



Chief of Naval
Education and
Training Command

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Nonresident
Training Course
(NRTC)

DECEDENT AFFAIRS

Prepared under the supervision of

**BUREAU OF MEDICINE
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**DECEDENT AFFAIRS
NAVEDTRA 13154-A**

INTRODUCTION

Welcome to Decedent Affairs Correspondence Course. This correspondence course is based on NAVMEDCOMINST 5360.1, **DECEDENT AFFAIRS MANUAL**. It was designed to provide Navy and Marine Corps personnel with training in the care and handling of deceased personnel for whom the Navy is responsible. We will study required and authorized services, the standards and traditions of the Navy and Marine Corps, and the proper consideration due the surviving relatives.

The death of a loved one, co-worker, shipmate, or even an acquaintance is a very emotional and stressful event. When tragedy strikes, events must be handled with the utmost tact and sensitivity. The deceased must be cared for while showing concern and sympathy for the family. Help must be provided to the family of the one who has died, wherever and whenever necessary. You must know what to do and when to do it!

The development and revision of the course was completed by

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Additionally, the developers of this course wish to gratefully acknowledge the following subject matter experts whose invaluable contributions made this course possible.

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ADMINISTRATION

1. Materials

Upon receipt of the course, check the materials. The course includes a copy of NAVMEDCOMINST 5360.1, two assignments immediately follow the instruction, and answer sheets.

2. Instructions

All questions are multiple choice. Answer the questions on the basis of the assigned readings in the instruction, regardless of your personal opinion or experience. The questions are intended to direct your study and test your understanding. The assignments have been arranged in sequence and should be completed in that order. It is imperative that you read the sections as directed to maintain continuity and gain a clearer understanding. You will not read every paragraph nor will you read each paragraph in the order it appears in the instruction. However, you are responsible for ALL the information contained in NAVMEDCOMINST 5360.1.

Answer all questions and record your answers on the sheets provided. You may seek advice from others on **PROBLEMS** arising in the course, but the solutions submitted must be the result of your own work and decisions. You are prohibited from referring to or copying the solutions of others, or giving completed solutions to anyone else taking the same course.

3. Lesson Submission

To get the maximum benefit from the course, complete assignments as quickly as possible. **Do NOT send in any assignments until you are completely finished. You are allowed ONLY 90 days to complete this course.** If you require additional time, submit a request for extension before the due date of the assignment. Students who do not comply with this requirement are subject to disenrollment. All assignments are to be sent to

NAVAL SCHOOL OF HEALTH SCIENCES PORTSMOUTH
1001 HOLCOMB ROAD
ATTN: MEDICAL CORRESPONDENCE
PORTSMOUTH, VA 23708-5200

4. Grading System

The passing grade for this course, or for each creditable unit, is 3.4. You may resubmit failed assignments. **You WILL** resubmit within 60 days, a maximum grade of 3.4 will be posted for that assignment. **If you FAIL the course a second time, you will be Disenrolled from the course and will NOT be able to re-enroll in that course for a period of 1 year.** Retain all course material until you have received your final assignment grade. You may keep all course material for future reference.

5. Completion Letter

A course completion letter will be sent upon satisfactory completion of assignment two. Naval Reserve officers should anticipate a delay of 4 to 6 weeks in delivery of certifications of course and unit completions, since these must be forwarded via Naval Reserve Personnel Center, New Orleans, LA 70149 for recording and endorsement. It is important for you to keep your completion letter on file for future reference.

6. Reserve Retirement Credits

For the purposes of Naval reserve retirement, this course is evaluated at 4 points. These points are creditable only to personnel eligible to receive them under current directives governing retirement of Naval Reserve personnel. After satisfactory completion of the course, retirement points will be credited by the Chief, Naval Reserve Personnel. It is important for you to keep a complete and accurate record of all courses completed.

7. Comments and Suggestions

Please return the comment sheet that is located at the end of the assignment booklet to:

**NAVAL SCHOOL OF HEALTH SCIENCES PORTSMOUTH
1001 HOLCOMB ROAD
ATTN: MEDICAL CORRESPONDENCE
PORTSMOUTH, VA 23708-5200**

If you can you may FAX your assignment sheets and re-submissions:

FAX #: (757) 953-6956

Any questions may be referred to our staff at:

PHONE #: (757) 953-6403/7627

OR E-MAIL US AT: medcorrespondence@hsp10.med.navy.mil

COURSE OBJECTIVES

At the conclusion of this course, you will be able to:

Identify the general policies, procedures and responsibilities of the Navy's Decedent Affairs Program (DAP).

