites indicated:

Fund cite:	amount obligated	Actual expenditure
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There (were/were not) any unauthorized or improper expenditures of the Casualty and Mortuary Affairs Open Allotment. The following unauthorized or improper expenditures were identified and are under investigation:

Figure 1-1. Monthly report: The Casualty and Mortuary Affairs Open Allotment expenditures

1-20. Establishment of field records

a. Each CAC will maintain an individual deceased personnel file on individuals for whom the Army provides a mortuary affairs benefit:

- (1) For each individual whose death occurs within the jurisdiction of that installation or command or
- (2) When a disposition of remains or personal effects action occurs within the jurisdiction of that installation or command.

b. With the exception of those documents to be forwarded to CDR, PERSCOM (TAPC -PED-D), Alexandria, VA 22331-0482, under this part, records maintained at field installations or commands will be disposed of under AR 25-400-2, appendix B.

1-21. Documents to be maintained and forwarded

a. The original or a conforming copy of all documents prepared or obtained in the disposition of remains process to include recovery, identification, preparation, and transportation of the remains. A list of documents commonly prepared or obtained in the disposition of remains process is located in table 1 -6.

b. The original or a conforming copy of all documents that expend Casualty and Mortuary Affairs Open Allotments funds will be maintained by the CAC as prescribed by AR 25 -400-2, appendix B, and the original document is forwarded to CDR, PERSCOM (TAPC -PED-D). A list of documents that are normally prepared or obtained when making expenditures is located in table 1 -6

c. The original summary court martial report for the disposition of personal effects.

1-22. Individual deceased personnel files

a. Mortuary Affairs and Casualty Support (CDR, PERSCOM (TAPC -PED-D), Alexandria, VA 22331-0482) is the office with Army-wide responsibility for processing and keeping individual deceased personnel files; these files are kept for 75 years. Originals of documents on Army and Army-sponsored cases will be sent to this file.

b. The responsible mortuary affairs officer will obtain the original dental records of all deceased soldiers who die on active duty; these records will be sent to CDR, PERSCOM (TAPC –PED–D), 2461 Eisenhower Avenue, Alexandria, VA 22331–0482, to be filed in the individual deceased personnel file.

1–23. Defense Casualty Information Processing System

The Defense Casualty Information Processing System (DCIPS) is a PERSCOM database designed to collect, record, and coordinate casualty and mortuary affairs information. Disposition of remains, disposition of personal effects, burial honors, escort and funeral travel payments, mortuary service contract payments, and funeral and interment claim information must be entered into DCIPS immediately upon receipt of the information from the primary or official source of the information. The DCIPS database is also a key element of the internal management control program for the Casualty and Mortuary Affairs Open Allotment. Casualty area commanders are responsible for the timely and accurate entry of DCIPS data. The DCIPS data entry and retrieval procedures and technical guidance are found in the CMAOC DCIPS User’s Manual.

Table 1–6
Documents commonly prepared or obtained in disposition of remains

Verification of status	Recovery and identification of remains	Preparation of remains	Disposition of remains	Shipment of remains	Travel orders	Financial	Summary court martial report
1. Initial casualty report	1. DA Form 2773 with—	1. DD Form 2062 (Note 5)	1. DA Form 7302	1. Government Bill of Lading	1. DD Form 1610	1. SF 1034	1. Appointing order
2. Supplemental casualty report	a. DD Form 565	2. Mortuary service contract with GPL (Note 5)	2. DA Form 5329	2. Message, e-mail and related correspondence	a. Escort	2. DD Form 1375	2. Transportation order
3. DD Form 1300	b. DD Form 890	3. DD Form 2063 (Note 6)	3. Special escort request		b. Funeral travel	3. SF 1080	3. Letters to the PERE
4. Enlistment contract (Note 1)	c. DD form 891	4. Message, e-mail and related correspondence	4. Flag case memo		2. ITO	4. PADD’s funeral and interment service contract with GPL	4. Will
5. DA Form 5328 (Note 2)	d. DD Form 892		5. Family Arranged memo		a. Escort travel	5. Certificate of determination	5. Sale of PE documents
6. DA Form 5327 (Note 2)	e. DD Form 893		6. DD Form 93		b. Funeral travel	6. DD Form 1131	6. Receipts
7. Request from U.S. Department of State (Note 3)	f. DD Form 894		7. DA 2386		3. Message, e-mail and related correspondence	7. IMPAC credit charge sales slip with—	7. Letters to creditors
8. Installation commander’s statement (Note 4)	g. DA Form 5520		8. DA Form 5330			a. DA Form 3078	8. Letters to other interested parties
9. Message, e-mail and related correspondence	h. FD 258		9. Disposition memorandum from TAPC–PED–D (Note 4)			b. Cash register receipt	9. Certificate of destruction or withdrawal
	2. Civil death Certificate		10. Family arranged memorandum (Note 7)			8. Message, e-mail and related correspondence	10. Inventory of PE held by civil or military law enforcement authorities
	3. DD Form 2064		11. Message, e-mail and related correspondence				11. Inventory of PE
	4. CILHI Identification Memorandum						a. DA Form 54
	5. AFIRB Findings						b. DD Form 1076
	6. Message, e-mail and related correspondence						12. Shipping documents
							13. Message, e-mail and related correspondence

Notes:

- (1) Only for applicants for enlistment
- (2) Only for DA or DOD civilian employee
- (3) Only for other U.S. citizens outside the United States
- (4) Only for indigents and other unclaimed remains on a military installation
- (5) Only for mortuary services provided by contract mortuary
- (6) Only for mortuary services provided by Arm Service mortuary
- (7) Only when family arranges disposition prior to briefing.

Chapter 2 Eligible Decedents and Scope of Mortuary Benefits

2-1. Eligibility for mortuary affairs benefits

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

b. Benefits are specifically derived from Federal statutes and can not be reduced without the permission of the Secretary of the Army, also no additional benefits may be provided other than those authorized by this regulation. Table 2-1 will be used to determine the authorized benefits for an eligible decedent.

Table 2-1
Mortuary benefits for eligible decedents ¹

Decedents covered (personnel category)	When covered (personnel status)	Refer to	Not authorized
1. RA soldier (see paragraph 2-2)	<i>a.</i> On active duty at time of death	Recovery (chap 8) Communication (chap 4) Removal (chap 2) Preparation (chap 2) Casket (chap 2) Clothing (chap 2) Cremation (chap 9) Transportation of remains (chap 11) Escort (chap 12) Flag and case (chap 15) Interment allowance (chap 13) Funeral travel (chap 11)	
	<i>b.</i> Continuously hospitalized in a United States hospital from date of discharge from enlistment until death.	Recovery (chap 8) Communication (chap 4) Removal (chap 2) Preparation (chap 2) Casket (chap 2) Clothing (chap 2) Cremation (chap 9) Transportation of remains (chap 11) Escort (chap 12) Flag and case (chap 15) Interment allowance (chap 13)	Funeral travel (chap 11)
2. USAR soldiers (see paragraph 2-3)	<i>a.</i> On active duty at the time of death	Recovery (chap 8) Communication (chap 4) Removal (chap 2) Preparation (chap 2) Casket (chap 2) Clothing (chap 2) Cremation (chap 9) Transportation of remains (chap 11) Escort (chap 12) Flag and case (chap 15) Interment allowance (chap 13) Funeral travel (chap 11)	
	<i>b.</i> Performing inactive duty training as defined in the glossary at the time of death	See above	
	<i>c.</i> Performing authorized travel directly to or from active duty or inactive duty training as defined in the glossary at the time of death.	See above	

Table 2-1
Mortuary benefits for eligible decedents ¹—Continued

Decedents covered (personnel category)	When covered (personnel status)	Refer to	Not authorized
	<i>d.</i> Remaining overnight immediately before the commencement of inactive duty training or remaining overnight, between successive periods of inactive duty training, at or in the vicinity when the training site is outside of a reasonable commuting distance from the soldier's residence.	See above	
	<i>e.</i> Hospitalized or undergoing treatment for an injury, illness, or disease incurred or aggravated while on active duty or performing inactive duty training.	Recovery (chap 8) Communication (chap 4) Removal (chap 2) Preparation (chap 2) Casket (chap 2) Clothing (chap 2) Cremation (chap 9) Transportation of remains (chap 11) Escort (chap 12) Flag and case (chap 15) Interment allowance (chap 13)	Funeral travel (chap 11)
	<i>f.</i> Continuously hospitalized in a United States hospital from date of discharge from enlistment until death.	See above	Funeral travel (chap 11)
	<i>g.</i> Currently assigned to a troop program unit or Ready Reserve Control group and death occurs while in a non-duty status	Flag and case (chap 15)	Recovery (chap 8) Communication (chap 4) Removal (chap 2) Preparation (chap 2) Casket (chap 2) Clothing (chap 2) Cremation (chap 9) Transportation of remains (chap 11) Escort (chap 12) Interment allowance (chap 13) Funeral travel (chap 11)
	<i>h.</i> Ready reserve soldier not covered in lines <i>a–g</i> above or had performed at least 20 years service and not entitled to retired pay.	Flag and case (chap 15)	See above
3. ARNG soldiers (see para 2-4).	<i>a.</i> On active duty in Federal service at the time of death.	Recovery (chap 8) Communication (chap 4) Removal (chap 2) Preparation (chap 2) Casket (chap 2) Clothing (chap 2) Cremation (chap 9) Transportation of remains (chap 11) Escort (chap 12) Flag and case (chap 15) Interment allowance (chap 13) Funeral travel (chap 11)	
	<i>b.</i> Performing Federal inactive duty as defined in the glossary at the time of death	See above	
	<i>c.</i> Performing authorized travel directly to or from Federal active duty or Federal inactive duty training as defined in the glossary at the time of death.	See above	

Table 2-1
Mortuary benefits for eligible decedents ¹—Continued

Decedents covered (personnel category)	When covered (personnel status)	Refer to	Not authorized
	<i>d.</i> Remaining overnight immediately before the commencement of inactive duty training or remaining overnight, between successive periods of inactive duty training, at or in the vicinity when the training site is outside of a reasonable commuting distance from the soldier's residence.	See above	
	<i>e.</i> Hospitalized or undergoing treatment for an injury, illness, or disease incurred or aggravated while on active duty or performing inactive duty training.	Recovery (chap 8) Communication (chap 4) Removal (chap 2) Preparation (chap 2) Casket (chap 2) Clothing (chap 2) Cremation (chap 9) Transportation of remains (chap 11) Escort (chap 12) Flag and case (chap 15) Interment allowance (chap 13)	Funeral travel (chap 11)
	<i>f.</i> Continuously hospitalized in a United States hospital from date of discharge from enlistment until death.	See above	Funeral travel (chap 11)
	<i>g.</i> Ready reserve soldier not covered in lines <i>a–f</i> above or had performed at least 20 years service and not entitled to retired pay.	Flag and case (chap 15)	Recovery (chap 8) Communication (chap 4) Removal (chap 2) Preparation (chap 2) Casket (chap 2) Clothing (chap 2) Cremation (chap 9) Transportation of remains (chap 11) Escort (chap 12) Interment allowance (chap 13) Funeral travel (chap 11)
4. United States Military Academy at West Point Cadet (see para 2-5)	<i>a.</i> Currently enrolled as a student at USMA at the time of death	Recovery (chap 8) Communication (chap 4) Removal (chap 2) Preparation (chap 2) Casket (chap 2) Clothing (chap 2) Cremation (chap 9) Transportation of remains (chap 11) Escort (chap 12) Flag and case (chap 15) Interment allowance (chap 13) Funeral travel (chap 11)	
	<i>b.</i> Continuously hospitalized from the date of disenrollment from USMA or retirement until date of death.	Recovery (chap 8) Communication (chap 4) Removal (chap 2) Preparation (chap 2) Casket (chap 2) Clothing (chap 2) Cremation (chap 9) Transportation of remains (chap 11) Escort (chap 12) Flag and case (chap 15) Interment allowance (chap 13)	Funeral travel (chap 11)
	<i>c.</i> En route to enroll in the USMA or enroute home after disenrolling.	See above	Funeral travel (chap 11)
5. Reserve Officer Training Corps Cadet (see para 2-6)	<i>a.</i> Participating in or traveling to or from training authorized by U.S. Army Cadet Command at the time of death.	See above	Funeral travel (chap 11)

Table 2-1
Mortuary benefits for eligible decedents ¹—Continued

Decedents covered (personnel category)	When covered (personnel status)	Refer to	Not authorized
	<i>b.</i> Continuously hospitalized from the date of injury or illness from a training status until date of death.	See above	Funeral travel (chap 11)
6. Accepted Applicants for enlistment (see para 2-7)	<i>a.</i> Participating in an examination for enlistment or traveling to or from the examination at the time of death.	See above	Funeral travel (chap 11)
	<i>b.</i> Accepted applicants who die while performing training authorized by the U.S. Army Recruiting Command.	See above	Funeral travel (chap 11)
	<i>c.</i> Accepted applicants traveling to a place to take the final oath of enlistment.	See above	Funeral travel (chap 11)
7. Retired military personnel (see para 2-8)	<i>a.</i> Placed in a retired status while on active duty period of 30 days or more and is continuously hospitalized in a United States hospital from the date of retirement until the date of death.	See above	Funeral travel (chap 11)
	<i>b.</i> Not covered by line 8a above and is placed in a retired status under title 10, chapter 61 during continuous hospitalization that began while on active duty in the RA.	See above	Funeral travel (chap 11)
	<i>c.</i> Dies while a properly admitted inpatient of a medical facility of the armed forces located in the United States.	Removal (chap 2) Transportation of remains (chap 11)	Recovery (chap 8) Communication (chap 4) Preparation (chap 2) Casket (chap 2) Clothing (chap 2) Cremation (chap 9) Funeral travel (chap 11) Escort (chap 12) Flag and case (chap 15) Interment allowance (chap 13)
	<i>d.</i> Dies while on an Army installation or other Army facility; and whose remains are unclaimed	Recovery (chap 8) Communication (chap 4) Removal (chap 2) Preparation (chap 2) Casket (chap 2) Clothing (chap 2) Transportation of remains (chap 11)	Cremation (chap 9) Escort (chap 12) Flag and case (chap 15) Interment allowance (chap 13) (see note 7) Funeral travel (chap 11)
	<i>e.</i> Dies while outside the United States	Removal (chap 2) (see note 2) Preparation (chap 2) (see note 2) Casket (chap 2) (see note 2) Clothing (chap 2) (see note 2) Cremation (chap 9) (see note 2) Transportation of remains (chap 11) (see note 9)	Recovery (chap 8) Communication (chap 4) Escort (chap 12) Flag and case (chap 15) Interment allowance (chap 13) Funeral travel (chap 11)

Table 2-1
Mortuary benefits for eligible decedents ¹—Continued

Decedents covered (personnel category)	When covered (personnel status)	Refer to	Not authorized
8. Military prisoner, other than enemy prisoner of war or interned enemy alien (see para 2-9)	When death occurs while the prisoner is in the custody of the Secretary of the Army	Recovery (chap 8) Communication (chap 4) Removal (chap 2) Preparation (chap 2) Casket (chap 2) Clothing (chap 2) Cremation (chap 9) Transportation of remains (chap 11) Escort (chap 12) Flag and case (chap 15) (see note 3) Interment allowance (chap 13) Funeral travel (chap 11) (see note 3)	
9. Enemy prisoner of war or interned enemy alien (see para 2-10)	When death occurs while the prisoner is in the custody of the Secretary of the Army	Recovery (chap 8) Communication (chap 4) Removal (chap 2) Preparation (chap 2) Casket (chap 2) Clothing (chap 2) Transportation of remains (chap 11) Escort (chap 12)	Cremation (chap 9) Flag and case (chap 15) Interment allowance (chap 13) (see note 7) Funeral travel (chap 11)
10. DA or DOD civilian employee (see para 2-12)	a. While in a travel status away from his or her official station within the United States at the time of death.	Communication (chap 4) Removal (chap 2) Preparation (chap 2) Casket (chap 2) Clothing (chap 2) Cremation (chap 9) Transportation of remains (chap 11)	Recovery (chap 8) Escort (chap 12) Flag and case (chap 15) Interment allowance (chap 13) (see note 6) Funeral travel (chap 11)
	b. Assigned to an official duty station outside of the continental United States and death occurs at or while traveling to or from the official duty station.	Recovery (chap 8) Communication (chap 4) Removal (chap 2) Preparation (chap 2) Casket (chap 2) Clothing (chap 2) Cremation (chap 9) Transportation of remains (chap 11)	Escort (chap 12) Flag and case (chap 15) Interment allowance (chap 13) (see note 6) Funeral travel (chap 11)
	c. An employee who has been transported by the U.S. to a medical facility away from their duty station.	Communication (chap 4) Removal (chap 2) Preparation (chap 2) Casket (chap 2) Clothing (chap 2) Transportation of remains (chap 11)	Recovery (chap 8) Cremation (chap 9) Escort (chap 12) Flag and case (chap 15) Interment allowance (chap 13) (see note 6) Funeral travel (chap 11)
	d. An employee who has been reassigned away from the employee's home of record pursuant to a mandatory mobility agreement executed as a condition of employment.	Communication (chap 4) Removal (chap 2) Preparation (chap 2) Casket (chap 2) Clothing (chap 2) Cremation (chap 9) Transportation of remains (chap 11)	Recovery (chap 8) Escort (chap 12) Flag and case (chap 15) Interment allowance (chap 13) (see note 6) Funeral travel (chap 11)
	e. Dies while deployed with an armed force as part of a contingency operation	Recovery (chap 8) Communication (chap 4) Removal (chap 2) Preparation (chap 2) Casket (chap 2) Clothing (chap 2) Cremation (chap 9) Transportation of remains (chap 11) Escort (chap 12) Flag and case (chap 15)	Interment allowance (chap 13) (see note 6) Funeral travel (chap 11)

Table 2-1
Mortuary benefits for eligible decedents ¹—Continued

Decedents covered (personnel category)	When covered (personnel status)	Refer to	Not authorized
11. Dependent of military personnel (see para 2-13)	a. While the soldier is on active duty other than for training and death occurs within the United States	Removal (chap 2) Transportation of remains (chap 11)	Recovery (chap 8) (see note 8) Communication (chap 4) Preparation (chap 2) Casket (chap 2) Clothing (chap 2) Cremation (chap 9) Escort (chap 12) Flag and case (chap 15) Interment allowance (chap 13) Funeral travel (chap 11)
	b. While the soldier is on active duty other than for training and death occurs outside the United States	Removal (chap 2) (see note 4) Preparation (chap 2) (see note 4) Casket (chap 2) (see note 4) Cremation (chap 9) (see note 4) Transportation of remains (chap 11)	Recovery (chap 8) (see note 8) Communication (chap 4) Clothing (chap 2) Escort (chap 12) Flag and case (chap 15) Interment allowance (chap 13) Funeral travel (chap 11)
12. Dependent of DA or DOD civilian employee (see para 2-14)	When residing with the employee while assigned to an official duty station outside of the continental United States or in Alaska or in transit to the employee's official duty station.	Removal (chap 2) (see note 4) Preparation (chap 2) (see note 4) Casket (chap 2) (see note 4) Cremation (chap 9) (see note 4) Transportation of remains (chap 11)	Recovery (chap 8) (see note 8) Communication (chap 4) Clothing (chap 2) Escort (chap 12) Flag and case (chap 15) Interment allowance (chap 13) Funeral travel (chap 11)
13. Dependent of retired military personnel (see para 2-15)	a. Dies while a properly admitted inpatient of a medical facility of the armed forces located in the United States.	Removal (chap 2) Transportation of remains (chap 11)	Recovery (chap 8) Communication (chap 4) Preparation (chap 2) Casket (chap 2) Clothing (chap 2) Cremation (chap 9) Escort (chap 12) Flag and case (chap 15) Interment allowance (chap 13) Funeral travel (chap 11)
	b. Dies while outside the United States	Removal (chap 2) (see note 2) Preparation (chap 2) (see note 2) Casket (chap 2) (see note 2) Clothing (chap 2) (see note 2) Cremation (chap 9) (see note 2) Transportation of remains (chap 11) (see note 9)	Recovery (chap 8) Communication (chap 4) Escort (chap 12) Flag and case (chap 15) Interment allowance (chap 13) Funeral travel (chap 11)
14. Other United States citizens and their dependents who die outside the United States (see para 2-16)	When requested by the U.S. Department of State	Removal (chap 2) (see note 2) Preparation (chap 2) (see note 2) Casket (chap 2) (see note 2) Cremation (chap 9) (see note 2)	Recovery (chap 8) (see note 2) Communication (chap 4) (see note 2) Clothing (chap 2) Transportation of remains (chap 11) Escort (chap 12) Flag and case (chap 15) Interment allowance (chap 13) Funeral travel (chap 11)

Table 2-1
Mortuary benefits for eligible decedents ¹—Continued

Decedents covered (personnel category)	When covered (personnel status)	Refer to	Not authorized
15. Indigent persons and unclaimed remains (see para 2-11)	Who die while on an Army installation or other Army facility; and whose remains are unclaimed. (Note 5)	Recovery (chap 8) Communication (chap 4) Removal (chap 2) Preparation (chap 2) Casket (chap 2) Clothing (chap 2) Transportation of remains (chap 11)	Cremation (chap 9) Escort (chap 12) Flag and case (chap 15) Interment allowance (chap 13) (see note 7) Funeral travel (chap 11)

Notes:

- ¹ Mortuary services and related items are furnished at Government expense unless otherwise indicated.
- ² Services provided by OCONUS mortuary facility on reimbursable basis.
- ³ Not authorized if the sentence included dismissal or discharge and the dismissal or discharge has been executed at the time of death.
- ⁴ Services may be provided on a reimbursable basis only when the services are not reasonably available or affordable as determined by the CDR PERSCOM (TAPC-PED-D).
- ⁵ Transportation of remains is on a reimbursable basis only. Remains of employees of other U.S. Government agencies and non-U.S. Government persons may not be shipped aboard DOD aircraft on a reimbursable basis unless such a request is made by the Department of State and the request is approved by the Secretary of Defense (DOD 4515.13 -R).
- ⁶ An interment allowance of \$800.00 to pay the funeral and burial expenses is payable from the Employees Compensation Fund only when death results from an injury sustained in the performance of duty.
- ⁷ Disposition of remains and interment of remains will be as directed by the CDR, PERSCOM (TAPC -PED-D).
- ⁸ Recovery of remains may be approved by the CDR PERSCOM (TAPC -PED-D).
- ⁹ Transportation may be provided aboard military aircraft on space available basis. Space available travel is provided only from the port of embarkation to the port of debarkation within the United States.

2-2. Regular Army soldiers

The Regular Army (RA) soldiers are those officers who currently hold a RA commission or warrant and those soldiers who enlisted in the RA and currently serving on active duty as defined in the glossary. Mortuary affairs benefits for RA soldiers on active duty are located in table 2 -1.

- a. To be authorized mortuary benefits the decedent must be either on active duty at the time of death or continuously hospitalized in a United States Hospital, as defined in the glossary, from the date of discharge from enlistment until date of death. See paragraph 2 -8 for RA soldiers who die in a retired status.
- b. Soldiers who are absent without leave at the time of death (see AR 630 -10) are eligible for mortuary benefits.
- c. Soldiers who had been declared deserters and dropped from the rolls (see AR 630 -10) prior to the date of death are not eligible for mortuary affairs benefits.

2-3. United States Army Reserve (USAR) soldiers

The USAR soldiers are those officers who currently hold a Reserve commission or warrant and those soldiers who enlisted in the USAR. Mortuary affairs benefits for USAR personnel are located in table 2 -1.

- a. To be authorized mortuary benefits the decedent must be —
 - (1) On active duty at the time of death.
 - (2) Participating in or traveling to or from active duty training as defined in the glossary at the time of death. This period includes overnight stays immediately before the commencement of inactive duty training or remaining overnight, between successive periods of inactive duty training, at or in the vicinity when the training site is outside of a reasonable commuting distance from the soldier's residence.
 - (3) Participating in or traveling to or from an approved inactive duty training as defined in the glossary at the time of death.
 - (4) Continuously hospitalized in a United States hospital from date of discharge from enlistment until death. See paragraph 2-8 for USAR soldiers who die in a retired status.
 - (5) Hospitalized or undergoing treatment for an injury, illness, or disease incurred or aggravated while on active duty or performing inactive duty training.
- b. Soldiers who are absent without leave at the time of death are eligible for mortuary benefits (see AR 630-10).
- c. Soldiers who had been dropped from the rolls prior to the date of death are not eligible for mortuary affairs benefits (see AR 630 -10).
- d. Soldiers who are currently assigned to a troop program unit or Ready Reserve Control group are not authorized mortuary affairs services unless they meet the criteria of (a(1)-(5) above). These soldiers are authorized an interment flag (see chap 15) and military burial honors (see AR 600 -25, chap 6).

2-4. Army National Guard soldiers

The Army National Guard (ARNG) soldiers are those officers who currently hold a federally recognized commission or warrant issued by a State or territory and those soldiers who enlisted in a federally recognized State Guard or militia. Federal mortuary affairs benefits for ARNG soldiers are provided when the ARNG soldier is in Federal service as defined in the glossary. Individual State governments may elect to provide mortuary affairs benefits when ARNG are participating in State sponsored training or other criteria established by State law or regulations. Requests for mortuary affairs benefits provided by the individual States will be referred to the State Adjutant General.

a. To be authorized Federal mortuary affairs benefits the decedent must be —

(1) On active duty in Federal service at the time of death.

(2) Participating in or traveling to or from active duty for training in Federal service at the time of death.

(3) Participating in or traveling to or from an approved inactive duty training in Federal service at the time of death. This period includes overnight stays immediately before the commencement of inactive duty training or remaining overnight, between successive periods of inactive duty training, at or in the vicinity when the training site is outside of a reasonable commuting distance from the soldier's residence.

(4) Continuously hospitalized in a United States hospital from date of discharge from enlistment until death. See paragraph 2-8 for ARNG soldiers who die in a retired status.

(5) Hospitalized or undergoing treatment for an injury, illness, or disease incurred or aggravated while on active duty or performing inactive duty training.

b. Soldiers who are absent without leave at the time of death are eligible for mortuary benefits (see AR 630-10).

c. Soldiers who had been dropped from the rolls prior to the date of death are not eligible for mortuary benefits (see AR 630-10).

2-5. United States Military Academy at West Point cadet

A United States Military Academy (USMA) cadet is a student properly enrolled at the USMA. Mortuary affairs benefits for USMA cadets are located in table 2-1.

a. To be authorized mortuary benefits the decedent must be a currently enrolled as a student at USMA at the time of death or continuously hospitalized, as defined in the glossary, from the date of enrollment until date of death.

b. Cadets who are absent without leave at the time of death are eligible for mortuary benefits.

c. Cadets who had been dropped from the rolls prior to the date of death are not eligible for mortuary affairs benefits.

2-6. Reserve Officer Training Corps (ROTC) cadets

The ROTC cadets are those students enrolled in an ROTC course of instruction in a Senior ROTC program (college level) or Junior ROTC program (secondary school). Mortuary affairs benefits for ROTC cadets are located in table 2-1.

a. To be authorized mortuary benefits the decedent must be —

(1) Participating in or traveling to or from authorized training authorized by U.S. Army Cadet Command at the time of death.

(2) Continuously hospitalized, as defined in the glossary, from the date of injury or illness from an authorized training event until date of death.

b. ROTC cadets are not authorized mortuary benefits while participating in or traveling to or from training not authorized by the U.S. Army Cadet Command.

c. ROTC cadets are not authorized mortuary affairs benefits while participating in or traveling to or from classes or other training conducted on campus in an academic (classroom) setting unless the training is the cause of death.

2-7. Accepted applicants for enlistment

Accepted applicants for enlistment are those persons who die while participating in an enlistment examination or traveling to or from such examination and those applicants who have completed all enlistment examinations and die while participating in or traveling to a place to take the final oath of enlistment. Upon taking the final oath of enlistment the person's status changes from applicant to RA, USAR, or ARNG soldier as appropriate. Mortuary affairs benefits are located in table 2-1.

2-8. Retired military personnel

Retired military personnel are those RA, USAR, and ARNG soldiers who were retired from their last period of active duty, to include those soldiers on the Temporary Disabled Retired List (TDRL) and the Permanently Disabled Retired List (PDRL) and those USAR soldiers who have retired from their last period of reserve duty under the provisions of section 274, title 10, United States Code. Mortuary affairs benefits are located in table 2-1. To be authorized mortuary affairs benefits the retiree must —

a. Be placed in a retired status while on active duty for a period of 30 days or more and continuously hospitalized, as a properly admitted inpatient (as defined in the glossary) of a U.S. hospital (defined in the glossary) from the date of retirement until the date of death.

- b.* Be not covered by subparagraph *a* above and is placed in a retired status under title 10, chapter 61, during continuous hospitalization that began while on active duty in the RA.
- c.* Die while a properly admitted inpatient of a medical facility of the armed forces located in the United States. The United States includes Puerto Rico and U.S. territories and possessions.
- d.* Die while on an Army installation or other Army facility, and the remains are unclaimed by the decedent's family and friends and refused for disposition by local civil authorities.
- e.* Die outside of the United States. Services provided outside the United States are provided on a reimbursable basis only.

2-9. Military prisoners, other than enemy prisoners of war or interned enemy aliens

Military prisoners are those soldiers that are serving a period of confinement adjudged by court-martial. Mortuary affairs benefits for military personnel are located in table 2 -1.

2-10. Enemy prisoners of war or interned enemy aliens

Enemy prisoners of war are those military members of a foreign government's armed forces engaged in hostilities against the United States and who are captured or held in a place of confinement by the United States. Interned enemy aliens are those civilians who are citizens of a country engaged in hostilities against the United States and who are captured or held in a place of confinement by the United States. Mortuary affairs benefits for enemy prisoner of war and interned enemy aliens are located in table 2 -1.

2-11. Indigent persons

Indigent persons are those persons who die while on an Army installation or other Army facility; and whose remains are unclaimed by the decedent's family and friends, and refused for disposition by local civil authorities. Mortuary affairs benefits for indigent are located in table 2 -1.

2-12. Civilian employee of the Department of the Army or the Department of Defense

A civilian employee of the Army or the Department of Defense (DOD) is a civil officer or employee of the Department of the Army or Department of Defense, including an employee of an instrumentality wholly owned by the Army or Department of Defense, an individual rendering personal service to the United States similar to the service of a civil officer or employee of the United States, without pay or for nominal pay, when a statute authorizes the acceptance or use of the service, or authorizes payment of travel or other expenses of the individual. Not included are part-time or intermittent employees or native labor casually hired on an hourly or daily basis (see 5 USC 5561). Mortuary affairs benefits are located in table 2 -1. To be authorized mortuary affairs benefits the employee must be —

- a.* In a travel status at the time of death away from his or her official station within the United States or,
- b.* Assigned to an official duty station outside of the continental United States and death occurs at or while traveling to or from the official duty station or,
- c.* An employee who has been transported by the Army for medical treatment to a medical facility away from their duty station or,
- d.* An employee who has been reassigned away from the employee's home of record pursuant to a mandatory mobility agreement executed as a condition of employment or,
- e.* Killed or injured in the performance of their duties and subsequently die as the result of that injury.
- f.* An employee who is absent without leave at the time of death is eligible for mortuary benefits.

2-13. Dependents of military personnel

To be eligible for mortuary affairs benefits the sponsor must meet the criteria prescribed in paragraphs 2 -2a through 2-2c. Mortuary affairs benefits for dependents of military personnel are located in table 2 -1. The criteria for dependents of military personnel for mortuary affairs benefits is derived from Federal statutes (10 USC 1072 (2), 1481, and 1485). These statutes define dependents as follows:

- a.* The spouse.
- b.* The unremarried widow or widower.
- c.* A child who —
 - (1) Has not attained the age of 21.
 - (2) Has not attained the age of 23, is enrolled at an institution of higher learning approved by the administering Secretary and is or was, at the time of the soldier's or former soldier's death, in fact, dependent on the soldier or former soldier for over one-half of the child's support.
 - (3) Is incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a soldier or former soldier under clause (1) or (2) and is or was, at the time of the soldier or former soldier's death, in fact, dependent on the soldier or former soldier for over one-half of the child's support.
- d.* A parent or parent-in-law who is or was, at the time of the soldier's or former soldier's death, in fact, dependent on the soldier for over one-half of the parent's support and residing in the soldier's household.

e. The unremarried former spouse of a soldier or former soldier who on the date of the final decree of divorce, dissolution, or annulment, has been married to the soldier or former soldier for a period of at least 20 years during which period the soldier or former soldier performed at least 20 years of service that is creditable in determining that soldier's or former soldier's eligibility for retired or retainer pay, or equivalent pay, and does not have medical coverage under an employer-sponsored health plan.

f. A person who is the unremarried former spouse of a soldier or former soldier who performed at least 20 years of service that is creditable in determining the soldier's or former soldier's eligibility for retired or retainer pay, or equivalent pay, and on the date of the final decree of divorce, dissolution, or annulment before 1 April 1985, had been married to the soldier or former soldier for a period of at least 20 years, at least 15 of which, but less than 20 of which, were during the period the soldier or former soldier performed service creditable in determining the soldier or former soldier's eligibility for retired or retainer pay, and does not have medical coverage under an employer-sponsored health plan.

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

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

- (1) Has not attained the age of 21; or
- (2) Has not attained the age of 23 and is enrolled in a full time course of study at an institution of higher learning approved by the administering Secretary; or
- (3) Is incapable of self-support because of a mental or physical incapacity that occurred while the person was considered a dependent of the soldier or former soldier under this subparagraph pursuant to (1) and (2);
- (4) Is dependent on the soldier or former soldier for over one-half of the person's support;
- (5) Resides with the soldier or former soldier unless separated by the necessity of military service or to receive institutional care as a result of disability or incapacitation or under such other circumstances as the administering Secretary may by regulation prescribe; and
- (6) Is not a dependent or a soldier or a former soldier under any other subparagraph.

2-14. Dependents of Department of the Army and Department of Defense civilians employees

The criteria for designation as a dependent of a civilian employee are established by 5 USC 5742. To be authorized mortuary affairs benefits the employee's dependent must be residing with the employee while assigned to an official duty station outside of the continental United States or in transit to or from the employee's official duty station. Mortuary affairs benefits for dependents of civilian employees are located in table 2-1. The statute defines dependents as—

- a. Spouse.
- b. An unmarried child (including an unmarried dependent stepchild or adopted child) under 21 years of age.
- c. A dependent mother or father.
- d. A dependent designated in official records.
- e. An individual determined to be dependent by the head of the agency concerned or designee.

2-15. Dependents of retired military personnel

To be eligible for mortuary affairs benefits, the sponsor must meet the criteria prescribed in paragraph 2-8. Mortuary affairs benefits for dependents of retired military personnel are located in table 2-1. The criteria for dependents of retired military personnel for mortuary affairs benefits are derived from Federal statutes (10 USC 1072 (2) and 1481, see para 2-13). To be authorized mortuary affairs benefits the dependent must be —

- a. A properly admitted inpatient, as defined in the glossary, of a U.S. Government medical treatment facility, as defined in the glossary.
- b. Die while on an Army installation or other Army facility; and whose remains are unclaimed by the decedent's family and friends, and refused for disposition by local civil authorities.
- c. Die outside of the United States

2-16. Other U.S. citizens and their dependents who die outside of the United States

Other U.S. citizens and their dependents who die outside of the United States are authorized mortuary affairs services on a reimbursable basis. Army mortuaries outside the United States may assist in arranging commercial transportation for the remains. Remains of employees of other U.S. Government agencies and non-U.S. Government persons may not be shipped aboard DOD aircraft on a reimbursable basis unless such a request is made by the Department of State and the request is approved by the Secretary of Defense (DOD 4515.13 -R). Available mortuary affairs services are located in table 2-1. To be authorized a mortuary affairs services on a reimbursable basis the decedent must be —

- a. Any employee of a humanitarian agency accredited to the armed forces, such as the American Red Cross and the United Services Organization.
- b. Any civilian performing a service directly for the Secretary because of employment by an agency under a contract with the Secretary.
- c. Any officer or member of a crew of a merchant vessel operated by or for the United States through the Secretary.
- d. Any person who is on duty with an armed force under the jurisdiction of the Secretary and who is paid from non-appropriated funds.
- e. Any person not otherwise covered by this section and mortuary services are specifically requested by the Department of State.
- f. Any dependent of a person who is covered by this section, if the dependent is living outside of the United States with that person at the time of death.

2-17. Mortuary benefits

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

- a. *Recovery.* The Army will search for, recover, segregate, and identify remains of eligible decedents (see chap 8).
- b. *Communications.* The Army will communicate with the PADD of the decedent and other appropriate persons concerning disposition of remains and related subjects. (See chap 4.)
- c. *Removal.* Remains will be transported in a funeral coach, ambulance, or service car from place of death to place where processing or reprocessing is performed. This will be done under standards outlined in the Armed Services Specification for Mortuary Services. (See para 5 -6f.)
- d. *Preparation.* Preparation of remains consists of embalming and other preservative measures, restorative art to include derma surgery, dressing or wrapping, placing in casket, and other related items. Preparation will be done under standards outlined in the Armed Services Specification for Mortuary Services. (See para 5 -6f.)
- e. *Casket.* The Government will provide a casket that meets standards outlined in the Armed Services Specification for Mortuary Services and the Armed Services Specification for Hardwood Caskets. (See paras 2 -3, 2-19, and 5-6f.)
- f. *Clothing.* A uniform with accouterments or civilian clothing will be provided with appropriate underwear. (See para 2-19.)
- g. *Cremation.* Arrangements for cremation of remains will be made by the Army at the specific written request of the PADD. A suitable engraved urn will be provided. (See chap 9.)
- h. *Transportation of remains.* The place to which remains can be shipped at Government expense varies depending on the category of the decedent. (See chap 11, sec II.) The outer shipping container and other items included as part of transportation are listed in table 1 -3.
- i. *Escort.* An escort may be provided to accompany the remains of an eligible decedent to final destination. (See chap 12.)
- j. *Flag.* One flag of the United States (interment, 5-foot hoist by 9-foot, 6-inch fly) with case will be presented to the spouse, and one such flag will be presented to the parents. (See chap 15.)
- k. *Interment.* Interment may be in a Government cemetery (national or post) if decedent is eligible or in a private cemetery. (See chap 13.)
- l. *Grave marker.* The Government will provide an upright marble headstone or a flat marker of marble, granite, or bronze to mark the grave of an eligible decedent. (See chap 16.)
- m. *Interment allowance.* An interment allowance is authorized to assist the PADD with defraying costs of funeral expenses of deceased soldiers and certain civilian employees. (See chap 13.)
- n. *Memorial flags, grave sites, and markers.* Memorial flags, grave sites, and markers will be provided for nonrecovered remains of deceased eligible soldiers. (See chap 14 and paras 15 -9b and 16-3a.)
- o. *Memorial service allowance.* An allowance will be paid to the PADD to help defray costs of memorial service expenses of deceased soldiers and civilian employees when their remains are not recovered. (See para 14 -4.)
- p. *Funeral travel.* Travel and per diem will be provided by the Army for certain persons to attend the funeral service of a soldier who died while on active duty (see chap 11 for specific entitlement and benefits).

2-18. Caskets

- a. *Caskets.* Caskets specified in the Armed Services Specification for Mortuary Services (see para 5 -6f) or the Armed Services Specification for Hardwood Caskets will be used for adult-size remains.
- b. *Nonstock caskets.* When remains are too large to fit into an oversize casket, purchase of a larger casket is authorized for deceased entitled to a casket at Government expense. When local interment practices require a casket smaller than the standard specification casket, purchase of an appropriate sized casket is authorized for decedent's entitled to a casket at Government expense. Purchase price should be mutually agreed on by the contractor and the

contracting officer. The contracting officer will take into consideration that the cost may, of necessity, be higher than for stock-size caskets.

c. Infant and child caskets. Army authorities outside the United States may procure these types of caskets for remains processed on a reimbursable basis.

d. Marking caskets. When necessary, caskets will be labeled with an appropriate tag that is marked as follows:

- (1) "Contagious Disease" in those cases in which death was the result of a contagious or communicable disease.
- (2) "Not To Be Opened" in those cases where health requirements preclude opening the casket.

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

f. Unauthorized caskets. Caskets are not authorized —

- (1) When the PADD desires other than a specification casket provided by the Army.
- (2) On a reimbursable basis for indigenous personnel interred in the territory or country of their domicile.

2-19. Authorized burial clothing and related items

Burial clothing and other items authorized in this paragraph will be obtained and taken by mortuary affairs officers to the civilian funeral establishment or Government mortuary preparing the remains for Army-arranged cases. If appropriate clothing and insignia and ribbons for military uniforms are not available in a command outside the United States, notify the receiving CAC or port mortuary by e-mail or telephonically. Inform the receiving CAC or port mortuary what additional items (to include size or measurements if appropriate) are required. The receiving CAC or port mortuary will obtain the required items. Information concerning required items must be complete and accurate. Authorized clothing for burial of eligible deceased is as follows:

a. Soldiers.

(1) Currently prescribed class A uniform, including underwear, stockings, necktie, and shoes (if requested) and complete insignia of Service, branch, organization, grade, unit crests, campaign ribbons, and ribbons indicating decorations and awards. Also, the soldier's nameplate will be placed on the uniform. The nameplate will be obtained from the soldier's personal effects or from other available sources. Every effort will be made to obtain the nameplate; however, shipping the remains will not be delayed for it. A garrison or service hat will not be provided; berets for Special Forces soldiers, soldiers currently assigned to Ranger units, and soldiers on current jump status may be provided. The utmost care will be taken to ensure that the uniform fits properly and that appropriate insignia and ribbons are affixed. The uniform will be taken from the soldier's personal effects if in a serviceable condition. The clothing will be washed or dry cleaned at Government expense when needed. If a serviceable uniform cannot be found, one will be obtained from the military clothing sales store or purchased locally at Government expense as follows:

(a) Military clothing sales store. When available Army and Air Force Exchange Service (AAFES) brand and Defense Procurement Supply Center (DPSC) uniforms and insignia will be purchased. Commercial vendor brands may be used only when AAFES and DPSC brand items are not available.

(b) Local purchase. The uniform will be purchased locally only when military clothing sales store stock is not available.

