

Army Regulation 600-8-1

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S/S by 31 Oct 1994

Personnel—General

**Army Casualty
and Memorial
Affairs and Line
of Duty
Investigations**

Headquarters
Department of the Army
Washington, DC
18 September 1986

SUMMARY of CHANGE

AR 600-8-1
Army Casualty and Memorial
Affairs and Line of Duty
Investigations

This UPDATE printing issues a new Army regulation, the first of a series of Personnel and Administration functional work center publications. It consolidates AR 600-10, AR 600-33, AR 638-1, and AR 638-40 to provide policy and procedures on handling casualty and memorial affairs.

- o Part One provides general information.
- o Part Two (formerly AR 600-10, The Army Casualty System) provides additional guidance on the selection of personnel as Casualty Assistance Officers and institutes the policy of providing the next of kin (NOK) a Casualty Assistance Referral Card (DA Form 5516) (chap 8). It also establishes policy and provides guidance concerning the Installation/Community Casualty Working Group (chap 16). Additionally an overview of the casualty and memorial affairs operation is provided (fig 16-1).
- o Part Three (formerly AR 638-40, Care and Disposition of Remains) updates the addresses throughout, requires a nameplate to be placed on the uniform of deceased soldiers, gives further guidance on collecting charges for mortuary services from the sponsor on overseas reimbursable cases, provides guidance on administering transportation entitlements to deceased retirees who die in military medical facilities, and makes minor changes to the documentation required to be sent to this headquarters.
- o Part Four (formerly AR 638-1, Disposition of Personal Effects of Deceased and Missing Personnel) updates the addresses throughout.
- o Part Five (formerly AR 600-33, Line-of-Duty Investigations) consolidates the policies and procedures for investigating the circumstances of the disease, injury, or death of Active Army, U.S. Army Reserve, and National Guard personnel. This part includes the statutory basis for line-of-duty investigations (chap 37). It delineates command responsibility and delegation authority (chap 38), revises the types of investigations conducted, requirements for each, and applicable standards (chap 39), and includes detailed discussion on the investigation process (chap 40) and other matters that affect line-of-duty determinations and investigations (chap 41). It also implements the requirement to conduct a psychological investigation (psychological autopsy) of the facts surrounding all suicides and attempted suicides of soldiers as directed by the Army's Suicide Prevention Plan.

Effective 17 October 1986

Personnel—General

Army Casualty and Memorial Affairs and Line of Duty Investigations

This UPDATE printing publishes a new Army regulation that is effective 17 October 1986. Because the structure of the entire text has been reorganized, no attempt has been made to highlight changes from the earlier regulations.

By Order of the Secretary of the Army:

JOHN A. WICKHAM, JR.
General, United States Army
Chief of Staff

Official:

R. L. DILWORTH
Brigadier General, United States Army
The Adjutant General

Summary. This consolidated regulation covers Army casualty reporting, notification, survivor assistance, care and disposition of remains of deceased personnel for whom the Army is responsible, and disposition of personal effects of deceased and missing personnel (peacetime and war). It also consolidates the policies and procedures for investigating the circumstances of the disease, injury, or death of Active Army, U.S. Army Reserve, and Army National Guard personnel. It sets forth the applicable standards, discusses the investigation process in detail, and implements the requirement to conduct a psychological investigation of the facts surrounding all suicides and attempted suicides of soldiers as directed by the Army's Suicide Prevention Plan.

Applicability.

a. This regulation applies to—

(1) All Army members on active duty (AD, ADT, or SADT). This category includes members in an AD Guard/Reserve status whose components are Regular Army, Army of the United States, Army National Guard of the United States, or the U.S. Army Reserve.

(2) USAR and ARNG members while en route to or from, or while participating in, any authorized training or duty.

(3) Soldiers who are en route to or from or at a place for final acceptance for entry on AD with the Army.

(4) United States Military Academy cadets

(5) Army members in absent without leave or deserter status.

(6) Members of other U.S. Armed Forces assigned or attached to an Army unit or treated by an Army medical treatment facility.

b. Part Five of this regulation does not apply to the Reserve Officer Training Corps cadets. They are covered under the Federal Employees Act, and any injury, disease, or death incurred by a cadet requiring a line-of-duty investigation will be reported or processed in accordance with AR 145-1.

Impact on New Manning System. This regulation does not contain information that affects the New Manning System.

Internal control systems. This regulation is subject to the requirements of AR 11-2. It contains internal control provisions but does not contain checklist for conducting internal control reviews. These checklists are being developed and will be published at a later date.

Supplementation. Parts three and four may be supplemented by major Army oversea commanders if required. One copy of each supplement will be furnished HQDA (DAPC-PED-F), ALEX VA 22331-0400. Other supplementation or establishment of

forms other than DA forms is prohibited unless prior approval is obtained from HQDA (DAPE-ZXM), 20310-0300.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proposing agency of this regulation is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAPC-PEZ), ALEX VA 22331-0400.

Distribution. Distribution of this issue has been made in accordance with DA Form 12-9A-R requirements for 600-series publications. The number of copies distributed to a given subscriber is the number of copies requested in Blocks 382 of the subscriber's DA Form 12-9A-R. AR 600-8-1 distribution is A for Active Army, ARNG, and USAR. Future distribution of this publication will remain the same unless the Publications Account Officer adjusts the quantities using the enclosed subscription card.

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*This regulation supersedes AR 600-10, 15 October 1984; AR 600-33, 15 June 1980; AR 638-1, 27 September 1972; and AR 638-40, 7 September 1984.

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Glossary

Part One Introduction

Chapter 1 General

1-1. Purpose

This regulation prescribes policy, responsibility, and procedures on the following:

- a. Casualty reporting and notification and casualty assistance.
- b. The Mortuary Affairs Program (includes the disposition of personal effects).
- c. Line of duty (LD) investigations.

1-2. References

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

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are defined in the glossary.

1-4. Secretarial authority and final decisions

The Secretary of the Army, or authorized designee, unless otherwise stated in this regulation, reserves all powers, functions, and duties of LD determinations. The authority conferred by this provision will not preclude a designee from using his or her discretion in referring any LD determination to the SA for consideration and final decision.

1-5. Responsibilities

a. *Deputy Chief of Staff for Personnel (DCSPER)*. The DCSPER will—

- (1) Develop policies and procedures for the operation of the Army Casualty System.
- (2) Ensure that casualty reporting is accurate and timely.
- (3) Ensure casualty notification is accomplished without delay.
- (4) Administer the Casualty Assistance Program.
- (5) Maintain casualty data.
- (6) Maintain the Record of Emergency Data Master File.
- (7) Publish policies and procedures for completion of LD investigations.
- (8) Ensure LD investigations are accurate and timely.

b. *Deputy Chief of Staff for Logistics (DCSLOG)*. The DCSLOG will—

- (1) Develop policies and procedures for the operation of Army Graves Registration.
- (2) Direct Graves Registration support in support of major military operations.
- (3) Jointly, with CG MILPERCEN, exercise staff supervision and administer the Concurrent Return and Return of Remains Programs as they pertain to Graves Registration.

c. *Commanding General, U.S. Army Military Personnel Center (CG, MILPERCEN)*. The CG, MILPERCEN has been delegated

functional responsibilities for LD determinations and acts for the SA on all LD determinations and appeals referred to HQDA and all exceptions to procedures described in this regulation. Specifically, the CG, MILPERCEN will—

(1) Take final action on all death cases (final action consists of administrative review for corrections only.)

(2) Keep major Army commanders informed of all overdue LD investigations required by HQDA.

(3) Exercise staff supervision and administer phases of the Army Mortuary Affairs Program.

(4) Develop policies, standards, and procedures for the Mortuary Affairs Program.

(5) Set up a proposed budget and defend budget estimates.

(6) Monitor and control expenditures.

(7) Develop contract procedures for mortuary service and supplies.

(8) Review all forms and reports pertaining to preparation of remains and disposition of personal effects.

(9) Maintain liaison with the Congress and the mortuary profession.

(10) Make biannual visits to all major Army commands, ports of entry (POE), and installations or activities charged with mortuary responsibilities to accomplish the following:

(a) Ensure compliance with established policies and procedures.

(b) Recommend corrective actions if needed.

(c) Provide technical assistance.

(d) Help identify, prepare, and dispose of remains and assist with related mortuary affairs.

(11) Conduct biennial reviews, together with the Departments of the Navy and the Air Force, and periodic intended reviews to determine adequacy of interment allowances.

(12) Advise and help in assignments, reassignments, or permanent change of station for embalmers, ID specialists, or mortuary officers at outside CONUS (OCONUS) and CONUS mortuaries operated by the Army.

(13) Establish, consolidate and discontinue Army mortuaries overseas and at CONUS POE.

(14) Jointly, with DCSLOG, administer, develop policies standards, and procedures for the Concurrent Return Program and the Return of Remains Program which are part of the Army Mortuary Affairs Program.

d. *Chief, National Guard Bureau (CNGB)*. The CNGB—

(1) Is responsible for the LD investigation process within the ARNG.

(2) Makes final approval or determinations in the name of the SA for all members of the ARNG except those in a Federalized status or those attending an active Army Service school.

(3) May delegate authority as follows:

(a) The CNGB may delegate authority to the State adjutant general or another appropriate field grade officer on the AG staff to

take action cited in *a* and *b* above. A civilian employee whose regularly assigned duties are equal to the duties normally assigned to field grade officers may be designated.

(b) The CNGB may name field grade officer on duty with the NGB to authenticate LD investigations on his behalf. The CNGB may further name an alternate if the principal designee is absent. The alternate will be a field grade officer or a civilian employee of the NGB whose regularly assigned duties are equal to the duties normally assigned to field grade officer.

(c) Delegations will be in writing and will remain valid until revoked in writing. Actions taken pursuant to a delegation will include a copy of the delegation document.

(4) Determines whether deceased NGB personnel are eligible for mortuary services.

(5) Reimburses Active Army for funds expended on care and disposition of remains of National guard personnel handled by the Army.

e. *Major Army commanders and casualty area commanders*. These commanders will—

(1) Supervise the LD Investigation process within their jurisdictions.

(2) Ensure LD investigations are initiated promptly and submitted in the proper format.

(3) Make final approval or determinations within their purview in the name of the SA. This authority may be delegated as follows:

(a) Major oversea commanders may delegate authority to Personnel Command (PERSCOM), adjutant general, or other appropriate field grade officer on the staff of the General Court Martial Convening Authority (GCMCA).

(b) A general officer delegated final approval authority may redelegate such authority to an appropriate officer in the grade of major or above. Officers who have the authority to redelegate approval under this regulation may do so only if such authority has not been withheld by higher authority.

(4) Within the continental United States (CONUS), supervise the Army Casualty System within their commands. This includes prompt completion of any LD investigations according to Part five of this regulation.

(5) Supervise the LD investigation process within the areas under their jurisdiction:

(6) Name Directors of Mortuary Affairs.

(7) In the oversea area where the Army operates a mortuary facility, place the senior mortician in the position of Director of Mortuary Affairs as an additional duty when appropriate.

f. *Installation commanders*. These commanders will accomplish the following:

(1) Name a mortuary affairs officer to accomplish actions shown below. The mortuary affairs officer preferably should have experience in mortuary services.

(a) Supervise the mortuary operation.

(b) Ensure that mortuary services are performed properly.

(2) Operate activities related to the care and disposition of remains of eligible personnel.

(3) Provide escorts for remains.

g. *Casualty area commanders (CACs)*. These commanders will—

(1) Report casualties without delay.

(2) Submit completed casualty reports in the proper format.

(3) Notify next of kin (NOK) of the casualty.

(4) Furnish casualty assistance.

(5) Keep MACOMs informed of all Army casualties within their commands, to include prompt completion of any LD investigations according to part five of this regulation.

(6) Maintain liaison with local Veterans Administration (VA) hospitals regarding patients entitled to benefits of active duty (AD) service members.

Chapter 2 Casualty and Memorial Affairs Program

2-1. Program components

The Casualty and Mortuary Affairs Program consists of the following areas and services:

a. System integration Support.

b. Casualty Operations Center.

c. Mortuary Affairs and Casualty Support.

d. Central Identification Laboratory, HI and Oakland Army mortuary.

e. Casualty assistance and casualty reporting and notification Programs.

f. Missing Persons Act, line of duty determinations.

g. Emergency Data Master File and Servicemen's Group Life Insurance Certifications.

h. Department of the Army supervision over worldwide care and disposition of remains and personal effects of deceased personnel of the Army. As requested, assistance is provided for the Navy and Air Force in this area.

i. Staff supervision for the operation and maintenance of Army Post Cemeteries.

j. Management of the Army Memorialization Program.

k. JCS executive agent for Armed Services Graves Registration Officer.

2-2. Concept of operations for casualty and mortuary affairs

a. *General*. Casualty and mortuary affairs are personnel systems. From the top of the system at HQDA, through the MACOM, the chain of command, and the casualty area commands (CAC), the proponent for these functions is the principal personnel staff officer. Direct logistical support is provided by morticians and graves registration personnel assigned to TOE supply and transportation battalions of combat divisions and non-divisional supply and service

companies and field service companies. Indirect logistical support to deployed combat commands is provided by graves registration units, four of which are activated from the U.S. Army Reserve as operational necessity dictates. Overall personnel responsibilities involve control of information that drives notification of and assistance to survivors and disposition of remains by CAC, as well as manpower distribution.

b. *Peacetime*. During peacetime, the HQDA Casualty and Memorial Affairs Operations Center manages information as it is communicated from and to the 45 CACs worldwide (of which 11 are overseas). The HQDA Casualty Operations Center (AUTOVON 221-7990) is manned 24 hours a day, 7 days a week. It controls the flow of information from casualty reports and from mortuary channels which drive the processes of notifying next of kin, providing casualty assistance, and disposing of remains by the CAC. Some LD determinations are triggered as a result of a reported casualty.

c. *Mobilization and transition to military operations*. Peacetime procedures are followed as the National Guard units and U.S. Army Reserve units and individual replacements are activated. HQDA Casualty and Memorial Affairs Operations Center will be augmented by on-call locally assigned personnel who have been trained to assist in manning the telephone to process an ever-increasing flow of information to and from the CAC. Because the Reserve Components are standing ready to integrate into the total Army force, theirs is no less urgent a requirement than Active Army personnel and commanders to assure their personal affairs are in order before their commitment or deployment. DD Form 93 (The Record of Emergency Data) and designation of beneficiaries on Government life insurance must contain current information to ensure a responsive system to assist families as the absent soldier-sponsor wishes. Contingency planning for mobilization or for a military operation should be active and get highest priority at each CAC.

d. *Wartime and engagement in military operations*.

(1) The commitment of multi-Service task forces in future engagements is the probable choice of national leaders. Joint operations require interdependence among the Service at departmental level; for this reason, we have an Armed Forces Casualty and Mortuary Affairs coordinating process in which the Services' casualty and mortuary affairs operational chiefs participate. In addition to the military personnel manning the garrison (and their TDA units), the system encompasses principally the soldiers on active duty who comprise TOE units of the Active Army, the USAR, and the ARNG.

(2) HQDA(DAPC-PEZ) manages the system for civilians and DOD personnel overseas until they return to CONUS, and provide burial honors to retirees and veterans as resources permit.

(3) When the theater commander determines resources are inadequate to return the battle dead to CONUS immediately, he may order the use of the Graves Registration Program (search, recovery, and identification of remains for temporary burial in registered plots, usually overseas).

(4) When a military operation begins, HQDA (DAPC-PEZ) will activate a Mobilization TDA as well as the Armed Services Graves Registration Office (ASGRO) (for which HQDA (DAPC-PEZ) is responsible). The ASGRO is the office of record for information pertaining to the recovery and disposition of remains and personal effects of all service members in theaters of operations. The Deputy Chief of Staff for Logistics has HQDA staff responsibility for the conduct of graves registration functions on the battlefield, including the graves registration units activated from the USAR. The DCSPER continues to be responsible for controlling all information about casualties, disposition of remains, and personal effects.

(5) Upon cessation of the military operation, the DCSPER will be responsible for repatriation of American POW/MIA remains. The ASGRO is the office of record for information on disposition of remains. It will set up an ASGRO board to review and approve the findings and recommendation of the U.S. Army Central Identification Laboratory whose mission is search, recovery and identification of remains of previous wars.

(6) The HQ DA Casualty Operations Center corroborates the number, grade, and MOS needed to fill reconstituted units, with a significant role in the personnel distribution process.

Part Two Army Casualty System

Chapter 3 Introduction

3-1. Responsibilities

a. The Deputy Chief of Staff for Personnel is the Army Staff proponent for the Army Casualty System.

b. The Commanding General, U.S. Army Military Personnel Center (CG, MILPERCEN) will—

(1) Publish policies and procedures for the operation of the Army Casualty System.

(2) Insure that casualty reporting is accurate and timely.

(3) Insure casualty notification is accomplished without delay.

(4) Administer the Casualty Assistance Program.

(5) Maintain casualty data.

(6) Maintain the Record of Emergency Data master file.

c. Casualty area commanders (CACs) listed in appendix B will—

- (1) Report casualties without delay.
- (2) Submit completed casualty reports in the proper format.
- (3) Notify next of kin (NOK) of the casualty.
- (4) Furnish casualty assistance.
- (5) Keep major Army commands (MACOMs) informed.
- (6) Maintain liaison with local Veterans' Administration (VA) hospitals regarding patients entitled to benefits of active duty (AD) service members.

(7) In fulfilling their responsibilities in casualty related matters, CACs are authorized to task other commands within their designated areas of jurisdiction to provide support to include notifiers, casualty assistance officers (CAOs), special escorts, and funeral support.

d. Commanders of MACOMs will supervise the Army Casualty System within their commands, to include prompt completion of any Line of Duty investigations according to Part Five.

3-2. Personnel requiring a casualty report

A casualty report will be required when any of the personnel listed in the categories below becomes a casualty.

a. All Army members on AD. This category includes members in an AD Guard/Reserve (AGR) status whose components are Regular Army (RA), Army of the United States (AUS), Army National Guard of the United States (ARNGUS), or U.S. Army Reserve (USAR).

b. Army National Guard (ARNG) members (chap 12) who die while en route to or from or while participating in any of the following activities:

- (1) Annual training (AT).
- (2) Active duty for training (ADT).
- (3) Full-time training duty (FTTD).
- (4) Initial active duty training (IADT).
- (5) Active duty support (ADS).
- (6) Special active duty for training (SADT).
- (7) Scheduled inactive duty training (IDT).

c. USAR members who die while en route to or from or while participating in AT, ADT, IADT, ADS, SADT, OR IDT (chap 11).

d. Service members (SMs) who are en route to or from or at a place for final acceptance for entry on AD with the Army.

e. United States Military Academy (USMA) cadets.

f. Reserve Officers Training Corps (ROTC) cadets who are en route to or from or participating in flight instructions or summer camp.

g. Army members in absent without leave (AWOL) or deserter status.

h. Members of other U.S. Armed Forces (para 5-5).

i. Retired general officers of the Army.

j. Retired enlisted members who held the office of Sergeant Major of the Army.

k. Retired, separated, or discharged persons who die within 120 days of separation

from the Army. This category includes persons on the Temporary Disability Retired List (TDRL). Army members who retired with 100 percent disability are reportable up to 1 year.

l. All other Army retirees including those covered under section 1331, title 10, United States Code.

m. Department of the Army (DA) and Department of Defense (DOD) civilian employees paid from appropriated funds who die during travel status or temporary duty (TDY) within 50 States and the District of Columbia.

n. DA and DOD employees paid from appropriated funds who die while stationed outside the 50 States and the District of Columbia.

o. Dependents of DA and DOD civilian employees paid from appropriated funds who die while residing with the employee stationed outside continental United States (CONUS) or while in transit to or from CONUS.

p. Other U.S. civilian who die CONUS and are—

(1) Nonappropriated fund employee of the DA.

(2) Contract field technicians.

(3) Visiting dignitaries.

(4) Representatives of DA-sponsored organizations (such as the American Red Cross, the United Services Organization, and banking facilities).

(5) Citizens for whom local State Department officials have requested the oversea command to assume casualty reporting responsibilities.

(6) Contract representatives of the VA and the Department of Labor.

q. Family members located with their sponsor overseas and family members who die in CONUS when the sponsor (a above) is overseas. A NOK who is not a dependent but dies while visiting a sponsor overseas may be reported upon request of the sponsor.

r. Allied government personnel who die in CONUS (para 5-7a).

s. Foreign military trainees who die in CONUS (para 5-7b).

3-3. Reporting Army members attached to another Service

The reporting requirements of this regulation do not apply to Army members attached to another Service. Those members will be reported by that Service under its regulations.

3-4. Enemy prisoners of war under U.S. Army control

This regulation does not apply to enemy prisoners of war (EPW) who are under the U.S. Army's control. Such EPW are covered in AR 190-8.

3-5. Requirements control exemption

The reports, notifications, and verifications prescribed in this regulation are exempt from requirement control action under AR 335-15, paragraph 5-2b(5).

3-6. Public release of casualty information

AR 360-5, chapter 3, gives guideline for public release of casualty information. That regulation precludes public release of casualty information until the primary next of kin (PNOK) have been notified. Therefore, in cases where there is or may be news media or public interest, the CAC must insure that the public affairs officer concerned is advised when the PNOK has been notified.

3-7. Establishing the next of kin

a. *PNOK*. To establish the PNOK, follow the line of succession shown below.

(1) Spouse, even if a minor.

(2) Sons or daughters in order of seniority.

(3) Parent in order of seniority, unless legal custody was granted to another person by reason of a court decree or statutory provision. (The person to whom custody has been granted remains the nearest NOK although the individual has reached the age of majority.)

(4) Blood or adoptive relative who was granted legal custody of the person by reason of a court decree or statutory provision. (The person to whom custody has been granted remains the nearest NOK although the individual has reached age of majority.)

(5) Brothers and sisters in order of seniority.

(6) Grandparents in order of seniority.

(7) Other relatives in order of relationship to the individual and in accordance with the laws of the deceased's domicile.

(8) Persons in loco parentis. Seniority in age will control when the persons are of equal relationship.

b. *Secondary next of kin (SNOK)*. The SNOK is any NOK other than the PNOK.

c. *Adult next of kin (ANOK)*. The ANOK is the person who is the highest in the line of succession listed in a above. Normally, to be considered an ANOK, a person must have reached the age of 18, but a spouse who is a minor will be considered as the ANOK.

3-8. Report of casualty

DD Form 1300 (Report of Casualty) is the official certificate of death issued by HQDA(DAPC-PED). Ten copies of the form are sent to the PNOK. This form may be used for any matter where proof of death is required.

Chapter 4 Casualty Reporting System

Section I Casualty Reporting and Types of Reports

4-1. General

The casualty report is the basis of providing information to the NOK concerning a casualty incident. The report will be complete,

accurate, and timely; preparation of the report is discussed in chapter 5

4-2. Types of casualty reports

The four types of casualty reports are initial (INIT), status change (STACH), supplemental (SUPP), and Progress (PROG). There is a fifth category that, although not technically a casualty report, is essential to the efficient operation of the Army casualty system. This category is a health and welfare report on personnel assigned to OCONUS or hostile areas. Sections II through V of this chapter describe the uses of these different reports.

Section II

Initial (INIT) and Status Change (STACH) Casualty Reports

4-3. Description of reports

a. *INIT casualty report.* The INIT casualty report is the first report submitted on a person involved in any single casualty incident. Its purpose is to enter a reportable person into the casualty reporting system for each casualty incident.

b. *STACH casualty report.* The STACH casualty report shows that the casualty status of a previously reported person has changed from one major category of casualty to another (para 4-4b).

4-4. When to submit INIT and STACH reports

a. INIT casualty reports will be required when a person listed in paragraph 3-2 is involved in any single casualty incident.

b. STACH casualty reports will be required only when a reported person's status changes from—

- (1) Missing to dead (chap 10).
- (2) Missing to returned to military control (chap 10).
- (3) Wounded, injured, or ill to dead.
- (4) Wounded, injured, or ill (hospital care not required) to any category in which hospital care is required.
- (5) Whereabouts unknown to any other category.

c. The casualty reporting activity will advise the supporting Criminal Investigation Division (CID) activity of any noncombat death where medical authorities cannot determine that the death resulted from natural causes. The casualty reporting activity will include this fact in item 61 of the casualty report.

4-5. Reporting a person as dead

a. A person will be reported as dead only when one of the situations below occurs.

(1) Remains have been recovered and have been positively identified as those of the person in question.

(2) Remains have been recovered that have not been positively identified but are believed to be those of the person in question based on the following circumstances:

(a) The person can be established, without question, as having been involved in the casualty incident.

(b) There were no known, suspected, or possible survivors of the incident.

(3) Remains have not been recovered, but conclusive evidence of death exists ((2) above applies). Situations do occur where reasonable conclusive evidence of death exists at the time of the casualty incident or shortly thereafter. In such cases, the commander exercising general court-martial authority will, within 48 hours after submission of the death report, appoint an officer to obtain statements from witnesses having knowledge of the casualty incident. The appointed officer will document the facts and circumstances surrounding both the death of the person and the nonrecovery of his or her remains. Statements and information obtained, together with a narrative summary prepared by the appointed officer, will be sent through casualty reporting channels to HQDA (DAPC-PED), ALEX VA 22331-0400, so as to arrive within 30 days after the death report is submitted.

(4) Remains have not been recovered and the person has been reported in a desertion status. Then the Commander, U.S. Army Enlisted Records and Evaluation Center (USAREC), after fully researching, reviewing, and documenting all facts and circumstances surrounding the unauthorized absence, may officially change the desertion status to deceased.

b. Infant or fetal deaths occurring overseas will be reported only in cases where military medical authorities have issued a death certificate. Infant or fetal deaths occurring in CONUS will be reported only if the sponsor wants HQDA (DAPC-PEC) to make notification overseas or if the sponsor is stationed in an overseas command.

4-6. Determination of date of death

When all available evidence does not establish the actual date of death, the latest date on which death can reasonably be presumed to have occurred will be selected as the date of death. Consequently, when it is established that death occurred during a specific month but there is insufficient evidence to establish the actual date of death the last day of the month will normally be selected as the date of death. However, when the person was absent with authority at the time of disappearance and there is no evidence of unauthorized absence or other evidence to the contrary, the last day of the period of authorized absence will be selected as the date of death. (This selection is made so that the person will not be unjustifiably considered AWOL on the date of death.) If the report of death shows an abnormal length of time between the date a person was reported absent and the date selected as the date of death, the circumstances on which the selection of the latter date was based will be included in item 61 of the report.

4-7. Reporting a person as "whereabouts unknown" (DUSTWUN)

a. When the commander, after a casualty incident, is uncertain as to a person's duty

status, the commander will report the status as "whereabouts unknown (DUSTWUN) — supplement will follow." The purpose of this status is to permit enough time for the responsible commander to investigate the facts available regarding the person's status (AR 15-6, chap 4).

b. "Whereabouts unknown" (DUSTWUN) is an interim status and is not intended to eliminate any requirement for reporting a person as a casualty. Before submitting a casualty report using this status, reporting commanders will telephonically coordinate the case with HQDA (DAPC-PEC).

c. Once a person has been reported in this status, certain SUPP reports (chap 10) will be required.

4-8. Reporting a person as wounded, injured, or ill

a. A person reported as wounded, injured, or ill will be further identified in one of the categories listed below. Medical authorities will make this identification; medical facility commanders will establish procedures for medical authorities to identify all patients promptly. The categories are—

(1) Very seriously wounded, injured, or ill (VSI).

(2) Seriously wounded, injured, or ill (SI).

(3) A special category (SPECAT) patient.

(4) Not SI; hospital care required.

(5) Not SI; hospital care not required. If a person is placed in this category as the result of a battle wound or injury, it must be indicated whether he or she was—

(a) Treated and held at a medical facility for less than 24 hours.

(b) Treated and returned to duty.

b. SPECAT reporting (AR 40-2) is used for certain patients whose NOK need to be given information regarding the patient's condition, even though the patient is not classified as VSI or SI. These are patients who have—

(1) Sustained a severe injury, such as a loss of sight or limb.

(2) Sustained a permanent and unsightly disfigurement of a portion of the body normally exposed to public view.

(3) Contracted an incurable fatal disease and have limited life expectancy.

(4) Developed an established psychotic condition.

(5) Developed a condition that may require extensive medical treatment and hospitalization.

(6) Been released from duty, under the provisions of AR 635-40, for a psychiatric condition and whose medical officer considers notification of the NOK appropriate. In these cases, written permission of the patient to notify the NOK is obtained, provided the patient is capable of deciding whether or not he or she wishes to give written permission.

(7) Been paralyzed.

(8) Developed a medical condition that is not classified as VSI or SI but makes them unable to communicate with their NOK. (For example, the patient is comatose). Patients in this category will be reported only if the PNOK is located away from the immediate areas of the patient.

c. When the person being reported has sustained a head wound or injury, the extent of age and brain damage will be included in the casualty report. If there is no eye or brain damage, or if the extent of such damage cannot be determined, this information will be shown in the report.

Section III Supplemental (SUPP) Reports

4-9. Purpose of SUPP reports

SUPP reports are used to provide additional information to an initial report or to correct information previously submitted.

4-10. SUPP reports for missing persons

SUPP reports for a person in a missing status will be submitted only when additional information indicates the person's status may change from—

- a. Missing to dead.
- b. Missing or returned to military control.
- c. Missing to any other status listed in paragraph 10-3b.

Section IV Progress (PROG) Reports

4-11. Purpose of PROG reports

PROG reports will be used to report the medical progress of hospitalized wounded, injured, or ill personnel in a VSI, or SI or SPECAT category. In most cases, when a person becomes a casualty, the NOK are located at some considerable distance from the person, particularly during the early and usually the most critical period of the person's medical treatment. As a result, the NOK are unable to obtain information regarding the person's status through their own resources. The PROG report is designed to furnish the NOK with information that they would normally acquire if they were physically present at the medical facility. Note that when the presence of the NOK overseas is considered necessary to the recovery of a VSI patient, HQDA (DAPC-PEC) may issue an invitational travel order (ITO). (See para 8-6 for details.)

4-12. When PROG reports are required

a. When there are NOK to be notified who are not present with the VSI, SI or SPECAT patient, PROG reports will be furnished at 5-day intervals. PROG reports will also be made when, because of the incident or the patient involved, greater concern on the part of the news media or the Army Staff can be expected (chap 6, sec I). (Exception: PROG reports are not required

on family members, DA civilians, or retirees. If a sponsor is overseas and CONUS NOK are to be notified, only an INIT casualty report is required. HQDA (DAPC-PEC) will advise the CONUS NOK to contact the sponsor for any additional information and progress. When the patient is in a CONUS hospital and the PNOK (normally the spouse) is present and the SNOK (normally the parents) are also in CONUS, additional notification is not required unless there is an indication that NOK are not being notified of the patient's progress.)

b. In addition to the PROG reports in a above, PROG reports will be furnished immediately when—

(1) The patient is evacuated from one OCONUS hospital to another OCONUS hospital or evacuated to CONUS from an OCONUS hospital. Along with the regular PROG report (para 4-14) will be information regarding date of evacuation and destination.

(2) The patient arrives at a new hospital after evacuation involving a major movement (such as from Korea to Japan). Along with the regular PROG report will be a complete admitting diagnosis.

(3) A change occurs in the patient's status to VSI or SI.

4-13. Termination of PROG reporting requirements

a. For VSI or SI patients, PROG reports will be terminated when the patient's name is removed from the VSI or SI list.

b. For SPECAT patients, PROG reports will be terminated as follows:

(1) For a patient located in CONUS, PROG reports will be terminated after the third report, providing the patient is capable of rationally communicating with his or her NOK.

(2) For a patient who is located outside of CONUS and has suffered some permanent impairment (such as loss of a major extremity), PROG reports will be terminated when the patient is evacuated to CONUS or to another overseas area where the NOK is located.

(3) For a patient who is located outside of CONUS and who has sustained some temporary impairment (such as burns), the PROG report will be terminated after the third report, providing the temporary limitation no longer exists and the patient is capable of communicating with the NOK.

c. For a special interest case, after the third report unless otherwise indicated by HQDA (DAPC-PEC).

4-14. Content of PROG reports

a. *Control.* Each PROG report will deal with only one patient and will be sequentially numbered for control purposes.

b. *Details.* Reporting commands will insure that all relevant details about the health, well-being, and medical progress of patients are included.

(1) As a minimum, the following information will be included:

- (a) Medical progress.
- (b) Prognosis.
- (c) Morale.
- (d) Current and anticipated treatments, to include surgical operations (type and whether or not successful).
- (e) Additional and terminal diagnosis.
- (f) Anticipated period of hospitalization.
- (g) Evacuation to either CONUS or another overseas hospital.

(2) In addition, any information that might reduce the anxiety of the NOK will be included. Examples are—

- (a) State of consciousness.
- (b) Degree of alertness.
- (c) Whether the patient is taking nourishment.
- (d) Whether the patient is ambulatory.
- (e) Type of diet.
- (f) Whether patient is on life support equipment (type of life support equipment and medical status.)

(3) Also include the address of the Patient Administration at the hospital where the patient is located. If an ITO has been issued to the NOK (para 8-6), each PROG report will indicate that the NOK is or is not in the command. Departure of NOK from the command will also be reported.

c. *Final PROG report.* These reports will be clearly identified as final.

Section V Health and Welfare Reports

4-15. Purpose of health and welfare reports

a. Most health and welfare reports are generated at the request of the NOK as a result of a person having been—

- (1) A casualty, but not injured severely enough for the NOK to have been notified.
- (2) Hospitalized or medically evacuated.
- (3) The subject of a hoax (para 4-17).

b. All requests for a health and welfare report that are not casualty related will be referred to HQDA (DAPC-EPA-P), ALEX VA 22331-0400, for enlisted personnel and to HQDA (DAPC-OPP-M), ALEX VA 22332-0400, for officer personnel.

4-16. Health and welfare reports hostile areas

a. All inquiries regarding the health and welfare (status reports (STATREP)) of personnel who are located in OCONUS or hostile areas or who have been evacuated to a nonhostile area as a result of service in a hostile area will be referred to HQDA (DAPC-PEC). This referral is intended to eliminate multiple inquiries when the information requested is readily available in Headquarters, Department of the Army (HQDA). It is in no way intended to usurp the prerogative of the American Red Cross.

b. In referring health and welfare inquiries to HQDA, the following information is required:

- (1) Name, rank, social security number (SSN), and organization of the person being reported.

(2) Name, address, telephone number, and relationship of the person initiating the inquiry.

(3) Specific reason for requesting a health and welfare report.

c. Upon receipt of STATREP information from the oversea command, HQDA (DAPC-PEC) will appropriately respond to the initiator of the inquiry.

4-17. Health and welfare reports, hoax cases

Inquiries about the health and welfare of a person may be made by the NOK who have been furnished questionable casualty information by an unofficial source. All commanders need to be alert to these hoax cases and must refer them immediately to HQDA (DAPC-PEC).

a. The same information listed in paragraph 4-16b is required. In addition, the following information will be furnished:

(1) Claimed type of casualty (such as dead or missing).

(2) Method by which the NOK was informed.

(3) Such other available information about the case as may be readily available.

b. HQDA (DAPC-PEC) will process hoax cases as follows:

(1) HQDA (DAPC-PEC) will notify commanders that the person about whom they are requested to furnish information is the subject of a known or suspected hoax. This notification will be accomplished with the utmost dispatch, telephonically if possible.

(2) Upon receipt of clarifying information from the oversea command, HQDA (DAPC-PEC) will respond to the initiator of the request.

Chapter 5 Preparing and Sending Casualty Reports

5-1. Security classification

a. Generally, casualty matters are unclassified, but they are assigned the protective marking of FOR OFFICIAL USE ONLY (FOUO) per AR 340-17. In cases other than missing status, these markings may be removed after verification that the NOK has been notified. A case on a person in a missing status will remain marked FOUO until the person is returned to military control or until his or her status is changed to deceased or to any other status listed in paragraph 10-3b.

b. In some cases, certain information needed to complete the casualty report may be classified. In such cases, the procedures below will apply.

(1) An INIT report containing the unclassified basic data will be prepared and dispatched with the protective marking FOR OFFICIAL USE ONLY.

(2) Each time that requires a classified entry will contain the comment "CLASS-SUPP REPT FOLLOWS."

(3) A properly classified SUPP report will be prepared and dispatched.

5-2. Dispatch of reports

a. Casualty reports will be sent by electrical means without delay unless circumstances dictate otherwise (chap 6). Table 5-1 contains the addresses of where to send casualty reports.

b. Casualty messages processed through military communications facilities to or from oversea destinations will be assigned an "IMMEDIATE" precedence. Messages originating from a CONUS CAC to HQDA will be assigned a "PRIORITY" precedence unless HQDA is requested to make notification. In these instances, the "IMMEDIATE" precedence will be used.

c. In the event of condition MINIMIZE, data will continue to be transmitted by electrical means or by telephone.

d. Military communications facilities transmitting a casualty message will request a report of delivery from HQDA (DAPC-PEC) using the "Z" signal. The "Z" signal will only be used for INIT or STACH reports. The "Z" signal will not be used on casualty messages transmitting SUPP or PROG reports. Messages not acknowledged within 24 hours after dispatch will be retransmitted at the same time they are being traced by the originator.

Table 5-1
Addresses for casualty reports

Category of person: All reportable Persons
Casualty status: Wounded, injured or ill
Action: CDRMILPERCEN ALEX VA / DAPC-PEC (See Note 2)
DA WASH DC /DAMO-SSA
Other info addressees required by reporting COMD (See Note 2)
Information: (See Note 1)
Other ACTION addressees required by reporting COMD (See Note 4)
DA WASH DC /DASG-PSA (See Note 5)
DA WASH DC /DACS (See Note 5)
Reporting CAC Appropriate MACOM

Category of person: All reportable persons EXCEPT US Army retired, separated, or discharged.
Casualty status: Dead, missing, or returned to military control
Action: CDRMILPERCEN ALEX VA / DAPC-PEC
CDR USARPAC STL MO /AGUZ-LT (See Note 6)
Commander of Casualty Area in which NOK resides (See Note 7)
DA WASH DC /DAMO-SSA (See Note 8)
CDRMILPERCEN ALEX VA /DAPC-PED-D
Information: (See Note 1)
CDR USAFAC FT BEN HARRISON IN /DEPT 92
CDR USAFAC FT BEN HARRISON IN / FINCP-BG DEPT 363 (See Note 9)
Other info addressees required by reporting COMD (See Note 4)
DA WASH DC /DAMI-ZA (See Note 10)
DIA 6-c, WASH DC (See Note 10)
DA WASH DC /DASG-PSA (See Note 5)
DA WASH DC /DACS (See Note 11)
DA WASH DC /DAPE (See Note 12)
CDR USASC FT RUCKER AL /PESC-D
State Adjutant General (See Note 4)

Supporting CID (See Note 4)
Reporting CAC Appropriate MACOM
CDR, CONUSA (See Note 13)
Casualty status: AWOL & Deserters
Action: CDRMILPERCEN ALEX VA / DAPC-PEC
CDRMILPERCEN ALEX VA /DAPC-PED-D
CDR USAFAC FT BEN HARRISON IN /FIHCM-A
CDR USAEREC FT BEN HARRISON IN /PCRE-RD
Other ACTION addressees required by reporting COMD
Information: (See Note 1)
CDR USAFAC FT BEN HARRISON IN /DEPT 92
CDR USAFAC FT BEN HARRISON IN /FINCP-BG DEPT 363
Other info addressees required by reporting COMD

Category of person: Retired general officers and retired enlisted men who have held position of Sergeant Major of the Army.
Casualty status: Dead
Action: CDRMILPERCEN ALEX VA / DAPC-PEC
CDR USARPAC STL MO /AGUZ-PSA-C
Commander of Casualty Area in which NOK resides (See Note 7)
CDRMILPERCEN ALEX VA /DAPC-PED-D
CDR USAFAC FT BEN HARRISON IN / FIHCM-A
Information: (See Note 1)
CDR USAFAC FT BEN HARRISON IN /DEPT 92
Other info addressees required by reporting COMD
DA WASH DC /DASG-PSA
DA WASH DC /DACS
Reporting CAC Appropriate MACOM

Category of person: Retired, separated, or discharged person who dies within 120 days. Those persons retired with 100% disability are reportable up to one year (includes persons on TDRL)
Casualty status: Dead
Action: CDRMILPERCEN ALEX VA / DAPC-PEC
CDR USARPAC STL MO /AGUZ-PSA-C
Commander of Casualty Area in which NOK resides (See Note 7)
CDRMILPERCEN ALEX VA /DAPC-PED-D
CDR USAFAC FT BEN HARRISON IN / FIHCM-A
Information: (See Note 1)
CDR USAFAC FT BEN HARRISON IN /DEPT 92
Other info addressees required by reporting COMD
Reporting CAC Appropriate MACOM

Category of person: All other retired persons (includes persons on TDRL)
Casualty status: Dead
Action: CDR USARPAC STL MO /AGUZ-LT
CDR USARPAC STL MO /AGUZ-PSA-C
Commander of Casualty Area in which NOK resides (See Note 7)
CDRMILPERCEN ALEX VA /DAPC-PED-D
CDRMILPERCEN ALEX VA //DAPC-PEC//
CDR USAFAC FT BEN HARRISON IN / FIHCM-A
Information: (See Note 1)
CDR USAFAC FT BEN HARRISON IN /DEPT 92
State Adjutant General (For National Guard only)
Reporting CAC Appropriate MACOM

Notes:

1. Information addressees will not accomplish any notification action solely on the basis of casualty report.
2. To be included ONLY if notification at HQDA is required (chap 5) or if the casualty is the result of hostile action. If CONUS NOK of family members, retirees, and DAC are to be notified, only an initial report is required. HQDA will advise NOK to contact the SM for any additional information. Alaska and Hawaii are considered overseas for retirees.
3. For individuals who become casualties while away from their permanent station, the CAC having jurisdiction over the unit of assignment will be an action addressee (para 5-4). For those individuals who become casualties while en route PCS, the CAC having jurisdiction over the new unit of assignment will also be an action addressee.
4. The State Adjutant General will be an information addressee on all casualty reports pertaining to ARNG personnel of that State. The supporting CID activity will be an information addressee when medical authorities cannot determine that a noncombat death resulted from natural causes (para 4-4c).
5. To be included ONLY for general officer casualties.
6. CDR RCPAC ATTN: AGUZ-LT will be an information addressee for all USAR on active duty in an AGR (Active Duty Guard/Reserves) personnel.
7. This address will be included ONLY for casualties occurring in CONUS.
8. To be included ONLY for foreign national students who become casualties in CONUS (para 5-7).
9. Do not include USAFAC as an information addressee on reports of civilians who die overseas.
10. To be included ONLY for missing (DELAY, PUNCH, TARRY, INERT, VIGOR, BLEAK, STRAY) or returned to military control (BRICK).
11. To be included on initial reports ONLY for O-6's and above.
12. To be included on all initial reports; supplemental reports on general officers ONLY.
13. The appropriate CONUSA commander having jurisdiction will be an information addressee on all casualty reports pertaining to Reserve Component personnel.

5-3. Preparing a report

a. *Casualty report codes.* The codes to be used in casualty reports, along with their meanings, are listed in table 5-2.

b. *Casualty report items.* There are 61 possible items of information involved in casualty reporting. Table 5-3 lists instructions for completing these items.

(1) Not all of these items will be necessary for a particular casualty report. To determine which items are required, refer to table 5-4.

(2) If an item is required by table 5-4 for a particular report and the information is—

(a) Negative, state "NO" or "NONE."

(b) Classified, follow the procedure in paragraph 5-2.

(c) Unknown, state "UNK SUPP TO FOLLOW."

(3) If an item is not required, the item and the item number will be skipped.

(4) Casualty report items 31 through 44 will be emphasized for accuracy and full disclosure. The information in these items will be provided to the NOK so they will be informed of the facts surrounding the person's death.

c. *Format of reports.* A standard subject line. "SUBJ: CASUALTY REPORT," will be included in each report. Sample reports showing the correct format are shown in figures 5-1 through 5-4. These samples are

included only to show the format of the report and will not be used to determine which items are necessary for a particular report.

Table 5-2
Casualty report codes (See note 1)

Item 01
Report item and entries: 01. Type of Report Initial report Code: INIT
Report item and entries: Status change report Code: STACH
Report item and entries: Supplemental report Code: SUPP
Report item and entries: Progress report Code: PROG
Item 03
Report item and entries: 03. Casualty status Died before reaching a medical facility (use also for dead on arrival (DOA)) Code: ETHER
Report item and entries: Died after reaching a medical facility Code: HINGE
Report item and entries: Died as a result of injury or illness while participating in training activities Code: COACH
Report item and entries: Captured by a hostile force Code: DELAY
Report item and entries: Missing in action Code: PUNCH
Report item and entries: Detained in a foreign country Code: TARRY
Report item and entries: Unknown Code: DUSTWUN
Report item and entries: Interned in a foreign country Code: INERT
Report item and entries: Besieged by a hostile force Code: VIGOR
Report item and entries: Beleaguered by a hostile force Code: BLEAK
Report item and entries: Missing nonbattle Code: STRAY
Report item and entries: Returned to US military control from a prior status of battle missing (DELAY, PUNCH, INERT, VIGOR, or BLEAK) Code: BRICK
Report item and entries: Returned to US military control from a prior status of nonbattle missing (TARRY, STRAY, OR UNDET) Code: TRACE
Report item and entries: Very seriously wounded, injured, or ill (VSI) Code: SMITE

Report item and entries: Seriously wounded; injured, or ill (SI)
Code: GAVEL

Report item and entries: Special category patient (SPECAT)
Code: DRIVE

Report item and entries: Not SI; hospital care required
Code: FRIAR

Report item and entries: Not SI; treated at a medical facility and returned to duty within 24 hours
Code: ABBOT

Report item and entries: Not SI; treated and returned to duty
Code: VICAR

Item 31

Report item and entries: 31. Vehicular Involvement
Ground vehicle
Code: WHEEL

Report item and entries: Watercraft
Code: WATER

Report item and entries: Fixed-wing aircraft
Code: FIXED

Report item and entries: Rotary-wing aircraft
Code: ROTOR

Report item and entries: Unable to classify (explain following code word)
Code: UNCLAS

Report item and entries: More than one type involved (list each following code word)
Code: MULTI

Report item and entries: No vehicular involvement
Code: NONE

Item 33

Report item and entries: 33. Ownership of vehicle
Commercial
Code: COML

Report item and entries: Contract (Government contract)
Code: CONTR

Report item and entries: US Government-owned (includes military vehicle)
Code: USGOVT

Report item and entries: Private
Code: POV

Report item and entries: Other (specify following code word)
Code: OTHER

Report item and entries: Multiple ownership (list following code word)
Code: MULTI

Item 40

Report item and entries: 40. Inflicting force
Enemy
Code: ENEMY

Report item and entries: Allied
Code: AMIGO

Report item and entries: US forces
Code: BUDDY

Report item and entries: Other (specify following code word)
Code: OTHER

Item 44

Report item and entries: 44. Medical progress
Making normal improvement
Code: AGATE

Report item and entries: Convalescing
Code: BIBLE

Report item and entries: Not making normal improvement
Code: CRIMP

Report item and entries: Condition remains the same
Code: STALE

Report item and entries: SI (not SI or VSI last report)
Code: RISKY

Report item and entries: Complication classified as serious after battle wound
Code: RHINO

Report item and entries: Sinking rapidly
Code: ROGUE

Report item and entries: Removed from SI list and not placed on VSI list
Code: WRITE

Report item and entries: Released from hospital
Code: ERECT

Report item and entries: SI (previously VSI)
Code: PROVE

Report item and entries: VSI (previously SI)
Code: IMPEL

Report item and entries: SI or VSI and evacuated or transferred (enter date and place to which evacuated following code word)
Code: BROKE

Report item and entries: Removed from VSI or SI list and will be evacuated to the United States
Code: SCRAM

Report item and entries: Evacuated to the United States (enter date following code word)
Code: EVENT

Item 55—Payment of Death Gratuity

Report item and entries: 55. Death gratuity (DG) will be paid by a finance and accounting office (FAO) within the geographic area of responsibility of the reporting casualty area command (CAC) directly to the surviving lawful spouse.
Code: WILLPAY SPOUSE

Report item and entries: 55. Payment of the DG to the lawful spouse is authorized; however, direct payment by a FAO within the geographic area of responsibility of the reporting CAC is not practical due to the location of the spouse.
Code: PAYAUTH SPOUSE

Report item and entries: 55. DG will be paid by a FAO within the geographic area of responsibility of the reporting CAC directly to designated natural parent(s).
Code: NO SPOUSE/NO CHILDREN/WILLPAY [Name(s)/Relationship(s)/Percentage] PER ITEM 9 DD 93 DATED [Date in item 16, DD 93]

Report item and entries: 55. Payment of the DG to a designated natural parent(s) is authorized; however, direct payment by a FAO within the geographic area of responsibility of the reporting CAC is not practical due to the location of the parent(s).
Code: NO SPOUSE/NO CHILDREN/PAYAUTH [Name(s)/Relationship(s)/Percentage] PER ITEM 9 DD 93 DATED [Date in item 16, DD 93]

Report item and entries: 55. There is no known surviving spouse. However, there is a surviving child or children.
Code: NO SPOUSE/OTHER/TO BE DETERMINED BY USAFAC

Report item and entries: 55. There is no known surviving spouse, children or parents; decedent designated DG payment to person(s) in loco parentis; decedent designated DG payment to persons other than lawful survivors or parent(s) in loco parentis; decedent made no designation for DG payment.
Code: NO SPOUSE/NO CHILDREN/OTHER/TO BE DETERMINED BY USAFAC

Item 56

Report item and entries: 56. Line of duty status
Investigation required
Code: DOUBT

Report item and entries: No investigation required
Code: DANDY

Item 60

Report item and entries: 60. Status of remains
NOK has custody of remains and is arranging disposition
Code: RAVEN

Report item and entries: Remains individually identified; disposition will be accomplished as directed by the NOK
Code: READY

Report item and entries: Remains individually identified and will be interred in an overseas cemetery
Code: COVER

Report item and entries: Remains have been recovered with others. They are not individually identifiable and will be shipped to the United States or, if in the United States, to a national cemetery as directed by the appropriate authority
Code: UNITE

Report item and entries: Remains have been recovered with others. They are individually identifiable and will be interred in an overseas cemetery in a group burial
Code: AUGUR

Report item and entries: Remains have been recovered that are believed to be those of the individual in question. The remains are pending individual identification
Code: DETER

Report item and entries: Remains not recovered
Code: RENOR

Note:

1. Only the report items that have codes are listed in this table.

Table 5-3

Instructions for completing casualty report items

Report item 01: Type of report
Instruction: Enter the proper code for the type of report prepared (table 5-2).

Report item 02: Type of casualty
Instruction: Enter "BATTLE," "NONBATTLE," or "UNK."

Report item 03: Casualty status
Instruction: Enter the code from table 5-2 that reflects the current casualty status of the person.

Report item 04: Report number
Instruction:

- INIT and STACH reports. Each agency submitting reports to DA will establish, on a calendar-year basis, a sequential numbering system for INIT and STACH report. Enter the current number in this item.
- SUPP reports. Enter the number of SUPP reports (including this one) submitted on the person. For example, if this was the fifth SUPP to the INIT report submitted on the person, the correct entry would be "5."
- PROG reports. Enter the number of PROG reports submitted on the person, including this one, in the same manner as for SUPP reports.

Report item 05: Previous casualty status
Instruction: Enter the code that was contained in item 03 of the INIT report submitted on the person.

Report item 06: Previous report number
Instruction: Enter the report number contained in item 04 of the INIT report submitted on the person.

Report item 07: Category of individual
Instruction: Enter "MILITARY," "CIVILIAN," "RETIRED/REFRAD (released from active duty) WITHIN 120 DAYS," "FAMILY MEMBER," or "FGN NATL" as appropriate. State if decedent had a dual status such as a retired DOD civilian.

Report item 08: Social Security Number (SSN) and Army Service Number (ASN), if any
Instruction: Enter the reported person's SSN and repeat it. State if the person had no SSN or if the SSN is unknown. Add ASN if any and repeat it.

Report item 09: Name/Name
Instruction: Enter the reported person's last name, first name, and middle name—not initials—and repeat it. State if first and middle names are initials only. Include "Jr.," "Sr.," "III," etc., when applicable.

Report Item 10: Race

Instruction: Enter the reported person's race: "RED" (American Indian), "YELLOW" (Asian/Mongolian), "BLACK" (Negroid or African), "WHITE" (Caucasian), or "OTHER."

Report Item 11: Date and place of birth

Instruction: Enter the reported person's date of birth using two positions each for year, month, and day (such as "751231"). For place of birth, enter city (if no city enter county) and State for CONUS; town and country if OCONUS.

Report Item 12: Rank

Instruction: Self-explanatory.

Report Item 13: Component

Instruction: Enter the reported person's component, using "RA," "USAR," "AUS," or "ARNG."

Report Item 14: Organization and station of assignment

Instruction: Enter the reported person's organization down to company level, followed by the UIC of the unit, if applicable.

Report Item 15: Duty MOS

Instruction: Enter the reported person's duty military occupational specialty (MOS). This entry will consist of only five digits in all cases (warrant officers and enlisted personnel). If the person does not have a special qualification identifier, enter a "0" (zero) in the position normally occupied by the identifier. For officers, enter the Officer Personnel Management System specialty skill identifier.

Report Item 16: Rank of sponsor

Instruction: Self-explanatory.

Report Item 17: Name of sponsor

Instruction: Enter the last name, first name, and middle name of the sponsor. Include "Jr," "Sr," "III," etc., when applicable.

Report Item 18: Relationship of casualty to sponsor

Instruction: Enter the relationship of the casualty to the sponsor.

Report Item 19: SSN of sponsor

Instruction: Enter the SSN of the sponsor.

Report Item 20: Organization of the sponsor

Instruction: Enter the organization of the sponsor. No UIC is necessary.

Report Item 21: Date of retirement/REFRAD

Instruction: Enter the date of retirement or REFRAD using the format shown in item 11.

Report Item 22: On TDRL at time of death

Instruction: Enter "YES" or "NO." If yes, state percentage of disability.

Report Item 23: Date placed on TDRL

Instruction: Enter date placed on TDRL using format shown in item 11. Reportable up to 1 year if 100 percent disabled.

Report Item 24: Continuously hospitalized from date of retirement

Instruction: Enter "YES" or "NO."

Report Item 25: Legal residence or home of record (HOR)

Instruction: For military persons, enter the HOR and ZIP code. For DOD civilians, enter actual residence and official station (at time of appointment) claimed in transportation agreement. State if there was no transportation agreement.

Report Item 26: Source of pay

Instruction: For civilians listed in paragraph 1-5m, enter "AFE" for appropriated fund employees, "NAF" for nonappropriated fund employees, or "OTHER."

Report Item 27: Employer identification

Instruction: Enter the specific employer of the person.

Report Item 28: NOK to be notified

Instruction: Enter the full name, relationship, complete address (including ZIP code), and telephone number of the NOK to be notified. If the NOK is an SM, include his or her SSN. State if the parents are deceased or there are none.

Report Item 29: NOK already notified

Instruction: Enter data as in item 28 for NOK already notified, but omit telephone number.

Report Item 30: DD Form 93 dates

Instruction: Enter the date of preparation of DD Form 93, a slash, and the date of the latest review. If the review date is the same as the preparation date, repeat the preparation date.

Report Item 31: Vehicular involvement

Instruction: Enter the code from table 5-2 that reflects the vehicular involvement. If none, so state.

Report Item 32: Type of vehicle

Instruction: Enter the specific type of vehicle involved (such as automobile or train).

Report Item 33: Ownership of vehicle

Instruction: Enter the code from table 5-2 that reflects the ownership of the vehicle.

Report Item 34: Position aboard vehicle

Instruction: Enter the person's specific position aboard the vehicle.

Report Item 35: Duty status at time of incident

Instruction: Enter "DUTY," "LEAVE," "PASS," "AWOL," "OFF DUTY," "HOSPITALIZED," etc. If AWOL or dropped from rolls (DFR), include the date placed in that status.

Report Item 36: Date-time group or incident

Instruction: Enter the date-time group in local time.

Report Item 37: Place of incident

Instruction: Enter city, county, and State or country where the incident occurred. When reporting a battle casualty, include the grid coordinates. If the location is classified, so state, and indicate that a classified SUPP report will follow.

Report Item 38: Activity at time of incident

Instruction: For battle casualties, enter the general mission of the person's unit. In all cases, describe the person's activity at the time of the incident.

Report Item 39: Circumstances

Instruction: Enter what happened. Report the facts. If circumstantial evidence exists that cannot be confirmed, include it, but clearly show where fact ends and supposition begins. Provide as much information as possible, but do not delay reports pending accumulation of details.

Report Item 40: Inflicting force

Instruction: Enter code from table 5-2.

Report Item 41: Diagnosis

Instruction: For VSI, SI, and SPECAT patients enter complete diagnosis (to include all injuries or ailments) in nontechnical language. Do not use medical abbreviations. The description of injuries will include causes and circumstances. The information reported is subject to extensive scrutiny by the NOK and their family physician. Be certain to report complete information and proper identification, such as to right or left. If there are burns on face, so state.

Report Item 42: Place hospitalized

Instruction: Enter both the hospital identification and the hospital location.

Report Item 43: Complete mailing address

Instruction: Enter the complete current mailing address of the reported person, to include ZIP code or APO.

Report Item 44: Medical progress and prognosis

Instruction: Enter the code from table 5-2 that reflects the person's medical progress. Also enter a detailed narrative statement (para 4-14) indicating the medical progress, dates placed on or removed from the VSI or SI list, period of hospitalization, evacuation plans, etc. On all VSI reports include a statement as to whether the SM is or is not on life support and the type (such as respirator). Include name and commercial phone number of attending physician.

Report Item 45: Survivor assistance to be

furnished by reporting command
Instruction: Enter "YES" or "NO." If yes, enter name, complete mailing address, and duty and home telephone numbers of the survivor assistance officer (SAO.)

Report Item 46: PEBD/BASD

Instruction: Using the format shown in item 11, enter the person's pay entry basic date (PEBD) followed by his or her basic active service date (BASD).

Report Item 47: Religious preference

Instruction: Enter the specific denomination as stated in personnel records. If none, state "NONE STATED."

Report Item 48: Received religious ministrations

Instruction: Enter "YES," "NO," or "UNK."

Report Item 49: Decorations and awards

Instruction: Enter all decorations and awards, using the abbreviations found in AR 310-50.

Report Item 50: Officially recommended or selected for promotion

Instruction: Enter "YES," "NO," or "UNK."

Report Item 51: Date recommended or selected

Instruction: For 0-1's, 0-2's, W-1's, and W-2's, enter the date of the DA Form 78 (Recommendation for Promotion of Officer) (AR 624-100). For enlisted personnel, enter the date of the approved selection list on which the person's name appears or the date recommended by his or her commander (For E7 to E9, include the sequence number.)

Report item 52: Rank to which recommended

Instruction: Enter the specific rank to which recommended.

Report item 53: Held higher rank or grade
Instruction: Enter "YES" or "NO." If yes, state highest rank or grade held and branch and dates during which grade was held.

Report item 54: Servicemen's Group Life Insurance (SGLI) data and DD Form 93 with VA Form 29-8286

Instruction: Enter amount of SGLI in force, beneficiary designations, and settlement options, if any. Enter date forms were forwarded to HQDA (DAPC-PEC) and date of forms. Enter dates and periods of time lost due to AWOL during current period of enlistment (for enlisted personnel) or tour of AD (for officers). Such periods will include military and civilian confinement. If there is more than one period, separate them with semicolons. If the person was scheduled for AT, ADT, IADT, ADS, SADT, or IDT, enter the inclusive dates (and times for IDT).

Report item 55: Death gratuity data

Instruction: Enter appropriate code from table 5-2.

Report item 56: Line of duty status

Instruction: Enter "DANDY" if no investigation is required; otherwise enter "DOUBT."

Report item 57: Date-time group of death

Instruction: Enter the date-time group of death using local time.

Report item 58: Place of death

Instruction: Enter city and State or country where death occurred. If death occurred in a hospital, include the name and location of the hospital.

Report item 59: Cause of death

Instruction: Enter the specific medical diagnosis and cause of death, using diagnostic nomenclature. In cases where the person was previously reported as wounded, include a notation to that effect. If an autopsy is being performed, indicate the name and address of the medical treatment facility performing the autopsy.

Report item 60: Status of remains

Instruction: Enter the code from table 5-2 that reflects the status of the remains. If member dies overseas and remains are in custody of local national authorities, show this fact in item 61. Also show anticipated date the remains will be under US military control.

Report item 61: Remarks

Instruction: Use this item for reporting data not recorded elsewhere. If none, so state. Include any information needed to clarify preceding items; to explain corrections or additions; for requesting an invitational travel order (ITO); to report other persons involved in the same incident; to advise whether the remains are pending positive individual

identification, and so on. (For family members, indicate if sponsor desires notification.) If the SM is not married, include the birth dates of both parents if available. If the report is on the death of a general officer in active service, a retired general officer or lieutenant general, or an SM who holds or has held the position of Sergeant Major of the Army, include date, time, and location of funeral; date, time and location of interment; a statement that surviving NOK information on the DD Form 93 is correct; the PNOK's desires regarding expressions of sympathy, contributions, or memorials; and a statement that PNOK does or does not consent to release of preceding information in an HQDA Army-wide message, announcing the death of the concerned person. If noncombat death and medical authorities cannot determine that death resulted from natural causes, state name, address, and telephone numbers of CID activity that was advised of the death.

5-4. Reporting persons away from their station of assignment

When a person becomes a casualty while away from his or her permanent station (such as away on leave), the CAC in whose area the casualty occurs will submit the casualty report. Since the CAC may not be able to supply all the required items of information, the following instructions apply:

a. An INIT casualty report containing the items of information available will be submitted to the—

(1) Normal addressees (table 5-1).

(2) CAC responsible for the area in which the person's permanent station is located.

(3) Commander of the person's permanent station.

b. Upon receipt of the casualty report, the CAC responsible for the area in which the person's permanent station is located will obtain personal data from his or her commander. The CAC will then submit that data, in the form of a SUPP report, to the original addressees and to the CAC that submitted the INIT casualty report.

c. The CAC that submitted the INIT casualty report will monitor the case to ensure that a SUPP report is submitted.

5-5. Reporting members of other U.S. Armed Forces

When a person from another Service becomes a casualty and the sponsoring Service is not nearby, the command who would submit a report for Army personnel will handle the initial reporting. The format for these reports is the same as when reporting Army personnel. However, the commander will include the title of each item of information in the report (table 5-3) since the other Service may not have a copy of this regulation. The commander will address the reports for the Service as follows and include HQDA (DAPC-PEC) as an information addressee:

a. For the U.S. Air Force—AFMPC/DPMC Randolph AFB TX and HQ AFMPC/Lowry AFB CO/RPBC.

b. For the U.S. Navy—Commander, Naval Military Personnel Command, ((NMPC-122/NMPC-672), 122/(NMPC-122/NMPC-672), -672), WASH DC.

c. For the U.S. Marine Corps—CMC WASH DC (MSPA-1).

d. For the U.S. Coast Guard—Commandant, US Coast Guard, WASH DC/G-PS-1/WASH DC/G-PS-1/TP 41.

5-6. Joint Service casualty alert message (report)

When casualties occur in a situation involving personnel of more than one Service, an "IMMEDIATE" precedent Joint Service casualty alert message will be transmitted by the local command authority of the Service operating or controlling the equipment, installation or unit to the casualty's parent Service in the format prescribed in figure 5-5.

5-7. Reporting deaths of foreign personnel in the continental United States

a. *Personnel of allied governments.* When personnel of allied governments die in CONUS, the commander in the area where the casualty occurred will provide the responsible CAC the information needed to prepare the casualty report. The CAC will submit the report to HQDA (DAPC-PEC). HQDA (DAPC-PEC) will relay the casualty information to HQDA (DAMI-FLP), WASH DC 20310.

b. *Foreign military trainees.* When a foreign military trainee under the Security Assistance Training Program dies in CONUS, the casualty will be reported per AR 12-15, paragraph 2-17.

5-8. Reporting deaths of civilians residing overseas

CACs (except those in Hawaii, Alaska, and Puerto Rico) will provide copies of all INIT casualty reports for deaths only to the nearest American embassy or consulate. These reports will be submitted for the personnel listed in paragraph 3-5i through o, their family members, and the family members of AD personnel.

5-9. Reporting Army general officers and sergeants major of the Army

a. Casualty reports on personnel in the categories below will have additional information (b below) included in item 61, Remarks, of the casualty report. HQDA (DAPC-PEC) will use this information in an Army-wide message announcing the death of these personnel.

(1) Any general officer in active service, or a general or lieutenant general in a retired status.

(2) Any past or present Sergeant Major of the Army.

b. the additional information required will be as follows:

(1) Date, time, and location of funeral.

(2) Date, time, and location of interment.

(3) Statement that the surviving NOK identified on DD Form 93 (Record of Emergency Data) (chap 13) is correct. If the identified NOK is not correct, the correct information will be furnished in item 61, Remarks.

(4) The PNOK's desires concerning expressions of sympathy, contributions, or memorials.

(5) Statement that the NOK does or does not consent to release of the preceding information by HQDA (DAPC-PEC) in an Army-wide message announcing the death of the person concerned.

c. The INIT report will not be delayed if this information is not immediately available, but a SUPP report will be submitted as soon as this information is available.

Chapter 6 Casualty Reporting Under Specified Circumstances

Section I Special Interest Casualty Matters

6-1. Description of special interest casualty matters

Certain casualty matters, because of the nature of the incident or because of the person involved, generate unusual interest. The following casualty incidents have been designated as special interest casualty matters:

- a. Multiple casualty events.
- b. Unique or bizarre incidents resulting in a casualty that can be expected to generate news interest.
- c. Any casualty incident involving a person subject to special interest (except when the person received outpatient treatment for an illness and was not held for observation). Persons subject to special interest include—

- (1) AD general officers and general officer designees.
- (2) Retired general officers.
- (3) Officers commanding battalions or units of similar size and responsibility in hostile fire areas.
- (4) Field grade officers in advisory positions in hostile fire areas.
- (5) Past or present Sergeants Major of the Army.
- (6) Any Government official or public figure who becomes a casualty while under Army sponsorship.
- (7) Returned prisoners of war on AD.
- (8) Other persons who have been identified by HQDA (DAPC-PEC) as subject to special interest.

6-2. Reporting special interest casualty matters

a. Immediately upon receipt of information concerning a special interest casualty matter, the responsible reporting commander will relay all available information by the fastest possible method (normally telephone) to HQDA (DAPC-PEC). This advance report is designed primarily to alert casualty personnel of the casualty incident.

It will not be delayed pending accumulation of complete and detailed information.

b. Unless advised otherwise, all STACH and SUPP reports pertinent to special interest casualty matters will be relayed by the fastest possible method (normally telephone) to HQDA (DAPC-PEC).

c. PROG reports will be required every 5 days, even though the patient is not listed in the category of SI. The submission of these PROG reports may be terminated after the third report, unless otherwise indicated by HQDA (DAPC-PEC).

d. An abbreviated casualty report may be submitted on persons subject to special interest (para 6-1c). As a minimum, the abbreviated report will include the name, rank, SSN, and organization of the person and the circumstances surrounding admission to the hospital (including dates and times). It will also contain hospital diagnosis, place hospitalized, and the name, relationship, and address of the NOK who have been or are to be notified. When a person subject to special interest is placed on the VSI, SI or SPECAT list, chapter 5 will apply. In these cases, a casualty report will be submitted containing all information required in table 5-4.

e. Additional reporting requirements for special interest casualty matters are as follows:

- (1) All telephonic reports will be confirmed by electrical message.
- (2) All reportable persons involved in a multiple casualty event will be reported, regardless of desire or severity of the illness or of the wounds or injuries sustained.
- (3) Decisions by persons not to have their NOK notified will not be honored, unless overriding considerations exist concerning the health and well-being of either the reported person or his or her NOK.
- (4) If HQDA (DAPC-PEC) considers it appropriate, it may direct that the NOK of the person involved in special interest casualty matters be notified without regard to normal hours of notification.

Section II Casualty Reporting Duties During Civil Disturbances

6-3. Responsible reporting organizations

- a. *Major commands.*
 - (1) The CAC in whose area the civil disturbance occurs will assist the task force commander in all aspects casualty reporting. They will monitor all casualty reports received from the task force commander and process these reports as required in paragraph 6-5.
 - (2) Major commanders from whose area Active Army personnel are deployed will provide the task force commander with trained personnel to perform the casualty reporting functions.
- b. *Installations.* Installation commanders from which Active Army units and/or personnel are deployed will process casualty reports per paragraph 6-5.

c. *Task forces.* Task force commanders will establish a casualty reporting unit as an integral organizational element of the task force. This duty will involve—

(1) Instituting effective procedures to make sure the casualty information flows quickly from elements of the task force to the task force casualty reporting unit.

(2) Establishing immediate communication for casualty reporting purposes. This communication will be established with the commander in whose area the task force is deployed, the commander from whose area Active Army personnel are deployed, and the home unit commander of National Guard and Reserve personnel.

6-4. Categories of casualties to be reported during a civil disturbance

A casualty report is required when either ARNG personnel called into active Federal service or Active Army or USAR personnel deployed with the task force or located in the task force's area of operation are—

- a. Dead.
- b. In a missing status (that is, in one of the categories of the Missing Persons Act).
- c. VSI or SI.
- d. Injured or wounded (regardless of degree of severity) as a direct result of sniper fire, mob action, or individual rioters.
- e. In an unknown or undetermined status.

6-5. Reporting procedures

- a. *AD personnel.*
 - (1) When reporting AD personnel, the task force commander will telephonically report the casualty to the installation commander from which the person was deployed. This telephonic report will be confirmed by electrical message.
 - (2) The installation commander will obtain the required personal information and provide the CAC commander with the information to prepare a casualty report.
 - (3) The CAC commander will then submit the casualty report to HQDA (DAPC-PEC). Information copies will be provided to the commander in whose area the installation is located, the commander in whose area the disturbance is occurring, the unit commander of the person, and the task force commander.

(4) The installation commander will notify the NOK according to chapter 7.

- b. *ARNG and USAR personnel.*
 - (1) Reports on ARNG and USAR members called into active Federal service will be submitted as follows:

(a) The task force commander will telephonically report the casualty to the member's home unit commander. The unit commander will obtain the required personnel information and submit a telephonic report to the CAC commander in whose area the disturbance is occurring. Telephonic reports will be confirmed by written message using the quickest means.

(b) The CAC commander will submit a casualty report to HQDA (DAPC-PEC)

and will notify the NOK according to chapter 7. The State Adjutant General will be an information addressee on all ARNG casualty reports submitted to HQDA.

(2) Extreme caution must be exercised during the initial 24-hour period after ARNG personnel are called into active Federal service. Casualties sustained while ARNG personnel were under State control, but are reported after the ARNG is called into Federal service, must be reported through ARNG channels. However, all questionable casualties in terms of time of the incident will be reported through Active Army channels.

6-6. Statistical data

The task force commander will compile, record, and develop statistical data on all casualties. The casualties will be listed by type (dead, missing, or wounded), to include those that are nonreportable. The recording of statistical data will commence when the operation starts and will continue until the operation ends. The recorded data will be kept readily available for reporting when requested by HQDA (DAPC-PEC). The information will be available to other commands on a need-to-know basis.

Section III

Casualty Reporting Under Other Specified Circumstances

6-7. Casualty reporting during hostilities

Commanders will prepare and periodically review procedures for casualty reporting to determine how effective and responsive these procedures will be during hostilities. Plans for a casualty reporting system during hostilities must include and provide for—

a. A method of collecting casualty data within the area of operation. The method will include using DA Form 1155 (Witness Statement on Individual) and DA Form 1156 (Casualty Feeder Report).

b. A means of verifying the casualty status of a person by comparing casualty information with military personnel records. Such records include DD Form 93, strength reports, military police and straggler reports, prisoner of war (PW) reports, medical treatment facility admission and disposition reports, graves registration and mortuary interment reports, and intelligence information reports.

c. A mass casualty reporting system.

d. The maintenance of a master casualty file.

e. The maintenance of statistical data on casualties.

f. The preparation of letters of sympathy, condolence, and concern.

g. The timely determination of line of duty status for nonbattle casualties.

h. The disposition of personnel records.

i. The provision of cutoff and disposition instructions for casualty files (AR 340-18-7).

6-8. Casualty reporting during movement by military air or sea to or from overseas commands

Casualties occurring in the air or at sea while traveling to or from an overseas command will be reported by the commander responsible for submitting casualty reports per NAVMILPERMAN 15560 or AFR 30-25 and under the regulations of the governing Service. If an Army member becomes a casualty, the commander is required to transmit the report by an "IMMEDIATE" precedence message to CDR, MILPERCEN ALEX VA//DAPC-PEC//

6-9. Casualty reporting during field exercises

a. *Actual casualty reports.* When maneuvers or major exercises of division-size or larger units are conducted, the maneuver or exercise director or the designated Army representative will establish a central agency. This central agency will prepare and process for the responsible CAC the reports on actual casualties incurred during the exercise.

b. *Simulated casualty reports.* Simulated casualty reporting during field exercises is essential as a training device that adds depth and realism to command exercises. Special care and handling of such simulated reports are required to insure that exercise messages remain within the exercise channels. AR 105-31, paragraph 2-44, will be closely followed.

6-10. Casualty reporting during an attack on the continental United States

a. When the military is employed to support civil defense operations, the proper CAC commander will send civil defense reports to the Commander, U.S. Army Forces Command, Fort McPherson, GA 30330 (AR 500-70). These civil defense reports will include the number of casualties of both military and civilian personnel.

b. The CAC commander will send the casualty information required by this regulation to HQDA (DAPC-PEC) and other designated headquarters, by any means, as soon as the tactical situation permits.

6-11. Reporting the death of enemy prisoners of war in U.S. Army custody

The camp commander, hospital commander, or other officer charged with the custody of the enemy prisoner of war (EPW) before the EPW's death will comply with AR 190-8.

6-12. Casualty reporting of civilian internees in U.S. Army custody

When a civilian internee in U.S. Army custody dies or becomes seriously ill because of injury or disease, the camp or hospital commander will comply with AR 633-51.

Chapter 7 Notification of Next of Kin (NOK)

Section I Identifying NOK, Responsibility for Notification, and Personnel Resources Used

7-1. Manner of notifying NOK

The NOK will be notified promptly in an appropriate, dignified, and understanding manner. (See DA Pam 608-33, fig. 2-1, for guidance on making personal notifications.)

7-2. Identifying NOK to be notified

The SM has on file a completed DD Form 93 listing certain NOK. These NOK will be notified if the SM dies, is missing, or unable to express his or her desires after becoming ill. However, if the SM is SI or VSI and is responsive, he or she should be asked whether those NOK listed on DD Form 93 should be notified. Follow the SM's desires unless circumstances dictate otherwise.

7-3. Responsibility for notification

a. The primary responsibility for notifying the NOK rests with one of the persons listed below when the casualty occurs in their area of responsibility.

- (1) Casualty area commander.
- (2) Major overseas commander.
- (3) Senior Army representative.

(4) State Adjutant General (for ARNG personnel when death occurs during IDT (chap 12).

b. When the casualty occurs in a CAC's area but the NOK resides in another CAC's area, the casualty information required to make personal notification will be re-assigned telephonically between the two concerned CACs.

c. When the casualty occurs in CONUS and the NOK resides OCONUS, the casualty information needed to notify the NOK will be sent by immediate message to HQDA (DAPC-PEC). HQDA (DAPC-PEC) will then assume responsibility for notifying the NOK residing OCONUS and for requesting disposition instructions for the remains. (See para 20-10 for information on sending these disposition instructions to the installation concerned.)

d. When the casualty occurs overseas and the NOK resides in CONUS, the responsible overseas CAC commander or senior Army representative, as appropriate, will send the casualty report by immediate message to HQDA (DAPC-PEC). HQDA (DAPC-PEC) will then assume responsibility for notifying the NOK.

e. When the casualty occurs in one overseas command and the NOK resides in a different overseas command, the CAC commander or senior Army representative in the command where the casualty occurs will send the casualty report by immediate message to HQDA (DAPC-PEC). HQDA will then assume responsibility for notifying the NOK and for requesting disposition instructions for the remains. (See para 20-10 for information on sending these disposition

instructions to HQDA (DAPC-PED) ALEX VA 22331-0400.)

f. When 4 hours have lapsed with no indication that the NOK has been notified, follow-up action will be taken. The commander responsible for notification will explain to HQDA (DAPC-PEC) the reason for the delay and describe those actions that have been initiated to preclude further delays. The time limits established for notification may have to be adjusted due to distances involved or other conditions, such as adverse weather.

7-4. Selecting casualty notifiers

a. With a few exceptions (b and c below), all officers, warrant officers, and senior enlisted personnel in grades E7, E8, and E9 may be used to notify NOK. (This group may include personnel assigned to DOD or joint agencies and activities, USAR advisers, ARNG advisers (with the concurrence of the responsible State Adjutant General), and ROTC instructors.) As much as possible, officers will be used as the designated representatives of the Secretary of the Army in personally notifying NOK. When officers cannot be used, senior enlisted personnel in grades E7, E8, and E9 will be used. The grade of the notifier will be at least as high as that of the casualty. When the PNOK is also a SM, the rank of the notifier will be at least as high as the PNOK's.

b. The personnel listed below may not be used as notifiers.

(1) Persons assigned to the U.S. Army Recruiting Command and U.S. Army Military Enlistment Processing Command (except from personal notification only).

(2) Students at military or civilian schools.

(3) Military intelligence personnel and other personnel whose duties do not require them to wear the uniform.

(4) Chaplains (precluded by AR 165-20). However, this policy does not preclude chaplains from accompanying the notifier to provide solace to the bereaved NOK when needed.

c. Members of the Army Medical Corps may notify the NOK when the NOK is present at the place of death. However, these members will not be used otherwise in the personal notification system, except under unusual circumstances or as outlined in paragraph 7-20. Medical Service Corps officers may be used, except those precluded in AR 40-1, paragraphs 2-3 and 2-16.

Section II

Notifying NOK of Deceased and Missing Personnel

7-6. NOK to be notified

Personal notification will be made to the PNOK and SNOK of all deceased and missing persons for whom casualty reports are required (para 3-2), except for the NOK of separated personnel. Personal notification will be made to the PNOK of separated and retired personnel only when these personnel

become a casualty overseas and the PNOK is located in CONUS, or vice versa.

7-6. Notification information

The notifier will pass to the NOK the information contained in items 31 through 44 of the casualty report. However, judgment will be exercised to preclude passing gory or embarrassing details. When additional information is required (such as an unknown address of another NOK), the initial notifier will attempt to obtain the required data.

7-7. Known medical condition of NOK

If an NOK has a known condition that could require the presence of a physician during notification, the following guidelines apply:

a. The family physician should be consulted first, and notification should be made in the manner recommended by him or her. Also, the family physician may accompany the notifier. If the family physician cannot be identified, any physician licensed to practice in the area where notification is to be made may accompany the notifier.

b. An Army physician will not accompany the notifier in these cases. However, an Army physician may be consulted for advice if he or she has been treating the person to be notified.

7-8. Hours of notification

Notification will be made with urgency. Except when the NOK is physically present at the place of death, personal notification will be done during the local time periods from 0600 hours to 2200 hours. However, notification between HQDA and other commands will be on a 24-hour-a-day, 7-days-a-week basis. This basis will provide enough time to relay instructions and to select an Army representative to conduct the personal notification to the NOK.

7-9. Method of passing casualty information

a. Method of communication.

(1) *In CONUS.* In CONUS, telephones will be used exclusively to hasten the dissemination of casualty notification information to and from HQDA, CACs, and CONUS installations. The Automatic Voice Network (AUTOVON) will normally be used; however, if delay is experienced, commercial facilities will be used.

(2) *Overseas areas.* Telephones will be used between commanders, when possible, to insure rapid dissemination of casualty notification information. Electrically transmitted messages may be used when telephonic communication is not available.

b. *Proofing casualty information.* During telephonic communication, the receiver of the information will read it back and will spell phonetically the names and addresses to prevent errors.

7-10. Personal notification

a. The PNOK, children not residing with the PNOK, children by a previous marriage, parents, and beneficiaries listed on the

DD Form 93 will be personally notified. If the sponsor and the family member become casualties at the same time and are unable to express their desires, the NOK of the family member and the sponsor will be personally notified.

b. The PNOK will always be notified first unless all efforts to contact or locate him or her have been unsuccessful. Then the SNOK will be personally notified and asked the whereabouts of the PNOK.

c. The SNOK who resides near the PNOK will be personally notified by the same representative.

7-11. Conflicting evidence

If, after notification, evidence is presented that casts doubt on a report of death or missing status (such as a letter from the person dated after the date of the casualty incident), an immediate telephonic inquiry through casualty reporting channels will be made and confirmed by electrical message. The command in which the casualty occurred will verify the person's status and will provide an explanation through casualty reporting channels. The NOK will be advised personally of the results of the inquiry.

7-12. Written notification to the secondary next of kin

When the sponsor of a deceased child wants his or her in-laws or grandparents notified of the death, or when the SM specifically asks that a person be notified other than the PNOK or those listed in paragraph 7-2 above, notification will be made by telegram, mailgram, or certified or similarly controlled letter. To accomplish this, a commercial telegram or mailgram will be filed at the nearest access point. In overseas areas where no dependable commercial telegraph system exists, a certified or similarly controlled letter will be sent. The commander or the commander's designated representative will sign this letter.

7-13. Confirming personal notification

a. Except when the NOK was physically present at the place of death, every personal notification will be promptly confirmed using a commercial telegram or mailgram (figs 7-1 and 7-2). Parents living together will receive only one confirmation message.

b. A firm 45-day address for the NOK will be verified by the notifier to insure that the confirmation message and other correspondence will be properly addressed. If an address cannot be obtained, the notifier will report this fact to the CAC directing notification.

c. The confirming message will be sent by the organizations or persons listed below.

(1) CONUS casualties, the CAC commander in whose area the casualty occurred will send the confirming message.

(2) When the NOK is located overseas, the MACOM or senior Army representative will send the confirming message.

(3) When the NOK is in CONUS and the casualty occurred overseas or vice versa,

HQDA (DAPC-PEC) will send the confirming message.

d. Under no circumstances will a confirming message be sent to the NOK until verification has been received that the NOK has been personally notified.

e. A confirming message to the PNOK will not be delayed, except when parents live together and only one parent has been personally notified. In these instances, since only a single confirming telegram is sent, it will be delayed until the other parent has been notified.

f. In overseas areas where a dependable, commercial telegraph system is not available, confirming messages may be mailed. These messages may be sent by a certified or similarly controlled letter signed by the responsible commander or a designated representative. If the NOK will depart from the overseas command within 7 days, this type of confirmation is not necessary.

g. If a confirming message is sent and factual information is later received that differs from that provided to the NOK, personal notification of these facts will be made and followed by a confirming message.

7-14. Deviations from prescribed procedures in notifying NOK

a. It is important that the NOK be spared the shock of learning unofficially of the casualty through public information sources. Therefore, the following deviations from prescribed procedures will apply:

(1) When a danger exists that specific casualty information may be released by the news media before the NOK can be personally notified (due to time and distance), the commander responsible for notification may make exceptions to insure the PNOK is notified. These exceptions may include lifting the restriction on hours for notification (para 7-8), using the telephone or telegram for notification, and so on.

(2) When there is a strong likelihood that the NOK may learn of the casualty through unofficial sources due to a delay in reporting, the responsible commander may approve telephonic or other means of notification to the NOK.

b. When an SM dies in a hospital, the hospital commander will use the specific notification procedures requested by the NOK who is present at the time of death.

7-15. Adverse medical reaction caused by notification

Should an NOK suffer an adverse medical reaction that is directly attributable to a casualty notification, PROG reports will be required.

a. If an NOK is hospitalized, a daily status report will be required until the person is released or until HQDA advises otherwise.

b. If an NOK is treated by a physician, but remains at home, a onetime status report will be required within 24 hours. Should the NOK's condition worsen and hospitalization becomes necessary, daily status reports will be submitted as in a above.

7-16. Action when the NOK cannot be determined or located

If there is no record of a person to be notified and the NOK cannot be determined locally, any information that may help in finding the NOK will be immediately relayed to HQDA (DAPC-PEC).

Section III Notifying the NOK of Reportable Wounded, Injured, or Ill Personnel

7-17. NOK to be notified

NOK of the following categories of wounded, injured, or ill personnel will be notified.

- VSI.
- SI.
- SPECAT.
- Not SI (battle).
- Not SI (nonbattle) and subject to special interest.

7-18. Responsibility for notification

a. Primary responsibility for notification rests with the officials listed below.

(1) In CONUS, it rests with the commander of the military medical facility in which the casualty is located, or with the military commander having administrative responsibility for the nonmilitary medical facility in which the casualty is located.

(2) In overseas commands, it rests with the commander of the major overseas command within whose area of responsibility the casualty is located.

(3) In other areas, it rests with the senior Army representative.

b. When the responsible hospital commander cannot notify the NOK, the casualty information will be relayed to the CAC. The CAC will send a casualty report by immediate message to HQDA (DAPC-PEC). HQDA (DAPC-PEC) will then assume responsibility for notifying the NOK when the casualty occurs in—

(1) CONUS and the NOK to be notified resides outside CONUS, or vice versa.

