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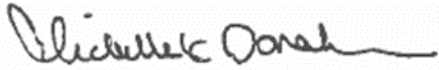
Multi-Service Tactics, Techniques, and Procedures for Mortuary Affairs in Theaters of Operations

AUGUST 2022

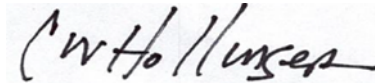
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Multi-Service Tactics, Techniques, and Procedures for Mortuary Affairs in Theaters of Operations

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Preface

ATP 4-46/MCRP 3-40G.3/NTTP 4-06/AFTTP 3-2.51 will serve as a single, ready reference that complements Service components' logistics, field service, and departmental manuals that support the execution of deployed mortuary affairs operations. This publication provides updated content and nests with all Services' current operating concepts. For Army doctrine, this publication aligns with FM 3-0 and ADP 4-0.

The principal audience for this multi-Service tactics, techniques, and procedures manual is all Service members of the profession of arms. Commanders and staffs of Service component headquarters serving as joint task force or multinational headquarters should also refer to applicable joint or multinational doctrine concerning the range of military operations and joint or multinational forces. Trainers and educators throughout all the Services will also use this publication.

Commanders, staffs, and subordinates ensure their decisions and actions comply with applicable United States, international, and in some cases, host nation laws and regulations. Commanders at all levels ensure that their Service members operate in accordance with the law of armed conflict and applicable rules of engagement (see FM 6-27/MCTP 11-10C).

This publication implements the following procedures in accordance with international agreements:

Allied Tactical Publication-92 Edition A, Version 1. 27 January 2016.

QSTAG 655 Edition 2. 5 September 1996.

STANAG 2070 Edition 5. 27 January 2016.

This publication uses joint terms where applicable. Selected joint and Army terms and definitions appear in both the glossary and the text. Terms for which this publication is the proponent publication (the authority) are in boldface type and italicized in the text and are marked with an asterisk (*) in the glossary. For other definitions shown in the text, the term is italicized and the number of the proponent publication follows the definition.

This publication applies to the Active Army, Army National Guard/Army National Guard of the United States, United States Army Reserve, United States Marine Corps, United States Marine Corps Reserve, United States Navy, United States Navy Reserve, United States Air Force, United States Air Force Reserve and United States Air National Guard, and United States Space Force unless otherwise stated.

The proponent for this publication is the United States Army Quartermaster School. The preparing agency is the Joint Mortuary Affairs Center, United States Army Quartermaster School. Send comments and recommendations on DA Form 2028 (*Recommended Changes to Publications and Blank Forms*) to Commander, United States Army Quartermaster School, ATTN: ATSM-MA (ATP 4-46), 1840 Quartermaster Road, Fort Lee, VA 23801-1606; by e-mail to: usarmy.lee.tradoc.list.lee-qm-jmac-web@mail.mil.

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Introduction

The new publication title is *Multi-Service Tactics, Techniques, and Procedures for Mortuary Affairs in Theaters of Operations*. The content in ATP 4-46/MCRP 3-40G.3/NTTP 4-06/AFTTP 3-2.51 includes updated terms and definitions that accurately reflect the audience and focus to enhance operational effectiveness of the United States Armed Forces. This publication provides official advice and standardized guidance on topics relevant to the employment of multi-Service forces. This serves as a planning and operations guide for all personnel engaged in Mortuary Affairs (MA) within a theater. As defined in JP 4-0, MA provides for the search, recovery, identification, preparation, disposition, and the handling of personal effects of deceased personnel for whom the Services are responsible by status and executive order.

During large-scale combat operations, multi-Service commanders will be challenged to achieve superiority across multiple domains while accounting for all of their losses and maintaining the morale and welfare of the living. It is vital to the success of the campaign that MA tasks synchronize with sustainment warfighting functions, posturing multi-Service MA capabilities for maximum efficiency in unified land operations. Geographic combatant commanders should leverage multi-Service MA resources for MA staff planning and Service-specific capabilities available to search for, recover, process, and evacuate deceased personnel from the operational environment for the fullest possible accounting. In the event that evacuation is not possible, planning considerations for temporary interment of Department of Defense-affiliated persons is the last resort after exhausting all other courses of action.

The tactics, techniques, procedures, and guidance in this publication are authoritative. Personnel will follow this publication except when, in the judgment of the commander, exceptional circumstances dictate otherwise. If conflicts arise between the contents of this publication and the contents of Service publications, the Service publication will take precedence. Commanders of forces should follow multinational doctrine and procedures ratified by the United States when operating as part of a multinational (alliance or coalition) military command. For doctrine and procedures not ratified by the United States, commanders should evaluate and follow multinational doctrine and procedures where applicable and consistent with United States law, regulations, and doctrine.

This publication includes several changes. One significant change is that each military Service has its own Service-specific chapter and publication number. The chapters are arranged by common MA topics, MA staff planning, Service capabilities sustaining the warfighter in a large-scale combat operations environment, and the MA role in defense support of civil authorities.

This publication contains 13 chapters and 4 appendices:

Chapter 1 provides an overview of MA and related policy, roles, and responsibilities.

Chapter 2 explains MA staff planning for all Services, planning considerations, formal agreements, operational contract support, MA planning roles and responsibilities, and Service command and support relationships.

Chapter 3 discusses planning considerations for operations within a multi-domain extended battlefield.

Chapter 4 discusses search and recovery operations. It describes phases of search and recovery and includes planning and procedures for immediate recovery of human remains and personal effects, unit non-MA recovery team responsibilities, deliberate search and recovery operations, and evacuation from the recovery site.

Chapter 5 discusses mortuary affairs collection point (MACP) operations, roles and responsibilities, mission planning, capability and capacity, site selection and establishment, MACP protocols, mobile integrated remains collection system, MA equipment, required support, and MACP techniques and procedures.

Chapter 6 discusses theater mortuary evacuation point operations, mission, roles and responsibilities, capability, equipment, required support, site selection and establishment, and evacuation.

Chapter 7 discusses multi-Service planning and execution related to personal effects processing in a theater.

Chapter 8 discusses temporary interment and disinterment operations including purpose, responsibilities, site establishment, and burial at sea.

Chapter 9 discusses Department of the United States Army MA mission, staff planning echelons, force structure, theater-level Army MA responsibilities, and MA in a large-scale combat operations environment.

Chapter 10 discusses the United States Marine Corps MA mission, organization, capability, Personnel Retrieval and Processing company, MA training, and resiliency.

Chapter 11 discusses Department of the United States Navy MA mission, responsibilities, organization, and capabilities.

Chapter 12 discusses Department of the United States Air Force and United States Space Force contingency MA mission, equipment, search and recovery operations, aerial port operations, and re-icing procedures.

Chapter 13 discusses Department of Defense MA support within the United States and the response during a defense support of civil authorities event.

Appendix A provides information on occupational health and safety guidelines, including resiliency information for MA personnel.

Appendix B discusses the Mortuary Affairs Reporting and Tracking System.

Appendix C discusses MA forms, records, and reports, provides instructions for the MA forms used, and establishes records necessary for MA case files and criteria necessary for filing reports in the theater.

Appendix D discusses religious ministry support to mortuary affairs.

The updated terms, definitions, and content reflect the multi-Service MA capability information from Army MA, the Marine Corps Personnel Retrieval and Processing company, Navy morticians, and Air Force MA contingency capabilities supporting the multi-domain extended battlefield. The focus of this publication is on techniques used by Soldiers, Marines, Sailors, Airmen and Guardians, small unit leaders, civilians, contractors, or host nation personnel physically responsible for handling, transporting, receiving, or storing human remains and personal effects. Users should not view this publication as a sole source of information. The reference section provides a list of other publications supporting this publication.

This publication contains new and/or modified terms to establish proponent terms and acronyms.

Introductory table-1. New terms

| Term | Remarks |
|---|--|
| deliberate search and recovery operations | ATP 4-46 is the proponent publication. |
| disassociated personal effects | ATP 4-46 is the proponent publication. |
| immediate recovery operations | ATP 4-46 is the proponent publication. |
| recovery sites | ATP 4-46 is the proponent publication. |
| unit recovery team | ATP 4-46 is the proponent publication. |

Introductory table-2. New acronyms

| Acronym | Full Form |
|----------------|---------------------------------------|
| HR | human remains |
| HRP | human remains pouch |
| HRTC | human remains transfer case |
| IHRTC | insulated human remains transfer case |
| MAO | mortuary affairs officer |

Chapter 1

Overview of Mortuary Affairs

This chapter provides an overview of mortuary affairs activities. The Department of Defense mortuary affairs program covers the return of human remains across the continuum of conflict. Commanders at all echelons will use this information for theater of operations logistics staff planning, and personnel involved in military operations.

MORTUARY AFFAIRS PROGRAM

1-1. The Department of Defense (DOD) mortuary affairs (MA) program broadly provides for the care and disposition of deceased personnel and the handling of their personal effects (PE) across a continuum of conflict ranging from peace through war. This publication addresses the overarching conduct of MA logistics for military operations outside the continental United States (OCONUS) with limited focus on continental United States (CONUS) support. Subsequently, MA capabilities for processing remains at OCONUS mortuary affairs collection points (MACPs) should not be used as a basis for planning factors in a defense support of civil authorities (DSCA) mission under a Federal Emergency Management Agency (FEMA) mission assignment (see chapter 13 in this publication). For information on casualty operations and mortuary facility operations refer to Service-specific regulations.

1-2. Military operations are increasingly trans-regional, multi-domain, and multifunctional in nature. These operations may cut across multiple combatant commands (CCMDs) and across multiple domains. The CCMDs and the Services provide MA support across the range of military operations to—

- Search for, recover, and evacuate DOD-affiliated or covered fatalities, consistent with applicable laws and regulations, during military operations.

Note. This publication does not address the recovery of remains from past conflicts.

- Operate MA processing points during military operations. MA processing points include transfer points, MACPs, theater mortuary evacuation points (TMEPs), mortuary affairs contaminated remains mitigation sites (MACRMS), temporary interment sites, and PE depots.
- Collect, inventory, store, and process PE of deceased and missing DOD-affiliated or covered persons.

1-3. MA personnel strive to avoid risk while returning human remains (HR) contaminated with biological, chemical, or radioactive agents through routine MA channels unless mitigation of the contaminant is not possible. Returning deceased personnel safely is a high priority. If mitigation to a safe level is not possible, protecting the health of Service members and the public must take precedence over the rapid repatriation of remains. Temporary interment of those contaminated remains that pose a threat to public health is the recommended method of disposition until safe processing is possible with the approval of the geographic combatant commander (GCC).

MORTUARY AFFAIRS POLICY

1-4. DODD 1300.22 provides overarching policy for DOD's development of tactics, techniques, and procedures (TTP) for mortuary affairs, including for joint operations. The DOD will recover, identify, and return the remains of eligible personnel to their families as expeditiously as possible while maintaining the dignity, respect, and care of the deceased, and protecting the safety of the living. The preservation of human remains is a high priority, and every effort will be made to preserve the condition of the remains.

1-5. In accordance with (IAW) DODI 1300.29, personnel will not photograph, film, or videotape human remains except as authorized by the Armed Forces Medical Examiner System (AFMES), a military criminal investigative organization, or federal investigative agency with jurisdiction.

1-6. MA personnel provide the remains of contractors authorized to accompany the force (CAAF), allied and multinational force (MNF) partners, and host nation (HN) or other country nationals the same dignity and respect afforded to United States (U.S.) personnel.

1-7. Personnel will handle and process enemy dead with the same respect afforded to friendly military dead. In addition, DOD personnel must protect enemy dead from disrespectful or degrading acts. For further information on the international law, requirements relating to the treatment of enemy dead (see the *Department of Defense Law of War Manual*).

1-8. The transportation of fallen Service members and other DOD-affiliated personnel is a very sensitive matter, and personnel must handle the movement of human remains with the reverence, care, priority, and dignity befitting them and the circumstances, IAW DTR 4500-9R, Part VII.

1-9. Temporary interment should only be used as a last resort to protect unit health and safety, but only after exploring all other courses of action. In an overseas location, authority for temporary interment in an overseas location rests with the GCC for their respective area of responsibility (AOR). The GCC may not delegate this responsibility to subordinate commanders. (See chapter 8 for further information.)

1-10. A ship's captain may authorize committal at sea when a preservation capability is not available aboard ship and transfer to shore is not operationally feasible. This authorization may be without the knowledge or consent of the deceased's family only when HR pose a health hazard. Prior to a committal at sea, commanding officers should attempt to consult with the AFMES and the military criminal investigative organization that has investigative jurisdiction IAW Title 10, United States Code (USC), Section 1471.

1-11. For DOD policy concerning cremation, refer to DODD 1300.22 and DODI 1300.29.

STAKEHOLDER RESPONSIBILITIES

1-12. The DOD assigns roles and responsibilities that contribute to the DOD MA program. Refer to DODI 1300.29 for additional information.

ARMED FORCES MEDICAL EXAMINER SYSTEM

1-13. IAW DODI 5154.30, the AFMES—

- Serves as the DOD scientific authority for the identification (ID) of human remains of DOD-affiliated personnel spanning the full range of military operations.
- Conducts or reviews forensic pathology investigations, which may include autopsy examinations of the deaths of Service members or other DOD-affiliated personnel. In some instances, it may deploy medical examiners or medicolegal death investigators to conduct forensic investigation within the AOR during military operations.
- Revises standard MA procedures to support the recovery and ID of human remains following specific events or operations, if necessary.

MILITARY SERVICES

1-14. The military Services are responsible for the administration and support of the forces assigned or attached to combatant commands.

1-15. Each Service should train, equip, fund, and organize to recover, tentatively identify, and transport human remains spanning the full range of military operations.

1-16. Unit commanders who sustain losses in combat operations are responsible to coordinate and execute recovery and evacuation of deceased personnel to the nearest MACP. DOD does not require an escort during theater evacuation. (For more information, see chapter 4.)

ARMY

1-17. In addition to the military Service recovery responsibilities, the Army must maintain a force structure capable of providing theater-level MA coverage. The Army is responsible for establishing and operating MACPs, TMEPs, and theater personal effects depots (TPEDs). When assigned, the Army will provide general support (GS) or direct support (DS) to the other Services.

1-18. The Army also has the responsibility to conduct MACRMS operations. Today, there is no current enduring capability to perform this mission. This capability gap has been addressed at the DOD level and current interim solutions have been identified for low fatality single chemical events only. The DOD TTPs for contaminated human remains are under development. (See JP 3-11 for the requirements for MA mitigation procedures, personnel, equipment, and facilities in the event of a chemical, biological, radiological, and nuclear [CBRN] incident.)

GEOGRAPHIC COMBATANT COMMANDER

1-19. The GCC gives direction and guidance on providing MA support to all assigned and attached forces physically present in the AOR, with the exception of United States Northern Command (USNORTHCOM). The USNORTHCOM AOR encompasses the 48 contiguous states and a portion of United States Alaskan Command, making the military Services responsible for the administration and support of their mortuary forces during peacetime. However, during DSCA and Homeland Defense operations in the USNORTHCOM AOR, mortuary forces will most likely be assigned to the lead Service supporting USNORTHCOM. The GCC ensures all guidance is IAW law, executive order, and DOD policy.

1-20. The GCC ensures accomplishment of the following tasks:

- Establish a joint mortuary affairs office (JMAO) to provide oversight of MA support within the AOR. The GCC authorizes a theater mortuary affairs office (TMAO) when the JMAO has an extended area of operations (AO).

Note. The JMAO and TMAO are responsible for detailed MA planning, execution of the MA support mission, guidance, and policy within the AOR.

- Designate a Service component to serve as the lead Service for the theater MA support program for the AOR. When military operations are trans-regional, the GCC may designate a lead Service at selected subordinate joint force commander levels and assign responsibilities, tasks, and assets.

Note. The lead Service may also have the responsibility for establishing a TMAO.

- Authorize temporary interment in an overseas location during large-scale combat operations when the number of fatalities overwhelm immediate evacuation capabilities from the AOR.
- Review formal agreements for the release of DOD fatalities to U.S. control, evacuation, and return of allied and coalition fatalities with those military partners. The GCC has the authority to institute MNF agreements and acquisition and cross-servicing agreements (see CJCSI 2120.01D) for MA during military operations including—
 - QSTAG 655, which identifies shared procedures between the American, British, Canadian, Australian, and New Zealand Armies.
 - NATO STANAG 2070 Ed: 5, and NATO Allied Tactical Publication ATP-92 Edition A, Version 1, which establish procedures to use when evacuation of HR out of the CCMD is not possible during contingency operations. (For more information, see NATO Allied Tactical Publication-92.)
- Coordinate for release of HN fatalities. This task resides with the GCC in conjunction with the Department of State through the American Embassy, the International Committee of the Red Cross, the International Federation of Red Cross, and Red Crescent Societies, as appropriate.

- Provide support to contractor personnel IAW military contracts. Account for this support to facilitate reimbursement to the U.S. government. Designate eligibility for MA in contracts as appropriate and identify MA processes requiring contractor compliance.
- Respond to requests from the Department of State, and when approved by the Secretary of Defense; collect, inventory, store, and process the PE of U.S. citizens and others. When directed, collect the PE of MNF partners, third-country national, local national, and adversary personnel.

1-21. The GCC should limit the use of HN or other country national support to general labor, administration, transportation, or facility support. Commanders should only utilize DOD military, DOD civilian mortuary officers, or DOD-contracted civilians, all of whom are U.S. citizens, to accomplish search, recovery, and processing of U.S. human remains and the inventory of PE. If a negotiated agreement does not exist, commanders should ensure personnel perform MA support under current U.S. military procedures.

Chapter 2

Mortuary Affairs Planning

From the strategic to the tactical level, mortuary affairs staff planning requires logistical problem solvers that can coordinate and synchronize efforts with the evacuation of human remains and PE. Linking available movement assets with elements that require mortuary affairs support will be the most challenging in multi-domain and large-scale combat operations. As fatalities occur in the operational area, mortuary affairs staff planners at all echelons work in unison to evacuate the human remains and PE back to the aerial port of embarkation for onward movement to the CONUS port mortuary for final disposition. Planners will make a collaborative effort to work with multi-Service, interagency, and MNF partners, leveraging support relationships with stakeholders throughout the operational area to identify risks and assist commanders with decision making. At all levels, the reporting, tracking, and processing of fatalities requires a partnership that combines support relationships with all the Services, agencies, and commands in order to preserve, safeguard and expeditiously evacuate the fallen.

OVERVIEW OF MORTUARY AFFAIRS STAFF PLANNING

- 2-1. The planning required for using MA assets during contingency or large-scale combat operations will necessitate coordination between staff planners at all echelons including the JMAO at the GCC level and the TMAO.
- 2-2. During contingency and combat operations, MA operations require considerable resources, are highly complex, and receive extensive media and political attention. The JMAO and the TMAO must coordinate the actions of the combatant command MA and transportation processes to evacuate all DOD-affiliated HR in a timely manner. Overseas GCCs support the military departments in coordinating for the recovery, tentative ID, preparation, and evacuation of HR to a DOD mortuary.
- 2-3. During multi-Service and multinational operations, MA staff planners must ensure that joint doctrine takes precedence. Specifically, it is imperative that MA planners and MA personnel process all HR in the same manner IAW JP 4-0, appendix M, and all applicable international and cooperative agreements in the specific theater. For more information, refer to chapter 5 in this publication on site selection, setup, layout, maintenance, and any other planning requirements for MA operations.

SUPPORT PLANNING CONSIDERATIONS

- 2-4. Providing adequately trained and sustainable MA support in a joint operations area (JOA) requires effective planning and coordination. Proper planning across all functional areas of a CCMD staff allows for a systematic examination of all relevant factors of an operation that support interoperability with other plans. Planners should analyze the joint force's mission, threat, fatality estimates, duration of the operation, HR evacuation modes, availability of lift assets, and available MA assets. Planners should also assist with determining the phasing and number of MA assets required during an operation.
- 2-5. The threat is a composite of ongoing enemy actions, characteristics of both friendly and enemy forces, occupational, environmental, geographical, and meteorological conditions, and the possible employment of weapons of mass destruction.

2-6. The manpower and personnel directorate of a joint staff prepares a personnel estimate that should contain fatality projections. In addition, each Service formulates fatality estimates according to individual Service directives supporting operational planning and assessments, future force planning, and training. Planning for MA support should be continuous and flexible to adjust for unexpected situations. Planners should review and amend plans and orders as new facts become available, resources change, and other variables become apparent.

2-7. Establishing evacuation routes for remains using defined logistics channels is critical to smooth MA operations in the JOA. Transportation of HR from MA facilities is on a first in, first out basis. MA planners should consider all modes of transportation for evacuating remains. MA personnel should evacuate HR as quickly as possible using air transport (preferred mode) or retrograde convoys to the TMEP.

2-8. The GCC supports the military Services in coordinating for the recovery, tentative ID, processing, and evacuation of HR. The MA concept of operations for a given mission supports the requirements of the forces and agencies involved. The concept of operations may differ in scope, detail, objectives, and available resources for specific operations. (For more information on concept of operations, see JP 3-0.)