(2) Army dress blue uniform if provided by the PADD.

(3) When enlisted personnel have reverted from commissioned officer or warrant officer status, an officer or warrant officer uniform, as appropriate, may be provided if the PADD so desires and the officer status was not terminated under other than honorable conditions. Authorization of the officer uniform for burial is not to be construed as official recognition of a higher grade for other purposes.

(a) The uniform of the soldier may be used, if appropriate, with the addition of proper braid and insignia, chargeable to the Casualty and Mortuary Affairs Open Allotment.

(b) If a suitable uniform is not available, the Army green uniform with addition of appropriate braid and insignia is authorized. Insignia of grade will be consistent with the highest active duty or reserve commissioned officer or warrant officer grade attained by the deceased.

(c) If the PADD desires to provide a uniform not currently authorized, that uniform is acceptable burial dress provided it was authorized during the period the soldier was in an officer or warrant officer status.

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

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

b. Military prisoners. A suitable U.S. military uniform (from which all insignia and military buttons have been removed), including underwear and hose, will be used.

c. Naval and Air Force personnel. Necessary clothing and accouterments for eligible deceased Navy, Marine Corps, and Air Force personnel will be obtained from the nearest military installation or through local purchase when requested by those Services. (See chap 3 for additional guidance.)

d. Civilian employees. Clothing authorized for burial of eligible civilian personnel consists of suitable outer clothing,

underwear, and hose. The decedent's own clothing should be used when it is available and suitable for burial. The cost of civilian clothing will not exceed the cost of an Army green uniform.

e. Enemy prisoners and aliens. A suitable U.S. military uniform (from which all insignia, to include military buttons, have been removed), including underwear and hose, will be used.

f. Nonviewable remains. Clothing will be provided for all remains, including those mutilated and decomposed. When dressing the remains in the normal manner is impossible, the remains will be wrapped under standards outlined in the Armed Services Specification for Mortuary Services (see para 5 –6f). The clothing will be neatly placed in a symmetrical and secure manner over the wrapped remains.

2–20. Procedures

Procedures for the Mortuary Affairs Program are found in DA PAM 638 –2.

Chapter 3

Handling Remains of Other Armed Forces and Uniformed Services Personnel and Foreign Military Trainees

Section I

Handling Remains of other Armed Forces and Uniformed Services personnel

3–1. Preparation of remains under Army requirements contract

When a member of other Armed Forces (Navy, Marine Corps, and Air Force), the Coast Guard, or officers of the uniformed services (National Oceanic and Atmospheric Administration (NOAA) and Public Health Services) dies in the vicinity of an Army activity, the Army activity may arrange for mortuary services under terms of its contract for care of remains on request of the decedent's parent Service.

3–2. Preparation of remains under one-time purchase order

When no Army contract for care of remains is in effect covering the area where a death occurs, a one-time purchase order may be negotiated by the Army for preparation of remains. An exception is that Navy and Marine Corps Offices of Medical Affairs within the area where a death occurs will assume responsibility for all arrangements for Navy and Marine Corps personnel. However, in some instances, the assistance of Army installation authorities may be solicited.

3–3. Preparation of remains in mortuary facilities outside of the United States

a. Remains of Navy, Marine Corps, and Air Force personnel. Remains of eligible military and civilian personnel will be prepared in the Army mortuary facility on a common-service basis. No charge will be made for services and supplies provided.

b. Remains of Coast Guard and other uniformed services personnel. These remains also will be prepared in the Army mortuary facility, but all costs of services and supplies will be paid for by the parent Service. (See payment procedures in para 3 –9.)

3–4. Assistance in search, recovery, and identification of remains

Army commanders will provide, to the maximum extent possible, assistance or services incident to search, recovery, and identification of remains when requested by the parent Service of the decedent. In all problem areas, close coordination will be maintained between the parent Service and Army commanders.

3–5. Transportation of remains from outside of the United States

Remains of Armed Forces and other uniformed services personnel addressed in this chapter are authorized transportation on Air Mobility Command (AMC) aircraft from Outside of the United States to port mortuary in the United States without prior Department of Defense (DOD) approval. Remains of active duty Air Force personnel will be moved immediately to the port designated for the area concerned without awaiting disposition instructions, unless otherwise directed by an Air Force mortuary representative.

3–6. Reprocessing remains at port mortuary in the United States

Remains of Armed Forces and other uniformed services personnel may be received at a port mortuary in the United States for inspection, reprocessing, and transportation to place of interment. The port mortuary in the United States will follow instructions issued by the applicable parent Service headquarters (HQ). Direct communication between the two activities is authorized.

3-7. Responsibilities of the parent Service of the decedent

When remains of other Armed Forces and uniformed services are processed under auspices of the Army, the responsible parent Service of the decedent will do the following:

- a. Determine eligibility of the decedent for mortuary affairs benefits at Government expense.
- b. Advise Army authorities of services and supplies desired.
- c. Obtain disposition instructions from the PADD and provide them to the Army activity processing the remains.
- d. Explain and pay interment allowance to the PADD.
- e. Conduct all correspondence with relatives.
- f. Provide necessary clothing, insignia, and flag.
- g. Provide an escort for the remains.

3-8. Documentation

When remains of other Armed Forces and uniformed services personnel are processed in Army mortuary facilities outside of the United States, the preparing mortician will initiate the same forms required for Army and Army sponsored cases outlined in tables 1-6 and 8-1 as applicable. Distribution of these forms is stated in the Army chapters prescribing the forms.

3-9. Payment procedures

- a. Navy funds will be cited for expenses incurred for preparation of Navy remains under Army contract. Fund citation may be obtained from the Naval activity that requested assistance or from the Offices of Medical Affairs within the area of death.
- b. Air Force funds will be cited for expenses incurred for preparation of Air Force remains under Army contract. Fund citation and the required control number to expend funds may be obtained from the Air Force activity that requested assistance. Specific costs incurred will be provided the Air Force for inclusion on the comprehensive funding document. If necessary, the control number can be added to the accounting classification or attached to the appropriate funding document. Processing of remains will not be delayed for the required control number.
- c. Coast Guard, NOAA, and Public Health funds will be cited for all expenses incurred for preparation of remains whether in Army mortuary facilities, under Army contract, or by a one-time purchase order. Fund citation may be obtained from the activity requesting the services or the headquarters of the parent Service of the decedent.
- d. Army funds will be cited for all expenses incurred for preparation of Army remains under Navy or Air Force contracts and for reprocessing of Army remains at a port mortuary in the United States. Fund citation for the preparation of Army remains under Navy or Air Force contracts will be provided by the CAC requesting the services. When required, assistance may be obtained from CDR, PERSCOM (TAPC -PED-D).
- e. Where transportation expenses have been incurred at the request of the parent Service of the decedent, the applicable Service fund citation also will be cited for these expenses, including travel of escort, if authorized, and returning empty transfer cases.

Section II

Handling Remains of Foreign Military Trainees

3-10. Death of foreign military trainees training in the United States

a. *Death of foreign military trainees, both International Military Education and Training and Foreign Military Sales* (See AR 12-15.) When a foreign military trainee (FMT) under sponsorship of the Security Assistance Training Program dies while training at an Army school or installation in the United States, contact the installation allied training officer for guidance and follow the procedures below:

- (1) Funeral or memorial services will not be conducted for FMTs until appropriate instructions concerning disposition of remains have been received from the CDR, Security Assistance Training Field Activity (ATFA -R), Hampton, VA 23666-5000.
- (2) The remains will be embalmed or cremated only when authorized by the PADD or a competent representative of the foreign government concerned. An FMT's religion or culture may restrict methods of disposing of remains.
- (3) If burial within the United States is desired by the foreign government, all costs for procurement of grave site and subsequent grave care charge will be at the expense of the foreign government concerned.
- (4) If an escort is desired, the official representative of the country concerned may designate a staff member or an FMT to accompany the remains. Personnel of the U.S. Government are not authorized for escort assignment.

b. *Death of an International Military Education and Training FMT.*

- (1) The training installation will coordinate the preparation and transportation of remains of International Military Education and Training (IMET) FMTs under disposition instructions provided by the Commander, Security Assistance Training Field Activity (SATFA).
- (2) The IMET fund cited in the FMT's invitational travel order (ITO) will be used to defray burial preparation expense and costs for transportation of the remains to the home country. Transportation costs outside the United States

will be paid from IMET funds only for deceased FMTs from countries for which travel costs are defrayed from IMET funds. For transportation to a country that defrays all or part of an FMT's travel costs, the country concerned must arrange and pay for that portion, either through the country liaison officer or official foreign government representative.

(3) Per diem and travel costs of the escort accompanying remains of an IMET FMT within the United States are chargeable to IMET funds. The training facility responsible for preparation and transportation of the remains will contact the CDR, SATFA (ATFA -P), for proper accounting classification.

c. Death of a Foreign Military Sales FMT.

(1) Expenses involved in the death of Foreign Military Sales (FMS) FMTs are the responsibility of the foreign government; however, the activity concerned will offer all assistance possible. If the assistance of the CAC is desired by the foreign government, that officer will, without charge and as a matter of courtesy, negotiate with a civilian mortuary on behalf of the foreign government for preparation of the remains for burial or shipment. No payment for services rendered locally will be made by the U.S. Government. All incident charges are the responsibility of the foreign government. The purchasing and contracting officer will advise the civilian mortuary concerned to submit invoices covering all associated costs to the appropriate foreign embassy representative in Washington, DC.

(2) Travel and transportation expenses for escorts accompanying the remains of an FMS FMT will be paid by the foreign government concerned.

d. Death of other U.S. agency-sponsored FMTs. Death of other U.S. agency-sponsored FMTs will be handled by the sponsoring agency.

3-11. FMTs authorized accompanying dependents

Expenses for an authorized FMT to accompany a dependent of a deceased FMT are the responsibility of the FMT or the foreign government. These expenses will be handled in the same manner as stated in paragraph 3-10c(1).

Chapter 4 Disposition of Remains

4-1. Working with local civil authorities

Good working relationships with local civil authorities and Department of Veterans Affairs activities will be established and maintained by each CAC. Such relationships are important when death of a soldier occurs off the military installation. The CAC should maintain a liaison with the medical examiners, law enforcement agencies, medical treatment facility administrators, and so forth.

4-2. Casualty notification and casualty assistance

The normal course of action in handling remains, regardless of the place of death, is as follows:

- a.* Medical authorities must officially pronounce the person dead and issue a death certificate.
- b.* The CAC commander will appoint a notifier to notify the PADD of the death and advise the CAC responsible for providing primary care for the remains, and CAO when this has been done.
- c.* The CAC commander will appoint a casualty assistance officer (CAO) for the PADD, PERE, and other persons eligible or entitled to a mortuary affairs benefit.

4-3. Communicating with the PADD

Communications necessary for proper disposition of deceased personnel covered by this regulation are authorized. Persons in contact with the PADD will be kind, considerate, sympathetic, and polite at all times.

4-4. Person authorized to direct disposition of remains

a. Only one person at a time can be the PADD. Accordingly the order of priority listed in (1) through (12) below will be followed in determining the PADD for eligible deceased personnel cited in chapter 2. The PADD can only be disqualified in accordance with the criteria found in paragraph 4-8.

(1) Surviving spouse, even if a minor. For this regulation, the legal spouse is one who is married as prescribed by civil law or was not divorced from the deceased and has not remarried at the time disposition of remains is to be made. The latter would apply to the case of a soldier who has been declared deceased, body not recovered at the time of the casualty incident, and whose remains are later recovered and identified. If the spouse has remarried at the time disposition is to be made, the right of disposition will go to the next person in order of priority (see paragraph 4-26).

(2) Designated blood relative. An unmarried soldier may designate a blood relative on DD Form 93 (Record of Emergency Data) as his or her PADD. If the soldier's parents are divorced or separated, the soldier may designate which blood relative will direct disposition of the remains. Should the soldier subsequently marry and be survived by a spouse, the provisions of (1) above will apply.

(3) Sons or daughters who have reached the age of majority in the order of seniority (age).

(4) Parents in order of seniority (age) unless legal custody was granted to another person by reason of court decree or statutory provision. (The person to whom custody was granted remains the PADD despite the fact that the individual had reached the age of majority at the time of death.) Step-parents serve in loco parentis and are not parents.

(5) That blood or adoptive relative of the individual who was granted legal custody of the individual by reason of a court decree or statutory provision. The person to whom custody was granted remains the PADD despite the fact that the individual had reached the age of majority at the time of death.

(6) The elder sibling who has reached the age of majority in the order of seniority (age). When the deceased person has full siblings, half-siblings, or step-siblings; the order of precedence is the full siblings by seniority then the half-siblings by seniority. Step-siblings are not eligible to direct disposition of remains. Adopted siblings are treated the same as full siblings when adopted by both of the deceased person's biological parents. Adopted siblings are considered as half-siblings when adopted by only one of the deceased person's biological parents.

(7) Grandparents in order of seniority.

(8) Other adult blood relatives in order of relationship to the individual under the laws of the deceased's domicile. When two individuals are of equal relationship, priority will be determined by age.

(9) Remarried surviving spouse. For this regulation, the remarried surviving spouse is one who was not divorced from the deceased and has remarried at the time disposition of remains is to be made. The latter would apply to the case of a soldier who has been declared deceased, body not recovered, and whose remains are later recovered and identified.

(10) Person in loco parentis.

(11) Legal representative of the estate may make disposition of remains when all efforts to identify or locate a person in categories (1) through (10) are unsuccessful. The legal representative must be properly appointed by a civil court having jurisdiction of the decedent's estate. The legal representative of the estate will submit a claim to direct disposition of the remains through the CAC to the CDR, PERSCOM (TAPC-PED-D). The CDR, PERSCOM (TAPC-PED-D) will determine the PADD whenever the PADD will be someone other than a blood relative of the decedent.

(12) Personal friend of the deceased when the remains are not claimed by a person in (1) to (11) above. The CDR, PERSCOM (TAPC-PED-D) will determine the PADD whenever the PADD will be someone other than a blood relative of the decedent.

(13) When all known persons in categories (1) through (11) relinquish disposition authority or cannot be identified or located, then disposition of the remains will be made by the administrative determination of CDR, PERSCOM (TAPC-PED-D).

b. When the person highest in the order listed in a(1) through (10) declines writing to direct the disposition of remains (option 6, DA Form 7302 (Disposition of Remains Statement)), the authority will be offered to the next person in order of priority.

c. When no person in the order of priority can be identified or located, disposition of the remains will be made by the administrative determination of CDR, PERSCOM, (TAPC-PED-D).

4-5. Relinquishment of disposition authority

The PADD may relinquish his or her authority. The PADD relinquishes authority by completing DA Form 7302, option 6. The successor PADD will be the next person in the order of priority prescribed in paragraph 4-4. The PADD can not designate the successor PADD.

4-6. Right to direct disposition of remains

The right to direct disposition of remains is a personal right; it cannot be exercised by guardians, committees, or agents of any of the persons listed in paragraph 4-4 solely by reason of their status. However, the PADD may provide a specific power of attorney for another person to act on his or her behalf for disposition of remains.

4-7. When the PADD is questionable

All questions pertaining to the determination of the PADD will be referred to the CDR, PERSCOM (TAPC-PED-D), for resolution and determination of the PADD when necessary.

4-8. Challenges and disqualifications of the PADD

Other relatives of the decedent or interested persons may challenge the PADD's qualification based upon family relationship, PADD's incompetence, or civil law. The burden of proof to establish that the PADD is not qualified generally rests with the person alleging the PADD is unqualified. Accordingly, the person challenging the PADD's qualification will generally obtain and submit the documents required to disqualify the PADD.

a. *Spouse not properly married.* A person listed as the deceased or missing person's spouse in the official military or civilian personnel record and verified by information in the Defense Eligibility Enrollment System (DEERS) is presumed to be prima facie valid. Final divorce or annulment decrees issued by a civil court are required to disqualify a

spouse as the PADD. Separation agreements are not divorce or annulment decrees and therefore, insufficient to disqualify a spouse.

b. Criminal allegations. Allegations, pending criminal charges, or indictments that the PADD murdered or otherwise caused the death of the decedent are insufficient to disqualify the PADD. A civil or military court conviction is required to disqualify the PADD. However a civil court may award disposition authority to another person based upon pending criminal charges.

c. Age. Allegations that the PADD has not reached the age of majority or the PADD has misrepresented his or her age are resolved by the PADD verifying his or her age by presenting an official civil document, such as passports, State issued birth certificates, State issued drivers licenses, U.S. immigration and naturalization documents, and so forth. Documents issued by activities other than Federal or State governmental agencies are insufficient to establish a person's proper age.

d. Mental, medical, or physical incompetence. Allegations that the PADD is mentally, medically, or physically incompetent to direct disposition of the remains must be proved by civil court decree or medical certificate of incompetence issued by Federal or State licensed physicians or licensed mental health practitioners or their foreign equivalents.

e. Legal custody while the decedent was still a minor. Allegations that the PADD did not have legal custody while the decedent was a minor must be proved by a civil court decree terminating the PADD's parental rights or a civil court decree awarding legal custody to another person. Civil court decrees awarding only physical custody are not legal custody decrees.

f. Civil court order. The Army will comply with a civil court order providing control or custody of the remains to a person other than the PADD for the purpose of disposition.

4-9. When to request disposition instructions

Disposition instructions will not be requested from the PADD until —

a. Remains are recovered and individually identified. (See DA PAM 638 -2, chap 3.)

b. The PADD has been officially notified of the death. (See AR 600 -8-1 and para 4 -2.)

4-10. Army arranged preparation options

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

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

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

(3) Army arranged preparation to include cremation, urn and transportation to a place designated by the PADD.

(4) Army arranged preparation, casket, and transportation directly to a Government cemetery

b. The Army arranged preparation options are available only when the remains are —

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

(2) In the custody or control of civil authorities (such as the county coroner) or civilian medical facility (such as the hospital).

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

d. In the event the PADD elects the Army arranged option and also contacts a mortuary service provider to care for the remains, the CAC will promptly advise the PADD the Army can not assume responsibility for the private mortuary service contract, but will reimburse the primary allowance (see para 4 -11).

4-11. Family arranged preparation option

The family arranged preparation option prohibits the Army from contracting and arranging for the preparation, casketing, and transportation of the remains. These tasks will be done by the family. Accordingly, Army representatives will not interfere with the family's arrangements. If requested, the Army will ship or deliver, with the consent of the PERE, the decedent's class A uniform to the preparing funeral home. Normally an escort to accompany the remains is not provided as the remains are not in the Army's control or custody.

4-12. Choice of casket

a. The choice of a specification metal or hardwood casket is part of the Army arranged preparation option. The

PADD's choice of caskets is annotated on the DA Form 7302 and provided to the contract funeral home by the contracting office representative. Specifications for the metal and hardwood caskets are found in appendixes C and D.

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

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

(2) When the remains will be transported from the United States or Outside of the United States mortuaries to a foreign country.

c. When the PADD's choice of casket cannot be honored, the preparing CAC will telephonically advise the PADD's CAO and CDR, PERSCOM (TAPC–PED–D) of the reason(s) why the PADD's choice of casket cannot be honored. The CAO will advise the PADD, before the remains arrive at the receiving funeral home, that the Army could not provide a wood casket and the reason why.

d. Once the remains are shipped, the casket will not be replaced at Army expense without prior approval by CDR, PERSCOM (TAPC–PED–D).

4–13. Explain disposition options and request disposition instructions from the PADD of eligible soldiers

The CAC providing casualty assistance to the PADD is responsible for explaining disposition options, allowances, and entitlements to the PADD. (See DA PAM 638 –2 and obtaining disposition instructions.) The CAC will obtain disposition instructions from the PADD as prescribed in paragraphs 4 –14 and 4–15. The person briefing the PADD will cover the subjects discussed below with the PADD.

- a. The Army arranged preparation option (see para 4 –10).
- b. The family arranged preparation option (see para 4 –11).
- c. Choice of casket (see para 4 –12).
- d. Maximum reimbursable allowances (see para 1 –13f)
- e. Funeral travel entitlement and benefits (see paras 11 –1 to 11 –4).

4–14. Obtaining disposition instructions

The CAC obtaining the disposition instructions will expeditiously coordinate the instructions with CDR, PERSCOM (TAPC–PED–D), and all other CACs having an action related to the disposition instructions. Instructions for completing DA Form 7302, distribution of the form, and a sample of the completed form are found in DA PAM 638 –2.

4–15. Disposition instructions

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

- a. As expeditiously as possible after the remains have been identified by competent authority.
- b. When the death of a soldier occurs in a Department of Veterans Affairs (VA) facility, the CAC responsible for the area in which the death occurred will obtain disposition instructions and arrange for preparation and shipment of remains.
- c. When several members of the same family die in a common incident, disposition instructions must be separately obtained from the PADD of each individual. (For example, if the husband and wife are killed in the same incident, disposition instructions must be obtained from the husband's PADD and from the wife's PADD.) Also, the status of each decedent will determine the authorized mortuary benefits.

4–16. Death of pensioners (retirees), indigent persons, enemy prisoners, and aliens

a. Instructions will be issued by CDR, PERSCOM (TAPC–PED–D), for the disposition of the remains of pensioners (retirees) and indigent persons who die on Army installations and enemy prisoners and aliens who die in Army custody.

b. The CDR, PERSCOM (TAPC–PED–D) will make disposition of the remains of pensioners (retirees) and indigent persons who die on Army installations when —

- (1) Each known person in the priority listed in paragraph 4 –4 states in writing that he or she will not provide disposition instructions or assume responsibility for the remains.
- (2) No known person listed in paragraph 4 –4 is found.
- (3) Local municipal authorities will not assume custody of the remains.

c. The remains will be interred in a Government cemetery.

d. Cost for preparation of remains and a suitable casket will be negotiated and obtained at the most reasonable cost by the installation where death occurred.

e. The CAC may engage a clergyman to officiate at interment services. This cost is chargeable to Casualty and Mortuary Affairs Open Allotment.

4-17. Military retirees and their dependents who die outside of the United States

Military retirees and their dependents who die outside of the United States are authorized mortuary services and ground transportation on a reimbursable basis. Additionally transportation from outside the United States to a port mortuary in the United States is authorized aboard military aircraft at no charge on a space-available basis. The military retiree's or dependent's surviving family members will apply for these services through the U.S. Department of State. The U.S. Department of State will obtain disposition of remains instructions and collect payment in advance for the mortuary services requested.

4-18. Deaths while a deserter or absent without leave

a. Determination by CDR, PERSCOM (TAPC-PEC), of whether the decedent has been declared a deserter and dropped from the rolls of his or her organization before the date of death is absolutely essential before any funds are obligated for payment for preparation of remains or payment of interment allowance by the Army.

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

(1) Disposition of remains must be handled by him or her.

(2) Expenses incurred incident thereto must be paid from private funds.

(3) If the soldier's status is changed at a later date from dropped from the rolls to AWOL or duty status, the PADD will be authorized reimbursement for preparation of remains and interment allowance. The CAC will advise the PADD that reimbursement may be requested by submitting a completed DD Form 1375 (Request for Payment of Funeral and/or Interment Expense) itemized to the CDR, PERSCOM (TAPC-PEC), Alexandria, VA 22331-0482.

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

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

e. When determination cannot be made whether decedent has been dropped from the rolls of his or her organization, the PADD will be requested to make all arrangements for care and disposition of remains. The CAC will advise the PADD that reimbursement may be requested by submitting a completed DD Form 1375 with itemized bills attached to CDR, PERSCOM (TAPC-PED-D), Alexandria, VA 22331-0482. The claim will be held until a final determination has been made. Instructions for preparing DD Form 1375 are on the form.

4-19. Deaths aboard aircraft, on trains, and at sea

a. *Deaths aboard aircraft or trains.* When a soldier dies aboard an aircraft or a train, remains will be removed from the vehicle at a location decided by the person in charge. The CAC responsible for the area in which the remains are off-loaded will arrange for mortuary services.

b. *Deaths at sea.*

(1) Remains will be buried at sea only on specific request of the PADD.

(2) Remains will be handled under either of the following options:

(a) They may be embalmed if qualified personnel are available.

(b) They will be held at temperatures that will inhibit decomposition.

(3) The captain of the ship will determine when, where, and how the remains are to be off-loaded.

(4) The CAC responsible for the area in which the remains are off-loaded will arrange for mortuary services.

4-20. Family arranged disposition

When the PADD handles all funeral arrangements.

a. Under no circumstances will an employee or member of the Army suggest a specific funeral home or establishment to the PADD.

b. Costs for services, merchandise, transportation, and interment of remains are the responsibility of the PADD when—

(1) The PADD declines services offered by Army authorities and engages his or her own funeral director.

(2) Arrangements have been completed before military authorities have knowledge of the case.

c. Army authorities will make no attempt to take part in, or interfere with, arrangements made by relatives. Under this disposition option, the Army is released from responsibility for the preparation and transportation of the remains.

d. A delay may occur in the Army learning of the death of a soldier and all funeral arrangements could be made before the Army learns of the death. (For example, the soldier could die while he or she is on leave.) Accordingly, the

CAC that first learns of the death will see that the PADD is briefed on mortuary affairs benefits and provided with a copy of the DD Form 1375. The CAC will advise the PADD that reimbursement may be requested by submitting a completed DD Form 1375 with itemized bills attached to the CAC with jurisdiction for the place where the PADD is located.

4-21. Preparation of remains

When an unusual delay has occurred in obtaining disposition instructions from the PADD and further delay will prevent proper preservation of remains, the CAC will authorize immediate embalming of those remains.

4-22. Exhumation and re-interment

Once disposition of remains is completed at Government expense under expressed wishes of the PADD, later disinterment or shipment of remains will not be arranged by nor paid for by the Army.

4-23. Primary care allowance

The primary care allowance authorized when the Army does not make arrangement for preparation of the remains may include usual and customary services and supplies for the preparation and casketing of remains. Information provided to the PADD concerning items for which they would be reimbursed will include the following as applicable.

a. If the place of death is covered by a mortuary service requirements contract (Army, Navy, or Air Force contract), the lesser of the current maximum primary allowance or the cost the Government would incur under the contract. The PADD will be advised of the specific reimbursable amount.

b. If the place of death is not covered by requirements contract, current maximum primary expense allowance or actual cost, whichever is less, is the maximum amount allowable. Reimbursable primary expenses include cost of removal, preservation of remains, casket, cremation, urn, and clothing.

4-24. Secondary care allowance

The secondary care allowance provides reimbursement for those expenses directly related to the funeral and interment services. The secondary allowance also provides for reimbursement of memorial expenses for non-recoverable remains. Items authorized for reimbursement are limited to the items in paragraph 1-13. Reimbursement for secondary interment expenses may not exceed the current maximum authorized amount.

4-25. Transportation allowance

The transportation allowance provides reimbursement for expenses incurred to move the remains to the place designated by the PADD. Items allowed for reimbursement under transportation are covered in table 1-3.

4-26. Obtaining disposition instructions from the PADD of other military services and uniformed services personnel

See chapter 3 for instructions on how to obtain disposition instructions from the PADD of other military services and uniformed service personnel.

4-27. Obtaining disposition instructions from the PADD of eligible civilian personnel

In general, the same steps for obtaining disposition instructions from the PADD of other deceased eligible personnel will be followed. Mortuary benefits will vary for different categories of personnel as shown in table 2-1.

4-28. Notification of recovery, identification, and disposition of remains to remarried spouses

- a.* Remarried spouses will be notified of —
- (1) The recovery of their former spouse's remains;
 - (2) The identification of their former spouse's remains; and
 - (3) The disposition of the remains of their former spouses as the information is provided to the CDR, PERSCOM, (TAPC-PED-D).
- b.* Remarried spouses will be kept informed of all developments concerning the former spouse as follows:
- (1) Upon the remarried spouse's request, he or she will be kept informed of developments in their former spouse's case subject to maintaining a current address and phone number.
 - (2) Upon the remarried spouse's request, he or she will be visited and briefed on the recovery and identification of the remains.
 - (3) Upon the remarried spouse's request, he or she will be given a copy of the identification case file.
 - (4) Without a request or knowledge of the PADD, reasonable efforts will be taken to locate and inform the remarried spouse of the recovery and identification of the former spouse. If the remarried spouse's address and phone number are known, he or she will be notified.

Chapter 5 Obtaining Mortuary Services

Section I Mortuary Services

5-1. General

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

b. Authority. Mortuary services will be obtained only by contracting officials or their designated representatives. The CAC's mortuary affairs representatives should be appointed as duly appointed ordering officers (Federal Acquisition Regulation) and as contracting officer representatives (Department of Defense FAR Supplement) for indefinite delivery-indefinite quantity requirements contracts. As necessary, CAC personnel should receive the appropriate training and be authorized to make one time purchase orders for mortuary services.

c. Limitation of mortuary services contract. Mortuary service contracts are commercial service contracts that do not exceed the simplified acquisition threshold. Mortuary service contracts will not normally exceed the micro purchase threshold when only the services prescribed by paragraph 5-3 are purchased.

d. Hours of availability of contract support. The CAC commanders will ensure that contracting support is available during duty hours, non-duty hours, weekends, and holidays. Contracting support must be responsive and timely to ensure the prompt processing of remains.

e. Contract copy. The CAC will forward, within 45 days of the purchase date, conforming copies of the contract, contract funeral home's general price list (GPL) and casket price list (CPL), and payment documents to the CDR, PERSCOM (TAPC-PED-D). The contract funeral home's standard contract may be used when obtaining mortuary services.

f. Unauthorized commitment. Mortuary affairs personnel will ensure that they do not make unauthorized commitments as defined in the Federal Acquisition Regulation. In the event that an unauthorized commitment is made by Army personnel, CAC personnel will not pay the unauthorized commitment before the ratification process as prescribed by the Federal Acquisition Regulation and the Department of Defense FAR Supplement is complete. Ratification documentation will be submitted with the contract documents to the CDR, PERSCOM (TAPC-PED-D).

5-2. Methods of contracting mortuary services

Contracting personnel should select contract methods that maximize flexibility, responsiveness, and economy. The use of indefinite delivery-indefinite quantity requirements contracts, Blanket Purchase Agreements, and purchase orders, citing the specifications at appendices C-H, are appropriate means responding to mortuary service requirements.

5-3. Mortuary services contracts

The purpose of the Army's mortuary service contract is to prepare, casket, and ship the remains to the place designated by the PADD. A mortuary service contract should specifically identify the services and merchandise required by the Government. The contract should not include services or merchandise that are not required by the Government or are reimbursable to the PADD as a funeral or interment expenses. The contracting officer must obtain the selected funeral provider's general price list (GPL) and casket price list (CPL) before entering into the mortuary service contract.

a. Authorized services. A mortuary service contract includes only those services and merchandise necessary to prepare and transport the remains to the place designated by the PADD. The services and merchandise provided by the contractor must comply with the established armed service specifications. The specifications for the preparation of remains, caskets, and cremation urns are found in appendixes C through G.

(1) Normally it is to the Army's advantage to contract for the minimal service for forwarding of remains or minimal service for direct cremation of remains mortuary service packages. The minimal service for forwarding of remains is a predetermined mortuary service package offered by the funeral service provider for preparing and transferring remains to a receiving funeral home. The minimal service for direct cremation of remains is a predetermined mortuary service for the cremation of remains. The mortuary services offered in these packages varies among funeral providers. Mortuary service providers are required to offer both minimal service packages by Federal Trade Commission Rule 453.

(2) The mortuary services that are normally included in the minimal service for forwarding of remains are; professional services of the funeral director and staff, transfer of remains to funeral home in a service vehicle, hearse for transport to a common carrier or receiving funeral home, embalming, and other preparation of remains (such as restorative art). Itemized merchandise that should be included in a mortuary service contract that is not normally included in the minimal service for forwarding of remains are casket and air tray.

(3) The mortuary services that are normally included in the minimal service for direct cremation of remains are; professional services of the funeral director and staff, transfer of remains to funeral home in a service vehicle, transfer of the remains to and return of remains from the crematory, cremation, minimal container for cremation, required medical examiner permits, and other preparation of remains (such as restorative art). Itemized merchandise that should be included in a mortuary service contract that is not normally included in the minimal service for forwarding of remains are urn to include engraving and carrying box.

(4) Mortuary service contracts are normally Free on Board (F.O.B.) origin as CAC personnel inspect and accept the service at the contract funeral home. Accordingly, any additional charges at the receiving funeral home for additional preparation of the remains or correcting damage to the casket is the Army's responsibility.

b. Unauthorized service. Mortuary services that may not be included in the mortuary service contract include; use of facility and staff for viewing or visitation, funeral ceremony, or grave-side service. The charges for these services are reimbursed as part of the funeral or interment allowance paid to the PADD.

5-4. Mortuary service contracting

a. Mortuary Affairs representatives and contracting officers will ensure the Federal Acquisition Regulation, Department of Defense FAR Supplement, and Army regulations are followed when obtaining mortuary service contracts. In the event the Government contract funeral home is also the PADD's receiving funeral home, a separate contract is required for the Government procured services and merchandise. Services and merchandise selected or requested by the PADD will be included on the PADD's separate contract with the funeral home.

b. The CAC representative and supporting contracting official will meet annually to review procedures for obtaining mortuary services.

Section II

Requirements Contracts

5-5. Use of indefinite delivery-indefinite quantity requirements contracts

a. Within the United States, requirements contracts will be requested if the number of deaths is estimated to be 10 or more within a given area of performance for a period of a year. In areas where installations of more than one Service or several installations of the same Service are located, the combined death rate will be considered in providing a single contract for use by all installations concerned. This also can apply to an area outside the United States where armed services mortuaries are not available.

b. The responsible CAC will request the servicing contracting office to execute an indefinite delivery-indefinite quantity requirements contract for mortuary services with a civilian funeral establishment. The contract's area of performance will not be so large as to preclude the timely and prompt processing and transportation of remains. The contract will allow the contract funeral home no more than 36 hours to prepare and ship the remains to the place designated by the PADD.

5-6. Information needed for requirements contract

The CAC will work very closely with the contracting officer to ensure that desired mortuary services are procured. The CAC will provide the contracting officer a complete procurement package. This package will include but will not be limited to the following:

a. Checklist for Inspection of Funeral Homes Before Award of Contract for Care of Remains (see app H). At the request of the contracting officer, the CAC must be prepared to conduct or assist in a pre-award survey to determine contractor responsibility.

b. Estimated casket requirements. The number and type (metal and wood) of specification caskets and size (standard and oversized). The number of oversized caskets normally will be less than 5 percent of the number of standard caskets unless experience dictates otherwise.

c. Estimated quantities of any other end items. Estimated quantities of any other end items to be priced by prospective contractor, such as outer shipping containers, urns, and so forth.

d. Transportation. Estimated transportation requirements (not applicable for contracts at port mortuaries).

e. Boundaries of the area of performance. The names and addresses of all organizations and installations to be serviced within the area of performance under the contract.

f. Armed services specifications. These specifications will be made part of the actual contract. No deviations in the wording of the specifications will be made without prior approval of CDR, PERSCOM (TAPC -PED-D). These specifications also will be used, when possible, when procuring mortuary services and supplies by purchase order. The CAC personnel will be thoroughly familiar with the requirements in these specifications. Copies of these specifications are contained as appendixes to this regulation.

(1) Armed Services Specification for Mortuary Services (Care of Remains of Deceased Personnel and Regular and Port of Entry Requirements for Caskets and Shipping Cases) (app C).

(2) Armed Services Specification for Hardwood Caskets for Base and Port of Entry Requirements (app D).

- (3) Armed Services Specification for Solid Bronze Urns (app E).
- (4) Armed Services Specification for Solid Hardwood Urns (app F).
- (5) Armed Services Specification for Crematory and Cremation Procedures (app G).

g. Representative. Name, address, telephone number, and qualifications of person to be nominated as contracting officer representative (COR). Army policy is that cognizant CAC personnel will be nominated as CORs.

h. Estimated cost. Independent estimate of cost for estimated quantities of services and supplies.

i. Forms. Forms to be used by contractor after contract is awarded.

j. Sources. Recommended sources as appropriate.

5-7. Data needed for delivery orders

The CAC will provide the data listed below to the servicing contracting officer or duly appointed ordering officer; this will allow issuance of a delivery order under a requirements contract:

- a.* Services desired (see para 5 -3).
- b.* Size and type of casket (wood or metal).
- c.* Type of urn (bronze or hardwood) when cremation is requested. (Bronze only for burial at sea by the U.S. Navy.)
- d.* Transportation requirements (location of place of removal and receiving funeral home).

5-8. Contracting officer representative

a. Generally, only one contracting officer representative (COR) should be nominated and appointed for each contract. This means that all organizations serviced under the contract must coordinate with the COR regarding approval for payment, problems with contractor performance, and so forth. In the event of a multi-Service or multi-installation contract (see para 5 -5a), users may, together with the servicing contracting officer, request multiple CORs with specifically defined areas of responsibility (for example, to handle geographically distant installations or to monitor Air Force or Navy permanent station deaths).

b. In addition to duties outlined in the COR letter of appointment, CORs normally will perform the functions listed below.

(1) Provide burial clothing to contractor for the decedent. (See para 2 -20.)

(2) Provide copies of forms to the contractor to be completed.

(a) Within the United States, provide DD Form 2063 (Record of Preparation and Disposition of Remains (Within the United States)). This form will be completed on all cases processed under contract. Instructions for completing DD Form 2063 are found in DA PAM 638 -2.

(b) Outside of the United States, provide DD Form 2064 (Certificate of Death (Overseas)) and DD Form 2062 (Record of Preparation and Disposition of Remains (Outside the United States)). Instructions for completing DD Form 2062 are found in DA PAM 638 -2. DD Form 2064 is completed by medical personnel and provided to the COR.

(3) Inspect remains using the procedures found in DA PAM 638 -2.

(4) Expedite shipment of remains.

(5) Specify appropriate funds citation and paying finance office on all requests for the issuance of delivery orders for mortuary services and supplies.

5-9. Mortuary service contracts outside the United States

Mortuary service contracts maybe obtained in places not serviced by an armed service mortuary. The contract is restricted to those persons who receive mortuary services at no charge from the Government. Those persons who receive mortuary services from the Government on a reimbursable basis cannot be included in the contract. The contractor's standard of performance must meet or exceed the armed service mortuary service specifications in appendix D.

Section III

Purchase Orders

5-10. Procurement of mortuary services by purchase order

If a requirements contract is not in effect in the area in which death occurs or when remains cannot be prepared in an armed services mortuary outside the United States, the servicing contracting officer will be requested to obtain required mortuary services in each case by purchase order (one-time purchase). The mortuary services and supplies so procured will conform to the applicable armed services specifications (para 5 -6f) when practicable.

5-11. Information needed for purchase orders

The CAC will provide the following information to the servicing contracting office to allow execution of a purchase order:

- a. Armed services specifications, when practicable (specifications, terms, and conditions should be propositioned with potential sources whenever possible, with evaluation of capability), or other description of services.
- b. Casket requirements.
- c. Other required end items as appropriate.
- d. Transportation requirements.
- e. Recommended source or sources. (If only one source is known to be available, that fact should be stated.)
- f. Estimated cost.
- g. DD Form 2062 or 2063, whichever is applicable.

5-12. Contract administration responsibilities

If the contracting officer, or a CAC personnel as his or her duly authorized representative, cannot go immediately to the place of death, he or she will telephone the funeral director and make interim arrangements for care of the remains. The contractor will be required to submit a DD Form 2063. The COR is responsible for inspection of remains, casket, and outer shipping container as prescribed above.

Chapter 6

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

Section I

Operation of Mortuaries outside of the United States

6-1. General

The Army, Navy, and Air Force have established armed services mortuary facilities outside of the United States. These facilities are established to provide mortuary services for eligible deceased personnel when local commercial mortuary services are not available or cost prohibitive. Establishment or disestablishment of armed services mortuary facilities will be coordinated at the Departmental level.

6-2. Operation of Army mortuary facilities

a. *Operations.* Army mortuary facilities will be in operation 7 days a week. Mortuary supplies and transfer cases will be provided through regular supply channels under prescribed tables of allowances. See table 6-1 for a list of mortuary supplies and equipment; this table is located at the end of this chapter. Eligible remains will be received, identified, prepared, and shipped as expeditiously as possible.

b. *Areas of responsibility.* Directors of mortuary affairs will know their geographic areas of responsibility for mortuary services outside the United States. They will keep copies of current directives outlining these areas; one copy will be sent to CDR, PERSCOM (TAPC -PED-F), Alexandria, VA 22331-0482.

c. *Staffing.* Civilian embalmers will be employed to staff Army mortuaries outside of the United States.

6-3. Eligible deceased entitled to services in an Army mortuary

a. *At Government expense or on a reimbursable basis.* In an Army mortuary outside of the United States, services and supplies are authorized for eligible deceased personnel described in chapter 2 and table 2-1, either at Government expense or on a reimbursable basis as indicated.

b. *Common-Service basis.* Remains of military service members who die on active duty or eligible civilian employees of the Navy, Marine Corps, and Air Force may be prepared in Army mortuaries on a common-Service basis. Commanders will issue necessary instructions or will enter into inter-Service support agreements with other components or agencies serviced, as appropriate, in implementing this responsibility.

6-4. Authorization and use of specification caskets in Army mortuaries outside of the United States

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

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

6-5. Authorization and use of transfer cases in Army mortuaries

Army commands in areas outside the United States in which an Army mortuary has been established will maintain a minimum number of transfer cases under operating levels established by CDR, PERSCOM (TAPC -PED-D), to

transport remains for which they are responsible. The Army will provide the transfer case regardless of the Service to which the deceased belonged if the remains are prepared in an Army mortuary.

a. Use of transfer case. Transfer cases will be used when adult-size remains of eligible deceased (including adult reimbursable cases) covered by this regulation are prepared in an Army mortuary outside of the United States and shipped to a port mortuary in the United States. (This does not preclude use of a locally produced casket for shipment of remains to the United States when this procedure is advantageous to the U.S. Government.) A transfer case may be used to ship remains of an eligible dependent infant or child to the port mortuary in the United States; this is provided if a suitable casket (infant- or child-type) is not available. The transfer case will not be used to ship remains beyond the port mortuary in the United States.

b. Supply of transfer case. The transfer case is available to commands outside the United States by requisition through appropriate supply channels. The required number of transfer cases will be issued by the logistical support agency through appropriate supply channels to the command mortuary officer or Army mortuary. The logistical support agency will maintain remote accountability for transfer cases issued.

c. Control of transfer case. Administrative and operational control will be the responsibility of the command to which the item is assigned. The command mortuary officer will establish procedures to ensure proper regulatory control and use of the case.