(2) An overseas command and the NOK to be notified resides in a different overseas command.

7-19. Methods of notification

a. When a person is in a military hospital and classified as VSI, personal notification of the PNOK by the attending physician or appropriate professional members of the hospital staff is encouraged. Sometimes weather, time, distance, and limited resources will require the use of the telephone. In cases where the PNOK is not located nearby, a commercial telegram will be sent from the nearest access point to accomplish initial notification.

b. If a newsworthy person is hospitalized and it is possible that the PNOK may learn of the incident through other than official sources, notification will be made by the quickest means.

c. In all other cases, unless HQDA directs otherwise, the responsible commander will notify the NOK (PNOK and SNOK) by a commercial telegram or mailgram sent

in a timely manner at the nearest access point.

7-20. Notification desires of the casualty victim

a. Since notification normally will not be made to the NOK of persons listed as "not SI (battle)—hospital care not required, treated and returned to duty," these persons may elect, at the time of treatment, to have their NOK officially notified. When this option is exercised, a statement to that effect will be included in the remarks section of the casualty report.

b. A person may list on his or her DD Form 93 the NOK that are not to be officially notified when the person becomes a casualty. This decision will be honored unless the person is subject to special interest (para 6-1), or his or her wound, injury, or illness is so severe that notification appears appropriate.

7-21. Notification Information

The NOK will be notified of the information contained in items 31 through 44 of the casualty report and paragraph 4-10. All facts should be fully disclosed to lessen the concern and anxiety of the NOK. Required SUPP reports and notifications, including PROG reports, will be provided. In addition, HQDA (DAPC-PEC) or the commander responsible for notification will provide the NOK with the telephone number of the responsible office where additional information may be obtained.

Chapter 8 Casualty Assistance Program

Section I General

8-1. Objectives of the program

The objectives of the casualty assistance program are to—

- Assist the PNOK during the period immediately following a casualty.
- Eliminate delay in settling claims and paying survivor benefits to the NOK.
- Assist the PNOK in other personnel-related personal affairs.

8-2. Persons entitled to assistance

a. The PNOK of the persons described below are entitled to an CAO.

(1) All persons listed in paragraph 3-5a through k.

(2) ARNG personnel who die or become missing while on AD during a civil disturbance.

(3) Retired members of the Army in receipt of retired pay who die (para 8-12).

b. While the casualty assistance program provides assistance to the PNOK, advice and guidance may be provided to other NOK based upon the situation encountered. (However, this statement does not mean a CAO will be appointed.) Some of the most

common situations where assistance will be furnished are when—

(1) The children of a deceased or missing SM, but who are not the PNOK, need help.

(2) HQDA issues to ITO to the NOK when applicable (para 8-6).

(3) Separated or discharged persons who die within 120 days after discharge or separation. In this case, assistance is provided only to verify the death and to provide the CAC with the information needed to submit a casualty report.

c. When two or more persons at different addresses should be provided assistance, it may be necessary that more than one commander provide it. Coordination in these cases must be carefully accomplished.

d. When both parents die or are incapacitated or unavailable and their minor children are being returned to CONUS, a responsible person will be designated to accompany the children to their final destination. (See JTR, Vol 1, N6400.)

e. Assistance will not be provided to the NOK of those personnel who die while in a desertion status. However, the NOK will be given a telephone number for a point of contact until the Commander, USAEREC makes the final determination as to whether an person was indeed a deserter. When an AWOL or a desertion determination has been made by the Commander USAEREC and submitted to HQDA (DAPC-PEC), it will be relayed to the appropriate commander in the area nearest the NOK.

8-3. The role of the casualty area commander

a. The CAC in whose area the PNOK is located will extend casualty assistance.

b. The CAC may delegate or assign casualty assistance cases to—

(1) Commanders of his or her command's installations and activities.

(2) Units assigned to other commands within his or her geographic area of responsibility that are located near the residence of the NOK.

(3) USAR component activities.

(4) National Guard advisor groups.

(5) ROTC instructor groups.

(6) USAREC.

(7) Corps of Engineers.

(8) Army personnel assigned to DOD or joint agencies and activities. These personnel may also be used in the casualty assistance program.

8-4. The role of senior Army representatives

When the NOK is located in an area outside the CONUS that is not assigned to any U.S. military command, the senior Army representative will be responsible for casualty assistance under this regulation. Senior Army representatives will develop casualty assistance programs before attempting to meet any specific casualty requirement to prevent delays and the assignment of inexperienced persons as CAOs.

8-5. Assignment and transfer of assistance cases

When the PNOK relocates before casualty assistance actions are completed, the assistance case will be reassigned as stated in a below. The losing CAC responsible for casualty assistance will promptly notify HQDA (DAPC-PEC) concerning such movement.

a. Listed below are actions to be taken when the PNOK moves from a CAC's area of responsibility.

(1) Movement from one area in CONUS to another. In this case, the losing CAC will telephone the gaining CAC and give them the specifics of the case and what assistance has already been rendered. The losing CAC will then send the complete case to the gaining CAC.

(2) Movement from one overseas area to another, from overseas to CONUS, or from CONUS to an overseas area. In this case, the losing CAC will notify HQDA (DAPC-PEC) by telephone before the move and then follow up with a message. The message will include whatever information is necessary to provide a smooth transition in giving survivor assistance to the NOK. Also, the message will include the NOK's time of departure, estimated time of arrival, mode of travel, and address at destination.

b. When assistance will be needed at intermediate points en route to the final destination, the losing CAC will send a message to all persons concerned, giving the NOK's itinerary and the assistance needed. BLUE BARK procedures will be followed when appropriate. (AR 59-120 gives BLUE BARK procedures.)

8-6. Invitational travel orders (ITO) for NOK

a. HQDA (DAPC-PEC) may issue an ITO to the PNOK and one other member of the family of a VSI or injured SM or DOD civilian employee if—

(1) The attending physician and the commander of a medical treatment facility consider the presence of the NOK necessary and will contribute to the recovery of a VSI patient.

(2) The SM is serving an unaccompanied tour.

(3) The SM is hospitalized in an overseas area and the NOK are in CONUS, or vice versa.

b. Other restrictions on issuing ITOs are as follows:

(1) Travel to a hostile fire area will not be authorized.

(2) An ITO request made by a NOK or on behalf of a NOK does not comply with the criteria in a above and will not be favorably considered.

(3) All personnel are cautioned not to commit the Army to issuing an ITO before HQDA approval.

(4) An ITO for NOK of captured, missing, or detained personnel may be approved by HQDA as outlined in DOD 4515.13-R.

c. The CAC will review the request for an ITO to make certain it meets the criteria

in a above. The CAC will then send the request by IMMEDIATE precedence message or telephone (confirmed by followup message) to HQDA (DAPC-PEC). Each request will contain the following information:

(1) The NOK's name, address, and relationship to the patient.

(2) Statement that the attending physician and the medical facility commander deem the NOK's presence to be medically necessary.

(3) Passport and visa requirements for the NOK.

(4) Instructions on what the NOK is to do upon arrival (such as contact the staff duty officer).

(5) Information concerning the availability of Government quarters and dining facilities.

(6) Estimated cost per day for each NOK while they are present in the command.

(7) Type of weather the NOK should expect to encounter and type of apparel to be worn (such as apparel for spring weather or summer weather and so on).

d. Once an ITO is issued, the following restrictions apply:

(1) Government transportation will be provided to the NOK only from the U.S. aerial port of embarkation (APOE) to the overseas aerial port of debarkation (APOD) and return.

(2) All other travel expenses (food, lodging, transportation to APOE or APOD, etc.) must be paid by the traveler.

e. Information on sending and completing reports on NOK travel is listed below.

(1) The appropriate APOE or CAC will send an IMMEDIATE precedence message to the command the NOK will be visiting and include all appropriate information addresses, or the APOE or CAC may telephone HQDA (DAPC-PEC). The message or telephone conversation (FONECON) will announce the NOK's estimated time of arrival (ETA), estimated time of departure (ETD), and all other pertinent flight information. If a FONECON is used, HQDA (DAPC-PEC) will inform the command and other necessary activities the NOK will visit.

(2) The date of the NOK's arrival in the overseas command will be included in the first PROG report following arrival. Subsequent reports will include the fact that the NOK remains in the command. The departure of the NOK will be reported in the next PROG report following the departure.

8-7. Casualty assistance kits

a. In attempting to standardize the handling of casualty assistance, each command will prepare reference kits and keep them up to date. These kits will include—

(1) A standing operating procedure.

(2) A copy of DA Pam 608-33.

(3) The location of the nearest VA and Social Security Administration offices.

(4) Telephone numbers of operating officials who coordinate and provide information on all aspects of the casualty assistance program.

b. The required publications and forms listed in appendix A may also be included in these kits and made readily available to the CAO.

c. When providing assistance to the NOK of missing persons, the CAO, or the PSAO should include in the reference kit a list of the services to be provided by and the locations of the nearest Army Community Services Center and the American Red Cross and information concerning Public Health Center operations.

Section II Assistance to the NOK of Deceased Individuals

8-8. Role of commanders

Commanders who have been delegated to furnish casualty assistance will—

a. Appoint an CAO from assigned Army Personnel.

(1) This CAO will be knowledgeable, competent, dependable, sympathetic, and, if possible, able to speak the same language as the PNOK. If possible, individuals selected should approximate the following qualifications:

(a) Be a mature individual with six or more years of service.

(b) Officers should be Captains or higher and NCO's should be grade E-7 or higher.

(c) Notifiers will be of equal or higher rank than the deceased (or the spouse, if also a military member).

(d) Civilian personnel or retirees will not be used as CAOs.

(e) Be of similar military background as the deceased, especially when death is mission or training related.

(f) Possess neat, military appearance and bearing.

(g) Be released from conflicting duties and/or requirements.

(2) Personnel used in the personnel notification system (para 7-4) may also be used as CAOs, except for personnel listed in paragraph 7-4b(2) through (4).

(3) Upon receipt of notification of the death of active or retired 4-star general officer, appoint an active duty General Officer to serve as the CAO. Exceptions may be granted only when it is clearly not feasible to appoint an active duty general officer.

(4) Selected senior noncommissioned officers (NCOs), except for those assigned duties as "on production" recruiters and guidance counselors (not career counselors), may be used as CAOs for the NOK of enlisted personnel when death gratuity payment is paid by check. When death gratuity is to be paid in cash, the CAO must be a commissioned officer or warrant officer appointed as a class A agent to the appropriate FAO. NCOs cannot be appointed as class A agents.

.. Ensure that each CAO is thoroughly briefed on his or her responsibilities, as well

as the specifics of the particular case he or she is handling.

c. Notify the Chief, Claims Division, Centralized Pay operations, U.S. Army Finance and Accounting Center, Indianapolis, IN 46249, by telephone or by priority message when maximum partial gratuity payment cannot be made by the CAO or the FAO. When this notification is necessary, it should be given within 72 hours after the initial notification to the NOK or within 72 hours after the authorization to effect payment, as appropriate.

d. Ensure that the casualty office serves as the controlling activity for all casualty matters. This office will provide counseling and assistance to survivors of AD and retired personnel and to AD SMs when a family member dies (para 8-2).

e. Ensure that escorts for the NOK are briefed on their responsibilities and duties outlined in AR 59-120.

8-9. Role of the casualty assistance officer

a. The CAO will assist and counsel the PNOK on matters pertaining to the deceased. The CAO must be completely familiar with DA Pam 608-33. Additionally, the CAO will—

(1) Initiate a DA Form 2204-R (Casualty Assistance Report). This form acts as a checklist of actions to be done and also as a record of when they were accomplished. The completed form also identifies problem areas involved and actions taken to resolve these problems. DA Form 2204-R will be reproduced locally head to head on 8-1/2-by 11-inch paper. A copy for local reproduction purposes can be found at the back of this regulation.

(2) Communicate with the NOK by phone in a sympathetic manner and within 24 hours after initial notification.

(a) The CAO will assure the NOK of the Army's interest in their welfare.

(b) The CAO will briefly explain how he or she will assist the NOK and arrange for a personal visit at the NOK's earliest convenience.

(c) The CAO must closely coordinate with the person making the personal notification if the CAO's first and subsequent contacts with the NOK are to be productive.

(d) The CAO will verify NOK divorce data, if applicable, to include case number, court, judge, date, custody information, grounds, and where the divorce took place (city, county, and State). Verification should be taken from the court decree.

(e) If the notifier was unable to obtain a valid 45-day address of the NOK, the CAO will obtain this information during the initial visit.

(f) Ensure that the NOK are provided a DA Form 5516 (Casualty Assistance Referral Card) prior to leaving on the initial visit. This card will provide the NOK with a written reference as to the name and telephone numbers of their CAO. The DA Form 5516 will be completed by typewriter

or neatly printed in black or blue/black ink to the name, home and duty telephone numbers of the person designated as the CAO. A completed copy of this form can be found at figure 8-1.

(g) The Casualty Assistance Referral Card (DA Form 5516) will be requisitioned by Casualty Area Commands only. Requisitions will be in letter format and addressed to HQDA (DAPE-PEC, ALEX VA 22331-0400).

(3) Determine the immediate needs or problems facing the NOK and render prompt, courteous, and sympathetic assistance. The CAO will direct all inquiries on nonrecovered remains or validity of identification of remains to HQDA (DAPC-PED), ALEX VA 22331.

(4) Advise the PNOK, when the PNOK is a surviving spouse or the designated natural parent(s) when there is no spouse or children, of the payment of a maximum partial death gratuity if any. The CAO will assist in the payment of that gratuity (para 8-10).

(5) Arrange for emergency financial assistance with the Army Emergency Relief or the American Red Cross if needed.

(6) Assist in arranging for military honors for the funeral, if desired by the PNOK.

(7) Ensure that in instances where the decedent was married, that pertinent information regarding the return of the remains, the funeral arrangements, and similar information are being passed to the surviving parents. Information will also be furnished to the decedent's children by a former marriage (or their guardian), and to parents who did not have custody of the decedent, when applicable.

(8) Advise the NOK of monetary and other benefits and entitlements they should file applications for. The CAO will help the NOK to file these applications. The CAO will use local facilities, such as legal assistance or copying equipment, in developing or supporting claims for benefits. When possible, the CAO will accompany the NOK to the Veterans Benefits Office and the Social Security Administration office to discuss survivor benefits.

(9) Advise the NOK that the U.S. Army Finance and Accounting Center will mail claim forms for unpaid pay and allowances, with instructions for completion, to the designated beneficiaries when the beneficiary is not the same as for the death gratuity payment. (When the beneficiary is the same for both payments, instructions in paragraph 8-10 apply).

(10) Counsel NOK who are family members about the period of entitlement for transporting and shipping household goods and about procedures for requesting extension of entitlements (AR 55-46).

(11) Ensure that HQDA (DAPC-PBC) and the CAC are immediately notified of any move being made or contemplated. The CAO will include both the old and the new addresses, with the effective date of the move, in the notification and will record this information on DA Form 2204-R.

(12) Inform HQDA (DAPC-PEC) immediately if the PNOK requests a letter of sympathy for the deceased SM's unit commander in cases when the letter would normally be prepared by another official (para 9-3b).

b. Government vehicles may be used by the CAOs to assist the NOK. The vehicles may be operated beyond the permissible operating distance of the installation, activity or unit providing assistance. Privately-owned vehicles may be used when doing so will avoid undue delay and is more advantageous to the Government.

8-10. Payment of death gratuity and unpaid pay and allowances

a. A beneficiary may be eligible for two payments: one is a death gratuity (DG) and the other is unpaid pay and allowances of the deceased SM. Also, a beneficiary may be eligible for one payment but not necessarily the other. There are special rules for the determination of each category of beneficiary. For further information, consult the DOD Military Pay and Allowances Entitlements Manual (DODPM) (para 40504 for DG and paras 40513 and 40514 for unpaid pay and allowances) or consult the local judge advocate office.

b. DG equals 6 months' basic pay plus incentive and special pay (including proficiency and hostile fire pay). This gratuity will be at the rate that the decedent was entitled to on date of death, but not less than \$800 or more than \$3,000.

c. DG payment will be made by the field FAO when the deceased SM is survived by a spouse and payment is not restricted. (See DODPM, para 40505.) The FAO will also make DG payment when there is no spouse or children and the SM has designated the natural parent(s) as beneficiary. Payment will be made within 72 hours after the initial notification of death or within 72 hours of receipt of authorization, as applicable. Where there is no surviving spouse or designated natural parent, USAFAC will determine the eligible beneficiary and make payment within 45 to 60 days.

d. When practical, payment of the DG will be made directly to the eligible spouse or designated natural parent(s) by the local FAO. The CAO will assist in making this payment. When direct payment is not practical, payment will be made through the CAO as follows:

(1) The CAC in possession of the military personnel record jacket (MPRJ) or PFR will send the DG authorization message by IMMEDIATE precedence to the finance activity located nearest the NOK. This activity could be an Air Force, Navy, or Marine Corps finance or disbursing activity. The CAC responsible for casualty assistance and USAFAC will always be included as information addressees on the message.

(2) If the SM's records are not available, DG authorization must be granted by HQDA (DAPC-PEC) or USAFAC. HQDA (DAPC-PEC) will routinely send

the DG authorization message on overseas cases, when applicable. This message will include data about the basic pay and years of service of the decedent. The data will be used to complete DD Form 397 (Claim Certification and Voucher for Death Gratuity Payments) (AR 37-104-3).

e. In assisting with payment of gratuities, pay, and allowances, the CAO will follow the detailed procedures below.

(1) Give to the Army, Air Force, or Navy FAO serving the area where the NOK is located a duly certified DD Form 397 with blocks 5 through 11, 13, 14, and the claim certification portion of block 18 completed. The DD Form 397 will be supported by copies of the document appointing the CAO as a Class A Agent, if applicable, and copies of the message indicated in *d* above. If funds are to be obtained from the disbursing officer of another Service, the document will also include a statement authorizing the CAO to obtain funds from that Service and the Army DG funds citation.

(2) Obtain from the finance or disbursing officer the gratuity check and the original and one copy of the DD Form 397 for delivery to the eligible payee.

(3) Obtain the required certification and signature on the original and one copy of DD Form 397 when presenting the check to the payee.

(4) Assist in completing parts A and E of SF 1174 (Claim for Unpaid Compensation of Deceased Member of the Uniformed Services) when the NOK is the beneficiary for both the death gratuity payment and the unpaid pay and allowances. Care should be taken by the CAO to have the full address of the beneficiary reflected in Part A1 and both witness sections of Part E properly completed. (The portion of Part E pertaining to funeral expenses is no longer applicable and may be lined through.)

(5) Return to the finance or disbursing officer the signed original and one copy of the DD Form 397, along with the completed SF 1174, if applicable. If the payee does not sign the DD Form 397, the CAO will return the voucher, the check, and a statement describing the details to the finance or disbursing officer for action.

8-11. Assistance at national and post cemeteries

When the remains of an AD Army member are to be interred in a national or post cemetery outside the area of responsibility of the CAO, the CAC where the cemetery is located will be notified. The CAC will insure that a military attendant of at least equal rank to the decedent will meet the NOK or their representatives when they arrive in the city where the cemetery is located.

a. The following information, as a minimum, will be sent promptly to the appropriate CAC with an information copy to HQDA (DAPC-PEC):

(1) Deceased SM's name and grade.

(2) Location of military cemetery.

(3) NOK's mode of travel, to include flight number and so on.

(4) NOK's estimated time and place of arrival.

(5) Accommodation requirements.

(6) Names of NOK arriving for funeral services.

b. The attendant to the NOK will give any needed assistance. This assistance will include but will not be limited to transporting family members, making arrangements for interment, and making or confirming departure arrangements.

8-12. Assistance to the NOK of retired Service members

a. The NOK of retired SMs are entitled to the same casualty assistance as NOK of SMs who die while on AD. However, for the NOK of retired SMs, no death gratuity will be paid, and the costs incurred for the care and disposition of remains of retired members must be paid from private funds (unless SMs are retired and retained as patients (not discharged) in a Government hospital). When a retired SM's death occurs in a foreign country, the American consulate or embassy will be notified of the death. The State Department's consular representative in the country concerned will be the official who assists in the disposition of the remains. The State Department's point of contact in Washington, DC, on such matters is the Special Consular Services.

b. When a commander is advised that a retired person in his or her area has died, the commander will provide an CAO to the NOK. Since information about the death of retired persons is not always timely, it will not always be possible to establish contact with the NOK or to render complete assistance. However, retiree cases will be handled in the same manner as AD death cases. Before appointing an CAO, the CAC may establish telephone contact with the NOK to determine the exact extent of assistance desired. If no assistance is desired, an CAO will not be appointed.

c. For benefits due to the PNOK, the CAO should contact Retired Pay Operations, Dept 92, USAFAC, Indianapolis, IN 46249.

8-13. Assistance to the NOK of civilian employees

Normally, formal casualty assistance is not provided to the survivors of civilians who are the responsibility of DA. Oversea commanders, however, will furnish assistance to the family members of deceased civilian employees within their respective commands. This assistance will not exceed that prescribed in this regulation for military family members. While such assistance will not normally be given after the family members enter CONUS, the responsible commander will transfer the case to the proper CAC so that he or she may furnish pertinent information to the civilian personnel officer at the installation nearest the NOK.

8-14. Disposition of casualty assistance reports

Casualty assistance reports will be forwarded through channels to the responsible CAC or major oversea commander for review and corrective action. Controversial cases and CAO reports that have items of interest will be forwarded to HQDA (DAPC-PEC).

Section III

Assistance to NOK of Missing or Captured Persons

8-15. Taking care of the soldier's family

Assistance to the NOK of missing or captured persons will reflect a continuing concern for the welfare of the NOK.

8-16. Role of commanders in the program

a. CAC commanders and major oversea commanders will maintain a list of the names and addresses of the NOK of missing or captured personnel who desire to communicate with the NOK of other missing personnel in their geographic area (para 8-18b).

b. Commanders who are delegated responsibility for or are assigned assistance cases concerning missing or captured personnel will—

(1) Appoint a CAO from assigned personnel. When possible, the CAO will—

(a) Be a field grade officer, experienced captain, or an officer of any grade who is a member of the bar of a State or has legal training.

(b) Be the most qualified of those persons available to assist and officially represent the NOK.

(c) Have an expected retention in the capacity of CAO of not less than 12 months. Commanders will take every action possible to insure that officers assigned as CAOs are permitted to remain on the case for as long as needed.

(2) Ensure that procedures are in effect to train officers to serve as CAOs and to keep such training up to date. Orientation periods are recommended.

(3) Ensure that the CAO is authorized direct access to the installation staff and, when necessary, to the staff of the CAC or major oversea command concerned.

8-17. Continuity of assistance

When an CAO must be replaced because of reassignment, separation, or extended absence, he or she will accompany the newly appointed officer on the initial contact with the NOK. When possible, a 60-day leadtime is desirable to—

(a) Ensure that the NOK is prepared for the change.

(b) Ensure that the new officer has time to become thoroughly familiar with the case and is ready to continue assistance without interruption.

8-18. Role of the Casualty Assistance Officer

a. The duties and responsibilities of furnishing assistance to the NOK are in addition to the CAO's primary duty; they are time-consuming and involved. Since the CAO's performance in this area has a significant impact on the image of the Army, the CAO should be thoroughly familiar with the contents of DA Pam 608-4 and DA Pam 608-33.

b. In providing assistance, the CAO will—

(1) Be readily accessible, at least by telephone, to the NOK.

(2) Brief the NOK on pay entitlements and accounts. This briefing will be accomplished after the initial contact with the NOK, consistent with the situation and the desires of the NOK. As a minimum, the information contained in DODPM, part 4, chapter 3, should be covered. The CAO may obtain additional information from Chief, Inquiries Division, U.S. Army Finance and Accounting Center, Indianapolis, IN 46249.

(3) Determine if the NOK desires to communicate with other nearby NOK of missing personnel. If so, a list of those other NOK who also desire to communicate will be obtained by the CAO from the CAC, MACOM, or senior Army representative concerned. The CAO will furnish this list to the NOK with whom he or she is dealing. The CAO will advise the NOK that their names and addresses will be added to the NOK list maintained by the major commander.

(4) Each month, personally visit the NOK, unless the NOK stipulate otherwise. The CAO will prepare a DA Form 2204-R following the initial visit to the NOK and after each subsequent visit. He or she will forward the reports to the CAC commander or to the major oversea commander in whose area the NOK is located. If the report contains controversial comments, problems, or significant changes in the NOK's status (such as death of a family member, serious illness, divorce, marriage, or change of address), the CAO will forward it through the CAC, MACOM, or senior Army representative to HQDA (DAPC-PED), ALEX VA 22331-0400, for review.

c. The following procedures will apply for those cases in which POW/MIA remains are being released by government officials of Indochina:

(1) MILPERCEN alerts families telephonically.

(2) A Casualty Assistance Officer (CAO) is appointed immediately by the appropriate CAC after MILPERCEN contacts the family.

(3) The CAO assists the family until the remains are identified.

(4) After identification, the CAO assists with disposition arrangements and/or questions pertaining to burial honors and benefits.

(5) In addition to CAO's assistance, family members are welcome to call the Casualty and Memorial Affairs Operations Center during duty hours (collect (703) 325-7960) if they have need for additional details.

Chapter 9

Preparation of Letters of Sympathy, Condolence, and Concern

Section I

Letters of Sympathy

9-1. Purpose of the letters

The letter of sympathy is designed to extend expressions of sympathy to the PNOK. It is also an instrument that the commander may use to advise the PNOK of the factual, detailed circumstances surrounding the SM's death or missing status.

9-2. Recipients of letters

a. A letter of sympathy will be sent to the PNOK of all deceased military SMs, including those in an AWOL status, except SMs mentioned in c below. The general court-martial authority will determine whether to send a letter to the PNOK of deserters.

b. A letter will be sent to the parents when they are not the PNOK. If they are separated or divorced, individual letters will be prepared and sent to each parent.

c. Letters of sympathy will not be prepared for any NOK who, by his or her presence or through some appropriate source, is fully aware of the circumstances surrounding the casualty. In such cases, a letter of condolence will be prepared (para 9-8 a).

9-4. Preparers of letters

a. The letter of sympathy normally will be prepared by the commander most knowledgeable concerning the person and the circumstances surrounding the casualty. This preparer will usually be the person's unit commander (company, battery, troop, or detachment). However, circumstances may require or even dictate that the letter will be written by someone other than the commander as outlined below.

(1) When an SM dies or becomes missing while in a transient status, the commander responsible for the location where the incident occurred will prepare the letter of sympathy.

(2) When an SM dies in CONUS subsequent to evacuation from an oversea medical facility, the letter of sympathy will be prepared by the commander of the medical facility where the death occurred. If death occurred in a nonmilitary medical facility, the commander having administrative responsibility for that area will prepare the letter of sympathy.

(3) When an SM who is being medically evacuated dies while en route to a CONUS

medical facility, the commander of the losing overseas medical facility will prepare the letter of sympathy.

b. Should the NOK express a desire to receive a letter of sympathy from the decedent's previous unit commander, this information should be relayed to HQDA (DAPC-PEC) for action.

9-4. Procedures for preparing letters

a. When the casualty occurs in CONUS, a letter of sympathy will be written within 24 hours after initial notification is dispatched to the PNOK. The letter will be dated when prepared. However, it will not be mailed until confirmation has been obtained that the NOK has received notification. The preparing commander will coordinate the mailing with the appropriate CAC commander or reporting commander to insure that all aspects of the letter are proper and correct.

b. When the casualty occurs outside of CONUS, the letter will be written within 24 hours after the time of the incident or the time the INIT casualty report is submitted. The letter will be undated when prepared and will not be sent until confirmation is received that the PNOK has been notified. Upon confirmation of notification, the letter will be dated and sent. If this confirmation has not been received within 48 hours after the INIT casualty report is submitted, a telephonic or electronic inquiry will be made to HQDA (DAPC-PEC) regarding the status of the notification action. Before the letter is sent, the preparing commander will coordinate with the reporting commander to insure that all aspects of the letter are proper and correct.

c. See AR 385-95 for the procedures to be followed if the death or missing status resulted from an aircraft accident.

9-5. Content of the letters

Keep letters sincere and in simple language. Show a warm personal interest in the SM and the addressee. Extend condolences and describe the circumstances surrounding the SM's death or missing status. Further details on content are given below. (Sample letters of sympathy are shown in figs 9-1 and 9-2.)

a. Tell the circumstances factually, tactfully, sympathetically, and logically. Besides supplying enough facts to answer questions that the family would normally ask, give pertinent facts that would in some way comfort the NOK. These facts may include saying the SM did not suffer, the SM received the last rites of his or her faith, and memorial services were held. When appropriate, information concerning the SM's work and efficiency and his or her adaption to Service life may be added. A statement about the collecting, safeguarding, and disposing of the SM's personal effects may be included, provided the NOK is informed that the effects will be sent to the person authorized by law to receive them (PART FOUR). Avoid unfitting compliments and

ghastly descriptions. Do not send photographs depicting casualties. Photographs and a tape recording of the memorial services may be included.

b. In cases of death from hostile action and cases of missing in action, provide facts describing the combat operation or action and other circumstances concerning the SM's status, when security restrictions permit. Include details concerning the date, geographic location, and type of action. Carefully describe how the incident occurred and, if appropriate, show that medical aid was immediately available. State what the combat action accomplished if significant results were obtained, and described the contribution of the SM in this and other actions.

c. Take care when describing a missing case to avoid statements that will cause the NOK to lose all hope for the SM's return. Also take care to keep the NOK from becoming overly optimistic about the SM's return.

d. Ensure that information in the letter does not conflict with data previously provided in a casualty report. If information provided in a casualty report is later determined to be incorrect or incomplete, submit a SUPP report to HQDA (DAPC-PEC) before sending the letter of sympathy.

e. Do not state that the SM is being or has been recommended for a posthumous promotion, decoration, or award.

f. Ensure that letters to members of the same family agree on circumstances surrounding the casualty, but change them somewhat so each is personalized.

g. When full and accurate details cannot be furnished to the NOK until a thorough investigation or inquest has been conducted, prepare interim letters of sympathy.

(1) Send interim letters every 4 to 6 weeks, giving whatever facts are available; send letters sooner if significant facts are developed. Advise the NOK that they will be informed as soon as the full facts are known. CAC and major overseas commanders will insure that these followup letters are sent promptly for death cases. HQDA (DAPC-PEC) will keep the family informed of the facts on missing persons.

(2) When no additional facts are available and it cannot be determined when such facts will become available through investigations, sending interim letters of sympathy would no longer be required. However, in the last interim letter, a paragraph should be included assuring the NOK that they will be notified immediately upon receipt of any additional facts.

h. Do not use terms or abbreviations that are used predominately by the military. (For example, 1300 hours should be expressed as 1 p.m.). Avoid the use of the terms "line of duty" and "misconduct." Writers and reviewers will make certain that the details given in each case agree with the findings of an investigation if one was conducted.

i. In cases of homicide or suicide, include a brief, carefully worded statement of the

circumstances of death. Write this statement so that the addressee will not misconstrue the cause and manner of death. Be factual about the cause of death, but do not supply information that will reflect unfavorably on the decedent unless needed to explain the cause of death.

j. Do not include statement that might be the basis for a claim against the Government or another agency or person. Also, avoid disclosing information that is prohibited by security regulations.

9-6. Reviewing the letters

The general court-martial authority will ensure that the letter of sympathy is reviewed for compassion, clarity, accuracy, and completeness before it is sent. When letters of sympathy are not prepared by the CAC, the preparing command will provide the CAC with an information copy of the letter.

Section II

Letters of Condolence and Concern

9-7. Purpose of letters of condolence

These letters will be used to convey condolence on a person's death. However, the letter will not describe the circumstances surrounding that death. (A sample letter of condolence is shown in fig. 9-3.)

9-8. Preparers of letters of condolence

a. Commanders who would normally send a letter of sympathy will send a letter of condolence when the NOK—

(1) Was present at the time of death and knows the circumstances first hand.

(2) Has been provided the details by some appropriate authority such as the local police.

b. Appropriate commanders in the chain of command (other than the commander writing the letter of sympathy), medical facility commanders, and chaplains, while not required to prepare letters of condolence, may do so.

c. An immediate commander (particularly overseas where retirees, family members, and DA civilian employees are part of the military community), may send a letter of condolence to the NOK of a family member or DA civilian employee who dies within his or her command.

9-9. Sending letters of condolence

Letters of condolence prepared per paragraph 9-8a will be mailed upon receipt of confirmation that initial notification has been accomplished. All other letters of condolence will not be mailed until at least 24 hours after the letter of sympathy has been mailed.

9-10. Reviewing letters of condolence

The general court-martial authority will ensure that the letter of condolence is reviewed to insure compassion, clarity, accuracy, completeness, and compliance with paragraph 9-7. When a letter of condolence is not prepared by the CAC, the

preparing command will provide the CAC with an information copy of the letter.

9-11. Letters of concern

Commanders of personnel listed in paragraph 7-17 may, if they desire, correspond with the NOK of the SM. If a letter is written, the procedures for preparing and reviewing letters of sympathy will be followed. (A sample letter of concern is shown in fig 9-4.)

Chapter 10 Missing Persons Act

Section I General

10-1. Purpose of the act

This chapter implements the provisions of sections 551-558, title 37, United States Code, which is also known as the Missing Persons Act. The primary purpose of this act is to alleviate financial hardship suffered by dependents of persons reported in a missing status.

10-2. Explanation of terms

The explanations below apply only to terms used in the Missing Persons Act and this chapter.

a. Dependent. A person's spouse, unmarried child (including unmarried dependent stepchild or adopted child) under 21 years of age, dependent mother and father, dependent as designated in official records, and an individual as determined by the Secretary of the Army or his or her designee.

b. Missing. The status of a member of the uniformed services who is officially carried or determined to be absent in a status of missing, missing in action, interned in a foreign country, captured by a hostile force, beleaguered by a hostile force, besieged by a hostile force, or detained in a foreign country against his or her will.

c. Pay and allowances. A person's basic pay, special pay, incentive pay, basic allowance for quarters, basic allowance for subsistence, and station per diem allowances for not more than 90 days.

d. Person. A member of the uniformed service who is on AD, AT, ADT, FTTD, IADT, ADS, SADT or IDT (whether such training was with or without pay).

10-3. Reporting a person in a missing status

a. The responsible commander will not report a person in a missing status until he or she has made a factual determination that the person's whereabouts and status are uncertain and that the absence is involuntary. This determination will be pursuant to an informal investigation conducted under the provisions of AR 15-6, chapter 4. Pending the completion of the informal investigation of the person's status, the responsible commander will report the person's status as "whereabouts unknown" (para 4-7). A

prompt and accurate determination that a person is in a missing status is essential. Casualty reports indicating missing status will contain a summary of the informal investigation. This summary will include the findings and recommendations of the investigation in sufficient detail to support reporting the person in a missing status. The original copy of DA Form 1574 (Report of Proceedings by Investigating Officer/Board of Officers) with related exhibits will be expeditiously forwarded to HQDA (DAPC-PEC).

b. A person reported in a missing status will be further categorized as—

- (1) Missing.
- (2) Missing in action.
- (3) Interned in a foreign country.
- (4) Captured by a hostile force.
- (5) Beleaguered by a hostile force.
- (6) Besieged by a hostile force.
- (7) Detained in a foreign country against his or her will.

10-4. SUPP reports

After submission of the INIT reports, SUPP reports will be submitted at the following specific intervals on a person reported in a missing status:

a. Within 48 hours of reporting a person in a missing status, give the latest details of the case, to include actions taken to locate the person.

b. Within 7 days of reporting a person in a missing status, give a complete summary of all actions taken to date to locate the person.

c. Within 36 days of reporting a person in a missing status, give a summary of information developed within that time, to include information generated by the board of inquiry (sec II).

d. At any other time, give additional information as soon as it is received when it might be relevant in reevaluating a person's missing status.

10-5. Changing a person's missing status

Once a person has been reported in a missing status, only the CG, MILPERCEN, pursuant to authority delegated by the Secretary of the Army, may change that status (sec III).

Section II Boards of Inquiry for Missing Persons

10-6. Purpose of the missing persons board of inquiry

a. A board of inquiry for missing persons will be convened to—

- (1) Develop all facts surrounding the disappearance of a person previously reported under this regulation in a missing status.
- (2) Provide appropriate documentation of those facts.
- (3) Make a considered judgment based upon a review of those facts as to the current status of the person.

b. The report of the board proceedings will provide the basis for—

- (1) Furnishing information to the NOK.
- (2) Responding to official inquiries.
- (3) Conducting subsequent status reviews at HQDA.

10-7. Appointment of a board of officers

Within 7 days after a person has been reported to HQDA as in a missing status, a board of officers will be appointed to inquire officially into the status of that person. This board will be appointed by the commander having general court-martial jurisdiction over the unit to which the person in a missing status was assigned (or a higher authority designated by a commander authorized to make such designation). If no general court-martial authority exists, the appointment will be made by the commander reporting directly to HQDA.

a. A single board will consider the status of all persons who were involved in the same incident and whose whereabouts and status are uncertain. When the subjects of this board of inquiry are from organizations under different general court-martial jurisdictions, the commanders exercising general court-martial jurisdiction will coordinate to determine which one will convene the board of inquiry. They will also determine the composition of the board.

b. The board will consist of not less than three commissioned officers. At least one of these officers will be senior to the person whose status is being inquired into or will be in the grade of major, whichever is higher.

10-8. Conduct of the board of inquiry

The board of inquiry will be conducted in accordance with AR 15-6. In addition, the following rules will apply:

a. When an aircraft crash or disappearance of an aircraft is involved, witness statements or flight manifests must be obtained that specifically place the person aboard the aircraft at the time of the incident.

b. When the death of the person being considered is a possibility, conclusive proof or death must be established. Conclusive proof of death must be more than an indication of death. The facts must be such that death is the only plausible alternative under the circumstances.

10-9. Recommendations of the board

Based upon the investigation, the board will recommend that the person's status be continued as previously listed or changed to either another category provided in the Missing Persons Act, to dead, or to another appropriate status (such as AWOL).

10-10. Report of board proceedings

The report of board proceedings will be submitted on DA Form 1574 (Report of Proceedings by Investigating Officer/Board of Officers) (AR 15-6).

a. The following will be included in or with the report of board proceedings:

(1) Information about the duration, extent, and results of searches for the person in a missing status.

(2) A copy of the unit commander's letter of sympathy (explaining the circumstances) to the NOK.

(3) The names, identification, and original sworn statements from all persons who have knowledge of the circumstances of the disappearance.

b. In addition, if the person's missing status is a result of armed conflict, the following documents and records will be submitted with the report of board proceedings:

(1) A copy of the most recent official photograph available of the person. Use another photograph if a recent official photograph is not available.

(2) A map of the area in which the person disappeared.

(3) If an aircraft incident is involved, a photograph or sketch of the crash site.

(4) When remains are not recovered, the extent of injuries or wounds the survivors noted on the persons reported in a missing status.

(5) A summary or reproduction of the person's medical and dental records, giving complete identification data.

(6) A copy of DA Forms 2a br 2b and 2-1 (Individual's Personnel Qualification Record, Parts I and Part II), respectively, and DA Form 2-2 (Record of Court-Martial Convictions), if any.

(7) An extract of orders directing the person's unit of assignment.

(8) VA Form 29-8286 (Servicemen's Group Life Insurance Election) completed by the person.

(9) Copy of the person's DD Form 93.

(10) Any other information or material about the person that was received after he or she was reported in a missing status.

10-11. Action by the appointing authority

The commander who appointed the board of inquiry will review the report of proceedings for completeness before forwarding the report to HQDA (DAPC-PEC).

a. If the report is incomplete or if an administrative error has been made, the appointing authority will return the report for further action by the board, or he or she will complete the report or correct the administrative error. However, the report will not be returned to the board solely because the appointing authority does not agree with the recommendations of the board.

b. If the report is complete, the appointing authority may agree with the recommendations of the board, or the appointing authority may disagree and enter his or her own recommendations after reviewing the report. The appointing authority will then forward the original copy of the report of the board proceedings through channels to HQDA (DAPC-PEC). If the incident occurred in CONUS, the appointing authority must send the report so it arrives at HQDA within 30 days after the

date of the INIT report of the person's missing status. If the incident occurred overseas, the appointing authority will send the report so it arrives within 45 days after the date of the INIT report. HQDA (DAPC-PEC) will review the report of proceedings and the CG, MILPERCEN, will make the final determination of status under the Missing Persons Act. The determination will be announced through channels to the appointing authority.

10-12. Second board of inquiry for persons in a missing status longer than 1 year

a. When a person has been in a missing status for 10 months, the original appointing authority will appoint another board of officers to evaluate the recommendation of the previous board of inquiry and any additional related data that have been accumulated. If, during the period since the person was reported in a missing status, the command represented by the appointing authority has been reassigned to another major command or has been inactivated, the next senior headquarters of the original appointing authority will appoint the second board of inquiry.

b. The appointing authority will submit the results of this review, with appropriate recommendations, through channels to HQDA (DAPC-PES). HQDA must receive these results not later than 15 days prior to the anniversary of the incident. If an extension is required beyond the 15 days prior to the anniversary of the incident, approval must be requested from HQDA (DAPC-PEC). (Federal statute requires that HQDA (DAPC-PES) receive results of this review not later than the first-year anniversary.)

c. The appointing authority and others in reporting channels will be notified by HQDA of the final determination of status.

Section III Status Review by HQDA

10-13. General

HQDA (DAPC-PES) will review the case of a person in a missing status when such a review is required by the Missing Persons Act or when other circumstances warrant a review. The CG, MILPERCEN will make the final determination of status for all persons reported in a missing status, pursuant to authority delegated by the Secretary of the Army. This authority includes the responsibility to make all determinations of death and other status and of essential facts and dates necessary to the administration of the Missing Persons Act. Determinations made by the CG, MILPERCEN pursuant to this delegated authority are conclusive on all departments and agencies of the United States.

10-14. Conduct of the review

The review of the person's missing status will be conducted in the following manner:

a. Dependents of a person in a missing status who are currently receiving the person's pay and allowances (including allotments benefitting these dependents) which could be reduced or terminated by the contemplated status change (such as change of status from "missing" to "AWOL" or "dead") are entitled to notice that the person's missing status will be reviewed. The review must be according to this paragraph. This notice is not required when the contemplated status changes do not affect someone's entitlement to pay and allowances (such as a change of status from "missing in action" to "captured by a hostile force"). However, while not originally contemplated, a subsequent review may disclose that the facts warrant a change of status that would reduce or terminate a person's entitlement to pay and allowances. In this case, prior to any final determination to so change the person's status, full notification procedures outlined in this paragraph must be satisfied with regard to any dependent currently receiving the person's pay and allowances.

b. Dependents entitled to notice will be afforded the opportunity to attend a hearing, with or without a privately retained lawyer, in conjunction with the status review. The notification letter will contain a brief statement of the facts upon which the status review will be based.

c. Dependents entitled to notice will be afforded reasonable access to the information upon which the status review will be based. Documents classified under the criteria in AR 380-5 will not be made available to dependents or to the hearing officer. However, every effort will be made to either downgrade the information that is classified or to present it in such a manner as to warrant removal of protective markings. This effort may be accomplished by an unclassified summary of the information or by removing that portion of the information that caused it to be classified (such as the location of the person in a missing status, the type mission in which he or she was involved, or the source or collection means of the intelligence data). In the event classified information cannot be downgraded, removed, or summarized, the classified information will not be made available to the hearing officer, and it may not be considered in the course of the review. Assistance will be provided by the Assistant Chief of Staff for Intelligence to insure that security procedures and data are not compromised.

d. Dependents entitled to notice will be afforded the opportunity before and during the hearing to present information that they consider relevant to the proceedings. Dependents entitled to notice will be furnished, upon their written request, a brief statement of the facts upon which the status review will be based.

e. Dependents entitled to notice may elect to exercise any or all of the rights set forth in a through d above. Notification of

the pending review will be made to the dependents entitled to notice via certified, return-receipt-requested mail. A reply to this notification indicating the desires of the dependents will be made to the notifying office. (Fig 10-1 gives a sample format for showing dependents their rights.) The dependents notified will be afforded 21 days from the receipt of notification in which to respond. If no response is received, it will be presumed that the notified dependents will not exercise the rights provided. Dependents who are notified will be furnished preaddressed indicia envelopes for the purpose of acknowledging the notification of review and electing or waiving applicable rights.

f. If the notified dependents elect to attend a hearing, with or without a privately retained lawyer, a hearing date will be established and the dependents making the election will be informed.

(1) Upon written request by the notified dependents, a delay in the review may be granted when it can be demonstrated that such a delay would be meaningful to the review or that such a delay would be essential in affording the dependents the opportunity to exercise their rights. A request for delay must be in writing and it must be made to the office conducting the notification.

(2) The CG, MILPERCEN will appoint a hearing officer who will be a commissioned officer in the grade of O-4 or above. The hearing will be closed to the public, limited in attendance to only those dependents and their attorneys who have been afforded and elected the right of attendance, and nonadversary in nature.

(3) A mechanical recording of the hearing will be prepared but will be transcribed only upon request of and at the expense of the requesting party. However, a summarized record of the hearing will be prepared in every case.

(4) The hearing agenda will be set by the hearing officer. Neither AR 15-6 nor strict rules of evidence apply. The inquiry will be confined to matters of official record and such evidence, to include testimony of witnesses, as the attending dependents may present. The hearing officer will insure that attendees are given the opportunity to review the information from official records to be considered in the hearing, that dependents attending are permitted to submit relevant information, and that dependents attending are informed of the final recommendation of the hearing officer and his or her reasons.

(5) If requested by the hearing officer, the office of the judge advocate general will provide legal advice to the hearing officer. If it is requested by the hearing officer, the Director, Casualty and Memorial Affairs Directorate, MILPERCEN, will provide a representative who is skilled in the forensic sciences and the identification processes used within MILPERCEN.

g. Dependents who attended the hearing will be furnished, upon their request, a complete copy of the summarized record of the

hearing, together with the recommendation and supporting reasons to be furnished to the CG, MILPERCEN.

h. If dependents who have attended the hearing, or their privately retained lawyer, object to the recommendations of the hearing officer, the objections to the recommendations will be incorporated in the file sent forward to MILPERCEN. So that a decision by the CG, MILPERCEN will not be unnecessarily delayed, these objections must be presented to the hearing officer within 10 calendar days following the date the attending dependents are informed of the hearing officer's recommendations. An extension of this time may be granted by the hearing officer if good cause is shown. If the hearing officer refuses to grant a requested extension, this information, along with the reasons for refusal, will be included with the recommendations of the hearing officer.

i. The hearing officer will submit the summarized record of the hearing, together with his or her recommendations, supporting reasons, and the dependents' objections to the CG, MILPERCEN who, as designee of the Secretary of the Army, will make a decision as to the status of the person in a missing status.

10-15. Costs incurred by the attending dependents

Costs incurred by the attending dependents, to include travel, lodging, local transportation, legal fees, transcription costs, witness expenses, and other expenses, will be borne by the attending dependents and will not be reimbursed by the Government.

Chapter 11 Reports of Death of USAR Members

11-1. Deaths to report

A USAR SM's death is reported according to this chapter when the death occurs while the SM is in a status other than that listed in paragraph 3-2a, c, and d.

11-2. Responsibility for reports

a. The unit commander will promptly report deaths of those SMs under his or her jurisdiction.

b. The CG, USAREC will promptly report deaths of those SMs belonging to USAR Control Group (Delayed Entry).

c. The CG, U.S. Army Reserve Components Personnel and Administration Center (RCPAC) will promptly report deaths of all other USAR SMs.

11-3. procedures for notification

a. Notification of death will be submitted to Commander, RCPAC, ATTN: AGUZ-PSA-C, 9700 Page Boulevard, St. Louis, MO 63132. The notification will include the following information:

- (1) Name, grade and SSN.
- (2) Date and place of death.

(3) Cause of death and source of information if documented evidence of death is not available.

b. The SM's MPRJ, accompanied by the notification of death, will be forwarded promptly to RCPAC.

c. When notification of the death of a general officer is received, a message containing the information in a above will be immediately sent to DA WASH DC// DAAR-ZA//.

d. If an SM who is assigned or attached to a troop program unit dies while not in a training status, the unit commander will forward the report of death and information as prescribed in paragraph 11-2a through c, in addition to the following items

- (1) Original DD Form 93.
- (2) Original VA Form 29-8286, if in effect.
- (3) A copy of the units training schedule.
- (4) When appropriate, a statement of the option elected by a nonprior SM who was not in a pay status.

(5) A statement showing the date and amount of the last SGLI premium paid or withheld. (A copy of the latest Leave and Earning Statement (LES) or Military Pay Voucher (MPV) may be used for this item.)

(6) Number of assemblies for which pay is due.

e. The SM's PFR will be promptly forwarded through the servicing Joint Uniform Military Pay System—Reserve Components (JUMPS—RC) FAO, who will prepare the final military pay voucher, to Centralized Pay Operations, Dept 363, USAFAC, Indianapolis, IN 46249. The PFR must contain a copy of the DD Form 93.

11-4. Issuance of DD Form 1300

The CG, RCPAC will issue DD Form 1300 for all deceased USAR SMs, except those indicated in paragraph 3-2a, c, and d. Additionally, the CG, RCPAC will issue this form for all retired Army members, except those who die within 120 days of retirement.

Chapter 12 Reports of Death of ARNG Members

Section I Deaths While Participating in Training or as a Result of Training

12-1. Reporting procedures

a. CACs are responsible for submitting casualty reports on ARNG members when the members die in a status listed in paragraph 3-2a, b, and d. The ARNG unit commander responsible for the SM when the casualty occurs will provide the requesting CAC (app B) with information for preparing the casualty report (chap 5). The CAC must be furnished all of the casualty information required; partial information will slow down the processing of the case and the payment of survivor benefits.

b. HQDA (DAPC-PES) will issue DD Form 1300 as the official report of death when ARNG members die while participating in training or as a result of training.

c. When death occurs while the ARNG member is on IDT, responsibility for notifying the NOK rests with the State Adjutant General. See chapter 7 to determine the official responsible for notifying the NOK in other cases.

12-2. Appointment and responsibilities of the casualty assistance officer
See chapter 8 for information pertaining to missing personnel.

12-3. Line duty investigations
See NGR 600-3 for information pertaining to line of duty investigations for NGR personnel.

12-4. Care and disposition of remains
See NGR 638-40 for specific guidance concerning ARNG personnel.

12-5. Dispositions of records
See NGB Pam 37-104-3 and NGB Pam 37-104-10 for disposition of these SMs' records. Also see NGR 640-100 or NGR 600-200, as appropriate, for the disposition of the SM's PFR and MPRJ. The SM's PFR should be marked "Deceased" and promptly forwarded through the US Property and Fiscal Office (USPFO), Military Pay Branch, to Centralized Pay Operations, Dept 363, USAFAC, Indianapolis, IN 46249-5000.

12-6. Servicemen's Group Life Insurance (SGLI) certification of eligibility

a. The recordkeeping element having custody of DD Form 93 will initiate the action prescribed in chapter 13. The original copy of DD Form 93 with VA Form 29-8286, a copy of the report of death (DD Form 1300), and a copy of the training schedule or orders (whichever is applicable) will be forwarded to HQDA (DAPC-PEC), ALEX VA 22331-0400.

b. HQDA (DAPC-PED) will prepare DD Form 1300 and certify the SM's eligibility for SGLI in item 13. When appropriate, the option elected by the SM will be included in the certification. The documents submitted by the recordkeeping element will be attached to the DD Form 1300 and forwarded to the Office of Servicemen's Group Life Insurance (OSGLI), 212 Washington Street, Newark, NJ 07102. The OSGLI will then correspond with the beneficiary.

Section II

Deaths While Not in a Duty Status

12-7. Reporting procedures

a. When such a death occurs, the commander having custody of the SM's MPRJ will prepare a report of death. The commander will submit the report with the SM's MPRJ to the State adjutant general. The report will include—

(1) Name, grade, and SSN.

(2) Date and place of death.

(3) Cause of death and source of information if documented evidence of death is not available for inclusion in MPRJ.

b. The State adjutant general will issue the DD Form 1300 as the official report of death.

12-8. Distribution of DD Form 1300

Distribution of this form will be as follows:

a. Two copies for each general officer and one copy for other officers or warrant officers will be sent to NGB-ARP-C, 5600 Columbia Pike, Falls Church, VA 22041.

b. One copy of all reports (officer and enlisted) will be sent to the—

(1) Director, Federal Bureau of Investigation, ATTN: Identification Division, Department of Justice, Washington, DC 20537.

(2) Commander, US Army Reserve Components Personnel and Administration Center, 9700 Page Boulevard, St. Louis, MO 63132.

(3) Office of Servicemen's Group Life Insurance, 212 Washington Street, Newark, NJ 07102.

c. One copy of all reports (officer and enlisted) will be retained by the State adjutant general.

12-9. Disposition of records

a. The SM's PFR should be marked "Deceased" and promptly forwarded through the USPFO Military Pay Branch to Centralized Pay Operations, Dept 363, USAFAC, Indianapolis, IN 46249.

b. All other records except the PFR will be retained by the State adjutant general.

12-10. SGLI certification of eligibility

The State adjutant general will certify the SM's eligibility for SGLI in item 13 of the copy of DD Form 1300 to be forwarded to OSGLI (para 12-8). The following documents will be attached to the DD Form 1300 when forwarded:

a. Death certificate.

b. DD Form 93 (duplicate copy).

c. Original VA Form 29-8286 if applicable.

d. When appropriate, a statement of the option elected by a nonprior SM who was not in a pay status.

e. A statement showing the date and amount of the last SGLI premium paid or withheld. (A copy of the latest LES or MPV may be used for this item.)

Chapter 13

Record or Emergency Data

13-1. Purpose of DD Form 93

a. This form is extremely important because—

(1) When completed, it becomes an official and legal document that designates the beneficiaries of certain benefits in the event the SM is in a missing status or deceased.

(2) It provides the name and address of the person(s) to be notified in case of sickness, emergency, or death.

b. Poster 608-10 should be used as a visual aid to remind SMs of the importance of the DD Form 93. The poster is designed to be reproduced and used as a handout if desired.

13-2. Preparing DD Form 93

Agencies responsible for preparing DD Form 93 and the categories of personnel for whom this form is prepared are shown in table 13-1. The form will be prepared as assembled and will be typed or printed using black ink.

a. Instructions for item-by-item preparation of the form are provided on the reverse side of the duplicate copy. The only additional instructions for completing DD Form 93 are to mark "NA" in item 3b on the form and delete the requirement for the SM to initial item 2b to indicate a valid SSN. However, the SM must check the SSN to ensure accuracy.

b. Agencies preparing the forms will ensure that—

(1) A new, completed form is submitted when there is a change in any one of the items.

(2) All items are completed or marked as shown in the detailed instructions on the forms.

(3) The card copies are not stapled, folded, hole punched, or mutilated.

(4) Forms requiring more than one card are secured with a paper clip.

(5) All SMs read and fully understand the instructions and the statement that is to be signed in ink on the first and second copies of the form.

c. During preparation of the form, typographical errors may be corrected by marking out the error with a slash (/) and typing or printing the correct information immediately after the slash (/). All corrected information will be initialed by the SM.

d. Any item that is the same as a previous entry may be completed by repeating the name and entering "SEE ITEM"

e. When deemed necessary, the Army activities preparing the form will require the SM to present documented evidence of marriage, divorce, birth of family member, adoption of a family member, or any other significant change.

13-3. Review, update, and disposition of DD Form 93

a. Active Army members will review the form—

(1) During outprocessing for permanent change of station (PCS).

(2) Upon arrival at a new duty station.

(3) During any record audit.

(4) In conjunction with an Emergency Deployment Readiness Exercise.

b. Reserve Component (USAR and ARNG) members will review the form—

(1) During inprocessing to a new Troop Program Unit (TPU).

(2) In conjunction with a unitwide deployment or mobilization readiness exercise.

(3) At least annually. This requirement may be accomplished in conjunction with (1) or (2) above.

c. The SM will enter the date of the review in pencil below item 16 of the paper copy of the DD Form 93 filed in the MPRJ.

d. The SM concerned will have a new form prepared when—

(1) There is a change in any item.

(2) Three years have elapsed since the latest form was submitted, or 3 years will have elapsed before the next regular annual review. Because forms rarely remain valid for longer than 3 years, they will not be retained by HQDA (DAPC-PE-SI) beyond that time. This 3-year criterion applies only to SMs on AD whose original DD Form 93 is maintained at (HQDA (DAPC-PE-SI)).

e. The DD Form 93 will be prepared and disposed of according to table 13-1.

13-4. Confidential data

SMs will be advised that the data listed on DD Form 93 will be used only for official purposes. The data will be divulged only with the SM's written consent. Information listed may be released to the SM's NOK or legal representative.

13-5. Privacy Act Statement for DD Form 93

During the preparation of any record of emergency data for DD Form 93, the Privacy Act Statement will be provided to the SM. This action is in keeping with the provision of the Privacy Act that requires all persons completing any form to be advised on the need for the completion, the purpose, and the use of the form. The Privacy Act Statement for DD Form 93 will be locally reproduced on 8½- by 11-inch paper. A copy for local reproduction can be found at the back of this regulation.

13-6. Disposition of remains

An unmarried SM may designate a blood relative to receive his or her remains. However, upon marriage, the surviving spouse is entitled to receive and direct disposition of the remains (DR), regardless of the designation. The designation of the blood relative will be entered as follows on DD Form 93, item 13: "DR: (Name)/(type of blood relative)/(initials)." If the SM declines to name a blood relative, the order of priority of persons cited in paragraph 20-4 will be followed in determining the person entitled to receive and direct disposition of the remains.

Chapter 14 Obtaining Personal Information from the NOK of a Deceased Service Member

14-1. Obtaining information

To settle a deceased SM's personal affairs and financial accounts, personal information

pertaining to the decedent is normally required from the NOK. In order to protect both the deceased SM and the NOK, the NOK will be advised of the necessity to disclose the information that complies with the provisions of the Privacy Act.

14-2. Advising the NOK

The NOK of a deceased SM will be advised of the reasons for disclosure of the requested information. This advisement will be accomplished by providing the NOK a copy of DA Form 4475-R (Date Required by the Privacy Act of 1974—Personal Information from NOK of a Deceased Service Member). This form is the only manner of advisement required before requesting information from the NOK. DA Form 4475-R will be locally reproduced on 8½- by 11-inch paper. A copy for local reproduction can be found at the back of this regulation.

Chapter 15 Inquests

15-1. Purpose of inquest

The purpose of an inquest is to establish the cause, place, date, or circumstances of the death of an individual when one or more of these items is not known. An inquest also serves as a means of documenting the facts concerning the death of an individual and as a basis for providing information to the NOK.

15-2. Responsibilities for initiating the inquest

a. For deaths occurring on a military installation when the complete details of the death are not known, the commander of the installation at which the individual is found dead will, as quickly as possible after discovery of the death, appoint a summary court officer to conduct an inquest. The officer appointed to conduct the inquest will be a field grade officer who is senior in rank to the deceased, unless otherwise directed by HQDA.

b. When an individual dies under unusual circumstances while away from a military installation or in an area under the jurisdiction of a foreign government, the individual's commander or the commander responsible for submitting the casualty report will request that the appropriate civilian authorities conduct an inquest or a similar investigation to determine the facts surrounding the individual's death.

15-3. Conduct of the military inquest

a. The summary court officer will make his or her conclusions on the basis of the evidence presented by law enforcement agencies (military and civilian) and from the questioning of witnesses, including the medical officer or the civilian physician who examined the remains. The testimony of each witness will be placed in writing, subscribed to under oath, and appended to the report of inquest.

b. If an autopsy is necessary to ascertain the exact cause and time of death, the summary court officer will immediately notify the appointing authority so that arrangements can be made to perform the autopsy.

15-4. Disposition of reports

a. For deaths occurring in CONUS, the summary court officer will submit a written report of inquest to the commander who initiated the action. That commander will review the report for completeness and forward it as indicated below.

(1) If the NOK to be notified is OCONUS, the report will be sent to HQDA through command channels.

(2) If there are NOK to be notified OCONUS, a summary of the report of inquest will be sent to HQDA within 48 hours after receipt in the form of a supplemental casualty report.

b. For deaths occurring overseas, the major oversea commander or the senior Army representative will send a summary of the results of inquest to HQDA in a supplemental casualty report within 48 hours of receipt of the inquest.

Chapter 16 Installation/Community Casualty Working Group and the Army Casualty System

16-1. Purpose of the Installation/ Community Casualty Working Group

a. This group will coordinate staff actions associated with casualty reporting of unattended deaths within their geographical areas of responsibility. Unattended deaths are defined as those occurring outside a medical facility or physician's care, such as murders, suicides, traffic deaths, drownings, death in barracks, and deaths in the course of training, exercises, or military operations.

b. This group will discuss required actions, exchange information, and furnish the CAO with information to update the family. Key personnel or their representative should be on call and available on short notice during holidays and weekends. Augmentees should be identified, trained, and called upon to assist during emergencies, when the surge of requirements exceeds normal operational capabilities provided by the force structure.

16-2. Functions of the Installation/ Community Casualty Working Group

Specific functions are as follows:

a. Ensure that the PNOK has been promptly notified of the death and that a single point of contact has been designated for the family, to avoid passing conflicting or erroneous information.

b. Ensure that the whereabouts of the deceased and duty station at the time of death are properly validated.

c. Review and update, as necessary, initial casualty reports forwarded to Department of The Army.

d. Ensure that steps are taken to recover and positively identify the remains.

e. Ensure that a line of duty investigation is initiated and validated.

f. Ensure that an investigating officer is appointed if circumstances warrant.

g. Expedite the autopsy.

h. Ensure that an inventory is taken and personal effects are safeguarded; ensure that the safeguarding of personal effects is not violated while awaiting police investigations; forward releasable items promptly and explain to the primary next of kin why certain items cannot yet be released; and ensure that a summary court officer is appointed to perform these duties.

i. Ensure that the death certificates, letters of sympathy and/or condolence, and other case documents are properly prepared, internally consistent, and promptly dispatched.

j. Provide travel for the family member as needed per Joint Travel Regulations, chapter 6.

k. Send a senior officer to talk to the family if the situation warrants.

l. Monitor the preparation and shipment of remains to ensure that the family receives the remains at the time and date promised.

m. Maintaining communication with the family for follow up actions.

n. Ensure that all public statements are coordinated and released through the public Affairs Office. (The installation Commander or Chief of Staff or his representative should approve the release of all casualty related information outside the Army.)

o. Require the CAO to check periodically with the chief of staff or his designated representative for updated information and to pass on the concerns of the NOK.

p. Ensure available chaplain-support is offered and provided upon request.

16-3. Membership of the Installation/Community Casualty Working Group

a. As a minimum this group should consist of the following persons appointed on standing orders:

(1) Installation chief of staff (chairperson).

(2) Installation G1/DPCA/AG. As the staff officer responsible for Casualty and Memorial Affairs, this officer should serve as Alternate Chairperson.

(3) Unit commander of deceased.

(4) Chaplain.

(5) Public affairs officer.

(6) Medical facility commander.

(7) Provost marshal.

(8) Staff judge advocate.

(9) Commander of local U.S. Army Criminal Investigation Activity.

b. The Installation/Community Casualty Working Group will convene at the call of the chairperson or his or her alternate and meet as often as necessary to review required actions, exchange information, and ensure that the NOK have the most current accurate information and support available.

16-4. Army Casualty System

a. The Army Casualty System is a sensitive command responsibility; therefore, commanders at all levels need to understand the system and give it their personal attention. Figure 16-1 depicts the characteristic flow of casualty reporting, notification, survivor assistance, and disposition of remains, with an overall view of all processes.

b. Casualty reporting is the basis of providing information to the NOK concerning a casualty incident. A description of the four types of casualty reports are described in Part II of this publication. Upon determination that the status of the individual is deceased, the following procedures apply in CONUS:

(1) The unit or hospital will report the incident to the nearest Casualty Area Command (CAC).

(2) CAC personnel coordinate with Military Personnel Office (MILPO) and forward a message of notification to HQDA and the supporting CAC Providing and information copy to the appropriate MACOM; other information addresses are indicated in Part II of this publication.

(3) A uniformed representative notifies the NOK and Casualty Assistance Officer (CAO) is appointed.

(4) A confirmation mailgram and a telegram requesting disposition of remains is sent to the NOK.

c. If the death occurs overseas, the following procedures apply:

(1) The unit/hospital will report to the Military Personnel Office (MILPO).

(2) The MILPO will report to the overseas PERSCOM.

(3) Overseas PERSCOM reports to HQDA.

(4) HQDA provides information to CONUS the supporting CAC telephonically.

(5) A uniformed representative notifies the NOK and a CAO is appointed.

(6) HQDA sends out confirmation mailgram which also requests disposition instructions.

d. Note that in either case, when the CONUS supporting CAC receives notification of death, a notifier and CAO are appointed as necessary. These duties, as outlined in DA Pam 608-33 and this regulation, are normally separate; however, in some cases, the notifier and the CAO may be the same individual. For disposition of remains, when death occurs in CONUS, the nearest military installation becomes involved. Whether the place of death is in a military or civilian community, the Installation Mortuary Officer contacts the contract funeral home, the receiving funeral home and the NOK. The contract funeral home transports the remains to the receiving funeral home, as designated by NOK, for them to bury the remains in either a private or government cemetery.

e. When an active duty member expires in an overseas area, the remains are autopsied in a military medical facility, then transported to an appropriate overseas mortuary. (For example, depending on where

death occurred the remains could be transported to the Army Mortuary in Kaiserslautern or Frankfurt, Germany or Vicenza, Italy.) Remains are prepared at the mortuary, placed in a transfer case with a uniform and then transported to a designated Air Base for shipment. All remains are transported via Military Airlift Command (MAC) aircraft to the Port of Entry mortuary at Dover Air Force Base, Delaware, or the Oakland Army Mortuary, California. Upon arrival in CONUS, the remains are transported from the flight line to the mortuary for processing. (This includes dressing, cosmetizing, placing remains in a government specification casket and arranging commercial transportation to a funeral home designated by the next of kin.)

f. The Casualty Operations Center HQDA obtains disposition instructions from the next of kin by telegram. When the disposition instructions are received, HQDA sends a disposition message to Port of Entry mortuary providing them with the name, address and telephone number of the funeral home. The Port of Entry mortuary arranges transportation for the remains and a military escort to the receiving funeral home. The mortuary officer notifies the funeral home and next of kin telephonically concerning the date, time and place of arrival. If the remains are consigned directly to a National Cemetery, the Mortuary Officer would then provide the National Cemetery with the date, time and place of arrival. This allows the cemetery to arrange with a funeral home to meet the remains at the airport and to transport the remains to the cemetery. (NOTE: If the remains are shipped on Saturday, and will arrive Sunday morning, but the funeral is scheduled for Monday, the funeral home would hold the remains there until Monday when they would then transport the remains in time for the service.)

Part Three Care and Disposition of Remains

Chapter 17 Introduction

Section I General

17-1. Scope

This part—

a. Describes the Army's overall Mortuary Affairs Program.

b. Sets policies, procedures, and responsibilities for operating the Army's Current Death Program worldwide.

c. Covers recovery, identification (ID), preparation, and disposition of remains of persons for whom the Army is responsible by statutes and Executive Orders.

17-2. Responsibilities

a. Commanding General, U.S. Army Military Personnel Center (CG, MILPERCEN). The CG, MILPERCEN, through HQDA (DAPC-PE), will—

(1) Exercise staff surveillance and administer phases of the Army Mortuary Affairs Program.

(2) Formulate and publish directives on policies, standards, and procedures for this program.

(3) Set up a proposed budget and defend budget estimates.

(4) Monitor and control expenditures.

(5) Develop contract procedures for mortuary services and supplies.

(6) Review all forms and reports pertaining to preparation of remains and disposition of personal effects.

(7) Maintain liaison with the Congress and the mortuary profession.

(8) Make biennial visits to major overseas commands, continental United States (CONUS) Army commands, ports of entry (POEs), and installations or activities charged with mortuary responsibilities. These visits will—

(a) Ensure compliance with established policies and procedures.

(b) Lead to recommended corrective actions.

(c) Provide technical assistance.

(d) Help identify, prepare, and dispose of remains, and aid with related mortuary affairs.

(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) Advise and help in assignments, reassignments, or permanent changes of station (PCSs) for embalmers, ID specialists, or mortuary officers at outside CONUS (OCONUS) and CONUS mortuaries operated by the Army.

(11) Establish, consolidate, and discontinue Army mortuaries overseas and at CONUS POEs.

b. Chief, National Guard Bureau (CNGB). The CNGB will—

(1) Determine whether deceased National Guard Bureau personnel are eligible for mortuary services under table 17-1.

(2) Reimburse Active Army for funds expended on care and disposition of remains of National Guard personnel handled by the Army.

c. Major Army commanders.

(1) Major Army commanders will name Directors of Mortuary Affairs. These Directors will be responsible for the same areas as the Casualty Area Commands (CACs) listed in appendix B of this regulation.

(2) In the overseas area where the Army operates a mortuary facility, the senior mortician may be placed in the position of Director of Mortuary Affairs as an additional duty.

d. Installation commanders. Installation commanders will accomplish the following:

(1) Name a mortuary officer to—

(a) Supervise the operation.

(b) Ensure that services are performed properly.

Note: The mortuary officer preferably should have experience in mortuary services.

(2) Operate activities related to the care and disposition of remains of eligible personnel.

(3) Provide escorts for remains.

Section II

Mortuary Affairs Program

17-3. Structure of the Mortuary Affairs Program

a. The Army Mortuary Affairs Program is divided into four distinct programs as listed below. (These programs are further discussed in paras 17-5 through 17-8.)

(1) Current Death Program.

(2) Concurrent Return Program.

(3) Graves Registration Program.

(4) Return of Remains Program.

b. These four programs may coexist. (See further coordination in fig 17-1.)

17-4. Programs not part of the Mortuary Affairs Program

While the following programs are not parts of the Army Mortuary Affairs Program, they are closely related to it:

a. Casualty Notification.

b. Survivors Assistance.

c. Civil Defense Program.

17-5. Current Death Program

a. The Current Death Program provides the services listed below incident to care and disposition of remains of persons who are eligible for these services by specific statute.

(1) Professional mortuary services.

(2) Professional mortuary supplies.

(3) Related services.

b. Disposition of personal effects is part of this program.

c. Under this program, remains are shipped to a place designated by the next of kin (NOK) for permanent disposition. The decedent's personal effects are shipped to the legal recipient.

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 on the logistical and tactical situation.

17-6. Concurrent Return Program

a. The Concurrent Return Program is a combination of the Current Death and Graves Registration programs. It 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; this phase provides for search, recovery, and evacuation of remains to a mortuary.

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

b. The decedent's personal effects will be shipped to the legal recipient.

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

d. Remains buried in temporary cemeteries may be disinterred and evacuated under the Concurrent Return Program if conditions and capabilities permit.

17-7. Graves Registration Program

The Graves Registration Program (See AR 638-30) provides for search, recovery, initial identification, evacuation to a mortuary or temporary burial of deceased personnel in temporary cemeteries. Temporary burial is performed only when authorized by the responsible commander during major military operations. The disposition of personal effects is part of this program.

17-8. Return of Remains Program

a. The Return of Remains Program would be initiated only on enactment of special legislation. It provides permanent disposition of remains of persons buried in temporary cemeteries if the remains could not be evacuated under the Concurrent Return Program.

b. This special legislation could—

(1) Authorize establishment of one or more permanent American cemeteries in the overseas area.

(2) Give the NOK the option of having the remains buried in the cemeteries noted in (1) above or shipped to another place of the NOK's choosing.

Section III

Scope of the Current Death Program

17-9. 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.

c. Surviving relatives will be accorded all possible consideration and sympathy.

d. The Army Mortuary Affairs Director in whose area the death occurred is responsible for care and disposition of remains.

e. Direct communication between HQDA (DAPC-PEC-D) and (DAPC-PED-F) and installations and activities is authorized for policy and routine operational and technical matters pertaining to care and disposition of remains. Command channels will be followed on matters involving reprimand, censure, admonition, and commendation.

17-10. Appropriations for mortuary expenses

Operations and Maintenance, Army (OMA), Program 8, Disposition of Remains funds will be cited for care and disposition of remains of eligible members (AR 37-100-XX(FY) and AR 37-100) as listed below.

a. *Military members and certain civilian personnel and dependents as outlined in table 17-1. Services and items provided under these funds will be as follows:*

- (1) Recovery and ID of remains.
- (2) Communications with NOK.
- (3) Uniform and other burial clothing.
- (4) Casket or urn, or both, with outside container.
- (5) Flags with cases.
- (6) Interment and memorial service allowance.
- (7) Transportation of remains and escort.
- (8) Transportation of relatives to attend group burial. (See para 27-2 and 27-3.)
- (9) Travel and per diem of surviving dependents to attend interment services for a deceased service member who dies while on active duty for a period of 30 days or more. (See para 27-2.)
- (10) Travel of immediate family members for funeral of members who died while in captivity or missing in action (MIA) during the Vietnam conflict and whose remains are returned to any one of the 50 states or any territory or possession of the United States after 27 January 1973. (See para 27-4.)

b. *National Guard members.*

(1) OMA funds cited above initially will be cited for care and disposition of remains of National Guard personnel eligible under table 17-1. The responsible mortuary officer then will prepare an SF 1080 (Voucher for Transfer Between Appropriations and/or Funds) and send it to the US Property and Fiscal Officer (USPFO) of the State in which the individual was a member. The State USPFO will enter the date of payment and check number on the voucher and send an information copy to HQDA (DAPC-PEC-D), ALEX VA 22331-0400.

(2) When the NOK of a deceased National Guard member makes funeral arrangements for the deceased, a copy of the DD Form 1375 (Request for Payment of Funeral and/or Interment Expenses) with supporting bills will be sent directly to the Chief, National Guard Bureau (ATTN: NGB-ARL-T), WASH DC 20310. The claim will be evaluated and allowance paid to the claimant.

c. *US Army Reserve (USAR) and Reserve Officer Training Corps members.* Cite applicable appropriation supporting eligible deceased Reservist under table 17-1. This appropriation can be obtained from the local finance office.

17-11. Costs not authorized

Costs not authorized under Disposition of Remains funds are listed below.

a. *Cost to salvage material and equipment in search and recovery operations.*

b. *Cost of autopsy, inquest, and coroner's fees.*

17-12. Establishment of field records

a. Each installation or command will maintain an individual deceased personnel file on each individual whose death occurs within the jurisdiction of that installation or command. Each CONUS POE will maintain a complete record pertaining to receipt, reprocessing, and reshipment of remains returned from overseas.

b. With the exception of those documents to be forwarded to HQDA (DAPC-PEC-D) under this part, records maintained at field installations or commands will be disposed of under AR 340-18, appendix G.

17-13. Documentation required by HQDA (DAPC-PEC-D)

a. HQDA (DAPC-PEC-D) is the office with Army-wide responsibility for processing and keeping individual deceased personnel files; these files are kept for 75 years. Originals of all documents on Army and Army-sponsored cases will be sent to the file when possible.

b. The responsible mortuary officer will obtain the original dental records of all deceased Army service members who die on active duty; these records will be sent to HQDA (DAPC-PEC-D), ALEX VA 22331-0400, to be filed in the individual deceased personnel file.

c. A summary of documents required by HQDA (DAPC-PEC-D), is in tables 17-2 and 17-3. Instructions for completing necessary forms, samples of the forms, and forms for local reproduction also are located in the back of this regulation.

Chapter 18 Eligible Decedents and Scope of Mortuary Benefits

18-1. Determining eligibility for mortuary benefits

a. Table 17-1 will be used to determine eligibility of decedent for mortuary benefits and extent of these benefits. Status of the decedent will be examined carefully. He or she could have a dual status that would have a bearing on mortuary benefits. For example, the decedent could have been a military retiree and at the same time a DA civilian (DAC). Military Service could be a qualifier for burial in a national cemetery, Government grave marker, and military honors; on the other hand, DAC status could be a qualifier for preparation of remains at Government expense and shipment from overseas by military aircraft. The responsible mortuary officer will ensure that eligible persons are provided maximum services and items authorized.

b. This chapter will be used in conjunction with Table 17-1 to enable the user to interpret correctly eligibility criteria and mortuary benefits.

18-2. Mortuary benefits

Eligible deceased military members cited in table 17-1 will be provided mortuary services and related items at Government expense unless otherwise stated. Certain eligible decedents cited in table 17-1 may be furnished 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 24.)

b. *Communications.* The Army will communicate with the primary NOK (PNOK) of the decedent and other appropriate persons concerning disposition of remains and related subjects. (See chap 20.)

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 discussed in Armed Services Specifications for Mortuary Services. (See para 21-4f.)

d. *Preparation.* Preparation of remains consists of embalming and other preservative measures, derma surgery, restorative art, dressing or wrapping, placing in casket, and other related items. Preparation will be done under standards discussed in Armed Services Specifications for Mortuary Services. (See para 21-4f.)

e. *Casket.* The Government will furnish a casket that meets standards discussed in Armed Services Specification for Mortuary Services. (See paras 18-3 and 21-4f.)

f. *Clothing.* A uniform with accouterments or civilian clothing will be provided with appropriate underwear. (See para 18-4.)

g. *Cremation.* Arrangements for cremation of remains will be made by the Army at the specific written request of the PNOK. A suitable engraved urn will be furnished. (See chap 25.)

h. *Transportation of remains.* The distance remains can be shipped at Government expense varies depending on the category of the decedent. (See para 27-8.) Outer shipping container and other items included as part of transportation are listed in paragraph 27-6. (See chap 27.)

i. *Escort.* An escort will be provided to accompany the remains of an eligible Military Service member to final destination. (See chap 28.)

j. *Flag.* One flag of the United States (interment, 5-foot hoist by 9-foot-6-inches fly) with carrying case will be presented to the spouse and one such flag will be presented to the parents. (See chap 31.)

k. *Interment.* Interment may be in a Government cemetery (national or post) if decedent is eligible for burial in it, or in a private cemetery. (See chap 29.)

l. *Grave marker.* The Government will furnish an upright marble headstone or a flat marker of marble, granite, slate, or bronze to mark the grave of an eligible decedent. (See chap 32.)

m. *Interment allowance.* An interment allowance will be paid to the PNOK to help defray costs of funeral expenses. (See chap 29.)

n. *Memorial flags, plots, and markers.* Memorial flags, plots, and markers will be provided for nonrecovered remains of deceased eligible military personnel. (See chap 30 and paras 31-6b and 32-4.)

o. *Memorial service allowance.* An allowance will be paid to the PNOK to help defray costs of memorial service expenses. (See para 30-2.)

18-3. Caskets

a. *Specified caskets.* Caskets specified in Armed Services Specifications for Mortuary Services (para 21-4f) will be used for adult-size remains (viewable or nonviewable).

b. *Nonstock-size caskets.* If remains are too large to fit into the oversize casket purchase of a larger casket is authorized for deceased 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.* DA is not authorized to purchase infant and child caskets. Army authorities overseas may suggest that the Army and Air Force Exchange Service (AAFES) procure this type of casket for sale to sponsors. (See para 22-5b.)

d. *Marking caskets.* Caskets will be labeled, when necessary, with an appropriate tag, 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.* When shipping a sealer casket overseas the locking device will be sent with the casket, when applicable.

f. *Unauthorized caskets.* Caskets are not authorized—

(1) When PNOK 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.

18-4. Burial clothing and related items authorized

Burial clothing and other items authorized in this paragraph will be obtained and taken by mortuary officers to the civilian funeral establishment or Government mortuary preparing the remains for Army-assumed cases. If appropriate clothing and insignia and ribbons for military uniforms are not available in an oversea command, information as to what additional items are required will be furnished the POE in the shipping message (table 18-1; this table is located after the last chapter in this regulation). The port mortuary officer will obtain the required items. Of extreme importance is the fact that information concerning required items

be complete and accurate. Authorized clothing for burial of eligible deceased is as follows:

a. Military personnel

(1) Currently prescribed uniform, including underwear, hose, necktie, and shoes (if requested) and, as authorized, complete insignia of service, branch, organization, grade, unit crests, campaign ribbons, and ribbons indicating decorations and awards. Also, the service member's nameplate will be placed on the uniform. The nameplate will be obtained from the service member's personal effects or from other sources available. You may check with the personnel at your installation supply division for available sources. Every effort will be made to obtain the nameplate; however, shipment of the remains will not be delayed for it. The utmost care will be taken to insure that the uniform fits properly and that appropriate insignia and ribbons are affixed. The uniform will be taken from the service member's personal effects if it is in a serviceable condition. The clothing will be washed and dry cleaned at Government expense when needed. If a serviceable uniform cannot be found, one will be issued by the military clothing sales store or purchased locally at Government expense as follows:

(a) *Military Clothing Sales Store.* A DA Form 3078 (Personal Clothing Request) will be prepared showing the items of military clothing required. A DA Form 2765-1 (Request For Issue or Turn-In) will be prepared when obtaining awards and decorations through supply channels. These forms will cite this regulation as authority and quote Disposition of Remains funds as chargeable for reimbursement. The military clothing sales store or supply officer, whichever is appropriate, will effect the issue and will process these forms to the installation finance and accounting officer; this officer will make reimbursements on SF 1080 (AR 37-27).

(b) *Local purchase.* The uniform will be purchased locally only when sales store stock is not available. Underclothing for female service members is not stocked; therefore, it will be purchased locally when not available in personal effects. Disposition of Remains funds will be cited.

(2) Army dress uniform if provided by the NOK.

(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 NOK 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 individual may be used, if appropriate, with the addition of proper braid and insignia, chargeable to Disposition of Remains funds.

(b) If a suitable uniform is not available, the Army green uniform with addition of appropriate braid and insignia is authorized.

Insignia of individual's grade will be consistent with the highest active duty or Reserve officer or warrant officer grade attained by the deceased.

(c) If the NOK desires to furnish a uniform not currently authorized, that uniform is acceptable burial dress provided it was authorized during the period the member 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 PNOK.

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

b. *Military prisoners.* See table 17-1 for guidance on benefits.

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 19 for additional guidance.)

d. *Civilian employees.* Clothing authorized for burial of eligible civilian personnel consists of suitable outer clothing, underwear, and hose. Decedent's own clothing should be used when available and suitable for burial. Civilian employees who die in CONUS are subject to maximum cost for preparation, cremation, casket, and clothing prescribed in table 17-1.

e. *Enemy prisoners and aliens.* A suitable US military uniform (from which all insignia has 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 they will be wrapped under standards discussed in Armed Services Specifications for Mortuary Services (para 21-4f.) The clothing will be neatly placed in a symmetrical and secure manner over the wrapped remains.

Chapter 19 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

19-1. Preparation of remains under Army requirements contract

When a member of other Armed Forces (Navy, Marine Corps, Air Force, and 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. (See table 19-1.)

Table 19-1
Addresses of Parent Service HQ

Navy:
Commander
Naval Medical Command
Department of the Navy, Code 332
23rd and E Streets NW
WASH DC 20372

Marine Corps:
Commandant
Marine Corps
(ATTN: CODE MPH-81)
WASH DC 20380

Air Force:
HQAFESC/DEHM
Tyndall AFB, FL 32403

US Coast Guard:
Commandant
US Coast Guard (GPS-1)
2100 Second Street
WASH DC 20593

National Oceanic and Atmospheric Administration (NOAA):
Director
NOAA
(ATTN: NC)
Rockville, MD 20852

Public Health Services Officers:
Director
Commissioned Personnel Operations
Rockville, MD 20857

19-2. Preparation of remains under one-time purchase order

When no Army contract is in effect for care of remains covering the area of death, 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 of death 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.

19-3. Preparation of remains in OCONUS mortuary facilities.

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 furnished.

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 19-9.)

19-4. 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 ID

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.

19-5. Transportation of remains from OCONUS

Remains of Armed Forces and other uniformed services personnel addressed in this chapter are authorized transportation on Military Airlift Command (MAC) aircraft from OCONUS to CONUS POE without prior Department of Defense (DOD) approval (DOD 4515.13-R). 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.

19-6. Reprocessing remains at CONUS POE

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

19-7. Responsibilities of the parent Service of the decedent

When remains 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 disposition at Government expense.
- b. Advise Army authorities of services and supplies desired.
- c. Obtain disposition instructions from PNOK and furnish them to the Army.
- d. Explain and pay interment allowance to the PNOK.
- e. Conduct all correspondence with relatives.
- f. Provide necessary clothing, insignia, and flag.
- g. Provide an escort for the remains.

19-8. Documentation

When remains of other Armed Forces and uniformed services personnel are processed in Army OCONUS mortuary facilities, the preparing mortician will initiate the same forms required for Army and Army-sponsored cases outlined in Tables 17-2 and 17-3, applicable. Distribution of these forms is stated in the chapters prescribing the forms.

19-9. Payment procedures

a. Navy funds will be cited for expenses incurred for preparation of remains under Army contract and for reprocessing charges at CONUS POE. 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 remains under Army contract and for reprocessing charges at CONUS POE. Fund citation and required control number to expend funds may be obtained from the Air Force activity that requested assistance. Specific costs incurred will be furnished 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, at CONUS POE, under Army contract, or by a one-time purchase order. Fund citation may be obtained from the activity requesting the services or the HQ of the parent Service of the decedent.

d. Where transportation expenses have been incurred on 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

19-10. Death of foreign military trainees training in the United States

a. *Death of a foreign military trainee (FMT) (general guidance).* (See AR 12-15, chap 2.) When an FMT under sponsorship of the Security Assistance Training Program dies while training at an Army school or installation in the United States procedures below will be followed.

