

UNCLASSIFIED

BY ORDER OF THE COMMANDER



Central Command Regulation 638-1
(CCR 638-1), 18 May 2022

HEADQUARTERS UNITED STATES CENTRAL COMMAND

OFFICE OF THE CHIEF OF STAFF
7115 SOUTH BOUNDARY BOULEVARD
MACDILL AIR FORCE BASE, FLORIDA 33621

Deceased Personnel
MORTUARY AFFAIRS SUPPORT

Supersedes: CCR 638-1, 13 July 2018
Expiration: 18 May 2027

Pages: 94
OPR: CCJ43-OPS

SUMMARY OF REVISIONS

This regulation was restructured to provide clearer direction, remove redundant guidance that exists in other publications, and incorporate and retire prior night orders and guidance issued by United States Central Command. Substantive policy changes were incorporated to include guidance on contaminated remains, temporary interment, large scale combat operations, memorial/ramp ceremonies, theater evacuation escorts, the movement of non-Department of Defense affiliated human remains, reporting requirement for deceased contractors, and processes for handling deceased contractor's personal effects. The following policy documents were rescinded, superseded by, or incorporated into other policies, or incorporated into this regulation. Deputy Secretary of Defense Memorandum, Policy on Contaminated Human Remains, 28 March 2008 was cancelled and incorporated into Department of Defense Directive 1300.22 Change 2. Deputy Secretary of Defense Memorandum, Transportation of Remains on U.S. Military Aircraft, 19 August 2015 was incorporated into Department of Defense Instruction 4515.13, Air Transportation Eligibility, Incorporating Change 5, 23 October 2020. United States Central Command message, Modification 4 to United States Central Command Military Working Dogs policy, date time group: 152116Z JUN 11 is rescinded and incorporated into this regulation as Appendix G. United States Central Command memorandum, Delegation of Authority to Approve Exception for Human Remains Escort, 8 March 2010 is superseded by paragraph 2.10. United States Central Command Policy Letter Number 106, Repatriation of Deceased Military Working Dogs in United States Central Command Area of Responsibility, 4 June 2019 has been incorporated into this regulation as Appendix G. USCENTCOM J4 Memo, Standard Operating Procedure for Requesting Formal Approval to Move Civilian U.S./Non-U.S. Human Remains On U.S. Military Aircraft, 29 January 2009 is rescinded and has been incorporated into this regulation.

UNCLASSIFIED

TABLE OF CONTENTS

<u>SECTIONS/PARAGRAPHS</u>	<u>Page</u>
SECTION 1: GENERAL	5
1.1. Purpose.....	5
1.2. Applicability	5
1.3. References:.....	5
1.4. Concept of Operations	5
SECTION 2: POLICY	7
2.1. Recovery Operations and Initial Preservation	7
2.2. Death Reporting.....	8
2.3. DD Form 93 Record of Emergency Data	9
2.4. Human Remains Transfers.....	10
2.5. Refrigerated Storage – Human Remains Acceptance at a Mortuary Affairs Collection Point or Theater Mortuary Evacuation Point.....	13
2.6. Refrigerated Storage – Temperature Monitoring.....	14
2.7. Authorizations for Deceased Transportation and Mortuary Services.....	14
2.8. Mortuary Affairs Facility Restrictions.....	16
2.9. Mortuary Affairs Collection Point Minimum Processing Procedures.....	18
2.10. Theater Evacuation Escorts	19
2.11. Unit Representatives.....	21
2.12. Contaminated Human Remains	21
2.13. Temporary Interment Operations – Non-Contaminated Remains	22
2.14. Personal Effects	23
2.15. Disassociated Effects	24
2.16. Personal Protective Equipment – Shipments to Armed Forces Medical Examiner System	25
2.17. Portions	26
2.18. Customs Pre-Clearance of Human Remains and Personal Effects.....	26
2.19. Mortuary Affairs Awareness and Training Outreach Program	29
2.20. Host Nation Mortuary Affairs Coordination	29
2.21. Records Management and Information Management.....	30
2.22. Resiliency and Mental Health Readiness.....	31
SECTION 3: ROLES AND RESPONSIBILITIES	33
3.1. Headquarters United States Central Command Logistics and Engineering Directorate ...	33
3.2. Service Component Commands.....	33

3.3. United States Central Command Distribution and Deployment Operations Center Director	34
3.4. U.S. Army Central	34
3.5. U.S. Air Force Central Command	35
3.6. U.S. Naval Forces Central Command.....	36
3.7. U.S. Marine Corps Forces Central Command.....	36
3.8. Theater Mortuary Affairs Office.....	37
3.9. Theater Mortuary Evacuation Point.....	40
3.10. Mortuary Affairs Collection Point.....	41
3.11. Service Component Command Mortuary Affairs Officer	42
3.12. Senior Defense Officials at U.S. Embassies	43
3.13. U.S. Army Regional Mortuary, Europe and Africa	43
3.14. Reports	44
3.15. Boards	44
SECTION 4: ADMINISTRATIVE INSTRUCTIONS.....	45
4.1. Proponent	45
4.2. Accessibility.....	45
4.3. Releasability.....	45
4.4. Expiration.....	45
APPENDICES	46
Appendix A: Human Remains Acceptance for Refrigerated Storage	46
Appendix B: Authorizations for Deceased Transportation and Mortuary Services	50
Appendix C: Sample Mortuary Affairs Officer Appointment Memo	64
Appendix D: Example Theater Evacuation Escort Memo.....	65
Appendix E: Contractor Personal Effects	67
Appendix F: Joint Personal Effects Depot Summary Court-Martial Officer Checklist	70
Appendix G: Repatriation of Deceased Military Working Dogs	77
Appendix H: Points of Contact.....	86
Appendix I: Glossary	88
Appendix J: References	92
FIGURES	
Figure 1. DD Form 1384, Transportation Control and Movement Document	27
Figure 2. DD Form 2855, U.S. Military Customs and Border Clearance Program.....	28
Figure 3. Sample HR Transportation Request	54

CCR 638-1, 18 May 2022

Figure 4. Funds Verification and Use Authorization (FVUA) 56
Figure 5. Example Theater Evacuation Escort Memo 65
Figure 6. Joint Personal Effects Depot Summary Court-Martial Officer Checklist 70

SECTION 1: GENERAL

1.1. PURPOSE

This regulation stipulates policy and procedures required for Mortuary Affairs (MA) support in the United States Central Command (USCENTCOM) Area of Responsibility (AOR) to care for our fallen Service members, Contractors, Civilians, Coalition partners, and others authorized mortuary services.

1.2. APPLICABILITY

This regulation applies to U.S. Military, Coalition Military, and DoD affiliated personnel in the USCENTCOM AOR including all elements of Headquarters (HQ) USCENTCOM and subordinate commands, to include Service Component Commands, sub-unified commands, Joint Task Forces (JTF), and Security Cooperation Organizations during peace time and contingency operations. This regulation applies to non-DoD affiliated personnel when requesting assistance from DoD mortuary affairs. For commonly used language in MA see Appendix I.

1.3. REFERENCES:

See Appendix J.

1.4. CONCEPT OF OPERATIONS

a. The Commander, USCENTCOM (CDRUSCENTCOM) has assumed mission command and centralized the mortuary affairs evacuation responsibility by designating U.S. Army Central (USARCENT) as the Lead Service (LS) to provide geographical mortuary affairs general support in the USCENTCOM AOR. This type of coordinated theater MA support is referred to as the concurrent return program. The USCENTCOM Joint Mortuary Affairs Office (JMAO), within the USCENTCOM Logistics and Engineering Directorate (CCJ4), establishes theater mortuary affairs policy and procedures. This CCR codifies concurrent return mortuary affairs program policy and procedures. The transition from Combatant Commander MA support responsibilities back to Service Component peacetime operation responsibility will be made by the CDRUSCENTCOM when operational considerations warrant transition. This type of MA Support is referred to as the current death program. The decision to return to the current death program will be published through an official USCENTCOM Night Order.

b. USARCENT has established a Theater Mortuary Affairs Office (TMAO) to coordinate mortuary affairs area support throughout USCENTCOM AOR and enforce policies and procedures to ensure dignity, honor, and respect for all decedents. Unit commanders recover their deceased personnel to the nearest Mortuary Affairs Collection Point (MACP) where the USCENTCOM mortuary affairs system coordinates further evacuation.

c. The Commander (or civilian equivalent for non-military organizations) is responsible for the casualty reporting, recovery, and transport of deceased military members, civilians, or contractors assigned to their organization to the nearest MACP. The TMAO then coordinates and tracks continued evacuation operations from the MACP through arrival at the Armed Forces

UNCLASSIFIED

CCR 638-1, 18 May 2022

Medical Examiner System (AFMES) or the final Aerial Port of Debarkation (APOD) serviced by military airlift for non-AFMES cases.

d. Mortuary Affairs Facilities across the USCENTCOM AOR have the capabilities to prepare remains for evacuation, generate required documentation, provide refrigerated storage to aid in preservation while awaiting transportation and evacuate Decedents authorized mortuary services to required destinations.

e. Remains will be transported from a MACP to the Theater Mortuary Evacuation Point (TMEP) located at Kuwait (alternate TMEP located at Al Udeid, Qatar) for onward movement to Ramstein Air Force Base (AFB), or other refueling site determined by Air Mobility Division (AMD). The remains will be re-iced and the aircraft refueled for the final flight to Dover AFB for repatriation.

f. A secondary mission of USCENTCOM Mortuary Affairs Facilities is the evacuation of Personal Effects (PE) to the Joint Personal Effects Depot (JPED) pursuant to DoD Mortuary Affairs Program.

SECTION 2: POLICY**2.1. RECOVERY OPERATIONS AND INITIAL PRESERVATION**

a. Initial recovery of a decedent to a MACP should occur within four hours of death. Notify TMAO of potential recovery delays that may exceed four hours. This enables TMAO to identify potential theater assets that may be available to assist in expediting recovery to the nearest MACP if the delay is caused by air asset availability.

b. If recovery will or may exceed four hours, the decedent should be cooled while awaiting transportation. Refrigeration must be maintained between 34 and 40 degrees Fahrenheit. Freezing temperatures cause tissue damage and must be avoided, therefore dry ice is never used. Likewise, extreme heat causes accelerated tissue deterioration. Cooling may be accomplished by placing the Human Remains Pouch (HRP) containing the decedent inside a second HRP when refrigeration capabilities are not available. The second HRP is then packed with water-ice while avoiding the face area. The HRP is placed in an air-conditioned indoor area (or cool, shaded and private outdoor area, if an indoor area is not available) to aid in preservation until evacuation is available. The HRP is periodically monitored to ensure cooling efforts are still adequate.

c. Local camp or contingency base commanders that are at high risk of not accomplishing recovery of a decedent to a MACP within four hours due to weather, enemy threat, or aircraft availability may elect to establish a Mortuary Affairs Transfer Point (MATP), also known as a Mortuary Affairs Transit Point, to provide direct support to the parent command. MATPs normally consist of just a refrigeration unit for temporary holding. Some may have camouflage netting, T-walls, or other shrouding installed to provide privacy while moving remains into or from the refrigerated storage. MATP are approved by the first O-6 in the chain of command and reported to TMAO. If the command elects to establish a MATP, the command will ensure checks of temperature are completed to ensure temperature can be maintained between 34 and 40 degrees Fahrenheit. When no remains are present checks may occur daily. When remains are present checks will be hourly. A water bottle marked with "TEST BOTTLE" will be kept inside the refrigeration unit to permit immediate visual warning that freezing temperatures have occurred. Refrigeration units that are unable to maintain temperature must not be used as they place remains at great risk of tissue damage due to freezing or extreme heat. On the 5th of each month a memorandum will be submitted to TMAO signed by the O-6 whom approved the MATP. The Memo will list the personnel assigned the additional duty of maintaining the MATP, their contact information and the monthly log will be attached indicating temperature check results with dates and times. MATP are visually separate from a casualty collection point at a contingency location, are not normally staffed, and are unit funded and maintained by personnel from the local command. A MATP's sole purpose is to provide refrigerated storage capability for Human Remains (HR) when evacuation to a USARCENT Staffed MACP or TMEP is not immediately possible. HRs will be recovered to a MACP as soon as weather, enemy threat, or aircraft availability makes it possible. MATP locations are beneficial when ground or air evacuation is historically delayed preventing a unit from transferring a decedent to a MACP or TMEP within four hours.

d. After HR recovery to a MACP, USCENTCOM has established a within 24-hour goal for each subsequent movement: from MACP to the TMEP; TMEP to Ramstein, Germany (or other

CCR 638-1, 18 May 2022

refueling location); and refueling location to the AFMES at Dover AFB or other-directed final destination. The total within 72-hour evacuation goal aids in preservation of the unembalmed HR and forensic evidence.

e. **Emergency Burial/Hasty Burial.** The first O-6 in the chain of command may authorize a hasty burial. During Large Scale Combat Operations (LSCO) the capability of U.S Forces to recover a decedent to a MACP may be denied by the opposing forces. A hasty burial should be considered when tactical conditions permit and evacuation delays are anticipated to exceed 24-48 hours that would subject the decedent to extreme heat or freezing temperatures. A hasty burial requires enough soil be removed to accommodate the decedent and permit a minimum of 12 to 24 inches of soil to cover the decedent. A hasty burial is an informal preservation technique used by unit personnel to protect remains when evacuation to a MACP is not possible in the immediate foreseeable future due to active combat operations. Hasty burial is not temporary interment. The difference is that temporary interment requires remains be evacuated to a designated temporary interment site thus allowing formal temporary interment operations to commence. Hasty burial is a preservation technique required when air evacuation, ground evacuation, refrigerated storage, or other preservation technique is not available nor projected to be available for the next 24-48 hours. GPS location of each HR is documented and reported to higher HQ. When communications are interrupted and anticipated to be unavailable for 12 hours or more, the senior military member present may authorize a hasty burial and report GPS grid location upon re-establishing communications with higher HQ. Leave any ID tags or ID card from the HR on the HR. Only remove unit property or classified documents for safeguarding and transfer back to the unit or to an intelligence officer for reviewing sensitive media.

f. **Unit Recovery Teams** are non-mortuary affairs unit personnel that are available to conduct immediate recovery operations. Initial search and recovery operations are performed by the unit recovery team to search for and recover HR and PE during the combat phase. Initial search and recovery operations occur when the tactical situation permits recovery with the forces at hand without detailed planning or coordination.

g. Pursuant to Reference (l), a ship's captain may authorize burial at sea without the knowledge or consent of the decedent's family only when remains pose a health hazard due to lack of preservation capability and when transfer to shore is operationally impossible or inadvisable. Burial at sea should only be conducted after consultation with the AFMES and the military criminal investigative organization that has investigative jurisdiction, as appropriate, pursuant to References (d) and (r) unless under the rare circumstance when mission security must absolutely prohibit communications of all types or communications ability is nonexistent.

2.2. DEATH REPORTING

a. Reporting falls under personnel services (S1/M1/N1/A1). The reported information is critical to ensure mortuary affairs can transport and evacuate remains without delay, therefore reporting requirements are emphasized here. The official report of death is critical to provide care to the decedent and the decedent's surviving family members. Official reporting to the Theater Casualty Assistance Center (TCAC) or Services' Casualty Office initiates associated Service support mechanisms. The USCENTCOM Commander's Critical Information Requirements report through command channels to the HQ USCENTCOM Joint Operations

Center provides official reporting to the CDRUSCENTCOM for awareness and required command actions and support. If reporting to the AFMES has not been confirmed to have occurred by the TCAC or Service Casualty Office, the commander or civilian equivalent must contact AFMES to ensure they have received the report (see Appendix H for contact information). DoD regulations require a completed report within 12 hours of learning of a death. However, immediate notification to TMAO, AFMES, and command channels, with periodic updates as information becomes available, will aid in determining and coordinating investigation, examination, and transportation requirements. Early reporting will aid in preventing delays and providing the greatest level of support.

b. **Military Affiliated:** Pursuant to References (m) and (z), the deceased member's unit commander will ensure casualty reporting is completed within 12 hours of learning of the death of a U.S. Service Member, DoD Civilian Employee, or other personnel specified in Reference (z) through the command to the Theater Casualty Assistance Center or Service Casualty Office. Casualty reports, and the preparation of the DD Form 1300, *Report of Casualty*, are required for all decedents or missing U.S. Service Members or DoD Civilian Employees. In addition to being provided to the Theater Casualty Assistance Center, a DA Form 1156, *Casualty Feeder Card*, or the USCENCOM equivalent, will accompany the decedent when transported to a Mortuary Affairs Collection Point.

c. **Contractors:** Pursuant to Reference (m), the employer, with assistance from the commander of the supported command to which the contractor was assigned, will ensure casualty reporting is completed within 12 hours of learning of the death of a DoD contractor through the supported DoD command to the Theater Casualty Assistance Center or respective Service Casualty Office. Casualty reports, and the preparation of the DD Form 1300, are required for all decedents or missing DoD contractors, Outside Continental United States (OCONUS), who are casualties as a result of hostile or non-hostile action or while accompanying Armed Forces in the field. In addition to being provided to the Theater Casualty Assistance Center or Service Casualty Office, a DA Form 1156 or the USCENCOM equivalent will accompany the decedent when transported to a Mortuary Affairs Collection Point.

2.3. DD FORM 93 RECORD OF EMERGENCY DATA

a. **Service Members and DoD Civilians.** Form preparation and annual updates fall under personnel services (S1/M1/N1/A1). The reported information is critical to ensure mortuary affairs can transport remains without delay, especially when remains are not directed to AFMES and the Service Casualty Office must direct transportation. Therefore, the initial requirement to complete the DD Form 93 and annual updates are emphasized so the Service Casualty Office may expedite transportation directions when required.

b. **Contractors.** The complexity of contractor nationality and personnel statuses elevate the importance of the DD Form 93 being completed prior to admission to a possible theater of operations or deployment with the Armed Forces and available to the contract company and Service Casualty Office of the supported Service as required in Reference (m). The Contractor shall be responsible for notification of the employee's designated Next of Kin (NOK) in the event of an employee death. A DD Form 93, *Record of Emergency Data*, will be completed by contractors during mobilization. The DD Form 93 will be uploaded to the synchronized pre-

CCR 638-1, 18 May 2022

deployment and operational tracker system to ensure the contract company can accomplish timely notification if necessary. The DD Form 93 will be reviewed annually and uploaded to synchronized pre-deployment and operational tracker to ensure information is current.

c. When a DoD contractor death occurs, the employer will notify the contractor's NOK within 24 hours of death and provide confirmation of notification to the Service Casualty Office.

2.4. HUMAN REMAINS TRANSFERS

The following policies have been established pursuant to Reference (n) to maximize preservation of remains and ensure the most expeditious repatriation of fallen Service members and all decedents while permitting ramp ceremonies. These movements are referred to as an honorable carry or dignified carry.

a. Component commanders must utilize the first airlift mission provided by any aviation unit, the USCENTCOM Distribution and Deployment Operations Center (CDDOC) or AMD. Component commanders may not delay or withhold the request of HR evacuation airlift for any reason to include waiting on arrival of ramp ceremony attendees, HR portions and/or PE. HR portions and disassociated PE from the incident location that are not ready for evacuation with remains are sent on the next available flight out.

b. HR will not be moved from refrigeration/storage for any reason other than immediate evacuation unless directed by the AFMES, HQ USCENTCOM JMAO, or the TMAO.

c. HR transfers to evacuation aircraft will only be conducted by MA and aerial port carry team personnel unless otherwise coordinated through the USCENTCOM JMAO or TMAO personnel.

d. HR transfers will not be delayed or interfered with for any reason, nor will they interfere with other flight line operations, unless it is an operational necessity. Airfield managers will not call for quiet engines nor ramp freezes to facilitate ramp ceremonies.

e. Ramp ceremonies: The CDRUSCENTCOM has authorized ramp ceremonies and has directed that the first General Officer in the decedent's chain of command may approve a ramp ceremony that minimizes risk to the decedent and attendees and complies with the stipulations listed in 2.4.e.(1) through (6). However well intended, ramp ceremonies routinely delay evacuation of HRs. Delays negatively affect the condition of unembalmed HRs and may cause additional grieving time to NOK awaiting the repatriation of their loved one. Transfer case temperatures are affected by ambient temperatures. These delays may cause fluctuations in the internal temperatures of these transfer cases that are carefully planned by mortuary affairs personnel by placing pre-measured ice bags at the preparatory MA facilities. These adverse effects may prevent the ability of the decedent's family to elect a viewing during funeral services. Any delay in reaching normal aircraft cruise altitude cabin temperatures can increase the risk of non-viewable remains. Planeside attendees at ramp ceremonies should be limited to immediate teammates and the member's leadership to render honor to the decedent and recognize their loss. The term transfer observance is preferred so as to place emphasis on the fallen and the individual attendee's loss opposed to the collective masses who create a large

ceremonious gathering with multiple elements that increases the risk of delays that can degrade the condition of a decedent. The approving general officer must ensure:

- (1) The ramp ceremony does not delay the transportation of remains.
- (2) Official or unofficial photography, videography, or any other type of media recording of the ramp ceremony is prohibited.
- (3) The transfer case containing the remains of the decedent will not be placed on the tarmac for any length of time.
- (4) The movement of the transfer case from the transport vehicle to the aircraft is an honorary transfer of the decedent. Under no circumstances will the transfer case be placed on the ground once removed from the transport vehicle.
- (5) The transfer case with the remains of the decedent will only be handled or touched by the carry team wearing appropriate personal protective equipment.
- (6) Pursuant to Reference (a), artifacts will not be placed on the U.S. flag covering the transfer case. This includes unit coins, patches, or other memorabilia.

f. Military personnel in observance of HR transfers planeside may show their respect by providing a silent three-second slow salute as the Transfer Case (TC) for the fallen Service member passes directly from the transport vehicle to the evacuation aircraft. A slow three-second movement of hand-over-heart is recommended for civilians in attendance or by all for fallen civilian movements. Base and camp commands may authorize personnel to line the most direct route that the transportation vehicle carrying the remains will take when tactical conditions permit. No deviations from the most direct route from the mortuary affairs facility to the aircraft are authorized. To provide the greatest respect for the decedent, remains will not be paraded over longer distances in order to accommodate attendees. Personnel will line up from the entry to the airfield sequentially towards the origin of the route while not extending onto the mortuary affairs facility grounds. Military personnel in observance of a fallen Service member movement may show their respect by providing a silent three-second slow salute as the transfer vehicle approaches and passes in front of them. Non-military in attendance of a fallen Service member movement may render respects with a slow three-second movement of hand-over-heart. All attendees of a fallen civilian movement may render respects with a slow three-second movement of hand-over-heart.

g. A unit memorial ceremony is coordinated by the command to provide a location for unit members and others to reflect upon the loss of a comrade and honor their sacrifice. A display of an inverted rifle, replica ID chain and tags, boots, and photographs celebrating the fallen's life or other available symbols provide a focal point of reflection. A unit memorial ceremony is authorized and encouraged as soon as tactical conditions allow in order to provide the greatest number of Service Members the opportunity to show their respects and grieve the loss of their fallen comrade(s). Tactical conditions may allow a large gathering or require individual or small groups to independently cycle through the location to pay respects. A unit memorial ceremony with HR or HR portions present is prohibited. During unit memorials, PE to include ID tags, boots, helmet, etc., of the deceased member will not be present or displayed in order to preserve

CCR 638-1, 18 May 2022

forensic evidence and ensure these items are returned to family without delay. Unit memorial ceremonies might also be rudimentary in nature and extremely brief based on threat level. That is, conducted with an inverted rifle on the ground with a helmet placed atop the buttstock and less than five minutes in duration. Temporary use of unit equipment for unit memorial displays are authorized. Immediate teammates and professional peers should be offered locations at the front of the unit memorial services as a position of honor. Unit memorials may be recorded by video and still photography.

h. Video and/or photos of HR Transfers (or TC containing HR) are strictly prohibited by DoD policies to protect the family's privacy. This includes the movement from the place of death to the MACP or from storage to the evacuation aircraft. TCs used for honorable carry training will not be flag draped and will be clearly marked on all four sides and top with "FOR TRAINING ONLY – NO REMAINS PRESENT" readable from 50 feet away.

i. MA Processing Timelines: Per Reference (n) Paragraph 3.3.a, "Deceased personnel, including Service members, DoD civilians, and covered contractor personnel, will be recovered from a theater of combat operation, designated combat zone, or combat support area, and returned for forensic pathology investigation at a location designated by the AFME. HR will be evacuated without delay to preserve the HR and the integrity of forensic evidence, unless very specific extenuating circumstances presented by Primary Next-of-Kin (PNOK) of the decedent can be reasonably accommodated by the DoD and is approved by the AFME." The "72-hour goal" to complete evacuation is explained in Paragraph 2.1.d.

j. Flag Draping: During contingency operations, flag draping of TCs from the AOR to the Port Mortuary at Dover AFB, is mandatory unless operational considerations dictate otherwise, or flags are not available. Pursuant to Reference (a), TCs containing remains of U.S. Citizens will not be covered by any item other than the U.S. flag unless determined to be operationally necessary by the aircraft load master. Plastic sheeting can be applied to cover the flag during air transportation to protect the flag from hydraulic leaks. Flags will be secured to the TCs without damaging either the flag or TC, and without impeding access to the handles. The flag's blue star field is positioned over the remains left shoulder symbolically closest to the heart. Refer to the U.S. Army Joint Mortuary Affairs Center (JMAC) for guidance on how to secure the flags to TCs. The TMEP and other evacuation locations will stock U.S. flags with a 5-foot hoist by 9-foot 6-inch fly: NSN 4530-00-753-3232 (cotton). Flags in excellent condition will be returned by the Port Mortuary at Dover AFB to the TMEP for re-use. The load master is authorized to remove the flag from a TC during transport if mission requirements warrant it. The flag provided by the TMEP for the purpose of transport will not be presented to the family following the Dignified Transfer at the Dover Port Mortuary, or at the place of final disposition. Evacuation flights are not delayed nor postponed if a flag is not immediately available.