2-9. Changes to the commander's intent or the mission require the MA planner to update the concept of operations ensuring continuity of MA support. When operations involve a declared conflict, there is generally a need to establish theater MA facilities to include MACPs, TMEPs, and TPEDs. (For additional guidance on the preparation of the concept of operations, see CJCS GDE 3130.)

INTEGRATION OF ASSIGNED MORTUARY AFFAIRS ASSETS

2-10. The military Services deploy MA capabilities throughout the entire JOA, which require proper integration and support to carry out their mission successfully. Staff elements at all levels of command must understand the importance of providing the proper required support for MA personnel. The commander must ensure that adequate planning and support is in place to prevent mission failure. Military and political objectives can hinge upon the success of the MA mission.

IMPACTS ON MORTUARY AFFAIRS MISSION

2-11. The consequences of a failed MA mission or disrespectful handling of HR can have a negative impact in the following key areas:

- Morale within the losing unit.
- National public support.
- Coalition support.
- Local national support.
- Enemy treatment of HR or prisoners.

Strategic and Operational Level Integration

2-12. Cross-leveling strategic and operational MA planning is critical in the success of fully integrating MA assets. The MA planners must follow several key steps to maximize the probability of MA mission success. These processes are not linear and may occur simultaneously. Planners may enhance campaign operations by requesting multi-Service MA assets to deploy, occupy, and execute tasks that support a GCC joint task force. Additionally, the time-phased force and deployment data (TPFDD) is not static; real-world situations, events, and competing priorities influence the scheduling of arriving units. Therefore, MA planners should continually update and rework their portion of the operational plan:

- The first step is a thorough TPFDD scrub to ensure adequate allocation of MA resources to the theater. Planners base this determination upon the operational plan analysis and casualty estimates for all forces and civilians in the JOA.
- Next, the MA planner will allocate MA resources to specific units listed on the TPFDD. Based on the operational plan analysis, planners allocate resources to ensure the proper positioning of adequate MA resources supporting current and future operations. Planners must clearly identify and articulate proper command relationships to subordinate units.

- Following the allocation of MA resources to specific units, MA planners will ensure these assets flow into the same aerial port of debarkation, seaport of debarkation, or staging area as the supported unit. To expedite this integration, MA planners will ensure MA personnel arrive with, or as close as possible to, the MA equipment.
- Once MA personnel and equipment arrive and link up, they must successfully integrate into their supported unit. Successful integration of MA assets with the supported unit facilitates the completion of the reception, staging, onward movement, and integration process and allows the GCC to generate combat power.

Tactical Level Integration

2-13. Tactical units must ensure successful integration of their assigned MA equipment and personnel. The logistics planners must execute several key steps to achieve this goal:

- Units will receive allocated MA assets from higher command. Once assigned, unit leadership must make every effort to complete the integration process prior to the unit starting operations. If successful integration is not possible, staff planners must inform commanders of the tactical and political risks associated with conducting operations with no MA assets.
- Planners must develop and inform the supported unit of their command relationship with MA assets. To facilitate the proper reporting and reassignment of MA assets, a clear understanding of this relationship by all parties involved is imperative.
- All subordinate units must clearly understand the proper evacuation procedures for both HR and PE. This includes the PE associated with the HR and the PE left in the unit areas. (See chapter 6 for more information on PE.)

2-14. Planners must ensure that all subordinate units understand the priorities of forward and rearward movement of personnel and material. Evacuation of HR must always be of the utmost priority.

FORMAL AGREEMENTS

2-15. Formal agreements assist in establishing procedures for the release of U.S. human remains not currently under U.S. control. Review formal agreements such as—

- North Atlantic Treaty Organization standardization agreements.
- Quadripartite standardization agreements.
- MNF agreements (mortuary).
- Acquisition and Cross-Servicing Agreements (see DODD 2010.09 and Title 10 USC 2341 and 2342).
- Status-of-forces agreements.
- Defense security agreements.

2-16. In addition to formal agreements, international law including treaties, the law of armed conflict, the Geneva Conventions, and customary international law may have an impact on procedures for the release of U.S. remains not under U.S. control. See the *DOD Law of War Manual* for additional information.

2-17. The CCMD may enter into additional supplemental agreements with the HN to facilitate the transfer of remains from the HN to U.S. control. These agreements may take various forms. The lead Service for the MA program within the GCC should maintain copies of all such agreements. These agreements can supplement the status-of-forces agreements or other overarching agreements in any of the following:

- Implementing agreements.
- Implementing instructions.
- Technical agreements.
- Exercise support agreements.

2-18. Establishing liaison with nongovernmental organizations (for example, International Committee of the Red Cross or Red Crescent) is beneficial to support the MA mission for releasing HR of non-U.S. personnel.

OPERATIONAL CONTRACT SUPPORT

2-19. Operational contract support (OCS) is the process of planning for and obtaining supplies, services, and minor construction from commercial sources in support of GCC-directed operations. MA operations may include OCS items such as ice, refrigerated storage, and the use of cadaver dogs to support search and recovery (S&R) operations. Potential situations requiring this type of support would include mass fatality, aircraft mishap, or a structural collapse.

2-20. OCS for the use of cadaver dogs to support S&R operations will include provisions for cadaver dog health and welfare requirements, including veterinary care. Planning considerations may also include protective gear, mitigation measures to reduce risk of hypothermia or hyperthermia, and facilities and supplies for performing decontamination after exposure to threats and hazards, such as toxic industrial chemicals or materials. Army Veterinary Service personnel can advise MA planners on these requirements.

2-21. The number of personnel in the JOA, its geographic size, and the specific location will have a large impact on allocation, type of support, and placement of MA facilities.

2-22. The level of infrastructure development or availability (examples include facility location, lines of communication, airfields, and other support facilities) may affect sustainment operations.

2-23. Availability of host-nation support for facilities and contract support items may affect logistical support requirements.

2-24. To reduce the logistical footprint, MA planners should review OCS options to fulfill requirements for equipment and supplies such as ice machines, additional refrigeration units, and vehicles.

Note. DOD MA operations must limit the use of HN support, local national support, or other country national support to general labor, administration, transportation, and facility support. Only allow U.S. military, United States Government (USG) civilians, and DOD-contracted civilians, (all of whom are U.S. citizens) to accomplish search, recovery, processing, and evacuation of U.S. human remains and PE.

2-25. For non-U.S. human remains and PE, follow current U.S. military procedures. Failure to negotiate an agreement to provide MA services should be resolved by the JMAO at the GCC logistics directorate (J-4).

2-26. Personnel support contracts with commercial companies will identify the eligibility of contractor personnel to receive DOD MA support in the event of a contractor fatality. Potential contractor fatalities may significantly affect the size and scope of MA planning and operations. Additionally, MA operations must account for the cost of military MA services rendered on behalf of contract personnel in order for contracting officers to obtain appropriate reimbursement from the company.

2-27. Planning should include provisions to provide MA support to CAAF. The terms and conditions of the contract between the DOD organization and the contractor dictate the level of authorized and provided MA support, which is either on a reimbursable or non-reimbursable basis. Transport of contractor remains may be subject to local HN laws and jurisdiction prior to arrival at a civilian aerial port of embarkation (APOE). The company of the deceased contractor is generally responsible for notification of next of kin and transfer of HR and PE. Companies may or may not be responsible for storage of deoxyribonucleic acid (DNA) samples to facilitate ID of the deceased.

2-28. Contracting officers will account for and facilitate reimbursement for costs of MA services provided to contractors as appropriate.

2-29. HN and U.S. laws establish legal jurisdiction affecting release of human remains to U.S. control.

2-30. MA planners should consider the religious and faith associated beliefs of the deceased and local populations that may affect MA operations and evacuation timelines. For additional information on this topic, see appendix D and a list of religious references in this publication.

2-31. MA personnel may provide support to all DOD-affiliated personnel (including U.S. citizen CAAF on a reimbursable basis) involved in an AO. This support can extend beyond U.S. citizens, employees of other

USG departments and agencies, and CAAF who die OCONUS. The DOD may provide this service on a non-reimbursable or a reimbursable basis. In addition, it can extend to unified action partners involved in a given mission.

2-32. There are MA liaison personnel within sustainment organizations that will assist with evacuating remains to the TMEP. The MA liaisons provide a conduit for coordination between DOD and outside agencies as needed.

COMMUNICATIONS SUPPORT

2-33. An effective communications system is vital to planning and conducting successful MA programs. The MA unit should be able to communicate directly with the casualty reporting personnel and the communications system should be compatible with other Service and MNF systems.

2-34. Planners should specifically ensure the availability of an unclassified computer network and unclassified DSN voice communication support at the MA facility location to enable continuous support for the Mortuary Affairs Reporting and Tracking System (MARTS) and Defense Casualty Information Processing System (DCIPS). Tactical communications, including secure computer and voice access, should be available at the MA facility or as close as possible when regulations do not authorize access in the MA facility. The MA personnel operating at the facility should possess the necessary security clearance to conduct MA operations.

2-35. Efficient and effective MA support increasingly depends upon the DOD information network to fulfill its role. Threats include state and non-state actors, criminals, insider threats, and the unwitting individuals who intend no malice. A single vulnerability within this network can place units and operations at risk, potentially resulting in mission failure. Every individual is responsible for compliance with the proper practices and procedures for safeguarding information and information technology. (See FM 3-12, AR 25-2, and the Service-specific cyberspace security publications.)

SPECIAL CONSIDERATIONS

2-36. During military operations, fully protecting personnel, equipment, facilities, and the environment may not always be possible. MA planners should specifically address—

- Occupational safety and health considerations.
- Exposure control plan.
- Work practice controls.
- Other potentially infectious materials.
- Regulated medical waste.
- Contaminated HR and associated PE.

2-37. For additional information, see TG 195A and 29 CFR 1910.

2-38. The DOD must anticipate a request for assistance to provide MA support for non-DOD affiliated personnel within the JOA. Consequently, MA planners should review agreements, entitlements, laws, and regulations for the provision of DOD MA services, eligibility for transportation, and consult with the staff judge advocate as needed.

OTHER PLANNING CONSIDERATIONS

2-39. Additional considerations for MA planning include—

- Command and control (C2) of the MA operation (reporting officials, chain of command, communications equipment, and administrative requirements).
- Number and location of MACPs, TMEPs, and TPEDs required.
- Location of major road networks, alternate routes, rail lines, airports, and seaports.
- Time required for MA facilities to reach full operational capability.
- Time required to call-up Reserve Component (RC) MA forces.

- The use of MA contractor support (only U.S. will handle U.S. human remains).
- Coordination of intra-theater transportation requirements.
- Capability of U.S. Transportation Command to provide assets for evacuating HR to the designated CONUS port mortuary.
- Coordination with mortuaries in and out of the AOR.
- Any alliances or agreements with HN and MNF.
- Climatic conditions.
- Environment, safety, and sanitation.
- Availability of HN facilities.
- Threat evaluation plan for the joint security area (JSA).
- Security used for personnel, equipment, sites, facilities, and convoys.
- Coordination with public affairs, chaplain, legal, medical, and logistics points of contact.
- Interface with nongovernmental organizations, intergovernmental organizations, embassy officials, and other USG personnel as needed. (Important when coordinating temporary interment locations as a last resort.)
- Establishing protocols for potential contaminated human remains.

2-40. During humanitarian assistance, DSCA, or homeland defense operations, the use of various investigation teams has proven to be effective to support the MA mission. Investigative elements will interview area personnel and conduct an on-site assessment to conduct recovery operations. Planners should consider requesting the appropriate specialized assets to support MA investigative teams.

2-41. Theater-level MA planners should have available MA site surveys for countries within their AOR. The MA site survey assesses MA infrastructure value for contingency operations. If a country survey is not available or is not current, theater planners should request a survey be conducted by the logistics planners on the ground. If there are no logistics planners available to conduct the survey, the theater planners conduct one to determine refrigerated container and refrigerated facility support, morgues, embalming capabilities, and identify current MA procedures already resident in the country that apply to U.S. forces.

2-42. The Office of the Secretary of Defense for public affairs has published strict guidelines regarding release of information, photographing, and video recording of any type for deceased personnel, flag draped transfer cases, and transportation ceremonies (see detailed guidance on these topics in DODI 1300.29). The MA plan should support the commander's communications strategy by addressing public affairs topics, such as—

- Handling casualty press releases.
- Prohibited photography and video recording of the evacuation of human remains.
- Ensuring media requests are routed through the command public affairs office for—
 - Release authority and guidance on casualty and mortuary affairs.
 - U.S. and multinational prisoner of war matters or missing in action.
 - Enemy prisoner of war matters.

2-43. There are instances where embedded media and public affairs may interact with MA personnel and facilities.

2-44. For additional information on public affairs and media support in the JOA, see JP 3-61 and consult the command public affairs for the latest guidance from the DOD public affairs office.

Chapter 3

Mortuary Affairs and the Operational Environment

Multi-Service mortuary affairs in the extended multi-domain operational environment must optimize combined operations. The U.S. Armed Forces must use technical dominance, global power projection, and operations through the tactical, operational, and strategic levels of war in support of national defense and the national military strategy. Mortuary affairs must synchronize as a part of the sustainment warfighting function across the Services for efficient execution of global mortuary affairs operations throughout each prospective theater of operations. Services within the DOD must provide full disclosure of mortuary affairs capacities and capabilities with engaged multi-Service planning and collaboration to ensure projection of mortuary affairs resources and personnel at scale to ensure deceased Service members and associated PE are evacuated expeditiously from theaters of operations to their designated family members.

MULTI-DOMAIN OPERATIONAL ENVIRONMENT

3-1. The extended multi-domain operational environment (OE) will demand that Service members are strategically-minded joint warfighters who think critically and creatively, and execute globally integrated MA operations under conditions of disruptive change. Service members executing multi-Service MA operations must utilize lethality, mobility, and protection to search and recover, process, and evacuate HR and associated PE from theaters of operations.

3-2. The extended multi-domain OE provides peer adversaries with capability to contest the U.S. Armed Forces in all domains with increased lethality and ever-increasing complexity. Multi-Service theater MA operations must mitigate anti-access and area denial systems that create multiple layers of standoff. Multi-Service theater MA personnel and equipment require external protection for effective execution of MA operations. Multi-Service MACPs will require staffing to support two 12-hour shifts during 24-hour operations due to the inherently high fatality rates associated with large-scale combat operations. As the battle intensifies, planners must identify the multi-Service MA teams that will operate in a DS capacity to maneuver elements throughout the JOA; these MA teams must rely on the supported unit for force protection.

3-3. In addition to providing multi-Service MA personnel and equipment, planners must ensure MA capabilities in direct support of combat units are properly employed, with a presence in both designated consolidation areas and remote areas. As maneuver units push and pull, retrograde, and refit, MA must extend support through all available means. Multi-Service MA operations must synchronize MA processes to ensure optimal utilization of assets. In large-scale combat operations, evacuation operations will require optimal throughput of remains and associated PE from tactical areas to the CONUS port mortuary using established sea and aerial ports in the JSA.

THEATERS OF OPERATION

3-4. The United States Africa, Central, European, Indo-Pacific, Northern, and Southern CCMDs control and coordinate multi-Service MA operations within their operational theaters. Shaping the OE requires threat and infrastructure assessments in order to designate logistics requirements for a theater to execute the GCC's intent. Operational theaters present inherent characteristics that determine operational plans for achieving national objectives. Planning considerations for multi-Service theater MA operations must shape operational environments with resources from all components of the U.S. Armed Forces to sustain major military operations supporting large-scale combat operations.

PLANNING CONSIDERATIONS

3-5. Multi-Service theater MA operations are simultaneous and geographically dispersed operations that vary by environment. The Service component commands provide responsive support by synchronizing MA resources in highly contested and lethal areas. The common operational picture for multi-Service theater MA operations reflects the employment of MA assets throughout the strategic, operational, and tactical levels of war. Planners must identify MA teams that require force protection and conditions for MA support.

3-6. Planners must establish throughput methods within their theater logistics overviews identifying flat rack transfer points, aerial delivery locations, and available sustainment resources to increase evacuation of HR and associated PE. Considerations for reconstitution of MA personnel and materiel will be critical during large-scale combat operations. Designated distribution and retrograde channels may use additional transportation nodes for remains and associated PE due to high fatality numbers during offensive operations.

3-7. Prepositioning of MA resources in prepositioned stocks and sustainment command warehouses will contribute to the MA support and resupply of MA materiel during large-scale combat operations. Planning processes must continuously consider multi-Service MA operations to consolidate gains. The execution of MA operations throughout operational environments must support national strategic objectives. Multi-Service MA personnel must understand, balance, and assume risk to ensure responsive MA support to operational forces.

Integration

3-8. Service component staff planners should integrate MA assets and capabilities into operational plans. This requires deliberate coordination and synchronization with component partners to achieve complementary and reinforcing effects for the full continuum of mortuary affairs operations.

Anticipation

3-9. Planners must forecast support and throughput for high fatality numbers during large-scale combat operations. They must utilize the experience and training of multi-Service MA personnel and staffs. Planners must be able to visualize and identify necessary resources and capabilities providing MA support to theaters. Planners must account for competing priorities for required external support. These deciding factors will establish the theater multi-Service MA common operational picture for commanders.

Responsiveness

3-10. To reduce travel time and increase responsiveness, theater-level sustainment planners should coordinate for MA support to be in position as close as possible to the tactical units prior to offensive operations. Joint large-scale combat operations may require multi-Service MA augmentation capabilities to support MACPs and TMEP evacuation operations. MA support should be resourced to provide the right support in the right place at the right time. A detailed common operating picture will facilitate phased MA support through each OE.

Simplicity

3-11. MA assets provide a full spectrum of MA support to U.S. Armed Forces and allies. The MA units must be equipped, structured, and trained to execute sustainment missions in support of maneuver operations. Personnel and equipment must be allocated to theaters of operations in relation to the number of forces operating within the region.

Economy

3-12. MA planners ensure campaign plans identify theater logistics capabilities and shortfalls for more efficient execution of operations. Staffs and units must have visibility of governmental organizations, allied nations, and host-nation support available in theaters of operation.

Survivability

3-13. Planners integrate air defense countermeasures into logistical consolidation areas to protect sustainment forces. Because sustainment is often vulnerable to enemy attacks, sustainment survivability depends on active and passive measures and maneuver forces for protection.

Continuity

3-14. Sustainment is dependent upon joint and strategic integration and planners meticulously coordinate across echelons to ensure continuity in resourcing MA operations to reach the point of employment.

Improvisation

3-15. Planners must take into consideration that each OE is fluid, complex, ever changing, and require flexible MA support for maneuver courses of action.

EXECUTION DURING MULTI-DOMAIN OPERATIONS

3-16. Multi-Service MA operations execute support during decisive action at the strategic, operational, and tactical levels of war. MA operations at each echelon must provide responsive support during extended multi-domain operations. MA support must be as close as possible to tactical units in order to reduce evacuation travel time. Aerial delivery and additional modes of transportation are required to assist with the intra-theater evacuation of deceased personnel and associated PE. Failure to provide efficient support during offensive operations can cause tactical pauses, culminate offensive operations, and prevent consolidating gains.

Strategic

3-17. GCCs develop campaign and contingency plans that include using multi-Service MA to support joint forces in the JOA. The JMAO in the J-4 joint logistics operations center works closely with the Service component commands to identify MA assets. The GCC can task another Service as the lead Service in joint operations. For example, the Department of the Air Force may be assigned as the joint task force commander. The joint task force requires a force multiplier from the Army, such as MA units. These units would fall under the C2 of an air expeditionary task force (AETF) and report up a non-Army Service component command (ASCC) level chain of command.

Operational

3-18. A joint logistics element in the theater may be managed by either an Army assistant chief of staff for logistics (G-4), theater sustainment command (TSC), Marine logistics group, Navy logistics readiness center, or an Air Force A-1 AETF using force support squadron personnel, and all drawing MA expertise to operate as the TMAO. The MA sustainment planner for the theater focuses on the operational sustainment management responsible to synchronize with higher, adjacent, and joint enabling agencies that require MA resources. It is imperative that the command and staff understand what each partner provides to support the GCC and Service component command objectives. In most cases, the Army staff at the ASCC level manages MA functions as the lead agent for MA operations and delegates this task to the TSC.

Tactical

3-19. During large-scale combat operations, the Service component command responsible for MA will assign assets to the highest sustainment echelon in an AO, which simplifies how tactical commands will receive MA augmentation support. MA specialists are assigned forward as MA teams, platoons, and units to the highest sustainment echelon for employment with maneuver elements. These MA assets may require consolidation for maximum MA support to recovery and evacuation operations.

SUSTAINMENT DURING EXTENDED MULTI-DOMAIN OPERATIONS

3-20. The TSC establishes C2 of operational-level logistics for MA operations by employing one or more expeditionary sustainment commands (ESCs), which provide a rapidly deployable, regionally focused,

forward-based C2 capability until a TSC can assume that function. When the Army is the predominant land force operating within an AO, the TSC or ESC, at the discretion of the joint force commander, has the capability to become a joint logistics headquarters providing logistics support to all joint forces within the JOA. This is contingent upon the other Services, DOD agencies, and CCMDs providing the appropriate augmentation of personnel and capabilities to support this joint mission. Even though the majority of MA logistics capabilities are sourced from the RC, the Army and Marine Corps have MA common-user equipment and adhere to the same processes that expedite the evacuation of remains and PE from the AOR.