(1) Funeral or memorial services will not be conducted for FMTs until appropriate instructions concerning disposition of remains have been received from the Commander, Security Assistance Training Field Activity (SATFA), TRADOC (ATFA-R), Fort Monroe, VA 23651.

(2) The remains will be embalmed or cremated only on authorization from the NOK 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 gravesite 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. US personnel 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, SATFA-TRADOC.

(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. Oversea return transportation costs 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 which 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 Commander, SATFA-TRADOC(ATFA-R) 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 installation mortuary officer 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 US 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 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. Decedents of other U.S. agency-sponsored FMTs will be handled by the sponsoring agency.

19-11. 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 19-10c(1).

19-12. Point of contact for FMTs

Queries that may arise as a result of a request of a foreign government for assistance in arranging for preparation of remains of FMTs training in the United States or their authorized accompanying dependents will be made to the Commander, TRADOC, ATTN: (ATFA-R), Fort Monroe, VA 23651.

**Chapter 20
Disposition of Remains**

20-1. Working with local civil authorities

Good working relationships with local civil authorities will be established and maintained by each installation's mortuary officer. Such relationships are important when death of a service member occurs off the military installation. The mortuary officer should know the medical examiners, police, rescue squads, hospital administrators, and so forth and become known to them. This could expedite release of remains for preparation and disposition.

20-1. Handling remains regardless of place of death

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. Commander of the Casualty Area Command (CAC) will notify NOK of the death, confirm the notification in writing, and advise the responsible mortuary officer when this has been done.

20-3. Communicating with NOK

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

20-4. NOK authorized to direct disposition of remains

a. The order of priority listed in (1) through (9) below will be followed in determining the PNOK entitled to direct disposition of remains of eligible deceased personnel cited in table 17-1, items 1 through 10 and 12 through 17. An exception will be the existence of special circumstances, such as adjudication of incompetence or an order of a court of competent jurisdiction, or a statutory provision. (See the glossary for explanation of the term "age of majority," with the exception of a minor surviving spouse.)

(1) Surviving spouse, even if a minor. For this regulation, the legal spouse is one who was not divorced from the deceased nor has remarried at the time disposition of remains is to be made. The latter would apply to the case of a service member who has been declared deceased, body not recovered, but 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.

(2) Designated blood relative. An unmarried service member may designate a blood relative on DD Form 93 as the person entitled to direct disposition of his or her remains. Should service member subsequently marry and die and 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.

(4) Older parent 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 nearest PNOK despite the fact that the individual had reached the age of majority at the time of death.) (See glossary for explanation of the term age of majority.)

(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 nearest PNOK despite the fact that the individual had reached the age of majority at the time of death.)

(6) Siblings who have reached the age of majority in the order of seniority.

(7) Oldest grandparent.

(8) Other adult relatives in order of relationship to the individual under the laws of the deceased's domicile.

(9) Person in loco parentis.

b. If any person in the order listed in a(1) through (9) declines to direct disposition of remains, the next person in order of priority will be entitled to do so.

20-5. 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 20-4a solely by reason of their status.

20-6. When PNOK is questionable

When a question exists as to the person entitled to direct disposition of the remains, legal assistance will be obtained from a staff judge advocate. When the case cannot be resolved at command level, it may be referred to HQDA (DAPC-PEC-D) for review and opinion.

20-7. Invalidating claim of spouse

To invalidate the claim of a spouse, proof must be furnished that a final decree of divorce was awarded.

20-8. When to request disposition instructions

Disposition instructions will not be requested from the PNOK until—

a. Remains are recovered and individually identified.

b. PNOK has been officially notified of the death. (See Part Two.)

20-9. General guidance for requesting disposition instructions from PNOK of eligible military personnel

The responsible mortuary officer will obtain disposition instructions from the PNOK under paragraph 20-10. The mortuary officer will cover the subjects discussed below with the PNOK.

a. The following options will be explained:

(1) The Army can assume complete responsibility for preparation and shipment of remains.

(2) The PNOK can engage a funeral director to perform these services.

b. Mortuary services and items provided at Government expense. (See table 17-1.)

c. Interment allowances. (See chap 29.)

d. Limitations applicable to reimbursement when the PNOK makes all arrangements.

e. Complete disposition instructions for remains if the Army is to assume responsibility.

f. Stress importance of not setting date of funeral until advised of scheduled time of arrival of remains at destination.

20-10. Obtaining disposition instructions from PNOK of military personnel

Disposition instructions will be obtained from the PNOK of deceased eligible military personnel as follows:

a. When the death occurs in CONUS and PNOK is present at or near the place of death the mortuary officer will explain mortuary benefits and obtain disposition instructions in writing by a personal visit. (A sample format is at fig 20-1; this figure is located after the last chapter of this Regulation.) A copy of the written disposition instructions will be forwarded to HQDA (DAPC-PEC-D), ALEX VA 22331-0400; one copy will be left with the PNOK and a copy will be placed in the field case file.

b. When the death occurs within CONUS and the PNOK is not present at or near the place of death, advice to the PNOK concerning mortuary benefits and request for instructions relative to disposition of remains will be made as follows:

(1) When the PNOK lives in CONUS, the mortuary officer handling preparation and shipment of the remains will send a commercial telegram to the PNOK. (The telegram will be similar to the one shown at fig 20-2; this figure is located after the last chapter in this Regulation.) The mortuary officer is authorized to modify the telegram to present a more delicate approach and personal interest in performing this sensitive mission. The PNOK can respond to the telegram by sending a collect telegram, by a collect call to the mortuary officer, or by passing the disposition instructions to the Casualty Assistance Officer (CAO). The CAO, in turn, will pass the instructions on to the mortuary officer.

(2) When the PNOK lives OCONUS a message similar to (1) above will be sent by HQDA (DAPC-PEC-D) in requesting instructions by direct communication with the PNOK through the oversea commander. HQDA (DAPC-PEC-D) will relay the disposition instructions received from the PNOK to the responsible mortuary officer in CONUS for disposition of remains.

c. When death occurs OCONUS and the PNOK is living in the command or in the same geographical area in which death occurred the mortuary officer will be responsible for obtaining written disposition

instructions from the PNOK. These instructions will accompany the remains to port. Disposition instructions also will be sent in the shipping message. (See table 18-1.)

d. When the death occurs OCONUS and the PNOK lives in CONUS or in a foreign country not accessible to the oversea commander HQDA (DAPC-PEC-D) will request disposition instructions and pass them, as applicable, on to the CONUS POE responsible for shipment.

e. When death occurs in the vicinity of a Navy, Marine Corps, or Air Force activity, the Army mortuary officer will make contact with the PNOK and pay him or her the interment allowance. The mortuary officer may request that activity to arrange for preparation and shipment of remains. Payment for services, supplies, and transportation furnished by the funeral director will be made by citation of Army Disposition of Remains funds.

f. When the death of an Army service member occurs in a Veterans Administration (VA) facility, the Mortuary Affairs Director responsible for the area in which the death occurred will obtain disposition instructions and arrange for preparation and shipment of remains.

g. When several members of the same family die in a common accident disposition instructions must be obtained from the NOK of each individual. (For example, if the husband and wife are both service members and are killed in the same accident, disposition instructions must be obtained from the husband's PNOK and from the wife's PNOK separately.) Also, the status of each decedent will affect mortuary benefits allowable under that status.

h. When an unusual delay has happened in obtaining disposition instructions from the PNOK and further delay will prevent proper preservation of remains, the mortuary officer will authorize immediate embalming of those remains.

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

20-11. Death of pensioners (retirees) and indigent persons in Government hospitals

a. Disposition instructions will be issued by HQDA (DAPC-PEC-D) when a pensioner (retiree) or indigent person (see table 17-1) dies in a Government hospital and one of the options shown in (1), (2), or (3) below applies. Cost for preparation of remains and a suitable casket will be negotiated and obtained at the most reasonable cost.

(1) No NOK is known to direct disposition of remains.

(2) NOK states in writing (or telegram) that he or she will not assume responsibility or provide disposition instructions for remains.

(3) Local municipal authorities will not assume custody of remains.

b. Use of a contract funeral home for persons discussed in a above is not mandatory except when the funeral home submits the lowest cost for services specified.

20-12. Deaths while absent without leave

a. Determination of whether the decedent has been 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 an individual 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. PNOK 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.

c. When determination is made that an individual 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 service member.

d. When determination cannot be made whether decedent has been dropped from the rolls of his or her organization, PNOK will be requested to make all arrangements for care and disposition of remains. The mortuary officer will advise the PNOK that reimbursement may be requested by submitting a completed DD Form 1375 (Request for Payment of Funeral and/or Interment Expenses) (fig 20-3) with itemized bills attached to HQDA (DAPC-PEC-D), ALEX VA 22331-0400. (Fig 20-3 is located after the last chapter in this regulation.) The claim will be held until a final determination has been made. (Instructions for preparing DD Form 1375 are on the form. This form is available through normal supply channels.)

20-13. Deaths aboard aircraft, on trains, and at sea

a. Deaths aboard aircraft or trains. When a Army member dies aboard an aircraft or a train, remains will be removed from the vehicle at a location decided by the person in charge. The Mortuary Affairs Director responsible for the area in which the remains are off-loaded will arrange for mortuary services and will obtain disposition instructions from the PNOK. (See para 20-10.)

b. Deaths at sea.

(1) Remains will be buried at sea only on specific request of the person entitled to direct disposition of the remains.

(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 insure preservation.

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

(4) The Mortuary Affairs Director responsible for the area in which the remains are off-loaded will—

(a) Arrange for mortuary services.

(b) Obtain disposition instructions from the PNOK.

20-14. Disposition instructions received from PNOK

Instructions for disposition of remains will be obtained in writing, if PNOK is present; otherwise by way of commercial telegram or telephone. If received by telephone make a memorandum for record of the call. When cremation of remains is requested, a written authorization signed by the PNOK must be in the possession of the mortuary officer before having remains cremated. (See chap 25 for cremation.)

20-15. When PNOK desires Army to make funeral arrangements

When the PNOK desires, the responsible mortuary officer will—

a. Assume responsibility for remains.

b. Arrange for mortuary services under entitlements outlined in table 17-1.

20-16. When PNOK 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 PNOK.

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

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

(2) Army authorities have arranged for mortuary services, but PNOK wishes to select merchandise other than that provided by the Army (such as the casket).

(3) 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 paragraph, the Army is released from responsibility to inspect remains and to submit DD Form 2063 (Record of Preparation and Disposition of Remains (Within CONUS)), or DD Form 2062 (Record of Preparation and Disposition of Remains (Outside CONUS)).

d. A delay may occur in the Army learning of the death of a service member. (For example, the service member could die while he or she is on leave.) A sample format of the disposition statement, which will be completed by the NOK, is at figure 20-4. (This figure is located after the last chapter in this regulation. One copy of the disposition statement will be sent to HQDA (DAPC-PEC-D), one copy will be left with the PNOK, and one copy will be placed in

the field case file.) The PNOK could make all funeral arrangements before the Army learns of the death. However, the mortuary officer at the installation who first learns of the death will see that the PNOK is briefed on mortuary benefits and furnished with a copy of the DD Form 1375. The mortuary officer may delegate this responsibility to the mortuary officer nearest the place of death or at the home station, as applicable. The mortuary officer will advise the PNOK that reimbursement may be requested by submitting a completed DD Form 1375 with itemized bills attached to HQDA (DAPC-PEC-D), ALEX, VA 22331-0400.

e. Information furnished PNOK of deceased military personnel concerning items for which they would be reimbursed will include the following as applicable:

(1) If the place of death is covered by a requirements contract for care of remains (Army, Navy, or Air Force contract), the cost the Government would incur under the contract (a specific cost from the applicable contract) will be given to the PNOK.

(2) If the place of death is not covered by requirements contract, \$750 (effective 1 July 1980) or actual cost, whichever is less, is the maximum amount allowable. Reimbursable primary expenses include cost of preservation of remains, casket, cremation, urn, and clothing. When death occurs OCONUS the limitation of \$750 for these items does not apply.

(3) Items allowed for reimbursement under transportation are covered in paragraph 27-6.

(4) Reimbursement for secondary interment expenses may not exceed the amount authorized in paragraph 29-9.

(5) If deceased is eligible for burial in a national or post cemetery, cost of gravesite and opening and closing the grave will be borne by the Government. When remains of military deceased are interred in a private cemetery, these expenses can be claimed as reimbursable expenses under the interment allowance.

20-17. Obtaining disposition instructions from PNOK of other military services and uniformed services personnel

See chapter 19 for instruction on how to obtain disposition instructions from PNOK of other military services and uniformed service personnel.

20-18. Obtaining disposition instructions from PNOK of eligible civilian personnel

In general, the same steps for obtaining disposition instructions from PNOK of other deceased eligible personnel will be followed. Mortuary benefits will vary for different categories of personnel as shown in table 17-1.

Chapter 21 Obtaining Mortuary Services

Section I Mortuary Services

21-1. General

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, casket, and outer shipping container. 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.

21-2. Methods of obtaining mortuary services

Mortuary services generally will be obtained by one of the following methods:

a. Requirements contract.

b. Separate purchase order if a requirements contract is not in effect or not applicable.

c. Armed services mortuaries. (See chap 22.)

Section II Requirements Contract

21-3. Use of requirements contracts

a. In CONUS 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 overseas area where armed services mortuaries are not available.

b. The responsible mortuary affairs officer will request the servicing contracting office to execute a requirements contract for mortuary services with a civilian funeral establishment (as prescribed in the DOD Federal Acquisition Regulation (FAR) Supplement and related procurement directives)

21-4. Information needed for requirements contract

The mortuary officer will work very closely with the contracting officer to ensure that desired mortuary services are procured. The mortuary officer will furnish 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 C). At the request of the contracting officer, the mortuary officer must be prepared to conduct or assist in a pre-award survey to determine contractor responsibility.

b. Estimated casket requirements by size. 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 to be priced by the prospective contractor, such as outer shipping containers, urns, and so forth.

d. Estimated transportation requirements (not applicable for contracts at POEs).

e. Boundaries of the area of performance; this will include names and addresses of all organizations to be serviced within the area of performance under the contract.

f. Applicable Armed Services Specifications for Mortuary Services. 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 HQDA (DAPC-PED-F). These specifications also will be used, when possible, when procuring mortuary services and supplies by purchase order. Mortuary affairs officers will be thoroughly familiar with the requirements in these specifications. Copies of these specifications may be obtained from HQDA (DAPC-PED-F), ALEX VA 22331-0400, or by calling (202) 325-7960 (commercial) or 221-7960, automatic voice network (AUTOVON).

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

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

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

j. Recommended sources as appropriate.

21-5. Data needed for delivery orders

The mortuary affairs officer will provide the data listed below to the servicing contracting officer; this will allow issuance of a delivery order under a requirements contract.

a. Services desired.

b. Size of casket.

c. Transportation requirements (location of place of removal and delivery).

21-6. Contracting officer representative (COR)

a. Generally, only one 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 21-3a), 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) Furnish burial-clothing to contractor for the decedent. (See para 18-4.)

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

(a) Within CONUS, furnish DD Form 2063. This form will be completed on all cases processed under contract. (Instructions for completing DD Form 2063, distribution of the form, and samples of the completed form are at fig 21-1.) DD Form 2063 is available through normal publications supply channels.

(b) OCONUS, furnish DD Form 2064 and DD Form 2062. (See fig 21-2, which is located after the end of this regulation, for a sample of a completed DD Form 2064.) (Instructions for completing DD Form 2062, distribution of this form, and samples of the completed form are at fig 21-3. DD Form 2062 is available through normal publications supply channels.

(3) Inspect services and merchandise ordered under requirements contract.

(4) Ensure that services of the contractor are satisfactorily completed before authorizing delivery of remains.

(5) Inspect each embalmed nude remains.

(6) Inspect each remains again after they are clothed and placed in the casket.

(7) Inspect casket and shipping container.

(8) Complete "Inspection Data" portion of DD Form 2062 or DD Form 2063. All discrepancies will be noted and corrected expeditiously.

(9) Expedite shipment of remains.

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

21-7. OCONUS contracts

Mortuary services are obtained by contract in Anchorage, Alaska; San Juan, Puerto Rico; and New Zealand.

Section III Purchase Orders

21-8. Procurement of mortuary services by purchase order

If a requirement contract is not in effect in the area in which death occurs or when remains cannot be prepared in an overseas armed services mortuary, 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 Armed Services Specifications for Mortuary Services (para 21-4f) when practicable.

21-9. Information needed for purchase orders

Mortuary officers 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 prepositioned with potential

sources whenever possible, with evaluation of capability), or other description of services.

b. Casket requirement(s).

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.

21-10. Contract administration responsibilities

If the contracting officer, or the mortuary officer 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 22 Mortuary Services Provided by OCONUS Armed Services Mortuary Facilities

Section I Operation of OCONUS Mortuaries

22-1. General

The Army, Navy, and Air Force have established OCONUS armed services mortuary facilities as shown in paragraph 22-2. These facilities are established to provide mortuary services for eligible deceased personnel. Establishment or disestablishment or armed services mortuary facilities will be coordinated at the Departmental level.

22-2. Locations of armed services mortuary facilities

a. Army facilities are located at the following places:

- (1) Frankfurt, Germany.
- (2) Kaiserslautern, Germany.
- (3) Vicenza, Italy.
- (4) Ancon, Republic of Panama.
- (5) Honolulu, Hawaii.
- (6) Seoul, Korea.

b. Air Force facilities are located at the following places:

- (1) US Air Force, Europe (USAFE) Mortuary No. 1, Royal Air Force (RAF), Lakenheath, England.
- (2) USAFE Mortuary No. 2, Torrejon Air Base (AB), Spain.
- (3) USAFE Mortuary No. 3, Helenikon AB, Greece.
- (4) Clark AB, Philippines.
- (5) Yokota AB, Japan.
- (6) Camp Kinser, Okinawa, Japan.

c. Navy facilities are located at the following places:

(1) US Naval Regional Medical Center, Guam.

(2) US Naval Regional Medical Center, Naples, Italy.

(3) US Naval Hospital, Guantanamo Bay, Cuba.

22-3. 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 furnished through regular supply channels under prescribed tables of allowances. (See table 22-1 for a list of mortuary supplies and equipment; this table is located at the end of this regulation.) Eligible remains will be received, identified, prepared, and shipped as expeditiously as possible.

b. *Areas of responsibility.* Mortuary officers will know their geographic areas of responsibility for mortuary services overseas. They will keep copies of current directives outlining these areas; one copy will be sent to HQDA (DAPC-PED-F), ALEX VA 22331-0400.

c. *Staffing.* Civilian embalmers will be employed to staff Army OCONUS mortuaries.

22-4. Eligible deceased entitled to services in an Army mortuary

a. *At Government expense or on a reimbursable basis.* In a OCONUS Army mortuary, mortuary services and supplies are authorized eligible deceased personnel described in table 17-1 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.

22-5. Authorization and use of specification caskets in Army mortuaries

a. In those overseas commands in which suitable caskets are not available commercially (or if available, the cost is prohibitive), a minimum supply of specification caskets with shipping containers may be stocked for use in Army mortuaries under operating levels established by HQDA (DAPC-PED-F). These caskets will be furnished by Army mortuaries at Government expense or on a reimbursable basis for overseas burial of remains of eligible deceased personnel.

b. A specification casket is authorized from Army stock on a reimbursable basis for local burial or eligible deceased infant or child dependents; this is provided if an infant- or child-type casket is not available from AAFES or from local commercial sources. (See para 18-3c.)

c. 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.

22-6. Authorization and use of transfer cases in Army mortuaries

Army commands in overseas areas in which an Army mortuary has been established will maintain a minimum number of transfer cases under operating levels established by HQDA (DAPC-PED-F) 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 Army personnel prepared the remains.

a. *Nomenclature of transfer case.* See table 22-1 for additional information.

b. *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 OCONUS Army mortuary and shipped to a CONUS POE. (This does not preclude use of a locally produced casket for shipment of remains to CONUS when this procedure is advantageous to the US Government.) A transfer case may be used to ship remains of an eligible dependent infant or child to the CONUS POE; this is provided if a suitable casket (infant- or child-type) is not available either from AAFES or from local commercial sources. The transfer case will not be used to ship remains beyond the CONUS POE.

c. *Supply of transfer case.* The transfer case is available to overseas commands by requisition through appropriate supply channels subject to approval of HQDA (DAPC-PED-F). 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.

d. *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 insure 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 required by table 18-1 will state the transfer case number. The overseas command mortuary officer will take followup action to determine disposition of cases not returned.

e. *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.

f. *Sanitation of transfer case.* The CONUS POE mortuary officer will thoroughly clean and disinfect the case.

22-7. *Viewing remains in overseas area*
Funeral services with remains present will not be held unless the NOK specifically requests them. When a viewing or funeral service with the remains is desired, the NOK must contact the mortuary officer at the mortuary processing the remains to arrange an appropriate time for the viewing or service.

22-8. Procedures on 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 Armed Services Specifications for Mortuary Services (para 21-4f), 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 dressed 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 OCONUS mortuary if remains are to be shipped to another OCONUS mortuary or to a CONUS POE.

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

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

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

(c) Funeral services and viewing are to be held before shipment of remains.

(3) Cosmetics will be removed before shipment of remains to a CONUS POE or to another overseas mortuary.

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 OCONUS mortuary when they are released for local burial or shipped directly to a consignee designated by the NOK (the

latter most commonly applies to Panama). If remains are to be shipped to a CONUS POE or to an OCONUS mortuary, procedures at 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 military personnel are not available in the OCONUS command, the items needed will be listed in the shipping message. (See table 18-1.) The CONUS POE mortuary officer 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. (See fig 21-3.)

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) Insure maintenance of position during transit.

22-9. Required documentation

a. DD Form 2062 will be initiated by the preparing OCONUS mortician on all remains prepared in the OCONUS mortuary facility or on a contract basis. The CONUS POE (port embalmer or port contract funeral director and department representative) will complete the applicable portion of the second page of DD Form 2062 (fig 21-3) 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 HQDA (DAPC-PEC-D), ALEX VA 22331-0400, as soon as it is available.

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

(1) DD Form 2064 (Certificate of Death (Overseas)). Page 1 of this form will be completed by medical authorities; page 2 will be completed by the mortician preparing the remains. (A sample of the completed form is in fig 21-2. DD Form 2064 can be obtained through local supply channels.)

(2) The civil death certificate, if available.

(3) DD Form 2065 (Disposition of Remains—Reimbursable Basis) on reimbursable cases. See paragraph 22-17b(1).

(4) ID documentation. See requirements in paragraph 24-12.

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

(1) Letter from the State Department requesting the mortuary services desired.

(2) Photocopy pages of passport of decedent containing picture and ID data.

(3) Receipt for payment or mortuary services and evidence that payment has been deposited.

22-10. Compliance with health and transportation laws

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

b. The OCONUS mortuary 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 CONUS POE.

(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 they are properly embalmed and placed in a hermetically sealed casket or transfer case, or 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 insure compliance with US 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

22-11. Customs requirements.

Commanders of OCONUS Army mortuary facilities will take the actions shown below to prevent introduction of narcotics, drugs, and other contraband items during processing and movement of remains from Army OCONUS mortuary facilities. Additional procedures to insure 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. (DD Form 1384 can be obtained through local supply channels.)

22-12. 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.

22-13. 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. See table 18-1. Cite custom seal numbers in final paragraph of the message.

c. DD Form 1384. Enter in "remarks" column custom seals as indicated below.

(1) Head 789.

(2) Foot 754.

(3) Tube 651.

22-14. 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.

22-15. Procedures when infant-type shipping container is used

The following procedures will be used when an infant-type 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

22-16. Verifying eligibility of certain deceased individuals for mortuary services

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

(1) Dependents of active duty Army service members.

(2) DA and DOD civilians and their dependents.

(3) Nonappropriated fund (NAF) employees and their dependents.

(4) Contract employees and their dependents who die OCONUS.

b. Documentation required to verify the status of these individuals is as follows:

(1) *Dependents of active duty Army service members and dependents of DA and DOD civilians.* DA Form 5327-R (Bona Fide Dependent Declaration (Military)) will be completed on each eligible deceased Army dependent; DA Form 5328-R (Bona Fide Dependent Declaration (Civilian)) will be completed on each eligible dependent of a DA or DOD civilian. (These forms will be locally reproduced on 8 1/2- by 11-inch paper; copies of these forms for local reproduction are located in the back of this regulation. Samples of the completed forms are at figs 22-1 and 22-2; these figures are located at the end of this regulation.) 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. (A sample of the letter required from the personnel officer is at fig 22-3; this figure is located at the end of this regulation.)

(3) *NAF employees.* A sample of the letter required on the employees from the personnel officer is at figure 22-4; this figure is located at the end of this regulation.

(4) *Dependents of NAF employees.* A sample of the letter required on the sponsor from the personnel officer is at figure 22-5; this figure is located at the end of this regulation.

(5) *Contract employees.* A sample of the letter required on the contract employee from the COR is at figure 22-6; this figure is located at the end of this regulation.

(6) *Dependents of contract employees.* A sample of the letter on the sponsor from the COR is at fig 22-7; this figure is located at the end of this regulation.

22-17. Providing mortuary services on a reimbursable basis in OCONUS mortuaries

a. *Eligible personnel.* Eligible deceased personnel who are authorized mortuary services and related items on a reimbursable basis are listed in table 17-1.

b. *Disposition desired by sponsor.* When eligible deceased personnel are prepared by an Army OCONUS mortuary 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 remains are shipped to the United States the sponsor will be required to complete and sign DD Form 2065, selecting one of the options listed at (a), (b), or (c) below. (DD Form 2065 may be locally reproduced on 8 1/2- by 11-inch paper. A copy of this form for local reproduction is located at the back of this regulation. A sample of the completed form is at fig 22-8; this figure is located at the end this regulation.) A signed copy of this form will accompany the remains to the POE. The sponsor will be advised not to set date and time of funeral services until CONUS port authorities advise the designated funeral director of the scheduled time of arrival of remains at destination. This is important and will be emphasized in counselling the sponsor.

(a) *Option I.* Remains may be prepared at the Army OCONUS mortuary facility and returned to the CONUS POE in a transfer case. Reprocessing services, casket, and shipping container will be furnished by the contract funeral director or POE mortuary officer. The sponsor will reimburse the overseas command for all costs involved.

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

(c) *Option III.* 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 POE will be explained in detail.

(2) *Interment overseas.* If the sponsor desires his or her dependent to be buried overseas, the sponsor will complete DA Form 5330-R (Release of Remains for Local Disposition (OCONUS)). (DA Form 5330-R may be locally reproduced on 8 1/2- by 11-inch paper. A copy of this form for local reproduction is located at the back of this regulation.) One completed form will be sent to HQDA (DAPC-PEC-D), ALEX VA 22331-0400, 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 furnished.

(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; this will apply if travel to place of death is required for the sole purpose of preparing remains that are being processed 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 the sponsor.

(6) The contract funeral director's charges or port mortuary charges at the CONUS POE for necessary reprocessing of remains, for cost of casket and shipping container, and for required cleaning and return of the transfer case to the overseas command. The CONUS POE will furnish OCONUS commands the prices to be charged to the sponsor.

(7) Cost of Government transportation to the CONUS POE when handling the remains of those persons listed in table 17-1, item 18.

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 OCONUS area. If collection cannot be made and sponsor has departed the area, contact HQDA (DAPC-PEC-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 furnished by the overseas command will be credited to current appropriations. Reimbursements collected for CONUS port contract charges will be credited to the reimbursement account (AR 37-100-XX(FY)).

e. *Reporting reimbursable charges.* The overseas command will report costs incurred and collections made in each individual case to HQDA (DAPC-PEC-D), ALEX VA 22331-0400, on DD Form 2062 and DE Form 1131 (Cash Collection Voucher). Delinquent accounts will be reported to the Chief, Collection Division, Department 80, Centralized Pay Operations, U.S. Army Finance and Accounting Center, Indianapolis, IN 46249 (AR 37-108). A copy of this action will be sent to HQDA (DAPC-PEC-D).

22-18. Summary report on mortuary cases, supplies, and personnel (RCS AG-666)

a. DA Form 4339-R (Mortuary Activity and Status Report (Overseas) (RCS

AG-666) will be prepared quarterly by each OCONUS mortuary facility. This form will be submitted to HQDA (DAPC-PEC-D), ALEX VA 22331-0400, 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-R, distribution of the form, and a sample of the completed form are at figure 22-9.

c. DA Form 4339-R may be locally reproduced on 8½- by 11-inch paper. A copy of this form for local reproduction is located at the back of this regulation.

Chapter 23 Reprocessing Remains at CONUS POEs

23-1. Mortuary services at CONUS POEs

Remains shipped from CONUS mortuary facilities will be reprocessed at the receiving OCONUS POE mortuary. Mortuary services will be provided at the port by a Government-operated mortuary or by a civilian funeral establishment under contract with the Government. The facility will be staffed to operate 7 days a week including holidays. Remains will be shipped on holidays unless PNOK requests otherwise.

23-2. Location of CONUS POEs

The CONUS POEs listed below will receive remains shipped by Government transportation to CONUS and will trans-ship remains to a destination OCONUS.

a. Dover AFB, DE—from or to Canada, Europe, Atlantic area, North Africa, South America, Bermuda, and the Caribbean area.

b. Travis AFB, CA—from or to Canada and Pacific and Far East areas. (Remains are transferred to Oakland Army Base mortuary for reprocessing.)

c. Griffiss AFB, NY—from or to Canada.

23-3. Inspecting and reprocessing remains at CONUS POE

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. (See sample of the completed second page of DD Form 2062 in fig 21-3.) The accompanying paperwork will be cross checked with the remains to insure 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 prepared by a licensed mortician in accordance with the Armed Services Specifications for Mortuary Services (para 21-4f) 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 furnished by the port mortuary officer. (See para 22-8d(5).) When condition of the remains does not permit dressing, clothing will be placed on the remains as prescribed in paragraph 18-4f.

(2) Two ID tags will be securely attached as follows:

(a) One to the remains, preferably around the neck.

(b) 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. ID tags prepared at port mortuaries will be metal and inscribed with the last name, first name, middle initial, and SSN.

(4) Remains will be properly cosmetized when possible (including those remains that are considered nonviewable except for ID 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 insure that remains are properly clothed, cosmetized, and casketed.

23-4. Preparation and distribution of required documents

When Army remains or Army-sponsored remains are initially prepared in an OCONUS mortuary and are reprocessed at a CONUS POE mortuary, the reprocessing activity at the port will send HQDA (DAPC-PEC-D), ALEX VA 22331-0400, the originals of all 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. (Further distribution of DD Form 2062 is stated in fig 21-3, note 2.) 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. Original of 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-R (Escort Report). (See chap 28.)

e. DD Form 1131.

f. Reimbursable charges collected and deposited.

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

23-5. Transfer case

a. The transfer case will be cleansed thoroughly, repaired when necessary, and returned to the appropriate overseas

command. 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 CONUS beyond the CONUS POE.

23-6. Release of information

CONUS POEs are authorized to release information on estimated time of arrival (ETA), estimated time of departure (ETD), and viewability status on all Army remains for which the port has received disposition instructions; an exception is those remains which are "ID HOLD" status. Inquiries on these cases will be referred to HQDA (DAPC-PEC-D).

Chapter 24 Search, Recovery, and Identification

24-1. General

Responsible commanders (see para 24-3) will take appropriate action to search for, recover, and identify remains of eligible deceased personnel. (See FM 10-63/AFM 143-3/FM 4-8 and FM 10-286 for more information on these subjects.)

24-2. Costs for recovery and identification of remains

No specific limitations exist on the amount that can be spent to search for, recover, and identify eligible deceased personnel cited in table 17-1; however, required services will be obtained at minimum cost consistent with the best interest of the Army.

a. *Expenses authorized.* Costs of travel, services, and use of equipment associated with recovery of remains are properly chargeable to Disposition of Remains funds. (See para 17-10.)

b. *Expenses not authorized.* Expenses not authorized are explained in paragraph 17-11.

24-3. Responsibility for search, recovery, and identification

The commander of the installation nearest the place of death (or the commander in the overseas command responsible for the area 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 ID of remains.

24-4. Responsibility for identification technical assistance

HQDA (DAPC-PED-F) will provide technical assistance when ID 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 HQ level of the Services involved will decide which Service will provide technical assistance.

24-5. Jurisdiction of civil authorities within the United States

Appropriate procedures should be agreed on between Army representatives and civil authorities covering deaths within and outside the limits of Army installations.

a. *Within an Army installation.* In general, and except where the State has retained concurrent jurisdiction with the Federal Government, civil authorities have no jurisdiction over deaths occurring on an Army installation or reservation. A civil death certificate, however, is required for all deaths occurring in US Army hospitals. A transit or burial permit is required before remains can be removed from an Army 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.

24-6. 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.

24-7. Recovering remains from scene of incident

a. The responsible installation commander will dispatch immediately appropriate personnel and equipment to the scene of the incident.

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 ID of casualties 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. Remains will be so tagged and marked that the tag will not fall off the remains in handling, and markings will be preserved for the ID specialist. Use embossed metal or plastic tags if possible. If paper tags are used, mark them using waterproof ink and protect them with plastic bags.

24-8. 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.

24-9. Processing remains for identification

Remains will be processed for ID under policies and procedures in this chapter, supplemented by FM 10-286. Any additional data needed to effect individual ID of remains should be requested from HQDA (DAPC-PED-F), by telephone ((202) 325-7960 (commercial) or 221-7960 AUTOVON) or by fastest means of communications available. Policies shown below will be carried out.

a. Eligible deceased personnel must be positively identified as quickly as possible by employing all well known means and scientific resources.

b. Multiple remains will be processed for ID simultaneously.

c. Commingled remains will not be separated arbitrarily.

d. Remains will not be classified as unidentifiable until an ID specialist from HQDA (DAPC-PED-F) has made a complete review of the case.

e. Means used to establish ID will be documented carefully and accurately. This documentation will include the following, as available and applicable:

- (1) Visual recognition.
- (2) Witness statements.
- (3) Description of effects found on or near the remains.
- (4) Physical data, such as dental, skeletal, anatomical, and fingerprint charts.
- (5) Record of circumstances, procedures, and conclusions.

f. Information concerning ID or shipment of remains will not be released to news media before—

- (1) Establishment of a final ID conclusion for all remains.
- (2) Notification has been made to the NOK.

24-10. Portions of remains

a. Anatomical portions of remains that cannot be identified or associated and consolidated with the principal remains will be disposed of in the following manner:

(1) When there is an individually identified remains of each decedent killed in an incident, unassociable anatomical portions will be incinerated and disposed of locally.

(2) When a group burial is to be made (regardless of whether such group burial includes all decedents killed in an incident) any unassociable anatomical portions will be placed in the same caskets with unidentified principal remains and buried as a part of the group.

b. If all decedents involved in an incident have not been individually identified, as a

result of simultaneous processing portions of remains which anatomically duplicate those same portions of all remains for which individual ID is possible, the resulting portions of remains will be designated as the **ONLY RECOVERABLE REMAINS OF—**

(1) A single individual by name if only one associated decedent is still to be accounted for. Remains then will be processed as an identified individual. (See note in (2) below.)

(2) A group (of individuals) if more than one decedent is unaccounted for. Remains then will be processed as a group burial.

Note. Remains will be declared as the "ONLY RECOVERABLE REMAINS OF" only when defensible back-up statements of incident or accountability (c below) account for all persons involved. Ensure that partial remains are not amputated portions of survivors.

c. In cases described in b 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 SSN of each person involved directly and a statement that they were the only persons involved.
- (4) Status of personnel 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.

d. Before ID 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) Re-search of site or why a re-search 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.

e. When additional portions of remains are recovered after the identified partial remains have been buried or disposed of, under wishes of the NOK, HQDA (DAPC-PED-F) will be furnished all factual data. Under no circumstances will information be released concerning recovery of additional portions of remains until instructions have been received from HQDA (DAPC-PED-F). If the PNOK is to be contacted HQDA (DAPC-PED-F) will coordinate with the CAC and the CAO as applicable.

24-11. Telephonic status reports

Army commanders taking part in recovery, ID, processing, and shipment of remains and related activities will telephone all actions taken and status of the situation to the supervising command and HQDA (DAPC-PED-F) ((202) 325-7960 commercial or 221-7960 AUTOVON) as developments occur.

24-12. Documenting identification findings

a. The importance of good documentation cannot be overemphasized. The Army ID specialist processing remains for ID 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. (Also, see tables 17-2 and 17-3.) (Instructions for completing these forms are outlined in c below.)

(1) When no question exists of identity of remains and the remains are viewable, or viewable for ID 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-R (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-R (Physical and Dental Comparison Chart) replaces DD Form 897 (Physical and Dental Comparison Chart).

(3) When remains are nonviewable ((2) above) the forms shown below will be obtained from the service member's records if

available. (These forms will aid in ID processing.)

(a) DD Form 369 (Police Record Check).

(b) FD Form 258 (FBI US Department of Justice Fingerprint Card (Applicant)).

(c) Other record fingerprints.

(d) DD Form 2A (Armed Forces Identification Card). This form will be forwarded with processing papers (or as soon as possible under separate cover) to HQDA (DAPC-PEC-D), ALEX VA 22331-0400.

(e) Medical and dental records.

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

c. DA Form 5520-R and DA Form 2773-R, 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 10-63 and FM 10-286; instructions for DA Form 2773-R are in FM 10-286. DD Form 890, DD Form 891, DD Form 892, DD Form 893, and DD Form 894 are available through local supply channels. A copy of DD Form 565 for local reproduction is located in the back of FM 10-63. Copies of DA Form 5520-R and DA Form 2773-R for local reproduction are located at the back of this regulation; these forms may be locally reproduced on 8½- by 11-inch paper.)

24-13. Findings and conclusions

a. ID findings and conclusions must be well documented based on sound evidence that would justify the ID as established. Requests to defend ID are received frequently at HQDA; 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. Each completed case will fall into one of the categories shown below.

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

(2) *Unidentified remains.* When the conclusion shows that the ID data does not compare favorably with any individual.

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

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

c. *Approval of case.* See FM 10-286, chapter 4.

d. *Documentation.*

(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 HQDA (DAPC-PEC-D), ALEX VA 22331-0400; they will become part of the decedent's master case file. For OCONUS cases, documents must accompany all remains shipped to CONUS.

(2) For deaths of other Military Service members, originals of all documents will be sent to the HQ of the parent Service (table 19-1) of the decedent. A copy of the DD Form 2062 only will be sent to HQDA (DAPC-PEC-D). If death occurred overseas, these documents will be sent via the CONUS POE (except Panama).

Chapter 25 Cremation and Urns

25-1. When cremation is authorized

a. Eligible deceased Army members and certain eligible deceased civilian personnel cited in table 17-1 may be cremated at Government expense under applicable laws only when a written, signed authorization from the PNOK is actually in the possession of the mortuary officer. The written, signed authorization from the PNOK will be forwarded with pertinent case papers to HQDA (DAPC-PEC-D), ALEX VA 22331-0400. Cremation will be effected only with the consent of the PNOK even though cause of death or condition of remains precludes shipment unless remains are cremated.

b. In other mortuary cases (reimbursable basis) authorized to be processed in OCONUS Army mortuaries (see table 17-1) the mortuary officer may only assist the sponsor with cremation arrangements. Cremation charges for these cases will not be paid by the Government.

25-2. Where and by whom cremation may be accomplished

Cremation may be accomplished—

a. By the Army at, or near, place of death and at POEs when death occurred OCONUS.

b. By the PNOK after arrival at final destination.

25-3. 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. (Consideration should be given to placing cremation in the requirements contract at time of negotiations. See chap 21. Judgment will be exercised in this decision based on projected number of cremations and nearness of crematory.)

(2) Contractor will follow procedures in the Armed Services Specifications for Mortuary Services (para 21-4f) for preparation or reprocessing of remains, cremation casket, urn, engraving of the urn, and so forth.

(3) Mortuary officer will provide a US flag to drape the casket to the crematory. On arrival at the crematory, the flag will be removed from the casket and retained by the escort for ultimate presentation to the NOK.

(4) Commercial crematory will be required to receipt for remains and, on completion of cremation, to furnish a release which states that the remains were cremated and 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 HQDA (DAPC-PEC-D), ALEX VA 22331-0400.

(5) When a lapse of time occurs between cremation and shipment of cremated remains to final destination, the remains will be stored at the port mortuary or contractor's facility, as applicable.

(6) When PNOK desires release of cremated remains before shipment to final destination Army authorities will obtain a signed statement from the PNOK 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 PNOK, the following will apply:

(1) If the PNOK desires cremation at final destination remains will be prepared in the normal manner and shipped in a cremation casket. Remains may be shipped in a specification metal casket instead of the cremation casket if so desired by the PNOK. The PNOK should make certain that the receiving crematory can accommodate the metal casket before the remains are shipped.

(2) PNOK will pay costs incurred for cremation, but will be reimbursed for costs allowed. Items allowed under cremation are listed below.

(a) Transport the remains to the crematory.

(b) Actual crematory charges.

(c) Suitable urn, including engraving.

(3) DD Form 1375 will be provided to the PNOK to claim reimbursement for cremation expenses. A completed form will be sent to HQDA (DAPC-PEC-D), ALEX VA 22331-0400. HQDA (DAPC-PEC-D) will determine amount allowable and authorize payment.

25-4. Transportation of cremated remains

a. Cremated remains of military personnel will be transported by air or surface transportation with an escort to the designated consignee (PNOK or designee of PNOK). Cremated remains will be handcarried 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 28-6.

b. Cremated remains of other than military personnel may be mailed by registered

mail or shipped by air express. No escort is authorized.

c. A receipt will be obtained from whom ever assumes custody of the cremated remains. A copy of this receipt will be sent to HQDA (DAPC-PEC-D), ALEX VA 22331-0400.

25-5. Procurement of urns by Army

Type of urn specified in Armed Services Specifications for Mortuary Services (para 21-4f) will be procured. When the specified type of urn is not available OCONUS a temporary container may be purchased for shipment to a POE or another command where a suitable urn may be purchased by the contracting officer.

25-6. Arrangements for engraving urns

To promote ID 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.

Chapter 26 Group Burials

26-1. Identification processing of remains before group burial decision

Before a decision is made to have a group burial, remains first will be processed for ID and thoroughly documented under chapter 24. (See the glossary for explanation of the term "group burial.") ID findings will be reviewed by HQDA (DAPC-PEC-F); this office, in turn, will make a recommendation to a Board of Officers as to whether the findings should be accepted or rejected. This Board will make the final decision.

26-2. Selection of a national cemetery for group burial

Group burials will be in a national cemetery designated by HQDA (DAPC-PEC-D). When other than Army dead are included in the group, HQDA (DAPC-PEC-D) will coordinate selection of the cemetery with other Services and agencies involved.

26-3. Coordinating agency for group burials

HQDA (DAPC-PEC-D) will be the Army coordinating agency for all necessary actions to effect a group burial. HQDA will request assistance from Army installations when needed.

26-4. Advising NOK of group burial

a. NOK will be notified of the group burial as soon as possible—

(1) After determination that remains are not individually identifiable.

(2) When a national cemetery has been selected for interment of the group.

b. Notification will be made by a personal visit, letter, or message, depending on circumstances and as directed by HQDA (DAPC-PEC-D).

26-5. Travel of eligible survivors authorized transportation to attend group burial

(See paragraphs 27-2 and 27-3 for travel entitlements for survivors.)

26-6. Escorts for remains in group burial

The number of escorts to be used for remains in a group burial will be determined by HQDA (DAPC-PEC-D). The rank of the escort will be at least equivalent to that of the highest ranking decedent. In assigning escorts, social, religious, or ethnic customs of those being interred will be considered. (See chap 28.)

26-7. Shipment of group remains to a national cemetery

a. HQDA (DAPC-PEC-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 by the superintendent.

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 CDRMILPERCEN ALEX VA//HQDA (DAPC-PEC-D//) as an information addressee with the following information:

(1) Names of deceased comprising the group.

(2) Name of each escort.

(3) Schedule time of departure.

(4) Routing.

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

26-8. Payment of monetary allowances to survivors

a. Eligible survivors who pay transportation expenses will submit a claim for those expenses in letter format with receipts attached to HQDA (DAPC-PEC-D), ALEX VA 22331-0400.

b. PNOK of each military member in the group burial is authorized an interment allowance not to exceed \$75 for expenses incurred incident to interment. This allowance can be claimed by the PNOK by submitting a completed DD Form 1375 with itemized bills attached to HQDA (DAPC-PEC-D).

26-9. Payment to funeral directors

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

26-10. Flags with cases and group burial marker

a. Flags with cases will be provided as follows:

(1) To PNOK of each military decedent in the group burial.

(2) To parents. HQDA (DAPC-PEC-D) will contact parents who will be attending

the group burial services concerning their desire for presentation of a flag. (See para 31-1b).

b. HQDA (DAPC-PEC-D) will mail a flag with case to those eligible for a flag who could not be present at interment services; this will be done unless it is contrary to their desires.

c. A group marker containing all of the names of the decedents in the group will be erected by the Government in the national cemetery selected for the group burial. In addition, an individual memorial marker may be furnished at Government expense by submitting a completed VA Form 40-1330 (Application for Headstone or Marker) to the Director, Department of Memorial Affairs (42), VA Central Office, 810 Vermont Avenue, NW, WASH DC 20420. State on the VA Form 40-1330 that the decedent was in a group burial (VA Form 40-1330 will be furnished to the PNOK by the person escorting the remains, the CAO, or the local funeral director.) The memorial marker cannot be erected in the same cemetery as the group marker. However, the memorial marker can be erected by the NOK in another cemetery (national or private) at the NOK's own expense.

Chapter 27 Transportation and Travel

Section I General

27-1. Eligible deceased authorized transportation

a. *At Government expense* Transportation is authorized at Government expense for shipment of the eligible deceased personnel listed below from place of death to destinations specified.

(1) Military personnel cited in table 17-1, items 1 through 9, to place selected by the PNOK directing disposition of remains.

(2) Military retirees cited in table 17-1, item 10, to a place of burial that is no further distance than the decedent's last place of permanent residence. Amount paid for transportation may not exceed cost of transportation from place of death to decedent's last place of permanent residence. 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. (The term "United States" is explained in the glossary.) (See para 27-23.) If retiree qualifies for transportation by the Veterans Administration (VA) under chapter 23, title 38, United States Code, their program will take precedence and the next of kin 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 allowed.

(3) Military prisoners, prisoners of war (PWs), and interned enemy aliens, cited in table 17-1, items 11 and 12, to a cemetery or other place designated by HQDA (DAPC-PEC-D).

(4) Pensioners and indigents cited in table 17-1, item 13, to a cemetery designated by HQDA (DAPC-PEC-D) by the most economical means.

(5) Civilian employees cited in table 17-1, item 14, to a place in the 50 States and the District of Columbia as follows:

- (a) Decedent's actual place of residence.
- (b) Official station, or
- (c) Place of interment.

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. Movement of remains to a foreign country at Government expense is not authorized. If the employee dies while temporarily away from his or her TDY station or official station during nonwork days or for the purpose of taking leave, allowable cost for transportation of remains will not exceed the amount that would have been allowed if death has occurred at the TDY station or official station.

(6) Dependents of military personnel cited in table 17-1, item 15, to decedent's home, or any other place determined to be the appropriate place of interment.

b. *On reimbursable basis (OCONUS)*. Other U.S. citizens and their dependents cited in table 17-1, item 18, to a POE in CONUS. Reimbursement costs for Government transportation furnished under this paragraph will be collected from the sponsor by the oversea command in which the remains were prepared. Amounts collected will be credited to the current appropriations available for such costs.

27-2. Travel of relatives for either individual or group funeral services (37 USC 411f)

a. See JTR, volume 1, chapter 7, part K, for detailed entitlement rules.

b. Funeral travel and per diem are authorized for dependents listed in c below to attend the funeral service of a service member—

- (1) Who dies in line of duty and
- (2) Who has been on active duty for at least 30 days at the time of death.

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

(1) Surviving spouse and dependent children as defined in glossary.

(2) Decedent's parents if there are no surviving spouse and dependent children. See glossary for definition of parents.

d. Round-trip travel is authorized from the place of residence to the place of interment.

e. Two days' per diem is authorized. Per diem may be extended as needed for travel to and from overseas.

f. Invitational travel orders will be issued to those eligible to travel. Travel arrangements should be made by the servicing transportation officer.

27-3. Travel of relatives for group burial (10 USC 1482)

a. See JTR volume 1, chapter 7, part E, for detailed entitlement rules.

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

(1) The PNOK who would have been eligible to direct disposition of remains if individual ID had been made.

(2) Two other close relatives of the decedent selected by the PNOK. Categories of persons considered close relatives are—

- (a) Children, including adopted children
- (b) Father or stepfather
- (c) Mother or stepmother
- (d) Siblings.
- (e) Grandparents.

c. Per diem is not authorized.

d. HQDA (DAPC-PEC-D) will issue a letter to the survivors authorizing the transportation. Transportation arrangements should be made by the servicing transportation officer.

27-4. Travel of relatives to attend funeral services for former prisoners of war or missing in action Vietnam cases (PL 93-257)

a. Funeral travel and per diem are authorized for family members listed below to attend the funeral service of service members who died while PWs or MIA 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 member before the member become 21 years of age. In the event none of these family members desire to use the transportation and travel allowance authorized, brother and sisters, half brothers, half sisters, and adoptive brothers and sisters of the member will be considered as eligible family members for entitlement purposes.

b. Invitational travel orders will be issued to those eligible to travel. Travel arrangements should be made by the servicing transportation officer.

27-5. Transportation costs chargeable to other military services

When transportation costs have been incurred on request of an authority of another Military Service, the Army finance officer will pay the cost by citing the appropriate fund of that service. (see chap 19.)

27-6. Items allowable under transportation costs

Items allowable under transportation costs will include the following:

a. Removal of remains from place of death or place where they are released by

authorities to a preparing mortuary or funeral establishment.

b. Transit permits.

c. Casket outer shipping container. Standards are outlined in Armed Services Specifications for Mortuary Services (para 21-4f).

d. Delivery of remains direct to receiving funeral home or Government cemetery.

e. Delivery of remains to a common carrier.

f. Shipment of remains by common carrier.

g. Delivery of remains from common carrier at destination to receiving funeral home or Government cemetery.

h. Delivery of remains from receiving funeral home to a local cemetery or crematory.

27-7. When transportation costs are not authorized

Transportation costs are not authorized for shipment of remains—

a. After disinterment when PNOK initially directed disposition. (See para 20-10i.)

b. Beyond CONUS port on reimbursable cases.

Section II

Shipment of Remains

27-8. Responsibility for shipment of remains

Commanders arranging for shipment of remains 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 28.

c. Ensuring that prompt notification of shipment of remains is made as prescribed in paragraph 27-17.

d. Ensuring that proper records accompany the remains (para 27-16).

e. Collection of transportation cost on reimbursable cases OCONUS (para 27-1b).

f. Shipment of all eligible deceased to a CONUS POE without awaiting disposition instructions, except when the following apply:

(1) When PNOK is in the command and requests interment of the deceased in the command.

(2) When PNOK is in the command and requests a delay in returning remains to CONUS.

(3) When PNOK's home is other than the United States.

27-9. Designation of ports

U.S. ports listed below are designated to receive remains shipped by Government transportation to the United States or to ship remains to an oversea destination. (An exception is that remains normally are shipped from Panama by commercial air directly to destination in CONUS.)

a. Shipments by air.

(1) Europe and Atlantic Area: Dover AFB, DE.

(2) North Africa, South America, Bermuda, and the Caribbean Area: Dover AFB, DE.

(3) Canada: Griffiss AFB, NY; Fort Hamilton, NY (JFK Airport); Dover AFB, DE.

(4) Pacific and Far East Areas: Travis AFB, CA (mortuary officer, Oakland Army Base).

b. Shipments by surface.

(1) Europe and Atlantic Area: Military Ocean Terminal Bayonne, Bayonne, NJ.

(2) Caribbean Area: Gulf Outport, New Orleans, LA; or Military Ocean Terminal Bayonne, Bayonne, NJ.

(3) Alaska, Pacific, and Far East Areas: HQ, Western Area, Military Traffic Management Command, Oakland Army Base, Oakland, CA; or Military Management and Terminal Unit, Pacific Northwest, Pier 91, Seattle, WA.

27-10. Modes of transportation authorized for shipment of remains and escorts

a. *In CONUS.* From place of death to place of interment, from place of death to a CONUS aerial POE (APOE), from a CONUS APOE to place of interment, and from an APOE to another port for reshipment, one of the following methods or combinations of methods may be used.

(1) Commercial air, Procured by Government transportation requests.

(2) Hearse or service car. Furnished 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) PNOK requests this service, and PNOK defrays costs in excess of what the cost would have been if the Government transported the remains by common carrier.

b. *Outside CONUS.* Between two oversea points and between oversea points and CONUS APOEs movement will be made by the following methods:

(1) Government transportation, when possible.

(2) Commercial transportation, when Government transportation is not available or its use is impractical.

(3) Hearse or service car furnished by a funeral director, provided such service is requested by PNOK and PNOK defrays costs in excess of what the cost would have been if the Government transported the remains.

c. *Between CONUS and oversea.* From CONUS, movement will be made by the following methods:

(1) Government transportation, when possible.

(2) Commercial transportation, when Government transportation is not available or its use is impractical.

27-11. Unauthorized transportation by military aircraft in CONUS

Shipment of remains by military aircraft within CONUS 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 OCONUS by MAC from the aerial port of debarkation (APOD) of the first CONUS landing, to an APOD where mortuary facilities are located, using MAC positioning and depositioning aircraft.

27-12. Through shipment of remains by common carrier

Remains will be routed through point of origin to destination.

27-13. Expeditious shipment of remains to CONUS

a. Remains will be shipped to CONUS by MAC, when possible, and will not be shipped to other than one of the designated ports without prior approval of HQDA (DAPC-PEC-D).

b. Remains must arrive at the APOE at the earliest possible time. If a flight is not scheduled, or delay of over 18 hours in onward shipment of remains is anticipated, a request for diversion of aircraft to preclude a delay of over 24 hours will be made through appropriate channels.

27-14. Shipping remains in transfer case from overseas

Generally, adult-size remains will be shipped in a reusable transfer case from an OCONUS command to a CONUS POE. (See para 22-6b for specific use of the transfer case.)

27-15. Stopover of remains en route to final destination

a. A stopover (either by direct or indirect routing) may be arranged at the specific request of the PNOK. The Mortuary Affairs Director may authorize one stopover if the PNOK makes the request for a bona fide reason. Any additional stopovers must be approved by HQDA (DAPC-PEC-D). (See glossary for explanation of stopover.)

b. PNOK will be advised that transportation of remains from point of origin to cemetery will be at Government expense. PNOK 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 has not been paid).

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

d. An example of a stopover is shown as follows: If PNOK wants remains moved from Philadelphia to Chicago with ultimate burial in Arlington National Cemetery transportation at Government expense can be furnished from Philadelphia to Chicago then back to Arlington National Cemetery.

In this instance, authorized interment allowance would be as specified in paragraph 29-9b.

e. Escort will accompany remains from point of origin to stopover point and then on to place of interment.

27-16. 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 CONUS.

(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 overseas to CONUS POE, DD Form 2064 (fig 19-2).

c. For shipment of remains from CONUS to an overseas area or from one overseas area to another, contact the consulate or embassy of the countries involved to find out what documents are necessary to ship remains.

27-17. Notification of shipment of remains

The shipping activity will notify persons concerned of shipment of remains. Tables 18-1 and 27-1 will be used as follows:

a. When remains overseas are delivered to the flight line for shipment to CONUS POE, the shipping mortuary officer will send a priority precedence message to Departmental HQ of the deceased and to the CONUS POE containing the information required by table 18-1. Message addresses of the parent Services are in table 18-1, note 1.

b. The Air Terminal Operations Center will prepare and dispatch all messages relating to movement or delayed movement of human remains (MACR 76-1, vol I).

c. When remains are shipped to final destination (OCONUS or CONUS), the shipping activity will follow instructions in table 27-1.

Table 27-1 Notification of Shipment of Remains to Final Destination

1. When remains are shipped from place of death in CONUS to final destination in CONUS, send priority message to the following:

a. CAC in which NOK resides.

b. CAC to which remains are being shipped.

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

d. CDRMILPERCEN ALEX VA//
DAPC-PEC-D//

2. When remains are shipped from place of death to CONUS port to overseas destination, send immediate message to the following:

a. CONUS port.

b. CDRMILPERCEN ALEX VA//
DAPC-PEC-D//

c. Oversea command or consignee.

3. When remains are shipped from place of death overseas to final destination overseas (not involving shipment through CONUS port), send priority message to the following:

a. Oversea port or command responsible for onward movement.

b. CDRMILPERCEN ALEX VA//
DAPC-PEC-D//

4. When remains are shipped from CONUS port to final destination in CONUS, send priority message to the following:

a. CAC in which NOK resides.

b. CAC to which remains are being shipped.

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

d. CDRMILPERCEN ALEX VA//
DAPC-PEC-D//

5. When remains are shipped from Army installation in CONUS directly to final destination OCONUS (such as Mexico or Canada), send an immediate message to the following:

a. PNOK if OCONUS.

b. Consignee.

c. CDRMILPERCEN ALEX VA//
DAPC-PEC-D//

Notes:

1. PNOK and consignee will be advised by telephone of date and time of arrival of remains at final destination, except for 5 above. Others concerned will be notified by message as outlined in this table.

2. 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 NOK and consignee have been notified of shipment.

27-18. Transportation, storage, and billing for remains consigned directly to a Government cemetery

See paragraph 29-6 for direct consignment of remains to a Government cemetery.

27-19. Advising funeral home how to submit invoice for transportation charges

a. A funeral home's unpaid invoice for delivery of remains from a common carrier terminal to the funeral home and for delivery of remains from funeral home to cemetery should be submitted directly to the shipping installation for payment. The funeral home will be so advised when remains are shipped.

b. The letter to the funeral home will be similar to the sample shown at figure 27-1 if the remains are viewable. (Fig 27-1 is located after the last chapter of this regulation.)

c. If remains are nonviewable, the letter shown in figure 27-2 will be used as a sample. (Fig 27-2 is located after the last chapter in this regulation.) Under no circumstances will the impression be given

in this letter that the Army prohibits the opening of a closed casket. After custody of remains has been relinquished by the Army, the NOK has the right to have the casket opened unless restrictions are imposed by State law.

27-20. Arranging transportation

When entitlement to transportation has been established (table 17-1), the responsible mortuary officer will see that transportation requests are issued and necessary documents are obtained for shipment of remains by modes of transportation authorized. Costs incurred will be paid by the shipping installation. HQDA (DAPC-PEC-D), ALEX VA 22331-0400, will be furnished a statement indicating costs of all transportation paid from Disposition of Remains funds.

27-21. Transportation for escorts of deceased military personnel

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 28-6c for first-class air travel (one-way) for escorts.)

27-22. Transportation of deceased dependents of active duty members (CONUS)

a. When the sponsor arranges transportation for the dependent's remains, reimbursement is authorized for actual costs of transportation in an amount not to exceed the cost if the Government had shipped the remains. (See para 27-10.) The sponsor will submit a DD Form, 1375 with receipted bills for transportation costs paid, a certificate of death, and DA Form 5327-R to HQDA (DAPC-PEC-D), ALEX VA 22331-0400, for payment. (See fig 22-1 for a completed sample of DA Form 5327-R.) The mortuary officer will complete the DD Form 1375, as shown below, before giving it to the sponsor.

(1) Complete items 1, 2, 3, 6, 7, 9, and 10.

(2) Insert in item 4 the word "Dependent."

(3) Leave item 5 blank.

(4) Insert in item 8 the name, grade, and SSN of the member.

(5) Leave item 11 blank.

(6) Draw diagonal lines through items 14 and 15 or otherwise block out.

(7) Instruct sponsor to complete all other items and sign the form.

b. If the Army arranges transportation for the dependent's remains allowable costs will be paid by the shipping installation.

27-23. Transportation of retirees cited in table 17-1, item 10

a. Entitlement of transportation for retirees cited in table 17-1, item 10, will be contingent on receipt of the documents listed below. See para 27-1.)

(1) Death certificate.

(2) 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.

b. When NOK arranges transportation of remains, documents cited in (1) and (2) above, plus a completed DD Form 1375 with receipted bills for transportation costs paid, will be sent to HQDA (DAPC-PEC-D) ALEX VA 22331-0400, for payment of allowable costs.

c. When the Army arranges transportation of remains, a death certificate, the statement cited in a(2) above, and an SF 1034 (Public Voucher for Purchases and Services Other Than Personal) with receipted bills for transportation costs paid will be sent to HQDA (DAPC-PEC-D). Allowable costs will be paid by the shipping installation.

Chapter 28 Escorts

28-1. For whom an escort is authorized

a. One escort is authorized to accompany remains (including cremated remains) of an eligible deceased military member specified in table 17-1. More than one escort may be assigned if not used concurrently. One or more escorts may be furnished for group burials as prescribed in chapter 26.

b. If the PNOK has elected to make all funeral arrangements and specifically requests an escort, one may be dispatched to the funeral home where the remains are located. On arrival, the escort will perform normal escort duties.

28-2. Who can be an escort

A person in one of the following categories can be assigned as an escort subject to the limitations set forth in this chapter:

a. Member of the US Armed Forces on active duty.

b. Civilians. A close relative, dependent, or NOK of the deceased.

c. Retired or inactive military personnel. An individual in a retired or inactive status will be treated as a civilian.

28-3. Selection and assignment of military escorts

Any member of the Army on active duty may be selected for escort duty. Military escorts generally are selected by the responsible commander at or near the place of death. Army escorts normally should be selected from within the command. However,

in view of qualifications prescribed below and the question of availability assignment of an Army escort may be requested of another installation or nearby command. The type of person selected to be an escort is of utmost importance since the escort is in direct contact with bereaved relatives and serves as a representative of the Army.

a. An escort will be a person who is—

(1) Neat in appearance, of good character, and sober.

(2) Tactful in speech and pleasant in personality.

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

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

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) The same sex and religion.

(4) From the same unit when practicable.

28-4. Special escorts

a. A special escort is any one person, including a relative, requested by the PNOK (person entitled to direct disposition of the remains) to escort the remains of a service member to final destination.

b. Commanders concerned may approve requests and issue orders for special escorts (Air Force, Army, Navy, Marine Corps, or civilians) when the—

(1) Requested escort is in CONUS.

(2) Death of the service member occurred in CONUS.

c. Requests for special escorts will be referred to HQDA (DAPC-PEC-D), ALEX VA 22331-0400, when the requested escort is stationed—

(1) In CONUS or OCONUS (regardless of the Service to which he or she is assigned) and the remains of the deceased Army member are OCONUS.

(2) OCONUS (regardless of the Service to which he or she is assigned, or is in a civilian status) and the deceased is in CONUS.

d. Escorts who have not been approved by HQDA (DAPC-PEC-D) will travel at the expense of the command authorizing the travel. Once the escort arrives at the POE mortuary, a decision will be made as to whether or not he or she will be permitted to escort remains to final destination. This decision will be based on whether the individual sent by the oversea command meets standards of military appearance and bearing required of a military escort. Those who fail to meet these criteria will be returned to the OCONUS command at the expense of the command. If he or she is permitted to proceed, the CONUS escort travel will be chargeable to Disposition of Remains funds. Escort travel from CONUS APOD to OCONUS will not be chargeable to Disposition of Remains funds.

28-5. When an escort is used

a. *Cremated remains.* Cremated remains of Army military personnel will be accompanied by an escort at all times as prescribed in chapter 25.

b. *Noncremated remains.*

(1) *Within CONUS.* During shipment in CONUS, a military escort will be assigned to accompany the remains of an Army military member from place of death or from POE to final destination in CONUS. Remains trans-shipped through CONUS will be accompanied by an escort from POE to APOD.

(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 CONUS to overseas.* When remains of an Army military member are assigned to a place OCONUS, an escort will be detailed to accompany remains from point of origin to the APOD in CONUS. The shipping port in CONUS will arrange, if possible, with a US Armed Forces representative or a State Department representative located at or near the oversea point of debarkation to provide an escort from debarkation point to final destination. If such arrangements cannot be made, an escort will be assigned in CONUS for the entire distance.

(3) *From overseas to CONUS.* An escort will not be assigned to accompany remains shipped from OCONUS to CONUS except as a special escort under paragraph 28-4. When remains are shipped by Military Sealift Command or by MAC without an escort, custody of remains is delegated to the ship commander or aircraft commander.

(4) *Between oversea commands.* When remains are shipped between two oversea points (not involving shipment through CONUS), one of the following options will be used, depending on which the shipping commander considers necessary and appropriate:

(a) An escort may be assigned to accompany remains during shipment.

(b) Arrangements may be made for an escort to meet remains at destination.

28-6. Authority for escort travel

Round-trip transportation expenses are authorized for an escort, not to exceed one person to accompany to place of burial remains of eligible deceased military personnel. (See para 28-1.) Escort duty will be performed on a per diem basis. Per diem allowances will be paid (JTR, vol 1 (military) or vol 2 (civilians)), as appropriate, except as provided below. Expenses in connection with all escort duties (except for special military escort duty cited in para 28-4d) will be charged to Disposition of Remains funds.

a. *Military escorts.*

(1) Military escort duty will be in a TDY status. Allowances for military escorts are authorized at rates prescribed in the JTR 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 member performing TDY as an escort within the limits of his or her permanent duty station is not authorized (Comptroller General Decision No. B-168338, 28 Jan 70). JTR, volume 1, appendix J, defines a permanent station as the post to which a member is attached for duty, other than TDY, the limits of which are the corporate limits of the city or town in which the member is stationed. Travel expenses within and adjacent to a permanent duty station may be reimbursed under JTR, volume 1, chapter 4, part K. When escort duty is to be performed within the limits of the member'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 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 of interment, the escort will, for the purpose of charging correct appropriated funds, revert to PCS. When a special escort for any reason transfers custody of remains to proper authority or to a relative and is relieved of escort duty before interment, the special escort will revert to PCS at 0001 following the date of transfer. All PCS costs will be charged to Military Personnel, Army (MPA) funds (AR 37-100-XX).

(4) Direct communication between the escort's commanding officer and the commander responsible for shipment of remains is authorized. These commanders are responsible for proper coordination concerning reporting dates.

(5) Orders of an escort coming from overseas will state that, on arrival in the United States, the escort immediately will report to the port to which remains are being shipped. Failure to do so will result in disciplinary action.

(6) When request is made for members of the Navy, Marine Corps, or Air Force to act as escorts for deceased members of the Army 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.

(7) When request is made for a member of the Army to escort a deceased member of

the Navy, Marine Corps, or Air Force, the individual may be made available; this is provided that he or she meets criteria set forth in paragraph 28-4 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 (AR 37-100-XX).

b. *Civilian escorts.* Allowances for civilian escorts are authorized as prescribed in paragraph 28-9.

c. *First-class air travel (one-way) for escorts of deceased military personnel.* HQDA (DAPC-PEC-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 HQDA (DAPC-PEC-D) by calling the Casualty Services Division (HQDA (DAPC-PEC)), (202) 325-7990 commercial or 221-7990 AUTOVON.) 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 NOK in time to meet funeral home or burial commitments can be assumed.

d. *Shipping message.* The shipping mortuary officer will telephone HQDA (DAPC-PEC-D) ((202) 325-7576 commercial or 221-7576 AUTOVON) 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.

28-7. Duties and responsibilities of military escorts

The mortuary officer at the shipping installation 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 furnished 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 be furnished a copy of DA Pam 638-1, briefed on its contents, and instructed to follow its directions. The escort will—

a. Wear the Army green uniform until the escort mission is completed. (A mourning band will not be worn.)

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-R. Instructions for completing the DA Form 5329-R,

required distribution, and a sample of a completed DA Form 5329-R are shown at figure 28-1; this figure is located at the end of this regulation. (DA Form 5329-R will be locally reproduced on 8½-by-11-inch paper; a copy of this form is located at the back of this regulation.)

28-8. Duties and responsibilities of special escorts

Duties of special escorts will vary depending on whether the escort is military or civilian. Special escorts from the Navy, Marine Corps, or Air Force will be expected to perform the same duties as Army escorts.

28-9. Civilians accompanying remains as special escorts

a. Duties of civilian escorts should be limited generally to necessary transportation arrangements. Dependents serving as escorts should be relieved of escort duties to the maximum extent possible.

b. A civilian acting as a special escort 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 (JTR, vol 1, chap 4)) while actually accompanying remains from place where custody of remains is accepted to final destination.

(2) Return travel, sleeping accommodations, and per diem (at rates indicated) to 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 Disposition of Remains funds.

(2) Onward travel from place where remains were delivered payable from Disposition of Remains funds 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) which duplicates travel performed as an escort.

28-10. Transportation and travel allowances of escorts for dependents of deceased Army personnel

Transportation and travel allowances payable for travel performed under competent orders (JTR, vol 1, para M6400) as escort for dependents of a deceased member of the Army are not properly chargeable to Disposition of Remains funds.

Chapter 29 Interment and Interment Allowances

Section I Interment

29-1. Choosing a place of interment

Military members and certain dependents (table 17-1) 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. (See para 29-2b.) PNOK may elect to have remains buried in a private cemetery. Army interment allowance will help to defray costs. (See para 29-9.)

29-2. Eligibility for interment in Government cemeteries

a. Eligibility criteria for interment in Government cemeteries. Information regarding eligibility criteria is contained in publications listed below. Of importance is not making a commitment to the PNOK until eligibility of the decedent for burial in a Government cemetery has been established; also of importance is a determination that the cemetery has available grave space.

(1) AR 290-5 for Arlington National Cemetery and the US Soldiers' and Airmen's Home National Cemetery.

(2) AR 210-190 for post cemeteries other than the US 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 NOK 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.

29-3. Noneligibles for burial in Government cemeteries

Dependent parents and dependent parents-in-law are not eligible for burial in a Government cemetery based on their dependency alone. They would have to qualify for burial under another eligibility criterion (for example, prior military service, or widow or widower of an active duty member or veteran who already is buried in the Government cemetery).

29-4. Arranging for interment

a. When NOK contracts the services of a funeral director, he or she will be responsible to the funeral director for paying costs of those services.

b. When burial is to be in a Government cemetery, the person making interment arrangements should communicate as soon as possible with an official of the cemetery in which burial is desired. This communication can be by telephone within CONUS or

by message when remains are being shipped from overseas.

29-5. 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. In CONUS cases, the request may be by telephone and confirmed by letter or by message. From OCONUS the request will be by priority message from the commanding officer or the mortuary officer. CDRMILPERCEN ALEX VA//DAPC-PEC-D// and the CONUS POE will be included on the message as information addressees. Data required by cemetery officials are stated below.

(1) Active duty service members: 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 unmarried and under age of 21 years) of active duty personnel: information in (1) above plus name, date of birth, and date of death of the dependent. (For Arlington National Cemetery, DA Form 2386-R (Agreement for Interment) will be used.)

(3) Unmarried adult children of active duty personnel 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 personnel 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 unmarried and under 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-R 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 furnished by the PNOK.

c. Verification of eligibility for interment in a Government cemetery must be accomplished by cemetery officials before remains are shipped to the 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 in the overseas area pending approval to inter in a Government cemetery unless PNOK so directs. If approval has not been received by the overseas mortuary officer by the time of shipment of remains, a followup of the approval will be made by HQDA (DAPC-PEC-D).

f. Questions concerning eligibility for interment in Arlington National Cemetery will be addressed to the Superintendent, Arlington National Cemetery, Arlington, VA 22211-5003.

29-6. 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 insure that the scheduled arrival date is acceptable. Cemetery officials will arrange for delivery of remains from common-carrier terminal to cemetery, storage of remains, if required, and committal services at graveside. 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 to the Government cemetery official concerned. The cemetery official will add to the invoice the following statement before forwarding it to the mortuary officer of the shipping activity for processing and payment: "I certify that the services itemized in this invoice have been satisfactorily rendered."

b. PNOK may arrange for additional items or services, but must pay costs of those services.

29-7. Facilities not available for viewing remains

Facilities for viewing remains are not available in Government cemeteries.

29-8. Religious services in 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 gravesite. In VA national cemeteries, however, religious services will be held in committal shelter areas. In special circumstances gravesite services will be permitted if desired by the PNOK. Sufficient time should be given to the cemetery director to make necessary preparations.

a. PNOK 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 PNOK may not want any religious services.)

b. When NOK will not be attending funeral services and has not indicated that religious services are not desired, the cemetery director 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 personnel, gratuitous services of a civilian clergyman may be accepted, or a civilian clergyman may be engaged at a cost not to exceed \$50. This cost is chargeable to Disposition of Remains funds.

Section II Interment Allowances

29-9. Maximum interment allowances authorized

Interment allowances listed below are authorized to help to defray interment expenses incurred by the PNOK of eligible deceased Army personnel cited in table 17-1. An interment allowance is not authorized for deceased civilian personnel covered in this regulation.

a. *Interment in a private cemetery.* A maximum allowance of \$1,750 is authorized for interment in a private cemetery on and after 1 October 1985.

b. *Interment in a Government cemetery.*

(1) A maximum allowance of \$1,180 is authorized when—

(a) Remains are consigned to a funeral home; this can include services at a contract funeral home.

(b) Interment is in a Government cemetery on and after 1 October 1985.

(2) When remains are shipped or delivered directly to a Government cemetery, \$75 is authorized.

Note: Interment allowance for a State Veterans' Cemetery is the same as for a Government cemetery.

29-10. Payment of interment allowance

The Army interment allowance (authorized in para 29-9) may include usual and customary services and items of interment. These include costs for church services, organist, vocalist, hearse service (for example, from funeral home to church), clergyman's fees or honorarium, death notices, flowers, casket receptacle, limousine for immediate family, services of a funeral director, use of the funeral director's facilities and equipment, single gravesite, crypt or niche, opening and closing the grave (private cemetery) or niche, use of cemetery equipment, and other expenses incident to burial or inurnment.

a. *Maximum amounts payable.* Under no circumstances will the amount paid for interment allowance exceed the maximum specified in paragraph 29-9, regardless of the amount expended. Any expense in excess of the applicable maximum must be borne from private funds.

b. *How to submit claim.* DD Form 1375 is the form on which payment of interment allowance will be made. Items 1 through 11 of DD Form 1375 will be completed by military authorities; the partially completed form in two copies will be handcarried by the military escort to the PNOK. The military escort will instruct the PNOK on how to complete the form and to attach itemized bills to the form to substantiate the claim. The escort will handcarry one copy of the completed form to the shipping activity. When this is not possible, the PNOK will be instructed to mail the completed form with itemized bills to the shipping activity indicated in item 2 on DD Form 1375. (A sample of a completed DD Form 1375 to be used when PNOK arranges for interment only is shown at fig 29-1.)

c. *By whom payment is made.*

(1) The Commander of the Army installation or command that prepares or reprocesses the remains and ships them to final destination will pay the interment allowance.

(2) When PNOK makes all arrangements for preparation, casketing, and shipment of remains, see paragraph 20-16.

29-11. Payment of interment allowance for members of other Military Services

Payment of interment allowance to PNOK will be made by the parent Service of the decedent. (See chap 19.)

29-12. Interment items and services for which Army may negotiate

a. Army authorities may negotiate for a gravesite, opening and closing the grave, and use of cemetery equipment when required for burial of indigents, enemy prisoners, and aliens who die in Army custody.

b. Army authorities may engage a clergyman at a cost not to exceed \$50 to officiate at interment services for persons in a above and as authorized by paragraph 29-8b.

c. Arrangements for items and services in a above must be approved by HQDA (DAPC-PEC-D) before negotiations are finalized.

Chapter 30 Nonrecovered Remains

30-1. Mortuary benefits to PNOK of service member whose remains have not been recovered

A memorial service is authorized for an eligible service member (table 17-1 and para 30-2) after an official determination has been made by HQDA (DAPC-PED-F) that the status of the member is dead, body not recovered. Once this determination has been made, the PNOK can proceed with the memorial services and is authorized the following:

a. *Memorial services.* Can be a variation of funeral services, without pallbearers, outlined in FM 22-5, section XI.

b. *Flag with case.* Also, one flag is authorized for parents when other than the PNOK; one flag is authorized to each parent when legally separated or divorced. (See chap 31.)

c. *Memorial marker.* See paragraph 32-3 for information on the memorial marker.

30-2. Reimbursement of memorial service expenses

a. The PNOK of those declared dead and carried in a nonrecovered status 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 29-9b(1). A claim for reimbursement will be allowed only if presented within 2 years after the NOK is officially notified that the person is dead (Public Law 93-649)

b. The PNOK will submit his or her claim to HQDA (DAPC-PEC-D), ALEX VA 22331-0400, for processing and payment. The claim will be submitted in letter form with receipts for expenditures attached.

c. Items authorized for reimbursement for memorial service include, but are not limited to, the following:

(1) Memorial service director's fee.

(2) Use of chapel or facilities.

(3) Local transportation for the family to and from place of memorial service (may be limousine).

(4) Flowers.

(5) Flower car.

(6) Death notices.

(7) Announcements of memorial service.

(8) Clergy fee or honorarium.

(9) Memorial plot in civilian cemetery (limited to size of one standard grave).

(10) Organist.

(11) Vocalist.

(12) Registers, cards, or folders.

- (13) Purchase of memorial plaque.
 - (14) Installation of memorial plaque.
 - (15) Installation of memorial marker.
- (See para 32-3.)

d. Items not considered valid for reimbursement are listed below.

- (1) Casket.
- (2) Casket receptacle.
- (3) Hearse.
- (4) Food.
- (5) Lodging.

30-3. Suspense records

HQDA (DAPC-PEC-D) will maintain suspense records on personnel whose remains have not been recovered. When necessary HQDA (DAPC-PED-F) will request information regarding search and recovery efforts and the possibility of future recovery.

30-4. Determination that remains are nonrecoverable

a. If circumstances warrant determination will be made by HQDA (DAPC-PED-F) that remains are "nonrecoverable." 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. In the event additional information or developments warrant further investigative action will be taken. HQDA (DAPC-PEC-D) will direct that NOK be so advised. All inquiries on nonrecoverables will be directed to HQDA (DAPC-PEC-D).

Chapter 31 Interment Flag

31-1. Persons authorized an interment flag

Survivors of eligible deceased military members (see table 17-1) are authorized an interment flag with case as follows:

- a. *PNOK*.
- b. *Parents*. One flag to the parents of eligible deceased military personnel cited in table 17-1 whose death occurred on or after 1 September 1970, provided such person is other than the PNOK. The term "parent" includes a natural parent, stepparent, parent by adoption, or a person who, for a period of not less than 1 year before the death of the decedent, stood in loco parentis to him or her. Preference will be given to the person who exercised parental relationship at the time of, or most nearly before, the death of the decedent.
- c. *Legally separated or divorced parents*. One flag is authorized for each parent if the parents are legally separated or divorced.

31-2. Care and display of the flag

a. *During shipment of remains*. The outer shipping container will not be draped with the flag during shipment of remains by common carrier. The appropriate number of

flags in cases will be wrapped and placed inside the outer shipping container on top of the casket.

b. *On arrival at destination*. An additional flag will be carried by the escort. On arrival of casketed remains at the final destination terminal the escort will drape and secure the flag immediately onto the shipping container. This flag will be returned to the shipping installation for reuse.

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. Flags in the shipping container will be used to drape the casket at the funeral home and during interment services.

(1) *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.

(2) *Full couch (completely open) casket*. When a full couch casket is opened the flag will be removed, folded into the shape of a cocked hat, and placed in the lid of the casket just above the decedent's left shoulder. (See FM 22-5, sec XI on how to fold the flag. This information also is contained in DA Pam 638-1, which is carried by the escort for the remains.)

(3) *Half couch casket*. When a half couch casket is opened the flag will be folded on the lower half of the casket as it will be in the same relative position as when displayed full length on a closed casket ((1) above). (See AR 840-10, fig 15, and DA Pam 638-1.)

Note. 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.

31-3. Presenting flag at interment services

a. *To PNOK*. After interment services the flag draping the casket will be folded, placed in its case, and presented by the escort, the CAO, chaplain or clergyman, superintendent of the national cemetery, or some other person selected by the PNOK.

b. *To parent*. The CAO will contact the parent, or parents if legally separated or divorced, regarding desires for presentation of a flag at interment services. If the parents are not present at interment services the escort will return the flag designated for them to the shipping installation. (The flag can be mailed later. See para 31-4b.)

31-4. Suggested wording when presenting or mailing the interment flag

a. When presenting the flag one of the following formats may be used as a guide:

(1) "On behalf of the President of the United States and the people of a grateful nation, I present this flag as a token of appreciation for the honorable and faithful

service your loved one rendered this nation."

(2) "This flag is presented on behalf of a grateful nation as a token of appreciation for the honorable and faithful service rendered by your loved one."

b. When one of the eligible recipients of the interment flag is not present at the funeral services, the mortuary officer of the shipping installation will mail the flag to his or her home unless other preference is expressed. The mortuary officer should enclose with each flag a letter containing one of the statements in (1) or (2) above, changing the words "present" to "presented" to "offer" or "offered." The letter should be concluded with "The continued sympathy of the Army is extended to you in your great loss."

31-5. Noting recipients of interment flags

The escort for the remains of the military member will note on the DA Form 5329-R 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 DA Form 5329-R; the flag will be returned to the shipping installation.

31-6. Flags for sea burials and nonrecovered remains

a. *Burial at sea*. When remains of military personnel are buried at sea, a flag with case will be furnished the PNOK and parents as stated in paragraph 31-1.

b. *Nonrecovered remains*. The flag for memorial purposes is authorized for those military members declared dead and carried in a nonrecovered status after 1 January 1961. (See chap 30.) Persons entitled to receive the flags are the same as those in paragraph 31-1.

31-7. Interment flag for deceased Reservists

a. *Interment flag with case*. An interment flag with case is authorized at Government expense under the Act of 28 May 1974 (10 USC 1482f) for issuance to the person eligible to direct disposition of remains of a member of the Reserve Components who dies under honorable conditions and who is not covered under table 17-1 if, at the time of that member's death, he or she—

(1) Was a member of the Ready Reserve (of either the Army National Guard (ARNG) or USAR).

(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 members of the ARNG under criteria in a above.

(2) *USAR*. The installation commander at the place of death, the Commanding

General, US Army Forces Command or the Commanding General, US Army Reserve Components Personnel and Administration Center, as appropriate, will determine eligibility of deceased members of the USAR under criteria in *a* above.

c. Flag expenses. Expenses for presentation or issuance of the flag for eligible deceased members, other than those cited in table 17-1, will be paid from the appropriations of the ARNG or USAR.

d. Stocking and requisitioning flags.

(1) *ARNG.* The USPFPO 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 Philadelphia 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 person authorized to direct disposition of remains.

Chapter 32

Government Headstones and Markers

32-1. Persons eligible for Government headstone or marker

The VA will furnish 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. (See para 29-2.)

b. Eligible military members (table 17-1) who die on active duty and who are buried in non-Government cemeteries. (See para 32-3.)

c. Any veteran who served in the military service and was not dishonorably discharged.

32-2. Application for headstone or marker

a. Non-Government cemetery. If burial is in a non-Government cemetery, the NOK (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 to the following: Director, National Cemetery System (41-A), VA Central Office, 810 Vermont Avenue, NW, WASH DC 20420. Blank forms will be furnished to the PNOK by the person escorting the remains, if applicable, the CAO, or the local funeral director.

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.

32-3. Memorial headstone or marker

a. Persons eligible for a memorial marker. The memorial marker is authorized for a service member whose remains—

- (1) Have not been recovered.
- (2) Were buried at sea, whether by choice of the NOK or otherwise.
- (3) Were donated to science.
- (4) Were cremated and the ashes scattered without interment of any portion of the ashes.

Note: An exception will be made as follows: criteria for the erection of a memorial headstone or marker in Arlington National Cemetery or post cemeteries versus VA national cemeteries differ for certain persons. Therefore, for erection of a memorial marker in Arlington National Cemetery, contact the Superintendent, Arlington National Cemetery, Arlington, VA 22211-5003 or post cemeteries, contact HQDA (DAPC-PED), ALEX VA 22331-0400.

b. Inscription on memorial marker. Memorial markers will contain the inscription "In Memory of . . ."

c. How to obtain a memorial marker. The NOK 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 32-2a.

32-4. Group burial marker

See paragraph 26-10c for information on the group burial marker.

32-5. 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. Costs for transporting the headstone or marker to the cemetery and erection there must be at the expense of the applicant. Such costs, however, are allowed as an expense item under the authorized interment allowance. (See para 29-9.)

b. Government cemetery. All expenses are borne by the Government.

32-6. Limited reimbursement for cost of a non-Government headstone or memorial marker

a. Eligibility for reimbursement. A person who is entitled to a Government-furnished headstone or marker, but who elects to purchase one from a commercial source, is eligible to receive limited reimbursement from the VA.

b. Applying for reimbursement. The NOK should complete VA Form 21-8834 (Application for Reimbursement of Headstone or Marker Expenses). (VA Form 21-8834 can be obtained from the nearest VA Regional Office.) The form along with a receipted bill should be submitted to the appropriate VA Regional Office for adjudication and payment. Monetary reimbursement is limited; it will not exceed the average cost paid by the Government for headstones and markers manufactured under contract.