(1) Coalition Nations TCs may be flag draped upon request. Coalition nations will provide their appropriate National flag in the 5-foot hoist by 9-foot 6-inch fly to the mortuary affairs collection point to be secured to the coalition member's TC if flag draping is desired. Plastic sheeting can be applied to cover the Flag during air transportation to protect the Flag from hydraulic leaks. Coalition Nations are encouraged to develop a liaison with their local mortuary affairs collection point to provide their National flag for safekeeping in advance of any potential

need. Ensure subsequent rotations of personnel are introduced to the MACP staff to provide continued liaison.

(2) U.S. national flags that become unserviceable due to age or damage may be respectfully retired (destroyed). U.S. Boy Scout troops, American Legion Posts, Veterans of Foreign Wars, and other patriotic organizations provide flag retirement ceremonies for unserviceable flags as part of their citizenship teachings or patriotic traditions. U.S. national flags may be mailed (or hand carried upon redeployment) to these organizations for retirement after coordination. Unserviceable U.S. national flags may be locally retired by conducting a flag retirement ceremony where traditionally folded flags are placed into a well burning fire while assembled members provide a salute. Flags may also be expediently retired by medical waste incineration, especially if biologically contaminated. U.S. flags prepared for destruction by medical waste incineration will be placed in a red biohazard bag and destroyed by incineration upon coordination with the operator. The preparer should witness the burn to ensure completion. No salute or ceremony is recommended. Consult the appropriate property book officer to ensure the flag(s) is not on the property book. The coalition nation's liaison will be consulted to determine proper disposition of a coalition national flag that becomes unserviceable due to age or damage. Prepare a memorandum for record documenting the details of type, number of flags destroyed, and method used for historical record. File locally at the mortuary affairs activity and in the Mortuary Affairs Reporting and Tracking System (MARTS) in the future when programming to allow mortuary affairs location specific documentation to be uploaded is complete.

(3) Remains are frequently draped with a U.S. national flag or the respective flag of the individual's partner nation during evacuation to render honors and respect during transportation. Upon receipt at a MACP, a flag used for this purpose is folded and sealed in a biohazard bag, the bag marked as unit evacuation flag, and forwarded with remains for disposition. These flags are not considered personal effects.

2.5. REFRIGERATED STORAGE – HUMAN REMAINS ACCEPTANCE AT A MORTUARY AFFAIRS COLLECTION POINT OR THEATER MORTUARY EVACUATION POINT

a. U.S. Military mortuary affairs facilities in the USCENTCOM AOR may be the only accessible locations to provide refrigerated storage for HR to aid in HR preservation. Losing commands will notify MACPs of a Human Remain(s) being recovered to their location. The AFMES may not have the statutory authority to exert medico-legal jurisdiction or the circumstances of death may not warrant a medico-legal death investigation by AFMES. In these cases, the losing command's assistance is needed to coordinate the final disposition. (Detailed guidance and procedures for HR acceptance are provided in Appendix A).

b. The following decedents are accepted at all USCENTCOM MACPs or TMEPs:

(1) U.S. Military, DoD Civilian Employees, U.S. Contractors, U.S. Citizens, and Coalition Partners.

(2) Non-U.S. Citizens who die on U.S. Military installations.

(3) Deceased enemy who die in U.S. Custody.

CCR 638-1, 18 May 2022

c. The following decedents are not normally recovered to nor accepted at mortuary affairs facilities:

(1) Deceased enemy who die outside of U.S control or custody or during combat engagements.

(2) Civilians who die while NOT on a U.S. military installation. This designation would include civilians also killed during an attack on U.S. or Coalition forces.

2.6. REFRIGERATED STORAGE – TEMPERATURE MONITORING

Refrigerated Preservation requires well maintained equipment and monitoring to ensure 34 to 40 degrees Fahrenheit is maintained. Freezing temperatures and extreme heat may result in tissue damage. Temperature checks are completed to ensure temperature can be maintained between 34 and 40 degrees Fahrenheit. When no remains are present checks may occur daily. When remains are present checks will be hourly. A water bottle marked with “TEST BOTTLE” will be kept inside the refrigeration unit to permit immediate visual warning that freezing temperatures have occurred. Refrigeration units that are unable to maintain temperature must not be used as they place remains at great risk of tissue damage due to freezing or extreme heat.

2.7. AUTHORIZATIONS FOR DECEASED TRANSPORTATION AND MORTUARY SERVICES.

a. Historically, almost all decedents in the USCENTCOM AOR were evacuated to the AFMES for an examination. Changes throughout the Global War on Terror campaign era in host nation agreements, mortuary affairs policy, and casualty affairs policy, have all factored into AFMES decisions on determining jurisdiction to direct remains to AFMES. AFMES consideration of the circumstances of death, status of the decedent, location of death, and competent local medical authority’s death findings impact jurisdiction and the basis for an examination (see Reference (d) for specific considerations). These variables have thus resulted in updated USCENTCOM policies for decedent transportation. The main criteria for movement decisions are based upon AFMES’ decision on whether or not to direct to AFMES for an examination. The following summarizes transportation for each category of decedent, (see Appendix B for specific guidance and procedures).

b. U.S. Military, DoD Civilian Employees, or sponsored dependent accompanying member on official orders.

(1) Directed to AFMES: HR transported to the location specified by AFMES.

(2) Not directed to AFMES: the respective Service Casualty Office will direct remains to a servicing mortuary based on family wishes. Normally Air Force Mortuary Affairs Operations (AFMAO) at Dover AFB is the servicing mortuary unless the Person Authorized to Direct Disposition (PADD) directs remains be prepared OCONUS due to family residency or wishes.

c. U.S. Citizen DoD Contractors (Includes U.S. Military retirees working in a DoD contractor status).

(1) Directed to AFMES: Employer coordinates commercial air or formally requests opportune and non-interference basis reimbursable U.S. Military Airlift (MILAIR) transportation if authorized by their contract or based on commercial transportation limitations using the procedures in Appendix B.

(2) Not directed to AFMES: Employer coordinates commercial air to the destination directed by the NOK or formally requests opportune and non-interference basis reimbursable MILAIR transportation if authorized by their contract or based on commercial transportation limitations to Dover AFB where the local Dover Funeral Home selected by the family or the employer receives the remains at a direct transfer on the flight line. Any human remains transfer case(s) provided by the government must be returned to AFMAO by the funeral home transporting remains from Dover AFB within 72 hours to avoid the contractor being billed for the cost of the transfer case.

(3) Whether or not the remains are directed to AFMES, if commercial air becomes available that will transport the deceased to the required destination quicker, and the decedent has not begun the MILAIR movement, the employer may utilize the commercial airlift.

d. Non-DoD affiliated U.S. Citizens (including contractors supporting contracts for U.S. Government agencies other than the DoD.)

(1) Directed to AFMES: In consultation with Department of State (DoS), the federal agency or employer coordinates commercial airlift to the location directed by AFMES. The federal agency's Executive Secretary may formally request U.S. MILAIR transportation from the Secretary of Defense (SecDef) Executive Secretary. The family or employer may contact the DoS and ask that DoS formally request U.S. MILAIR transportation from the SecDef Executive Secretary. Any reimbursable cost requirements are indicated in approved responses. DoS coordination ensures required U.S. documentation of death is obtained or created to support the family.

(2) Not directed to AFMES: In consultation with DoS, the federal agency or employer coordinates commercial airlift to the location based on family wishes or employment agreements. When commercial air is not available or may cause delays, the federal agency's Executive Secretary may formally request U.S. MILAIR transportation from the SecDef Executive Secretary. With the same commercial air limitations, the family or employer may contact the DoS and ask that DoS formally request U.S. MILAIR transportation from the SecDef Executive Secretary. Any reimbursable cost requirements are indicated in approved responses. MILAIR transportation terminates at the first Contiguous United States (CONUS) APOD, normally Dover AFB where a civilian funeral home selected by the family or employer must be retained to continue transportation. DoS coordination ensures required U.S. documentation of death is obtained or created to support the family.

(3) Whether or not the remains are directed to AFMES, if commercial air becomes available that will transport the deceased to the required destination quicker, and the decedent has not begun the MILAIR movement, the employer may utilize the commercial airlift.

CCR 638-1, 18 May 2022

e. Coalition Forces.

(1) Intra-theater airlift for deceased coalition personnel will be provided on an opportune and non-interference basis pursuant to current agreements, authorities, or policies. Coalition commanders will submit a MILAIR request to JTF J4. When authorized, MILAIR will be used to evacuate HR to a determined APOD location within USCENCOM. The MILAIR request is coordinated by the JTF J4 with TMAO, CDDOC, CCJ5-CCC/Coalition Air Operations, and HQ USCENCOM CCJ3-Force Deployment. Approval and funding sources will be coordinated by CCJ3-Force Deployment, DSN: 312-529-3446, SVoIP: 302-529-3092, Duty Phone: 813-841-0751, Secret Internet Protocol Router Network (SIPRNet): centcom.macdill.centcom-hq.mbx.ccj3-f-fd-plans@mail.smil.mil.

(2) Upon the completion of airlift to the APOD, coalition HR will be turned over to their respective governments for final repatriation flight(s). Any transfer cases provided for the movement will be sanitized and returned to TMEP operational control upon completion of the repatriation to avoid coalition reimbursement billing.

f. Foreign National Citizens. Remains of foreign national citizens and foreign national detainees held by the U.S. Military or government will be handled pursuant to existing international laws and the laws of the Geneva Convention. U.S. Embassy assistance may be required.

g. Military Working Dogs (MWD). MWDs have proven to be a force enabler and asset to safeguard U.S. forces. They are treated with dignity and respect upon death. If co-mingled with HR, canine remains will be evacuated to the Dover Port Mortuary for AFMES Deoxyribonucleic Acid (DNA) analysis and separation. Clearly distinguishable MWD remains are placed in a separate transfer case, (see Appendix G for further detailed guidance on the disposition of MWD remains).

2.8. MORTUARY AFFAIRS FACILITY RESTRICTIONS

a. In order to provide the highest dignity, honor, and respect to our deceased and to provide the highest security and safeguarding of PE, mortuary affairs facility access is restricted to authorized personnel only. All mortuary affairs facility doors, windows, or other openings will be fitted with locking mechanisms to protect remains and PE while also complying with life safety requirements. Mortuary affairs facilities will be secured or guarded at all times when staff are not present and remains or PE are contained within.

b. When remains are present and being prepared in a mortuary affairs facility, access is restricted to personnel directly required to care for the remains. These personnel include mortuary affairs facility staff, Mass Casualty (MASCAL) augmentation personnel, investigative agency personnel involved in the deceased case, medical personnel involved in the care of the deceased, Explosive Ordnance Disposal personnel, unit member or command completing the DD Form 565, *Statement of Recognition of Deceased*, Theater MA personnel (Company or TMAO) augmenting or providing site visit to the location, or other required personnel directly supporting the care of the HR. When support personnel is required to provide an emergency fix or repair of equipment needed for HR processing, the HRP must be closed or a sheet or other covering used

to prevent viewing of the deceased if present. A log will be maintained while remains are in the facility that will list all personnel granted access to the mortuary affairs facility. The log will list personnel's name, DoD ID or PIV number, unit, purpose of entry, date and time of entry, date and time of exit, and the visitor's signature. HR Arrival in the facility will be annotated by evacuation number only with no name nor believed to be name written on the log to protect the identity of the deceased. Multiple HRs will be annotated in the same format and listed as they arrive. This process allows the log to indicate who was present during the time period when specific remains were present. Upon closing the evacuation (remains have departed for next evacuation point), the log is uploaded to each decedent's MARTS documents.

c. When remains are in refrigerated storage and not being actively prepared, access continues to be restricted. Visitors may be authorized and escorted by mortuary affairs facility staff to accomplish inspections, repairs or other mission essential functions. When repairs are required on a refrigerated storage unit, transfer of remains to another refrigerated unit if available must be accomplished before arrival of repair personnel.

d. When remains are not within the mortuary affairs facility, access continues to be restricted to maintain the sanctity of the facility. Orientations of the facility may be provided to commanders and their leadership, support partners, and others for purposes such as to provide awareness of capabilities, procedures, and support requirements when advanced notice is provided to TMAO. Any PE must be secured and any personally identifiable information for the deceased must be sanitized and not viewable to visitors. A memo will be submitted to JMAO through the TMAO and USARCENT upon completion of the orientation detailing the names of MA staff providing the orientation, names of visitors, orientation provided, and a summary of visitor/Commander's comments, recommendations or observations.

e. On-site billeting are living quarters constructed within a mortuary affairs compound or perimeter. The mental health of mortuary affairs staff benefits from on-site billeting: peer support is more readily available; group debriefings are easily coordinated; open discussions are possible in a controlled environment, ostracization from fellow service members is reduced, and rest plans are more easily enforced. Where possible, future mortuary affairs facility designs should include on-site billeting for mortuary affairs staff. Commands should explore adding on-site billeting to existing facilities or compounds in future construction projects. To protect decedent names, circumstances of death and other confidential information officially obtained during operations and to allow debriefing of traumatic cases, only TMAO approved mortuary affairs personnel will occupy or reside in billeting or living areas located within the perimeter of a MACP campus or facility. Accommodations for both genders must be provided. Visitors other than Chaplains and mental health teams are prohibited. Off-duty socializing with non-mortuary affairs staff must occur outside of the MACP campus or building where general population gatherings are permitted such as MWR or United Service Organization facilities.

f. Mortuary affairs facilities will report violations of restricted access safeguards to USCENCOM JMAO through the TMAO and USARCENT MAO Offices on a memorandum for record.

CCR 638-1, 18 May 2022

2.9. MORTUARY AFFAIRS COLLECTION POINT MINIMUM PROCESSING PROCEDURES

a. MACP remains preparation normally follows school trained doctrine and Soldier Training Publications guidance. Minimum processing procedures may be required when the MACP workload exceeds processing and storage capabilities and no reduction in the flow of HR being recovered to the MACP that would allow for recovery is anticipated (for example in LSCO). The MACP officer in charge (or Non-Commissioned Officer in Charge [NCOIC] when no Officer in Charge [OIC] is assigned to the MACP location) may decide to follow the minimum MACP processing procedures to expedite the evacuation process. MACP OIC (or NCOIC) reports the reason for switching to minimum processing to the TMAO. TMAO informs the TMEP of the reason why the MACP is using minimum processing. TMAO concurrently analyzes personnel and equipment that may be available to direct to the MACP to increase capabilities to meet requirements without affecting the overall theater MA mission. AFMES will be consulted to determine their minimum requirements for the event are being met.

b. The MACP minimum processing procedures are as follows:

(1) Remove any ammunition, explosives, weapons, or classified material from HR and return to the unit or the BN S2/Operations or Security manager for proper disposition.

(2) During minimum processing, the priority will be to obtain a tentative death certificate, record the tentative identification of the decedent on DD Form 1075, *Chain of Custody for Transportation of Remains and Personal Effects of Deceased Personnel*, and DD Form 1077, *Collection Point Register of Deceased Personnel*, and the inventory of PE on DD Form 1076, *Record of Personal Effects of Believed to Be (BTB) Deceased*, to expedite the evacuation of the HRs. When necessary, the TMAO may authorize the MACP not to complete the DD Form 1076.

(3) Compare information on documents accompanying HR to MACP with ID media on HR. Place documents in case file:

(a) Check for recovery tags.

(b) Check to see if a DD Form 1380, *Tactical Combat Casualty Care (TCCC) Card*, is present.

(c) Check for DD Form 2064, *Certificate of Death (Overseas)*, (signed by a medical authority, obtain if missing).

(d) Check for SF 600, *Chronological Record of Medical Care*, or other treatment records.

(e) Check for ID tags, ID card, and ID media to assist with tentative ID.

(f) Check for a DD Form 565 (if the situation allows, attempt to execute).

(g) Annotate HR information on DD Form 1077.

- (h) Complete a DD Form 1076.
- (i) Initiate the MACP individual deceased case file folder that will travel with the HR. The top portion of the file should have believed to be name, rank, last four SSN or DoD ID number (if available), metal security seal number, and evacuation number.
- (4) Prepare a duplicate case file to keep at the MACP until determination of further disposition by the TMAO or JMAO for archiving.
- (5) Place HR in an HRP (if not already in one) with PE bag (if required). Place individual body armor and helmet inside HRP if evacuated with HR.
- (6) Load the case file information into MARTS (scan documents).
- (7) Attach an evacuation tag to the outside zipper of the HRP.
- (8) Place inside a slide interlocking sealed plastic bag the numbered security seal, and the other evacuation tag pinned to the case file with the documents for evacuation with the HR. Secure this plastic bag inside the HRP, awaiting evacuation.
 - (a) Place the HR in the refrigeration container while awaiting transportation (omit this step, if ready to load for evacuation).
 - (b) Attach the numbered security seal inside the case file to the HRP when all processing is complete.
 - (c) Remove the HR from cold storage and prepare for evacuation after processing is complete (if the HR are in the refrigeration container).
 - (d) Load the HR on the covered transportation vehicle for evacuation.
 - (e) Complete DD Form 1075. The driver must sign for the HR on DD Form 1075.
 - (f) Retain a duplicate case file at the MACP, if possible.
- c. Continually analyze operations to determine the ability to return to normal processing procedures.
- d. Notify TMAO upon return to normal processing operations. TMAO informs TMEP of the MACP's transition to normal procedures.

2.10. THEATER EVACUATION ESCORTS

- a. No Escort Requirement. Per Reference (m), the official escort mission begins at the Dover Port Mortuary and continues to the final place of disposition. Evacuation escorts are not required by DoD. The CDRUSCENTCOM has authorized and permitted Theater Evacuation Escorts (TEE) in the following circumstances, but may suspend approval of TEE at any time to implement force health protection measures, when casualty rates exceed the ability of the evacuation system to support escorts, or when combat power risks becoming degraded.

CCR 638-1, 18 May 2022

CDRUSCENTCOM will periodically review the limited intent of TEE approvals and any potential negative effects TEE have on the evacuation system, transit base resources, or surviving family members to determine continuation of the TEE program.

(1) U.S. Military NOK. Military NOK of military decedents whom are also deployed in the USCENTCOM AOR are authorized to travel concurrently with their deceased family member to attend the dignified transfer upon their request and approval of their command. The approving command is responsible for coordinating life support, billeting, and local transportation for the escort at all potential transit points during evacuation. A USCENTCOM Theater Evacuation Escort request (see Appendix D) and official travel orders will be submitted from the first O-6 in the NOK chain of command to the TMAO for coordination, and forwarded to CDDOC to validate TEE life support coordination. Initial requests and any subsequent approvals must be uploaded to MARTS. In a rare event where, exceptional conditions exist that prevent the NOK and the deceased to travel concurrently, HR will take precedence for movement and the NOK will follow on the first available flight.

(2) U.S. Military. The commander requesting a TEE will submit a request to the first General Officer in a decedent's chain of command if special circumstances dictate that a military member should travel concurrently with the deceased during evacuation. If approved, a USCENTCOM Theater Evacuation Escort request (see Appendix D) and official travel orders will be submitted from the first O-6 in the chain of command to the TMAO for coordination, and forwarded to CDDOC to validate TEE life support coordination. The request must describe the special circumstance that requires the member to travel concurrently with the deceased. The requesting command is responsible for coordinating life support, billeting, and local transportation for the escort at all potential transit points during evacuation. Initial requests and any subsequent approvals must be uploaded to MARTS. HR evacuations will not be delayed to allow time for Theater Evacuation Escort requests to process. Personnel wishing to travel to the Dover Port Mortuary, or to other CONUS locations to attend services, are considered unit representatives not escorts (see Paragraph 2.11).

(3) Multiple Decedents. If there is more than one decedent within a component, or when more than one component experiences a fatality from an incident, the first commander with authority over the multiple units will designate one TEE to accompany the remains per aircraft departing the TMEP. Where two commanders are of the same rank, the commander with senior time-in-grade shall designate the TEE.

b. Official DoD Escort. Commanders may not appoint or send deployed unit members as the official DoD Service escort for HR transportation movements from the Dover Port Mortuary to the place of final disposition. Pursuant to Reference (1) commanders must submit their request to the Service Casualty Office for the Service's approval and coordination of travel. The official escort duties usually do not commence until approximately 10 days after HR arrives at Dover AFB and potentially six months or more depending upon the family's funeral service desires. If approved, these unit members will travel to CONUS through normal passenger services.

c. Coalition Military. TEE for coalition military HR will be authorized pursuant to current legal authorities, agreements, and/or policies between the U.S. and the associated country when a National representative is required to ensure chain of custody and to properly care for the

deceased during transportation and transfers. Coalition requests for a TEE are submitted to the JTF J4 for approval mirroring decedent transportation requests (see Appendix B, Paragraph 4.d). Coalition Military TEE assume responsibility for their National flag if elected to drape the transfer case. Mortuary affairs personnel will assist with securing the flag to the transfer case to ensure carry handles and document compartment are not impeded. HQ USCENTCOM CCJ3-Force Deployment approval is only required for coalition escort requests where preexisting agreements do not exist. For more information regarding the movement of coalition HR, refer to Paragraph 2.7e.

d. U.S. Contractors. TEE may be required when the employer's staff is primarily based in USCENTCOM AOR with limited personnel in CONUS and is unable to ensure a company representative will be present at Dover AFB to facilitate remains transfer to a local Dover funeral home on the flight line or upon release from AFMES. A Theater Evacuation Escort request will be submitted to TMAO in addition to the MILAIR request if the contract company desires to send a representative. The contractor's employer will arrange all logistical support for their Theater Evacuation Escort. If authorized MILAIR, transportation of the escorting representative may not necessarily be in conjunction with the transportation of the HR. The employer's Theater Evacuation Escort will take possession of the HR upon release from AFMES or during a flight line transfer if remains are not directed to AFMES. See Appendix B, Paragraph 4b and 4c for more information regarding a request for MILAIR for the purpose of transporting contractor remains.

2.11. UNIT REPRESENTATIVES.

The unit commander will determine appropriate unit representation at funerals and/or memorials. Unit member(s) will travel to CONUS through normal passenger services. Transportation of the unit representative(s) is not in conjunction with the transportation of the HR. The assigned unit must arrange all logistical support for the representative's departure/return to the parent organization and place of final disposition. Unit representatives must have official travel orders before departure from AOR. If not, they may not receive reimbursement for expenses paid out of pocket. The unit commander is responsible for funding unit rep travel.

2.12. CONTAMINATED HUMAN REMAINS

If remains are contaminated with biological, chemical, or radioactive agents, all efforts will be made to mitigate the contaminant and return the remains through routine mortuary channels. However, for remains that cannot be decontaminated to a safe transportation level, protecting the health of Service members and the public must take precedence over the rapid repatriation of remains. Temporary interment or temporary storage of those contaminated remains that pose a threat to public health is the recommended method of disposition until safe handling procedures and materials can be identified. Temporary interment should be considered only after exploring all other courses of action. Authority for temporary interment in a theater outside of the United States resides with the Geographic Combatant Commander.

CCR 638-1, 18 May 2022

2.13. TEMPORARY INTERMENT OPERATIONS – NON-CONTAMINATED REMAINS

a. Military operations and especially LSCO have the potential to produce a large number of fatalities that may overwhelm the military and civilian evacuation capabilities. This may impede the evacuation of HR from theaters of operations. Weapons of mass destruction attacks, inter-continental ballistic missiles, and man-made or natural disasters have the potential to create mass fatalities. Once the process of decomposition begins, HRs poses a health risk to personnel. HRs become a biohazard risk as well as attract insects and predators which carry transmittable diseases.

b. Temporary interment is a physical operation at a centralized geographical location for the purpose of interment of HR. The temporary interment site is established so HR can be organized and preserved in a known location which acts as the temporary resting place for those remains that cannot be returned to CONUS immediately. HRs that cannot be returned in a timely manner may pose a serious health and morale threat to U.S. and coalition forces. HR are disinterred and returned to CONUS when combat operations allow and logistical support capabilities are at a level to support repatriation requirements. Temporary interment sites may become a U.S. National Cemetery for final resting if geopolitical conditions and public support warrant.

c. Upon learning of a potential for LSCO or mass fatality incidents that may result in temporary interment, USCENTCOM JMAO, in consultation with USARCENT Mortuary Affairs Officer (MAO) and TMAO, will review geography for a potential location or multiple locations to recommend for temporary interment based on combat operations or location of the mass fatality incident. All interment possibilities will be considered before committing to an acquisition of property that will have a significant impact on the surrounding nations or HN. When interment is necessary, the interment site should be under U.S. control and on high ground with good drainage. Avoid areas that have high water tables or flood easily. 1TSC G4 forward and TMAO coordinate and conduct an aerial reconnaissance to confirm site location(s) are adequate. USCENTCOM J4 is provided a situational update. USARCENT begins a review of available engineer assets in theater and potential Request for Forces (RFF) if theater assets cannot support temporary interment requirements.

d. Interment Triggers: Temporary interment may be necessary when the number of HR outpace the logistical support required to repatriate (evacuate) them, exceed processing or storage capacity with no anticipated relief from inbound HRs allow recovery, or the unit sustaining fatalities is isolated from the higher HQ. In addition, temporary interment may be required when AFMES determines a medicolegal investigation is not required and preparing mortuaries are unable to process the HR in a timely manner to prevent decomposition. The potential condition of unembalmed HR upon repatriation to the family after significant delays must be taken into consideration.

e. Decision Point: When the risk of out-pacing logistical support becomes high, a decision conference call will be coordinated with AFMES Director, AFMAO Commander, United States Transportation Command (USTRANSCOM) J4, Joint Staff J4, HQDA G4, USARCENT G4 and MAO, First Theater Sustainment Command (1TSC) SUS BDE G4 and TMAO, hosted by

USCENTCOM J4 and JMAO. The purpose of the conference call is to determine if the event has out-paced the capabilities of logistical support and require temporary interment.

f. If the decision point is reached to require temporary interment, USARCENT G4, as the lead service for mortuary affairs, recommends to CDR, USARCENT that temporary interment operations commence. CDR, USARCENT and USCENTCOM J4 provide a decision brief including proposed temporary interment site locations to CDRUSCENTCOM with a recommendation to authorize temporary interment.

g. If the CDRUSCENTCOM Directs temporary interment the following actions occur:

(1) CDRUSCENTCOM submits a request through the Chairman of the Joint Chiefs of Staff (CJCS) to the SecDef requesting the U.S. Ambassador to negotiate approval with the nation where the temporary interment site(s) is(are) located. If no U.S Ambassador presence exists in the required country, the request goes to the DoS.