3-21. Multi-Service MA liaison personnel synchronize efforts by communicating MA support requirements through the joint force commander. This collaborative support is constantly challenged by tailoring the right support for increased operating tempo and consolidating resources for the GCC's air and surface theater movement of remains and PE. The JMAO, on behalf of the GCC, ensures continuity in the JOA in accordance with the GCC's overall priorities.

OPERATIONS DURING CONSOLIDATION OF GAINS

3-22. The execution of multi-Service MA operations during consolidation of gains will contribute to achieving the GCC end state. Emphasis will shift from supporting maneuver units defeating threat forces to transferring responsibility from multi-Service MA personnel to HN government, interagency partners, and other organizations. Multi-Service MA operations transitioning to humanitarian relief for HN populations, in coordination with unified action partners, can add value to any Service sustainment package. As maneuver operations defeat enemy forces, logistics formations can expand the MA footprint, which also facilitates increased throughput of remains and associated PE from the tactical areas to the JSA.

Chapter 4

Search and Recovery Operations

Commanders of all Services have the responsibility to care for deceased personnel within their AO. The search and recovery of human remains is the first step in the care and handling of deceased personnel. A search and recovery operation is the systematic process of searching for and recovering HR and PE, plotting and recording locations, and evacuating the HR and PE to the nearest MA facility. Commanders must make every reasonable effort to successfully search for, recover, and evacuate all human remains within the AO. When a unit is unable to recover its own deceased personnel, the unit will coordinate with the appropriate higher headquarters to request search and recovery support from MA personnel through the TMAO.

SECTION I - SEARCH AND RECOVERY OVERVIEW

- 4-1. Each Military Service is responsible for the search, recovery, and tentative ID of deceased personnel when possible in the AOR. Commanders at all levels are responsible for recovery.
- 4-2. Deceased personnel that are assigned and attached (military, DOD civilian and covered contractors) are evacuated from the incident site to their nearest MA facility. For personnel accountability, commanders are also responsible for S&R operations for deceased personnel of other nations and Services within their AO. Units can contact the TMAO or the lead Service for MA within the AOR for further guidance on recovering deceased personnel from allied or MNF partners, or other Services. (See JP 4-0, appendix M for additional information.)
- 4-3. S&R is the first step in the MA process on the battlefield. Commanders must make every reasonable effort to successfully recover and evacuate all deceased personnel in their AO. Daylight hours are the normal S&R periods. However, commanders may direct recovery operations during hours of darkness to move a fatality to the unit casualty collection point (CCP). Prior to deployment, the unit commander identifies those personnel to train and equip as part of the unit recovery team to conduct the recovery tasks.
- 4-4. When a unit suffers a loss, leaders must initiate a DA Form 1156, *Casualty Feeder Card* (for Army personnel) or the parent Service-specific form for reporting a fatality. Units send the casualty feeder form to the higher headquarters (HQ) personnel office or casualty liaison team. This will assist commanders and casualty liaison teams in producing the initial casualty report in DCIPS.
- 4-5. If possible, commanders will ensure a unit representative accompanies the deceased to the MACP to establish tentative ID. In addition to the associated PE found on the remains, all individual combat clothing and equipment stays on the deceased and travels with the remains for forensic examination by the AFMES. When a unit is unable to recover its own deceased personnel, the unit coordinates with the appropriate higher HQ to request S&R support from MA personnel. During the handling of HR, personnel must take care to avoid exposure to blood or body fluids IAW universal precautions as outlined in TG 195A.
- 4-6. The command will use the unit recovery team to conduct the initial search and recovery. **Unit recovery teams are non-mortuary affairs personnel available to conduct immediate recovery operations.** Mortuary affairs personnel do not normally staff these teams. MA liaison personnel may accompany the team to provide guidance if available, and if doing so does not impact MA operations.
- 4-7. There are three distinct phases of search and recovery: combat, post-combat, and area clearance. The S&R phases describe the actions that occur during the two types of recovery operations.

4-8. There are two types of search and recovery operations:

- ***Immediate recovery operations*** are performed by the unit recovery team to search for and recover human remains and personal effects during the combat phase when the tactical situation permits a recovery with the forces at hand without detailed planning or coordination.
- ***Deliberate search and recovery operations*** are performed during the post-combat and area clearance phases, when enemy threat is minimal, and adequate time is available to use all the detailed techniques.

COMBAT PHASE

4-9. The combat phase of S&R begins with immediate recovery operations. During military operations, the unit commander is responsible for the initial search and recovery of all human remains within their AO. It is important for personnel making the initial recovery to not remove any clothing, individual equipment, and PE found on the remains, document the site location, and report this information to the MACP or closest MA facility. MA-trained personnel will use this information to conduct a site closure or area clearance phase search. If remains are not recovered due to the movement of organizational elements, lack of sufficient personnel, or tactical or logistical conditions, specific location of remains and all pertinent facts must be reported by the commander to the next higher-level HQ for appropriate action to effect recovery and evacuation at the earliest time.

POST-COMBAT PHASE

4-10. The purpose of the post-combat phase is to locate remains that were not recovered prior to the movement of combat elements from the battle area as soon as it is practical. This phase immediately supplements initial immediate recovery operations and is accomplished by the unit recovery team or MA and additional personnel as needed. The higher-level HQ assigns a plan for deliberate S&R operations to supplement the immediate S&R operations. The MA personnel from the closest supporting logistics command may be tasked to assist with the deliberate S&R operations; however, removing MA personnel from an MACP should be a last resort as it will degrade the MACP capability to process and evacuate HR and PE. Commanders must make every effort to recover their deceased personnel during this phase, documenting the location of the search area and providing this information to the higher-level HQ who will assist with the site closure or area clearance phase.

AREA CLEARANCE PHASE

4-11. The area clearance phase represents a final thorough deliberate search and recovery of each area where military forces were engaged in combat. The purpose of this search is to locate and recover all remains not recovered during combat or post-combat phases, and to ascertain that no recoverable remains are in the area. GCCs should conduct area clearance operations using MA personnel to recover and account for deceased or missing personnel immediately after fighting has ceased.

4-12. The Defense Prisoner of War/Missing in Action Accounting Agency will conduct search and recovery for past conflicts as outlined in 10 U.S. Code § 1509 (a). This agency's mission is to achieve the fullest possible accounting of all Americans missing as a result of the nation's past conflicts, and has site closure responsibility for past conflicts.

SECTION II – UNIT RECOVERY TEAM

4-13. This section describes the unit recovery team and its associated duties and training. Commanders appoint personnel to a unit recovery team on official written orders, ensuring that they maintain the assigned recovery equipment and receive adequate training to conduct immediate recovery operations. Non-MA unit personnel will follow guidance in this chapter for search and recovery operations. Commanders should ensure multiple teams receive training and are available if required for mass fatality recovery operations, as in large-scale combat operations.

UNIT RECOVERY TEAM OVERVIEW

4-14. The commander is responsible for the conduct and safety of the unit recovery team. The team consists of at least five personnel, with a minimum of one noncommissioned officer (NCO) assigned as the team leader. Unit commanders will ensure the following:

- Commanders should integrate unit recovery team training into the training schedule semiannually, for all contingency operations, and during deployments.
- Unit leaders must ensure the unit recovery team has medical and occupational health support available to support the team's immediate medical needs, provide health and wellness checks to monitor injury or illness, and respond to exposure to bio-hazardous blood and body fluids IAW TG 195A.
- Unit leaders must ensure that all appointed unit recovery team members receive the high-risk occupation immunizations required by their Service medical regulation (for example, AR 40-562).
- Commanders may request additional MA guidance from the MA Officer or NCO on staff at their supporting logistics command, or as a last resort, the supporting MA facility (Navy, refer to NAVMEDCOMINST 5360.1).
- MA personnel responsible for training the recovery team will ensure the appropriate equipment and location is available to support the training or rehearsal.

4-15. In order to adequately resupply unit recovery team operations, logistics units that own supply support activity warehouses will stock human remains pouches (HRPs) at 25% strength of all units within their designated support area. The Air Mobility Command (AMC), Defense Logistics Agency, and appropriate depot-level supply source will stock HRPs and human remains transfer cases (HRTCs) or the insulated human remains transfer case (IHRTC) for theater resupply to MA operations. The JMAO will monitor theater stockage levels and request additional stocks from the TMAO.

Note. Units that stock HRPs should track and monitor their storage and shelf life (60 months). MA planners will track and report stockage and consumption rates through support operations (SPO) channels.

UNIT RECOVERY TEAM TRAINING

4-16. Non-MA unit recovery team training includes—

- S&R training on immediate recovery operations (minimum semiannually).
- Instruction on safeguarding and accounting for PE recovered at the incident site.
- Familiarization with the individual and team equipment, including applicable S&R forms.
- Training from occupational health on blood-borne pathogens, the donning and doffing of personal protective equipment (PPE), and medical requirements to handle HR (see appendix A).
- Training on operational public health and safety, preservation of HR awaiting transport and in temporary storage, and proper disposal of bio-hazardous material.
- Training from qualified MA personnel:
 - Army: Logistics command staff MA NCO.
 - United States Marine Corps (USMC): Personnel Retrieval and Processing (PRP) company or Marine logistics group MA staff officer or NCO.
 - United States Navy (USN): Supply corps personnel officer or a PRP company representative.
 - United States Air Force (USAF): Force Support personnel such as Prime Readiness in Base Services (RIBS).

4-17. Requests for training support should go through command channels when the logistics command cannot provide a qualified trainer for non-MA unit personnel.

UNIT RECOVERY TEAM LEADER

4-18. The unit recovery team leader must ensure—

- The team searches the whole area completely using strict search discipline (see figures 4-1 and 4-2 on page 4-10).
- All site-related hazardous waste is disposed of IAW TG195A and reports any blood-borne pathogens exposure to the medical treatment facility.
- HR are transported in a covered vehicle to provide proper dignity by concealing from view.
- HR are carried on a litter feet first and face up, keeping the HR shrouded at all times, and evacuated to the CCP for movement to the nearest MACP.
- The team conducts S&R operations properly and completes the proper reports IAW the Service-specific format. If HR are irretrievable or incomplete (missing major portions), initiate the proper reports. (See appendix C in this publication for additional information.)

Note. Army personnel see FM 6-99 for U.S. Army report and message formats.

4-19. The unit recovery team leader is also responsible for team member work site safety and health, and ensures that—

- The team leader trains and rehearses with the unit recovery team training (minimum semiannually).
- The team receives PPE, proper wear training, and has sufficient MA supplies to sustain the unit recovery team mission.
- Wellness checks are performed upon mission completion.

4-20. The unit recovery team leader is responsible for ensuring the required MA supplies are on hand and serviceable. Prior to deployment, the unit should maintain quantities of MA supplies required to accomplish HR recovery (HRP, PE bags, footlockers for PE) based upon 10% percent of the unit's strength. Contact the higher HQ MA staff NCO for resupply.

UNIT RECOVERY TEAM MEMBERS

4-21. Non-MA unit recovery team members must be appointed on orders by the commander, ready with the proper fitting PPE, and participate in unit recovery team training at a minimum of twice per year. Team members must plainly understand the unique security requirements and demands encountered when dealing with HR. They should also maintain individual and recovery team equipment and MA supplies for mission readiness.

4-22. Team members should be medically screened and receive the appropriate immunizations to perform MA functions. They should also have access to spiritual support and behavioral health as needed.

IMMEDIATE RECOVERY OPERATIONS

4-23. Immediate recovery operations are initiated when the threat of enemy attack is high, and time to recover sensitive items, remains, portions, and PE is limited. Unit personnel develop a plan to provide security of the recovery site to accomplish the recovery of remains, portions, and sensitive items as a priority. **Recovery sites are areas where human remains or other material evidence have been deposited, or are believed to have been deposited.** Remains, portions, and sensitive items have first priority for recovery over PE due to the evolving enemy threat. Conditions do not allow time for a thorough detailed grid search of the incident site.

4-24. Also known as hasty recovery, these techniques are used when active combat operations are still ongoing, enemy threat is high, or very limited time is available to conduct S&R to reduce risk to troops (for example, downed aircraft). Hasty recovery sites may always be followed up by a deliberate search and recovery when conditions allow. However, some technology must be destroyed in place to prevent

compromise if it cannot be recovered. In these cases, a hasty recovery should be conducted if commanders determine conditions allow.

4-25. During the combat phase, non-MA units should make every effort possible to safely recover deceased personnel with the wounded. If the HR cannot be recovered safely, unit leaders must report the grid coordinates and the condition of unrecovered HR to the unit commander. The unit commander will plan to initiate a deliberate S&R mission as soon as tactical conditions allow or during the post-combat phase. Units should make every attempt to conduct S&R operations during daylight hours.

Note. Exception to this guidance is for immediate recovery operations occurring during hours of darkness. Tactical use of the cover of darkness to move a fatality to the CCP will be at the discretion of the commander.

4-26. For non-MA unit recovery teams, the minimum equipment it should carry to conduct immediate recovery operations includes—

- Covered vehicle (for evacuation).
- PPE (latex-free disposable gloves, eye protection, and N-95/Single-Use Protective Mask).
- Litter (recover and evacuate fatalities).
- HRP, National Stock Number (NSN) 9930-01-331-6244.
- DD Form 1380 (*Tactical Combat Casualty Care Card*) if attended by a medical provider.
- Global Positioning System (GPS) devices.
- PE Bags.

HEALTH AND SANITATION

4-27. One of the basic dangers of S&R operations is the sustained contact with HR. Proper personal health and sanitation practices are vitally important as handling HR in various stages of decomposition can result in both medical and biological hazards. Infectious organisms may be associated with the HR and the areas where the HR are found or processed. Personnel may be exposed to a number of pathogens that can cause infection when they perform MA operations. When a person dies, the human body undergoes a series of biological changes, collectively referred to as decomposition. These changes stem from two key factors: the cessation of biological functions within the body and the spread and activity of bacteria after death. However, this does not happen immediately, and the transmission of an infectious agent from a deceased human to a living person can occur.

4-28. Therefore, each person involved in recovery, evacuation, or processing of HR must ensure successful implementation of safety and health procedures. (For more information on health and safety information for MA personnel, see appendix A in this publication and refer to TG 195A.)

RECOVERY TEAM PERSONAL PROTECTIVE EQUIPMENT

4-29. Table 4-1 on page 4-6 shows the recommended personal protection equipment for conducting MA tasks. Unit recovery teams and MA personnel use the prescribed PPE identified below and IAW TG195A.

Table 4-1. Personal protective equipment for mortuary affairs tasks

| <i>Task or Activity</i> | <i>Gloves</i> | <i>Eyewear Goggles/ Face Shield</i> | <i>N95 Mask⁶/ or Surgical Mask¹ / Single-Use Protective Mask¹</i> | <i>Apron/ Protective Clothing</i> | <i>Head Cover</i> | <i>Shoe Cover</i> |
|---|---------------|---|--|---|-----------------------|-----------------------|
| Extracting human remains from wreckage | Yes | Yes ² | Yes | Yes | Yes ³ | Yes |
| Extracting personal effects from wreckage | Yes | Yes ² | Yes | Yes | Yes ³ | Yes |
| Handling human remains | Yes | Yes | Yes | Yes | No ^{4,5} | Yes |
| Handling human remains contained in human remains pouch | Yes | Yes | No | Yes | No | No |
| Handling (non-CBRN) contaminated clothing and personal effects | Yes | No ⁴ | No ⁴ | Yes | No ⁴ | Yes ⁴ |
| Collecting blood, body fluids, tissues | Yes | Yes | Yes | Yes | Yes | Yes |
| X-raying human remains contained in human remains pouch | Yes | No | No | Yes | No | No |
| Cleaning Mobile Integrated Remains Collection System or work area floors | Yes | No ⁴ | No ⁴ | Yes | No | No ^{4,5} |
| Cleaning Mobile Integrated Remains Collection System or work instruments/equipment | Yes | Yes | Yes | Yes | No | Yes |
| Cleaning Mobile Integrated Remains Collection System or work area tables and surfaces | Yes | Yes | Yes | Yes | No | Yes |
| Disposing of regulated medical waste | Yes | No | Yes | No ⁵ | No | No |
| Legend: CBRN = chemical, biological, radiological, and nuclear. 1 = Surgical masks are not respirators, unless approved as a surgical N95 respirator by Food and Drug Administration and the National Institute for Occupational Safety and Health. 2 = Should be both splash and impact protective. 3 = Extrication from wreckage may require personnel to utilize hardhats and impact resistant eye protection. 4 = Unless splashing is likely or a mist/aerosol/particulate can be generated. 5 = Unless soiling is likely. 6 = N-95 National Institute for Occupational Safety & Health Respirator Mask. | | | | | | |

SECTION III – SEARCH AND RECOVERY PLANNING

4-30. The tasked unit commander or designated team leader is responsible for preparing, training, and resourcing the unit recovery team. Information affecting safety, threat situation, and the recovery is in the planning estimate and the analysis of mission variables. Specialized personnel may be required to conduct the S&R mission.

4-31. When planning for a S&R, it is important to gather all pertinent data on—

- Mission (hostile or non-hostile).
- Fatalities.
- Appropriate equipment (for example, engineer).
- MA supplies required.
- Specialized personnel required.

4-32. Analysis of the mission variables will greatly influence different missions, S&R teams, and MA capabilities available to respond to a mass fatality incident. Planning may require coordination with several

different outside agencies or units for security, logistics (including transportation), and augmentation of MA personnel. The mission variables consist of—

- Mission.
- Enemy.
- Terrain and weather.
- Troops (or Service members) and support available.
- Time available.
- Civil considerations.

SPECIALIZED PERSONNEL

4-33. It is essential to mission success that personnel who are familiar with the people, equipment, and munitions located at the S&R site are present. Some specialized personnel include—

- CBRN personnel.
- Explosive ordnance disposal (EOD) personnel.
- Security personnel.
- Linguists.
- Medical personnel.
- AFMES staff (medicolegal death investigator or forensic pathologist).
- Engineer support personnel.
- Transportation personnel.
- Other required personnel (for example, losing unit or other Service personnel).
- MA personnel (pending availability, mission dictated).

UNIT COMMANDER ACTIONS

4-34. The unit commander must execute the following actions for a theater death:

- Report the fatality to higher HQ via telephonic status report and message format, initiating the initial fatality report for DCIPS.
- Activate the unit recovery team to conduct S&R, and resource the team to the maximum extent possible.
- Return all government property (maps, weapons, sensitive items, or equipment) issued to or found with the deceased to the unit supply section. These items do not accompany the remains to the MACP.
- Ensure the deceased being recovered is transported to the nearest MA facility with all protective equipment (body armor and helmet included) for the AFMES forensic examination.
- Coordinate for a person (unit leaders, first-line supervisor, roommate, or close friend), if available, to do the visual recognition of the deceased on DD Form 565 (*Statement of Recognition of Deceased*).
- Ensure all PE found on the remains at the time of the recovery are transported to the MACP.
- Refer to the Service-specific regulation on MA for unit commander actions concerning a fatality (Army personnel see AR 638-2 and DA PAM 638-2).
- Initiate a DA Form 1156 (or parent Service form) and notify higher HQ.
- Ensure the appointed summary courts-martial officer (SCMO) or summary courts officer (SCO) is available for the inventory of PE remaining in the unit area per Title 10 USC 816 and *Manual for Courts-Martial United States* Rule 1301(a). The Summary Courts Martial Convening Authority appoints SCMOs and SCOs (see chapter 7 and respective Service publications for more information).

SECTION IV – SEARCH AND RECOVERY TECHNIQUES

4-35. This section describes and outlines the techniques used by all military Services for MA search and recovery operations in a theater. Personnel and equipment requirements are identified in this section.

DELIBERATE SEARCH AND RECOVERY OPERATIONS

4-36. When it is suspected that HR or portions have been left on the battlefield during the combat phase, commanders should begin planning for deliberate S&R operations using the unit recovery team.

Note. Marine Corps commanders should report potentially unrecovered HR to higher HQ so the Personnel Retrieval Platoon can be tasked to conduct the deliberate S&R. See chapter 10 for more information on Marine Corps MA.

4-37. MA personnel should be used as a last resort as to not degrade the theater's capability to process and evacuate HR. The following rules apply:

- The team leader for the deliberate S&R mission will follow all priorities listed in this chapter.
- Conduct S&R operations during daylight hours.

Note. Moving a fatality to the unit CCP during hours of darkness is executed at the discretion of the commander.

- When recovering HR, the team will immediately transport to the unit CCP, the nearest MACP, or MA facility, whichever is closest.
- If a unit cannot recover a member of their unit, the unit commander must request MA support from their higher HQ as quickly as possible to recover the unaccounted HR.
- For reporting fatality incidents, complete and forward a *Human Remains Search and Recovery Status Report* (REMAINSARSTAT) to higher HQ (See appendix C for a sample). For other than Army, the military Service that suffers the loss will initiate a casualty report IAW Service-specific regulatory guidance.

