

## Chapter 16 - Group Interments

16-1. General. When remains of two or more individuals killed in the same incident cannot be individually identified, a message (ME) 5360-4 (MIN:CONSIDERED), Unidentified or Group Remains), will be submitted as specified in paragraph 4-12. Departmental action will be taken to designate the collective remains for group interment. Such remains will be interred in a national cemetery within the 50 United States. Cemetery selection will be made per paragraph 16-3. When a naval activity has responsibility for arrangements and members of other Armed Forces are included in the group, COMNAVMEDCOM (MEDCOM-332) will coordinate with other agencies involved.

16-2. Preparation and Casketing. The minimum number of caskets will be used without overcrowding. Remains will be prepared and wrapped per chapter 6. Partially segregated remains should be separately wrapped and placed in the casket.

16-3. Place of Interment. COMNAVMEDCOM (MEDCOM-332) and CMC (MHP-10) if Marine Corps personnel are involved, will select the national cemetery for interment. The cemetery selected will be the one located as near as possible to the midpoint of the two most widely separated homes of record of known deceased individuals involved, or as otherwise designated by COMNAVMEDCOM or CMC. COMNAVMEDCOM or CMC will schedule the services, notify all parties concerned, and schedule transportation of remains and escorts accordingly.

16-4. Escorts. One or more Navy or Marine Corps escorts may be detailed to accompany remains, provided the total number of escorts does not exceed the number of deceased members of the Navy and Marine Corps involved in the group interment. This limitation is not applicable when members of the other services are also involved in the group interment and Navy or Marine Corps members are designated as special escorts for those deceased members.

16-5. NOK Notification

a. Initial. When remains are not immediately identified, COMNAVMEDCOM (MEDCOM-332) or CMC (MHP-10) will inform the primary and secondary NOK of the necessity for examination by identification specialists in an attempt to establish individual identity. The following message format is applicable for initial notification in such instances and may be modified as appropriate:

THE NAVY DEPARTMENT, RESPECTING YOUR DEEP CONCERN OVER THE REMAINS OF YOUR (relationship, name), CAN NOW OFFICIALLY REPORT THAT THE REMAINS HAVE BEEN RECOVERED FROM THE (crash site, disaster area, etc.) AND ARE BEING RETURNED TO THE UNITED STATES.

16-5b

16-5b(2)

ARRIVAL IS TENTATIVELY SCHEDULED FOR (date). THE CIRCUMSTANCES OF THE ACCIDENT DICTATE THAT QUALIFIED IDENTIFICATION SPECIALISTS THOROUGHLY EXAMINE THE REMAINS IN AN ATTEMPT TO ESTABLISH POSITIVE INDIVIDUAL IDENTITY. UPON COMPLETION OF THE IDENTIFICATION PROCESS, WHICH MAY REQUIRE AN EXTENDED PERIOD OF TIME, YOU WILL BE PROVIDED ADDITIONAL INFORMATION PROMPTLY. A NAVAL OFFICER, DESIGNATED AS CASUALTY ASSISTANCE CALLS OFFICER, WILL CONTACT YOU TO AID IN EVERY WAY POSSIBLE. IF FURTHER INFORMATION IS DESIRED, YOU MAY CALL THE CASUALTY ASSISTANCE CALLS OFFICER COLLECT DURING WORKING HOURS ON (area code, telephone number).

b. Secondary

(1) At the conclusion of the identification operation, the PNOK and SNOK of each individual whose remains cannot be individually identified must be tactfully notified of the circumstances necessitating a group interment and, when appropriate, also informed of the transportation allowances which can be provided in connection with their attendance at the burial site. Within the limitations of paragraph 16-3, make every effort to coordinate a time, date, and place of interment that is convenient to all PNOKs planning to attend. COMNAVMEDCOM or CMC (MHP-10), as appropriate, will accomplish notification or designate appropriate activities to accomplish notification. Whenever possible, make notification by personal contact, followed by a telegraphic form of notification in the format outlined below, confirming information provided orally.

WE HAVE BEEN INFORMED THAT THE EXAMINATION OF THE REMAINS RECOVERED FROM THE (crash site, disaster area, etc.) HAS BEEN COMPLETED. DUE TO THE CIRCUMSTANCES OF DEATH, INDIVIDUAL IDENTIFICATION OF ALL REMAINS WAS NOT POSSIBLE. WE DEEPLY REGRET TO INFORM YOU THAT THE REMAINS OF YOUR (relationship, name) AND (number) OF (his or her) CREWMATES COULD NOT BE INDIVIDUALLY IDENTIFIED. WHEN REMAINS CANNOT BE INDIVIDUALLY IDENTIFIED, REGULATIONS REQUIRE THAT A GROUP INTERMENT BE MADE IN A NATIONAL CEMETERY. ROUND TRIP TRANSPORTATION TO THE CEMETERY FOR THE PRIMARY NEXT OF KIN AND CERTAIN OTHER RELATIVES OF THE DECEASED MAY BE PROVIDED BY THE NAVY. CEREMONIES AT THE CEMETERY WILL BE CONDUCTED WITH APPROPRIATE MILITARY HONORS AND IN CONFORMITY WITH RELIGIOUS RITES AND CEREMONIES ASSOCIATED WITH RELIGIOUS PREFERENCES. A SPECIAL GRAVE MARKER WILL BE ERECTED, INSCRIBED WITH THE NAMES OF ALL PERSONNEL INCLUDED IN THE GROUP. INFORMATION CONCERNING THE CEMETERY SELECTED, OPTIONS FOR TRAVEL OF RELATIVES, AND THE DATE AND TIME OF SERVICES WILL BE PROVIDED AS SOON AS POSSIBLE.

(2) Provide all interested activities with copies of the notification. As soon as the facts are known, inform COMNAVMEDCOM and CMC (MHP-10), as appropriate, of the names, addresses, and

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16-6a(1)(a)

relationships of the family members who will be traveling to the burial site at Government expense, in order that these relative and the activities assigned responsibilities for helping them may be advised accordingly. Also provide information concerning individuals planning to attend the services at their own expense.

16-6. Transportation of Relatives. Two separate and distinct programs exist to provide for transportation to the burial site of relatives of the deceased. When authorized under both programs, offer the PNOK the opportunity to select the option that most nearly meets the needs of the family.

a. Option I. Under a program authorized by 10 U.S.C. 1482, the PNOK who, under ordinary circumstances, would have been entitled to direct disposition of remains and two closely related relatives of each deceased member in a group interment are authorized round trip transportation at Government expense to the place of interment. The PNOK designates the two closely related relatives of the deceased for whom transportation can be provided at Government expense. Military air transportation within the 48 contiguous United States is not authorized and a per diem allowance is not payable under this option. If the PNOK selects this option, the following applies:

(1) Letters of Invitation. COMNAVMEDCOM or CMC (MHP-10) will request activities, near the residences of the PNOKs and of the closely related relatives of the deceased selected to attend the services at Government expense, to issue letters of invitation in a format similar to that outlined in subparagraphs 16-6a(1)(a) and (b), as appropriate. Designated activities will issue either Government Transportation Requests (GTR) for round trip transportation to the place of interment, if desired by the individuals concerned or DD 1351-2, Travel Voucher or Subvoucher, to those individuals traveling by private vehicle. Submit the DD 1351-2 per paragraph 16-6a(3).

(a) Primary NOK

Dear Mrs. Doe:

Funeral and interment services for your (relationship, name, and branch of service) and (number) of his or her crewmates are scheduled for (date) in (name and address of national cemetery). Appropriate religious rites, with full military honors, will be conducted at (either "name and address of chapel" or "the graveside") at (time). The interment services will immediately follow.