(2) USARCENT sources logistical support and engineer assets to develop the designated temporary interment site(s).

(3) CDDOC coordinates airlift support for equipment positioning and evacuation of remains to the temporary interment site.

(4) TMAO assigns a mortuary affairs team to manage and document temporary interment operations.

2.14. PERSONAL EFFECTS

See Appendix E for a detailed list of PE handling requirements specifically for contractors based on decedent's location.

a. PE are a secondary mission of the Collection Points. PE for deceased or missing U.S. military personnel and DoD civilian employees will be collected and inventoried within 24 hours of death and delivered to a MACP by the Theater Summary Courts-Martial Officer/Inventory Officer/Inventory Board (SCMO/IO/IB) who collected the PE within 72 hours of death. A memorandum for record will accompany the PE explaining the delay if operational constraints or other challenges prohibited meeting these goals. The nearest MACP will be verbally notified of any potential delay and an expected date PE will be delivered to the MACP. The SCMO/IO/IB designated by the commander for these duties is encouraged to contact the TMAO or the JPED for guidance on preparing PE, (see Appendix F for the JPED SCMO Worksheet). Personal property of living personnel departing theater due to combat or non-combat related injuries or illness will not be turned into the MACP, but returned to CONUS rear-detachments through unit supply channels.

b. Movement of PE. MACPs will accept PE containers from the Theater SCMO/IO/IB, perform the customs inspection to certify clear of Unexploded Ordnance (UXO) and prohibited items (may be a paper review if already sealed), provide numbered seals to the SCMO/IO/IB and witness the SCMO/IO/IB seal the containers if not already sealed. Mortuary affairs facilities will document the containers received and their associated seal numbers on a memorandum for

CCR 638-1, 18 May 2022

record or DA Form 4137, *Evidence/Property Custody Document*, and provide a copy to the SCMO/IO/IB. Mortuary affairs facilities with x-ray capability will scan to confirm no UXO. MACPs will coordinate evacuation of PE to the JPED at Dover AFB. MACPs normally do not joint inventory or document PE delivered by the SCMO/IO/IB on inventory forms. MACPs receive sealed containers and ship to the JPED. Ensure all PE is prepared for shipment with special handling code of “KY” where “K” indicates clothing and “Y” indicates that the shipment requires special handling hand-to-hand receipt. This designation complies with requirements to protect PE from damage and pilfering.

c. Household Goods (HHG). Household goods (e.g. furnishings, refrigerators, wash machines) will be processed through normal transportation channels pursuant to the Joint Travel Regulation and Service regulation authorizations. HHG will not be processed through MACPs, TMEP, or JPED.

d. Retained PE. PE may be retained as evidence by law enforcement or investigative authorities (e.g., U.S. Army Criminal Investigation Division, Air Force Officer of Special Investigations, Naval Criminal Investigative Service). These retained items must be documented with a copy of the chain of custody document provided to the SCMO/IO/IB to add to the inventory packet. The JPED may be able to offer assistance with the agency’s disposition of the property upon release of the retained items. Investigative agencies may contact AFMES and/or JPED to inquire about additional items that may have been received with HRs or PE that are subsequently determined to be required for investigation purposes. Arrangements may be made to transfer custody of the item(s) to the appropriate agency.

e. If LSCO prevent the ability of local Aerial Port Squadrons to ship PE, PE pallets will be moved to the Kuwait City International Airport TMEP without delay. The Kuwait TMEP functions as the Theater Personal Effects Depot to consolidate PE and ship to the JPED. Any deviations from this location will be coordinated with the TMAO and CDDOC for approval.

2.15. DISASSOCIATED EFFECTS

a. Disassociated PE are PEs found at an incident site or at the location of the death but not found on the HR or cannot be associated to a particular decedent at the time of recovery. These effects may also be referred to as unassociated effects. Disassociated Effects (DE) provide investigators important information to aid in determining the potential identities of those involved in the incident and potential evidence that may be used to determine the events.

b. DE recovered from a mass casualty incident that can not immediately be associated to an individual decedent will be placed into a separate biohazard bag or Ziplock bag as needed to maintain the integrity of the whole item that is still connected to itself. As items are checked for UXO and UXO cleared from the item, return found items to the location on the item (pocket or pouch) where found. This aides AFMES in re-associating an item to an individual decedent for forensic evidence purposes and aides the JPED/Mortuary SCMO in determining association for disposition. Place the disassociated effects card in the Ziplock bag containing the item. All individually packaged DE are placed into as few HRP as necessary and then placed into a transfer case for shipping to AFMES.

2.16. PERSONAL PROTECTIVE EQUIPMENT – SHIPMENTS TO ARMED FORCES MEDICAL EXAMINER SYSTEM

- a. Personal Protective Equipment (PPE) that is on the Service Member at the time of the incident/death should remain on the deceased member through evacuation undisturbed until received at the AFMES. Visible PPE is annotated on the DD Form 1076 and shipped with the deceased undisturbed other than ensuring no unexploded ordnance is present.
- b. PPE from the incident site separated from and not physically on the deceased due to lifesaving measures or force of the incident is preferred to be collected by the unit (or MACP staff if recovering from a medical facility) and brought to the MACP with the deceased. Do not remove any identifying name tapes or tags. PPE will be annotated on a DD 1076, placed in a biohazard bag, zip tied, placed towards the feet end of the transfer case (outside of the remains HRP) and shipped with the deceased in the same transfer case to the AFMES. A memo will be created and forwarded with the PPE shipment by the MACP indicating who recovered the PPE, from where it was recovered and who delivered it to the MACP. Dates and times or an approximate time of these events will be included in the memo when available to aid in associating PPE to an individual deceased member. Any reports that PPE is positively associated to an individual deceased member will be documented on the memo as to who reported and their reasoning for positive association to the deceased. Contact info will be provided for each individual listed on the memo. These memos are critical in aiding AFMES and the JPED/Mortuary SCMO in confirming the association of PPE, and any PE that may be contained within, to an individual decedent in mass casualty events.
- c. PPE separated from the deceased and subsequently discovered at the incident site during clearing operations or overlooked at a medical treatment facility and not recovered in time to be evacuated with the deceased will be collected by the unit (or MACP staff if recovering from a medical facility) and brought to the closest MACP. PPE will be annotated on a DD 1076, placed into a biohazard bag, zip tied closed, entered into MARTS under a new “D” disassociated effects evacuation number and shipped under a new unique TCN in a transfer case to the AFMES. A memo will be created and forwarded with the PPE shipment by the MACP indicating who recovered the PPE, from where it was recovered and who delivered it to the MACP. Dates and times or an approximate time of these events will be included in the memo when available to aid in associating PPE to an individual decedent. Any reports that PPE is positively associated to an individual decedent will be documented on the memo as to who reported and their reasoning for positive association to the decedent. Contact info will be provided for each individual listed on the memo. These memos are critical in aiding AFMES and the JPED/Mortuary SCMO in confirming the association of PPE, and any PE that may be contained within, to an individual decedent in mass casualty events.
- d. Any MACP or TMEP that becomes aware of DE will immediately notify the TMAO. The TMAO will call the on-call AFMES Medico-legal Death Investigator on the on-call duty cell to advise of any subsequent found PPE that will be shipped to AFMES so that the assigned Medical Examiner can be made aware of the items being shipped. AFMES may also be called to provide specific guidance on any unique circumstances that arise that are not covered by this guidance.

CCR 638-1, 18 May 2022

e. PPE (TA-50/OCIE/782 Gear) and other U.S. Government property subsequently found after an incident in living quarters or billeting area of the deceased member, but not present or involved in the incident, will be collected by the SCMO/IO/IB. Items may appear to be issued even though the member purchased the item. After verifying with logistic personnel (Unit Supply Rep) the SCMO/IO/IB (not MA personnel) will determine the disposition of the items not on government hand receipts or accountability documents. Items reasonably suspected to be personally owned will be shipped in a footlocker(s) or other sealed container(s) as PE to the JPED for processing.

2.17. PORTIONS

See Reference (eye) for detailed guidance.

a. Portions recovered from the same general location should not be individually bagged, unless instructed to do so by an AFMES official. The recovery location for each portion is critical to an investigation. When at all possible, maintain anatomical integrity and keep HR together. Place the portions in a clear sealable bag for evacuation. Bagged portions are placed in an HRP and shipped to AFMES in a transfer case.

b. Portions from the same incident found in multiple locations with a low probability of comingling should be bagged individually with other portions from the same location. E.g., portions from two rooms in which a grenade attack occurred where the center wall is intact. Portions from one room should be packaged together in one bag and portions from the other room should be packaged in another bag. Recovery location is indicated on the bag, both collections are double bagged, sealed and then placed in an HRP to be shipped to AFMES in a transfer case.

2.18. CUSTOMS PRE-CLEARANCE OF HUMAN REMAINS AND PERSONAL EFFECTS

a. The DoD Customs and Border Clearance Senior Agriculture Agent (SAA) program is in place to enhance military operations by preventing entry of contraband and agricultural pests into the Defense Transportation System, U.S., and host nations. Trained SAA staff were formerly known as Customs and Border Clearance Agents (CBCA). CBCA is now associated with the fully trained individuals that clear all items for re-entry to the Customs Territory of the United States. USARCEN is designated as the program manager for USCENCOM. USARCEN G36 Customs Program Manager provides training for deploying mortuary affairs personnel (military occupational specialty 92M) to pre-clear HR and PE. The commander of the unit deploying under 1TSC's mortuary affairs company Force Tracking Number (FTN) to staff USCENCOM mortuary affairs facilities is required to ensure the program manager is contacted at least 120 days prior to deployment in order to schedule and complete training before deployment. Trained and certified mortuary affairs personnel receive limited scope authorization to pre-clear HR and PE during their deployment. Authority to pre-clear HR and PE ends upon redeployment. Mortuary affairs personnel are not authorized to pre-clear unit equipment for deployment nor redeployment.

b. Human Remains. MACPs and TMEP are responsible for ensuring that HR and transfer case/containers are examined and certified by mortuary affairs personnel to prevent introduction of narcotics, drugs, and other contraband items during processing and movement of remains to the Customs Territory of the United States.

(1) The mortuary affairs individual present during the preparation and inspection of remains will ensure that each HR and transfer case/container is examined for prohibited and restricted items prior to closure and sealing of the transfer case/container. Any prohibited items found are reported to the Geographic Combatant Command’s Customs, Agriculture, and Border Clearance Coordinator (i.e., Provost Marshall) for final determination and disposition. Documentation will be uploaded to MARTS to provide a record of item(s) withdrawn and disposition (e.g., chain of custody form, confiscation memo, etc.).

(2) Mortuary affairs certifies completion of the examination by annotating and signing the following statement on the DD Form 1384, *Transportation Control and Movement Document*, “The attached HR transfer case contains no prohibited items or commodities.” See Figure 1.

Figure 1. DD Form 1384, Transportation Control and Movement Document

TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT													PAGE NO. 1					
1. DOC ID TXA	2. TRLR CTR	3. CONSIGNOR W90C7T			4. COMMODITY SPECIAL HANDLING ZY			5. AIR DIM A	6. POE KCIA			7. POD DOV						
8. MODE D	9. PACK	10. TRANSPORTATION CONTROL NO. W90C7T0316S094XXX			11. CONSIGNEE FB4497			12. PRI 1	13. RDD 317	14. PROJ	15. DATE SHPD 20201112	16. ETA 20201113	17. TR ACCT A1HR					
18. CARRIER		19. FLIGHT-TRUCK-VOY-DOC NO.			20. REF	21. REMARKS HUMAN REMAINS			22. PIECES 1		23. WEIGHT 400	24. CUBE 75						
a. Transship Point		b. Date Rec	c. Bay Whse	d. Date Shpd	e. Mode Carrier	f. Flight-Truck-Voy Doc No.		g. Ref	h. Stow Loc	i. Split	j. Cond	k. Signature-Remarks						
25.																		
26.																		
27.																		
28. CONSIGNEE				29. DATE RECEIVED/OFFERED (Sign)		30. CONDITION		31. REMARKS The attached HR transfer case contains no prohibited items or commodities IAW DTR 4500-9R Part V - Chapter 502-20 Human Remains and Personal Effects, dated 7 Jan 2022.										
32. DOC ID	33. TRAILER-CONTAINER	34. CONSIGNOR COMM ABBR OTHER	35. COMMODITY SPECIAL HANDLING	36. VOY NO Air Dim a. POE b.	37. POD	38. M O D E	39. TYPE PACK	40. TRANSPORTATION CONTROL NUMBER	41. CONSIGNEE	42. P R I	43. REMARKS AND/OR				44. ADDITIONAL REMARKS OR			
	Seal H	Seal F	DoD	ID				Name			RDD a.	Proj b.	Shpd c.	ETA d.	Tac e.	Pieces a.	Weight b.	Cube c.
	7575899	8775675	546744889	65				BTB: Texas, San A.			R94-20 / AR QM CO (MA) / 311					1	400	75
	----	-----	-----	-----	-----	--	----	-----NOTHING FOLLOWS-----	-----	---	-----	-----	-----	-----	-----	-----	-----	-----
								Mortuary Affairs										
								Customs Agent Signature										

DD FORM 1384, OCT 2000

PREVIOUS EDITIONS MAY BE USED.

Adobe Professional 7.0

CCR 638-1, 18 May 2022

c. PE of Deceased, or Missing in Action Service Members, DoD Civilian employees, or contractors. PE must be free of narcotics, drugs, and other contraband items prior to movement to a CONUS Joint Personal Effects Depot or family members/NOK.

(1) For PE shipped to JPED by mortuary affairs personnel: Very strict security protocols are in place at the JPED. PE of eligible decedents are delivered to a mortuary affairs collection point. A mortuary affairs NCO will conduct an inspection/examination of the PE, ensure the containers are sealed, and will affix a DD Form 2855, *U.S. Military Customs and Border Clearance Program*, label to the PE shipping container to certify as cleared of any prohibited items (See figure 2). The PE will be shipped to the JPED by the mortuary affairs personnel primarily through the military transportation system or official US Mail if the military transportation system is not available. Current Customs and Border Protection (CBP) Prohibited and Restricted Items are listed at <https://www.cbp.gov/travel/us-citizens/know-before-you-go/prohibited-and-restricted-items>. Any prohibited items found are reported to the Geographic Combatant Command’s Customs, Agriculture, and Border Clearance Coordinator (i.e., Provost Marshall) for final determination and disposition. Documentation will be uploaded to MARTS to provide a record of item(s) withdrawn and disposition (e.g., chain of custody form, confiscation memo, etc.).

Figure 2. DD Form 2855, U.S. Military Customs and Border Clearance Program

U.S. MILITARY CUSTOMS AND BORDER CLEARANCE PROGRAM Authorized use only in accordance with DoD 4500.9-R, Part V Chapters 505 and 506.	
<input checked="" type="checkbox"/> The U.S. Government property to which this label has been affixed meets the entry requirements of the Bureau of Customs and Border Protection.	
<input checked="" type="checkbox"/> The U.S. Government property to which this label has been affixed meets the entry requirements of the U.S. Department of Agriculture.	
1. INSPECTOR'S RANK AND NAME SSG FAIRS, MORTUARY A.	2. DATE (YYYYMMDD) 20220225
3. ORIGIN TMEP, APOD, KWI, APO AE 09855	4. DESTINATION JPED, DOVER AFB DE, 19902-5501
5. INSPECTOR'S STAMP THEATER MORTUARY AFFAIRS EVACUATION POINT KUWAIT CITY, KUWAIT, APO AE 09855 TMEP NCOIC: SSG FAIRS, MORTUARY A. POC NUMBER: DSN (XXX)-XXX-XXXX SIGNATURE OR STAMP OF CERTIFYING OFFICIAL: _____	6. REMARKS IAW DTR 4500-9R Part V - Chapter 502-20 Human Remains and Personal Effects 7 JAN 2022 / US Customs and Border Protection Prohibited and Restricted Items. "PERSONAL EFFECTS CONTAINERS HAVE BEEN CERTIFIED AND CLEARED OF ANY PROHIBITED ITEMS OR COMMODITIES".

DD FORM 2855, SEPT 2020 PREVIOUS EDITION IS OBSOLETE. Reset

(2) For PE NOT shipped to JPED by mortuary affairs personnel: Personal effects that are not eligible for preparation by the JPED must be inspected and cleared of prohibited items before being shipped to home station personal effects inventory officer, employing company

representatives or directly to Family. The shipper is responsible for scheduling the Geographic Combatant Command's Customs, Agriculture, and Border Clearance Coordinator (i.e., Provost Marshall), to ensure PE shipments are free of the contraband items (see CBP Prohibited and Restricted Items at <https://www.cbp.gov/travel/us-citizens/know-before-you-go/prohibited-and-restricted-items>). If a CBCA conducts an inspection/examination of the PE, the CBCA will affix a DD Form 2855 label to the PE shipping container and seal the container. Commercial carrier, military transportation system, or U.S. Mail procedures will be utilized if the combatant command does not have a clearance coordinator. CBP will be responsible for completing customs clearance at the first CONUS arrival port.

d. PE of Injured Service Members, DoD Civilian employees, or contractors evacuated from a Theater of Operation. PE must be free of narcotics, drugs, and other contraband items prior to movement to the injured member's location, family members, or NOK. The unit supply sergeant, company human resources representative or other shipper is responsible for scheduling the Geographic Combatant Command's Customs, Agriculture, and Border Clearance Coordinator (i.e., Provost Marshall), to ensure PE shipments are free of the contraband items (see CBP Prohibited and Restricted Items at <https://www.cbp.gov/travel/us-citizens/know-before-you-go/prohibited-and-restricted-items>). If a CBCA conducts an inspection/examination of the PE, the CBCA will affix a DD Form 2855 label to the PE shipping container and seal the container. Commercial carrier, military transportation system, or U.S. Mail procedures will be utilized if the combatant command does not have a clearance coordinator. CBP will be responsible for completing customs clearance at the first CONUS arrival port.

2.19. MORTUARY AFFAIRS AWARENESS AND TRAINING OUTREACH PROGRAM

MACP and other MA personnel are available to provide an orientation or training on MA policies and procedures to include MASCAL fatality operations and unit recovery team operations. In coordination with TMAO, local MACP personnel or other subject matter experts may be requested to assist unit commanders with mortuary affairs awareness and specific training. Commanders at all levels are encouraged to include mortuary affairs personnel in exercises and training to assist in providing a better understanding of operations and capabilities. Mortuary affairs personnel are true professionals that are dedicated to the honorable care for all decedents. A memo will be submitted by the MA activity to JMAO through the TMAO and USARCEN MAO upon completion of the training or exercise. The memo will include relevant details such as the names of MA staff providing training or participating, the participating unit, names of the supported commander and senior enlisted advisor, and a summary of training or exercise comments, recommendations or observations relating to mortuary affairs.

2.20. HOST NATION MORTUARY AFFAIRS COORDINATION

a. Successful timely recovery of U.S. Military and other U.S. Citizen decedents from host nations often require extensive coordination between mortuary affairs, U.S. Embassy, DoS, medical services, local law enforcement agencies and others. MACP OIC and NCOIC pre-coordination and relationship building efforts upon assignment to a MACP can greatly aid in expediting remains release. Becoming familiar with host nation procedures, documentation requirements, and cultural differences to capture or update in local MACP Standard Operating Procedures (SOP) provides a basis to expedite releases in the future. Mortuary affairs personnel

CCR 638-1, 18 May 2022

possess vast knowledge and experience in matters of death that can produce better mortuary affairs language in host nation support agreements.

b. MACP OIC and NCOICs should make contact with their camp or air base Host Nation Coordination Cell if their location has one, U.S. Embassy staff, and the host nation's support office or the equivalent offices upon assignment to begin building relationships. MA review of host nation support agreements can identify areas to focus or assist in coordination that de-conflicts jurisdictional issues between the U.S. Military and the Host Country for the control and release of U.S. Human Remains when a death occurs on or off-base, to eliminate litigation, and minimize recovery and transportation delays. Knowledge gained may also benefit coalition partners in the recovery of their coalition remains.

2.21. RECORDS MANAGEMENT AND INFORMATION MANAGEMENT

a. MA records management adheres to Reference (x). Due to the inherent sensitivity of death and the mortuary affairs mission, all information obtained by MA personnel must be kept confidential and used for official purposes only.

b. Individual Deceased Case File (IDCF) records are primarily maintained electronically in MARTS. All documentation received by a mortuary affairs facility must be uploaded to the MARTS program. The document originals are forwarded with remains.

c. Mortuary affairs facility level documentation is maintained at the specific mortuary affairs facility. Upon closing of the site, records are transferred to the next higher echelon: MACP or TMEP to TMAO to USCENCOM JMAO. Efforts are being pursued to add a capability to MARTS to allow uploading facility level documentation to a new section in MARTS. These original facility documents must be maintained and held until a permanent system of record is available to record a scan of these documents.

d. Paper IDCF are forwarded with remains to AFMES. AFMES will retain these documents from the IDCF indefinitely as part of the AFMES case file. When AFMES does not direct remains to AFMES, also forward case file with remains. Disposition of the case file cannot be ensured when received by civilian funeral homes and other entities. Therefore, the mortuary affairs facility will perform a quality control review to ensure all documents in the deceased case file are uploaded to MARTS as a permanent historical record. Prioritize scanning and uploading any final death certificate or consular report of overseas death.

e. IDCF are maintained at the local MA facility for two years. Most documents are local working documents used to evacuate remains out of the USCENCOM AOR. These documents are copies of documents permanently filed in other systems of record.

(1) Upon expiration of the holding period, a quality control review is conducted by the MACP to ensure all documents in the individual case files are uploaded to the deceased's individual evacuation record in MARTS. The MACP OIC (or NCOIC if an OIC is not assigned) will prepare a memorandum for record listing the deceased files by name and evacuation number certifying that the records were confirmed to be uploaded to MARTS. The MACP will ship the records to the TMAO.

(2) TMAO will conduct a random review of 10 percent of the listed decedent case files to confirm complete uploading of the files to MARTS. Audit results will be reported to the USARCEN MAO and USCENCOM JMAO listing any discrepancies (e.g., description of documents found to not be uploaded to MARTS). USARCEN MAO and USCENCOM JMAO will review the discrepancies. If USARCEN MAO and USCENCOM JMAO approve, the certified files may be destroyed by incineration or shredding to ensure the end product cannot be reassembled nor read. The OIC or NCOIC supervising the destruction will prepare a memorandum for record certifying that the listed case files were destroyed, the date of destruction, location, and the means used to complete destruction.

2.22. RESILIENCY AND MENTAL HEALTH READINESS

a. Avoid exposing professional mortuary affairs personnel or personnel assigned to support mortuary affairs operations to the “deadly triangle.” Limit personnel’s exposure to all three main stressors: Human Remains, Surviving Family Members, and Personal Effects. Exposure to all three grief elements completes the overall picture of the deceased and creates a familiarity that causes the mortuary affairs team member to increase the risk of internalizing the death.

b. MA personnel endure unique stresses placed upon them during deployments. By design a Quarter Master MA company deployment is for six-month rotations during extended contingency operations for elements that actively have an affiliated MA company mission. This methodology has reduced the post-traumatic stress disorder cases among MA personnel working in an arduous and grueling environment. Leaders must ensure that during and after these deployments, MA Staff are allowed to decompress after dealing with death on a daily basis. The mortuary affairs facility should allow staff to process experiences together as a group or one-on-one when the workload allows. Leaders should coordinate with the local chaplain and behavioral health team personnel to plan and implement a decompression program upon a Service member’s return from deployment and maintain a resiliency program that will promote a healthy physical and mental fitness life style.

c. Before deployment and before especially traumatic cases, leaders should tell personnel what they are likely to see and give some suggestions on how they can deal with it. For example, personnel are likely to confront details of the deceased’s personal life when working with PE and overwhelming sensory stimulation (examples of this would be sights, smells, and sounds) when working with the HR.

d. For many, exposure to and handling of PE is more difficult than handling HR. The deceased are likely to have photos, letters, a watch, and a ring, all of which can provoke thoughts about the deceased’s life. Electronic media constitute a minefield of personal material. Exposure to personal material can inadvertently draw one into the story of the deceased’s life. As one learns more about the deceased, emotions may become involved and feelings of loss and grief are more likely. It is best to keep exposure to a minimum such as by taking breaks, avoid dwelling on the PE or their content, and avoid becoming emotionally involved. It may help the worker to share his/her thoughts with others and keep in mind the family will appreciate what is being done for their loved one. Limiting this stressor is the intent of and why USCENCOM allows MACPs to receive sealed PE containers and provide a chain of custody form to confirm receipt of the sealed containers.

CCR 638-1, 18 May 2022

e. Mortuary personnel may see a wide variety of causes and manners of death: penetrating wounds, blasts, burns, drowning, accidents, suicides, homicides, and natural death. Reactions to HR may include surprise, shock, horror, curiosity, anger, and grief. Some HR are more universally stressful to process such as remains of children. The remains of family or friends as well as deceased Service members who were about the same age, sex, and race and wearing the same uniform also tend to be stressful.

f. Exposure to HR and risk for emotional involvement should be kept to a minimum. Suggestions include: Avoid looking at the hands or face, do not dwell on the cause or manner of death, avoid imagining what the person's last moments might have been like, remember the soul is gone and the worker is performing a job.

g. Unpleasant odors associated with HR cannot be avoided and people are likely to feel sick when they first encounter them. Some supervisors will recommend using masks or masking the smell by applying menthol cream under the nose or in the nostrils, but the drawback is the masking smell may become associated with the particular work. Mouth breathing tends to be an effective way of diminishing unpleasant odors. Some become used to the unpleasant odors over time, but such adaptation may be difficult.

h. It is particularly important for commanders to receive training on how to recognize distress. Consulting with the local supporting behavioral health providers is strongly encouraged. Training should include being alert to signs of distress, being open and approachable by subordinates, providing support (examples of this would be listening skills and offering guidance/advice), and knowing when and to whom to make referrals. It is command's responsibility to ensure personnel know what support is available, how to access it, and how to promote a healthy environment. Service members should support one another and encourage each other to seek help.