Part Four Disposition of Personal Effects

Chapter 33 General

33-1. Scope

a. The provisions of chapters 34 and 35 apply to deceased and missing Army personnel and civilians who are subject to military law—both outside combat areas (chap 34) and in theaters of operations (chap 35) when the military situation prevents the normal processing of personal effects, provided for in chapter 34. Portions of chapter 35 may apply to the final disposition of personal effects in a Concurrent Return of Remains Program. (See part three.)

b. Chapter 36 discusses the handling of the personal effects under Army custody of the following deceased and missing persons:

- (1) Civilian employees of the Government who are not subject to military law.
- (2) Civilians not employed by the Army.
- (3) Foreign civilian employees of the Army and foreign nationals training in the United States.

(4) Armed Forces retired personnel who die in the Army medical treatment facilities.

c. Part four does not apply to—

(1) Disposition of personal effects of Armed Forces personnel other than Army. These personal effects will be processed as prescribed by pertinent Service directives or as directed by the responsible commander.

(2) Property and effects delivered to, or in the custody of, the legal representative or dependents of casualty personnel. Transportation of this property is governed by AR 55-355 and the Joint Travel Regulation.

(3) Civilian dependents of Armed Forces personnel who die in military hospitals.

(4) Transportation (as distinguished from recovery and disposition) of personal property and effects. Such transportation is governed by chapter 10, AR 55-71.

(5) Disposal of lost, abandoned, or unclaimed property and effects of personnel who are absent without leave or are deserters. Disposition of this property will be made as directed by DOD 4160.21-M.

(6) Effects of enemy prisoners of war/civilian internees: Disposition of their property is governed by AR 190-8 or AR 633-51.

33-2. Authority

The policies and procedures in this regulation are authorized by 10 USC 2575, 4712, and 4713; 37 USC 551, 552, and 554; and 5 USC 5561 et seq.

33-3. Persons eligible to receive effects

a. The following persons, listed in the order of precedence, will be designated as recipients of effects of deceased and missing personnel (10 USC 4712 and 5 USC 5564):

(1) Surviving spouse or legal representative.

(2) Son.

(3) Daughter.

(4) Father, if he has not abandoned the support of his family.

(5) Mother.

(6) Brother.

(7) Sister.

(8) Next of kin as shown in the order below.

(a) Grandfathers in the order of seniority.

(b) Grandmothers in the order of seniority.

(c) Other relatives of legal age in the order of relationship to the deceased, as prescribed by civil law. Seniority will control where persons are equal degree of relationship except that males will have priority over females.

(d) In the absence of persons listed above, persons standing in loco parentis to the decedent.

(9) Beneficiary named in the will of the deceased.

b. When the person eligible to receive the effects (other than the surviving spouse) is a minor and/or a question arises as to who is eligible to receive effects, legal assistance from the staff judge advocate should be requested in making the determination.

c. Where information available to the summary court indicates that the parents of an unmarried deceased serviceman are divorced, procedures shown in appendix E will apply.

33-4. Responsibilities

a. The Commanding General, U.S. Army Military Personnel Center (CG, MILPERCEN) will develop, formulate, and issue policies, standards, and procedures for exercising staff and technical supervision of the handling and disposition of effects of deceased and missing Army personnel and civilian employees who are subject to military law. These responsibilities include direct communication with commanders and summary courts.

b. Installation commanders have full responsibility for handling and disposing of the personal effects under their custody of all those persons not subject to military law (chap 36).

33-5. Policy

Extreme care will be taken to safeguard the effects of the 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.

33-6. Safeguarding military information and evidence

a. *Safeguarding information.* All documents and any sealed material in the effects will be reviewed to insure 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 personal effects.

b. *Retention as evidence.* Such effects as are required as evidence or aids to an investigation may be held by military police, criminal investigators, or other competent authority until there is no longer need for their retention. When they are no longer needed, these effects will be released for disposition as personal effects.

33-7. Withdrawal of clothing and equipment

a. *Government property.* All organizational clothing and equipment and other Government property to which the individual is not entitled will be withdrawn from the effects and turned over to the appropriate supply officer. Credit entries for the items withdrawn will be made on the individual's DA Form 3645 (Organization Equipment and Clothing Record).

b. *Personal clothing.*

(1) *Enlisted personnel.* In areas where the clothing allowance system is in effect, the personal clothing of deceased enlisted personnel, other than that required for burial, will be shipped to the person eligible to receive the effects. In areas where the clothing allowance system is not in effect, the personal clothing of the deceased personnel, other than that required for burial, will be returned to the supply system. In the case of personnel undergoing 6 months training under the Reserve Forces Act of 1955 (RFA 55) or the Reserve Enlistment Program of 1963 (REP 63), clothing will be returned to the National Guard unit of which the deceased was a member or to an Active Army activity supply officer for further shipment to a USAR clothing reclassification point designated by the Army commander of the area in which the U.S. Army training center is located as applicable. Personal clothing of missing personnel will be handled in a similar manner.

(2) *Officer personnel.* Personal clothing of a deceased or missing officer personnel, other than special-issue clothing, will be shipped to the eligible recipient of effects. Credit entries for the special-issue clothing turned in to the supply officer will be reflected on the appropriate record of the individual concerned.

33-8. Disposition of personal effects files

Disposition of personal effects case files generated at all echelons will be in accordance with instructions contained in AR 340-18, appendix H. When retired to the records holding areas or record centers, these files will be clearly identified as personal effects and property case files of "deceased" or "missing" personnel, as applicable.

Chapter 34

Disposition of Effects Outside of Combat Areas

Section I

Property of Deceased Personnel Subject to Military Law

34-1. Collection and processing of effects

a. Upon the death of any person described in paragraph 33-1a, the commanding officer of the installation to which the decedent was assigned or his designated representative will take the following actions in regard to the effects belonging to the deceased which are located in camp or quarters:

(1) Collect, safeguard, and process effects as indicated in paragraphs 33-5 through 33-7.

(2) Prepare an inventory of the effects on DA Form 54 (Record of Personal Effects—Outside Combat Areas).

(3) Withdraw effects as indicated in paragraph 34-2.

(4) If the surviving spouse or legal representative is present at the installation where effects are located, deliver effects to the proper recipient in accordance with paragraph 34-5. If requested by such person, arrange for packing and shipment of effects at Government expense as authorized.

(5) If the surviving spouse or legal representative is not present, appoint a summary court to secure and dispose of the effects in accordance with paragraph 34-6.

b. If the effects are located at two or more widely separated locations, the commander of the installation where the effects are located and the commanding officer of the installation nearest the place of death will, as applicable, appoint a summary court for the purpose of disposing of the effects. The commanding officer of the unit to which the decedent was assigned will be responsible for liaison and coordination of all actions in the disposition of the effects of the deceased.

c. If death occurs aboard a vessel or aircraft and the surviving spouse or legal representative is present, the troop/aircraft commander or his or her designated representative will release effects as indicated in paragraph 34-5. If the surviving spouse or legal representative is not present, disposition of effects will be made in accordance with paragraph 34-6a(2) or (3) as appropriate.

34-2. Destruction of effects

a. Items which may cause embarrassment or added sorrow if forwarded to the recipient will be removed and destroyed. Categories include, but are not limited to, items that are mutilated, burned, blood-stained, damaged beyond repair, obnoxious, obscene, or unsanitary.

b. All articles of clothing designated for shipment will be cleaned, and damaged items will be made presentable. Items that

cannot be made presentable (bloodstained clothing and so forth) will be destroyed.

c. A separate listing will be made of all items destroyed.

34-3. Withdrawal of prohibited items

a. Items prohibited for shipment will be disposed of in accordance with directives issued by the major commander/major subordinate commander; however, privately owned firearms may be shipped to the eligible recipient of effects provided they meet custom entry requirements for firearms and ammunition as contained in chapter 10, DOD 5030.49-R. (See para 34-14d for shipment information.)

b. A detailed list will be made of all prohibited items withdrawn.

34-4. Record of personal effects

a. DA Form 54 will be used to record all items of effects belonging to the deceased. High dollar value items and items of intrinsic value will be recorded by make, model, serial number, color, and so forth, and notation made as to the condition of each item. DA Form 54 may be requisitioned through normal publications supply channels.

b. In completing data on DA Form 54 pertaining to funds belonging to the deceased person, the summary court or other responsible officer will, in all instances, record the following information in item 9:

(1) Separate entries will be recorded to show the total amount and description of each fund, such as \$25 U.S. currency; 1,000 French francs; \$50 Military Payment Certificates; and \$25 U.S. Treasury Check (including date and number of check and finance and accounting officer's symbol number).

Note: Proper notation must be recorded opposite each entry to show the disposition that was made of the particular fund as indicated in (2) and (3) below.

(2) When currency found among the effects is exchanged or converted to a Government check, proper notation must be recorded to indicate the disposition made to the particular fund, such as "Exchanged for U.S. Treasury Check" (including date and number of check, name of payee, finance and accounting officer's symbol number, and name of person to whom check was transmitted).

(3) When Government checks or other funds found among the effects are deposited with a finance and accounting officer, proper notation must be recorded to show disposition of the check or fund, such as "Deposited," including information indicating the name and symbol number of the receiving accountable finance and accounting officer and a description of the trust account to which funds were deposited. The finance and accounting officer will receipt item 9, opposite each fund for the deposit.

(4) Funds belonging to the Government will not be listed in item 9. Proper procedure for handling Government funds is indicated in paragraph 34-7b(3).

(5) Funds transmitted with the effects to the eligible recipient of effects will be recorded separately in item 9a.

c. The method used to transmit effects will be indicated in item 11, DA Form 54, showing bills of lading numbers, registry numbers, and so forth, to ensure that all packages and letters can be traced.

34-5. Delivery of effects to surviving spouse or legal representative

If the surviving spouse or legal representative is present, the commanding officer of the installation where effects are located or his or her representative will deliver the effects in person and obtain a receipt for the effects on the original copy of DA Form 54; or if requested by such a person, he or she will arrange for packing and shipment of effects at Government expense as authorized. Information will be furnished the recipient if there are any local debtors or creditors. Assistance may be rendered the recipient of effects in the settlement of debts due to or owed by the decedent. The receipted copy of DA Form 54 will be forwarded to HQDA (DAPC-PEC-D), ALEX VA 22331-0400.

34-6. Summary court procedure

a. Appointment of summary court.

(1) If the effects of the deceased person cannot be delivered to the surviving spouse or legal representative, as stated in paragraph 34-5, the commanding officer of the installation at which effects are located will appoint a summary court to secure and dispose of effects as authorized in 10 USC 4712.

(2) If death occurs aboard a vessel and the surviving spouse or legal representative is not aboard, the commander of troops or other responsible official will have the property of the deceased collected and safeguarded. All property belonging to the deceased, including "unaccompanied baggage" aboard the vessel, will be turned over to the military port transportation officer at the first United States port of call or other ports where United States Army authorities are assigned. All property will be inventoried, secured, and disposed of by an appointed summary court. The original inventory and summary court report will be forwarded to HQDA (DAPC-PEC-D), ALEX VA 22331-0400, upon review and approval by the appointing authority.

(3) In the event of a death aboard an aircraft, the troop/aircraft commander or his or her designated representative will have the property of the deceased collected and safeguarded. All property belonging to the deceased, including "unaccompanied baggage" aboard the aircraft, will be turned over to the commander of the installation at or nearest the airfield where the remains are off-loaded. All property will be inventoried, secured and disposed of by the appointment of a summary court.

(4) The mortuary officer may assist the summary court in disposing of the property. The original inventory and summary court

report will be forwarded to HQDA (DAPC-PEC-D), ALEX VA 22331-0400, when reviewed and approved by the appointing authority. Figure 34-1 is a sample letter of transmittal.

b. Report of summary court.

(1) The report of the summary court will be prepared in letter form similar to the format illustrated in figure 34-2. The report will show the following:

(a) The name, address, and relationship (to the decedent) of the person designated to receive custody of the effects.

(b) The means used to determine existence of local debtors or creditors and the amount of money, if any, collected and disbursed.

(c) The total amount of cash received from the sale of effects and the authority therefor.

(2) The summary court will attach to the original report the following papers, as applicable:

(a) Copy of orders appointing the summary court.

(b) Copy of the communication by which the person designated to receive the effects was advised that delivery of the effects does not vest title in the recipient, but that effects are to be retained for disposition in accordance with civil law of the decedent's domicile. (Fig. 34-3 is a sample letter to the recipient.)

(c) Copies of bills of sale, powers of attorney, wills, or letters (testamentary), and similar documents.

(d) Copies of means used (such as daily bulletins) to determine existence of local debtors or creditors.

(e) Copies of receipts signed by debtors or creditors for amounts of money, if any, collected and disbursed.

(f) Copies of communications to the recipient of effects advising them of all known unsettled debts due or owed by the decedent.

(g) Copies of communications to creditors advising them of insufficient funds to cover debt and to communicate direct with recipient of effects for settlement of account.

(h) Copy of communication addressed to divorced parents of an unmarried deceased, if applicable, as indicated in appendix E.

(i) Notification to the selected recipient (person eligible to receive effects) of any items which cannot be shipped at Government expense (more than one motor vehicle, vehicles not authorized for shipment, and so forth), with request that the recipient arrange to dispose of the effects, or submit a power of attorney authorizing the summary court to sell the effects by public sale.

(j) Copy of communication advising addressee of date effects were shipped, the method of shipment and the anticipated date of arrival.

(k) Copy of the certificate verifying contents and attesting to seal of package(s) shipped to the recipient of effects as required by paragraph 34-9d.

(l) A certificate of destruction for any effects destroyed.

(m) Inventories of effects retained, sold, or destroyed under paragraphs 33-6, 34-2, 34-3, or 34-7.

(3) After review and approval by the appointing authority, the original of the summary court report (with supporting papers) and a copy of the inventory, DA Form 54, will be forwarded to HQDA (DAPC-PEC-D), ALEX VA 22331-0400. A duplicate copy of the report and copies of pertinent papers will be retained by the installation at which the summary court was appointed.

(4) Summary court action will be terminated and report forwarded to HQDA (DAPC-PEC-D), ALEX VA 22331-0400, within 30 days after death if in CONUS or 45 days after death in oversea areas. If circumstances prevent submission of the summary court report, within the time prescribed, an interim report will be forwarded to HQDA (DAPC-PEC-D), ALEX VA 22331-0400, giving reasons for delay and the approximate date report will be forwarded.

34-7. Disposing of currency, commercial papers, stocks, bonds, and other negotiable instruments

a. If surviving spouse or legal representative is present, all currencies, commercial papers, stocks, bonds, checks, and other negotiable instruments (except funds belonging to the Government, Government checks payable to the deceased which are drawn on the Treasurer of the United States or on foreign depositories, and military payment orders payable to the deceased) will be delivered with other effects to the surviving spouse or legal representative.

(1) Government funds will be handled as indicated in b(3) below.

(2) Government checks will be transmitted to the issuing finance and accounting officer for action as indicated in b6 below.

(3) Military payment orders will be turned over to the nearest finance and accounting officer for action.

b. If the surviving spouse or legal representative is not present, the summary court will take the following action in disposing of currencies, commercial papers, stocks, bonds, checks and other negotiable instruments found among the effects:

(1) *U.S. currency.* All U.S. currency (if total exceeds \$5) will be turned in to the nearest finance and accounting officer for issuance of a U.S. Treasury check or foreign currency check, as appropriate, made payable to the eligible recipient of the effects. Check will be forwarded to the person designated to receive the effects or to a consular representative acting as agent for such person (para 34-9). Transaction will be recorded in item 9 of DA Form 54 and will include the date and number of the check and the finance and accounting officer's symbol number. If U.S. currency found is less than \$5, such money may be included with other effects transmitted.

(2) *Foreign currency.* Foreign currencies found in the effects will be disposed of as follows:

(a) Foreign currencies having monetary value in amounts not in excess of 1 month's basic pay and allowances will be turned into the nearest finance and accounting officer for issuance of a U.S. Treasury check for the dollar equivalent of the foreign currency, computed at the current rate of exchange.

(b) Foreign currencies having monetary value in amounts in excess of 1 month's basic pay and allowances will be forwarded to the Commander, U.S. Army Finance and Accounting Center, ATTN: FINCP-FD, Indianapolis, Indiana 46249-0813, for decision regarding the conversion of such currency.

(c) Foreign currency having no monetary value will be considered souvenir money and will be transmitted with the effects to the designated consignee.

(d) Disposition of all foreign currency will be recorded in item 9, DA Form 54.

(3) *Government funds.* Government funds entrusted to personnel as agents of finance officers are not effects. Funds found on, or with, the deceased which appear to be Government funds will be turned over to the finance and accounting officer on appropriate finance forms to be held in special deposits until determination can be made as to the amounts belonging to the Government and to the individual.

(4) *Military payment certificates.*

(a) Valid military payment certificates will be converted to a U.S. Treasury check and forwarded to the eligible recipient of effects.

(b) Invalidated series of military payment certificates in amounts not in excess of \$500 will be converted into a Treasury check provided the date of death of the deceased was prior to the date the series of military payment certificates were withdrawn from circulation. Amounts in excess of \$500 will be forwarded by the summary court officer to the Commander, US Army Finance and Accounting Center, ATTN: FINCP-FD, Indianapolis, Indiana 46249-0813, for decision regarding exchange of such certificates.

(c) Disposition of all military payment certificates will be recorded in item 9, DA Form 54.

(5) *Bankbooks, stocks, bonds, or negotiable instruments.* Bank deposit books, stocks, bonds, or negotiable instruments which include traveler's checks, money orders except checks drawn on the Treasurer of the United States or on foreign depositories, will be transmitted to the person eligible to receive the effects by registered mail. Negotiable instruments made payable to the deceased in settlement of a debt due by a local debtor, including a deposit or checking account in a local bank (debtor) located in the vicinity of the decedent's camp or quarters, may be indorsed by the summary court for collection and proceeds disposed of in the same manner as currency.

(6) *Government checks.* Government checks (payable to the deceased) drawn on the Treasurer of the United States or on foreign depositories will be transmitted to the issuing finance and accounting officer or his or her successor in office for appropriate action in accordance with AR 37-103. Document DA Form 54 concerning these checks and advise the eligible recipient of effects of their deposit so that claim may be made for the proceeds.

34-8. Sale of effects

a. If the person eligible to receive the effects is not present, the commanding officer may authorize the sale of certain effects by the summary court when—

(1) The sale of effects would be to the interest of both the person designated to receive the effects and the Government, and prior to the sale the summary court has advised the person designated to receive the effects of the proposed sale and has obtained from such person power of attorney to sell the effects concerned by public sale; or

(2) The sale of motor vehicles and other bulky items of household and personal effects of the person would be in the interest of the Government, an emergency exists, and, if practicable, a reasonable effort has been made to determine the desires of the person eligible to receive custody of the effects.

b. When the person determined eligible to receive the effects is not known or cannot be located and/or contacted, sale of effects will be accomplished in accordance with procedures contained in paragraph 34-10.

c. Items which may be considered for sale under conditions stated in a(1) above are those which—

(1) May not be shipped under existing regulations or policies established by the (oversea) commander.

(2) Because of their bulk, nature, or weight cannot be included with other effects to be shipped.

(3) Are obviously of no sentimental value, are not of value commensurate to the cost of shipment, and may be sold in the overseas command for as much or more than in the United States (such as vehicles, heavy furniture).

(4) If sold in the oversea command, would serve the best interest of the eventual owner concerned (such as items of electrical equipment which would not be of any value in the United States because of odd voltage).

d. A complete record of all sales (including advertising, authority for sale, bills of sale), will be attached to the report of the summary court. Cash accruing from sales will be accounted for in item 9, DA Form 54.

e. Proceeds received from sales and certified copies of each bill of sale will be transmitted to the person eligible to receive the effects as designated by the summary court.

34-9. Movement of effects

a. *Delivery or shipment of effects.* Effects will be delivered to the spouse or legal representative if present; or shipped to the person eligible to receive the effects in the order of precedence indicated in paragraph 33-3.

b. *Notification to addressee.* Upon delivery or shipment of effects, a communication will be delivered or mailed to the person eligible to receive the effects, conveying information 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 communication will also state the date of shipment and method of shipment and the anticipated date of arrival.

c. *Transmission of effects.* The summary court will transmit the effects, funds, and commercial papers belonging to the deceased (para 34-7), certified copies of bills of sale, receipt for cash transactions, and a copy of DA Form 54 to the person eligible to receive the effects. Shipments of effects will be made on Government bill of lading or by registered or insured mail; however, whenever possible, small items will be shipped via registered air mail. DA Form 54 will be fully annotated relative to the method of shipment (Government bill of lading number, air movement designator, registered or insured number) in order to facilitate tracing effects 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 effects cannot be made due to delay caused by the sale of motor vehicle or for other reasons, partial shipment will be accomplished and the recipient advised of actions pending and furnished an approximate completion date.

d. *Packing effects for shipment.* Effects will be packaged, boxed or crated securely for shipment. Each package, box or crate will be marked plainly "Effects of Deceased Person" and will bear the full name, grade, social security number, and organization of the person to whom the effects belonged. The contents of the packages will be verified against the record of effects by the commanding officer or summary court, and the packages sealed by the person verifying the contents. A copy of the inventory, to include the number of packages comprising the shipment, will be placed inside the container. A certificate pertinent to the verification and sealing will be included in the package (or package No. 1).

e. *Shipment of motor vehicle.* One privately owned motor vehicle (defined in glossary) is authorized shipment at Government expense under JTR, volume 1, chapter 8, part G, 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.

(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.

f. *Shipment of mobile home.* In accordance with JTR, volume 1, chapter 10, trailer allowance for shipment of a mobile home (as described under effects in the glossary) 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 within 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. *Designation of an agent for receipt of effects.* If death occurs in a territory or possession of the United States, or in another country and the person eligible to receive the effects is a resident of that territory, possession, or country, and if personal delivery or direct transmission is not practicable, the commanding officer or summary court may request the person eligible to receive the effects to designate a consular representative or other such person to receive the effects. Designation must be made in writing and the consular representative or other person who acts as agent for acceptance of effects will be required to receipt of the effects. The authorization and the receipt will be attached to the original DA Form 54.

h. *Customs clearance.* Where effects are to be shipped across an international boundary, the shipper/shipping agency will obtain necessary customs clearance. Additional customs clearance required by the country of final destination is the responsibility of the person eligible to receive the effects. The provisions of DOD 5030.49-R apply.

34-10. Eligible recipient not known or cannot be contacted

a. When there are no persons in the categories listed as eligible to receive effects as indicated in paragraph 33-3, the addresses of such persons are not known or readily ascertainable, or if known, persons cannot be contacted due to political barriers, action will be taken by the summary court, not earlier than 30 days after the death of the owner, to dispose of the effects in accordance with the following procedures:

(1) Prepare an inventory of the effects of the individual on DA Form 54.

(2) Sell by public sale all effects except those articles defined valuable chiefly as keepsakes in 10 USC 4712. A complete record of all sales will be included in the report of the summary court, and certified copies of bills of sale will be attached to the report.

(3) Prior to sale of effects, a formal finding in writing concerning action taken to discover the existence or address of any person eligible to receive the effects will be prepared by the summary court and forwarded with the original DA Form 54.

(4) All effects obviously of no sentimental value and having no salable value will be destroyed by the summary court and a certificate of destruction will be made a part of his or her report.

(5) Currencies, checks, and all monies found among the effects including currency or checks received from sale of effects and/or collected from debtors, will be accounted for separately in item 9, DA Form 54; and transmitted with the inventory to the local finance and accounting officer. The finance and accounting officer will receipt for the funds on the inventory, will return the original and one copy to the summary court, and will deposit funds to applicable deposit fund account as prescribed in AR 37-103.

b. After review and approval by the appointing authority, the original and the two copies of the summary court report (with supporting papers) and the original and two copies of DA Form 54 will be forwarded to HQDA (DAPC-PEC-D), ALEX VA 22331-0400. All purely commercial papers such as stocks, bonds, evidence of bank accounts, and articles valuable chiefly as keepsakes, including sabers, insignia, decorations, medals, watches, trinkets, and manuscripts, will be forwarded to HQDA (DAPC-PEC-D), ALEX VA 22331-0400, for transmission to the U.S. Soldiers' and Airmen's Home under the provisions of 10 USC 4713.

c. Upon receipt of information concerning the location of the person eligible to receive the effects, subsequent to the disposition of effects by the summary court, such person will be advised of disposition of effects and/or net proceeds received from sale of effects and that they may file claims for the net proceeds, if any, with the General Accounting Office.

34-11. Inquiries concerning lost or missing effects

Inquiries received from or on behalf of next of kin regarding lost or missing personal property will be thoroughly investigated by the summary court. Upon completion of the investigation, the next of kin or other interested person will be furnished a summary of the findings together with information, if applicable, that a claim for the lost or missing effects 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 effects and of information furnished the next of kin or other interested persons will be forwarded to HQDA (DAPC-PEC-D), ALEX VA 22331-0400.

Section II Effects of Missing Persons

34-12. Inventory of effects

When any person subject to the Missing Person's Act is officially reported missing under the provisions of part two, the commanding officer having control of the missing person's effects will secure them in accordance with procedures in paragraphs 33-5, 33-6, and 33-7 and will prepare an inventory of the effects on DA Form 54. A copy of DA Form 54 will be forwarded to HQDA (DAPC-PEC-D), ALEX VA 22331-0400.

34-13. Person eligible to receive custody of effects

Effects of personnel enumerated in paragraph 33-1a who are officially reported missing for 30 days or more will be delivered and/or shipped to the spouse or legal representative; or to other persons indicated in paragraph 33-3, in the order named.

34-14. Shipment of effects

a. *Household and personal effects.* The household and personal effects of personnel who are officially reported missing for 30 days or more may, upon application of the person or persons eligible thereto, be moved by Government or commercial transportation to the missing person's official residence of record or to such location as may be determined by the responsible commander or such person as he or she may designate. No shipment at Government expense may exceed the weight limitation imposed on these items by AR 55-71.

b. *Motor vehicle.* Shipment of effects may include one privately owned motor vehicle, provided the vehicle meets the requirements of paragraph 34-9e.

c. *Mobile home.* No entitlement exists for payment of trailer allowance from Government funds or transportation of a mobile home at Government expense for dependents of members who have been officially reported in a missing status as defined in 37 USC 551(2).

d. *Privately owned firearms.* Privately owned firearms may be shipped to the eligible recipient of effects provided they meet customs entry requirements for firearms and ammunition as contained in DOD 5030.49-R, chapter 10. Authorized firearms and ammunition will be shipped by Registered Mail.

34-15. Notification to person receiving effects

Upon delivery or shipment of effects, a communication (fig 34-3) will be delivered or mailed to the person receiving effects, conveying information that delivery or shipment of the property 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 missing person's legal domicile. In the case of shipment, the

communication will also state the date and method of shipment and the anticipated date of arrival.

34-16. Sale of effects

If the spouse or other person entitled to receive the effects is not present, the commanding officer may authorize the sale of certain effects by summary court under the provisions of paragraph 34-8.

34-17. Disposition of cash from sale of effects

a. Cash accruing from sale of effects will be accounted for in item 9 of DA Form 54. Proceeds received from a sale of effects and a complete record of all sales (including advertising, authority for sale, certified copy of bill of sale) will be forwarded to the eligible recipient of effects or other interested person.

b. If eligible recipient of effects or other interested persons cannot be located or their addresses are unknown, the proceeds from such sale should be deposited with an accountable finance and accounting officer. A complete record of all sales will be included in the report of the summary court and certified copies of the bills of sale will be attached to the report. Within 1 year from the date of sale, the net proceeds may be covered in the Treasury as miscellaneous receipts.

c. Upon receipt of information concerning the location of the eligible recipient of effects or other interested person, subsequent to the disposition of effects by the summary court, such person will be advised of disposition of effects and/or net proceeds received from sale of effects. Claim for net proceeds, if any, received from the sale of effects may be filed by interested person with the General Accounting Office.

34-18. Currency, commercial papers, stocks, and bonds

All currencies, commercial papers, stocks, bonds, and checks found among the effects of personnel in a missing status will be disposed of in accordance with procedures in paragraph 34-7.

Chapter 35 Disposition of Effects in Theaters of Operations

Section I Organization

35-1. Armed Services Graves Registration Office, CONUS

An Armed Services Graves Registration Office (ASGRO) may be activated under HQDA (DAPC-PED-F), ALEX VA 22331-0400, during major military operations (AR 638-25). When activated, the ASGRO will become the office of record for all Services and the control point from which operational direction of graves registration services, including disposition of personal

effects and baggage, will be forwarded to field activities.

35-2. Army Effects Office, CONUS

When established, the Army Effects Office, under the control of HQDA (DAPC-PED-F), will be responsible for the receipt, storage, and disposition of personal effects and baggage of members of the Army, civilian employees, and persons serving with or accompanying the Army in the field who are subject to military law, excluding foreign nationals and indigenous personnel.

35-3. Theater or major area command Organizational echelons engaged in the recovery and disposition of personal effects in a theater or major area command may include the following:

a. *Unit or separate organizations.* Unit or separate organizations evacuate personal effects found on the deceased—or in the immediate vicinity of the recovery site—to designated collecting points with the remains. Unit or separate organizations collect, inventory, and evacuate other personal effects through established channels to the theater effects depot.

b. *Divisions (infantry, airborne, and armored).*

(1) Divisional graves registration personnel, organic or augmentation, assist in the recovery, collection, and evacuation of personal effects found on remains.

(2) If a division personal effects collecting point is established, personnel operating this collecting point will receive, safeguard, and evacuate personal effects other than those found on remains.

c. *Army. Graves registration units organized in accordance with table of organization and equipment (TOE), as required, will constitute the principal agencies through which the graves registration service will function.*

(1) The Army graves registration officer is the staff officer charged with direct supervision of all personal effects activities in the Army area.

(2) Graves registration personnel assigned to supply and service companies, direct support (divisional and nondivisional), and field service companies (general support forward) will operate graves registration collecting points throughout the Army area. These personnel will receive and evacuate all personal effects which accompany remains processed at the respective graves registration collecting points, ensuring that all such personal effects are properly associated with the remains with which they were recovered.

(3) Graves registration personnel assigned to field service companies (general support, Army) will operate either the Army cemeteries or transfer points for the further evacuation of remains. These personnel will receive personal effects evacuated with the remains. If remains are to be buried or processed for evacuation direct to CONUS, these graves registration personnel

will remove personal effects and, after clearly identifying them as to the remains with which received, evacuate the effects to the appropriate effects depot. If remains are to be further evacuated within the theater, personal effects will accompany remains.

(4) Graves registration personnel assigned to Graves Registration Service teams (TOE 10-500) may be used to augment direct support or general support grave registration personnel.

d. *Theater effects depot.* The theater effects depot will be established in the communications zone (COMMZ) and operated by graves registration personnel. The depot will receive personal effects for all graves registration elements and/or other services in the theater. They will then inspect, inventory, and make proper disposition of the effects—either within the command or by shipment to the CONUS effects office of the Service concerned. When the Army Effects Office (CONUS) does not become operational, the theater effects depot will assume summary court responsibility for final disposition of effects to the eligible recipient as authorized in 10 USC 4712.

Section II Responsibilities

35-4. 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 they are prime requisites in connection with the settlement of affairs of persons who are deceased or missing.

b. The same care will be taken in the recovery and availability of personal effects found with remains because they are major factors in establishing identification.

c. It is the responsibility of all concerned to ensure that such effects are properly documented, secured, and evacuated for this purpose.

d. The personal belongings of medically evacuated and transferred personnel will be returned only under circumstances where military operations preclude the evacuation of the property with the owner to rear areas or to CONUS through normal channels.

e. Commanders of deceased, missing, or medically evacuated personnel will handle their personal effects from the point of initial collection (with the remains or at other places). This procedure extends to delivering the property to the person authorized to receive it or to other disposition prescribed by pertinent laws.

35-5. CG, MILPERCEN

The CG, MILPERCEN will develop, formulate, and issue policies, standards, and procedures for exercising staff and technical supervision of the handling and disposition of personal effects and lost baggage activities in support of major military operations under Army command (para 33-4a). This

responsibility has been delegated to HQDA(DAPC-PED-F).

35-6. Oversea Army commanders

The operational responsibility for the collection, inventory, protection, and disposition of personal property is as follows:

a. *Combat areas.* The unit commander is responsible for the recovery, safeguarding, and proper evacuation of all personal effects of deceased members of his or her command and for the recovery, safeguarding, and evacuation of personal effects of hospitalized and missing personnel and of lost and abandoned baggage found in his or her area.

(1) *Recovery.* Personal effects recovered with the remains of the deceased will be evacuated with the deceased and in no case will be separated from the remains. If, however, the condition of the remains would damage or contaminate the effects, the property may be removed and placed in a personal effects bag or other suitable container and attached to the remains. Personal effects recovered with the remains may be examined to establish or verify identity of the remains.

(2) *Evacuation channels.* Individuals receiving effects along evacuation channels will check the property and ensure that all items are correctly listed on the inventory of personal effects before receipting for them and will exercise proper security procedures to ensure against their loss.

b. *Cemeteries.* Graves registration personnel at cemeteries will inventory and forward personal effects recovered with the remains to the theater effects depot.

c. *Rear areas.* Commanders of units, hospitals, unit storage areas, troop trains, depots, and other storage points will forward personal property left in their custody by or for the deceased or evacuated personnel to the theater effects depot.

d. *Theater effects depot.* The commander of the theater effects depot is responsible for the receipt, safeguarding, certain processing, recording, storage, and disposition of all personal effects generated within an oversea command as a result of major military operations. If the Army Effects Office (CONUS) is not established, the commander of the theater effects depot will assume responsibilities in paragraph 35-7.

35-7. Army Effects Office, CONUS

a. The head of the Army Effects Office is responsible for—

(1) The receipt, safeguarding, final processing, storage, and final disposition of all personal effects received from oversea personal effects depots.

(2) Convening summary courts to determine the person eligible to receive the effects of deceased or missing persons or to make other disposition of effects in accordance with pertinent laws. Paragraphs 33-3 and 34-13 provide guidance in this area.

(3) All correspondence with the eligible recipient or other interested persons regarding personal effects, except when the person

eligible to receive custody of the effects resides within the command where death occurred (para 35-20f).

(4) The control of the sale of certain effects overseas (motor vehicles, household goods and/or other personal property).

(5) The sale of effects in accordance with procedures contained in paragraph 34-16 when the person eligible to receive the effects is not known or cannot be located or contacted.

b. Direct communication between oversea commands and the Army Effects Office is authorized to accomplish this mission.

Section III Procedures

35-8. Effects recovered from remains

When personal effects are first removed from the remains, they will be meticulously inventoried (with appropriate description furnished for high dollar value items and items of intrinsic value including brand names, model numbers, serial numbers, and so forth, as applicable), placed in a personal effects bag with the original copy of DD Form 1076 (Military Operations Record of Personal Effects of Deceased Personnel), and secured by means of a numbered lead-and-wire or metal-band seal. The personal effects bag will be affixed to the remains and will not be removed except by graves registration personnel at the cemetery. Money and other negotiable instruments will be processed as stated in paragraph 35-11.

a. When hasty burials are required, the effects will, if possible, be examined for identification purposes but normally, will not be separated from the remains unless they contain information of a classified nature or would be subject to loss. The report of burial will include a list of personal effects removed and the disposition made of those effects.

b. When remains are to be evacuated to the collection point or cemetery, effects may be examined for identification purposes. The effects will be evacuated with the remains.

c. Personal effects may be examined at the collection point for purposes of identification. Upon discovery of any evidence of pilfering or tampering of personal effects, an immediate investigation will be conducted as indicated in paragraph 35-14. The effects will always be kept with the proper remains until arrival at the cemetery (or mortuary).

d. At the cemetery (or mortuary), personal effects will be examined for identification purposes, reinventoried, and sent to the theater effects depot in personal effects bags or other suitable container by the fastest and most secure means available. Copy of the container lists (g below) will be mailed to the theater effects depot at the time shipment of effects is made.

e. Identification tags are not personal effects and will not be removed from the remains under any conditions, except by graves registration personnel at the cemetery (or mortuary).

f. Identification cards of deceased personnel may be removed by graves registration personnel and sent, with the records of interment, to HQDA(DAPC-PED-F), ALEX VA 22331-0400.

g. Personal effects bag will be packed securely in personal effects pouches or other suitable containers. A list will be prepared for each container, showing the name, grade, personnel identification number (military service number (SN) and/or Social Security Number (SSN)), and status of the owner of the personal effects. The signature of the officer sealing the pouches and the signatures of subsequent custodians during shipment to the theater effects depot will be affixed to these lists at the time they assume custody of the effects. A copy of the container lists will be mailed to the theater effects depot at the time the effects are shipped. The method and date of shipment will be noted on the lists.

35-9. Effects other than those recovered from remains

a. Property left in units, hospitals, or rear storage areas by persons deceased, missing, missing in action, or captured by the enemy will be collected, safeguarded and inventoried (para 35-12), and shipped to the theater effects depot. The inventory of effects will be annotated to indicate clearly the status of each such individual as deceased, missing, missing in action, or captured by the enemy. Motor vehicles and/or household goods will be handled in accordance with paragraph 35-13.

b. When personal effects of the type usually carried on the person of an individual (for example, a watch, ring, or wallet) are recovered other than from the remains or for persons in a missing or captured status, the source of these effects will be clearly stated on DD Form 1076. (For example: Left in unit area, left with a friend (name and personnel identification number (SN or SSN)) for safekeeping, or found in an area (specify coordinates) other than with remains).

35-10. Effects of allied and enemy dead

Effects of allied and enemy dead will be processed so far as practicable by the procedures outlined for U.S. dead, except as indicated in c below.

a. *Allied.* The effects of allied dead, including decedents identified as or believed to be civilian nationals of an ally, which may come into custody of the U.S. Army will be examined for identification purposes, safeguarded, inventoried, and forwarded to the theater or effects depot where they will be transferred to a representative of the respective government designated for this purpose.

b. *Enemy.* In accord with the Geneva Convention and the Laws of War, property of enemy dead will be handled as in a above and stored in the theater effects depot pending disposition instructions prior to, or at, termination of hostilities.

c. *Prisoners of war/civilian internees (PW/CI).* The effects of enemy PW/CI will be disposed of as directed in AR 190-8 or AR 633-51. Effects which may be routed inadvertently to the theater effects depot will be safeguarded, inventoried, and disposed of in accordance with the above cited regulations.

d. *Civilians.* The effects of civilian dead which may come into custody of the U.S. Army will also be safeguarded as in a above pending receipt of special disposition instructions.

e. *Emergency burials (STANAG No. 2070).* Except for U.S. personnel, all personal effects (including personal and official papers) of NATO Armed Forces personnel and of the enemy will be removed from the remains, inventoried, safeguarded, and placed in a suitable receptacle. One identification tag/disc, or removable part, will be placed in the receptacle with the personal effects. The inventory will be checked, signed by an officer, and dispatched by the most secure means practicable with the receptacle containing the personal effects. Disposition of effects will be as indicated in a and b above, as applicable.

35-11. Funds, commercial papers, stocks, or bonds

a. Money in an amount of \$5 or more, including US currency, all valid military payment certificates, invalidated military payment certificates authorized for conversion as indicated in h below, and foreign currency having monetary value not in excess of 1 month's pay and allowances will be withdrawn from the effects and converted into a U.S. Treasury check drawn in favor of the Chief, Army Effects Office. Dollar equivalent of foreign currency will be computed at the current rate of exchange. Checks so drawn will be forwarded by separate communication through the theater effects depot to the Chief, Army Effects Office, accompanied by a transmittal sheet including the name or names of the persons whose funds are involved, their personnel identification number (military SN and/or SSN), and the amounts for each represented by the check, or checks. Description of the check(s), including check numbers, date, finance and accounting office disbursing station symbol number, and the amount involved will be entered on the original and all copies of the DD Form 1076 pertaining to the individual.

b. Money in an amount of less than \$5, for which a check is not drawn, will be converted into U.S. currency, listed on the record, and forwarded through personal effects channels.

c. Foreign currencies having monetary value in excess of 1 month's basic pay and allowances will be forwarded by the summary court officer to the Commander, U.S. Army Finance and Accounting Center, ATTN: FINCP-FD, Indianapolis, Indiana 46249-0813, under the provisions para 12-56, AR 37-103, for decision regarding the conversion of such currency. Foreign

currency not authorized for conversion under the provisions of AR 37-56, paragraph 12-103, or with no monetary value (souvenir money) will be processed as part of the individual's effects. Disposition of all foreign currency will be recorded on DD Form 1076.

d. Commercial papers, stocks, bonds, or other negotiable instruments (including traveler's checks, money orders, Treasury checks (other than those indicated in f below), checks drawn on local depositories, such as Chase National Bank and American Express) will not be converted into cash, but will be listed on the record and forwarded through the theater effects depot to the Chief, Army Effects Office, in the same manner as for checks obtained from finance and accounting officers (a above).

e. *Government funds* entrusted to personnel as agents or finance officers are not effects. If it appears that funds found among effects may be Government funds, such funds will be turned over to the finance and accounting officer to be held in special deposits until determination can be made as to the amounts belonging to the Government and to the individual.

f. *Government checks* (payable to the individual whose effects are being processed) will be transmitted to the issuing finance and accounting officer or his or her successor in office for appropriate action (AR 37-103). Information concerning such transmittal will be entered on DD Form 1076.

g. Invalidated series of military payment certificates in amounts not in excess of \$500 will be converted into a Treasury check, provided the date of death or entry into missing status was prior to the date the series of military payment certificates was withdrawn from circulation. Amounts in excess of \$500 will be forwarded by the responsible officer to the Commander, U.S. Army Finance and Accounting Center, ATTN: FINCP-FD, Indianapolis, Indiana 46249-0813 for decision regarding the exchange of such certificates. Proper notation will be entered on DD Form 1076 to indicate disposition of all invalidated military payment certificates.

h. Mutilated U.S. currency refused for conversion or deposit by a finance and accounting officer will be listed on DD Form 1076 and forwarded through the theater effects depot to the Chief, Army Effects Office (CONUS) in the same manner as checks obtained from finance and accounting officers (a above).

35-12. Inventory

DD Form 1076 will be used to inventory effects. See FM 10-63 for preparation instructions.

a. At least four copies of DD Form 1076 will be prepared by the person first inventorying the effects. Additional copies will be prepared as directed by local regulations. An advance copy will state to what unit or organization the personal effects are being shipped and will be dispatched by air mail

immediately to HQDA(DAPC-PED-F), ALEX VA 22331-0400, or to the Army Effects Office in CONUS, if it has been established. The original and one copy of the record will be forwarded with the effects to the theater effects depot. After processing, the copy will be retained at the theater effects depot. The original will be forwarded to the Army Effects Office (CONUS) with the personal effects, and it will remain with the personal effects and will not be withdrawn by any succeeding unit to which the effects are transferred. The remaining copy will be retained in the files of the preparing unit. In the case of personal effects recovered from remains, an extra copy of the record will be prepared and forwarded to the central graves registration office.

(1) DD Form 1076 for effects recovered from unidentified remains (unknown) will retain the unknown identification symbol even though the remains are subsequently identified. A notation of the approved identification will be added to the original inventory of effects but the "X-Unknown" designation will be retained.

(2) Personal effects recovered from remains included in group burials, identified or unidentified, will be retained in association with all other personal effects recovered from the persons included in the group burial by means of appropriate notations on DD Form 1076 of all individual concerned and by concurrent shipment of effects of all cases through evacuation channels.

b. DD Form 1076 will be used to record all items belonging to the individual whose effects are being processed. High dollar value items and items of intrinsic value will be recorded by make, model, serial number, color, and so forth, and notation made as to the condition of each item.

c. In completing data on DD Form 1076 pertaining to funds belonging to the individual whose effects are being processed are the method used to transmit the effects, the responsible officer will, in all instances, record the following information in item 7:

(1) Separate entries will be recorded in item 7b to show the total amount and description of each fund (for example, \$25 U.S. currency, 1000 francs, \$50 Military Payment Certificates, \$25 U.S. Treasury checks (including date and number of check and finance and accounting officer symbol number). The receipt of funds will be indicated by a check mark in column 7c and proper notation must be recorded opposite each entry to show the disposition that was made of the particular fund, as indicated in (2) and (3) below.

(2) When currency found among the effects is exchanged or converted to a Government check, proper notation must be recorded to indicate the disposition made of the particular fund, (for example, "Exchanged for U.S. Treasury check" (including date and number of check, name of payee, finance and accounting officer's symbol number, and name of person to whom check was transmitted).

(3) When Government checks or other funds found among the effects are deposited with a finance and accounting officer, proper notation must be recorded to show disposition of the checks or funds (for example, Deposited), including information indicating the name and symbol number of the receiving accountable finance and accounting officer and a description of the trust account to which the funds were deposited. The finance and accounting officer will furnish a receipt in the form of an official collection voucher for all items received for deposit, which will be made part of the record.

(4) Funds belonging to the Government will not be listed in item 7.

(5) Funds transmitted with the effects to the person entitled to their custody will be recorded separately in item 7.

d. Numbers of bills of lading, air movement designators, or registry or insurance numbers will be recorded on DD Form 1076 to ensure that all packages and letters can be traced.

e. DA Form 54 will be used in lieu of DD Form 1076 by the theater effects depot to transmit effects to eligible recipients if an Army Effects Office (CONUS) is not established. Instructions for completion of DA Form 54 and for the final shipment of personal effects by the summary court to the eligible recipient are in chapter 34.

35-13. Organization and storage areas

Personal effects recovered in unit areas and at storage points will be collected, inventoried, safeguarded, and shipped to the theater effects depot by the most expeditious means available. Motor vehicles, household goods and/or other bulky items of personal property will be reported to the theater effects depot for disposition instructions. Pending receipts of shipping instructions these items will be retained at the point of storage in the unit or shipped to the theater effects depot as directed by the theater commander.

a. *Clothing and equipment.* All organizational clothing and equipment and other Government property (including identification tags) to which the individual is not entitled will be withdrawn from the effects and turned over to the appropriate supply officer. Credit entries for the items withdrawn will be made on the individual's DA Form 3645. Personal clothing, as defined in AR 700-84, will not be withdrawn from effects. Government-issue-type property and personal clothing recovered with remains will be retained for identification until they have served their purpose (para 35-20d).

b. *Ammunition and other explosive or flammable items.* All ammunition, explosives, and flammable materials, including lighter fluid and alcoholic beverages, will be removed from the personal effects. Disposition of such items will be in accordance with policies established by overseas commanders.

35-14. Loss or pilferage

The personal effects of casualty personnel and other personal property separated from the owner will be appropriately guarded at all times. At each transfer of a shipment of personal effects and property and whenever otherwise practicable, seals, locks, and containers will be inspected for evidence of pilferage, tampering, or damage.

a. If a container at any time shows evidence of tampering, or is damaged sufficiently to warrant investigation of the contents, the official custodian will immediately open it and check the contents against the accompanying inventory. If shortage or damage is discovered, in addition to reporting the facts to the military police, the official custodian will make a record of the shortage or damage in letter form and attach a copy to the original DD Form 1076.

b. The report of the shortage or damage will be forwarded to the next superior commander who will have an immediate investigation made. When the investigation is completed, copies of the investigation report will be furnished to the Army Effects Office, the theater logistics/services officer, and the theater effects depot.

35-15. Inquiries regarding personal effects

a. Information pertaining to the Recovery, inventory, and disposition of personal effects of deceased and missing persons will not be furnished to the person eligible to receive custody of effects or other individuals except by the Army Effects Office.

b. Inquiries received by any agency of the Department of the Army will be forwarded with all available information to the Army Effects Office for direct reply, except that inquiries from the eligible recipient who is residing within the command wherein the effects are located will be answered as directed by the theater commander, with a copy sent to the Chief, Army Effects Office (CONUS).

35-16. Property of medically evacuated persons

Personal property located in unit areas belonging to individuals evacuated to a hospital may be collected, inventoried on DD Form 1076 (para 35-12), and forwarded by the fastest, most secure means to the theater effects depot for safekeeping and return to the owner, as provided in paragraph 35-20k(3). When practicable, currency (including foreign currency authorized for conversion under the provisions of AR 37-103) and all valid military payment certificates in amounts of \$5 or more will be exchanged for a U.S. Treasury check or appropriate dollar instrument payable to the owner. The amount of cash and currency found among the personal property will be shown on the inventory record. Foreign currency not authorized for conversion will be listed separately on the record and processed as part of the individual's effects.

35-17. Property of persons deceased or missing aboard vessels

a. The Commander of troops or other responsible official will have the property of a person who dies or is reported missing (washed overboard and/or drowned) aboard a vessel within a combat area, or en route to or from a combat area, collected and safeguarded. Upon arrival at the first U.S. port of call or other port where U.S. Army authorities are assigned, all property belonging to the deceased or missing person will be turned over to the military port transportation officer for subsequent shipment to the theater effects depot or the CONUS effects office as appropriate.

b. At least four copies of the inventory of effects will be prepared. The original and one copy will be placed in the effects container and accompany the property to the effects depot. One copy will be retained by the person first inventorying the effects and the remaining copy will be retained by the military port transportation officer. The copy of the inventory retained by the military port transportation officer will bear the date and method of shipment (registry, insurance numbers, and so forth) to ensure that packages can be traced.

35-18. Property of persons deceased aboard aircraft

a. The troop/aircraft commander or his or her designated representative will have the personal property of the deceased collected and safeguarded. Upon arrival at the location where remains are offloaded, all property belonging to the deceased will be delivered to and receipted for by the commander of the nearest Army installation for subsequent shipment to the theater effects depot or the CONUS effects office as appropriate.

b. The inventory of effects will be prepared in at least four copies. The original and one copy will be placed in the effects container and accompany the property to the effects depot. One copy will be retained by the person first inventorying the effects and the remaining copy will be retained by the Army installation commander. The copy of the inventory retained by the Army installation commander will bear the date and method of shipment (registry, insurance number, and so forth) to ensure that packages can be traced.

35-19. Lost, abandoned, or unclaimed personal property

Lost, abandoned, or unclaimed personal property (except property of persons in confinement or absent without leave) recovered in a theater of operations will be listed on DD Form 1076 and forwarded to the theater effects depot for disposition as provided in paragraph 35-20. An explanation of the circumstances surrounding the recovery, including the date, place, and name of the person initially finding the property, will accompany the record. The shipment at Government expense of the property of prisoners and persons absent without leave

is prohibited. Such property will be disposed of as indicated in AR 190-4 and/or AR 630-10.

35-20. Theater effects depot

a. *Mission.* The mission of the theater effects depot is to receive, safeguard, store, and make proper disposition of personal effects and property coming within the purview of this chapter.

b. *Liaison.* The theater effects depot will establish and maintain liaison with the following theater Army offices in order to provide for promptly ascertaining the location or status of persons for whom personal effects are received:

(1) Theater Adjutant General Section, Casualty Branch, and Strength Accounting Branch.

(2) Theater Area Postal Directory or Central Postal Directory.

(3) Theater Surgeon's Office, Medical Statistics Section.

(4) Theater Replacement Depot.

(5) Theater Provost Marshal.

c. *Effects of deceased and missing persons.*

(1) Personal effects of deceased, missing, and captured personnel received at the theater effects depot will be checked against accompanying records immediately upon receipt.

(2) An immediate investigation will be made of any shortages discovered and a copy of the report of the investigation will be sent to the Army Effects Office.

(3) Motor Vehicle, household goods and/or bulky items of personal property will be retained in the theater and reported to the Army Effects Office for disposition instructions. This report will contain a complete description and statement of condition of the property and may include a recommendation of the local sale of the item. This property will not be sold except upon approval of the Army Effects Office.

d. *Items withdrawn.* Items of no sentimental value and with no salable value (for example, used toothbrushes, toothpaste tubes, cakes of soap, or magazines) will be destroyed. Items shown in paragraph 35-13b and all organizational clothing and equipment and other Government property to which the individual is not entitled (except as indicated in *f* below) will be withdrawn. Items of Government-issue-type property like pistols, or watches, will be withdrawn unless there is evidence that title to the property is vested in the individual. A record of such items including make, model, and serial number will be maintained. In the event proof of ownership is available among the personal papers of the deceased or is subsequently submitted by the person eligible to receive custody of effects, items will be forwarded to the eligible recipient. Final determination of the ownership of such items will be made by the Chief, Army Effects Office in CONUS.

e. *Shipment of war trophies.* Shipment of war trophies, including war trophy firearms,

are governed by AR 608-4, except that properly cleared war trophy firearms will be shipped by registered mail. Privately owned firearms may be shipped to the eligible recipient of the effects, provided they meet custom entry requirements for firearms and ammunition (DOD 5030.49-R, chap 10).

f. *Unidentified remains.* Personal effects (except items covered by para 35-13b) which are received as belonging to unidentified remains will be shipped to the Army Effects Office. If the remains of the deceased from whom the effects are recovered are subsequently identified before shipment of the effects to the Army Effects Office, the identity of the owner will be added to the inventory of effects. The previous unknown designation, however, will not be removed.

g. *Persons missing or captured by the enemy.* Effects of persons missing or presumed captured by the enemy will be held in the theater for such time as deemed practicable by the theater commander. Personal effects which have not been returned to the owner at the expiration of the set period will be forwarded to the Army Effects Office.

h. *Customs inspection and clearance.* Customs inspection and clearance will be made as prescribed by DOD 5030.49-R. Items prohibited or restricted of entry by DOD 5030.49-R will be withdrawn and, except for items shown in *f* above, will be retained at the theater effects depot. A report of the items being held will be made to the Army Effects Office with a request for disposition instructions.

i. *Shipment of effects.* Personal effects will be packed and crated to conform to current regulations governing oversea shipments of personal property and will be shipped to the Army Effects Office. Shipment of effects will not be delayed pending receipt of additional property for the individual.

j. *Local delivery of effects to eligible recipient residing in theater.* When the person eligible to receive custody of effects of a deceased or missing person resides within the theater of operations, the theater effects depot will convene the necessary summary court to determine the proper disposition of the effects, deliver or ship the effects to the authorized recipient, taking appropriate receipt therefor, and furnish a complete report of the transaction to the Army Effects Office.

k. *Medical evacuee property.*

(1) Personal property received at the theater effects depot for hospitalized or evacuated personnel will be checked against the accompanying record for completeness and placed in temporary storage pending return to the owner.

(2) Currency and valid military payment certificates received in an amount of \$5 or more, including foreign currency authorized for conversion under the provisions of AR 37-103, will be exchanged for a U.S. Treasury check or appropriate dollar instrument payable to the owner and held for disposition as in (3) below. Complete information

pertaining to such conversion will be recorded on DD Form 1076. All foreign currency not authorized for conversion and U.S. currency in amounts less than \$5 will be recorded on DD Form 1076 and held for disposition as in (3) below.

(3) Personal effects and baggage received for hospitalized personnel will be retained in the theater effects depot and the location of the owner will be ascertained by reference to theater locator files. The property will be disposed of as follows:

(a) Shipped to the owner or, upon receipt of a signed request, to a location designated by the owner when the owner is hospitalized in the theater. Small items (for example, wallets, and rings, small transistor radios) will be shipped to the owner when the period of hospitalization is of sufficient duration so that the personal effects can reasonably be expected to arrive before the patient is released. Large bulky items of personal effects (motor vehicles, household goods, and so forth) which, because of size and weight and storage limitations at medical facilities cannot be shipped to the owner will be shipped to the location authorized in writing by the owner, provided the items are not prohibited or restricted from entry at the location designated and either the owner and/or his or her designated representative is available to receive custody of the effects. A copy of the inventory of effects shipped to a designated representative will be supplied to the owner.

(b) Shipped to the owner or, upon receipt of a signed request, to a location designated by the owner when the owner has been returned to duty, his or her address is known, the property consists of items which are not prohibited or restricted in his or her area, and the owner can reasonably be expected to be able to accept custody of the items and care for them.

(c) Retained in temporary storage when the owner is expected to move or be moved to another section or area before the property could be reasonably expected to reach him or her. A description of the property and directions for requesting shipment to the first station practicable will be furnished to owner.

(d) Shipped to the Army Effects Office when the owner has been returned to the United States. (The date of departure from the oversea command and a copy of the orders directing the movement will be furnished the Army Effects Office.)

(e) Shipped to the Army Effects Office when search of theater locator files fails to indicate that the owner is assigned within the oversea command. The property will be inventoried, if this has not been done previously, and the source from which the property was received and place and date of recovery will be indicated on the record.

l. Lost, abandoned, or unclaimed personal property. Lost, abandoned, or unclaimed personal property received at the theater effects depot will be checked against the accompanying record for completeness and

will be placed in temporary storage. Disposition of such property will be as follows:

(1) Property without identification or clues on which to establish ownership will be referred to a board of officers convened under the provisions of DOD 4160.21-M (Defense Disposal Manual).

(2) When the owner of the property can be ascertained, a search of theater records will be made to attempt to locate the owner. If it is determined that the owner is still stationed within the theater, the property will be returned to him or her.

(3) If the owner of the property has left the theater or record of his having been stationed in the theater is not found, the property will be shipped to the Army Effects Office. All documents relating to the receipt and processing of the property and the search for the owner will be forwarded to the Army Effects Office with the property.

35-21. Operations and missions of the Army Effects Office (CONUS)

a. Operations of the Army Effects Office are under the control of HQDA (DAPC-PED-F), ALEX VA 22331-0400.

b. The mission of the Army Effects Office is to receive, safeguard, store, and, in accordance with applicable laws, make proper disposition of effects and property of United States Army personnel and certain civilians who are deceased, missing, or presumed captured by the enemy in oversea commands wherein there are major military operations.

c. Army Effects Office will—

(1) Receive, safeguard, and store personal effects which are shipped to the Army Effects Office.

(2) Inventory, screen, and clean personal effects. The Chief, Army Effects Office will remove and destroy those effects which are obnoxious or repulsive in nature or which might cause embarrassment if forwarded to the person entitled to receive the effects.

(3) Convene the necessary summary court to determine the proper disposition of effects in accordance with existing laws and detailed instructions issued by HQDA (DAPC-PED-F), ALEX VA 22331-0400.

(4) Make shipment of personal effects to the person determined eligible to receive them in accordance with applicable laws and regulations.

(5) Act as point of contact between the Army and next of kin and others on matters pertaining to personal effects.

(6) Maintain necessary records of receipt and disposition of personal effects.

Chapter 36 Personal Effects of Deceased Civilians, Foreign Nationals, and Armed Forces Retired Personnel

36-1. 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.

36-2. Deceased civilians not subject to military law

a. In case 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 person eligible to have custody of them. In determining the person eligible to receive the effects, the order of precedence cited in paragraph 33-3a 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 person eligible to have custody of them.

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.

36-3. 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 Military Assistance Advisory Group (MAAG) for disposition under the provisions of AR 551-50.

b. *Foreign civilian employees.* The commander under whom the decedent was assigned will deliver the effects to the person eligible to receive custody of the property, determined by the order of precedence cited in paragraph 33-3a. 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 the original.

36-4. Deceased Armed Forces retired personnel

a. In cases where these retired personnel die in Army medical treatment facilities, the commanding officer of the installation or his or her designated representative will secure the decedent's effects and deliver them to the person eligible to receive custody of the property, determined by the order of precedence cited in paragraph 33-3a.

b. 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.

36-5. 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 36-2 through 36-4 will not be forwarded to the HQDA (DAPC-PED-F), ALEX VA 22331-0400.

Part Five Line of Duty Investigation

Chapter 37 General

37-1. Scope

Part five sets forth policies and procedures for investigating the circumstances of the disease, injury, or death of a service member. It provides standards and considerations used in determining line of duty (LD) status.

37-2. Applicability

In addition to personnel identified in the overall applicability statement, part five applies to Army National Guard (ARNG) personnel on full-time National Guard Duty under Title 32 of the United States Code.

37-3. Reasons for conducting line of duty investigations

a. *Extension of enlistment.* An enlisted member who is unable to perform duties for more than 1 day because of his or her intemperate use of drugs or alcohol or because of disease or injury resulting from the member's misconduct, is liable, after returning to duty, to serve for a period that, when added to the period that he or she served before the absence from duty, amounts to the term for which he or she was enlisted or inducted (10 USC 972).

b. *Longevity and retirement multiplier.* Eligibility for increases in pay because of longevity and the amount of retirement pay to which a member may be entitled is dependent upon the member's cumulative years of creditable service. An enlisted member who is unable to perform duties for more than 1 day because of his or her intemperate use of drugs or alcohol or because of disease or injury resulting from

misconduct is not entitled to include such periods in computing creditable service per DOD Military Pay and Allowances Entitlements Manual (DODPM), paragraph 10104.

c. *Forfeiture of pay.* Any service member on active duty who is absent from regular duties for a continuous period of more than 1 day because of disease that is directly caused by and immediately follows his intemperate use of drugs or alcohol is not entitled to pay for the period of that absence. Pay is not forfeited for absence from duty caused by injuries. Pay is not forfeited for diseases not directly caused by and immediately following the intemperate use of drugs and alcohol per paragraph 10315b, DODPM.

d. *Disability retirement and severance pay.* In order for military members who sustain permanent disabilities while on active duty to be eligible to receive certain retirement and severance pay benefits, the requirements of the applicable statutes must be met. One of these requirements is that the disability must not have resulted from the member's "intentional misconduct or willful neglect" and must not have been "incurred during a period of unauthorized absence" (10 USC 1201, 1203, 1204, 1206, and 1207). Physical Evaluation Board determinations are made independently and are not controlled by LD findings. However, entitlement to disability compensation is dependent upon those facts that have been officially recorded and are on file within the Department of the Army. This includes reports and investigations submitted in accordance with this regulation.

e. *Compensation for disablement during training.* A member of the National Guard is entitled to hospital benefits, pensions, and other compensation, just as a member of the Active Army, when called or ordered to perform certain types of training (32 USC 318)—

(1) For a period of more than 30 days, and is disabled in LD from disease while so employed.

(2) For any period of time, and is disabled in LD from injury while so employed.

f. *Benefits administered by the Veterans' Administration (VA).* In determining whether a veteran or his or her survivors or family members are eligible for certain benefits, the VA makes its own determinations with respect to LD. These determinations rest upon the evidence available. Usually this consists of those facts which have been officially recorded and are on file within the Department of the Army, including reports and LD investigations submitted in accordance with the provisions of this regulation. Statutes governing these benefits generally require that disabling injury or death be service connected, which means that the disability was incurred or aggravated in LD (38 USC 101). The statutory criteria for making such determinations are in 38 USC 105.

Chapter 38

Line of Duty Appointing, Reviewing, and Approving Authority and Command Responsibilities

38-1. Secretary of the Army (SA)

The SA, or authorized designee, unless otherwise indicated in this regulation, reserves all powers, functions, and duties relating to line-of-duty (LD) determinations. The authority conferred by this provision will not restrict a designee from using his or her discretion in referring any case to the SA for consideration and final decision.

38-2. Deputy Chief of Staff for Personnel

The DCSPER will—

a. Publish policies and procedures related to LD determinations.

b. Ensure LD investigations are accurate and timely.

38-3. Commanding General, U.S. Army Military Personnel Center

The CG, MILPERCEN—

a. Has been delegated functional responsibility for LD determinations and acts for the SA on all LD determinations and appeals referred to HQDA and for all exceptions to procedures described in this regulation.

b. Takes final action on all death cases (final action consists of administrative review for correctness only).

c. Approves as final approving authority for special cases.

d. Provides the Commander, Walter Reed Army Institute of Research, ATTN: SGRD-UWJ-A (JMR), Washington, DC 20307-5100, with a copy of the psychological autopsy report when received as part of the LD investigation.

38-4. Chief, National Guard Bureau (CNGB)

a. The CNGB is responsible for the LD investigation process within the ARNG.

b. The CNGB acts in the name of the SA as final approving authority for the ARNG except for those members in a federalized status or attending an active Army service school. This authority may be delegated to a civilian employee, whose regularly assigned duties are equal to the duties normally assigned to field grade officers or a field grade officer on duty with the NGB. The CNGB may further name an alternate if the principal designee is absent. The alternate will be a field grade officer or a civilian employee of the NGB whose regularly assigned duties are equal to the duties normally assigned to field grade officers. All delegations will be in writing and will remain valid until revoked in writing. To satisfy legal review during appeals, a copy of the delegation document will be included in all cases where delegated authority has been exercised.

38-5. Major CONUS Army commanders

Major CONUS Army commanders will supervise the LD investigation process within the areas under their jurisdiction. (Areas of jurisdiction are in app B.)

38-6. Major oversea commanders and CONUS casualty area commanders

These commanders, as listed in appendix B, will—

- a. Supervise the LD investigation process within their jurisdictions.
- b. Ensure LD investigations are initiated promptly.
- c. Ensure LD investigations are submitted in the proper format.

38-7. Final approving authority

The General Court-Martial Convening Authority (GCMCA)—

a. Acts as final approving authority for formal line of duty investigations in the name of the SA. He or she reviews LD investigations for conformance to this regulation.

b. May delegate final approving authority in writing to an appropriate field grade officer on the staff of the GCMCA. A copy of the delegation document will be included in all cases where delegated authority has been exercised.

c. In special cases, request approval from HQDA (DAPC-PEZ) that final approving authority be vested in a General Officer in the chain of command who has access to military legal advice but does not have GCMCA.

d. Except as provided in paragraph 38-11, final approving authority will act as "reviewing authority." Reviewing authority block on DD Form 261 (Report of Investigation—Line of Duty and Misconduct Status) will be annotated, "SAME AS FINAL APPROVING AUTHORITY."

38-8. Appointing authority

a. The LD appointing authority normally is that commander who exercises Special Court-Martial Convening Authority (SPCMCA) over the soldier involved. For the ARNG, the LD appointing authority should be a commander of at least a battalion/squadron size organization, for the unit to which the person is assigned or attached at the time of the incident. The appointing authority—

(1) If the incident occurs while the member is away from his or her unit (e.g., on leave, in transit, AWOL), the nearest Army unit with SPCMCA will conduct the investigation. For ARNG members not Federalized and/or not attending an Army service school, the parent unit is responsible for the investigation.

(2) If the incident occurs during a period when the member and his or her unit are training or on another exercise away from the parent installation, the unit commander and the parent installation are responsible for conducting the investigation. The host casualty area commander and Medical

Treatment Facility (MTF) commander will provide supporting documentation as requested.

b. May approve informal LD investigations except within the ARNG.

c. May delegate all duties and responsibilities to the AG or other appropriate staff officer. All delegations will be in writing and will remain valid until revoked in writing. Actions taken pursuant to a delegation will include a copy of the delegation document.

38-9. Unit commander

Unit commanders will ensure DA Form 2173 (Statement of Medical Examination and Duty Status) is completed promptly and forwarded through channels to the appointing authority.

38-10. Commanders of medical treatment facilities (MTF)

Commanders of MTF or authorized representatives (attending physicians or patient administrators) will ensure section I of DA Form 2173 is completed promptly when a condition outlined in paragraph 39-2b exists. They make determinations that involve—

a. Total physical incapacitation for more than 24 hours because of the abuse of alcohol or other drugs (paragraph 41-10a).

b. Conditions that existed prior to service (EPTS) and diseases not related to misconduct or negligence.

38-11. State adjutants general (AGs)

State AGs will function as the reviewing authorities for ARNG.

Chapter 39 Line of Duty Determinations

39-1. General

Line of duty determinations are essential for protecting the interest of both the individual concerned and the U.S. Government, where service is interrupted by injury, disease, or death. A person who becomes a casualty because of his or her intentional misconduct or willful negligence can never be said to be injured, diseased, or deceased in the line of duty. Such a person stands to lose substantial benefits as a consequence of his or her actions; therefore, it is critical that the decision to categorize injury, disease, or death as not in the line of duty only be made after the deliberated and ordered procedures described in this regulation are followed.

39-2. Requirements for LD investigations

Line of duty investigations are conducted essentially to arrive at a determination as to whether misconduct or negligence was involved in the disease, injury, or death and, if so, to what degree. Depending on the circumstances of the case, an investigation may or may not be required to make this determination.

a. The LD determination is presumed to be "LD YES" without an investigation—

(1) In the case of disease, except as described in c(1) and (8) below.

(2) In the case of injuries clearly incurred as a result of enemy action or attack by terrorists.

(3) In the case of death due to natural causes or while a passenger in a common commercial carrier or military aircraft.

b. In all other cases of death or injury, except injuries so slight as to be clearly of no lasting significance (e.g., superficial lacerations/abrasions or mild heat injuries), an LD investigation must be conducted. (In death cases, the Army makes no determination. See para 37-3f.)

c. Investigations can be conducted informally by the chain of command where no misconduct or negligence is indicated, or formally where an investigating officer is appointed to conduct an investigation into suspected misconduct or negligence. In the following circumstances, a formal investigation must be conducted:

(1) Injury, disease, or medical condition that occurs under strange or doubtful circumstances or is apparently due to misconduct or willful negligence.

(2) Injury or death involving the abuse of alcohol or other drugs.

(3) Self-inflicted injuries or suicide.

(4) Injury or death incurred while AWOL.

(5) Injury or death that occurs while an individual was enroute to final acceptance in the Army.

(6) Death of a USAR or ARNG member while participating in authorized training or duty.

(7) Injury or death of a USAR or ARNG member while traveling to or from authorized training or duty.

(8) When a USAR or ARNG member serving on an active duty tour of 30 days or less is disabled due to disease.

(9) In connection with an appeal of an unfavorable finding of abuse of alcohol or other drugs (para 41-10a).

(10) Other cases when requested or directed.

39-3. Informal LD investigations

Documentation for an informal investigation typically consists of DA Form 2173 completed by the MTF and the unit commander, and approved by the appointing authority, state AG, or higher authority. The final determination of an informal investigation can result in a finding of "in LD" only, except as provided in paragraph 41-10. See chapter 40, section I, for a detailed discussion of the informal LD investigation.

39-4. Formal LD investigation

A formal investigation is a detailed investigation that normally begins with DA Form 2173 completed by the MTF and annotated by the unit commander as requiring a formal investigation. The appointing authority, on receipt of the DA Form 2173, appoints

an investigating officer who completes DD Form 261 (Report of Investigation—Line of Duty and Misconduct Status) and appends appropriate statements and other documentation to support his or her findings, which are submitted to the GCMCA for approval. See chapter 40, section II, for a detailed treatment of the formal LD investigation.

39-5. Standards applicable to LD determinations

a. Decisions on line of duty determinations will be made in accordance with the standards set forth in this regulation. Injury or disease proximately caused by the member's intentional misconduct or willful negligence is "not in LD—due to own misconduct." Simple or ordinary negligence or carelessness, standing alone, does not constitute misconduct.

b. Unless refuted by substantial evidence contained in the investigation, an injury, disease, or death is presumed to be in LD.

c. LD findings or determinations must be supported by substantial evidence and by a greater weight of evidence than supports any different conclusion. The evidence contained in the investigation must establish a degree of certainty so that a reasonable person is convinced of the truth or falseness of a fact, considering—

(1) All direct evidence, i.e., that based on actual knowledge or observation of witnesses;

(2) All indirect evidence, i.e., facts or statements from which reasonable inferences, deductions, and conclusions may be drawn to establish an unobserved fact, knowledge, or state of mind.

d. There is no distinction between the relative value of direct and indirect evidence. In some cases, direct evidence may be more convincing than indirect evidence. In other cases, indirect evidence may be more convincing than the statement of an eyewitness. The weight of the evidence is not determined by the number of witnesses or exhibits but by the investigating officer and higher authorities accomplishing the following actions:

(1) Considering all the evidence.

(2) Evaluating factors such as a witness's behavior, opportunity for knowledge, information possessed, ability to recall and relate events, and relationship to the matter to be decided.

(3) Considering other signs of truth.

e. The rules in appendix F will be considered fully in deciding LD determinations. These elaborate upon but do not modify the basis for LD determinations.

Chapter 40 The LD Investigation Process

Section I Informal Investigations

40-1. General

The unit commander will conduct an informal investigation when the circumstances warrant or require one.

40-2. Statement of Medical Examination and Duty Status (DA Form 2173)

a. The MTF commander (attending physician or patient administrator) will initiate and complete section I of DA Form 2173. When appropriate this section will show the nature and extent of the injury or disease. In the case of death, it will show the presumptive medical cause of death. The MTF will send the original DA Form 2173 to the member's unit commander for completion; a copy will be forwarded to the supporting MILPO for information and monitoring. For ARNG, the MTF will send the original DA Form 2173 to the State MILPO (Appendix G) for the member's unit if the member is not Federalized and/or attending an active Army service school.

b. The unit commander will complete section II of DA Form 2173 to show duty status at the time and factual details of the incident.

c. Instructions for completion of DA Form 2173 are in Figure 40-1. Sample of a DA Form 2173 for—

(1) An injury requiring an informal investigation is at figure 40-1.

(2) A death case requiring an informal investigation is at figure 40-2.

(3) An injury requiring a formal investigation is at figure 40-3.

(4) A disease requiring an informal investigation is at figure 40-4.

40-3. Evidence collection

a. The investigation will ascertain dates, places, persons, and events definitely and accurately. It is essential to provide the appointing/approving authority with an accurate understanding or "word picture" of the incident being investigated. The commander must ensure that the investigation contains enough pertinent information and data to enable later reviews to be made without more information.

b. All findings of fact should be supported by evidential exhibits. Copies of military or civilian police accident reports, pertinent hospitalization or clinical records, autopsy reports, and written statements shall be attached as exhibits (such as exhibits A and B), when appropriate. Written statements by the commander describing matters personally observed and learned are convenient means to document facts and, when appropriate, shall be attached.

c. Warning required before requesting statements regarding disease or injury.

(1) A member of the Armed Forces may not be required to sign a statement relating

to the origin, incurrence, or aggravation of his or injury. Any involuntary statement against a member's interests, signed by the member, is invalid (10 USC 1219). Any person in the Armed Forces, prior to being asked to sign any statement relating to the origin, incurrence, or aggravation of any disease or injury that the member has suffered shall be advised of his or her right that he or she need not sign such a statement. A statement voluntarily provided by the member after such advice may be considered. The member's right not to make a statement is violated if a person, in the course of the investigation, obtains the member's oral statements and reduces them to writing, unless the above advice was given first.

(2) If information concerning the incident is sought from the member, the member will be advised that he or she does not have to make any statement that is against his or her interest that relates to the origin, incurrence, or aggravation of any injury or disease he/she suffered. If any information is obtained from the member a statement attesting the above warning was given must be attached to the DA Form 2173. Any written correspondence requesting information from the member will also contain the above warning and be attached to the DA Form 2173. If the member is also suspected or accused of any offense under the Uniformed Code of Military Justice, the member should also be advised of his or her rights under Article 31, and rights to counsel. A DA Form 3881 (Rights Warning Procedures/Waiver Certificate) should be used for such advice.

d. The commander will thoroughly review chapters 40 and 41 for any additional pertinent procedures or special considerations before conducting and completing the investigation.

e. Promptness in conducting the investigation is of great importance. Delays often result in failure to secure important data and information, possibly resulting in an improper determination.

40-4. LD determination

a. The final determination of an informal investigation can result in a finding of "in line of duty" only, except for those cases in described in paragraph 41-10a.

b. The mere fact that the service member was in an "authorized status" (duty, pass, leave, etc.) does not support a finding of "in line of duty" in and of itself.

c. A finding of "in line of duty" may be entered by the commander only when it has been established that a formal investigation is not required.

d. A formal line of duty is required if the injury, disease, or death occurred under unusual or doubtful circumstances; or if the person affected by the investigation (to include NOK) requests one; or the complexity of the case warrants one; or for any other circumstance outlined in paragraph 39-2c.

e. In death cases, see paragraph 41-12.

f. If a formal investigation is required or requested, the unit commander need not

enter the details of the incident in item 30, however, the reason a formal investigation is required will be entered.

40-5. Forwarding Investigation

The commander will forward the investigation file to the appropriate appointing/approving authority for review and, if authorized, approval. The investigation file should be assembled as shown below.

a. DA Form 2173, on top.

b. Any of the following, if applicable:

(1) Statement or written correspondence indicating that the member was warned of his or her right not to make a statement.

(2) Police reports.

(3) Medical documentation.

(4) Statements.

(5) ARNG: Copy of the training schedule for periods of IDT exceeding 2 days (such as a multiple unit training assembly five, MUTA-5).

(6) ARNG: Copy of the training schedule for any period of IDT performed in a non-pay status.

(7) ARNG: Copy of AT orders for periods of AT totaling less than 15 days.

(8) ARNG: Copy of orders for any period of FTTD performed under 32 USC 504 or 505.

(9) Other supportive documentation pertinent to the investigation.

40-6. Appointing/approval authority

a. The LD appointing authority is normally the SPCMCA (commander of at least a battalion/squadron size organization for ARNG) of the unit to which the person was assigned or attached at the time of the incident (para 38-8). Except within the ARNG, the appointing authority may approve informal investigations.

b. The appointing authority must review all informal LD investigations to determine the proper action to be taken.

(1) If the DA Form 2173 indicates a formal investigation is required, then an investigating officer (IO) must be appointed immediately to conduct a detailed investigation.

(2) If the DA Form 2173 indicates "in line of duty" and "no formal investigation required", it will be reviewed to determine if sufficient evidence exists to support the findings. In appropriate cases, the assistance of the servicing judge advocate may be requested.

c. Appointing/approving authorities will check all LD investigations before they are forwarded. The purpose of the check is to determine whether all pertinent instructions have been followed. The investigation may be incomplete or instructions may have not been followed. If so, appointing authorities will require compliance with instructions or valid reasons for noncompliance before forwarding the report.

d. After the informal investigation has been reviewed, the approving authority will take action "By Authority of the Secretary

of the Army." (See table 40-1 for appropriate action.) Appropriate delegation of authority documents will be attached.

e. Notification of completed actions will be accomplished per paragraph 40-12.

f. If a formal investigation is required, requested, or otherwise deemed appropriate, the appointing authority must appoint an investigating officer immediately.

Section II Formal Investigations

Table 40-1 Processing Informal Investigations

Person: MTF commander (See note 2)

Action: Complete five copies of section I, DA Form 2173. Send the original and three copies to the member's unit commander and one copy to the supporting MILPO. (See notes 3, 4, 5, 11)

Completion time: 5 calendar days after incident or initial treatment (See note 1)

Person: Individual's unit commander

Action: Request DA Form 2173 from MTF, if not previously received.

Completion: No later than 10 days after incident (See note 1)

Person: Individual's unit commander

Action: Complete section II, DA Form 2173, attach support documents, and send original and two copies to the appointing authority for units in area in which the incident occurred. (See note 10)

Completion: 30 calendar days after incident (See note 1)

Person: Appointing Authority

Action: Review the investigation for completeness and required documents.

a. If approved, annotate forms as follows (preceded by official designation of headquarters and date, and followed by signature and signature block):

(1) For disease or injury (when appointing authority is the approving authority).

"Reviewed for completeness. In Line of Duty." (See note 6) Retain one copy, send original to Official Military Personnel File (OMPF) (See note 7) and send one copy each to the member's unit commander and the final approving authority. (See notes 3, 8)

(2) For disease or injury (when appointing authority is not the approving authority)
"Reviewed for completeness. In Line of Duty," followed by appropriate command line. Send original and two copies to the final approving authority.

(3) For deaths: "Reviewed for completeness. No determination made," followed by appropriate command line. Send original and two copies to the final approving authority.

b. If disapproved, direct a formal investigation.

Completion time: 35 calendar days after incident (See note 1)

Person: Final Approving Authority

Action: Review the investigation for completeness and required documents.

a. If approved, annotate as outlined under appointing authority a.(1) or (3) above.

(1) For disease or injury: Retain one copy, send original to OMPF and one copy to member's unit commander. (See notes 3, 8, 9, 12)

(2) For deaths: Retain one copy and send original and one copy through casualty reporting channels to HQDA, (DAPC-PES), Alexandria VA 22331-0400.

b. If disapproved, return to the appointing authority and direct a formal investigation.

Completion time: 40 Calendar days after incident (See note 1)

Notes:

1. If investigation extends beyond time limits, see paragraph 41-4.

2. Commander having physical or administrative responsibility for MTF in which individual is treated or pronounced dead.

3. An extra copy of DA Form 2173 will be prepared for National Guard personnel attending service school under the jurisdiction of the Army or on ADT under REP-63. This copy will be filed in the individual's field MPRJ which is returned to the State Adjutant General at the end of service school or ADT.

4. For USAR and ARNG personnel who are injured during authorized training and are treated by a civilian doctor, the doctor and the unit commander should complete DA Form 2173.

5. If incident occurred while the member was away from his unit (i.e., on leave, intransit, AWOL, etc), complete Section I, DA Form 2173 and send to the nearest Army unit with appointing authority (State MILPO for ARNG) in the area of the MTF. However, if the incident occurs during a period when the member and his/her unit are training or on another exercise away from the parent installation, complete Section I, DA Form 2173 and send to the parent installation CAC (State MILPO for ARNG). The MTF commander will provide supporting documentation requested by the parent installation, MILPO or responsible unit commander.

6. Followed by command line of "BY AUTHORITY OF THE SECRETARY OF THE ARMY".

7. For officers: HQDA (DAPC-MSR), Alexandria, VA 22332-0400.

For enlisted: Commander, US Army Enlisted Records and Evaluation Center, Fort Benjamin Harrison, IN 46249-5301.

USAR Personnel: Commander, US Army Reserve Components Personnel and Administration Center, 9700 Page Boulevard, St. Louis, MO 63132
ROTC cadets: In accordance with AR 145-1.

8. Accomplish notification actions required by paragraph 40-12.

9. An approved copy of LD investigation should be returned to the initiating MTF on all injuries on National Guard and USAR members on AD for 30 days or less, or IADT, when they are patients.

10. USAR units conducting LD investigations will submit the LD investigation to the CAC listed in Appendix B having jurisdiction over the area where the injury occurred for final processing.

11. The MTF will send the original and four copies to the State MILPO (Appendix D) for the member's unit if the member is not Federalized and/or attending an active Army service school.

12. For ARNG: The final approving authority will retain the original (NGB or State AG). The State AG will indicate final action on all copies retained and forward copies to the USPFO of the State, the unit commander for filing in the member's MPRJ, and the member IAW Para 40-12.

40-7. Investigating officer (IO)

When a formal LD investigation is to be conducted an IO must be appointed (sample appointment DF is at exhibit A, fig 40-5.) The IO may be a commissioned officer, warrant officer, or a commissioned officer of another US Military Service in joint activities where the Army has been designated as the Executive Agent. USAR commissioned officers may be appointed as investigating officers during reserve training sessions. The

IO will be senior in grade to the member being investigated, except where the appointing authority determines that it is impracticable because of military exigencies (but not because of mere inconvenience).

40-8. Investigation

a. The procedures for formal boards of officers and investigations contained in AR 15-6, chapter 5, are not applicable to formal LD investigations. However, the general guidance of AR 15-6, chapter 5, applies unless this regulation provides more specific or different guidance.

b. The IO must be free from bias or prejudice while conducting the investigation. The IO should never begin the investigation with predetermined ideas as to the cause of the injury, disease, or death. To make a thorough and impartial investigation, the IO should determine the actual facts, not as reported, but as they actually occurred, as far as possible. The IO should then be able to make an intelligent and accurate determination. Promptness is crucial in conducting and completing the investigation. Delays often result in the failure to secure important information.

c. The Statement of Medical Examination and Duty Status (DA Form 2173) will be prepared as follows:

(1) The MTF commander (attending physician or patient administrator) will initiate and complete section I, DA Form 2173. This section will show the nature and extent of the injury or disease (See para 40-2c.) In the case of death, it will show the presumptive medical cause of death. The MTF will send the original DA Form 2173 to the member's unit commander for completion; a copy will be forwarded to the supporting MILPO for information and monitoring. For ARNG, the MTF will send the original DA Form 2173 to the State MILPO (Appendix G for the member's unit if the member is not Federalized and/or attending an active Army service school.

(2) The unit commander will complete section II, DA Form 2173, to show duty status at the time of the incident (see para 40-2c). If the member was AWOL at the time of death, injury, or onset of disease, the information below will be included in the remarks section of DA Form 2173.

(a) Normal duty assignment.

(b) The scheduled hours of duty (including length of duty week)

(c) If absent because of breaking restriction, the date and hour the member was informed of the restriction.

(d) If the member's pass privileges were revoked, when, why and for how long.

(e) If reported absent for overstaying leave or pass, the hours and effective dates of the leave or pass and the time unauthorized absence began.

(f) If reported absent for taking another route, explain the authorized route and the deviation.

(g) When a person must be at a specific location between given hours, the part of the directive that sets the requirements will

be extracted and attached to the DA Form 2173.

(3) If the IO was not provided the completed DA Form 2173 by the appointing authority, the IO will request it from the unit commander. If the unit commander has not completed the form or obtained it from the MTF, the unit commander is responsible for requesting it from the MTF. Sections I and II must be completed. In cases requiring a formal investigation, the commander need not enter the details of the incident in item 30, only the reason a formal investigation is required. The IO will provide the details of the incident when completing DD Form 261.

d. Warning required before requesting statements regarding disease or injury. (See para 40-3c).

e. Collecting the evidence.