USE OF ADDITIONAL SPECIAL SKILLS PERSONNEL

4-38. In the post-combat phase, it is more likely to have a greater availability of specialized personnel to assist during deliberate S&R operations. These personnel may include, but are not limited to—

- Linguists.
- Life support technicians.
- EOD.
- CBRN.
- Additional MA personnel.
- Medical personnel, including behavioral health and preventive medicine personnel.
- AFMES staff (for example, forensic pathologist, medicolegal death investigator).
- Canine search teams (non-DOD asset).
- Anthropologists.

DELIBERATE SEARCH AND RECOVERY EQUIPMENT

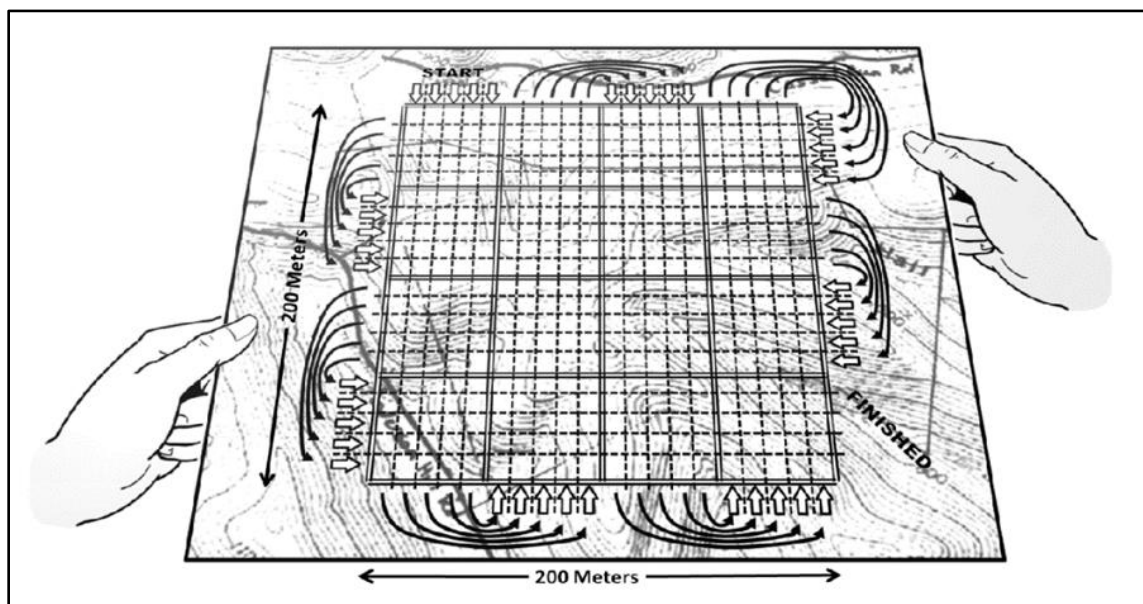
4-39. The recommended equipment items for conducting deliberate S&R operations include, but are not limited to—

- Proper PPE for the MA task, (see table 4-1 on page 4-6).
- Additional PPE (M-40 or M-50 protective masks, or full-face respirators to protect against depleted uranium, asbestos fibers, carbon fibers, and other associated hazards).

- Required minimum S&R forms (depending on the situation, the unit may complete forms at the MACP, if necessary):
 - DD Form 565 (*Statement of Recognition of Deceased*).
 - DD Form 567 (*Record of Search and Recovery*).
 - DD Form 1074 (*Questionnaire of Local Inhabitants*).
 - DD Form 1076 (*Record of Personal Effects of Believed to Be [BTB] Deceased*).
- Empty large footlocker to fill with mission supplies.
- Mission-specific transportation (covered vehicle) and security equipment.
- Communications.
- Litter (to recover and evacuate fatalities).
- GPS devices.
- Maps of the identified search location.
- Lensatic compass and protractor.
- Tape measure, preferably in meters (50 meters).
- Rope or strong cord (50 meters or 150 feet equivalent, for suspected explosive device).
- Multi-colored pin flags (for marking locations of HR, disassociated personal effects, and explosive ordnance).
- S&R mission journal.
- Sketch and overlay paper.
- Blank manila tags.
- Permanent marker, pens, pencils, and manila folders.
- Clip boards.
- Metal security seals.
- Clear, sealed zip-closure bags.
- Red biohazard bags.
- Wood stake bundles (preferably 18 to 24 inches).
- DD Form 1380 (if attended by a medical provider).
- Human remains pouch.
- Axe, machete, or hatchet to remove vegetation or clear an area prior to a search.

CONDUCTING DELIBERATE SEARCH AND RECOVERY

4-40. When conducting a deliberate S&R mission, the S&R team arrives at the dismount point and receives instructions from the team leader. The team follows a systematic method (see figures 4-1 and figure 4-2 on page 4-10) to allow team members to cover the entire established search area thoroughly. At a minimum, each team should consist of a team leader, two flankers, and enough people to cover the search area adequately, but team composition can vary depending on the mission requirements. The team leader should have predesignated duties for each member and perform pre-combat inspections on individual and team equipment prior to departing for the site.



LEADERS ACTIONS

4-41. Prior to executing S&R missions, the leader conducts reconnaissance to assess the site and determine if there are any additional personnel or resources required. Teams use this assessment to establish boundaries, identify danger areas, coordinate security, and determine the search methodology to use. This assessment may need to be coordinated with the logistics command for aerial reconnaissance of the recovery site search area. Army personnel should use TC 3-25.26, and other Service personnel should use their appropriate Service reference for land navigation information when conducting S&R operations. In preparation for S&R operations, the team leader—

- Assesses the search area to determine the best search method to use: open or closed search pattern:
 - Open search formation (double-arm interval) is used for open or sparsely vegetated areas.
 - Closed search formation (single-arm or close interval) is used for densely vegetated areas or difficult terrain with limited visibility.
- Equips the recovery team with the necessary equipment (for example, GPS, compasses, sketch map paper, map overlays), appropriate PPE (minimum of gloves, goggles, and masks to protect against depleted uranium, asbestos fibers, carbon fibers, and other associated hazards), and a machete or hand ax, if required, to clear ground brush.
- Ensures adequate security personnel stay at the dismount point to relay communications.

4-42. For established S&R responses where an incident commander, military criminal investigation organization, or other investigative agency is present, the MA team leader should consult with this on-site representative to determine the evidence to document and collect. The focus of the MA team's recovery should be for associated and disassociated personal effects and evidence on or in vicinity of the human remains. For S&R responses where no incident command or external agency structure is established, the MA team should consult with the TMAO for further guidance and distinction.

4-43. During deliberate S&R operations, the team should consider HR and PE as armed with improvised explosive devices (IEDs) or unexploded ordnance (UXO) until determined otherwise. Teams should take proper precautions prior to handling any HR, portions, or PE. Teams can check small portions and PE for possible IEDs by close visual examination prior to searching the site. If IEDs or UXO are present, halt operations, move away from the incident, and request EOD support.

4-44. After the EOD checks have been completed, the team should move single file, with the team leader and communications operator in the center of the formation. Once the team leader has determined the team is within approximately 100 meters of the given recovery site location, the team either will assemble into an open or closed formation.

4-45. Based upon available resources and the defined search area, teams may employ several search methods:

- Strip or line search for covering large or open areas.
- Zone or sector search assists a team to divide a larger search area into zones or sectors.
- Point-to-point search method for small, confined areas.
- Spiral or circular search for outdoor sites with one to two personnel conducting the search.
- Clockwise search and counterclockwise search are inside search patterns with two personnel conducting the search.

Note: Search methods are shown in figure 4-1 on page 4-10.

4-46. The fields of view of the adjacent searchers should overlap. The team should then use the straight-line box search method (see figure 4-2 on page 4-10) with the team leader in the rear-center of the formation:

- The S&R team will search in a slow and steady pattern, searching side-to-side for items pertaining to the operation and potential recovery site.
- The team leader should ensure the team maintains proper intervals, moves in the direction of the potential recovery site, and always stays on line.

4-47. Time and threat level permitting, team members may observe an item that may be relevant to the search. The team will use a predetermined verbal or hand-and-arm signal to alert the team to halt for—

- The team leader to examine the items, and if the item is deemed to be HR, portions of HR, or disassociated personal effects. ***Disassociated personal effects are personal effects not found on the human remains or cannot be associated at the time of recovery.***
- The team leader to mark the item with a predetermined color pin flag or other suitable marking method.
- The team leader to mark any item that could be associated with the event. Collect and return these items to the MACP for forwarding to the AFMES for examination when in doubt.
- Annotation of the S&R number assigned to the item and a description in a field notebook and site sketch.

Note. An R number (for example, R-1) will be assigned to any item found that constitutes more than 50 percent of a human body that is intact and includes a majority of the torso. The team leader will make this determination. If there are no items representing more than 50 percent, all portions will receive a sequential P number (examples of this would be P-1, P-2, and P-3). A torso will be marked as HR. Body regions such as an isolated head or legs, even if attached at the pelvis, will be marked as a portion.

4-48. This search and marking method will continue until the team has reached a point at least 100 meters past the last marked item:

- The team leader will halt the team and direct either the left or right flanker to face about, depending on which direction the search will proceed.
- The remaining team members will pivot around the flanker, remaining online until the team is facing in the opposite direction.
- This search should extend 100 meters past the last recovery item found in each direction. If deemed necessary, the team leader may expand the limits of the search area.
- The team leader directs the team to search until they find all HR or until there are no portions of HR in the area.

4-49. Team members must be aware of areas where HR may be located:

- The team should search unusual ground disturbances that may be due to temporary interments, collapsed bunkers, hasty burials, isolated interments, or fighting positions.
- The team should be aware of unusual odors, and congregations of insects, scavenger birds, or animals. All these are indicators that may lead to finding hidden HR.

RECOVERY PRECAUTIONS

4-50. All personnel handling HR, portions, or PE must wear the proper PPE (see table 4-1 on page 4-6), based on the exposure potential stemming from—

- The probability of contact with blood and other potentially infectious materials.
- The likely amount of contact.
- The expected duration of contact.

4-51. Once the entire area has been searched and all relevant items marked, the recovery team will begin the documentation and recovery process:

- During combat, recovery teams should consider HR and disassociated personal effects as potentially having an explosive device.
- Recovery teams should always take proper precautions prior to handling any HR, portions, or PE.
- For small portions and disassociated personal effects, check for possible IED traps by close examination prior to handling.

- If the recovery team discovers an IED or UXO, the team should immediately request EOD assistance to clear the area of any additional explosive threats and conduct a blast analysis on the HR.
- Once the EOD specialist or team has determined the area is clear of explosive threats, the recovery team will continue the collection of the HR, to include fragmentation of the HR or PE that disassociated from the HR because of the explosion.
- Teams should place the PE items in an HRP with the HR, as the teams already marked all preexisting disassociated evidence.

WARNING POSSIBLE EXPLOSIVE DEVICES

HR represent a higher probability of having a suspected explosive device, so visual inspection may not always locate the presence of these devices.

4-52. Team members should complete the following tasks:

- Designate personnel to document and safeguard PE. This should be the first personnel to encounter the HR after IED/UXO checks are complete. These personnel must thoroughly check the entire HR for PE, including the hands, neck, pockets, boots, and load-bearing vest.
- Designate a two-person team (or multiple teams if large amounts of PE are identified) to document and safeguard PE. One person maintains clean-hands and writes data on forms, PE bags, and clear sealed zip-closure bags. The second person handles remains, portions, and soiled PE (biohazardous items) to expose data needed for documentation and packages for transportation.

Note. Pay particularly close attention to locating the ID tags and the ID card. Leave ID tags or ID cards in place on the HR. Use official ID media found as a basis for establishing tentative ID. Leave all ID media, PE, clothing, and organizational equipment on the HR for forensic analysis. Inventory the PE and record these items on DD Form 1076.

- Place the PE in a clear, sealed zip-closure bag, and then place in a PE bag.
- Secure the PE bag to the left wrist of the HR if possible. If not, securely attach the PE bags to another location on the HR.
- Sign DD Form 1076. This becomes the chain of custody document for PE.
- Place DD Form 1076 in a clear sealed zip-closure bag with PE.
- Ensure the team uses proper S&R techniques and submits the proper report REMAINSARSTAT (FM 6-99) or the military Service-specific format to report a fatality. (See appendix C for a sample.)
- Initiate the proper reports (*Report of Unrecovered Remains* and *Report of Unrecovered/Missing Portions*) if HR are irretrievable or incomplete (missing major portions). (See appendix C for a sample format of these memorandums.)
- Document the completed S&R mission, which should include DD Form 567, DD Form 565, DD Form 1076, site sketch, and a log of coordinates. When applicable, teams should generate a DD Form 1074. (See appendix C for more information on these forms.)

Field Site Notebook

4-53. During recovery operations, the team leader should keep a detailed record of every aspect of the recovery operation in a field site notebook. The field site notebook should—

- Include site sketch and detailed sequence of events on TTPs used to conduct the S&R mission.
- Include the team leader's information, date of recovery, and signature on the last page.
- Be forwarded with the HR as evidence to the MA facility and onward to the AFMES. If the team does not find any HR, or if the team must suspend operations for tactical reasons, the team leader

will report this information and the extent of the search to higher HQ. The team leader includes as much detailed information as possible to aid any future S&R missions.

Note. If the team cannot complete any forms at the recovery site, the team will complete the necessary forms at the CCP or nearest MA facility. Contact the MA NCO at the supporting logistics command or see appendix C in this publication for completing the MA forms.

Recording Identification Media

4-54. Personnel designated to locate and record items of official ID media should—

- Check the HR thoroughly, in all areas, for clothing and equipment like uniform nametape, laundry markings, helmet band marks, and uniform and equipment sizes.
- Look for any items or markings such as serial numbers and markings on items of unit-issued equipment.
- Annotate U.S. Government ID Card, ID tags, rank insignia, and uniform patches on DD Form 567.

Note. Do not annotate PE items on DD Form 567.

4-55. All equipment is transported with the HR, including body armor, and the information is recorded on DD Form 567 minus (weapons, ordnance, sensitive items, or unit-essential equipment)—

- Ensure not to remove the body armor from the deceased. The body armor and helmet will stay on the HR until the remains arrive at the AFMES location for forensic examination.
- Remove all weapons, ammunition, and explosive ordnance from the HR. Record serial numbers for weapons and return these items to the unit.

Obtaining Statement of Recognition of Deceased

4-56. When there are S&R team members or other personnel in the recovery area who can visually identify the HR, a designated team member should complete DD Form 565. The S&R team member completing the form will annotate as much information as possible using information provided by the acquaintance out of sight of the HR. Once these blocks are completed, after verifying the HR are identifiable, the team member will escort the acquaintance to the HR and determine if the HR can be visually recognized.

4-57. During the viewing, the team will note in the remarks block of DD Form 565 any discrepancies they find with the descriptions previously provided.

Note. HR will not be washed or have clothing removed to aid the recognition process.

4-58. The team must complete all remaining blocks on the form and the acquaintance must sign in the appropriate block (see appendix C for more information on DD Form 565). The team member completing the form will sign in the witness block.

4-59. As the unit recovery team conducts the recovery, it is important to—

- Document the site location (at minimum the grid coordinates) and identify major landmarks and terrain features.
- Create a map overlay and site sketch, if possible, in case another team must return to the site.
- Report this information to the MA NCO serving on the logistics command staff. Teams may use this information to conduct a post-combat phase S&R or area clearance.
- Complete a REMAINSARSTAT (or parent Service) report. (See appendix C for a sample.)

Questioning Local Inhabitants

4-60. During search or recovery operations, if teams encounter local civilians that may have information pertaining to the loss, a designated team member should attempt to complete DD Form 1074 and the following actions (teams may need linguists or interpreters to accomplish tasks):

- Teams should attempt to gain information on other unrecovered HR in the area.
- The teams then forwards this report to the JMAO or TMAO with other documents, even if the team finds no HR.

COMPLETING TAGS FOR HUMAN REMAINS, PORTIONS, AND DISASSOCIATED PERSONAL EFFECTS

4-61. The designated (clean hand) team member should prepare two S&R tags for each remains, and one tag for each portion and disassociated personal effects. Attach one S&R tag to the center of each HR and the other to the zipper tab of the HRP.

4-62. The S&R tags for HR should have the S&R number on one side that consists of the mission number, the branch of Service of the recovering unit, the unit designation, and the number assigned to the HR. See figure 4-3.

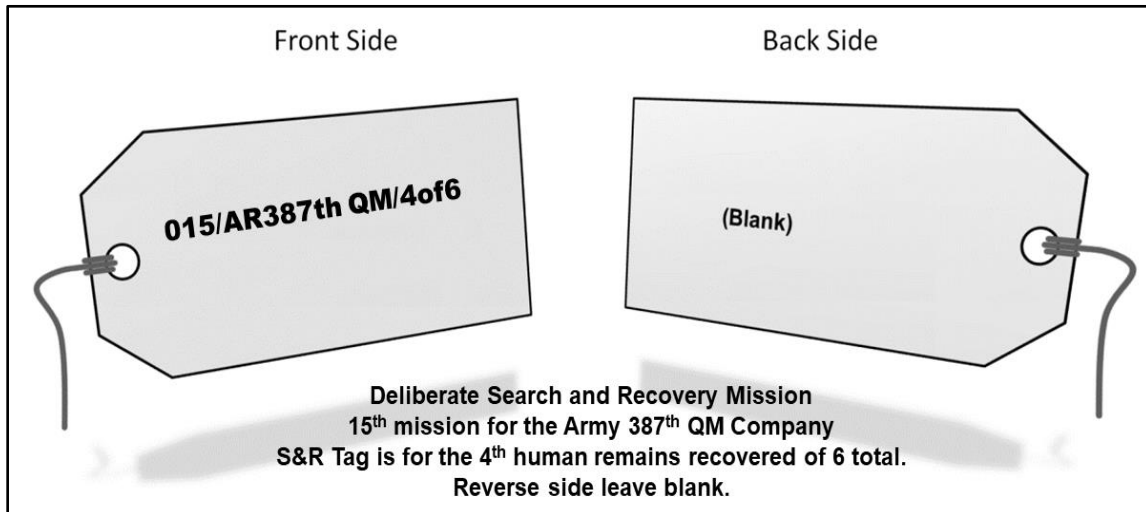


Figure 4-3. Multiple human remains ground

Note. 015/AR 387th QM/4of6 would be the S&R number. The tag would represent the 15th S&R mission for the Army 387th quartermaster (QM) company. These HR would be the fourth of six HR recovered on this mission, or R-4 for HR.

4-63. Figure 4-4 on page 4-16 is an example of a tag for deliberate S&R number, Marine Corps PRP company on the 10th S&R mission recovering the fourth HR of 12 HR at a multiple HR ground recovery site. Leave the reverse side blank.

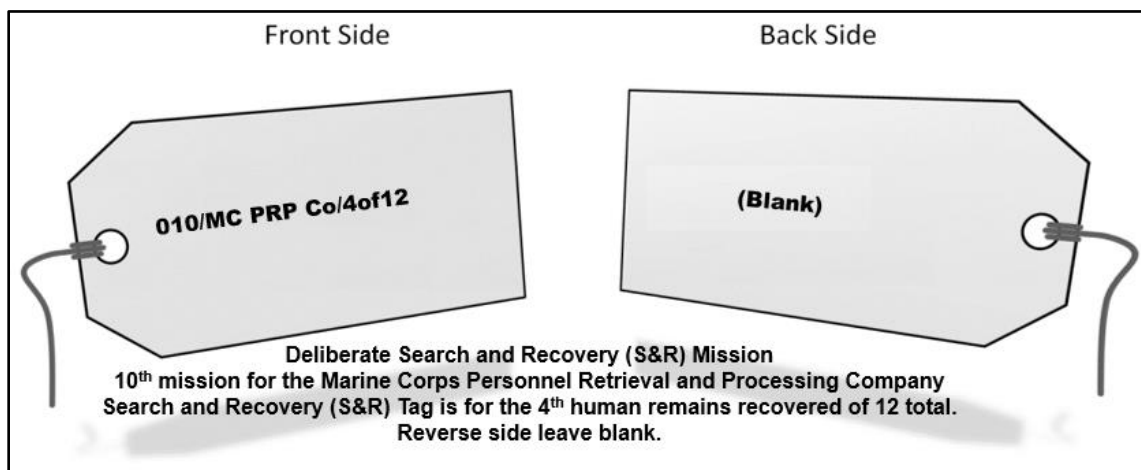


Figure 4-4. Search and recovery tag – multiple human remains ground

4-64. Figure 4-5 is an example of a tag for deliberate S&R number, Army 54th quartermaster (QM) company on the ninth S&R mission, and the fifth of five remains recovered at a multiple HR aircraft, or vehicle recovery site that may potentially have some hazardous advanced composite materials. Reverse side has the initials, ACM.