SECTION 3: ROLES AND RESPONSIBILITIES

3.1. HEADQUARTERS UNITED STATES CENTRAL COMMAND LOGISTICS AND ENGINEERING DIRECTORATE

HQ USCENTCOM Logistics and Engineering Directorate will:

- a. Manage MA support in the AOR pursuant to DoD, Joint Staff, Service regulations, and HQ USCENTCOM policy.
- b. In coordination with the LS, determine when to transition from the Combatant Command MA Program based on contingency operations back to the Peacetime MA Support Program.
- c. During contingency operations ensure that MARTS is operational and used by all MA sites.
- d. Establish MA policy, procedures, and operational requirements.
- e. Ensure compliance by LS, TMAO, and all MA activities.

3.2. SERVICE COMPONENT COMMANDS

Service Component Commands will:

- a. Ensure subordinate commanders comply with theater MA policies and procedures.
- b. Ensure subordinate commanders can perform unit level MA operations.
- c. Designate a primary and alternate MAO by memorandum or another official document (See Appendix C). Provide contact information of the primary and alternate MAOs to the LS, TMAO, and USCENTCOM JMAO (see Appendix H). Appointees must attend the first available 4V MAO course at the JMAC, Fort Lee, Virginia upon assignment. JMAC is developing a virtual 4V course to increase accessibility.
- d. Ensure MARTS is operational and used by all MA sites.
- e. Use available resources to conduct MA operations. In the event MA resources are not available or insufficient, notify the TMAO to request assistance.
- f. Develop SOPs that specify how subordinate units will conduct MA operations during contingency operations. The SOP must address actions units are to perform in the event of a mass fatality and aircraft recovery procedures in both contaminated and non-contaminated environments.
- g. Ensure HR transfers and evacuations are not delayed or interfered with for any reason.
- h. Ensure HR transfers do not interfere with other flight line operations unless required due to operational necessity.

CCR 638-1, 18 May 2022

i. Ensure subordinate commanders do not withhold the request of HR evacuation airlift for any reason.

j. When directed, provide MA services at the local level by regional Service mortuaries or through established Service contracts in the USCENCOM AOR pursuant to Reference (ee) (MTTP 4-46 when published and supersedes ATP 4-46), and Service directives.

k. Develop plans in support of LSCO involving large scale fatalities in the USCENCOM AOR. Plans will specify when and where all mortuary facilities will be established and their projected capabilities.

3.3. UNITED STATES CENTRAL COMMAND DISTRIBUTION AND DEPLOYMENT OPERATIONS CENTER DIRECTOR

USCENCOM Distribution and Deployment Operations Center Director will:

a. Assist TMAO with transportation requests in order to maximize preservation of remains and ensure the most expeditious repatriation of fallen Service members and other decedents.

b. Serve as review authority for U.S. MILAIR transportation and evacuation of U.S. government contractors, U.S. Citizens, escorts, coalition forces' intra-theater airlift and non-U.S. civilian personnel.

c. CDDOC will strive to return HR as expeditiously as airlift will allow to the Dover Port Mortuary as directed by AFMES. Airlift will be priority one pursuant to Reference (gg).

3.4. U.S. ARMY CENTRAL

U.S Army Central will:

Serve as the LS for MA under the Combatant Command concurrent return MA Program unless otherwise directed by CDRUSCENCOM to return to current death MA Program. As the LS, USARCENT will:

a. Execute MA operations including those duties exceeding normal peacetime capabilities, such as responding to chemical, biological, radiological, and nuclear attacks.

b. Coordinate with HQ USCENCOM JMAO to establish MA processing facilities which include a TMAO, Theater Personal Effects Depot, TMEP, MACPs, and a MACRMS based on MA operational requirements.

c. Report, as directed, to HQ USCENCOM JMAO on the force structure requirements to support MA operations.

d. Conduct inspections of MA units (MACPs and TMEPs) assigned to the USCENCOM AOR to ensure each site is visited at least once per MA company rotation. Identify program deficiencies and follow up to ensure corrective actions are taken. Report the results of these staff

assistance visits to include corrective actions and progress towards accomplishment of these actions to HQ USCENTCOM JMAO.

e. Ensure units participating in contingency operations are informed of theater MA policies and procedures and are able to conduct established unit level MA operations.

f. Coordinate with the U.S. Army Regional Mortuary, Europe and Africa (USARM, E-A) to obtain point of contact information for MA support when the USARM, E-A is used as the servicing mortuary.

g. Ensure TMAO publishes daily reports detailing the evacuation status of decedents' remains and PE. Message traffic is Secret-REL to USA, FVEY until the PADD of HR has been verified and notified; at which point it becomes Controlled Unclassified Information (CUI).

h. Ensure TMAO provides HQ USCENTCOM JMAO a monthly update (theater roll-up) detailing the total number of deaths in the AOR for that month, status of PE recovery and shipment to JPED, and the overall capability and status of the TMEP, MACPs, and, if applicable, MACRMS personnel/equipment. In addition, include an explanation of any deficiency and status of actions and efforts required for correction.

i. Ensure a minimum of one 92M30 Liaison Officer is assigned and located at each MACP and TMEP to ensure subject matter expertise is available to the local command, MARTS is accessible, MARTS entries are accurate, and theater MA policies are adhered to.

j. Maintain or establish a refrigerated storage capability for 50 HRs at each MACP or TMEP to support LSCO. Commercially procured or locally fabricated shelving systems may be used to increase capacity while avoiding stacking of transfer cases.

3.5. U.S. AIR FORCE CENTRAL COMMAND

U.S. Air Force Central Command will:

a. Maintain a trained MA force structure capability to provide support for geographically supported units.

b. Ensure AFCENT MACPs and TMEPs comply with Theater MA guidance and policies.

c. Provide and maintain the existing MACP and TMEP capability provided by USAFCENT to evacuate the deceased of all Services, civilians, and others entitled to mortuary affairs support from outside the CONUS theaters to the specified DoD mortuary. Maintain or establish a refrigerated storage capability for 50 HRs at each MACP or TMEP to support LSCO.

d. Serve as the LS under the Peacetime (Current Death) MA Support Program when directed by CDRUSCENTCOM. As LS for the Current Death MA Program when reimplemented, USAFCENT will:

(1) Execute MA support to all Services pursuant to References (m) and (n).

CCR 638-1, 18 May 2022

(2) Keep decedents name Secret-REL to USA, FVEY until PADD has been verified and notified at which point it becomes CUI.

(3) Provide HQ USCENTCOM JMAO a monthly update (theater roll-up) detailing the total number of deaths in the AOR for that month and the overall capability and status of the MA facilities. In addition, include an explanation of any equipment or supply deficiency and status of actions required for correction.

3.6. U.S. NAVAL FORCES CENTRAL COMMAND

U.S. Naval Forces Central Command will:

a. During contingency operations, U.S. Naval Forces Central Command (USNAVCENT) commanders afloat will evacuate all U.S. HR and PE to the TMEP or nearest MACP. The TMEP (or MACP) will evacuate HR to the Port Mortuary at Dover AFB. If unable to evacuate HR due to operational constraints, USNAVCENT will work with the TMAO on an acceptable means of movement for HR to the Dover Port Mortuary. The conditions established in Paragraph 2.1g and 2.1g provide guidance on Burial at Sea.

b. Ensure HR are properly stored, comply with USCENTCOM policies, and keep the TMAO informed of HR evacuation or movement activity. Maintain or establish a refrigerated storage capability for 50 HRs at each MACP or TMEP to support LSCO.

c. When operations return to the Peacetime MA Support Program, USNAVCENT will follow Service regulations for the process and evacuation of HR while afloat. Notify and provide USAFCENT information on HR status.

3.7. U.S. MARINE CORPS FORCES CENTRAL COMMAND

U.S. Marine Corps Forces Central Command will:

a. Will coordinate through HQ Marine Corps, to request assistance from Marine Forces Reserves to deploy personnel retrieval platoons when required.

b. Ensure USMC MACPs and TMEPs comply with Theater MA guidance and policies when employed.

c. Maintain or establish a refrigerated storage capability for 50 HRs at each MACP or TMEP to support LSCO when employed.

d. Provide geographical area support to all Services.

e. Keep decedents name Secret-REL to USA, FVEY until PADD has been verified and notified at which point it becomes CUI.

f. Provide TMAO a monthly update (theater roll-up) detailing the total number of deaths in the AOR for that month and the overall capability and status of the MA facilities. In addition,

include an explanation of any equipment or supply deficiency and status of actions required for correction.

3.8. THEATER MORTUARY AFFAIRS OFFICE

Theater Mortuary Affairs Office will:

- a. During contingency operations, provide MA support, evacuation tracking of the fallen, guidance, and manage MA operations and assets within the USCENTCOM AOR under the supervision of USARCENT MAO.
- b. Ensure AFMES and the TCAC or Service Casualty Office have received a report of death for any remains being evacuated to a MACP or TMEP. Confirm whether or not AFMES is directing remains to Dover AFB. When remains are not directed by AFMES to AFMES for examination, coordinate transportation disposition with the Service Casualty Office.
- c. Notify AFMES immediately upon learning of any subsequent found Portions, PPE, or DE that will be shipped to AFMES to ensure the assigned Medical Examiner can be made aware of the items being shipped.
- d. Coordinate flight travel for the fallen with CDDOC utilizing the first airlift mission provided by Air Mobility Division. Coordinate transportation of HR from originating collection point or TMEP through Ramstein AFB, Germany or other refueling location directed by AMD, for re-icing and onward movement to final destination.
- e. Validate contract company MILAIR Requests to ensure proper reimbursement TAC billing information and billing POC is included. Ensure the contract provides reimbursable MA support information to the contractor.
- f. Submit HR joint movement request via the “Intra-Theater Airlift Request System (ITARS)” upon notification from MACP. The ITARS request establishes the requirement for airlift and is used to justify scheduling the remains movement from the AOR back to Dover Port Mortuary. If the ITARS request is missing information, it should be submitted as-is and the TMAO will communicate with the CDDOC to keep them updated as data becomes available.
- g. Conduct quarterly inspections of MA facilities (MACPs and TMEPs) assigned to the USCENTCOM AOR to ensure each site is visited at least once per calendar year. Identify program deficiencies, ensure SOPs adhere to this regulation, U.S. Army, and USARCENT guidance, and follow up to ensure corrective actions are taken. Report the results of these staff assistance visits to include corrective actions and progress towards accomplishment of these actions to HQ USCENTCOM JMAO and USARCENT MAO.
- h. Assist USARCENT in developing contingency plans in support of LSCO involving fatalities in the HQ USCENTCOM AOR.
- i. Provide HQ USARCENT and USCENTCOM JMAO daily reports detailing the status of decedents’ HR and PE pending recovery or in transit until arrival at final destination (AFMES, final MILAIR requested DoD APOD, or JPED).

UNCLASSIFIED

CCR 638-1, 18 May 2022

(1) HR trackers (PowerPoint) will include: time elapsed (calculated from Remains Actual Time of Arrival [RATA], at the origin MACP) with the date and time group of the calculation; MA Evacuation number; air mission number, decedent type “who;” combat or non-combat reported status “what;” the location of death “where;” the reported date and time of death “when;” and disposition “why” (e.g. Pending final determination by AFME, MILAIR repatriation, or other applicable description). The report will include evacuation status from the point of origin to the Dover Port Mortuary graphically on a slide scale. The graphic will indicate time of incident, time TMAO Notified, and all MA sites on the evacuation plan. Estimated times of arrival and departure will be updated with actual times as movements are confirmed. An updated tracker is distributed when evacuation path is established, modified, or movements are confirmed. Message traffic is sent on SIPRNet as Secret-REL to USA, FVEY and limited to qualified personnel until PNOK has been verified and notified at which point it becomes CUI. The term “Fallen Hero” insinuates other deaths eligible for mortuary services titled differently without “Hero” were not heroes or as important. To ensure all decedents are properly honored, HR tracker filenames and headers will use the “Mortuary Affairs Tracker” heading followed by the qualifier: “SM” for Service Member, “CIV” for Civilian, “CTR” Contractor, “DEP” for DoD Sponsored Dependent, or “CL” for Coalition.

(2) Temporarily held HR at a MACP that are not being evacuated to AFMES or a Service Casualty Office directed location will be reported daily by SIPRNet e-mail until transferred back to originating organization (e.g. temporary hold of a contractor or coalition member to allow contract company or coalition nation to arrange evacuation by commercial or coalition air). The report will include decedent’s status (e.g. Royal Navy, Contractor, etc.), date arrived at MACP, MACP location, originating organization (e.g. UK Coalition, Lucent Targeting LLC, etc.) and a description of the plan for disposition updated as the plan may evolve.

(3) A consolidated HR report (Excel Spreadsheet) will be used when six or more evacuation movement missions are under execution or expected for mass fatality events. Entries are created upon manifesting a HR on an evacuation mission and removed when the HR arrives at AFMES or the directed final MILAIR destination. The consolidated HR report will include: Corresponding Mortuary Affairs Tracker number (correlates to the published tracker for the air mission) Service (USA, USN, USMC, USAF), personnel status (SM, CIV, CTR), rank, last name, first name, date of death, location of death, date HR arrived at origin MACP, Radio-Frequency Identification (RFID) Tag number, last known location with date. HR mission trackers will be titled “Mortuary Affairs Tracker-YYYY-A update 1” using the calendar year of initial scheduled flight and a one character sequential alphabet letter to distinguish missions and the update number to distinguish future updates. Once all one character alphabet letters are used, double letters will be used (e.g., AA, AB, AC, AD) until exhausted. The sequence continues with the next sequential combination (e.g., BA, BB, BC, BD). Message traffic is sent on SIPRNet as Secret-REL to USA, FVEY and limited to qualified personnel until PNOK has been verified and notified at which point it becomes CUI.

(4) PE trackers ensure PE is monitored for collection and evacuation in a timely manner for U.S. Service members, DoD civilians, and DoD contractors when PE will be sent to JPED. Entries are created on an Excel spreadsheet upon death and removed when the PE shipment arrives at the JPED. The PE tracker will include: Service (USA, USN, USMC, USAF), personnel status (SM, CIV, CTR), rank, first two letters of last name, date of death, location of

death, date PE delivered to MACP, RFID Tag number, last known location with date. Each individual transfer case containing disassociated effects from an event being shipped to AFMES will be reported on a single line entry with the corresponding RFID tag tracking number. Message traffic is sent encrypted on Non-classified Internet Protocol Router Network (NIPRNet) as CUI and is limited to qualified JPED, TMAO, ARCENT MAO, and USCENTCOM JMAO personnel.

j. Provide HQ USARCENT and HQ USCENTCOM JMAO a monthly update (theater roll-up) by the fifth of the month for the previous month detailing by location the total number of fallen prepared, the total number of PE processed and shipped, the total refrigerated HR storage capability, equipment status, and supply level status of all MA assets. Include corrective actions and progress towards accomplishment of these actions in the report.

k. In countries operating under the Peacetime MA Support Program, the TMAO will work with the appropriate U.S. Embassy or Consulate to coordinate casualty procedures and evacuation.

l. Forward paper records to USCENTCOM J4 JMAO at the end of concurrent return operations and the closing of the TMAO. Ensure an electronic copy of the current MACP/TMEP/TMAO SOP is provided to USARCENT MAO and JMAO within 10 days of effective date.

m. Coordinate with MA Company FTN rotations to identify and deploy a minimum 92M20 level Liaison Officer to non-USARCENT MA sites to provide concurrent return MA program expertise, theater MA policy and procedure oversight, and to ensure MARTS operational support. Confirm incoming MA Company has coordinated JMAC MARTS training and the activation of individual MARTS accounts between 90 to 120 days prior to deployment to ensure MARTS accounts are activated before deployment.

n. Develop a maintenance support plan in coordination with the MA Company FTN rotations to ensure all essential MA equipment and systems are fully mission capable (e.g., vehicles, refrigeration units, ice machines, MARTS access, printers, scanners, phone lines, computers, networks, RFID write capability). Track faults resulting in non-mission capable status being reported until corrective actions are taken. Supervise MA Company FTN rotation's liaison relationship with local supporting commands providing direct maintenance support to ensure cooperative efforts to resolve any faults with an emphasis on non-mission capable faults.

o. Supervise the MA company's resiliency plan to ensure MA staff are cared for while performing the demanding MA mission. Ensure mental health support is provided for MA locations and communication systems are in place to make sure staff are coping well and have readily available means to reach out for assistance privately if desired. Chaplain and other mental health support resources' contact information must be provided to all MA staff. An emphasis should be placed on established support networks that MA staff may already be familiar with and more likely to contact.

3.9. THEATER MORTUARY EVACUATION POINT

Theater Mortuary Evacuation Point will:

a. Provide general support in the reception and evacuation of all HR. Upon receipt at the TMEP, remains will be processed and stored in refrigerated units until onward movement is available. Use of the USCENTCOM Mortuary Affairs Evacuation Ice Worksheet is required by all mortuary affairs activities to document icing efforts and resulting transfer case internal temperature at the receiving mortuary affairs facility. TMEP personnel are responsible for conducting quality control procedures to ensure all data collected by the MACP is complete, accurate, uploaded to MARTS, and forwarded with each HR. Storage capability for 50 HRs will be maintained to support MASCAL events.

b. Notify TMAO immediately upon learning of any subsequent found Portions, PPE, or DE that will be shipped to AFMES so that the assigned Medical Examiner can be made aware of the items being shipped.

c. The TMEP will notify the TMAO or HQ USCENTCOM JMAO if strategic airlift cannot be scheduled to evacuate HR from the TMEP or designated inter-theater hub within 24 hours of their arrival at the facility. Pursuant to Reference (ee), remains should not be held at the TMEP for more than 24 hours in order to minimize decomposition, preserve forensic evidence, and expedite return of remains to the family.

d. Ensure RFID tags are programed and operational. Place a tag on each TC and PE shipment to track real-time movement. Tracking numbers are normally fourteen numerical digits. Seven digit RFID tags are obsolete and should be turned in to the local Transportation Movement Office (TMO).

e. In countries operating under the Combatant Command concurrent return MA Program, MACPs and/or the TMEP will serve as the primary means of processing, providing quality control, and evacuating deceased persons eligible for mortuary services from the place of death to the Dover Port Mortuary.

f. Forward paper records to TMAO when the TMEP ceases operation.

g. Function as a TPED during LSCO to consolidate PE, prepare pallets, and ship PE to the JPED. Ensure all PE is prepared for shipment with special handling code of "KY" where "K" indicates clothing and "Y" indicates that the shipment requires special handling hand-to-hand receipt. This designation complies with requirements to protect PE from damage and pilfering.

h. Provide MA Company HQ a monthly update (theater roll-up) by the third of the month for the previous month detailing the total number of fallen prepared by the TMEP, the total number of PE processed, the total refrigerated HR storage capability, the overall capability, and equipment and supply status of all MA assets at the TMEP. Include corrective actions and progress towards accomplishment of these actions in the roll-up to TMAO.

3.10. MORTUARY AFFAIRS COLLECTION POINT

Mortuary Affairs Collection Point will:

a. Receive, refrigerate, document, and evacuate HR and all their associated PE. MACPs will contact the TMAO when HR are received for processing; at which time they will begin gathering preliminary identification information and inventory all PE recovered with the remains. Visible PE on remains are inventoried without removal or disturbance. All PE on the remains will be evacuated to AFMES unless an item presents a risk to personnel or aircraft (e.g., explosives, pint of butane lighter fluid, etc.). Any item nominated for removal must be reported through TMAO to USARCENT MAO for JMAO approval. HR must be refrigerated until they can be evacuated to the TMEP or loaded on an aircraft for onward movement. Storage capability for 50 HRs will be maintained to support MASCAL events.

b. Process and evacuate HR for those authorized MA services pursuant to established training and regulations. Current icing techniques are published by the Joint Mortuary Affairs Center and are included in Reference (ee). The goal of water icing and re-icing is to maintain a 34-40 degree Fahrenheit temperature inside the transfer case during the transportation movement to ensure optimal preservation of unembalmed remains. Use of the USCENTCOM Mortuary Affairs Evacuation Ice Worksheet is required by all mortuary affairs activities to document icing efforts and resulting transfer case internal temperature at the receiving mortuary affairs facility. Uploading completed worksheets to MARTS allows real-time feedback to prior MACPs on the effectiveness of the icing effort and potential quantity adjustments needed.

c. Notify TMAO immediately upon learning of any subsequent found Portions, PPE, or DE that will be shipped to AFMES so that the assigned Medical Examiner can be made aware of the items being shipped.

d. Ensure remains are processed and prepared for evacuation as quickly as possible using air transport when available, or retrograde convoys to the TMEP for onward movement. Notify the TMAO and the intermediate MACP or TMEP destination of onward movement.

e. Notify the TMAO, or if unavailable, USCENTCOM JMAO, if intra-theater airlift cannot be scheduled to evacuate remains from the MACP to the TMEP within 12 hours of arrival.

f. Ensure RFID tags are programed and operational. Place a tag on each TC and PE shipment to track real-time movement. Tracking numbers are normally fourteen numerical digits. Seven digit RFID tags are obsolete and should be turned in to the local TMO.

g. Institute formal chain of custody procedures by documenting receipt and onward movement of remains in the MARTS. Use DD Form 1075 convoy list of remains to document the chain of custody from the MACP onward.

h. Forward paper records to TMAO when the MACP ceases operation.

i. Provide MA Company HQ a monthly update (theater roll-up) by the third of the month for the previous month detailing the total number of fallen prepared by the TMEP, the total number of PE processed, the total refrigerated HR storage capability, the overall capability, and

CCR 638-1, 18 May 2022

equipment and supply status of all MA assets at the MACP Include corrective actions and progress towards accomplishment of these actions in the roll-up to TMAO.

j. Submit an after action review to USCENTCOM JMAO, through TMAO and USARCEN TMAO, upon completion of the coordinated release of U.S. human remains from a host nation hospital, mortuary, or other host nation agency. As soon as practicable once the MACP staff have recovered, detail actions taken, other personnel or agencies that supported the MACP, and documentation required by host nation to secure the release in order to aid future coordination efforts at all MACPs.

k. Update MACP SOP prior to end of rotation and provide a copy to TMAO.

3.11. SERVICE COMPONENT COMMAND MORTUARY AFFAIRS OFFICER

Service Component Command Mortuary Affairs Officer will:

a. Conduct MA training and awareness to ensure compliance with this regulation, Reference (ee) and applicable Service regulations and with assistance from TMAO. MA support begins at the tactical unit level.

b. Advise commanders to ensure a DA Form 1156 is prepared with available information to accompany the remains to the MACP when a death occurs.

c. Monitor recovery of remains and associated PE of assigned personnel, including organizational clothing and individual equipment. Recovery of deceased personnel must be accomplished as soon as the operational environment permits safe recovery. Units unable to recover deceased personnel due to traumatic loss, loss exceeding unit capabilities, or operational environmental factors will request additional search and recovery support from the TMAO.

d. Ensure remains are recovered utilizing HRP(s) and transported with the personal effects found on remains.

e. Ensure a member of the recovery team is prepared to provide tentative identification and accompany the remains to the MACP or medical facility.

f. Ensure HR(s) are transported by the quickest means possible to the closest MACP for processing and evacuation to the Dover Port Mortuary. If transportation of HR from the incident location or medical treatment facility cannot be accomplished within four hours of death, HR may be moved to an alternate location for cooling and proper preservation while awaiting evacuation. Units will notify the TMAO, and if necessary, request command assistance to transport HR to a MACP for onward movement. See Paragraph 2.1.b for guidance on accomplishing cooling of an HR.

g. Ensure initial and supplemental personnel casualty reports are submitted pursuant to established DoD and Service directives.

h. Provide the TMAO relevant information related to a death (as applicable): The believed-to-be identities of the deceased (name, grade, SSN, branch of service, and unit of assignment),

estimated date, time, and place of the incident, and the apparent cause of death. These details will not be discussed, displayed or announced publicly for any reason. This information will only be shared with MA personnel and immediate commanders on a NEED-TO-KNOW basis, and managed as personally identifiable information. Positive identification is determined by AFMES and notifications to NOK are made through the casualty notification process.

i. Ensure the decedent's billeting area is secured as soon as practical to protect PE. Ensure a Summary Courts-Martial Officer/Inventory Officer/Inventory Board is assigned within 12 hours of death to recover PE within 48 hours, safeguard and deliver decedent's PE to the nearest MACP within 72 hours of death. See Appendix F for the SCMO Checklist and JPED contact info for guidance. Submit a memorandum with an estimated SCMO/IO/IB appointment, collection and delivery timelines to TMAO if operational constraints prevent meeting specific timelines.

j. Maintain a stock of HRPs equal to 10 percent of current manpower strength for units at Brigade, Regiment, and below. Division-level units and above, Combat Support, and Combat Service Support units will maintain a stock of HRPs equal to 5 percent of their current strength. Units responsible for maintaining Class IX stocks for the theater will maintain additional stocks of HRPs equal to 5 percent of the combined strength of the units they support. Units will ensure HRPs are secured, stored out of sight, and issued for MA purposes only.

3.12. SENIOR DEFENSE OFFICIALS AT U.S. EMBASSIES

Senior Defense Officials at U.S. Embassies will:

a. Designate a primary and alternate MAO in writing (see Appendix C). Provide contact information for the primary and alternate MAO to the LS, TMAO, and USCENTCOM JMAO (see Appendix H). Ensure MAO is properly trained in MA operations. They may attend the first available on-line distance learning 4V MAO course provided by JMAC, Fort Lee upon assignment.

b. Maintain updated copies of all Joint and Service specific MA regulations, directives and guides as listed in Appendix J.

c. Develop SOP for local MA processes and evacuation. Provide the current SOP to HQ USCENTCOM JMAO and as updated.

d. Request support as needed from the TMAO.