16-6a(1)(a)

16-6a(1)(a)

1/We have been informed that you will attend the services and will travel by privately owned vehicle. The Navy will reimburse you for travel from your home to (place of national cemetery), and return as follows: if you are the owner or driver of the vehicle, reimbursement will be made at the rate of (number) cents a mile; if you travel as a passenger in a privately owned vehicle, you will be reimbursed at the rate of (number) cents per mile. Per diem allowances are not payable. Also attached is a DD Form 1375 on which you may make a claim for the \$75 interment allowance.

Upon completion of your travel, you may obtain both reimbursement for your travel expenses and payment of the interment allowance by completing the attached DD Form 1351-2 (original and two copies) and the DD Form 1375 and forwarding both forms to the Commander, Naval Medical Command, Washington, DC 20372-5120. This letter, which represents the authority for your travel at Government expense, should be returned with your application for reimbursement. If you were the owner or driver of the vehicle and responsible for the operating expenses, you should add and sign the following statement on the reverse of the DD Form 1351-2 for the purpose of establishing eligibility for the (number) cents a mile rate: "I, (full name), certify that I was the owner (or operator) of a privately owned vehicle used for the travel described on the reverse and that I was responsible for the operating expenses thereof." The Casualty Assistance Calls Officer will assist you in filing both claims.

Suggest that family members arrive at (place and address) of the national cemetery at least 15 minutes prior to the scheduled services. Should you desire to send flowers to the cemetery, they should be marked with your (husband's, wife's, son's, etc.) name for delivery to the Superintendent of (name and address of national cemetery).

Sincerely,

1/If the mode of transportation is by air or rail and a transportation request is to be issued, substitute the following paragraph for paragraph 2 and modify paragraph 3 accordingly by deleting reference to travel by private vehicle:

16-6a(1)(b)

16-6a(1)(b)

We have been informed that you wish to attend the services and will travel by (air or rail). As requested, you will be issued a Government Travel Request for round trip transportation from (place of residence) to (place of interment). In addition, other expenses in the nature of transportation costs may be allowed upon completing the attached DD Form 1351-2, original and two copies, and mailing to the Commander, Naval Medical Command, MEDCOM-332, Washington, D.C. 20372-5120. Per diem allowances are not payable. Also attached is a DD Form 1375 on which you may make a claim for the \$75 interment allowance.

(b) Other Selected Relatives

Dear Mr. \_\_\_\_\_:

Funeral and interment services for your (relationship, name, and branch of service) and (number) of his or her crewmates are scheduled for (date) in (name and address of national cemetery). Appropriate religious rites, with full military honors, will be conducted at (either "name and address of chapel" or "the graveside") at (time). The interment services will immediately follow.

2/We have been informed that you will attend the services and will travel by privately owned vehicle. The Navy will reimburse you for travel from your home to (place of national cemetery), and return as follows: if you are the owner or driver of the vehicle, reimbursement will be made at the rate of (number) cents a mile; if you travel as a passenger in a privately owned vehicle, you will be reimbursed at the rate of (number) cents per mile. Per diem allowances are not payable.

Upon completion of your travel, you may obtain reimbursement for your travel expenses by completing the attached DD Form 1351-2 (original and two copies) and mailing it to the Commander, Naval Medical Command, Washington, DC 20372-5120. This letter, which represents the authority for your travel at Government expense, should be returned with your application for reimbursement. If you were the owner or driver of the vehicle and responsible for the operat-

16-6a(2)

16-6a(2)(a)

ing expenses, you should add and sign the following statement on the reverse of the DD Form 1351-2 for the purpose of establishing eligibility for the (number) cents a mile rate: "I, (full name), certify that I was the owner (or operator) of a privately owned vehicle used for the travel described on the obverse and that I was responsible for the operating expenses thereof." The Casualty Assistance Calls Officer may assist you in filing this claim.

Suggest that family members arrive at (place and address of the national cemetery) at least 15 minutes prior to the scheduled services.

Should you desire to send flowers to the cemetery, they should be marked with your (son's, daughter's, grandson's, etc.) name for delivery to the Superintendent of (name and address of national cemetery).!

Respectfully,

2/If the mode of transportation is by air or rail and a transportation request is to be issued, substitute the following paragraph for paragraph 2 and modify paragraph 3 accordingly by deleting reference to travel by private vehicle:

We have been informed that you will attend the services and will travel by (air or rail). As requested, you will be issued Government Travel Requests for round trip transportation from (place of residence) to (place of interment). In addition, other transportation expenses may be allowed upon completing the attached DD Form 1351-2, original and two copies, and mailing to the Commander, Naval Medical Command, MEDCOM-332, Washington, D.C. 20372-5120. Per diem allowances are not payable.

(2) Travel. Travel by either common carrier or private vehicle is authorized and Government Travel Requests will be issued to the PNOK and selected relatives travelling by common carrier. If travel is by private vehicle, the owner or operator thereof may be reimbursed at current mileage rates applicable to the driver or owner, and passengers at mileage rates applicable to passengers.

(a) CACOs assigned to aid families will inform COMNAV MEDCOM and CMC (MHP-10) as to the itineraries of family members.

16-6a(2)(b)

16-6b(1)(a)

including those traveling by private auto. Include the hotel or motel information required in paragraph 16-7.

(b) When requested, assign a Navy or Marine Corps officer to meet members of each family traveling by common carrier at the terminal. Provide each family transportation to the hotel, motel, or other place they will be staying and to the cemetery. Emphasize that the assigned officer should accompany each family to help them in every way possible. COMNAVMEDCOM or CMC (MHP-10) will request an activity at or near the place of interment to provide these services. If any difficulties are encountered in completing arrangements to provide transportation and such other required services, direct requests for assistance to the OMA/NH (appendix F) servicing the area in which the cemetery is located or, if appropriate, to COMNAVMEDCOM (MEDCOM-332) and CMC (MHP-10).

(3) Reimbursement. CACOs will help authorized travelers in preparation and submission of requests for reimbursement of authorized expenses. Reimbursement requests must be filed using DD 1351-2, Travel Voucher or Subvoucher. Submit to COMNAVMEDCOM (MEDCOM-332) accompanied by a copy of the letter of invitation (paragraph 16-6a(1) refers). Owners or operators of private vehicles used in such transportation must also submit a statement with their claims that they were the owners or operators of the vehicles and were responsible for the operating expenses thereof. Per paragraph 16-6a(1), provide a DD 1351-2 to appropriate relatives of the deceased.

b. Option II. Under a program authorized by 37 U.S.C. 411f and administered by COMNAVMILPERSCOM and CMC, round trip transportation to the burial site may be provided to family members listed below of members who die while on active duty for a period of 30 days or longer. Unlike option I, travel is not limited to individuals attending group burials. A per diem allowance is authorized under this option for attending family members when the member's burial site is not in the family member's local area or the total time from departure from place of residence to time of return after burial is more than 10 hours. See NAVMILPERSCOMINST 1770.1; MARCOR CASPROC MAN, MCO P3040.4; and Joint Federal Travel Regulations (JFTR) U5242 for additional information. If the PNOK selects this option, the following is applicable.

(1) Eligible Family Members. Under option II, the following relatives are authorized to attend burials at the expense of the Government:

(a) Deceased member's spouse. An active duty spouse of a deceased member is not considered an eligible family member for this benefit.

16-6b(1)(b)

16-6b(2)(a)

(b) Deceased member's children under 21 years of age to include:

1. Unmarried legitimate children.
2. Unmarried stepchildren (including illegitimate children of member's spouse who are in fact dependent upon the member).
3. Member's unmarried adopted children who are in fact dependent upon the member.

(c) Deceased member's unmarried illegitimate children:

1. Whose parentage has been admitted in writing by the member father or member mother, or,
2. Whose alleged member-father has been judicially decreed by other than a foreign court to be the father of the children or,
3. Whose alleged member-father has been judicially ordered to contribute to the children's support.
4. Children in paragraphs 1, 2, and 3 must be dependent on the member for over one-half of their support.

(d) Deceased member's child, as defined in paragraphs 16-6b(1)(a) through (c) above, over 21 years of age but incapable of self-support due to a mental or physical impairment and in fact dependent on the member for over one-half of his or her support.