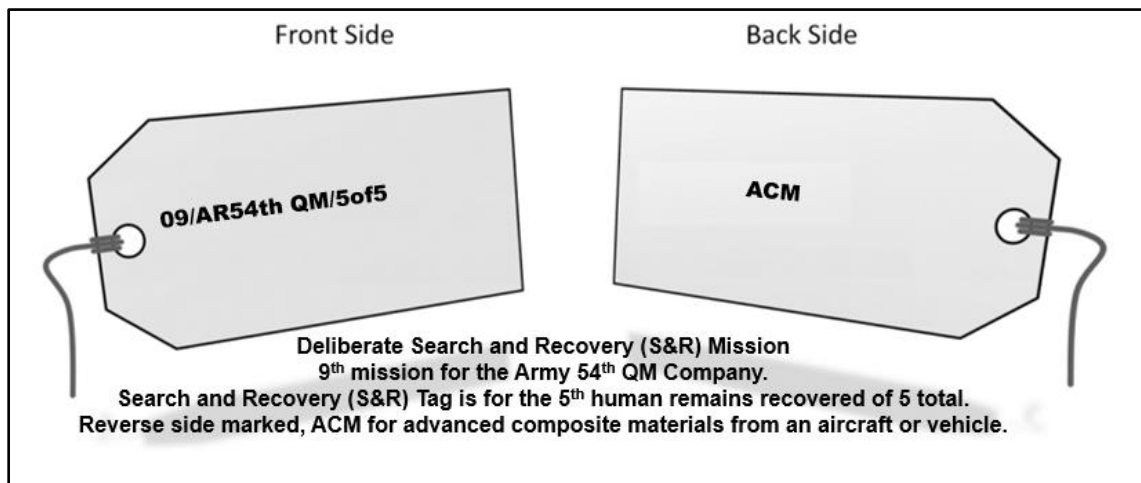


Figure 4-5. Search and recovery tag – multiple human remains aircraft

AIRCRAFT AND VEHICLE RECOVERY

Leave the reverse side of the S&R tag blank, except for HR recovered from aircraft crashes or vehicles. For HR from aircraft crashes, annotate ACM (advanced composite materials) on the reverse side of the tag, see figure 4-5. This marking will alert receiving MA personnel the HR may contain hazardous residue and may warrant special handling precautions.

DEPLETED URANIUM

For HR recovered from any vehicle suspected to contain depleted uranium, teams should mark DU (depleted uranium) on the reverse side of the S&R tags as a precaution, see figure 4-6.

4-65. Figure 4-6 is an example of a tag for an immediate S&R number, Army B Company, 2nd Battalion, 3rd Brigade Combat Team (BCT), 1st Armored Division on the first S&R mission, and the second HR of three remains recovered at a suspected depleted uranium vehicle recovery site that may potentially have some hazardous advanced composite materials. Reverse side contains the initials DU.

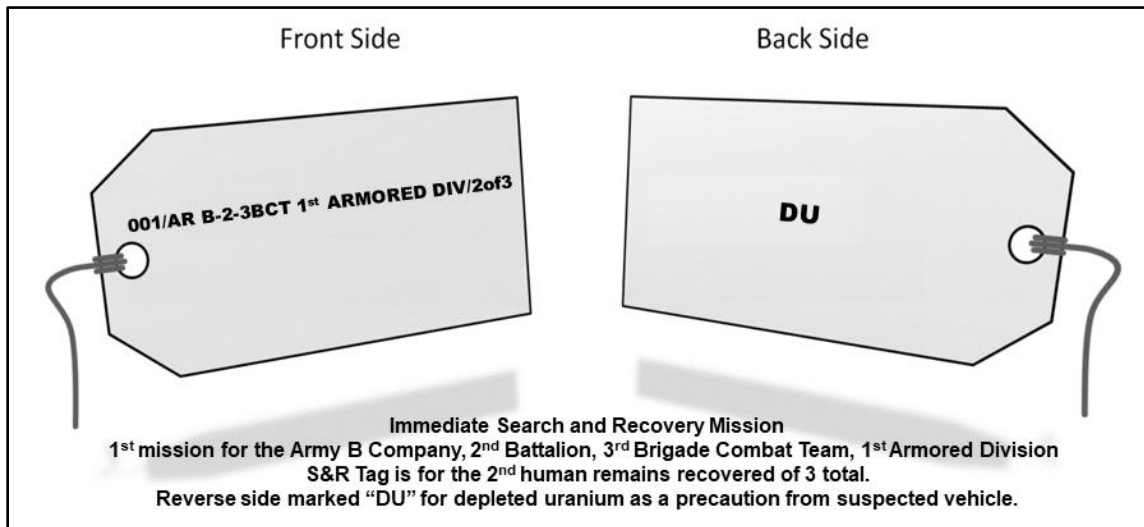


Figure 4-6. Search and recovery tag – human remains depleted uranium

4-66. For HR portions, teams should annotate the number assigned to the item on one side of the S&R tags and leave the reverse side blank. Figure 4-7 provides an example.

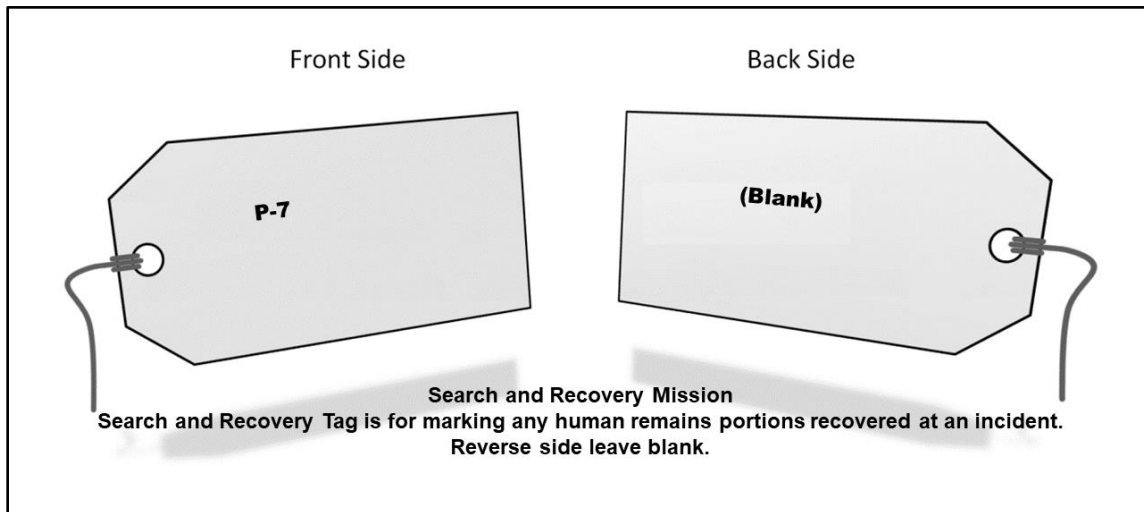


Figure 4-7. Search and recovery tag – portions of human remains

4-67. Portions recovered from the same general location should not be individually bagged, unless instructed to do so by an AFMES official. The recovery location for each portion is critical to conducting an investigation. When at all possible, maintain skeletal integrity and keep skeletal HR together. Place the portions in an HRP for evacuation.

4-68. Never combine portions recovered from different S&R sites or missions in the same HRP or transfer case.

4-69. If the team suspects commingling, place the portions together in an HRP. The AFMES staff will examine and sort.

4-70. Mark the outside of the HRP to indicate portions. Place the tag or automated identification technology device inside a clear, sealed zip-closure bag or in a sealed, watertight container. Place the zip-closure bag or watertight container inside the HRP or attach it to the outside of the HRP.

4-71. See figure 4-8 for an example of S&R tags for disassociated personal effects. These tags should have the number assigned to the effects annotated on one side and the reverse side should be blank.

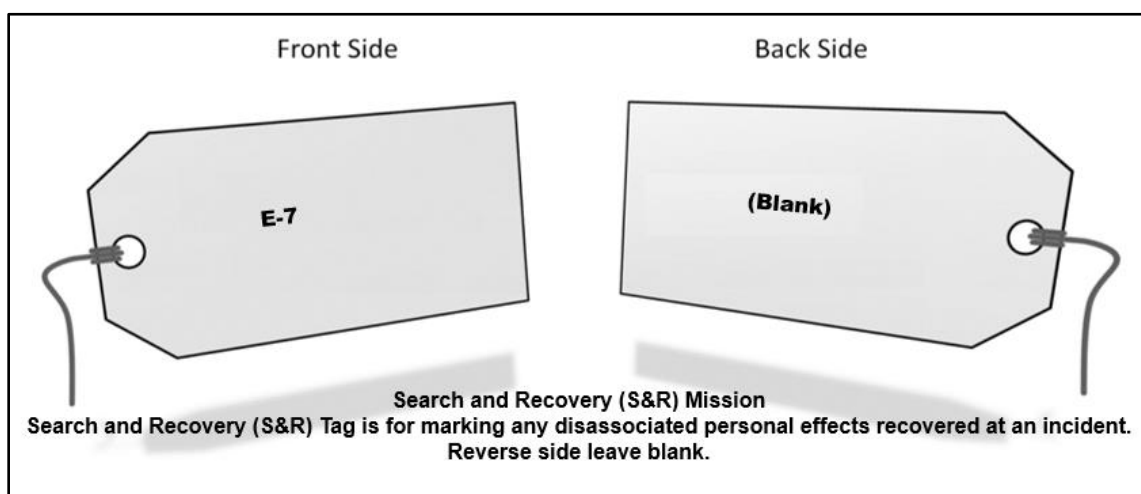


Figure 4-8. Search and recovery tag – disassociated personal effects

4-72. Place any disassociated personal effects recovered in an HRP for evacuation. Mark the outside of the HRP as effects. Place a tag or automated identification technology device (if available) inside the HRP or attach it to the outside of the HRP.

DECEASED CASE FILE FORMS

4-73. After completing all information on the MA forms (DD Forms 1076, 565, 567, and 1074), the team leader will designate a team member to ensure custody of the forms and to keep them dry.

4-74. Place the MA forms inside a sealed, watertight container or clear sealed zip-closure bag and place the bag inside the proper HRP.

4-75. Place the documents prepared for each HR, portions, or PE into a sealed watertight container or slide interlocking sealed (clear plastic) bag and place the bag inside the proper HRP.

EVACUATION FROM THE RECOVERY SITE

4-76. Use distribution backhaul to evacuate remains to the higher HQ consolidation area or nearest MA facility. When evacuating HR, the S&R team should—

- Treat the deceased with dignity, honor, reverence, and respect.
- Place the HR into an HRP.
- Always keep the HR shrouded (or covered) prior to moving when an HRP is not available.

- Ensure the S&R tags are properly attached and marked:
 - One tag is attached to each HR.
 - One tag is attached to the zipper tab on the HRP.
- Carry the remains on a litter feet first, face up. This is mandatory for reverence and respect to the deceased.

Transporting Human Remains

4-77. Load feet-first towards the front of the covered vehicle for ground transportation and the same on a rotary-wing aircraft.

4-78. Load head-first toward the nose of the fixed-wing aircraft.

Moving Human Remains

4-79. CAAF personnel may assist in carrying and transporting HR on the battlefield:

- U.S. deceased personnel will be accompanied by DOD-affiliated personnel to the nearest MA facility (for example, MACP or TMEP).
- The S&R team will coordinate with the respective area MA NCO for transportation of the HR from the CCP to the nearest MACP or MA facility (whichever is closer).

4-80. When evacuating large numbers of fatalities during large-scale combat operations, HR will be transported using all available means as quickly as possible, since refrigeration will not be as readily available as during smaller-scale operations. Leadership will request transportation assets and movement control personnel to accommodate fatalities as needed.

Closing the Site

4-81. Prior to evacuation, the team leader will conduct two final searches of the site to ensure no further evacuation items are located. This process will continue until no further evacuation items are found. The team will process any additional evacuation items as outlined above.

SECTION V – AREA CLEARANCE OPERATIONS

4-82. Area clearance is a final and thorough S&R for all remains and PE not previously recovered during either the combat or the post-combat phase. Immediately after a conflict, MA units should conduct area clearance operations to recover or account for deceased or missing personnel from all known recovery sites. The Defense Prisoner of War/Missing in Action Accounting Agency is the lead agency for conducting area clearance operations of all Americans missing as a result of the nation's past conflicts.

4-83. The methodology employed can vary dependent on the lead stakeholder, which may be an investigative agency, scientific identification authority, or GCC representative. These lead stakeholders will exercise best judgement to maintain provenience, maintain integrity of evidence, and facilitate scientific identification. The discovery, excavation, and documentation techniques explained below are common and proven operating practices. However, any and all of these processes may be conducted differently if any of the lead stakeholders determine a more suitable methodology should take precedence.

GRIDDING THE RECOVERY SITE

4-84. Recording coordinates with GPS technology is the preferred method of site documentation and recovery. When this technology is not available, and circumstances call for a more thorough and lengthier search, the gridding of a recovery site may be exercised. Using the union grid system will ensure a more thorough and accurate documentation of the recovery site. The **recovery site** is **an area where human remains or other material evidence have been deposited, or are believed to have been deposited.**

4-85. Once the area has been searched and all items marked, a permanent point of reference or datum is selected. This datum should be in the southwest corner of the defined recovery site. There should be no known HR, portions, or disassociated personal effects located to the south or west of this position.

- Before excavating HR from the recovery site, the datum should be marked to be easily located in the future. This can be done in several ways, such as by driving a metal stake into the ground or even by stacking rocks. If the southwest corner has a prominent object that can be used as a datum, mark it so that it is easily distinguishable from other like items in the area.
- The line from the datum running due north (0 degrees) is called the meridian line. This line extends in uniform increments (meters) until it surpasses the northernmost marked item in the recovery area.

Note. The smaller the increments, the more accurately the site will be documented.

- Wood or metal stakes are placed at the proper increments in a direct line from the datum to the northernmost boundary of the recovery area.
- The line from the datum running due east (90 degrees) is called the baseline. This line extends in the same increments as the meridian line until it surpasses the easternmost marked item in the recovery area.

Note. The length of the baseline is rarely the same as the length of the meridian line.

- To build the grid interior, start with the meridian and base line. Once the meridian and baselines have been emplaced, a measuring tape or rod is extended north from the first stake east of the datum on the baseline and east from the first stake north of the datum on the meridian line. An additional stake is placed at the point where these two devices intersect. This process is continued northward until the end of the meridian line is reached. The devices are moved over one stake to the east and the process repeated. This process is continued until the entire recovery area is gridded. This process will create a graph-like appearance comprised of small boxes, which are called units. Twine or engineer tape can be strung between the stakes to better define these units.
- The Pythagorean Theorem is used to check the accuracy of square of the units. The square of the hypotenuse of a right triangle is equal to the sum of the squares of the other two sides. The units are measured diagonally and the theorem $A^2 + B^2 = C^2$ is used. Example: A 4-meter (m) \times 4m unit measured diagonally should be 5.657m.
- The numbering system used to define each unit within the recovery site begins with the datum. The datum should always be numbered for example, N500/E500. The numbers for each unit north and east of the datum will ascend in the increments the units were emplaced. For example, if each unit is 2m \times 2m, then the first stake north of the datum on the meridian line will be numbered N502/E500, since it is 2m north and 0m east of the datum. Likewise, the first stake east of the datum on the meridian line will be numbered N500/E502 since the unit is 2m east and 0m north of the datum. The unit to which these numbers correspond will be the unit directly north and east of the stake.
- Each unit is comprised of four individual quadrants: northwest, northeast, southwest, and southeast. Indicating in which quadrant of a particular unit an item was found will make documentation of the recovery more accurate. For example, if an item found was noted that item P-7 was found in N512/E504 on a recovery site comprised of 2m \times 2m units, the variance of marking the location during a site recreation would be 2m. However, if it were noted that item P-7 was found in the SW quadrant of N512/E504, the variance would be reduced to only 1m.

EXCAVATING THE RECOVERY SITE

4-86. In order to recover HR from interment sites, collapsed bunkers, and especially aircraft mishaps, excavation of soil within the recovery site may be required. During aircraft mishaps or military criminal investigations, the S&R team leader must coordinate with the lead for the investigating organization to ensure S&R does not interfere with the investigation and vice versa. The equipment used for excavation can vary from large earth-moving machines to small hand trowels and horsehair brushes. It is important to always recover as much of the HR as possible. With modern technological and scientific methods, it may be possible

to make a scientific ID using a small portion of soft tissue, or hard tissue found amongst thousands of fragments from several different individuals.

4-87. During catastrophic events, there may be an abundance of minuscule pieces of HR. Sometimes these portions can be present as scattered surface materials or buried at a depth of several feet interspersed with aircraft debris, foliage, and soil. Excavation of these types of recovery sites usually employ the methods of archaeology and are often very slow, standard S&R operations. If the tactical situation permits, all recoverable HR and portions of HR should be recovered and evacuated to help ensure ID and proper repatriation of all individuals involved in the loss.

4-88. Excavation and recovery operations employ several types of strategies, methods, and techniques. Basic excavation strategies employed on a recovery site must be flexible and adaptable to investigative, environmental, cultural, and physical challenges. There are two types of excavation strategies: strategy-discovery and strategy-recovery.

- Strategy-discovery is used when the exact location of remains within a defined perimeter is unknown. The excavation methods used are usually trenching and large-scale testing.
- Strategy-recovery is used when available information points to a specific location within the recovery site. The preferred excavation method is block-excavation.

4-89. Teams determine which excavation method to employ within a recovery site by the circumstances of the loss and relevant information gathered. There are four basic excavation methods: large-scale testing, trenching, block-excavation, and collection.

- The large-scale testing excavation method consists of excavating alternate same-sized units throughout the recovery site by the use of a random numbering system. These test pits are usually 50 centimeters (cm) × 50 cm and dug to a depth determined by the team leader or recovery leader.
- The trenching excavation method consists of digging long, linear units parallel to each other. Teams can examine large areas of the recovery site for soil profiles and material evidence. The unexcavated areas between rows, or balks, should be uniform in width, usually no more than 50 cm, and be removed from areas where HR or other materials are found.
- Block-excavation is the preferred excavation method and consists of excavating contiguous units within the recovery site. Dig all units down to a sterile depth. Sterile soil is the soil that is undisturbed and free of HR, artifacts, or other material evidence.
- The collection excavation method is employed whenever no soil is present and all HR, artifacts, and material evidence are located on the surface, such as on a rock-slope.

4-90. Teams employ three basic types of excavation techniques on a recovery site: fine-scale, coarse-scale, and mechanical collection.

- The fine-scale excavation technique consists of the use of hand tools including, but not limited to, hand trowels, toothbrushes, dental picks, paintbrushes, and bamboo picks. It is usually used when remains or other material evidence are located and adjacent soil must be removed.
- The coarse-scale excavation technique consists of the use of hand tools such as picks and shovels. It is the most common technique for excavating recovery sites and is used when teams must remove and screen large amounts of soil. Teams sometimes combine fine-scale excavation when HR or soil disturbances exist.
- The mechanical excavation technique consists of the use of mechanical equipment including, but not limited to, bulldozers, belly scrapers, and front-end loaders. Teams normally employ this method when it is necessary to remove large amounts of overburden (soil that has been deposited on top of the recovery site).

4-91. Basic recovery techniques are the methods used to recover HR and other material evidence during excavations. There are three types of basic recovery techniques: collection, dry-screening, and wet-screening.

- The collection recovery technique is employed when no soil needs to be excavated and all HR, artifacts, and material are present on the surface, such as on a rock-slope.
- The dry-screening recovery technique is employed when conditions permit the conveyance of excavated soil to a location outside of the recovery site. The soil is placed into ¼-inch wire meshed screens in an attempt to locate HR, artifacts, or other material evidence. The soil passes through

the screen by shaking or pressing by hand. Place all material evidence in a clear plastic bag. Check periodically or prior to closing the unit.

- The wet-screening recovery technique is employed when conditions will not allow soil to pass through the screen without assistance. Soil from the recovery site is conveyed to an outside area, placed in a screen, and water pressure is used to degrade the soil to a point where it will pass through the screen leaving behind any material evidence and organic matter larger than the diameter of the wire mesh.

DOCUMENTING THE RECOVERY SITE

4-92. It is vital to document all aspects of the recovery operation. This documentation provides a spatial and contextual reference as to where HR, artifacts, and other material evidence are found within the recovery site. Documenting the recovery operation is done using maps, field notebooks, and photos. Photographs are not authorized unless the military authority having jurisdiction grants approval for official use only.

4-93. ATP 3-90.15 provides techniques and procedures for documenting sites, detecting, collecting, analyzing, and disseminating forensic and biometric information.

MAPPING AND RECORDING THE RECOVERY SITE

4-94. Making accurate maps of every recovery site is essential. GPS technology allows for the most accurate record of S&R and plotting on a map. A map of the recovery site showing the locations of HR, portions, and any disassociated personal effects in relation to the datum. This information will be useful for future excavations and re-creation of the recovery site (see figure 4-9).