3.13. U.S. ARMY REGIONAL MORTUARY, EUROPE AND AFRICA

When requested on behalf of HQ USCENTCOM, USARM, E-A is available to guide and assist the LS and the TMAO on mortuary procedures when recovering and transporting HR to Ramstein AFB with transfer to USARM, E-A facilities in Landstuhl, Germany for mortuary services and processing.

CCR 638-1, 18 May 2022

3.14. REPORTS

MA-related information for USCENTCOM is included in Component situation reports, fallen evacuation status reports, monthly TMAO MA supply roll-up, or as otherwise directed by USCENTCOM.

3.15. BOARDS

The HQ USCENTCOM JMAO, USARCENT MAO, and TMAO do not participate routinely on any USCENTCOM Boards. Participation is as needed upon request.

SECTION 4: ADMINISTRATIVE INSTRUCTIONS**4.1. PROPONENT**

The proponent of this regulation is the HQ USCENTCOM Operations Division, Directorate of Logistics and Engineering (CCJ4-J43). Units are invited to submit comments and suggested improvements directly to HQ USCENTCOM ATTN: CCJ4-J43OPS/JMAO, 7115 South Boundary Boulevard, MacDill AFB FL 33621-5101, JMAO SIPRNet e-mail: centcom.macdill.centcom-hq.mbx.ccj4-jmao@mail.smil.mil, SVoIP 302-529-3453; NIPRNet e-mail centcom.macdill.centcom-hq.mbx.ccj4-jointmao@mail.mil, DSN 312-529-3453; Commercial 813-529-3453.

4.2. ACCESSIBILITY

Publications and Forms are available on the USCENTCOM SIPRNet Releasable (REL) Publications Information Portal at the following link:
https://ccj6.rel.centcom.smil.mil/R_DIV/RD/RDP/SitePages/Home.aspx. This CCR and related references are available on the USCENTCOM JMAO page at
<https://intelshare.intelink.gov/sites/CCJ4/SitePages/CCJ4%20JMAO.aspx>.

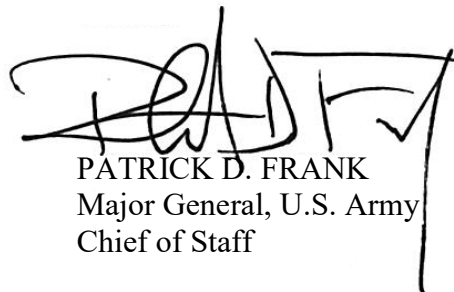
4.3. RELEASABILITY

There are no releasability restrictions on this instruction within the U.S. Federal Government. Contact the USCENTCOM Freedom of Information Act (FOIA) Office if requested for public release pursuant to the FOIA.

4.4. EXPIRATION

This regulation will expire in five years pursuant to USCENTCOM CCR 25-30, *Preparation of Administrative Publications*, unless revised or rescinded.

OFFICIAL:



PATRICK D. FRANK
Major General, U.S. Army
Chief of Staff

APPENDIX A: HUMAN REMAINS ACCEPTANCE FOR REFRIGERATED STORAGE

1. Purpose. To provide guidance on the refrigerated storage of HR in the USCENTCOM AOR. The intent of this policy is to ensure support is provided within the scope of authorizations.

2. Applicability. This policy applies to all U.S. and Coalition units operating in the USCENTCOM AOR. JTF Commanders and Service Component Commanders are responsible for implementing this policy within their commands. Contractors Authorized to Accompany the Force (CAAF) are subject to Military Extraterritorial Jurisdiction Act (MEJA) and Uniform Code of Military Justice (UCMJ).

3. References.

- a. DoDD 1300.22, *Mortuary Affairs Policy*, Incorporates Change 2, 2 September 2021
- b. DoDI 1300.29, *Mortuary Affairs Program*, 28 June 2021
- c. DoDI 3020.41, *Operational Contract Support (OCS)*, Incorporates Change 2, 31 August 2018
- d. AR 638-2, *Army Mortuary Affairs Program*, 13 July 2021

4. Policy. U.S. Military mortuary affairs facilities in the USCENTCOM AOR may be the only accessible locations to provide refrigerated storage for HR to aid in HR preservation. Losing commands will notify MACPs of a human remain(s) being recovered to their location. TMAO will be notified by phone of alerts to inbound decedents without delay. Acceptance of remains occurring without an alert will be reported to TMAO within an hour of arrival and MARTS entries will be completed within four hours of arrival. The following procedures apply to the acceptance and refrigerated storage of the specific status of HR. The AFMES may not direct remains to AFMES if the circumstances of death do not warrant a medico-legal death investigation or if statutory authority to exert jurisdiction cannot be made. In these cases, the losing command's assistance may be needed to coordinate the final disposition.

a. U.S. Military, DoD Civilian Employees, U.S. Contractors (U.S. Citizen and non-citizen), U.S. Citizens, and Coalition Partners are authorized recovery to a MACP for refrigerated storage until transportation or disposition can be arranged. The losing command or activity must provide a death certificate, identification media (e.g., photo identification) for the deceased, a DA 1156, or USCENTCOM equivalent, and a point of contact whom will assist with arranging final disposition if not directed to AFMES. Companies are responsible for coordinating transportation for their deceased employees; see Appendix B for specific guidance.

b. Non-U.S. Citizens (local national or other country national citizens) that are not employees of a U.S contract company who die on U.S. Military installations may be recovered to a MACP for refrigerated storage until release to parent nation or disposition can be arranged. The documentation requirements listed in 4.a. are met to the extent allowed by circumstances of the deceased. The physician declaring death will contact AFMES to determine if a forensic examination is required. The physician declaring death will contact host nation authorities to

coordinate transfer of remains to local authorities when an AFMES examination is not required. When host nation authorities refuse to accept the transfer of non-U.S. Citizen (non-U.S. Contractor remains) the following steps are followed:

(1) For local national remains, the mortuary affairs activity will contact the International Committee of the Red Crescent (ICRC) to request assistance in transfer of remains to local authorities.

(2) For citizens of countries other than where the mortuary affairs activity is located or when local transfer is unavailable due to political or other reasons, the mortuary affairs activity will contact the nearest U.S. Embassy for assistance. When there is no U.S. Embassy, the U.S. DoS will be contacted to assist with transfer to nation of citizenship or other disposition. A request for assistance will be elevated to TMAO, USARCENT MAO and USCENTCOM JMAO if disposition is not coordinated after 24 hours of the receipt of remains.

c. Deceased enemy who die in U.S. Custody may require an AFMES examination. As such, these deceased enemy are authorized recovery to a MACP for refrigerated storage until transportation to AFMES or disposition can be arranged. AFMES and the command's legal staff must be consulted to determine whether or not an examination is required. Deceased enemy are afforded the same dignity, honor and respect as U.S. Citizens, but are stored separately in refrigerated storage designated for enemy combatants. The documentation requirements listed in 4.a. are met to the extent allowed by circumstances of the deceased. The command exercising authority over enemy decedent at the time of death is responsible for coordinating release to the host nation or other entity for final disposition when not directed to AFMES for examination.

d. Deceased enemy who die outside of U.S control or custody or during combat engagements are left undisturbed for local authorities or enemy combatants to provide recovery and disposition.

e. Local civilian population not on a U.S. military installation who die as a result of enemy action or as a result of U.S. or Coalition military operations are not recovered to a MACP or TMEP. The deceased are cared for by the host nation under local traditions and religious beliefs.

f. Remains temporarily held to allow contract companies, coalition members, or other entities time to coordinate transportation require the same documentation as listed in 4.a. The limitations of MARTS programming require unique procedures to document the temporary hold. Mortuary affairs personnel will perform a joint inspection with the origin activity to ensure no UXO is present. The HRP will be sealed in the presence of the origin activity's representative and a memorandum for record created to be signed by both parties attesting to the number of the seal applied. The memo will include a final signature line to be used when retrieving remains by the original activity to document the seal matches the original seal. When the seal memo is used, no DD Form 1076 is required. Mortuary affairs personnel will create an entry in MARTS and upload the required documentation. A MARTS remarks entry will be made indicating "Temporary Hold for (name of originating activity)." No ship to entry is required. Upon release to the originating activity, the DD Form 1075 will be completed with legible entries for the person recovering the remains. The entry for "action/change of custody purpose" will be "return to original activity for disposition." The final DD Form 1075 will be uploaded to MARTS. A

CCR 638-1, 18 May 2022

MARTS remarks entry will be made indicating “Remains released to originating activity (Name of person recovering remains) for final disposition.”

g. Decedent with U.S. Government interest. Military Criminal Investigative Organizations, U.S. State Department or other Investigative agencies that present an investigative interest in a specific decedent that normally would not be recovered to a MACP for evacuation to AFMES will present such interest to AFMES for further coordination. AFMES will verbally notify the JMAO and TMAO and follow up with e-mail confirmation on the rare occurrence where enemy or other decedents who die outside of U.S control or custody or during combat engagements are directed to AFMES for examination so that the mortuary affairs team may be prepared to receive. Other unique circumstances may originate at the Combatant Command level. Approved DoD support will be communicated by the JMAO.

5. Responsibilities.

a. U.S. Military Commanders or Civilian Leadership.

(1) Recover authorized decedents to the nearest MACP.

(2) Provide an alert to the local mortuary affairs facility of inbound remains and provide required documentation.

(3) Assist in disposition of remains when AFMES does not require an examination.

b. Employers of contractors supporting the DoD.

(1) Recover authorized decedents to the nearest MACP.

(2) Coordinate with Next-of-Kin to provide disposition of remains when AFMES does not require an examination.

(3) Coordinate transportation of decedents to disposition location directed by the Person with Authority to Effect Disposition (PAED).

c. Attending physician or physician declaring death.

(1) Complete a death certificate for the deceased.

(2) For non-U.S. Citizens, contact AFMES to determine if a forensic examination is required. Coordinate with host nation to determine death investigation requirements or jurisdictional considerations.

d. Mortuary affairs facility.

(1) Alert TMAO on inbound remains.

(2) Coordinate with ICRC for disposition of non-U.S. Citizen remains.

(3) Request TMAO and JMAO assistance when disposition of remains has not been confirmed after 24 hours of the receipt of remains.

6. Point of Contact. The point of contact for this policy is the JMAO in the CCJ4-J43OPS Division who can be reached at: SIPRNet: centcom.macdill.centcom-hq.mbx.ccj4-jmao@mail.smil.mil, or NIPRNet: centcom.macdill.centcom-hq.mbx.ccj4-JointMAO@mail.mil.

CCR 638-1, 18 May 2022

APPENDIX B: AUTHORIZATIONS FOR DECEASED TRANSPORTATION AND MORTUARY SERVICES

1. Purpose. To provide guidance on the movement of HR to comply with the AFMES examination, when directed, or to provide disposition as coordinated by the respective Service Casualty Office when remains are not directed to AFMES. The intent of this policy is to ensure support is provided within the scope of authorizations.

2. Applicability. This policy applies to all U.S. and Coalition units operating in the USCENCOM AOR. JTF Commanders and Service Component Commanders are responsible for implementing this policy within their commands. CAAF are subject to MEJA and UCMJ.

3. References.

- a. DoDD 1300.22, *Mortuary Affairs Policy*, Incorporates Change 2, 2 September 2021
- b. DoDI 1300.29, *Mortuary Affairs Program*, 28 June 2021
- c. DoDI 3020.41, *Operational Contract Support (OCS)*, Change 2, 31 August 2018
- d. DoDI 4515.13, *Air Transportation Eligibility*, Incorporating Change 5, 23 October 2020
- e. DoDI 5154.30 *Armed Forces Medical Examiner System (AFMES) Operations*, Incorporates Change 1, 21 December 2017
- f. DoDI 5505.10, *Criminal Investigations of Noncombat Deaths*, Change 1, 28 April 2020
- g. AR 638-2, *Army Mortuary Affairs Program*, 13 July 2021

4. Policy. HR will be evacuated out of the USCENCOM AOR as expeditiously as possible to preserve the HR for the AFMES forensic examination and to best preserve remains for the family's funeral services. The following summarize transportation and mortuary services provided based on whether or not remains are directed to AFMES. Transportation authorities become more complicated when remains are not directed to AFMES.

a. U.S. Military, DoD Civilian Employees, or DoD sponsored dependent accompanying member on orders. HR will be prepared and evacuated to Dover AFB (or other AFMES location) when directed by AFMES. When AFMES does not direct to Dover (or other AFMES location), the respective Service Casualty Office will direct remains to a servicing mortuary based on family wishes. Normally AFMAO at Dover AFB is the servicing mortuary for USCENCOM unless the PADD directs remains be prepared OCONUS due to family residency or wishes.

b. U.S. Citizen DoD Contractors (Includes U.S. Military retirees working in a DoD contractor status). Pursuant to References (l) and (o), HR of U.S. DoD contractors who die while accompanying or supporting U.S. Forces within the AOR will receive MA support pursuant to established contractual agreements. If the deceased member's employment contract authorizes airlift as a government furnished service, and the member's death occurred during the period of

the contract, the parent company may elect to use commercial air or formally request opportune and non-interference basis reimbursable U.S. MILAIR transportation. (Tabs to Appendix B provide examples of MILAIR requests for specific circumstances). If MILAIR is desired, the employer must submit a MILAIR request to TMAO, a Funds Verification and Use Authorization (FVUA) with sections 1 and 2 completed, a copy of the employee's Letter of Authorization (LOA), contract pages covering mortuary affairs support provided by government, death certificate, U.S. Passport, and confirmation of the death report having been completed with the Theater Casualty Assistance Center or the supported Service's Casualty Office. The employer must provide their Transportation Account Code (TAC) and POC information on their MILAIR request for coordinating payment of reimbursable expenses. The TMAO will compile and submit the request using the procedures in Appendix B, Tab 1. MILAIR requests with required documentation and subsequent approvals will be uploaded to MARTS and will be forwarded to USCENTCOM JMAO for audit purposes. DoD contractors must be a U.S. citizen to receive U.S. MILAIR evacuation to the Dover Port Mortuary. Upon completion of the AFMES examination, the remains are released to a Funeral Home local to Dover coordinated by the employer or family. When AFMES does not direct to Dover, the Funeral Home local to Dover selected by the family or the employer receives the remains at a direct transfer on the flight line. Any human remains transfer case(s) provided by the government must be returned to AFMAO by the funeral home transporting remains from Dover Air Force Base within 72 hours to avoid the contractor being billed for the replacement cost of the transfer case.

c. Non-DoD affiliated U.S. Citizens (including contractors supporting contracts for U.S. Government agencies other than the DoD). Pursuant to Reference (i), subsections (a)(1)-(6), the DoD is authorized to furnish transportation of HR for specific groups of U.S. citizens on a reimbursable basis. Subsection (a)(5) of the reference extends transportation to any U.S. citizen upon the specific request of the DoS. DoS Executive Secretary (EXECSEC) may formally request U.S. MILAIR transportation from the SecDef EXECSEC. The DoS will provide TMAO a copy of the SecDef EXECSEC response approving the DoS MILAIR request. MILAIR requests submitted by TMAO require a predetermined TAC to be provided with the request to Air Mobility Command (AMC). Therefore, DoS must also provide TMAO a TAC for AMC to bill the flight or a DoS resource or funds manager POC name and contact info to coordinate reimbursement. If DoS is unable to provide a TAC, USCENTCOM JMAO will attempt to coordinate the temporary use of a TAC with a Service casualty office or USTRANSCOM J8. Once a billable TAC is coordinated by USCENTCOM JMAO, the TMAO may compile and submit the transportation request using the procedures in Appendix B, Tab 1. Once approved, documentation will be uploaded to MARTS and forwarded to USCENTCOM JMAO for audit purposes.

d. Coalition Forces. Remains of coalition forces will receive MA support based upon current legal authorities, agreements, regulations, and policies between the U.S. and the associated country. To care for the fallen coalition member and expeditiously begin preservation, all MACPs are authorized to receive deceased coalition members and place in refrigerated storage upon the request of coalition forces. Pursuant to agreements, and upon written request by the coalition senior national representative, MACP and/or the TMEP will prepare the HR of coalition forces for evacuation. If no agreement exists covering MA support, OSD Military Personnel and Readiness must approve the coalition request for support. The remains and

CCR 638-1, 18 May 2022

transfer case(s) may be draped with the coalition member's national flag if provided by the coalition forces.

(1) When handling coalition HR, MA personnel must document all actions and MA assets used. The method of reimbursement for HRP, TCs, and transportation costs (if applicable) will be based on agreements, authorities or policies in place at the time of requirement. Coalition representatives will advise the MACP/TMEP if there are specific cultural sensitivity requirements that need to be accommodated upon receiving or while preparing the HR for evacuation.

(2) Intra-theater airlift for deceased coalition personnel will be provided on an opportune and non-interference basis pursuant to current agreements, authorities or policies. Coalition commanders will submit a MILAIR request to Joint Task Force J4. When authorized, MILAIR will be used to evacuate HR to a designated APOD location within USCENTCOM. The MILAIR request is coordinated by the JTF J4 with TMAO, CDDOC, CCJ5-CCC/Coalition Air Operations, and HQ USCENTCOM CCJ3-Force Deployment. Approval and funding sources will be coordinated by CCJ3-Force Deployment, DSN: 312-529-3446, SVoIP: 302-529-3092, Duty Phone: 813-841-0751, SIPRNet: centcom.macdill.centcom-hq.mbx.ccj3-f-fd-plans@mail.smil.mil.

(3) Upon the completion of airlift to the APOD, coalition HR will be turned over to their respective governments for final repatriation flight(s). Coalition personnel will ensure their respective governments are prepared to receive and provide follow-on transfer to the final place of disposition. The TMEP may provide additional re-icing support to assist in preserving remains. Any transfer cases provided for the movement will be sanitized and returned to TMEP operational control upon completion of the repatriation to avoid coalition reimbursement billing.

e. Foreign National Citizens. Remains of foreign national citizens or foreign national detainees held by the U.S. Military or government will be handled pursuant to existing international laws and the laws of the Geneva Convention. U.S. Embassy assistance may be required to coordinate foreign national citizen repatriation when they are employees of a U.S. Contractor.

f. MWD. MWDs have proven to be a force enabler and asset to safeguard U.S. forces. They are treated with dignity and respect upon death. If co-mingled with HR, canine remains will be evacuated to the Dover Port Mortuary for AFMES DNA analysis and separation. Clearly distinguishable MWD remains are placed in a separate transfer case. See Appendix G for further detailed guidance on the care and disposition of MWD remains.

5. Responsibilities.

a. U.S. Military Commanders or Civilian Leadership.

- (1) Assist mortuary affairs activities with obtaining documentation as needed.
- (2) Monitor subordinate contract companies to aid with transportation as authorized.

b. Employers of contractors supporting the DoD.

(1) Begin commercial air coordination as soon as possible when AFMES directs an examination.

(2) Coordinate with Next-of-Kin for disposition of remains when AFMES does not require an examination.

(3) Coordinate transportation of decedents to disposition location. MILAIR options may be available if commercial air will cause additional delays in transportation.

c. Mortuary affairs facility.

(1) Confirm AFMES exam requirement and ensure TMAO knows of the decision.

(2) Coordinate MILAIR information requests with TMAO when contract companies are considering MILAIR as an option to avoid commercial delays.

(3) Request assistance when disposition of remains has not been confirmed after 24 hours of the receipt of remains at a mortuary affairs facility.

6. Point of Contact. The point of contact for this policy is the CCJ4-J43 CUOPS Division who can be reached at: SIPRNet: centcom.macdill.centcom-hq.mbx.ccj4-jmao@mail.smil.mil, or NIPRNet: centcom.macdill.centcom-hq.mbx.ccj4-JointMAO@mail.mil.

CCR 638-1, 18 May 2022

APPENDIX B, TAB 1, HR AIRLIFT REQUEST

1. The TMAO request for intra-theater and inter-theater airlift support for HR movement is accomplished by entering an electronic request on the respective web portal.

a. Intra-theater airlift support is requested by TMAO staff on the USTRANSCOM Consolidated Air Mobility Planning System (CAMPS) website: <https://campswebcen.maf.ustranscom.smil.mil/Portal/UnprotectedForms/Banner.aspx>. Requests are routed in CAMPS to CDDOC for review and approval. AMD assigns the validated transportation request to available missions.

b. Inter-theater requests are submitted by TMAO directly to 618th Air Operations Center/Tanker Airlift Control Center using their web portal: <https://tacc.us.af.mil/Home> (see Figure 3). An intra-theater CAMPS request also should be entered if intra-theater airlift will be or may be required to position HR at an alternate departure APOD in order to assign the quickest evacuation flight mission out of theater. TMAO's SOP contains details of specific procedures.

Figure 3. Sample HR Transportation Request

The screenshot displays the 'Human Remains Airlift' web portal interface. At the top right, there are links for 'Home' and the date 'Monday, 10 Janua'. The main heading is 'Human Remains Airlift' with a head icon. Below the heading is a 'Title' field containing 'HR Request Public, John'. A yellow banner provides contact information: 'Questions or concerns: use the discussion tab or call 618 AOC APCC at DSN: 312-779-0350 or Comm: 618-229-0350'. The form includes several input fields: 'Onload ICAO' (RODN), 'Offload ICAO' (PHIK), and 'Ready' (13 Jan 2022, 0001). A 'Transfer Cases' section contains dropdown menus for 'Type' (HR), 'Rank' (OTHER), 'Status' (COMM), and 'Service' (USN), along with a 'Last Name' field (Public) and a '.ICN' field (FB52702009X502XXX). A 'COD' dropdown menu is set to 'Non-Combat/Non-COVID'. A light blue banner states: 'Escort details and additional transfer cases can be added once the request is saved.' Below this, there is a 'POC(s)' field with 'SFC Affairs, Mortuary' and a 'Files' field with 'DD Form 2768 - Public, John Q. pdf'. At the bottom, there are fields for 'Created:' and 'Last Updated:', a 'Notifications' dropdown, a red alert icon, and a 'Save' button.

2. Billing information is critical: TAC – Transportation Account Code.

a. Military, DoD Civilian, or authorized dependent: TMAO uses the designated pre-determined TAC provided by the parent Service.


b. DoD Contractors:

(1) When MILAIR is authorized for contractors on a reimbursable basis, the employer will request a FVUA form from the local MACP or TMAO with block 1.N. and 1.O. pre-filled with the origin and destination locations. The MACP or TMAO also enters the MACP NCOIC's contact information and the corresponding International Civilian Air Organization codes in the origin and destination blocks on page two to aid in obtaining the cost estimate. TMAO obtains a USTRANSCOM Single Mobility System cost estimate for box 1L. Alternately, the funds manager can obtain a cost estimate from the contact information provided in the instructions on the form for block 1L. This may be pursued concurrently while the company researches commercial air availability. The employer will then enter their funds manager info in sections 1 and 2, obtain their assigned funds/resource manager's approval signature, and submit the FVUA with their MILAIR Request to the MACP or TMAO (see Figure 4 for recommended entries). The FVUA form's continuation page three is not needed if printed or scanned. On occasion, the contract company may not have an assigned TAC for air shipping. In those cases, the contract company will coordinate with the command they support or their assigned contracting officer to utilize an available TAC for billing purposes. The contract company will coordinate reimbursement to the TAC funds manager for air movement charges. If commercial air becomes available that will transport the deceased to the required destination quicker, and the decedent has not begun the MILAIR movement, the employer may utilize the commercial airlift.

(2) The MACP and TMAO will ensure the MILAIR request indicates the TAC to be used and billing POC information. The TMAO submits the MILAIR request on the respective web portal. The MACP submits the FVUA and DD Form 1384 to the APOD Transportation Movement Office. MACP will ensure the TAC is entered in Box 17 "TR ACCT" on the DD Form 1384 to ensure the correct transportation account is billed.

Figure 4. Funds Verification and Use Authorization (FVUA)

(Current fillable version of the form is available from TMAO)

 <h2 style="margin: 0;">Army-Funded Transportation</h2> <h3 style="margin: 0;">Funds Verification & Use Authorization (FVUA)</h3>			
Authority: DoD 7000.14-R, Financial Management Regulation (FMR), Volume 10, Chapter 13, Paragraph 130202.		Document Number ABCD-074-1	
Purpose: The unit/organization directing cargo movement will coordinate to have the appropriate Funds Manager (FM) complete this form to provide a written authorization to use their Line of Accounting (LOA) and associated Transportation Account Code (TAC) for specific shipments for a specified time period. The shipping customer will provide this completed/signed form to the servicing Transportation Office (TO) prior to requesting a movement/shipment.			
1. From: Shipping customer (unit/organization) that is requesting cargo movement			
A. Request Date	15-Mar-2022	B. POC (Rank/Name)	Mr. Any One
C. POC Phone	(312) 999-8888		
D. Command/Organization	Contract Company USA, LLC		E. UIC
WPWAAA			
F. Address	123 Main Street		G. City
Any			
H. State	State	I. Zip Code	12345-6789
J. POC Email	any.one@ContractCompanyUSA.com		
K. Directive Number	DoDD 1300.22		L. Estimated Cost
			\$ 3,565.00
M. Description, justification, and impact of requested shipment(s) (Include equipment type, quantity, and why the equipment is moving):			
Transportation of remains to comply with the Armed Forces Medical Examiner System (AFMES) examination requirement OR Transportation of remains for transfer to a funeral home for mortuary services OR Transportation of personal effects to the Joint Personal Effects Depot for required screening and preparation for next-of-kin.			
N. Origin of Shipment	[location] Mortuary Affairs Collection Point		O. Destination of Shipment
Dover AFB or Location directed by AFMES			
P. Ship Date	R. Mode(s) of transportation (select all that apply): <input checked="" type="checkbox"/> CONUS <input checked="" type="checkbox"/> MIL Air <input type="checkbox"/> MIL Sealift <input type="checkbox"/> MIL Rail <input type="checkbox"/> MIL Line Haul <input type="checkbox"/> Other (Specify)		
Q. RDD	<input checked="" type="checkbox"/> OCONUS <input checked="" type="checkbox"/> Commercial Air <input type="checkbox"/> Commercial Sealift <input type="checkbox"/> Commercial Rail <input type="checkbox"/> Commercial Line Haul		
2. Thru: Funds Manager authorizing use of a specified TAC and certifying fund availability			
A. Command/Organization:	Contract Company USA, LLC		B. OA
99			
C. Certifying FM Name	Mr. Any One		D. FM Telephone
(312) 999-8888			
E. Certifying FM Position	Budget Officer		F. FM Email
any.one@ContractCompanyUSA.com			
G. Address	123 Main Street		H. City
Any			
I. State	State	J. Zip Code	12345-6789
K. This certification is valid for: <input checked="" type="checkbox"/> One Shipment Originating Before 01-Apr-2022			
L. Authorized TAC	ABCD	M. Document Number	ABCD-074-1
<input type="checkbox"/> Multiple Shipments Originating Before			
N. Special instructions and/or shipment restrictions:			
Opportune, non-interference MILAIR requested IAW DoDI 1300.22 authorities. Special Airlift Assignment Mission (SAAM) not authorized.			
O. Funds Manager Signature			P. Date
			15-Mar-2022
3. Provide completed, signed form to servicing Transportation Office			
Transportation Office: Acknowledgement of receipt		C. Date Received	
A. Name			D. Telephone
B. Position			E. Email
Version 3, 27 March 2019. OPR: HQDA G-4/3/5/7 DALO-OPT		Email Form	Print Form

Shipment Details (To be completed by the shipper)							
Ship Date	TAC	TCN/Control #	Short Description	Cost Estimate	Origin	Destination	Comments
18-Mar-2022	ABCD	Pending	Human Remains	9999	OKAS	KDOV	
			or				
18-Mar-2022	ABCD	Pending	Personal Effects	999	OKAS	KDOV	
		MACP POC	SFC Mortuary Affairs Jr.	DSN 318-999-8888	ABCD MACP	Kuwait	mortuary.affairs.mil@mail.mil

INSTRUCTIONS

Purpose: Accompanying instructions for completing the FVUA form, dated 01 February 2019. All entries are mandatory. TOs will reject incomplete forms.