(1) Each case will be permanently marked with an alphabetical designator and number to identify the shipping activity.

(2) The shipping message will state the transfer case number. The command mortuary officer will take follow-up action to determine disposition of cases not returned.

d. Maintenance of transfer case.

(1) General maintenance will be a command responsibility. Constant surveillance is necessary for top performance. Before and after each use and shipment the case will be thoroughly inspected for evidence of the following:

(a) Corrosion or rust on any metal surface.

(b) Damage or malfunction of the gasket and pressure relief valves.

(c) Detachment or damage of clamps, handles, runners, and so forth.

(d) Structural defects.

(2) Repair parts will be obtained through normal supply channels. Repairs will be made within Army capabilities when possible or on a contract basis.

e. Sanitation of transfer case. The port mortuary officer in the United States will thoroughly clean and disinfect the case.

6-6. Viewing remains outside the United States

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

6-7. Preparation of remains in Army mortuaries

Close coordination will be maintained with medical authorities to arrange for early release of remains for processing. Remains will be prepared by a licensed mortician under standards set forth in the armed services specifications for mortuary services (para 5-6f), prescribed health laws, and instructions discussed below.

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

b. Cosmetics.

(1) Cosmetics will not be applied by the preparing mortuary outside the United States if remains are to be shipped to another armed service mortuary outside the United States mortuary or to a port mortuary in the United States.

(2) Cosmetics will be applied by the preparing mortuary when —

(a) Remains are to be released to the PADD for local burial or viewing before shipment.

(b) Remains are to be shipped directly to a consignee designated by the PADD.

(c) Viewing will be held before shipment of remains.

(3) Cosmetics will be removed before shipment of remains to a port mortuary in the United States or to another armed service mortuary outside the United States.

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

d. Clothing or wrapping remains. Remains will be completely dressed by the preparing mortuary outside the United

States when they are released for local burial or shipped directly to a consignee designated by the PADD. If remains are to be shipped to a port mortuary in the United States or to an armed service mortuary outside of the United States, the preparing mortuary will be as follows:

- (1) Place cotton over female or male organs.
- (2) Wrap remains in a sheet.
- (3) Place wrapped remains in a plastic bag. The bag will be heat sealed or sealed with plastic tape.
- (4) Wrap clothing (including underclothes and hose) and secure inside transfer case.
- (5) If appropriate clothing, insignia, and ribbons for soldiers are not available in the command, the items needed, including sizes if appropriate, will be provided to the receiving CAC or port mortuary as appropriate. The mortuary affairs representative in the United States will obtain required items. Of extreme importance is that information concerning required items be complete and accurate.

e. Inspection of remains. The mortuary officer will inspect remains, using as a guide the checklist on the second page of DD Form 2062.

f. Placement of remains in transfer case or casket. Remains will be placed in a transfer case or casket, as applicable, in such a manner as to —

- (1) Create an appearance of rest and composure.
- (2) Secured to ensure maintenance of position during transit.

6–8. Documentation required (RCS: CSGPA –1744)

Required reports (those assigned requirements control symbols (RCSs) are as follows:

a. DD Form 2062 (RCS CSGPA –1744) will be initiated by the preparing mortician on all remains prepared in the armed service mortuary facility outside of the United States or on a contract basis. The port mortuary in the United States (port embalmer or port contract funeral director and department representative) will complete the applicable portion of the second page of DD Form 2062 when remains are processed through the port. If the data and amount collected from the sponsor is not indicated on the DD Form 2062, this information will be sent separately to CDR, PERSCOM (TAPC–PED–D), Alexandria, VA 22331 –0482, as soon as it is available.

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

- (1) DD Form 2064. Page 1 of this form will be completed by medical authorities; the appropriate portion of the reverse side will be completed by the mortician preparing the remains.
- (2) The civil death certificate, if available.
- (3) DD Form 2065 (Disposition of Remains-Reimbursable Basis) on reimbursable cases.
- (4) Identification documentation. See requirements in paragraph 8 –12.

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

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

6–9. Compliance with health and transportation laws

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

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

(1) Regulations of the Public Health Service provide that remains of a person dead from a quarantinable disease (cholera, plague, louse-borne relapsing fever, smallpox, louse-borne typhus, and yellow fever) will not be brought into a port under control of the United States unless the remains are properly embalmed and placed in a hermetically sealed casket or transfer case, or are cremated. When the transfer case is used, remains will be wrapped in impervious material. Leakage or active decomposition of these remains presents a serious health menace. Therefore, to ensure compliance with U.S. Public Health Service requirements, the following procedures will be observed:

- (a) Thoroughly wash the body with an effective disinfectant.
- (b) Disinfect all orifices.
- (c) Pack all orifices with cotton saturated with an effective disinfectant.
- (d) Use a higher concentration or greater quantity of embalming fluid.
- (e) Thoroughly aspirate and inject all cavities.
- (f) Thoroughly rewash the body with an effective disinfectant.

(2) A gummed label, 2 by 4 inches, bearing the word, “CONTAGIOUS,” will be affixed to the outer surface at the head end of the shipping case or the metal transfer case.

Section II Safeguarding Human Remains

6–10. Customs requirements

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

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

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

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

(1) Serial numbered metal rail car seals will be affixed on the diagonally opposite fasteners (spring locks) at head and foot ends of the transfer case. Numbered seals should not be used in serial sequence.

(2) A numbered fiber tape or other approved seal will be placed across the lid or rim of the document tube.

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

6–11. Additional requirements when noncertified military customs inspectors are used

The following additional procedures will be required when inspection is made by noncertified military customs inspectors:

a. Two individuals in each mortuary facility will be present during preparation and inspection of remains before closure of the transfer case and installation of seals after closure.

b. Each individual will sign a certificate or statement stating that he or she witnessed the foregoing actions. The certificate or statement will remain with the case papers in the mortuary files.

6–12. Annotating documents

After inspections have been completed by the military customs inspector or other authorized individual, mortuary personnel will annotate the following documents:

a. *DD Form 2062.* Record car seal numbers in item 26 of the form.

b. *Shipping message.* Cite customs seal numbers in final paragraph of the message and in DCIPS –G.

c. *DD Form 1384.* Enter in “remarks” column customs seals as indicated in examples below.

(1) Head 789.

(2) Foot 754

6–13. Transporting remains

a. If a secure area is available at the terminal, remains may be moved immediately to the transportation facility to await transportation.

b. If a secure area is not available, the shipping mortuary will coordinate movement to permit direct loading or minimal time lag before loading.

6–14. Procedures when infant-size shipping container is used

The following procedures will be used when an infant-size shipping container is used:

a. A metal or fiber band will be placed around the shipping container.

b. A serial numbered metal rail car seal will be placed through a lapped section of the metal or fiber band between two metal clamps to preclude removal without breaking the seal.

Section III Mortuary Services

6–15. Verifying eligibility of certain deceased individuals for mortuary services

a. The commander at the place of death, for personnel who die outside of the United States, will verify the status of the following:

(1) Dependents of active duty soldiers.

(2) DA and DOD civilians and their dependents.

- (3) Nonappropriated fund (NAF) employees and their dependents.
- (4) Contract employees and their dependents who die outside of the United States.
- b. Documentation required to verify the status of these individuals is as follows:
 - (1) Dependents of active duty soldiers and dependents of DA and DOD civilians. DA Form 5327 (Bona Fide Dependent Declaration (Military)) will be completed on each eligible deceased Army dependent; DA Form 5328 (Bona Fide Dependent Declaration (Civilian)) will be completed on each eligible dependent of a DA or DOD civilian. A copy of the applicable form will accompany the remains. When a question arises concerning eligibility of dependents of other Military Services and dependents of civilian employees of these Services, the parent Service will be requested to determine the status of the individual.
 - (2) DA and DOD civilians. Verification of status will be obtained from the responsible civilian personnel office.
 - (3) NAF employees. Verification of status will be obtained from the responsible civilian personnel office.
 - (4) Dependents of NAF employees. Verification of status will be obtained from the responsible civilian personnel office.
 - (5) Contract employees. Verification of status will be obtained from the responsible contracting office or sponsoring agency.

6-16. Providing mortuary services on a reimbursable basis in Army mortuaries outside of the United States

a. *Eligible personnel.* Eligible deceased personnel who are authorized mortuary services and related items on a reimbursable basis are listed in table 2 -1.

b. *Disposition desired by sponsor.* When eligible deceased personnel are prepared by an Army mortuary outside of the United States on a reimbursable basis, the sponsor (individual, agency, or firm) may select one of the methods shown below for handling remains.

(1) Shipment to United States. If the remains are shipped to the United States, the sponsor will be required to complete and sign DD Form 2065 (Disposition of Remains —Reimbursable Basis), selecting one of the options listed at (a), (b), or (c) below. A signed copy of this form will accompany the remains to the port mortuary. The sponsor will be advised not to set date and time of funeral services until port mortuary authorities advise the designated funeral director of the scheduled time of arrival of remains at destination. This is important and will be emphasized in counseling the sponsor.

(a) *Option I.* Remains may be prepared at the Army mortuary facility outside of the United States and returned to the port mortuary in the United States in a transfer case. Reprocessing services, casket, and shipping container will be provided by the contract funeral director or port mortuary officer. The sponsor will reimburse the Army for all costs involved.

(b) *Option II.* Remains may be prepared at the Army mortuary facility outside of the United States and returned to the port mortuary in the United States in a transfer case. The sponsor will designate a funeral director to receive the remains at the port mortuary and to provide necessary services and supplies; the funeral director's cost will be paid by the sponsor.

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

(2) Interment outside the United States. If the sponsor desires his or her dependent to be buried outside the United States, the sponsor will complete DA Form 5330 (Release of Remains for Local Disposition (OCONUS)). One completed form will be sent to CDR, PERSCOM (TAPC -PED-D), Alexandria, VA 22331-0482; one copy will be sent to the sponsor; and one copy will be placed in the field case file.

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

(1) A charge of \$9 for mortuary and embalming supplies for cases not requiring a blanket and polyethylene sheeting.

(2) A charge of \$23 for mortuary and embalming supplies for cases in which a blanket and polyethylene sheeting are provided.

(3) Delivered cost of the casket and shipping container if these items are used from Army stock in the command.

(4) Charges incurred to comply with local laws or customs.

(5) Per diem and transportation expenses for the mortician;

(a) the PADD of a deceased dependent of an active duty soldier or dependent of a civilian employee assigned outside the United States, will not be charged per diem and transportation charges for the mortician's travel to prepare remains.

(b) The PADD of a deceased State Department request (SDR) will be charged for the mortician's per diem and transportation when the sole purpose of the travel is to process remains on a reimbursable basis. If the mortician must travel to the place of death to perform normal duties, per diem and transportation charges will not be charged.

(6) The contract funeral director's charges or port mortuary charges at the port mortuary in the United States for

necessary reprocessing of remains, for cost of casket and shipping container, and for required cleaning and return of the transfer case to the command outside the United States. The port mortuary in the United States will furnish commands outside of the United States the prices to be charged to the sponsor.

(7) Cost of Government transportation to the port mortuary in the United States when handling the remains of those persons listed in table 2 -1, item 16.

d. Collection from sponsor. The mortuary officer who arranges for preparation and disposition of remains will collect costs listed in c above from the sponsor before the sponsor's departure from the command. If collection cannot be made and sponsor has departed the command, contact CDR, PERSCOM (TAPC -PED-D), for assistance in collecting the money. Remains will not be held pending resolution of reimbursement problems. Proceeds collected for services, supplies, and Government transportation provided by the command will be credited to current appropriations. Reimbursements collected for port mortuary contract charges will be credited to the reimbursement account (DFAS-IN Manual 37-100-(fiscal year)).

e. Reporting reimbursable charges. The command will report costs incurred and collections made in each individual case to CDR, PERSCOM (TAPC-PED-D), Alexandria, VA 22331-0482, on DD Form 2062 and DD Form 1131 (Cash Collection Voucher). Delinquent accounts will be reported to Director, Defense Finance and Accounting Service -IC (DFAS-I-YC), Indianapolis, IN 46249. A copy of this action will be sent to CDR, PERSCOM (TAPC-PED-D).

6-17. Summary report on mortuary cases, supplies, and personnel (RCS CSGPA -1745)

a. DA Form 4339 (Mortuary Activity and Status Report (Overseas)) (RCS CSGPA -1745) will be prepared quarterly by each Army mortuary facility outside of the United States. This form will be submitted to CDR, PERSCOM (TAPC-PED-D), Alexandria, VA 22331-0482, by the 15th of the month following the end of each reporting period (that is, in January, April, July, and October).

b. Instructions for completing DA Form 4339 and distribution of the form are part of the form.

**Table 6-1
List of mortuary supplies and equipment**

Acquisition advice codes (see note)	NSN	Description data
D	9930-00-191-9319	Aspirator, Hydro, Mortuary: Attaches to water faucet, operates by running water
D	9930-00-559-1171	Aspirator, Post, Mortuary: Attaches to Hydro Aspirator
D	9930-00-927-4569	Bag, Plastic, Clear: 90 In. L, 36 In. W, 4 Mil Thick, 50 per pkg
L	9930-00-255-8719	Carotid Set. Double injection, Medium, Complete with Tubes, Rubber Tubing, Metal Slip, Hub Type Y and Shutoffs
D	9930-00-823-9805	Case, Transfer, Human Remains: Aluminum
L	9930-00-164-0656	Dermsurgery Wax, Paste, 1 lb can
K	9930-00-935-3638	Embalming Fluid, Arterial; Liquid 15 Gal Drum
K	9930-00-935-3639	Embalming Fluid, Cavity; Liquid 15 Gal Drum
D	9930-00-281-4656	Embalming Kit with components
Z	9930-00-654-2470	Fluid, Resensitizing
L	9930-00-654-2469	Footprint Pad
D	9930-00-340-1800	Gooseneck, Embalming: Curved Brass Tubes
L	9930-00-164-0657	Gooseneck, Embalming: Curved Steel Tubes
K	9930-00-164-0668	Hardening Compound, Mortuary: Powder, 30 lbs per 5 Gal Metal Pail
L	9930-00-164-0658	Head Rest, Mortuary: Molded Semi-Hard Rubber
D	9930-00-935-3973	Hexaphene: MA37
D	9930-00-242-4409	Injector, Embalming Fluid: Pressure Type; 2 1/2 Gal Cap; glass tank or percolator
K	9930-00-376-1320	Injector, Embalming Needle: Utility Model
D	9930-00-375-1708	Needles, Injector, Embalming: 1 Gross per box
D	9930-00-170-1492	Pouch, Human Remains: Cotton Duck; Olive Green
L	9930-00-240-2766	Pump, Aspirating, Mortuary

Table 6-1
List of mortuary supplies and equipment —Continued

Acquisition advice codes (see note)	NSN	Description data
Z	4110-00-278-9744	Refrigerator Mortuary: 2 Cadaver
D	4110-00-993-8126	Refrigerator Mortuary: 5 Cadaver
L	8135-00-584-0610	Sheeting, Plastic, Clear
L	9930-00-255-8756	Syringe, Bulb, Embalming: Rubber Overall
L	9930-00-164-0648	Table, Operating, Mortuary: Porcelain Enameled Finish; Adjustable Tilt Top Type; 78 In. L, 26 In. W, 33 In. H
L	9930-00-170-8379	Trocar, Straight, perforated; 5 In. w/Integral Handle
L	9930-00-170-8377	Trocar, Straight, perforated: w/Nonreversible Detachable Handle - 12 In.
L	9930-00-170-8376	Trocar, Straight, perforated: w/Nonreversible Detachable Handle - 14 in.
L	9930-00-170-8381	Trocar, Straight, perforated: w/Nonreversible Detachable Handle - 16 in.
D	9930-00-163-9921	Truck, Casket Steel Utility Type
L	9930-00-250-2532	Tube, Drainage, Embalming: Axillary Type, Curved w/Plunger - Large
L	9930-00-250-2533	Tube, Drainage, Embalming: Axillary Type, Curved w/Plunger - Medium
L	9930-00-250-2534	Tube, Drainage, Embalming: Axillary Type, Curved w/Plunger - Small
L	9930-00-694-5196	Tube, Drainage, Embalming: Nasal Type, Curved w/o Plunger - Medium
Z	9930-00-384-4100	Tube, Injecting, Embalming: Straight - Medium
L	9930-00-164-6929	Tube, Injecting, Embalming: Curved Shape - Large
L	9930-00-164-6930	Tube, Injecting, Embalming: Curved Shape - Small
L	9930-00-164-6931	Tube, Injecting, Embalming: Curved Shape - Medium
D	8105-00-174-0808	Bag, Deceased Military Personal Effects
D	8345-00-782-3010	Case, Flag, Plastic (Interment) (w/o Insignia)
D	8345-00-656-1432	Flag, USA (50 Star Interment)
D	7520-00-275-8078	Kit, Fingerprint Taking
	3540-00-056-5890	Sealer, Electric Portable
L	7510-00-852-8180	Tape, Plastic 2 in. Pressure, Waterproof, Heat Resistant

Notes:

D— DOD integrated materiel manager stocked, and issued.

K— Centrally stocked for overseas only.

L— Authorized for local purchase.

Z— Not frequently used.

Chapter 7

Reprocessing Remains at Port Mortuaries in the United States

7-1. Mortuary services at port mortuaries in the United States

Remains shipped from Army mortuary facilities outside the United States may be reprocessed at a receiving port mortuary in the United States. Mortuary services are provided at the port by a Government-operated mortuary or by a civilian funeral establishment under contract with the Government. The facilities are staffed to operate 7 days a week including holidays. Remains will be shipped on holidays unless PADD requests otherwise.

7-2. Port mortuaries in the United States receiving and trans-shipping

The port mortuaries will receive remains shipped by Government aircraft from outside the United States to inside the United States. When required, the port mortuary in the United States will trans-ship remains to a destination outside the United States.

7-3. Inspecting and reprocessing remains at CONUS port mortuary

a. *Initial inspection.* A licensed mortician will inspect remains to determine the degree of reprocessing needed.

During this inspection, the applicable portion of DD Form 2062 will be completed. The accompanying paperwork will be cross-checked with the remains to ensure that they are in agreement.

b. Reprocessing procedures. Reprocessing of remains will be completed to permit expeditious shipment to final destination (normally within 24 hours). Reprocessing procedures that will preclude meeting the prescribed time frame must be approved by the port mortuary officer. Remains will be reprocessed by a licensed mortician in accordance with the Armed Services Specifications for Mortuary Services and instructions below.

(1) When condition of the remains permits, they will be dressed in the clothing received with the remains. Missing items of clothing or accouterments will be provided by the port mortuary officer. When condition of the remains does not permit dressing, clothing will be placed on the remains as prescribed in paragraph 2 –20f.

(2) One ID tag will be securely attached to the remains, preferably around the neck, and one to the handle at the head of the casket.

(3) When remains are received without ID tags or with one tag, an additional tag or tags will be prepared by the port mortuary officer to comply with the requirement in (2) above. The ID tags prepared at port mortuaries will be metal and inscribed with the last name, first name, middle initial, and social security number.

(4) Remains will be properly cosmetized when possible (including those remains that are considered nonviewable except for identification purposes).

(5) After reprocessing and casketing, a second inspection will be made. At this inspection the remaining portion of the second page of DD Form 2062 will be completed to ensure that remains are properly clothed, cosmetized, and casketed.

7-4. Preparation and distribution of required documents

When Army remains or Army-sponsored remains are initially prepared in an Army mortuary outside the United States and are reprocessed at a port mortuary in the United States, the reprocessing activity at the port will send CDR, PERSCOM (TAPC–PED–D), Alexandria, VA 22331 –0482, the originals of documents received with the remains or generated at the port. When the originals are essential for processing the remains, a clear copy will be sent. In addition, the following information and documents will be sent:

a. A statement containing all costs of handling and reprocessing remains at the port; included will be the costs of casket, shipping case if procured by the port, and transportation from the port to the final destination.

b. Completed DD Form 1375 with copies of itemized funeral bills.

c. Amount of interment allowance paid, with date of payment, name of payee, voucher number, and check number.

d. Completed DA Form 5329 (Escort Report). (See chap 12.)

e. DD Form 1131 (Cash Collection Voucher).

f. Reimbursable charges collected and deposited.

g. Cost of transportation and per diem for escort of remains.

h. Escort travel voucher.

7-5. Transfer case

a. The transfer case will be cleansed thoroughly, repaired when necessary, and returned to the appropriate armed service mortuary or command outside the United States. Cleansing will be done immediately after removal of remains. Tincture of green soap will be sufficient for thorough cleaning, but when disinfecting is needed (for contagious or infectious diseases), this process will be followed by a thorough washing with 10 percent cresol solution mixed with warm water. In cleaning the outside of the case, care will be taken to prevent material from clogging pressure relief valves.

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

7-6. Release of information

Port mortuaries in the United States are authorized to release information to the CDR, PERSCOM, (TAPC –PED–D), the receiving CAC, and the PADD 's CAO concerning estimated time of arrival (ETA), estimated time of departure (ETD), and viewability status of all Army remains for which the port has received disposition instructions; remains on "ID HOLD" are exceptions. Inquiries on these cases will be referred to CDR, PERSCOM (TAPC –PED–D).

Chapter 8

Search, Recovery, and Identification

8-1. General

Responsible commanders (see para 8 –3) will take appropriate action to search for, recover, and identify remains of eligible deceased personnel. The Joint Pub 4 –06, Joint Tactics, Techniques, and Procedures for Mortuary Affairs in

Joint Operations provides procedures for search and recovery of remains. Casualty area commanders will develop multiple fatality incident plans to provide for security of the incident site, the search and recovery of remains, and preparation of remains.

8-2. Costs for recovery and identification of remains

Costs of travel, services, and use of equipment associated with recovery of remains are properly chargeable to Casualty and Mortuary Affairs Open Allotment. (See para 1-11.) No specific limitations exist on the amount that can be spent to search for, recover, and identify eligible deceased personnel cited in table 2-1; however, required services will be obtained at minimum cost consistent with the best interest of the Army.

8-3. Responsibility for search, recovery, and identification

a. Current deaths. The commander of the installation nearest the site of the casualty incident (or the commander responsible for the area outside the United States in which death occurred) will search for, recover, and identify eligible deceased personnel; all resources and capabilities immediately available will be used. Departmental HQ and field commanders involved will cooperate to the fullest extent in providing information and help for recovery and identification of remains.

b. Residual remains from previous wars or incidents. The Army geographic commander or commander of the Central Identification Laboratory, Hawaii (CILHI) will search for, recover, and identify eligible deceased personnel; all resources and capabilities immediately available will be used. Departmental HQ and field commanders involved will cooperate to the fullest extent in providing information and help for recovery and identification of remains.

8-4. Responsibility for identification technical assistance

CDR, PERSCOM (TAPC-PED-F), will provide technical assistance when identification of remains cannot be established by the responsible commander. This does not, however, relieve the commander of responsibilities for taking all steps possible to identify the remains. When remains to be processed include personnel of more than one military service, the headquarters levels of the Services involved will decide which Service will provide technical assistance.

8-5. Jurisdiction of civil authorities within the United States

a. Within an Army installation or other place under Army jurisdiction. Civil authorities have no jurisdiction over deaths occurring on an Army installation or reservation except where the State or foreign government has retained concurrent jurisdiction with the Federal government. A civil death certificate, however, is required for all deaths occurring on a U.S. military installation or reservation within the United States. A transit or burial permit is required before remains can be removed from an Army installation or reservation for shipment or burial.

b. Outside an Army installation. Approval of civil authorities will be obtained before moving remains from scene of death when death occurs at a place other than on a military installation or reservation.

8-6. Jurisdiction of civil authorities outside the United States

When deaths occur outside the United States, procedures followed should be under local laws and, if applicable, status of forces agreements.

8-7. Recovering remains from scene of incident

a. The responsible installation commander will immediately dispatch appropriate personnel and equipment to the scene of the incident. In multiple fatality incidents, the commander will notify the AFME and provide the number of decedents and the circumstances of the event. As required, the AFME will provide support to the installation commander.

b. Recovery and removal of multiple remains at the scene of an incident will be accomplished carefully to retain all clues as to the identity of the remains. This is crucial in ultimate segregation and identification when remains are dismembered.

c. The scene of the incident will be well-guarded, searched thoroughly, sketched, and photographed. The sketch will include wreckage, location of remains, personal effects, and so forth, and their relationship to each other.

d. Procedures for the recovery and handling remains are prescribed in Joint Pub 4-06, Joint Tactics, Techniques, and Procedures for Mortuary Affairs Operations.

8-8. Facilities for processing remains

When multiple remains are present, facilities will be adequate to allow for simultaneous processing as near to the site of the incident as possible. In most cases this will require improvising. Garages, warehouses, large tents, screened areas, and similar enclosures may be used. Arrangements must be made for refrigeration equipment to inhibit decomposition of the remains.

8-9. Processing remains for identification

Remains will be processed for identification under policies and procedures in this chapter, supplemented by FM

10-286. Any additional data needed to effect individual identification of remains should be requested from CDR, PERSCOM (TAPC-PED-D), by telephone ((703) 325 -5322, commercial, or 221 -5322, Defense Switched Network (DSN)) or by the fastest means of communications available. Policies shown below will be carried out.

- a. Deceased personnel must be identified as quickly as possible by employing all well-known means and scientific resources.
- b. Multiple remains from a single incident will be processed for identification simultaneously.
- c. Commingled remains will not be separated arbitrarily.
- d. Remains will not be classified as unidentifiable until identification recommendations are reviewed by the Casualty and Memorial Affairs Board of Officers and approved by CDR, PERSCOM (TAPC -PEZ). (See para 8 -16.)
- e. Means used to establish identification will be documented carefully and accurately (see 8 -14).
- f. Information concerning identification or shipment of remains will not be released to news media before —
 - (1) Establishment of a final identification determination for all remains.
 - (2) Notification has been made to the PADD.

8-10. Mitochondrial and deoxyribonucleic acid identification

a. Mitochondrial deoxyribonucleic acid (mtDNA) comparison is a scientifically recognized technique that, when used in conjunction with other evidence, strengthens a case for post-mortem identification.

(1) mtDNA comparison will be used as a means to identify or exclude remains when other identification techniques are impracticable.

(2) mtDNA comparison will be used to associate and segregate remains when practicable and reasonable.

(3) mtDNA comparison will not be used to confirm identifications made by dental comparison or by other scientific means.

(4) mtDNA comparison will be attempted when practicable, before a determination of group remains is made.

b. Since mtDNA testing of remains is consumptive, evidentiary specimens shall not be taken for private or redundant mtDNA tests at the request of the PADD or any other person prior to the official identification of the remains. Additional MtDNA testing after the official identification will not be at government expense and shall be at the expense of the person arranging for the test.

8-11. Incomplete remains and portions of remains

a. Multiple deaths in a crash and destruction of crew - service aircraft at severely traumatized and incomplete remains. In addition to the initial violent nature of the incident, ensuing fire or additional destructive forces cause further damage to the remains.

b. In cases described in a above, a statement of incident or accountability will be necessary. This statement will include the following:

(1) Time and date of incident.

(2) Location of incident by grid coordinates and city, state, and country, with any other data that would help to locate the place; this would include firebase, landing zone, river, or village, if possible.

(3) Name, rank, and social security number (SSN) of each person involved directly in the incident and a statement that they were the only persons involved.

(4) Status of each individual involved, including those who were killed, those who are missing, and those who survived and what happened to them. (For example, admitted to 95th Evacuation Hospital; treated and released at 18th Surgical Hospital; returned to duty with minor injuries; or returned to duty with no injuries.)

(5) Statement by witnesses who saw individuals enter vehicle or aircraft before the incident.

(6) Statement by survivors.

(7) Whether the person being written about is dead for certain and that it could not be anyone else.

(8) That a muster was or was not held; whether or not anyone is missing.

(9) Narrative describing the incident.

(10) Description of any vehicle or aircraft if one was involved, giving type, identifying numbers, and unit to which the vehicle or aircraft was assigned.

(11) Statement that a thorough search has been made of the area if remains recovered are missing major portions or if they are so incomplete that the person to whom they belonged could still be alive.

(12) Name, rank, SSN, and organization of the person making the statement.

c. Before identification of remains with major portions missing, especially when recovered portions are not vital to life, a statement will be made as to —

(1) Completeness of recovery efforts.

(2) Research of site or why a research could not be made. Every effort will be made to recover all portions of remains at the time of search to avoid recovery of additional portions after partial remains have been shipped to destination. In general, needed documentation increases as the amount of recovered remains decreases.

d. When remains involved in a multiple death incident are processed for ID, the disposition of remains and nonassociable portions, if any, will be accomplished per table 8-1.

e. When remains are processed for identification, either a single death or from a multiple death incident, disposition instructions for incomplete remains will not be requested from the PADD without the express approval of the CDR, PERSCOM (TAPC-PED-F).

f. When additional portions of remains are recovered after the principal remains have been released to the PADD, the CDR, PERSCOM (TAPC-PED-F), will be immediately notified and provided all factual information. After normal duty hours, initial notification will be made through the CDR, PERSCOM, Casualty Operations Center (TAPC-PEC) (manned 24 hours a day), by telephone ((703) 325-7990 commercial or 221-7990 DSN). Under no circumstances will information concerning the recovery of additional portions be released to other than CDR, PERSCOM (TAPC-PED-F). When additional portions are identified as those of a specific individual, CDR, PERSCOM (TAPC-PED-F), will provide the PADD all factual data and present the PADD the options available for disposition of the portions. CDR, PERSCOM (TAPC-PED-F), will coordinate with the CAC and the CAO as required.

**Table 8-1
Disposition of remains and portions, multiple death incident**

Identification made of remains in an incident	Disposition authorized for identified remains	Disposition to be made of nonassociable portions of unidentified remains
1. There are individually identified complete or incomplete remains for each person killed in the incident. No nonassociable portions were recovered.	Inter individually as directed by the next of kin.	Not applicable.
2. There are individually identified remains for each person killed in the incident. Minimal nonassociable portions exist.	Inter individually as directed by the next of kin.	Cremate and dispose of locally.
3. There are individually identified remains for all but one person killed in the incident. The portions that anatomically duplicate the identified remains will be declared the recoverable remains of the person killed in the incident whose remains have not been accounted for.	Inter individually as directed by the next of kin.	Cremate and dispose of locally.
4. There are individually identified remains for each person killed in the incident. The identified remains consist of a small percentage of the recovered remains (for example, teeth and adjoining bone).	Inter individually or inter as part of the group as directed by the next of kin.	Inter in Government cemetery with marker containing names of all members of the group.
5. There are not individually identified remains for each person killed in the incident. The individually identified remains consist of minimal portions (for example, teeth and adjoining bone).		
a. It can be forensically established that the number of remains is equal to the number of persons killed in the incident.	Inter individually or inter as part of the group as directed by the next of kin.	Inter in Government cemetery with marker containing names of all members of the group.
b. It cannot be forensically established that the number of remains is equal to the number of persons killed in the incident.	Inter individually or inter as part of the group as directed by the next of kin.	Inter in Government cemetery. Names of persons not individually identified may be omitted from marker at request of the next of kin.
6. There are not individually identified remains for each person killed in the incident. The identified remains consist of nearly complete remains.		
a. It can be forensically established that the number of remains is equal to the number of persons killed in the incident.	Inter individually or inter as part of the group as directed by the next of kin.	Inter in Government cemetery with marker containing names of all members of the group not individually interred.
b. It cannot be forensically established that the number of remains is equal to the number of persons killed in the incident.	Inter individually or inter as part of the group as directed by the next of kin.	Inter in Government cemetery. Names of persons not individually identified may be omitted from marker at request of next of kin.
7. No individual identification(s) can be made from remains recovered. The material evidence and/or reliable circumstantial information clearly identifies the specific incident.		
a. It can be forensically established that the number of remains is equal to the number of persons killed in the incident.	Not applicable.	Inter in Government cemetery with marker containing names of all members of the group.

Table 8-1
Disposition of remains and portions, multiple death incident —Continued

Identification made of remains in an incident	Disposition authorized for identified remains	Disposition to be made of nonassociable portions of unidentified remains
b. It cannot be forensically established that the number of remains is equal to the number of persons killed in the incident.	Not applicable.	Inter in Government cemetery. Names may be omitted from marker at request of next of kin.
8. No individual identification(s) can be made from remains recovered. Remains cannot be associated with any known deceased. Material evidence and/or circumstantial information indicates remains are American military.	Not applicable.	Inter in Government cemetery as unknowns.

8-12. Disposition of additional portions

The PADD may select one of the following options for disposition of identified portions at Government expense. Selection by the PADD of an option does not entitle the PADD to an additional honors ceremony.

- (1) Disinter the interred remains, place the additional portions in the casket with the principal remains, and re-inter.
- (2) Place the portions in an appropriate container and inter in the same grave site above the casket with the principal remains.
- (3) The Army will dispose of the portions by complete incineration.

8-13. Telephonic status reports

Army commanders taking part in recovery, ID, processing, and shipment of remains and related activities will telephone actions taken at a station of the supervising command and CDR, PERSCOM (TAPC-PED-D) ((703) 325-5322, commercial, or 221-5322, DSN), as developments occur.

8-14. Statement of Identification.

Upon receipt of identification from civil authorities or determination of identification by military authorities, the CAC completes DA Form 2773 (Statement of Identification). 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 indentifying the remains will be entered in the "Narrative and Summary" portion of the form. The identification approving official for remains not referred to the CMABO or AFIRB is the CAC commander or their designee in the rank of lieutenant colonel or higher.

a. The importance of good identification processing documentation cannot be overemphasized. The Army representative processing remains will fill out all prescribed forms completely and accurately. These forms and the conditions under which they will be used are discussed in (1), (2), and (3) below. The original DA Form 2773 and related documents are forwarded to CDR, PERSCOM (TAPC-PED-D) for inclusion in the official IDPF. The following documents as applicable will be attached to the DA Form 2773.

(1) When no question exists of identity of remains and the remains are viewable, or viewable for identification purposes, the following forms will be completed:

- (a) DD Form 565 (Statement of Recognition of Deceased).
- (b) DD Form 891 (Record of Identification Processing; Dental Chart).
- (c) DD Form 893 (Record of Identification Processing; Anatomical Chart).
- (d) DD Form 894 (Record of Identification Processing; Fingerprint Chart).

(2) When remains are Nonviewable, the following forms will be completed:

- (a) DA Form 2773 (Statement of Identification).
- (b) DD Form 565.
- (c) DD Form 890 (Record of Identification Processing; Effects and Physical Data).
- (d) DD Form 891.
- (e) DD Form 892 (Record of Identification Processing; Skeletal Chart) or DD Form 893, as applicable.
- (f) DD Form 894.
- (g) DA Form 5520 (Physical and Dental Comparison Chart).

(3) When remains are Nonviewable ((2) above) the forms shown below will be obtained from the soldier's records if available. (These forms will aid in identification processing.)

- (a) DD Form 369 (Police Record Check).
- (b) FD Form 258 (FBI U.S. Department of Justice Fingerprint Card (Applicant)).
- (c) Other record fingerprints.

(d) DD Form 2 (Active) (Armed Forces of the United States Geneva Convention Identification Card (Active)). This form will be forwarded with processing papers (or as soon as possible under separate cover) to CDR, PERSCOM (TAPC-PED-D), Alexandria, VA 22331 -0482.

(e) Medical and dental records.

(f) Duplicate panoramic dental x-ray if original is not available.

b. If identification processing is accomplished by other than Army identification specialists (such as identification specialists from the Armed Forces Medical Examiner or hospital pathologists), a copy of the identification data used to establish identification will be obtained.

c. DA Form 5520 and DA Form 2773, DD Form 565, DD Form 890, DD Form 891, DD Form 892, DD Form 893, and DD Form 894 are prescribed by this regulation. (Instructions for completing these forms and samples of completed forms are in FM 10 -286; instructions for DA Form 2773 are in FM 10 -286.

8-15. Findings and conclusions

a. The identification findings and conclusions must be well-documented based on sound evidence that would justify the identification as established. Requests to defend identification are received frequently by CDR, PERSCOM; therefore, well-documented conclusions and supporting statements that completely defend the case are necessary.

b. After thorough investigation, findings and recommendations will be submitted for approval by the responsible officer to the Casualty and Memorial Affairs Board of Officers (CMABO) (see para 8 -16). Each completed case will fall into one of the categories shown below.

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

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

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

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

c. Documentation requirements.

(1) Supporting documents, to include all original processing forms, x-rays, record fingerprints, and dental records, and copies of medical records, will be sent to CDR, PERSCOM (TAPC -PED-D), Alexandria, VA 22331 -0482; they will become part of the decedent's individual deceased personnel file. For deaths outside of the United States, documents must accompany all remains shipped to the United States.

(2) For deaths of other military service members, originals of all documents will be sent to the HQ of the parent Service (para 3-1) of the decedent. A copy of the DD Form 2062 only will be sent to CDR, PERSCOM (TAPC-PED-D).

8-16. Casualty and Memorial Affairs Board of Officers

a. The Casualty and Memorial Affairs Board of Officers is established to assist the CDR, PERSCOM (TAPC-PEZ), in the resolution of special cases that involve the identification, non-identifiability, or nonrecoverability of the remains of deceased persons. The CMABO is not involved in the resolution of cases from the Vietnam conflict; these cases are resolved by the Armed Forces Identification Review Board.

b. The CMABO reviews case files concerning —

(1) Identifiability of recovered remains as submitted by an Army Central Identification Laboratory (CIL) or other competent authority.

(2) Non-identifiability of individual recovered remains and non-identifiability of individual remains of group recoveries.

(3) Nonrecoverability of remains of persons —

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

(b) Known to be dead, whose remains, because of the circumstances of death, are determined to be nonrecoverable.

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

c. Based on its review of documentation submitted, the CMABO will recommend either that the case be approved by the CDR, PERSCOM (TAPC -PEZ), or that the case be returned to the CIL or the originating office for further consideration.

d. A request by the PADD for reconsideration of approved identifiability, non-identifiability, or nonrecoverability will be granted only on the basis of evidence not previously considered by the CMABO.

8-17. Destruction of remains from Vietnam conflict

a. Remains and portions of remains associated with the Vietnam conflict received by the U.S. Army Central

Identification Laboratory, Hawaii (CILHI), from any source, regardless of size, number, or quality of the skeletal fragments and the likelihood of their ever being identified, will not be destroyed.

b. Unidentified portions of remains from the Vietnam conflict, including those designated "CIL Portions," currently on hand at CILHI and those so designated in the future will not be destroyed.

c. Unidentifiable portions of remains may continue to be designated "CIL Portions" by CILHI and approved by the Armed Forces Identification Review Board as "CIL Portions."

Chapter 9 Cremation and Urns

9-1. When cremation is authorized

Eligible deceased soldiers and certain eligible deceased civilian personnel cited in table 2 -1 may be cremated at Government expense under applicable laws only when a written, signed authorization from the PADD is actually in military channels. The preferred authorization document is the DA Form 7302. The written, signed authorization from the PADD will be forwarded with pertinent case papers to CDR, PERSCOM (TAPC -PED-D), Alexandria, VA 22331-0482. Cremation will be effected only with the consent of the PADD even though cause of death or condition of remains precludes shipment unless remains are cremated.

9-2. Where and by whom cremation may be accomplished

Cremation may be accomplished by either the Army at a contract facility or at port mortuaries or the PADD's receiving funeral home after arrival at final destination.

9-3. Arrangements for cremation

a. When arrangements for cremation are made by Army authorities, the following will apply:

(1) Cremation will be arranged through requirements contract, if one is in effect that includes cremation, or by a one-time purchase order.

(2) The contractor will follow procedures in the Armed Services Specifications for Mortuary Services for preparation or reprocessing of remains and cremation. The casket provided for cremation by the contractor may be an industry standard cremation container or casket. The urn provided by the contractor will meet or exceed the applicable urn specification.

(3) The commercial crematory will be required to give a receipt for remains; on completion of cremation, the commercial crematory will be required to provide a release that states that the cremated remains were placed in the receptacle, the name of the Army representative to whom the cremated remains were delivered, and the date of delivery. The original receipt and release statement will be attached to DD Form 2062 or DD Form 2063 and sent to CDR, PERSCOM (TAPC -PED-D), Alexandria, VA 22331 -0482.

(4) When the PADD requests the cremated remains to be held by the Army until shipment at a later date, the cremated remains will be stored at the port mortuary or contractor's facility, as applicable. The CAC may authorize cremated remains to be held by the port mortuary or contractor's facility up to 90 days. The CDR, PERSCOM (TAPC-PED-D) may authorize cremated remains to be held up to 1 year. Cremated remains will not be held at the port mortuary or contractor's facility for more than one year.

(5) When the PADD desires release of cremated remains before shipment to final destination, Army authorities will obtain a signed statement from the PADD releasing the Army of any responsibility for the cremated remains and later shipment at Government expense.

b. When arrangements for cremation are made by the PADD the following will apply:

(1) When the PADD elects an Army preparation of remains option disposition option and the PADD desires cremation at final destination, remains will be prepared in the normal manner and shipped in a casket that meets or exceeds the armed services casket specification. The PADD will be reimbursed for transport of the remains to the crematory, actual crematory charges, suitable urn, including engraving. These expenses will not be counted against the primary care or interment allowances

(2) When the PADD assumes responsibility for the preparation of remains and elects cremation, the PADD will be reimbursed for transport the remains to the crematory, actual crematory charges, suitable urn, including engraving. These expenses will be counted against the primary care allowance.

9-4. Transportation of cremated remains

a. Cremated remains of soldiers will be transported by air or surface transportation with an escort to the designated consignee (the PADD or designee of the PADD). Cremated remains will be hand-carried at all times. One ticket only will be required for the escort's common carrier travel to destination. Return travel of the escort will be effected under paragraph 12-5 and 12-7.

b. Cremated remains of other than soldiers may be mailed by registered mail or shipped by air express. No escort is authorized.

c. A receipt will be obtained from whomever assumes custody of the cremated remains. A copy of this receipt will be sent to CDR, PERSCOM (TAPC –PED–D), Alexandria, VA 22331 –0482.