(1) The IO will ascertain dates, places, persons and events definitely and accurately. It is essential to provide the appointing, reviewing, and final approving authorities with an accurate understanding of the incident being investigated. The IO must ensure that the investigation contains enough pertinent information and data to enable later reviews to be made without more information. Figure 40-5 is a sample formal investigation.

(2) All findings of fact must be supported by evidential exhibits. Written statements by the IO describing matters personally observed and learned by the IO, are convenient means to document facts and, when appropriate, shall be attached; however, a statement by the IO should not be used as a substitute for witness statements when such can be obtained. The following is provided as a convenient checklist of evidence that should be included (as applicable) in formal reports of investigation concerning misconduct and LD under the provisions of this regulation:

(a) The complete name, grade, SSN, organization, and station of the service member killed or injured as an incident of the event under investigation.

(b) All facts leading up to and connected with an injury, disease, or death.

(c) Copies of military or civilian police reports, pertinent hospitalization or clinical records, autopsy reports records of coroner's inquests or medical examiner's reports, pathological and toxicological studies, and boards of inquiry for missing persons.

(d) Complete information concerning the site and terrain at which the incident in question occurred; and photographs, maps, charts, diagrams, or other exhibits which may be deemed helpful to a complete understanding of the incident.

(e) All pertinent facts with respect to the duty, leave, pass, or unauthorized absence status of an individual at the time of the incident resulting in his injury or death.

(f) When the person involved is a member of a reserve component (USAR or ARNG), complete information as to his or

her status in relation to extended active duty, ADT, IDT, etc. (or travel to or from such duty) at the time of the incident.

(g) When relevant, evidence regarding the state of intoxication and the extent of impairment of the physical or mental faculties of any person involved and connected with the incident. Evidence as to the general appearance and behavior, clear and rational speech, coordination of muscular effort, and all other facts, observations, and opinions of others bearing on the question of actual impairment shall be made to determine the quantity and nature of the intoxicating agent used and the period of time over which used by the person. Results of any blood, breath, urine, or tissue tests for the intoxicating agent should also be obtained and submitted as exhibits (actual lab slip if possible).

(h) When relevant, evidence regarding the mental competence or impairment of the deceased or injured person. In all cases of suicide or attempted suicide, all possible evidence bearing on the mental condition of the deceased or injured person shall be obtained. This will include all available evidence as to the person's social background, his or her actions and moods immediately prior to the suicide or suicide attempt, any troubles that might have motivated the incident, and any pertinent examination or counselling by specially experienced or trained persons. Personal notes or diaries of the deceased are valuable evidence. In the case of a death by suicide or deaths resulting from accidents involving unusual or suspicious circumstances (such as a single car motor vehicle accident) or where the mode of death is equivocal, a psychological autopsy will be conducted by a mental health officer as defined by AR 40-216.

(i) Documentation that statements solicited from an injured service member with respect to the incurrence or aggravation of his or her disease or injury are in compliance with paragraph 40-8d.

(j) The IO will review chapter 41 for any additional pertinent procedures or special considerations before conducting and completing his or her investigation.

f. Reports of Investigation—Line of Duty and Misconduct Status (DD Form 261) will be prepared as follows:

(1) The IO will prepare his or her report on DD Form 261. Instructions for completion of DD Form 261 are in figure 40-5.

(2) The report will be unclassified when possible. Classified material will not be attached unless it is material to the investigation.

(3) The information below will be included in item 9g, DD Form 261, when appropriate. If additional space is needed, the IO may continue on a separate sheet of bond paper, identifying, at the top, the name of individual concerned, SSN, date of injury, death, or onset of disease.

(a) Summary of circumstances and basis for findings.

(b) Clarification of any discrepancy in the date and place of injury or death or in

the evidence as to the duty status of the member.

(c) Reason for not interviewing the person whose LD status is being investigated or any witnesses whose testimony may be material.

(d) Comments of the IO on the credibility of statements of witnesses.

(e) List of exhibits.

(4) Documentation will be lettered and attached as exhibits to DD Form 261 in the order below.

(a) Instrument that appointed the IO.

(b) DA Form 2173, Statement of Medical Examination and Duty Status.

(c) Documentation attesting that statements solicited from an injured member regarding the incurrence or aggravation of his disease or injury are in compliance with paragraph 40-8d.

(d) Copy of orders to active duty or periodic advance training scheduled for guardsmen and reservists on AD or Reserve duty training.

(e) Report of autopsy findings. This includes blood alcohol results and toxicology studies.

(f) Report of inquest.

(g) Statements of witnesses and person being investigated.

(h) Photographs, maps, charts, etc, if relevant.

(i) Copy of letter of sympathy written to the next of kin in death cases.

(j) Statement from medical authorities (on SF 544 or other appropriate form) on period of hospitalization because of injury or disease. This form should only be used when the information in Section I, DA Form 2173 is inadequate to complete a formal investigation.

(k) Any other exhibits relevant to the case.

(5) A copy of each exhibit will be attached to each copy of the LD report. When possible, the original copy of each exhibit will be attached to the original of the report. If necessary to type a copy of the original for any reason (e.g., illegibility, additional copies, or translation) the original will also be attached. Copies of exhibits may be attached to the original of a report only when the original exhibit is required to be filed elsewhere, or the documents are the personal property of individuals or estates (e.g., personal letters or suicide notes addressed to certain persons). These documents should be photocopied or duplicated when possible. All exhibits attached to the LD report, which are not originals, must be of sufficient quality to reproduce legible copies by photography or duplication.

(6) If an adverse finding is contemplated against the service member, based upon information obtained in the investigation, the IO will notify the member, in writing, of the proposed adverse finding and provide a copy of the investigation and the supporting evidence. (Sample notification letter is at exhibit K, fig 40-5.) The member will be warned per paragraph 40-8d and given a reasonable opportunity to reply, in writing,

and to offer rebuttal. Certified mail should be used and the signed receipt attached to the LD investigation. If no response is received, the IO may conclude the investigation and finalize his or her findings. If a response is received, the IO will review and evaluate the member's response prior to making his or her findings.

(7) When the IO has completed the investigation and prepared his or her report, he or she will mark the appropriate LD finding in item 10 of DD Form 261, only in cases involving injury and disease; LD finding will not be made in death cases. (See para 41-12.) In every formal investigation, the IO will determine if there is substantial evidence of misconduct or willful negligence to support a decision of "not in line of duty—due to own misconduct." To arrive at such decisions the rules in appendix F will be fully considered. The IO will complete the box to the right of item 10 and send the report to the appointing authority.

40-9. Appointing authority

a. Appointing authorities will check all LD investigations before they are forwarded. The purpose of the check is to determine whether all pertinent instructions have been followed. The investigation may be incomplete or instructions may have not been followed. If so, appointing authorities will require compliance with instructions or valid reasons for noncompliance before forwarding the report.

b. The appointing authority will refer the report of investigation to the servicing judge advocate for legal review and opinion. The ARNG will refer ARNG reports of investigation to a judge advocate or licensed attorney (non-JAG) member of the ARNG, designated by the State adjutant general. The opinion rendered will be attached to the investigation. The judge advocate's review will—

(1) Determine whether legal requirements have been complied with.

(2) Ascertain if any error exists and if so, whether such error has a material or adverse effect on any individual's rights.

(3) Determine whether the findings of the investigation are supported by substantial evidence or lack of it.

(4) Examine the investigation to see if potential claims may be involved. This is of special concern where medical care has been furnished and the Government may be entitled to recover third party medical claims.

c. The appointing authority will complete the appropriate block on the DD Form 261, approving or disapproving the findings of the IO. In no case, however, will the appointing authority "disapprove" without stating the reasons for disapproval and giving the new findings. If the proposed new findings are different from those of the IO and adverse to the service member, the member will be advised by the appointing authority in the same manner as provided in paragraph 40-8f(6). The identity of the headquarters must be clear and include a complete address. If the address includes an

APO, the city of the U.S. Post Office and APO number will be given. Attach delegation of authority documents, if applicable, and forward the report of investigation to the approving authority (reviewing authority in the ARNG)

40-10. Reviewing authority (ARNG only)

a. The reviewing authority will review the investigation for completeness and accuracy. The report of investigation may be returned through review channels for corrective action, if necessary.

b. The reviewing authority will complete the appropriate block on DD Form 261, approving or disapproving the findings of the appointing authority. In no case, however, will the reviewing authority "disapprove" without stating the reasons for disapproval and giving the new findings. If the new proposed findings are adverse to the service member and the member has not been previously advised of the adverse finding per paragraph 40-8f(6), the member will be so advised and his or her response, if any, will be considered before taking action. The identity of the headquarters must be clear and include a complete address. If the address includes an APO, the city of the US Post Office and APO number will be given. Attach delegation of authority documents, if applicable, and forward the report of investigation to the final approving authority.

40-11. Final approving authority

a. The final approving authority will review the investigation for completeness and accuracy. The report may be returned through review channels for corrective action, if necessary.

b. The final approving authority will make his/her entry on the extreme bottom or on the back of DD Form 261. The final approving authority will approve or disapprove the findings of the lower headquarters "By Authority of the Secretary of the Army". In no case, however, will the final approving authority "disapprove" without stating the reasons for disapproval and giving the new findings. If the new proposed findings are adverse to the service member and the member has not been previously advised of the adverse finding per paragraph 38-8f(6), the member will be so advised and his/her response, if any, will be considered before taking action.

c. The identity of the headquarters must be clear and include a complete address. If the address includes an APO, the city of the US Post Office and APO number will be given.

d. Officers acting with delegated authority will include a copy of the delegation document in the LD case file to preclude future questions as to his legal authority to act under this regulation.

40-12. Disposition of completed actions

Reports of investigation will be disposed of as shown in tables 40-1 and 40-2.

a. In death case, there will be no notification.

b. In injury or disease cases, the final approving authority will inform the individuals below of the results.

(1) The person who was investigated. The report will be mailed to the commander of the station or unit where the member was last known to be assigned. Request that it be forwarded to the member if he or she has been transferred. The person's station or unit commander will ensure that the member signs for the delivered LD investigation. When appropriate, certified mail should be used. The signed receipt will be filed with LD investigations maintained by the final approving authority. The approving authority will withdraw exhibits that contain classified information and CID reports before the report of investigation is sent. He/she will note on DD Form 261 that the member's copy has been furnished and include the date. The member's copy will be sent by letter. It will inform him or her—

(a) Of his or her right to appeal an adverse finding as provided in paragraph 41-16 and of his/her right not to make a statement as provided in paragraph 40-8d.

(b) If certain documents have been withdrawn, why it was done, and who is the releasing authority. The releasing authority for CID reports is the Commander, U.S. Army Criminal Investigation Command, 5611 Columbia Pike, Falls Church, VA 22041-5015.

(2) The appropriate assignment division (see AR 640-10 for addresses) for all officers and warrant officers on active duty for more than 30 days when the final determination is "not in line of duty."

(3) In the case of USAR members who have returned home after completion of ADT, IADT, AT, FTTD, or IDT, to the individual through the Commander, US Army Reserve Components Personnel and Administration Center, 9700 Page Blvd., St. Louis, MO 63132-5200.

c. Notification letters returned to the final approving authority undelivered will be forwarded by letter as shown below. The letter will request that the notification letter, including the copy of line of duty report of investigation, be sent to the member.

(1) For officers, send to HQDA (DAPC-MSR), Alexandria, VA 22332-0400.

(2) For enlisted personnel, send to the Commander, USA Enlisted Records and Evaluation Center, Fort Benjamin Harrison, IN 46249-5301.

Person: Individual's Unit Commander

Action: Request DA Form 2173 from MTF if not previously received.

Completion time: No later than 10 days after incident (See note 1)

Person: Individual's Unit Commander

Action: Complete section II, attach supporting documents, and send original and three copies to the LD appointing authority.

Completion time: 30 calendar days after incident (See note 1)

Person: Appointing Authority

Action: Appoint a disinterested officer, by letter or DF, to conduct the investigation. (See note 6)

Completion time: 35 calendar days after incident (See note 1)

Person: Investigating Officer

Action: Conduct a formal investigation as outlined in this regulation, make a report on DD Form 261, and send original and three copies to the appointing authority.

Completion time: 50 calendar days after incident (See note 1)

Person: Appointing Authority

Action: Review the investigation, complete the block titled "Action by the Appointing Authority" on DD Form 261. Retain one copy of the report and send the original and two copies to the final approving authority (or reviewing authority for ARNG). (See notes 7, 8, 17)

Completion time: 65 calendar days after incident (See note 1)

Person: Reviewing Authority (ARNG only)

Action: Review the investigation, complete the block titled "Action by the Reviewing Authority" (See notes 8, 9) on DD Form 261, and send the original and two copies to final approving authority.

Completion time: 70 calendar days after incident (See note 1)

Person: Final Approving Authority

Action:

a. Review the investigation and enter the official designation of the headquarters, the date, approval or disapproval of the findings (see below), signature, and signature block. (See note 9)

(1) For disease or injury, one of the following:

(a) Approved BY AUTHORITY OF THE SECRETARY OF THE ARMY;

(b) Disapproved, substitute the following: Reasons for disapproval are: (Give reasons) BY AUTHORITY OF THE SECRETARY OF THE ARMY

(2) For death cases: "Reviewed for completeness. No determination made." BY AUTHORITY OF THE SECRETARY OF THE ARMY;

b. Distribute as follows:

(1) Death: Retain one copy and send the original and one copy to HQDA (DAPC-PED) Alexandria, VA 22331-0400. (See note 10)

(2) Disease or Injury: Retain one copy and send original to the custodian of the member's OMPF (See note 11) and one copy to the member being investigated. (See note 10, 12, 13, 14, 16)

Completion time: 75 calendar days after incident (See note 1)

Notes:

1. If investigation extends beyond time limits, see paragraph 41-4.

2. Commander having physical or administrative responsibility for MTF in which member is treated or pronounced dead.

3. An extra copy of DA Form 2173 will be prepared for National Guard personnel attending service school under the jurisdiction of the Army or on ADT under REP-63. This copy will be filed in the member's field MPRJ which is returned to the State Adjutant General at the end of service school or ADT.

4. For USAR and ARNG personnel who are injured during IDT and are treated by a civilian doctor, the doctor and the unit commander should complete DA Form 2173.

5. If incident occurred while the member was away from his unit (i.e., on leave, intransit, AWOL, etc), complete Section I, DA Form 2173 and send to the nearest Army unit with appointing authority (State MILPO for ARNG) in the area of the MTF. However, if the incident occurs during a period when the member and his unit are training or on another exercise away from the parent installation, complete Section I, DA Form 2173 and send to the parent installation CAC (State MILPO for ARNG). The MTF commander will provide supporting documentation requested by the parent installation, MILPO or responsible unit commander.

6. The same officer should be appointed to investigate all injuries or deaths which occurred as a result of a single incident. Officers who can offer evidence in the case and member's unit commander will not be appointed as the investigating officer. (The investigating officer may also be appointed to investigate a claim or possible future claim(s) in accordance with AR 27-20 if a separate claims investigation is required. The LD investigation will be in lieu of the investigation by a claims officer required by AR 27-20 if the injury or death of the person whose LD status is being investigated is the only basis for claim against the Government of other party or agency.)

7. If the member was a National Guardsman on duty under section 503, 504, or 505 Title 32, US Code, the appointing authority will send the original and two copies of the report of investigation to the State MILPO (Appendix D) from which the individual was ordered to duty. The State AG is the reviewing authority.

8. The appointing, reviewing, and final approving authorities may change a previous finding. When a finding is changed, the reasons for that change will be shown on the back of DD Form 261, if there is not enough room on the front.

9. Except for ARNG cases, enter "SAME AS FINAL APPROVING AUTHORITY" in the block titled "Action by Reviewing Authority."

10. Accomplish notification actions required by paragraph 40-12.

11. For officers: HQDA (DAPC-MSR), Alexandria, VA 22332-0400.

For enlisted: Commander, US Army Enlisted Records and Evaluation Center, Fort Benjamin Harrison, IN 46249-5301.

USAR personnel: Commander, US Army Reserve Components Personnel and Administration Center, 9700 Page Boulevard, St. Louis, MO 63132. ROTC cadets: In accordance with AR 145-1.

12. CID reports and classified material will not be included in the copy sent to the member.

13. If finding is "NOT IN LINE OF DUTY," final approving authority must also take appeal action in paragraph 41-18.

14. A copy of a LD investigation should be returned to the initiating MTF on all injuries concerning USAR and ARNG members on AD for 30 days or less, or IADT, when they are patients.

15. The MTF will send the original and four copies to the State MILPO (Appendix D) for the member's unit if the member is not Federalized and/or attending an active Army service school.

16. The CNGB will retain the original. The CNGB will return one copy to the State AG. The State AG will annotate all copies to show final action taken by the CNGB and distribute one copy to each of the following:

a. Retain one copy for file.

Table 40-2

Processing formal investigations

Person: MTF Commander

Action: Complete five copies of section I, DA Form 2173. Send original three copies to the member's unit commander and one copy to the supporting MILPO (See notes 3, 4, 5, 15)

Completion time: 5 calendar days after incident or initial treatment (See note 1)

b. USPFO of the State.

c. Unit commander for file in the member's MPRJ.
d. The member IAW para 40-12.

17. USAR units conducting LD investigations will submit the LD investigation to the CAC listed in Appendix B having jurisdiction over the area where the injury occurred for final processing.

Chapter 41 Special Considerations and Other Matters Affecting LD Investigations

41-1. Relationship to disciplinary or other administrative actions

An adverse LD determination is an administrative determination and not a punitive, or judicial action. Disciplinary and other administrative actions, if warranted, shall be taken independently of any LD determination. A favorable determination does not preclude separate disciplinary or administrative actions. A LD determination is not binding on the issue of guilt or innocence of the member in a separate disciplinary action, the issue of pecuniary liability in a report of survey, or any other administrative determination.

41-2. Criminal Investigation Division and safety investigations

A summary of any report by Army CID agents may be used as evidence in a LD investigation if necessary to complete the investigation. Accident and safety investigations and reports conducted under AR 385-40 may not be used as evidence or to obtain evidence in determining the LD status of a member.

41-3. Combining investigations

a. There is no prohibition against using the same IO to conduct an LD investigation for more than one person involved in the same incident. A separate investigation must be completed for each person involved.

b. There is no prohibition against using the same IO to conduct a report of survey or other investigation in conjunction with the conduct of an LD investigation. Similarly, subject to the requirements of paragraph 40-8d and the limitations of paragraph 41-2, information, statements, and exhibits from other investigations may be included in a LD investigation.

41-4. Time limitations for processing LD actions

LD actions should be completed within the time limits given in tables 40-1 and 40-2. When an investigation, either formal or informal, is not completed within the given time the reasons the report is late should be made part of the remarks section of DA Form 2173 for informal reports, and as part of the investigating officer's comments on DD Form 261 for formal reports. These comments can be expanded upon as necessary by the appointing authority, reviewing

authority or final approving authority. The mere failure to complete an action within the prescribed time or the failure to provide reasons the report is late is not a basis to disapprove, reverse, or change an otherwise proper determination.

41-5. Legal support

Although LD investigations result in administrative findings, both the members and the IO may obtain legal advice from the supporting JAG office (or licensed attorney-member of the ARNG designated by the State adjutant general) during the course of the investigation to determine how the facts should be presented and to ensure that all pertinent facts are revealed. Support may also be provided if the IO experience difficulties in obtaining reports and records from various civilian agencies. The purpose of legal advice is to protect both the rights of the member and of the Government during the conduct of the investigation. Sworn statements, formal hearings and verbatim transcripts are not required and the member has no right to cross-examine witnesses as in courts of law. However, prior to recommending or approving any determination other than "in line of duty," evidence against the member must be presented to him or her as prescribed in paragraph 40-8f(6).

41-6. Civilian reports and records

During the course of the investigation it may be necessary to obtain civilian police reports, medical records, coroner's reports, and so forth. This information normally is provided to the Provost Marshal's office or MTF patient administrators. The IO should request that military authorities obtain this information for him or her if the IO is experiencing difficulties. Assistance and legal support may also be sought from the servicing judge advocate.

41-7. Unauthorized absence

a. Any injury or disease incurred while the member is AWOL will be handled as "not in line of duty" unless the member was mentally unsound at the inception of the unauthorized absence. If there is no further misconduct shown other than AWOL, the correct finding is NLD-NDOM. To establish that a person was AWOL for LD purposes, it must be shown that the member—

(1) Voluntarily left his or her unit or organization or other place of duty without proper authority, or

(2) Was absent from a scheduled duty or restriction at the time of injury or disease.

b. A requirement that a person be present at a specific time and place is an administrative restriction for LD purposes. To confirm this, the pertinent part of the directive stating this requirement should be attached to the report of investigation.

c. If the driver of a Government vehicle on an authorized trip is injured during an unjustified deviation from his or her assigned route, the driver should be considered AWOL for LD purposes.

d. Except as provided in e below, the immediate commander's (company, equivalent unit, or higher level) findings of the member's duty status at the time of the injury, disease, or death is final.

e. Absences that are initially considered AWOL may be changed by the proper authority. (See AR 630-10 for guidance.)

f. If a member has been granted leave or special pass, he or she will not be considered AWOL if he or she fails to sign out.

41-8. Medical treatment

a. *Venereal disease.* Venereal disease alone shall not support a misconduct finding, if the member has complied with the regulations requiring the member to report and receive treatment for such disease. Unless otherwise directed by the MTF commander, an LD investigation is not required. When the condition existed before military service and was not aggravated by it, the finding will be NLD-NDOM.

b. *Pregnancies and abortions.* Pregnancy and related diagnoses are exempt from LD investigation. Induced abortions that are not performed in accordance with local law will be subject to a formal LD investigation when there are any complications or after effects that affect duty performance.

c. *Hernia.*

(1) Members on active duty who develop a hernia will be considered to have acquired the hernia "in line of duty" unless it was documented at the time of entry into the service.

(2) Members of the USAR and ARNG, while in an authorized duty status, will be considered to have acquired or aggravated the hernia "in line of duty" if the following conditions exist:

(a) There was no evidence of the hernia at time of examination before entering on such duty (if examination was performed).

(b) There is evidence of accident or other circumstances occurring while on duty sufficient to cause the hernia or aggravation.

d. *Operations and treatment.*

(1) The LD findings for an operation or treatment of an injury or disease generally will be the same as that required for the initial injury or disease.

(2) Any ill effect directly caused by treatment, anesthetic, or surgery will be considered—

(a) "In line of duty" if such treatment, anesthetic or surgery was not a criminal offense under Federal or State Law and was administered or performed by an authorized person.

(b) "NLD-NDOM" if such was administered or performed while AWOL. If performed on a member of the Reserve Components, not on active duty, for a disease which was contracted while the member was on ADT, IDT, IADT, AT, or FTTD, the finding is "NLD-NDOM."

e. *Existed prior to service (EPTS).*

(1) The term "EPTS" is added to a medical diagnosis. It shows that there is substantial evidence that the disease or injury, or underlying condition, existed before military

service or it happened between periods of active service. Included in this category are chronic diseases with an incubation period that clearly precludes a finding that it started during short tours of authorized training or duty.

(2) The doctor, during examination and treatment of the member, usually determines an EPTS condition. He or she annotates the medical records as to whether the condition existed prior to service. If an LD finding is required, information from the medical records will be used to support a finding that an EPTS condition was or was not aggravated by military service. If an EPTS condition was aggravated by military service, the finding will be "in line of duty." If an EPTS condition is not aggravated by military service, the finding will be "not in line of duty—not due to own misconduct."

(3) Specific findings of natural progress of the pre-existing injury or disease based upon well established medical principles alone, are enough to overcome the presumption of service aggravation.

f. Injury or disease while not on AD or in authorized training (ADT, IADT, AT, FTTD, and IDT for USAR and AT, FTTD, and IDT for ARNG).

(1) A member of the Army is presumed to have been in sound physical and mental condition on entering active service or authorized training. To overcome this, it must be shown by substantial evidence that the injury or disease, or condition causing it, was sustained or contracted while neither on active duty nor in authorized training. The following will be sufficient evidence of inception before service:

(a) Lesions or symptoms of chronic disease so near the date of entry on active duty or authorized training that they could not have started after entry, or

(b) Disease within less than the minimum incubation period after entry on active duty or authorized training.

(2) It is further presumed that, even if the provisions of (1) above are overcome by such evidence, any other condition, resulting from the pre-existing injury or disease, was caused by service aggravation. Specific findings of natural progress of the pre-existing injury or disease, based upon well established medical principles, as distinguished from medical opinion alone, are enough to overcome the presumption of service aggravation.

(3) Any physical condition having its inception ILD during one period of service or authorized training in any of the Armed Forces which recurs or is aggravated during later service or authorized training, regardless of the time between, should be ILD. The aggravated condition must not be caused by misconduct or willful negligence.

41-9. Traveling directly to or from AD or ADT (AT, FTTD, and IDT for ARNG)
In determining whether the disability or death of a member was caused by any injury while traveling directly to or from AD or

ADT (AT, FTTD, and IDT for ARNG), consider—

a. Whether training was authorized or required (i.e., complying with orders).

b. The hour travel began.

c. The time when the member was scheduled to arrive for duty, or when the member ceased to perform such duty.

d. The method of travel.

e. Travel time authorized.

f. Whether the best or most direct route was used.

g. The immediate cause of injury or death.

h. If death was due to disease, whether it existed before discharge or release or whether it was contracted on or aggravated by AD or ADT (AT, FTTD, and IDT for ARNG).

41-10. Intoxication and drug abuse

a. That portion of time in the hospital that a doctor determines a member to be totally physically incapacitated for more than 24 consecutive hours solely because of alcohol or drug abuse will be NLD-DOM. Total physical incapacitation means the member is so disabled by the drugs or alcohol that he or she is comatose. The remainder of the period of hospitalization, treatment, or rehabilitation will be administrative absence from duty and does not require a LD finding. (Hospitalization of less than 24 hours for abuse of alcohol or other drugs does not require a LD finding.) When the person is released from the MTF, the MTF commander, or his or her designee, will inform the member and the member's unit commander, by DF, of the LD finding. To preclude unauthorized access to this information, the DF will be transmitted in a sealed envelope, marked EXCLUSIVELY FOR the unit commander of the individual concerned, according to AR 340-15. Suggested format of the DF is shown at figure 41-1. The LD finding may be appealed under paragraph 41-16 to the unit commander. In appealed cases, the MTF will prepare DA Form 2173 upon request of the unit commander.

b. An injury incurred as the proximate result of prior and specific voluntary intoxication is incurred as the result of misconduct. In order for intoxication alone to be the basis for a determination of misconduct with respect to a related injury, there must be a clear showing that the member's physical or mental faculties were impaired due to intoxication at the time of the injury, the extent of the impairment, and that the impairment was a proximate cause of the injury.

c. Development of a disease that may be a result of the abuse of alcohol or other drugs is not intentional misconduct within the meaning of 10 USC 1207. It would be considered as "in line of duty."

41-11. Mental responsibility, emotional disorders, suicide, and suicide attempts

a. The MTF must identify, evaluate, and document mental and emotional disorders.

A member may not be held responsible for his or her acts and their foreseeable consequences if, as the result of mental defect, disease, or derangement, the member was unable to comprehend the nature of such acts or to control his or her actions. Therefore, these disorders are considered "in line of duty" unless they existed before entering on service and were not aggravated by military service. Personality disorders by their nature are considered as EPTS.

b. Line of duty investigations of suicide or attempted suicide must determine whether the service member was mentally sound at the time of the incident. The question of sanity can only be resolved by inquiring into and obtaining evidence of the member's social background, actions and moods immediately prior to the suicide or suicide attempt; troubles that might have motivated the incident, and examinations or counseling by specially experienced or trained persons. Personal notes or diaries of a deceased member are valuable evidence. In all cases of suicide or suicide attempts, a mental health officer will review the evidence collected to determine the biopsychosocial factors that contributed to the service member's desire to end his or her life. The mental health officer will render an opinion as to the probable causes of the self-destructive behavior and whether the service member was mentally sound or unsound at the time of the incident. In all cases of death by suicide, the mental health officer will conduct a psychological autopsy. A report of the psychological autopsy or, in the case of a suicide attempt, the mental health officer's opinion will be attached to the LD investigation.

c. If the member is found mentally unsound, the mental health officer should determine whether the member's mental condition was an EPTS condition aggravated by service or was due to the member's own misconduct. Those conditions occurring before 6 months on active duty may be considered as EPTS depending on history.

d. In cases of suicide or attempted suicide during AWOL, mental soundness at the inception of the absence must also be determined.

e. An injury or disease intentionally self-inflicted, or ill effect that results from the attempt (including attempts by taking poison or pills), when mental soundness existed at the time, should be considered misconduct.

41-12. Special considerations in death cases

While it is important that all significant and relevant facts be recorded promptly in any investigation involving death, it should be noted that no survivor's benefit statute administered by DA is conditioned upon a misconduct or line of duty determination. To express a finding concerning misconduct or line of duty in death cases serves no useful purpose, and such expressions are not desired by the Veterans' Administration, which makes its own findings. Accordingly,

investigations will express no opinion concerning line of duty status in death cases. Nor shall appointing, reviewing, or approving authorities enter any finding in this regard. If such a finding has been recorded inadvertently or recorded after the injury but before death occurred, the investigation need not be returned for correction. Reviewing authorities should note the error and indicate its lack of validity in a forwarding endorsement.

41-13. Vehicle accidents

If the subject matter of the investigation involves any motor vehicle accident, the following facts are important and should be covered, if applicable:

a. Speed of vehicle(s) involved, as evidenced by testimony of witnesses, skid marks, condition of roads, and the damage to the vehicle(s).

b. Road factors, including all road characteristics, natural obstructions to the driver's vision, and traffic signs.

c. Other vehicles, including any part played by them in creating the conditions that resulted in the accident.

d. Traffic conditions at the scene of the accident and their effect on the accident.

e. Traffic laws and regulations in force pertinent to the accident, including speed limits and required safety devices.

f. Light and weather conditions and their effect on driving conditions.

g. Mechanical condition of the vehicles involved.

h. Physical condition of the driver or drivers, including sobriety, fatigue, and exhaustion, and the effect of their physical condition on the accident.

i. Mental condition of the driver or drivers and the effect of their mental condition on the accident. In cases of death due to a single car motor vehicle accident, a psychological autopsy will be conducted by a mental health officer to investigate the possibility of suicide.

j. Driving experience of the driver or drivers.

k. Safety devices installed and whether they were being used at the time of the accident.

l. The following information should be provided with respect to passengers:

(1) Conduct of passengers and its effect on the driver.

(2) Prior relationship of passengers and driver which is relevant to knowledge by any passenger of any impairment of the driver (which may have caused the accident) at the time the passenger entered or had a reasonable opportunity to leave the vehicle.

(3) Safety devices installed and whether they were being used at the time of the accident.

41-14. Firearm accidents

The IO should document all the relevant circumstances surrounding an incident involving self-inflicted gunshot wounds.

a. Since many firearm accidents occur with no witnesses other than the victim, it is imperative that advice concerning the member's rights in accordance with paragraph 40-8d be given and documented before the injured service member is interviewed in the course of the investigation.

b. The following information should be included in the report of investigation:

(1) Date, time, place, and name of witnesses present.

(2) Description of physical location of incident and physical injuries sustained, including entry and exit wounds if applicable.

(3) Description of the firearm and its mechanical condition, especially safety mechanisms, and whether the safety mechanisms were used by the firearm handler.

(4) Description of firearm handler's formal training, experience, and familiarity with the firearm's mechanical condition, safety mechanisms, and proper use.

(5) Full discussion of any psychological problems, discussion of any mental impairment due to drugs or alcohol use, and if applicable, statement of mental responsibility. In cases where death results from a self-inflicted gunshot wound, a psychological autopsy will be conducted by a mental health officer to investigate the possibility of suicide.

41-15. Statements

Oral or written accounts of matters within the personal knowledge of individuals usually constitute an indispensable part of the evidence considered in an investigation. The member's statement, if any, as well as statements by witnesses will be recorded on DA Form 2823 (Witness Statement) when possible. Sworn statements carry more weight than unsworn statements and are the preferred form of evidence; however, persons making statements may be sworn at the discretion of the IO. An IO is authorized to administer oaths in the performance of his or her duties under Article 136, UCMJ.

41-16. Appeals

a. The member may appeal, in writing, within 30 days after receipt of the notice of the finding required by paragraph 40-12. For appeals not submitted within this time limit, the reason for delay must be fully justified. The appeal must be personally signed by the member unless the member is physically unable to sign or is mentally incompetent. In such cases, the appeal will include evidence of the condition that prevented the member from personally signing. Appeals will be submitted as follows:

(1) If a member is assigned within the geographic area of responsibility of the original final approving authority or is a member of the ARNG, the appeal will be sent through channels to the final approving authority. The final approving authority may change his or her previous finding of "not in line of duty" to "in line of duty" if there is substantial new evidence to warrant it. If

the final approving authority determines that there is no basis for a change in the finding, it will be so stated, by endorsement, and the appeal will be sent to HQDA (DAPC-PED), ALEX VA 22331-0400, for final review and determination.

(2) If a member is no longer assigned in the geographic area of responsibility of the original final approving authority, the member may send the appeal directly to HQDA (DAPC-PED), Alexandria, VA 22331-0400.

b. Any change in the finding of the investigation, based on an appeal, requires the same notification as an original investigation.

c. Assistance with appeals may be obtained from the member's supporting judge advocate's office and/or MILPO. In the ARNG, judge advocate or licensed attorney (non-JAG) member of the ARNG, named by the State adjutant general.

41-17. Revision or correction of LD findings

The Secretary of the Army or CG, MILPERCEN, acting for the Secretary, may at any time change a finding made under this regulation. The correct conclusion based on the facts must be shown. However, if the change is from "in line of duty" to "not in line of duty", or other evidence is considered which supports a NLOD finding, the member must be informed of the proposed change, its basis, and his or her rights under paragraph 41-8d, and be given a chance to respond in writing. Any statement or evidence that the member submits must be considered before taking corrective action. When a determination is changed after final action has been taken to award statutory benefits (such as entitlement to physical disability pay), it does not necessarily change the finding on the statutory award. Final statutory determinations which are otherwise regular and approved by competent authority, may not normally be reopened or revoked. Exceptions may be made under one of the following conditions:

a. In cases of fraud, mistake of law, mathematical miscalculations, or substantial new evidence that could not have been discovered at the same time or shortly after the determination.

b. When reopening or revocation is permitted by the law granting the authority for the statutory determination in question.

41-18. Processing cases for physical disability separation

The agencies that process cases for physical disability separation are not bound by prior LD findings. When the US Army Physical Disability Agency (USAPDA) believes that a prior LD finding may be incorrect for any reason, a request for review should be sent to HQDA (DAPC-PED) Alexandria, VA 22331-0400, clearly detailing the reason for such action.

41-19. Members of other armed services

When a member of an armed service other than the Army is injured, dies, or incurs a disease under circumstances that would warrant an investigation under this regulation, and it would be appropriate to conduct an investigation (e.g. the individual is attached to an Army unit/command or is being treated in an Army MTF), the nearest command of the parent service of the individual shall be notified by the MTF commander or casualty area commander. If requested, an appropriate investigation shall be conducted and the report of investigation forwarded IAW the request. No further action need be taken within DA.

Table 5-4
Items to be Included in Casualty Reports
 (See table 5-3 for instructions on completing casualty report items.)

REPORT ITEM	INIT REPORT							FAMILY MEMBER				STACH REPORT				PROG REPORT ¹	SUPP REPORT ¹
	MILITARY			CIVILIAN			RET				WND TO DEAD	MIS TO DEAD	RMC	NON TO HOSP			
	DEAD	MIS	WND	DEAD	MIS	WND	DEAD	DEAD	MIS	WND							
01 TYPE OF REPORT	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
02 TYPE OF CASUALTY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
03 CASUALTY STATUS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
04 REPORT NUMBER	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
05 PREVIOUS CASUALTY STATUS												X	X	X	X	X	X
06 PREVIOUS REPORT NUMBER												X	X	X	X	X	X
07 CATEGORY OF INDIVIDUAL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
08 SSN (AND ASN, IF ANY)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
09 NAME	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10 RACE ²	X	X	X	X	X	X	X	X	X	X	X						
11 DATE AND PLACE OF BIRTH	X	X	X	X	X	X	X	X	X	X	X						
12 RANK	X	X	X	X	X	X	X										
13 COMPONENT	X	X	X				X										
14 ORGANIZATION AND STATION OF ASG	X	X	X	X	X	X											
15 DUTY MOS	X	X	X														
16 RANK OF SPONSOR									X	X	X	X ³	X ³	X ³	X ³		
17 NAME OF SPONSOR									X	X	X	X ³	X ³	X ³	X ³		
18 RELATIONSHIP OF CAS TO SPONSOR									X	X	X	X ³	X ³	X ³	X ³		
19 SSN OF SPONSOR									X	X	X	X ³	X ³	X ³	X ³		
20 ORGANIZATION OF SPONSOR ²									X	X	X	X ³	X ³	X ³	X ³		
21 DATE OF RETIREMENT/REFRAD								X									
22 ON TDRL AT TIME OF DEATH								X									

Table 5-4
Items to be Included in Casualty Reports—Continued

REPORT ITEM	INIT REPORT							FAMILY MEMBER			STACH REPORT				PROG REPORT ¹	SUPP REPORT ¹
	MILITARY			CIVILIAN			RET				WND TO DEAD	MIS TO DEAD	RMC	NON TO HOSP		
	DEAD	MIS	WND	DEAD	MIS	WND	DEAD	DEAD	MIS	WND						
23 DATE PLACED ON TDRL							X ⁴									
24 CONTINUOUSLY HOSPITALIZED SINCE RETIREMENT							X									
25 LEGAL RESIDENCE OR HOR	X	X	X	X	X	X										
26 SOURCE OF PAY				X	X	X										
27 EMPLOYER IDENTIFICATION				X	X	X										
28 NOK TO BE NOTIFIED	X	X	X	X	X	X	X ³	X	X	X	X	X	X	X	X	X
29 NOK ALREADY NOTIFIED	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
30 DD FORM 93 DATES ²	X	X	X													
31 VEHICULAR INVOLVEMENT	X	X	X				X	X	X	X						
32 TYPE OF VEHICLE ⁵	X	X	X				X	X	X	X						
33 OWNERSHIP OF VEHICLE ⁵	X	X	X				X	X	X	X						
34 POSITION ABOARD VEHICLE ⁵	X	X	X				X	X	X	X						
35 DUTY STATUS AT TIME OF INCIDENT	X	X	X													
36 DATE-TIME GP OF INCIDENT	X	X	X	X	X	X	X	X	X	X			X			
37 PLACE OF INCIDENT	X	X	X	X	X	X	X	X	X	X			X			
38 ACTIVITY AT TIME OF INCIDENT	X	X	X	X	X	X										
39 CIRCUMSTANCES	X	X	X	X	X	X	X	X	X	X	X	X	X			
40 INFLECTING FORCE IF BATTLE CASUALTIES	X	X	X	X	X	X		X	X	X						
41 DIAGNOSIS			X			X				X			X	X	X ⁸	
42 PLACE HOSPITALIZED			X			X				X				X	X ⁶	
43 COMPLETE MAILING ADDRESS			X			X				X				X	X ⁶	

Table 5-4
Items to be Included in Casualty Reports—Continued

REPORT ITEM	INIT REPORT										STACH REPORT				PROG REPORT ¹	SUPP REPORT ¹
	MILITARY			CIVILIAN			RET	FAMILY MEMBER			WND TO DEAD	MIS TO DEAD	RMC	NON TO HOSP		
	DEAD	MIS	WND	DEAD	MIS	WND	DEAD	DEAD	MIS	WND						
44 MEDICAL PROGRESS AND PROGNOSIS ²			X			X				X				X	X ⁸	
45 SURVIVOR ASST (DEAD, MIS, RET)	X	X					X					X	X			
46 PEBD/BASD	X	X										X ⁷				
47 RELIGIOUS PREFERENCE	X	X		X			X	X	X			X				
48 RCVD RELIGIOUS MINISTRATIONS	X			X								X ⁷	X ⁷			
49 DECORATIONS AND AWARDS	X											X ⁷	X ⁷			
50 RECOMMENDED/SELECTED FOR PROMOTION	X											X ⁷	X ⁷			
51 DATE RECOMMENDED/SELECTED ⁵	X											X ⁷	X ⁷			
52 RANK TO WHICH RECOMMENDED ⁵	X											X ⁷	X ⁷			
53 PREVIOUSLY HELD HIGHER RANK AND GRADE	X											X ⁷	X ⁷			
54 SGLI DATA	X											X ⁷	X ⁷			
55 DEATH GRATUITY DATA	X											X ⁷	X ⁷			
56 LD STATUS (NON BATTLE CASUALTIES ONLY)	X											X ⁷	X ⁷			
57 DATE-TIME GROUP OF DEATH	X			X			X	X				X	X			
58 PLACE OF DEATH	X			X			X	X				X	X			
59 CAUSE OF DEATH	X			X			X	X				X	X			
60 STATUS OF REMAINS	X			X			X	X				X	X			
61 REMARKS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Legend: MIS—missing; WND—wounded; RMC—returned to military control; NON—non hostile; RET—retired

NOTES:

1. In addition to the required items, include all items to be corrected, or for which additional information is being reported.
2. Report same items on personnel who die within 120 day of REFRAD.
3. Include only for family members.
4. Include only if item 22 is yes.
5. Do not include if the service member retired over 120 days or if item 31 is none.
6. Include only if changed since last report on individual.
7. Include only for military personnel.
8. Include only if item 50 is yes.

Table 13-1
Preparing and distributing DD Form 93

Category of personnel	Responsible agency	Initial distribution	Disposition when status changes (Note 1)
Active Duty Enlistees, inductees, and reenlistees from civilian life entering the active Army	Military Enlistment Processing Station (MEPS)	Place all copies of completed DD Form 93 in the SM's file, and handcarry the file to the reception station. (See note 2.)	Upon death, mail 1st card copy of DD Form 93 to HQDA(DAPC- PEC), Casualty Service Division, ALEX VA 22331.
	Reception stations	Mail 1st card copy to HQDA (DAPC-PE-SI), 1st paper copy to MPRJ, and 2d paper copy to SM. (See note 2.)	Upon death, mail 1st paper copy of DD Form 93 with VA Form 29-8286 to HQDA(DAPC-PEC). Send copy of DD Form 93 with last military pay voucher via the servicing JUMPS-A input station to Cdr, USAFAC, ATTN: Inquiries Division, Dept 363, Indianapolis, IN 46249.
ARNG & USAR Personnel on AD for less than 6 months, AD for training, AT, IADT, and en route to or from training	Responsible unit or organization to which attached or training site.	File 1st card and 1st paper copy in MPRJ and 2d card copy in PFR. Give 2d paper copy to SM.	Upon death, mail 1st card copy of DD Form 93 with VA Form 29-8286 to HQDA(DAPC-PEC). Send PFR with last military pay voucher to USAFAC via the servicing JUMPS-RC input station.
Personnel on AD for more than 6 months	Responsible unit or organization	Mail 1st card copy to HQDA (DAPC-PE-SI), file 1st paper copy in the MPRJ and 2d card copy in PFR, and mail 2d paper copy to SM.	Upon death, mail 1st paper copy of DD Form 93 with VA Form 29-8286 to HQDA(DAPC-PEC). Send PFR with last military pay voucher to USAFAC via the servicing JUMPS-A input station.
Personnel on ADT and SADT and ADS nonunit personnel	Organization to which attached or training site	Send 1st card copy to the commander maintaining the MPRJ, file 1st paper copy in PFR, and send 2d paper copy to SM.	Upon death, mail 1st card copy of DD Form 93 with VA Form 29-8286 to HQDA(DAPC-PEC). Send PFR with last military pay voucher to USAFAC via the servicing JUMPS-RC input station.
USAR unit member not in duty or training status	Responsible unit or organization	File 1st card and 1st paper copy in MPRJ and 2d card copy in PFR, and send 2d paper copy to SM.	See chapter 9.
ARNG personnel not in duty or training status	Responsible unit or organization	File 1st card and 1st paper copy in MPRJ and 2d card copy in PFR, and send 2d paper copy to SM.	See chapter 10.
USAR Enlistees and reenlistees from civilian life entering the USAR and scheduled for IADT	MEPS	File 1st card and 1st paper copy in SM's file, and handcarry file to reception station. Send 2d card copy to USAR unit of assignment and 2d paper copy to SM.	Upon death, mail 1st card copy of DD Form 93 with VA Form 29-8286 to HQDA(DAPC-PEC).
	USAR unit of assignment	File 2d card copy in PFR.	Upon death, send PFR with last military pay voucher to USAFAC via the servicing JUMPS-RC input station.
	Reception station	File 1st card copy and 1st paper copy in MPRJ.	Upon death, mail 1st card copy of DD Form 93 with VA Form 29-8286 to HQDA(DAPC-PEC). Send PFR with last military pay voucher to USAFAC via the servicing JUMPS-A input station.
USMA cadets and newly commissioned graduates	USMA	File 1st card and 1st paper copy in cadet's MPRJ at the USMA. Send 2d paper copy to SM. (See note 2.)	When commissioned, fill out new form and mail 1st card copy to HQDA(DAPC-PE-SI), file 1st paper copy in MPRJ, and send 2d paper copy to SM. If death occurs in cadet status, mail 1st card copy to HQDA(DAPC-PEC) with VA Form 29-8286. Send 1st paper copy to USAFAC with last military pay voucher via the servicing JUMPS input station.

Table 13-1
Preparing and distributing DD Form 93—Continued

Category of personnel	Responsible agency	Initial distribution	Disposition when status changes (Note 1)
ROTC cadets attending summer camp and ROTC cadets receiving commission upon graduation	ROTC Instruction Group (See note 3.)	File 1st card and 1st paper copy in cadet's MPRJ and send 2d paper copy to SM. (See note 2.)	When commissioned, fill out new form and send 1st card copy to HQDA(DAPC-PE-SI), file 1st paper copy in the MPRJ, and send 2d paper copy to SM. While at summer camp, send 1st card to installation commander of camp. Return card to Professor of Military Science at school upon completion of camp. If death occurs at camp, mail 1st card with VA Form 29-8286 to HQDA (DAPC-PEC). Send paper copy to USAFAC with last military pay voucher via the servicing JUMPS input station.
2d lieutenants commissioned under the Early Commission Program (assigned to USAR Contingency Group Delayed)	Army HQ processing the appointment	Home unit will file 1st card copy, file 1st paper copy in MPRJ, and send 2d paper copy to SM. (See note 2.)	Upon death, send 1st paper copy of DD Form 93 with VA Form 29-8286 to HQDA(DAPC-PEC). Send paper copy with last military pay voucher to USAFAC via the servicing JUMPS input station.
Active Duty, USAR, and ARNG personnel needing changes to their cards (See note 4.)	Agency having SM's personnel record.	Mail 1st card copy to HQDA (DAPC-PE-SI), 1st paper copy to MPRJ, and 2d paper copy to member. (See note 2.)	Upon discharge (except to reenlist or upon REFRAD), destroy paper copy. Upon death, mail 1st paper copy of DD Form 93 with VA Form 29-8286 to HQDA(DAPC-PEC). Send copy of DD Form 93 with last military pay voucher to USAFAC via the servicing JUMPS-A input station.

Notes

1. Upon death of an SM, documents to be sent to HQDA(DAPC-PEC) will be mailed immediately. Agencies responsible for making initial distribution of cards will send them to HQDA(DAPC-PE-SI), when applicable, within 72 hours of preparation.
2. Second card copy will be destroyed or used as directed by the local commander. For forms prepared by MEPS, the Army recruiting battalion will retain the second card copy for a minimum of 15 days and then destroy it.
3. DD Form 93 will be completed at least 30 days before the opening date of camp or entry on AD (AR 145-1).
4. A new card must be completed when there is a change.

Table 17-1
Mortuary Benefits for Eligible Decedents

Decedents Covered	When Covered	Scope of Mortuary Benefits												
		Recovery (chap 24)	Communi- cations (chap 20)	Mortuary Services			Clothing (chap 18)	Cremation (only on written request from NOK) (chap 25)	Trans- portation of remains (chap 27)	Escort (chap 28)	Flag (chap 31)	Interment in Govt Ceme- tery (chap 29)	Grave Marker (chap 32)	Interment Allow- ance (chap 29)
				Removal (chap 18)	Prepa- ration (chap 18)	Casket (chap 18)								
1. Regulars of the Army (including cadets of the US Military Academy)	While on active duty (other than ADT).	X	X	X	X	X	X	X	X	X	X	X	X	X
2. Members of ARNG	While on active duty (other than ADT).	X	X	X	X	X	X	X	X	X	X	X	X	X
3. Members of USAR	While on active duty (other than ADT).	X	X	X	X	X	X	X	X	X	X	X	X	X
4. Members of the Army without component	While on active duty (other than ADT).	X	X	X	X	X	X	X	X	X	X	X	X	X
5. Members of the ARNG and USAR on AT, IADT, ADS, SADT, ADT, FTTD, or scheduled IDT.	While on ADT or FTTD, as applicable, for any period of time or Performing authorized travel to or from such duty or On authorized IDT (not authorized while in travel status to and from IDT) or Hospitalized or undergoing treatment at the expense of the US Government for injury incurred, or disease contracted while on active duty, while performing authorized travel to or from active duty, or on IDT.	X	X	X	X	X	X	X	X	X	X	X	X	X
6. Members of or applicants for membership in Army ROTC	While attending a training camp or performing authorized travel to or from such camp or while hospitalized or undergoing treatment at the expense of the US for injury incurred, or disease contracted while attending a training camp or while performing travel to or from such camp.	X	X	X	X	X	X	X	X	X	X	X	X	X

Table 17-1
Mortuary Benefits for Eligible Decedents—Continued

Decedents Covered	When Covered	Scope of Mortuary Benefits												
		Recovery (chap 24)	Communi- cations (chap 20)	Mortuary Services			Clothing (chap 18)	Crema- tion (only on written request from NOK) (chap 25)	Trans- portation of remains (chap 27)	Escort (chap 28)	Flag (chap 31)	Interment in Govt. Ceme- tery (chap 29)	Grave Marker (chap 32)	Interment Allow- ance (chap 29)
		Removal (chap 18)	Prepa- ration (chap 18)	Casket (chap 18)										
7. Accepted applicants for enlistment in the Army	When voluntarily applied for enlistment, satisfied all enlistment prerequisites as established by pertinent Army regulations, and completed all enlistment processing except for executing the oath of enlistment. (After oath of enlistment, status changes to enlistee).	X	X	X	X	X	X	X	X	X	X	2	2	X
8. Any member, regular or reserve, who was discharged from an enlistment in the Army while an inpatient in a US hospital (see note 3).	If member continued to be an inpatient (not discharged from hospital) in the hospital until date of death.	X	X	X	X	X	X	X	X	X	X	X	X	X
9. Retired members, regular or reserve (see note 4).	If member became an inpatient in a United States hospital while on active duty for a period of more than 30 days and continued to be an inpatient (not discharged from hospital) until the date of death (see note 3).	X	X	X	X	X	X	X	X	X	X	X	X	X
10. Members of Army entitled to retired or retainer pay or equivalent pay.	While properly admitted to a military medical facility in the United States.	NA	NA	X	NA	NA	NA	NA	X	NA	NA	NA	NA	NA
11. Military prisoners (other than PWs or internees)	If they die or are executed while in Army custody.	X	X	X	X	X	X ⁵	X	X	X	6	X	X	X
12. PWs and interned enemy aliens (see note 7)	If they die in Army custody.	X	X	X	X	X	X	X	X	NA	NA	X	X	NA
13. Pensioners and indigent persons who die in Army hospitals and other persons who die on Army installations (see note 7)	If NOK or local municipal authorities will not assume custody of the remains and disposition cannot otherwise be made.	NA	X	X	X	X	X	X	X	NA	8	9	9	NA

Table 17-1
Mortuary Benefits for Eligible Decedents—Continued

Decedents Covered	When Covered	Scope of Mortuary Benefits												
		Recovery (chap 24)	Communi- cations (chap 20)	Mortuary Services			Clothing (chap 18)	Crema- tion (only on written request from NOK) (chap 25)	Trans- portation of remains (chap 27)	Escort (chap 28)	Flag (chap 31)	Interment in Govt Ceme- tery (chap 29)	Grave Marker (chap 32)	Interment Allow- ance (chap 29)
				Removal (chap 18)	Prepa- ration (chap 18)	Casket (chap 18)								
14. Army and DOD civilian employees paid from appropriated funds (see note 16 for funding of DOD cases)	During travel status or on TDY within the 50 States and DC	NA	X	X	X ¹⁰	X ¹⁰	X ¹⁰	X	X	NA	8	9	9	NA
a. Death in 50 States and DC														
b. Death outside 50 States and DC whose homes are in CONUS	During travel status or on TDY or stationed outside the 50 States and DC or in transit thereto or therefrom. This provision applies to employees serving under a transportation agreement as well as employees serving without a transportation agreement, including locally hired employees at an overseas duty station.	NA	X	X	X	X	X	X	X	NA	8	9	9	NA
15. Dependents of military personnel in paragraphs 1-4 above	While members on active duty (other than for training).	NA	NA	NA	NA	NA	NA	NA	X	NA	NA	X ¹¹	X ¹¹	NA
a. CONUS														
b. OCONUS	While members on active duty (other than for training).	NA	X	X	X ¹²	X ¹³	NA	X ¹⁴	X	NA	NA	X	X	NA
16. Dependents of Army civilian employees (paid from appropriated funds)	While residing with an employee stationed outside the 48 contiguous States and DC or while in transit thereto or therefrom.	NA	X	X	X ¹²	X ¹³	NA	X ¹⁴	X	NA	NA	15	15	NA

**Table 17-1
Mortuary Benefits for Eligible Decedents—Continued**

Decedents Covered	When Covered	Scope of Mortuary Benefits												
		Recovery (chap 24)	Communi- cations (chap 20)	Mortuary Services			Clothing (chap 18)	Crema- tion (only on written request from NOK) (chap 25)	Trans- portation of remains (chap 27)	Escort (chap 28)	Flag (chap 31)	Interment in Govt Ceme- tery (chap 29)	Grave Marker (chap 32)	Interment Allow- ance (chap 29)
				Removal (chap 18)	Prepa- ration (chap 18)	Casket (chap 18)								
17. Dependents of DOD civilian employees (paid from appropriated funds) (see note 16)	While residing with an employee stationed outside the 48 contiguous States and DC or while in transit thereto or therefrom.	NA	X	X	X ¹²	X ¹³	NA	X ¹⁴	X	NA	NA	15	15	NA
18. Other US citizens and their dependents who die OCONUS (Alaska and Hawaii are considered CONUS for these citizens)	If local commercial mortuary services and supplies are not available, or if cost is prohibitive.	NA	X	X	X ¹²	X ¹³	NA	X	X ¹⁷	NA	8	9	9	NA
a. Any employee of a humanitarian agency accredited to the armed forces, such as the American National Red Cross and the United Services Organization														
b. Any civilian performing a service directly for Armed Forces because of employment by an agency under a contract with the Armed Forces	If local commercial mortuary services and supplies are not available, or if cost is prohibitive.	NA	X	X	X ¹²	X ¹³	NA	X	X ¹⁸	NA	8	9	9	NA
c. Any officer or member of a crew of a merchant vessel operated by or for the United States through the Secretary	If local commercial mortuary services and supplies are not available, or if cost is prohibitive.	NA	X	X	X ¹²	X ¹³	NA	X	X ¹⁷	NA	8	9	9	NA

Table 17-1
Mortuary Benefits for Eligible Decedents—Continued

Decedents Covered	When Covered	Scope of Mortuary Benefits												
		Recovery (chap 24)	Communi- cations (chap 20)	Mortuary Services			Clothing (chap 18)	Cremation (only on written request from NOK) (chap 25)	Transportation of remains (chap 27)	Escort (chap 28)	Flag (chap 31)	Interment in Govt Ceme- tery (chap 29)	Grave Marker (chap 32)	Interment Allow- ance (chap 28)
				Removal (chap 18)	Prepa- ration (chap 18)	Casket (chap 18)								
d. Any person who is on duty with an Armed Force who is paid from NAFs	If local commercial mortuary services and supplies are not available, or if cost is prohibitive.	NA	X	X	X ¹²	X ¹³	NA	X	X ¹⁷	NA	8	9	9	NA
e. Any dependent of a person who is covered by a through d above, if the dependent is living outside the United States with that person at the time of death	If local commercial mortuary services and supplies are not available, or if cost is prohibitive.	NA	X	X	X ¹²	X ¹³	NA	X	X ¹⁷	NA	8	15	15	NA
f. Any person for whom such services are requested by Dept of State (includes military retirees, employees of other Government agencies, tourists, etc.)	If local commercial mortuary services and supplies are not available, or if cost is prohibitive.	NA	X	X	X ¹²	X ¹³	NA	X	X ¹⁹	NA	8	9	9	NA

NOTES:

- Mortuary services and related items are furnished at Government expense unless otherwise indicated.
- Not authorized under this status. May be authorized under another status, for example, former military status, dependency, etc.
- Key is whether service member was "discharged" from the hospital. Obtain patient status from hospital administrator.
- Costs for care and disposition of remains of retirees not in this status must be paid from private funds.
- No decorations or insignia will be placed on uniform.
- Not authorized if prisoner dies while in custody of Army and while under a sentence that includes a discharge
- Disposition instructions will be issued by HQDA(DAPC-PEC-D). Preparation of remains should be at a reasonable cost, using a suitable casket.
- If veteran may be eligible for a flag through VA.
- If qualified under cemetery regulations.
- Total costs may not exceed \$250 within 48 States and DC. If PNOK arranges the mortuary services, he or she can be reimbursed the \$250 by submitting DD Form 1375 with supporting bills to HQDA(DAPC-PEC-D)
- Dependent parents and in-laws are not eligible for interment in Government cemeteries based on their dependency alone. May be eligible under another qualifier.
- Remains authorized to be prepared in OCONUS mortuary facility on reimbursable basis.
- Specification casket (adult size) may be purchased from the Government. Other than specification casket (adult size) must be purchased on the economy or at AAFES at expense of sponsor.
- Army may assist sponsor with cremation arrangements. Cremation charges will not be paid by the Government and then reimbursed by the sponsor. Sponsor must pay cremation charges direct.
- Based on eligibility of sponsor or possibly the dependent's own eligibility based on prior military service.
- DOD cases will initially be funded out of Army Disposition of Remains funds. SF 1080's with supporting bills will be used to bill DOD agencies for reimbursement.
- On reimbursable basis to CONUS port mortuary.
- On reimbursable basis to CONUS port mortuary, if return transportation is specified in contract.
- Remains of employees of other US Government agencies and non-US Government persons may not be shipped aboard DOD aircraft on a reimbursable basis unless such a request is made by the Dept of State and the request is approved by Secretary of Defense (DOD 4515.13-R)

**Table 17-2
General Documents**

CATEGORY OF PERSONNEL	Forms and Documents																			
	DA 5327-R	DA 5328-R	DA 5329-R	DA 5330-R	DD 1131	DD 1375	DD 2062	DD 2063	DD 2064 or Civil Death Cert	DD 2065	SF 1034	SF 1060	Cost Data	Dispo Insts For Remains	Ltr. Verification of Employment	DD 1155	Airline Shippers Receipt	Directive for cremation, if applicable	Request for mortuary services	Photo copy of passport
1. Remains processed in OCONUS mortuaries			X			X	X		X		X	X ¹	X ²	X				X ³		
a. Active duty Army																				
(1) Shipped to CONUS																				
(2) Buried OCONUS			X	X		X	X		X		X	X ¹	X ²	X				X ³		
b. DAC and DOD employees										X		X		X				X ³		
(1) Shipped to CONUS																				
(2) Buried OCONUS				X			X		X			X ¹	X ²	X	X			X ³		
c. NAF employees					X		X		X	X		X ¹	X ²	X	X			X ³		
(1) Shipped to CONUS																				
(2) Buried OCONUS				X	X		X		X	X		X ¹	X ²	X	X			X ³		
d. Contract personnel					X		X		X	X			X ²	X	X			X ³		
(1) Shipped to CONUS																				
(2) Buried OCONUS				X	X		X		X	X			X ²	X	X			X ³		
e. Dependents of active duty Army	X				X		X		X	X			X ²	X				X ³		
(1) Shipped to CONUS																				
(2) Buried OCONUS	X			X	X		X		X	X			X ²	X				X ³		
f. Dependents of DAC and DOD employees		X			X		X		X	X			X ²	X	X			X ³		
(1) Shipped to CONUS																				
(2) Buried OCONUS		X		X	X		X		X	X			X ²	X	X			X ³		
g. Dependents of c and d above					X		X		X	X			X ²	X	X			X ³		
(1) Shipped to CONUS																				
(2) Buried OCONUS				X	X		X		X	X			X ²	X	X			X ³		
h. State Department requested cases					X		X		X				X ²	X				X ³	X	X
(1) Shipped to CONUS																				
(2) Buried OCONUS				X	X		X		X				X ²	X				X ³	X	X

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Table 17-2
General Documents—Continued

CATEGORY OF PERSONNEL	Forms and Documents																			
	DA 5327-R	DA 5328-R	DA 5329-R	DA 5330-R	DD 1131	DD 1375	DD 2062	DD 2063	DD 2064 or Civil Death Cert	DD 2065	SF 1034	SF 1060	Cost Data	Dispo Insts For Remains	Ltr, Verifica- tion of Employ- ment	DD 1155	Airline Shippers Receipt	Directive for crema- tion, if applicable	Request for mortuary services	Photo copy of passport
2. CONUS cases			X			X		X			X ⁴	X ¹	X ²	X		X	X	X ³		
a. Active duty Army																				
(1) Army arranges for mortuary services and shipment of remains through a contractor						X							X	X			X			
(2) PNOK arranges for mortuary services and shipment of remains						X							X	X			X			
b. Retirees who die in military medical facilities (see note 5)																				
(1) Army arranges for transportation									X		X	X ¹	X ²				X			
(2) PNOK arranges for transportation						X			X				X ²				X			
c. Dependents of active duty Army									X				X ²	X			X			
(1) Army arranges transportation	X								X				X ²	X			X			
(2) Sponsor arranges transportation	X					X			X				X ²				X			
d. DAC and DOD employees on TDY								X	X				X ²	X	X	X	X			

Notes:

1. Used if funds are transferred from one appropriation to another, for example, reimbursement for costs incurred for National Guard deceased, DOD employees, and so forth.
2. Include bills supporting costs.
3. When Army arranges for cremation, include a written, signed statement from PNOK for cremation and receipt and release statement of remains from crematory.
4. If cost data are included on DD 2063, an SF 1034 is not necessary.
5. Include statement from official of military medical facility that decedent was properly admitted to the facility at time of death.

**Table 17-3
Identification Documents**

CATEGORY OF PERSONNEL	Forms and Documents								Statement of incident/ Accountability	Remarks
	DA 2773-R	DD 565	DD 690	DD 691	DD 892 or 893	DD 894	DD 897			
1. Remains processed in OCONUS mortuaries that are viewable or viewable for ID only		X		X	X		X			
a. Active duty Army										
b. DAC and DOD employees		X		X	X		X			
c. NAF employees		X		X	X		X			
d. Contract personnel		X		X	X		X			
e. All dependents under age 16		X								
f. All dependents over age 16		X		X	X		X			
2. Remains processed in OCONUS mortuaries that are nonviewable	X	X	X	X	X		X	X	If applicable	For nonviewable remains, also send, when available, Armed Forces Identification Card (DD Form 2A, 2N, 2AF, 2MC, etc.) Antemortem record fingerprints (DD Form 369, Form FD 258) SF 88, SF 89, SF 93, and SF 603 and X-rays. (Note: SF 89 is obsolete but will be in the older files.)
a. Active duty Army										
b. DAC and DOD employees	X	X	X	X	X		X	X	If applicable	
c. NAF employees	X	X	X	X	X		X	X	If applicable	
d. Contract personnel	X	X	X	X	X		X	X	If applicable	
e. All dependents under age 16	X	X	X		X				If applicable	
f. All dependents over age 16	X	X	X	X	X		X	X	If applicable	
3. Remains processed in CONUS, active duty Army, viewable		X								
4. Remains processed in CONUS, active duty Army, nonviewable Processed by:	X	X	X	X	X		X	X	If applicable	
a. Army ID specialists										
b. Other than Army ID specialists	A copy of ID data used to establish positive ID.									

Table 18-1
Shipping message to be sent by overseas shipping mortuary officer¹

	Eligible ² Military	Eligible ² Civilians	Eligible ² Deps (Mil)	Eligible ² Deps (Civ)	Other US ² Citizens	Other US ² Citizens (Deps)
Decedent information:³						
Name	X	X	X	X	X	X
Grade	X	X	X		X	
SSN	X	X	X		X	
Branch of Service	X		X			
Employment Data		X			X	
Whether remains are/are not viewable, or questionable	X	X	X	X	X	X
Sponsor information:³						
Name			X	X	X	X
Grade			X	X		X
SSN			X	X		X
Organization			X	X		X
Address of sponsoring individual, agency, or firm					X	X
Shipping information:³						
Date remains are delivered to flight line	X	X	X	X	X	X
Consignee	X	X	X	X	X	X
Transfer case no. If casketed, so state	X	X	X	X	X	X
Car seal nos.	X	X	X	X	X	X
Miscellaneous information:						
Need for oversize casket, clothing, awards and decorations, sponsor accompanying remains, escort data, and so forth	X	X	X	X	X	X
NOK information:³						
Date returning to CONUS, CONUS address, phone no., other pertinent info	X	X	X	X	X	X

Notes:

¹ Overseas shipping mortuary will send information outlined in this table in a priority precedence message to port mortuary and Department HQ of parent Service of decedent. Message subject will be "DECEASED SHIPMENT CONUS MILITARY" (or CIVILIAN EMPLOYEE, DEPENDENT, OTHER US CITIZEN, and so forth as applicable).

Department HQ message addressees are as follows:

- a. Army—CDRMILPERCEN ALEX VA//DAPC-PEC-D//
- b. Navy—COMNAVMEDCOM WASH DC//MEDCOM 332//
- c. Marines—CMC WASHINGTON DC //MHP-10//
- d. Air Force—HQAFESC TYNDALL AFB FL//DEHM//
- e. US Coast Guard—US COAST GUARD WASH DC//G-PS-1/TP 42//

² See table 17-1 for eligibility.

³ If applicable information is not available, so state.

Table 22-1
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	Dermasurgery 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
Z	4110-00-278-9744	Refrigerator Mortuary: 2 Cadaver
D	4110-00-993-8126	Refrigerator Mortuary: 5 Cadaver
	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	9930-00-164-8929	Tube, Injecting, Embalming: Curved Shape — Large

Table 22-1
List of Mortuary Supplies and Equipment—Continued

Acquisition Advice Codes (see note)	NSN	Description Data
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
	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.

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<p>FROM: {RELEASING AGENCY}</p> <p>TO: CDR MILPERCEN ALEX VA//DAPC-PEC//</p> <p>INFO CDRUSAFAC FT BEN HARRISON IN//FINCP-BG DEPT 363//</p> <p>{OTHER INFO ADDRESSES REQ BY REPORTING CMD}</p> <p>UNCLAS E F T O FOUO</p> <p>SUBJECT: CASUALTY REPORT</p> <p>01. INIT</p> <p>02. BATTLE</p> <p>03. ETHER</p> <p>04. 203456</p> <p>07. MILITARY</p> <p>08. 000-00-0000/000-00-0000</p> <p>09. HARRIS, MARVIN LYLE/HARRIS, MARVIN LYLE</p> <p>10. BLACK</p> <p>11. 521024 LYNN, MA</p> <p>12. PFC</p> <p>13. AUS</p> <p>14. CO D, 3D BN, 10TH INF, 19TH INF DIV, APO SF 90909 {WAQETI}</p> <p>15. 11B20</p> <p>25. LYNN MA 01619</p>											
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DD FORM 173/3

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US GPO 1979-0-302-175

Figure 5-1. Sample initial report

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<p>FROM 28. MR AND MRS DOUGLAS G. HARRIS (P), 234 EAST ST., DETROIT TO MICHIGAN 24908 TEL (404) 555-6666</p> <p>29. NONE</p> <p>30. 700812/710329</p> <p>31. ROTOR</p> <p>33. US GOVT</p> <p>34. DOOR GUNNER</p> <p>35. DUTY</p> <p>36. 241245 OCT 71</p> <p>37. BIEN HOA MILITARY REGION III, RVN COORD YS 101 994</p> <p>38. VISUAL RECON MSN</p> <p>39. ACFT HIT BY HOSTILE SMALL ARMS FIRE: ACFT CRASHED AND BURNED</p> <p>40. ENEMY</p> <p>45. NO</p> <p>46. 700812/700812</p> <p>47. ROMAN CATHOLIC</p> <p>48. NO</p> <p>49. NDSM, VCM, VSM, EXP M-16, EXP M-14</p> <p>50. YES</p>										
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Figure 5-1. Sample Initial report—Continued

JOINT MESSAGEFORM						SECURITY CLASSIFICATION				
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<p>51. FROM 711020</p> <p>52. TO SP4 E-4</p> <p>53. NO</p> <p>54. NTL. 710815 SGLI FORM IN MPRJ WB FWD WI 72 HRS TO C, CAS DIR, DA. FIFTY THOUSAND/DOUGLAS G. HARRIS/NO OPTION</p> <p>55. NO SPOUSE</p> <p>57. 241245 OCT 71</p> <p>58. BIEN HOA, RVN</p> <p>59. PENETRATING MISSILE WND TO HEAD</p> <p>60. READY</p> <p>61. NONE</p>										
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Figure 5-1. Sample initial report—Continued

JOINT MESSAGEFORM						SECURITY CLASSIFICATION				
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<p>FROM {RELEASING AGENCY}</p> <p>TO: CDR MILPERCEN ALEX VA//DAPC-PEC//</p> <p>INFO CDRUSAFAC FT BEN HARRISON IN//FINCP-BG DEPT 363//</p> <p>{OTHER INFO ADDRESSES REQ BY REPORTING CMD}</p> <p>UNCLAS E F T O FOUO</p> <p>SUBJECT: CASUALTY REPORT</p> <p>01. STACH</p> <p>02. BATTLE</p> <p>03. BRICK</p> <p>04. 203455</p> <p>05. PUNCH</p> <p>06. 203320</p> <p>07. MILITARY</p> <p>08. 000-00-0000/000-00-0000</p> <p>09. MARVIN, LYLE JAMES/MARVIN, LYLE JAMES</p> <p>28. MR AND MRS DOUGLAS G. MARVIN {P} 123 MAIN ST., NEW YORK, NEW YORK 10002 TEL {211} 444-6777</p> <p>29. NONE</p> <p>36. 300915 OCT 71</p>										
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Figure 5-2. Sample status change report

JOINT MESSAGEFORM						SECURITY CLASSIFICATION				
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PAGE	DTG/RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMI	CIC	ORIG MSG IDENT
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BOOK	MESSAGE HANDLING INSTRUCTIONS									
<p>37. LZ ^{FROM} MARY, RVN COORD YS 202 984</p> <p>39. ON 24 ^{TO} MAY 71, WHEN DEFENSIVE POSN WAS OVERRUN, INDIV WAS STUNNED BY FRAG WND S TO HEAD. INDIV LEFT AREA USING OPPOSITE SIDE OF HILL THAT UNIT USED. WHEN INDIV REGAINED SENSES, UNIT HAD DEPARTED. INDIV CLIMBED NEARBY RIDGE AND HID AND WAITED 5 DAYS HOPING UNIT WOULD RETURN TO PICK UP KIA. WHEN ACFT DID RETURN, MARVIN WAS TOO FAR AWAY TO REACH THEM. ON 6TH DAY, INDIV MOVED TOWARDS SOUND OF ARTY FIRE. ON MORNING OF 30 OCT 71, HE MADE HIS WAY TO LZ MARY.</p> <p>41. INDIV LOST 10 LBS DUE TO NOT EATING. FRAG WND S TO BACK OF SKULL PROB CAUSE BY RPG.</p> <p>44. GOOD</p> <p>61. INDIV WOUNDED WHEN RETURNED. INIT REPT WB SUBMITTED WT 72 HRS. PROTECTIVE MARKING AUTO REMOVED IAW PARA AR 360-5.</p>										
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U.S. GPO 1979-0-302 175

Figure 5-2. Sample status change report—Continued

JOINT MESSAGEFORM						SECURITY CLASSIFICATION UNCLASSIFIED				
PAGE	DTG/RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG MSG IDENT
	DATE TIME	MONTH	YR	ACT	INFO					
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BOOK	MESSAGE HANDLING INSTRUCTIONS									
<p>FROM: {RELEASING AGENCY}</p> <p>TO: CDR MILPERCEN ALEX VA//DAPC-PEC//</p> <p>INFO: {AS REQUIRED BY REPT CMD}</p> <p>UNCLAS E F T O FOUO</p> <p>SUBJECT: CASUALTY REPORT</p> <p>01. SUPP</p> <p>02. NONBATTLE</p> <p>03. SMITE</p> <p>04. 1</p> <p>05. SMITE</p> <p>06. 101000</p> <p>07. MILITARY</p> <p>08. 000-00-0000/000-00-0000</p> <p>09. HARRIS, MARVIN LYLE/HARRIS, MARVIN LYLE</p> <p>13. IATR RA</p> <p>61. NONE</p>										
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Figure 5-3. Sample supplemental report

JOINT MESSAGEFORM				SECURITY CLASSIFICATION							
				UNCLASSIFIED							
PAGE	DTG-RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMT	CIC	ORIG MSG IDENT	
	DATE TIME	MONTH	YR	ACT	INFO						
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BOOK	MESSAGE HANDLING INSTRUCTIONS										
<p>FROM: {RELEASING AGENCY}</p> <p>TO: CDR MILPERCEN ALEX VA//DAPC-PEC//</p> <p>INFO {AS REQUIRED BY REPT CMD}</p> <p>UNCLAS E F T O FOUO</p> <p>SUBJECT: CASUALTY REPORT</p> <p>01. PROG</p> <p>02. BATTLE</p> <p>03. SMITE</p> <p>04. 1</p> <p>05. SMITE</p> <p>06. 102222</p> <p>07. MILITARY</p> <p>08. 000-00-0000/000-00-0000</p> <p>09. HARRIS, MARVIN LYLE/HARRIS, MARVIN LYLE</p> <p>44. STALE. STILL VSI: PD OF HOSP UNK: PROG - GOOD; MORALE - GOOD; DIET - IV'S; AMB - YES; SURG - NO. EVAC NOT CONTEMPLATED AT THIS TIME.</p> <p>61. NONE</p>											
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Figure 5-4. Sample progress report

JOINT MESSAGEFORM						SECURITY CLASSIFICATION				
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BOOK	MESSAGE HANDLING INSTRUCTIONS									
<p>FROM: {RELEASING AGENCY}</p> <p>TO: HQ ALEX, VA//DAPC-PEC//</p> <p>HQ AFMPC RANDOLPH AFB TX//DPMC//</p> <p>HQ AFESC TYNDALL AFB FL//DEH//</p> <p>COMDT CCOGARD WASHINGTON DC</p> <p>CMC WASHINGTON DC//MHP-1D//</p> <p>COMNAVMILPERSCOM WASHINGTON DC//CPDE N12//</p> <p>COMNAVMEDCOM WASHINGTON DC</p> <p>UNCLAS</p> <p>SUBJECT: JOINT SERVICE CASUALTY ALERT MESSAGE {REPORT}</p> <p>1. {PROVIDE BRIEF CIRCUMSTANCES OF INCIDENT DTG AND LOCATION}.</p> <p>2. {PROVIDE TOTAL NUMBER OR ESTIMATED NUMBER OF PERSONNEL INVOLVED BY SERVICE, CASUALTY STATUS {DEAD, MISSING, DUSTWUN, VSI/SI OR MINOR INJURIES}}.</p> <p>3. {PROVIDE NAME OF POINT OF CONTACT AND TELEPHONE NUMBER ON OR NEAR LOCATION OF INCIDENT}.</p> <p>4. {PROVIDE ANY ADDITIONAL INFORMATION ONLY IF READILY AVAILABLE}</p> <p>A. DEAD/MISSING/DUSTWUN: PROVIDE NAME, RANK, SSN, DUTY STATION, EXTENT OF INJURIES, CONDITION AND LOCATION OF REMAINS.</p>										
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Figure 5-5. Sample Joint Service

JOINT MESSAGEFORM						SECURITY CLASSIFICATION				
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	DATE-TIME	MONTH	YR	ACT	INFO					
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BOOK	MESSAGE HANDLING INSTRUCTIONS									
<p>B. FROM FROM: PROVIDE NAME, RANK, SSN, DUTY STATION, EXTENT OF INJURIES, COND CONDITION AND PROGNOSIS, PLACE OF HOSPITALIZATION.</p>										
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Figure 5-5. Sample Joint Service—Continued



Telegram

NO. WDS.—CL. OF SVC.	PD OR COLL.	CASH NO.	CHARGE TO THE ACCOUNT OF	THIS MESSAGE WILL BE SENT AS A TELEGRAM UNLESS IT IS OTHERWISE INDICATED.	PRESS		OVER NIGHT TELEGRAM
					DPR	NPR	

Send the following message, subject to the Telegraph Company's conditions, rules and regulations, which are on file with regulatory authorities.

DON'T DELIVER BETWEEN 10PM & 6AM DON'T PHONE REPORT DELIVERY

(Name and address of addressee)

The Secretary of the Army has asked me to express his deep regret that your (relationship), (grade and name), died in (location of casualty) on (date) as a result of (state the cause and circumstances). Please accept my deepest sympathy. This confirms personal notification made by a representative of the Secretary of the Army.

Figure 7-1. Sample notification telegram (death)



Telegram

NO WDS - CL. OF SVC	PD OR COLL	CASH NO.	CHARGE TO THE ACCOUNT OF	THIS MESSAGE WILL BE SENT AS A TELEGRAM UNLESS IT IS OTHERWISE INDICATED.	PRESS		OVER NIGHT TELEGRAM
					DPR	NPR	

Send the following message, subject to the Telegraph Company's conditions, rules and regulations, which are on file with regulatory authorities.

DON'T DELIVER BETWEEN 10PM & 6AM DON'T PHONE REPORT DELIVERY
(NAME AND ADDRESS OF ADDRESSEE)

The Secretary of the Army has asked me to inform you that your (relationship), (grade and name), was hospitalized in (place where incident happened) on (date) with a diagnosis (type of illness, nature of incident, and available circumstances). He/she has been placed on the seriously ill list and in the judgement of the attending physician his/her condition is of such severity that there is cause for concern but no imminent danger to life. Please be assured that the best medical facilities and doctors have been made available and every measure is being taken to aid him/her. You may address mail to him/her c/o Patient Administrator, (name and address of medical treatment facility). You will be provided progress reports every five days or when there is any significant changes in his/her condition.

Figure 7-2. Sample notification telegram (seriously ill)



DEPARTMENT OF THE ARMY

Your Casualty Assistance Officer is:

MAJ JOHN A. DOE

HOME TEL. NO. (999) 426-9999

OFFICE TEL. NO. (999) 555-1212

DUTY INSTALLATION
OFFICER: TELEPHONE (999) 555-1213

DA FORM 5516, MAR 86 (Casualty Assistance Referral Card)

The United States Army is committed to assisting designated beneficiaries of American soldiers who have sacrificed so much for their country in obtaining all government benefits to which they are entitled. Your Casualty Assistance Officer will help in every way he can to lessen the burden of grief on you. Do not hesitate to call for help.

Figure 8-1. Sample Casualty Assistant Referral Card

(Appropriate letterhead)

Office Symbol

Date

Mrs. John C. Doe
1234 Main Street
Houston, Texas 76544

Dear Mrs. Doe:

It is difficult for me to express the deep sorrow of the men of Company D over the recent death of your husband, Private First Class John C. Doe.

On the morning of June 10, 1972, John was a member of a reconnaissance patrol that encountered a superior enemy force near the village of Troung Khanh, Republic of Vietnam. During the ensuing encounter, John was mortally wounded by enemy automatic weapons fire. Medical personnel were immediately at your husband's side, but were unable to save his life. I sincerely hope that the knowledge that he was not subjected to any prolonged suffering will be of some comfort to you.

I considered John as one of the "First Team." As a member of this command, John distinguished himself as an outstanding soldier who was willing and eager to accomplish any task. His sincerity, cheerfulness, and devotion to his duties were an inspiration to his comrades, and we are all saddened by his loss.

A memorial service was held for John on the morning of June 13th during which the men of his command rendered military honors and a final tribute to him. I am inclosing a copy of the bulletin from that service.

John's personal belongings have been collected and will be sent to the person authorized by law to receive them for distribution in accordance with the laws of his domicile.

I hope that during this period of your bereavement you will find some measure of comfort in knowing that your grief is shared by all of us who were closely associated with your husband.

Sincerely,

1 Encl
Memorial service
bulletin

ROBERT T. SMITH
Captain, Infantry
Commanding

Figure 9-1. Sample letter of sympathy to spouse (battle casualty)

(Appropriate letterhead)

Mr. and Mrs. Thomas J. Smith
42 North Sixth Street
Johnson, Indiana 43232

Dear Mr. and Mrs. Smith:

I extend my deepest sympathy to you in the recent loss of your son, Sergeant Robert T. Smith.

Robert died as the result of an automobile accident on May 22, 1972, near Sierra Vista, Arizona. The report of the accident shows that Robert was driving a rented automobile that ran off the road during a heavy rainfall and struck a concrete bridge abutment. Passengers in another car who saw the accident immediately called an ambulance. Robert was admitted to Raymond W. Bliss Army Hospital where, despite every effort to save his life, he died at 11:30 p.m. the same evening as a result of a fractured skull. Before he passed away, Robert received the ministrations of his church. Memorial services were conducted on May 24th at 9:00 a.m. by Chaplain C. M. O'Brien, the Catholic Chaplain of our unit.

As a member of this command, Robert was well liked by all his associates. He was an excellent soldier who performed all tasks assigned to him in a cheerful and efficient manner. His death came as a great shock to all who knew him.

Robert's personal effects have been collected and will be sent to the person authorized by law to receive them for distribution in accordance with the laws of his domicile.

The sincere sympathy of the personnel of this command is extended to you in your bereavement.

Sincerely,

THOMAS D. JONES
Captain, Infantry
Commanding

Figure 9-2. Sample letter of sympathy to parents (nonbattle casualty)

(Appropriate letterhead)

Mrs. James Johnson
3304 Silver Park Drive
Suitland, Maryland 21668

Dear Mrs. Johnson:

The staff of Walter Reed General Hospital joins with me in extending to you our deepest sympathy on the death of your son, Private First Class Edward Johnson.

We know the irreparable loss that you have suffered and fully realize there is little we can say to help you in this moment of sorrow. We hope you will find some comfort in knowing that everything possible was done for him during his last illness. In time, you may find personal reassurance in the thought that he died in the service of his country and that our gratitude as a nation is deep and lasting.

Our heartfelt condolences are extended to you and the members of your family in your bereavement.

Sincerely yours,

RONALD D. JONES
Brigadier General, United States Army
Commanding

Figure 9-3. Sample letter of condolence

(Appropriate letterhead)

Mr. and Mrs. Howard Jones
4000 Kansas Avenue, NW
Washington, DC 20045

Dear Mr. and Mrs. Jones:

The recent vehicle accident that resulted in the hospitalization of your son, Charles, was unexpected. We are deeply concerned and extend our sincere wishes for his rapid and full recovery. He remains in our daily thoughts and meditations, and we look forward to his return.

I recently visited with Charles, and in discussing his condition with the attending physician, the physician has revealed the extent of Charles' injuries to be a strained back, minor internal bleeding, and a broken leg. Charles' prognosis is good. Please be advised that he continues to receive the best possible medical care available. You will continue to be advised of his recovery. If I may be of further assistance please do not hesitate in contacting me.

Our thoughts continue with you during this period of uncertainty.

Sincerely,

DOUGLAS G. TAYLOR
Captain, General Staff
Commanding

Figure 9-4. Sample letter of concern

ELECTION OF RIGHTS AFFORDED BY THE SECRETARY OF THE ARMY IN CONNECTION WITH THE SECRETARY'S REVIEW OF THE CASE OF

Name SSN

Please check and initial all applicable statements.

() _____ (I, We) have read and understand the rights which (I, We) have been afforded as stated in the letter with which this form is enclosed.

() _____ (I, We) further acknowledge notice of the pending review of the case of the service member named above, who is (my, our) _____ .

() _____ (I, We) do hereby elect to waive all of the rights afforded (me, us) in connection with the pending review of the status of (my, our) _____ .

(I, We) desire:

- () _____ a. To attend the hearing.
- () _____ b. To attend the hearing with a privately retained lawyer.
- () _____ c. To have reasonable access to the information from official records upon which the status review will be based.
- () _____ d. To have the opportunity to present any information which is considered relevant to the proceeding.

Signature(s)	Relationship to soldier named above	Date
_____	_____	_____
_____	_____	_____

NOTE: This form must be returned within 21 days of receipt by you. An envelope for this purpose is provided. In the event no response is received from you within the time specified, it will be presumed that you have waived the above specified rights.