(e) Deceased member's parents if there are no dependents meeting the eligibility criteria in paragraphs 16-6b(1)(a) through (d) above. Parents include step-parents, parents by adoption, or former step-parents who stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member attained 21 years of age.

## (2) Eligibility Requirements

(a) If the deceased member was called or ordered to active duty from a place in the 50 United States, Puerto Rico, or a possession of the United States, transportation and per diem is authorized for eligible survivors from the member's place of active duty or the traveler's residence anywhere in the world to the burial site in the United States and return to the place of active duty or place of residence.

16-6b(2)(b)

16-6b(3)(a)2b

(b) If the deceased member was called or ordered to active duty from a place outside the 50 United States, Puerto Rico, or a possession of the United States, transportation and per diem are authorized for eligible survivors:

1. From the member's place of active duty or the traveler's place of residence anywhere in the world,

2. To the burial site at the place from which the member was called or ordered to active duty or anywhere in the United States, Puerto Rico, or possessions of the United States, and

3. Return to the place of active duty or place of residence.

(3) Benefits. Round trip transportation and, when appropriate, per diem to the place of interment is authorized for all eligible relatives. Per diem is not payable when the burial site is in the local area, as defined in Joint Federal Travel Regulations, or the total time from departure to time of return can be performed within 10 hours or less. Military air transportation within the 48 contiguous United States is not authorized.

(a) Travel

1. Government transportation will be used to the maximum extent practicable in connection with transoceanic travel of relatives who must travel outside the 48 contiguous United States. All international or transoceanic travel should be arranged through a Navy Passenger Transportation Office (NAVPTO) to ensure travel is performed per JFTR U5242. Further, arrangements made through the NAVPTO precludes financial hardships associated with limited reimbursement due to non-compliance with JFTR provisions.

2. For travel in the 48 contiguous United States of eligible family members residing both in and outside the United States (JFTR U5242), eligible family members are entitled to one or a combination of the following transportation allowances for round trip travel:

a. Transportation in kind or a transportation request (TR).

b. Reimbursement for the cost of personally procured commercial transportation for the mode of transportation

16-6b(3)(a)2c

16-6b(4)(b)

used, not to exceed the cost to the Government had a transportation request been used.

c. A monetary allowance of \$0.205 per mile for the driver who uses privately owned conveyance. Passengers are not entitled to this allowance.

(b) Per Diem. When relatives reside within the 48 contiguous United States, a maximum of 2 days per diem is authorized for necessary travel time. Per diem in excess of 2 days may be authorized to accommodate the time necessary to perform travel from outside the United States, Puerto Rico, or possessions of the United States (See JFTR U5244-B3). Per diem is at the flat rate of \$50.00 per day for travel within the United States. For travel outside the United States, see Appendix B of JFTR for rates applicable to the area. Per diem is not subject to deductions and advance per diem is not authorized. Per diem will be paid based upon the location of the traveler at midnight, including the day of return (see paragraph 16-6b for further limitations).

(4) Orders and Claims. Travel orders will be issued and claims made per the following:

(a) Orders

1. COMNAVMILPERSCOM (N-122), and when appropriate CMC (MHP-10), will liaise with CACOs assigned to families of Navy and Marine Corps personnel and issue them message travel order authorizations for delivery to eligible travelers. An information copy will be provided to each CACO's servicing personnel support detachment (PERSUPPDET) or the nearest NAVPTO in overseas areas.

2. CACOs will advise travelers of entitlements and certify the naval message authorization as the original travel order. To arrange travel, CACOs will contact the local PERSUPPDET/NAVPTO. That activity will determine actual costs and make travel arrangements by issuing carrier tickets for pickup by the CACO or traveler at either the PERSUPPDET/NAVPTO or appropriate transportation terminal when traveling via common carrier. Via message, CACOs will advise COMNAVMILPERSCOM (N-122) and the appropriate CACO coordinator in appendix R of the actual transportation costs, itinerary, and names of travelers.

(b) Claims. Within 5 days after completion of travel, CACOs will help each authorized traveler in completing and submitting a travel claim on a DD 1351-2, Travel Voucher or Subvoucher. A copy of the settled claim must be forwarded by the claims settle-

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16-8b(3)

ment office to COMNAVMILPERSCOM (N-021), Washington, DC 20370-5021. If travel option II is selected, the CACO will also provide the PNOK with a DD 1375 and help in its preparation and submission to obtain the interment allowance (\$75 for group interments). Send the completed DD 1375 to the Commander, Naval Medical Command, Washington, DC 20372-5120 to effect payment of the allowance.

16-7. Hotel or Motel Reservations. CACOs assigned to help families will inform COMNAVMEDCOM (MEDCOM-332) or CMC (MHP-10) of each family's desires concerning hotel or motel reservations, or where each family member plans to stay. If reservations are desired in hotels or motels, information is required as to the number of rooms, types (single or double), price range, and planned length of stay. If option II was selected, the per diem allowance is intended to cover this cost. If option I was selected, authorized travelers are responsible for the cost of such accommodations. COMNAVMEDCOM (MEDCOM-332) or CMC (MHP-10) will contact an activity at or near the place of interment to make appropriate hotel or motel reservations as requested by family members.

16-8. Honors and Flags

a. Honors. Each group interment will be conducted with full military honors and per the religious ceremonies applicable to all denominations represented within the group.

b. Flags

(1) The required number of flags (paragraph 16-8b(3)) should be provided by the activity arranging transportation of remains and should accompany remains to place of burial. Flags may be placed inside the casket container(s) or carried by the escort(s), as appropriate.

(2) A standard burial flag (ceremonial flag) will be used to drape each casket throughout the interment ceremony. When ceremonial flags are removed from caskets during the final phase of committal services, they should be retired from the scene by military escort. Such ceremonial flags are never presented to a PNOK or SNOK; make disposition under subparagraph 16-8b(4).

(3) A quantity of flags, identical to the ceremonial flags and equal to the number of family members eligible to receive them, should be prominently displayed on a small stand at the head of the grave during the ceremony. After the committal service has been completed, the escort accompanying each family should proceed to the display stand and obtain a flag(s) for presentation to the

16-8b(4)

16-10

family member(s), as appropriate. Flags should be presented with an appropriately worded statement such as "This flag is presented to you on behalf of our grateful nation in recognition of the faithful service performed by your (husband, son, father, mother, etc.). The flag is presented with the hope that it will serve as a lasting symbol of the devotion displayed in the performance of duty to (his or her) country."

(4) Mail the ceremonial flag to the commanding officer of the parent organization with a letter attesting to its relationship to the specific ceremony. Express the hope that it may be of further ceremonial use within that military organization. If there is only one ceremonial flag and more than one parent organization is involved, give the flag to the predominant organization or to the organization of the senior deceased member. If the preceding method is not considered appropriate in the disposition of a flag in a specific situation, seek advice from COMNAVMEDCOM (MEDCOM-332).

16-9. Photographs. If a military photographer is available, photographs of the services should be taken and, if the families so desire, a set of the prints will be sent to the primary and secondary NOK of each decedent included in the group. Procurement of this service through commercial sources is not authorized.

16-10. Headstones. The grave(s) in which a group is interred will be marked with a headstone(s) inscribed with the names of all known members. When the number of names exceeds the standard-size grave marker, the director or superintendent of the cemetery will initiate action to obtain a special grave marker.