9–5. Procurement of urns by Army

The type of urn specified in the armed services specifications for solid bronze urns or solid hardwood urns will be procured. When the specified type of urn is not available, a temporary container may be purchased for shipment to a port mortuary or another command where a suitable urn may be purchased by the contracting officer.

9–6. Arrangements for engraving urns

To promote identification continuity, the urn will be engraved before the cremated remains are placed in it. The inscription will state name, rank, date of birth, and date of death. The CAC will verify that the required information is correct before passing the information to the activity engraving the urn. The inscription is placed in two lines below the Army seal. The first line is the decedent's rank and name (Sergeant John A. Doe) and the second line is the date of birth and the date of death (June 16, 1950 — July 22, 1990).

Chapter 10

Group Remains and Group Burials

10–1. Identification processing of group remains

Before remains are designated as group remains and considered for a group burial, the remains will be processed for identification and thoroughly documented per chapter 8. (See the Glossary for explanation of group burial.) The identification findings will be submitted to the CMABO for review and approval. (See para 8 –16.)

10–2. Selection of a Government cemetery for group burial

Group burials will be in a Government cemetery designated by CDR, PERSCOM (TAPC –PED–D). When other than Army dead are included in the group, CDR, PERSCOM (TAPC –PED–D), will coordinate selection of the cemetery with other Services and agencies involved.

10–3. Coordinating agency for group burials

CDR, PERSCOM (TAPC –PED–D), will be the Army coordinating agency for necessary actions to effect a group burial. CDR, PERSCOM (TAPC –PED–D), will request assistance from Army installations when needed.

10–4. Advising the PADD of each decedent included in the group burial

- a. The PADD of each decedent in the group will be notified of the group burial as soon as possible —
 - (1) After determination that remains are not individually identifiable and are determined to be group remains.
 - (2) When a Government cemetery has been selected for interment of the group.
- b. Notification will be made by a personal visit and/or letter depending on circumstances and as directed by CDR, PERSCOM (TAPC–PEZ). The notifier's travel expenses may be charged to the Casualty and Mortuary Affairs Open Allotment.

10–5. Travel of persons authorized transportation to attend group burial

See paragraphs 11 –2, 11–3, and 11 –4 for travel entitlements

10–6. Escorts for group remains

The number of escorts to be used for remains in a group burial will be determined by CDR, PERSCOM (TAPC–PED–D). The rank of the escort will be at least equivalent to that of the highest ranking decedent. (See chap 12.)

10–7. Shipment of group remains to a Government cemetery

- a. CDR, PERSCOM (TAPC –PED–D), will coordinate with the superintendent of the respective cemetery and arrange with the shipping installation to schedule shipment of the group remains to arrive on the date specified.
- b. The commander of the installation responsible for shipment of remains to the cemetery will send a message to the superintendent of the cemetery as an action addressee and to CDR PERSCOM ALEXANDRIA VA//TAPC–PED–D// as an information addressee with the following information:
 - (1) Names, grades, and SSNs of deceased comprised by the group.
 - (2) Name, grade, and SSN of escort(s).
 - (3) Scheduled time of departure.

- (4) Routing.
- (5) Scheduled time of arrival at the commercial airport or cemetery.

10–8. Visitation

The CAC responsible for the place of interment will contract with a funeral home or other suitable facility to provide an appropriate place for the PADDs to receive other family members and friends. One visitation not to exceed two hours is authorized. The CAC arranging the visitation will ensure that all PADDs of the decedent are advised of the visitation period in sufficient time to attend. Opening the casket or unwrapping the remains is not permitted without the prior approval of CDR, PERSCOM (TAPC –PED–D).

10–9. Authorized interment allowance

The PADD of each soldier in the group burial is authorized an interment allowance not to exceed the current maximum allowance for interment of individually identified remains directly consigned to a Government cemetery. This allowance is submitted on a completed DD Form 1375 with itemized bills attached to the CAC with responsibility for the place of interment.

10–10. Payment to funeral director

Funeral directors who provide services (including hearse service) for group remains will be paid by the Government on the basis of the number of caskets handled rather than number of individuals or remains involved.

10–11. Flags with cases and group burial marker

Flags with cases will be provided as prescribed in paragraph 15 –1. Group burial marker will be provided as prescribed in paragraph 16 –4.

Chapter 11 Transportation and Travel

Section I Funeral Travel

11–1. Funeral travel

Federal statutes authorize the Army to provide funeral travel to enable certain persons to attend the funerals of soldiers who die while on active duty or inactive duty. The travelers entitled to a travel benefit and the authorized travel benefit varies by statute. Orders issuing authorities must verify each traveler's entitlement and benefit before issuing funeral travel orders (see paras 11 –2 through 11 –5 for specific entitlement and benefit information). Funeral travel is not provided for re-interments when the remains are disinterred and moved at the PADD's or other person's discretion.

a. Only one statute may be applied when determining travel entitlement and benefits for a single interment. The CAC providing casualty assistance to the PADD must ensure funeral travel entitlement and benefits are adequately explained to the PADD as part of the mortuary affairs benefits briefing. Funeral travel entitlements and benefits may affect the PADD's disposition of remains decisions.

b. Funeral travel will be provided for each authorized interment of a decedent. Under certain conditions a soldier may be interred in two or more places at two or more different times.

(1) If there are individually identifiable portions for a soldier and the soldier is also included in a group remains (see chap 8), then the Army will provide funeral travel to both the interment of the individually identified portions arranged by the PADD and the group interment arranged by the Army.

(2) If a soldier's remains are individually identified and interred and additional portions of the soldier's remains are subsequently recovered and identified, then the Army will not provide funeral travel to the subsequent interment.

11–2. Travel of relatives for either individual or group funeral services (section 411f, title 37, U.S. Code)

a. See the Joint Federal Travel Regulation (JFTR), volume 1, paragraph U5242A, for detailed entitlement rules.

b. Funeral travel and per diem are authorized for relatives listed in paragraph *c* below to attend the funeral service of a soldier who has been on active duty for at least 30 days at the time of death.

c. Persons authorized to travel at Government expense are as follows:

(1) Surviving spouse and dependent children.

(2) If there are no surviving spouse and dependent children, then the decedent's parents (including stepparents or parents by adoption or any person, including a former stepparent, who has stood in loco parentis to the soldier at any time for a continuous period of at least 5 years before the soldier became 21 years of age)

d. Travel entitlement is as follows:

(1) If the deceased soldier was called or ordered to active duty from a place in the United States, Puerto Rico, or a possession of the United States, the eligible survivors will be provided travel and per diem from the place of active duty or place of survivor's abode located anywhere in the world to the burial site located in the United States, Puerto Rico, or possession of the United States and return to the place of active duty or place of abode.

(2) If the deceased soldier was called or ordered to active duty from a place outside the United States, Puerto Rico, or a possession of the United States, the eligible survivors will be provided travel and per diem from the place of active duty or place of survivor's abode located anywhere in the world to the burial site at the place from which the soldier was called or ordered to active duty in the United States, Puerto Rico, or possessions of the United States and return to the place of active duty or place of abode.

e. Per diem of 2 days is authorized. The CDR, PERSCOM (TAPC –PED–D) may extend per diem as needed, but only when travelling in accordance with subparagraph 11 –2*d*(2). Per diem will not be paid when the person's place of abode and the burial site are in the same local area or travel to and from the burial site, to include attendance at the interment, is six hours or less.

f. For current deaths, the CAC responsible for the geographic area where the authorized travelers are residing will issue invitational travel orders for the funeral travel. Transportation arrangements should be made by the servicing transportation officer. Funeral travel orders for travel to the funeral of a recently recovered and identified remains from a prior conflict are issued by the CDR, PERSCOM (TAPC –PED–D).

11–3. Travel of relatives for group burial (section 1482, title 10, U.S. Code)

a. See JFTR, volume 1, paragraph U5242 –B1, for detailed entitlement rules.

b. Transportation is authorized for the following persons to attend interment services at a group burial:

(1) The person who would have been the PADD if individual identification had been made.

(2) Two other close relatives of the decedent selected by the PADD. Categories of persons and their spouses considered close relatives are children to include adopted and step-children, parents to include step-parents, siblings, grandparents, and other blood relatives.

c. Per diem is not authorized.

d. CDR, PERSCOM (TAPC–PED–D), will issue invitational travel orders to the persons authorized the transportation and make transportation arrangements as required.

11–4. Travel of relatives to attend funeral services for former prisoners of war or missing in action Vietnam cases (PL 93 –257)

a. See JFTR, volume 1, paragraph U5242 –B, for detailed entitlement rules.

b. Funeral travel and diem are authorized for family members listed below to attend the funeral service of soldiers who died while prisoners of war or missing in action during the Vietnam conflict and whose remains are returned to the United States after 27 January 1973. Family members include a widow, children, stepchildren, mother, father, stepfather, stepmother, legally adoptive parents, and a person or persons who have stood in loco parentis to the soldier before the soldier became 21 years of age. In the event none of these family members desires to use the transportation and travel allowance authorized, brothers and sisters, half brothers, half sisters, and adoptive brothers and sisters of the soldier will be considered as eligible family members for entitlement purposes.

c. CDR, PERSCOM (TAPC–PED–D), will issue invitational travel orders to those eligible to travel and make travel arrangements.

11–5. Transportation and travel allowances of attendants for persons authorized funeral travel

Transportation and travel allowances for attendants of persons authorized funeral travel in paragraphs 11 –2 through 11–4 are chargeable to the Casualty and Mortuary Affairs Open Allotment. An attendant is authorized when the person authorized funeral travel is a minor, infirm, or requires medical attention. The attendant's travel must be performed under competent orders (see JFTR, vol 1, para U7550).

11–6. Payment of funeral travel claims

The CAC issuing the invitational travel order will assist the traveler in processing a travel voucher for reimbursement of travel and per diem expenses. The CAC will monitor the payment action to ensure the travel voucher is submitted to the CAC for review and submission to the appropriate DFAS travel office within 30 days after the travel is completed. The CAC will ensure that funeral travel expenses are promptly entered into DCIPS.

Section II Shipment of Remains

11-7. Point of contact for shipment of remains

The preparing CAC (within the United States) or the Director, Mortuary Affairs (outside the United States) will determine the best method of shipment and be responsible for the following:

- a. Strict compliance with sanitary laws and regulations of all countries and States to or through which remains are to be shipped.
- b. Issuance of travel orders covering travel of escort as authorized in chapter 12.
- c. Ensuring that prompt notification of shipment of remains is made as prescribed in paragraph 11-24.
- d. Ensuring that proper records accompany the remains (see para 11-23).
- e. Collection of transportation cost on reimbursable cases outside of the United States (see para 6-16).
- f. Ensuring the remains are expeditiously moved and not unnecessarily delayed as the result of administrative procedures or non-availability of Government or contract personnel to complete mortuary affairs or transportation actions.

11-8. Modes of transportation authorized for shipment of remains and escorts

a. *In the United States.* From place of death to place of interment, from place of death to a port mortuary within the United States, from a port mortuary in the United States to place of interment, and from a port mortuary in the United States to another port for reshipment, one of the following methods or combinations of methods may be used.

- (1) Commercial air.
- (2) Hearse or service car. Provided by a funeral director, provided that the following apply:
 - (a) Cost of such transportation is not in excess of cost of common carrier transportation.
 - (b) Common carrier service is not available, or its use is impracticable.
 - (c) The PADD requests this service, and the PADD defrays costs in excess of what the cost would have been if the Government transported the remains by common carrier.

b. *Outside the United States.* The director of the Army mortuary outside of the United States will use the most expeditious and cost effective means for moving remains between two points outside the United States and between points outside the United States and ports in the United States

(1) Channel air will not delay the arrival of the remains at the place designated by the PADD and must be more cost effective than commercial air carriers.

(2) Commercial transportation is the preferred method except when impractical, not available, or cost prohibitive.

c. *Between places in the United States and outside the United States.* The mortuary affairs officer in the United States will use the most expeditious and cost effective means for moving the remains to another location outside of the United States.

(1) When channel air will not delay the arrival of the remains at the place designated by the PADD and will be more cost effective than commercial air carriers.

(2) Commercial transportation is the preferred method except when impractical, not available, or cost prohibitive.

11-9. Unauthorized transportation by military aircraft in the United States

Shipment of remains by military aircraft within the United States is not authorized, except as follows:

a. Recovery of remains for autopsy or accident investigation purposes from accident site to nearest adequate military installation.

b. Movement of remains originating outside of the United States by AMC from the aerial port of debarkation (APOD) of the first landing in the United States to a port where mortuary facilities are located, using AMC positioning and depositing aircraft.

11-10. When transportation costs are not authorized

Transportation costs are not authorized for shipment of remains —

a. After disinterment when the PADD initially directed disposition. (See para 4-22.)

b. Beyond port in the United States on reimbursable cases.

11-11. Soldiers on active duty

Soldiers (see paras 2-2, 2-3, and 2-4) may be transported to decedent's home, or any other place determined to be the appropriate place of interment. The shipment of remains is arranged by the preparing CAC's contract funeral home (within the United States) or the preparing Director, Mortuary Affairs (outside the United States) when the PADD selects the Army arranged disposition option.

a. When ground transportation is the sole method used to transfer the remains from the preparing mortuary to the

receiving funeral, ground transportation arrangements will be made by the preparing CAC within the United States or the Director, Mortuary Affairs outside the United States. Transportation will be paid by the CAC to the contractor.

b. When commercial air transportation is used to deliver the remains to the commercial airport serving the receiving funeral home with subsequent ground transportation to the receiving funeral home.

(1) Commercial air transportation arrangements will be made by the preparing CAC within the United States or the Director, Mortuary Affairs outside the United States. Transportation expenses will be prepaid by the CAC

(2) Ground transportation arrangements from the commercial airport to the receiving funeral will be made by the receiving funeral home. The preparing CAC within the United States or the Director, Mortuary Affairs outside the United States must coordinate commercial air carrier schedules with the receiving funeral home. Transportation expenses will be reimbursed to the PADD as part of the funeral and interment claim.

11-12. Transportation of remains of dependents of military personnel

The remains of dependents of military personnel (para 2-14) may be transported to decedent's home, or any other place determined to be the appropriate place of interment. The shipment of remains of dependents of soldiers is arranged as follows:

a. *Within the United States.* All transportation arrangements will be made by the PADD's contracted funeral home. The CAC will not arrange transportation of remains using Casualty and Mortuary Affairs Open Allotment funds without the prior approval of CDR, PERSCOM (TAPC-1-PED-D).

b. *Outside the United States.*

(1) When ground transportation is the sole method used to transfer the remains from the preparing mortuary to the receiving funeral, ground transportation arrangements will be made by the Director, Mortuary Affairs. Transportation will be paid by the mortuary to the contractor.

(2) When commercial air transportation is used to deliver the remains to the commercial airport serving the receiving funeral home with subsequent ground transportation to the receiving funeral home —

(a) Commercial air transportation arrangements will be made by the Director, Mortuary Affairs preparing the remains. Transportation will be paid by the mortuary to the commercial carrier.

(b) Ground transportation arrangements from the commercial airport to the receiving funeral will be made by the receiving funeral home. The Director, Mortuary Affairs preparing the remains must coordinate commercial air carrier schedules with the receiving funeral home and the CAC responsible for the geographic area of the receiving funeral home. Transportation expenses will be reimbursed to the PADD as part of the funeral and interment claim.

11-13. Payment of transportation of deceased dependents of active duty soldier

a. The CAC will initiate a DD Form 1375 and provide the form to the soldier or other interested person, when the soldier is not available, to submit with the claim for reimbursement of transportation of remains expenses.

(1) The CAC completes items 1, 2, 3, 4, 6, 7, 8, 9, and 10.

(2) The soldier completes items 12, 13, 16, and 18.

(3) Items 5, 11, 14, 15, and 17 are left blank

b. The soldier will submit the DD Form 1375 with a copy of the signed service contract with the funeral home, GPL, CPL (as appropriate), a certificate of death, and DA Form 5327.

c. The claim will be submitted to either the CAC providing assistance to the soldier at home station or place of interment. Prior to paying the claim, the CAC must verify the claim has not been previously paid. Claim payment information can be obtain from DCIPS.

11-14. Remains of Retired military and their dependents

a. *Retired military personnel, continuously hospitalized.* The transportation of remains for retired military personnel who are continuously hospitalized from the date of retirement until the date of death (see para 2-9a) are arranged in the same manner as soldiers who die on active duty.

b. *Within the United States.* Remains of military retirees and their dependents (see para 2-9 and 2-16) may be transported to a place of burial that is no further distance than the decedent's last place of residence, nearest Government cemetery accepting new interments, or Government cemetery where the retiree or dependent of a retiree has an interment agreement. Amount paid for transportation may not exceed cost of transportation from place of death to decedent's last place of residence unless the remains are transported to the nearest Government cemetery accepting new interments, or Government cemetery where the retiree or dependent of a retiree has an interment agreement. When place of death and place of burial are local to the residence, transportation is authorized for removal of remains from place of death to a local funeral home and from a local funeral home to a local cemetery. Transportation may not be to a place outside the United States.

(1) All transportation arrangements will be made by the PADD's contracted funeral home. The CAC will not arrange transportation of remains or prepay transportation expenses with Casualty and Mortuary Affairs Open Allotment funds without the prior approval of CDR, PERSCOM (TAPC-1-PED-D).

(2) When retiree qualifies for transportation by the VA under chapter 23, title 38, United States Code, the retiree's

VA program will take precedence, and the PADD will not be paid under the Mortuary Affairs Program. The mortuary affairs officer will check each case to determine whether payment has been, or will be, paid by the VA prior to paying transportation costs.

c. Outside the United States.

(1) When ground transportation is the sole method used to transfer the remains from the preparing mortuary to the receiving funeral home, ground transportation arrangements will be made by the preparing Director, Mortuary Affairs. Transportation charges will be paid by the PADD to the Director, Mortuary Affairs in advance.

(2) When commercial air transportation is used to deliver the remains to the commercial airport serving the receiving funeral home with subsequent ground transportation to the receiving funeral home —

(a) Commercial air transportation arrangements will be made by the preparing Director, Mortuary Affairs. Transportation charges will be paid by the PADD to the Director, Mortuary Affairs in advance.

(b) Ground transportation arrangements from the commercial airport to the receiving funeral home will be made by the receiving funeral home. The preparing Director, Mortuary Affairs must coordinate commercial air carrier schedules with the receiving funeral home.

11–15. Payment of transportation of remains of retirees and dependents of retirees

Payment of transportation for retirees cited in table 2 –1 as reimbursable cases, will be contingent on receipt of a completed DD Form 1375 with a copy of the signed service contract with the funeral home, GPL, CPL (as appropriate), a certificate of death, DA Form 5327 and a statement signed by an official of the respective military medical facility that decedent was properly admitted to the facility at time of death. This statement will be prepared on hospital stationery and will include date and time of admission and date of death.

11–16. Other U.S. citizens (outside of the United States)

Transportation of remains for other U.S. citizens and their dependents (see para 2 –17) is authorized on a reimbursable basis for shipment from place of death to a port mortuary in the United States. The remains may not be shipped aboard DOD aircraft unless a request is made by the Department of State and is approved by the Secretary of Defense. Reimbursement costs for Government transportation provided under this paragraph will be collected from the sponsor by the command in which the remains were prepared. Amounts collected will be credited to the current appropriations available for such costs.

11–17. Military prisoners, prisoners of war (PWs), and interned enemy aliens

Military prisoners, prisoners of war, and interned enemy aliens (see paras 2 –10 and 2–11) will be transported at Army expense to a cemetery or other place designated by CDR, PERSCOM (TAPC –PED–D).

11–18. Pensioners and indigents

Pensioners and indigents (see para 2 –12) will be transported at Army expense to a cemetery designated by CDR, PERSCOM (TAPC–PED–D), by the most economical means.

11–19. Civilian employees

Remains of civilian employees (see para 2 –13) to the decedent's actual place of residence, official station, or place of interment within the 50 states and the District of Columbia. Movement of remains to a foreign country at Government expense is not authorized. The cost of transportation to place of interment may not exceed the cost to the official station or place of residence, whichever is more distant.

a. When the employee dies while temporarily away from his or her Temporary Duty (Travel) (TDY) or official duty station during nonworkdays or for the purpose of taking leave, allowable transportation costs for transportation of remains to the place of preparation will not exceed the amount that would have been allowed if death had occurred at the TDY station or official station.

b. When ground transportation is the sole method used to transfer the remains from the preparing mortuary to the receiving funeral, ground transportation arrangements will be made by the preparing CAC within the United States or the Director, Mortuary Affairs outside the United States. Transportation will be paid by the CAC to the contractor.

c. When commercial air transportation is used to deliver the remains to the commercial airport serving the receiving funeral home with subsequent ground transportation to the receiving funeral home

(1) Commercial air transportation arrangements will be made by the preparing CAC within the United States or the Director, Mortuary Affairs outside the United States. Transportation expenses will be prepaid by the CAC

(2) Ground transportation arrangements from the commercial airport to the receiving funeral will be made by the receiving funeral home. The preparing CAC within the United States or the Director, Mortuary Affairs outside the United States must coordinate commercial air carrier schedules with the receiving funeral home. Transportation expenses will be reimbursed to the PADD as part of the transportation claim.

11-20. Dependents of civilian employees

Remains of dependents of civilian employees (see para 2 –15) to the decedent's actual place of residence, official station, or place of interment within the 50 states and the District of Columbia. Movement of remains to a foreign country at Government expense is not authorized. The cost of transportation to place of interment may not exceed the cost to the official station or place of residence, whichever is more distant.

a. When the dependent of the civilian employee dies outside the United States while temporarily away from the employee's official duty station, allowable transportation costs for transportation of remains to the place of preparation will not exceed the amount that would have been allowed if death had occurred at the official station.

b. When ground transportation is the sole method used to transfer the remains from the preparing mortuary to the receiving funeral, ground transportation arrangements will be made by the preparing CAC within the United States or the Director, Mortuary Affairs outside the United States. Transportation will be paid by the CAC to the contractor.

c. When commercial air transportation is used to deliver the remains to the commercial airport serving the receiving funeral home with subsequent ground transportation to the receiving funeral home

(1) Commercial air transportation arrangements will be made by the preparing CAC within the United States or the Director, Mortuary Affairs outside the United States. Transportation expenses will be prepaid by the CAC

(2) Ground transportation arrangements from the commercial airport to the receiving funeral will be made by the receiving funeral home. The preparing CAC within the United States or the Director, Mortuary Affairs outside the United States must coordinate commercial air carrier schedules with the receiving funeral home. Transportation expenses will be reimbursed to the PADD as part of the transportation claim.

11-21. Shipping processed remains from outside of the United States

Generally, remains will be shipped in a casket with air tray from an Army mortuary outside of the United States.

11-22. Stopover of remains en route to final destination

a. One stopover (either direct or indirect routing) may be approved by the CDR, PERSCOM (TAPC –PED–D), if specifically requested by the PADD for a bona fide reason such as an invalid close relative (parents, spouse, sibling, or child) who cannot travel to the interment.

b. The PADD will be advised that transportation of remains from point of origin to cemetery will be at Government expense. The PADD also will be advised that he or she will defray all costs incurred at the stopover point (such expenses may be applied toward the authorized interment allowance, providing the maximum is not exceeded).

c. The PADD will be advised that no more than 72 hours will be allowed at the stopover point.

d. Escort will accompany remains from point of origin to stop-over point and then on to final destination.

11-23. Documents necessary for shipping remains

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

a. For shipment of remains in the United States:

(1) Transit permit.

(2) Certificate of death, if required. This requirement may vary from state to state. As a practice, the certificate of death will be included if it is available whether or not it is required.

b. For shipment of remains from outside the United States to port mortuary in the United States, use a DD Form 2064.

c. For shipment of remains from the United States to an area outside the United States or from one area outside the United States to another: contact the consulate or embassy of the countries involved to find out what documents are necessary to ship remains.

11-24. Notification of shipment of remains

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

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

(1) The Departmental HQ of the deceased.

(2) The consignee

(3) CAC in which the PADD resides.

(4) CAC to which the remains are being shipped.

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

(1) CAC in which the PADD resides.

(2) CAC to which remains are being shipped.

(3) Any other person who has requested notification of arrival time of remains. Include Government cemetery when applicable.

(4) CDR, PERSCOM (TAPC –PED–D).

(5) the consignee

c. When remains are shipped from place of death in the United States to a destination outside the United States, The shipping mortuary officer will contact each of the following:

(1) CAC in which the PADD resides.

(2) CDR, PERSCOM (TAPC –PED–D).

(3) CAC outside of the United States

(4) the consignee.

d. When remains are shipped from place of death outside the United states to final destination outside the United States (not involving shipment through port in the United States), send a priority message to each of the following:

(1) Port or command outside the United States responsible for onward movement.

(2) CDR, PERSCOM (TAPC –PED–D).

e. When remains are shipped from a port in the United States to final destination in the United States, send a priority message to each of the following:

(1) CAC in which the PADD resides.

(2) CAC to which remains are being shipped.

(3) Any other person who has requested notification of arrival time of remains. Include the Government cemetery when applicable.

(4) CDR, PERSCOM (TAPC –PED–D).

f. When remains are shipped from Army installation in the United States directly to final destination outside of the United States (such as Mexico or Canada), send an immediate message to each of the following:

(1) The PADD if outside of the United States.

(2) Consignee.

(3) CDR, PERSCOM (TAPC –PED–D).

g. The PADD and consignee will be advised by telephone of date and time of arrival of remains at final destination, except for *f* above. Others concerned will be notified by message as outlined in *c* through *f* above. All messages will include the following data: name, rank, SSN, branch of Service, consignee, escort information if applicable, date and hour of ETD and ETA, race, religion, and statement that the PADD and consignee have been notified of shipment.

11–25. Transportation, storage, and billing for remains consigned directly to a Government cemetery

See paragraph 13 –6 for direct consignment of remains to a Government cemetery.

11–26. Transportation for escorts of deceased soldiers

A separate transportation request will be drawn for travel of the escort; this request will specify class of ticket and accommodations to which the individual is entitled. The transportation request will be annotated “Escort for Remains.” The escort will be issued a round-trip ticket or return transportation request (see para 12 –5).

Chapter 12 Escorts

12–1. For whom an escort is authorized

a. One escort is authorized to accompany remains (including cremated remains) of an eligible deceased soldier in table 2–1 and Department of the Army civilian employees who die while in a travel status, assigned outside the United States, or deployed in contingency operations. One or more escorts may be provided for group remains as prescribed in chapter 10.

b. The CDR, PERSCOM (TAPC –PED–D) may direct only one escort to accompany multiple remains to the same destination when appropriate.

c. An escort is not allowed when the PADD has elected to make all arrangements for the preparation and transportation of the remains.

12–2. Selection and assignment of escorts

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

a. An escort shall be —

(1) Neat in appearance. Military escorts will not have medical profiles restricting wear of uniform or personal appearance standards. waiving

(2) Of good character.

(3) Sober and drug free.

(4) Tactful in speech and pleasant in personality.

(5) Capable of taking appropriate action in an emergency.

b. If practical, the military escort will be of a status corresponding to the former status of the deceased. That is, be—

(1) Of the same branch of service.

(2) Of a grade at least equal to that of the decedent.

(3) From the same unit when practicable.

(4) Able to speak the language spoken by the PADD.

12-3. Special escorts

a. A special escort is a close relative (parent, sibling, child, and so forth) of the deceased or the PADD, who is specifically requested by the PADD to escort the remains to final destination.

b. Requests for special escorts to accompany remains may be approved only by CDR, PERSCOM (TAPC-PED-D). The PADD's special escort request will be submitted in writing, through the CAC to CDR, PERSCOM (TAPC-PED-D).

c. A special escort request will not be approved when —

(1) The requested person does not meet the qualifications of 12-2a and 12-3a.

(2) The requested person is deployed with an armed force unless approved by the Army commander of the deployed force.

d. Remains will be held in the Army contracted mortuary facility or Service mortuary facility outside of the United States—

(1) Pending approval of a properly submitted special escort request.

(2) Awaiting the arrival of the approved special escort.

12-4. When an escort is used

a. *Escort duty assumed.* Escorts accompany remains (casketed or cremated) from the preparing mortuary to the final destination. Escorts assume their duties after processing and preparation of remains are completed and the remains are released by the CAC. Remains are not escorted through recovery or evacuation channels. An escort is not authorized for unapproved stop-overs (see para 11-22).

b. *Noncremated remains.*

(1) *Within the United States.* During shipment in the United States, an escort will be assigned to accompany the remains from preparing mortuary to final destination in the United States.

(a) A separate Government Transportation Request will be issued to the escort for transportation required to accompany remains.

(b) When remains are shipped by air, return travel of the escort will be effected by use of common carrier transportation that is economically advantageous to the Government.

(2) *From the United States to a place outside the United States.*

(a) When remains are consigned to a place outside of the United States, an escort will be detailed to accompany remains from preparing mortuary to the final destination

(b) When remains are shipped by Military Sealift Command or by AMC without an escort, custody of the remains is delegated to the ship commander or aircraft commander. The shipping port in the United States will arrange, if possible, with a U.S. Armed Forces representative or a State Department representative located at or near the point of debarkation outside of the United States to provide an escort from debarkation point to final destination. If such arrangements cannot be made, an escort will be assigned in the United States for the entire distance.

(3) *From outside the United States to the United States.* An escort will be assigned for remains shipped from the preparing Army mortuary facility outside of the United States to final destination in the United States. Special escorts approved by CDR, PERSCOM (TAPC-PED-D) (para 12-3b), traveling from outside of the United States will accompany the remains from the preparing mortuary to the final destination. When remains are shipped by Military Sealift Command or by AMC without an escort, custody of remains is delegated to the ship commander or aircraft commander.

(4) *Between commands outside the United States.* When remains are shipped between two points outside the United States (not involving shipment through the United States), an escort may be assigned to accompany remains during shipment.

12-5. Authority for escort travel

Round-trip transportation expenses are authorized for one person to escort remains to final destination. Escort duty will

be performed on a per diem basis. Per diem allowances will be paid (JFTR, vol 1 (military) or Joint Travel Regulation (JTR), vol 2 (civilian)) for allowable travel time plus one day at the final destination, except as provided below. Expenses in connection with all escort duties, including approved special escorts cited in paragraph 12-3b, will be charged to Casualty and Mortuary Affairs Open Allotment.

a. Military escorts.

(1) Military escort duty will be in a TDY status. Allowances for military escorts are authorized at rates prescribed in the JFTR for TDY. Transportation will be provided to cover travel from duty station to place where custody of remains is assumed and onward to destination and return to duty station, if applicable.

(2) Payment of a per diem allowance to a soldier performing TDY as an escort within the limits of his or her permanent duty station is not authorized. JFTR, volume 1, appendix A, defines a permanent station as the post to which a soldier is attached for duty, other than TDY, the limits of which are the corporate limits of the city or town in which the soldier is stationed. Travel expenses within and adjacent to a permanent duty station may be reimbursed under JFTR, volume 1, paragraph U3500. When escort duty is to be performed within the limits of the soldier's permanent duty station and the escort is precluded from traveling from funeral site to location of his or her quarters and messing facilities, lodgings and subsistence will be obtained for the escort under local procurement procedures.

(3) When permanent change of station (PCS) is involved in conjunction with escort duties, TDY en route to PCS will be authorized from permanent duty station of escort to the point where escort accepts custody of remains, from point of acceptance of custody of remains to and including point and date of interment (or to point at which remains are delivered to proper authority or to a relative). At 0001 of the day following the date remains arrive at final destination, the escort will, for the purpose of charging correct appropriated funds, revert to PCS. All PCS costs will be charged to Military Personnel, Army (MPA) funds (DFAS -IN Manual 37-100-XX).

(4) Direct communication between the escort's unit of assignment and the casualty area command responsible for shipment of remains is authorized. These commanders are responsible for proper coordination concerning reporting dates.

(5) When request is made for members of Navy, Marine Corps, or Air Force to act as escorts for deceased soldiers, the Service to which the escort is assigned will be advised that TDY expenses can be borne by the Army but that PCS travel for escorts from other Services is not chargeable to Army funds.

(6) When request is made for a soldier to escort a deceased member of the Navy, Marine Corps, or Air Force, the individual may be made available, provided that he or she meets criteria set forth in paragraph 12-2a and that all costs of travel except PCS travel are borne from funds of the Service to which the deceased was assigned. PCS costs will be charged to MPA funds (DFAS -IN Manual 37-100-XX).

b. Civilian escorts. Allowances for civilian escorts are authorized as prescribed in paragraph 12-7.

c. First-class air travel (one-way) for escorts of deceased military personnel. CDR, PERSCOM (TAPC-PED-D), may permit the use of first-class air travel for the escort on a telephonic request from the shipping mortuary officer. (After duty hours, contact can be established with CDR, PERSCOM (TAPC-PED-D), by calling the Casualty Operations Center (TAPC-PEC), (703) 325-7990, commercial, or 221-7990, DSN.) The use of such travel will be requested only if—

(1) Coach-class air travel is not available for the escort.

(2) A delay in delivery of remains to the care of the PADD in time to meet funeral home or burial commitments can be assumed.

d. Shipping message. The shipping mortuary officer will telephone CDR, PERSCOM (TAPC-PED-D), (703) 325-5322, commercial, or 221-5322, DSN, the following information and repeat it in the shipping message:

(1) Name, grade, SSN, and position title of the escort.

(2) Name, grade, and SSN of the deceased.

(3) Date of travel, itinerary, additional cost incurred over coach travel, and name of foreign carrier, if any.

12-6. Duties and responsibilities of military escorts

The mortuary affairs officer at the CAC arranging for transportation of remains will instruct the escort in duties and conduct. Special instructions should be provided in writing when deemed appropriate. The escort will be provided some information about the deceased that might be of comfort and consolation to the relatives; however, the escort will be cautioned not to deviate from casualty information that already has been provided to the family. The escort will—

a. Wear appropriate clothing.

(1) Military personnel will wear the Army green class A uniform until the escort mission is completed. (A mourning band will not be worn.) The commander selecting a soldier, who is deployed without a class A uniform, will coordinate delivery of the escort's uniform to the preparing mortuary. The preparing CAC will not hold remains pending arrival of the escort's uniform. The preparing CAC will assign another soldier to escort the remains and return the soldier without the class A uniform to the unit.

(2) Civilian personnel will wear comparable business attire.

b. Not attempt to answer specific questions on circumstances surrounding or cause of death and such subjects as

insurance, gratuities, arrears in pay, awards, decorations, or personal property. If asked such questions, the escort will advise that this information may be obtained by asking the CAO.

c. Complete DA Form 5329 (Escort Report). Instructions for completing the DA Form 5329 and required distribution are shown on the form.

d. Follow the detailed procedures in DA PAM 638 –2 for the escort while en route and upon arrival at the place designated by the PADD.

12–7. Civilians accompanying remains as special escorts

a. Civilian escorts will be expected to perform the same duties as military escorts.

b. A civilian, who is not a Federal government employee, will be issued invitational travel orders. The orders will cite section 1482, title 10, United States Code (10 USC 1482) as authority. These orders will state that the escort is entitled to—

(1) Travel, sleeping accommodations en route, and per diem (at rates prescribed for military personnel (JFTR, vol. 1, chap. 4)) while actually accompanying remains from the place where custody of remains is accepted to the final destination.

(2) Return travel, sleeping accommodations, and per diem (at rates indicated) to the location where custody of remains was accepted, if required.

c. If a civilian accompanying remains as an escort also is entitled to transportation as a dependent (JTR, vol. 2, chap. 7), orders may provide for one of the following, as applicable, in view of circumstances of the individual case:

(1) Return travel to place where escort accepted custody of remains payable from Casualty and Mortuary Affairs Open Allotment.

(2) Onward travel from place where remains were delivered payable from Casualty and Mortuary Affairs Open Allotment in an amount not to exceed cost of return travel as indicated in (1) above.

(3) Travel as authorized by JTR, volume 2, chapter 7. Except for valid reasons, a dependent who accompanies remains as an escort will not be provided return transportation and then subsequently provided travel (JTR, vol. 2, chap. 7) that duplicates travel performed as an escort.

Chapter 13 Interment and Interment Allowances

Section I Interment

13–1. Place of interment

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

13–2. Multiple interments

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

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

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

c. Remains are disinterred and re-interred at the direction of CDR, PERSCOM (TAPC –PED–F). The CDR, PERSCOM (TAPC–PED–F) may authorize the disinterment of remains when required to confirm the identification of interred remains. Cost of the disinterment and re-interment are paid from the Casualty and Mortuary Affairs Open Allotment.

13–3. Eligibility for interment in Government cemeteries

a. *Government cemeteries.* Information regarding eligibility criteria is contained in publications listed below. No

commitment should be made to the PADD until eligibility of the decedent for burial in a Government cemetery has been established and the cemetery has available grave space.

- (1) AR 290–5 for Arlington National Cemetery and the U.S. Soldiers’ and Airmen’s Home National Cemetery.
- (2) AR 210–190 for post cemeteries other than the U.S. Military Academy, West Point.
- (3) VA–DMA–IS–1 for interments in national cemeteries.

b. State Veterans’ cemeteries. Numerous State Veterans’ cemeteries are located throughout the United States. If the PADD is interested, more information can be obtained by contacting the superintendent at the State Veterans’ cemetery, the Office of Veterans’ Cemeteries program manager, or the executive director of the State Veterans’ Commission.

13–4. Arranging funeral and interment services

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

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

c. CAC personnel will not enter into a funeral or interment contract for the disposition of individually identified remains without prior approval of CDR, PERSCOM (TAPC –PED–D).

13–5. Request for authority to inter in a Government cemetery

a. Request for authority to inter remains in a Government cemetery will be directed to the director or superintendent of the cemetery in which burial is desired. The request may be by telephone and confirmed by letter or by message. Data normally required by cemetery officials are stated below.

(1) Active duty soldiers: name, rank, SSN, date and place entered active duty, date of birth, and that the individual was serving in an active, honorable status at time of death.

(2) Spouse and minor dependents (dependents who are unmarried and under the age of 21 years) of active duty soldiers: information in (1) above plus name, date of birth, and date of death of the dependent. (For Arlington National Cemetery, DA Form 2386 (Agreement for Interment) will be used.) The DA Form 2386 is available in the back of DA Pam 290–5.

(3) Unmarried adult children of active duty soldiers who, after attaining the age of 21 years and until completion of education or training (but not after attaining the age of 23 years) are pursuing a course of instruction at an approved educational institution): same data as required in (2) above.

(4) Unmarried adult children of active duty soldiers who have become permanently incapable of self-support because of a physical or mental disability incurred before attaining the age of 21 years: name of decedent, date and place of birth, date of death, relationship to the sponsor, statement of the decedent’s marital status, statement of degree of dependency, and statement of an attending physician about the nature and duration of the physical or mental disability. Sponsor information: name, rank, SSN or service number, branch of Service, and date and place entered active duty.

(5) Civilian employees who are former members of the Armed Forces: name, rank, SSN or service number, branch of service, VA claim number, date and place of birth, date of death, and date and place of enlistment and separation from the Service. Information about qualifying awards received is needed for Arlington National Cemetery only. Proof of type of discharge will be required by cemetery officials.

(6) Spouse and minor dependents (dependents who are unmarried and under the age of 21 years) of veterans: Information in (5) above, plus name, date of birth and date of death of dependent. (For Arlington National Cemetery, DA Form 2386 will be used.)

(7) Unmarried adult children of veterans who, after attaining the age of 21 years and until completion of education or training (but not after attaining the age of 23 years) are pursuing a course of instruction at an approved educational institution): same data will be submitted as required in (6) above.

(8) Unmarried adult children of veterans indicated in (5) above who have become permanently incapable of self-support because of a physical or mental disability incurred before attaining the age of 21 years: name of decedent, date and place of birth, date of death, relationship to the sponsor, statement of the decedent’s marital status, statement of degree of dependency, and statement by an attending physician about the nature and duration of the physical or mental disability. Sponsor information: name, rank, SSN or service number, branch of Service, VA claim number, and date and place of enlistment and separation from the Service. Information on qualifying awards received is needed for Arlington National Cemetery only.

b. Required supporting documents stated above will accompany remains to the respective cemetery or will be provided by the PADD.

c. Verification of eligibility for interment in a Government cemetery must be accomplished before remains are shipped when remains will be directly consigned to a Government cemetery.

- d. Proposed date and time for interment should not be set until cemetery officials have confirmed the burial schedule and authorized shipment or delivery of remains to the cemetery.
- e. Remains of personnel in a(1) through (8) above will not be held by the Army mortuary outside the United States area pending approval to inter in a Government cemetery unless the PADD so directs. If approval has not been received by the mortuary officer outside the United States by the time of shipment of remains, a follow up of the interment request will be made by CDR, PERSCOM (TAPC –PED–D).
- f. Questions concerning eligibility for interment in Arlington National Cemetery will be addressed to the Superintendent, Arlington National Cemetery, Arlington VA 22211 –5003.

13–6. Direct consignment of remains to a Government cemetery

When remains are consigned directly to a Government cemetery the installation effecting shipment will coordinate shipment with cemetery officials to ensure the cemetery will accept direct consignments and the scheduled arrival date is acceptable. The CAC will coordinate delivery of remains from common-carrier terminal to cemetery, storage of remains, and committal services at graveside with cemetery officials. Government facilities will be used for storage if available.

- a. A funeral director transporting and storing remains as mentioned in this paragraph must submit a properly certified, itemized invoice and GPL to the CAC concerned.
- b. The PADD may arrange for additional items or services but must pay costs of those services. Facilities for viewing remains are not available in Government cemeteries.

13–7. Religious services in a Government cemetery

Chapel facilities where religious services may be conducted are available at Arlington National Cemetery and some post cemeteries located on military installations. In Arlington National Cemetery and post cemeteries, religious services also may be held at grave site. In VA national cemeteries, however, religious services are normally held in committal shelter areas. In special circumstances, the cemetery director may permit a grave site service. Sufficient time should be given to the cemetery director to make necessary preparations.

- a. The PADD may arrange for a civilian clergyman or request the services of a military chaplain to officiate at the committal service. (In some cases, however, the PADD may not want any religious services.)
- b. When the PADD will not be attending funeral services and has not indicated that religious services are not desired, the CAC will arrange, if possible, for a military chaplain of the same faith as the deceased to officiate. If a military chaplain is not available for deceased active duty soldiers, gratuitous services of a civilian clergyman may be accepted, or a civilian clergyman may be engaged. This cost is chargeable to Casualty and Mortuary Affairs Open Allotment.