HQDA (DAPC-PES),
ALEX VA 22331

Figure 10-1. Sample format for an election of rights document

CASUALTY & MEMORIAL AFFAIRS -- AN OVERVIEW

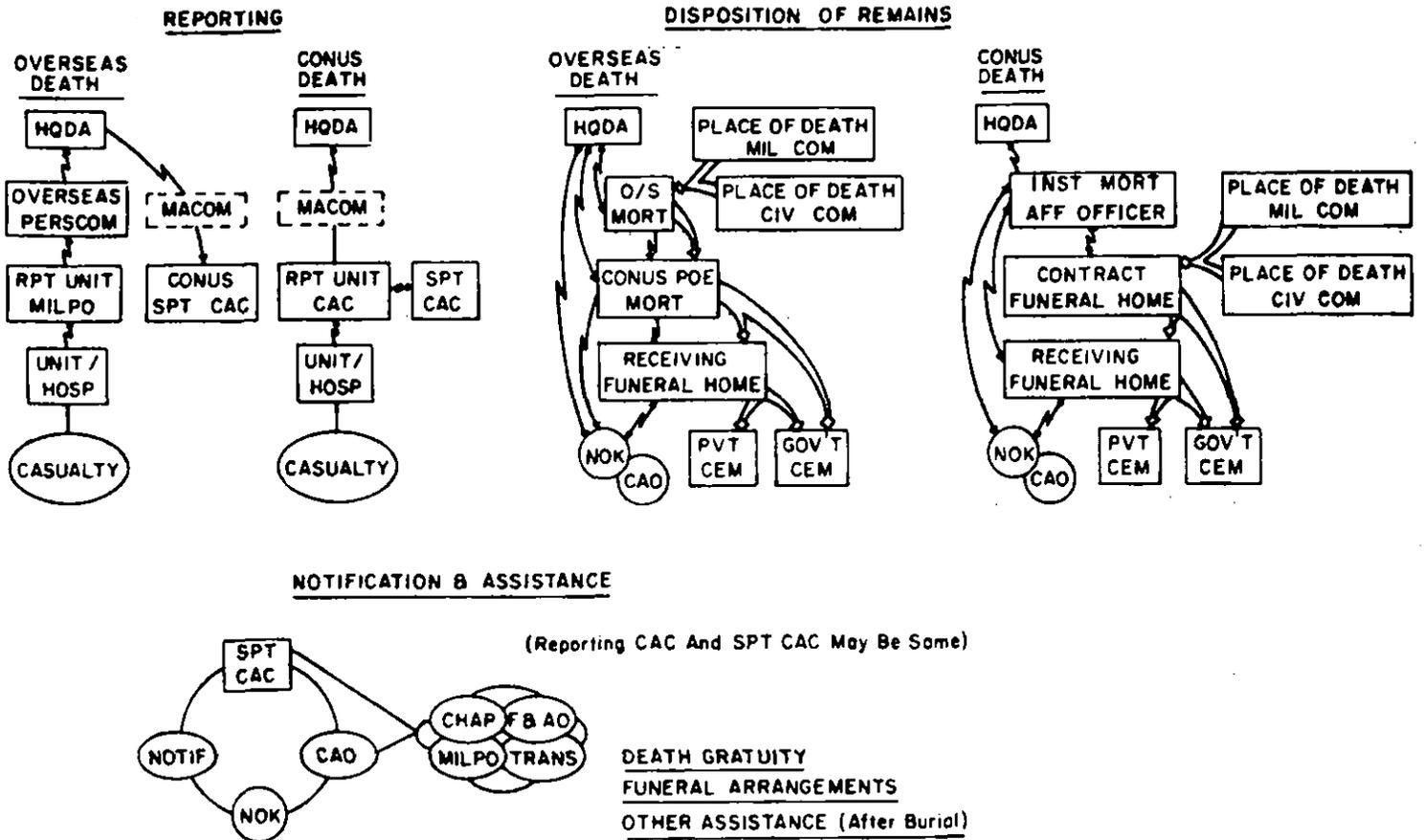


Figure 14-1. Army Casualty System

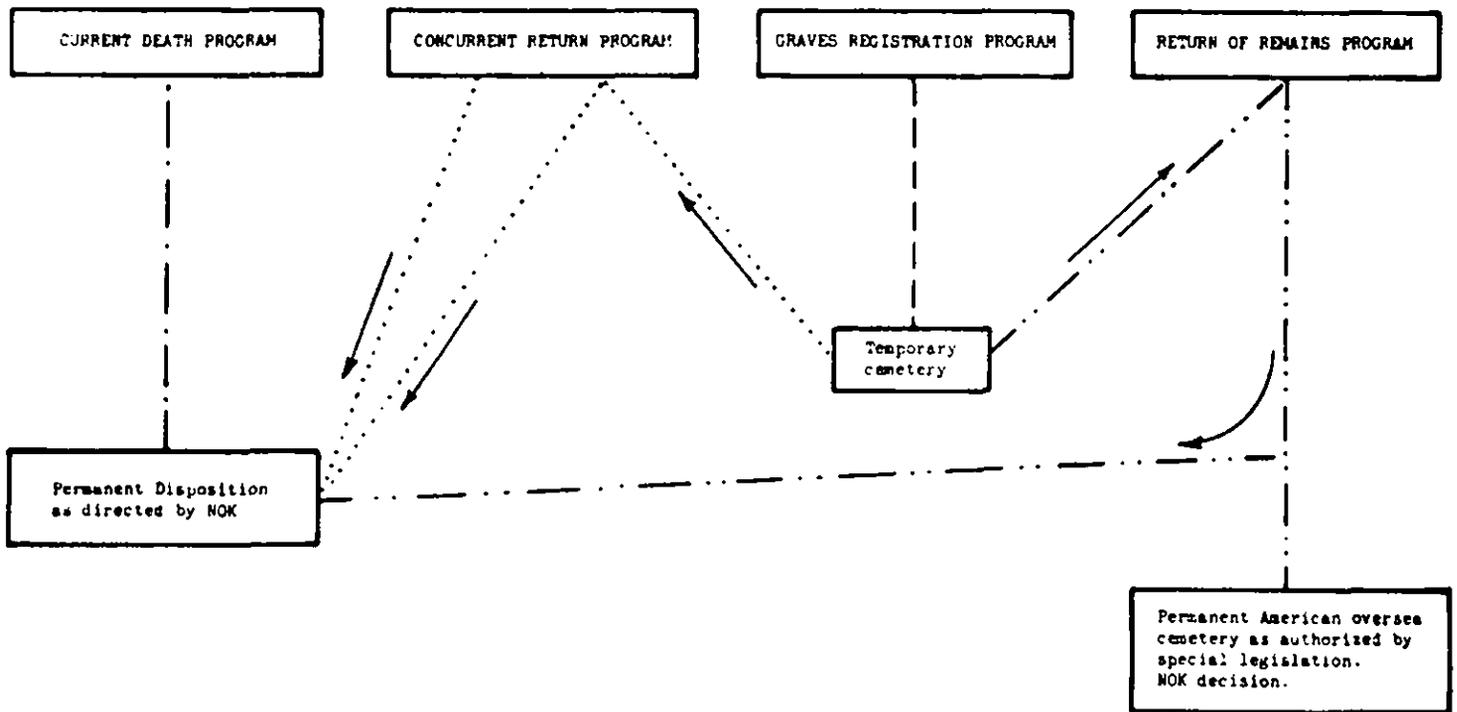


Figure 17-1. Mortuary Affairs Program

(Appropriate Letterhead)

Office Symbol

Name of PNOK
Address

Date

Dear . . . :

The Army desires to assist you in every way possible in the funeral arrangements of your . . . (relationship and first name).

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

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

If you prefer to personally handle all arrangements, please provide us the name and address of your funeral director. In this instance, you will be reimbursed for the expenses incurred in the preparation and casketing of the remains in an approximate amount of (contract price or \$750), or actual cost, whichever is less, plus the amount it would have cost the Government to transport the deceased to final destination.

Whether you desire the Army to make all arrangements or prefer to personally handle all arrangements, an interment allowance will be paid to help defray burial expenses. If burial takes place in a civilian cemetery, the maximum allowance is \$1,750. If you consign the remains to a funeral home before burial in a National or Post Cemetery, the maximum allowance is \$1,180. Should you desire to have the remains shipped directly to the Superintendent of a National or Post Cemetery, the maximum allowance is \$75. Facilities for viewing remains are not available at a National or Post Cemetery.

Please state your choice below:

() I desire the Army to assume full responsibility. Ship remains of . . . (Name) . . . to:

(Name & address of funeral home)

() I do not desire the Army to assume responsibility. Release the remains of . . . (Name) . . . to:

(Name & address of funeral home)

If you have any further questions after my departure, you may call me at my office at My name is . . . , mortuary officer.

(Type or print name of next of kin)

(Signature of next of kin)

(Relationship to the decedent)

(Date)

WITNESS:

(Type or print name of witness)

(Signature of witness)

(Rank)

(Address)

Figure 20-1. Sample format for obtaining disposition instructions from the PNOK



Telegram

NO WDS - CL OF SVC	PC OR COLL	CASH NO	CHARGE TO THE ACCOUNT OF	THIS MESSAGE WILL BE SENT AS A TELEGRAM UNLESS IT IS OTHERWISE INDICATED.	PRESS		OVER NIGHT TELEGRAM
					DPR	NPR	

Send the following message subject to the Telegraph Company's conditions, rules and regulations which are on file with regulatory authorities.

DO NOT PHONE
DELIVERY CHARGES
GUARANTEED

[ADDRESSEE]

ON BEHALF OF THE SECRETARY OF THE ARMY, I EXTEND MY DEEPEST SYMPATHY TO YOU IN THE RECENT LOSS OF YOUR [SPOUSE, FATHER, DAUGHTER, SON], [NAME AND RANK]. GENERAL [INSTALLATION COMMANDER, DIV COMMANDER] HAS ASKED ME TO COMMUNICATE WITH YOU CONCERNING THE ARRANGEMENTS FOR THE CARE AND BURIAL OF THE REMAINS OF YOUR LOVED ONE. THE ARMY DESIRES TO ASSIST YOU IN EVERY WAY POSSIBLE IN THE FUNERAL ARRANGEMENTS. YOU MAY REQUEST THE ARMY TO ASSUME COMPLETE RESPONSIBILITY FOR PREPARATION AND SHIPMENT OF THE REMAINS OR YOU MAY ENGAGE A FUNERAL DIRECTOR TO PERFORM THESE SERVICES.

IF YOU DESIRE THE ARMY TO ASSUME RESPONSIBILITY, WE WILL PROVIDE FOR THE EMBALMING AND PREPARATION; A MILITARY METAL CASKET; A MILITARY ESCORT TO ACCOMPANY THE REMAINS; AND MOVEMENT BY THE MOST EXPEDITIOUS MEANS TO THE FUNERAL DIRECTOR OF YOUR CHOICE OR TO ANY NATIONAL OR OTHER GOVERNMENT CEMETERY IN WHICH GRAVE SPACE IS AVAILABLE. THE ARMY ALSO WILL MAKE ARRANGEMENTS FOR CREMATION IF YOU SO DESIRE. THESE SERVICES WILL BE PROVIDED AT GOVERNMENT EXPENSE.

IF YOU PREFER TO PERSONALLY HANDLE ALL ARRANGEMENTS, PLEASE PROVIDE THE NAME AND ADDRESS OF THE FUNERAL DIRECTOR. IN THIS INSTANCE YOU WILL BE REIMBURSED FOR EXPENSES INCURRED IN PREPARATION AND CASKETING OF THE REMAINS IN AN APPROXIMATE AMOUNT OF [CONTRACT PRICE OR \$750] ¹ OR ACTUAL COST, WHICHEVER IS LESS, PLUS THE AMOUNT IT WOULD HAVE COST THE GOVERNMENT TO TRANSPORT THE DECEASED TO FINAL DESTINATION.

WHETHER YOU DESIRE THE ARMY TO MAKE ALL ARRANGEMENTS OR PREFER TO PERSONALLY HANDLE ALL ARRANGEMENTS, AN INTERMENT ALLOWANCE WILL BE PAID TO HELP TO DEFRAY BURIAL EXPENSE. IF BURIAL TAKES PLACE IN A CIVILIAN CEMETERY THE MAXIMUM ALLOWANCE IS ONE THOUSAND AND SEVEN HUNDRED AND FIFTY DOLLARS [\$1,750]. IF CONSIGNMENT OF REMAINS IS MADE TO A FUNERAL DIRECTOR PRIOR TO INTERMENT IN A NATIONAL OR POST CEMETERY THE MAXIMUM ALLOWANCE IS ONE THOUSAND ONE HUNDRED AND EIGHTY DOLLARS [\$1,180]. SHOULD YOU DESIRE TO HAVE THE REMAINS CONSIGNED DIRECTLY TO THE SUPERINTENDENT OF A NATIONAL OR POST CEMETERY, THE MAXIMUM ALLOWANCE IS SEVENTY FIVE DOLLARS [\$75]. FACILITIES FOR VIEWING REMAINS ARE NOT AVAILABLE AT NATIONAL OR POST CEMETERIES.

Figure 20-2. Sample telegram for disposition of remains



Telegram

NO WDS - CL. OF SVC.	PD OR COLL	CASH NO	CHARGE TO THE ACCOUNT OF	THIS MESSAGE WILL BE SENT AS A TELEGRAM UNLESS IT IS OTHERWISE INDICATED.	PRESS		OVER NIGHT TELEGRAM
					DPR	NPR	

Send the following message, subject to the Telegraph Company's conditions, rules and regulations, which are on file with regulatory authorities.

PLEASE CONTACT THE MORTUARY OFFICER AT [POST/INSTALLATION] ² COLLECT WHEN YOU HAVE DECIDED WHETHER THE ARMY SHOULD MAKE ARRANGEMENTS OR YOU DESIRE TO MAKE ALL ARRANGEMENTS. IF YOU DESIRE THE ARMY TO HANDLE ARRANGEMENTS PLEASE INCLUDE IN YOUR TELEGRAM THE NAME, ADDRESS, AND TELEPHONE NUMBER OF THE FUNERAL DIRECTOR YOU HAVE SELECTED TO RECEIVE THE REMAINS. IF THE REMAINS ARE TO BE INTERRED IN A NATIONAL OR POST CEMETERY PLEASE INDICATE THE NAME OF THE CEMETERY SELECTED.

THE CASUALTY ASSISTANCE OFFICER WILL PROVIDE YOU INFORMATION CONCERNING THE AVAILABILITY OF GRAVE SPACE IN THESE CEMETERIES. IF IT IS NOT CONVENIENT FOR YOU TO SEND A TELEGRAM YOU MAY CALL _____, MORTUARY OFFICER, COLLECT AT

[NAME]

_____, OR GIVE THE INFORMATION TO YOUR CASUALTY (TELEPHONE NO.)

ASSISTANCE OFFICER. IF ADDITIONAL INFORMATION IS DESIRED PLEASE INCLUDE ALL INQUIRIES IN YOUR MESSAGE TO THE ARMY MORTUARY OFFICER AT [POST/INSTALLATION]. ² IF REMAINS ARE TO BE SHIPPED BY THE ARMY PLEASE DO NOT SET THE DATE OF THE FUNERAL UNTIL YOU HAVE BEEN ADVISED OF THE SCHEDULED TIME OF ARRIVAL OF THE REMAINS AT DESTINATION.

PLEASE INFORM ME IF THE ARMY CAN ASSIST YOU IN ANY WAY.

[APPROPRIATE INSTALLATION SIGNATURE BLOCK]

NOTES:

1. ENTER EITHER \$750 OR PRICE OF SPECIFICATION CASKET AND SERVICE OF THE APPLICABLE CONTRACT.
2. USE ONE--IF THE INSTALLATION DISPATCHING THIS MESSAGE IS NOT NEAREST INSTALLATION, ENTER NAME AND ADDRESS OF NEAREST INSTALLATION RESPONSIBLE FOR CARE OF REMAINS AND FURNISH COPY TO THE INSTALLATION DESIGNATED.

Figure 20-2. Sample telegram for disposition of remains—Continued

DISPOSITION STATEMENT

(Date)

1. I have been informed that the Army WOULD HAVE prepared, casketed, and shipped the remains of my
... *(Relationship)* ... *(Name)* ... *(Rank)* ... *(SSN)* ... at Government expense.

2. The interment allowances have been explained to me. I hereby request reimbursement for expenses in-
curred subject to the amount allowable by the Government.

(Type/print name of next of kin)

(Signature of the next of kin)

WITNESS:

(Type/print name of witness)

(Signature of the witness)

(Rank)

(Address)

Figure 20-4. Sample format of disposition statement (delay in Army learning of death)

RESERVED

Figure 21-1. Sample of a completed DD Form 2063

Instructions for completing DD Form 2063

Items 1 through 4, 9, and 10. Will be completed by mortuary officer.

Items 5 through 8, and 12. Will be completed by preparing embalmer.

Item 13. Will be completed by contractor.

Items 11, 14, 15, and 16. Will be completed by COR.

Items 14a(5) and (6). Will be initialed by preparing embalmer.

Completion of items on this form is self-explanatory, with the exception of the following:

Item 1. Enter name and address of applicable parent Service, as shown in table 19-1.

Item 10. Will not be completed on the receiving funeral director's copy. Only those costs obligated for payment from Government funds will be listed. Amounts for all available items of expense will be entered. Do not hold for items, such as interment expenses or escort's per diem, that may not be immediately available. Later data should be submitted by letter with copies of the paid voucher, if applicable, as soon as they are available.

Note:

Copies of DD Form 2063 will be distributed as follows:

- a. Army cases, original to HQDA (DAPC-PEC-D).
- b. Other cases processed under contract handled by Army, a copy to HQDA (DAPC-PEC-D).
- c. Navy and Marine Corps cases, original to Navy HQ, with a copy to activity that requested mortuary services.
- d. Air Force cases, original to Air Force HQ.
- e. Copy in escort's envelope, to accompany remains to receiving funeral director.
- f. Copy to contracting officer.
- g. Copy in field case file.
- h. Copy to contract funeral director.

RECORD OF PREPARATION AND DISPOSITION OF REMAINS (Within CONUS)				Form Approved OMB No. 0702-0014 Expiration Date - November 30, 1986	
1. TO: (RECIPIENTS AND ADDRESS AUTHORIZED DISTRIBUTION) HQDA (DAPC-PEC-D) ALEX VA 22331-0400					
2. NAME OF AUTHORITY ARRANGING PREPARATION Commander, 101st Assault & Fort Campbell ATTN: AFZB-SS-MA Ft. Campbell, KY 42223-0000			3. NAME AND ADDRESS OF RECEIVING FUNERAL DIRECTOR Tubbs Funeral Home 111 Madison Street Toy, AL 36081-0000		
4a. REMAINS OF (Name - Last, First, MI) BIGGS, GEORGE D.		b. GRADE/RANK MSG	c. SSN 000-00-0000	d. SERVICE Army	
e. ORGANIZATION 19th Maintenance Company Ft Campbell, KY 42223-0000		f. NAME OF PERSON DIRECTING DISPOSITION OF REMAINS Mrs. Doris Biggs		g. ADDRESS OF PERSON DIRECTING DISPOSITION 945 Tot Street Toy, AL 36081-0000	
h. RELATIONSHIP OF PERSON DIRECTING DISPOSITION Spouse			i. DATE OF DEATH (YYMMDD) 84 06 24	j. HOUR OF DEATH 1815	
k. CAUSE OF DEATH Cardiac arrest as a result of cancer			l. PLACE OF DEATH 90th Army Hospital, Ft Campbell, KY 42223-0000		
MORTUARY DATA					
4a. REMAINS REC'D AT MORTUARY		b. EMBALMING STARTED		c. EMBALMING COMPLETED	
DATE (YYMMDD) 84 06 26	HOUR 1400	DATE (YYMMDD) 84 06 26	HOUR 1430	DATE (YYMMDD) 84 06 26	HOUR 1800
d. TYPE OF CASE <input checked="" type="checkbox"/> NOT AUTOPSIED <input type="checkbox"/> AUTOPSIED <input type="checkbox"/> MUTILATED <input type="checkbox"/> OTHER (Specify): <input checked="" type="checkbox"/> VIEWABLE <input type="checkbox"/> NON-VIEWABLE <input type="checkbox"/> VIEWING QUESTIONABLE				e. RECOMMEND FAMILY BE ALLOWED TO VIEW REMAINS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
f. ARTERIES INJECTED		g. VEINS DRAINED		h. FLUID DILUTIONS	
CAROTID	R L	ILIAC	R L	JUGULAR	R L
SUBCLAVIAN	X	FEMORAL	X X	AXILLARY	X X
AXILLARY	X X	RADIAL		ILIAC	
BRACHIAL		ULNAR		FEMORAL	X X
i. HARDENING COMPOUND USED (lbs) None		j. DRAINAGE <input type="checkbox"/> CONTINUOUS <input type="checkbox"/> RESTRICTED <input type="checkbox"/> INTERMITTENT		k. TOTAL CONCENTRATED FLUID USED (OZ) 45	
6. AREAS HYPODERMICALLY EMBALMED Abdominal and thoracic cavities and walls and buttock				Arterial 45	Preservative 24
7. PARTS RECEIVING POOR CIRCULATION AND HOW TREATED None				Cavity 48	Mucous Membrane None
8. RESTORATION TREATMENT (Describe, state reason if features not restored) NA					
9. EXPLAIN ANY DELAY IN RECOVERY, AUTOPSY, PREPARATION, INSPECTION OF SHIPMENT OF REMAINS None					
EXPENSE DATA					
10a. EXPENSE AT PLACE OF DEATH (CHECK ONE) PREPARATION SERVICE OBTAINED BY <input type="checkbox"/> ANNUAL CONTRACT <input checked="" type="checkbox"/> ONE-TIME CONTRACT					
(1) RECOVERY OF REMAINS		NA		(1b) CREMATION	
(2) METAL CASKET <input checked="" type="checkbox"/> STANDARD <input type="checkbox"/> OVERSIZE (To include preparation of remains, hearse and related services)		790.00		(7) TRANSPORTATION OF REMAINS SHIPPING CONTAINER AIR \$ 40.00 HEARSE \$ 191.99 RAIL \$ 264.00	
(3) NAME OF CASKET MANUFACTURER Impair				(8) TRANSPORTATION OF ESCORT AIR \$ 204.00 RAIL \$ BUS \$ PER DIEM \$ 109.50	
(4) CLOTHING		\$ 84.17			
(5) FLAG		\$ 27.78		(9) COMPLETE TOTAL \$ 1711.44	

DD FORM 2063
84 APR

EDITION OF APR 77 IS OBSOLETE.

Figure 21-1. Sample of a completed DD Form 2063

INTERMENT EXPENSES			
(1) AMOUNT PAID \$847.50		(2) PAYER Tubbs Funeral Home, 111 Madison Street, Toy AL 36081-0000	
(3) DATE OF PAYMENT (YYMMDD) 84 07 14		(4) VOUCHER NUMBER 882654	(5) CHECK NUMBER 34456999
11. IF OVERSIZE CASKET IS USED, INDICATE REASON(S) NA			
12. REMARKS OF PREPARING EMBALMER No problems			
a. TYPED NAME OF PREPARING EMBALMER Pike Pepper		b. SIGNATURE <i>Pike Pepper</i>	c. LICENSE NO. 555
			d. STATE KY
13. CONTRACTOR'S CERTIFICATION: I certify that the supplies and services furnished meet the terms and specifications of the contract, and the remains and supplies should be in a satisfactory condition at final destination.			
a. TYPED NAME OF CONTRACTOR Lee's Funeral Home		b. ADDRESS OF CONTRACTOR Lump, KY 42223-0000	c. SIGNATURE
			d. DATE SIGNED June 27, 1984
14. INSPECTION DATA (Remains, Casket and Shipping Container)			
a. Remains (To be completed before remains are clothed)			YES NO N/A
(1) Remains bathed to present a clean appearance			✓
(2) Face shaven; moustache, if any, and hairs protruding from ears and nose trimmed			✓
(3) Facial features and hands arranged to present a natural appearance			✓
(4) Fingernails clean and trimmed			✓
(5) Abrasions, wounds and incisions sealed to prevent drainage and leakage			✓
(6) Remains adequately preserved and disinfected			✓
b. Remains (To be completed during clothing and after casketing remains)			
(1) Identification tags with remains			✓
(2) Cosmetics applied to present a natural appearance of hands and face			✓
(3) Eyelashes, eyebrows and hair free of cosmetics			✓
(4) Hair styled (for female persons)			✓
(5) Restorative work appears natural			✓
(6) Proper underclothing placed on remains			✓
(7) Entire uniform clean, pressed and satisfactory in appearance and fit			✓
(8) Epaulet ends under collar, tie in place, buttons and belt properly fastened and decorations correctly placed			✓
(9) Remains present an appearance of repose in casket			✓
(10) Clearance between head and end of casket adequate			✓
(11) Non-viewable remains properly wrapped and secured in position			✓
(12) Uniform placed over non-viewable wrapped remains			✓
c. Casket			
(1) Casket meets specifications			✓
(2) Interior and exterior of casket are clean and unmarred			✓
(3) Casket properly closed and/or sealed			✓
d. Shipping container (air tray)			
15. DATE SHIPPED TO CONSIGNEE (YYMMDD) 84 07 27			16. REMARKS OF DEPARTMENT REPRESENTATIVE
<input checked="" type="checkbox"/> I certify that the remains were inspected after embalming and/or reprocessing, and <input checked="" type="checkbox"/> after remains were clothed and placed in the casket			
a. TYPED NAME OF DEPARTMENT REPRESENTATIVE JOY J. JONES		b. GRADE GS-12	c. INSTALLATION Ft Campbell, KY
d. SIGNATURE <i>Joy J. Jones</i>		e. DATE SIGNED 84 07 27	

Reverse of DD Form 2063, 84 Apr

Figure 21-1. Sample of a completed DD Form 2063—Continued

CERTIFICATE OF DEATH (OVERSEAS) Acte de décès (D'Outre-Mer)			
NAME OF DECEASED (Last, First, Middle) Nom du décès (Nom et prénom) DOE, John P.		GRADE Grade Arme MSG	BRANCH OF SERVICE Arme US Army
ORGANIZATION Organisation HHC 5th Inf Div APO New York 09789-0000		NATION (e.g., United States) Pays United States	DATE OF BIRTH Date de naissance 12 June 1984
RACE Race		RELIGION Culte	
<input checked="" type="checkbox"/> CAUCASOID Caucasiqne	<input type="checkbox"/> NEGROID Nègre	<input type="checkbox"/> OTHER (Specify) Autre (Spécifier)	<input checked="" type="checkbox"/> PROTESTANT Protestant <input type="checkbox"/> CATHOLIC Catholique <input type="checkbox"/> JEWISH Juif
MARITAL STATUS État Civil		OTHER (Specify) Autre (Spécifier)	
<input type="checkbox"/> SINGLE Célibataire	<input checked="" type="checkbox"/> MARRIED Marié	<input type="checkbox"/> DIVORCED Divorcé	<input type="checkbox"/> SEPARATED Séparé
NAME OF NEXT OF KIN Nom du plus proche parent Mary P. Doe		RELATIONSHIP TO DECEASED Parenté du décès avec le sué Spouse	
STREET ADDRESS Domicile à (Rue) 1010 North Tower Street		CITY OR TOWN AND STATE (include ZIP Code) Ville (Code postal compris) Alexandria, VA 22306-0400	
MEDICAL STATEMENT Déclaration médicale			
CAUSE OF DEATH (Enter only one cause per line) Cause du décès (N'indiquer qu'une cause par ligne) DISEASE OR CONDITION DIRECTLY LEADING TO DEATH Maladie ou condition directement responsable de la mort Myocardial Infarction			INTERVAL BETWEEN ONSET AND DEATH Intervalle entre l'apparition et la décès 30 Minutes
ANTECEDENT CAUSES Symptômes précurseurs de la mort	MORBID CONDITION, IF ANY LEADING TO PRIMARY CAUSE Condition morbide, s'il y a lieu, menant à la cause primaire	UNDERLYING CAUSE, IF ANY, GIVING RISE TO PRIMARY CAUSE Raison fondamentale, s'il y a lieu, ayant suscité la cause primaire	
OTHER SIGNIFICANT CONDITIONS? Autres conditions significatives?			
MODE OF DEATH Condition de décès	AUTOPSY PERFORMED Autopsie effectuée <input type="checkbox"/> YES Oui <input type="checkbox"/> NO Non	CIRCUMSTANCES SURROUNDING DEATH DUE TO EXTERNAL CAUSES Circonstances de la mort suscitées par des causes extérieures	
<input checked="" type="checkbox"/> NATURAL Mort naturelle	MAJOR FINDINGS OF AUTOPTSY Conclusions principales de l'autopsie Myocardial Infarction		
<input type="checkbox"/> ACCIDENT Mort accidentelle	NAME OF PATHOLOGIST Nom du pathologiste Allen T. Smith, LTC, MC		
<input type="checkbox"/> SUICIDE Suicide	SIGNATURE Signature <i>Allen T. Smith</i>	DATE Date 14 June 1984	AVIATION ACCIDENT Accident à Avion <input type="checkbox"/> YES Oui <input checked="" type="checkbox"/> NO Non
<input type="checkbox"/> HOMICIDE Homicide	DATE OF DEATH (Hour, day, month, year) Date de décès (l'heure, le jour, le mois, l'année) 2200, 13 June 1984		
PLACE OF DEATH Lieu de décès USAGH, Frankfurt, Germany, APO NY 09757-0000			
I HAVE VIEWED THE REMAINS OF THE DECEASED AND DEATH OCCURRED AT THE TIME INDICATED AND FROM THE CAUSES AS STATED ABOVE. J'ai examiné les restes mortels du défunt et je conclus que le décès est survenu à l'heure indiquée et à la suite des causes énumérées ci-dessus.			
NAME OF MEDICAL OFFICER Nom du médecin militaire ou du médecin sanitaire James T. Payne		TITLE OR DEGREE Titre ou diplôme Medical Doctor	
GRADE Grade LTC	INSTALLATION OR ADDRESS Installation ou adresse USAGH, Frankfurt, Germany, APO NY 09757-0000		
DATE Date 13 June 1984	SIGNATURE Signature <i>James T. Payne</i>		
<p>1 State disease, injury or complication which caused death, but not mode of dying such as heart failure, etc</p> <p>2 State conditions contributing to the death, but not related to the disease or condition causing death</p> <p>3 Indicate the nature of the malady, of the disease or of the complication which contributed to the death, but not the manner of death, such as an arrest of the heart, etc</p> <p>4 Indicate the condition which contributed to the death, but not the mode of dying such as a prostration to the death</p>			

DD FORM 2064
1 APR 77

REPLACES DA FORM 3865, 1 JAN 72 AND DA FORM 3865-R (PAS), 26 SEP 78, WHICH ARE OBSOLETE

Figure 21-2. Sample of a completed DD Form 2064

(REMOVE, REVERSE AND RE-INSERT CARBONS BEFORE COMPLETING THIS SIDE)

DISPOSITION OF REMAINS			
NAME OF MORTICIAN PREPARING REMAINS Alice A. Holiday		GRADE GS-11, DAC	LICENSE NUMBER AND STATE 9999, VA
INSTALLATION OR ADDRESS USA Mortuary, Frankfurt, APO NY 09757-0000		DATE 15 June 1984	SIGNATURE <i>Alice A. Holiday</i>
NAME OF CEMETERY OR CREMATORY		LOCATION OF CEMETERY OR CREMATORY	
TYPE OF DISPOSITION <input type="checkbox"/> BURIAL <input type="checkbox"/> CREMATION <input type="checkbox"/> REMOVAL (Specify)			DATE OF DISPOSITION
REGISTRATION OF VITAL STATISTICS			
REGISTRY (Thru and Country)		DATE REGISTERED	FILE NUMBER
			STATE OTHER
NAME OF FUNERAL DIRECTOR		ADDRESS	
SIGNATURE OF AUTHORIZED INDIVIDUAL			

Figure 21-2. Sample of a completed DD Form 2064—Continued

RESERVED

Figure 21-3 and 21-4. Sample of a completed DD Form 2062

Instructions for completing DD Form 2062

Completion of items on this form is self-explanatory, except for the following:

Report number. Enter a report number for each remains processed. Reports will be numbered consecutively for each remains by calendar year (for example, 0001-83).

Item 1 (Thru). Enter designation of CONUS POE when applicable.

Item 2 (TO:). Enter name and address of parent Service HQ of decedent, as shown in table 19-1.

Item 7 (Branch of Service). Check appropriate box, specifying branch of Service for military remains. For nonmilitary remains, check "other" category and indicate status (for example, DAC, dependant, NAF employee, Department of State request, and so forth). For dependents state whose dependent (for example, Depn dau of US Army SM, depn son of DAC, and so forth).

Item 8 (Cause of Death). Enter cause of death as stated on death certificate of deceased.

Item 11 (Means of Identification). Enter method used for ID of remains (for example, by visual recognition, fingerprint comparison, or dental comparison) and complete and attach applicable completed forms used in ID processing.

Item 26 (Seal Numbers). Enter serial number or numbers of metal rail car or customs seal.

Item 28 (Port of Entry or Place of Final Destination If Other Than US Port of Entry). Enter name of POE or final destination if remains are to be shipped to other than a CONUS POE.

Item 31 (Total Amount of Reimbursement). Enter total amount of reimbursement due US Government for remains prepared on a reimburseable basis. List and describe separate charges, giving accounting classification and amount to be deposited thereto in Item 43 (Remarks).

Item 32 (Sponsor). Enter name of individual firm or agency responsible for reimbursing the Government.

Item 33 (Date Reimbursement Effected). Enter date reimbursement was received. If reimbursement has not been effected before shipment of remains indicate action being taken to obtain it. Mortuary later will advise HQDA (DAPC-PEC-D) of date reimbursement actually was effected.

Item 43 (Remarks). In addition to other remarks, all costs charged against the open allotment for disposition of remains will be recorded in Item 43. These costs will be broken down and recorded in the following categories: Recovery of remains, preparation of remains, casket, cremation, transportation of remains, interment of remains, commercial

transportation expenses of preparing mortician, commercial transportation expenses of assistant or escort, per diem of preparing mortician, and per diem of assistant or escort.

Notes:

1. Specific items will be completed on the form when certain conditions exist, as shown below. The CONUS POE (port embalmer or port contract funeral director and department representative) will complete the second page of the form when remains are processed through the port.

a. On remains to be shipped to CONUS through CONUS port complete items 1 through 30 and 43 as applicable. If case is on a reimburseable basis also complete items 31 through 34.

b. When interment is OCONUS and remains are not processed through port complete all items applicable to preparation and disposition of remains.

c. When remains are to be shipped through a CONUS port for interment OCONUS procedures in a above will be followed.

2. DD Form 2062 will be distributed as follows:

a. When remains are processed through CONUS port keep one copy in the case file and send original and two copies, or three copies if non-Army military, with remains. (CONUS port will send original to parent HQ of decedent (table 19-1), keep one copy in the file, and send one copy back to preparing mortuary with completed second page (remains arriving in transfer cases), and one copy to HQDA on cases involving non-Army military.)

b. When remains are not processed through CONUS port OCONUS preparing mortuary will mail original to the parent HQ of decedent (table 19-1) and keep one copy in case file. For non-Army military remains processed in Army facility mail one copy to HQDA (DAPC-PEC-D), ALEX VA 22331-0400.

RECORD OF PREPARATION AND DISPOSITION OF REMAINS (OUTSIDE CONUS)		REPORT NUMBER	Reports Control Symbol AG - 666
1. THRU: (Recipient's) & Address Authorized Distribution Dover AFB DE 19902-0000		2. TO: (Recipient's) & Address Authorized Distribution HQDA (DAFC-PEC-D) ALEX VA 22331-0400	
3. FROM: US Army Memorial Affairs Activity, Europe ATTN: Mortuary Officer APO New York 09757-0000			
DECEDENT DATA			
4. REMAINS OF (Last Name, First, MI) BROWN, JOHN JOE		5. GRADE/RANK SP4	6. SSN 000-00-0000
7. BRANCH OF SERVICE <input checked="" type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> OTHER (Specify)			
8. CAUSE OF DEATH Lung congestion and diffuse hemorrhagic gastritis		9. PLACE OF DEATH Frankfurt am Main, Germany	
10. DATE OF DEATH (YYMMDD) 84 06 14		11. MEANS OF IDENTIFICATION (Complete and attach appropriate documentation) Visual recognition. DD Form 565.	
MORTUARY DATA			
12. REMAINS RECEIVED AT MORTUARY		13. EMBALMING STARTED	
DATE (YYMMDD) 84 06 14	HOUR 1000	DATE (YYMMDD) 84 06 14	HOUR 1030
14. EMBALMING COMPLETED			
DATE (YYMMDD) 84 06 15	HOUR 0930		
15. EXPLAIN ANY DELAY IN RECOVERY, AUTOPSY, PREPARATION, INSPECTION OR SHIPMENT OF REMAINS Autopsy not completed until 65 hours after death.			
16. TYPE OF CASE <input type="checkbox"/> NOT AUTOPSIED <input checked="" type="checkbox"/> AUTOPSIED <input type="checkbox"/> MUTILATED <input type="checkbox"/> VIEWABLE <input type="checkbox"/> NON-VIEWABLE <input type="checkbox"/> VIEWING QUESTIONABLE <input type="checkbox"/> OTHER (Specify)			
EMBALMING TREATMENT AND RESULTS			
17a. ARTERIES INJECTED		b. VEINS DRAINED	
R	L	R	L
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
c. FLUID DILUTIONS			
CAROTID		Index of concentrated arterial fluid 2.5	
SUBCLAVIAN		Index of concentrated cavity fluid 30%	
AXILLARY		Preinjection fluid: 16 oz. 1 gal.	
BRACHIAL		1st injection 16 oz. 1 gal.	
		2nd injection 16 oz. 1 gal.	
		3rd injection oz. gal.	
		4th injection oz. gal.	
d. HARDENING COMPOUND USED 4 (lbs.)		e. DRAINAGE <input type="checkbox"/> CONTINUOUS <input type="checkbox"/> RESTRICTED <input checked="" type="checkbox"/> INTERMITTENT	
18. AREAS HYPODERMICALLY EMBALMED Abdominal and thoracic walls and buttocks.		f. Total concentrated fluid used (oz.)	
		Arterial: 48 Preinjection: None	
19. PARTS RECEIVING POOR CIRCULATION AND HOW TREATED None		Cavity: 60 Humectant:	
		Other:	
20. RESTORATION TREATMENT (Describe, state reason if features not restored) None			
21a. TYPED NAME OF PREPARING EMBALMER Doe Uno		b. SIGNATURE	
		c. LICENSE NUMBER 1234	
		d. STATE KY	
SHIPMENT DATA			
22. SHIPPING PROCEDURES COMPLETED		23. METHOD OF SHIPMENT	
<input type="checkbox"/> UNIFORM FURNISHED <input checked="" type="checkbox"/> INCOMPLETE UNIFORM/CLOTHING		<input checked="" type="checkbox"/> AIR <input type="checkbox"/> WATER <input type="checkbox"/> OVERLAND	
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (Explain)			
<input type="checkbox"/> CIVILIAN CLOTHING <input type="checkbox"/> NO UNIFORM/CLOTHING			
24. TYPE OF CASSET USED (When applicable) NA		25. TRANSFER CASE NUMBER EU-1	
		26. SEAL NUMBER (When applicable) B-1111111, C-2222222, F-3333333	
27. DATE SHIPPED FROM PREPARING MORTUARY 15 June 84		28. PORT OF ENTRY OR PLACE OF FINAL DESTINATION (If other than US Port of Entry) Dover AFB DE	
29. DATE OF DEPARTURE FROM OR RELEASE IN COMMAND 15 June 84		30. CHECK ONE IF RELEASED IN COMMAND (Remains will be fully dressed and cosmetized) <input type="checkbox"/> PRIVATE COMMERCIAL SHIPMENT <input checked="" type="checkbox"/> LOCAL INTERMENT (Indicate City, Town and Country in Item 28) NA	
REIMBURSEMENT DATA			
31. TOTAL AMOUNT OF REIMBURSEMENT NA		32. NAME OF SPONSOR NA	
33. DATE REIMBURSEMENT EFFECTED (Or action taken to obtain reimbursement) NA			
34a. TYPED NAME OF MORTUARY OFFICER (Or other responsible person) Doe Uno, Mortuary Officer		b. SIGNATURE	

DD Form 2062, 84 Apr

EDITION OF APR 77 IS OBSOLETE

Figure 21-3. Sample of a completed DD Form 2062 for a Military decedent

35. PORT OF ENTRY Dover AFB DE		36 DATE RECEIVED AT PORT OF ENTRY (YYMMDD) 84 06 16	
37 REMARKS OF PROCESSING EMBALMER AT POE (Cite deficiencies, recommendations for corrective action, and/or favorable comments as condition of remains) Satisfactory			
38. CASKET	a. <input checked="" type="checkbox"/> STANDARD	b. <input type="checkbox"/> OVERSIZE	c. NAME OF MANUFACTURER Miller-Johnson
39. CONTRACTOR'S CERTIFICATION (As applicable) I certify that the supplies and services furnished meet the terms and specifications of the contract; and the remains and supplies should be in a satisfactory condition at final destination			
a. TYPED NAME OF PORT CONTRACT FUNERAL DIRECTOR Talwell Funeral Home, Inc.		b. SIGNATURE	c. LICENSE NO 100
			d. STATE DE
40. CHECK APPROPRIATE BLOCKS FOR ITEMS LISTED BELOW IF BLOCKS CHECKED INDICATE AN IRREGULARITY, GIVE REASONS FOR SUCH IN BLOCK 37			YES NO N/A
a. Condition of remains upon receipt at port			
(1) Condition of transfer case or shipping container and casket satisfactory			
(2) Remains properly wrapped			
(3) Clothing, decorations and pertinent documents complete			
(4) Remains bathed to present a clean appearance			
(5) Face shaven; moustache, if any, and hair protruding from ears and nose trimmed			
(6) Facial features and hands arranged to present a natural appearance			
(7) Fingernails clean and trimmed			
(8) All orifices, abrasions, mutilations and incisions sealed to prevent drainage and leakage			
(9) Remains adequately preserved and disinfected			
(10) Identification tags with remains			
b. Reprocessing of remains at port			
(1) Cosmetics applied to present a natural appearance of hands and face			
(2) Eyelashes, eyebrows and hair free from cosmetics			
(3) Hair styled (for female personnel)			
(4) Restorative work appears natural			
(5) Proper underclothing placed on remains			
(6) Entire uniform clean, pressed and satisfactory in appearance and fit			
(7) Epaulet ends under collar, tie in place, buttons and belt properly fastened and decorations correctly placed			
(8) Remains present an appearance of repose in casket			
(9) Clearance between head and end of casket adequate			
(10) Non-viewable remains properly wrapped and secured in position			
(11) Uniform placed over non-viewable wrapped remains			
(12) Recommend that family be allowed to view remains			
(13) Casket meets specifications; interior and exterior are clean and unmarred			
(14) Casket properly closed and/or sealed			
(15) Shipping container (air tray)			
41a. <input checked="" type="checkbox"/> I CERTIFY THAT THE REMAINS WERE INSPECTED AFTER REPROCESSING		b. <input checked="" type="checkbox"/> AFTER REMAINS WERE CLOTHED AND PLACED IN THE CASKET	
c. TYPED NAME Todd Dodd		d. GRADE GS-12	e. INSTALLATION OF DEPARTMENT REPRESENTATIVE Dover AFB
f. SIGNATURE			g. DATE (YYMMDD) 84 06 16
42 DATE SHIPPED TO CONSIGNEE (YYMMDD)			
43 REMARKS (Indicate item reference number, when applicable) *a(3) Furnished decorations and insignia for uniform.			

DD FORM 2062, Reverse, 84 Apr

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Figure 21-3. Sample of a completed DD Form 2062 for a Military decedent—Continued

RECORD OF PREPARATION AND DISPOSITION OF REMAINS (OUTSIDE CONUS)				REPORT NUMBER		Reports Control Symbol AG - 666						
1. THRU: (Recipient's) & Address Authorized Distribution Oakland AB, CA 91626		2. TO: (Recipient's) & Address Authorized Distribution HQDA (DAPC-PEC-D) ALEX VA 22331-0400		3. FROM: USA Mortuary, Korea ATTN: Mortuary Officer APO San Francisco 96301-0000								
DECEDENT DATA												
4. REMAINS OF (Last Name, First, MI) THOMAS, PAM A.				5. GRADE/RANK NA		6. SSN NA						
7. BRANCH OF SERVICE <input type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> MARINE CORPS <input checked="" type="checkbox"/> OTHER (Specify) Depn dau of US Army SM												
8. CAUSE OF DEATH Sudden infant death syndrome				9. PLACE OF DEATH Tong Du Chon Village, Korea								
10. DATE OF DEATH (YYMMDD) 84 06 25		11. MEANS OF IDENTIFICATION (Complete and attach appropriate documentation) Statement of Recognition (DD Form 565)										
MORTUARY DATA												
12. REMAINS RECEIVED AT MORTUARY		13. EMBALMING STARTED		14. EMBALMING COMPLETED								
DATE (YYMMDD) 84 06 25	HOUR 1005	DATE (YYMMDD) 84 06 25	HOUR 1035	DATE (YYMMDD) 84 06 26	HOUR 1000							
15. EXPLAIN ANY DELAY IN RECOVERY, AUTOPSY, PREPARATION, INSPECTION OR SHIPMENT OF REMAINS NA												
16. TYPE OF CASE <input type="checkbox"/> NON-VIEWABLE <input type="checkbox"/> VIEWING QUESTIONABLE <input checked="" type="checkbox"/> NOT AUTOPSIED <input type="checkbox"/> AUTOPSIED <input type="checkbox"/> MUTILATED <input type="checkbox"/> VIEWABLE <input type="checkbox"/> OTHER (Specify)												
EMBALMING TREATMENT AND RESULTS												
17a. ARTERIES INJECTED		R	L	ARTERIES (Con't)		R	L	b. VEINS DRAINED	R	L	c. FLUID DILUTIONS	
CAROTID				ILIAC				JUGULAR				Index of concentrated arterial fluid: 5
SUBCLAVIAN				FEMORAL				AXILLARY				Index of concentrated cavity fluid: 30
AXILLARY			X	RADIAL				ILIAC				Preinjection fluid: oz. None gal.
BRACHIAL				ULNAR				FEMORAL				1st injection oz. gal
Abdominal aorta								Inferior Vena Cave				2nd injection oz. gal
d. HARDENING COMPOUND USED 1/4 (lbs)		e. DRAINAGE		<input type="checkbox"/> INTERMITTENT <input checked="" type="checkbox"/> CONTINUOUS <input type="checkbox"/> RESTRICTED								3rd injection oz. gal
												4th injection oz. gal
18. AREAS HYPODERMICALLY EMBALMED Thoracic and abdominal cavities and walls										f. Total concentrated fluid used (oz.)		
19. PARTS RECEIVING POOR CIRCULATION AND HOW TREATED None										Arterial: 4 Preinjection:		
										Cavity: 1 Humectant:		
										Other:		
20. RESTORATION TREATMENT (Describe, state reason if features not restored) NA												
21a. TYPED NAME OF PREPARING EMBALMER Ed Eye		b. SIGNATURE <i>Ed Eye</i>			c. LICENSE NUMBER 5555		d. STATE CA					
SHIPMENT DATA												
22. SHIPPING PROCEDURES COMPLETED <input type="checkbox"/> UNIFORM FURNISHED <input type="checkbox"/> INCOMPLETE UNIFORM/CLOTHING				<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (Explain) <input checked="" type="checkbox"/> CIVILIAN CLOTHING <input type="checkbox"/> NO UNIFORM/CLOTHING				23. METHOD OF SHIPMENT <input checked="" type="checkbox"/> AIR <input type="checkbox"/> WATER <input type="checkbox"/> OVERLAND				
24. TYPE OF CASSET USED (When applicable) KOAX 2 1/2 foot		25. TRANSFER CASE NUMBER NA		26. SEAL NUMBER (When applicable) 1507522								
27. DATE SHIPPED FROM PREPARING MORTUARY 26 June 84		28. PORT OF ENTRY OR PLACE OF FINAL DESTINATION (If other than US Port of Entry) Travis AFB CA for shipment to Oakland Army Base										
29. DATE OF DEPARTURE FROM OR RELEASE IN COMMAND 26 June 84		30. CHECK ONE IF RELEASED IN COMMAND (Remains will be fully dressed and cosmetized) NA <input type="checkbox"/> LOCAL INTERMENT (Indicate City, Town and Country in Item 28)				<input type="checkbox"/> PRIVATE COMMERCIAL SHIPMENT						
REIMBURSEMENT DATA												
31. TOTAL AMOUNT OF REIMBURSEMENT \$9.00		32. NAME OF SPONSOR Tom T. Thomas, SP4 (Father)										
33. DATE REIMBURSEMENT EFFECTED (Or action taken to obtain reimbursement) 26 June 84												
34a. TYPED NAME OF MORTUARY OFFICER (Or other responsible person) Ed Eye, Mortuary Officer				b. SIGNATURE <i>Ed Eye</i>								

DD Form 2062, 84 Apr

EDITION OF APR 77 IS OBSOLETE

Figure 21-4. Sample of a completed DD Form 2062 for a deceased Military dependent

35. PORT OF ENTRY Oakland AB, CA		36. DATE RECEIVED AT PORT OF ENTRY (YYMMDD) 84 June 27	
37. REMARKS OF PROCESSING EMBALMER AT POE (Cite deficiencies, recommendations for corrective action, and/or favorable comments as condition of remains) Outer shipping container and visible documentation checked. Satisfactory. Infant depn transshipped to receiving funeral home.			
38. CASKET	a. <input type="checkbox"/> STANDARD	b. <input type="checkbox"/> OVERSIZE	c. NAME OF MANUFACTURER
39. CONTRACTOR'S CERTIFICATION (As applicable) I certify that the supplies and services furnished meet the terms and specifications of the contract; and the remains and supplies should be in a satisfactory condition at final destination			
a. TYPED NAME OF PORT CONTRACT FUNERAL DIRECTOR	b. SIGNATURE	c. LICENSE NO.	d. STATE
40. CHECK APPROPRIATE BLOCKS FOR ITEMS LISTED BELOW. IF BLOCKS CHECKED INDICATE AN IRREGULARITY, GIVE REASONS FOR SUCH IN BLOCK 37			YES NO N/A
a. Condition of remains upon receipt at port			
(1) Condition of transfer case or shipping container and casket satisfactory			
(2) Remains properly wrapped			
(3) Clothing, decorations and pertinent documents complete			
(4) Remains bathed to present a clean appearance			
(5) Face shaven; moustache, if any, and hair protruding from ears and nose trimmed			
(6) Facial features and hands arranged to present a natural appearance			
(7) Fingernails clean and trimmed			
(8) All orifices, abrasions, mutilations and incisions sealed to prevent drainage and leakage			
(9) Remains adequately preserved and disinfected			
(10) Identification tags with remains			
b. Reprocessing of remains at port			
(1) Cosmetics applied to present a natural appearance of hands and face			
(2) Eyelashes, eyebrows and hair free from cosmetics			
(3) Hair styled (for female personnel)			
(4) Restorative work appears natural			
(5) Proper underclothing placed on remains			
(6) Entire uniform clean, pressed and satisfactory in appearance and fit			
(7) Epaulet ends under collar, tie in place, buttons and belt properly fastened and decorations correctly placed			
(8) Remains present an appearance of repose in casket			
(9) Clearance between head and end of casket adequate			
(10) Non-viewable remains properly wrapped and secured in position			
(11) Uniform placed over non-viewable wrapped remains			
(12) Recommend that family be allowed to view remains			
(13) Casket meets specifications; interior and exterior are clean and unmarred			
(14) Casket properly closed and/or sealed			
(15) Shipping container			
41a. <input type="checkbox"/> I CERTIFY THAT THE REMAINS WERE INSPECTED AFTER REPROCESSING		b. <input type="checkbox"/> AFTER REMAINS WERE CLOTHED AND PLACED IN THE CASKET	
c. TYPED NAME Cotton Cox	d. GRADE GS-12	e. INSTALLATION OF DEPARTMENT REPRESENTATIVE Oakland AB	
f. SIGNATURE <i>Cotton Cox</i>			g. DATE (YYMMDD) 84 06 27
42. DATE SHIPPED TO CONSIGNEE (YYMMDD) 840627			
43. REMARKS (Indicate item reference number, when applicable) \$9.00 for prep. 2132020 89-3510 870000-2612-S91533 878716. 30000 LSUPCOLF LPAC GE			

Figure 21-4. Sample of a completed DD Form 2062 for a deceased Military dependent—Continued

BONA FIDE DEPENDENT DECLARATION (Military)
 For use of this form see AR 600-8-1 the proponent agency is MILPERCEN

CERTIFICATE

20 June 84
 (Date)

I, the undersigned, hereby certify that I have read the definitions of dependents below and that:

FAYE ANN FOX is the bona fide dependent
 (Name of Deceased—First, Middle, Last)
mother-in-law of Clyde L. Carpenter SP4
 (Relationship to Sponsor) (Name) (Grade)
000-00-0000 HHC, 11th Aviation Group, APO NY 09025-0000
 (SSN) (Unit and address of sponsor)
84 06 24
 (Date of death (YYMMDD))

DEFINITIONS OF DEPENDENTS (Check appropriate item)

- 1 a member's spouse;
- 2 a member's unmarried legitimate child under 21 years of age;
- 3 a member's unmarried stepchild (includes illegitimate child of member's spouse) under 21 years of age who is in fact dependent upon the member;
- 4 a member's unmarried adopted child under 21 years of age who is in fact dependent upon the member;
- 5 a member's unmarried illegitimate child under 21 years of age whose parentage has been admitted in writing by the member father or mother, or whose alleged member-father has been judicially decreed by other than a foreign court to be the father of the child or judicially ordered by other than a foreign court to contribute to the child's support, and who is, in fact, dependent on the member for over one-half of his support;
- 6 a member's unmarried child as defined in items 2 through 5 who is over 21 years of age, is incapable of self-support because of mental or physical incapacity and is, in fact, dependent on the member for over one-half of his support;
- 7 a member's unmarried child who was transported at Government expense to a station OCONUS incident to the member's assignment thereto and who attains 21 years of age while the member is serving at a duty station overseas;
- 8 a member's unmarried legitimate or illegitimate child, stepchild, and adopted child who is, in fact, dependent on the member and is a full-time student in an approved institute of higher learning up through age 22 (before 23rd birthday) and who is carrying a course load of a minimum of 12 semester credit hours or equivalent. See AR 640-3 for a complete definition of full-time student.
- 9 a member's parent (including stepparent, parent by adoption, former stepparent, or other person who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became 21 years of age) who is, in fact, dependent on the member for over one-half of his or her support and has been designated a dependent of the member in the member's service record.
- 10 a member's parent-in-law provided he or she is dependent on the member for over one-half of his or her support, who has been designated a dependent of the member in the member's service record, and is, in fact, residing with the member.

NOTE The relationship between a stepparent and a stepchild is terminated by the stepparent's divorce from the parent by blood.

TYPED NAME OF CERTIFIER	GRADE	POSITION OR TITLE
John P. Jones	LTC	Commander
ORGANIZATION AND ADDRESS	SIGNATURE	
261st PSC, APO NY 09176-0000	John P. Jones	

Figure 22-1. Sample of a completed DD Form 5327-R

M

TAB

TAB

BONA FIDE DEPENDENT DECLARATION (Civilian)

For use of this form, see AR 600-8-1, the proponent agency is MILPERCEN

CERTIFICATE

20 June 84

(Date)

The following information has been extracted from the Official Personnel Record on the employee named below:

<u>JOSEPH P. SMITH</u> <small>(Name of Employee)</small>	<u>000-00-0000</u> <small>(SSN)</small>	<u>GS-11</u> <small>(Pay Plan & Grade)</small>
<u>261st PSC, APO NY 09176-0000</u> <small>(Name and Address of Unit)</small>		
<u>16 June 83</u> <small>(Date of Hire)</small>	<u>ALEX VA 22331-0400</u> <small>(Place of Hire)</small>	<u>16 June 83</u> <small>(Date DD Form 1617 Signed)</small>
<u>WASH DC</u> <small>(Place of Actual Residence at Time of Appointment)</small>		
<u>BOBBIE B. SMITH</u> <small>(Name of Deceased Dependent)</small>	<u>84 06 20</u> <small>(Date of death (YYMMDD))</small>	<u>Son</u> <small>(Relationship of Employee)</small>

DEFINITIONS OF DEPENDENTS (Check appropriate item)

1. A dependent of a DOD civilian employee is considered to be any of the following named members of the employee's household at the time he/she reports for duty at his/her new permanent duty station or performs authorized or approved overseas tour renewal agreement travel or separation travel:

... a a spouse.

b. children of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support (The term "children" will include natural offspring, stepchildren, adopted children, grandchildren, legal minor wards, or other dependent children who are under legal guardianship of the employee or employee's spouse, and a child born after the employee's effective date of transfer when the travel of the employee's expectant spouse to the new permanent duty station is prevented at the time of transfer because of advanced stage of pregnancy, or other reasons acceptable to the DOD component concerned, e.g., awaiting completion of the school year by other children);

... c. dependent parents (including step and legally adoptive parents) of the employee or employee's spouse; and

... d. dependent brothers and sisters (including step and legally adoptive brothers and sisters) of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support

2. Generally, the individuals named in items 1c and 1d will be considered dependents of the employee if they receive at least 51% of their support from the employee or employee's spouse, however, this percentage of support criteria shall not be the decisive factor in all cases. These individuals may also be considered dependents for the purpose of this definition if they are members of the employee's household and, in addition to their own income, receive support (less than 51%) from the employee or employee's spouse without which they would be unable to maintain a reasonable standard of living

TYPED NAME OF CIVILIAN PERSONNEL OFFICER

MARY B. MURPHY

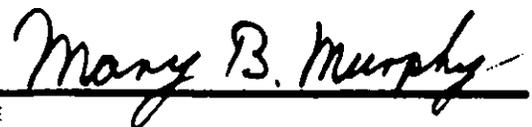
GRADE

GM-14

ORGANIZATION AND ADDRESS

261st PSC, APO NY 09176-0000

SIGNATURE OF CIVILIAN PERSONNEL OFFICER



DA FORM 5328-R, APR 86

EDITION OF SEP 84 IS OBSOLETE

Figure 22-2. Sample of a completed DA Form 5328-R

18 SEPTEMBER 1986 UPDATE • AR 600-8-1

(Appropriate Letterhead)

(Office Symbol)

(Date)

SUBJECT: Verification of Employment

TO:

The following information has been extracted from the Official Personnel Record on the individual named below:

NAME:

SSN:

PAY PLAN AND GRADE:

NAME AND ADDRESS OF UNIT:

DATE OF HIRE:

PLACE OF HIRE:

DATE DD FORM 1617 SIGNED:

PLACE OF ACTUAL RESIDENCE AT TIME OF APPOINTMENT:

(Signature)

Civilian Personnel Officer

Figure 22-3. Sample format to verify status of DA and DOD civilians

(Appropriate Letterhead)

(Office Symbol)

(Date)

SUBJECT: Verification of Employment

TO:

The following information has been extracted from the Official Personnel Record on the employee named below:

NAME OF EMPLOYEE:

SSN:

PAY PLAN AND GRADE:

ORGANIZATION AND ADDRESS:

DATE OF HIRE:

PLACE OF HIRE:

OFFICIAL HOME OF RECORD:

(Signature)

Civilian Personnel Officer

Figure 22-4. Sample format to verify status of NAF employees

(Official Letterhead)

(Office Symbol)

(Date)

SUBJECT: Verification of Employment

TO:

The following information has been extracted from the Official Personnel Record on the employee named below:

NAME OF EMPLOYEE:

SSN:

PAY PLAN AND GRADE:

ORGANIZATION AND ADDRESS:

DATE OF HIRE:

PLACE OF HIRE:

OFFICIAL HOME OF RECORD:

NAME OF DEPENDENT:

RELATIONSHIP TO SPONSOR:

(Signature)

Civilian Personnel Officer

Figure 22-5. Sample format to verify status of dependents of NAF employees

(Official Letterhead)

(Office Symbol)

(Date)

SUBJECT: Verification of Employment

TO:

The following information has been extracted from the Official Personnel Record on the individual named below:

NAME:

SSN:

NAME OF COMPANY:

CONTRACT NO:

DATE OF CONTRACT:

MILITARY UNIT TO WHICH COMPANY IS ATTACHED:

DOES EMPLOYEE'S CONTRACT STATE THAT EMPLOYEE HAS TRANSPORTATION RIGHTS TO CONUS?

YES NO

(Signature)

Contracting Officer's Representative

Figure 22-8. Sample format to verify status of contract employees

(Official Letterhead)

(Office Symbol)

(Date)

SUBJECT: Verification of Employment

TO:

The following information has been extracted from the Official Personnel Record on the employee named below:

NAME OF EMPLOYEE:

SSN:

NAME OF COMPANY:

CONTRACT NO.

DATE OF CONTRACT:

MILITARY UNIT TO WHICH COMPANY IS ATTACHED:

DOES EMPLOYEE'S CONTRACT STATE THAT DEPENDENT HAS TRANSPORTATION RIGHTS TO CONUS?

YES NO

NAME OF DEPENDENT:

RELATIONSHIP TO SPONSOR:

(Signature)

Contracting Officer's Representative

Figure 22-7. Sample format to verify status of dependents of contract employees

DISPOSITION OF REMAINS - REIMBURSABLE BASIS		Form Approved OMB No. 0704-0030 Exp. Date November 30, 1986
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY:	10 USC Sections 1481 thru 1486	
PRINCIPAL PURPOSES	To record the sponsor's disposition instructions for the remains. To record cost for necessary services and supplies. To record the name, address and telephone number of a person in CONUS who may be contacted concerning the remains, if necessary.	
ROUTINE USE	To document disposition instructions, cost data, and CONUS point of contact for the decedent. This information is used by the mortuary officer at the CONUS port of entry.	
DISCLOSURE	Disclosure of personal information is voluntary. Failure to furnish the requested information may delay processing and shipment of remains to final destination.	
1. NAME OF DECEASED KENNETH K. KOLA		2. RELATIONSHIP TO SPONSOR Son
3. NAME OF SPONSOR (Individual, Agency or Firm) SAM S. KOLA		4. ADDRESS OF SPONSOR (Street, City, State, ZIP Code) HHC 2 BDE, APO NY 09091
5. GRADE OF SPONSOR E-7	6. SSN OF SPONSOR 000-00-0000	
I, THE UNDERSIGNED, DESIRE THAT DISPOSITION OF REMAINS BE EFFECTED AS INDICATED BELOW: (CHECK APPLICABLE OPTION)		
7a. <input checked="" type="checkbox"/> OPTION I		
Preparation of remains at the Government mortuary and return of remains to a continental United States port of entry in a transfer case. The Port Mortuary will furnish the requested services and supplies at a cost of \$ 360.00. I have reimbursed the Government in this amount. It is requested that the remains be shipped to the following funeral home:		
b. NAME OF FUNERAL HOME Kaughman Funeral Home		c. ADDRESS OF FUNERAL HOME (Street, City, State, ZIP) 999 Pole Street Lexington, SC 29072
8a. <input type="checkbox"/> OPTION II		
Preparation of remains at the Government mortuary and return of remains to a continental United States port of entry in a transfer case. The Port Mortuary Officer is requested to release the remains to the following funeral home:		
b. NAME OF FUNERAL HOME		c. ADDRESS OF FUNERAL HOME (Street, City, State, ZIP)
9a. <input type="checkbox"/> OPTION III		
b. ARRANGEMENTS DESIRED (Other than those described in Option I or II)		
c. APPROPRIATION TO WHICH MONEY HAS BEEN DEPOSITED, IF APPLICABLE 2132020 89-3510 870000-2612-S91533 878716.30000 LSUPCOLF LPAC GE		
10. RELATIVE OF DECEASED (OR OTHER PERSON, IN CONUS WHO MAY BE CONTACTED, IF NECESSARY)		
a. Name Mrs. Maria Perez		b. ADDRESS (Street, City, State, ZIP) 190 Bird Dr West Columbia, SC 29169
c. RELATIONSHIP Aunt of deceased	d. PHONE NO. (Area Code) (803)455-2011	
e. DATE SIGNED 20 June 84	f. SIGNATURE OF SPONSOR <i>Sam S. Kola</i>	

DD FORM 2065
84 APR

EDITION OF APR 77 IS OBSOLETE.

Figure 22-8. Sample of a completed DD Form 2065

Figure 22-9.

Instructions for completing DA Form 4339-R

Completion of items on this form is self-explanatory, except for the following:

Section I

Item 1a. Enter number of remains disposed of locally, as distinguished from those shipped to other areas.

Item 1b. Enter number of remains prepared and shipped to other areas for final disposition, to include shipment to CONUS.

Section II

Item 1 (Number of transfer cases). Include only serviceable transfer cases held in operating stock. Unserviceable stock will be noted in "Remarks" section.

Item 2 (Number of caskets). Include only serviceable caskets held in operating stock. Do not include depot or unserviceable stock. Unserviceable stock will be noted in "Remarks" section.

Note: Distribution of the completed DA Form 4339-R will be as follows:

- a. Original to HQDA (DAPC-PEC-D), ALEX VA 22331-0400 (letter of transmittal is not required).
- b. One copy to major overseas command involved.
- c. One copy will be retained by the initiating mortuary.

MORTUARY ACTIVITY & STATUS REPORT (OVERSEAS)											REQUIREMENT CONTROL SYMBOL					
For use of this form, see AR 600-8-1; the proponent agency is MILPERCEN											AG-888					
TO: HQDA (DAPC-PEC-D) ALEX VA 22331-0400					FROM: (Reporting Command) Commander USA Memorial Affairs Act EUR, APO NY 09757-0000					QUARTER COVERED FROM: 1 Jan 84 TO: 31 Mar 84						
SECTION I MORTUARY ACTIVITIES	ARMY			NAVY			AF			USMC			ALL OTHERS	TOTAL		
	ML	DEPN	CIV	ML	DEPN	CIV	ML	DEPN	CIV	ML	DEPN	CIV				
1. REMAINS PROCESSED—LOCAL DEATHS																
a. Local Disposition	2	5		1	8	1		5			5				27	
b. Prepared for Shipment	3	14		8	11	1	3	6			3			5	24	
2. FROM OTHER COMMANDS (Identify in Remarks)																
a. Local Disposition	1	5	1	2				2						2	13	
b. Preparation & Shipment															4	
3. TOTAL PROCESSED	6	24	1	11	19	2	9	11			8			7	98	
4. NUMBER OF ABOVE PROCESSED FOR IDENTIFICATION								4								
* Explain in Remarks																
SECTION II—OPERATING STOCK STATUS (Excl Depot Stocks)											ON HAND	ON LOAN	IN TRANSIT	TOTAL		
1. Number of Transfer Cases											195	15	25	235		
2. Number of Caskets											4					
3. Number of Pouches, Human Remains											125					
4. Mortuary Supplies on Hand Sufficient for _____ Remains.											5. Refrigeration Capability _____ 75 _____ Remains.					
SECTION III—PERSONNEL ASSIGNED																
1. MILITARY	2. DAC	3. LN	4. OTHER	5. TOTAL											6. LICENSED EMBALMERS	
25	4			32											4 DAC	1 MILITARY
7. Number of Memorial Activities Specialists assigned. Explain if included in 6b. (i.e., MOS 57F20, 57F40, 57F50) 15 - 75F40; 1 - 57F50; 3 - 57F20; 1 - licensed O-3, included above																
REMARKS (Use separate sheet if necessary)																
Section I:																
Item 1b: Remains of 5 US citizens prepared in the mortuary at the request of the Dept. of State.																
2a: 1 Army mil from Thailand; 2 Army depn from Hawaii; 2 Army depn from CONUS; 1 Army depn from England; 1 DAC from Spain; 1 Navy mil from CONUS; 1 Navy mil from Midway Island; 1 USAF mil from Thailand; 1 USAF from CONUS; all for burial in Germany. 1 US citizen from Spain and 1 US citizen from Greece, both for cremation and burial of ashes in Germany.																
4: 4 USAF from Greece for identification, processing, and shipment to CONUS.																
Section II:																
Item 1: 15 transfer cases on loan to USAF Mortuary no. 2, Torrejon AB, Spain, to be returned on or about 15 Mar 83. Total excluded 10 transfer cases at Giessen Army Repair facility.																
2: Total excludes 1 casket at Giessen Army Repair facility for replacing casket interior.																
TYPE NAME OF MORTUARY OFFICER					SIGNATURE					DATE						
Foster Farr					<i>Foster Farr</i>					5 April 84						
DA FORM 4339-R, JAN 75																

Figure 22-9. Sample of a completed DA Form 4339-R

(Appropriate Letterhead)

(Office symbol)

(Date)

Joseph's Funeral Home
1 Pine Street
Knott, Oregon 45016

Dear Mr Joseph

The remains of Major Doe Smith have been consigned to your funeral home in accordance with instructions received from Mrs Smith, 20 North Avenue, Knott, Oregon 45016.

All expenses for preparation, casketing, and transportation of the remains to Knott have been paid by the Army. Further, the Army will pay for the delivery of the remains from the common carrier terminal to your funeral home and from your funeral home to the cemetery. Payment of all other expenses in connection with your funeral home and/or cemetery is the responsibility of Mrs Smith. As you know, she will receive an allowance from the Army toward payment of these expenses.

Please send your bill, in triplicate, for the movement of the remains from the common carrier terminal to your funeral home and from your funeral home to a local cemetery to the following address:

. . . *(Official address of shipping activity)* . . .

Sincerely,

(Signature)

JOHN H. JONES
LTC, GS
Mortuary Officer

Figure 27-1. Sample letter to receiving funeral home (viewable remains)

(Appropriate Letterhead)

(Office symbol)

(Date)

Joseph's Funeral Home
1 Pine Street
Knott, Oregon 45018

Dear Mr Joseph

The remains of Major Doe Smith have been consigned to your funeral home in accordance with instructions received from Mrs Smith, 20 North Avenue, Knott, Oregon 45018.

As you no doubt know, Major Smith lost his life in an aircraft accident. Thus, his remains could not be restored to his life-like appearance. We request that you explain this matter to the family should they question the reason for a closed casket.

All expenses for preparation, casketing, and transportation of the remains to Knott have been paid by the Army. Further, the Army will pay for the delivery of the remains from the common carrier terminal to your funeral home and from your funeral home to the cemetery. Payment of all other expenses in connection with your funeral home and/or cemetery is the responsibility of Mrs Smith. As you know, she will receive an allowance from the Army toward payment of these expenses.

Please send your bill, in triplicate, for the movement of the remains from the common carrier terminal to your funeral home and from your funeral home to a local cemetery to the following address:

. . . *(Official address of shipping activity)* . . .

Sincerely,

(Signature)
JOHN H. JONES
LTC, GS
Mortuary Officer

Figure 27-2. Sample letter to receiving funeral home (nonviewable remains)

Figure 28-1.

Instructions for completing DA Form 5329-R

Item 1 (Mortuary Officer). Fill in complete mailing address in case form needs to be mailed back, rather than hand carried.

Item 2 (Commercial phone no.). Include area code. (Escort might need to call mortuary officer during course of escort duties.)

Items 3 through 8. Self-explanatory.

Item 9 (Condition of remains upon arrival at funeral home). Will be completed by funeral director or representative in presence of escort. Funeral director will enter own words as to condition of remains. If less than satisfactory, explain reason and corrective action taken. Item 24 will be used to continue remarks from item 9.

Items 10 through 18. Self-explanatory.

Item 19 (Name and relationship of person to whom flag was presented). If flag is not presented to an authorized person, but returned to shipping activity, state why.

Items 20 through 22. Self-explanatory.

Item 23 (Special requests by NOK and action thereon). NOK might ask about circumstances of death, insurance, gratuities, unpaid pay and allowances, awards and decorations, personal effects, and so forth. Just make a note of the inquiry and action taken on it. (For example, NOK wanted husband's awards and decorations presented to son. Passed request to CAO. CAO made arrangements for them to be presented to son in the home.)

Item 24 (Remarks). Use this space when needed to expand information in any items. Also use it for miscellaneous comments. (For example, NOK had hostile attitude toward Army over death of her husband.)

Items 25 through 28. Self-explanatory.

Item 29 (Reviewed by mortuary officer). Mortuary officer will review Escort Report and will be responsible that necessary action has been taken to complete the case.

Item 30. Self-explanatory.

Note: Original Escort Report will be sent to HQDA (DAPC-PEC-D), ALEX VA 22331-0400, one copy will be placed in field case file, and one copy will be given to escort if desired.

ESCORT REPORT		
For use of the form see AR 600-8-1 and Department Agency's MILPERCEN		
PART I—TO BE COMPLETED BY MORTUARY OFFICER		
1 MORTUARY OFFICER (Official Mailing Address) Commander, US Army Soldier Support Center ATTN: AT2J-DI-S, Fort Benjamin Harrison, IN 46216-0000	2 COMMERCIAL PHONE NUMBER (317) 542-2537	
3 NAME OF DECEASED (Last, First, Middle) DOE, JOHN JAMES	4 GRADE LTC	5 SSN 000-00-0000
6 NAME OF PRIMARY NEXT OF KIN (First, MI, Last) Mary T. Doe	7 RELATIONSHIP TO DECEASED SPOUSE	
8 NAME AND ADDRESS OF RECEIVING FUNERAL HOME (include ZIP Code) Joseph's Funeral Home, 1 Pine Street, Knott, Oregon 45016-0000	PHONE NO (503) 221-9601	
PART II—TO BE COMPLETED BY FUNERAL DIRECTOR		
9 CONDITION OF REMAINS UPON ARRIVAL AT FUNERAL HOME Leaking incision in head; revealed the incision.		
10 DATE 20 June 84	11 NAME AND TITLE Pine P. Joseph Funeral Director	12 SIGNATURE <i>Pine P. Joseph</i>
PART III—TO BE COMPLETED BY ESCORT		
13 DATE AND TIME OF DEPARTURE FOR ESCORT DUTIES 20 June 84; 1000	14 DATE AND TIME OF ARRIVAL AT DESTINATION 20 June 84; 1700	
15 CONDITION OF CASKLET NOT DAMAGED—ACCEPTABLE	16 DAMAGED—ACTION TAKEN TO RESOLVE <input checked="" type="checkbox"/> SATISFACTORY, IF NOT, EXPLAIN IN REMARKS	
18 DATE AND HOUR OF FUNERAL 23 June 84; 1100	17 DID YOU ATTEND FUNERAL SERVICES <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
16 NAME AND LOCATION OF CEMETERY (City and State) Rosebury Cemetery, Knott, Oregon		
18 NAME AND RELATIONSHIP OF PERSON(S) TO WHOM FLAG(S) WAS/WERE PRESENTED Mary T. Doe, spouse; Tom T. Doe, father, not present because of sickness. See item 24.		
20 MILITARY HONORS PROVIDED BY Fort Knott		
21 OPINION OF OVERALL PERFORMANCE OF HONORS <input checked="" type="checkbox"/> SATISFACTORY, IF NOT, EXPLAIN IN REMARKS		
22 STATUS OF DD FORM 1375 (Request for Payment of Funds and/or Insurance Benefits) <input type="checkbox"/> LEFT WITH NEXT OF KIN <input checked="" type="checkbox"/> COMPLETED AND HANDCARRIED BACK TO SHIPPING ACTIVITY <input type="checkbox"/> MAILED TO SHIPPING ACTIVITY <input type="checkbox"/> LEFT WITH CAO		
23 SPECIAL REQUESTS OF NEXT OF KIN AND ACTION TAKEN THEREON Requested awards and decorations of deceased present to son. Request passed to CAO. CAO arranged for presentation in home on 24 June 84.		
24 REMARKS Item 15 contd: Claim submitted against airlines for damage. Item 19 contd: Flag for father returned to mortuary officer.		
25 DATE 24 June 84	26 NAME AND GRADE OF ESCORT DAN F. LEE, LTC	27 SIGNATURE <i>Dan F. Lee</i>
28 DATE 25 June 84	29 REVIEWED BY MORTUARY OFFICER (Name and grade) PAUL S. FARR, GS-11	30 SIGNATURE <i>Paul S. Farr</i>

Figure 28-1. Sample of a completed DA Form 5329-R

REQUEST FOR PAYMENT OF FUNERAL AND / OR INTERMENT EXPENSES		Form Approved OMB No. 0704-0030 Exp. Date: November 30, 1986
PRIVACY ACT STATEMENT		
AUTHORITY:	10 USC Sections 1481 through 1488	
PRINCIPAL PURPOSE:	To record amount of funeral and/or interment expenses incurred by next of kin.	
ROUTINE USES:	By the Department of Defense to enable the Finance Office to pay allowable funeral and/or interment expenses	
DISCLOSURE:	Disclosure of requested information is voluntary, however, if not furnished, claim cannot be paid.	
PART I - TO BE COMPLETED BY MILITARY AUTHORITIES		
1. MILITARY ACTIVITY PREPARING THIS FORM		2. MILITARY ACTIVITY FORM IS TO BE MAILED TO FOR PAYMENT
a. NAME	11 S. Army Mortuary Oakland	a. NAME
b. ADDRESS (Street, City, State, Zip Code)	Oakland Army Base Oakland, CA 94626	b. ADDRESS (Street, City, State, Zip Code)
		Same as item 1.
3. NAME OF DECEDENT (Last, First, Middle Initial)	FLOWER, RICH P.	5. SERVICE NUMBER, SSN
		000-00-0000
6. PLACE OF DEATH (City, State, Country)	Honolulu, HI	7. DATE OF DEATH (YYMMDD)
		86 06 20
8. NAME OF NEXT OF KIN	John P. Flower	9. RELATIONSHIP
		Father
10. FUNERAL DIRECTOR AND / OR NATIONAL CEMETERY SELECTED BY NEXT OF KIN		
a. NAME	Berkemier Funeral Home	
b. ADDRESS (Street, City, State, Zip Code)	5206 Military Road, Sioux City, IA 51109	
11. GOVERNMENT CONTRACT FOR CARE OF REMAINS IN EFFECT AT PLACE OF DEATH		
<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (Enter name of contracting activity)		
PART II - TO BE COMPLETED BY NEXT OF KIN (Proper completion will expedite settlement)		
a. Complete items 12 and 13	b. Fill in either item 14 or 15 (Do not fill in both.)	c. Complete item 16 if applicable
d. Complete item 17	e. Mail to addressee in item 2	f. Attach copies of bills for all interment costs
12. CEMETERY, MAUSOLEUM OR OTHER DISPOSITION		
a. NAME	Memorial Park Cemetery	
b. ADDRESS (Street, City, State, Zip Code)	6605 Morning Side Ave., Sioux City, IA 51109	13. DATE OF INTERMENT
14. INTERMENT COSTS (To be completed when next of kin arranged for interment only. If next of kin arranged for preparation and casketing, leave this item blank and fill in item 15. Enter total amount paid or incurred for one or more of the following: Cost of grave site, opening and closing grave, burial vault, church service or clergy's fee, obituary notice, flowers, services of funeral director, including use of his facilities, and motor service)		
\$ 1891 00		15. TO BE COMPLETED WHEN NEXT OF KIN MADE ALL ARRANGEMENTS
a. CASKET, PRESERVATION AND RELATED SERVICES		\$
b. CREMATION AND URN		\$
c. CLOTHING		\$
d. INTERMENT COSTS (Enter total amount paid or incurred for items listed in item 14.)		\$
16. SHIPPING COSTS (To be completed when next of kin paid or incurred cost for shipment of remains)		
a. REMOVAL FROM PLACE OF DEATH TO PREPARATION POINT	\$	
b. DELIVERY FROM PREPARATION POINT TO COMMON CARRIER	\$	
c. SHIPPING COST	\$	
(1) SHIPPED FROM (City and State)	(2) SHIPPED TO (City and State)	13. MODE OF SHIPMENT
		<input type="checkbox"/> AIR <input type="checkbox"/> HEARSE
d. REMOVAL FROM COMMON CARRIER TO RECEIVING FUNERAL HOME	\$	
e. DELIVERY TO CEMETERY	\$	
17. STATEMENT OF NEXT OF KIN: I HAVE PAID OR INCURRED EXPENSES IN THE AMOUNTS ENTERED IN ITEMS 14, 15, AND / OR 16. I DESIRE THAT THE AMOUNT ALLOWABLE BY THE GOVERNMENT BE PAID TO		
a. NAME OF PAYEE (Print or Type)	John P. Flower	
b. ADDRESS OF PAYEE (Street, City, State and Zip Code)	9920 Edgewater Ave Sioux City, IA 51109	
c. SIGNATURE OF NEXT OF KIN		John P. Flower
d. DATE SIGNED		28 June 86

DD Form 1375, 84 APR

Edition of May 62 is obsolete

Figure 29-1. Sample of a completed DD Form 1375 when PNOK arranges for interment only

(Appropriate Letterhead)

Office Symbol

(Date)

SUBJECT: Report on Disposition of Personal Effects

(Appropriate Address)

The personal effects of *(Name)* *(Grade)* *(SSN)* *(Organization)* . . . who died on *(Date of death)* at *(Place of death)* were disposed of under AR 600-8-1 as follows:

- a. Summary court report is enclosed.
- b. A negative report is hereby submitted as there were no personal effects at this installation.
- c. DA Form 54 is enclosed. A Summary Court was not appointed as legal representative/surviving spouse was present in this area.
- d. Supplemental report of Summary Court is enclosed.
- e. Other:

FOR THE COMMANDER

Encls

(Signature)

(Rank and branch of service)

(Title)

Figure 34-1. Sample format of letter of transmittal

(Appropriate Letterhead)

Office Symbol

(Date)

SUBJECT: Report of Transaction in Disposing of Personal Effects

(Appropriate Address)

1. This is a report on (Name) (Grade) (SSN) (Organization) . . . who died on (Date of death) at (Place of death)

2. A summary court convened at (Installation) pursuant to AR 600-8-1 for the purpose of disposing of the effects of the above named individual subject to military law.

3. No legal representative or surviving spouse being present, the effects were forwarded to this summary court and all relevant evidence pertaining to entitlement to receive effects was duly considered. Whereupon, this summary court finds that

. . . . (Name of person found entitled) of (Address) of (Relationship) of the above name individual and appears to be entitled to receive the the effects.

4. Local debtors owed decedent's estate \$. . . . , of which the sum of \$. . . . was collected. Decedent owed undisputed local creditors the sum of \$. . . . , of which \$. . . . has been paid by the summary court from funds of the decedent.

5. The sum of \$. . . . was received from sale of effects and records pertaining to the items sold and the authority therefor are enclosed hereto.

6. The effects and funds listed on the enclosed inventory have been forwarded to the person found entitled to receive them, or other disposition accomplished as indicated on the inventory.

Encls

(Signature of summary court)

(Date)

Approved:

(Signature of appointing authority)

Figure 34-2. Sample format of letter report

(Appropriate Letterhead)

(Office title)

(Date)

Mr. John Doakes
906 Dennis Street
Morristown, Pennsylvania 19401

Dear Mr Doakes:

*When a military member (dies) (becomes missing), a Summary Court is appointed to secure the personal effects of the (deceased) (missing) and ensures delivery to the eligible recipient. I have been appointed this duty with regard to SP5 David Doakes, 000-00-0000.

(Insert additional paragraphs as required regarding receipt of property, method and date of shipment, authority for shipment (Federal law--10 USC 4712), expected delivery date, transmittal of funds (include Treasury check number and date), and any other outstanding actions, as applicable.)

Delivery of these articles in itself does not necessarily vest title to you. They should be retained or disposed of under the laws of the State in which SP5 Doakes was a legal resident.

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

Sincerely,

WILLIAM G. BULL

Captain, General Staff

Summary Court

Enclosures

*Modify this paragraph for deceased or missing status.

Figure 34-3. Sample letter to eligible recipient of effects

RESERVED

Figures 40-1 through 40-4
Instructions for completing DA Form 2173

Block Instructions

THRU This is normally the commander of the unit to which the servicemember is assigned.

TO: This is normally the appointing/approving authority for the unit above. See paragraph 38-8 for additional guidance.

FROM: Appropriate medical treatment facility.

- 1. Name Self explanatory.
- 2. SSN Self explanatory.
- 3. Grade Self explanatory.
- 4. Organization and station Self explanatory.
- 5a. Date Date of accident (if known).
- 5b. Place Place (if known).
- 6. Individual was Self explanatory.
- 7. Name of facility Self explanatory.
- 8. Hour and date admitted Self explanatory.
- 9. Hour and date examined Self explanatory.
- 10. Nature Self explanatory.
- 11a. Medical opinion An opinion, if held, should always be recorded.
- 11b. Medical opinion An opinion should be rendered in all suicides/attempted suicide cases.
- 11c. Medical opinion Is the members injury sufficient to initiate PEB proceedings.
- 11d. Medical opinion It is understood that medical personnel may not always know the actual circumstances surrounding an injury. If an opinion is rendered the basis for that opinion will also be given.

12. Disability may result (Reference Block 11c). If the injury "is" likely to result in a claim, enter the appropriate disability. If the injury "is not" likely to result in a claim, it is possible, however, that a disability may result; if so, enter the appropriate disability.

13. Blood Alcohol Was a Blood Alcohol Test done?

14. Results of Blood Alcohol Test If a Blood Alcohol Test was done, enter the results. If the results are not available as of yet, enter "result pending." If no test was done — leave blank.

15. Details of accident or history of disease It is understood that the actual details of an accident may not be known and a simple statement such as "injuries sustained were the result of an automobile accident" is sufficient. If this incident is a recurrence of an EPTS condition, it should be so stated.