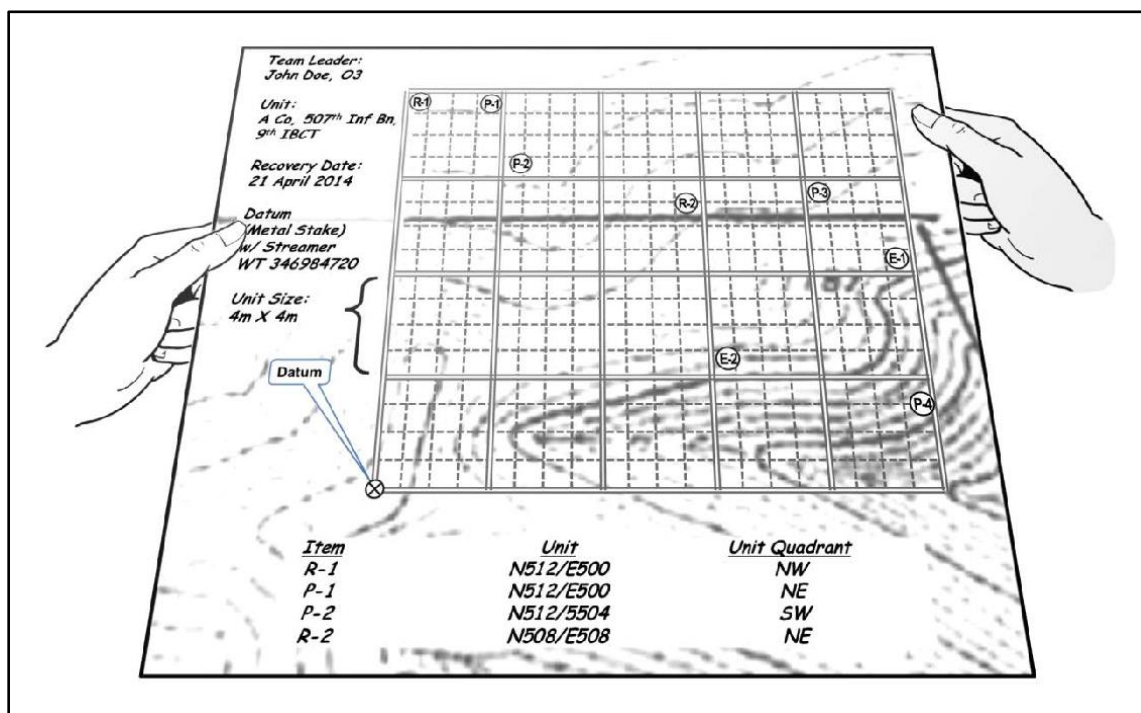


Figure 4-9. Sample recovery site map

4-95. The detailed recovery site map should include—

- Dates of recovery operation, units conducting the recovery, and team leader information.
- X marking the location and description of the datum in the southwest corner with grid coordinates (indicate if using a GPS).
- Codes for each HR, portions, and PE recovered.

- An attached log with exact coordinates for each item recovered.
- Individual grid units, size of grids, and quadrants for each item recovered.
- Vehicle and aircraft ID numbers, if applicable.

AREA CLEARANCE REPORT

4-96. Upon completion of the recovery, the team generates a detailed clearance report and provides it to the TMAO, which forwards it to the JMAO, normally within 30 days. (See appendix C for a sample report.) This report summarizes the mission and may include the following information:

- Recovery team background including—
 - Team member biographical data.
 - Dates and times of movements.
 - Method of transportation.
- Recovery site location including—
 - GPS coordinates.
 - Nearest town.
 - Prominent features.
- Recovery site environmental and physical characteristics including—
 - Type (for example, weather conditions, climate).
 - Slope.
 - Boundaries.
 - Soil composition (loose, rocky, sandy, compacted).
 - Vegetation.
- Recovery site information including—
 - Photo log (if directed by the AFMES or Service law enforcement agency).
 - Search pattern.
 - Location and type of all evidence.
 - Evacuation numbers.
- Team leader daily notes including —
 - Brief detailed observations.
 - Chronological order of events.
 - Coordination log.
 - Personnel present.
- Additional information including—
 - Witness interviews.
 - Number of personnel and logistical requirements.
 - Recommendations for further investigation.

Field Site Notebook

4-97. For this operation, a field site notebook will be required. See paragraph 4-53 in the previous section for more information on this topic.

References for Further S&R Guidance

4-98. Further guidance on planning, coordinating, and executing S&R operations may be referenced in Army STP 10-92M15 and DAFH 34-102.

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Chapter 5

Mortuary Affairs Collection Point Operations

MACPs provide a key service within the sustainment function of logistics. The Army, Marines, and Air and Space Forces provide around-the-clock mortuary affairs support for the GCC's mortuary affairs program. This program consists of direct or general support for MACP operations in the receiving, establishing chain of custody, and evacuating human remains and PE.

SECTION I – ROLES AND RESPONSIBILITIES

5-1. MACPs may be employed in either a DS or GS role. They require proper placement and synchronization within theater logistics channels during major combat operations.

5-2. MACPs may support S&R and interment operations, but must maintain sufficient personnel at the MACP to continue the primary mission of receiving, processing, and evacuating remains to the TMEP. (See chapter 8 for temporary interment and disinterment operations.)

5-3. The core functions of the MACP are to—

- Provide dignity, honor, reverence, and respect.
- Receive and safeguard HR and PE.
- Initiate or continue chain of custody.
- Establish tentative ID (name association).
- Store and evacuate HR and PE.
- Complete required documentation and initiate MARTS case entry.

5-4. All HR will undergo processing within 4 hours of arrival at the MACP. Augmentation personnel may be required for handling or moving the remains, but MACP personnel are the only authorized persons to do the processing. Remains should be evacuated as quickly as possible using air transport (preferred mode of transport when available) or backhaul convoys to the TMEP. The TMEP is usually located in a secure area on or near an APOE. Inform the TMAO immediately of any delays in evacuating HR.

FORWARD (DIRECT SUPPORT) MISSION

5-5. MACPs are designed to be highly mobile, tailorable, and located in forward logistics support areas. MACPs are established at the consolidated support areas of Army BCTs or Marine air-ground task forces (MAGTFs) and provide DS for these maneuver elements within their tactical footprint. Forward MACPs receive and process HR and PE, establish a chain of custody, establish tentative ID, and evacuate to the nearest MA facility (Main MACP or TMEP) depending on the threat situation.

5-6. The forward MACP will quickly evacuate HR to the main MACP located at the division support area (DSA), resupply, and return to the forward consolidated support area. The MACP secondary mission is to conduct deliberate post-combat S&R missions. The appropriate higher HQ generates the tasking for deliberate post-combat S&R missions when the supported unit has exceeded its capability to safely recover fatalities. (See chapter 4 for more information on S&R support.)

5-7. MACPs may require augmentation during prolonged conflict, large-scale combat operations, or as the threat or adversary situation escalates. These MACPs may require additional MA collection teams and equipment to sustain continuous operations. Additional MA teams will increase throughput capacity and allow for a larger number of remains to be processed and evacuated, reducing backlog.

MAIN (GENERAL SUPPORT) MISSION

5-8. Main MACPs provide GS to a given area or major command, are larger, and have a more stable structure than forward MACPs. Main MACPs serve as evacuation hubs or intermediate collection points for MACPs that are positioned forward with maneuver elements. These MACPs move with the supported command logistics base and may be task-organized with increased receiving and processing capability. U.S. Air and Space Forces Force Support Squadron enlisted personnel with an Air Force Specialty Code 3F1X1 may augment MACP locations that have aerial port capabilities.

5-9. Depending on the evacuation support plan in place and transportation available, HR may have to be evacuated through several MACPs serving as intermediate transit points before arrival at a TMEP. Although not staffed to process PE containers, MACPs can be used as a transfer point to account for received PE containers (not individual items of PE). When not employed, MA teams may conduct or assist in limited temporary interment operations, even though not specifically designed or resourced for this function. The GCC, through the JMAO, is the approving authority for interment operations. (See chapter 8 for information on temporary interment operations.)

SECTION II – PLANNING, CAPABILITY, AND CAPACITY

5-10. The employment of MACPs depends on the GCC's MA program for the AOR. The JMAO provides recommendations for the development and implementation of the combatant commander's MA plan. The JMAO also prepares the MA annex that recommends the Service that has sufficient resources for the mission in the AOR. Depending on the available support infrastructure, the Service operating the MACPs will rely on the guidance issued from the TMAO as they converge through the reception, staging, onward-movement, and integration in the theater.

MORTUARY AFFAIRS COLLECTION POINT CAPABILITIES

5-11. Most military Services are required to maintain an organizational MACP capability to support their individual Service needs:

- The Army has two Active Component (AC) and six Reserve Component (RC) MA companies. Each company has MA platoons with MACP capability:
 - Each Army MA platoon consists of four MA collection teams.
 - Each MA collection team consists of six MA personnel, military operational specialty (MOS) 92M, resourced to provide DS or GS support to logistics commands supporting maneuver elements.
 - See chapter 9 for more details on Army capabilities.
- The Marine Corps maintains an RC MA capability with its PRP company. Once activated, the PRP company can establish an MACP and conduct S&R support for a Marine expeditionary force or MAGTF:
 - The PRP company maintains four operational platoons with three squads in each platoon.
 - The PRP company contains Marine Corps MOS 0471 personnel to provide DS or GS MA support to a Marine expeditionary force.
 - See chapter 10 for more specifics on the Marine Corps MACP capability.
- Air Force MACP capability is limited based on mission requirements:
 - It may augment theater MACPs in a GS role.
 - Air Force MA capabilities include 3F1X1 personnel working in both the USAF and the U.S. Space Force.
 - See chapter 12 for more information on USAF capabilities.
- The Navy does not have an MACP capability. (See chapter 11 for details on Navy MA capabilities.)

5-12. Assigned and available resources determine each Service's ability to establish MACPs. A MACP is composed of at least six MA personnel and has three basic sections: receiving, processing, and evacuation.

During large-scale combat operations, the minimum personnel requirement doubles to 12 MA personnel. Each MACP should be staffed, equipped, and trained to support theater MA operations based on GCC or Service-level MA requirements.

5-13. HR processing capabilities also vary between Services. Many factors will affect MACP design and processing throughput, including factors affecting the morale and well-being of MACP personnel. (See appendix A for more information on physical and mental well-being of MA specialists.)

5-14. Some factors for commanders to consider when planning for MACP operations are—

- Size of supported operational forces.
- Number of required MACPs for the operational area.
- Number of required MA personnel to staff MACPs.
- Fatality estimates.
- MACP processing time per HR (2 hours per HR).
- Total number of remains processed per day (up to 20 HR per 24-hour period).
- Processing throughput reductions due to available manpower and resources.
- Storage capacity at each MACP.

SITE SELECTION

5-15. MACP site selection depends on the type of support mission performed and available MACP structure. A MACP structured to provide DS to a forward maneuver element will be located within the brigade support area (BSA) and requires protection while processing and evacuating remains. Depending on the situation and threat level, an MACP may operate out of a Mobile Integrated Remains Collection System (MIRCS). A site selection plan should choose a site that restricts access and view of MA operations, considers area camouflage requirements, and provides cover for protection. The main MACP (GS) will follow the same guidelines as the DS MACP, but will provide additional support to increase evacuation capabilities.

5-16. Commanders should consider the following when selecting a DS MACP site:

- Integrated with supported unit protection assets.
- Provides adequate space to setup a MIRCS with additional space for overflow shelter tents.
- Close to a main supply route to facilitate delivery and evacuation.
- Easily recognizable to combat units.
- Close in proximity to life support, personnel services, and medical treatment facilities, but out of sight of medical treatment, and morale, welfare, and recreation facilities.
- Away from any water sources, shower and laundry facilities, dining facilities, and if possible, downwind from living areas.

5-17. In addition to the DS MACP considerations, the GS MACP site selection should be based upon the following:

- Large enough for anticipated needs and future expansion.
- Structured to support the forward MACPs and the higher-echelon command in the vicinity.
- Ability to build a road network on site or use an existing road network.
- Ability to build a helipad on site or use an existing helipad, landing strip, or airport.
- Proximity to engineer support for construction or maintenance of a road network and helipad.
- Proximity to a landing strip, airport, or helipad (if available).
- Away from banks of streams, rock formations, swampy lands, and dwellings.
- Adequate drainage.
- Proximity to tactical communications support with internet access (for radio, combat service support automated information systems interface, and MARTS).
- Ability to write data to radio frequency identification (RFID) tags or other approved advanced information technology devices.
- Ability to utilize natural screening or screening material.

- Potential to utilize the terrain as a temporary interment site.
- Ability to accommodate additional refrigerated storage, mobile refrigeration containers, or trucks.

PRIORITIES OF WORK

5-18. The MACP noncommissioned officer in charge (NCOIC) is responsible for initiating MACP operations. After arriving and establishing the MACP at a new location, the NCOIC will notify both the supported unit and the MA higher HQ once the MACP is ready to receive HR.

5-19. The NCOIC is responsible for ensuring completion of the following MACP priorities of work:

- Establish site security.
- Establish communication.
- Coordinate administrative, life, personnel, and medical support.
- Establish a habitual transportation link (for example, transport remains from the medical treatment facility to the TMEP).
- Establish or create signs to identify the MA facility.
- Coordinate engineer support for road network preparation and other mission requirements.
- Prepare refrigeration and remains shelter (overflow).
- Construct munitions holding area per EOD guidance.
- Ensure shielding of MA facilities from public view using latrine screen, overhead camouflage screening materials, or fence with canvas attached for privacy.
- Establish work rest cycles for personnel that facilitate 24-hour operations.
- Prepare to receive HR.

RESTRICTED ACCESS TO MORTUARY AFFAIRS FACILITIES

5-20. Access restrictions to MACPs should be included in theater MA support plans and standard operating procedures and circulated to all supported ground forces in the MACP operational area. Closely monitor reporters and media embedded with fighting forces or in close proximity to MA facilities to prevent unauthorized photography of HR. This also includes unauthorized photography using any other electronic device, including cell phones.

5-21. Refer media questions regarding DOD S&R efforts or any other fatality inquiries to the CCMD public affairs officer. Send all Service component news releases and samples of media coverage to the CCMD public affairs for review.

PROTOCOLS

5-22. MA personnel perform a delicate mission in caring for the HR of DOD and affiliated persons during military operations. Commanders at all levels established protective measures for MACP site security and access control. All MA facilities should maintain appropriate protocols and an official access roster to prevent unauthorized personnel from disclosing sensitive details. Access to MACP facilities is normally limited to—

- Unit personnel escorting HR to the MACP for processing.
- Medical personnel supporting MACP operations and personnel.
- Law enforcement agencies performing investigative duties.
- PE inventory officer while delivering PE for shipment to the Joint Personal Effects Depot (JPED).
- Religious support team (RST)/religious ministry team (RMT) offering appropriate religious ministry support.
- Behavioral health personnel providing support to MA personnel.
- MACP direct chain of command (limited to administrative area) while processing HR.
- Other authorized personnel designated by the theater sustainment command or TMAO.
- Personnel authorized for HR transfer to the International Committee of the Red Cross or equivalent.

5-23. MACPs will follow the required protocols listed below while conducting operations:

- Operate 24 hours per day, seven days a week to process fatalities for evacuation.
- Observe dignity, reverence, and respect at all times in vicinity of the MACP.
- Implement and enforce strict access restrictions. Only personnel that conduct business with the MACP are permitted, which ensures privacy and respect for the deceased. The MACP will generate a specific list of authorized personnel.
- Require visitors (any personnel not assigned to the MACP) to complete an entry on the MACP or TMEP access log with their printed name, Department of Defense identification (DOD ID) number, unit of assignment, date of visit, time entered, reason for visit, and signature as a record of personnel access to the MACP.
- Prohibit photography of any kind (including electronic devices) in and around the MACP, unless authorized by the AFMES, a military criminal investigative organization, or federal investigative agency with jurisdiction.
- Implement a no hat, no salute area within vicinity of the MACP location due to possible health and cleanliness incident risks for biohazard, work interruption, and respect for the deceased inside the MACP.
- Enforce covering or shrouding of HR at all times when outside of refrigeration, especially when there is no processing taking place or HR is awaiting evacuation.
- Ensure every effort is made, when time and personnel are available, to assist personnel responsible for the PE inventory, in-theater SCMO or SCO duties, or turning in personal property to MACP.
- Prohibit access of reporters and media in and around the MACP and contact the command public affairs office for additional guidance.
- Prohibit MA personnel from retrieving fatalities from the medical treatment facility except when no other means of transportation is available and the MACP has no HR on hand.
- Ensure all MA facilities have required internet and voice communications for processing fatalities in MARTS and coordinating evacuation of HR.
- Shield MACP from public view to protect morale, prevent unnecessary interruptions during processing, and show respect for the deceased.

FORWARD LAYOUT (DIRECT SUPPORT)

5-24. A MACP is composed of three basic sections: receiving, processing, and evacuation. The facility layout is based upon the type of structure used and the support mission. Forward MACPs will have refrigeration capabilities available to slow decomposition for the HR on hand.

5-25. The movement of the supported unit affects the MACP's ability to establish a temporary facility. The MACP layout must be flexible and based on the current tactical situation. This flexibility allows the MACP to operate from a MIRCS, a refrigeration container, the back of a vehicle, inside a frame or modular tent, or even a designated area on the ground. The MACP may be in a remote area and not always in the same forward area as the supported maneuver units.

5-26. A forward MACP may not have the time or support required to conduct full standard processing operations. If this is the case, the MACP transitions to processing the HR with minimal procedures and evacuating to the TMEP. This would most likely be the case for large-scale combat operations.

MAIN LAYOUT (GENERAL SUPPORT)

5-27. Main MACP operations are larger scale than forward MACP operations, with additional personnel, MA supplies, and equipment available to accomplish normal processing procedures.

5-28. Once the site selection is complete, the MACP should—

- Tailor the facility layout to blend in with the geographic and manmade features of the area.
- Construct a perimeter to prevent unauthorized personnel, including news media, from entering the area.

- Establish a road network, if possible, with a designated parking area and construct directional signs to reduce congestion and confusion associated with heavy traffic flow.
- Erect screening material at the earliest possible moment to prevent the operations of the MACP from being viewed by the public.
- Arrange engineer support to establish or improve a road network and perimeter for the point.
- Coordinate engineer support to construct a helipad near the MACP if one does not already exist.
- Establish separate areas within the MA facility for each section (receiving, processing, and evacuation) to avoid confusion.

MOBILE INTEGRATED REMAINS COLLECTION SYSTEM

5-29. The MACP may operate out of a MIRCS. These refrigerated containers are used for processing, conditioning, and storing remains (see figures 5-1 and 5-2). Currently, Army MA companies assign each MA collection team with this equipment (see chapter 9 for more information). The Marine Corps PRP company has begun the MIRCS acquisition process. Future Marine Corps operations may utilize this system.

5-30. The MIRCS has a footprint of approximately 6,219 cubic feet, a 1-hour setup and 1-hour tear down time, and provides all terrain mobility. The MIRCS is a self-contained, soft shelter canvas, expandable unit housed within an International Organization for Standardization container frame. This container is an intermodal container that is manufactured according to the specifications outlined by the International Organization for Standardization. These containers are suitable for ship, rail, and truck and can be used in a mobile or stationary capacity.

5-31. For planning purposes, the MIRCS has provisions to condition 15 intact HR in refrigerated storage. During transport, the 5kW refrigeration generator maintains an optimal temperature for transport.

Note 1. Does not provide necessary cover. The MIRCS has administrative and processing area platforms whose soft walls provide no protection from direct or indirect fire.

Note 2. Provides no protection from a CBRN exposure. Its soft walls make decontamination of the system impossible.

5-32. The MIRCS contains a 5-kilowatt (kW) refrigeration unit to condition stored HR. An integrated diesel engine powers the refrigeration unit. An onboard fuel tank supplies JP-8 fuel for the engine.

5-33. There is also a 15-kW advanced medium mobile power sources generator set, MEP-1050, which is a self-contained, skid mounted, portable unit. It is equipped with controls, instruments, and accessories necessary for operation. The generator set consists of a diesel engine, brushless generator, excitation system, speed governing system, fuel system, 24 VDC starting system, control system, and fault system. The generator set can be used with any equipment requiring a medium source of alternating-current power. An external electrical source or the on-board 15-kW, MEP-804B or MEP-1050 can power the refrigeration unit. The generator set also supplies power to the MIRCS environmental control unit, on-board lighting, and water supply systems.

5-34. The MIRCS is capable of continuous HR storage in the transportation mode and MA processing operations on ground and at trailer level. The MIRCS is transported with a heavy expanded mobile tactical truck with load handling system. The MIRCS was designed with the capability to store up to 16 HR in refrigeration, but the refrigerated storage unit compartment on the top right tray is obstructed by the refrigeration unit and cannot fit an intact HR with combat gear. The obstructed compartment is typically used for smaller items such as portions, disassociated personal effects, or forensic evidence being preserved for the AFMES forensic examination.