Section II

Funeral and Interment Allowances

13–8. Maximum reimbursable allowance

A separate maximum reimbursable amount has been established for primary care and interment. 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 care expenses that exceed the maximum reimbursable amount for primary care expenses.

13–9. Maximum interment allowances authorized

Interment allowances are authorized to help to defray interment expenses incurred by the PADD of eligible deceased soldiers and certain DA and DOD civilian employees cited in table 2 –1. The CDR, PERSCOM (TAPC –PED–D) publishes the maximum reimbursable allowances annually by memorandum.

13–10. Payment of interment allowance

- a. *The Army interment allowance.* The Army interment allowance may include usual and customary services and items of interment. Items authorized as allowable for reimbursement are located in table 1 –2. Funeral and interment expenses must be directly related to a funeral product. Mortuary affairs officers will refer questionable products and services to PERSCOM (TAPC –PED–D) for determination of reimbursement authorization.
- b. *Maximum amounts payable.* Under no circumstances will the amount paid for interment allowance exceed the maximum specified in paragraph 13 –9, regardless of the amount expended. Any expense in excess of the applicable maximum must be borne from private funds.
- c. *Who will pay.* The CAC responsible for the place where the receiving funeral home (casketed remains) or the consignee (cremated remains) or PADD’s contracted funeral home (family arranged preparation) is located will pay the authorized allowances.

13–11. Payment of interment allowance for members of other military services

Payment of interment allowance to the PADD will be made by the parent Service of the decedent. (See chap 3.)

13–12. Claim submission

a. Claims must be submitted on a DD Form 1375. The claim must be signed by the claimant and include all documents required to adjudicate the claim. Claims that are submitted for reimbursement without a DD Form 1375 properly completed and signed will be returned to the claimant.

b. How to submit a claim. DD Form 1375 is the form on which payment of interment allowance will be requested. Items 1 through 11 of DD Form 1375 will be completed by military authorities; the partially completed form will be provided by the CAO to the PADD. The CAO will instruct the PADD on how to complete the form and to attach the funeral contract and the GPL to the claim form. The CAO will submit the completed form to the CAC responsible for the place of interment. When this is not possible, the PADD will be instructed to mail the completed form with itemized bills to the CAC indicated in item 2 on DD Form 1375.

13–13. Monitor claims status

a. The CAC responsible for the place where the receiving funeral home (casketed remains) or the consignee (cremated remains) is located will monitor the status of the claim from the date of final disposition until payment is received by the claimant.

b. The CAC responsible for the place where the memorial service is held will monitor the status of the claim for a memorial service when the remains have been determined to be nonrecoverable.

13–14. Claims processing time

a. Claim submission. The claim should be submitted to the CAC within 15 calendar days of the date of final disposition. The mortuary affairs representative or CAO, as appropriate, will contact the PADD on the 16th calendar day to determine if the PADD requires assistance in submitting the claim.

b. Claims adjudication. The CAC must adjudicate the claim and submit payment authorization to the local Defense Finance and Accounting Service 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 forwarded the claim to the paying DFAS office. The CAC will contact the paying DFAS office to determine the status of the claim on the 31st calendar day to determine the payment status.

13–15. Claim adjudication procedures

Procedures to adjudicate funeral and interments claims are found in DA PAM 638 –2.

Chapter 14

Nonrecovered Remains

14–1. Mortuary benefits when remains have not been recovered

A memorial service is authorized for an eligible soldier (table 2 –1 and para 14 –2) after official determinations have been made by the CDR, PERSCOM (TAPC –PEZ), that the status of the soldier is dead and that the remains are nonrecoverable. Once these determinations have been made, the PADD is authorized —

a. Memorial services. Can be a variation of a funeral service without pallbearers as outlined in FM 22 –5, Drill and Ceremonies), section VIII.

b. Flag with case. See chapter 15.

c. Memorial marker. See paragraph 16 –3 for information on the memorial marker.

14–2. Determination that remains are nonrecoverable

a. If circumstances warrant, determination will be made by the CMABO (para 8 –16) that remains are “non-recoverable.” This determination will be based on circumstances of death, findings of the Board of Inquiry for Missing Persons, and other pertinent data.

b. However, the case is never considered permanently closed. When evidence is presented that shows that remains are in fact present at a specific location, the Army will reopen the case. All inquiries on nonrecoverables will be directed to CDR, PERSCOM (TAPC –PED–F), VA 22331 –0482.

14–3. Non-recovered remains record

The CDR, PERSCOM (TAPC–PED–D), will maintain a records on personnel whose remains have not been recovered. When necessary, CDR, PERSCOM (TAPC –PED–D), will request information regarding search and recovery efforts and the possibility of future recovery.

14-4. Reimbursement of memorial service expenses

a. The PADD of those declared dead and determined to be nonrecoverable after 1 January 1961 may be reimbursed for expenses incurred in conducting a memorial service. Reimbursement allowance will not exceed the amount actually expended; under no circumstances will payment exceed the maximum interment allowance in paragraph 13-9. A claim for reimbursement will be allowed only if presented within 2 years after the PADD is officially notified that the person is dead.

b. The PADD will submit his or her claim for processing and payment. The claim will be submitted on a DD Form 1375 with the memorial service contract and GPL and any other receipts for expenditures attached.

Chapter 15 Interment flag

15-1. Persons authorized an interment flag

Interment flags and flag cases are provided by the Army for Regular Army soldiers, retirees and veterans who are continuously hospitalized as an inpatient from the date of retirement or discharged until the date of death (retired and retained or discharged and retained), veterans who are Medal of Honor recipients, cadets assigned to the United States Military Academy at West Point, cadets of the Reserve Officer Training Corps (ROTC) who are entitled to mortuary benefits, Reserve and National Guard soldiers who are entitled to mortuary benefits, applicants for enlistment, and Department of the Army civilian employees who die during contingency operations (see chap 2 for details when mortuary benefits are authorized). Hardwood flag cases are not authorized for presentation at interments and memorial services for active duty soldiers held prior to 1 October 1993 or civilian employees who die while deployed in support of a military contingency operation prior to 1 October 1994.

15-2. Interment flag for deceased Reservists not authorized mortuary benefits

a. Interment flag with case. An interment flag with case is authorized at Government expense per 10 USC 1482f for issuance to the PADD of a soldier of the Reserve components who dies under honorable conditions and who is not covered under table 2-1 if, at the time of that soldier's death, he or she —

- (1) Was a soldier of the Ready Reserve (of either the Army National Guard (ARNG) or USAR) or
- (2) Had performed at least 20 years of service computed under section 1332, title 10, United States Code, and was not yet entitled to receive retired pay under section 1331, title 10, United States Code.

b. Determining eligibility of Reservists.

(1) *ARNG.* The installation commander at the place of death or the State adjutant general will determine eligibility of deceased soldiers of the ARNG under criteria in *a* above.

(2) *USAR.* The installation commander at the place of death, the Commanding General, Forces Command or the Commanding General, U.S. Army Reserve Personnel Command (AR-PERCEN), as appropriate, will determine eligibility of deceased soldiers of the USAR under criteria in *a* above.

c. Flag expenses. Expenses for presentation or issuance of the flag for eligible deceased soldiers other than those cited in table 2-1 will be paid from the appropriations of the ARNG or USAR.

d. Stocking and requisitioning flags. Stocking and requisitioning flags.

- (1) *ARNG.* The USPFO will maintain a minimum stock of flags to be issued as required.
- (2) *USAR.* Flags for USAR deceased will be requisitioned on manually prepared, unfunded requisitions; they will be mailed to the Defense Personnel Support Center, 2800 South 20th Street, Philadelphia, PA 19101.

e. Responsibility for issuing flag. The flag will be issued or mailed by the commander designated in *b* above on request of the PADD.

15-3. Eligible interment flag and flag case recipients

a. Eligible interment flag and flag case recipients are established by 10 USC 1482. The statute authorizes an interment flag and flag case to be presented to the PADD and the decedent's parents when they are not the PADD. The statute defines parents as a natural parent, a stepparent, a parent by adoption or a person who stood for a period of not less than one year before the death of the decedent in loco parentis. The statute further gives precedence to receive a flag to the persons who exercised a parental relationship at the time of, or most nearly before, the time of death.

b. If the decedent's parents are married, they are authorized only one interment flag and flag case. If the decedent's parents are legally separated or divorced, each parent is authorized an interment flag and flag case.

c. Other relatives of the soldier, to include the soldier's brothers and sisters, children, and former spouses and friends are not authorized an interment flag or flag case unless determined to be the PADD. As recipients are established by Federal statute, exceptions to present flags and flag case to other persons cannot be approved.

15-4. CAC to provide flag and flag case

a. Interment flags. The CAC preparing the remains will send one flag with the remains. Other authorized flags will be provided by the CAC providing military burial honors.

b. Flag cases. The CAC providing military burial honors will provide all of the authorized flag cases.

15-5. Procedures

Procedures for the procurement, preparation, and presentation of interment flags and cases are found in DA PAM 638-2.

15-6. Care and display of the flag

a. During shipment of remains. The transfer case or outer shipping container will not be draped with the flag during shipment of remains by common carrier or military aircraft.

b. On arrival at destination air terminal. The casket will be removed from shipping container at destination air terminal. The casket will be checked for damage. The flag will then be draped over the casketed remains for movement of the remains to destination.

c. Casket display. When the closed casket is exposed to public view the flag will be draped lengthwise over the casket with the union (blue field) at the head over the left shoulder of the deceased. The flag in the shipping container will be used to drape the casket at the funeral home and during interment services.

d. Closed casket. When a flag is used to drape a closed casket, it will be displayed on the casket as in c above. The flag will not be lowered into the grave or allowed to touch the ground. For further instructions on how to display the flag on the casket and how to fold the flag in a cocked hat design, see DA PAM 638-2.

e. More than one flag. When more than one flag is to be presented, each flag should drape the casket at some time. Sentimental value of the flag is increased when it has draped the casket of the deceased.

15-7. Presenting flag at interment services

a. To the PADD. After interment services the flag draping the casket will be folded and presented by the officer in charge/noncommissioned officer in charge (OIC/NCOIC) of the honors detail, CAO, chaplain or clergyman, superintendent of the national cemetery, or other person selected by the PADD.

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

c. Group remains. The flag draping the casket of group remains during the interment service is not presented to the PADD or parent of any decedent included in the group remains. This flag is retained by the Government cemetery superintendent for display or use on special occasions (such as Memorial Day or Veterans' Day) or special places (such as the Tomb of the Unknown Soldier). Flags that have draped the casket prior to the interment service will be presented to authorized flag recipients during the interment service.

15-8. Record of recipients receiving interment flags

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

15-9. Flags for sea burials and nonrecovered remains

a. Burial at sea. When remains of soldiers are buried at sea, a flag with case will be provided as stated in paragraph 15-1.

b. Nonrecovered remains. The flag for memorial purposes is authorized for those soldiers declared dead and carried in a nonrecovered status after 1 January 1961. (See chap 14.)

Chapter 16

Government Headstones and Markers

16-1. Persons eligible for Government headstone or marker

The VA will provide a headstone or marker at Government expense for those listed below. (See the glossary for explanation of the terms headstone and marker.)

a. Any person buried in a national or post cemetery, or State Veterans' cemetery.

b. Eligible soldiers (table 2-1) who die on active duty and who are buried in non-Government cemeteries.

c. Any veteran who served in the military service and was not dishonorably discharged.

16–2. Application for headstone or marker

a. Non-Government cemetery. If burial is in a non-Government cemetery, the PADD (or an interested individual) may obtain a regulation Government headstone or marker, without cost, to mark the grave of an eligible deceased person by submitting a completed VA Form 40 –1330 (Application for Headstone or Marker) to the following: Director, Monument Services (42–A), VA Central Office, 810 Vermont Avenue NW, Washington DC 20420. Blank forms will be provided to the PADD by the CAO or the local funeral director. Blank forms are available at VA offices.

b. Government cemetery. If burial is in a Government cemetery, the director or superintendent of the cemetery or the post commander will prepare the necessary form for the headstone or marker.

16–3. Memorial headstone or marker

a. Persons eligible for a memorial marker. The memorial marker is authorized for a soldier whose remains —

- (1) Have been determined nonrecoverable.
- (2) Were buried at sea, whether by choice of the PADD or otherwise.
- (3) Were donated to science.
- (4) Were cremated and the ashes scattered without interment of any portion of the ashes.

b. Inscription on memorial marker. Memorial markers will contain the inscription “In Memory of...”

c. Obtaining a memorial marker. The PADD may obtain without cost a memorial headstone or marker for eligible decedents by submitting a completed VA Form 40 –1330. This form will be addressed to the VA as in paragraph 16–2a.

16–4. Group burial marker

A group marker containing names of the decedents in the group will be erected by the Government in the Government cemetery utilized for the group burial. Restrictions may apply on erecting the memorial marker in the same cemetery as the group burial marker. The superintendent of the cemetery where the group burial was accomplished should be contacted concerning erection of a memorial marker in the same cemetery. The marker can be erected by the PADD in another cemetery (national or private) at the PADD’s own expense.

16–5. Shipment and erection costs for headstones or markers

a. Non-Government cemetery. The Government will prepay shipping charges on the headstone or marker for delivery to the consignee (normally the cemetery where the headstone or marker will be erected). Costs for erecting the headstone or marker in the cemetery is a reimbursable expense under the interment allowance.

b. Government cemetery. All expenses are borne by the Government.

Part Two

Disposition of Personal Effects of Deceased and Missing Personnel

Chapter 17

Personal Effects

17–1. Scope

a. The provisions of this chapter apply to all PE in the custody, control or under the jurisdiction of the Army except for the PE of enemy prisoners of war and civilian internees (see AR 190 –8 and AR 190 –57).

b. The provisions of this chapter do not apply to —

(1) Disposition of PE of Armed Forces personnel other than Army. These PE will be processed as prescribed by pertinent Service directives or as directed by the responsible commander.

(2) The PE in the custody of the legal representative or spouse of deceased and missing personnel. Transportation of this property is governed by AR 55 –355 and the JFTR.

(3) Transportation (as distinguished from recovery and disposition) of PE (see AR 55 –71, chap 10).

(4) Disposal of abandoned or unclaimed property. Disposition of this property will be made through Defense Reutilization and Marketing Service channels.

(5) The PE of enemy prisoners of war and civilian internees; disposition of their property is governed by AR 190–8 or AR 190 –57.

(6) The PE of soldiers who are prisoners, absent without leave (AWOL), or deserters (see AR 700 –84).

(7) The PE of soldiers who are patients in medical treatment facilities and not deceased (see AR 40 –400).

17–2. Statutory authority

a. Deceased soldier. The law governing the disposition of a deceased soldier’s PE is codified at 10 USC 4712.

b. Missing soldier. The law governing the disposition of a missing soldier’s PE is codified at 37 USC 554.

- c. Deceased civilian employee of the U.S. Government.* The law governing the disposition of a deceased U.S. Government employee's PE is codified at 5 USC 5742.
- d. Missing civilian employee of the U.S. Government.* The law governing the disposition of a missing U.S. Government employee's PE is codified at 5 USC 5564.
- e. Contract employee of the U.S. Government.* The law governing the disposition of a contract employee's PE is codified at 10 USC 1486.
- f. Other civilians not subject to military law.* The law governing the disposition of PE belonging to other civilians not subject to military law is codified at 5 USC 5742.
- g. Retired military personnel.*
 - (1) *Within the United States.* The Army does not have the authority to collect or ship the PE of deceased retired military personnel except when the PE is located on a military installation or under military control (temporary storage).
 - (2) *Outside the United States.* The Army does not have the legal authority or obligation to collect and transport the PE of retirees who die outside of the United States except when the PE is located on a military installation or under military control (temporary storage). The Department of State is the appropriate U.S. Government agency for the disposition of PE belonging to persons outside of the United States who are not sponsored by the Army.
 - (3) *Death within 1 year of retirement.* The Army may ship a deceased retiree's PE if the retiree was authorized to ship household goods (HHG) at the time of retirement, did not ship HHG, and the shipment will be picked up by the contract mover within one year from the date of retirement.
 - (4) *Dual status.* Some retirees have dual personnel status (such as a military retiree employed by the Federal government). The Army will provide the entitlements and benefits authorized for each status, to include a summary court-martial officer (SCMO) for disposition of PE.

17-3. Statutory jurisdiction

The Army's authority to collect the PE of deceased or missing persons is restricted by 10 USC 4712 to PE found "in camp or quarters." In camp and quarters are those places under the Army's control such as Army installations, Army leased buildings, cantonment areas, and unit areas in theaters of operations. Army officials and representatives are not authorized or permitted to collect or secure PE not found "in camp or quarters." Accordingly, the status of the place where the PE are located must be determined before taking any action relating to the PE.

- a. Government-owned housing.* The SCMO has the authority to enter Government-owned housing without permission from the PERE. The purpose of this entry is to inventory, safeguard, and ship the PE. Government-owned housing includes family quarters, bachelor officer quarters, bachelor enlisted quarters, barracks, guest houses, and lodges.
- b. Government contract facilities and housing.* The SCMO has the authority to secure the PE located in Government contract housing. The Judge Advocate General has determined that a Government-leased facility is a military installation for the purposes of military jurisdiction. By virtue of its lease, the Government has sufficient proprietary interest in the premises to provide the requisite jurisdiction.
- c. Government contract funeral home.* The SCMO has the authority to secure PE removed from the remains by the Army's contract funeral home. As the Army's agent for primary care of the remains, the PE removed from the remains by the contract funeral home is considered to be in the custody of the Army. Accordingly, the SCMO will inventory, secure, and make disposition of such PE. The contract funeral home does not have the authority to release PE to any other person or agency without prior approval of the CAC.

- d. Private off-post housing.*

- (1) *Within the United States.* Section 4712, title 10, U.S. Code, does not authorize the SCMO to collect or secure PE located in privately owned or leased off-post housing. Accordingly, the SCMO must not collect, secure, or assume responsibility for PE located in privately owned or leased off post property. The PERE must provide a power of attorney authorizing the SCMO or other person to enter the off-post housing and to arrange shipment of the PE.
- (2) *Outside the United States.* The SCMO is authorized to secure PE located in privately owned or leased off-post housing outside the United States. The Court of Military Appeals has held that military authorities can authorize searches of the off-post quarters of soldiers stationed overseas. Therefore this legal opinion defines off-post housing outside the United States as an area under Army jurisdiction and therefore is construed as "in camp and quarters."

17-4. Personal effects

The PE are the movable personal property of the deceased or missing person.

- a. PE include—*
 - (1) Jewelry (watch, rings, bracelets, ear rings, and so forth),
 - (2) Personal clothing,
 - (3) Personal papers (letters, receipts, will, and so forth),
 - (4) Books and stationary items (religious publications, reference volumes, magazines, paperbacks, pens and pencils, and so forth),

- (5) Personal hygiene articles (shaving cream, razor toothbrush, cosmetics, and so forth),
- (6) Electronic appliances and accessories (personal computer and related equipment, radio, televisions, compact discs, video and audio tapes, and so forth),
- (7) Tools,
- (8) Household goods (furniture, major appliances, food, lawn care equipment, children's toys, and so forth),
- (9) Personal vehicles, such as automobiles and trucks.
- (10) Hobby material, craft supplies, collections,
- (11) Religious items, such as Bibles, Torahs, Korans, rosaries, menorahs, and so forth,
- (12) sporting equipment,
- (13) money,

b. PE do not include —

- (1) Money on deposit with financial institutions,
- (2) Investment accounts with brokerage agency,
- (3) Real estate, improved or unimproved,
- (4) Commercial business equipment, inventories, supplies, and vehicles,
- (5) Government property issued, loaned, or leased to the deceased or missing person,
- (6) Items commercially leased by the deceased or missing person,
- (7) Pets, livestock, or other animals,

17-5. Ownership of PE

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

17-6. Shipment of PE

The Army is responsible for providing transportation of PE as authorized by the JTR and JFTR. Transportation policy and procedures are found in AR 55-71. The personal category and duty status of the decedent and the location of the PE determines whether or not the PE can be transported at Government expense. For example, if a reservist died while on Annual Training, Active Duty for Training, or Individual Duty for Training —

a. The decedent's clothing, luggage, jewelry, and so forth found on the Army installation or facility could be transported from the installation or facility to the PERE's residence at Government expense.

b. The decedent's household goods cannot be moved from the decedent's off-post residence to the PERE's residence at Government expense.

17-7. Inquiries concerning lost or missing PE

a. Inquiries received by the SCMO from the PERE regarding lost or missing PE will be thoroughly investigated by the SCMO. Upon completion of the investigation, the PERE will be provided a summary of the findings together with information, if applicable, that a claim for the lost or missing PE may be filed with the nearest military claims office or referred directly to the COMMANDER, U.S. ARMY CLAIMS SERVICE, FORT GEORGE G. MEADE, MD 20755-5360. Copies of the complete report of all actions taken in an effort to locate the PE and information provided the eligible recipient will be sent to CDR, PERSCOM (TAPC-PED-D), Alexandria, VA 22331-0482.

b. Inquiries received by CDR, PERSCOM (TAPC-PED-D), from the PERE regarding lost or missing PE will be sent to the SCMO appointing authority for investigation. The appointing authority will direct an appropriate investigation and provide the results to CDR, PERSCOM (TAPC-PED-D), Alexandria, VA 22331-0482.

17-8. Disposition of PE files

Disposition of PE case files generated at all echelons will be conducted per AR 25-400-2, appendix B. When retired to the records holding areas or records centers, these files will be clearly identified as PE and property case files of "deceased" or "missing" personnel, as applicable.

Chapter 18

Summary Court Martial Officer

18-1. Summary court-martial officer

A SCMO for the disposition of PE is required by 10 USC 4712. This statute provides the Army's authority to collect and dispose of a deceased or missing person's PE. A summary court-martial officer is required for —

- a. A deceased soldier.

- b. A soldier missing or captured and not expected to return to the unit of assignment.
- c. A deceased or missing Army civilian or Army contract employee who is subject to military law.
- d. A civilian not subject to military law who dies at a place under military control.

18-2. Multiple SCMOs

When PE are located at two or more locations, the commander with summary court-martial convening authority at each location will appoint a SCMO to care for the PE. The SCMO appointed by the commander with summary court-martial 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 summary court-martial convening authority at other installations where PE are located, are supporting SCMOs to the primary SCMO.

18-3. SCMO criteria

The composition of a SCM is established by 10 USC 816 and Regulation for Courts-Martial 1301(a). A SCM is composed of one commissioned officer appointed on orders. Accordingly, a SCMO appointed for the disposition of PE must be a commissioned officer.

18-4. SCMO 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 summary court-martial convening authority for the soldier's unit. In the event the soldier has PE located on more than one military installation, the commander exercising summary court-martial convening authority for each installation where PE are located will appoint a SCMO.

b. *Civilian personnel.* The commander who exercises summary court-martial 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 summary court-martial convening authority for each installation where PE are located will appoint a SCMO.

18-5. Prescribed duties of the SCMO

The SCMO's mandatory duties consist of collecting and safeguarding, 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 SCMO should make every effort to avoid becoming involved with collection and payment of the deceased or missing person's debts. Whether or not action will be taken to collect or pay a debt will be a matter of individual judgment based on the particular facts of the case. The SCMO must not enter into any civil or legal actions in an effort to collect or pay disputed debts.

18-6. 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.

18-7. Jurisdiction

The SCMO's authority to collect the deceased or missing person's PE extends only to PE found in places under Army jurisdiction or control (see para 17-3). The SCMO is not authorized or permitted to secure PE not found in places under Army jurisdiction or control. The SCMO do not have jurisdiction or authority over PE in the custody or control of the PERE or spouse. Accordingly, the status of the place where the PE are located must be determined by the SCMO before taking any action relating to the PE.

18-8. Submission of summary court-martial officer's report

a. *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 sent using a transmittal memorandum. The report will be completed and forwarded within 30 days of the person's death or the date the person is reported as missing.

b. *Interim report.* If circumstances prevent completion of the SCMO duties and submission of the final SCMO report within the time prescribed, an interim report will be 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 in DA PAM 638-2.

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

18-9. Format

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

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

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

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

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

18-10. Required documents

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

a. Appointing order. Copy of order appointing the SCMO.

b. Transportation order. Copy of order authorizing shipment of PE to or from OCONUS.

c. Letters to the PERE. A copy of each letter sent to the PERE concerning the disposition of PE:

(1) SCMO's summary letter to the PERE.

(2) Letters concerning non-shippable items. A copy of the letter advising the PERE of any items that cannot be shipped at Government expense (such as more than one motor vehicle).

(3) 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.

d. Will. A certified true copy of any will(s) or testamentary letters found in the PE.

e. Documents of sale of PE. 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).

f. Bulletins. Copies of means used (such as daily bulletins) to determine the existence of local debtors or creditors.

g. Receipts. A copy of each receipt signed by debtors or creditors for amounts of money, if any, collected or disbursed.

h. Letters to creditors. A copy of each letter sent to creditors advising them of insufficient funds to cover debt and to communicate direct with the PERE for settlement of account.

i. 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 (see app J).

j. Certificate of destruction or withdrawal. Certificates of destruction or withdrawal for any PE destroyed or withdrawn to include a copy of DA Form 3645 showing turn in of organizational clothing and individual equipment (OCIE) to supply channels.

k. 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.

l. Inventory of PE shipped. Copy of inventory DA Form 54 (Record of Personal Effects) annotated verifying contents of packages and attesting to the sealing of packages sent to the PERE by the SCMO.

m. 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.

Chapter 19

Person Eligible to Receive Effects

19-1. PERE

The PERE is the person to whom the Army will deliver or ship the deceased or missing person's PE. Only one person at a time may be the PERE. The PERE order of precedence is found in paragraph 19 -5.

19-2. Determine the PERE

The SCMO appointed by the home station CAC determines the PERE using available personnel records, the order of precedence in paragraph 19-5, and the procedures found in DA PAM 638 -2. The PADD is not necessarily the PERE. When a question arises as to who is the PERE, assistance from the CDR, PERSCOM (TAPC -PED-D), should be requested in making the determination.

19-3. Relinquishment of PERE authority

The PERE may relinquish the rights to receive the deceased or missing person's PE. The relinquishment must be written, dated, signed by the PERE, and witnessed by an Army representative (a sample is located in DA PAM 638-2).

The relinquishing PERE may not name the successor PERE. The successor PERE will be the next person in the order of priority.

19-4. Challenges and disqualifications of the PERE

Other relative's of the decedent or interested persons may challenge the PERE's qualification based upon family relationship, PERE's incompetence, or civil law. The burden of proof to establish that the PERE is not qualified generally rests with the person alleging the PERE is unqualified. Accordingly, the person challenging the PERE's qualification will obtain and submit the documents required to disqualify the PERE.

a. Spouse not properly married. A person listed as the deceased or missing person's spouse in the official military or civilian personnel record and verified by information in the Defense Eligibility Enrollment System (DEERS) is presumed to be prima facie valid. Final divorce or annulment decrees issued by a civil court are required to disqualify a spouse as the PERE. Separation agreements are not divorce or annulment decrees and therefore, insufficient to disqualify a spouse.

b. Criminal allegations. Allegations, pending criminal charges, or indictments that the PERE murdered or otherwise caused the death of the decedent are insufficient to disqualify the PERE. A civil or military court conviction is required to disqualify the PERE.

c. Age. Allegations that the PERE has misrepresented his or her age are resolved by the PERE verifying his or her age by presenting an official civil document, such as a State issued birth certificate, State issued driver's license, U.S. immigration and naturalization documents, and so forth. Documents issued by activities other than Federal or State governmental agencies are insufficient to establish a person's proper age.

d. Mental, medical, or physical incompetence. Allegations that the PERE is mentally, medically, or physically incompetent to receive the PE must be proved by civil court decree or medical certificate of incompetence issued by Federal or State licensed physicians or licensed mental health practitioners. The PE should not knowingly be delivered to a recipient who has been declared incompetent if there is another person eligible within the same class who is eligible to receive the PE. When no other eligible recipient exists within the same class and a legal representative has not been appointed, the PE must be delivered to an incompetent person, they will be delivered in care of the guardian of that person.

e. Legal custody while the decedent was still a minor. Allegations that the PERE did not have legal custody while the decedent was a minor must be proved by a civil court decree terminating the PERE's parental rights or a civil court decree awarding legal custody to another person. Civil court decrees awarding only physical custody are not legal custody decrees.

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

19-5. Order of precedence

The order of precedence of persons to be designated as the PERE of deceased or missing personnel:

- a.* Legal representative has the first precedence (see para 19-6).
- b.* Spouse has the second precedence (see para 19-7).
- c.* Child has the third precedence (see para 19-8).
- d.* A parent has the fourth precedence (see para 19-9).
- e.* Sibling has the fifth precedence (see para 19-10).
- f.* Other blood relative has the sixth precedence (see para 19-11).
- g.* A person standing in loco parentis has the seventh precedence (see para 19-12).
- h.* A person named as a beneficiary in the will has the eighth precedence (see para 19-13).

19-6. Legal representative

Legal representative means a duly appointed executor or administrator to the deceased or missing person's estate.

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

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

19-7. Spouse

- a.* The SCMO is not required to verify a spouse's claim for the PE when the spouse is listed in the deceased or

missing person's official military or civilian personnel record. When the spouse's relationship is challenged, the law of the deceased or missing person's domicile is used to determine the surviving spouse's status. Accordingly, questions as to the continued existence of a marital relationship while the parties are pending a divorce, or while they are legally or otherwise separated are determined by the law of the parties' domicile. The SCMO should consult with the legal assistance officer for guidance as to which State's law to apply and its provisions. Additionally, the validity of a common law marriage is also determined by law.

b. In the event the surviving spouse is charged with murdering the decedent, delivery should be made to the legal representative. If a legal representative has not been appointed, the SCMO must refer to the law of the State where the decedent was domiciled. If the applicable law imposes no disqualification on the spouse because of the pending charges, delivery must be made to the spouse. If that spouse is disqualified by the applicable civil law and no legal representative has been appointed, delivery may be made to the next highest person in the order of precedence.

c. In the event of the simultaneous death of soldier and spouse or both are missing and there are no children, the SCMO will deliver each person's PE to the legal representative of each decedent's estate. If no legal representative is identified, the SCMO will request disposition instructions from PERSCOM (TAPC -PED-D).

19-8. Eldest child

A child (born in or out of wedlock) of the deceased or missing person includes biological and adopted children. A step child is not a child of the deceased or missing person for disposition of PE purposes. Additionally, a child for whom the deceased or missing person has lost parental rights and privileges through a civil court proceeding (such as adoption) is not a child of the deceased or missing person for disposition of PE purpose.

a. Often the eldest child is a minor child who lives with the child's other biological parent. Thus, the child's other biological parent will gain effective control of the PE. The SCMO may be caught in the middle of a bitter dispute between the other biological parent and the deceased or missing person's parents. The SCMO should not become involved in family disputes and strictly follow the procedures in this paragraph.

b. The SCMO will send a PE determination letter (a sample letter is found in DA PAM 638 -2) with a copy of the PE inventory to the child's other biological parent/legal guardian and the deceased or missing person's parents (a sample letter is found in DA PAM 638 -2). If the deceased or missing person's parents are not married, both parents will receive a PE determination letter. This letter will advise that the SCMO is required to deliver the PE to the oldest child of the deceased, unless a legal representative submits a claim for the PE by a specified date (normally the 45th day from the date of notification). Sample PE determination letters when the PERE is a child are in DA PAM 638-2.

c. The SCMO will hold the PE for a reasonable period of time, but not less than 45 days, for the interested parties to act. The SCMO will, upon receipt of a claim by the legal representative, release the PE to the legal representative. If the SCMO does not receive a response by the established date, the SCMO will release the PE to the eldest child in care of the other biological parent.

d. If PE have been delivered to the eldest child and a legal representative is subsequently appointed, any further distributions of PE will be made to the legal representative. However, the SCMO has no authority to retrieve the items sent to the eldest child prior to the appointment of a legal representative.

19-9. Parent of the deceased

A parent of the deceased refers to the biological parents of the deceased or missing person unless parental rights have been terminated by a civil court. As an adoption terminates parental rights, adoptive parents of the deceased or missing person replace the biological parents in the order of precedence. Accordingly, the rules that apply to biological parents also apply to adoptive parents. Step-parents are not biological or adoptive parents and have eligibility to the PE only as a person standing in loco parentis.

a. If the parents are married, the elder parent is given preference unless that parent abandoned the support of the family at a time when the deceased or missing person was still a minor. Unless there is evidence indicating that the elder parent deserted or abandoned the family, the burden is on the younger parent to establish such abandonment and the right to priority.

b. If the parents were divorced after the deceased or missing person reached the age of majority, the elder parent is given preference unless that parent abandoned the support of the family at a time when the deceased or missing person was still a minor. Unless there is evidence indicating that the elder parent deserted or abandoned the family, the burden is on the younger parent to establish such abandonment and the right to priority.

c. If the parents were divorced before the deceased or missing person attained majority, the parent who received legal custody of the deceased or missing person as a child is the PERE.

d. If the parents were never married, the parent who had custody of the deceased or missing person at the time of entry in to the Army is the PERE.

e. As there is often friction, or even antagonism, between separated, divorced, or unmarried parents, this type of situation can become a bitter dispute with the SCMO caught in the middle. The SCMO should not become involved in the family dispute and strictly follow the procedure in this paragraph.

(1) The SCMO will send a PE determination letter (sample letters are found in DA PAM 638 -2) with a copy of the

PE inventory to each parent. This letter will advise that the SCMO is required to deliver the PE to the elder parent, unless a legal representative submits a claim for the PE by a specified date (normally the 45th day from the date of notification). Sample PE determination letter for parents are found in DA PAM 638-2.

(2) The SCMO will hold the PE for a reasonable period of time, but not less than 45 days, for the interested parties to act. The SCMO will, upon receipt of a claim by the legal representative, release the PE to the legal representative as prescribed by statute. If the SCMO does not receive a response by the established date, the SCMO will release the PE to the elder parent.

(3) If PE have been delivered to a parent and a legal representative is subsequently appointed, any further distributions of PE will be made to the legal representative. However, the SCMO does not have the authority to retrieve the items sent prior to the appointment of a legal representative.

19-10. Eldest sibling

When the deceased or missing person has full siblings and half-siblings or step-siblings; the order of precedence is the full siblings by seniority then the half-siblings by seniority. Step-siblings are not eligible to receive PE. Adopted siblings are treated the same as full siblings when adopted by both the deceased or missing person's biological parents. Adopted siblings are considered as half-siblings when adopted by only one of the deceased or missing person's parents.

19-11. Other relative

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

19-12. Loco parentis

A person standing in loco parentis to the decedent has the seventh precedence to receive the PE. A person standing in loco parentis (for example foster parents and step-parents) to the deceased or missing person is eligible to receive the PE after the blood relatives.

19-13. Beneficiary named in will

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

19-14. No recipient can be identified

When the SCMO cannot locate any persons in any of the designated categories, the SCMO may sell by public sale all PE except sabers, insignia, decorations, medals, watches, trinkets, manuscripts, and other keepsakes. These items are forwarded to CDR, PERSCOM (TAPC -PED-D), Alexandria, VA 22331-0482.

Chapter 20

Care and Disposition of PE

20-1. Responsibility for PE

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

20-2. Collection of PE

a. Outside theaters of operations. The SCMO appointed by the home station CAC will collect and dispose of PE as prescribed by paragraphs 20-12, 20-13, and 20-14. In the event the person had PE at more than one location, PE will be collected, inventoried and shipped by the SCMO appointed by the place where the PE was located to the PERE determined by the SCMO appointed by the home station.

b. Within theaters of operations. Many deployed soldiers have PE located at home station in addition to the PE in the operational area. The PE in both locations must be disposed of properly and required documentation completed and forwarded to the CDR, PERSCOM (TAPC -PED-D).

(1) *When a PE depot is not established.* The PE on remains will be evacuated with the remains through theater mortuary evacuation channels to the preparing mortuary. The PE may provide clues to the identity of the remains. At the preparing mortuary, the PE on the remains will be separated from the remains and turned over to the mortuary PE

section. The PE section will inventory the PE and forward it to the SCMO appointed by the home station CAC. The PE of a deceased or missing person found in the unit area within the operational area are collected, inventoried, and sent to the SCMO appointed by the home station CAC. The PE will be sent by the most expeditious manner while maintaining strict accountability. The SCMO at the home station will dispose of the PE as prescribed by paragraphs 20 –12, 20–13, and 20–14.

(2) *When a PE depot is established.* When a PE depot is established, PE on remains will be evacuated with the remains through theater mortuary affairs evacuation channels to the preparing mortuary. The PE on the remains will be separated from the remains and turned over to the PE depot. The PE of deceased and missing persons found in the unit's area in the operational area, will be inventoried by a SCMO appointed within theater and forwarded to the PE depot for disposition. The PE found by the SCMO at home station will be forwarded to the PE depot for disposition as prescribed by paragraphs 20 –12, 20–13, and 20 –14.

(3) *When a depot has been established within the United States and within the theater of operation.* When a depot has been established within the United States and within the theater of operation, the PE will be transferred from the depot in the theater of operation to the depot in the United States for processing.

20–3. Safeguarding PE

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

20–4. Inventory of PE

The SCMO will make a written inventory of all PE recovered or secured. Outside theaters of operation the inventory will be on DA Form 54 and within theaters of operations on DD Form 1076 (Military Operations Record of Personal Effects of Deceased Personnel). The SCMO may attach the DA Form 4160 (Patient's Personal Effects and Clothing Record), prepared by an Army medical treatment facility (MTF) when securing PE from an Army MTF. The information on the DA Form 4160 should not be copied to the DA Form 54 or DD form 1076. Procedures for completing the DA Form 54 are located in DA Pam 638 –2. Procedures for completing DD Form 1076 are located in Joint Pub 4 –06, Joint Tactics, Techniques and Procedures for Mortuary Affairs in Joint Operations.

20–5. Mail

Unopened letters, packages, or other correspondence sent to the deceased or missing person will be returned unopened to the sender as prescribed by U.S. postal service regulations.

20–6. Safeguarding military information

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

20–7. PE retained by law enforcement authorities

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

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

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

20–8. Sentimental PE

If requested by the PADD and the PERE consents, sentimental items (such as wedding bands, religious medals, and lockets) that are absolutely associated to the individual will be released by the SCMO in time to be available for the viewing, funeral, interment or cremation of the remains. Coordination will be made with medical personnel who have custody of PE of persons who die in MTF to locate sentimental items.

20–9. Cleaning and laundering of items

All articles of clothing designated for shipment will be clean, and damaged items will be made presentable. Dry cleaning or laundering of items of clothing is authorized at Government expense (AR 210 –130, para 2–8b). Items that cannot be made presentable (blood-stained clothing and so forth) will be destroyed.

20-10. Withdrawal of Government property

a. Government property. All organizational clothing and equipment and other Government property to which the soldier is not entitled will be withdrawn from the PE and turned in to supply channels. Credit entries for the items withdrawn will be made on the soldier's DA Form 3645 (Organizational Clothing and Individual Equipment Record).

b. Personal military clothing. Personal military clothing in the PE of deceased soldiers, other than items required for burial, will be sent to the PERE. Personal military clothing in the PE of missing and captured soldiers will be sent to the PERE.

20-11. Methods of disposing of PE

There are three proper methods for the disposition of PE: delivery to the PERE (see para 20-12), public sale (see para 20-13), and destruction (see para 20-14).

20-12. Delivery of PE

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

a. Delivery or shipment of PE. The PE will be delivered to the PERE if present or shipped to the PERE in the order of precedence indicated in paragraph 19-5.

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

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

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

e. Shipment of motor vehicle. One privately owned motor vehicle is authorized shipment at Government expense under volume 1, JFTR paragraph U5455E, to the approved destination, provided —

(1) The motor vehicle was lawfully procured by the sponsor involved or his or her lawful dependent prior to the date the individual died or became missing or captured.

(2) It can be legally established that the vehicle was the property of the sponsor involved, without regard to pay grade, or his or her lawful dependent prior to the date of the official report of casualty.

(3) The vehicle is in a usable condition or of sufficient value to warrant the expenditure of Government transportation funds. When the vehicle is non-operational, the PERE must make arrangements for the necessary repairs before shipment, or arrange transportation. The vehicle will be considered as abandoned 90 days after the SCMO sends the PERE notification that the car cannot be shipped under transportation regulations.

f. Shipment of mobile home. In accordance with volume 1, JFTR, chapter 5, part F, trailer allowance for shipment of a mobile home is authorized within the prescribed cost ceiling provided —

(1) The mobile home is to be used by the dependent as a residence at destination.

(2) The transportation of the mobile home by the dependent is completed with the prescribed time limitation, or

(3) The mobile home is turned over to a transportation officer within the prescribed time limitation when transportation is to be arranged by the Government.

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

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

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

20–13. Sale of PE

The SCMO should avoid becoming responsible for the sale or disposal of PE. The decision to sell PE and the actual sale of PE is more appropriately the responsibility of the estate's legal representative. The SCMO could be criticized for the sale of specific items that the PERE or other person had intended to keep or the estate's legal representative may allege the SCMO sold an item at less than its actual or fair market value.

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.
- (5) 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 and automobiles that are inoperable or cannot be shipped to the United States.

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 listed on the Certificate of Personal Effects Sold. The certificate is attached to the SCMO report. The Certificate of Personal Effects Sold will be prepared on bond or letterhead paper. A sample is located in DA PAM 638 –2.

20–14. Destruction of PE

The SCMO will use discretion and common sense in deciding which items should be forwarded and which should be destroyed.

a. Inappropriate items that may cause embarrassment or added sorrow if forwarded to the recipient will be withdrawn and destroyed. Categories include, but are not limited to, items that are mutilated, burned, bloodstained, damaged beyond repair, obnoxious, obscene, or unsanitary. Correspondence (opened mail), papers, photographs, video tapes, and so forth must be screened for suitability. Exposed, but unprocessed, film must be processed to permit screening. Processing of exposed film to permit screening is authorized at Government expense using a DA Form 3903 (Visual Information Work Order). Unsuitable items will be removed and destroyed.