Reference: DoD 7000.14-R, (Financial Management Regulation (FMR), Volume 10, Chapter 13: "Commercial Transportation Payments", Paragraph 130202), 01 June 2018. See the FMR on website: <https://comptroller.defense.gov/fmr.aspx>.

Section 1. The shipping customer is the unit/organization that is requesting cargo movement. The shipping customer is responsible for completing section 1A-1L. Once section 1 is complete, the shipping customer will coordinate with their FM to ensure funding is available for the requested shipment(s). The shipping customer provides the form to the servicing TO once the FM authorizes the use of a TAC and certifies funds availability for the shipment(s). The TO will acknowledge receipt of the form. Both the shipping customer and TO will retain a copy for five years.

Block 1A: Enter date initiating the request for funds verification and TAC use authorization.

Blocks 1B-1J: POC information for the requested shipment(s). This is the person that the FM, TO, port, or anyone can contact to resolve questions concerning the shipment(s).

Block 1K: Provide the Directive number. I.E. the joint urgent operational need statements (JUONS), operational need statements (ONS), proposed sourcing decision identification (PSD ID) number, Direct Charge Work Breakdown Structure (WBS), etc.

Block 1L: Provide cost estimate for shipment(s). Authorized cost estimates can be provided by, but are not limited to, Cargo Movement Operations System (CMOS), Distribution Standard System (DSS), USTRANSCOMs website at: <https://www.ustranscom.mil/common/transportation-estimate.cfm>, the SDDCs Single Mobility System (SMS) on website at: <https://sms.ustranscom.mil/open/Start/>, or SDDCs Global Freight Management (GFM) found within the Electronic Transportation Acquisition website at: <https://eta.sddc.army.mil/ETASSOPortal/default.aspx>, Financial and Air Clearance Transportation System (FACTS) on website: <https://mzc.csd.disa.mil/FACTS/login.do>. Authorized tools and information are required to develop and submit transportation cost estimates.

Block 1M: Provide specifics of the shipment(s) such as: item(s) name/description, quantity, authorized to/from shipping/receiving locations, purpose, etc.

Block 1N-1R: Provide specifics of the shipment(s) such as: origin of the shipment, destination of the shipment, ship date, the required delivery date (RDD), mode(s) of transportation required to move the shipment, and who the equipment belongs to.

Section 2. The FM authorizes the use of a specified TAC and certifies funds availability for the requested shipment(s). Exception: attach a memo/order to this form in lieu of completing section 2 when a higher level command/organization directs the shipment and provides the TAC/funding information.

Block 2A-2B: FM command/organization name and FM Operating Agency (OA) - 2 digit code.

Block 2C-2J: FM POC information.

Block 2K: FM certifies that this form is for one or multiple shipments and enters the expiration date (shipments must originate before this date). For multiple shipment requests, this date cannot exceed ninety days from the request date.

Block 2L: FM enters 4-digit TAC authorized for the shipment(s). The source for determining valid TACs is the Transportation Global Edit Table (TGET) on website: <https://beis-web.csd.disa.mil/beis/index.jsp>.

Block 2M: FM creates a document number (the TAC used, the Julian Day, and the sequential number of FVUAs used the day the FM signs the FVUA, Ex: XXXX-365-1, XXXX-365-2). Annotate the document number at the top of the FVUA.

Block 2N: FM enters any special instructions and/or shipment restrictions. Use a continuation sheet if additional space required.

Block 2O-2P: FM electronically signs and dates the form. Hard copy signatures approved if necessary.

Section 3. The shipping customer provides the form to the servicing TO after the FM has signed in section 2N.

Block 3A-3E: The TO representative receiving the form fills out contact information and dates the form. The TO keeps the original copy and returns a copy to the shipping requestor.

Shipment Details. The shipper is to provide information in the corresponding columns to give specifics about the equipment being shipped. See page 3 of the FVUA for a continuation of this report. If more room is required, complete additional pages as necessary.

Version 3, 27 March 2019. OPR: HQDA G-4/3/5/7 DALO-OPT

Email Form

Print Form

UNCLASSIFIED

CCR 638-1, 18 May 2022

c. When non-DoD decedents are authorized MILAIR by the SecDef EXECSEC, ensure the TMAO MILAIR request includes the DoS designated TAC with billing POC information or the USCENCOM JMAO coordinated TAC. The MACP submits the FVUA and DD Form 1384 with designated TAC in box 17 to the APOD Transportation Movement Office.

APPENDIX B, Tab 2

Sample US Citizen, CAAF Contractor MILAIR transport request from AOR to AFMES

(No Mortuary Affairs Paragraph in contract)

Company Letterhead

Date:

Subject: Military Airlift (MILAIR) Request

Our employee (First Middle Last), a U.S. Citizen, Passport # (123456789), SSN (123-45-6789), passed away on (DD MMM YYYY) at (Location), (Combat or Non-Combat) related. The official death report has been made to the Theater Casualty Assistance Center or the supported Service's Casualty Office.

(Contract Company) currently forward headquartered at (Location, Country) requests opportune, non-interference reimbursable Military Airlift (MILAIR) to repatriate our fallen contractor to Dover Air Force Base as directed by the AFMES. Upon AFMES release, remains will be transferred to (Name of Local Funeral Home) for preparation and transportation to the location directed by primary next-of-kin.

Our employee is categorized as Contractor Personnel Authorized to Accompany the Force (CAAF) and was working under Contract # (X99X9X-99-X-9999/9999). See employee's attached letter of authorization (LOA). Our contract does not include a mortuary affairs paragraph; therefore, we request MA support and transportation pursuant to DoDD 1300.22.

(if contract does not specify MA support provided, include this paragraph) Our efforts to secure commercial transportation has not been successful. (or include other justification: e.g., commercial air unavailable at location due to COVID crisis) Additional delays in pursuing non-MILAIR will jeopardize unembalmed remains preservation and compromise forensic analysis.

Transportation Account Code (TAC) for billing is: (9999). This memo guarantees payment of reimbursable costs. Payment POC is (First MI Last, Title, company or department, commercial phone, DSN phone, mobile phone, e-mail). A Funds Verification and Use Authorization (FVUA) letter with sections 1 and 2 completed is attached and the electronic version will be e-mailed to TMAO for the additional electronic processing.

A company representative (will/will not) accompany the remains to Dover to complete the transfer to a local funeral home. (If COVID or other restrictions are lifted and allow a representative include their name (First Middle Last), a U.S. Citizen, Passport #, SSN, mobile phone, e-mail). A theater evacuation escort request memo is attached.

UNCLASSIFIED

CCR 638-1, 18 May 2022

Point of Contact for this request is the undersigned at (commercial phone, DSN phone, mobile phone, e-mail).

First MI. Last
Title
Company

UNCLASSIFIED

APPENDIX B, Tab 3

Sample US Citizen, CAAF Contractor MILAIR transport request from AOR to AFMES

(Contains Mortuary Affairs Paragraph in contract)

Company Letterhead

Date:

Subject: Military Airlift (MILAIR) Request

Our employee (First Middle Last), a U.S. Citizen, Passport # (123456789), SSN (123-45-6789), passed away on (DD MMM YYYY) at (Location), (Combat or Non-Combat) related. The official death report has been made to the Theater Casualty Assistance Center or the supported Service's Casualty Office.

(Contract Company) currently forward headquartered at (Location, Country) requests opportune, non-interference reimbursable Military Airlift (MILAIR) to repatriate our fallen contractor to Dover AFB as directed by the AFMES. Upon AFMES release, remains will be transferred to (Local Funeral Home) for preparation and transportation to the location directed by primary next-of-kin.

Our employee is categorized as Contractor Personnel Authorized to Accompany the Force (CAAF) and was working under Contract # (X99X9X-99-X-9999/9999). See employee's attached Letter of Authorization (LOA) and the contract page(s) indicating U.S. GOVT provided reimbursable mortuary affairs support and transportation.

Transportation Account Code (TAC) for billing is: (9999). This memo guarantees payment of reimbursable costs. Payment POC is (First MI. Last, title, company or department, commercial phone, DSN phone, mobile phone, e-mail).

A company representative (will/will not) accompany the remains to Dover to complete the transfer to a local funeral home. (If COVID or other restrictions are lifted and allow a representative include name (First Middle Last), a U.S. Citizen, Passport #, SSN, mobile phone, e-mail). A theater evacuation escort request memo is attached.

Point of Contact for this request is the undersigned at (commercial phone, DSN phone, mobile phone, e-mail).

First MI. Last
Title
Company

CCR 638-1, 18 May 2022

APPENDIX B, Tab 4

Sample U.S. Citizen, CAAF Contractor MILAIR transport request from AOR to DAFB (Local Funeral Home)

Company Letterhead

Date:

Subject: Military Airlift (MILAIR) Request

Our employee (First Middle Last), a U.S. Citizen, Passport # (123456789), SSN (123-45-6789), passed away on (DD MMM YYYY) at (Location), (Combat or Non-Combat) related. The official death report has been made to the Theater Casualty Assistance Center or the supported Service's Casualty Office.

(Contract Company) currently forward headquartered at (Location, Country) requests opportune, non-interference reimbursable Military Airlift (MILAIR) to repatriate our fallen contractor to Dover AFB. The AFMES has not directed remains to AFMES. Upon arrival at DAFB, remains will be transferred on the flight line to (Name of Local Funeral Home) for preparation and transportation to the location directed by primary next-of-kin. The human remains transfer case(s) provided by the government must be returned to AFMAO by the funeral home transporting remains from Dover AFB within 72 hours to avoid the contractor being billed for the cost of the transfer case.

Our employee is categorized as Contractor Personnel Authorized to Accompany the Force (CAAF) and was working under Contract # (X99X9X-99-X-9999/9999). See employee's attached letter of authorization (LOA) and the contract page(s) indicating U.S. GOVT provided reimbursable mortuary affairs support and transportation.

Transportation Account Code (TAC) for billing is: (9999). This memo guarantees payment of reimbursable costs. Payment POC is (First MI. Last, title, company or department, commercial phone, DSN phone, mobile phone, e-mail). A Funds Verification and Use Authorization (FVUA) letter with sections 1 and 2 completed is attached and the electronic version will be e-mailed to TMAO for the additional electronic processing.

A company representative (will/will not) accompany the remains to Dover to complete the transfer to a local funeral home. (If COVID or other restrictions are lifted and allow a representative include name (First Middle Last), a U.S. Citizen, Passport #, SSN, mobile phone, e-mail). A theater evacuation escort request memo is attached.

Point of Contact for this request is the undersigned at (commercial phone, DSN phone, mobile phone, e-mail).

First MI. Last
Title
Company

CCR 638-1, 18 May 2022

APPENDIX C: SAMPLE MORTUARY AFFAIRS OFFICER APPOINTMENT MEMO

Unit Letterhead

OFFICE SYMBOL

Date: DD Month YYYY

MEMORANDUM FOR RECORD

Subject: Appointment of Mortuary Affairs Officers

Reference: CCR 638-1, *Mortuary Affairs Support*

1. Pursuant to CCR 638-1, the following personnel are assigned as the primary and alternate Mortuary Affairs Officers (MAO) to perform duties as outlined in the above regulation:

a. Primary: MAJ John Doe, Comm: +900-0-000-0000, DSN 318-430-XXXX, or e-mail john.b.doe.mil@mail.mil.

b. Alternate: MAJ Jane Doe, Comm: +900-0-000-0000, DSN 318-430-XXXX, or e-mail jane.c.doe.mil@mail.mil.


2. This memorandum supersedes any previous published memorandums.

3. My point of Contact for this request is MAJ Jack Doe, Comm: +900-0-000-0000, DSN 318-430-XXXX, or e-mail jack.d.doe.mil@mail.mil.

JERRY J. DOE
Major General, U.S. Army
Director of Operations

APPENDIX D: EXAMPLE THEATER EVACUATION ESCORT MEMO

Figure 5. Example Theater Evacuation Escort Memo



UNCLASSIFIED

DEPARTMENT OF THE XXXXXXXX

UNIT NAME

Unit Location

Unit Address

OFFICE-SYMBOL DD Month YYYY

MEMORANDUM FOR DIRECTOR, USCENTCOM DEPLOYMENT AND DISTRIBUTION OPERATIONS CENTER (CDDOC)

SUBJECT: Request for Fallen Hero Theater Evacuation Escort

1. The first general officer in the Deceased's chain of command has verbally approved **RANK LAST, FIRST (DOD ID Number)** be assigned to escort of the remains of **RANK LAST, FIRST (DOD ID Number)** through evacuation channels to Dover Air Force Base. (Enter the special circumstances requiring an escort-such as passenger is Next-of-Kin, Fiancé, or other rational for the exception to policy) Escort has been issued the attached TAD/TDY travel orders for this movement. I have read paragraph 2.10 *Theater Evacuation Escorts* and will ensure the requirements are adhered to by unit members and the escort.

2. The escort has been briefed to follow directions given by Mortuary Affairs personnel within the area of responsibility and the Port Mortuary at Dover Air Force Base, Delaware. Member's unit has made all ground transportation and lodging arrangements for the escort at the theater embarkation point, with camp commands at each evacuation lay-over, and at Dover Air Force Base. Escort will not possess any classified document or weapons throughout this movement. Air evacuation channels include times and locations that are not resourced nor staffed for passenger support. Accordingly, this command has coordinated life support (Billeting and Feeding) for our escort with the commands at each of these potential air evacuation locations:

<u>LOCATION</u>	<u>POC</u>	<u>24 HOUR CONTACT PHONE</u>

a. The following individual will meet our theater evacuation escort at Dover Air Force Base to provide emotional support, transportation and continued care while the Service Member reintegrates post-mobilization:

- 1) RANK LAST NAME, FIRST NAME
- 2) 24-hour contact information:

1

UNCLASSIFIED

Figure 5. (Continued)

UNCLASSIFIED

OFFICE-SYMBOL

SUBJECT: Request for Fallen Hero Theater Evacuation Escort

b. In accordance with DoDI 1300.18 and Section 1082 of Public Law 108-375, media coverage of deceased personnel returning to Dover Port Mortuary, including all interim stops, enroute to the point of final disposition, requires written approval of the Office of the Assistant Secretary of Defense for Public Affairs (OSD(PA)). Therefore, escorts are not permitted to photograph remains and repatriation activities or post such images to social media. Theater evacuation escorts must enforce this policy to ensure the Family's privacy is protected.

c. The command will ensure the escort does not contact the Primary Next of Kin (PNOK) or other family members prior to arriving at Dover Port Mortuary. The escort will not discuss viewability of Remains nor the circumstances of the incident with Family. The command understands the mental state of Service Members from theater can deteriorate due to survivor's guilt and other stressors, therefore theater evacuation escorts will not be required to meet with Family. This decision is the escort's to make upon arrival at Dover AFB if requested by Family.

d. The command understands that rapid repatriation of Remains takes precedence above concurrent escort travel. If an airframe does not have available passenger seating, the escort will be manifested on the next available flight in order to not delay evacuation of Remains.

e. As the unit commander, I affirm that the escort requested is mentally fit and capable of performing escort duties, is not scheduled to separate from Service within the next 12 months, and is released from theater.

3. The point of contact is Rank First Name Last Name, who can be reached by phone at (813) 529-XXXX or by electronic mail at john.a.doe.mil/civ/ctr@mail.mil.

UNIT COMMANDER (FIRST O6 IN CHAIN)
Signature Block

I have confirmed escort life support during evacuation has been coordinated.

CDDOC (O6 Level)
Signature Block

DISTRIBUTION:
Requesting Unit
Theater Evacuation Escort
CDDOC File Copy
TMAO, MARTS Copy
CCJ4-J43 JMAO

APPENDIX E: CONTRACTOR PERSONAL EFFECTS

1. Purpose. To provide guidance on the handling of PE for contractors whom die in the USCENTCOM area of Operations. The intent of this policy is to ensure proper support is provided to affected contract employees and their survivors
2. Applicability. This policy applies to all U.S. and Coalition units operating in the USCENTCOM AOR. JTF Commanders and Service Component Commanders are responsible for implementing this policy within their commands. CAAF are subject to MEJA and UCMJ.
3. References.
 - a. DoDD 1300.22, *Mortuary Affairs Policy*, Incorporates Change 2, 2 September 2021
 - b. DoDI 1300.29, *Mortuary Affairs Program*, 28 June 2021
 - c. DoDI 3020.41, *Operational Contract Support (OCS)*, Incorporates Change 2, 31 August 2018
 - d. AR 638-2, *Army Mortuary Affairs Program*, 13 July 2021
4. Policy. PE, also known as personal property for the living, for contractors that are medically evacuated from or die in a theater of operations will be immediately secured upon the contractor's death or departure from theater for safeguarding and proper disposition. Contractors are an integral force enabler and deserve proper handling of their PE.
 - a. Contractors medically evacuated out of a theater of operations. Personal property, for contractors that are medically evacuated out of a theater of operations with no expectation of returning will be immediately secured and joint inventoried by two company representatives within 24 hours of the employee's departure from theater. The senior company (employer) representative will confirm no UXO nor customs prohibited items are packed for shipment. PE will be carefully packed, secured in a durable container, and shipped within 72 hours by the employer to the location directed by the contract employee. Carrier shipment tracking will be used when available and provided to the employee. The inventory personnel's contact information will be included on the PE inventory. When an employment agreement exists that contradicts this guidance, the employment contract language will apply.
 - b. Deceased U.S. Citizen contractor's PE located on a U.S. Military base or at a place under the jurisdiction of the U.S. Military in a Theater of Operation; the commanding officer of the place or command shall permit the legal representative named on a decedent's duly executed will or the surviving spouse of the decedent, if present, to take possession of the effects of the deceased that are then in camp or quarters. If there is no legal representative or surviving spouse present, the installation commanding officer shall appoint a SCMO to collect the effects of the deceased that are then in camp or quarters. A joint inventory will be conducted by the SCMO and one company representative within 24 hours of death using a DD Form 1076. The SCMO will confirm no UXO nor customs prohibited items are packed for shipment. PE will be carefully packed, secured in a durable container, and delivered by the SCMO to the nearest MACP. The MACP will confirm no UXO nor customs prohibited items are present, will accept

CCR 638-1, 18 May 2022

the sealed containers from the SCMO on a chain of custody form, and coordinate military shipment of PE to the JPED. The inventory personnel's contact information will be included on the PE inventory. The JPED will prepare PE for delivery to the decedent's personal representative, NOK, or executor of the will as directed by the employer in accordance with the state laws in which the employee was a resident. The company will provide a POC name, phone number, and e-mail at the company or insurer whom JPED may coordinate payment of charges for the shipment to the NOK. Each shipping container will include a copy of the PE inventory and will be shipped without delay upon legal determination of the Person Eligible to Receive Effects (PERE) by the contract company as reported to the Service Casualty Office. Carrier shipment tracking will be used when available. The use of the JPED SCMO Checklist is highly encouraged.

c. Deceased non-U.S. Citizen, other country national, or local national contractor's PE located on a U.S. Military base or at a place under the jurisdiction of the U.S. Military in a Theater of Operation; the commanding officer of the place or command shall permit the legal representative named on a decedent's duly executed will or the surviving spouse of the decedent, if present, to take possession of the effects of the decedent that are then in camp or quarters. If there is no legal representative or surviving spouse present, the installation commanding officer shall appoint a SCMO to collect the effects of the decedent that are then in camp or quarters. A joint inventory will be conducted by the SCMO and one company (employer) representative within 24 hours of death using a DD Form 1076. The SCMO and senior company (employer) representative will confirm no UXO nor customs prohibited items are packed for shipment. PE will be carefully packed and secured in a durable container. Custody of the containers will be transferred to the contract company (employer). The inventory personnel's contact information will be included on the PE inventory. The contract company (employer) will prepare PE for delivery to the decedent's personal representative, NOK, or executor of the will as directed by the country laws in which the employee is a citizen. Each shipping container will include a copy of the PE inventory and will be shipped without delay upon legal determination of the PERE by the contract company (employer). Carrier shipment tracking will be used when available. The use of the JPED SCMO Checklist is highly encouraged. When an employment agreement language or host nation laws exists that contradicts this guidance, the employment contract or host nation laws will apply.

d. For contractor PE located in a Theater of Operation at a place off-base on the local economy not funded by nor under contract with nor under the jurisdiction of the U.S. Military; status of forces agreement or host nation laws prevail. The employer should permit the legal representative named on a decedent's duly executed will or the surviving spouse of the decedent, if present, to take possession of the effects of the decedent. If there is no legal representative or surviving spouse present and the employer provided billeting, the employer shall appoint two company representatives within 24 hours of death to conduct a joint inventory to collect the effects of the decedent that are then in the non-U.S. Government owned or contracted living quarters. The senior company (employer) representative will confirm no UXO nor customs prohibited items are packed for shipment. PE will be carefully packed, secured in a durable container, and shipped by the employer to the NOK, personal representative, or executor of the decedent's will as directed by the country laws in which the employee is a citizen. Each shipping container will include a copy of the PE inventory and will be shipped without delay upon the contract company's legal determination of the PERE. The inventory personnel's

contact information will be included on the PE inventory. Carrier customs clearance procedures apply and shipment tracking will be used when available. For non-U.S. Citizen CAAF or Non-CAAF contractor/employee PE consult with the U.S. Embassy in the respective country for specific guidance. When an employment agreement language or host nation laws exists that contradicts this guidance, the employment contract or host nation laws will apply.

e. Reimbursable Support for PE shipments from austere locations to destinations other than JPED; Contractors are generally responsible for providing their own logistical support. However, in austere, uncertain, and/or hostile environments where commercial shipping or postal operations are not available at the location of PE, the DoD may provide logistical support to transport PE accompanied by a company (Employer) representative to the first nearest location with commercial shipping services or U.S. Postal operations to enable the employer to ship PE. CAAF may receive Government-furnished support commensurate with the operational situation in accordance with the terms and conditions of their contract.

5. Responsibilities.

a. U.S. Military Commanders or Civilian Leadership with contractors assigned.

(1) Assign a Summary Courts-Martial Officer/Inventory Officer when required under Reference (k) to care for the contractor's PE.

(2) Ensure a report of death is completed with the TCAC or Service Casualty Office for any contractor who becomes seriously ill or injured, very seriously ill or injured, or deceased.

b. Employers of contractors supporting the DoD.

(1) Assign an employee to assist the appointed Summary Courts-Martial Officer/Inventory Officer with joint inventory when required under Reference (k) to care for the contractor's PE.

(2) Collect PE from non-U.S. controlled areas where the employer maintains jurisdiction through lease or agreement and provide to appropriate NOK when spouse is not present.

(3) Coordinate with U.S. Embassy, host nation or Parent nation as applicable to recover and provide disposition for PE when PE is located in an area not controlled or under the jurisdiction of the U.S. government nor employer.

c. MACPs or TMEP. Accept PE for covered contractors for shipment to JPED. HHG such as furnishings, refrigerators, and wash machines will be processed through the contract company's normal transportation channels. HHG will not be processed through MACPs, TMEP, or JPED.

6. Point of Contact. The point of contact for this policy is the CCJ4-J43 CUOPS Division who can be reached at: SIPRNet: centcom.macdill.centcom-hq.mbx.ccj4-jmao@mail.smil.mil, or NIPRNet: centcom.macdill.centcom-hq.mbx.ccj4-JointMAO@mail.mil.

APPENDIX F: JOINT PERSONAL EFFECTS DEPOT SUMMARY COURT-MARTIAL OFFICER CHECKLIST

Figure 6. Joint Personal Effects Depot Summary Court-Martial Officer Checklist

*** The most current copy may be obtained by contacting the JPED directly ***

**Contingency Operations Summary Court Martial Officer (SCMO) Checklist
For the Processing of Personal Effects (PE)**

*Read everything before doing anything! This will save time and increase accuracy. If you have questions, call the Joint Personal Effects Depot (JPED) at Comm 302-346-7965 or DSN: 312-366-7965, or by email: jppe.pa@us.af.mil.

PE Inventory for: _____
Soldier Name (Last, First, MI) Rank

DoD Identification Number _____ Unit _____

BEFORE YOU START: SCMO should be available for questions and not scheduled to ETS before 365 days.