APPENDIX A

BIBLIOGRAPHY OF INSTRUCTIONS, NOTICES, MANUALS, AND  
OTHER SOURCE MATERIALS CITED

<u>Source</u>	<u>Title</u>
BUMEDINST 6510.6B	Aviation Pathology Program
CINCPAC Instruction 5360.2	Mortuary Affairs Program
CINCUSNAVEUR/USCOMEASTLANT Instruction 5360.1K	Mortuary Services and Decedent Affairs (Peacetime)
CMMI 790.6	Civilian Manpower Management Instruction
COMSC Instruction 5100.17	
DOD Directive 1344.8 of 25 Sep 1978	Interment Allowance for Deceased Active Duty Personnel
Federal Acquisition Regulation	
FMFM 4-8	Handling of Deceased Personnel in Theaters of Operations
FSC 9930	Memorials, Cemeterial and Mortuary Equipment
Joint Federal Travel Regulations	
Joint Travel Regulations	
MANMED	Manual of the Medical Department
MILPERSMAN	Naval Military Personnel Command Manual
MCO P3040.4	Marine Corps Casualty Procedures Manual
NAVCOMPT Manual	
NAVMC 2691	Marine Corps Drill and Ceremonies Manual

NAVMEDCOMINST 5360.1

APPENDIX A (Continued)

NAVMED P-5065	Autopsy Manual
NAVMEDCOMINST 5360.3	Organ Disposal After Autopsy
NAVMILPERSCOMINST 1770.1	Casualty Assistance Calls Program (CACP) Manual
NAVPERS 15555A	Naval Military Funerals
NAVPERS 15955F	Manual for Escorts of Deceased Naval Personnel
NAVSUP Manual	
Navy Regulations, U.S.	
Navy Travel Instructions	
OPNAVINST 4630.25B	Air Transportation Eligibil- ity
OPNAVINST 4950.1H	Department of the Navy Secu- rity Assistance Training
OPNAVINST 5360.3C	Assignment of Funeral Escort Commanders
OPNAVINST 5400.24D	Command, Area Coordination, and Command Relationships
SECNAVINST 5212.5C	Disposal of Navy and Marine Corps Records
Title 5, United States Code	
Title 10, United States Code	
Title 37, United States Code	
Title 38, United States Code	
USEUCOM Directive 66-1	Logistic Services, General (Mortuary Services)

APPENDIX B

Care and Disposition of Remains When Multiple Deaths of  
Members of Two or More Services Occur as  
Result of Disaster or Major Accident

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1. Purpose. This appendix delineates policies and responsibilities for recovery, identification, preparation, encasement, and transportation of remains when multiple deaths of members of two or more services occur as a result of a disaster or major accident in time of peace.

2. Explanation of Terms. For the purpose of this appendix, the following terms apply:

a. Care and Disposition of Remains. Includes search for, recovery, identification, preparation, encasement, transportation, and interment of remains.

b. Parent Service. Uniformed service of which the deceased was a member.

c. Responsible Authority. Uniformed service assigned responsibility for providing mortuary service to other services' beneficiaries.

d. Custody. Guardianship or keeping of remains.

e. Departmental Level. For the Army, Commander, U.S. Army Military Personnel Center, ATTN: DAPC-PDC-MM, Casualty and Memorial Affairs Operations Center, Alexandria, VA 22331-0400; for the Navy, Commander, Naval Medical Command (MEDCOM-332), Washington, DC 20372-5120, and when Marines or Marine activities are involved, the Commandant, U.S. Marine Corps (MHP-10), Washington, DC 20380-0001; and for the Air Force, Headquarters, Air Force Engineering and Services Center--DEHM, Tyndall Air Force Base, FL 32403-6001. If Coast Guard, USPHS, or NOAA personnel are involved, see paragraph 15-1b for their equivalent departmental levels.

3. Policies

a. To ensure that remains are recovered, identified, prepared, and transported as expeditiously as possible, the Departments of the Army, the Navy, and the Air Force cooperate with each other to the fullest extent. Problems concerning care, handling, and dispo-

APPENDIX B (Continued)

sition of remains which cannot be resolved readily in the field will be referred for coordination and decision at departmental level. In that regard, the Department of the Air Force desires to participate in the identification of their deceased but desires to take full responsibility for all other actions as required in the care, handling, and disposition of their dead. To the extent possible, responsible naval authorities will cooperate in the Air Force's desires.

b. The uniformed service of the deceased will:

(1) If it so desires, assume custody of remains after identification for preparation, encasement, and transportation.

(2) Be responsible for all communications with the primary and secondary next of kin.

(3) Defray expenses in connection with the care and disposition of identified remains.

c. Procedures for processing remains to establish identification will be coordinated at field level (see paragraph 4-7 concerning identification processing and handling of personal effects). When technical specialists are required to aid in identification (in addition to those available in the disaster area), field commanders will request designated headquarters (chapter 15, paragraph 15-1b), through channels, to furnish specialists. Coordination will be effected by the headquarters indicated prior to dispatch of technical personnel.

d. When remains cannot be segregated and individually identified, the activity having custody of the remains will report to its departmental headquarters for further instructions.

e. Coordination will be accomplished at departmental level in selecting a national cemetery for a group interment of unidentified remains. Costs in connection with preparation, caskets, and transportation will not be prorated among the different uniformed services involved. These costs will be paid from the funds of the uniformed service making the arrangements. Each service whose personnel are involved in a group of unidentified remains will normally provide one escort. Additional escorts from each service may be provided under certain circumstances when considered feasible. The service of which each escort is a member will bear the costs of transportation and per diem of the escort.

## APPENDIX B (Continued)

4. Responsibilitiesa. In the 48 Contiguous United States

(1) The military installation, nearest the scene of a disaster or a major accident with the requisite facilities and personnel, will take immediate action to recover remains. Per an agreement with the Department of the Air Force, if possible, such remains will be moved to the USAF Mortuary Facility, Dover Air Force Base, Delaware to be identified and, unless a request to the contrary has been received from the parent service, preparation. When a disaster involves a common carrier, local civil authorities will initiate the action; however, military authorities will offer help and will cooperate and coordinate with civil authorities. When the accident involves military aircraft or Government carrier, the responsible military installation will coordinate closely with the services whose personnel are involved in the accident.

(2) Departmental headquarters and field commanders involved will cooperate to the fullest extent in providing information and help in recovery and identification.

(3) The military installation having custody of remains will arrange for preparation and shipment unless the parent service desires to make arrangements for shipment. The activity having custody will furnish all required information to the parent service or services to speed notification to consignees, PNOK, and SNOK. This includes those remains, not individually segregated and identified, which will be buried as a group in a national cemetery.

b. Outside the 48 Contiguous United States

(1) In areas where mortuary service responsibility has been assigned, the uniformed service responsible for providing mortuary service, in coordination with the other services involved, will initiate immediate action to recover, identify, and prepare remains. If the disaster or major accident occurs in an area where mortuary service responsibility has not been assigned, the military commander of the area will take immediate action to recover, identify, and prepare remains. The military commander may request help from the nearest Armed Forces mortuary and will coordinate closely with civil authorities.

(2) Individually identified remains, after preparation, will be processed per established procedures, unless a request to the contrary has been received from the deceased's parent service.

APPENDIX B (Continued)

(3) When required, the responsible authority overseas will seek aid from technical specialists. When identification cannot be accomplished in the field, the uniformed services whose members are involved will coordinate at departmental level in providing technical specialists to review the findings of the overseas command and to reprocess remains at a U.S. port of entry in an effort to establish individual identification. Technical specialists will forward their findings to the parent service(s) immediately after completion of their work. Each service will then issue appropriate instructions to its field installation and notify the primary and secondary next of kin.

(4) When all efforts to identify individual remains have been unsuccessful, responsible authorities on site having custody of the remains will so advise each service's departmental headquarters. (Inasmuch as the AF desires to participate in the identification process when AF personnel are or may be involved, the AF supplied identification specialist will determine whether AF remains are individually identified, will be committed as a group, or cannot be identified.) Field commanders of other services whose personnel are involved will also notify their departmental headquarters. The departmental headquarters of an overseas authority having custody of remains, after coordination with the other services involved, will designate the U.S. port of entry to which the remains are to be transported.