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

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

d. A Certificate of Destruction listing all items withdrawn and their disposition will be prepared by the SCMO. A sample certificate is located in DA PAM 638 –2.

20–15. Methods of destruction

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

20–16. 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 Certificate of Destruction or Certificate of Items Withdrawn, as appropriate, and attached to the SCMO report. The Certificate of Destruction will be prepared on bond or letterhead paper. A sample is located in DA PAM 638 –2.

20–17. PERE not known or cannot be contacted

a. Disposition instructions will be issued by CDR, PERSCOM (TAPC –PED–D), when the PERE is not known or cannot be located or cannot be contacted due to political barriers or other valid reasons.

b. When a PERE cannot be found, located, or contacted, the SCMO will —

- (1) Collect, safeguard, and process PE in the normal manner except as directed in this paragraph.
- (2) Inventory PE on DA Form 54. Record currencies, checks, and all monies found in the PE, including currency or checks received from debtors and amounts received from local bank accounts, in block 9b, DA Form 54. The amounts recorded will be turned into the servicing finance and accounting officer (FAO). The FAO will receipt for the amounts on the inventory and will return the original and one copy to the summary court-martial. The FAO will deposit funds to the applicable deposit fund account per AR 37 –103.
- (3) Securely package and seal PE and place in temporary storage at installation.
- (4) Prepare an interim report similar to the format illustrated in DA PAM 638 –2. Appropriately modify the report to indicate that an eligible recipient is not known or cannot be located and the PE are being held at (name of installation) pending disposition instructions from CDR, PERSCOM (TAPC –PED–D).
 - c. After review and approval by the appointing authority, send the interim report with supporting documents to CDR, PERSCOM (TAPC–PED–D), Alexandria, VA 22331–0482, within 30 days of date of death if within CONUS or 45 days after death in overseas areas. The report will be sent using the memorandum of transmittal. A sample memorandum is found in DA PAM 638 –2.
 - d. The CDR, PERSCOM (TAPC –PED–D), will utilize all available resources to locate an eligible recipient. When an eligible recipient cannot be found, the SCMO will be authorized by CDR, PERSCOM (TAPC –PED–D), to dispose of the PE as follows.
 - (1) Sell by public sale all PE except sabers, insignia, decorations, medals, watches, trinkets, and manuscripts per 10 USC 4712. A complete record of all sales will be included in the final SCMO report. Notarized copies of original bills of sale will be attached to the report. Proceeds from the sale will be deposited with the servicing FAO and a receipt obtained.
 - (2) The SCMO will prepare a final SCMO report similar to the format illustrated in DA PAM 638 –2.
 - (3) After review and approval by the appointing authority, send the final report with supporting documents, including DA Form 54, to CDR, PERSCOM (TAPC –PED–D), Alexandria, VA 22331 –0482. The report will be sent using the memorandum of transmittal found in DA PAM 638 –2. All commercial papers such as stocks and bonds, evidence of bank accounts or deposits not local to the installation, and articles valuable as keepsakes, including sabers, insignia, decorations, medals, watches, trinkets, and manuscripts will be sent to CDR, PERSCOM (TAPC–PED–D), Alexandria, VA 22331–0482, for transmission to the Armed Forces Retirement Home per 10 USC 4712f and 24 USC 420.
 - e. When an eligible recipient is found after the PE have been disposed of, the PERE will be advised by CDR, PERSCOM (TAPC–PED–D), of the disposition of the PE and to file a claim with the General Accounting Office for funds deposited in b(2) and d(1) above.

Chapter 21

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

21–1. General

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

21–2. Deceased civilians not subject to military law

- a. In cases of U.S. Government employees who are in this category, the Army commander under whom the decedent was serving or a representative, designated by the commander of the Service in which the decedent was employed, will secure the effects and deliver them to the PERE. In determining the PERE, the order of precedence cited in paragraph 17 –3a will be followed.
- b. If the deceased was not an employee of the Army, the Army commander of the installation where death occurred or an officer designated by him or her will secure the decedent's effects and deliver them to the PERE. The processing and disposition of the effects should be coordinated with the installation Civilian Personnel Office.
- c. If the effects cannot be delivered or are not claimed within a reasonable period of time, the responsible officer will deliver the effects, 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.

21–3. Deceased foreign nationals

- a. *Foreign nationals training in the United States.* The commander of the installation under which the decedent was serving will collect, inventory, and deliver the effects, unless otherwise directed, to the appropriate Security Assistance Organization for disposition under the provisions of AR 12 –15.

b. Foreign civilian employees. The commander under whom the decedent was assigned will deliver the effects to the PERE, determined by the order of precedence cited in paragraph 17 –3a. If the effects cannot be delivered or are not claimed within a reasonable period of time, they will be delivered, together 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.

c. Record of personal effects. Recipients will be given DA Form 54, in duplicate, and requested to sign and return the original.

21–4. Deceased Armed Forces retired personnel

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

b. Outside the United States. The Army does not have the legal authority or obligation to collect and transport the personal effects of retirees who die outside of the United States except when the personal effects are located on a military installation or under military control (temporary storage). The Department of State is the appropriate U.S. Government agency for the disposition of the personal effects belonging to persons not sponsored by the Army outside of the United States.

c. Death within 1 year of retirement. The Army will ship a deceased retiree's personal effects if the retiree was authorized to ship HHG at the time of retirement, did not ship HHG, and the shipment will be picked up by the contract mover within one year from the date of retirement.

d. Dual status. Some retirees have dual personnel status (such as a military retiree employed by the Federal Government). The Army will provide the entitlements and benefits authorized for each status, to include a SCM for disposition of personal effects.

21–5. Inventories and receipts

a. These papers will be retained at the installation at which death occurred in order that any inquiries received within a reasonable time may be answered by the installation concerned.

b. Copies of inventories or receipts for the personal effects of persons in paragraphs 21 –2 through 21 –4 will be forwarded to CDR, PERSCOM.

Chapter 22 Disposition of Effects in Theaters of Operation

22–1. General

The recovery, safeguarding, and proper disposition of personal effects and baggage are command responsibilities.

a. The greatest care will be exercised at all times to ensure against the loss of personal effects and baggage because—

(1) They represent a portion of the assets of the individual; therefore, they are prime requisites in connection with the settlement of affairs of persons who are deceased or missing.

(2) Effects found on the remains or at the place of recovery may provide evidence to assist in the establishment of identification.

(3) They are of sentimental value.

b. The personal effects of medically evacuated personnel will be processed in personal effects channels only under the circumstances described in paragraphs 19 –7 and 19 –16.

22–2. Collection and evacuation of effects

a. The unit commander of deceased, missing, and captured soldiers has operational responsibility to recover, safeguard, and make further disposition of the effects of members of his or her command.

b. Effects found on the remains will be evacuated with the remains to the mortuary affairs collection point. Classified material in the effects will be handled per paragraph 17 –6a.

c. Effects located in unit rear areas in the theater will be collected, inventoried, packaged, and delivered by the unit to points established in the theater for the evacuation of effects to the personal effects depot.

22–3. Effects recovered from remains

a. Effects found on the remains will normally be inventoried at the first mortuary affairs collection point to which

the remains are delivered. Upon inventory, the effects will be placed in a personal effects bag or other suitable container with the original copy of DD Form 1076 (Military Operations Record of Personal Effects of Deceased Personnel). To prevent damage from body fluids, the effects and inventory should be placed inside a plastic bag. The personal effects will be associated with the remains from which they were removed by name and service number of the deceased and/or evacuation number placed on the inventory. Money and other negotiable instruments will not be separated from the other effects (or exchanged or converted) but will be evacuated intact with the other effects.

b. When emergency burials are required, the effects will be examined for identification purposes. Normally, they will not be separated from the remains unless they contain information of a classified nature. The report of emergency burial will contain a list of any effects removed from the remains and their disposition and a description of effects buried with the remains.

c. When remains are evacuated to a collection point, temporary cemetery, or mortuary, the effects will be evacuated with the remains. Effects may be examined for identification purposes at any point in the channel of evacuation. While awaiting evacuation to the next point in the channel of evacuation to the personal effects depot, the effects may be separated from the remains and kept in a secure container to protect them from loss or damage. When the remains are evacuated, the effects will be removed from the secure container and evacuated with the remains.

d. At the temporary cemetery or mortuary, the effects will be examined and recorded for identification value. When no longer required for identification purposes, the effects will be evacuated to the personal effects depot.

e. Identification tags are not personal effects and will not be removed from the remains except by personnel at the temporary cemetery or mortuary if required for the processing of remains.

f. Armed forces identification cards are not personal effects but provide valuable evidence to support the identification of the deceased. Identification cards found on the remains will accompany the remains through the channels of evacuation to the temporary cemetery or mortuary. The identification card of deceased personnel will be sent with the record of interment or mortuary identification processing documents to CDR, PERSCOM, ATTN: TAPC –PED–D, Alexandria, VA 22331 –0482.

22–4. Effects recovered from unit rear areas

a. Personal effects of persons deceased, missing, or captured by the enemy may be found in unit rear areas, storage points, hospitals, and other locations. These effects will be collected, safeguarded, inventoried, and evacuated to the personal effects depot. The inventory will show the status of the individual as deceased, missing, missing in action, or captured, as appropriate.

b. When the effects are collected and inventoried, they will be securely packaged for shipment to the personal effects depot. A copy of the inventory will be placed inside the package with the effects. The outside of each package will be clearly marked with the grade, name, and SSN of the soldier whose effects are in the package. The package will also be marked “Personal effects of deceased (or missing or captured) soldier.”

c. When effects of the type usually found with the person (for example, a wallet, ring, or watch) are recovered other than from remains, the source of the effects will be clearly stated on the inventory. (Examples of such sources may be: left in unit area; left with a friend (name and SSN) for safekeeping; found in hospital (designation and location); or at a location (specify coordinates) other than with remains.)

d. All organizational clothing and equipment and other Government property to which the individual is not entitled will be withdrawn at unit level and turned in to the appropriate supply officer. Personal military clothing, as defined in AR 700–84, will not be withdrawn.

e. Ammunition, explosives, flammables, alcoholic beverages, and liquids that may damage the other effects will be withdrawn at unit level from the effects.

f. Items withdrawn from the effects in *d* and *e* above will not be listed on the inventory of effects. A separate listing of the items withdrawn will be made and placed in the package with the effects.

22–5. Inventory

a. The DD Form 1076 will be used to inventory effects recovered from remains and recovered from unit rear areas in theaters of operation.

b. The original DD Form 1076 will accompany the effects in the channels of evacuation. Additional copies will be prepared and distributed as required by local regulations. After processing of the effects at the personal effects depot, the original inventory will be attached to the SCM report.

(1) DD Form 1076 for effects recovered from unidentified remains will have “Unidentified” entered in the name block on the inventory. When the remains are identified, the name and service number of the deceased will be added to the original and, when practicable, to copies of the inventory.

(2) The DD Form 1076 for effects recovered from group remains, identified and unidentified, will contain appropriate notations to cross-reference the inventory and effects to all members of the group. The effects from group remains will be concurrently evacuated through the channels of evacuation to the personal effects depot.

22-6. Property of persons hospitalized or medically evacuated

a. The collection, inventory, safeguarding, and disposition of the personal property of persons hospitalized or medically evacuated is a command responsibility.

b. Personal property on the person, or accompanying persons entering a medical facility, is collected and safeguarded by medical personnel. When the patient is medically evacuated, the patient's personal property located at the medical facility is evacuated with the patient.

c. When a patient dies in medical channels in the theater, the effects are evacuated with the remains (para 22-3) to the servicing mortuary affairs collection point. The effects located in the individual's unit are collected, inventoried, and evacuated (para 22-4) to the personal effects depot.

d. When a patient dies in medical channels en route to CONUS or in CONUS, the effects will be processed per the instructions in paragraphs 22-7, 22-8, or chapter 18, as appropriate.

22-7. Property of persons deceased or missing aboard vessels

a. When a soldier who is a passenger aboard a vessel dies or is missing (washed overboard and/or drowned) while en route to a combat area, the soldier's effects will be collected, safeguarded, and inventoried on DD Form 1076 by the soldier's unit commander, or if appropriate, the Commander of Troops.

b. Effects found on the remains (para 22-3) will be evacuated with the remains to the mortuary affairs collection point. Other effects located aboard ship will be processed in the same manner as effects found in unit rear areas. (See para 22-4.)

c. When a soldier who is a passenger aboard a vessel dies or is missing while en route to CONUS, the soldier's effects will be collected, safeguarded, and inventoried on DD Form 1076 by the soldier's unit commander, or if appropriate, the Commander of Troops. Upon arrival in CONUS, all effects will be turned over to the commander of the most convenient Army installation. The installation commander will dispose of the effects per chapter 18.

22-8. Property of persons deceased aboard aircraft

a. When a soldier who is a passenger aboard an aircraft dies while en route to a combat area, the soldier's effects will be collected, safeguarded, and inventoried on DD Form 1076 by the soldier's unit commander, or if appropriate, the troop commander aboard the aircraft.

b. Effects found on the remains (para 22-3) will be evacuated with the remains to the servicing mortuary affairs collection point. Other effects aboard the aircraft will be processed in the same manner as effects found in unit rear areas. (See para 19-4.)

c. When a soldier who is a passenger aboard an aircraft dies while en route to CONUS, the soldier's effects will be collected, safeguarded, and inventoried on DD Form 1076 by the soldier's unit commander, or if appropriate, the troop commander aboard the aircraft. Upon arrival in CONUS where the remains are off loaded, all effects will be delivered to the commander of the most convenient Army installation. The installation commander will dispose of the effects per chapter 18.

22-9. Effects of prisoners of war, civilian internees, allied and enemy dead

a. The effects of enemy prisoners of war and civilian internees will be disposed of per AR 190-8 or AR 190-57.

b. The effects of allied and enemy dead that may come into custody of U.S. forces will be temporarily stored in the theater at locations designated by the theater commander. Effects will be returned to representatives of the governments concerned as soon as practicable. When a personal effects depot is established in CONUS, effects of prisoners of war, civilian internees, and allied and enemy dead will not be sent to the personal effects depot for storage or disposition.

22-10. Disposition of miscellaneous personal effects

a. *Prisoners and persons absent without leave.* The shipment at Government expense of the property of military prisoners and persons absent without leave is not authorized. Such property will be disposed of per AR 190-47 and AR 630-10.

b. *Property for which ownership has not been determined.* This property will be disposed of through Defense Reutilization and Marketing Service channels.

Appendix A References

Section I Required Publications

AR 25-400-2

The Modern Army Recordkeeping System (Cited in para 1-19b and 17-8.)

AR 210-190

Post Cemeteries (Cited in para 13-3a(2).)

AR 290-5

Army National Cemeteries (Cited in para 13-3a(1).)

DA PAM 638-2

Procedures for the Care and Disposition of Remains and Disposition of Personal Effects (Cited in para 1-4e(1), 1-4f(7), 4-9a, 4-11, 6-8b(3), 12-6d, 13-15, 15-5, 15-6d, 18-8b, 18-9, 19-2, 19-3, 19-8b, 19-9e(1), 20-4, 20-12b, 20-13c, 2-14a(4), 20-16, 20-17b(4), 20-17c, and 20-17d(2) and 3.)

FM 10-286

Identification of Deceased Personnel (Cited in para 8-9.)

FM 10-63

Handling of Deceased Personnel in Theaters of Operation (Cited in 8-14c.)

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 25-1

The Army Information Resources Management Program

AR 12-15/NAVINST 4950.4/AFR 50-29

Joint Security Assistance Training (JSAT) Regulation

AR 25-1

The Army Information Resources Management Program

AR 25-50

Preparing and Managing Correspondence

AR 27-20

Claims

AR 40-2

Army Medical Treatment Facilities: General Administration

AR 40-400

Patient Administration

AR 55-71

Transportation of Personal Property and Related Services

AR 55-355/NAVSUPINST 4600.70/AFR 75-2/MCO P4600.14B/DLAR 4500.3

Defense Traffic Management Regulation

AR 190-8/OPNAVINST 3461.6/AFJI 31-304/MCO 3461.1

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

AR 190-47

The Army Corrections System

AR 190-57

Civilian Internees- Administration, Employment, and Compensation

AR 210-130

Laundry and Dry Cleaning Operations

AR 310-50

Authorized Abbreviations and Brevity Codes

AR 600-8-1

Army Casualty Operations/Assistance/Insurance

AR 600-8-22

Military Awards

AR 600-8-104

Military Personnel Information Management/Records

AR 600-25

Salutes, Honors, and Visits of Courtesy

AR 608-4/OPNAVINST 3460.7A/AFR 125-13/MCO 5800.6A

Control and Registration of War Trophies and War Trophy Firearms

AR 630-10

Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings

AR 638-30

Graves Registration Organization and Functions in Support of Major Military Operations

AR 700-84

Issue and Sale of Personal Clothing

DA PAM 290-5

Administration, Operation, and maintenance of Army cemeteries

DA Pam 600-8

Management and Administrative Procedures

DA Pam 608-4

A Guide for the Survivors of Deceased Army Members

DFAS-IN Regulation 37-1

Finance and Accounting Policy Implementation. Obtain at www.asafm.army.mil.

DFAS-IN Manual 37-100-XX

The Army Management Structure-Fiscal Year XX. Obtain from Defense Finance and Accounting Service (ATTN: DFAS-I-PA), Indianapolis, IN 46249-1026.

Joint Publication 4-06

Joint Tactics, Techniques, and procedures for Mortuary Affairs in Joint Operations

JTR, Volume 2

Joint Travel Regulation: DOD Civilian Personnel

JFTR, Volume 1

The Joint Federal Travel Regulations: Uniformed Service Members

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 54

Record of Personal Effects (Prescribed in paras 18 –10, 20–4, 20–12*c*, 20–16, and 20–17*b*.)

DA Form 2773

Statement of Identification (Prescribed in para 8 –14*a*.)

DA Form 4339

Mortuary Activity and Status Report (Overseas) (Prescribed in para 6 –17*a*.)

DA Form 5327

Bona Fide Dependent Declaration (Military) (Prescribed in paras 6 –15*b*(1), 11–13*b*, and 11–15.)

DA Form 5328

Bona Fide Dependent Declaration (Civilian) (Prescribed in para 6 –15*b*(1).)

DA Form 5329

Escort Report (Prescribed in para 7 –4*d* and 12–6*c*.)

DA Form 5330

Release of Remains for Local Disposition (OCONUS) (Prescribed in para 6 –16*b*(2).)

DA Form 5520

Physical and Dental Comparison Chart (Prescribed in para 8 –14*a* and *e*.)

DA Form 7302

Disposition of Remains Statement (Prescribed in paras 4 –4*b*, 4–5, 4–12*a*, 4–14, and 9–1*a*.)

DD Form 565

Statement of Recognition of Deceased (Prescribed in para 8 –14*a* and *c*.)

DD Form 890

Record of Identification Processing; Effects and Physical Data (Prescribed in para 8 –14*c*.)

DD Form 891

Record of Identification Processing; Dental Chart (Prescribed in para 8 –14.)

DD Form 892

Record of Identification Processing; Skeletal Chart (Prescribed in para 8 –14.)

DD Form 893

Record of Identification Processing; Anatomical Chart (Prescribed in para 8 –14.)

DD Form 894

Record of Identification Processing; Fingerprint Chart (Prescribed in para 8 –14.)

DD Form 1375

Request for Payment of Funeral and/or Interment Expenses (Prescribed in paras 1 –14*a*, 4–18, 4–20, 7–4, 10–9, 11–13, 11–15, 13–10, 13–12, and 14–4.)

DD Form 2062

Record of Preparation and Disposition of Remains (Outside CONUS) (Prescribed in paras 5 –8b, 6–8a, 6–12, 6–16e, 7–3, 7–4, and 9 –3.)

DD Form 2063

Record of Preparation and Disposition of Remains (Within CONUS) (Prescribed in para 5 –8 and 9 –3.)

DD Form 2064

Certificate of Death (Overseas) (Prescribed in paras 5 –8 and 11 –23.) (This form is only available from CDR, PERSCOM (TAPC–PED), 2461 Eisenhower Avenue, Alexandria, VA 22331 –0482.)

DD Form 2065

Disposition of Remains; Reimbursable Basis (Prescribed in paras 6 –8b(3) and 6 –16b(1).)

Section IV**Referenced 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 11 –2

Management Control Evaluation Certification Statement

DA Form 1379

U.S. Army Reserve Components Unit Record of Reserve Training (This form is available through normal supply channels.)

DA Form 2386

Agreement for Interment

DA Form 2765 –1

Request for Issue or Turn-In

DA Form 3078

Personal Clothing Request

DA Form 3645

Organizational Clothing and Individual Equipment Record

DA Form 3903

Visual Information Work Order

DA Form 4160

Patient's Record of Personal Effects, Deceased Personnel

DD Form 2A (Active)

Armed Forces of the United States Identification Card

DD Form 93

Record of Emergency Data

DD Form 369

Police Record Check

DD Form 1076

Military Operations Record of Personal Effects of Deceased Personnel

DD Form 1131

Cash Collection Voucher

DD Form 1300

Report of Casualty

DD Form 1384

Transportation Control and Movement Document

DD Form 1610

Request and Authorization for TDY Travel of DOD Personnel

JUST Form FD 258

FBI US Department of Justice Fingerprint Card (Applicant) (This form is available through normal supply channels.)

SF 1034

Public Voucher for Purchases and Services Other Than Personal

SF 1080

Voucher for Transfer Between Appropriations and/or Funds

VA Form 40 –1330

Application for Standard Government Headstone or Marker for Installation in a Private or State Veteran's Cemetery
(This form is available on the Department of Veterans Affairs Web site, www.cem.va.gov/hm.htm.)

Appendix B Management Control Checklist

B-1. Function

The function covered by this checklist is the use of the Disposition of Remains Open Allotment for procuring supplies and services and issuing travel orders.

B-2. Purpose

The purpose of this checklist is to assist Casualty Area Commanders (CAC) and supervisors of installation mortuary officers in evaluating their key management controls. It is not intended to cover all controls.

B-3. Instructions

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

B-4. Test questions

a. General. Has the local CAC developed and implemented local internal management and control procedures to prevent fraud, waste, and abuse of the open allotment? Attach copy of procedures.

b. Contracts and purchasing.

- (1) Have only CAC authorized, by memoranda, activities contracted or made purchases through the open allotment.
- (2) Does the person(s) submitting requisitions have the appropriate references to determine the propriety of charging contracts and purchases to the open allotment? List references on hand.
- (3) Supplies purchased with the open allotment funds were not laterally transferred or diverted to another activity? If laterally transferred or diverted to another activity list unit supply document number and date.
- (4) Have procedures been established for the designated CAC activity to reconcile all contracting and purchasing disbursements that used an open allotment fund cite? Attach copy of procedures.

c. Travel orders.

- (1) Have only CAC authorized, by memoranda, activities and units used the open allotment fund cites to issue travel orders? List activities/units and date of memoranda.
- (2) Have procedures been established for the designated CAC activity to reconcile all disbursements that used an open allotment fund cite? Attach copy of procedures.
- (3) Does the person approving travel orders have the appropriate references to determine the propriety of using the open allotment? List references on hand.

B-5. Comments

Help make this a better tool for evaluating management controls. Submit comments to CDR, U.S. Total Army Personnel Command (TAPC -PED-D), 2461 Eisenhower Avenue, Alexandria, VA 22331 -0482.

Appendix C Armed Services Specification for Mortuary Services (Care of Remains of Deceased Personnel and Regular and Port of Entry Requirements for Caskets and Shipping Cases)

The paragraph numbers in parentheses generally show the original paragraph numbers of the Federal Acquisition Regulation armed services specification.

C-1. (1) Scope 1

- a. (1.1.)* This specification (in two parts) establishes minimum standards for the care and handling of deceased personnel. It encompasses professional services and requirements, caskets and shipping cases, transportation and hygienic practices. This specification is applicable to regular and port of entry requirements.
- b.* This paragraph is reserved for future use.

Section I Remains

C-2. (2) Classification

a. (2.1) *Remains defined.* Autopsied (partial or complete) or unautopsied remains are defined as one of the following types.

b. (2.1.1) *Nonviewable.* Any remains where there exists extreme mutilation, advanced stages of decomposition, or severe burn wounds or charring and restoration of viewable exposed tissue surfaces to the known ante mortem appearance of the deceased by restorative art is not possible, for example, floater, homicidal, suicidal, and major trauma cases.

c. (2.1.2) *Viewable.* Any remains (1) undamaged by trauma or disease or (2) remains damaged by trauma or disease but the viewable tissue surfaces are restored to the known ante mortem appearance of the deceased by restorative artwork.

d. (2.1.3) *Casket.* The standard and oversize 18 gauge metal, sealer, cut-top casket shall be used for viewable and nonviewable adult remains.

C-3. (3) Applicable documents

(3.1) There are no applicable documents to this part of this specification.

C-4. (4) Services

a. (4.1) *General.* The contractor shall be responsible for providing professional services of the highest quality to assure viewing of the remains under optimal conditions. The contractor shall practice hygienic measures that will assure complete and satisfactory disinfection and sanitation of the funeral establishment.

b. (4.2) *Processing or reprocessing remains.* See the following paragraphs.

c. (4.2.1) *Processing of remains.* The complete preservation (embalming) and disinfection, application of restorative art techniques and/or cosmetics, dressing and/or wrapping, casketing, and transportation of remains as directed by the contracting officer or his designee.

d. (4.2.2) *Reprocessing of remains.* The inspection and correction of all discrepancies noted in preservation (embalming). Application of restorative art techniques and cosmetics, dressing and wrapping, casketing, and transportation of remains as directed by the contracting officer or his designee.

e. (4.2.3) *Unidentified remains.* If identification of the remains is not officially established, the remains shall be placed under refrigeration at 38 –40degrees; Fahrenheit (3.3 –4.4 degrees; Celsius). If mechanical refrigeration is not available within a reasonable distance, ice chests or ice packs shall be used in lieu of the mechanical refrigeration. Processing (embalming) shall not be accomplished until the remains are released by a responsible official as identified.

f. (4.2.4) *Restorative art.* Major restorative art is an integral part of the processing and/or reprocessing of remains. It shall include, but not be limited to, rebuilding a large wound; rebuilding of facial features such as ear, nose, eye, mouth, chin, and so forth; removal of damaged tissue followed by restoration; restoration of scalp hair; and the application of cosmetics to render restored surfaces undetectable. Restorative art shall be accomplished in accordance with the highest professional standards.

g. (4.2.5) *Chemical preservative preparations.* Under this armed services specification, arterial, cavity, and other embalming chemicals used in the treatment of all remains shall effect the maximum preservation and disinfection of all body tissue, including that associated with body cavities (organs).

h. (4.2.6) *Standards and techniques.* The contractor shall provide high quality service and a sufficient number of licensed embalmers to process (embalm) or reprocess any remains under this armed services specification on a timely basis. Interns (apprentices) may be used to assist the licensed embalmer in accordance with applicable State regulations. All supplies and technical procedures shall conform to standards and professional techniques acceptable to the funeral service industry. Embalmers shall utilize any and all optional techniques available to assure complete and adequate treatment of remains.

C-5. (5) Treatment of remains

a. (5.1) *General.* Frequently, final disposition of processed or reprocessed remains may not be effected for a period of 10 days or more; remains may be transported over long distances or subjected to hot, humid conditions. At all times the remains must be free of putrefaction and infectious agents. This requires the thorough disinfection and uniform preservation of all body tissues. Employment of continuous injection and intermittent drainage will enhance chemical distribution and penetration. Use of humectants (moisture retention chemicals) in the arterial injection solution will help to achieve greater tissue penetration and to restore normal body moisture content.

b. (5.1.1) *Pre-embalming procedures.* The following basic steps shall be accomplished in the course of processing or reprocessing of all viewable remains and, to the extent possible, nonviewable remains.

c. (5.1.2) *Washing and grooming.* When possible, remains shall be bathed; male facial and scalp hair shall be washed and groomed to conform to military standards (suitable hair preparations shall be accomplished on females). Fingernails shall be cleaned and trimmed. The mouth shall be securely closed to form a natural expression and proper attention given to the eyes to prevent wrinkling of the eyelids and a sunken appearance of the eyes. Cosmetics shall be applied only in the amount necessary to produce natural color and texture.

d. (5.1.3) *Wounds and stains.* All lacerations, abrasions, incisions, excisions and burn wounds shall be sutured or sealed to prevent leakage. Swollen or distorted features shall be reduced to the normal contours enjoyed during life. Postmortem stains shall be chemically bleached by applying packs and/or needle injection. On viewable areas, further treatment shall consist of the use of masking cosmetics to render stains nondetectable.

e. (5.1.4) *Body orifices and injured tissue.* All body orifices shall be treated with a disinfectant non-astringent chemical (generic categories such as phenylphenols and iodophors) and then packed with cotton. Bedsores and ulcerated, burned, and necrotic tissue shall be treated either by hypodermic injection or pack application of a deodorizing and preserving chemical.

f. (5.1.5) *Insecticide treatment.* Maggots and other insect larvae shall be destroyed and their breeding sites in or on the remains thoroughly treated with an insecticide chemical.

g. (5.1.6) *Contractor's performance.* The contractor's performance shall be such that all remains are effectively disinfected and uniformly preserved and that all offensive odors are eliminated before the remains are casketed.

C-6. (6) Preparation of remains

a. (6.1) *General.* The military services require that all remains be processed or reprocessed in a manner reflecting the highest standards of the funeral service profession. Each remains, viewable and nonviewable, requires variation in the embalming treatment to accomplish the optimum results. A recommended procedure to achieve these goals is the injection of the solution at a moderate rate. The addition of a humectant to the solutions is also helpful in reducing overdehydration effects.

b. (6.1.1) *Processing nonviewable remains.* In all instances, multisite injection and drainage technique shall be attempted. When arterial injection is possible, each gallon of arterial fluid shall have a minimum concentration of 5 percent by volume aldehyde or aldehyde derivative preservative agents. The total volume of arterial solution injected shall be not less than 1 gallon per 50 pounds of body weight. All body areas shall be further treated by means of a trocar using undiluted cavity chemicals having a 30-index (percent) or greater. In addition, packs, special gel, and dry sanitizers shall be used, as required, to assure preservation, prevent leakage, and eliminate all offensive odor. Cranial, thoracic, and abdominal cavities, when present, shall be relieved of gases and distention. The cavities shall then be treated by injecting a minimum of 32 ounces of a concentrated cavity chemical, having a 30 index (percent) or greater. When arterial injection or cavity treatment is impossible, all articulated and disarticulated anatomical portions shall be thoroughly disinfected and preserved via accessory chemical embalming techniques. Non-injectable intact remains and disarticulated anatomical portions shall be immersed or hypo injected with trocar or syringe and needle, using full strength cavity chemicals of 30-index (percent) or greater. Surface application of liquid, gel, or dry sanitizers and preservatives is also required to supplement primary needle or hypo injection techniques.

c. (6.1.2) *Processing viewable remains.* A thorough pre-embalming case analysis shall be made in order to determine the best embalming techniques to be used to obtain optimum results. The technique of arterial injection and venous drainage is of utmost importance as well as the need for adding humectants (moisture retention chemicals) to the arterial solution injected. Whenever possible, a six-point arterial injection with multi-site drainage shall be accomplished. The arterial chemical injection solution shall contain a 2 to 3 percent concentration, by volume, of aldehyde or aldehyde derivative preservative agents, with equal parts of a humectant chemical also being added to the injection solution. The thoracic, abdominal and pelvic cavities shall be thoroughly aspirated and injected with full strength cavity chemicals having a 30-index (percent) or greater, using a minimum of 16 ounces for each cavity. In addition, needle injections, packs, or other special treatment shall be accomplished, as required, to assure the preservation and disinfection of all body tissues including those associated with body cavities (organs). A lanolin-base (or comparable) massage cream shall be applied on the face and hands.

d. (6.1.3) *Autopsied remains.* If a partial or complete autopsy has been performed, a six-point injection with multisite drainage shall be accomplished, using arterial chemical injection solutions as specified for processing viewable remains. Thoracic and abdominal walls shall be hypo-injected using the same strength solution as injected arterially. On thoracic and abdominal autopsies, the viscera shall be removed and immersed in concentrated cavity chemical having a 30-index (percent) or greater. When a cranial autopsy has been performed, the calvarium shall be replaced and securely stabilized. The scalp shall be replaced over the calvarium and neatly sutured to avoid an unnatural appearance and the hair shall be washed. The inner surfaces of the body cavities shall be given a liberal application of gel preservative, the organs replaced within the cavities in normal anatomical location and liberally covered with hardening compound.

e. (6.1.4) *Treatment of scalp (viewable remains).* When the scalp has been shaved because of medical treatment or surgery, processing or reprocessing shall be accomplished as specified for viewable remains, after which the head shall then be wrapped with gauze or equivalent in a neat and professional manner.

f. (6.1.5) *Mutilated hands viewable remains.* When the hands are mutilated so that restoration is not possible, the hands shall be treated in a manner that shall render all tissue firm, dry, and thoroughly preserved. The hands will then be covered by either wrapping with gauze or equivalent in a neat and professional manner or by placing surgical gloves on the hands followed by white (military) gloves.

g. (6.1.6) *Dressing remains, including intact nonviewable.* Remains shall be dressed in the clothing provided by the contracting officer. Nonviewable remains that cannot be dressed shall be wrapped in the rubber or polyethylene

sheeting and blanket furnished by the contracting officer. Wrapping shall be accomplished as follows: A blanket, furnished by the contracting officer, shall be spread on the dressing table with opposing corners at the head and foot ends of the table. The blanket is then covered with a white cotton sheet followed by a sheet of polyethylene. Two strips of cotton are laid down the center of the plastic sheet and liberally sprinkled with hardening compound. The remains are then laid on the cotton strips, coated with hardening compound and covered with additional cotton strips. The polyethylene sheet is then wrapped around the remains. The white cotton sheet is then wrapped around the plastic sheathed remains followed by the blanket which shall have as few creases as possible, and be secured with large safety pins placed no more than 8 inches apart.

h. (6.1.7) Embalmer evaluation. The embalmer (contractor's agent) processing or reprocessing the remains shall critically evaluate the completed treatment to ensure that any remains cared for under this contract are effectively disinfected, uniformly preserved, and shall arrive at destination in a satisfactory condition. The contracting officer or designate will authorize delivery or shipment of remains when he is assured that the services and supplies furnished by the contractor meet this specification. The contractor shall state on a certificate (Preparation Room History) furnished by the contracting officer that the services and supplies meet this specification in its entirety.

i. (6.1.8) Placement in casket. Remains shall be placed in the casket in a manner that will create an appearance of rest and composure and to ensure maintenance of position during transit. When remains are to be shipped, pads will be placed around the remains to prevent shifting. The pillow shall be turned over and a clean piece of cloth placed over the face. The casket shall be of sufficient size to prevent the appearance of crowding and cramping the remains.

j. (6.1.9) Quality assurance evaluation. Failure to pass inspector's evaluation after placement of remains in a casket and before delivery will require the contractor to remove remains from the casket and perform one or more of the following services as directed by the contracting officer or his designate: (1) Additional disinfective or preservative treatment; (2) re-dressing; (3) change or add decorations or insignia; (4) place remains in new casket. When services under this paragraph are performed, services as set forth in paragraphs 6.1.6, 6.1.8, and 6.1.10 shall again be performed by the contractor.

k. (6.1.10) Encasing casket. The casket shall be carefully and professionally placed in the protective outer container, as directed by the contracting officer. All shipping documents will be affixed or enclosed.

l. (6.1.11) Loading remains. The remains shall be carefully and professionally placed in the type of vehicle designated by the contracting officer for the delivery of remains.

C-7. Transportation of remains

a. (7.1) Removal of remains. Transport remains in a suitable funeral coach, ambulance, or service car to the place where processing or reprocessing is performed. This transportation shall include calling at the place where death occurs or remains are located when such place is on the activity(ies) or any place designated by the contracting officer or his designate.

b. (7.2) Escorted delivery. Delivery of remains, including escort in —

(1) (a) Contractor's funeral coach to a place of religious service and then to a common carrier, another funeral home, or to a Government or non-Government cemetery.

(2) (b) Contractor's funeral coach shall arrive at any location at the time specified by the contracting officer.

c. (7.3) Rail or air delivery. Remains being shipped by common carrier shall be delivered to airport or rail terminal not later than 2 hours before scheduled departure of aircraft or train.

d. (7.4) Escort attire. Personnel used in transportation of the remains or escort, off the installation, shall be dressed in a seasonal suit with shirt and tie. Other vehicle operators may wear clean cotton twill matching shirt and trousers in dark or neutral colors.

C-8. Cremation

a. (8.1) Cremation. This paragraph provides for services, supplies, and transportation for local cremation when called for by the contracting officer or designated representative. Remains shall be prepared, dressed, and cosmetized as prescribed in these specifications. The casket provided shall meet or exceed the armed services hardwood casket specification. Transportation of the remains (including escort and escort's return) shall be provided to the crematory engaged under contract by the Government and return of cremated remains to the Government facility. The contracting officer or designated representative shall specify whether a bronze or hardwood urn is to be provided. The contractor shall provide an urn that meets or exceeds the applicable urn specification. The urn shall be engraved (the urn itself shall be engraved if a bronze urn or if a hardwood urn, the specified engraving plate shall be engraved) with the name, rank, date of birth, and date of death of the deceased. The contractor shall place all the cremated remains received from the crematory in the urn.

Note. Cremation charges will be paid by the Government directly to the crematory engaged by the Government.

b. (8.2) Processing procedure. Following the preparation, dressing, and cosmetizing of the remains according to these specifications, the contractor shall attach to the right ankle of the deceased or to the top of the blanket, when remains are wrapped, and to the casket handle at the head end of the casket a tag exhibiting the decedent's name, rank, social security number, and date of death. The contractor shall deliver the casketed remains to the crematory in

sufficient time to ensure cremation is accomplished and completed on the same day as delivery to the crematory. The contractor shall return the cremated remains to the funeral service establishment or port mortuary facility not later than the day following cremation for inurnment in the designated urn. The cremated remains shall be inurned promptly upon return to the contractor's facility or port mortuary facility.

C-9. Hygienic practices

a. Concurrent and terminal disinfection and decontamination. The contractor shall employ protective, precautionary hygienic measures and techniques designed to accomplish concurrent and terminal disinfection and decontamination of the entire funeral service establishment or port of entry mortuary preparation room and shipping area environment. The application of appropriate in-use concentrations of chemical disinfectants (such as generic categories as phenyphenols or iodophors) to body surfaces and orifices, instruments, preparation room, floor, walls, and equipment surfaces and general sanitation of public visitation areas (as applicable) will help prevent the transmission of actual and potential pathogens to personnel.

b. Inhalation protection. Also recommended is the wearing of a protective surgical-type oral-nasal mask designed to prevent the inhalation of infectious particles originating from the surface, orifices, and cavities of human remains.

C-10. Additional requirements —port of entry (POE) mortuary

a. (10.1) Processed remains (embalmed). The contractor (responsible licensed embalmer) shall remove remains from the transfer case or casket and with the contracting officer or designate determine —

- (1) (a) Whether remains are viewable or nonviewable.
- (2) (b) Effectiveness of disinfection, uniformity of preservation, and any additional disinfective and preservative treatment and restorative art work and cosmetic work required.
- (3) (c) Size casket to be used.

b. (10.2) Unembalmed remains. The contractor (responsible licensed embalmer) shall remove the remains from the transfer case or casket and with the contracting officer or designate determine—

- (1) (a) Whether the remains are viewable or nonviewable.
- (2) (b) The treatment to effectively disinfect and uniformly preserve the remains and also eliminate all offensive odors emanating from the remains.
- (3) (c) Restorative art and cosmetic work required.
- (4) (d) Size casket to be used.

c. (10.3) Reprocessing viewable remains. Tissue areas requiring further or special attention shall be treated to assure that the remains are effectively disinfected and uniformly preserved. The treatment shall be accomplished by one or more of the following: trocar or hypodermic injection and external pack application using full strength cavity chemicals having a 30-index (percent) or greater. Thoracic, abdominal, and pelvic cavities shall be relieved of gases and distention and reinjected with a minimum of 32 ounces of concentrated cavity chemical having a 30-index (percent) or greater.

d. (10.4) Reprocessing nonviewable remains. Those tissues requiring further or special attention shall be treated to assure the remains are effectively disinfected and uniformly preserved. This treatment shall be accomplished by means of one or more of the following: trocar or hypodermic injection and external pack application using full strength cavity chemicals having a 30-index (percent) or greater. Thoracic and abdominal cavities, when present, shall be relieved of gases and distension and reinjected with a minimum of 32 ounces of concentrated cavity chemicals having a 30-index (percent) or greater.

e. (10.5) Processing unembalmed adult remains. The contractor shall perform those requirements enunciated in paragraph 6 of this armed services specification for preparation of remains.

f. (10.6) Infant and child remains. Treatment of infant and child remains —neonatal, infant, and child remains (birth through 60 months) —follows.

g. (10.6.1) Viewable and injectable remains. Arterial injection shall be accomplished by injecting intact arterial pathways, the abdominal aorta, or left ventricle, as applicable and agreed to by the contracting officer or designate. Drainage shall be taken from appropriate venous sites. The arterial injection solution shall have a concentration of 2 percent to 3 percent (as required) by volume aldehyde or aldehyde derivative preservative agent(s). The cranial, thoracic, abdominal, and pelvic cavities shall be thoroughly aspirated. The cavities shall then be injected by means of a trocar with sufficient amount of cavity fluid (having a 30-index or greater) to thoroughly saturate the organs and contents.

h. (10.6.2) Nonviewable and non-injectable remains. Nonviewable and non-injectable remains shall be disinfected and preserved by means of accessory embalming techniques. Superficial and deep tissue shall be injected by infant trocar or syringe and needle. The arterial injection solution shall have a minimum concentration of 3 percent by volume aldehyde or aldehyde derivative preservative agents. The supplemental use of liquid (packs), gel, or dry sanitizers for the confirmed disinfection and preservation of superficial tissue shall also be accomplished. The cranial, thoracic, abdominal, and pelvic cavities shall be thoroughly aspirated. The cavities shall then be injected by means of trocar with sufficient amount of cavity fluid (having a 30-index or greater) to thoroughly saturate the organs and contents.

i. (10.6.3) *Autopsied remains.* If a partial or complete autopsy has been performed, a six-point arterial injection with multi-site drainage shall be accomplished. The arterial chemical injection concentration solution requirements indicated in paragraph 10.6.1, as applicable, shall also apply. Following the arterial injection, the thoracic and abdominal walls shall be hypo-injected by means of a trocar or syringe with an arterial solution of the same strength as injected arterially. Treatment for organs or portions of organs that have become separated during autopsy investigation shall be removed from the cavities and immersed in concentrated cavity chemical having a 30-index (percent) or greater. Inner surfaces of body cavities shall be treated with a liberal application of a gel preservative, then the organs or portions of organs returned to the cavities in their normal anatomical location and covered with hardening compound. The calvarium shall be replaced, scalp sutured, and hair treated as indicated for adult autopsied remains.

j. (10.6.4) *Treatment of scalp (viewable).* When scalp has been shaved, procedures indicated in paragraph 6.1.4 shall apply.

k. (10.6.5) *Mutilated hands (viewable).* Procedures indicated in paragraph 6.1.5 shall apply.

l. (10.6.6) *Dressing remains.* Procedures indicated in paragraph 6.1.6 shall apply.

m. (10.6.7) *Embalmer evaluation.* Procedures indicated in paragraph 6.1.7 shall apply.

n. (10.6.8) *Placement in casket.* Procedures indicated in paragraph 6.1.8 shall apply.

o. (10.6.9) *Quality assurance.* Procedures indicated in paragraph 6.1.9 shall apply.

p. (10.6.10) *Encasing casket.* Procedures indicated in paragraph 6.1.10 shall apply.

q. (10.6.11) *Loading remains.* Procedures indicated in paragraph 6.1.11 shall apply.