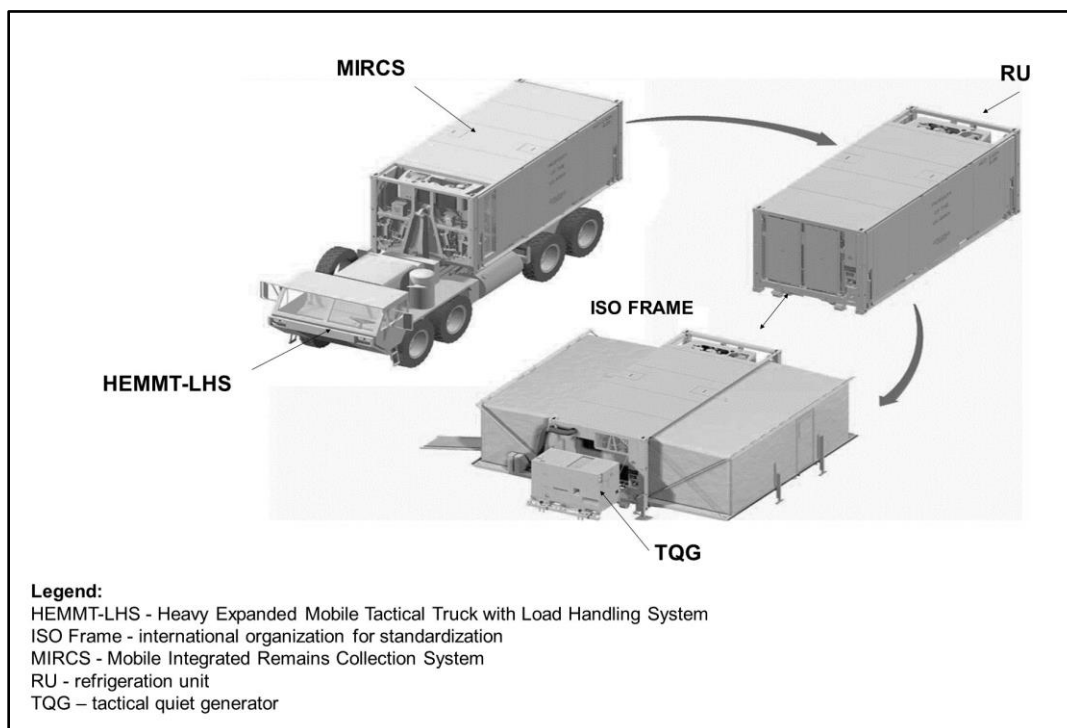


Figure 5-1. Mobile integrated remains collection system with M1120A4, truck palletized, load handling system

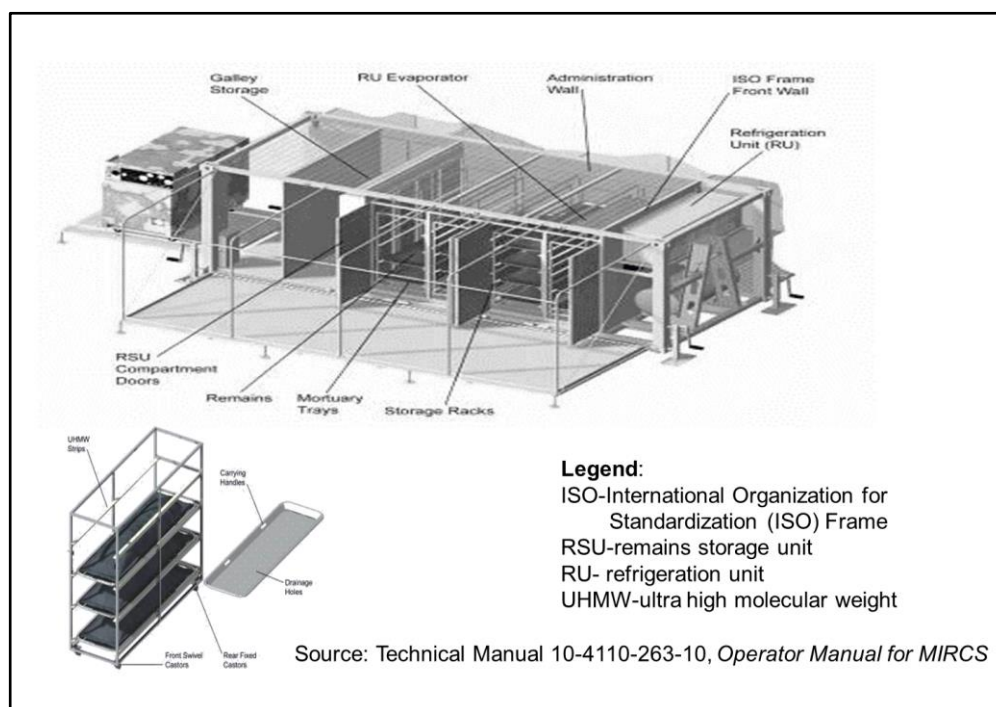


Figure 5-2. Mobile integrated remains collection system inside view

5-35. When refrigerating HR—

- Maintain temperature in the refrigeration unit between 34 to 40 degrees Fahrenheit or 1.1 to 4.4 degrees Celsius to prevent freezing or advance decomposition.
- Ensure evaporative fan-coil unit is not overflowing and not dripping water on the floor.
- Keep temperature gauge clean and visible.
- Follow sanitation guidelines outlined in TG 195A.
- Conduct preventive maintenance checks and services IAW TM 10-4110-263-10.

5-36. The environmentally controlled system can operate in extreme temperatures. Air changes 12 times per hour in the work areas to protect personnel from airborne pathogens. An on-board 15-kW generator provides power to run all onboard systems. An onboard fuel tank allows for self-sustaining operations for 24 to 72 hours. The MIRCS and its associated equipment provide a more sanitary environment for MA teams.

5-37. The MIRCS provides running hot and cold water, pumped from external sources, for use in sanitizing personnel and equipment. The system has the capability to store wastewater in four 10-gallon bio-waste containers. The MACP should coordinate with the supported logistics command MA NCO to properly dispose of biohazard wastewater with operational public health or preventive medicine. The system includes four separate, unrefrigerated, external, collapsible temporary HR holding shelters that provide an overflow capacity of 24 hours (see figure 5-3). These shelters can protect HR from the elements as they await processing or evacuation, but does not offer refrigeration.

5-38. Dependent on the availability of evacuation and refrigeration assets, place a higher priority on evacuation. For preservation purposes, refrigerate HR awaiting processing or the arrival of evacuation assets.

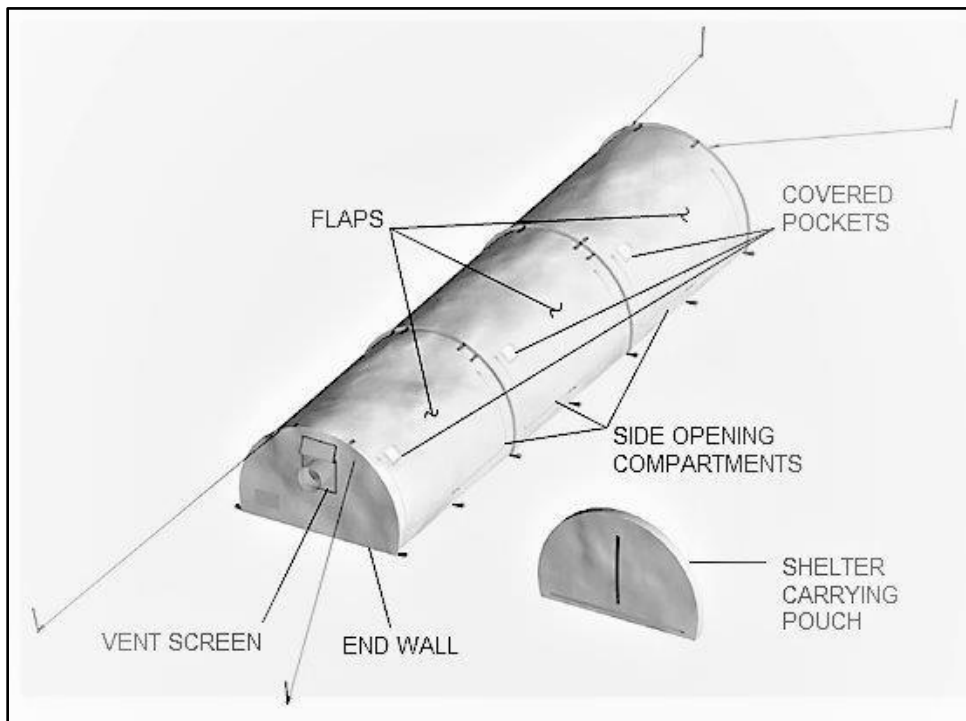


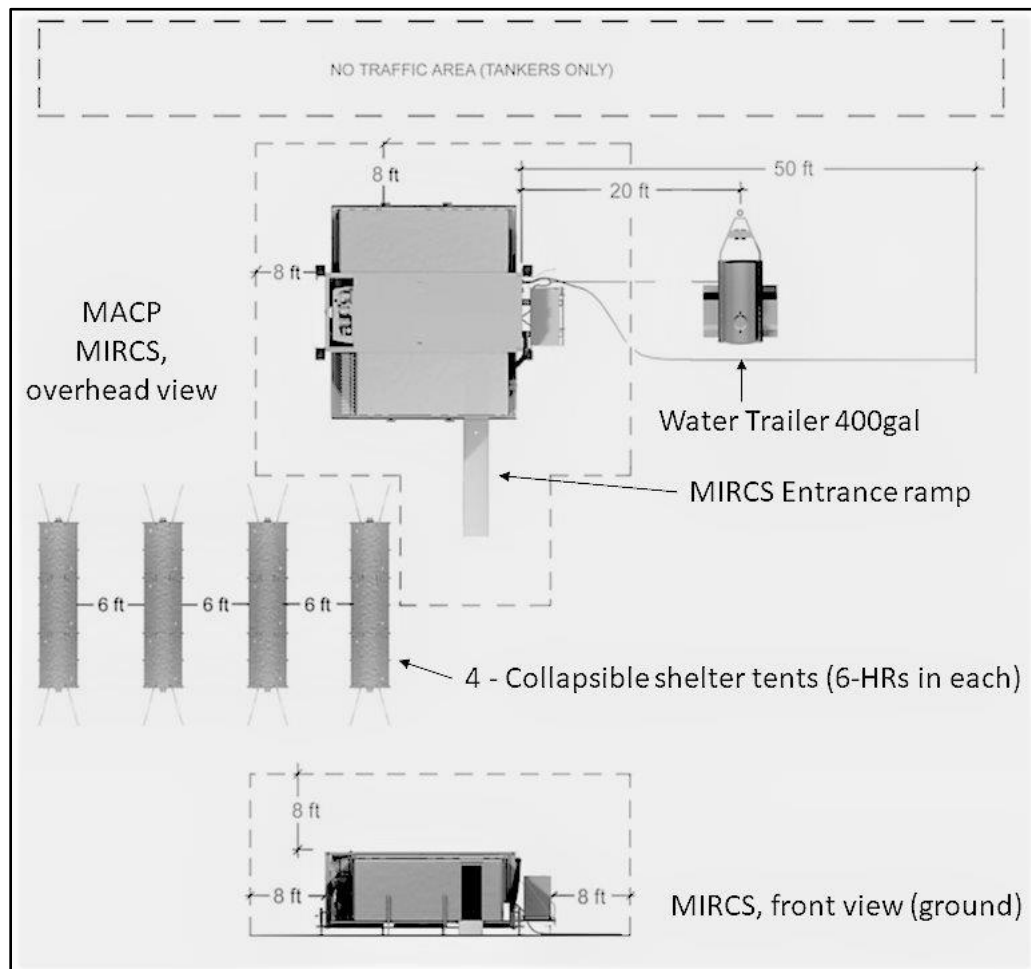
Figure 5-3. Mobile integrated remains collection system overflow temporary human remains collapsible shelter tent

5-39. Table 5-1 shows the MACP refrigeration planning figures. These operational characteristics will assist logisticians for required MA support.

Table 5-1. Mortuary affairs collection point refrigeration planning figures

| <i>Mobile Integrated Remains Collection System Operational Characteristics</i> | |
|--|-----------|
| Human Remains Storage Capacity | 15 HR |
| Temporary Human Remains Shelter Holding Capacity | 24 HR |
| Storage Rack Weight Capacity (Tray and HR) | 300lbs. |
| Water Consumption / HR | 2-1/2 gal |
| Water Consumption / Day | 60 gal |
| Wastewater Holding Capacity | 40 gal |
| Fuel Tank Capacity (Onboard Tank) | 50 gal |
| Fuel Tank Capacity (Tactical Quiet Generator) | 8.61 gal |
| Fuel Consumption / Day (Transport Mode) | 18 gal |
| Fuel Consumption / Day (Set-up Mode) | 54 gal |
| Legend: HR = human remains lbs. = pounds gal = gallons | |

5-40. The MACP should not relocate until processing and evacuation of all HR is completed. However, when the MACP is operating out of a MIRCS, the MACP may relocate prior to evacuation of the HR if 15 or less are on board. Army MA companies have the MIRCS as part of their authorized common user equipment. Figure 5-4 contains an overhead view of the MIRCS and the recommended dimensions for setup.

**Figure 5-4. Mobile integrated remains collection system overhead view**

5-41. The MIRCS tasks chart listed in table 5-2 is a quick reference chart; however, this chart does not replace the requirement to conduct the prescribed preventive maintenance checks and services IAW TM 10-4110-263-10 for MIRCS operators.

Table 5-2. Mobile integrated remains collection system tasks chart

| TASK | Maximum Throughput | Operating Time |
|--|---------------------------------|---|
| Set up | N/A | 1 hour |
| Tear-down | N/A | 1 hour |
| Process human remains | 20 human remains every 24 hours | 24 hours (two 12-hour shifts) |
| Maintenance | N/A | Two hours per shift for cleaning and maintenance |
| Storing human remains (15 human remains for planning, plus portions) | 15 remains every 24 hours | As required, up to 24 hours |
| Provide electrical power (on board generator) | N/A | 24 hours |
| Provide refrigerated storage (34-40° F) deployed mode | N/A | 24 hours |
| Provide refrigerated storage (34-40° F) transport mode (optimal temperature) | N/A | 2 hours |
| Provide environmental control to enclosed work area | N/A | 24 hours |
| Sanitize system | N/A | Every 10 hours of operation (two 10-hour shifts, with 2 hours for maintenance and cleaning per shift) |

REQUIRED SUPPORT

5-42. MACP teams will require the following additional support:

- Class I—bulk potable water for hygiene and sanitation of the MIRCS (see Table 5-1 on page 5-9).
- Class II—administrative supplies, organizational tool sets, and kits for signs.
- Class III—fuel, oil, hydraulic fluid for the onboard generators, and refrigerant for the refrigerator unit.
- Class IV—carpenter materials and wood, sign making material for the MACP location road signs and for the interment site.
- Class V—ammunition for crew-served and individual weapons.
- Class VII—vehicle, van, box truck, or other military or contracted vehicle in a mechanical and visual condition that provides dignity and honor while moving HR in transfer cases between flight line and MACP.
- Class VIII—medical equipment and supplies, resupply PPE (gloves, goggles, masks, and aprons), HRP, and IHRTC.
- Operational public health—gray water, biohazard waste removal from the MIRCS hazardous material containers, and regulated or medical waste disposal.
- Life support—personnel administration, rations, sleep quarters, medical, and Uniform Code of Military Justice (including staff judge advocate) support.
- Maintenance contact team and MIRCS tier II and III support.
- Communications support and internet capability to access DCIPS, process in MARTS, and write RFID tags.
- Behavioral health and religious ministry support for extensive exposure to HR and PE.

- Laundry and shower support for MACP team hygiene.
- Engineer support for carpentry and masonry work.

EXTERNAL SUPPORT REQUIREMENTS

5-43. MACPs require the following external support:

- CBRN.
- Security.
- EOD.
- Ground transportation.
- Air support.
- Heavy equipment.
- Communications support.
- Health service support and force health protection.
- Host-nation support, when applicable.
- Preventive medicine.
- Operational contract support.
- Religious ministry support (see appendix D).
- Unit personnel escorting HR to the MACP for processing.
- Law enforcement agencies in the performance of their investigative duties.
- Behavioral health personnel providing support to the MA personnel.
- Other authorized personnel designated by TSC or TMAO in performance of their duties.
- International Committee of the Red Cross and Red Crescent.

EQUIPMENT AND SUPPLIES

5-44. Prior to deployment, the MA company stocks the MA platoons with equipment and supplies to perform the collection point mission. The GCC's lead Service for MA will be responsible for replacing MACP MA supplies and equipment as required by the theater mission.

5-45. Forward MACPs providing DS require the following basic equipment and supplies:

- Armored, covered transportation with ring mounts.
- Crew-served weapons.
- Tactical radio communications.
- GPS device.
- Compass.
- Maps.
- Nitrile gloves.
- Additional PPE (nitrile gloves, masks, and aprons) provided by theater stock.
- HRPs.
- Litters (recommend 6 to 10).
- Litter stands (2 per litter).
- Blank tags, manila (minimum 3 boxes).
- Metal detector.
- Pens, pencils, permanent markers.
- MA blank DD forms—
 - DD Form 565 (*Statement of Recognition of Deceased*).
 - DD Form 567 (*Record of Search and Recovery*).
 - DD Form 1074 (*Questionnaire of Local Inhabitants*).

- DD Form 1075 (*Chain of Custody for Transportation of Remains and Personal Effects of Deceased Personnel*).
- DD Form 1076 (*Record of Personal Effects of Believed to Be [BTB] Deceased*).
- DD Form 1077 (*Collection Point Register of Deceased Personnel*).
- GCC Temporary Interment Site Register (JMAO guidance).

5-46. Main MACPs require the following equipment and supplies in addition to the basic load listed in the previous paragraph:

- Processing tent (or other private facility).
- Light set.
- Camouflage netting.
- Razor wire.
- Litter stands (12 each).
- Field desks.
- Phone or radio.
- Refrigerated container, mobile.
- Footlockers or tough boxes (minimum 10).
- File folders (minimum three boxes).
- Slide interlocking sealed closure bags (clear plastic).
- Metal Security seals.
- Weight scale.

SECTION III – MORTUARY AFFAIRS COLLECTION POINT PROCEDURES

5-47. This section describes the procedures used within the different sections of the MACP. It also establishes protocols that are consistent with processing remains in the theater as specified by the AFMES.

5-48. Handling or working around HR in various stages of decomposition requires enforcement of strict health and sanitation procedures to ensure the safety of all personnel involved. The potential for infection and the spread of contagious disease is always present.

5-49. MACP personnel handling HR or other personnel working in areas where HR have been, should always be aware of sanitation hazards and keep themselves and their work areas clean. Personnel should wear PPE described in table 4-1 on page 4-5.

5-50. MACPs are not resourced to pick up remains from any medical treatment facility (MTF) or unit areas. Coordination should be made through logistics channels to secure covered vehicle transportation to the nearest MACP. The MTFs will coordinate with their assigned logistics assets for the movement of deceased personnel from the MTF to the MACP. Medical evacuation vehicles will not be used to evacuate HR to the MACP.

5-51. The use of computers, when available at the MACP, will help expedite processing of HR throughout the theater using MARTS. Recommend preparing blank case files (for example, forms, security seals, blank manila tags, and slide closure bags for PE) for rapid processing. Prefabricated case files will ensure original and duplicate case files are prepared and ready to prevent unnecessary delays. Initiate original and duplicate case files in the event MARTS automated files cannot be accessed. MACP personnel will always be in the appropriate PPE when handling, processing, and evacuating HR.

RECEIVING SECTION

5-52. MACP receiving personnel will—

- Inspect all HR and PE for UXO, IED, and other hazardous items immediately prior to entering the receiving area. MACP receiving personnel must verify these steps.

- Notify EOD personnel immediately if there are any UXO items found. Cease all processing until the HR are cleared. For their safety, MACP personnel should take further instructions from EOD personnel.
- Confirm the actual number of HR being delivered. The HR should come with only the PE found on the HR and basic information to begin establishing chain of custody.
- Check the HR for recovery tags, DD Form 1380, and any other accompanying paperwork. If recovery tags or DD Form 1380 are present, remove and place in the case file folder. If no information is available, do what is necessary to obtain the missing information. Do not delay processing and evacuation for lack of information.

DANGER RECEIVING AMMUNITION AND EXPLOSIVES

Be aware of any items brought into the MACP receiving area, as part of an HR fighting load may appear undamaged but still pose a threat due to potential heat and impact damage sustained as part of the fatality-producing incident.