List persons entitled to or eligible for one or more of the benefits of the DAP.

Describe the extent and conditions under which benefits are provided such persons.

State the policies and procedures about the notification of death, search, recovery, and identification of remains.

State the policies, procedures and standards for the procurement of mortuary services including preparation, clothing, casket or urn.

State the policies, regulations and procedures about the final disposition of the remains to include transportation and interment.

State the duties and responsibilities of the escort of the remains.

State the limitations on payments and reimbursements authorized in the DAP.

Now that you have a broad overview of what the course will cover, let's begin!

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ASSIGNMENT ONE

READING ASSIGNMENT: NAVMEDCOMINST 5360.1, Chapters 1 through 5

-
- 1-1. The Decedent Affairs Program consists of the search, recovery, identification, care, and disposition of the remains of deceased persons for whom the Department of the Navy is responsible.
1. true
 2. false
- 1-2. In the Decedent Affairs Program, which of the following is/are the administrative responsibility of BUMED.
1. setting standards
 2. formulating procedures
 3. devising training material
 4. all of the above
- 1-3. Which program(s) provides professional mortuary services, supplies and related service incident to care and permanent disposition of the remains of persons eligible for these services by specific statute:
1. Casualty Assistance Program
 2. Return of the Remains Program
 3. Current Death Program
 4. Graves Registration Program
- 1-4. The person who provides the PNOK with information concerning the government financial entitlements is:
1. DAO
 2. CO
 3. CACO
 4. Unit commander of the deceased
- 1-5. The Primary Next of Kin (PNOK) is the person most closely related to the decedent, who also has been determined to be entitled to direct disposition. For married Navy personnel this is usually
1. father
 2. spouse
 3. eldest child over age of majority
 4. mother
- 1-6. Who of the following CANNOT be considered a dependent of an active duty military member?
1. a 22 year old full time student at the State University
 2. a divorced stepparent
 3. a wife's child from a previous marriage
 4. a 30 year old physically handicapped son/daughter who cannot work
- 1-7. Each facility involved will maintain a record pertaining to the death and disposition of remains of each individual whose death occurs within its jurisdiction.
1. true
 2. false
- 1-8. Instructions for final disposition of personal effects are set forth in directives of ____.
1. BUPERS
 2. CMC
 3. COMNAVSUPSYSCOM
 4. all of the above

- 1-9. A primary expense under the Decedent Affairs Program is:
1. encasing the remains
 2. opening the gravesite
 3. purchasing the floral tribute
 4. closing the gravesite
- 1-10. The responsibilities of the Chief, BUMED, in conjunction with the Commandant of the Marine Corps include ____.
1. coordination of the arrangements with other agencies
 2. formulation and promulgation of directives on policies, standards, and procedures
 3. providing funds necessary to defray authorized Decedent Affairs program expenses
 4. all of the above
- 1-11. On Decedent Affairs matters involving Marines, the Commandant of the Marine Corps ____.
1. makes final determination
 2. works in connection with BUPERS
 3. works in connection with BUMED and OMDA
 4. works with chaplains
- 1-12. Who is responsible for the administration and coordination of DAP functions within the different geographical areas in CONUS?
1. BUPERS
 2. Chief of Naval Operations (CNO)
 3. Office of Medical/Dental Affairs Great Lakes
 4. Commander, NNMC
- 1-13. A naval command without an annual contract for care of deceased personnel must get approval from whom before making arrangements for the preparation and encasement of an active duty naval member in CONUS.
1. Chief, BUMED
 2. Chief Naval Operations
 3. Office of Medical/Dental Affairs Great Lakes
 4. 1 and 3
- 1-14. Decedent Affairs Officer (DAO) is preferably a member of the:
1. Nurse Corps
 2. Supply Corps
 3. Medical Corps
 4. Medical Service Corps'
- 1-15. The DAO is personally responsible for ____.
1. notification of the CACO of changes in the scheduled transportation of remains
 2. initial notification of the Commander, BUPERS or Commandant of the Marine Corps
 3. inspection of all remains processed under his cognizance
 4. all of the above
- 1-16. The cost of communications by telegram, telephone, cable, and other methods are normally chargeable to other Navy funds. When charges cannot be made to other funds they may be made against the ____.
1. decedent affairs allotment funds/BUMED allotment
 2. CHAMPUS
 3. BUPERS open allotment funds
 4. medical care and treatment

