



UNITED STATES CENTRAL COMMAND
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MACDILL AIR FORCE BASE, FLORIDA 33621-5101

REPLY TO
ATTENTION OF:

CCJ4-O-JMAO

JAN 23 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: (U) Standard Operating Procedure (SOP) for Requesting Formal Approval to Move Civilian US/Non-US Human Remains (HR) on US Military Aircraft.

1. REFERENCES:

- a. CCR 638-1, "Deceased Personnel Mortuary Affairs Support", 5 March 2007
- b. DoDD 1300.22, "Mortuary Affairs Policy", 3 February 2000
- c. JP 4-06, "Mortuary Affairs in Joint Operations", 5 June 2006
- d. Deputy Secretary of Defense Memorandum, "Transportation of Deceased US Government Contractors via U.S. Military Airlift", 14 October 2004
- e. USCENTCOM Commanders Memorandum, "Further Delegation of Authority for Transportation of Deceased US Government Contractors via US Military Airlift", 01 November 2004
- f. FM 3-100.21, "Contractors on the Battlefield", January 2003
- g. AR 638-2, "Care and Disposition of Remains and Disposition of Personal Effects", 22 December 2000
- h. USCENTCOM J3 Message, Notification Requirements Concerning Death of Military Personnel and Contractors, DTG: 251702Z April 08

2. **PURPOSE:** CENTCOM J4's Joint Mortuary Affairs Office (JMAO) primary purpose is to evacuate US human remains and to repatriate foreign human remains in the most expeditious manner possible. This SOP supplements the memorandum referenced in paragraph 1.d. to establish uniform procedures within the USCENTCOM Area of Responsibility (AOR) for formally requesting USCENTCOM J4 approval for US Military Aircraft (MILAIR) support. This SOP also sets guidance for the Mortuary Affairs Officer (MAO) by assigning specific responsibilities for the evacuation and repatriation of human remains.

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3. **POLICY:** It is USCENTCOM JMAO's policy that all remains will be handled with care and dignity befitting them. These procedures are employed during peacetime, contingency operations, and war.

4. **APPLICABILITY:** This SOP applies to USCENTCOM personnel and subordinated commands deployed in USCENTCOM's AOR. These areas include, but are not limited to Iraq, Afghanistan, Egypt, Arabian Peninsula and Central Asian States.

5. **RESPONSIBILITIES:** All Service, functional, and Combined Joint Task Force Commands are required to notify the USCENTCOM Joint Operations Center (JOC) of any death of military personnel and US contractors by the appropriate G1, N1, A1 or S1 Channels. CENTCOM JOC Point of contact (POC) is JOC CHIEF OF OPERATIONS (CHOPS) 813-827-3928, DSN 312-651-3928. SIPR E-MAIL: jiocchops@centcom.smil.mil

a. **THEATER MORTUARY AFFAIRS OFFICE (TMAO):** Will coordinate request for movement through the USARCENT Theater Mortuary Affairs Executive Agent (TMAEA) for concurrence, prior to the request to USCENTCOM JMAO.

b. **THEATER MORTUARY AFFAIRS EXECUTIVE AGENT (TMAEA):** Will oversee evacuation of the remains of US civilians from AOR to appropriate termination and/or servicing mortuary affairs facility. TMAEA will concur/non-concur prior to the TMAO sending via SIPR an email notification to USCENTCOM JMAO.

c. **CJTF-AFGHANISTAN (CJTF-AFG) MAO:** Will send notification from the US deceased contractor's employer by formal written request for military airlift support to the TMAO. After submission of the employer's request to the TMAO CJTF-AFG will submit a request for movement in the Intra-Theater Airlift Request System (ITARS). This ITARS will be submitted to evacuate the remains to either the Theater Mortuary Evacuation Point (TMEP) or to Dover Port Mortuary depending upon the employer's request.

d. **MULTI-NATIONAL FORCES-IRAQ (MNC-I) MAO:** Will send official notification from the US deceased contractor's employer requesting military airlift support to the TMAO. After submission of the employer's request to the TMAO MNC-I MAO will submit an ITARS request for movement to the TMEP.

e. **USCENTCOM CCJ4:** Will consolidate received information and prepare an Electronic Staffing Package (ESP). The ESP package will include the Form 14, a copy of the Deputy Secretary of Defense Memorandum (Memo) to USCENTCOM Commander and a copy of the CDRUSCENTCOM's Memo to further delegate authority for