## APPENDIX C

## Mortuary Supplies and Equipment

<u>AAC</u>	<u>National Stock No.</u>	<u>Supply Source</u>	<u>Description Data</u>
D	9930-00-191-9319	S9G	Aspirator, Hydro, Mortuary: Attaches to a water faucet and operates by running water
D	9930-00-559-1171	S91	Aspirator, Post, Mortuary: Attaches to Hydro Aspirator
D	9930-00-927-4569	S9G	Bag, Plastic, Clear: 90 In. (225 cm) L, 36 In. (90 cm) W, 4 Mil Thick, 50 per pkg
L	9930-00-255-8719	JDC	Carotid Set
D	9930-00-823-9805	S9G	Case, Transfer, Human Remains: Aluminum
L	9930-00-164-0656	JDC	Dermsurgery Wax, Paste; lb (0.45 kg) can NME
D	9930-00-281-4656	S9G	Embalming Kit with Components
Z	9930-00-654-2470	S9G	Fluid, Resensitizing
L	9930-00-654-2469	JDC	Footprint Pad
D	9930-00-340-1800	GSA	Gooseneck, Embalming: Curved Brass Tubes
L	9930-00-164-0657	JDC	Gooseneck, Embalming: Curved Steel Tubes
L	9930-00-164-0658	JDC	Head Rest, Mortuary: Molded Semi-Hard Rubber
D	9930-00-242-4409	S9G	Injector, Embalming Fluid: Pressure Type; 2 1/2 Gal. (9.5 L) Cap; glass tank or percolator
K	9930-00-376-1320	S9G	Injector, Embalming Needle: Utility Model

APPENDIX C (Continued)

<u>AAC</u>	<u>National Stock No.</u>	<u>Supply Source</u>	<u>Description Data</u>
D	9930-00-375-1708	S9G	Needles, Injector, Embalming: 1 Gross per box
D	9930-00-170-1492	S9G	Pouch, Human Remains: Cotton Duck; Olive Green
L	9930-00-240-2766	JDC	Pump, Aspirating, Mortuary
Z	4110-00-278-9744	S9G	Refrigerator Mortuary: 2 Cadaver
D	4110-00-993-8126	S9G	Refrigerator Mortuary: 5 Cadaver
L	9930-00-255-8756	JDC	Syringe, Bulb, Embalming: Rub- ber Overall
L	9930-00-164-0648	JDC	Table, Operating, Mortuary: Porcelain Enameled Finish; Adjustable Tilt Top Type; 78 In. (195.0 cm) L, 26 In. (65.0 cm) W, 33 In. (82.5 cm) H
L	9930-00-170-8379	JDC	Trocar, Straight, perforated: 5 In. (22.5 cm) w/Integral Handle
L	9930-00-170-8377	JDC	Trocar, Straight, perforated: w/Nonreversible Detachable Handle - 12 In. (30.0 cm)
L	9930-00-170-8376	JDC	Trocar, Straight, perforated: w/Nonreversible Detachable Handle - 14 In. (35.0 cm)
L	9930-00-170-8381	JDC	Trocar, Straight, perforated: w/Nonreversible Detachable Handle - 16 In. (40.0 cm)
D	9930-00-163-9921	S9G	Truck, Casket Steel Utility Type
L	9930-00-250-2532	JDC	Tube, Drainage, Embalming: Axillary Type. Curved w/Plunger - Large

## APPENDIX C (Continued)

<u>AAC</u>	<u>National Stock No.</u>	<u>Supply Source</u>	<u>Description Data</u>
L	9930-00-250-2533	JDC	Tube, Drainage, Embalming: Axillary Type, Curved w/Plunger - Medium
L	9930-00-250-2534	JDC	Tube, Drainage, Embalming: Axillary Type, Curved w/Plunger - Small
L	9930-00-694-5196	JDC	Tube, Drainage, Embalming: Nasal Type, Curved w/Plunger - Medium
Z	9930-00-384-4100	S9G	Tube, Injecting, Embalming: Straight - Medium
L	9930-00-164-6929	JDC	Tube, Injecting, Embalming: Curved Shape - Large
L	9930-00-164-6931	JDC	Tube, Injecting, Embalming: Curved Shape - Medium
L	9930-00-164-6930	JDC	Tube, Injecting, Embalming: Curved Shape - Small
D	8105-00-174-0808	GSA	Bag, Deceased Military Per- sonal Effects
D	8345-00-782-3010	S9G	Case, Flag, Plastic (Inter- ment) (w/o Insignia)
D	8345-00-656-1432	S9G	Flag, USA (50 Star Interment)
D	7520-00-275-8078	S9G	Kit, Fingerprint Taking
	3540-00-056-5890	GSA	Sealer, Electric Portable
	7510-00-852-8180	GSA	Tape, Plastic 2 in. (5.0 cm) Pressure, Waterproof, Heat Resistant

See notes on following page concerning supplies and equipment not included here or which proves to be unavailable.

NOTES:

1. Any item not available in the Federal Supply System can be procured commercially.

2. Overseas mortuaries should procure quality, nationally recognized and accepted commercially manufactured embalming chemicals to accommodate embalming requirements. Several sources are Dodge, Champion, Royal Bond, Gold Crest, etc. Procure chemicals in quantities as packaged and sold commercially, e.g., pint bottles, 24 bottles to a case, etc. Select and procure chemicals that morticians are personally familiar with and which they have received the best results. Mortuaries must also determine the quantities to purchase and the frequency of purchase to ensure that the quantity of chemicals on hand do not exceed a shelf life of more than 6 months. This ensures maximum effectiveness and optimum performance of chemicals used in preparing remains in each facility.

## APPENDIX D

Checklist for Pre-Award Inspection  
of Funeral Establishment

1. Business. Investigate the business and financial reputation of the establishment.
2. Facilities. Inspect the facilities for adequacy of operation, including but not limited to:
  - a. Preparation room (is it clean, sanitary, and well ventilated?).
  - b. Reposing room(s).
  - c. Chapel or room to serve as chapel.
  - d. Office or private consultation room.
  - e. Holding area for remains.
  - f. Storage space for caskets and outer cases.
  - g. Decor (is it in good taste and well maintained?).
3. Fixed Equipment. Inspect equipment for adequacy of operation, including but not limited to:
  - a. Sufficient supply of embalming instruments.
  - b. Embalming table(s) or embalming-dressing table(s).
  - c. Hot and cold running water available.
  - d. Proper waste disposal facilities.
  - e. Variety of shades of cosmetics, waxes, and other derma-surgical supplies, etc.
  - f. Sufficient supplies (chemicals) for preparation of remains.
  - g. Availability of equipment necessary for religious service, including but not limited to Protestant, Catholic, and Jewish.
4. Personnel
  - a. Managing owner or manager is in good standing with professional society and is currently licensed as required by State law.

APPENDIX D (Continued)

b. Embalmers are qualified and licensed.

c. There is a sufficient number of employees, or personnel are available from other firms to adequately care for an increased workload while accomplishing their normal workload.

5. Caskets. Specification caskets and outer shipping containers the contractor proposes to furnish conform to pertinent specifications.

6. Rolling Equipment. The funeral establishment has sufficient and suitable rolling equipment (funeral coach, passenger car, etc.) to satisfy contract requirements. Vehicles are clean and in good condition.

7. Buildings and Grounds. The general exterior of the building should give the impression of being well maintained. The surrounding area, including parking area, should also give the impression of being well maintained and generally comparable to areas of the majority of funeral homes in that locale.

8. The Contract. The bidder understands conditions set forth in the contract .. such as area of performance - and especially those pertaining to specifications.

## APPENDIX E

## SAFEGUARDING AND TRANSPORTING HUMAN REMAINS TO THE UNITED STATES

1. Overseas Activities Responsibilities. The procedures outlined in this paragraph 1, and paragraphs 2 through 5 are the minimum standards for all Navy overseas mortuaries. To ensure integrity and safety during transit of remains, additional procedures may be instituted at the discretion of the applicable overseas activity. Commanding officers of overseas Navy activities responsible for recovery, identification, preparation, and transportation of remains of Armed Forces personnel will:

a. Ensure the integrity of human remains processed through Navy overseas mortuaries.

b. Start the following procedures to prevent the introduction of narcotics, drugs, and other contraband items during processing and movement of remains through Navy mortuary channels.