___ CONTACT your unit Mortuary Affairs (MA) LNO to assist you with the entire PE process.

___ CONTACT the deceased Soldier's deployed command to inquire if the Soldier had access to classified materials or if the command suspects the Soldier may have classified materials on any personal electronic media devices. Did command indicate probability? YES NO (circle one)

___ INITIAL each step as you work thru the checklist.

___ YOU MUST designate an assistant to help you collect and inventory the PE. (Recommend your assistant be a supply Soldier or clerk, if available).

___ PRINT info below: use a .mil email that will be accessible during and after deployment.

SCMO Rank and Name:	
E-Mail: _____	DSN Number ()
Assistant Rank and Name:	
E-Mail: _____	DSN Number ()
Command POC:	
E-Mail: _____	DSN Number ()

___ COMPLETE THE INVENTORY **WITHIN 12 HOURS** FOLLOWING THE INCIDENT using this checklist as a guide. (Example memoranda are at end of checklist)

___ BEFORE YOU BEGIN, make sure you have these documents:

- a. DD Form 1076, Record of Personal Property / Personal Effects
- b. CENTCOM Customs Permitted and Prohibited Items List (see page 6)
- c. Example: Memorandum of Destruction of Personal Effects – available from Theater Mortuary Affairs Office (TMAO)

February 2018 Page 1 of 7

Figure 6. (Continued)

- d. Example: Memorandum for NO Unexploded Ordnance – available from TMAO
- e. Example: Memorandum for NO OCIE – available from TMAO
- f. SCMO Checklist, computer, and blank CD

Note: A copy of the checklist can be stored on a CD for SCMO use so that web access is not required.

Note: DO NOT release any of the PE documentation to anyone other than the Mortuary Affairs Collection Point (MACP), AHRC, or the Joint Personal Effects Depot (JPED).

- ___ **OBTAIN** the following items to bag, tag, and secure the PE for shipment:
 - a. Clear plastic (freezer) locking bags and garbage bags of various sizes.
 - b. Enough footlockers to secure **ALL** of the PE. **OVERSIZE** items will be secured as well as possible. Otherwise, all items will fit in a lockable or sealed container.
 - c. Permanent markers, index cards, and reinforced tape to identify items and containers.
 - d. Packing materials, such as newspaper, bubble wrap, etc.
 - e. Padlocks for each footlocker (200 series locks are preferred, NSN 5340-00-158-3807).
 - g. Serialized metal seals are available at the Mortuary Affairs Collection Point (MACP).
- ___ **NUMBER** the footlockers using the index cards and a permanent marker. Tape a card with the phrase "Personal Effects of _____, Box ___ of ___." (e.g., 1 of 2, 5 of 6) on both the *outside and inside* of the footlockers. Refer to this number on all the DD Forms 1076 for the PE in that container (e.g., Box 1 of 6).
- ___ **CHECK WITH** the Soldier's NCOIC, OIC, roommate, friends, acquaintances, work site, supply room, local laundry, sewing facility, and any other locations the Soldier may have stored PE. Identify any items that may have been loaned to, or borrowed from, another person, or stored at other locations in-theater. Include any items that you cannot retrieve quickly (within 12 hours) in a subsequent inventory.
- ___ **IF YOU OBSERVE** any tampering or theft of PE during any stage of the inventory process immediately inform your commander and the military police.

THINGS NOT TO DO:

- ___ **DO NOT COMMUNICATE WITH ANY PERSON OTHER THAN THOSE INVOLVED IN THE MA PROCESS, AND DO NOT SHIP ANY PE TO ANY LOCATION OTHER THAN TO THE MORTUARY AFFAIRS COLLECTION POINT (MACP).**
- ___ **DO NOT** open or read diaries, personal letters, or any other personal entries. If a diary or book appears to have other material "sticking out," describe the item by its external appearance and annotate "with unviewed items sticking out of it," and place in a sealed plastic bag. Send it all to the MACP.
- ___ **DO NOT** attempt to clean soiled clothing or PE in-theater. *Place soiled items in plastic bags* and ship with the PE. Attach a tag stating that the enclosed items "need to be cleaned." Per Army Policy these items may be cleaned only at the JPED, if the Person Eligible to Receive Effects (PERE) desires the items be cleaned.

Figure 6. (Continued)

- ___ DO NOT store PE or perform the inventory in a room to which the Soldier's roommate or others have access. It is important to limit access to the room during the inventory. If the roommate needs anything from the room, it can only be done under direct observation by you and your assistant.
- ___ DO NOT attempt to pay or collect any local debts of the deceased Soldier. Prepare a Memorandum for Record (MFR) only, and send the MFR to AHRC- PDC-C (address below). AHRC will ensure that the home station SCMO updates and reports the debt to the PERE.

THINGS TO BE REMOVED:

- ___ REMEMBER the JPED will remove and store any questionable items that could embarrass or cause added sorrow for the Soldiers' Family, to include any sexually questionable material. Any items removed are held for six months at the JPED. If no inquiry is made for the return of removed items, they will be destroyed by the JPED after six months.
- ___ REMOVE all mission critical or hazardous items, such as: night vision goggles, optics, weapons, munitions, masks, radios, compasses, military GPS equipment, government satellite cell phones, classified documents, explosives, ordnance, flammables, or other hazardous materials.
- ___ REMOVE all government issued OCIE/TA-50 or unit equipment and turn in to the unit supply. Provide the MACP a copy of the DA Form 3645 showing OCIE turned-in to unit supply.
- ___ REMOVE flammables such as butane lighters and perishables such as food items. List them on a destruction memo as destroyed. **Do Not Send Items That Will Spill, Melt, or Ignite.**
- ___ IF you discover any war souvenirs, illegal drugs, or alcohol during the inventory, inform your Commander. Transfer or removal of these items will be documented by MFR.
- ___ IF any other investigative agency (e.g., Military Police, CID) takes custody of any of the Soldier's PE, get a receipt for the items. Include copies with the inventory. Attach a summary of the actions taken on an appropriate MFR.
- ___ BE sure to include a supporting document for all removed items (e.g., memorandum of destruction, DA 3645 for turn-ins, CID/MP receipt, DA Form 4137, or MFR).

CONDUCT THE INVENTORY:

- ___ COLLECT AND SAFEGUARD all of the Soldier's PE located in places under the Army's jurisdiction or control until it has all been transferred and receipted to the MACP.
- ___ IMMEDIATELY RECOVER any items separated from the Soldier at the time of the incident such as individual body armor (IBA), outer tactical vest (OTV), helmet, or personal effects on the human remains that were returned to unit or removed at a medical facility. Tag these items (name and full SSN) and deliver them to the MACP immediately. The MACP sends

Figure 6. (Continued)

these items to the Dover Port Mortuary. Do not include full SSN on the outside of any package.

- ___ **CHECK** all items for UXO and remove them if found. Handheld wands/scanners must be used to ensure all possible UXO are identified.
- ___ **ENSURE** all items are packed in an orderly manner with sufficient packing materials to protect the personal effects from damage while in transit. Use any available bubble wrap, packing materials, or clothing items within the PE (towels, shirts, etc.) to wrap and protect electronic or fragile items (laptops, hard drives, cellphones, game consoles, etc.), and place in the middle of the containers. Do not place at the top or bottom of the containers to preclude damage to these fragile items.
- ___ **INCLUDE FOR ALL ITEMS WHEN AVAILABLE:** the item number, manufacturer, brand name, serial number (SN), and model number. If the item is damaged, dented, scratched, not operational, etc., include that information in the description (e.g., 1ea. Laptop computer, black in color, inscribed Sony, SN: 1234567, damaged.)
- ___ **BE SURE** to look at receipts for things that the Soldier may have bought at the PX and locate those items to ensure MP3 players, CDs, DVDs, and game cartridges, etc. are returned to the PERE.
- ___ **INVENTORY**, describe, and ship all damaged, smashed, broken, dented, etc., items.
- ___ **EXERCISE EXTREME CARE** when describing items of intrinsic or sentimental value. When describing jewelry, rings, precious stones, valuable papers, keepsakes, etc., avoid using terms such as "diamond," "gold," and "platinum," without qualifying remarks. The description of jewelry should include only the color of the metal (not the metal content), presence and color of stones, if any, and all inscriptions (e.g., "ring, yellow in color, inscribed JHS, with stone blue in color").
- ___ **INVENTORY** cash, important personal documents, papers, bank and credit cards, all other currency, Government checks, personal checks, and savings bonds separately.
 - For cash: record the amount and type of currency, including any AAFES POGS: e.g., 5 ea. \$20 bills (include serial numbers), 2 ea. quarters, 3 ea. 50 cent coins.
 - For credit, debit, and ATM cards: list the company or bank that issued it, card holder name, the last eight digits of the serial number, and the expiration date.
 - For unused personal checks and any checks to the Soldier: list the name of the bank, account holder, and the check numbers; e.g., "2126 thru 2150". Ensure to list if any of the checks in the series are missing from the checkbook, e.g. "2126 thru 2150, missing 2128".
 - For any personal or Government checks, or savings bonds: indicate the type, dollar amounts, serial numbers, and the payer's name in the remarks section of the inventory form.
 - Describe any other items that could be redeemable for cash (e.g., Gift Card - AAFES)
- ___ **RETURN** all unopened letters and packages after notification has been completed to all Next-of-Kin to the Post Office marked "Return to Sender."

Figure 6. (Continued)

____ SIGN an MFR stating that you have removed all ordnance, munitions, explosives, and flammables after you complete the inventory. Place a copy in each PE container.

SHIPPING ACTIONS:

____ **MAKE 4 COPIES** of your appointment order, no UXO Memorandum, no OCIE Memorandum, Destruction Memorandums, complete inventory, DA Form 3645 OCIE turn-in, any other MFRs, and this checklist completed up to "Final Actions." All these documents should be in packet form, consisting of one copy of each underlined item.

____ **MAKE A CD** of the completed SCMO Template, and print out 4 copies of the complete inventory from the CD to meet the above requirement. The CD will be hand delivered along with the PE to the MACP for upload into the Mortuary Affairs Tracking System (MARTS).

____ **PLACE A NUMBERED COPY** of the DD Form(s) 1076 in each corresponding numbered footlocker. Place a copy of all the completed inventory documentation in a sealed envelope marked "entire inventory", and secure it to **THE OUTSIDE** of footlocker #1.

____ **TAPE A LABEL** and place it on the outside of each PE footlocker with the following phrase, "Effects of KIA (Name/Grade, Soldier's DOD ID number/EDIPI, and Organization)".

____ **LOCK** each container with padlock or zip-tie, and secure the PE until you can deliver it to the MACP. The MACP will place Tamper-proof seals on each PE container/footlocker.

____ **PERSONALLY ESCORT** the PE to the MACP within 72 hours from the date of the incident. If you are unable to meet this suspense, or if you must conduct subsequent inventories, notify your chain of command, then contact the JPED at Comm 302-346-7965 or DSN 312-366-7965, or send an email message to: jped.pa@us.af.mil.

____ **REMAIN WITH THE PE** until the MACP signs for the footlockers. Get a receipt memorandum from the MACP for the number of PE footlockers or containers you delivered. The memorandum must include the serial numbers of any seals placed on the PE containers.

FINAL ACTIONS:

____ **RETURN** any excess packing materials to your supply section when you have finished.

____ **AFTER COMPLETING** all the steps of this checklist, you and your assistant must sign the certification statement at the bottom of this page.

____ **E-MAIL** a copy of the MACP receipt you received when the PE was delivered to the MACP to: jped.pa@us.af.mil.

____ **MAIL** the original signed inventory and checklist of the **DECEASED** Soldier's PE to AHRC-PDC-J at the address below. These items will be included in the Individual Deceased Personnel File (IDPF). Be sure to retain copies for your appointing authority and your own files.

Figure 6. (Continued)

OUR ADDRESS: CDR, Joint Personal Effects Depot
 (Attn: Operations/Mr. Delgado)
 122 Purple Heart Drive
 Dover AFB, Delaware 19902

Remember that YOU CAN RECONCILE any SCMO inventory related questions by calling the JPED at: Comm 302-346-7965 or DSN: 312-366-7965, or by email: jped.pa@us.af.mil.

The JPED SCMO will contact you, if needed, to reconcile any issues with the PE inventory.

JPED will notify the POCs listed on page one if no discrepancies are noted. This allows your command to release you from your assignment as that Soldier's Theater SCMO. Identified discrepancies must be reconciled before you are released from SCMO duties.

We certify a complete inventory of the above referenced Soldier's Personal Effects was completed in accordance with this checklist with the SCMO and Assistant, who were present at all times. This Soldier's Personal Effects have been properly secured while under our custody and control, and that we have complied with the provisions of every item on this checklist, unless noted where applicable.

 Signature Date
 SCMO

 Signature Date
 SCMO Assistant

The Following Extract is published as a Guide for Theater Inventory use only.
 (Extracted from the USCENTCOM Customs Permitted and Prohibited Items list, as of 18 Jan 06.)

Proper use of this extract / guide will ensure compliance with the Customs Pre-screening program.

Use of this extract / guide is not intended to cause delays in the inventory, packing, and shipping of Personnel Effects of Deceased or Evacuated personnel.

CUSTOMS PROHIBITED ITEMS			
ITEM	Source	ITEM	Source
BRASS KNUCKLES	TSA	Animals(Live/Dead/Parts)	4500/USDA
KUBATON	TSA	INSECTS	4500/USDA
ASPS	UNL	Fresh Fruits or Vegetables	4500/USDA
Martial Arts Weapons	TSA	HUMAN BODY PARTS	UNL
BLACKJACK	TSA	EGGS	4500/USDA
LIGHTER	TSA	PLANT FOODS	4500/USDA
SWITCHBLADE *	TSA/4500	Un-tanned Skins/Hides	4500/USDA
GRAVITY KNIFE *	09-528	TATAMI MATS	4500/needs permit
CONCEALED KNIFE *	09-528	LIVE PLANTS	4500/USDA
* NON-MILITARY ISSUE		CAMEL SADDLES	4500/USDA
BB GUN	TSA	SAND	UNL
COMPRESSED AIRGUN	TSA	SOIL / EARTH	4500/USDA
Non-Military Weapons	GO 1 BRAVO	Green / Bamboo Sugar	USDA

Figure 6. (Continued)

FLARE GUNS	TSA	ALCOHOL Beverages	GO 1 BRAVO
GUN LIGHTERS	TSA	CUBAN CIGARS	4500/Embargoed country
GUNPOWDER	TSA	ARTIFACTS	FRAGO 619/09-528
FIREARM PARTS	TSA	CLASSIFIED MATERIAL	Memo from 377 th
ITEM	Source	ITEM	Source
STARTER PISTOLS	TSA	Counterfeit Currency	4500
AEROSOL CANS	TSA	GAMBLING DEVICES	UNL
FUELS	TSA	Controlled Substances	4500/GO 1 BRAVO
GAS TORCHES	TSA	Treasonable/Seditious items	UNL
TURPENTINE/THINNER	TSA	DRUG Paraphernalia **	4500
Realistic Explosive Replicas	TSA	** Hookah Pipes without residue allowed	
CATTLE PROD	TSA	EXPLOSIVE MATERIAL	4500
PORNOGRAPHIC Material	4500/GO1Bravo/09-528	Destructive Devices	4500
AMMO	TSA/09-528	CORROSIVE LIQUIDS	USDA

PERMITTED ITEMS FOR CARRY ON OR CHECKED

Cigar Cutters, Cork Screws, Cuticle Cutters, Eye Lash Curlers, Sewing Needles, Nail Clippers, Nail Files, Toy Weapons (Unrealistic), Umbrellas, Tweezers, Canes, Camcorders, Camera Equipment, Mobile Phones, Laptop Computers, Paggers, PDA, Heat Treated Wood.

AUTHORIZED SOUVENIRS PER GENERAL ORDER 1, DATED 12 FEBRUARY 2005

Helmets and head coverings; bayonets; uniforms and uniform items such as insignia and patches; canteens, compasses, rucksacks, pouches, and load bearing equipment; flags; military training manuals, books, and pamphlets; posters, placards, and photographs; or other items that clearly pose no safety or health risk and are not otherwise prohibited by law or regulation.

All items are subject to the war souvenir retention process and must be reviewed by the appropriate reviewing officer.

War Souvenir Retention Forms:
DD Form 603-1
War Souvenir Registration/Authorization Form 603-1

APPENDIX G: REPATRIATION OF DECEASED MILITARY WORKING DOGS

1. Purpose. To provide interim policy based on past practices until the DoD publishes joint policy on repatriation of deceased MWDs from all deployed locations. The intent of this policy is to provide dignity and honor for the deceased MWD during repatriation within the constraints of deployed locations.

2. Applicability. This policy applies to all U.S. and Coalition units operating in the USCENTCOM AOR. JTF Commanders and Service Component Commanders are responsible for implementing this policy within their commands.

3. Policy. Deceased MWDs in the USCENTCOM AOR will be evacuated to Kuwait for cremation to enable onward movement to their home station when no cremation or medical incineration facilities are available at the place of death (See Tab 1 for approved alternate medical incineration facilities and Tab 2 for medical incineration facilities standards of care). If co-mingled with HR, canine remains will be evacuated with HR to Dover AFB for AFMES DNA analysis and separation. Clearly distinguishable MWD remains are placed in a separate transfer case.

a. MWD is defined as a canine with a DoD Tattoo or a Special Operations Forces managed canine. Contract companies are responsible for the repatriation of their deceased Working Dogs at no additional cost to the Government. U.S. Forces with MWDs should become familiar with the nearest U.S. Army veterinary unit's location. Veterinary units in the USCENTCOM AOR will assist with the disposition of deceased MWDs within the USCENTCOM AOR.

b. Forward deployed Veterinary Corps Officers (VCO) at Role 2 Veterinary Treatment Facilities (VTF) will stock two remains Pouches type 2A (NSN 9930-01-331-6244), one commercially available container large enough to accommodate a MWD and one commercially available temporary cremation urn kit (plastic temporary urn, shipping box, plastic liner bag, and twist tie) per MWD in quantities to support 10 percent of the MWDs assigned to their care. The U.S. Postal Service offers a Cremated Remains Animal Kit 2 (CRE_P2) that may be pre-ordered on the U.S. Postal Service website by VCOs. The kit contains the outer mailing box, package sealing tape, bubble cushion, and a self-sealing plastic bag for a secondary containment for the transport urn (not included).

c. MWD handlers are responsible for recovering their assigned MWDs who become deceased in a deployed location. The U.S. Forces to which the MWD team was attached are responsible for recovery if the handler is not able. MWDs are placed in a remains pouch and then placed in non-class I refrigeration for preservation, if available, while awaiting transportation to a VTF. If no refrigeration is available, the most appropriate container available will be used with ice to aid in preservation. Place the MWD in a remains pouch and then into the container. Add a sufficient amount of ice to assist in preservation. If neither is available, the kennel may be utilized with the MWD placed in leak-proof bags and a blanket overwrap before placing in the kennel for transport. A U.S. Flag may cover the fallen MWD during evacuation. The MWD should be transferred to refrigeration or an iced container as soon as available.

CCR 638-1, 18 May 2022

d. The VCO who is treating the MWD at the time of death or is first to access the MWD after death should perform a post-mortem examination as soon after death as possible. Post-mortem results will be reported to the MWD Trauma Registry to aid in research to improve survivability of deployed MWDs. The level of examination and shipping tissues for routine data collection is dependent upon available shipping capability from the deployed location and most current guidance from the veterinary services. MWD Microchip number will be validated where reasonably possible and included on all disposition documentation. The MWD parent organization is responsible for notifying the DoD MWD Chief at Lackland AFB to remove the MWD from the rolls. VCO should secure and finalize the MWD deployment record and start chain of custody to ensure it is uploaded to Veterinary Services Systems Management, the electronic Veterinary Health Record.

e. VCOs will become familiar with the nearest cremation facility or clean incineration facility that will accept MWDs and where funding has been coordinated. The current list of USCENTCOM deceased MWD approved medical incineration or cremation sites may be found at Tab 1 of this Appendix G or from the USCENTCOM POC in Paragraph 5. Clean incineration is defined as: The process in which an incinerator is completely cooled and cleaned before the MWD is cremated to ensure no foreign debris are comingled with MWD cremated remains. This ensures dignity and honor for the MWD within the constraints of deployed locations. Standards of Care may be found in Tab 2 of this Appendix G. The VCO or Animal Care Specialist (MOS 68T) assigned by the VCO will supervise the cremation or incineration and collection of MWD cremated remains into the temporary cremation urn kit if permitted by the facility. VCO will provide a death certificate and memorandum for record to accompany the cremated remains stating that a clean incineration of remains was accomplished and the remains pose no health hazard (zoonotic). If the MWD parent organization provided an escort to receive the cremated remains, the VCO will transfer the packaged cremated remains and documents to the escort so they may hand-carry to the parent organization for repatriation. Escort must be prepared to show these documents to customs upon departing Kuwait and upon arrival in the CONUS. If the MWD parent organization desires shipment, the VCO will transfer the urn and shipping materials to the handler or kennel master who will prepare the temporary cremation urn for MILAIR transport (with a copy of the documents inside the urn shipping box and a second copy affixed to the outside of the box) to the address requested by the MWD unit and deliver the package to the nearest Transportation Management Office on the flight line for MILAIR shipping.

f. If no facilities exist in the location of MWD death, the U.S. Forces to which the MWD team was attached or operating with will coordinate transportation to Kuwait with the Component Service Validator and CJOA J4 for intra-theater airlift. Utilization of either the Channel Routes or the air casualty evacuation procedures used for HR to recover the MWD to Kuwait Theater Mortuary Evacuation Point are authorized by the USCENTCOM intra-theater transportation Letter of Instruction. Both handler/escort and the fallen MWD should be moved together by the most expedient method available. If veterinary refrigeration and ice is not available during evacuation delays, MA refrigeration units may be used when no HR are present. Concurrently, the CJOA J4 will contact Area Support Group-Kuwait (ASG-KU) VCO at Camp Arifjan to prepare for receiving the MWD and to coordinate cremation. The handler, escort, or MWD parent organization will provide the ASG-KU VCO the address/base and POC contact information in writing for the MWD parent organization where the cremated remains are to be

shipped or the name and contact information for the Service member who will be hand carrying the cremated remains released by the ASG-KU VCO. If necessary due to personnel availability or loss of clean cremation capability in Kuwait, the ASG- KU VCO may coordinate with another VCO to perform these duties on a case-by-case basis. This is authorized only if the accommodating VCO's unit agrees and funding is coordinated.

4. RESPONSIBILITIES. Proper dignity and honor for a fallen MWD requires a team effort. The following organizations are required to implement procedures to support this policy.

a. U.S. Forces operating with MWD teams.

(1) Become familiar with the nearest Role 2 VTF location to their operating area and the mortuary affairs evacuation procedures for their operating area. Be prepared to self-recover MWD and evacuate using established procedures to nearest cremation or incineration facility or Camp Arifjan for cremation if one does not exist near the location of death. Coordinate a handler, kennel master or unit representative to receive the urn after cremation.

(2) Stock remains pouches or other suitable biological containment bags large enough for MWDs operating with the command for self-recovery.

b. VCOs.

(1) Forward deployed VCOs will order the items listed in the policy and maintain stocks.

(2) Forward deployed VCOs should consider if an MWD with a terminal medical condition may be transported to Veterinary Medical Center Europe or CONUS Home Station if it would not be considered inhumane to delay euthanasia. This alternative minimizes the challenges of repatriating the MWD.

(3) Forward deployed VCOs will explore alternate cremation sites suitable for deceased MWDs closer to their VTF that become available and are encouraged to report and nominate them to Camp Arifjan ASG-KU VCO and USCENCOM POC in paragraph five. Incinerators currently contracted for other uses may not be utilized for MWD clean cremation unless the contract allows for this use

(4) Camp Arifjan ASG-KU VCO will maintain visibility of the International Veterinary Hospital's cremation service and report any service disruptions to the USCENCOM/USARCENT Veterinarian and the USCENCOM POC in paragraph six.

(5) Camp Arifjan ASG-KU VCO will monitor the evacuation status and be prepared to receive MWD from evacuation assets to temporarily store deceased MWD until cremation can be accomplished.

(6) Prepare a death certificate if one did not accompany the MWD.

(7) Ensure cremated remains are packaged in the temporary cremation urn and transferred to the handler/escort/kennel master to carry or ship by MILAIR to the location designated by the MWD parent organization. Prepare a memorandum for record to accompany the cremated

CCR 638-1, 18 May 2022

remains stating that a clean incineration of remains was accomplished and the remains pose no health hazard (zoonotic) nor contain any item of United States Department of Agriculture agricultural concern.

c. Area Support Group-Kuwait.

(1) Develop a method of payment for the sole animal cremation facility in Kuwait, the International Veterinary Hospital, and ensure the cremation facility receives payment for cremation services.

(2) Initiate a contract modification to the incinerator contracts to allow for clean incineration/cremation as a secondary capability when incinerators described in Tab 2 to this Appendix G are identified and nominated.

d. Mortuary Affairs Collection Points, Transfer Points or Evacuation Points.

(1) Be prepared to utilize refrigeration capabilities to temporarily store MWDs until cremation, if VCO does not have refrigeration capability. MWDs should be isolated from HR.

(2) Provide assistance in scheduling evacuation and completing movement when requested.