C-11. (11) Transportation of remains

a. (11.1) *Removal of remains.* Transport remains in a suitable covered vehicle (hearse, ambulance, covered truck) that prevents exposure of the shipping container to public view, from a place designated by the contracting officer or his designate to the place where processing or reprocessing is to be performed. More than one remains may be moved in said vehicle at a time, but stacking of one container on top of another is prohibited.

b. (11.1.2) *Delivery of remains.* Delivery of remains, to include the escort and the escort's return from a crematory or a National Cemetery (when interment is immediate), will be in a suitable covered vehicle (as indicated above) from place where processing or reprocessing is performed, to any place designated by the contracting officer or his designate, to include delivery to the flight line at the aerial port of embarkation (APOE). Stacking of one casket or outer case on top of another is prohibited.

(1) (a) Remains moving by common carrier shall be delivered to the airport or rail terminal not later than 2 hours before scheduled departure time.

(2) (b) Remains to be moved by air from APOE will be delivered to flight line at the time designated by the contracting officer or the contracting officer's designate.

(3) (c) A hearse shall be required when remains are delivered direct to: (1) a national cemetery, (2) a funeral home or residence, or (3) a crematory. The hearse shall be clean, highly polished, and in good mechanical condition.

(4) (d) Remains moved to a National Cemetery, crematory, funeral home or residence will arrive at destination at the time specified by the contracting officer or the contracting officer's designate.

(5) (e) The personnel dress code indicated in paragraph 7.4 shall apply.

(6) (f) The reusable metal transfer case shall be returned to a location as directed by the contracting officer or the contracting officer's designate. The contractor shall clean and sanitize the transfer case each time after removing remains from the case.

C-12. Cremation

Cremation procedures contained in paragraph 8.1 shall apply.

C-13. Hygienic practices

Hygienic procedures contained in paragraphs 9a and b shall apply.

C-14. (1) Scope

a. (1.1) This specification (in two sections) establishes minimum standards for caskets and shipping cases.

b. This paragraph is reserved for future use.

Section II

Caskets

C-15. (2) Classification

a. (2.1) *Casket types and sizes.* Burial caskets covered by this specification shall be the following type and sizes.

b. (2.1.1) *Standard size 18-gauge metal sealer cut-top casket.* The inside dimensions shall not be less than 78 inches in length, measured between the inner surfaces of the end panels, and 23 inches in width, measured between the inner surfaces of the side panels.

c. (2.1.2) *Oversize 18-gauge metal sealer cut-top casket.* The inside dimensions shall not be less than 81 inches in length, measured between the inner surfaces of the end panels, and 25 inches in width, measured between the inner surfaces of the side panels.

C-16. (3) Applicable documents

a. (3.1) *Federal specifications and military standards documents.* The following documents, of the issue in effect on the date of the invitation for bids or requests for proposals, form a part of the armed services specification to the extent specified herein:

(1) Specifications (Federal): TT -C-490 (Cleaning Methods and Pretreatment Methods of Ferrous Surfaces for Organic Coatings).

(2) Standards (Military): MIL -STD-105 (Sampling procedures and Tables for Inspection by Attributes).

b. *Copies required by bidder.* Copies of specifications and standards required by a bidder in connection with specific procurement functions should be obtained from the procuring agency or as directed by the contracting officer.

C-17. (4) Requirements

a. (4.1) *Sample casket.* When specified a sample completed casket or sample casket without upholstery shall be made available to the contracting officer or the contracting officer's authorized representative for quality assurance inspection in accordance with paragraph 6. The approval of the sample is acceptance of the casket but does not relieve the contractor of responsibility for compliance with all applicable provisions of this specification. The pre-furnished samples shall be manufactured in the same facilities to be used for the manufacture of caskets to be furnished under contract.

b. (4.2) *Materials.* Materials shall, as a minimum, conform to the applicable specifications and requirements specified as follows. Unless otherwise specified here, tolerances for materials shall, as a minimum, conform to this specification.

c. (4.2.1) *Steel.* Steel sheet shall be common or standard to that used within the metal casket industry.

d. (4.2.2) *Fabric (lining).* The construction of this cloth shall be as a minimum as follows: warp, 92 ends—100 denier dull acetate yarn; filling, 52 picks —150 denier dull acetate yarn. The acetate taffeta fabric's finish shall be flat or embossed. The color shall be white (ivory).

e. (4.2.3) *Nonwoven fabric material tissue.* The nonwoven material for backing the fabric of the lining assemblies shall be scrim laminate consisting of 3 by 2 ½ nylon scrim with two plies of tissue adhesively bonded to each side of scrim and white in color.

f. (4.2.4) *Pillow and body pocket.* The pillow and body pocket shall be a minimum of 40 percent cotton and 60 percent linters or synthetic equivalent.

g. (4.2.5) *Welding.* All component parts to be welded shall be properly aligned into position prior to welding. Resistance, arc, or gas welds shall be sound and free from pits, holes, or fissures. Welding shall be accomplished without burning through the welded metals. After any flash welding, outside exposed flash shall be removed entirely and no trace of the joint shall be visible after finishing. All arc or gas welds shall have sufficient penetration to form a joint of strength equal to that of the parent metal. Exposed welds shall be finished flush to the original surface and shall be undetectable after finishing. Repair of welds will be accepted, provided such repaired welds meet the requirements of this specification.

h. (4.2.6) *Upholstering.* See the following paragraphs.

i. (4.2.6.1) *Lining assemblies.* The lining assemblies for the interior of the head panel lid, sides and ends of casket, overlay, mattress spread, pillowcase, two-piece top (lid) supports (one-piece top (lid) supports shall be finished to compliment the casket), and the sides of the casket body shall be as specified in paragraph 4.2.2, backed with fabric specified in paragraph 4.2.3. The head top shall be lined with interior styling. The foot top shall be lined with fabric and backing as specified in paragraphs 4.2.2 and 4.2.3 or may be upholstered by applying a rigid one-piece insert, simulating fabric finish. The assemblies for the lid or head panel (as applicable), top of the pillowcase, outside exposed body lining, and top side of overthrow shall be "Wave Crushed," tufted, or shirred either by hand or machine. The interior assemblies for the sides and ends of casket shall be tailored or shirred by hand or machine. Before lining the casket, the inside of the shell shall be cleaned of all foreign material.

j. (4.2.6.2) *Pillow.* The pillow shall be made of nonwoven material specified in paragraph 4.2.3 and filled with a minimum of 2 1/4 pounds of the specified filling material. The pillow shall then be encased in an outer fabric cover as specified in paragraph 4.2.2. The pillow shall be sized to properly fit the casket.

k. (4.2.6.3) *Mattress.* The mattress shall be made of fabric specified in paragraph 4.2.3 or polyethylene (.004) film and filled with cotton as specified in paragraph 4.2.4 or synthetic filling in one piece, such as polyester or fiberglass, excluding all foam type and excelsior materials. The quantity of mattress fill, if cotton or similar, shall be 16 pounds, plus or minus 1 pound. Should the casket be equipped with an adjustable inner spring, the mattress fill shall render a minimum uniform thickness of 2 inches. In either case, the mattress shall be sized to properly fit the casket.

l. (4.2.6.4) *Side panels.* Side panels of the casket body shall have padding in the skirting or apron area.

m. (4.2.7) *Finish*. The color of the casket's painted finish shall be within the range of silver-tone to grey. The painted finish may be achieved through one of two methods.

n. (4.2.7.1) *Synthetic enamel, baked*. All surfaces of metal components, including the outside of the bottom and the inside of the shell, shall be thoroughly cleaned and given a phosphate coating conforming to TT –C–490. A primer shall be applied to all exposed surfaces and shall be sanded to a smooth finish. A primer shall be applied to the outside of the bottom and the inside of the shell. All exterior metal surfaces exposed to view including surfaces that are exposed when the casket is opened (not applicable to the bottom) shall be coated with the appropriate color synthetic gloss enamel, in a quantity not less than 2.0 mils dry film thickness. The exposed heads of screws or bolts used for assembling the casket shall be appropriately finished (plated or painted) to correspond or complement the parent metal finish. The finish coat shall level out to produce a smooth and uniform flow without orange peel, runs, wrinkles, drops, streaks, or areas of thin film or no film.

o. (4.2.7.2) *Nitrocellulose lacquer (air dry or flash dry)*. All surfaces of metal components shall be thoroughly cleaned and given a phosphate coating conforming to TT –C–490. A primer shall be applied to all exposed surfaces and edges. A primer shall be applied to the outside of bottom and inside of shell. The primer shall be scuff sanded in all exposed view areas. Forced drying may be used, if desired. All exterior metal surfaces exposed to view including surfaces that are exposed when casket is opened (not applicable to the bottom) shall be given an adequate coating of the appropriate color lacquer. All surfaces shall then be coated with a clear lacquer to achieve at least the required 2.0 mils dry film thickness. The exposed heads of screws used for assembling the casket shall be appropriately finished (plated or painted) to correspond or complement the parent metal finish. The finish coat shall level out to produce a smooth and uniform flow without orange peel, runs, wrinkles, drops, streaks, or areas of thin film or no film. The casket shall be well finished, smooth, clear, and free from defects that may affect the appearance or serviceability.

p. (4.2.8) *Casket protective cover (paper or plastic)*. A casket protective cover common to the casket industry shall be placed over each casket.

C–18. Construction design

a. (5.1) *Sealer casket*. The casket shall be of steel, 18-gauge, U.S. standard, with square or round ends with top and bottom molding with a painted finish as specified in paragraph 4.2.7. The casket may have appropriate shading effect. The handle assembly shall be a continuous fixed bar or swing out type handle. Applied lugs and corners shall be plated in finish. The casket shall be furnished in the sizes specified in paragraph 2. The casket shall be constructed to yield an airtight seal when closed, which shall prevent the escape of odors and leakage. Airtightness compliance shall be determined in accordance with paragraph 6.3.1.

b. (5.1.1) *Construction details*. See the following paragraphs.

c. (5.1.1.1) *Body*. The casket shall be fabricated from steel, 18-gauge in thickness. The top flange shall be of the same material and thickness as the body and shall be reinforced to provide sufficient bearing to support the lid assemblies. The full length of all miters shall be welded.

d. (5.1.1.2) *Bottom panel*. The bottom panel shall be constructed from one piece of metal, 18-gauge or better, with reinforcing ridges. The construction details of the bottom follow. The bottom panel shall withstand, as a minimum, 350 pounds load with deformation not to exceed one quarter inch when tested in accordance with paragraph 6.3.2.

e. (5.1.1.2.1) *Bottom thickness and reinforcing*. The one-piece bottom shall be constructed of steel, 18-gauge or better thickness, with adequate reinforcing ridges extending lengthwise or crosswise to the bottom. The bottom panel shall be appropriately reinforced to meet weight and stress requirements. The entire length and width of the bottom seams shall be (continuous) welded as specified in paragraph 4.2.5.

f. (5.1.1.3) *Lid*. The casket shall consist of a two-pieced (stamped from one piece of metal) cut-top lid with traditional oval panel and top frame. The lid shall be fabricated of steel, 18-gauge in thickness. The bridge between the lids to accommodate the bridge or cross gasket shall be a full header.

g. (5.1.1.4) *Shell hardware*. Each lid shall be hinged with two hinges each for proper support and to effect a positive seal. Lids shall be provided with locking supports for retaining the lids in an open position. Each lid shall have two sealer locks (opposing each hinge), lever-operated with nondetachable lever operating handle, or be equipped with a crank-type positive locking system with two locking device engagements on each lid opposing the hinges.

f. (5.1.1.5) *Handle assembly*. The handle assembly shall be 3 by 1 or 4 by 1 continuous fixed bar or a swing out handle assembly. The entire handle assembly, bars, lugs, and corners shall be fabricated of metal or a combination of metals standard to the metal casket industry. The entire handle assembly shall be fastened to the casket body in a manner that will ensure that the handle assembly shall not rupture or show deformation when tested in accordance with paragraph 6.3.3. The finish applied to the handle assembly's lugs and corners shall be plated in a manner common to the metal casket industry. The fixed bar or swing out handles shall be painted or finished in a manner to compliment the casket.

i. (5.1.1.6) *Perimeter and bridge or cross gasket system*. The gaskets shall be fabricated from natural rubber, neoprene, ethylene vinyl acetate (EVA), or closed cell polyvinyl chloride (PVC) or any equivalent of the aforementioned. Gasket corners shall be mitered and molded and either vulcanized (if rubber) or heat sealed (if EVA or PVC).

The gasket systems with the lids in a closed, locked position shall yield an airtight seal when tested in accordance with paragraph 6.3.1.

j. (5.2) Workmanship. The casket shall be produced by the best means employed by those skilled in the art of metal fabrication and upholstering. All parts shall be accurately formed and properly assembled into the finished article, and each casket shall be of the quality and grade of product established by this specification.

C-19. (6) Quality assurance provisions

a. (6.1) Responsibility for inspection. Unless otherwise specified in the contract or purchase order, the contractor is responsible for the performance of all inspection requirements as specified herein. Except as otherwise specified in the contract or order, the contractor may use his own or any other facilities suitable for the performance of the inspection requirements specified herein. The Government reserves the right to perform any of the inspections set forth in the specification where such inspections are called for to assure supplies and services conform to prescribed requirements.

b. (6.2) Quality conformance inspection. Sampling for inspection and acceptance shall be performed in accordance with the provisions set forth in MIL-STD-105, when called for.

c. (6.2.1) Inspection of materials and components. In accordance with paragraph 6.1 above, components and materials shall be inspected and tested in accordance with all the requirements of this specification and standards unless otherwise excluded, amended, modified, or qualified in this specification or applicable purchase document.

d. (6.2.2) End item inspection. The lot shall be all caskets offered for inspection at one time. The sample unit for this inspection shall be one complete casket.

e. (6.2.2.1) Visual examination. Examination of the caskets shall be in accordance with the classification of defects set forth in table C-1.

f. (6.2.2.2) Dimensional examination. Inspection shall be made of the finished caskets for dimensions specified. Any noncompliance with specified requirements shall constitute a defect.

g. (6.2.2.3) End item testing. Testing shall be performed in accordance with paragraph 6.3.

h. (6.3) Test methods. See the following paragraphs.

i. (6.3.1) Airtightness. The halogen leak test shall be used by the Government or the supplier. Conduct the test as follows: A generous portion of freon refrigerant gas shall be released into the casket, and the casket lids closed and locked for 5 minutes. Then a Turner Halide Gas Leak Detector Model LP 777 or equivalent shall be applied to all joints, bottom, gasket and sealing system, and handle assembly for the purpose of detecting leaks on the casket. The test results will be used to determine compliance with paragraph 5.1 and 5.1.1.6.

j. (6.3.2) Bottom deformation test. The casket shall be loaded with a uniformly distributed weight of 350 pounds, and the lids closed and locked. The casket shall then be attached to a rectangular suspension frame by metal straps at six evenly spaced points along each side handle, as close to hardware attachment points as possible and shall be so arranged as to produce uniform weight distribution by means of adjusting wedges. The width of the strap around the handle shall be 3 inches. The suspension frame shall be lifted until the bottom of the casket has cleared the floor 4 inches. Bottom deformation shall be measured by placing a straight edge under the casket from the front side to the back side at the casket mid point. The extent of deformation shall be the average of two measurement readings taken simultaneously at the edge of the front side and back side of the casket. The readings shall be determined by measuring the distance from the bottom of the casket to the top of the straight edge. The casket shall remain suspended for a period of 15 minutes and examined for compliance with paragraph 5.1.1.2.

k. (6.3.3) Handle bend test, static loading. The test shall be in accordance with paragraph 6.3.2 except that the casket shall be suspended at two points on each side. These points shall be located midway between the lugs toward the ends of the casket. The same test shall be performed on the end handles; each end shall be lifted separately using two points of suspension on the end handle. Handles shall then be examined for compliance with paragraph 5.1.1.5.

C-20. (7) Casket certification

(7.1) The contractor shall be required to provide a statement that the casket to be furnished for use under the terms of the contract conforms in all details to the minimum specifications contained therein. Extra copies of the specification may be obtained from the contracting officer.

Section III

Outer Shipping Containers for Caskets (Air Tray or Equivalent)

C-21. (8) Authorization

Outer shipping containers are authorized for shipment of standard and oversized caskets.

C-22. (9) Specifications

Outer shipping containers furnished by contractors will conform to the performance test specifications of the air carriers and subsequent connecting carriers.

C-23. (10) Overseas shipment requirements

For overseas shipment, the contractor will provide an outer shipping container for caskets that meets the requirements of the air carriers and countries involved.

Table C-1
Standards of grade ¹

Examine	Defect	Classification	
		Major	Minor
Primer			
Outside of bottom and inside of shell.	No primer on outside of bottom or inside of shell.	X	
Finish			
All exterior metal surfaces exposed to view, including surfaces that are exposed when casket is opened (not applicable to bottom).	Not within specified range of color.	X	
	Orange peel or texture	X	
	Area of no film	X	
	Gritty surface or overspray that is rough to touch		X
	Wet or tacky surface	X	
	Any permanent stain or blemish	X	
	Paint on gasket		X
	Finish dirty, for example, oil, glue, or other nonpermanent stain		X
Construction and workmanship			
All metal, rubber, and vinyl components, general (unless otherwise classified herein).	Any functioning assembly that is inoperative, for example, lid locks will not operate as intended	X	
	Any part loose, for example, fixed bar is loose fit to lug or corner, but bar is adequately retained, or swing out bar bent or fails to swing out smoothly		X
	Any functioning assembly that requires abnormal pressure to operate		X
Welding			
	Not welded where required or not specified type of welding	X	
	Weld burned through, not free from pits, holes, or fissures	X	
	Outside flash not stripped	X	
	Exposed welded joints not ground and sanded flush to original surface		X
Metal fasteners			
Screws, bolts, nuts, and so forth	Any missing, stripped, or otherwise damaged	X	
	Any fastener cocked	X	
	Not specified type fastener	X	
Upholstery			
	Any component missing or stained	X	
	Any open seam, tear, or material defect	X	
	Waving or pleating crushed or matted down	X	
	Lining pulled away where it should be affixed	X	
Assembly			
	Lid not properly centered on body, that is, no clearance between top molding and lid angle (check with lid secured in place)	X	
	Evidence of no gasket compression when lids are securely fastened to body	X	
	Any part perceptibly out of square or not symmetrical	X	

Table C-1
Standards of grade ¹—Continued

Examine	Defect	Classification	
		Major	Minor
	Casket rocks more than one-half inch when placed on a level surface (check with lid secured in place)		X

Notes:

Table C-1 appeared in the armed services specification as table I.

Appendix D

Armed Services Specification for Hardwood Caskets for CONUS Base and Port of Entry Requirements

The paragraph numbers in parentheses generally show the original paragraph numbers of the Federal Acquisition Regulation armed services specification.

D-1. (1) Scope

D-2. (2) Classification

a. (2.1) *Standard size perfection cut half-couch hardwood casket.* The inside dimensions shall not be less than 77 ½ inches in length, measured between the inner surfaces of the end panels, and 22 ½ inches in width, measured between the inner surfaces of the side panels.

b. *This paragraph is reserved for future use.*

D-3. (3) Applicable documents

a. (3.1) *Military standards.* The military standard MIL -STD-105 (Sampling Procedures and Tables for Inspection by Attributes), the issue in effect on the date of invitation for bids or requests for proposals, forms a part of this armed services specification to the extent specified herein.

b. *This paragraph is reserved for future use.*

D-4. (4) Requirements

a. (4.1) *Sample casket.* When specified, a sample completed casket or sample casket without upholstery shall be made available to the contracting officer or his or her authorized representatives for quality assurance inspection in accordance with paragraph 6. The approval of the sample is acceptance of the casket but does not relieve the contractor of responsibility for compliance with all applicable provisions of this specification. The prefurnished samples shall be manufactured in the same facilities to be used for the manufacture of caskets to be furnished under contract.

b. (4.2) *Materials.* Materials shall, as a minimum, conform to the applicable specifications and requirements specified hereinafter. Unless otherwise specified herein, tolerances for materials shall, as a minimum, conform to this specification.

c. (4.2.1) *Woods.* Select hardwoods shall be used throughout the caskets. The hardwood used in fabricating or constructing the caskets shall be one of the following: poplar, salix (willow), or cottonwood.

d. (4.2.1.1) *Thickness.* Thickness of the rough lumber used in hardwood caskets shall not be less than 4/4 (1 inch) stock.

e. (4.2.2) *Fabric (lining).* The construction of this cloth shall as a minimum be as follows: warp, 92 ends —100 denier dull acetate yarn; filling, 52 picks —150 denier dull acetate yarn. The acetate taffeta fabric's finish shall be flat or embossed. The color shall be rosetan.

f. (4.2.3) *Nonwoven fabric material tissue.* The nonwoven material for backing the fabric of the lining assemblies shall be scrim laminate consisting of 3 by 2 ½ nylon scrim with two plies of tissue adhesively bonded to each side of scrim and white in color.

g. (4.2.4) *Pillow and body pocket.* The pillow and body pocket shall be a minimum of 40 percent cotton and 60 percent linters or synthetic equivalent.

h. (4.2.5) *Upholstering.* See the following paragraphs.

i. (4.2.5.1) *Lining assemblies.* The lining assemblies for the interior of the head panel lid, sides and ends of casket, overlay, mattress spread, pillowcase, two-piece top (lid) supports (one-piece top (lid) supports shall be finished to complement the casket), and the sides of the casket body shall be as specified in paragraph 4.2.2, backed with fabric specified in paragraph 4.2.3. The head top shall be lined with interior styling. The foot top shall be lined with fabric and backing as specified in paragraphs 4.2.3 and 4.2.4 or may be upholstered by applying a rigid one-piece insert, simulating fabric finish. The assemblies for the lid or head panel (as applicable), top of the pillowcase, outside exposed body lining, and top side of overthrow shall be "Wave Crushed," tufted, tailored, or shirred either by hand or machine.

The puffing may be shirred or tailored. The interior assemblies for the sides and ends of casket shall be tailored or shirred by hand or machine. Before lining the casket, the inside of the shell shall be cleaned of all foreign material.

j. (4.2.5.2) Pillow. The pillow shall be made of nonwoven material specified in paragraph 4.2.4 and filled with a minimum of 2 1/4 pounds of the specified filling material. The pillow shall then be encased in an outer fabric cover as specified in paragraph 4.2.3. The pillow shall be sized to properly fit the casket.

k. (4.2.5.3) Mattress. The casket shall be equipped with an adjustable inner spring. The mattress shall be made of fabric specified in paragraph 4.2.4 or polyethylene (.004) film and filled with cotton as specified in paragraph 4.2.5 or synthetic filling in one piece, such as polyester, excluding all foam type, excelsior materials, and fiberglass. The mattress fill shall render a minimum uniform thickness of 2 inches. The mattress shall also be sized to properly fit the casket.

l. (4.2.5.4) Side panels. Side panels of the casket body shall have padding in the skirting or apron area.

m. (4.2.6) Finish. All exposed surfaces of wood components shall be thoroughly sanded. A walnut color stain and sealer shall be applied to all exposed surfaces and edges. A walnut color stain shall be applied to the outside edge of the bottom of the hardwood casket. Exterior wood surfaces, exposed to view, including surfaces that are exposed when the casket is opened (not applicable to the bottom), shall be given an adequate coating of the appropriate finish. The casket shall have either a satin or high-gloss appearance following final finishing process. The sealer shall be scuff-sanded in all exposed view areas. Forced drying may be used, if desired. The exposed heads of screws used for assembling the casket shall be appropriately finished (plated or painted) to correspond or complement the parent finish. The finish coat shall level out to produce a smooth and uniform flow without orange peel, runs, wrinkles, drops, streaks, or areas of thin coating or no coating. The casket shall be well finished, smooth, clear, and free from defects that may affect appearance or serviceability.

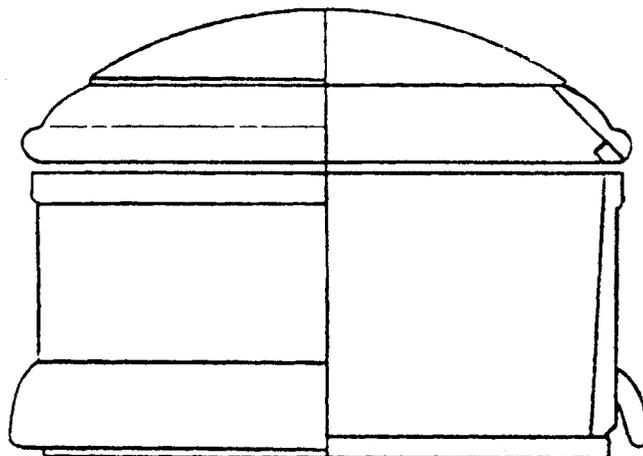
n. (4.2.7) Casket protective cover. A cover common to the casket industry shall be placed over each casket.

D-5. (5) Construction design

a. (5.1) Hardwood casket. The casket shall be of hardwood, 4/4 (1 inch) stock. The casket shall have a ledge and base molds (also commonly known within the hardwood casket industry as a "Stateside" design), as illustrated in figure D-1. The handle assembly shall be a swing-out type. Applied lugs and corners shall be either plated in finish if metal or finished in the same manner according to paragraph 4.2.6 if hardwood.

EXTERIOR VIEW
SHOWING OUTSIDE
CONFIGURATION

CUTAWAY VIEW
SHOWING
INSIDE



HARDWOOD CASKET

END VIEW

Figure D-1. Sample hardwood casket design

- b. (5.1.1) Construction details.* See the following paragraphs.
- c. (5.1.1.1) Body.* The casket shall be fabricated or constructed from not less than 4/4 (1 inch) stock hardwood. The ledge shall be of the same material as the body and shall be reinforced to provide sufficient bearing to support the lid assemblies.
- d. (5.1.1.2) Bottom panel.* The bottom panel shall be constructed from hardwood lumber not less than 4/4 (1 inch) rough hardwood stock. The construction details of the bottom follow. The bottom panel shall withstand, as a minimum, 350 pounds load with no deformation when tested according to paragraph 6.3.1. The bottom panel shall be appropriately reinforced to meet weight and stress requirements.
- e. (5.1.1.3) Lid.* The casket shall consist of a two-pieced cut-top lid with traditional oval panel, top frame, and header.
- f. (5.1.1.4) Assembly.* Accurate tightly mitered joints shall be assembled, using joint locks, nails, and glue common to standard industry practices. Exterior surfaces shall be sanded to a uniform condition to accept exterior finishing materials. Bottoms shall be installed in accordance with industry practices. Top and base moldings before milling shall have been at least 4/4 (1 inch) stock. No trace of screw or nail heads shall be visible after finishing.
- g. (5.1.1.5) Shell hardware.* Each lid shall be hinged with two hinges each for proper support. Lids shall be provided with locking support for retaining the lids in an open position. Each lid shall have a positive lock.
- h. (5.1.1.6) Handle assembly.* The handle assembly shall be 3 by 1 or 4 by 1 continuous swing out. The entire handle assembly shall be fastened to the casket body in a manner that will ensure that the handle assembly shall not rupture or show deformation when tested in accordance with paragraph 6.3.2. The finish applied to the handle assembly shall be painted or plated in finish (if metal) or finished in the same manner specified in paragraph 4.2.6 (if hardwood) common to the hardwood casket industry.
- i. (5.2) Workmanship.* The casket shall be produced by the best means employed by those skilled in hardwood

casket fabrication and upholstery. All parts shall be accurately machined and properly assembled into the finished article, and each casket shall be of the quality and grade of the product established by this specification.

D-6. (6) Quality assurance provisions

a. (6.1) *Responsibility for inspection.* Unless otherwise specified in the contract or purchase order, the contractor is responsible for the performance of all inspection requirements as specified herein. Except as otherwise specified in the contract or order, the contractor may use his own or any other facilities suitable for the performance of the inspection requirements specified herein. The Government reserves the right to perform any of the inspections set forth in the specification where such inspections are called for to assure supplies and services conform to prescribed requirements.

b. (6.2) *Quality conformance inspection.* Sampling for inspection and acceptance shall be performed in accordance with provisions set forth in MIL -STD-105, when called for.

c. (6.2.1) *Inspection of materials and components.* In accordance with paragraph 6.1 above, components and materials shall be inspected and tested in accordance with all the requirements of this specification and standards unless otherwise excluded, amended, modified, or qualified in this specification or applicable purchase document.

d. (6.2.2) *End item inspection.* The lot shall be all caskets offered for inspection at one time. The sample unit for this inspection shall be one complete casket.

e. (6.2.2.1) *Visual examination.* Examination of the caskets shall be in accordance with the classification of defects set forth in table D -1.

f. (6.2.2.2) *Dimensional examination.* Inspection shall be made of the finished caskets for dimensions specified. Any noncompliance with specified requirements shall constitute a defect.

g. (6.2.2.3) *End item testing.* Testing shall be performed in accordance with paragraph 6.3.

h. (6.3) *Test methods.* See the following paragraphs.

i. (6.3.1) *Bottom test.* The casket shall be loaded with a uniformly distributed weight of 350 pounds, and the lids closed and locked. The casket shall then be attached to a rectangular suspension frame by metal straps at six evenly spaced points along each side handle, as close to hardware attachment points as possible and shall be so arranged as to produce uniform weight distribution by means of adjusting wedges. The width of the strap around the handle shall be 3 inches. The suspension frame shall be lifted until the bottom of the casket has cleared the floor 4 inches. There shall be no deformation when loading the casket. Loading of the casket should not produce any separation between the bottom boards and the sides of the casket.

j. (6.3.2) *Handle bend test, static loading.* The test shall be in accordance with paragraph 6.3.1 except that the casket shall be suspended at two points on each side. These points shall be located midway between the lugs toward the ends of the casket. The same test shall be performed on the end handles; each end shall be lifted separately using two points of suspension on the end handle. Handles shall then be examined for compliance with paragraph 5.1.1.3.

D-7. (7) Casket certification

The contractor shall be required to provide a statement that the casket to be furnished for use under the terms of the contract conforms in all details to the minimum specifications contained therein. Extra copies of the specification may be obtained from the contracting officer.

**Table D-1
Classification of casket defects ¹**

Examine	Defect	Classification	
		Major	Minor
Color			
All exposed surfaces and outside of bottom.	No color on outside or edge of bottom	X	
Finish			
All exterior wood surfaces exposed to view, including surfaces that are exposed when casket is opened (not applicable to bottom).	Not uniform range of color	X	
	Orange peel or texture	X	
	Area of no film	X	
	Gritty surface or overspray that is rough to touch		X
	Wet or tacky surface	X	

Table D-1
Classification of casket defects ¹—Continued

Examine	Defect	Classification	
		Major	Minor
	Any permanent stain or blemish	X	
	Finish dirty, for example, oil, glue, or other nonpermanent stain		X
Construction and workmanship			
	Any functioning assembly that is inoperative, for example, lid locks will not operate as intended	X	
	Any part loose, for example, swing out bar is loose fit to lug or corner, but bar is adequately retained, or swing out bar bent or fails to swing out smoothly		X
	Any functioning assembly that requires abnormal pressure to operate		X
Assembly			
	Split or open joints	X	
	End grain visible on miters		X
	Open miter	X	
	Splits or openings in wood surface	X	
	Lid not properly centered on body, that is, no clearance between top molding with lid angle (check with lid secured in place)	X	
	Any part perceptibly out of square or not symmetrical	X	
	Casket rocks more than one-half inch when placed on a level surface (check with lid secured in place)	X	
Metal fasteners			
Screws, nails, bolts, nuts, and so forth	Any missing, stripped, or otherwise damaged	X	
	Any fastener cocked	X	
	Any screw or nailhead visible	X	
Upholstery			
	Any component missing or stained	X	
	Any open seam, tear, or material defect	X	
	Waving or pleating crushed or matted down	X	
	Lining pulled away where it should be affixed	X	

Notes:

¹ Table D-1 appeared in the armed services specification as table I.

Appendix E

Armed Services Specification for Solid Bronze Urns

The paragraph numbers in parentheses generally show the original paragraph numbers of the Federal Acquisition Regulation armed services specification.

E-1. (1) Scope

E-2. (2) Classification

a. (2.1) Standard size. The standard solid bronze urn shall be a cube —like design. It shall have no single dimension being less than one-half the length, width, or depth. It shall have at least one dimension being no less than 5 ½ inches. The inside capacity shall be not less than 200 cubic inches.

b. (2.2) Oversize. The oversize solid bronze urn shall be a cube —like design. It shall have no single dimension being less than one-half the length, width, or depth. It shall have at least one dimension being no less than 6 inches. Inside capacity shall be not less than 300 cubic inches.

E-3. (3) Requirements

a. (3.1) *Sample urn.* A sample completed urn with inner container shall be made available to the contracting officer or authorized representative for quality assurance inspection in accordance with paragraph 5. The approval of the sample is acceptance of the urn but does not relieve the manufacturer of responsibility for compliance with all applicable provisions of this specification. The prefurnished samples shall be manufactured in the same facilities to be used for the manufacture of urns to be furnished under contract.

b. (3.2) *Materials.* Materials shall, as a minimum, conform to the applicable specifications and requirements specified hereinafter. Unless otherwise specified herein, tolerances for materials shall, as a minimum, conform to this specification.

c. (3.2.1) *Metal.* The metal shall be a bronze or commercial bronze alloy with a minimum of 85 percent copper and the balance shall be composed of tin, lead, and/or zinc or any other commercially accepted alloying metals. The metal shall be wrought and/or cast. The finished wrought metal shall be not less than .090 thousandths of one inch. The finished cast metal shall be not less than .125 thousandths of 1 inch.

d. (3.2.2) *Welding.* All component parts to be welded shall be properly aligned into position prior to welding. Resistance, arc, or gas welds shall be sound and free from pits, holes, or fissures. Welding shall be accomplished without burning through the welded metals. After any flash welding, outside exposed flash shall be removed entirely and no trace of the joint shall be visible after finishing. Exposed welds shall be finished flush to the original surface and shall not be readily detectable after finishing. Repair of welds will be accepted, provided such repaired welds meet the requirements of this specification. Silver and soft solder techniques are permitted as elective methods.

e. (3.2.3) *Inner container.* The inner container that shall receive the cremated remains (cremains) for a standard-size urn shall be a polyethylene bag, 4 mm in thickness, with gusset, and of sufficient size (dimensions) to accommodate not less than 200 cubic inches of cremains and proper closure. The closure device shall be a plastic pull-through tie. The same provisions apply for the oversize urn with the exception that the bag shall accommodate not less than 300 cubic inches of cremains and proper closure.

f. (3.2.4) *Military emblem.* The urn shall have affixed a cast bronze military emblem. The emblem's finish shall be satin for the raised portion, while the background shall be a contrasting darker color. The emblem shall be 3 inches in diameter. The emblem shall be affixed to the face side of the urn with two threaded brass studs, washers, and nuts. The portions of the studs extending beyond the nuts inside the urn shall be covered to prevent penetration and perforation of the urn's inner container. The emblem shall be centered from left to right on the upper portion of the face side of the urn to allow a balanced space below for engraving. The military emblems to be provided are U.S. Air Force, U.S. Navy, U.S. Marine Corps, U.S. Army, and U.S. Coast Guard, as called for by the contracting officer or designated representative. The specific emblems to be provided are illustrated at figure E-1.

g. (3.2.5) *Finish.* For wrought urns, the exterior finish shall be satin. The back or bottom panel may be painted if recessed in the body of the urn. For cast urns, the exterior finish shall be matte natural bronze. The bottom panel may be painted if recessed in the body of the urn.

h. (3.2.5.1) *Nitrocellulose lacquer (air dry or flash dry).* All surfaces of metal components shall be thoroughly cleaned. All exterior metal surfaces exposed to view shall be given an adequate coating of the appropriate color lacquer, or all surfaces shall then be coated with a clear lacquer. This process must achieve at least the required more than 1.0 mil dry film thickness. The exposed heads of screws used for assembling the urn bottom shall be appropriately finished to correspond or complement the parent metal finish. The finish coat shall level out to produce a smooth and uniform flow without orange peel, runs, wrinkles, drops, streaks, or areas of thin film or no film. The urn shall be well-finished, smooth, clear, and free from defects that may affect the appearance or serviceability.

i. (3.2.6) *Packaging.* The urn shall be enveloped by one of the following prior to placement in the corrugated shipping container to insure that the urn is protected from damage during shipment. The urn shall be protected by a material that is at least as strong as the urn's protective characteristics.

E-4. (4) Construction design

a. (4.1) *Body.* Any and all seams and joints where two or more parts of the body are joined together during fabrication shall be joined as one piece by a continuous metallic bead as specified in paragraph 3.2.2.

b. (4.2) *Bottom or back panel.* The bottom or back panel shall be separate from the body. A bronze plate shall meet flush with all sides of the body of the urn or shall fit recessed in an equally snug manner to all sides of the body of the urn.

c. (4.3) *Closure.* The bottom or back panel shall fasten to the body of the urn with a minimum of four brass screws with one screw placed in each corner of the panel. The brass screws shall be not less than No. 6-32 by 3/8 inch flat head machine screws.

d. Urns shall be fabricated or manufactured and assembled within the United States of America.

e. (4.5) *Workmanship.* The urn shall be produced by the best means employed by those skilled in the art of metal fabrication. All parts shall be accurately formed and properly assembled into the finished article, and each urn shall be of the quality and grade of product established by this specification.

E-5. (5) Quality assurance provisions

a. (5.1) *Responsibility for inspection.* Unless otherwise specified in the contract or purchase order, the contractor is responsible for the performance of all inspection requirements as specified herein. Except as otherwise specified in the contract or order, the contractor may use his or her own or any other facilities suitable for the performance of the inspection requirements specified herein. The Government reserves the right to perform any of the inspections set forth in the specifications where such inspections are called for to assure supplies and services conform to prescribed requirements.

b. (5.2) *Quality conformance inspection.* Sampling for inspection and acceptance shall be performed in accordance with the provisions set forth herein when called for.

c. (5.2.1) *Inspection of materials and components.* In accordance with paragraph 5.1 above, components and materials shall be inspected and tested in accordance with all the requirements of this specification and standards unless otherwise excluded, amended, modified, or qualified in this specification or applicable purchase document.

d. (5.2.2) *End item inspection.* The lot shall be all urns offered for inspection at one time. The sample unit for this inspection shall be one complete standard size and one oversize urn.

e. (5.2.2.1) *Visual examination.* Visual examination of all urns to be procured shall be in accordance with the classification of defects set forth in table E-1.

f. (5.2.2.2) *Dimensional examination.* Inspection shall be made of the finished urns for dimensions specified. Any noncompliance with specified requirements shall constitute a defect.

g. (5.2.2.3) *End item testing.* Testing shall be performed for compliance with the provision of this specification.

E-6. (6) Urn certification

The manufacturer shall provide a letter of certification in each urn to be furnished for deceased armed services personnel, certifying the urn conforms to and meets or exceeds this armed services specification.

Table E-1
Classification of urn defects ¹

Examine	Defect	Classification	
		Major	Minor
Size	Not specified dimensions	X	
Metal	Not specified metal	X	
Finish			
All exterior metal surfaces exposed to view	Not within specified color match		
	Orange peel or texture	X	
	Area of no film	X	
	Gritty surface or overspray that is rough to touch		X
	Wet or tacky surface	X	
	Any permanent stain or blemish	X	
	Finish dirty, for example, oil, glue, or other nonpermanent stain	X	
Construction and workmanship			
Metal, polyethylene components	Any functioning assembly that is inoperative, for example, screw will not loosen or tighten as intended	X	
	Any part loose	X	
	Any functioning assembly that requires abnormal pressure to operate		X
Welding/soldering			
	Not welded where required or not specified type of welding	X	
	Weld burned through, not free from pits, holes, or fissures	X	
	Outside flash not stripped	X	
	Exposed welded joints not ground and sanded flush to original surface		X
	Evidence of bleedout (a darkened area on the urn compared to the rest of the urn's colored surfaces)	X	

Table E-1
Classification of urn defects ¹—Continued

Examine	Defect	Classification	
		Major	Minor
Metal fasteners (screws)			
	Any missing, stripped, or otherwise damaged	X	
	Not specified type fastener	X	
Assembly			
	Any part perceptibly out of square or not symmetrical	X	
	Urn rocks more than 1/16 of 1 inch when placed on a level surface	X	
Inner container			
	Too small in size	X	
	Plastic too thin		X
Emblem			
	Not centered		X
	Not in upper portion of urn	X	
	Not affixed as specified	X	
	Gap between emblem and urn		X
	End of stud inside urn not properly covered	X	

Notes:

¹ Table E-1 appeared in the armed services specification as table I.