(1) The mortuary officer will ensure that each remains and container is inspected or examined, if possible, by a military customs inspector to include:

(a) The lower and upper portion of the transfer case.

(b) The plastic and cotton shipping sheets, plastic envelopes, gauze, tape, etc.

(c) The document tube of the transfer case.

(d) Observing the actual wrapping of remains, placement in transfer case, and the securing of the two portions of the transfer case.

(2) Packing and transportation personnel will ensure that the inspector attaches numbered seals on the transfer case as indicated below:

(a) Affix serial numbered metal rail car seals on the fasteners (spring locks) at the head and foot ends of the transfer case. Numbered seals should not be used in serial sequence.

(b) Place a numbered fiber tape or other approved seal across the lid or rim of the document tube.

(3) Inspectors will certify on the Transportation Control and Movement Document (TCMD), (DD 1384), and Special Handling Data/Certification (DD 1387-2), that transfer case contains no prohibited items or commodities.

APPENDIX E (Continued)

2. Alternative Measures. In the absence of military customs inspectors, the procedures in paragraph 1 above may be accomplished by the patient administration (patient affairs) officer, decedent affairs officer, or their delegated representative. The delegated representative may be a Department of the Navy civilian employee.

3. Noncertified Military Customs Inspectors. The following additional procedures are required when inspection is made by noncertified military customs inspectors:

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

b. Each individual will sign a certificate or statement indicating that he or she witnessed the foregoing actions. The certificate or statement will remain with the correspondence concerning the deceased in the mortuary files.

4. Document Annotation. After inspections have been accomplished by the military customs inspector or other authorized individual, mortuary personnel will annotate the following documents as indicated below:

a. Record of Identification Processing, Anatomical Chart (DD 893) - Record seal numbers on reverse side, top left corner of the chart.

b. Certificate of Death (Overseas) (DD 2064) or applicable service form. Prior to being placed in the document tube of the transfer case, the loose copy will be annotated with customs seal numbers. Numbers will be placed on bottom of page adjacent to the form number.

c. Transportation Message - Custom seal numbers will be cited in final paragraph of the message.

d. TCMD (DD 1384) - Enter, under "remarks" column, custom seal numbers as indicated in sample below:

Head	789
Foot	754
Tube	651

5. Placement In Secure Area. If a secure area is available at the terminal, remains may be moved immediately to the aerial, water, or land transportation facility to await transportation. If a secure

## APPENDIX E (Continued)

area is not available, the mortuary will coordinate movement to permit direct loading or minimal time lag prior to loading.

6. Infant Type Shipping Containers. In addition to the procedures outlined in paragraphs 1 through 5 above, the following are also applicable when an infant type shipping container is used:

a. Place a metal band around the shipping container.

b. Place a serial numbered metal rail car seal through the metal band and the closed clamp to preclude removal without breaking the seal.

7. Document Tubes. Document tubes of aluminum transfer cases will not be welded closed. Tubes must remain available for placement of death certificates therein prior to transporting remains.

8. Implementing Instructions. Forward a copy of implementing instructions issued by each mortuary to the Commander, Naval Medical Command, Washington, DC 20372-5120 (Attn: MEDCOM-~~232~~). Keep COMNAVMEDCOM up-to-date as changes occur. *SC32*

APPENDIX F

OFFICES OF MEDICAL AFFAIRS, NAVAL HOSPITALS  
WITH OMA RESPONSIBILITIES AND COMMANDERS IN CHIEF

For the District of Columbia, Alaska, Cuba, Puerto Rico and the 48 contiguous United States, the following offices of medical affairs (OMA) and naval hospitals (NH) have been delegated decedent affairs coordinating and adjudicating responsibilities for the geographical areas outlined.

<u>Geographical Area</u>	<u>OMA/NH</u>
Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, and Wisconsin	Commander Naval Medical Command Northeast Region Office of Medical Affairs Great Lakes, IL 60088-5252 (A) 792-3844 (C) (312) 688-3844
Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, and Vermont	Commanding Officer Naval Hospital Office of Decedent Affairs Code 01-E 17th Street and Pattison Avenue Philadelphia, PA 19145-5199 (A) 443-8217 or 8219 (C) (215) 897-8217 or 8219
North Carolina	Commanding Officer Patient Admin., Code 151 Naval Hospital Camp Lejeune, NC 28542-5008 (A) 484-4106 or 4101 (C) (919) 451-4106 or 4101
South Carolina	Commanding Officer Naval Hospital Charleston, SC 29408-6900 (A) 794-6691, 6693, 6694, or 6695 (C) (803) 743-6691, 93, 94, or 95
The States of Maryland and West Virginia; the Virginia counties of Arlington, Fairfax, Loudoun, and Prince William; the Virginia cities of Alexandria, Falls Church, and Fairfax; and the District of Columbia	Commander Naval Medical Command, National Capital Region Office of Medical Affairs Bethesda, MD 20814-5011 (A) 295-5322 (C) (301) 295-5322

APPENDIX F (Continued)

<u>Geographical Area</u>	<u>OMA/NH</u>
Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, Oklahoma, Tennessee, and Texas	Commanding Officer Naval Medical Clinic Office of Medical Affairs New Orleans, LA 70146-5300 (A) 485-2406 (C) (504) 361-2406
Arizona and New Mexico; the counties of Kern, San Bernardino, San Luis Obispo, Santa Barbara, and all other California counties south thereof; the community of Bridgeport, CA (Marine Corps cold-weather training site); and Nevada except for NAS Fallon and its immediate area.	Commander Naval Medical Command Southwest Region Office of Medical Affairs San Diego, CA 92134-7000 (A) 987-2611 or 2612 (C) (619) 233-2611 or 2612
Alaska, Idaho, Montana, Nebraska, North Dakota, Oregon, South Dakota, Washington, and Wyoming	Commanding Officer Naval Medical Clinic Office of Medical Affairs Seattle, WA 98115-5004 (A) 941-3823 (C) (206) 526-3823
Colorado, Kansas, and Utah; the California counties of Inyo, Kings, Tulare, and all other counties of California north thereof; and NAS Fallon, Nevada and its immediate area	Commander Naval Medical Command Northwest Region Office of Medical Affairs Oakland, CA 94627-5025 (A) 855-5705 or 5707 (C) (415) 633-5705 or 5707
Cuba, Puerto Rico, and all areas of Virginia south and west of Prince William and Loudoun counties	Commander Naval Medical Command Mid-Atlantic Region Office of Medical Affairs 6500 Hampton Boulevard Norfolk, VA 23508-1297 (A) 564-1074 (C) (804) 445-1074

When seeking assistance concerning areas outside the District of Columbia, Alaska, Cuba, Puerto Rico, and the 48 contiguous United States and for at sea dispositions, contact:

APPENDIX F (Continued)

<u>Geographical Area</u>	<u>Commander in Chief</u>
East Coast, Gulf Coast, and Atlantic overseas area	Commander in Chief U.S. Atlantic Fleet Norfolk, VA 23511
West Coast and Pacific overseas area	Commander in Chief U.S. Pacific Fleet FPO San Francisco 96610
Per CINCUSNAVEUR/USCOMEASTLANT Instruction 5360.1K, areas of responsibility for Europe, the Middle East, Africa, and Southwest Asia are as follows:	
Belgium, Denmark, France, Germany, Yugoslavia, Luxembourg, the Netherlands, Italy north of Latitude 42-30N, Berlin and Warsaw Pact Nations, and other European nations not specifically assigned to another component.	Commander in Chief U.S. Army, Europe APO New York 09102
The United Kingdom, Ireland, Portugal, Spain, Algeria, Crete, Greece, Libya, Morocco, Norway, Tunisia, Turkey, Israel, Saudi Arabia, Egypt, Yemen Arab Republic, Sudan, Kenya, Jordan, Lebanon, Kuwait, Oman, Somalia, Liberia, and all other countries in Africa and Southwest Asia not specifically assigned to another component.	Commander in Chief U.S. Air Force, Europe APO New York 09012
The Mediterranean Islands and Italy, south of Latitude 42-30N (except Crete).	Commander in Chief U.S. Naval Forces, Europe FPO New York 09510