- 1-17. When the remains of the deceased naval member have not been recovered, a memorial flag may be presented to the:
1. parent or parents only
 2. NOK only
 3. person designated by the NOK
 4. NOK and parent or parents
- 1-18. Decedent affairs death report should be sent to BUMED by:
1. routine precedence message
 2. official speedletter format
 3. telegram
 4. priority message
- 1-19. If initial notification was to be made by telegram on the military circuit and it would result in a delay in delivery, the message should be:
1. telephoned into BUMED
 2. held until it can be sent
 3. filed with a commercial communication facility
 4. forgotten, another means used
- 1-20. Operations unusual in cost or scope for the search and recovery of remains should not be initiated without prior approval of BUMED.
1. true
 2. false
- 1-21. A naval member dropped from command rolls while AWOL would be entitled to ___ death benefits.
1. limited
 2. all
 3. no
- 1-22. A naval reservist hospitalized at government expense for injury incurred on inactive duty training would be entitled to ___ death benefits.
1. limited
 2. all
 3. no
- 1-23. A U.S. civilian employed by the Navy Department in Spain and paid by appropriated funds would be entitled to ___ death benefits.
1. limited
 2. all
 3. no
- 1-24. A NROTC cadet on active duty training would be entitled to ___ death benefits.
1. limited
 2. all
 3. no
- 1-25. The CACP is under operational control of the ___.
1. CAC/FHS are coordinator
 2. Secretary of the Navy'
 3. BUMED
 4. BUPERS
- 1-26. Which of the following functions comes under the Current Decedent Affairs Program?
1. transportation of the remains
 2. maintenance of temporary burial sites
 3. establishment of temporary burial sites
 4. development and control of Graves Registration Procedures
- 1-27. Which of the programs listed below (although related) is not part of the decedent affairs program?
1. Current Decedent Affairs
 2. Concurrent Return
 3. Return of the Remains
 4. Casualty Assistance Calls
- 1-28. The current NAVMEDCOM instruction which covers the Navy's Decedent Affairs Program is?
1. 6320.21
 2. 5360.1
 3. 6360.2
 4. 5360.9A

1-29. If a death notification must be made to the NOK by telephone, a telegram should subsequently be sent to avoid misunderstanding.

1. true
2. false

1-30. Which of the following statements is NOT TRUE concerning the Decedent Affairs Program?

1. Payment for memorial services may be claimed up to 2 years after death.
2. Enemy prisoners are dressed in U.S. uniforms.
3. Naval regulations should be consulted for military honors at funerals.
4. Members who are UA are not entitled to any Decedent Affairs benefits.

1-31. What program goes into effect when military operations reach such a level where remains can no longer be handled in accordance with peacetime procedures?

1. Casualty Assistance Calls
2. Current Death Program
3. Decedent Affairs Program
4. Graves Registration

To answer questions 1-32 through 1-35, choose the correct program from the list below:

1. Current Death Program
2. Graves Registration Program
3. Concurrent Return
4. Return of Remains

1-32. The program that can only be activated upon enactment of special legislation and provides for permanent disposition of remains is ____.

1-33. The program that is a combination of the Current Death Program and Graves Registration Program and may be activated during emergencies or major military operations is ____.

1-34. The program that provides for the search, recovery, evacuation of remains to a temporary cemetery or a mortuary is ____.

1-35. The program that provides professional mortuary services, supplies, and related services incident to care and permanent disposition of remains of persons eligible for these services by specific statute is ____.

1-36. As defined by the Decedent Affairs Program, which of the following is/are a secondary expense?

1. cost of an urn
2. hotel expenses for relatives
3. clergyman's services
4. preparation of the remains

1-37. Within CONUS, who is responsible for ensuring that the next of kin is notified of a member's death?

1. OMDA
2. member's CO
3. BUPERS
4. BUMED

1-38. When the Navy is responsible for interring the remains of an indigent person who is not eligible for burial in a national cemetery, a single gravesite burial may be provided.

1. true
2. false

1-39. After serving all identification purposes, the personal effects of a deceased naval member are disposed of as directed in the ____.