5. POINT OF CONTACT. The point of contact for this policy is the CCJ4-J43 OPS Division who can be reached at: SIPRNet: centcom.macdill.centcom-hq.mbx.ccj4-jmao@mail.smil.mil, or NIPRNet: centcom.macdill.centcom-hq.mbx.ccj4-JointMAO@mail.mil. J43 Group Phones are Commercial: 813-529-3453, DSN: 312-529-3453, SVoIP: 302-529-3453

Tab 1: United States Central Command Military Working Dog, Approved Alternate Medical Incineration or Cremation Sites, As of 2 NOV 2021

Location:	
Contractor Officer Representative (COR):	
COR DSN:	
COR Email:	
Contractor:	
Address/Base:	
Email:	
Phone:	
Contract Number:	
Contract expiration Date:	

Location:	
Contractor Officer Representative (COR):	
COR DSN:	
COR Email:	
Contractor:	
Address/Base:	
Email:	
Phone:	
Contract Number:	
Contract expiration Date:	

Location:	
Contractor Officer Representative (COR):	
COR DSN:	
COR Email:	
Contractor:	
Address/Base:	
Email:	
Phone:	
Contract Number:	
Contract expiration Date:	

CCR 638-1, 18 May 2022

Tab 2: USCENTCOM MWD MEDICAL INCINERATION FACILITY STANDARDS OF CARE

1. Purpose. To establish policy based on best practices to provide alternate cremation capability for deceased MWDs in the USCENTCOM AOR. The intent of this policy is to provide dignity and honor for the deceased MWD during alternate cremation within the constraints of deployed locations. This policy recognizes the limitation on facilities available in the USCENTCOM AOR while providing a capability to meet or accomplish customs exportation or repatriation requirements.

2. Applicability. This policy applies to all United States (U.S.) and Coalition units operating in the USCENTCOM AOR. JTF Commanders and Service Component Commanders are responsible for implementing this policy within their commands.

3. Policy. Customs, mailing and shipping regulations require deceased MWDs to be cremated to enable the MWD's repatriation to CONUS or other country for final disposition. Military and contracted medical waste incinerators may offer a capability to ensure MWDs can be brought home after enduring the ultimate sacrifice. The following standards ensure the most respectful cremation of MWDs can be accomplished:

a. The use of a medical waste incinerator as an alternate cremation capability must be coordinated with the contracting officer (KO) or contracting officer representative (COR) supervising the contract for which the medical waste incinerator performs. Military commanders must approve the use of government owned medical waste incineration equipment operated by military members in their command.

b. A nomination is sent to the USCENTCOM JMAO to request the site be added to the approved alternate cremation site list. Documentation is submitted showing POCs information as listed on Tab 1 to this Appendix G and confirmation that coordination has been completed to ensure no unexpected costs to the government will be incurred and the contractor can perform MWD cremation in an honorable and respectful manner.

c. The single chamber, single burn medical waste incinerators, such as the Medi-Burn units, are most appropriate for effecting the cremation of an MWD. Multi-chamber continuous feed medical waste incinerators do not provide the level of respect and honor MWDs deserve.

d. The nominated medical waste incinerator must be capable of providing these minimum standards of care:

(1) Capable of allowing the MWD to be respectfully placed in a cool single chamber or feed by a mechanical system into a pre-heated single chamber and the ability to recover the cremated remains upon cooling. (Chambers utilizing blowers that would disturb and dissipate the cremated remains preventing a minimum 95% recovery of cremated remains would not meet requirements)

(2) Contract company or commander has procedures in place to assure chain of custody.

(3) Contract company or commander assigns a qualified, trained and experienced operator for the equipment used to conduct the incineration / cremation.

(4) Capability performing a pre-cleaning of the cold chamber to remove 95% of all loose ash and metallic waste before placing the MWD in the chamber.

(5) Capability of incineration at 1800 degrees Fahrenheit with expected recovery of 95% of cremated WMD remains.

(6) Capability to complete the incineration / cremation in one operation cycle.

(7) Capability to allow the MWD handler to witness the incineration / cremation if desired and if allowed within contract or military unit safety limitations.

(8) Capability to recover approximately 95% of cremated remains into a temporary transfer urn provided by the military animal care specialist, MWD handler, or unit representative.

(9) Medical waste incinerator has passed any required inspection or certification.

(10) Medical waste incinerators utilized for stray deceased animals allow a capability to perfect procedures and times to ensure complete cremation of animals the size of an MWD.

e. The processes developed at each alternate cremation location will include:

(1) MWD escort (Handler, unit representative or VET Staff) will schedule a date and time convenient for the contract company or military unit commander to avoid interruptions to their operations.

(2) Medical waste incinerator operator will provide an estimate of time required to complete the cremation based on the medical waste incinerator's rated pounds per hour capabilities and historical cooling time needed after the cycle. *Note: Pounds per hour means if the MWD is 100# and placed in a chamber certified for 50# per hour, it should run at least 2 hours to insure complete cremation of material.

(3) Medical waste incinerator operator will ensure the chamber of the medical waste incinerator is completely clean (vacuum or use blower) prior to introducing the MWD for cremation.

(4) MWD escort will bring MWD to Cremation location contained in leak proof bags. Prior coordination should be made with the operator to determine if the HRP's are able to be incinerated in their medical waste incinerator. The metal bindings may prevent incineration of the HRP. The best practice is to ensure the MWD is prepared within a leak proof bag within the HRP.

(5) MWD escort will certify that no UXO is present and will provide a temporary transfer urn into which the cremated remains will be placed.

CCR 638-1, 18 May 2022

(6) MWD escort deserves the military unit or the contractor's attention and empathy while they are at the facility. Non-standard hours may be used to avoid a need to rush the cremation and if more convenient for the military unit commander or the contractor to avoid additional costs that a service interruption may incur.

(7) Handle the MWD with the highest dignity, honor, and respect.

(8) Allow escort to place MWD in the chamber if desired and if safety protocols allow. Escorts should be allowed to witness the cremation if desired and protocols allow even if positioning at a lengthy distance is required.

(9) The contractor operator will allow the medical waste incinerator to thoroughly cool and then recover the cremated remains of the MWD as much as possible and place in the temporary transfer urn provided by the MWD escort.

(10) Refer to the MWD as "ready to go home" after cremation services are rendered.

(11) Always maintain a professional composure.

(12) The MWD escort will receive the cremated remains from the contractor operator.

(13) The contractor operator will completely clean (vacuum or use blower) the chamber of the medical waste incinerator prior to introducing next MWD for cremation.

4. Responsibilities. Proper dignity and honor for a fallen MWD requires a team effort. The following organizations are required to implement procedures to support this policy.

a. U.S. Forces operating with MWD teams.

(1) Become familiar with the potential medical waste incinerators in the operational area to provide a nomination as an alternate cremation location to the POC office in paragraph 5.

(2) Provide a command representative to accomplish MWD cremation coordination if the MWD Handler is unable to perform the duties. Ensure directions provided by the VCO or Animal Care Specialist (MOS 68T) are followed.

b. VCOs.

(1) Forward deployed VCOs will assist the MWD escort in coordinating cremation.

(2) Stock temporary transfer urns and shipping over-boxes and provide to MWD escort to facilitate transport of the MWD cremated remains to the final destination.

(3) Ensure cremated remains are packaged in the temporary cremation urn and transferred to the handler/escort/kennel master to carry or ship by MILAIR to the location designated by the MWD parent organization. Prepare a memorandum for record to accompany the cremated remains stating that a clean incineration of remains was accomplished and the remains pose no

health hazard (zoonotic) nor contain any item of United States Department of Agriculture agricultural concern.

(4) Become familiar with the potential medical waste incinerators in the operational area to provide a nomination as an alternate cremation location to the POC office in paragraph 5.

c. Component Operational Contract Support Integration Cell

(1) Coordinate with cognizant contracting officer to ensure use of medical waste incinerator would not obligate additional costs to the government or such additional costs are captured, approved, budgeted and paid.

(2) Develop COR checklists to ensure contractor performance of duty.

d. Theater Mortuary Affairs Office, Mortuary Affairs Collection Points, Transfer Points or Evacuation Points.

(1) Be prepared to utilize refrigeration capabilities to temporarily store MWDs until cremation, if VCO does not have refrigeration capability. MWDs should be isolated from HR.

(2) Provide assistance in scheduling evacuation and completing movement when requested.

5. Point of Contact. The point of contact for this policy is the CCJ4-J43 OPS Division who can be reached at: SIPRNet: centcom.macdill.centcom-hq.mbx.ccj4-jmao@mail.smil.mil, or NIPRNet: centcom.macdill.centcom-hq.mbx.ccj4-JointMAO@mail.mil. J43 Group Phones are Commercial: 813-529-3453, DSN: 312-529-3453, SVoIP: 302-529-3453.

CCR 638-1, 18 May 2022

APPENDIX H: POINTS OF CONTACT

a. **USCENTCOM JMAO (Joint Mortuary Affairs Office)**

7115 S. Boundary Blvd, BLDG 570, Room N152, MacDill AFB/Tampa, FL 33621-2101
Group Phones – Ask for the Joint Mortuary Affairs Officer
Comm: 813-529-3453, DSN: 312-529-3453, SVoIP: 302-529-3453
SIPRNet e-mail: centcom.macdill.centcom-hq.mesg.ccj4-jmao@mail.smil.mil
NIPRNet e-mail: centcom.macdill.centcom-hq.mesg.ccj4-jointmao@mail.mil
USCENTCOM JMAO Page (CAC Access Required):
<https://intelshare.intelink.gov/sites/CCJ4/SitePages/CCJ4%20JMAO.aspx>

b. **USCENTCOM CCJ3-Force Deployment (Coalition Transportation Approvals)**

DSN: 312-529-3446, SVoIP: 302-529-3092, Duty Phone: 813-841-0751
SIPRNet: centcom.macdill.centcom-hq.mbx.ccj3-f-fd-plans@mail.smil.mil

c. **USARCENT MAO (Mortuary Affairs Office)**

G4 Battle Watch Desk - Ask for the Mortuary Affairs Office
DSN: 312-889-7460, SVoIP: 302-367-9049
SIPRNet e-mail: usarmy.shaw.usarcent.mbx.g4-chops@mail.smil.mil
NIPRNet e-mail: usarmy.shaw.usarcent.mbx.g4-chops@army.mil

d. **TMAO (Theater Mortuary Affairs Office)**

1st TSC OCP, Camp Arifjan, Kuwait, DSN: 318-480-3532, SVoIP: 308-430-0037 or 1452
SIPRNet e-mail: usarmy.arifjan.1-tsc.mbx.1tsc-ma@mail.smil.mil
NIPRNet e-mail: usarmy.arifjan.1-tsc.mbx.tmao@army.mil

e. **AFMES (Armed Forces Medical Examiner System)**

24-hour on-call investigator for death reporting
Commercial: 202-409-6811

f. **TCAC (Theater Casualty Assistance Center)**

1st TSC HRSC, Camp Arifjan, Kuwait
DSN: 318-432-5116 or 318-480-2106, SVoIP: 308-430-2219 or 0518
SIPRNet e-mail: usarmy.arifjan.1-tsc.mbx.hrsc-casualty-operations@mail.smil.mil
NIPRNet e-mail: usarmy.arifjan.1-tsc.mbx.centcom-casualty-reports@mail.mil

g. **Joint Personal Effects Depot (JPED) (DODAAC FB4497)**

CDR, JPED, (ATTN: Operations Manager), 122 Purple Heart Drive, Dover, Delaware 19902
Comm: 302-346-7965, DSN: 312-366-7965
JPED.PA@us.af.mil

h. U.S. Embassy locator

USEmbassy.gov (Provides contact info and website lookup based on country)

i. Insulated Human Remains Transfer Case (IHRTC) Repairs

Repair Parts are available from the manufacturer using government purchase/credit card. Skydyne Sales 845-858-6400. No DLA NSNs are assigned and no depot maintenance program exists.

j. International Committee of the Red Crescent (ICRC)

Global Protection Delegate
WAS_Prot_Unit_Group@icrc.org
Commercial (202) 808 6252

k. American Red Cross

Wiesbaden, Germany – Service to the Armed Forces
DSN: 314-548-1769

l. U.S. Army Regional Mortuary, Europe and Africa (USARM, E-A)

Landstuhl Teamlines Comm: 06371-9464-6950, DSN (314) 590-6950
Group Mailbox: usarmy.rheinland-pfalz.21-tsc.list.dmc-mortuary@army.mil

m. RFID Tag Tracking Website

<https://national.rfitv.army.mil/login/login.do>

n. Joint Mortuary Affairs Center (JMAC)

1840 Quartermaster Road, Bldg., 7143, Fort Lee, VA 23801
Email: usarmy.lee.tradoc.list.lee-qm-jmac-web@mail.mil
Website: https://quartermaster.army.mil/mac/jmac_main.html
JMAC milSuite Site:
<https://www.milsuite.mil/book/community/spaces/sustainnet/quartermastercommunity/jointmortuaryaffairs>
Sergeant Major: Comm. (804) 734-4673, DSN: 312-687-4673
Director: Operations: Comm. (804) 734-3665, DSN: 312-687-3665 (Readiness, MARTS, CHR)
Director: Training & Development: (804) 734-3674, DSN: 312-687-3674 (AIT, NCOES, MAO)

APPENDIX I: GLOSSARY

1. Abbreviations, Acronyms, and Initialisms. Pursuant to the *DoD Dictionary of Military and Associated Terms*, an abbreviation is a shortened form of a word or phrase pronounced as a word (e.g., SecDef). An acronym is a shortened form of a phrase of words, where the letters of the acronym stand for the terms of its meaning and is also read as a word (e.g., ASAP [as soon as possible]). An initialism is a shortened form of a word or phrase that is not spoken as a word; each letter is spoken separately (e.g., DoD).

1TSC	First Theater Sustainment Command
AFB	Air Force Base
AFMAO	Air Force Mortuary Affairs Operations
AFMES	Armed Forces Medical Examiner System
AMC	Air Mobility Command
AMD	Air Mobility Division
AOR	Area of Responsibility
APOD	Aerial Port of Debarkation
ASG-KU	Area Support Group-Kuwait
CAAF	Contractors Authorized to Accompany the Force
CAMPS	Consolidated Air Mobility Planning System
CBCA	Customs and Border Clearance Agents
CBP	Customs and Border Protection
CCJ4	United States Central Command Logistics and Engineering Directorate
CCJ4-J43	United States Central Command Operations Division, Directorate of Logistics and Engineering
CDDOC	United States Central Command Distribution and Deployment Operations Center
CDRUSCENTCOM	Commander, United States Central Command
CONUS	Contiguous United States
CUI	Controlled Unclassified Information
DE	Disassociated Effects
DNA	Deoxyribonucleic Acid
DoS	Department of State
EXECSEC	Executive Secretary
FTN	Force Tracking Number
HHG	Household Goods
HQ	Headquarters
HR	Human Remains
HRP	Human Remains Pouch
ICRC	International Committee of the Red Crescent
IDCF	Individual Deceased Case File
IO	Inventory Officer
ITARS	Intra-Theater Airlift Request System
JMAC	Joint Mortuary Affairs Center
JMAO	Joint Mortuary Affairs Office
JPED	Joint Personal Effects Depot

JTF	Joint Task Forces
LOA	Letter of Authorization
LS	Lead Service
LSCO	Large Scale Combat Operations
MA	Mortuary Affairs
MACP	Mortuary Affairs Collection Point
MAO	Mortuary Affairs Officer
MARTS	Mortuary Affairs Reporting and Tracking System
MASCAL	Mass Casualty
MATP	Mortuary Affairs Transfer Point
MEJA	Military Extraterritorial Jurisdiction Act
MILAIR	Military Airlift
MWD	Military Working Dog
NCOIC	Non-Commissioned Officer in Charge
NIPRNet	Non-classified Internet Protocol Router Network
NOK	Next of Kin
OCONUS	Outside Continental United States
OIC	Officer in Charge
PADD	Person Authorized to Direct Disposition
PAED	Person with Authority to Effect Disposition
PE	Personal Effects
PERE	Person Eligible to Receive Effects
PNOK	Primary Next-of-Kin
PPE	Personal Protective Equipment
RFF	Request for Forces
RFID	Radio-Frequency Identification
SAA	Senior Agriculture Agent
SCMO	Summary Courts-Martial Officer
SecDef	Secretary of Defense
SIPRNet	Secret Internet Protocol Router Network
SOP	Standard Operating Procedures
TAC	Transportation Account Code
TC	Transfer Case
TCAC	Theater Casualty Assistance Center
TEE	Theater Evacuation Escorts
TMAO	Theater Mortuary Affairs Office
TMEP	Theater Mortuary Evacuation Point
TMO	Transportation Movement Office
UCMJ	Uniform Code of Military Justice
USARCENT	United States Army Central
USARM, E-A	United States Army Regional Mortuary, Europe and Africa
USCENTCOM	United States Central Command
USNAVCENT	United States Naval Forces Central Command
USTRANSCOM	United States Transportation Command
UXO	Unexploded Ordnance
VCO	Veterinary Corps Officers

CCR 638-1, 18 May 2022

VTF

Veterinary Treatment Facilities

2. Terms/Definitions. Unless otherwise noted, these terms and their definition are for the purpose of this regulation.

combatant command mortuary affairs support program. Also known as Concurrent Return Mortuary Affairs Program. The CDRUSCENTCOM has assumed responsibility for the evacuation of decedents for all Services and others for whom mortuary services are authorized. TMAO and the DoS (U.S. Embassy) assist in arranging unique evacuations from areas within the USCENCOM AOR where no contingency operations exist nor is there an established U.S. Military presence.

dignified carry or honorable carry. A team of trained mortuary affairs, aerial port squadron or other specialized members conducts an organized movement of a transfer case containing human remains or portions from one conveyance to another during evacuation with dignity, honor, and respect.

disassociated effects. Personal effects located at an incident site but not found on the human remains or cannot be associated to a particular decedent at the time of recovery. Also referred to as unassociated effects.

mortuary affairs (MA) operations. The search, recovery, tentative identification, care, processing, and evacuation of HRs.

mortuary affairs collection point (MACP). USARCENT staffed or designated location designated to receive, process, provide tentative identification (if feasible), complete documentation in MARTS and evacuate human remains to the AFMES. MACPs provide support to all Services in a geographical area. The secondary MACP mission is to receive personal effects from the unit SCMO or inventory officer, securely store and evacuate to the JPED as soon as transportation is available. MACPs are the first mortuary affairs facility in the USCENCOM Combatant Command Mortuary Affairs Support Program. Once a unit commander recovers their deceased member to a MACP, their evacuation requirements end and USCENCOM assumes responsibility. MACPs are normally located at the logistic support areas.

mortuary affairs transfer point or mortuary affairs transit point (MATP). A temporary holding location that is approved by the first O-6 in the chain of command, is visually separate from a casualty collection point at a contingency location, and is not normally staffed. MATPs are funded and maintained by personnel from the local command. A MATP's sole purpose is to provide refrigerated storage capability for the command's human remains when evacuation to a USARCENT Staffed MACP or TMEP is not possible due to weather, enemy threat or aircraft availability. MATP locations are beneficial when ground or air evacuation is historically delayed preventing a unit from transferring a decedent to a MACP or TMEP within four hours.

peacetime mortuary affairs support program. Also known as Current Death Mortuary Affairs Program in doctrine. TMAO is deactivated and USAF becomes the lead Service for evacuation of remains to AFMES or CONUS. Mortuary affairs coordination and evacuation responsibilities revert to individual Services.

person authorized to direct disposition of human remains (PADD). The only person authorized to direct the disposition of remains. Contact the Service Casualty Office for specific guidelines and the designated PADD.

person with authority to effect disposition (PAED). The term used to designate the person authorized to direct the disposition of civilian remains. (For brevity, this document's reference to PADD applies to the civilian equivalent PAED situations)

ramp ceremony/transfer observance. A small group of immediate teammates and the member's leadership present at the evacuation aircraft or vehicle to render honor and recognize the loss of a teammate. USCENTCOM chooses to use the term transfer observance to signify the somber sanctity of the action of evacuating a decedent to the medical examiner for forensic examination requirements. The term transfer observance places emphasis on the individual attendee's loss opposed to the collective masses who create a large ceremonious gathering with multiple elements that increases the risk of delays that degrade the condition of a decedent.

theater evacuation escort (TEE). An individual designated to accompany the remains of a deceased Service Member during evacuation from the point of death in USCENTCOM AOR to the AFMES. No DoD requirement nor authorization exists for TEE. Unique circumstances may require a TEE such as when the decedent's next-of-kin is deployed to Theater or a contract company representative is needed to take custody of remains after release from AFMES.

theater mortuary evacuation point (TMEP). The TMEP is responsible for validating the documentation prepared at the MACP, completing any processing of the remains, and coordinating strategic airlift for evacuation of the remains to the servicing mortuary. A TMEP is typically located at a strategic Aerial Port of Embarkation/Debarcation.

"three-second" silent salute. A modified salute conducted in a slow three-second motion, opposed to the normal military snap, to convey honor and respect for the fallen Service member. The three-second silent salute demonstrates the nation pauses to honor the sacrifice of the fallen Service member. Non-military in attendance of a fallen Service member movement may render respects with a slow three-second movement of hand-over-heart. All attendees of a fallen civilian movement may render respects with a slow three-second movement of hand-over-heart.

united states central command area of responsibility. This includes all states on the Arabian Peninsula; the Central and South Asian and the Levant Region.

APPENDIX J: REFERENCES

- a. Title 4 U.S. Code 8, *Respect for the flag*, 7 July 1976
- b. Title 5 U.S. Code 5742, *Transportation of remains, dependents, and effects; death occurring away from official station or abroad*, 28 January 2008
- c. Title 10 U.S. Code 562, *Transportation of Remains of Casualties Dying in a Theater of Operation*, 1 January 2007
- d. Title 10 U.S. Code 1471, *Forensic pathology investigations*, 5 October 1999
- e. Title 10 U.S. Code 1481, *Recovery, Care, and Disposition of Remains: Decedents Covered*, 10 August 1956
- f. Title 10 U.S. Code 1482, *Expenses incident to Death*, 10 August 1956
- g. Title 10 U.S. Code 1484, *Pensioners, indigent patients, and persons who die on military reservations*, 10 August 1956
- h. Title 10 U.S. Code 1485, *Dependents of members of armed forces; death while outside United States*, 10 August 1956
- i. Title 10 U.S. Code 1486, *Other citizens of United States*, 10 August 1956
- j. Title 10 U.S. Code 1487, *Temporary interment*, 10 August 1956
- k. Title 10 U.S. Code 7712, *Disposition of effects of deceased persons by a summary court-martial*, 1 February 2019
- l. DoDD 1300.22, *Mortuary Affairs Policy*, Incorporates Change 2, 2 September 2021
- m. DoDI 1300.18, *Department of Defense (DoD) Personnel Casualty Matters, Policies, and Procedures*, Incorporates Change 1, 14 August 2009
- n. DoDI 1300.29, *Mortuary Affairs Program*, 28 June 2021
- o. DoDI 3020.41, *Operational Contract Support (OCS)*, Incorporates Change 2, 31 August 2018
- p. DoDI 4515.13, *Air Transportation Eligibility*, Incorporates Change 5, 23 October 2020
- q. DoDI 5154.30, *Armed Forces Medical Examiner System (AFMES) Operations*, Change 1, 21 December 2017
- r. DoDI 5505.10, *Criminal Investigations of Noncombat Deaths*, Change 1, 28 April 2020

- s. Defense Transportation Regulation (DTR) – Part V, *Department of Defense Customs and Border Clearance Policies and Procedures*, Chapter 502, Paragraph L. *Human Remains and Personal Effects*, 7 January 2022
- t. Defense Transportation Regulation (DTR) – Part V, *Department of Defense Customs and Border Clearance Policies and Procedures*, Chapter 506, *DoD Customs and Border Clearance Senior Agriculture Agent (SAA) program*, 12 October 2021
- u. JP 4-0, *Joint Logistics*, 8 May 2019
- v. NATO ATP-92 Edition A Volume 1E (STANAG 2070), *Emergency Burial Procedures*, January 2016
- w. NATO QSTAG 655, *Handling of Deceased Personnel in an Area of Operations*, 5 September 1996
- x. Army Regulation (AR) 25-400-2, *Army Records Information Management System (ARIMS)*, 2 October 2007
- y. Army Regulation (AR) 638-2, *Army Mortuary Affairs Program*, 13 July 2021
- z. Army Regulation (AR) 638-8, *Army Casualty Program*, 23 June 2015
- aa. Army Regulation (AR) 715-9, *Operational Contract Support Planning and Management*, 24 March 2017
- bb. Department of the Army Pamphlet (DA PAM) 638-2, *Procedures for The Army Mortuary Affairs Program*, 23 June 2015
- cc. Army Field Manual (FM) 4-40, *Quartermaster Operations*, October 2013
- dd. Army Techniques Publication (ATP) 1-05.05, *Religious Support and Casualty Care*, 28 August 2019
- ee. Army Techniques Publication (ATP) 4-46, *Contingency Fatality Operations*, 17 December 2014. (until superseded by Multi-Service Tactics, Techniques, and Procedures (MTTP) 4-46, *Mortuary Affairs in a Theater of Operations*, Final Draft Pending Publishing)
- ff. *Mortuary Affairs Contaminated Remains Mitigation Site Tactical Handbook*, September 2016
- gg. USCENTCOM Intra-Theater Airlift Letter of Instruction (FOUO), 22 January 2021
- hh. USCENTCOM memorandum, *Delegation of Authority to Approve Passengers, Cargo, and Human Remains Airlift Requirements*, 13 May 2019.
- ii. Air Force Instruction (AFI) 34-501, *Mortuary Affairs Program*, 16 April 2019

UNCLASSIFIED

CCR 638-1, 18 May 2022

jj. Air Force Instruction (AFI) 31-126, AR 700-81, OPNAVINST 5585.3B, MCO 5585.6, *DoD Military Working Dog (MWD) Program*, 17 January 2019

kk. Marine Corps Order (MCO) 4050.38D, *Personal Effects and Baggage Manual*, 2 November 2009

ll. Marine Corps Order (MCO) 4400.201-V13, *Management of Property in Possession of the Marine Corp*, 3 November 2016

mm. Department of the Army memorandum, *Hazardous Material Packaging Waiver, MAW-ECBC-2017-03-A, for Chemically – Contaminated Human Remains (C-CHR) Packaged in a C-CHR Transfer Case System (C-CHRT)*, 21 June 2017

nn. Air Transportability Test Loading Activity (ATTLA) Internal Air Transport Certification for Chemical Contaminated Human Remains Transfer Case (C-CHRT), 28 June 2017

oo. Technical Guide [TG]195A, *Safety and Health Guidance for Mortuary Affairs Operations: Infectious Materials*, November 2015 (United States Army Public Health Center's USAPHC's)