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transportation of deceased on MILAIR to USCENTCOM's J4 Logistic Director. USCENTCOM JMAO will coordinate ESP through the USCENTCOM J4 Chief, Operation Division, J4 Mobility Division, J4 Chief of Staff (CoS), to the J4 or DJ4. Form 14 template is attached to the SOP. Upon USCENTCOM J4 or DJ4 approval, JMAO will email approval to the TMAEA and TMAO for arrangement of MILAIR transportation. A courtesy copy of approval is sent to USCENTCOM JOC. The TMAO will submit the formal Form 14 approval to the respective MAO and the movement organization, e.g. Air Mobility Division (AMD), Deployment and Distribution Operation Center (CDDOC) or Tanker Air Control Center (TACC). USCENTCOM approval is required to move contractor remains on US military aircraft.

f. **After-Duty Hours Procedures:** The TMAO in coordination with the TMAEA will email notification and request to USCENTCOM JOC. The JOC has responsibility for contacting the on-call J4 Operations Officer, who in turn will contact JMAO for action. JMAO/TMAEA guidance is to continue working movement. The TMAO/TMAEA will ensure the official request is sent through the normal process for J4 approval and then follow up with JMAO as soon as possible.

6. PROCEDURES:

a. To process US civilian remains, the TMAO must first receive all of the following documentation:

- (1) Initial Report from the Casualty Assistance Officer (CAO)
- (2) DD Form 1384, Transportation Control and Movement Document
- (3) DD Form 2064, Certificate of Death (Overseas)
- (4) Passport, if available, to verify Citizenship

b. Email notifications/requests will be sent to the TMAO via SIPR. If the employer does not have access to SIPR, memorandum request for MILAIR support can be submitted via NIPR. Before further action can be taken the TMAO must include employer's request along with the following:

- (1) Believed-to-Be (BTB) Name of Deceased
- (2) SSN #
- (3) Passport #
- (4) Employer
- (5) Cause of Death
- (6) Location of Death
- (7) DOD or Affiliation Contract info
- (8) Estimated Time of Death
- (9) Date, Time arrived at Mortuary Affairs Collection Point (MACP)

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(10) Estimate departure Date/Time from MACP

c. Once documentation has been received and reviewed. TMAO will consolidate information needed to request Form 14 approval for MILAIR support.

7. STATUS.

a. **US Contractors:** Depending on employment status, remains of US contractor will be transported to the TMEP in Kuwait. The employer is responsible for taking possession of deceased remains and make arrangements for commercial air onward to the deceased's final place of disposition. If employer requests military transportation support, see 6 thru 6.c. listed above.

(1) The Mortuary Affairs Officer (either MNC-I MAO or CJTF-AFG MAO) will clarify and provide to the TMAO information of who the deceased contractor worked for and if the contract is through a US agency or an independent employer. Formalized request from the employer will be submitted to the TMAO, and the TMAO will submit the required information through TMAEA and USCENTCOM JMAO. Upon approval by USCENTCOM CCJ4, a movement request of remains will be submitted into ITARS and the remains may be moved to Kuwait or Dover Port Mortuary on a non-reimbursable basis. If the movement is approved to Dover, the remains must be picked up at Dover by the employer. The employer is responsible for the coordination of onward movement to final place of disposition. Employers should contact the Office of Medical Examiner's Chief Investigator; Mr. Bob Veasey at DSN 312-285-0000/Comm: 301-319-0000.

(2) If verified that the deceased US contractor was not working nor has no affiliation to a contract through a US Government Agency, the employer must be informed of their responsibilities if seeking support from the US Government. The employer must submit a request through their strategic contract holder (Foreign Ministry of Defense) through the Department of State (DoS) to the Department of Defense (DoD). This request does not guarantee approval. Employers are encouraged to take possession of remains and coordinate the repatriation process in the country in which they are located. The MAO will notify the TMAO and TMAEA of the employer's intent.

b. **US civilians working in support of Department of Defense or Departmental agency operations in OIF/OEF:** Through an employing agency should have an identification card stipulating status, e.g. "Army Contractor" or "DoD Contractor". They will receive mortuary affairs support IAW established contractual agreements