- a. NAVSUP Manual
 - b. Manual of the Medical Department
 - c. BUPERS
 - d. MARCORCASPROC MAN
1. a
 2. b
 3. d
 4. a and d

- 1-40. When search, recovery, and identification operations continue for more than 36 hours, a progress report will be made to BUMED every ___ hours.
1. 8
 2. 12
 3. 24
 4. 36
- 1-41. If a Navy member is killed at 0800 on 4 May in the United States, the Casualty Assistance Calls Officer (CACO) would contact the member's PNOK before ____.
1. 0800, 5 May
 2. 0800, 6 May
 3. 0800, 7 May
 4. 0800, 8 May
- 1-42. When the death of an active duty naval member occurs outside the boundaries of a military reservation, removal of the remains must comply with civil laws and regulations.
1. true
 2. false
- 1-43. When remains cannot be individually identified, the collective remains will be interred as a group in a national cemetery.
1. true
 2. false
- 1-44. The appointment of a Decedent Affairs Officer must be in writing.
1. true
 2. false
- 1-45. Who is usually the first person authorized to communicate with the next of kin concerning problems concerning a service member's death?
1. escort
 2. DAO
 3. CACO
 4. Chief, BUMED
- 1-46. Although the CACO is not part of DAP, the DAO and CACO work as a team.
1. true
 2. false
- 1-47. Which CAC/FHS Program coordinator would deal with a deceased service member's NOK who lives in Santa Fe, NM?
1. Philadelphia
 2. San Francisco
 3. San Diego
 4. New Orleans
- 1-48. Who is responsible for determining eligibility, mortuary services, transportation, and payments and collections?
1. BUPERS
 2. CMC
 3. DAO
 4. parent command
- 1-49. At an activity assigned the investigative responsibility for search, recovery, and identification of remains at a disaster site, the DAO's role should be limited to that of a coordinator maintaining necessary liaison and assuring that search and recovery operations will be conducted properly.
1. true
 2. false
- 1-50. A report must be made to which of the following if the death of a merchant seaman occurs in the U.S.?
1. State Department
 2. SECNAV
 3. Bureau of Employees Compensation
 4. the contractor, with copy to MSC headquarters
- 1-51. When a local national dies aboard a naval reservation in Japan, to whom is the death reported?
1. Secretary of State
 2. appropriate civilian authorities
 3. Japanese Naval Attache
 4. Chief of Naval Operations

- 1-52. The death report of a deceased dependent of an active duty member should be forwarded to the Chief, BUMED by ____.
1. routine precedence message
 2. official speedletter format
 3. telegram
 4. priority message
- 1-53. How should a naval activity within the 48 contiguous states desiring technical assistance in the recovery of an active duty member's body contact BUMED?
1. telephone
 2. naval speedletter
 3. formal naval letter
 4. telegraphic communication
- 1-54. From whom should overseas activities request assistance for the search and recovery of remains?
- a. NMPC
 - b. nearest Armed Forces mortuary
 - c. BUMED
 - d. nearest military medical facility
 1. a,b,c
 2. b,c,d
 3. a,b,d
 4. a,c,d
- 1-55. In disasters such as aircraft accidents, fires, and explosions, which involve the death of naval members and members of other services, the initial report should include which of the following?
1. type and quantity of mortuary supplies required
 2. names of those tentatively identified
 3. names of those positively identified
 4. all of the above
- 1-56. Before moving any remains from the site of an aircraft accident, which of the following should you not do?
1. use consecutive numbers to identify each of the remains
 2. sketch a map showing landmarks and location of aircraft sections
 3. tie waterproof tags bearing appropriate consecutive numbers to each of the remains
 4. spray the accident area thoroughly with a strong chemical disinfectant
- 1-57. At temporary morgue facilities, which of the following is not included as needed equipment?
1. toothbrushes
 2. facial cosmetics
 3. dental examination equipment
 4. rubber gloves (surgical and heavy duty electrical type)
- 1-58. If a deceased naval member's NOK desires to arrange for mortuary services through private sources other than those contracted by the area naval activity, the NOK should
1. have the civilian mortuary visited by the appropriate government inspectors
 2. have a military representative evaluate the services rendered
 3. submit a request for a waiver of DOD services
 4. be advised of reimbursement limitations
- 1-59. What is the minimum number of projected deaths per year required for awarding contracts by naval activities for procuring mortuary services within the 48 contiguous United States?
1. 20
 2. 12
 3. 10
 4. 8

1-60. When annual contracts are not in effect, individual purchase orders for supplies and services must be prepared according to which of the following manuals?

1. BUPERS
2. BUMED
3. NAVCOMPT
4. NAVSUP