APPENDIX G

REQUEST FOR PAYMENT OF FUNERAL AND/OR INTERMENT EXPENSES		Form Approved OMB No 0704-0030 Expires Nov 30, 1989
<b>Privacy Act Statement</b>		
<b>AUTHORITY:</b> 10 USC Sections 1481 through 1488; EO 9397, November 1943 (SSN) <b>PRINCIPAL PURPOSE:</b> To record amount of funeral and/or interment expenses incurred by next of kin <b>ROUTINE USES:</b> By the Department of Defense to enable the Finance Office to pay allowable funeral and/or interment expenses <b>DISCLOSURE:</b> Disclosure of requested information is voluntary; however, if not furnished, claim cannot be paid		
<b>PART I - TO BE COMPLETED BY MILITARY AUTHORITIES</b>		
<b>1. MILITARY ACTIVITY PREPARING THIS FORM</b>		<b>2. MILITARY ACTIVITY FORM IS TO BE MAILED TO FOR PAYMENT</b>
a. NAME <u>NAVMEDCOM NWREG</u> b. ADDRESS (Street, City, State and Zip Code) <u>Oakland, CA 94627-5025</u>		a. NAME <u>Naval Hospital</u> b. ADDRESS (Street, City, State and Zip Code) <u>Philadelphia, PA 19145-5199</u>
<b>3. NAME OF DECEDENT (Last, First, Middle Initial)</b> <u>DOE, John A. Jr.</u>		<b>4. PAY GRADE/RANK</b> <u>HMC</u>
<b>5. SERVICE NUMBER/SSN</b> <u>222-22-2222</u>		<b>6. PLACE OF DEATH (City, State, Country)</b> <u>Guam</u>
<b>7. DATE OF DEATH (YYMMDD)</b> <u>20 Nov 86</u>		<b>8. NAME OF NEXT OF KIN</b> <u>Mr. John A. Doe, Sr.</u>
<b>9. RELATIONSHIP</b> <u>Father</u>		<b>10. FUNERAL DIRECTOR AND/OR NATIONAL CEMETERY SELECTED BY NEXT OF KIN</b>
a. NAME <u>Final Resting Funeral Home</u> b. ADDRESS (Street, City, State and Zip Code) <u>4444 Broadway, Brooklyn, NY 11251</u>		
<b>11. GOVERNMENT CONTRACT FOR CARE OF REMAINS IN EFFECT AT PLACE OF DEATH</b> <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES (Enter name of contracting activity)		
<b>PART II - TO BE COMPLETED BY NEXT OF KIN (Proper completion will expedite settlement.)</b>		
a. Complete items 12 and 13      b. Fill in either item 14 or 15. (Do not fill in both.)      c. Complete item 16, if applicable. d. Complete item 17      e. Mail to address in item 2.      f. Attach copies of bills for all interment costs.		
<b>12. CEMETERY, MAUSOLEUM OR OTHER DISPOSITION</b>		
a. NAME <u>Memorial Gardens</u> b. ADDRESS (Street, City, State and Zip Code) <u>1313 Long Island Way, Long Island, NY 11259</u>		<b>13. DATE OF INTERMENT</b> <u>25 Nov 86</u>
<b>14. INTERMENT COSTS (To be completed when next of kin arranged for interment only. If next of kin arranged for preparation and casketing, leave this item blank and fill in item 15. Enter total amount paid or incurred for one or more of the following: Cost of grave site, opening and closing grave, burial vault, church service or clergy's fee, obituary notice, flowers, services of funeral director, including use of his facilities, and motor services.)</b> <u>\$1750.00</u>		<b>15. TO BE COMPLETED WHEN NEXT OF KIN MADE ALL ARRANGEMENTS</b>
		a. CASKET, PRESERVATION AND RELATED SERVICES      \$ n/a b. CREMATION AND URN      \$ n/a c. CLOTHING      \$ n/a d. INTERMENT COSTS (Enter total amount paid or incurred for items listed in item 14.)      \$ 1750.00
<b>16. SHIPPING COSTS (To be completed when next of kin paid or incurred cost for shipment of remains.)</b>		
a. REMOVAL FROM PLACE OF DEATH TO PREPARATION POINT      \$ n/a b. DELIVERY FROM PREPARATION POINT TO COMMON CARRIER      \$ n/a c. SHIPPING COST      \$ n/a		
(1) Shipped from (City and State) <u>JFK Airport, NY</u>		(2) Shipped to (City and State) <u>Brooklyn, NY</u>
(3) Mode of shipment (if any) <input type="checkbox"/> Air <input checked="" type="checkbox"/> Road		
d. REMOVAL FROM COMMON CARRIER TO RECEIVING FUNERAL HOME      \$ 50.00 e. DELIVERY TO CEMETERY      \$ 50.00		
<b>17. STATEMENT OF NEXT OF KIN: I HAVE PAID OR INCURRED EXPENSES IN THE AMOUNTS ENTERED IN ITEMS 14, 15, AND/OR 16. I DESIRE THAT THE AMOUNT ALLOWABLE BY THE GOVERNMENT BE PAID TO:</b>		
a. NAME OF PAYEE (Print or Type) <u>Final Resting Funeral Home</u> b. ADDRESS OF PAYEE (Street, City, State and Zip Code) <u>4444 Broadway Brooklyn, NY 11251</u>		
c. SIGNATURE OF NEXT OF KIN <u>/s/ John A. Doe, Sr.</u>		
d. DATE SIGNED <u>29 Nov 86</u>		

APPENDIX H

STATEMENT OF RECOGNITION OF DECEASED			
For use of this form use FM 10-63. Proponent agency is TRADOC			
PRIVACY ACT STATEMENT			
<b>AUTHORITY:</b>		10 USC Sections 1481 through 1488	
<b>PRINCIPLE PURPOSE:</b>		To establish initial identification of deceased personnel	
<b>ROUTINE USE:</b>		For documentation of visual identification of deceased personnel	
<b>DISCLOSURE:</b>		Disclosure of required information is voluntary and will in no way affect or jeopardize the individual effecting the visual identification of the deceased person	
1 INFORMATION ON DECEASED			
<b>a. NAME (Last, First, Middle Initial)</b>		<b>b. RANK</b>	<b>c. SSN</b>
DOE, John A. Jr.		HMC	222-22-2222
<b>d. ORGANIZATION</b>		<b>e. SERVICE COMPONENT</b>	
NAVMEDADMINU TAMC		U. S. NAVY	
2 I HAVE PERSONALLY VIEWED THE REMAINS IDENTIFIED ABOVE. RECOGNITION IS BASED ON THE FOLLOWING			
<b>a. SEX</b>	<b>b. APPROXIMATE AGE (Years)</b>	<b>c. APPROXIMATE HEIGHT</b>	<b>d. RACE</b>
Male	23	6'2"	Caucasian
<b>e. HAIR COLOR (If brown, indicate light or dark, as applicable)</b>		<b>f. BUILD/MUSCULARITY (Slender, medium, heavy or obese)</b>	
Light Brown		Medium	
<b>g. IDENTIFYING MARKS (Fully describe by type and location ALL known scars, tattoos, birthmarks, amputations or other body markings/criteria to support the identification (if none, so state))</b>			
Eagle head tattoo on left forearm.			
<b>h. RELATIONSHIP TO DECEASED (CDR, ISG, Friend, Brother, etc.)</b>		<b>i. LENGTH OF TIME YOU KNEW DECEASED (Number of months or years)</b>	
Friend		3 years	
<b>j. REMARKS</b>			
None			
3 DETAILS OF VIEWING			
<b>a. DATE</b>		<b>b. TIME</b>	<b>c. PLACE</b>
20 Apr 86		1400 hrs.	Hawaii
4 PERSON MAKING VISUAL IDENTIFICATION			
<b>a. NAME (Last, First, Middle Initial)</b>		<b>b. RANK / GRADE</b>	<b>c. SSN</b>
Eastenbury, Jimmy H.		LtJG	333-33-3333
<b>d. ORGANIZATION</b>		<b>e. SIGNATURE</b>	
NAVMEDADMINU TAMC		/s/ Jimmy H. Eastenbury	
<b>f. DATE SIGNED</b>		<b>g. SIGNATURE</b>	
20 Apr 86		/s/ Gordon D. Moe	
5 WITNESS			
<b>I CERTIFY THAT THE INDIVIDUAL IDENTIFIED IN ITEM 4 HAS VIEWED THE REMAINS IN MY PRESENCE. THAT TO THE BEST OF MY KNOWLEDGE THE ABOVE STATEMENTS ARE TRUE, AND THAT THE REMAINS HAVE BEEN PROPERLY TAGGED AS THE ABOVE NAMED DECEASED</b>			
<b>a. NAME (Last, First, Middle Initial)</b>		<b>b. RANK</b>	<b>c. TITLE</b>
Moe, Gordon D.		GS-10	Mortuary Officer
<b>d. SIGNATURE</b>		<b>e. DATE SIGNED</b>	<b>f. ORGANIZATION</b>
/s/ Gordon D. Moe		20 Apr 86	US Army Mortuary, Hawaii