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c. **US Federal (GS) Employees:** (GS Level/designated on US Government issued identification card) are just like the remains of US Military Service Member, they are routed to final destination via the Defense Transportation System (DTS). Approval for MILAIR support for remains movement of a US Federal (GS) Employee is not needed.

d. **Retired US Military in US Contractor Status:** Remains are treated the same as a US civilian contractor, approval for MILAIR support is needed

e. **Retired Military Traveling Abroad:** The DoD may provide mortuary support for the remains of all US Citizens upon the request of the DoS. MILAIR support request has to be initiated by the US Embassy through the DoS to DoD. Reimbursement may be necessary.

f. **Non-US Civilian Contractors:** Determine for whom the decedent worked. Information needed: company name, the strategic contract holder (i.e. DoD, DoS, Department of Agriculture (DoA), Foreign Ministry of Defense, Non-Governmental Organization (NGO)), contract number to verify/determine what MA support is included in the contract, and contract POC information. Supplies and transportation cost may be on a reimbursable basis to the US Government.

(1) If contract is DoD-affiliated, a formal request may be submitted by the employer to transport the remains to the TMEP or other approved location at the employer's expense. Employer will provide the MAO a copy of the contract or contract number for verification. Once validation that the contract and or Acquisition Cross-Servicing Agreement (ACSA) includes mortuary affairs MILAIR support provisions, then MAO will submit employer's formal request to the TMAO before submitting an ITARS request. Employer receives remains at the TMEP and arranges onward movement to final place of disposition.

(2) If contract is *NOT* DoD but DoS, DoA, etc affiliated, MAO's will inform the employer that they must submit a formal request to their strategic holder for DoD requesting MILAIR support for movement to the TMEP or other approved location. The TMAO will contact the employer to coordinate the turn over of remains from the TMEP to the employer. Requests do not guarantee approval and employers are **ENCOURAGED** to take possession of the remains in country and coordinate the repatriation process. The MAO will notify the TMAO and TMAEA of the employer's intent. No ITARS will be submitted before approval from USCENTCOM's CCJ4 or DJ4.

(3) If contract is NGO affiliated, the parent company or Embassy must first consider their own means/availability of evacuating remains from country. If the parent organization of Embassy does not have the means/availability, then MILAIR support can

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be pursued. MAO's will inform the employer that they must submit a formal request to the Embassy through the DoS to the DoD requesting MILAIR support to the TMEP or approved location. The MAO will notify the TMAO and TMAEA of the employer's intent. ITARS will not be submitted before approval from USCENTCOM's CCJ4 or DJ4.

8. EFFECTIVE DATE: This SOP is effective immediately. All previous policies, same subject, are hereby rescinded and superseded.

9. SUGGESTED IMPROVEMENTS: USCENTCOM JMAO will review this SOP at the beginning of every fiscal year. This SOP will be adjusted, as necessary, to meet operational requirements, and /or new policies and procedures throughout the theater. Recommended changes should be forwarded to USCENTCOM CCJ4 JMAO, CCJ402@centcom.smil.mil

10. POINTS OF CONTACT:

a. USCENTCOM, CCJ4, JMAO, Maj Shawn Campbell, DSN 312-652-2652, campbes@centcom.smil.mil; MSgt Marsha Morman, DSN 312-651-2164, mormanml@centcom.smil.mil; USCENTCOM CCJ4 JMAO, CCJ4-02@centcom.smil.mil.

b. USARCENT, Theater Mortuary Affairs Executive Agent, MSG Robert Bryson, USA, DSN 312-367-1963, robert.bryson1@arcent.army.smil.mil.

c. 1st Theater Sustainment Command, Theater Mortuary Affairs Officer, CPT Jennifer DeForest, DSN 318-430-5457, jennifer.l.deforest@swa.army.smil.mil, TSC TMAO, tmao@swa.army.smil.mil.

d. MNC-I, C4, Mortuary Affairs Officer, MAJ Michael Smith, DSN 318-822-2278, mncic4mao@s-iraq.centcom.army.smil.mil.

e. CJFT-AFG, Mortuary Affairs Officer, SFC John Kelley, USA, DSN 318-231-2934, kenneth.l.slankard@afghan.swa.army.smil.mil.



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Major General, US Army
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