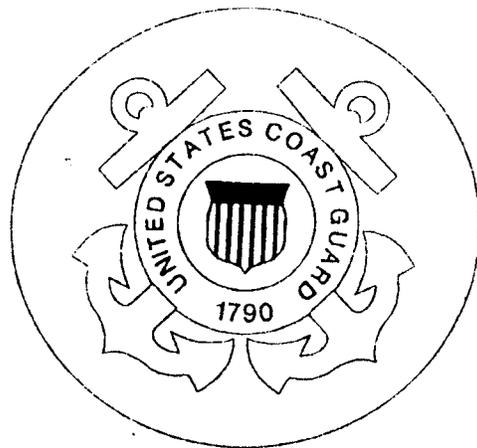
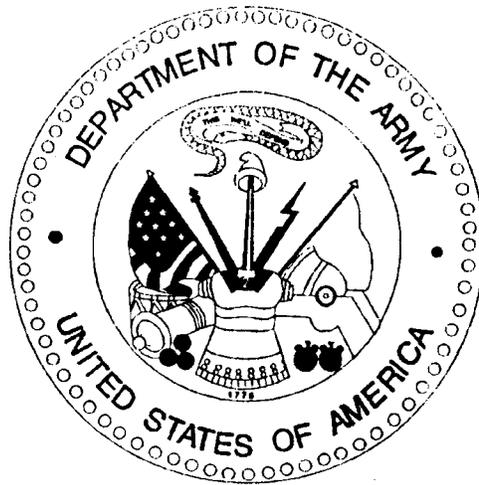
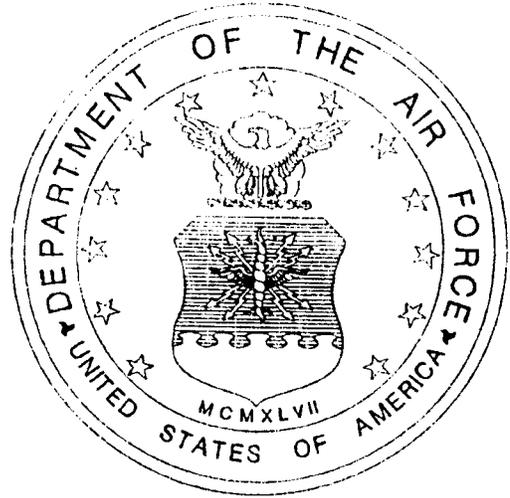


Figure E-1. Illustrations of military emblems

Appendix F Armed Services Specification for Solid Hardwood Urns

The paragraph numbers in parentheses generally show the original paragraph numbers of the Federal Acquisition Regulation armed services specification.

F-1. Scope

This specification establishes the standards for hardwood urns.

F-2. (2) Classification

a. (2.1) *Standard size solid American Black Walnut (*Juglans nigra*) urn.* The design shall be cube—like with flared base. It shall have no single dimension being less than one-half the length, width or depth. It shall have at least one dimension being no less than 6 inches. Inside capacity shall be not less than 200 cubic inches.

b. (2.2) *Oversize solid American Black Walnut (*Juglans nigra*) urn.* The design shall be cube—like with flared base. It shall have no single dimension being less than one-half the length, width or depth. It shall have at least one dimension being no less than 7 ½ inches. Inside capacity shall be not less than 300 cubic inches.

F-3. (3) Requirements

a. (3.1) *Sample urn.* A sample completed urn shall be made available to the contracting officer or authorized representative for quality assurance inspection in accordance with paragraph 5. The approval of the sample is acceptance of the urn but does not relieve the manufacturer of responsibility for compliance with all applicable provisions of this specification. The pre-furnished samples shall be manufactured in the same facilities to be used for the manufacture of urns to be furnished under contract.

b. (3.2) *Materials.* Materials shall, as a minimum, conform to the applicable specifications and requirements specified hereinafter. Unless otherwise specified herein, tolerances for materials shall, as a minimum, conform to this specification.

c. (3.2.1) *Woods.* The entire urn shall be crafted exclusively from kiln-dried solid American Black Walnut (*Juglans nigra*), graded FAS using National Hardwood Lumber Association standards.

d. (3.2.1.1) *Thickness.* The thickness of all lumber used in the urns shall be not less than three-quarters of 1-inch stock.

e. (3.2.2) *Inner container.* The inner container that shall receive the cremated remains (cremains) for a standard size urn shall be a polyethylene bag, 4 mm in thickness, with gusset, and of sufficient size (dimensions) to accommodate not less than 200 cubic inches of cremains and proper closure. The closure device shall be a plastic pull-through tie. The same provisions apply for the oversize urn with the exception that the bag shall accommodate not less than 300 cubic inches of cremains and proper closure.

f. (3.2.3) *Inner surfaces.* All inner surfaces of the urns shall be thoroughly sanded removing all mill, machine, and cross-grain sanding marks. A filler stain, walnut in color, shall be evenly applied to all interior surfaces followed by an adequate coat of lacquer.

g. (3.2.4) *Hardware.* Any component other than wood specified in paragraph 3.2.1 that is used in assembling the urn shall be of solid brass metal.

h. (3.2.5) *Engraving plate.* The urn shall be provided with an engraving plate as described below. It shall have a 2½ inch by 5 inch under brass nameplate with a 2 inch by 4 ½ inch black brass nameplate (the black brass nameplate engraves brass color). The black brass nameplate shall have brass mounting screws in each corner of this plate. The plate shall be affixed as follows. It shall be centered from left to right on the lower portion of the face side of the urn.

i. (3.2.6) *Military emblem.* The urn shall have affixed a cast bronze military emblem. The emblem's finish shall be satin for the raised portion while the background shall be a contrasting darker color. The emblem shall be 3 inches in diameter. The emblem shall be affixed to the face side of the urn with two threaded brass studs, nuts, and washers. The portion of the studs extending beyond the nuts inside the urn shall be covered to prevent penetration and perforation of the urn's inner container. The emblem shall be centered from left to right on the upper portion of the face side of the urn to allow a balanced space below for the engraving plate. The military emblems to be provided are U.S. Air Force, U.S. Navy, U.S. Marine Corps, U.S. Army, and U.S. Coast Guard, as called for by the contracting officer or designated representative. Specific emblems to be provided are illustrated in figure F-1.

j. (3.2.7) *Finish.* The urn's exterior finish shall be satin. A filler stain, walnut in color, shall be applied to all exterior surfaces, inner base edge, and bottom panel edges prior to finishing.

k. (3.2.7.1) *Nitrocellulose lacquer.* Not less than four coats of clear nitrocellulose lacquer, either air dried or flash dried, shall be applied to all exterior surfaces, the inner base edge of body, and edge of bottom panel. The finish coat shall level out to produce a smooth and uniform flow without orange peel, runs, wrinkles, drops, streaks or areas of

thin coating or no coating. The urn shall be well finished, smooth, clear, and free from defects that may affect appearance or serviceability.

l. (3.2.8) *Packaging.* The urn shall be enveloped by one of the following prior to placement in the shipping carton: Kimpak or equivalent or a soft protective cloth.

F-4. (4) Construction design

a. (4.1) *Body.* The urn's body shall be crafted so that the wood's grain is horizontal and the outer or exterior surfaces shall have the grain match or chase within one-eighth inch on three corners of the body. The body's top shall have a molding edge applied or shaped design. The base of the body sides shall also have an edge applied or shaped design to compliment the top of the body.

b. (4.2) *Bottom panel.* The bottom panel may incorporate the shaped edge rather than the above configuration if preferred by the manufacturer. The bottom panel shall be crafted in a manner that will either fit snugly and recessed into the body or flush tight fit to the body of the urn. The bottom panel shall be affixed to the body of the standard size urn using not less than four brass screws of sufficient size to preclude accidental warping or separation and stripping when removing and replacing the bottom panel with body. The bottom panel shall be affixed to the body of the oversize urn using not less than six brass screws of sufficient size to preclude accidental warping or separation and stripping when removing and replacing the bottom panel with body.

c. (4.3) *Assembly.* All wood surfaces of the assembled urn shall be thoroughly sanded before the finishing process. Final sanding shall remove all mill, machine, and cross-grain sanding marks. The body corners shall be of a standard 45 degree miter. The body sides and top shall be joined together by resorcinol (waterproof) glue. All joints where two or more pieces of wood are joined together shall be tight, accurate, and meet evenly.

d. (4.4) *Workmanship.* The urn shall be produced by the best means employed by those skilled in hardwood craftsmanship and fabrication. All parts shall be accurately machined and properly assembled into the finished article and each urn shall be of the quality and grade of the product established by this specification.

e. (4.5) *Fabrication.* Urns shall be crafted and assembled within the United States of America.

F-5. (5) Quality assurance provisions

a. (5.1) *Responsibility for inspection.* Unless otherwise specified in the contract or purchase order, the contractor is responsible for the performance of all inspection requirements as specified here. Except as otherwise specified in the contract or order, the contractor may use his own or any other facilities suitable for the performance of the inspection requirements specified herein. The Government reserves the right to perform any of the inspections set forth in the specification where such inspections are called for to assure supplies and services conform to prescribed requirements.

b. (5.2) *Quality conformance inspection.* Sampling for inspection and acceptance shall be performed in accordance with the provisions set forth herein when called for.

c. (5.2.1) *Inspection of materials and components.* In accordance with paragraph 5.1. above, components and materials shall be inspected and tested in accordance with all the requirements of this specification and standards unless otherwise excluded, amended, modified, or qualified in this specification or applicable purchase document.

d. (5.2.2) *End item inspection. The lot shall be all urns offered for inspection at one time.* The sample unit for this inspection shall be one complete standard size urn and one oversize urn.

e. (5.2.2.1) *Visual examination.* Examination of all urns to be procured shall be in accordance with the classification of defects set forth in table F-1.

f. (5.2.2.2) *Dimensional examination.* Inspection shall be made of the finished urns for dimensions specified. Any noncompliance with specified requirements shall constitute a defect.

g. (5.2.2.3) *End item testing.* Testing shall be performed for compliance with the provisions of this specification.

F-6. (6) Urn certification

The manufacturer shall provide a letter of certification in each urn to be furnished for deceased armed services personnel, certifying the urn conforms to and meets or exceeds this armed services specification.

Table F-1
Classification of urn defects ¹

Examine	Defect	Classification	
		Major	Minor
Size			
	Not specified design	X	
	Not specified capacity	X	
Wood			
	Not solid American Black Walnut	X	
Color (Stain)			
All exposed surfaces and outside of bottom	No color on outside or bottom	X	
Finish			
All exterior surfaces	Not uniform range of color	X	
	Orange peel or texture	X	X
	Area of no film		X
	Gritty surface or overspray that is rough to touch		X
	Wet or tacky surface	X	
	Any permanent stain or blemish	X	
	Finish dirty, for example, oil, glue, or other nonpermanent stain		X
Construction and workmanship			
	Any functioning assembly that is inoperative, for example, bottom	X	
	Any part loose, for example, loose fit to corner	X	
	Any functioning assembly that requires abnormal pressure to insert and remove		X
Assembly			
	Split or open joints	X	
	End grain visible on miters		X
	Open miter	X	
	Splits or openings in wood surface	X	
	Any part perceptibly out of square or not symmetrical	X	
	Urn rocks more than 1/16 of 1 inch when placed on a level surface	X	
Metal fasteners (screws)			
	Any missing, stripped or otherwise damaged	X	
Inner surfaces			
	Thin or bare areas	X	
Bottom panel			
	Does not fit tightly against or into the body	X	
	Has less than required number brass screws	X	
Inner container			
	Too small in size	X	
	Plastic too thin		X
Emblem			
	Not centered		X
	Not in upper portion of urn	X	
	Slight gap between emblem and urn		X

Table F-1
Classification of urn defects ¹—Continued

Examine	Defect	Classification	
		Major	Minor
	Not proper size	X	
Engraving plate			
	Not centered		X
	Not in lower portion of urn	X	
	Slight gap between plate and urn	X	

Notes:

¹ Table F-1 appeared in the armed services specification as table I.

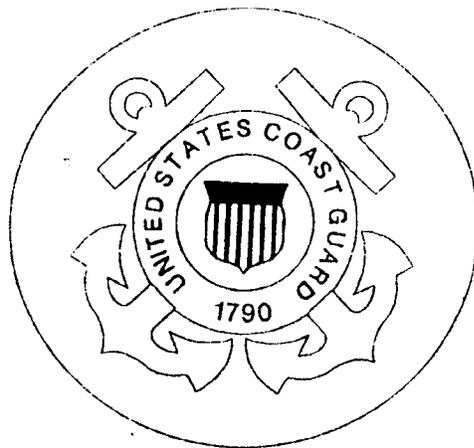
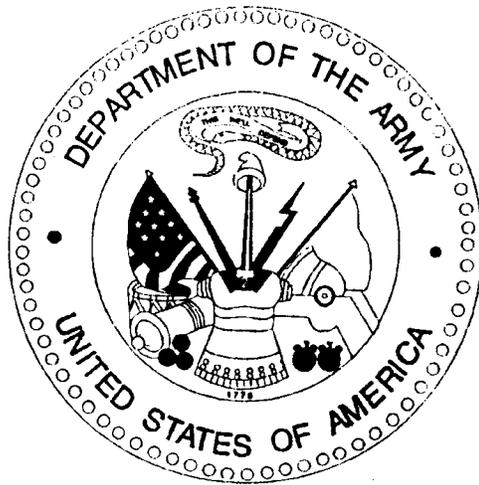
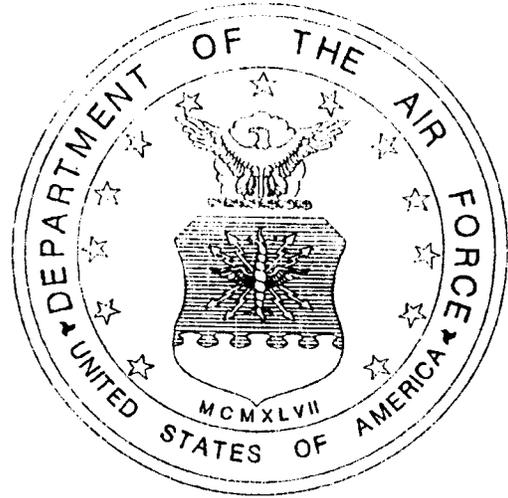


Figure F-1. Illustrations of military emblems

Appendix G

Armed Services Specification for Crematory and Cremation Procedures

The paragraph numbers in parentheses generally show the original paragraph numbers of the Federal Acquisition Regulation armed services specification. This specification was adapted, in part, courtesy of the Cremation Association of North America.

G-1. (1) Scope

This specification establishes crematory and cremation procedures for remains of members of the armed services. This specification was adapted in part, courtesy of the Cremation Association of North America.

G-2. (2) Terminology definitions

- a. (2.1) *Authorizing agent(s)*. Mortuary officer of the military installation caring for the remains.
- b. (2.2) *Hardwood casket*. The container in which the human remains shall be delivered to the crematory to be placed in the cremation chamber for cremation. The casket shall meet or exceed the hardwood casket specifications.
- c. (2.3) *Cremated remains*. The remaining bone fragments after the cremation process is completed.
- d. (2.4) *Cremation*. The technical heating process that reduces human remains to bone fragments. The reduction takes place through combustion and evaporation.
- e. (2.5) *Cremation chamber*. The enclosed space within which the cremation process takes place. Cremation chambers covered by these procedures shall be used exclusively for the cremation of human remains.
- f. (2.6) *Crematory authority*. The legal entity or the authorized representative of the legal entity who conducts the cremation.
- g. (2.7) *Crematory or crematorium*. The building that houses the cremation chamber.
- h. (2.8) *Holding facility*. An area designated for the retention of human remains prior to cremation within the crematory facilities that shall —
 - (1) Comply with any applicable public health laws;
 - (2) Preserve the dignity of the human remains;
 - (3) Recognize the personal integrity and health of the crematory authority personnel operating the cremation chamber.
- i. (2.9) *Human remains*. The dead human body or portions thereof prior to cremation.
- j. (2.10) *Processed remains*. The end result of pulverization, where the residual from the cremation process is cleaned leaving only bone fragments reduced to unidentifiable dimensions.
- k. (2.11) *Sealable container*. Any container in which processed remains can be placed and sealed so as to prevent leakage of processed remains or the entrance of foreign materials.

G-3. (3) Receipt and identification of remains at the crematory

- a. (3.1) *Cremation accomplishment*. Casketed (prepared, dressed, and cosmetized) remains shall be received from the Government's contract funeral service establishment on the same day the cremation shall be accomplished.
 - b. (3.1.2) *Identification*. Identification of the casketed remains shall be verified at the crematory by the crematory authority upon receipt as follows. A tag affixed to the casket handle at the head end of the casket shall bear the decedent's name, rank, social security number, and date of death. Additionally, this information shall be verified with the information contained on the documentation accompanying the remains. This verification shall constitute adequate identification of the remains by the crematory authority. In the event the information exhibited on the tag is not in agreement with the documentation accompanying the remains, no cremation shall be accomplished until the identification discrepancy is resolved with the authorizing agent.
 - c. (3.2) *Holding human remains for cremation*. See the following paragraphs.
 - d. (3.2.1) *Holding facility*. When the crematory authority is unable to cremate the human remains immediately upon taking custody thereof, the crematory authority shall place the remains in the holding facility.
 - e. (3.2.2) *Non-acceptance for holding*. A crematory authority shall not accept for holding a casketed remains from which there is any evidence of leakage of fluids through the clothing or military blanket or mattress and any other interior aspect of the casket from the human remains therein.
 - f. (3.2.3) *Secure holding facilities*. Holding facilities shall be secure from access by anyone other than crematory authority personnel.
 - g. (3.3) *Cremation of human remains*. See the following paragraphs.

h. (3.3.1) Simultaneous cremation. The simultaneous cremation of more than one human remains within the same cremation chamber is specifically forbidden.

i. (3.3.2) Identification. Immediately prior to being placed within the cremation chamber, the identification of the human remains shall again be verified by the crematory authority. Upon verification, the identification from the outside of the hardwood casket shall be removed and placed near the cremation chamber control panel where it shall remain in place until the cremation process is complete.

j. (3.4) Processing of cremated remains. See the following paragraphs.

k. (3.4.1) Removal from cremation chamber. Upon completion of the cremation, insofar as is humanly possible, all residual of the cremation process shall be removed from the cremation chamber and the chamber swept clean. The residual shall be placed within a container or tray that will ensure against commingling with other cremated remains. The identification shall be removed from the control panel area and attached to the container or tray to await final processing.

l. (3.4.2) Final processing. All residual of the cremation process shall undergo final processing. The residual shall be manually cleaned of anything other than bone fragments and the fragments shall then be processed so as to reduce them to unidentifiable dimension, less than one-eighth inch in size.

m. (3.4.3) Prostheses, bridgework, or similar items. All body prostheses, bridgework, or similar items removed from the cremated remains shall be destroyed by the crematory authority unless authorization to do otherwise is specifically granted in writing by the authorizing agent.

n. (3.5) Packaging of cremated remains. See the following paragraphs.

o. (3.5.1) Sealable container. The entire processed remains shall be placed in a sealable container. The sealable container contents shall not be contaminated with any other object.

p. (3.5.2) Temporary sealable container. The sealable container together with the identification of the cremated remains shall be placed within a temporary sealable container. Should the cremated remains within the sealable container not completely fill the container, the extra space shall be filled with clean absorbent cotton and the lid or top then securely closed.

q. (3.5.3) Second sealable container. If the entire processed remains will not fit within the sealable container, the remainder shall be placed in a second, separate sealable container.

r. (3.5.4) Boxed sealable container. When a sealable container is used to return the processed remains, the container shall be placed within a corrugated box and all box seams shall be taped closed to increase the security and integrity of that container. The outside of the container shall be clearly identified with the name, rank, and social security number of the deceased person whose processed remains are contained therein.

s. (3.6) Release of containerized cremated remains. See the following paragraph.

t. (3.6.1) Release authority. The crematory authority shall release and give the containerized cremated remains to the contract funeral service establishment and escort the same day the processed cremated remains are containerized.

Appendix H Checklist for Inspection of Funeral Homes Before Award of Contract for Care of Remains

H-1. Appearance and location

Investigate establishment as to appropriate appearance and location.

H-2. Business and financial reputation

Investigate the business and financial reputation of the firm as well as its community standing.

H-3. Facilities, equipment, and supplies

Investigate facilities, equipment, and supplies to ascertain the following:

a. External appearance of the building gives the impression of being well maintained. It does not need to be pretentious or imposing.

b. Furniture and furnishings present a clean and well-kept appearance. Decorating is in good taste and well maintained.

c. Preparation room is clean, sanitary, and well ventilated, and proper equipment is available. (This equipment will include instruments, embalming supplies, stationary operating table, hot and cold running water, waste disposal facilities, cosmetics, and so forth.)

d. Establishment has an adequate chapel, reposing room or rooms, storage facilities, music equipment, office facilities, and equipment necessary for religious services.

e. Embalmers are licensed.

f. Firm has sufficient employees to care for the normal workload and can obtain sufficient assistance from other local firms in an emergency.

- g. Cask and the outer shipping container in the contract proposals provide conform to armed services specifications.
- h. Establishment has, either through outright ownership or rental agreement, suitable rolling stock (funeral coach, passenger car, and so forth) to satisfy contract requirements. Vehicles are to be clean and in good condition.
- i. Bidder understands minimum requirements of the contract care of remains specially services specifications.

Appendix I Armed Forces Public Health Guidelines

I-1. Purpose

The purpose of this appendix is to provide procedural guidelines in the areas of public health, personal hygiene, and safety, as they pertain to the practices of personal and environmental disinfection and decontamination by practitioners of mortuary services. Prevention of the following is a reasonable expectation of the proper practice of these guidelines:

- a. Transmission of actual (recognized) or opportunistic pathogens from human remains to the embalmer.
- b. Transmission of pathogens from embalmer to susceptible hosts within the mortuary facility environment or to members of the embalmer's family.
- c. Transmission of pathogens from preparation room environment to family and friends of the deceased or to other visitors to the mortuary.

I-2. Premise

- a. Many infectious agents associated with medical and paramedical environments are classified as "opportunistic" pathogens or microbial agents normally considered to be of low virulence. Such organisms commonly are associated with human remains and environmental areas adjacent to the storage of these remains.
- b. Postmortem anatomic translocation and multiplication of these "opportunists" together with the necessary handling and manipulation during transfer, pathologic examination, and embalming may enhance the exiting of the contaminants from natural body orifices or body openings resulting from routine postmortem handling.

I-3. Concurrent disinfection and decontamination

- a. *Human remains.*
 - (1) Thoroughly cleanse and disinfect body surface and orifices with a suitable generic category of chemical disinfectant (for example, 100–105 ppm of an Iodophor or a 1:200 (0.5 percent) use-concentration of a phenylphenol). Case evaluation or analysis may be performed during this sanitation procedure, with special emphasis on observation for puncture or missile wounds, neoplasms, necrotic lesions, gas gangrene, and so forth.
 - (2) Thoroughly sanitize surfaces, especially if remains have been exposed to accident or therapeutic radiation.
 - (3) Injection and drainage protocol should include the following recommended guidelines when applicable.
 - (a) Multipoint or multisite injection and drainage.
 - (b) Continuous injection and intermittent (interrupted) drainage to enhance chemical distribution and penetration.
 - (c) Use of minimum of a 2.0 percent by volume concentration of an aldehyde or aldehyde derivative preservative for arterial injection.
 - (d) Each primary cavity (thoracic and abdominal) should be treated with a minimum of 16 ounces of concentrated cavity chemical, or a minimum of 32 ounces per adult case.
- b. *Embalmer.*
 - (1) Always wear an outer protective garment, preferably one that is impervious to penetration of liquids and aerosols, for example, a rubber or plastic wrap-around apron or gown.
 - (2) Always wear rubber or plastic gloves during handling of human remains. The gloves should be discarded after each use, especially in cases of known reportable infectious diseases or in cases of gangrene.
 - (3) Wear protective head and shoe coverings, especially in handling of autopsied cases or infectious disease cases.
 - (4) Wear a protective all-natural skin designed prevent inhalation of infectious hazardous chemical particulates.
 - (5) Rinse gloved hands in appropriate dilution of chemical disinfectant periodically during preparation of the remains to minimize transfer of contaminants to skin surfaces of the embalmer.
 - (6) Concurrently immerse instruments in separate pan or container of chemical disinfectant between actual use during preparation of remains.
- c. *Air handling in preparation room.*
 - (1) An efficient air exhaust system or air purification system is highly recommended to be in operation during

preparation of human remains; this system will maintain a nonhazardous level of airborne contamination. Respirable contaminants usually include microbial agents measuring 5.0 microns or less in diameter.

(2) The air handling system also should prevent accumulation of formaldehyde vapor or paraformaldehyde vapor or paraformaldehyde aerosol concentrations in the preparation room environment by creating 12 –15 complete air changes per hour. Aldehyde concentrations exceeding 5.0 ppm constitute a potential health hazard to the embalmer.

I-4. Terminal disinfection and decontamination

a. Preparation room.

(1) Cleanse and disinfect all instruments, operating table surfaces, aspirating equipment and appurtenances, preparation room floor and wall surfaces, sinks, water faucet handles, door knobs, waste receptacles, and so forth. In known cases of reportable infectious disease or in cases of gas gangrene, all instruments, including trocars, should either be steam sterilized under pressure (autoclaved) or immersed in either of the following for a period of 45 minutes or more:

(a) A solution of Bard-Park disinfectant (8.0 percent by volume formaldehyde in 70 percent ethanol or isopropanol) or equivalent

(b) A solution of 200 –300 ppm of an iodophor.

(2) Incinerate all disposable fabric or plastic body covering, bandages, dressings, sheet, towels, or other items coming into direct or indirect contact with the remains.

b. Hearse or service car.

(1) Cleanse and disinfect the mortuary cot or tray. Use fresh, clean cot or tray covers on each case.

(2) Cleanse and disinfect inside surfaces of the hearse or service car.

c. Embalmer.

(1) Remove and dispose of gloves; scrub hands and forearms with a suitable medicated soap or 100 ppm of an Iodophor.

(2) Shower-cleanse entire body surface, including shampooing of the hair.

I-5. General guidelines

a. Vacuum breakers. Potential infectious and toxic chemical hazards associated with the network of plumbing cross-connections in the preparation room must be controlled. Vacuum breakers must be installed in all involved water supply lines to prevent back-siphonage of contamination into potable water supply lines.

b. Physical examinations. Mortuary personnel should receive a thorough routine physical examination, including chest x-ray, once a year.

c. Immunization. Mortuary personnel should adhere to an effective program of routine prophylactic immunizations.

(1) Embalmers assigned within CONUS, for example, should follow booster periodicity for typhoid, tetanus, smallpox, influenza, and so forth, and the sensitivity periodicity for tuberculin.

(2) Embalmers assigned outside CONUS should receive those immunizations relate to the endemicity of infectious diseases in the geographic area involved.

d. Viral hepatitis. Mortuary personnel exposed to known cases of viral hepatitis (type A or type unknown) should contact a physician for administration of immune globulin. Mortuary personnel should be immunized against hepatitis (type B) as part of the occupational health program.

e. Bacterial meningitis. Mortuary personnel involved in handling known cases of bacterial meningitis (cerebrospinal fever or meningococcal meningitis) immediately should contact a physician for administration of prophylactic antibiotics.

f. Systemic fungal infections. Mortuary personnel involved in handling of known cases of systemic (deep) fungal infections (such as blastomycosis, coccidioidomycosis, histoplasmosis, and so forth) always should take the precaution of wearing an oral-nasal mask designed to trap particles with a diameter of 0.1 micron or above.

Appendix J

Communications with Divorced Parents of Unmarried Deceased or Missing Soldiers

J-1. Personal effects custody determination

The summary court, on behalf of the Secretary of the Army, is obligated to determine the person eligible to receive custody of the personal effects of a deceased or missing soldier.

J-2. Suspension of delivery or shipment of personal effects

The summary court will suspend action to deliver or ship an unmarried soldier's personal effects when available evidence indicates possible problems may ensue. Factors to be considered include, but are not limited to, records of the individual that reveal —

a. The parents are divorced.

b. The name and address of the father or mother is not of record.

- c. Different addresses for the parents.
- d. Parents have different names.
- e. Other information that casts doubt on the entitlement of a parent to receive the personal property.

J-3. Corresponding to divorced parents to obtain a “Release Statement”

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

a. Correspond with each parent concerning the personal effects of deceased. Exercise care in preparing letters addressed to the parents to prevent any misunderstanding as to the correct status of the individual concerned. Figures J-1 and J-2 are samples of letters to be sent to the parents of deceased. Figures J-4 and J-5 are samples of letters to be sent to the parents of missing soldiers.

b. Enclose a “Release Statement” with the letter written to the parent who is the eligible recipient of the property. That parent may complete the release statement to authorize delivery of the property to the other parent. Figure J-3 is a sample release statement.

c. Send each parent a copy of the Inventory of Personal Effects (DA Form 54).

J-4. Response period and decision notification

Property will be held for a reasonable period (maximum of 45 days) in order that both parents will have an opportunity to communicate with the summary court. The summary court will address letters to both parents advising each of his or her decision as to which of them is eligible to receive the soldier's effects.

J-5. Determination report

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

(Letterhead)

(Office title)

(Date)

Mr. John Doe, Sr.
110 Orange Street
Sunny Valley, California 92328

Dear Mr. Doe:

I am writing you concerning the disposition of personal property belonging to your son, the late Sergeant John Doe, Jr. Enclosed is a copy of the inventory of John's property.

I have been appointed the Summary Court Officer to secure and deliver John's property to the person eligible to receive it under Federal Law (section 4712, title 10, United States Code), and Army Regulation 638-2 (Care and Disposition of Remains and Disposition of Personal Effects).

When the natural parents of an unmarried soldier are divorced, normally the parent who is entitled to direct disposition of remains is the recipient of the decedent's property when there is no legal representative or children. Based on information available to me at this time, it appears that you are the eligible recipient. John's property will be sent to you unless you release the property to John's mother or information is received that a legal representative has been appointed. If you would like to release the property to John's mother, you may complete the enclosed "Release Statement" and return it to me in the enclosed self-addressed envelope.

If you do not release the property to John's mother or if we do not receive information that a legal representative has been appointed, the property will be shipped to you. Please let us hear from you as soon as possible, but no later than 30 days from this date.

So that John's mother, Mrs. John Doe Bowers, may be aware of these procedures, I have forwarded a similar letter to her with a copy of the inventory of the property. A copy of my letter to her is enclosed for your information.

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

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

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

Sincerely,

(Signature and signature block
of Summary Court officer)

4 Enclosures

Note: Enclosures should consist of—

1. Cy of inventory (DA Form 54)
2. Cy of letter to Mrs. Bowers
3. Release statement
4. Envelope

(Additional enclosures as required)

Recommend this letter be sent "Registered air mail, deliver to addressee only, return receipt requested."

Figure J-1. Sample letter to divorced recipient parent of unmarried deceased soldier

(Letterhead)

(Office title)

(date)

Mrs. Jane Doe Bowers
123 Wood Street
Brentwood, Tennessee 37027

Dear Mrs. Bowers:

This concerns the disposition of personal property belonging to your son, the late Sergeant John Doe, Jr., as listed on the enclosed inventory.

I have been appointed the Summary Court Officer to secure and deliver John's property to the person eligible to receive it under Federal Law (section 4712, title 10, United States Code), and Army Regulation 638-2 (Care and Disposition of Remains and Disposition of Personal Effects).

When the natural parents of an unmarried soldier are divorced, normally the parent who is entitled to direct disposition of remains is the recipient of the decedent's property when there is no legal representatives or children. Based on information available to me at this time, John's father, Mr. John Doe, Sr., is the person eligible to receive the personal property. It will be shipped to him unless he releases it to you or a legal representative is appointed for the estate.

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

If no legal representative is appointed or no release statement is received from John's father, the property will be shipped to him after 45 days. So that he may be aware of these procedures, I have forwarded a similar letter to him, with a copy of the inventory. A copy of my letter to him is enclosed for your information.

Please let us hear from you as soon as possible, but not later than 30 days from this date. A self-addressed envelope is enclosed for your use.

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

I shall write you again when the property is ready for shipment.

Sincerely,

(Signature and signature block
of Summary Court Officer)

3 Enclosures

Note: Enclosures should consist of--

1. Cy of inventory (DA Form 54)
2. Cy of letter to Mr. Doe
3. Envelope

(Additional enclosures as required)

Recommend this letter be sent "Registered air mail, deliver to addressee only, return receipt requested."

Figure J-2. Sample letter to divorced nonrecipient parent of unmarried deceased soldier

(Letterhead)

(Office symbol or title)

Commander

*(Complete mailing address
of Summary Court)*

R E L E A S E S T A T E M E N T

I hereby authorize the Summary Court to deliver the personal property of (Rank, Name, SSN), now in possession of the United States Army to (Name of mother/father, as applicable) and thereby release the Army of responsibility to me.

(Signature)

(Typed name of releaser)

(Address)

(Date)

Figure J-3. Sample release statement

(Letterhead)

(Office Title)

(Date)

Mr. John Doe, Sr.
124 Willow Avenue
Alexandria, Virginia 22302

Dear Mr. Doe:

This concerns the disposition of personal property that belongs to your son, Sergeant John Doe, Jr., who has been reported in a (missing or captured, as applicable) status.

Applicable regulations require that the property of our missing or captured soldiers be collected, inventoried, secured, and forwarded to the person determined eligible to receive custody of the property. I have been appointed the Summary Court Officer to handle John's property that is listed on the enclosed inventory.

When the natural parents of an unmarried soldier are divorced, normally the older parent will be the recipient of the soldier's property unless legal custody was granted to the other parent by a court decree or statutory provision, or there are children. We understand you are the (older/custodial) parent. Therefore, based on information available to me at this time, John's property will be sent to you.

You may release the property to John's mother if you desire. If so, please complete the enclosed "Release Statement" and return it to me in the enclosed self-addressed envelope.

The Army does not establish ownership of property belonging to our missing or captured soldiers. However, the Army is obligated to forward the property to the person eligible to receive it for retention or disposition in accordance with the Laws of the State of which the soldier was a legal resident. Delivery of the property does not in any way vest title in the recipient.

So that John's mother, Mrs. Jane Doe Bowers, may be aware of these procedures, I have forwarded a similar letter to her with a copy of the inventory.

Please let us hear from you as soon as possible, but no later than 30 days from this date.

We who deal with the disposition of our soldier's property desire to be fair and humane in this endeavor. In so doing, we feel that both parents should have the benefit of this advance information.

I shall write to you again when the property is ready for shipment.

Sincerely,

(Signature and signature block
of Summary Court Officer)

4 Enclosures

Note: Enclosures should consist of--

1. Cy of Inventory (DA Form 54)
2. Cy of letter to Mrs. Bowers
3. Release Statement
4. Envelope

(Additional enclosures as required)

Recommend this letter be sent "Registered air mail, deliver to addressee only, return receipt requested."

Figure J-4. Sample letter to divorced recipient parent of unmarried POW/MIA soldier

(Letterhead)

(Office title)

(Date)

Mrs. Jane Doe Bowers
111 Timber Lane
Fredericksburg, Virginia 22401

Dear Mrs. Bowers:

This concerns the disposition of personal property that belongs to your son, Sergeant John Doe, Jr., who has been reported in a (missing or captured, as applicable) status.

Applicable regulations require that the property of our missing or captured soldiers be collected, inventoried, secured, and forwarded to the person determined eligible to receive custody of the property. I have been appointed the Summary Court Officer to handle John's property that is listed on the enclosed inventory.

When the natural parents of an unmarried soldier are divorced, normally the older parent will be the recipient of the soldier's property unless legal custody was granted to the other parent by a court order or statutory provision, or there are children. We understand that John's father is the (older/custodial) parent. Therefore, based on information available to me at this time, John's property will be sent to him unless he chooses to release the property to you.

The Army does not establish ownership of property belonging to our missing or captured soldiers. However, the Army is obligated to forward the property to the person eligible to receive it for retention or disposition as custodian in accordance with the Laws of the State of which the soldier was a legal resident. Delivery of the property does not in any way vest title in the recipient.

Please let us hear from you as soon as possible, but no later than 30 days from this date. A self-addressed envelope is enclosed for your use.

We who deal with the disposition of our soldier's property desire to be fair and humane in this endeavor. In so doing, we feel that both parents should have the benefit of this advance information.

I shall write to you again when the property is ready for shipment.

Sincerely,

(Signature and signature block
of Summary Court Officer)

3 Enclosures

Note: Enclosures should consist of--

1. Copy of Inventory (DA Form 54)
2. Copy of letter to Mr. Doe
3. Envelope

(Additional enclosures as required)

Recommend this letter be sent "Registered air mail, deliver to addressee only, return receipt requested."

Figure J-5. Sample letter to divorced nonrecipient parent of unmarried POW/MIA soldier

Glossary

Section I Abbreviations

AAFES

Army and Air Force Exchange Service

AD

active duty

ADT

active duty for training

AGR

Active Guard Reserve

AMC

Air Mobility Command

APOD

aerial port of debarkation

APOE

aerial port of embarkation

AR

Army regulation

ARNG

U.S. Army National Guard

ARPERSCOM

U.S. Army Reserve Personnel Command

AWOL

absent without leave

CAC

casualty area command

CAO

casualty assistance officer

CDR

commander

CJMAO

Central Joint Mortuary Affairs Office

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

DCSLOG

Deputy Chief of Staff for Logistics

DCSPER

Deputy Chief of Staff for Personnel

DCIPS

Defense Casualty Information Processing System

DD

Department of Defense

DCSPER

Deputy Chief of Staff for Personnel

DEERS

Defense Eligibility Enrollment System

DFAS

Defense Finance and Accounting Service

DPSC

Defense Procurement Supply Center

DSN

Defense Switched Network

ETA

estimated time of arrival

ETD

estimated time of departure

EVA

ethylene vinyl acetate

FAO

Finance and Accounting Office

FMT

foreign military trainee

FTC

Federal Trade Commission

FOB

free on board

GPL

general price list

HHG

household goods

HQDA

Headquarters, Department of the Army

IDN

initial distribution number

IDT

inactive duty training

IMET

International military education and training

ITO

invitational travel order

JFTR

Joint Federal Travel Regulation

JMAO

Joint mortuary affairs office

JTR

Joint Travel Regulation

MACOM

major Army command

MPA

Military Personnel, Army

MSC

major subordinate command

mtDNA

mitochondrial deoxyribonucleic acid

MTF

medical treatment facility

NAF

nonappropriated fund

NCOIC

Non-commissioned officer in charge

NOAA

National Oceanic and Atmospheric Administration

OCIE

organizational clothing and individual equipment

OCONUS

Outside Continental United States

OIC

officer in charge

OMA

Operations and maintenance, Army

PADD

person authorized to direct disposition of remains

PCS

permanent change of station

PE

personal effects

PERE

person eligible to receive PE

POE

port of entry

PVC

polyvinyl chloride

PDRL

Permanently Disabled Retired List

PERSCOM

U.S. Total Army Personnel Command

PW

prisoner of war

RA

Regular Army

RCS

requirements control symbol

SATFA

Security Assistance Training Field Activity

SCM

summary court martial

SCMO

summary court-martial officer

SDR

State Department request

SOP

standing operating procedure

SRD1

STANFINS Redesign 1

SSN
social security number

STANFINS
Standard Financial Information System

TDRL
Temporary Disabled Retired List

TDY
Temporary Duty (Travel)

TPU
Troop Program Unit

USAR
United States Army Reserve

USC
United States Code

USMA
United States Military Academy

USPFO
U.S. property and fiscal officer

VA
Department of Veterans Affairs

VSI/SI
very seriously injured or seriously ill

Section II

Terms

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 that 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, that is grasped by the casket bearers.

Base molding

That part of the casket shell that 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 that 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 graveside service.

Casket bottom

The portion of the casket shell that 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, that 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 that a casket is placed on in the selection room.

Casket veil

A transparent net that 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; nonhostile 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.

Cremins

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 that 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 lifelike 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 modify the existing term “emergency burial,” and its definition is approved for inclusion in the next edition of Joint Pub 1-02.)

End seal (gasket seal)

A method of sealing that utilizes a rubber gasket that 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 attaches to the ogee flange and wedges in the locking device that 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

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. (Approved for inclusion in the next edition of Joint Pub 1 –02.)

Foot panel

A component part of the casket interior that 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 that 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 and give 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 that 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, that 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 —

a. Have been designated historical properties by the Chief of Military History, an installation commander, or the commander of a military organization or

b. Have not been so designated but which because of their age or obvious historical significance are inherently historical properties. 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 do 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 that 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 that 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.

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:

a. Beleaguered. The casualty is a member of an organized element that has been surrounded by a hostile force to prevent escape of its members.

b. Besieged. The casualty is a member of an organized element that has been surrounded by a hostile force for compelling it to surrender.

c. Captured. The casualty has been seized as the result of action of an unfriendly military or paramilitary force in a foreign country.

d. Detained. The casualty is prevented from proceeding or is restrained in custody for alleged violation of international law or other reason claimed by the government or group under which the person is being held.

e. Interned. The casualty is definitely known to have been taken into custody of a nonbelligerent foreign power as the result of and for reasons arising out of any armed conflict in which the Armed Forces of the United States are engaged.

f. Missing. The casualty is not present at his or her duty location due to apparent involuntary reasons and whose location is unknown.

g. Missing in action. The casualty is a hostile casualty, other than the victim of a terrorist activity, who is not present at his or her duty location due to apparent involuntary reasons and whose location is unknown. 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 one calendar day, each at least four hours in duration. No more than two inactive duty training periods may be performed in one 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, that 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 that 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 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 that, 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 (CRO).

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 Standby Reserve; 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 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 modify the existing term “temporary cemetery,” and its definition 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 two hours for retirement point credit and four 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 modify the existing term “trench burial,” and its definition 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)

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)

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)

Section III**Special Abbreviations and Terms****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 semi-solid 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.

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 change in blood composition 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:

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.

Hypodermic embalming. Injection of embalming chemicals directly into the tissues through the use of a syringe and needle or a trocar.

Surface embalming. Direct contact of body tissues with embalming chemicals.

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

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