16. Date Self explanatory.

17. Name Self explanatory.

18. Signature Self explanatory.

19. Duty status Self explanatory.

20. Hour and date of absence If not present for duty (item 19) enter dates and hours of absence (authorized or unauthorized).

21. Absence without Authority Generally speaking, absence in excess of twenty-four hours constitutes a material interference unless there is evidence to establish the contrary. If absent without authority see paragraph 41-7.

22. Individual was Self explanatory.

23. Hour and date training If ADT, IDT, etc., enter date and hour training tour began and ended.

24. Member dies proceeding If a ARNG or USAR member dies while enroute to or from scheduled training, enter appropriate response.

25. Mode of transportation Will be completed if member is enroute to or from scheduled training; enroute for final acceptance for entry on AD, or enroute immediately following discharge from AD.

26. Hour beginning travel Self explanatory.

27. Distance involved Self explanatory.

28. Normal time for travel Self explanatory.

29. Duty status Self explanatory.

30. Details of accident See paragraphs 40-3 and 40-4f.

31. Formal LD investigation required See paragraphs 38-2 and 40-4.

32. Injury incurred in LD See paragraph 40-4.

33. Date Self explanatory.

34. Name Self explanatory.

35. Signature Self explanatory.

STATEMENT OF MEDICAL EXAMINATION AND DUTY STATUS			
For the use of this form, see AR 600-8-1; the proponent agency is MILPERCEN			
THRU: (Include ZIP Code) Commander HQCO, USA Ft Myer, VA 22211		TO: (Include ZIP Code) Commander MDW Ft McNair, Wash DC 20319	
FROM: (Include ZIP Code) Commander Radar Army Clinic Ft Myer, VA 22211			
1. NAME OF INDIVIDUAL EXAMINED (Last, First, and Middle Initial) Doe, Frank J.		2. SSN 001-00-0000	3. GRADE PFC/E-3
4. ORGANIZATION AND STATION HQCO, USA, Ft Myer, VA		5. ACCIDENT INFORMATION a. DATE 7 Jan 85 b. PLACE (City and State) Ft Myer, VA	
SECTION I - TO BE COMPLETED BY ATTENDING PHYSICIAN OR HOSPITAL PATIENT ADMINISTRATOR			
6. INDIVIDUAL WAS <input checked="" type="checkbox"/> OUT PATIENT <input type="checkbox"/> ADMITTED <input type="checkbox"/> DEAD ON ARRIVAL		7. NAME OF HOSPITAL OR TREATMENT FACILITY <input type="checkbox"/> CIVILIAN <input checked="" type="checkbox"/> MILITARY Radar Army Clinic, Ft Myer, VA 22211	
8. HOUR AND DATE ADMITTED		9. HOUR AND DATE EXAMINED 0830, 7 Jan 85	
10. NATURE AND EXTENT OF <input checked="" type="checkbox"/> INJURY <input type="checkbox"/> DISEASE <input type="checkbox"/> RESULTING IN DEATH (Explain) Severely Strained Ligaments of R Knee			
11. MEDICAL OPINION: a. INDIVIDUAL <input type="checkbox"/> WAS <input checked="" type="checkbox"/> WAS NOT UNDER THE INFLUENCE OF <input type="checkbox"/> ALCOHOL <input type="checkbox"/> DRUGS (Specify): b. INDIVIDUAL <input type="checkbox"/> WAS <input type="checkbox"/> WAS NOT MENTALLY SOUND (Attach Psychiatric evaluation if appropriate). c. INJURY <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT LIKELY TO RESULT IN A CLAIM AGAINST THE GOVERNMENT FOR FUTURE MEDICAL CARE. d. INJURY <input checked="" type="checkbox"/> WAS <input type="checkbox"/> WAS NOT INCURRED IN LINE OF DUTY. BASIS FOR OPINION: Item #15			
12. THE FOLLOWING DISABILITY MAY RESULT <input checked="" type="checkbox"/> TEMPORARY <input type="checkbox"/> PERMANENT PARTIAL <input type="checkbox"/> PERMANENT TOTAL		13. BLOOD ALCOHOL TEST MADE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	14. NO. OF MG ALCOHOL/100 ML BLOOD
15. DETAILS OF ACCIDENT OR HISTORY OF DISEASE (How, where, when) SM sustained injury as a result of playing company level football. SM was placed on 48 hr quarters with limited duty for 14 days.			
16. DATE 8 Jan 85	17. TYPED OR PRINTED NAME OF ATTENDING PHYSICIAN OR PATIENT ADMINISTRATOR K.C. Scifres, 1LT, PAD	18. SIGNATURE <i>K.C. Scifres</i>	
SECTION II - TO BE COMPLETED BY UNIT COMMANDER OR UNIT ADVISER			
19. DUTY STATUS <input checked="" type="checkbox"/> PRESENT FOR DUTY <input type="checkbox"/> ABSENT WITHOUT AUTHORITY <input type="checkbox"/> ABSENT WITH AUTHORITY: <input type="checkbox"/> ON PASS <input type="checkbox"/> ON LEAVE		20. HOUR AND DATE OF ABSENCE a. FROM b. TO	
21. ABSENCE WITHOUT AUTHORITY MATERIALLY INTERFERED WITH THE PERFORMANCE OF MILITARY DUTY (Explain in item 30 type of duty missed, hours of duty, and how it did or did not interfere with performance) <input type="checkbox"/> YES <input type="checkbox"/> NO			
22. INDIVIDUAL WAS ON <input checked="" type="checkbox"/> ACTIVE DUTY <input type="checkbox"/> ACTIVE DUTY FOR TRAINING <input type="checkbox"/> INACTIVE DUTY TRAINING		23. HOUR AND DATE TRAINING a. BEGAN b. ENDED	
24. RESERVIST DIED OF INJURIES RECEIVED PROCEEDING <input type="checkbox"/> DIRECTLY TO TRAINING <input type="checkbox"/> DIRECTLY FROM TRAINING			
25. MODE OF TRANSPORTATION	26. HOUR BEGINNING TRAVEL	27. DISTANCE INVOLVED	28. NORMAL TIME FOR TRAVEL
29. DUTY STATUS AT TIME OF DEATH IF DIFFERENT FROM TIME OF INJURY OR CONTRACTION OF DISEASE <input type="checkbox"/> PRESENT FOR DUTY <input type="checkbox"/> ABSENT WITH AUTHORITY <input type="checkbox"/> ABSENT WITHOUT AUTHORITY			
30. DETAILS OF ACCIDENT - REMARKS (If additional space is needed, continue on reverse) (Attach inclosures as necessary) At 0700, HQCO had an organized unit football game. During the game, another member of the unit (PV2 Smith, Johnny) tripped while running after PFC Doe and accidentally fell, hitting PFC Doe in the right leg. PFC Doe was transported to Radar Clinic, Ft Myer, VA by 1SG H.S. Jones. I witnessed incident.			
31. FORMAL LINE OF DUTY INVESTIGATION REQUIRED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		32. INJURY IS CONSIDERED TO HAVE BEEN INCURRED IN LINE OF DUTY (Not applicable on deaths) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
33. DATE 9 Jan 85	34. TYPE NAME AND GRADE OF UNIT COMMANDER OR UNIT ADVISER R.G. Landis, MAJ	35. SIGNATURE <i>R.G. Landis</i>	

DA FORM 2173
OCT 72

REPLACES DA FORM 2173, 1 JUNE 66, WHICH IS OBSOLETE.

Figure 40-1. Sample of completed DA Form 2173 for an Injury requiring an Informal Investigation

STATEMENT OF MEDICAL EXAMINATION AND DUTY STATUS			
For the use of this form, see AR 600-8-1; the proponent agency is MILPERCEN			
THRU: (Include ZIP Code) Commander HQOO, USA Ft Myer, VA 22211		TO: (Include ZIP Code) Commander MDW Ft McNair, Wash DC 20319	
FROM: (Include ZIP Code) Commander Dewitt Army Hospital Ft Belvoir, VA 22060			
1. NAME OF INDIVIDUAL EXAMINED (Last, First, and Middle Initial) Doe, John F.		2. SSN 00-11-0000	3. GRADE SSG/E-6
4. ORGANIZATION AND STATION HQOO, USAM, Ft Myer, VA		5. ACCIDENT INFORMATION a. DATE 7 Jan 85 b. PLACE (City and State) Newington, VA	
SECTION I - TO BE COMPLETED BY ATTENDING PHYSICIAN OR HOSPITAL PATIENT ADMINISTRATOR			
6. INDIVIDUAL WAS <input type="checkbox"/> OUT PATIENT <input type="checkbox"/> ADMITTED <input checked="" type="checkbox"/> DEAD ON ARRIVAL		7. NAME OF HOSPITAL OR TREATMENT FACILITY <input type="checkbox"/> CIVILIAN <input checked="" type="checkbox"/> MILITARY Dewitt Army Hospital, Ft Belvoir, VA	
8. HOUR AND DATE ADMITTED 1930, 7 Jan 85		9. HOUR AND DATE EXAMINED 1930, 7 Jan 85	
10. NATURE AND EXTENT OF <input type="checkbox"/> INJURY <input type="checkbox"/> DISEASE <input checked="" type="checkbox"/> RESULTING IN DEATH (Explain) Fractured Skull			
11. MEDICAL OPINION: a. INDIVIDUAL <input type="checkbox"/> WAS <input checked="" type="checkbox"/> WAS NOT UNDER THE INFLUENCE OF <input checked="" type="checkbox"/> ALCOHOL <input checked="" type="checkbox"/> DRUGS (Specify) b. INDIVIDUAL <input type="checkbox"/> WAS <input type="checkbox"/> WAS NOT MENTALLY SOUND (Attach Psychiatric evaluation if appropriate). c. INJURY <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT LIKELY TO RESULT IN A CLAIM AGAINST THE GOVERNMENT FOR FUTURE MEDICAL CARE. d. INJURY <input type="checkbox"/> WAS <input type="checkbox"/> WAS NOT INCURRED IN LINE OF DUTY. BASIS FOR OPINION:			
12. THE FOLLOWING DISABILITY MAY RESULT <input type="checkbox"/> TEMPORARY <input type="checkbox"/> PERMANENT PARTIAL <input type="checkbox"/> PERMANENT TOTAL		13. BLOOD ALCOHOL TEST MADE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	14. NO. OF MG ALCOHOL/100 ML BLOOD .000/100 ml
15. DETAILS OF ACCIDENT OR HISTORY OF DISEASE (how, where, when) SM was driver of a motorcycle involved in an accident on Backlick Road in Newington, VA.			
16. DATE 8 Jan 85	17. TYPED OR PRINTED NAME OF ATTENDING PHYSICIAN OR PATIENT ADMINISTRATOR K.C. Scifres, 1LT, PAD		18. SIGNATURE
SECTION II - TO BE COMPLETED BY UNIT COMMANDER OR UNIT ADVISER			
19. DUTY STATUS <input type="checkbox"/> PRESENT FOR DUTY <input type="checkbox"/> ABSENT WITHOUT AUTHORITY <input checked="" type="checkbox"/> ABSENT WITH AUTHORITY: <input checked="" type="checkbox"/> ON PASS <input type="checkbox"/> ON LEAVE		20. HOUR AND DATE OF ABSENCE a. FROM 1600, 7 Jan 85 b. TO 0600, 8 Jan 85	
21. ABSENCE WITHOUT AUTHORITY MATERIALLY INTERFERED WITH THE PERFORMANCE OF MILITARY DUTY (Explain in item 30 type of duty missed, hours of duty, and how it did or did not interfere with performance) <input type="checkbox"/> YES <input type="checkbox"/> NO			
22. INDIVIDUAL WAS ON <input checked="" type="checkbox"/> ACTIVE DUTY <input type="checkbox"/> ACTIVE DUTY FOR TRAINING <input type="checkbox"/> INACTIVE DUTY TRAINING		23. HOUR AND DATE TRAINING a. BEGAN b. ENDED	
24. RESERVIST DIED OF INJURIES RECEIVED PROCEEDING <input type="checkbox"/> DIRECTLY TO TRAINING <input type="checkbox"/> DIRECTLY FROM TRAINING			
25. MODE OF TRANSPORTATION	26. HOUR BEGINNING TRAVEL	27. DISTANCE INVOLVED	28. NORMAL TIME FOR TRAVEL
29. DUTY STATUS AT TIME OF DEATH IF DIFFERENT FROM TIME OF INJURY OR CONTRACTION OF DISEASE <input type="checkbox"/> PRESENT FOR DUTY <input type="checkbox"/> ABSENT WITH AUTHORITY <input type="checkbox"/> ABSENT WITHOUT AUTHORITY			
30. DETAILS OF ACCIDENT-REMARKS (If additional space is needed, continue on reverse) (Attach inclosures as necessary) SSG Doe was the driver of a motorcycle which was involved in an accident at approximately 1900, 7 Jan 85 with a truck (Semi-Tractor Trailer type), driven by Mr. James Jones, on Backlick Road, Newington, VA. Mr. Jones swerved his truck to the left while attempting to make a wide right turn, striking SSG Doc. Mr. Jones was cited for a number of violations. Police report is attached as Exhibit A.			
31. FORMAL LINE OF DUTY INVESTIGATION REQUIRED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		32. INJURY IS CONSIDERED TO HAVE BEEN INCURRED IN LINE OF DUTY (Not applicable on deaths) (No determination necessary in death cases) <input type="checkbox"/> YES <input type="checkbox"/> NO	
33. DATE 9 Jan 85	34. TYPE NAME AND GRADE OF UNIT COMMANDER OR UNIT ADVISER R.G. Landis, MAJ		35. SIGNATURE

DA FORM 2173
OCT 78

REPLACES DA FORM 2173, 1 JUNE 66, WHICH IS OBSOLETE.

Figure 40-2. Sample of completed DA Form 2173 for a death case requiring an informal investigation

STATEMENT OF MEDICAL EXAMINATION AND DUTY STATUS			
For the use of this form, see AR 600-8-1; the proponent agency is MILPERCEN			
THRU: (Include ZIP Code) Commander HQCO, USA Ft Myer, VA 22211	TO: (Include ZIP Code) Commander MDW Ft McNair, Wash DC 20319	FROM: (Include ZIP Code) Commander Dewitt Army Hospital Ft Belvoir, VA 22060	
1. NAME OF INDIVIDUAL EXAMINED (Last, First, and Middle Initial) Doe, John D.		2. SSN 000-00-0000	3. GRADE SFC/E-7
4. ORGANIZATION AND STATION HQCO, USA, Ft Myer, VA 22211		5. ACCIDENT INFORMATION	
		a. DATE 1 Jan 85	b. PLACE (City and State) Springfield, VA
SECTION I - TO BE COMPLETED BY ATTENDING PHYSICIAN OR HOSPITAL PATIENT ADMINISTRATOR			
6. INDIVIDUAL WAS <input type="checkbox"/> OUT PATIENT <input checked="" type="checkbox"/> ADMITTED <input type="checkbox"/> DEAD ON ARRIVAL		7. NAME OF HOSPITAL OR TREATMENT FACILITY <input type="checkbox"/> CIVILIAN <input checked="" type="checkbox"/> MILITARY Dewitt Army Hospital, Ft Belvoir, VA	
8. HOUR AND DATE ADMITTED 0300, 1 Jan 85		9. HOUR AND DATE EXAMINED 0300, 1 Jan 85	
10. NATURE AND EXTENT OF <input type="checkbox"/> INJURY <input type="checkbox"/> DISEASE <input type="checkbox"/> RESULTING IN DEATH (Explain) Amputation of R Leg below Knee; Broken R Arm, Lacerations to Head and Chest			
11. MEDICAL OPINION: a. INDIVIDUAL <input checked="" type="checkbox"/> WAS <input type="checkbox"/> WAS NOT UNDER THE INFLUENCE OF <input checked="" type="checkbox"/> ALCOHOL <input type="checkbox"/> DRUGS (Specify): b. INDIVIDUAL <input type="checkbox"/> WAS <input type="checkbox"/> WAS NOT MENTALLY SOUND (Attach Psychiatric evaluation if appropriate). c. INJURY <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT LIKELY TO RESULT IN A CLAIM AGAINST THE GOVERNMENT FOR FUTURE MEDICAL CARE. d. INJURY <input type="checkbox"/> WAS <input checked="" type="checkbox"/> WAS NOT INCURRED IN LINE OF DUTY. BASIS FOR OPINION: BAT			
12. THE FOLLOWING DISABILITY MAY RESULT <input type="checkbox"/> TEMPORARY <input type="checkbox"/> PERMANENT PARTIAL <input type="checkbox"/> PERMANENT TOTAL		13. BLOOD ALCOHOL TEST MADE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	14. NO. OF MG ALCOHOL/100 ML BLOOD .21 mg/100 ml
15. DETAILS OF ACCIDENT OR HISTORY OF DISEASE (How, where, when) SM was driver of POV involved in accident on I-395 in Springfield, VA			
16. DATE 4 Jan 85	17. TYPED OR PRINTED NAME OF ATTENDING PHYSICIAN OR PATIENT ADMINISTRATOR K.C. Scifres, 1LT, PAD		18. SIGNATURE <i>K.C. Scifres</i>
SECTION II - TO BE COMPLETED BY UNIT COMMANDER OR UNIT ADVISER			
19. DUTY STATUS <input type="checkbox"/> PRESENT FOR DUTY <input type="checkbox"/> ABSENT WITHOUT AUTHORITY <input checked="" type="checkbox"/> ABSENT WITH AUTHORITY: <input checked="" type="checkbox"/> ON PASS <input type="checkbox"/> ON LEAVE		20. HOUR AND DATE OF ABSENCE	
		a. FROM 1600, 31 Dec 84	b. TO 0600, 2 Jan 85
21. ABSENCE WITHOUT AUTHORITY MATERIALLY INTERFERED WITH THE PERFORMANCE OF MILITARY DUTY (Explain in item 30 type of duty missed, hours of duty, and how it did or did not interfere with performance) <input type="checkbox"/> YES <input type="checkbox"/> NO			
22. INDIVIDUAL WAS ON <input checked="" type="checkbox"/> ACTIVE DUTY <input type="checkbox"/> ACTIVE DUTY FOR TRAINING <input type="checkbox"/> INACTIVE DUTY TRAINING		23. HOUR AND DATE TRAINING	
		a. BEGAN	b. ENDED
24. RESERVIST DIED OF INJURIES RECEIVED PROCEEDING <input type="checkbox"/> DIRECTLY TO TRAINING <input type="checkbox"/> DIRECTLY FROM TRAINING			
25. MODE OF TRANSPORTATION	26. HOUR BEGINNING TRAVEL	27. DISTANCE INVOLVED	28. NORMAL TIME FOR TRAVEL
29. DUTY STATUS AT TIME OF DEATH IF DIFFERENT FROM TIME OF INJURY OR CONTRACTION OF DISEASE <input type="checkbox"/> PRESENT FOR DUTY <input type="checkbox"/> ABSENT WITH AUTHORITY <input type="checkbox"/> ABSENT WITHOUT AUTHORITY			
30. DETAILS OF ACCIDENT - REMARKS (If additional space is needed, continue on reverse) (Attach inclosures as necessary) Reference paragraph 39-2c(2), Part 5. Injury involving the abuse of alcohol requires a formal LD investigation.			
31. FORMAL LINE OF DUTY INVESTIGATION REQUIRED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		32. INJURY IS CONSIDERED TO HAVE BEEN INCURRED IN LINE OF DUTY (Not applicable on deaths) <input type="checkbox"/> YES <input type="checkbox"/> NO	
33. DATE 8 Jan 85	34. TYPE NAME AND GRADE OF UNIT COMMANDER OR UNIT ADVISER R.G. Landis, MAJ		35. SIGNATURE <i>R.G. Landis</i>

DA FORM 2173
OCT 72

REPLACES DA FORM 2173, 1 JUNE 66, WHICH IS OBSOLETE.

Figure 40-3. Sample of completed DA Form 2173 for an injury requiring a formal investigation

STATEMENT OF MEDICAL EXAMINATION AND DUTY STATUS			
For the use of this form, see AR 600-8-1; the proponent agency is MILPERCEN			
THRU: (Include ZIP Code) Channels		TO: (Include ZIP Code) Chief National Guard Bureau Washington, DC 20310	
		FROM: (Include ZIP Code) Co D, 103d Med Bn 261 King Street Pottstown, PA 19464	
1. NAME OF INDIVIDUAL EXAMINED (Last, First, and Middle Initial) Williams, John W. Jr.		2. SSN 000-00-0008	3. GRADE SGT/E-5
4. ORGANIZATION AND STATION Co D, 103d Med Bn Pottstown, PA 10464		3. ACCIDENT INFORMATION	
		4. DATE 15 Jun 84	5. PLACE (City and State) Ft Indiantown Gap, PA
SECTION I - TO BE COMPLETED BY ATTENDING PHYSICIAN OR HOSPITAL PATIENT ADMINISTRATOR			
6. INDIVIDUAL WAS <input checked="" type="checkbox"/> OUT PATIENT <input type="checkbox"/> ADMITTED <input type="checkbox"/> DEAD ON ARRIVAL		7. NAME OF HOSPITAL OR TREATMENT FACILITY <input type="checkbox"/> CIVILIAN <input checked="" type="checkbox"/> MILITARY 103d Med Bn, Co D, Ft Indiantown Gap, PA	
8. HOUR AND DATE ADMITTED 0930, 15 Jun 84		9. HOUR AND DATE EXAMINED 0934, 15 Jun 84	
10. NATURE AND EXTENT OF <input type="checkbox"/> INJURY <input checked="" type="checkbox"/> DISEASE <input type="checkbox"/> RESULTING IN DEATH (Explain) Ear infection, first noticed with blast from simulator, Otitis Media			
11. MEDICAL OPINION: a. INDIVIDUAL <input type="checkbox"/> WAS <input checked="" type="checkbox"/> WAS NOT UNDER THE INFLUENCE OF <input checked="" type="checkbox"/> ALCOHOL <input type="checkbox"/> DRUGS (Specify): b. INDIVIDUAL <input checked="" type="checkbox"/> WAS <input type="checkbox"/> WAS NOT MENTALLY SOUND (Attach Psychiatric evaluation if appropriate). c. INJURY <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT LIKELY TO RESULT IN A CLAIM AGAINST THE GOVERNMENT FOR FUTURE MEDICAL CARE. d. INJURY <input checked="" type="checkbox"/> WAS <input type="checkbox"/> WAS NOT INCURRED IN LINE OF DUTY. BASIS FOR OPINION: SM was at AT when ear became infected. Not an EPTS condition.			
12. THE FOLLOWING DISABILITY MAY RESULT <input checked="" type="checkbox"/> TEMPORARY <input type="checkbox"/> PERMANENT PARTIAL <input type="checkbox"/> PERMANENT TOTAL		13. BLOOD ALCOHOL TEST MADE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	14. NO. OF MG ALCOHOL/100 ML BLOOD
15. DETAILS OF ACCIDENT OR HISTORY OF DISEASE (how, where, when) SM contracted an infected ear while at AT. He first noticed the problem when an artillery simulator went off nearby.			
16. DATE 15 Jun 84	17. TYPED OR PRINTED NAME OF ATTENDING PHYSICIAN OR PATIENT ADMINISTRATOR Roy D. Havens, CW2, PAD		18. SIGNATURE <i>Roy D. Havens</i>
SECTION II - TO BE COMPLETED BY UNIT COMMANDER OR UNIT ADVISER			
19. DUTY STATUS <input checked="" type="checkbox"/> PRESENT FOR DUTY <input type="checkbox"/> ABSENT WITHOUT AUTHORITY <input type="checkbox"/> ABSENT WITH AUTHORITY: <input type="checkbox"/> ON PASS <input type="checkbox"/> ON LEAVE		20. HOUR AND DATE OF ABSENCE a. FROM b. TO	
21. ABSENCE WITHOUT AUTHORITY MATERIALLY INTERFERED WITH THE PERFORMANCE OF MILITARY DUTY (Explain in item 30 type of duty missed, hours of duty, and how it did or did not interfere with performance) <input type="checkbox"/> YES <input type="checkbox"/> NO			
22. INDIVIDUAL WAS ON <u>32 USC 503</u> <input type="checkbox"/> ACTIVE DUTY <input checked="" type="checkbox"/> ACTIVE DUTY FOR TRAINING <input type="checkbox"/> INACTIVE DUTY TRAINING		23. HOUR AND DATE TRAINING a. BEGAN 0730, 12 Jun 84 b. ENDED 1700, 16 Jun 84	
24. RESERVIST DIED OF INJURIES RECEIVED PROCEEDING <input type="checkbox"/> DIRECTLY TO TRAINING <input type="checkbox"/> DIRECTLY FROM TRAINING			
25. MODE OF TRANSPORTATION	26. HOUR BEGINNING TRAVEL	27. DISTANCE INVOLVED	28. NORMAL TIME FOR TRAVEL
29. DUTY STATUS AT TIME OF DEATH IF DIFFERENT FROM TIME OF INJURY OR CONTRACTION OF DISEASE <input type="checkbox"/> PRESENT FOR DUTY <input type="checkbox"/> ABSENT WITH AUTHORITY <input type="checkbox"/> ABSENT WITHOUT AUTHORITY			
30. DETAILS OF ACCIDENT - REMARKS (If additional space is needed, continue on reverse) (Attach inclosures as necessary) SGT Williams was assigned as the unit security NCO for establishing a defensive perimeter. This position included the positioning as well as training of personnel in the use of pyrotechnics. While performing his duty, he was subject to, in close range, the blast from an artillery simulator which resulted in his hearing problem. Attached are exhibits A through C.			
31. FORMAL LINE OF DUTY INVESTIGATION REQUIRED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		32. INJURY IS CONSIDERED TO HAVE BEEN INCURRED IN LINE OF DUTY (Not applicable on deaths) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
33. DATE 17 June 1984	34. TYPE NAME AND GRADE OF UNIT COMMANDER OR UNIT ADVISER William J. King, CPT, MSC		35. SIGNATURE <i>William J. King</i>

DA FORM 2173
OCT 73

REPLACES DA FORM 2173, 1 JUNE 66, WHICH IS OBSOLETE.

Figure 40-4. Sample of completed DA Form 2173 for disease requiring an informal investigation

RESERVED

Figun 40-5
Instructions for completing DA Form 261

Block Instructions

Date: *Date prepared.*

- | | | |
|-----|--|--|
| 1. | Investigation of | Self explanatory. |
| 2. | To | Final Approving Authority. |
| 3a. | Status | Indicate regular active duty or extended active duty, if applicable. |
| 3b. | Called to AD for | Applies to USAR and ARNG members, enter appropriate status. |
| 3c. | Type training | Applies to USAR and ARNG members, enter appropriate status. |
| 3d. | Short tour | Applies to USAR and ARNG members, enter appropriate status. |
| 4. | Name | Self explanatory. |
| 5. | SSN | Self explanatory. |
| 6. | Grade | Self explanatory. |
| 7. | Station | Self explanatory. |
| 8. | Military personnel involved in same accident | If there are any other military personnel involved in the accident, so indicate. |
| 9a. | Circumstances | See paragraph 40-8e-f(5). |
| 9b. | Medical diagnosis | See paragraph 40-8e-f(5). |
| 9c. | Present for duty | See paragraph 40-8e-f(5). |
| 9d. | Absent authority | See paragraph 40-8e-f(5). |
| 9e. | Intentional | See paragraph 40-8e-f(5). |
| 9f. | Mentally sound | See paragraph 40-8e-f(5). |
| 9g. | Remarks | See paragraph 40-8e-f(5). |
| 10. | Findings | See paragraph 40-8f(6). |

Action by Appointing Authority

See paragraph 40-9 and table 40-2.

Action by Reviewing Authority (ARNG only)

See paragraph 40-10 and table 40-2.

For Action of Office indicated in Item 2 block (Final Approving Authority)

See paragraphs 40-11 and 40-12 and table 40-2.

REPORT OF INVESTIGATION LINE OF DUTY AND MISCONDUCT STATUS					DATE 5 February 1985		
1 INVESTIGATION OF <input checked="" type="checkbox"/> INJURY <input type="checkbox"/> DISEASE <input type="checkbox"/> DEATH					3 STATUS <input checked="" type="checkbox"/> REGULAR OR EAD		
2 TO: (Major Army or Air Force Commander) Commander Military District of Washington Ft Lesley J. McNair, Washington, DC 20319					6 CALLED OR ORDERED TO AD FOR (1) <input type="checkbox"/> MORE THAN 30 DAYS (2) <input type="checkbox"/> 30 DAYS OR LESS		
4 LAST NAME - FIRST NAME - MIDDLE INITIAL DOE, John D.		5 SERVICE NO./SSAN 000-00-0000		6 GRADE SFC/E-7		7 ORGANIZATION AND STATION OF INDIVIDUAL HQ CO, USA, Ft Myer, VA 22211	
8 OTHER MILITARY PERSONNEL INVOLVED IN THE SAME INCIDENT (Last Name - First Name - Middle Initial)					9 DURATION (Applies ONLY to 3c and 3d)		
NONE					DURATION		
					DATE		
					HOUR		
					START		
					FINISH		
9 BASIS FOR FINDINGS (As determined by investigation)							
a. CIRCUIT STANCES		(1) HOUR 0280	(2) DATE 1 Jan 85		(3) PLACE Springfield, VA		
(U) HOW SUSTAINED Auto Accident				(A) MEDICAL DIAGNOSIS Amputation of R leg below knee; broken R arm, Lacerations to head and chest			
c. <input type="checkbox"/> WAS <input type="checkbox"/> WAS NOT PRESENT FOR DUTY e. INTENTIONAL MISCONDUCT OR NEGLECT							
d. <input type="checkbox"/> WAS <input type="checkbox"/> WAS NOT THE PROBABLE CAUSE f. <input checked="" type="checkbox"/> WAS <input type="checkbox"/> WAS NOT MENTALLY SOUND							
10 REMARKS SFC Doe was attending a New Year's Eve party at the private residence of SFC Frank Henry (HQ CO, USA, Ft Myer, VA) in Arlington, VA. Testimony by SFC Henry indicates SFC Doe arrived at his residence at approximately 2100 hours on 31 Dec 84. SFC Henry also stated that SFC Doe was the only individual drinking scotch whiskey that evening and approximately 3/4 of a bottle was consumed by SFC Doe from the time of his arrival until the time of his departure, approximately 0200 hours, 1 Jan 85. Statements of SFC Henry, SSG Johnson, and SSG Williams attest to the fact that SFC Doe was intoxicated and refused to take a taxi that was called by SFC Henry. (cont)							
10 FINDINGS (Do not complete in death cases)				ORGANIZATION AND STATION OF INVESTIGATING OFFICER National Defense University, Ft McNair			
<input type="checkbox"/> IN LINE OF DUTY				SIGNATURE AND TYPED NAME OF INVESTIGATING OFFICER George E. Russell			
<input type="checkbox"/> NOT IN LINE OF DUTY - NOT DUE TO OWN MISCONDUCT				GRADE CW2			
<input checked="" type="checkbox"/> NOT IN LINE OF DUTY - DUE TO OWN MISCONDUCT				BRANCH USA		SERVICE NO./SSAN 111-00-0000	
ACTION BY APPOINTING AUTHORITY				ACTION BY REVIEWING AUTHORITY			
HEADQUARTERS USAG, Ft Myer, VA 22211		DATE 12 Feb 85		HEADQUARTERS		DATE	
<input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED (Reasons and substantiated findings are on reverse)				<input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED (Reasons and substantiated findings are on reverse)			
SIGNATURE AND TYPED NAME R. M. Wilson				SIGNATURE AND TYPED NAME "Same as Final Approving Authority"			
GRADE CPT		BRANCH AG		SERVICE NO./SSAN 000-00-1111		GRADE LTC, AG	
FOR ACTION OF OFFICE INDICATED IN ITEM 3							
Commander, USAMDW, Ft L. J. McNair, Wash, DC 20319 Approved. See Reverse BY AUTHORITY OF THE SECRETARY OF THE ARMY						16 Feb 85 <i>R. C. Winstead</i> R. C. WINSTEAD LTC, AG Adjutant General	

DD FORM 1 OCT 64 261

REPLACES EDITION OF 1 AUG 58 EXISTING SUPPLIES OF WHICH WILL BE USED UNTIL EXHAUSTED

Figure 40-5. Sample formal investigation

REASONS FOR REVERSAL OF FINDINGS AND SUBSTITUTED FINDINGS

ACTION BY APPOINTING AUTHORITY:

JAG opinion was obtained and added as Exhibit ... Letter of delegation is added as Exhibit ...

R. M. WILSON
CPT, AG
Adjutant

ACTION BY FINAL APPROVING AUTHORITY:

Letter of Delegation added as Exhibit ...

Member was sent a copy of this investigation on 16 February 1985. SFC Doe was informed of his right to appeal. (See para 41-16.)

R. C. WINSTEAD
LTC, AG
Adjutant General

Figure 40-5. Sample formal investigation—Continued

DD Form 261 pertaining to SFC Doe, John D., 000-00-0000, 1 Jan 85; Item 9g:

SFC Doe departed the premises driving recklessly. The police report states the weather condition was clear; road surface was clean and made of asphalt with no obstructions. It also states that SFC Doe was traveling at an excessive speed as witnessed by a Fairfax County police officer -- approximately 75 mph. After visiting the scene of the accident, I noted the intersection to be well lighted and skid marks indicate SFC Doe was attempting to stop his vehicle 150 feet from point of impact. Loss to his vehicle was total. Safety restraints were installed and used. A check with B. Sharp Pontiac, Tysons Corner, VA where the car was purchased, reveals that SFC Doe has taken his auto in for all recommended service inspections and there were no mechanical deficiencies noted and there are no recalls for his make and model vehicle. SFC Doe refused to make any statements concerning his accident. After reviewing all of the attached evidence my conclusion is as follows; SFC Doe sustained his injuries to himself without regard for personal safety while driving his vehicle in an unfit condition; therefore, my findings are "Not in Line of Duty -- Due to Own Misconduct".

The following Exhibits are attached:

- A -- IO Appointment DF, dated 11 Jan 85
- B -- DA Form 2173, Statement of Medical Examination and Duty Status
- C -- Statement, IO dated 17 Jan 85
- D -- Statement, SFC Frank Henry 222-00-0000, HQ Co, USA, Ft Myer, VA, dated 14 Jan 85
- E -- Statement, SSG John J. Johnson, 333-000-0000, HQ Co, USA, Ft Myer, VA, dated 14 Jan 85
- F -- Statement, SSG Brenda S. Williams, 444-00-0000, HQ Co, USA, Ft Myer, VA, dated 17 Jan 85.
- G -- Statement, IO, dated 18 Jan 85, (Auto Dealer)
- H -- Statement, IO, dated 18 Jan 85, (PAD)
- I -- Statement, IO, dated 18 Jan 85, (Cdr and Unit LSG)
- J -- Accident Report
- K -- Letter to SFC Doe, dated 20 Jan 85, with return receipt
- L -- Legal Opinion
- M -- Delegation of Final Approval Authority

Figure 40-5. Sample formal investigation

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL	SUBJECT		
	Duty Appointment		
TO	FROM	DATE	CMT 1
CW2 George E. Russell 111-00-0000 National Defense University Ft L. J. McNair Washington, DC 20319-0600	Commander USAG	11 Jan 85	
<p>1. Effective 11 January 1985, CW2 George E. Russell, 111-00-0000, is hereby appointed as an Investigation Officer.</p> <p>2. Authority: AR 600-8-1, Line of Duty Investigations</p> <p>3. Purpose: To perform a Line of Duty Investigation IAW AR 600-8-1, obtaining the details pertaining to the injuries of SFC Doe, John D., 000-00-0000, HQ Co, USA, Ft Myer, VA 22211, that occurred in Springfield, VA on 1 January 1985.</p> <p>4. Period: Until the investigation is completed and no further investigation is required, unless released sooner by the appointing authority.</p> <p>5. Special Instructions: Conduct of this investigation will be your primary duty until the the investigation is submitted to the appointing authority. Your findings will be supported by substantial evidence and by a greater weight of evidence than supports any different conclusion. Your report of investigation will be submitted to this Headquarters NLT 8 February 1985.</p>			
FOR THE COMMANDER:			
<p>R. M. WILSON CPT, AG Adjutant</p>			

DA FORM 2496
AUG 80

PREVIOUS EDITIONS WILL BE USED

Figure 40-5. Sample formal investigation (Exhibit A)

STATEMENT OF MEDICAL EXAMINATION AND DUTY STATUS			
For the use of this form see AR 600-8-1. the proponent agency is MILPERCEN			
THRU: (Include ZIP Code) Commander HQCO, USA Ft Myer, VA	TO: (Include ZIP Code) Commander MDW Ft McNair, Wash DC 20319	FROM: (Include ZIP Code) Commander Dewitt Army Hospital Ft Belvoir, VA 22060	
1. NAME OF INDIVIDUAL EXAMINED (Last, First, and Middle Initial) Doe, John D.		2. SSN 000-00-0000	3. GRADE SFC/E-7
4. ORGANIZATION AND STATION HQCO, USA, Ft Myer, VA 22211		5. ACCIDENT INFORMATION	
		6. DATE 1 Jan 85	7. PLACE (City and State) Springfield, VA
SECTION I - TO BE COMPLETED BY ATTENDING PHYSICIAN OR HOSPITAL PATIENT ADMINISTRATOR			
8. INDIVIDUAL WAS <input type="checkbox"/> OUT PATIENT <input checked="" type="checkbox"/> ADMITTED <input type="checkbox"/> DEAD ON ARRIVAL	9. NAME OF HOSPITAL OR TREATMENT FACILITY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> MILITARY Dewitt Army Hospital, Ft Belvoir, VA		
10. HOUR AND DATE ADMITTED 0300, 1 Jan 85		11. HOUR AND DATE EXAMINED 0300, 1 Jan 85	
12. NATURE AND EXTENT OF <input checked="" type="checkbox"/> INJURY <input type="checkbox"/> DISEASE <input type="checkbox"/> RESULTING IN DEATH (Explain) Amputation of R leg below knee; broken R arm, lacerations to head and chest			
13. MEDICAL OPINION a. INDIVIDUAL <input checked="" type="checkbox"/> WAS <input type="checkbox"/> WAS NOT UNDER THE INFLUENCE OF <input checked="" type="checkbox"/> ALCOHOL <input type="checkbox"/> DRUGS (Specify): b. INDIVIDUAL <input type="checkbox"/> WAS <input type="checkbox"/> WAS NOT MENTALLY SOUND (Attach Psychiatric evaluation if appropriate). c. INJURY <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT LIKELY TO RESULT IN A CLAIM AGAINST THE GOVERNMENT FOR FUTURE MEDICAL CARE. d. INJURY <input type="checkbox"/> WAS <input checked="" type="checkbox"/> WAS NOT INCURRED IN LINE OF DUTY. BASIS FOR OPINION: BAT			
14. THE FOLLOWING DISABILITY MAY RESULT <input type="checkbox"/> TEMPORARY <input type="checkbox"/> PERMANENT PARTIAL <input checked="" type="checkbox"/> PERMANENT TOTAL		15. BLOOD ALCOHOL TEST MADE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	16. NO. OF MG ALCOHOL/100 ML BLOOD .21/100 ml
17. DETAILS OF ACCIDENT OR HISTORY OF DISEASE (How, where, when) SM was driver of POV involved in accident on I-395 in Springfield, VA			
18. DATE 4 Jan 85	19. TYPED OR PRINTED NAME OF ATTENDING PHYSICIAN OR PATIENT ADMINISTRATOR K. C. Scifres, 1LT, PAD		20. SIGNATURE
SECTION II - TO BE COMPLETED BY UNIT COMMANDER OR UNIT ADVISER			
21. DUTY STATUS <input type="checkbox"/> PRESENT FOR DUTY <input type="checkbox"/> ABSENT WITHOUT AUTHORITY <input checked="" type="checkbox"/> ABSENT WITH AUTHORITY: <input checked="" type="checkbox"/> ON PASS <input type="checkbox"/> ON LEAVE		22. HOUR AND DATE OF ABSENCE	
		23. FROM 1600, 31 Dec 84	24. TO 0600, 2 Jan 85
25. ABSENCE WITHOUT AUTHORITY MATERIALLY INTERFERED WITH THE PERFORMANCE OF MILITARY DUTY (Explain in item 30 type of duty missed, hours of duty, and how it did or did not interfere with performance) <input type="checkbox"/> YES <input type="checkbox"/> NO			
26. INDIVIDUAL WAS ON <input checked="" type="checkbox"/> ACTIVE DUTY <input type="checkbox"/> ACTIVE DUTY FOR TRAINING <input type="checkbox"/> INACTIVE DUTY TRAINING		27. HOUR AND DATE TRAINING	
		28. BEGAN	29. ENDED
30. RESERVIST DIED OF INJURIES RECEIVED PROCEEDING <input type="checkbox"/> DIRECTLY TO TRAINING <input type="checkbox"/> DIRECTLY FROM TRAINING			
31. MODE OF TRANSPORTATION	32. HOUR BEGINNING TRAVEL	33. DISTANCE INVOLVED	34. NORMAL TIME FOR TRAVEL
35. DUTY STATUS AT TIME OF DEATH IF DIFFERENT FROM TIME OF INJURY OR CONTRACTION OF DISEASE <input type="checkbox"/> PRESENT FOR DUTY <input type="checkbox"/> ABSENT WITH AUTHORITY <input type="checkbox"/> ABSENT WITHOUT AUTHORITY			
36. DETAILS OF ACCIDENT - REMARKS (If additional space is needed, continue on reverse) (Attach inclosures as necessary) Reference paragraph 39-2c(2), Part 5. Injury involving the abuse of alcohol requires a formal LD investigation.			
37. FORMAL LINE OF DUTY INVESTIGATION REQUIRED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		38. INJURY IS CONSIDERED TO HAVE BEEN INCURRED IN LINE OF DUTY (Not applicable on deaths) <input type="checkbox"/> YES <input type="checkbox"/> NO	
39. DATE 8 Jan 85	40. TYPE NAME AND GRADE OF UNIT COMMANDER OR UNIT ADVISER R. G. Landis, MAJ		41. SIGNATURE R.G. Landis

DA FORM 2173
OCT 73

REPLACES DA FORM 2173, 1 JUNE 66, WHICH IS OBSOLETE.

GPO : 1975 : 243-491-003 43-65

Figure 40-5. Sample formal investigation (Exhibit B)

STATEMENT

I CW2 George E. Russell, 111-00-0000, Investigating Officer, informed SFC John D. Doe, 000-00-0000, on 14 January 1985, of his right that he does not have to make any statement relating to the origin, incurrence, or aggravation of his injuries. SFC Doe understood his right and elected not to make such a statement. Additionally, all witness statements were sworn to under oath administered by me.

GEORGE E. RUSSELL
CW2, USA
Investigating Officer
17 January 1985

Figure 40-5. Sample formal investigation (Exhibit C)

SWORN STATEMENT

For use of this form, see AR 190-45; the proponent agency is Office of The Deputy Chief of Staff for Personnel.

LOCATION Rm 126, Bldg 49, Ft McNair, Wash DC	DATE 14 Jan 85	TIME 1100	FILE NUMBER
LAST NAME, FIRST NAME, MIDDLE NAME Henry, Frank NMN	SOCIAL SECURITY NUMBER. 222-00-0000	GRADE/STATUS SFC/E-7	
ORGANIZATION OR ADDRESS HQCO, USA, Ft Myer, VA 22211			

I, Frank Henry, WANT TO MAKE THE FOLLOWING STATEMENT UNDER OATH

I was throwing a New Year's Eve party at my house, 2299 Glebe Road, Arlington, VA on the evening of 31 December 1984. SFC John Doe was invited to the party and in fact did show up at approximately 2100 hours. SFC Doe and SSG Johnson came to the party together. SFC Doe was drinking scotch and soda that evening and around 0100 hours, he began getting quite boisterous and obnoxious. He was using foul language and trying to put the make on all the ladies that were there. I informed him that he had enough to drink and should lay off the booze. I got him something to eat and some coffee. He stated he was ready to leave at about 0145 hours. I told him I would call a taxi for him if he insisted on leaving but suggested he should spend the night. He insisted on leaving and I called a taxi cab for him. He refused the taxi and left on his own. I could not stop him. He got in his car and drove off like a maniac.

IO: You stated SFC Doe and SSG Johnson came to the party together. Did they ride together? And if yes, did they leave together?

SFC Henry: Yes, they rode to the party together but SSG Johnson refused to leave with him due to SFC Dos's condition.

IO: You stated SFC Doe was drinking scotch and soda that evening. How do you know this?

SFC Henry: I was bartender all evening.

IO: Then you would know how much SFC Doe had to drink?

SFC Henry: Yes, he consumed about 3/4 of a new bottle. He was the only one drinking scotch that evening.

IO: Did SFC Doe have any personal problems that you were aware of?

SFC Henry: No.

IO: Do you have anything to add or change to this statement?

SFC Henry: No. *f.h.*

-----END OF STATEMENT-----

EXHIBIT <i>D</i>	INITIALS OF PERSON MAKING STATEMENT <i>f.h.</i>	PAGE 1 OF <u>2</u> PAGES
---------------------	--	--------------------------

ADDITIONAL PAGES MUST CONTAIN THE HEADING "STATEMENT OF ___ TAKEN AT ___ DATED ___ CONTINUED." THE BOTTOM OF EACH ADDITIONAL PAGE MUST BEAR THE INITIALS OF THE PERSON MAKING THE STATEMENT AND BE INITIALED AS "PAGE ___ OF ___ PAGES." WHEN ADDITIONAL PAGES ARE UTILIZED, THE BACK OF PAGE 1 WILL BE LINED OUT, AND THE STATEMENT WILL BE CONCLUDED ON THE REVERSE SIDE OF ANOTHER COPY OF THIS FORM.

DA FORM 2823
JUL 72

SUPERSEDES DA FORM 2823, 1 JAN 85, WHICH WILL BE USED.

Figure 40-5. Sample formal investigation (Exhibit D)

NOT USED

AFFIDAVIT

I, Frank Henry HAVE READ OR HAVE HAD READ TO ME THIS STATEMENT WHICH BEGINS ON PAGE 1 AND ENDS ON PAGE . I FULLY UNDERSTAND THE CONTENTS OF THE ENTIRE STATEMENT MADE BY ME. THE STATEMENT IS TRUE. I HAVE INITIALED ALL CORRECTIONS AND HAVE INITIALED THE BOTTOM OF EACH PAGE CONTAINING THE STATEMENT. I HAVE MADE THIS STATEMENT FREELY WITHOUT HOPE OF BENEFIT OR REWARD, WITHOUT THREAT OF PUNISHMENT, AND WITHOUT COERCION, UNLAWFUL INFLUENCE, OR UNLAWFUL INDUCEMENT.

Frank Henry
(Signature of Person Making Statement)

WITNESSES:

Subscribed and sworn to before me, a person authorized by me to administer oaths, this 14 day of JANUARY, 1985
at FT L J. McNAIR, WASH, DC 20319-0600

Lu E Jurel
(Signature of Person Administering Oath)

ORGANIZATION OR ADDRESS

CWO2 GEORGE E RUSSELL
(Typed Name of Person Administering Oath)

ORGANIZATION OR ADDRESS

ARTICLE 136, UCMJ
(Authority To Administer Oaths)

INITIALS OF PERSON MAKING STATEMENT

Figure 40-5. Sample formal investigation (Exhibit D)—Continued

SWORN STATEMENT

For use of this form, see AR 190-45; the preparatory agency is Office of The Deputy Chief of Staff for Personnel.

LOCATION Rm 126, Bldg 59, Ft McNair, Wash DC	DATE 14 Jan 85	TIME 1300	FILE NUMBER
LAST NAME, FIRST NAME, MIDDLE NAME Johnson, John Jack	SOCIAL SECURITY NUMBER. 333-00-0000		GRADE/STATUS SSG/E-6
ORGANIZATION OR ADDRESS HQCO, USA, Ft Myer, VA 22211			

I, John J. Johnson, WANT TO MAKE THE FOLLOWING STATEMENT UNDER OATH

SFC John Doe and I were invited to a New Year's Eve party at SFC Frank Henry's house. SFC Doe picked me up at my place in Springfield at about 2030 hours on 31 December 1984 and we arrived at SFC Henry's place at about 2100 hours. After midnight sometime, I recall telling SFC Doe to cool it a little because he had too much to drink and was getting carried away with himself. He told me to mind my own business and that he knew what he was doing. SFC Henry served breakfast and called a taxi for SFC Doe. He told me to get my coat because he was leaving. I refused and tried to talk him into staying overnight but, he insisted on leaving and did so. He got in his car and took off like a mad man.

IO: Do you know how much SFC Doe had to drink?

SSG Johnson: Not exactly, but it must have been quite a lot because he could hardly walk let alone drive.

IO: Do you know what he was drinking?

SSG Johnson: Scotch and soda.

IO: How much did you have to drink?

SSG Johnson: 3 beers.

IO: All night?

SSG Johnson: Yes

IO: Did SFC Doe have any personal problems that you are aware of?

SSG Johnson: No.

IO: Why didn't you drive him home if you had very little to drink and you rode with him to the party?

SSG Johnson: I don't have a driver's license.

IO: Do you have anything to add or change to this statement?

SSG Johnson: No. *JJJ*

-----END OF STATEMENT-----

EXHIBIT E	INITIALS OF PERSON MAKING STATEMENT <i>JJJ</i>	PAGE 1 OF <u>2</u> PAGES
---------------------	---	--------------------------

ADDITIONAL PAGES MUST CONTAIN THE HEADING "STATEMENT OF ___ TAKEN AT ___ DATED ___ CONTINUED." THE BOTTOM OF EACH ADDITIONAL PAGE MUST BEAR THE INITIALS OF THE PERSON MAKING THE STATEMENT AND BE INITIALED AS "PAGE ___ OF ___ PAGES." WHEN ADDITIONAL PAGES ARE UTILIZED, THE BACK OF PAGE 1 WILL BE LINED OUT, AND THE STATEMENT WILL BE CONCLUDED ON THE REVERSE SIDE OF ANOTHER COPY OF THIS FORM.

DA FORM 2823
1 JUL 72

SUPERSEDES DA FORM 2823, 1 JAN 69, WHICH WILL BE USED.

Figure 40-5. Sample formal investigation (Exhibit E)

STATEMENT (Continued)

NOT USED

AFFIDAVIT

I, John J. Johnson HAVE READ OR HAVE HAD READ TO ME THIS STATEMENT WHICH BEGINS ON PAGE 1 AND ENDS ON PAGE 1. I FULLY UNDERSTAND THE CONTENTS OF THE ENTIRE STATEMENT MADE BY ME. THE STATEMENT IS TRUE. I HAVE INITIALED ALL CORRECTIONS AND HAVE INITIALED THE BOTTOM OF EACH PAGE CONTAINING THE STATEMENT. I HAVE MADE THIS STATEMENT FREELY WITHOUT HOPE OF BENEFIT OR REWARD, WITHOUT THREAT OF PUNISHMENT, AND WITHOUT COERCION, UNLAWFUL INFLUENCE, OR UNLAWFUL INDUCEMENT.

WITNESSES

John J. Johnson
(Signature of Person Making Statement)

Subscribed and sworn to before me, a person authorized by law to administer oaths, this 14 day of JANUARY, 1985 at FT L. J. McNAIR WASH, DC 20319-0600

ORGANIZATION OR ADDRESS

George E Russell
(Signature of Person Administering Oath)

CW2 GEORGE E RUSSELL
(Typed Name of Person Administering Oath)

ORGANIZATION OR ADDRESS

ARTICLE 136, UCMJ
(Authority To Administer Oaths)

INITIALS OF PERSON MAKING STATEMENT

PAGE 2 OF 2 PAGES

Figure 40-5. Sample formal investigation (Exhibit E)—Continued

S-T-A-T-E-M-E-N-T.

I. SSG Brenda S. Williams, make the following statement:

I stopped by SFC Henry's house shortly after midnight to wish him a happy New Year because I knew he was having a party and it probably would still be going on. I got there in time to have breakfast. I had noticed SFC Doe eating and spilling food all over himself. He spilled more than he was eating. SFC Henry and some other people were trying to talk him into staying over or take a taxi but, he insisted on leaving and driving himself home.

IO: WHAT DATE DID YOU STOP BY SFC HENRY'S HOUSE?

SSG WILLIAMS: Shortly after midnight, 1 January 1985.

IO: HOW WAS SFC DOE ACTING?

SSG WILLIAMS: Like a crazy drunk. He was pushing people around and stumbling.

IO: HOW WELL DO YOU KNOW SFC DOE?

SSG WILLIAMS: I know him but, not very well.

END OF STATEMENT

Brenda S. Williams
Brenda S. Williams
SSG, USA, 44A-00-0000
0900, 17 January

Figure 40-5. Sample formal investigation (Exhibit F)

STATEMENT

I, CW2 George E. Russell, 111-00-0000, went to B. Sharp Pontiac at Tyson's Corner, VA to talk with the service manager, John Smith, on 18 January 1985. I informed Mr. Smith of the investigation and asked if he could provide me with some information of SFC John D. Doe's automobile, 1984 Pontiac Trans Am, VIN GWS11123ST2222. Mr. Smith pulled out the maintenance records on SFC Doe's car and stated that SFC Doe brought his car in for all recommended service check-ups and said that SFC Doe was very particular about his car (i.e., kept very clean, little minor stuff repairer). There were no recall actions on this vehicle. Mr. Smith stated at last check-up, SFC Doe had 11,750 miles on his car and it was in excellent mechanical shape.

-----END OF STATEMENT-----


GEORGE E. RUSSELL
CW2, USA
Investigating Officer
18 January 1985

Figure 40-5. Sample formal investigation (Exhibit G)

STATEMENT

On 18 January 1985, I spoke to the Patient Administrator, CPT Bad Bones, of Dewitt Army Hospital, Fort Belvoir, VA. CPT Bones stated that the BAT results indicated on the DA Form 2173 were correct and supported by documentation. Additionally, there was no documentation indicating that SFC Doe was under psychiatric care or being treated for any mental disorders.

-----END OF STATEMENT-----


GEORGE E. RUSSELL
CW2, USA
Investigating Officer
18 January 1985

Figure 40-5. Sample formal investigation (Exhibit H)

STATEMENT

On 18 January 1985, I visited SFC Doe's Company Commander, MAJ R. G. Landis, and the First Sergeant, 1SG Gary D. Coffman. They both stated that SFC Doe was an outstanding NCO. They stated that SFC Doe did not have a drinking problem to their knowledge and also were not aware of any personal problems.

-----END OF STATEMENT-----


GEORGE B. RUSSELL
CW2, USA
Investigating Officer
18 January 1985

Figure 40-5. Sample formal investigation (Exhibit I)

MILITARY POLICE TRAFFIC ACCIDENT REPORT					PM ACTIVITY CODE REPORT NO												
DATE OF ACCIDENT MO: 85, DAY: Jan, 01, TIME: 0230					DAY OF COLLISION <input type="checkbox"/> SUNDAY <input type="checkbox"/> MONDAY <input checked="" type="checkbox"/> TUESDAY <input type="checkbox"/> WEDNESDAY <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY <input type="checkbox"/> SATURDAY												
MILITARY RESERVATION <input type="checkbox"/> ON <input checked="" type="checkbox"/> OFF		ROAD OR STREET ON WHICH ACCIDENT OCCURRED I-395			NAME AND LOCATION OF MILITARY RESERVATION CITY, STATE, ETC Springfield, VA												
AT INTERSECTION <input type="checkbox"/> AT <input checked="" type="checkbox"/> NOT AT		NAME OF INTERSECTING STREET Keene Mill Rd (Overpass)			NAME OF NEAREST INTERSECTING ST HIGHWAY OR OTHER PERMANENT IDENTIFYING LANDMARK			NO OF FEET		DIRECTION							
IF ACCIDENT OCCURRED OFF MILITARY RESERVATION AND OUTSIDE CITY LIMITS INDICATE 5 MILES <input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W FROM <input type="checkbox"/> CITY LIMITS <input checked="" type="checkbox"/> CENTER OF CITY OR TOWN					KIND OF LOCALITY <input type="checkbox"/> RURAL <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> SCHOOL OR PLAYGROUND <input checked="" type="checkbox"/> BUSINESS OTHER: Freeway Interchange												
TYPE ACCIDENT <input checked="" type="checkbox"/> VEHICLE-OBJECT <input type="checkbox"/> VEHICLE OR TRAIN <input type="checkbox"/> VEHICLE-PEDESTRIAN <input type="checkbox"/> HIT & RUN					TOTAL NO. OF VEHICLES INVOLVED 1		SEVERITY <input type="checkbox"/> NO KILLED <input checked="" type="checkbox"/> 1 <input type="checkbox"/> NO INJURY			<input type="checkbox"/> PROPERTY DAMAGE ONLY							
VEHICLE 1		VEHICLE 2		VEHICLE 3		VEHICLE 4		VEHICLE 5		VEHICLE 6							
DRIVING LANES		CHASIS		SURFACE		CONDITIONS		DEFECTS		WEATHER							
ONE		STRAIGHT		CONCRETE		DRY		HOLES HITS BUMPS ETC		CLEAR							
TWO		CURVE		BLACK TOP		WET		LOOSE MATERIAL ON SURFACE		RAIN							
THREE OR MORE		LEVEL		BRICK		MUD		DEFECTIVE SHOULDER		FOG							
DIVIDED HIGHWAY		ON GRADE		GRAVEL		SNOW		NO DEFECTS		SNOWING							
OTHER		OTHER		OTHER		OTHER		OTHER		OTHER							
STOP & GO SIGNAL		FLASHING LIGHT		WARNING SIGN		ONE WAY STREET		STOP SIGN		OTHER EXPLAIN							
NO TRAFFIC SIGNAL		OFFICER OR WATCHMAN		SOLID CENTER LINE		STOP SIGN											
USA REGISTRATION OR LICENSE NO GOGOGO			MAKE Pont	YEAR 84	BODY TYPE 2dr HDT		USA REGISTRATION OR LICENSE NO			MAKE	YEAR	BODY TYPE					
UNIT MARKINGS/DECAL NO.			<input checked="" type="checkbox"/> PRIVATELY OWNED <input type="checkbox"/> GOVERNMENT			UNIT MARKINGS/DECAL NO.			<input type="checkbox"/> PRIVATELY OWNED <input type="checkbox"/> GOVERNMENT								
REGISTERED OWNER IF NOT DRIVER (LAST FIRST MI)						REGISTERED OWNER IF NOT DRIVER (LAST FIRST MI)											
ADDRESS OF OWNER						ADDRESS OF OWNER											
NAME AND ADDRESS OF INSURANCE COMPANY OR AGENT NO FAULT USA, Washington, DC						NAME AND ADDRESS OF INSURANCE COMPANY OR AGENT											
NAME (LAST, FIRST, MI) GRADE AND ADDRESS Doe, John D. HQ Co, USA Ft Myer, VA 22211			SSN 000-00-0000	AGE 34		SEX <input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE	NAME (LAST, FIRST, MI) GRADE AND ADDRESS			SSN	AGE	SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE					
DRIVER'S LICENSE PERMIT NUMBER 000-00-0000			STATE VA	LIMITATIONS ON LICENSE PERMIT <input checked="" type="checkbox"/> NO		DRIVING EXPERIENCE (YEARS) 17	DRIVER'S LICENSE PERMIT NUMBER			STATE	LIMITATIONS ON LICENSE PERMIT <input type="checkbox"/> NO						
LIMITATIONS ON LICENSE PERMIT <input type="checkbox"/> YES (SPECIFY)			DRIVING EXPERIENCE (YEARS)	LIMITATIONS ON LICENSE PERMIT <input type="checkbox"/> YES (SPECIFY)		DRIVING EXPERIENCE (YEARS)	LIMITATIONS ON LICENSE PERMIT <input type="checkbox"/> YES (SPECIFY)			DRIVING EXPERIENCE (YEARS)	LIMITATIONS ON LICENSE PERMIT <input type="checkbox"/> YES (SPECIFY)						
CODES (1) CAT	B	(2) INJ	E	(3) SEAT BELT	C	(4) POS	I	CODES (1) CAT		(2) INJ		(3) SEAT BELT		(4) POS			
NAME AND ADDRESS						NAME AND ADDRESS											
None						None											
PEDESTRIAN WAS GOING <input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W ALONG ACROSS INTO STREET ROAD OR HIGHWAY																	
FROM INW TO SW CORNER OR EAST TO WEST SIDE, ETC TO																	
CROSSING WITH SIGNAL			CROSSING NO SIGNAL			STANDING ON ROADWAY			WALKING IN ROAD AGAINST TRAFFIC								
CROSSING AGAINST SIGNAL			HITCHING ON VEHICLE			COMING FROM BEHIND PARKED CAR			WALKING IN ROAD WITH TRAFFIC								
CROSSING NOT AT INTERSECTION			PLAYING ON ROADWAY			PUSHING OR WORKING ON VEHICLE			OTHER								
NAME AND ADDRESS						TELEPHONE NUMBER											
Officer Frank Car, Fairfax County Police Dept						971-0000											
No others																	
(1) CATEGORY			(2) INJURY CLASS			(3) SHOULDER/LAP BELTS			(4) SEAT POSITION								
A. ARMY OFFICER B. ARMY ENLISTED C. OTHER SERVICE OFFICER D. OTHER SERVICE ENLISTED E. CIVILIAN F. DEPENDENT G. OTHER			A. NO INJURY B. BEHD AT SCENE C. DEAD ON ARRIVAL D. DIED IN HOSPITAL E. INCAPACITATING INJURY F. NON-INCAPACITATING INJURY G. POSSIBLE INJURY H. INJURY UNKNOWN			A. LAP BELT USED B. SHOULDER HARNESS USED C. BOTH USED D. NOT USED E. NOT INSTALLED F. LAP BELT FAILED G. SHOULDER HARNESS FAILED H. BOTH FAILED I. UNKNOWN			<table border="1"> <tr> <td>4</td> <td>1</td> </tr> <tr> <td>5</td> <td>2</td> </tr> <tr> <td>6</td> <td>3</td> </tr> </table> <p>7 OTHER POSITION (BIS MOTORCYCLE) 8 POSITION UNKNOWN</p>			4	1	5	2	6	3
4	1																
5	2																
6	3																

DA FORM 3946 1 SEP 73

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

Figure 40-5. Sample formal investigation (Exhibit J)

VEHICLE DAMAGE INSTRUCTIONS

- In each box, circle the number of each damaged area.
- Shade area of severest impact.
- Draw arrow(s) to show principal direction of force.

EXAMPLE

DAMAGED VEHICLE NO. 1		DAMAGED VEHICLE NO. 2		DAMAGED TRAILER, MOTORCYCLE, ETC.			
				SKETCH DAMAGE:			
SEVERITY OF DAMAGE VEHICLE NO. 1 <input checked="" type="checkbox"/> DISABLING DAMAGE <input type="checkbox"/> OTHER M.V. DAMAGE <input type="checkbox"/> FUNCTIONAL DAMAGE <input type="checkbox"/> NO DAMAGE		SEVERITY OF DAMAGE VEHICLE NO. 2 <input type="checkbox"/> DISABLING DAMAGE <input type="checkbox"/> OTHER M.V. DAMAGE <input type="checkbox"/> FUNCTIONAL DAMAGE <input type="checkbox"/> NO DAMAGE		SEVERITY OF DAMAGE (OTHER VEHICLE) <input type="checkbox"/> DISABLING DAMAGE <input type="checkbox"/> OTHER M.V. DAMAGE <input type="checkbox"/> FUNCTIONAL DAMAGE <input type="checkbox"/> NO DAMAGE			
TOWED BY: WE GOT IT WRECKER CO		TOWED BY:		TOWED BY:			
TO: U KNOW WHERE IMPOUND LOT		TO:		TO:			
DAMAGE TO PROPERTY (OTHER THAN VEHICLE): NONE							
SKETCH OF COLLISION 1. Identify: Roadway & roadway features Vehicles Pedestrians Objects on/off roadway Traffic controls Skidmarks Unusual/temperature conditions (ice patch, construction areas, etc.) 2. Locate probable point of impact 3. Show vehicle, pedestrian or object positions at impact 4. Show probable vehicle or pedestrian paths before and after collision							
DESCRIPTION OF COLLISION Indicate what probably happened before, during and after the crash, include information not on sketch, e.g., driver disability, reduced visibility, pedestrian clothing color, construction or repair work, etc.							
Driver was traveling South on I-395 at 75 mph, started to veer right; driver tried to correct path of vehicle and lost control; hitting the concrete structure supporting the Keene Mill Road overpass. Fairfax County police called the ambulance, fire department, wrecker and this MP Station. Witness was positioned in vehicle marked "X".							
DRIVER'S ACTION BEFORE ACCIDENT	DIRECTION HEADED		DRIVER 1	DRIVER 2	VEHICLE 3	SPECIFY FEET/MPH	
	N S E W		X		50	ESTIMATED DISTANCE WHEN DANGER WAS FIRST NOTICED (FEET):	
	VEH 1				75	ESTIMATED SPEED WHEN DANGER WAS FIRST NOTICED (MPH):	
	VEH 2				50	ESTIMATED SPEED AT IMPACT (MPH):	
CONTRIBUTING CIRCUMSTANCES	DRIVER 1	CHECK ONE OR MORE	DRIVER 2	CHECK ONE OR MORE	DRIVER 3	CHECK ONE	CHECK ONE OR MORE
	X	EXCEEDING SPEED LIMIT		NO OR IMPROPER SIGNAL	X	ALCOHOL INVOLVED	X
		SPEED EXCESSIVE FOR CONDITIONS		DISREGARDED TRAFFIC SIGNAL		DRUGS INVOLVED	
		FAILED TO YIELD		IMPROPER TURN		ABILITY IMPAIRED	TEST RESULTS
		DISREGARDED STOP SIGNAL		UNKNOWN		ABILITY NOT IMPAIRED	DRIVER NO. 1
		VISION OBSTRUCTED		OTHER (SPECIFY):		UNKNOWN	DRIVER NO. 2
		FOLLOWING TOO CLOSE				SEE ATTACHED DD FORM 1820 'ALCOHOLIC INFLUENCE REPORT'	
		IMPROPER OVERTAKING					
MILITARY POLICE ACTIVITY	NAME OF PERSON(S) APPREHENDED			CHARGES		REPORT NUMBER	
	NONE						
	TIME MILITARY POLICE NOTIFIED (HOUR): 0235			TIME MILITARY POLICE ARRIVED AT SCENE OF ACCIDENT (HOUR): 0245			
	WHERE ELSE WAS INVESTIGATION MADE			DID MILITARY OPERATOR COMPLETE DD FORM 518 'ACCIDENT IDENTIFICATION CARD'		YES NO	
	NONE					X	
	IF OFF MILITARY RESERVATION, WHO ELSE CONDUCTED AN INVESTIGATION (IF OTHER AGENCY CONDUCTED COMPLETE INVESTIGATION, SO INDICATE)			DID MILITARY OPERATOR COMPLETE STANDARD FORM 81 'OPERATOR'S REPORT OF MOTOR VEHICLE ACCIDENT'		YES NO	
Fairfax County turned investigation over to Military Police.					X		
DATE	TYPED OR PRINTED NAME AND GRADE OF INVESTIGATOR			INVESTIGATOR'S SIGNATURE AND GRADE			
850101	I. GOTIT, SGT						
DATE APPROVED	APPROVED BY			INCLOSURES		DISTRIBUTION	
850102	I. APPROVE						

*Detailed diagrams, as required by local policy, may be attached to this form.

Figure 40-5. Sample formal investigation (Exhibit J)—Continued

(Appropriate Letterhead)

(Office symbol)

(date)

SUBJECT: Line of Duty Investigation

SFC John D. Doe
000-00-0000
Medical Holding Detachment
Dewitt Army Hospital
Ft Belvoir, VA 22060

1. As you are aware, I have been appointed as the investigating officer to conduct a Line of Duty Investigation for the purpose of obtaining details surrounding the circumstances of your injuries ~~as a result of your accident on 1 January 1985.~~
2. Based upon the evidence that I have collected, I believe your injuries were incurred NOT IN THE LINE OF DUTY - DUE TO YOUR OWN MISCONDUCT. This evidence is attached for your review.
3. Due to the adverse impact this determination may have, you are invited to make a statement on your own behalf; however, as you were informed previously, you need not make any statement relative to the origin, incurrence, or aggravation of your injuries.
4. If you desire to make a statement, it will be taken into consideration before my final determination is made. Your statement must be completed and forwarded within 10 days after receipt of this correspondence.

9 Encls

1. DA Form 2173
2. Stmt, IO dtd 14 Jan 85
3. Stmt, SFC Henry
4. Stmt, SSG Johnson
5. Stmt, SSG Williams
6. Stmt, IO dtd 18 Jan 85 (Auto Dealer)
7. Stmt, IO dtd 18 Jan 85 (PAD)
8. Stmt, IO dtd 18 Jan 85 (CO and 1SG)
9. Accident Report

GEORGE E. RUSSELL
CW2, USA
Investigating Officer

Figure 40-5. Sample formal investigation (Exhibit K)

UNITED STATES POSTAL SERVICE

OFFICIAL BUSINESS

SENDER INSTRUCTIONS
 Print your name, address, and ZIP Code in the space below.
 • Complete items 1, 2, 3, and 4 on the reverse.
 • Attach to front of article if space permits.
 • Otherwise affix to back of article.
 • Enclose article "Return Receipt Requested" adjacent to number.



PENALTY FOR PRIVATE USE \$300

RETURN TO



Mr George E. Russell

(Name of Sender)

National Defense University ATTN: RSD-APD

(No. and Street, Apt., Suite, P.O. Box or R.D. No.)

Ft L. J. McNair, Washington, DC 20319-0600

(City, State, and ZIP Code)

PS Form 3811, July 1985

SENDER: Complete items 1, 2, 3 and 4.
 Put your address in the "RETURN TO" space on the reverse side. Failure to do this will prevent this card from being returned to you. The return receipt fee will provide you the name of the person delivered to and the date of delivery. For additional fees the following services are available. Consult postmaster for fees and check box(es) for service(s) requested.

- Show to whom, date and address of delivery.
- Restricted Delivery.

3. Article Addressed to:
 SFC John D. Doe
 Medical Holding Detachment
 Ft Belvoir, VA 22060

4. Type of Service:	Article Number
<input checked="" type="checkbox"/> Registered <input type="checkbox"/> Insured <input type="checkbox"/> Certified <input type="checkbox"/> COD <input type="checkbox"/> Express Mail	0001111

Always obtain signature of addressee or agent and **DATE DELIVERED.**

- Signature - Addressee
X
- Signature - Agent
X
- Date of Delivery
- Addressee's Address (*ONLY if requested and fee paid*)

DOMESTIC RETURN RECEIPT

Figure 40-5. Sample formal investigation (Exhibit K)—Continued

DISPOSITION FORM

For use of this form, see AR 340-15, the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL XETX-OBR-PD	SUBJECT Request for Opinion
---	--------------------------------

TO SJA	FROM CDR, USAG Ft Myer, VA	DATE 10 Feb 85	CMT 1 ILT Stewart/mm/697-2737
--------	-------------------------------	----------------	----------------------------------

The attached Report of Investigation concerning the injuries sustained by Sergeant First Class John D. Doe, 000-00-0000, on 1 January 1985 in Springfield, Virginia, is forwarded for your review and opinion whether or not the evidence in the investigation is legally sufficient to support the findings of NOT IN LINE OF DUTY - DUE TO OWN MISCONDUCT.

FOR THE COMMANDER:

Encl
as

B. N. MAHER
MAJ, Chemical Corps
Asst Asjutant

DA FORM 2496
AUG 80

PREVIOUS EDITIONS WILL BE USED

Figure 40-5. Sample formal investigation (Exhibit L)

DAPC-AIB-KA (XETX-OBR-PD/10 Feb 85)
SUBJECT: Request for Opinion

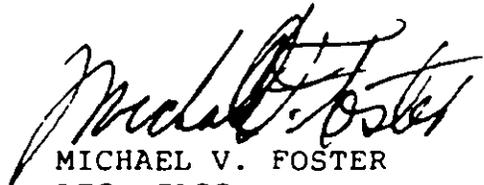
TO: CDR, USAG
Ft Myer, VA

FROM: SJA

DATE: 12 Feb 85 CMT 2

1. A review of the line of duty investigation reveals substantial evidence that on 1 January 1985, SFC Doe was driving his car at approximately 75 mph. Evidence indicates the weather was clear; road surface was clean and made of asphalt with no obstructions.
2. A witness, SFC Henry, stated that SFC Doe arrived at the party approximately 2100 hours on 31 December 1984, and was the only individual drinking scotch whiskey that evening. Approximately 3/4 of a bottle was consumed by SFC Doe from the time he arrived until the time he departed, approximately 0200 hours, 1 January 1985.
3. It is the opinion of this office that, taken together, the evidence is sufficient to refute the presumption that SFC Doe's injuries were in line of duty, and to establish that he was driving his car in an unfit condition. Under the circumstances, his conduct constituted willful negligence which the proximate cause of his injuries.

Encl
nc



MICHAEL V. FOSTER
LTC, JAGC
Command Judge Advocate

Figure 40-5. Sample formal investigation (Exhibit L)—Continued

(Appropriate Letterhead)

(Office symbol)

(Date)

SUBJECT: Delegation of Authority

Adjutant General
US Army Military District of Washington
Fort Lesley J. McNair
Washington, DC 20319-5050

In accordance with AR 600-8-1, you are hereby delegated authority to approve, disapprove, or otherwise appropriately dispose of Line of Duty Investigations. This authority may be further delegated to an officer of your staff.

/S/

John Ballentine

Major General

Commanding

Figure 40-5. Sample formal investigation (Exhibit M)

DISPOSITION FORM

For use of this form, see AR 340 15 the proponent agency is TAGO

REFERENCE OR OFFICE SYMBOL	SUBJECT
	LD Determination

TO (Ind Conc) (Ind CDR)	FROM (CDR, MTF conc)	DATE	CMT 1
----------------------------	----------------------	------	-------

1. (For the individual concerned). You are hereby informed that your hospitalization during the period _____ to _____, resulted from your incapacitation. This incapacitation was caused by your intemperate use of alcohol or other drugs and is considered "Not in Line of Duty - Due to Own Misconduct", and will be considered as lost time with no pay entitlement due. Any appeal of this finding may be submitted in writing IAW the provisions of para 41-16, Part 5, to your commander.

2. (For the unit commander). You are hereby informed of the above hospitalization and line of duty findings concerning a member of your command. Action should be taken to ensure that the individual's personnel officer and the custodian of his finance records are informed and that necessary SIDPERS input is accomplished.

DA FORM 2496
AUG 80

PREVIOUS EDITIONS WILL BE USED

Figure 41-1. Suggested format of intoxication and drug abuse DF

Appendix A References

Section I Required Publications

AR 12-15

Education and Training of Foreign Personnel by the U.S. Army. (Cited in para 19-10.)

AR 27-3

Legal Assistance

AR 40-216

Neuropsychiatry and Mental Health. (Cited in para 40-8.)

AR 55-46

Travel of Dependents and Accompanied Military and Civilian Personnel To, From, or Between Oversea Areas. (Cited in para 8-9.)

AR 210-190

Post Cemeteries. (Cited in para 29-2.)

AR 290-5

Army National Cemeteries. (Cited in para 29-2.)

AR 340-18

The Army Functional File System. (Cited in para 17-17.)

AR 640-3

Identification Cards, Tags, and Badges. (Cited in fig 22-1)

AR 840-10

Description and Use of Flags, Guidons, Tabards, and Automobile Plates. (Cited in para 31-2.)

DA PAM 608-4

A Guide for the Survivors of Deceased Army Members. (Cited in para 22-18.)

DA PAM 608-33

Casualty Assistance Handbook. (Cited in para 21-1 and 22-7.)

DA PAM 638-1

Escorting Deceased Army Personnel. (Cited in para 28-7 and 31-2.)

FM 10-63

Handling of Deceased Personnel in Theaters of Operations. (Cited in para 24-1.)

FM 10-286

Identification of Deceased Personnel. (Cited in para 24-1.)

FM 22-5, Section XI

Funerals (Drill and Ceremonies). (Cited in para 30-1.)

VA-DMA-IS-1

Interments in National Cemeteries. (Cited in para 29-2.) (This publication is available from the VA Department of Memorial Affairs, *Directors of National Cemetery Area Offices*, all VA National Cemeteries, and the nearest VA Regional Office or Facility.)

Section II Related Publications

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

AFR 30-25

Casualty Services

AR 12-15

Education and Training of Foreign Personnel by the U.S. Army

AR 15-6

Procedure for Investigating Officers and Board of Officers

AR 15-185

Army Board for Correction of Military Records

AR 18-7

Data Processing Installation Management Procedures and Standards

AR 27-20

Claims

AR 37-27

Accounting Policy and Procedures for Intragovernment, Intradefense, and Intra-Army Transactions

AR 37-100

Account/Code Structure

AR 37-100-XX(FY)

The Army Management Structure

AR 37-104-3

Military Pay and Allowances Procedures: Joint Uniform Military Pay System (JUMPS-Army.)

AR 37-108

General Accounting and Reporting for Finance and Accounting Offices

AR 40-1

Composition, Mission, and Functions of the Army Medical Department

AR 40-2

Army Medical Treatment Facilities: General Administration

AR 40-121

Uniformed Services Health Benefits Program

AR 55-355

Military Traffic Management Regulation

AR 59-120

Blue Bark Passengers

AR 105-31

Record Communications

AR 145-1

Senior ROTC Program: Organization, Administration, and Training

AR 165-20

Duties of Chaplains and Commander's Responsibilities

AR 190-8

Enemy Prisoner of War Administration: Employment and Compensation

AR 310-50

Authorized Abbreviations and Brevity Codes

AR 335-15

Management Information Control System

AR 340-15

Preparing Correspondence

AR 340-16

Safeguarding for "Official Use Only" Information

AR 340-17

Release of Information and Records from Army Files

AR 340-18

The Army Functional Files System

AR 340-18-7

Maintenance and Disposition of Military Personnel Functional Files

AR 360-5

Public Information Policies

AR 380-5

Department of the Army Information Security Program Supplement to DOD 5200.1R (DODISPR)

AR 385-95

Army Aviation Accident Prevention

AR 500-70

Military Support of Civil Defense

AR 600-25

Salutes, Honors, and Visits of Courtesy

AR 608-2

Servicemen's Group Life Insurance (SGLI); Veterans' Group Life Insurance (VGLI); United States Government Life Insurance (USGLI); and National Service Life Insurance (NSLI)

AR 624-100

Promotion of Officers on Active Duty

- AR 630-10**
Absence Without Leave and Desertion
- AR 633-51**
Civilian Internees Administration, Employment and Compensation
- AR 635-40**
Physical Evaluation for Retention, Retirement or Separation
- AR 638-25**
Armed Services Graves Registration Office
- AR 640-10**
Individual Military Personnel Records
- AR 672-5-1**
Military Awards
- AR 700-84**
Issue and Sale of Personal Clothing
- DA Pam 55-2**
Personal Property Shipping Information: It's Your Move
- DA Pam 352-2**
Dependent's Education-Educational Scholarships, Loans and Financial Aids
- DA Pam 360-524**
Your Personal Affairs
- DA Pam 600-5**
Handbook on Retirement Services for Army Personnel and Their Families
- DA Poster 608-10**
Soldier—Record of Emergency Data
- DODPM**
DOD Military Pay and Allowances Entitlements Manual (This publication can be ordered through normal publications supply channels as Misc Pub 13-1.)
- DOD 4500.34-R**
Personal Property Traffic Management Regulation.
- DOD 4515.13-R**
DOD Air Transportation Eligibility Regulation
- DOD Regulation 5030.49-R**
- FAR**
DOD Federal Acquisition Regulation (FAR) Supplement
- JTR, Volume 1**
Joint Travel Regulation (Military)
- JTR, Volume 2**
Joint Travel Regulation (Civilian)
- MACR 76-1, Volume I**
Military Airlift Command Regulation, Military Airlift Transportation
- NAVMILPERMAN**
Naval Military Personnel Manual 15560
- NGB PAM**
Unit Level Military Pay Manual
- NGB PAM**
State Level Military Pay Procedures—Army National Guard
- NGR 600-3**
Line of Duty Determinations
- NGR 600-200**
Enlisted Personnel Management
- NGR 638-40**
Care and Disposition of Remains
- NGR 640-100**
Officers and Warrant Officers Military Personnel Records Jacket
- FM 22-5**
Drills and Ceremonies
- 37-104-3**
Military Pay and Allowances Procedures: Joint Uniform Military Pay System (JUMPS-Army)
- Section III**
Prescribed Forms
- DA Form 54**
Record of Personal Effects—Outside Combat Area. (Prescribed in para 34-1.)
- DA Form 1155**
Witness Statement on Individual. (Prescribed in para 6-7.)
- DA Form 1156**
Casualty Feeder Report. (Prescribed in para 6-7.)
- DA Form 2173**
Statement of Medical Examination and Duty Status (Prescribed in para 38-9.)
- DA Form 2204-R**
Survivors Assistance Report. (Prescribed in para 8-9.)
- DA Form 2773-R**
Statement of Identification. (Prescribed in para 24-12.)
- DA Form 2823**
Sworn Statement. (Prescribed in para 41-15.)
- DA Form 3881**
Rights Warning Procedures/Waiver Certificate. (Prescribed in para 40-3.)
- DA Form 4339-R**
Mortuary Activity and Status Report (Overseas). (Prescribed in para 22-18.)
- DA Form 4475-R**
Data Required by the Privacy Act of 1974—Personal Information from the NOK of a Deceased Servicemember (LRA). (Prescribed in para 14-2.)
- DA Form 5327-R**
Bona Fide Dependent Declaration (Military). (Prescribed in para 22-16.)
- DA Form 5328-R**
Bona Fide Dependent Declaration (Civilian). (Prescribed in para 22-16.)
- DA Form 5329-R**
Escort Report. (Prescribed in para 23-4.)
- DA Form 5330-R**
Release of Remains for Local Disposition (OCONUS). (Prescribed in para 22-17.)
- DA Form 5515**
Survivor Assistance Referral Card. (Prescribed in para 8-9.)
- DA Form 5520-R**
Physical and Dental Comparison Chart. (Prescribed in para 24-12.)
- DD Form 93**
Record of Emergency Data Card. (Prescribed in Chapter 13.)
- DD Form 261**
Report of Investigation—Line of Duty and Misconduct Status. (Prescribed in para 40-8.)
- DD Form 565**
Statement of Recognition. (Prescribed in para 24-12.)
- DD Form 890**
Record of Identification Processing; Effects and Physical Data. (Prescribed in para 24-12.)
- DD Form 891**
Record of Identification Processing; Dental Chart. (Prescribed in para 24-12.)
- DD Form 892**
Record of Identification Processing; Skeletal Chart. (Prescribed in para 24-12.)
- DD Form 893**
Record of Identification Processing; Anatomical Chart. (Prescribed in para 24-12.)
- DD Form 894**
Record of Identification Processing; Fingerprint Chart. (Prescribed in para 24-12.)
- DD Form 1300**
Report of Casualty. (Prescribed in para 3-11.)
- DD Form 1375**
Request for Payment of Funeral and/or Interment Expenses. (Prescribed in para 17-15.)

DD Form 2062
Record of Preparation and Disposition of Remains (Outside CONUS). (Prescribed in para 20-16.)

DD Form 2063
Record of Preparation and Disposition of Remains (Within CONUS). (Prescribed in para 20-16.)

DD Form 2064
Certificate of Death (Overseas). (Prescribed in para 21-6.)

DD Form 2065
Disposition of Medical Examination and Duty Status. (Prescribed in para 22-9.)

SF 1174
Claim for Unpaid Compensation of Deceased Member of the Uniformed Services. (Prescribed in para 8-10e(4)).

Section IV Referenced Forms

DA Form 2
Personnel Qualification Record—Part I.

DA Form 2-1
Personnel Qualification Record—Part II.

DA Form 2-2
Insert to Personnel Qualification Record of Court-Martial Convictions.

DA Form 78
Recommendation for Promotion of Officers.

DA Form 200
Transmittal Record.

DA Form 1574
Report of Proceedings by Investigating Officer/Board of Officers.

DA Form 2386-R
Agreement for Interment.

DA Form 2765-1
Request for Issue or Turn-In.

DA Form 3078
Personal Clothing Request.

DD Form 2A
Armed Forces Identification Card.

DD Form 369
Police Record Check.

DD Form 397
Claim Certification and Voucher for Death Gratuity Payments

DD Form 1076
Military Operations Record of Personal Effects of Deceased Personnel.

DD Form 1131
Cash Collection Voucher.

DD Form 1155
Order for Supplies.

DD Form 1172
Application for Uniformed Services Identification and Privilege Card

DD Form 1351-2
Travel Voucher or Subvoucher.

DD Form 1351-4
Voucher or Claim for Dependent Travel and Dislocation or Trailer Allowance.

DD Form 1384
Transportation Control and Movement Document.

DD Form 1617
Transportation Agreement—Overseas Employee.

DD Form 1701
Inventory of Household Goods

DD Form 1884
Survivor Benefit Plan Application for Annuity (LRA)

FD 258
FBI US Department of Justice Fingerprint Card (Applicant).

SF 88
Report of Medical Examination.

SF 93
Report of Medical History.

SF 601
Health Record—Immunization Record.