APPENDIX I

AGREEMENT FOR INTERMENT		
For use of this form, see TM 10-287; the proponent agency is The Adjutant General's Office		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY:	24 USC 281 and AR 210-190.	
PRINCIPAL PURPOSE:	To permit interment of a deceased dependent.	
ROUTINE USES:	To be filed at the interring cemetery, with access restricted to DOD personnel.	
DISCLOSURE:	Voluntary, but failure to provide personal data requested could delay or preclude interment.	
NOTE: "Interment" as used herein refers to either ground burial or inurnment in a Columbarium niche.		
This Agreement made this <u>15th</u> day of <u>July</u> , 19 <u>85</u>		
I, <u>HMC John A. Doe, Jr., 222-22-2222</u>	, wish to have my <u>SON</u>	
(Name)	(Relationship)	
<u>John A. Doe, III</u>	, interred/inurned in <u>Grave 22, Section 8</u>	
(Dependent's Name)	(Grave or Niche Location)	
<u>Arlington National</u> Cemetery on the basis of my present eligibility for interment therein.		
Therefore, I agree to be interred in the same grave/niche upon my own death and direct my executor to carry out this commitment if I am unable to do so. I further agree that, should I become ineligible for interment in the Cemetery, should I or my executor decide in future I will be interred elsewhere, or should this agreement become unenforceable for any other reason, my dependent's remains will be removed from the Cemetery without cost to the Government.		
/s/ <u>John A. Doe, Jr.</u> _____ SIGNATURE <u>John A. Doe, Jr.</u> <u>HMC 222-22-2222</u> PRINTED NAME, GRADE, AND SERVICE NUMBER/SSN  <u>U. S. Navy</u> ORGANIZATION  <u>33 Main Boulevard</u> HOME OF RECORD (Street Address)  <u>Port Sneed, Md. 30451</u> (City, State, ZIP Code)		
WITNESSES:		
(1) <u>/s/ Lt. Gregory</u> _____ SIGNATURE  <u>123 Clear Sky Drive</u> STREET ADDRESS  <u>Herndon, Va. 22000</u> CITY, STATE, ZIP CODE	(2) <u>/s/ HM2 Steidway</u> _____ SIGNATURE  <u>NCO Barracks</u> STREET ADDRESS  <u>Fort Myers, Va. 00000</u> CITY, STATE, ZIP CODE	
THIS PORTION TO BE COMPLETED BY CEMETERY PERSONNEL		
GROUND BURIAL	COURT	COLUMBARIUM INURNMENT
SECTION	SECTION	STACK
GRAVE	SECTION	NUMBER

## APPENDIX J

ARMED SERVICES SPECIFICATION  
CARE OF REMAINS OF DECEASED PERSONNEL  
REGULAR AND PORT OF ENTRY REQUIREMENTS

## 1. SCOPE

1.1 This specification (in four parts) establishes minimum standards for the care and handling of deceased personnel. It encompasses professional services and requirements, caskets, shipping containers, transportation, and hygienic practices. This part I of the specification is applicable to regular and port of entry requirements (Certain modifications have been made throughout to accommodate its inclusion in this instruction).

## PART I

## 2. CLASSIFICATION

2.1 Remains, autopsied (partial or complete) or unautopsied, are defined as one of the following types.

2.1.1 Nonviewable: Any remains where there exists extreme mutilation, advanced stages of decomposition, severe burn wounds or charring, and restoration of viewable exposed tissue surfaces to the known ante mortem appearance of the deceased by restorative art is not possible.

2.1.2 Viewable: Any remains (a) undamaged by trauma or disease or (b) damaged by trauma or disease but viewable tissue surfaces are restored to the known ante mortem appearance of the deceased by restorative art work.

2.1.3 Casket: The standard and oversize 18 gauge metal sealer, cut top casket will be used for viewable and nonviewable adult remains.

## 3. APPLICABLE DOCUMENTS

3.1 There are no applicable documents to this part of this specification.

## 4. SERVICES

4.1 General: The contractor will be responsible for providing professional services of the highest quality to assure viewing of the remains under optimal conditions. The contractor will practice hygienic measures that will assure complete and satisfactory disinfection and sanitation of the funeral establishment.

## 4.2 Processing or Reprocessing Remains

4.2.1 Processing of Remains: The complete preservation (embalming) and disinfection, application of restorative art techniques and cosmetics, dressing or wrapping, casketing, and transportation of remains as directed by the contracting officer or designee.

4.2.2 Reprocessing of Remains: The inspection and correction of all discrepancies noted in preservation (embalming). Application of restorative art techniques and cosmetics, dressing or wrapping, casketing, and transportation of remains as directed by the contracting officer or designee.

4.2.3 Unidentified Remains: If identification of remains is not officially established, the remains will be placed under refrigeration at 38-40 (F) (3.3 - 4.4C). If mechanical refrigeration is not available within a reasonable distance, ice chests or ice packs will be used in lieu of the mechanical refrigeration. Processing (embalming) will not be accomplished until remains are released by a responsible official as identified.

4.2.4 Restorative Art: Major restorative art is an integral part of the processing and reprocessing of remains. It will include, but not be limited to, rebuilding a large wound; rebuilding of facial features such as ear, nose, eye, mouth, chin, etc.; removal of damaged tissue followed by restoration; restoration of scalp hair; and the application of cosmetics to render restored surfaces nondetectable. Restorative art will be accomplished per the highest professional standards.

4.2.5 Chemical Preservative Preparation: Arterial, cavity, and other embalming chemicals used in the treatment of all remains, under this contract, will effect the maximum preservation and disinfection of all body tissue including those associated with body cavities (organs).

4.2.6 The contractor will provide high quality service and a sufficient number of licensed embalmers to process (embalm) or reprocess any remains under this contract on a timely basis. Interns (apprentices) may be used to assist the licensed embalmer per applicable State regulations. All supplies and technical procedures will conform to standards and professional techniques acceptable to the funeral service industry. Embalmers will use any and all optional techniques available to assure complete and adequate treatment of remains.

## 5. TREATMENT OF REMAINS

5.1 General: Frequently, final disposition of processed or reprocessed remains may not be effected for a period of 10 days or more;