SF 603
Health Record—Dental.

SF 1034
Public Voucher.

SF 1080
Voucher for Transfer Between Appropriations and/or Funds.

VA Form 21-8834
Application for Reimbursement of Headstone or Marker Expenses.

VA Form 29-8286
Servicemen's Group Life Insurance Election

VA Form 40-1330
Application for Headstone or Marker.

Appendix B Casualty Area Commands—Areas of Responsibility

Fort Belvoir, VA 22060 (TRADOC)

Military Installations: Ft Belvoir, VA; Vint Hill Farms Station, Warrenton, VA (INSCOM).

Virginia Counties:

Culpeper, Fauquier, Greene, King George, Lancaster, Madison, Northumberland, Orange, Page, Prince William, Rappahannock, Richmond, Rockingham, Shenandoan, Spotsylvania, Stafford, Warren, and Westmoreland.

West Virginia Counties:

Grant, Hardy, and Pendleton

Fort Benjamin Harrison, IN 46216 (TRADOC)

Military Installations: Ft Benjamin Harrison, IN;

Illinois Counties:

Champaign, Christian, Clark, Coles, Crawford, Cumberland, DeWitt, Douglas, Edgar, Edwards, Effingham, Ford, Fulton, Iroquois, Jasper, Lawrence, Logan, Macon, Mason, McLean, Menard, Moultrie, Piatt, Richland, Sangamon, Shelby, Tazewell, Vermilion, and Wabash.

Indiana Counties:

Adams, Allen, Bartholomew, Benton, Blackford, Boone, Brown, Carroll, Cass, Clark, Clay, Clinton, Crawford, Daviess, Dearborn, Decatur, DeKalb, Delaware, Dubois, Fayette, Floyd, Franklin, Fountain, Fulton, Gibson, Grant, Greene, Hamilton, Howard, Hancock, Harrison, Hendricks, Henry, Huntington, Jackson, Jasper, Jay, Jefferson, Jennings, Johnson, Knox, Kosciusko, Lagrange, Lawrence, Madison, Marion, Marshall, Martin, Miami, Montgomery, Monroe, Morgan, Newton, Noble, Ohio, Orange, Owen, Parke, Perry, Pike, Posey, Pulaski, Putnam, Randolph, Ripley, Rush, Scott, Shelby, Spencer, Starke, Steuben, Sullivan, Switzerland, Tippecanoe, Tipton, Union, Vanderburgh, Vermillion, Vigo, Wabash, Warren, Warrick, Washington, Wayne, Wells, White, and Whitley.

Fort Benning, GA 31905 (TRADOC)

Military Installations: Ft Benning, GA

Alabama Counties:

Autauga, Bullock, Chambers, Chilton, Coosa, Elmore, Lee, Macon, Montgomery, Russell, and Tallapoosa.

Florida Counties:

Columbia, Dixie, Franklin, Gadsden, Gilchrist, Hamilton, Jefferson, Lafayette, Leon, Liberty, Madison, Suwannee, Taylor, and Wakulla.

Georgia Counties:

Baker, Ben Hill, Berrien, Bibb, Blechley, Brooks, Calhoun, Chattahoochee, Clay, Clinch, Colquitt, Cook, Crawford, Crisp, Decatur, Dodge, Dooly, Dougherty, Early, Echols, Gady, Harris, Houston, Irwin, Jones, Lamar, Lanier, Lee, Lowndes, Macon, Marion, Meriwether, Miller, Mitchell, Monroe, Muscogee, Peach, Pike, Pulaski, Quitman, Randolph, Schley, Seminole, Stewart, Sumter, Talbot, Taylor, Terrell, Thomas, Tift, Troup, Turner, Twiggs, Upson, Webster, Wilcox, and Worth.

Fort Bliss, TX 79916 (TRADOC)

Military Installations: Ft Bliss, TX; William Beaumont Army Medical Center, TX (HSC); White Sands Missile Range, NM (AMC)

State of New Mexico.

Texas Counties:

Brewster, Culberson, El Paso, Hudspeth, Jeff Davis, Loving, Pecos, Presidio, Reeves, Terrell, Ward, and Winkler.

Fort Bragg, NC 28308 (FORSCOM)

Military Installations: Ft Bragg, NC; Sunny Point Military Ocean Terminal, Southport, NC (MTMC); Camp MacKall, NC.

State of North Carolina.

Fort Campbell, KY 42223 (FORSCOM)

Military Installations: Ft Campbell, KY; Memphis Defense Depot (Memphis Army Depot), TN.

State of Tennessee.

Kentucky Counties:

Ballard, Butler, Caldwell, Calloway, Carlisle, Christian, Crittenden, Daviess, Fulton, Graves, Henderson, Hickman, Hopkins, Livingston, Logan, Lyon, Marshall, McCracken, McLean, Muhlenberg, Ohio, Simpson, Todd, Trigg, Union, and Webster.

Fort Carson, CO 80913 (FORSCOM)

Military Installations: Ft Carson, CO; Fitzsimons Army Medical Center, CO (HSC);

State of Colorado.

State of North Dakota.

State of South Dakota.

State of Wyoming.

Fort Devens, MA 01433 (FORSCOM)

Military Installations: Ft Devens, MA; Natick Research and Development Center, MA (AMC);

State of Connecticut.

State of Maine.

State of New Hampshire.

State of Rhode Island.

State of Vermont.

Commonwealth of Massachusetts.

Fort Dix, NJ 08640 (TRADOC)

Military Installations: Ft Dix, NJ; Defense Personnel Support Center, PA (DLA); Ft Monmouth, NJ (AMC); Picatinny Arsenal, NJ (AMC);

State of New Jersey.

Pennsylvania City: Philadelphia

Pennsylvania Counties:

Bucks, Chester, Delaware, and Montgomery.

Fort Drum, NY 13602—5104 (FORSCOM)

Military Installations: Ft Drum, NY;

New York Counties:

Albany, Allegany, Broome, Cattaraugus, Cayuga, Chautauqua, Chenango, Chemung, Clinton, Cortland, Erie, Essex, Franklin, Fulton, Genesee, Hamilton, Herkimer, Jefferson, Lewis, Livingston, Madison, Monroe, Montgomery, Niagara, Oneida, Onondaga, Ontario, Orleans, Oswego, Otsego, Rensselaer, Saratoga, Schenectady, Schoharie, Schuyler, Seneca, St. Lawrence, Steuben, Tioga, Tompkins, Warren, Washington, Wayne, Wyoming, and Yates.

Fort Eustis, VA 23604 (TRADOC)

Military Installations: Ft Eustis, VA; Ft Story, VA

Virginia Cities:

Chesapeake, Hampton, Newport News, Norfolk, Portsmouth, and Virginia Beach.

Virginia Counties:

Gloucester, Isle of Wight, James City, Mathews, Middlesex, Southampton, and York.

Fort Gordon, GA 30905 (TRADOC)

Military Installations: Ft Gordon, GA; Dwight David Eisenhower Army Medical Center, GA (HSC);

South Carolina Counties:

Abbeville, Aiken, Allendale, Anderson, Barnwell, Edgefield, Greenville, Greenwood, Hampton, Laurens, McCormick, Oconee, Pickens, Saluda, and Spartanburg.

Georgia Counties:

Baldwin, Burke, Clarke, Columbia, Elbert, Emanuel, Franklin, Glascock, Greene, Hancock, Hart, Jefferson, Jenkins, Johnson, Laurens, Lincoln, Madison, McDuffie, Morgan, Oconee, Oglethorpe, Putnam, Richmond, Screven, Stephens, Taliaferro, Warren, Washington, Wilkes, and Wilkinson.

Fort Hamilton, NY 11252 (TRADOC)

Military Installations: Ft Hamilton, NY; US Military Academy, West Point, NY; Ft Wadsworth, NY.

New York City: City of New York

New York Counties:

Columbia, Delaware, Dutchess, Greene, Nassau, Orange, Putnam, Rockland, Suffolk, Sullivan, Ulster, and Westchester.

Fort Hood, TX 76544 (FORSCOM)

Military Installations: Ft Hood, TX; Red River Army Depot, TX (AMC)

Texas Counties:

Anderson, Andrews, Angelina, Archer, Armstrong, Bailey, Bastrop, Baylor, Bell, Blanco, Borden, Bosque, Bowie, Brazos, Briscoe, Brown, Burson, Burnet, Callahan, Camp, Carson, Cass, Castro, Cherokee, Childress, Clay, Cochran, Coke, Coleman, Collin, Collingsworth, Comanche, Concho, Cooke, Coryell, Cottle, Crane, Crockett, Crosby, Dallam, Dallas, Dawson, Deaf Smith, Delta, Denton, Dickens, Donley, Eastland, Ector, Ellis, Erath, Falls, Fannin, Fisher, Floyd, Foard, Franklin, Freestone, Gaines, Garza, Gillespie, Glasscock, Gregg, Gray, Grayson, Grimes, Hale, Hall, Hamilton, Hansford, Hardeman, Harrison, Hartley, Haskell, Hemphill, Henderson, Hill, Hockley, Hood, Hopkins, Houston, Howard, Hunt, Hutchinson, Irion, Jack, Johnson, Jones, Kaufman, Kent, Kimble, King, Knox, Lamar, Lamb, Lampasas, Lee, Leon, Limestone, Lipscomb, Llano, Lubbock, Lynn, Madison, Marion, Martin, Mason, McCulloch, McLennan, Menard, Midland, Mills, Milam, Mitchell, Montague, Montgomery, Moore, Morris, Motley, Nacogdoches, Navarro, Nolan, Ochiltree, Oldham, Palo Pinto, Panola, Parker, Parmer, Potter, Raina, Randall, Reagan, Red River, Rockwall, Roberts, Robertson, Runnels, Rusk, Sabine, San Augustine, San Jacinto, San Saba, Schleicher, Scurry, Shackelford, Shelby, Sherman, Smith, Somervell, Stephens, Sterling, Stonewall, Sutton, Swisher,

Tarrant, Taylor, Terry, Throckmorton, Titus, Tom Green, Travis, Trinity, Upshur, Upton, Van Zandt, Walker, Washington, Wheeler, Wichita, Wilbarger, Williamson, Wise, Wood, Yoakum, and Young.

Fort Huachuca, AZ 85613 (USACC)

Military Installations: Ft Huachuca, AZ; Yuma Proving Ground, AZ (AMC)
State of Arizona.

Fort Jackson, SC 29207 (TRADOC)

Military Installations: Ft Jackson, SC; South Atlantic Outport, N. Charleston, SC (MTMC)
South Carolina Counties:

Bamberg, Berkeley, Calhoun, Charleston, Cherokee, Chester, Chesterfield, Clarendon, Colleton, Darlington, Dillon, Dorchester, Fairfield, Florence, Georgetown, Horry, Kershaw, Lancaster, Lee, Lexington, Marion, Marlboro, Newberry, Orangeburg, Richland, Sumter, Union, Williamsburg, and York.

Fort Knox, KY 40121 (TRADOC)

Military Installations: Ft Knox, Ky; Defense Construction Supply Center (Columbus Army Depot), OH (LA); Lexington—Blue Grass Depot, KY (AMC)
State of Ohio

Kentucky Counties:

Adair, Allen, Anderson, Barren, Bath, Bell, Boone, Bourbon, Boyd, Boyle, Bracken, Breathitt, Breckenridge, Bullitt, Campbell, Carroll, Carter, Casey, Clark, Clay, Clinton, Cumberland, Edmonson, Elliott, Estill, Fayette, Fleming, Floyd, Franklin, Gallatin, Garrard, Grant, Grayson, Green, Greenup, Hancock, Hardin, Harlan, Harrison, Hart, Henry, Jackson, Jefferson, Jessamine, Johnson, Kenton, Knott, Knox, Larue, Laurel, Lawrence, Lee, Leslie, Letcher, Lewis, Lincoln, Madison, Magoffin, Marion, Martin, Mason, McCreary, Meade, Menifee, Mercer, Metcalfe, Monroe, Montgomery, Morgan, Nelson, Nicholas, Oldham, Owen, Owlesy, Pendleton, Perry, Pike, Powell, Pulaski, Robertson, Rockcastle, Rowan, Russell, Scott, Shelby, Spencer, Taylor, Trimble, Warren, Washington, Wayne, Whitley, Wolfe, and Woodford.

West Virginia Counties:

Barbour, Boone, Braxton, Brooke, Cabell, Calhoun, Clay, Doddridge, Fayette, Gilmer, Greenbrier, Hancock, Harrison, Jackson, Kanawha, Lewis, Lincoln, Logan, Marion, Marshall, Mason, McDowell, Mercer, Mingo, Monongalia, Monroe, Nicholas, Ohio, Pleasants, Pocahontas, Preston, Putman, Raleigh, Randolph, Ritchie, Roane, Summers, Taylor, Tucker, Tyler, Upshur, Wayne, Webster, Wetzel, Wirt, Wood, and Wyoming.

Fort Leavenworth, KS 66027 (TRADOC)

Military Installations: Ft Leavenworth, KS
Kansas Counties:

Atchison, Brown, Doniphan, Douglas, Jackson, Jefferson, Johnson, Leavenworth, Marshall, Nemaha, and Wyandotte.

Missouri Counties:

Andrew, Atchison, Buchanan, Caldwell, Carroll, Chariton, Clay, Clinton, Daviess, De Kalb, Gentry, Grundy, Harrison, Holt, Jackson, Lafayette, Linn, Livingston, Mercer, Nodaway, Platte, Putnam, Ray, Saline, Sullivan, and Worth.

Fort Lee, VA 23801 (TRADOC)

Military Installations: Ft Lee; Defense General Supply Center, VA (DLA); Ft A P Hill, VA; Ft Monroe, VA; Ft Pickett, VA

Virginia Cities:

Lynchburg, Richmond, and Roanoke.

Virginia Counties:

Albemarle, Alleghany, Amelia, Amherst, Appomattox, Augusta, Bath, Bedford, Bland, Botetourt, Brunswick, Buchanan, Buckingham, Campbell, Carolina, Carroll, Charlotte, Charles City, Chesterfield, Craig, Cumberland, Dickenson, Dinwiddie, Essex, Floyd, Fluvanna, Franklin, Giles, Goochland, Grayson, Greensville, Halifax, Hanover, Henrico, Henry, Highland, King & Queen, King William, Lee, Louisa, Lunenburg, Mecklenburg, Montgomery, Nelson, New Kent, Nottoway, Patrick, Pittsylvania, Powhatan, Prince Edward, Prince George, Pulaski, Rockbridge, Roanoke, Russell, Scott, Smyth, Surry, Sussex, Tazewell, Washington, Wise and Wythe.

Fort Leonard Wood, MO 65473 (TRADOC)

Military Installations: Ft Leonard Wood, MO
Illinois Counties:

Adams, Alexander, Bond, Brown, Calhoun, Cass, Clay, Clinton, Fayette, Franklin, Gallatin, Greene, Hancock, Hamilton, Hardin, Jackson, Jefferson, Jersey, Johnson, Macoupin, Madison, Marion, Massac, McDonough, Monroe, Montgomery, Morgan, Perry, Pike, Pope, Pulaski, Randolph, Saline, Schuyler, Scott, St. Clair, Union, Washington, Wayne, White, and Williamson.

Missouri City: St. Louis

Missouri Counties:

Adair, Audrain, Barry, Bates, Barton, Benton, Bollinger, Boone, Butler, Callaway, Camden, Cape Girardeau, Carter, Cass, Cedar, Christian, Clark, Cole, Cooper, Crawford, Dade, Dallas, Dent, Douglas, Dunklin, Franklin, Gasconade, Greene, Henry, Hickory, Howard, Howell, Iron, Jasper, Jefferson, Johnson, Knox, Laclede, Lawrence, Lewis, Lincoln, Macon, Madison, Maries, Marion, McDonald, Miller, Mississippi, Moniteau, Monroe, Montgomery, Morgan, New Madrid, Newton, Oregon, Osage, Ozark, Pemiscot, Perry, Pettis, Phelps, Pike, Polk, Pulaski, Ralls, Randolph, Reynolds, Ripley, Schuyler, Scotland, Scott, Shannon, Shelby, St. Charles, St. Clair, St. Francois, St. Louis, Ste. Genevieve, Stoddard, Stone, Taney, Texas, Vernon, Warren, Washington, Wayne, Webster, and Wright.

Fort Lewis, WA 98433 (FORSCOM)

Military Installations: Ft Lewis, WA; Ogden Defense Depot, UT (DLA); Vancouver Barracks, WA; Yakima Firing Center, WA; Madigan Army Medical Center, WA (HSC); Dugway Proving Ground, UT (AMC); Tooele Army Depot, UT (AMC)
State of Idaho.

State of Montana.

State of Oregon.

State of Utah.

State of Washington.

Fort McClellan, AL 36205 (TRADOC)

Military Installations: Ft McClellan, AL; Ballistics Missile Defense Advanced Technology Center, AL (BMDPM)

Alabama Counties:

Blount, Cherokee, Colbert, Calhoun, Clay, Cleburne, Cullman, De Kalb, Etowah, Fayette, Franklin, Jackson, Jefferson, Lamar, Lauderdale, Lawrence, Limestone, Madison, Marion, Marshall, Morgan, Pickens, Randolph, St. Clair, Shelby, Talladega, Tuscaloosa, Walker, and Winston.

Mississippi Counties:

Alcorn, Attala, Bolivar, Calhoun, Carroll, Chickasaw, Choctaw, Clay, Coahoma, De Soto, Grenada, Holmes, Humphreys, Issaquena, Itawamba, Lafayette, Lee, Leflore, Lowndes, Marshall, Monroe, Montgomery, Noxubee, Oktibbeha, Panola, Pontotoc, Prentiss, Quitman, Sharkey, Sunflower, Tallahatchie, Tate, Tippah, Tishomingo, Tunica, Union, Washington, Webster, Winston, and Yalobusha.

Fort McPherson, GA 30330 (FORSCOM)

Military Installations: Ft McPherson, GA; Ft Gillem, GA;

Georgia Counties:

Banks, Barrow, Bartow, Butts, Carroll, Catoosa, Chattooga, Cherokee, Clayton, Cobb, Coweta, Dade, Dawson, De Kalb, Douglas, Fannin, Fayette, Floyd, Forsyth, Fulton, Gilmer, Gordon, Gwinnett, Habersham, Hall, Haralson, Heard, Henry, Jackson, Jasper, Lumpkin, Murray, Newton, Paulding, Pickens, Polk, Rabun, Rockdale, Spalding, Towns, Union, Walker, Walton, White, and Whitfield.

Fort George G. Meade, MD 20755 (FORSCOM)

Military Installations: Ft Meade, MD; Ft Ritchie, MD (USACC); Ft Indiantown Gap, PA; Oakdale Support Center, PA; Ft Dietrick, MD (HSC); Aberdeen Proving Ground, MD (AMC); Letterkenny Army Depot, PA (AMC); New Cumberland Army Depot, PA (AMC); Carlisle Barracks, PA (TRADOC)

State of Delaware.

Maryland City: Baltimore

Maryland Counties:

Allegany, Anne Arundel, Baltimore, Calvert, Caroline, Carroll, Cecil, Charles, Dorchester, Frederick, Garrett, Harford, Howard, Kent, Queen Annes, Somerset, St. Mary's, Talbot, Washington, Wicomico, and Worcester.

Commonwealth of Pennsylvania, excluding the city of Philadelphia and the Pennsylvania counties of Bucks, Chester, Delaware, and Montgomery.

Virginia Counties:

Accomack, Clarke, Frederick, Loudoun, and Northhampton.

West Virginia Counties:

Berkeley, Hampshire, Jefferson, Mineral, and Morgan.

US Army Military District of Washington, Washington, DC 20319 (MDW)

Military Installations: Arlington Hall Station, VA (INSCOM); Cameron Station, VA; Ft McNair, DC; Ft Myer, VA; Walter Reed Army Medical Center, DC

District of Columbia.

Virginia Cities: Alexandria, Fairfax, and Falls Church.

Virginia Counties: Arlington and Fairfax.

Maryland Counties: Montgomery and Prince Georges.

Fort Ord, CA 93941 (FORSCOM)

Military Installations: Ft Ord, CA; Southern California Outport, CA (MTMC); Ft Irwin, CA; Ft Hunter-Leggett, CA; Ft MacArther, CA; Presidio of Monterey, CA

California Counties:

Alpine, Fresno, Imperial, Inyo, Kern, Kings, Los Angeles, Madera, Mariposa, Merced, Mono, Monterey, Orange, Riverside, San Benito, San Bernadino, San Diego, San Luis Obispo, Santa Barbara, Tulare, and Ventura.

Nevada Counties:

Carson City, Clark, Douglas, Esmeralda, Lincoln, Lyon, Mineral, and Nye.

Fort Polk, LA 71459 (FORSCOM)

Military Installations: Ft Polk, LA; Gulf Outport, New Orleans, LA (MTMC)

State of Louisiana

Texas Counties:

Chambers, Hardin, Jasper, Jefferson, Liberty, Newton, Orange, Polk, and Tyler.

Presidio of San Francisco, CA 94129 (FORSCOM)

Military Installations: Presidio of San Francisco, CA; Oakland Army Base, CA (MTMC); Ft Baker, CA; Camp Parks, CA; Letterman Army Medical Center, CA (HSC)

California Counties:

Alameda, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Napa, Nevada, Placer, Plumas, Sacramento, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tuolumne, Yolo, and Yuba.

Nevada Counties:

Churchill, Elko, Eureka, Humboldt, Lander, Pershing, Storey, Washoe, and Whitepine.

Fort Riley, KS 66442 (FORSCOM)

Military Installations: Ft Riley, KS

State of Nebraska.

Kansas Counties:

Allen, Anderson, Barber, Barton, Bourbon, Butler, Chase, Chautauqua, Cherokee, Cheyenne, Clark, Clay, Cloud, Coffey, Commanche, Cowley, Crawford, Decatur, Dickinson, Edwards, Elk, Ellis, Ellsworth, Finney, Ford, Franklin, Geary, Gove, Graham, Grant, Gray, Greeley, Greenwood, Hamilton, Harper, Harvey, Haskell, Hodgeman, Jewell, Kearny, Kingman, Kiowa, Labette, Lane, Lincoln, Linn, Logan, Lyon, Marion, McPherson, Meade, Miami, Mitchell, Montgomery, Morris, Morton, Neosho, Ness, Norton, Osage, Osborne, Ottawa, Pattawatornie, Pawnee, Phillips, Pratt, Rawlins, Reno, Republic, Rice, Riley, Rooks, Rush, Russell, Saline, Scott, Sedgwick, Seward, Shawnee, Sheridan, Sherman, Smith, Stanton, Stafford, Stevens, Sumner, Thomas, Trego, Wabaunsee, Wallace, Washington, Wichita, Wilson, and Woodson.

Fort Rucker, AL 36362 (TRADOC)

Military Installations: Ft Rucker, AL; Redstone Arsenal, AL (AMC)

Alabama Counties:

Baldwin, Barbour, Bibb, Butler, Choctaw, Clarke, Coffee, Conecuh, Covington, Crenshaw, Dale, Dallas, Escambia, Geneva, Greene, Hale, Henry, Houston, Lowndes, Marengo, Mobile, Monroe, Perry, Pike, Sumter, Washington, and Wilcox.

Florida Counties:

Bay, Calhoun, Escambia, Gulf, Holmes, Jackson, Okaloosa, Santa Rosa, Walton, and Washington.

Mississippi Counties:

Adams, Amite, Claiborne, Clarke, Copiah, Covington, Forrest, Franklin, George, Greene, Hancock, Harrison, Hinds, Jackson, Jasper, Jefferson, Jefferson Davis, Jones, Kemper, Lamar, Lauderdale, Lawrence, Leake, Lincoln, Madison, Marion, Neshoba, Newton, Pearl River, Perry, Pike, Rankin, Scott, Simpson, Smith, Stone, Walthall, Warren, Wayne, Wilkinson, and Yazoo.

Fort Sam Houston, TX 78234 (FORSCOM)

Military Installations: Ft Sam Houston, TX; Camp Bullis, TX; Brooke Army Medical Center, TX (HSC)

Texas Counties:

Aransas, Atascosa, Austin, Bandera, Bee, Bexar, Brazoria, Brooks, Caldwell, Cameron, Calhoun, Colorado, Cornal, De Witt, Dimmit, Duval, Edwards, Fayette, Fort Bend, Frio, Galveston, Goliad, Gonzales, Guadalupe, Harris, Hays, Hidalgo, Jackson, Jim Hogg, Jim Wells, Karnes, Kendall, Kenedy, Kerr, Kinney, Kleberg, La Salle, Lavaca, Live Oak, Matagorda, Maverick, McMullen, Medina, Nueces, Real, Refugio, San Patricio, Starr, Uvalde, Val Verde, Victoria, Waller, Webb, Wharton, Willacy, Wilson, Zapata, and Zavala.

Fort Sheridan, IL 60037 (FORSCOM)

Military Installations: Ft Sheridan, IL; Ft McCoy, WI; Rock Island Arsenal, IL (AMC)

State of Iowa.

State of Michigan.

State of Minnesota.

State of Wisconsin.

Illinois Counties:

Boone, Bureau, Carroll, Cook, De Kalb, DuPage, Grundy, Henderson, Henry, Jo Daviess, Kane, Kankakee, Kendall, Knox, Lake, La Salle, Lee, Livingston, Marshall, McHenry, Mercer, Ogle, Peoria, Putman, Rock Island, Stark, Stephenson, Warren, Whiteside, Will, Winnebago, and Woodford.

Indiana Counties:

Elkhart, Lake, La Porte, Porter and St. Joseph.

Fort Sill, OK 73503 (TRADOC)

Military Installations: Ft Sill, OK; Ft Chaffee, AR

State of Arkansas.

State of Oklahoma.

Fort Stewart, GA 31313 (FORSCOM)

Military Installations: Ft Stewart, GA; Hunter Army Airfield, GA

Florida Counties:

Alachua, Baker, Bradford, Brevard, Broward, Charlotte, Citrus, Clay, Collier, Dade, De Soto, Duval, Flagler, Glades, Hardee, Hendry, Hernando, Highlands, Hillsborough, Indian River, Lake, Lee, Levy, Manatee, Marion, Martin,

Monroe, Nassau, Okeechobee, Orange, Osceola, Palm Beach, Pasco, Pinellas, Polk, Putnam, Sarasota, Seminole, St. Johns, St. Lucie, Sumter, Union, and Volusia.

Georgia Counties:

Appling, Atkinson, Bacon, Brantley, Bryan, Bulloch, Camden, Candler, Charlton, Chatham, Coffee, Effingham, Evans, Glynn, Jeff Davis, Liberty, Long, McIntosh, Montgomery, Pierce, Tattnall, Telfair, Toombs, Treutlen, Ware, Wayne, and Wheeler.

South Carolina Counties:

Beaufort and Jasper.

Major Oversea Commands

Alaska: 6th Infantry Division (LT), Alaska

Europe: 1st Personnel Command

Guam: US Army Readiness Element, Guam

Hawaii: US Army Western Command

Japan: US Army Japan/1X Corps Camp Zuma (all prefectures except Okinawa)

Korea: US Army 8th Personnel Command (PROV), Korea

Okinawa: US Army Garrison, Okinawa (Okinawa Only)

Panama: 193d Infantry Brigade, Panama

Philippines: US Army Service Element, Philippines

Puerto Rico: US Army Garrison, Ft Buchanan

Thailand: Joint US Military Assistance Group, Thailand

**Appendix C
Checklist for Inspection of Funeral
Homes Before Award of Contract
for Care of Remains**

C-1. Investigate establishment as to appropriate appearance and location.

C-2. Investigate the business and financial reputation, as well as the community standing of the firm.

C-3. Investigate facilities, equipment, and supplies to ascertain the following:

a. External appearance of the building gives the impression of being well maintained. It need not 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. Caskets and outer casket shipping containers the contractor purposes to furnish 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 for care of remains especially Armed Services Specifications.

Appendix D Armed Forces Public Health Guidelines

D-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.

D-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 "opportunistic" 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.

D-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%) 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 rinse sanitized surfaces, especially if remains has been exposed to accidental 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, preferable one which 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 oral-nasal mask designed to prevent inhalation of infectious or 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 uses 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 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.

D-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-Parker disinfectant (8.0% by volume formaldehyde in 70% ethanol or isopropanol) or equivalent.

(b) A solution of 200-300 ppm of an Iodophor.

(2) Incinerate all disposable fabric or plastic body coverings, 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.

D-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 portable 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 related to the endemicity of infectious diseases in the geographic area involved.

d. 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 a part of the occupational health program.

e. Mortuary personnel involved in handling of known cases of bacterial meningitis (cerebrospinal fever or meningococcal meningitis) immediately should contact a physician for administration of prophylactic antibiotics.

f. 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 E Communications With Divorced Parents of Unmarried Deceased and Missing Persons

E-1. 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 person. Under Federal law (10 USC 4712) the father of an unmarried deceased soldier is eligible to receive the effects provided he has not abandoned the support of his family.

E-2. The summary court will suspend action to deliver or ship an unmarried soldier's personal effects when evidence available to him indicates possible problems may ensue. Factors to be considered include but are not limited to records of the individual which reveal—

- a. The parents are divorced.
- b. The name and address of the father (mother) is not of record.
- c. Different addresses for the parents.
- d. Parents have different names.
- e. Other information which casts doubt on the entitlement of a parent to receive the personal property.

E-3. The following procedures will be utilized by the summary court in disposing of the personal effects of an unmarried deceased or missing serviceman whose parents are divorced:

- a. Where custody of the soldier was awarded to the father at the time of divorce, effects will be shipped to the father.
- b. Where custody was granted to the mother at the time of divorce due to desertion or abandonment of the family by the father, the effects will be shipped to the mother.
- c. Where divorce was granted for other than desertion or abandonment of support of the family and the mother was awarded custody of the soldier at the time of divorce, the summary court will hold the property and write to each parent advising the name and address of the person the Army recognizes as the proper custodian of the effects in accordance with law and regulations.
- d. A copy of the Inventory of Personal Effects, describing all items in detail, will be forwarded to each parent to enable the parents to judge the value of the property being held. In addition, correspondence addressed to each parent should include a "Release Statement" for property he or she desires to release to the other parent on a voluntary basis. Figures E-1 and E-2 are samples of letters to the parents. Figure E-3 is a sample release statement.

E-4. The summary court will exercise care in amending letters addressed to the parents of personnel in an MIA/POW status in order to prevent any misunderstanding as to

the correct status of the individual concerned. Figure E-4 is a sample of this letter.

E-5. 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, upon receipt of sufficient evidence to make a determination, render his or her decision as to the person entitled to receive custody of the effects, based on information and evidence at hand and in conjunction with law and regulations regarding the disposition of personal effects. 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.

E-6. The summary court report pertaining to the disposition of the property of unmarried deceased and 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 his or her decision.

(Appropriate Letterhead)

(Office Symbol)

(Date)

Mr. John Doe, Sr.
Death Valley, CA 92328
U.S.A.

Dear Mr. Doe:

I am writing you concerning the disposition of personal property belonging to your son, the late Sergeant John Doe, Jr., as listed on the inclosed inventory.

I have been appointed the Summary Court to secure and deliver John's property to the person eligible to receive it under Federal Law (Title 10, United States Code, Section 4712).

When the natural parents of an unmarried soldier are divorced, proof of custody is not an eligibility factor in determining the disposition of personal property. Under the provisions of the referenced statute, the father is first in order of precedence to receive the property if he has not abandoned the support of his family.

Shipment to another person may be considered if: (1) the father agrees that the property may be released to another; (2) legal evidence is received that an administrator has been appointed for the estate; or (3) legal evidence is received that the father did in fact abandon support of his family.

So that your former wife, Mrs. Jane Doe Bowers, may be aware of these legal aspects, I have forwarded a similar letter to her with a copy of the inventory. A copy of my letter to her is enclosed for your information.

In the event no acceptable contradictory evidence is received from your former wife or her attorney within 45 days from this date, the property will be shipped to you. If you would like to release the property to your former wife, you may sign the inclosed "Release Statement" and return it to me in the enclosed self-addressed envelope.

The Army does not establish ownership of personal property but it is forwarded to the person to be retained or disposed of in accordance with the laws of the state of which the decedent was a legal resident.

We who deal with the disposition of our deceased soldiers' property desire to be fair and humane in this endeavor. By so doing, we feel that both of you 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 yours,

Summary Court

Encl
Cy of Inventory - DA Form 54
Cy letter to Mr. Doe
Release Statement
Envelope
(Additional enclosures as required)

Note: Recommend this letter be sent REGISTERED AIR MAIL, DELIVER TO ADDRESSEE ONLY, RETURN RECEIPT REQUESTED.

Figure E-1. Sample letter to divorced father of unmarried deceased serviceman

(Appropriate Letterhead)

(Office Symbol)

(Date)

Mrs. John Doe Bowers
Brentwood, TN 37027
U.S.A.

Dear Mrs. Bowers:

This concerns the disposition of personal property belonging to your son, the late Sergeant John Doe, Jr., as listed on the inclosed inventory.

I have been appointed the Summary Court to secure and deliver John's property to the person eligible to receive it under Federal Law (Title 10, United States Code, Section 4712).

When the natural parents if an unmarried soldier are divorced, proof of custody is not an eligibility factor in determining the disposition of personal property. Under the provisions of the referenced statute, the father is first in order to receive the property if he has not abandoned the support of his family.

Based on information available to me at this time, Mr. John Doe, Sr., is the person eligible to receive the personal property. Shipment to another person may be considered if: (1) the father agrees that property may be released to another; (2) legal guidance is received that an administrator/administratrix has been appointed for the estate; or (3) legal evidence is received that the father did in fact abandon support of his family.

The Army does not establish ownership of personal property but it is forwarded to the person 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 acceptable contradictory evidence is received from you or your attorney within 45 days from this date, the property will be shipped to your former husband. So that he may be aware of these legal aspects, I have forwarded a similar letter to him, with a copy of the inventory. A copy of my letter to him is inclosed for your information. In the event you would like to release the property to your former husband, you may sign the inclosed "Release Statement" and return it to me in the enclosed self-addressed envelope.

Delivery of the property does not in itself vest title in the person receiving it.

We who deal with the disposition of our deceased soldiers' property desire to be fair and humane in this endeavor. In so doing, we feel that both of you should have the benefit of this advance information.

I shall write you again when the property is ready for shipment.

Sincerely yours,

Summary Court

Encl
Cy of Inventory--DA Form 54
Cy letter to Mrs. Bowers
Release Statement
Envelope
(Additional enclosures as required)

Note: Recommend this letter be sent REGISTERED AIR MAIL, DELIVER TO ADDRESSEE ONLY, RETURN RECEIPT REQUESTED.

Figure E-2. Sample letter to divorced mother of unmarried deceased serviceman

(Appropriate Letterhead)

(Office Symbol)

(Date)

RELEASE STATEMENT

Commanding Officer

ATTN: Summary Court

APO San Francisco, California 99999

I hereby authorize the Summary Court to deliver the personal property of (Name) , now in possession of the United States Army to (Name of mother/father, as applicable) and thereby release the Army of responsibility to me.

DATE:

NAME

(Signature)

ADDRESS

Figure E-3. Sample release statement

(Appropriate Letterhead)

(Office Symbol)

(Date)

Mrs. John Doe, Sr.
124 Willow Avenue
Alexandria, Virginia 22302

Dear Mrs. Doe:

This concerns the disposition of personal property which 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 deceased, missing and captured Army personnel be collected, inventoried, secured and forwarded to the person determined eligible to receive custody of the property. I have been appointed the Summary Court to handle John's property which is listed on the inclosed inventory.

When the natural parents of an unmarried soldier are divorced, proof of custody is not an eligibility factor in determining the disposition of the personal property. The father is first in order of precedence to receive the property, if he has not abandoned the support of his family.

Shipment to another person may be considered if (1) you authorize the release of the property to another, or (2) legal evidence is received that . . . *(the father/you, as applicable)* . . . did, in fact, abandon the support of . . . *(his/your, as applicable)* . . . family.

The Army does not establish ownership of property belonging to our deceased, missing, or captured servicemen. 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.

INSERT APPROPRIATE PARAGRAPH AS CITED BELOW.

LETTER TO FATHER:

So that your former wife, . . . *(name of mother)* . . . , may be aware of these legal aspects, I have forwarded a similar letter to her with a copy of the inventory. In the event no acceptable contradictory evidence is received from your former wife within 45 days from this date, the property will be shipped to you. Should you desire to release the property to your former wife, you may sign the attached statement and return it to me in the inclosed self-addressed envelope.

Figure E-4. Sample letter to divorced parent of unmarried MIA/POW serviceman

LETTER TO MOTHER:

In the event no acceptable contradictory evidence is received from you or your attorney within 45 days from this date, the property will be shipped to your former husband. So that . . . (*name of father*) . . . may be aware of these legal aspects, I have forwarded a similar letter to him with a copy of the inventory.

We who deal with the disposition of our soldiers' property desire to be fair and humane in this endeavor. In so doing, we feel that both of you should have the benefit of this advance information.

I shall write to you again when the property is ready for shipment.

Sincerely yours,

Summary Court

- 5 Incl
1. Fact Sheet
 2. DA Form (Inventory)
 3. Cy ltr to
(*Name of father/mother, as applicable*)
 4. Release Statement
 5. Envelope

NOTE: Recommend this letter be sent REGISTERED AIR MAIL, DELIVER TO ADDRESSEE ONLY, RETURN RECEIPT REQUESTED.

Figure E-4. Sample letter to divorced parent of unmarried MIA/POW serviceman—Continued

Appendix F Rules Governing Line of Duty and Misconduct Determinations

In every formal investigation, the purpose is to find out whether there is evidence of intentional misconduct or willful negligence which is substantial and of a greater weight than supports any different conclusion so as to rebut the presumption of "in line of duty." To arrive at such decisions, several basic rules can be applied to various situations. The specific rules of misconduct are—

Rule 1

Injury or disease directly caused by the misconduct or willful negligence is not in line of duty. It is due to misconduct. This is a general rule and must be considered in every case in which misconduct or willful negligence appears to be involved. Generally, two issues must be resolved when a member is injured (or contracts a disease), whether the injury or disease was incurred in the line of duty and whether it was due to misconduct. Normally, the two issues are resolved at the same time under the same facts and same rules.

Rule 2

Mere violation of military regulation, orders, or instructions, or of civil or criminal laws, if there is no further sign of misconduct, is no more than simple negligence. Simple negligence is not misconduct. Therefore, a violation under this rule alone is not enough to determine that the injury or disease resulted from misconduct. However, the violation is one factor to be examined and weighed with the other circumstances.

Rule 3

Injury or disease that results in incapacitation because of the abuse of alcohol and other drugs is not in line of duty. It is due to misconduct. This rule is on the effect of the drug on the member's conduct, as well as the physical effect on his body. Any erratic or reckless conduct caused by the effect of the drug, which directly causes his injury or disease is misconduct. The fact that the member may have a pre-existing physical condition which caused him to be susceptible to the effects of the drug does not excuse such misconduct.

Rule 4

Injury or disease that results in incapacitation because of the abuse of intoxicating liquor is not in line of duty. It is due to misconduct. The principles in Rule 3 apply here. While the mere drinking of alcoholic beverages is not misconduct, one who voluntarily becomes intoxicated is held to as high as a standard of conduct as one who is sober. Intoxication does not excuse his conduct. While normally there are behavior

patterns common to persons who are intoxicated, some, if not all, of these characteristics may be caused by other conditions. For example, an apparent drunken stupor might have been seen caused by a blow on the head. Consequently, when the fact of intoxication is not clearly fixed, care should be taken to determine the actual cause of any irrational behavior which is like or the same as that of intoxication.

Rule 5

Injury incurred while knowingly resisting a lawful arrest, or while attempting to escape from a guard or other lawful custody, is incurred not in line of duty. It is due to misconduct. One who resists arrest, or who attempts to escape from custody, can reasonably expect that necessary force, even that which may be excessive under the circumstances, will be used to restrain him and, is acting with willful negligence.

Rule 6

Injury incurred while tampering with, attempting to ignite, or otherwise handling an explosive, firearm, or highly flammable liquid in disregard of its dangerous qualities is incurred not in line of duty. It is due to misconduct. Unexploded ammunition, highly flammable liquids, and firearms are inherently dangerous. Their handling and use require a high degree of care. A member who knows the nature of such an object or substance and who voluntarily or willfully handles or tampers with these materials without authority or in disregard of their dangerous qualities, is willfully negligent. This rule does not apply when a member is required by assigned duties or authorized by appropriate authority to handle the explosive, firearm, or liquid, and reasonable precautions have been taken. The fact that the member has been trained or worked with the use or employment of such objects or substances will have an important bearing on whether reasonable precautions were observed.

Rule 7

Injury caused by wrongful aggression, or voluntarily taking part in a fight or like encounter, in which one is equally at fault in starting or continuing, is not in line of duty. It is due to misconduct. An injury received by a member in an affray in which he is the aggressor is caused by his own misconduct. This rule does not apply when a person is the victim of an unprovoked assault and he sustains injuries in an attempt to defend himself. Provocative actions or language used by the member, in which a reasonable person would expect retaliation, is a willful disregard for personal safety, and injuries directly resulting therefrom are due to misconduct. When an adversary uses excessive force or means that could not have been reasonably foreseen in the incident, the resulting injury is not considered as having been caused by misconduct. Except for self-defense, for a member to persist in a fight or

other encounter after his adversary produces a dangerous weapon is to act in willful disregard for safety and is willful negligence.

Rule 8

Injury caused by driving a vehicle when in an unfit condition, and the member knew or should have known about it, is not in line of duty. It is due to misconduct. A member involved in an automobile accident caused by his having fallen asleep while driving is not guilty of willful negligence solely because he fell asleep. The test is whether a person, under the same circumstances, would undertake the trip without falling asleep while driving. Unfitness to drive may have been caused by voluntary intoxication or use of drugs.

Rule 9

Injury because of erratic or reckless conduct without regard for personal safety or the safety of others, is not in the line of duty. It is due to misconduct. This rule has its chief application in the operation of a vehicle, but may be applied with any deliberate conduct which risks the safety of self or others. "Thrill" or "dare-devil" type activities also are examples in which this rule may be applied.

Rule 10

A wound or other injury deliberately self-inflicted by a member who is mentally sound is not in line of duty. It is due to misconduct. Although a line of duty or misconduct determination in death cases is not required, the suicide or attempted suicide is so related to the self-infliction of wounds or other injuries that it should be discussed. Suicide is the deliberate and intentional destruction of one's own life by a person of years of discretion and a sound mind. The law presumes that a sane man will not commit suicide (or make a bona fide attempt to commit suicide). This presumption prevails until overcome by substantial evidence and a greater weight of the evidence than supports any different conclusion. Evidence which merely establishes the possibility of suicide, or merely raises a suspicion that death is due to suicide, is not enough to overcome the general line of duty presumption. However, in some cases, a determination that death was caused by a deliberately self-inflicted wound or injury may be based on circumstances surrounding the finding of a body. These circumstances should be clear and unmistakable and there should be no circumstances to the contrary.

Rule 11

Misconduct or willful negligence of another person is charged to a member if the latter has control over and is thus responsible for the former's conduct, or if the misconduct or neglect shows enough planned action to establish a joint enterprise. The mere presence of the member is not a basis for charging him with the misconduct or willful

negligence of another, even though by speaking up he may have had some influence over the circumstances. However, even though a member is not the principal actor in acts which constitute misconduct, if he has substantially participated with others in such venture, his conduct will be misconduct.

Rule 12

The line of duty and misconduct status of a member injured or incurring disease while taking part in outside activities, such as business ventures, hobbies, contests, professional or amateur athletic activities, is determinable as any other case under the applicable rules and facts presented in the case. To determine whether an injury is due to willful negligence, the nature of the outside activity should be considered with the training and experience of the member.

**Appendix G
ARNG State MILPO Addresses**

ALABAMA:

P.O. Box 3711, Montgomery, AL
36193-4701

ALASKA:

3601 C Street, Suite 620, Anchorage, AK
99503-5989

ARIZONA:

5636 E. McDowell Road, Phoenix, AZ
85008-3495

ARKANSAS:

Camp Robinson, N. Little Rock, AR
72118-2200

CALIFORNIA:

2829 Watt Avenue, Sacramento, CA
95821-4405

COLORADO:

300 Logan Street, Denver, CO
80203-4072

CONNECTICUT:

360 Broad Street, Hartford, CT
06105-3795

DELAWARE:

First Regiment Road, Wilmington, DE
19808-2191

DIST OF COL:

NG Armory, 2001 E. Capital Street,
Washington, DC 20003-1719

FLORIDA:

State Arsenal, St. Augustine, FL
32084-1008

GEORGIA:

Dept. of Defense, Mil. Div., P.O. Box
17965, Atlanta, GA 30316-0965

GUAM:

GCIC Building, Room 204, 414 West
Soledad Avenue, Agana, Guam
96910-5014

HAWAII:

3949 Diamond Head Road, Honolulu, HI
96816-4495

IDAHO:

P.O. Box 45, Boise, ID 83707-0045

ILLINOIS:

1301 N. MacArthur Blvd, Springfield, IL
62702-2399

INDIANA:

Mil Dept of Indiana, P.O. Box 41326,
Indianapolis, IN 46241-0326

IOWA:

Camp Dodge, 7700 Northwest Beaver
Drive, Johnston, IA 50131-1902

KANSAS:

P.O. Box C-300, Topeka, KS
66601-0300

KENTUCKY:

Boone National Guard Center, Frankfort,
KY 40601-6168

LOUISIANA:

HQ Bldg, Jackson Barracks, New
Orleans, LA 70146-0330

MAINE:

Camp Keyes, Augusta, ME 04333-0033

MARYLAND:

Military Dept, 5th Regiment Armory,
Baltimore, MD 21201-2288

MASSACHUSETTS:

905 Commonwealth Avenue, Boston, MA
02215-1304

MICHIGAN:

2500 S. Washington Avenue, Lansing, MI
48913-5101

MINNESOTA:

Veterans Service Bldg, St. Paul, MN
55155-2098

MISSISSIPPI:

P.O. Box 5027, Jackson, MS
39216-1027

MISSOURI:

1717 Industrial Drive, Jefferson City, MO
65101-1468

MONTANA:

P.O. Box 4789, Helena, MT 59604-4789

NEBRASKA:

1300 Military Road, Lincoln, NE
68508-1090

NEVADA:

2525 S. Carson Street, Carson City, NV
89701-5502

NEW HAMPSHIRE:

State Mil Res, #1 Airport Road,
Concord, NH 03301-5353

NEW JERSEY:

Eggert Crossing Road, CN 340, Trenton,
NJ 08625-0340

NEW MEXICO:

P.O. Box 4277, Santa Fe, NM
87502-4277

NEW YORK:

Public Security Bldg, State Campus,
Albany, NY 12226-5000

NORTH CAROLINA:

4105 Reedy Creek Road, Raleigh, NC
27607-6410

NORTH DAKOTA:

Fraine Barracks, P.O. Box 1817,
Bismark, ND 58502-1817

OHIO:

2825 W. Granville Road, Worthington,
OH 43085-2712

OKLAHOMA:

3501 Military Circle, NE, Oklahoma City,
OK 73111-4398

OREGON:

2150 Fairgrounds Road, NE, Salem, OR
97303-3241

PENNSYLVANIA:

Department of Military Affairs, Annville,
PA 17003-5002

PUERTO RICO:

P.O. Box 3786, San Juan, PR
00904-3786

RHODE ISLAND:

1051 N. Main Street, Providence, RI
02904-5717

SOUTH CAROLINA:

The Rembert C. Dennis Bldg, 1000
Assembly St., Columbia, SC 29201-3117

SOUTH DAKOTA:

Camp Rapid, Rapid City, SD 57702-8168

TENNESSEE:

NG Armory, 3041 Sidco Drive, Nashville,
TN 37204-1501

TEXAS:

Box 5218, Austin, TX 78763-5218

UTAH:

P.O. Box 8000, Salt Lake City, UT
84108-0900

VERMONT:

Bldg #1, Camp Johnson, Winooski, VT
05404-1697

VIRGINIA:

501 East Franklin Street, Richmond, VA
23219-2317

VIRGIN ISLANDS:

P.O. Box 1150, Christiansted, St. Croix,
US VI 00820-1150

WASHINGTON:

Camp Murray, Tacoma, WA 98430-5000

WEST VIRGINIA:

1703 Coonskin Drive, Charleston, WV
25311-1085

WISCONSIN:

P.O. Box 8111 Madison, WI 53708-8111

WYOMING:

P.O. Box 1709, Cheyenne, WY
82003-1709

Glossary

Section I Abbreviations

AAFES

Army and Air Force Exchange Service

AB

air base

AD

active duty

ADS

active duty support

ADT

active duty training

AFB

Air Force Base

AFESC

Air Force Engineering and Servicing Center

AFMPC

Air Force Military Personnel Center

AG

adjutant general or other administration officer such as adjutant or S-1

AGR

active duty Guard/Reserve

ANOK

adult next of kin

APO

Army Post Office

APOD

aerial port of debarkation

APOE

aerial port of entry

ARNG

Army National Guard

ARNGUS

Army National Guard of the United States

ASN

Army service number

AT

annual training

AUS

Army of the United States

AUTOVON

Automatic Voice Network

AWOL

absent without leave

BASD

basic active service date

BUMEDINST

U.S. Navy Bureau of Medicine and Surgery Instruction

CAC

Casualty Area Command

CAO

Casualty Assistance Officer

CID

Criminal Investigation Division

CINCPAC

Commander in Chief, Pacific

CINCUSAFE

Commander in Chief, U.S. Air Force, Europe

CINCUSAREUR

Commander in Chief, U.S. Army, Europe, and Seventh Army

CINCUSNAVEUR

Commander in Chief, U.S. Navy, Europe

CMAOC

Casualty and Memorial Affairs Operations Center, a directorate of MILPERCEN responsible for Army-wide casualty system.

cm

centimeter

CMC

Commandant of the Marine Corps

CNGB

Chief, National Guard Bureau

CONUS

continental United States

COR

contracting officer representative

DA

Department of the Army

DAC

DA civilian

DF

Disposition Form (DA Form 2496)

DFR

dropped from rolls

DG

death gratuity

DOD

Department of Defense

DR

disposition of remains

DUSTWUN

duty status whereabouts unknown

EPTS

existed prior to service

EPW

enemy prisoner of war

ETA

estimated time of arrival

ETD

estimated time of departure

FAO

finance and accounting officer

FMT

foreign military trainee

FONECON

telephone conversation

FORSCOM

U.S. Army Forces Command

FOUO

FOR OFFICIAL USE ONLY

FTTD

full-time training duty

FY

fiscal year

GCMCA

General Court-Martial Convening Authority

HQ

headquarters

HQDA

Headquarters, Department of the Army

IADT

initial active duty training

ID

identification

IDT

inactive duty training

ILD

in line of duty

IMET

International Military and Education Training

IO

investigating officer

ITO

invitational travel order

JAG
judge advocate general, judge advocate or member of the Judge Advocate General's Corps

JUMPS-RC
Joint Uniform Military Pay System—Reserve Components

LD
line of duty

LES
Leave and Earnings Statement

MAC
Military Airlift Command

MACOM
major army command

MEPS
Military Enlistment Processing Station

MIA
missing in action

MILPERCEN
U.S. Army Military Personnel Center

MILPO
military personnel office

MOS
military occupational specialty

MPA
Military Personnel, Army

MPRJ
military personnel records jacket

MPV
Military Pay Voucher

MTF
medical treatment facility

NAF
nonappropriated fund

Naval
Navy and Marine Corps personnel

NAVMEDCOM
Naval Medical Command

NCO
noncommissioned officer

NGB
National Guard Bureau

NLD
not in line of duty

NLD-DOM
not in line of duty—due to own misconduct

NLD-NDOM
not in line of duty—not due to own misconduct

NOAA
National Oceanic and Atmospheric Administration

NOK
next of kin

NSN
national stock number

OCONUS
outside CONUS

OMPF
Official Military Personnel File

OSGLI
Office of Servicemen's Group Life Insurance

PCS
permanent change of station

PEBD
pay entry basic date

PFR
personal financial record

PNOK
primary next of kin

POE
port of entry

ppm
parts per million

PW
prisoner of war

RA
Regular Army

RAF
Royal Air Force

RCPAC
U.S. Army Reserve Components Personnel and Administrative Center

REFRAD
released from active duty

ROTC
Reserve Officer Training Corps

SA
Secretary of the Army

SADT
special active duty for training

SATFA
Security Assistance Training Field Activity

SGLI
Servicemen's Group Life Insurance

SI
seriously wounded, injured, or ill

SM
service member

SNOK
secondary next of kin

SOUTHCOM
U.S. Army Southern Command

SPCMCA
Special Court-Martial Convening Authority

SSN
social security number

TDRL
Temporary Disability Retired List

TDY
temporary duty

TPU
troop program unit

TRADOC
U.S. Army Training and Doctrine Command

UCMJ
Uniform Code of Military Justice

UIC
unit identification code

UNIT ISG
Unit First Sergeant. The senior noncommissioned officer (E7/E8) assigned against a designated and authorized first sergeant position.

USAEREC
U.S. Army Enlisted Records and Evaluation Center

USAFAC
U.S. Army Finance and Accounting Center

USAFE
U.S. Air Force, Europe

USAR
U.S. Army Reserve

USC
United States Code

USMA
U.S. Military Academy

USPFO
U.S. Property and Fiscal Officer

VA
Veterans' Administration

VSI
very seriously wounded, injured, or ill

XO
executive officer

Section II Terms

Age of majority
18

Beleaguered

An organization element which has been surrounded by a hostile force to preclude escape of its members.

Besieged

An organized element which has been surrounded by a hostile force for the purpose of compelling it to surrender.

Captured

Definitely known to be in the custody of a hostile force as a result of and for reasons arising out of any armed conflict in which the Armed Forces of the United States are engaged.

Casualty

Any person who is lost to the organization by reason of having been declared dead, wounded, injured, diseased, interned, captured, retained, missing, missing in action, beleaguered, besieged, or detained.

Casualty area commander

The commander assigned responsibility for the area in which the casualty occurs or the area in which the NOK resides and who has casualty reporting responsibilities to HQDA. This term applies to both CONUS and OCONUS commanders.

Deceased, missing, or medically evacuated personnel

A deceased, missing, or medically evacuated person (except deceased allied and enemy personnel) who is subject to military law at the time of his or her death or at the time an injury requiring prolonged hospitalization. Also, a person who is reported as missing, missing in action, interned in a neutral country, captured by the enemy, or beleaguered or besieged under the Missing Persons Act (5 USC 5561 and 5562 and 37 USC 551 and 552).

Dependent of Army military member

Considered to be any of the following:

- a. Member's spouse.
- b. Member's unmarried legitimate child under 21 years of age.
- c. Member's unmarried stepchild under 21 years of age who is in fact dependent on the member (including illegitimate child of member's spouse).
- d. Member's unmarried adopted child under 21 years of age who is in fact dependent on the member.
- e. Member's unmarried illegitimate child under 21 years of age—
 - (1) Whose parentage has been admitted in writing by the member-father or member-mother.
 - (2) Whose alleged member-father has been declared one of the following:

(a) Judicially decreed by other than a foreign court to be the father of the child.

(b) Judicially ordered by other than a foreign court to contribute to the child's support.

(3) Who is in fact dependent on the member for more than one-half of his or her support.

f. Member's unmarried child, as defined in b through e above, who is—

- (1) Over 21 years of age.
- (2) Incapable of self-support because of mental or physical incapacity.

(3) In fact dependent on the member for more than one-half of his or her support.

g. Member's unmarried child who—

(1) Was transported at Government expense to a station OCONUS incident to the member's assignment thereto.

(2) Attains 21 years of age while the member is serving at a duty station overseas.

h. Member's unmarried legitimate or illegitimate child, stepchild, and adopted child who is—

- (1) In fact dependent on the member.
- (2) A full-time student (AR 640-3) in an approved institute of higher learning up through age 22 (before the 23rd birthday).
- (3) Carrying a course load of a minimum of 12 semester credit hours or equivalent.

i. Member's parent who—

(1) Is in fact dependent on the member for more than one-half of his or her support.

(2) Has been designated a dependent of the member in the member's service record. Note: The term parent here includes the following: step-parent; parent by adoption; former step-parent; or other person who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became 21 years of age. Also, the relationship between a step-parent and a stepchild is terminated by the step-parent's divorce from the parent by blood.

j. Member's parent-in-law, provided he or she—

(1) Is dependent on the member for more than one-half of his or her support.

(2) Has been designated a dependent of the member in the member's service record.

(3) Is in fact residing with the member.

Dependent of DOD civilian employee

Considered to be any of the following members of the employee's household at the time he or she reports for duty at the new permanent duty station or performs authorized or approved oversea-tour-renewal-agreement travel or separation travel:

- a. Spouse.
- b. Children of the employee or employee's spouse who are—
 - (1) Unmarried and under 21 years of age.
 - (2) Physically or mentally incapable of self support, regardless of age.

Note: The term children here includes the following: natural offspring; stepchildren; adopted children; grandchildren; legal minor wards or other dependent children who are under legal guardianship of the employee or employee's

spouse; and a child born after the employee's effective date of transfer when the travel of the employee's expectant spouse to the new permanent duty station is prevented at the time of transfer because of the advanced stage of pregnancy or other reason acceptable to the DOD component (for example, awaiting completion of the school year by other children).

c. Dependent parents of the employee or employee's spouse, including step-parents and legally adoptive parents.

d. Dependent brothers and sisters of the employee or employee's spouse, including stepbrothers and stepsisters and legally adoptive brothers and sisters, who are—

- (1) Unmarried and under 21 years of age.
- (2) Physically or mentally incapable of self-support, regardless of age.

Note: Generally, individuals named in c and d above will be considered dependents of the employee if they receive at least 51 percent of their support from the employee or employee's spouse; however, this percentage-of-support criterion will not be the decisive factor in all cases. These individuals also may be considered dependents if they are members of the employee's household and, in addition to their own income, receive support (less than 51 percent) from the employee or employee's spouse without which they would be unable to maintain a reasonable standard of living.

Detained

Any casualty, other than one captured or interned, who is known to have been taken into custody against the member's will while apparently alive, and there is no conclusive evidence of death after being taken into custody.

Effects

Personal belongings that include the following:

a. Household and personal effect means furniture, clothing, baggage, effects found on the deceased, and other personal property, including professional books, papers, and equipment.

b. A privately owned motor vehicle which is primarily for personal use as a passenger-carrying vehicle.

(1) This term includes automobiles, motorcycles (with or without side cars), motor scooters, motor bikes, pickup and panel trucks and such trucks when converted to "campers", small autobuses of the Volkswagen, Micro, and similar types (not to exceed 9 passenger capacity), and other passenger-carrying or multipurpose motor vehicles designed for overload ground transportation. (All of these vehicles must qualify for shipment under written certification that the vehicle is for personal use as a passenger-carrying vehicle.)

(2) The term "motor vehicle" does not include trailers, trailers, tractors, buses, trucks (except as cited above), airplanes, or boats (including canoes and motorboats).

c. Mobile home means a moveable dwelling constructed or converted for use as a residence and designed to be moved overland, either self-propelled or towed. It includes all personal effects listed in (1) above

in the mobile home and owned or intended for use by the member or his dependents.

Equivocal death

Cases in which the immediately available facts and circumstances do not give a clear picture as to the correct or appropriate mode of death. (Mode of death is either natural, accident, suicide, or homicide and is to be distinguished from the cause of death.)

Graves registration service

A field service, in support of major military operations, that provides for the search, recovery, initial identification, evacuation to a mortuary or temporary interment of the remains and the handling of personal effects for deceased personnel, including allied military personnel, civilians, and enemy personnel and the maintenance of pertinent records and reports in connection with these activities.

Group burial

When two or more associated individuals whose identities as a group are known beyond a reasonable doubt, but whose remains cannot be individually identified, are buried together in one or more graves.

Headstone

Upright slab of white marble of approved design and specifications, appropriately inscribed.

Home

Person's legal or permanent residence as distinguished from place of temporary abode.

Intentional misconduct

Any wrongful or improper conduct which is intended or deliberate is intentional misconduct. Intent may be expressed by direct evidence of a member's statements or may be implied by direct or indirect evidence of the member's conduct. Misconduct does not necessarily involve committing an offense under the Uniform Code of Military Justice or local law.

Interned

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.

Killed in action

A battle casualty who is killed outright or who dies as a result of wounds or injuries before reaching any medical treatment facility.

Legal representative

An administrator or executor of a decedent's estate who has been duly appointed or approved by an appropriate court, or an individual authorized by power or attorney to act in behalf of the person eligible to receive the decedent's effects.

Marker

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

Missing

A nonbattle casualty whose whereabouts and status are unknown, provided the absence appears to be involuntary and the individual is not known to be in status of unauthorized absence.

Missing in action

A battle casualty whose whereabouts and status are unknown, provided the absence appears to be involuntary and the individual is not known to be in status of unauthorized absence.

Mortuary Officer

A person who is responsible for the care and disposition of remains.

Primary next of kin

Person most closely related to the decedent determined to be entitled to direct disposition of remains.

Proximate cause

A proximate cause is a cause which, in a natural and continuous sequence, unbroken by a new cause, produces and injury or disease and without which the injury or disease would not have occurred. A proximate cause is a primary moving or predominating cause and is the connecting relationship between the intentional misconduct or willful negligence of the member and the injury or disease that results as a natural, direct and immediate consequence which supports and NLOD-DOM determination.

Psychological autopsy

A procedure that is used to clarify the nature of death and focuses on the psychological aspects of the death. Its primary purpose is to understand the circumstances and state of mind of the victim at the time of death. The procedure involves the reconstruction of the life style and circumstances of the victim, together with details of behaviors and events which led to the death of the individual.

Requirements contract

A contract between the Government and a civilian funeral establishment for preparation of remains, mortuary supplies and services, and transportation.

Seriously ill (SI)

A person's condition when the illness is of such severity that there is cause for immediate concern but there is no imminent danger to life.

Simple negligence

The failure to exercise that degree of care which a person of ordinary prudence usually takes in the same or similar circumstance. An injury or disease caused solely by simple negligence is in line of duty unless it existed

prior to service or occurred during a period or AWOL (except when the member was mentally unsound at the inception of the unauthorized absence).

Stopover

Planned stop and delay in the onward movement of remains at designated intermediate funeral home between points of origin and receiving funeral home at destination for conducting religious ceremonies or visitations or both.

United States

The 50 States, District of Columbia, Commonwealth of Puerto Rico, and the territories and possessions of the United States.

Very seriously ill (VSI)

A person is very seriously ill when the illness is of such severity that life is immediately endangered.

Whereabouts unknown

A member who is not present for duty or accounted for, and it cannot be immediately determined if the absence is voluntary or involuntary (this is, a member's status is initially so uncertain that the commander must first gather and evaluate the facts to make a proper determination).

Willful negligence

A conscious and intentional omission of the proper degree of care which a reasonably careful person would exercise under the same or similar circumstances in willful negligence. Willful negligence is a degree of carelessness greater than simple negligence. Willfulness may be expressed by direct evidence of a member's conduct. Willfulness will be presumed when the member's conduct demonstrates a gross, reckless, wanton or deliberate disregard for the foreseeable consequences of an act or failure to act. Willful negligence does not necessarily involve committing an offense under the Uniform Code of Military Justice or local law.

Wounded in action

A battle casualty other than "killed in action" who has incurred an injury due to an external agent or cause. This term encompasses all types of wounds and other injuries incurred in action, whether there is a piercing of the body as in a penetrating or perforated wound; all fractures, burns, blasts and concussions; all effects of biological and chemical warfare agents; and the effects of exposure to ionizing radiation and any other destructive weapon or agent.

RESERVED

TO:	DATE

DECEASED OR MISSING

1. LAST NAME - FIRST NAME - MIDDLE INITIAL	2. GRADE	3. SERVICE NO./SSN
4. ORGANIZATION AND STATION		
5. Death or Missing Status	a. DATE	b. PLACE
6. Death - Interment	a. DATE	b. PLACE

NEXT OF KIN AND DEPENDENTS

7. GIVE NEXT OF KIN FIRST AND ADULT NEXT OF KIN SECOND. INDICATE IF SAME.

LAST NAME - FIRST NAME - MIDDLE INITIAL	ADDRESS	RELATIONSHIP	CONTACTED
			YES NO

8. a. NEW ADDRESS OF NEXT OF KIN (No., street, city, and state). IF MOVING b. SCHEDULED DATE OF ARRIVAL

IN THE FOLLOWING LIST OF ACTIONS AND/OR BENEFITS INDICATE THE DATE OR DATES THAT ACTION WAS TAKEN. SPECIFY TYPE OF ACTION AS FOLLOWS. COUNSELLING (C), ASSISTANCE (A) OR REFERRAL (R), CLAIM OR APPLICATION SUBMITTED (CS), NO ACTION REQUIRED (NA), COUNSELLED, NO ACTION REQUIRED (CNA)

ITEM	ACTION	DATE(S)
9. Initial Contact Made (include time with date) ¹		
10. Death Gratuity Pay ²		
11. DA Pamphlet 608-4 Furnished (Active)		
12. DA Pamphlet 600-5 Furnished (Retired)		
13. Burial Arrangements and Rights		
a. Funeral Services		
b. Military Honors		
c. National or Post Cemetery		
d. Assistance at National/Post Cemetery		
e. Flag to Drape Casket		
f. Headstone or Marker or Monetary Allowance		
g. Reimbursement for Preparation and Transportation of remains if privately arranged ²		
h. Interment Allowance ²		
14. Financial Assistance (AER, ARS, or ARC)		
15. Unpaid Pay & Allowance		
16. Veterans Education Asst Program		

¹ Which may be applicable to "missing" personnel cases
² NOT generally applicable to retired personnel cases

M

TAB

TAB

ITEM	ACTION	DATE(S)
17. Allotment Adjustments (Missing cases only) ^{1,2}		
18. Official Statement of Death		
19. Will And/Or Personal Affairs Record		
20. Travel of Dependents ^{1,2}		
21. Assistance at Intermediate Points		
22. Movement of Household Goods ^{1,2}		
23. Personal Effects ^{1,2}		
24. Decorations and Awards ^{1,2}		
25. Claims for Loss or Destruction of Personal Property ^{1,2}		
26. Claims in Favor of U.S. (AR 27-40)		
27. Government Life Insurance (USGLI, NSLI, and SGLI)		
28. Commercial Life Insurance		
29. Settlement of Accounts		
30. United States Savings Bonds		
31. Survivor Benefit Plan		
32. Ret Servicemen's Family Protection Plan		
33. Uniformed Services Identification and Privilege Card ¹ (DD Form 1173) ¹		
a. Medical Care ¹		
b. Commissary Store Privilege ¹		
c. Post Exchange Privilege ¹		
d. Military Motion Picture Theater Privilege ¹		
34. Social Security Lump-Sum Payment for Burial Expenses		
35. VA Burial Allowance (Retired cases only)		
36. VA Compensation or Pension		
37. Social Security Benefits		
38. Homestead Preference		
39. Home Loan Guaranty by VA		
40. Railroad Retirement Death Benefits		
41. State Benefits		
42. Education of Children		
43. Civil Service Survivor Annuities		
44. Civil Service Job Preference		
45. Legal Assistance ¹		
46. Income Tax ¹		
47.		
48. REMARKS (Give any favorable or unfavorable comments made by next of kin. Express attitude shown toward DA, whether appreciative or critical.)		

49 TIME AND DATE CASE RECEIVED BY ASSISTANCE OFFICER

50 DATE CASE COMPLETED

TYPED NAME AND GRADE OF CASUALTY ASSISTANCE OFFICER

SIGNATURE OF CASUALTY ASSISTANCE OFFICER

¹ Which may be applicable to "missing" personnel cases

² NOT generally applicable to retired personnel cases.

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STATEMENT OF IDENTIFICATION

For use of this form, see AR 600-8-1; the proponent agency is MILPERCEN

NAME OF DECEASED (Last, First, MI) GRADE SSN BRANCH OF SERVICE DATE OF INCIDENT

ORGANIZATION AND BASE

PLACE OF DEATH/INCIDENT

CONDITION OF REMAINS (Describe briefly in Narrative below)

Recognizable	Not Recognizable	Commingled	Mutilated
Burned	Decomposed	Semi-Skeletal	Skeletal

MEANS OF IDENTIFICATION (Check all appropriate boxes. Specify supporting data in Narrative below)

Fingerprint Comparison	Footprint Comparison	Dental Comparison	Anatomical Comparison
Skeletal Comparison	Personal Effects	Visual Recognition	Identification Tag(s)
Other (Explain in Narrative)			

ENCLOSURES

DD Form 565	DD Form 890	DD Form 891	DD Form 892
DD Form 893	DD Form 894	DA 5520-R	ID Card
DD Form 369	FD 258	AF Form 137	SF 603
Dental X-Rays	SF 88	SF 93	DD Form 2064
SF 601	Photo		

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

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NARRATIVE AND SUMMARY (Continued)

RECOMMENDATIONS

RECOMMENDATIONS PRESENTED

TYPED NAME OF IDENTIFICATION SPECIALIST	NAME AND ADDRESS OF INSTALLATION
TITLE OF IDENTIFICATION SPECIALIST	
SIGNATURE OF IDENTIFICATION SPECIALIST	DATE

RECOMMENDATIONS APPROVED

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

TYPED NAME OF APPROVING OFFICER	GRADE	NAME AND ADDRESS OF INSTALLATION
TITLE OF APPROVING OFFICER		
SIGNATURE OF APPROVING OFFICER	DATE	

MORTUARY ACTIVITY & STATUS REPORT (OVERSEAS)

For use of this form, see AR 600-8-1, the proponent agency is TAGO

REQUIREMENT CONTROL SYMBOL
AG-666

TO:	FROM: (Reporting Command)	FROM: QUARTER COVERED
		TO:

SECTION I MORTUARY ACTIVITIES	ARMY			NAVY			AF			USMC			ALL OTHERS	TOTAL
	MIL	DEPN	CIV	MIL	DEPN	CIV	MIL	DEPN	CIV	MIL	DEPN	CIV		
1. REMAINS PROCESSED—LOCAL DEATHS														
a. Local Disposition														
b. Prepared for Shipment														
2. FROM OTHER COMMANDS (Identify in Remarks)														
a. Local Disposition														
b. Preparation & Shipment														
3. TOTAL PROCESSED														
4. NUMBER OF ABOVE PROCESSED FOR IDENTIFICATION														

* Explain in Remarks

SECTION II—OPERATING STOCK STATUS (Excl Depot Stocks)	ON HAND	ON LOAN	IN TRANSIT	TOTAL
1. Number of Transfer Cases				
2. Number of Caskets				
3. Number of Pouches, Human Remains				
4. Mortuary Supplies on Hand Sufficient for _____ Remains.	5. Refrigeration Capability _____ Remains.			

SECTION III—PERSONNEL ASSIGNED					6. LICENSED EMBALMERS	
1. MILITARY	2. DAC	3. LN	4. OTHER	5. TOTAL	a. DAC	b. MILITARY

7. Number of Memorial Activities Specialists assigned. Explain if included in 6b, (i.e., MOS 57F20, 57F40, 57F50)

REMARKS (Use separate sheet if necessary)

TYPE NAME OF MORTUARY OFFICER	SIGNATURE	DATE
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**DATA REQUIRED BY THE PRIVACY ACT OF 1974
PERSONAL INFORMATION FROM THE NOK OF A DECEASED SERVICE MEMBER**

(5 U.S.C. 552a)

TITLE OF FORM

PERSONAL INFORMATION FROM THE NOK OF A DECEASED SERVICE MEMBER

PRESCRIBING DIRECTIVE

AR 600-8-1

1. AUTHORITY

10 USC 1475-1480

44 USC 3101

3. PRINCIPAL PURPOSE(S)

The personal information pertaining to you as a NOK of a deceased service member becomes official information when released and is used by HQDA in the settlement of the deceased's personal affairs and financial accounts.

3. ROUTINE USES

The information provided to the person(s) assisting you will be forwarded to HDQA for use in settling the personal and financial affairs of the service member. The information requested may be a valid address for you and your children (if applicable), your desires as to the disposition of the deceased's remains, factual information as to your marital status in relation to the deceased, and other such information which will enable the Army to settle the deceased's personal affairs. It may also be used by other government agencies and selected agencies such as an insurance company or bank.

4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION

Disclosure of the information is voluntary. However, the disclosure enables the personal affairs and financial accounts of the deceased service member to be finalized and you as a NOK receive any benefits to which entitled. If the required information is not provided then a delay may be experienced in your receiving those benefits to which you may be entitled.

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BONA FIDE DEPENDENT DECLARATION (Military)

For use of this form, see AR 600-8-1, the proponent agency is MILPERCEN

CERTIFICATE

(Date)

I, the undersigned, hereby certify that I have read the definitions of dependents below and that

(Name of Deceased—First, Middle, Last)

is the bona fide dependent

(Relationship to Sponsor) of

(Name)

(Grade)

(SSN)

(Unit and address of sponsor)

(Date of death (YYMMDD))

DEFINITIONS OF DEPENDENTS (Check appropriate item)

1. ___ a member's spouse;
2. ___ a member's unmarried legitimate child under 21 years of age;
3. ___ a member's unmarried stepchild (includes illegitimate child of member's spouse) under 21 years of age who is in fact dependent upon the member;
4. ___ a member's unmarried adopted child under 21 years of age who is in fact dependent upon the member;
5. ___ a member's unmarried illegitimate child under 21 years of age whose parentage has been admitted in writing by the member father or mother, or whose alleged member-father has been judicially decreed by other than a foreign court to be the father of the child or judicially ordered by other than a foreign court to contribute to the child's support, and who is, in fact, dependent on the member for over one-half of his support;
6. ___ a member's unmarried child as defined in items 2 through 5 who is over 21 years of age, is incapable of self-support because of mental or physical incapacity and is, in fact, dependent on the member for over one-half of his support;
7. ___ a member's unmarried child who was transported at Government expense to a station OCONUS incident to the member's assignment thereto and who attains 21 years of age while the member is serving at a duty station overseas;
8. ___ a member's unmarried legitimate or illegitimate child, stepchild, and adopted child who is, in fact, dependent on the member and is a full-time student in an approved institute of higher learning up through age 22 (before 23rd birthday) and who is carrying a course load of a minimum of 12 semester credit hours or equivalent. See AR 640-3 for a complete definition of full-time student.
9. ___ a member's parent (including stepparent, parent by adoption, former stepparent, or other person who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became 21 years of age) who is, in fact, dependent on the member for over one-half of his or her support and has been designated a dependent of the member in the member's service record.
10. ___ a member's parent-in-law provided he or she is dependent on the member for over one-half of his or her support, who has been designated a dependent of the member in the member's service record, and is, in fact, residing with the member.

NOTE: The relationship between a stepparent and a stepchild is terminated by the stepparent's divorce from the parent by blood.

TYPED NAME OF CERTIFIER

GRADE

POSITION OR TITLE

ORGANIZATION AND ADDRESS

SIGNATURE

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BONA FIDE DEPENDENT DECLARATION (Civilian)

For use of this form, see AR 600-8-1; the proponent agency is MILPERCEN

CERTIFICATE

(Date)

The following information has been extracted from the Official Personnel Record on the employee named below:

(Name of Employee)

(SSN)

(Pay Plan & Grade)

(Name and Address of Unit)

(Date of Hire)

(Place of Hire)

(Date DD Form 1617 Signed)

(Place of Actual Residence at Time of Appointment)

(Name of Deceased Dependent)

(Date of death (YYMMDD))

(Relationship of Employee)

DEFINITIONS OF DEPENDENTS (Check appropriate item)

1. A dependent of a DOD civilian employee is considered to be any of the following named members of the employee's household at the time he/she reports for duty at his/her new permanent duty station or performs authorized or approved overseas tour renewal agreement travel or separation travel:

___ a. a spouse.

___ b. children of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support. (The term "children" will include natural offspring; stepchildren; adopted children; grandchildren; legal minor wards, or other dependent children who are under legal guardianship of the employee or employee's spouse, and a child born after the employee's effective date of transfer when the travel of the employee's expectant spouse to the new permanent duty station is prevented at the time of transfer because of advanced stage of pregnancy, or other reasons acceptable to the DOD component concerned, e.g., awaiting completion of the school year by other children);

___ c. dependent parents (including step and legally adoptive parents) of the employee or employee's spouse; and

___ d. dependent brothers and sisters (including step and legally adoptive brothers and sisters) of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

2. Generally, the individuals named in items 1c and 1d will be considered dependents of the employee if they receive at least 51% of their support from the employee or employee's spouse; however, this percentage of support criteria shall not be the decisive factor in all cases. These individuals may also be considered dependents for the purpose of this definition if they are members of the employee's household and, in addition to their own income, receive support (less than 51%) from the employee or employee's spouse without which they would be unable to maintain a reasonable standard of living.

TYPED NAME OF CIVILIAN PERSONNEL OFFICER

GRADE

ORGANIZATION AND ADDRESS

SIGNATURE OF CIVILIAN PERSONNEL OFFICER

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ESCORT REPORT

For use of this form, see AR 600-8-1; the proponent agency is MILPERCEN

PART I—TO BE COMPLETED BY MORTUARY OFFICER

1. MORTUARY OFFICER (<i>Official Mailing Address</i>)		2. COMMERCIAL PHONE NUMBER
3. NAME OF DECEASED (<i>Last, First, Middle</i>)	4. GRADE	5. SSN
6. NAME OF PRIMARY NEXT OF KIN (<i>First, MI, Last</i>)		7. RELATIONSHIP TO DECEASED
8. NAME AND ADDRESS OF RECEIVING FUNERAL HOME (<i>Include ZIP Code</i>)		PHONE NO.

PART II—TO BE COMPLETED BY FUNERAL DIRECTOR

9. CONDITION OF REMAINS UPON ARRIVAL AT FUNERAL HOME		
10. DATE	11. NAME AND TITLE	12. SIGNATURE

PART III—TO BE COMPLETED BY ESCORT

13. DATE AND TIME OF DEPARTURE FOR ESCORT DUTIES		14. DATE AND TIME OF ARRIVAL AT DESTINATION	
15. CONDITION OF CASKET NOT DAMAGED—ACCEPTABLE		___ DAMAGED—ACTION TAKEN TO RESOLVE:	
16. DATE AND HOUR OF FUNERAL		17. DID YOU ATTEND FUNERAL SERVICES ___ YES ___ NO	
18. NAME AND LOCATION OF CEMETERY (<i>City and State</i>)			
19. NAME AND RELATIONSHIP OF PERSON(S) TO WHOM FLAG(S) WAS/WERE PRESENTED			
20. MILITARY HONORS PROVIDED BY		21. OPINION OF OVERALL PERFORMANCE OF HONORS ... SATISFACTORY, IF NOT, EXPLAIN IN REMARKS	
22. STATUS OF DD FORM 1375 (<i>Request for Payment of Funeral and/or Interment Expenses</i>) LEFT WITH NEXT OF KIN COMPLETED AND HANDCARRIED BACK TO SHIPPING ACTIVITY MAILED TO SHIPPING ACTIVITY LEFT WITH CAO			
23. SPECIAL REQUESTS OF NEXT OF KIN AND ACTION TAKEN THEREON			

24. REMARKS

25. DATE	26. NAME AND GRADE OF ESCORT	27. SIGNATURE
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28. DATE	29. REVIEWED BY MORTUARY OFFICER (<i>Name and grade</i>)	30. SIGNATURE
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RELEASE OF REMAINS FOR LOCAL DISPOSITION (OCONUS)

For use of this form, see AR 600-8-1; the proponent agency is MILPERCEN

1. I, _____ request release of the remains of _____

(Name and Grade of Sponsor or Next of Kin (NOK))

(Name of Deceased)

my _____

(Relationship)

_____ for final disposition at _____

(Name of local funeral director or cemetery)

(Location)

2. I hereby acknowledge that once the remains of my _____

(Relationship)

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

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

TYPED NAME OF SPONSOR OR NOK

SIGNATURE OF SPONSOR OR NOK

DATE

TYPED NAME OF WITNESS

SIGNATURE OF WITNESS

DATE

PHYSICAL AND DENTAL COMPARISON CHART

For use of this form, see AR 600-8-1; the proponent agency is MILPERCEN

REMAINS OF		NAME	
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
10		10	
11		11	
12		12	
13		13	
14		14	
15		15	
16		16	
17		17	
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23		23	
24		24	
25		25	
26		26	
27		27	
28		28	
29		29	
30		30	
31		31	
32		32	
ESTIMATED HEIGHT		HEIGHT	
ESTIMATED WEIGHT		WEIGHT	
ESTIMATED AGE		AGE	
HAIR		HAIR	
REMARKS			

DATA REQUIRED BY THE PRIVACY ACT OF 1974

Title of Form
RECORD OF EMERGENCY DATA

Prescribing directive
AR 600-8-1

1. AUTHORITY

10 USC 1475 to 1480 and 2771, 38 USC 770, and 44 USC 3101

2. PRINCIPAL PURPOSE(S)

The Record of Emergency Data Form, when completed, becomes an official and legal document by which you have designated certain beneficiaries for certain benefits in the event of your death. It serves as a guide for the disposition of your pay and allowances in the event you are captured, missing, or interned. It also provides the names and addresses of the person(s) you desire to be notified in the case of emergency or death.

3. ROUTINE USES

The form is used by casualty offices to provide your next of kin with notification of your injury, illness, or death. Data listed on the form provides these offices with names and addresses of your spouse, children, parents, or other persons who are to be notified of your status. In completing the form, you designate the person(s) to receive any unpaid pay and allowances and death gratuity as provided by the US Army. The information also shows those persons you do not desire to be notified in the event of emergency or death. It also may be used to provide information about your will, insurance policies, and other personal data that may be used in settling your personal affairs in the event of your death.

4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION

Disclosure of your SSN is mandatory as you are identified by it in all of your official records. These records include personnel and finance records that are required in settling your accounts and insuring that your survivors receive all benefits they are entitled to in the event of your death. Failure to provide requested information may delay notification or the payment of death benefits to your next of kin should you become a casualty.

DISPOSITION OF REMAINS -- REIMBURSABLE BASIS

Form Approved
OMB No. 0704-0030
Exp. Date: November 30, 1986

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 10 USC Sections 1461 thru 1466.

PRINCIPAL PURPOSES: To record the sponsor's disposition instructions for the remains. To record cost for necessary services and supplies. To record the name, address and telephone number of a person in CONUS who may be contacted concerning the remains, if necessary.

ROUTINE USE: To document disposition instructions, cost data, and CONUS point of contact for the decedent. This information is used by the mortuary officer at the CONUS port of entry.

DISCLOSURE: Disclosure of personal information is voluntary. Failure to furnish the requested information may delay processing and shipment of remains to final destination.

1. NAME OF DECEASED

2. RELATIONSHIP TO SPONSOR

3. NAME OF SPONSOR (Individual, Agency or Firm)

4. ADDRESS OF SPONSOR (Street, City, State, ZIP Code)

5. GRADE OF SPONSOR

6. SSN OF SPONSOR

I, THE UNDERSIGNED, DESIRE THAT DISPOSITION OF REMAINS BE EFFECTED AS INDICATED BELOW: (CHECK APPLICABLE OPTION)

7a. OPTION I

Preparation of remains at the Government mortuary and return of remains to a continental United States port of entry in a transfer case. The Port Mortuary will furnish the requested services and supplies at a cost of \$_____. I have reimbursed the Government in this amount. It is requested that the remains be shipped to the following funeral home:

b. NAME OF FUNERAL HOME

c. ADDRESS OF FUNERAL HOME (Street, City, State, ZIP)

8a. OPTION II

Preparation of remains at the Government mortuary and return of remains to a continental United States port of entry in a transfer case. The Port Mortuary Officer is requested to release the remains to the following funeral home:

b. NAME OF FUNERAL HOME

c. ADDRESS OF FUNERAL HOME (Street, City, State, ZIP)

9a. OPTION III

b. ARRANGEMENTS DESIRED (Other than those described in Option I or II)

c. APPROPRIATION TO WHICH MONEY HAS BEEN DEPOSITED IF APPLICABLE

10. RELATIVE OF DECEASED (OR OTHER PERSON) IN CONUS WHO MAY BE CONTACTED, IF NECESSARY

a. Name

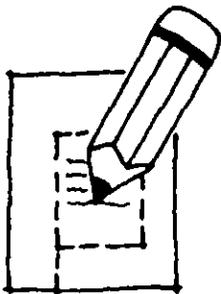
b. ADDRESS (Street, City, State, ZIP)

c. RELATIONSHIP

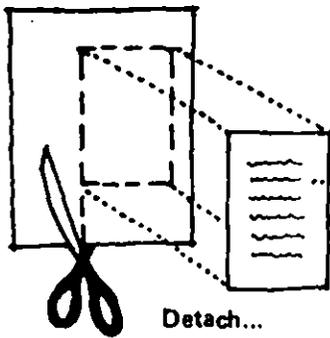
d. PHONE NO. (Area Code)

e. DATE SIGNED

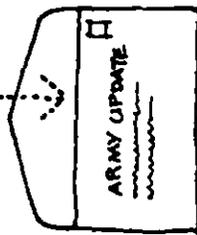
f. SIGNATURE OF SPONSOR



Fill out...



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AR 600-8-1

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FORM NUMBER	BLOCK NUMBER	QUANTITY REQUIRED
12-14	1021	

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