- Initiate an original and duplicate case file. The top portion of the file should have believed to be name, rank, last four digits of the Social Security number (SSN) or DOD ID number, seal number, and evacuation number. Store the duplicate case file at the MACP as a quick reference for questions about HR transitioning through the MACP.
- Initiate a case file in MARTS by accepting the HR into the system. Prepare all MA documents in MARTS if available. If MARTS is not operational, follow the guidance for preparation of paper forms. (See appendix C in this publication for information on completing hard copy paper forms.)
- Annotate required information on DD Form 1077 for all unidentified, believed to be HR, and portions of HR received at the MACP. Obtain this information from the transport driver, S&R team leader, or DD Form 567:
 - The DD Form 1077 is a daily log of HR received at the MACP, whether unidentified, believed to be, or portions.
 - Prepare a new register each day the MACP is in operation. The reporting period starts at 0001 and ends at 2400 (local time).
 - Retain a copy of all registers at the MACP for internal records until that MACP is required to archive records, per direction of the JMAO.
 - Upon arrival of HR, MACP personnel record all required information on DD Form 1077. Confirm the actual number of HR delivered.

5-53. If no documents accompany the HR, gather information to annotate on DD Form 565. The MACP personnel will—

- Interview the unit representative and complete the information on the DD Form 565.
- Conduct the interview away from the deceased, and then allow the person to visually identify the deceased.
- Ensure the original accompanies the HR. Retain a copy in the MACP case file.

BUILDING AN EVACUATION NUMBER

5-54. Assign an evacuation number to the HR. See figure 5-5 on page 5-14 for the components of an evacuation number and sample evacuation tag.

5-55. Complete two evacuation tags for each believed to be HR:

- Front side—Record the last name, first name, middle initial, and the DOD ID number or last four digits of the SSN.
- Reverse side—Record the evacuation and security seal numbers:
- Attach one tag to the HR.

- Attach the second tag to the HRP.

5-56. Evacuation numbers are sequentially issued in MARTS or created manually based on the evacuation item received (HR or PE). When manually building an evacuation tag, place a letter before the sequential number to identify the type of evacuation item:

- R: represents believed to be or unidentified HR.
- P: represents a portion of HR.
- E: represents PE and disassociated personal effects.
- T: represents transfer of items through an additional MACP during the current calendar year.

Note: The following rules apply. The receiving MACP will not assign a new evacuation number when receiving a transfer item. The receiving MACP will receive the item and evacuate the item utilizing the current evacuation number. Place a T before the evacuation number on DD Form 1077 to designate that it is a transfer item from another MACP to avoid double counting the item.

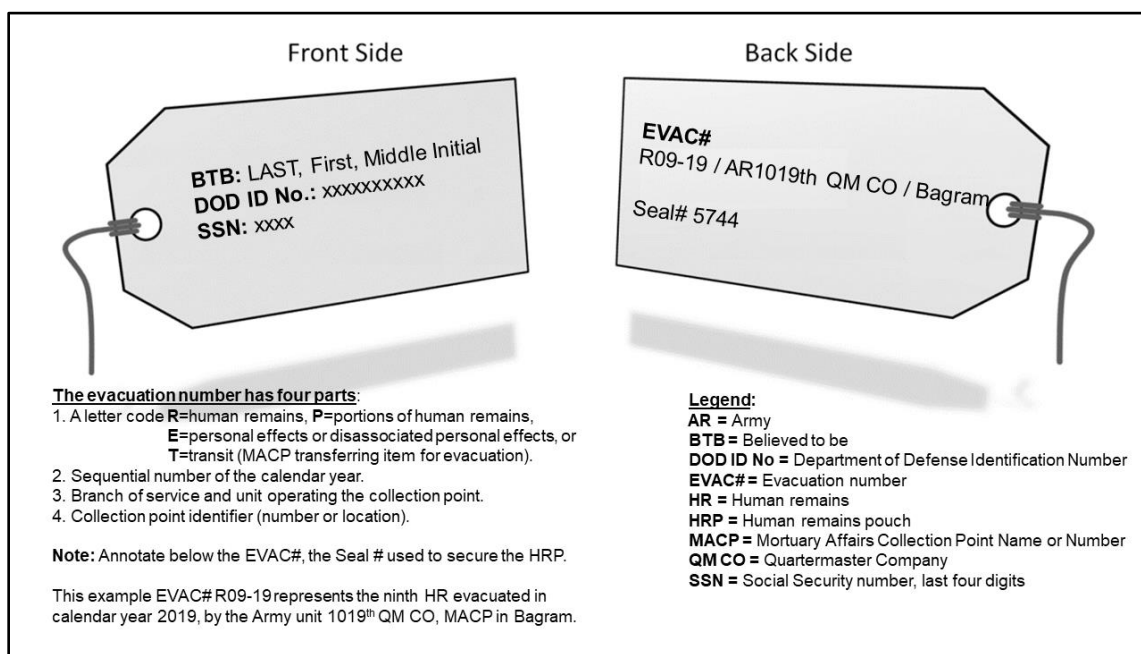


Figure 5-5. Evacuation tag for human remains

5-57. For unidentified HR—

- Front side of evacuation tag: Write “UNIDENTIFIED” (see figure 5-6).
- Reverse side: Record the HR evacuation number. The number should match the information on DD Form 1077.
- Below the evacuation number, annotate the number from seal on the HRP:
 - Attach one tag to the HR.
 - Attach the second tag to the HRP.

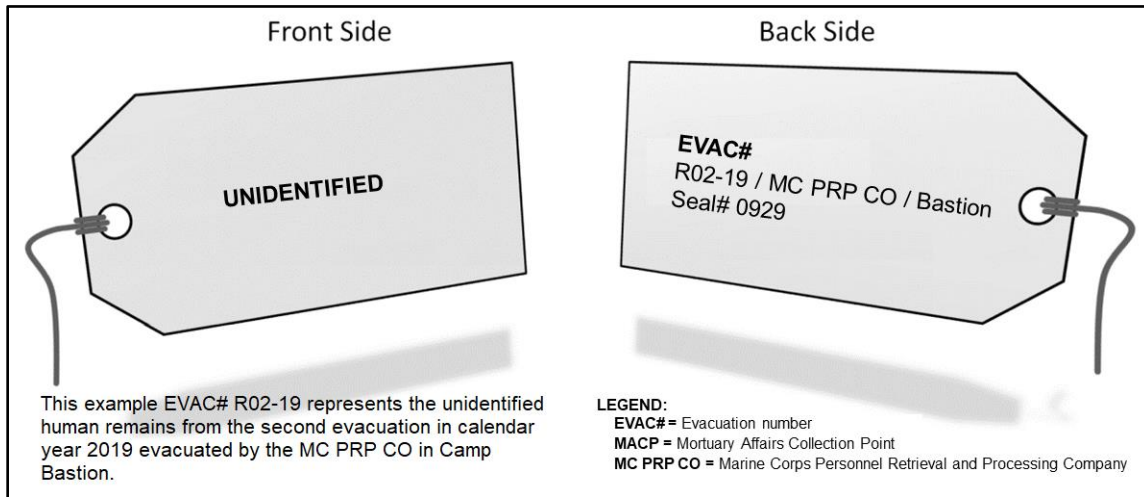


Figure 5-6. Sample of unidentified evacuation tag

5-58. When MACP personnel receive portions of HR, the evacuation tag is completed as follows:

- Per the AFMES guidance, portions recovered from the same general location should not be individually bagged, unless instructed to do so by an AFMES official. The recovery location is critical for each portion to an investigation. Maintain anatomical integrity of all HR and portions whenever possible.
- In the case of skeletal remains, consolidate all skeletal remains found in concentration in the same bag, as to preserve provenience of the skeletal assemblage. Place the HR, portions, or skeletal remains in an HRP for evacuation.
- Annotate “PORTIONS” on one side of the tag. Beneath “PORTIONS” annotate the sequential P number of portions.
- Complete the reverse side in the same manner as an HR tag.
- When portions recovered are from the same incident site, do not individually bag each portion, place all the portions into as few clear plastic bags as possible within an HRP. Each individual bag will be tagged; do not attempt to associate any portions. All positive ID will be done with the AFMES at the Dover port mortuary. Information for each portion is critical to the forensic investigation.
- Ensure the HRP has an evacuation tag on the front, annotated with the word “PORTIONS”. Beneath that, annotate the total number of portions inside the HRP as shown in figure 5-7.
- Bag portions recovered from geographically or incidentally distinct areas separately.
- Place HRPs with tagged and sealed portions inside a second HRP to consolidate them for transport. This means there would be a second protective HRP, into which the first sealed HRP containing the packaged portions would be placed.
- The evacuation tag would be marked on the front “PORTIONS”, and beneath it, the total number of portions contained in the HRP from both internal pouches. The back of the tag is completed the same as for portions (see figure 5-7 on page 5-16).

Note. An R number will be assigned to any item found that constitutes more than 50 percent of a human body and includes a majority of the torso. The team leader will make this determination. Classify items not representing more than 50 percent as a portion and the item will receive a sequential P number. A torso will be marked as HR. Body regions such as an isolated head or legs, even if attached at the pelvis, will be marked as portions.

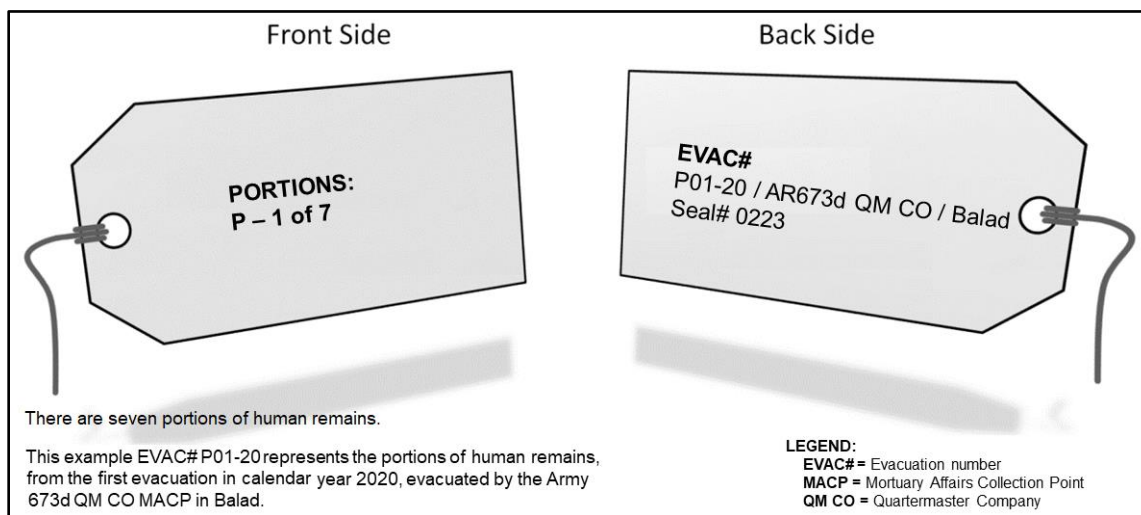


Figure 5-7. Sample of portions of human remains evacuation tag

DO NOT PHYSICALLY ASSOCIATE ANY PORTIONS WITH HUMAN REMAINS

A HRP can contain unidentified HR, believed to be HR, or portions of HR. Comingling of these categories in an HRP is not authorized. For example:

A HRP may not contain both a believed to be HR and portions.

A HRP may not contain both an unidentified HR and portions.

A HRP may not contain both an unidentified HR and a believed to be human remains.

PROCESSING DISASSOCIATED PERSONAL EFFECTS

5-59. When receiving disassociated personal effects at an MACP, do not attempt to associate them with any particular HR. Request a memorandum for record (with contact information) from the person delivering the disassociated personal effects containing as much detail as possible about the recovery. The information in the memorandum will be critical for the JPED SCMO to potentially associate an item to a particular HR. Maintain item integrity during transit (for example, if a backpack arrives at the MACP, return all items within the backpack. Then, place the items into a plastic bag with a slide interlocking seal or biohazard bag to prevent comingling with other PE). When receiving disassociated personal effects, MACP personnel will—

- Open a file in MARTS for the disassociated personal effects. Create a file using the DD Form 1076.
- Generate two disassociated personal effects tags (see figure 5-8):
 - Front side—Write the words “DISASSOCIATED PERSONAL EFFECTS” and assign a sequential E number.
 - Backside: Record the evacuation and security seal numbers.
- Place the disassociated personal effects with one copy of the DD Form 1076 and the tag in a plastic bag with slide interlocking seal. If there are multiple disassociated personal effects items from an incident site, each piece of disassociated PE will have an E-number (for example, E-1 of 2, E-2 of 2):

- For transportation to the AFMES, store in one or more PE bags (depending on the size of the PE) or an opaque plastic bag, as needed.
- Place the other tag on the PE bag.
- The disassociated personal effects will have their own evacuation number. The disassociated personal effects are treated as a separate item when evacuating with other HR from the MACP.
- Retain a copy of the DD Form 1076 at the MACP as a file copy in the case file.
- Manually record the item on the DD Form 1077, ensure the evacuation number matches the disassociated personal effects tag for that item.

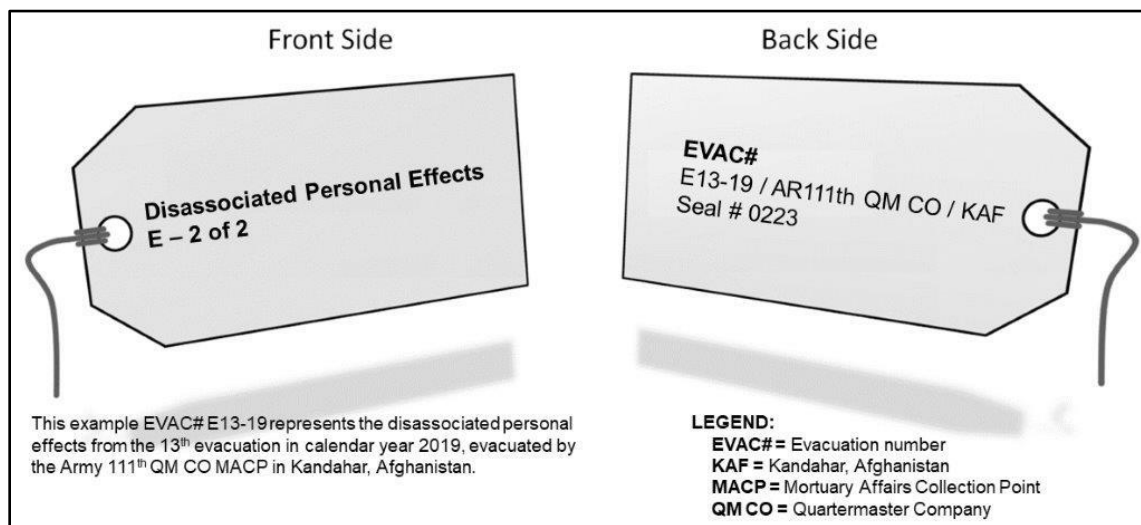


Figure 5-8. Sample of disassociated personal effects evacuation tag

5-60. Based on the workload, move the HR and PE to the processing area. If a backlog is keeping the HR from further processing, move the HR to a refrigerated holding area. Once the backlog is gone, retrieve the HR from the holding area and move to the processing area to continue processing.

PROCESSING SECTION

5-61. MACP normal processing includes the following procedures:

- Continue to check for any ammunition, explosives, weapons, or classified material:
 - Return unused ammunition, explosives, and weapons to unit.
 - Turn in classified material to the unit intelligence or operations section for disposition.
- Keep the HR covered or shrouded when not undergoing processing.
- Examine the state of the HR to ensure they are intact:
 - Check to see if there are any recovery tags for HR or portions.
 - If HR are missing major portions, ensure there is documentation from the unit recovery team that they searched for the missing portions.
 - If there is insufficient documentation for the missing major portions, attempt to contact the unit for a report.
 - After exhausting all attempts to recover major missing portions, generate a memorandum certificate of non-recoverability of missing major portions. Include this in the case file (see appendix C for a sample memorandum.)

Note. Do not delay the evacuation of the recovered HR to search for missing portions.

- If any information on the missing portions is received after the evacuation of the recovered HR, prepare a message stating all pertinent information and forward through higher HQ to the TMAO and JMAO.
- Examine all documents accompanying the HR received in the MACP case file for:
 - DD Form 1380 (*Tactical Combat Casualty Care Card*).
 - SF 600 (*Chronological Record of Medical Care*).
 - DD Form 2064 (*Certificate of Death Overseas*). Certified medical authority will pronounce death and complete DD Form 2064 or other appropriate documents for transport of the HR back to a designated military mortuary. On the death certificate, list the cause of death as Pending Armed Forces Medical Examiner Determination.
- Update the deceased individual case file folder with any documents received.
- Continue the automated processing of the MARTS file using the HR and PE data.
- Complete any missing information on the DD Form 1077.
- Prepare evacuation tags according to believed to be HR, unidentified, or portions (if not created in the receiving section).
- Attach evacuation tag to the HR wrist or another extremity (if not already attached).
- Place the HR in an HRP.
- Store HR awaiting further processing or transportation in a refrigerated container when space is available and no processing is taking place.
- Document the inventory of PE on DD Form 1076:
 - Maintain two-person control while conducting a PE inventory and establishing chain of custody.
 - Identify, inspect, and record all official military and personal ID media, personal clothing, and personal items on DD Form 1076.
 - Search all personal equipment, clothing, pockets, and the areas around the neck, wrists, and fingers for PE.
 - Minimize handling of PE to preserve physical and biological evidence. Exercise care not to contaminate or destroy any forensic evidence.
 - Take care when checking items in pockets to record the contents found.
 - Leave all items found on remains in place, even if the item is protruding from the remains (for example, medical equipment or shrapnel), as these items are a part of the forensic examination and not recorded as PE on the DD Form 1076.
 - Use official ID media found as a basis for establishing tentative ID.
 - Leave all ID media, PE, clothing, and organizational equipment worn on the HR for forensic analysis by the AFMES.
 - Secure all loose PE found on remains and place in a clear sealed zip-closure bag along with a copy of the DD Form 1076.

Note. To prevent bodily fluids from damaging the PE, place the clear sealed zip-closure bag inside a PE bag. Secure the PE bag to the wrist of the HR.

- Remove only sensitive items and other organizational unit property and equipment not worn on the HR and keep it segregated from the PE.
- Forward all serviceable organizational equipment to the appropriate supply activity or the unit concerned, if available, and obtain a hand receipt for the items.

Note. If the remains arrive at the MACP without any combat gear, ensure to contact the unit or the MTF that cared for the deceased. AFMES insists that the helmet and body armor (combat gear) is included as a part of the forensic examination.

- Attach an evacuation tag to the outside zipper of the HRP.
- Annotate information from numbered security seal on evacuation tags and case file documents before placing numbered metal security seal inside the case file.
- Place the HR in the refrigeration container while awaiting transportation.
- Inspect original case file that will travel with the deceased to the TMEP.
- Prepare a duplicate case file to keep at the MACP until determination of further disposition by the TMAO or JMAO for archiving.
- Verify forms in the case file (original case file accompanies the HR):
 - DD Form 565 (prepare an original for the original case file and a copy for the MACP file) if possible.
 - DD Form 567 (if MA personnel performed the S&R mission).
 - Any recovery site sketch, map overlay, or information on deceased's recovery.
 - DD Form 1074 (if MA personnel performed the recovery and if applicable).
 - DD Form 1076 (ensure there are three copies).
 - DD Form 1380 and SF 600 (if provided to the MACP by the MTF or unit), if available.
 - DD Form 2064 (provided by the MTF).

5-62. In cases when neither the DD Form 2064, DD Form 1380, nor SF 600 documents are present, attempt to coordinate with a medical officer to complete a certificate of death, if feasible. Do not delay the evacuation of HR to obtain a certificate of death.

5-63. When using a transfer case, complete the following:

- Secure metal security seals to HRP, head, and foot of transfer case.
- Place the original case file inside a clear sealed zip-closure bag and lay it in the documents drawer (if using an IHRTC).
- Retain a duplicate case file at the MACP.

5-64. Normal processing at an MACP is dependent on workload, available MA personnel and equipment, and operational constraints. The MACP will comply with the theater standard operating procedures and the GCC regulation or memorandum of instruction for MA. GCC and Service component operational orders will identify support available to evacuate remains from theater.

STORAGE/EVACUATION SECTION

5-65. If possible, keep HR awaiting evacuation in refrigeration. Maintain the temperature of the refrigeration container between 34–40 degrees Fahrenheit (1.1–4.4 degrees Celsius). Holding HR in a refrigeration container will slow decomposition. Do not allow HR to freeze under any circumstances. Ensure the temperature is monitored at periodic intervals. Additionally, perform the required maintenance checks and services as prescribed in the applicable technical manual.

5-66. When possible, use RFID tags or other available automated identification at the MACP to track HR and PE. Using RFID for in-transit visibility will provide better accountability of HR and PE. The MA personnel in the storage and evacuation sections will follow these procedures:

- Prepare the required information and input into MARTS to include tracking information such as a barcode tag or RFID tag prior to loading and evacuation of HR and PE.
- Write and activate RFID tags prior to evacuation using the appropriate equipment.
- Coordinate with higher HQ for transportation to evacuate the HR. When using vehicles, ensure they have a covered cargo area. Utilize aircraft as the preferred mode of transportation for evacuating HR, when possible.
- Coordinate with SPO for movement of HR in the tactical area utilizing normal distribution backhaul from the CCP to the MACP, when possible.

5-67. MACP evacuation personnel will perform the following procedures:

- Use the first received/first evacuated process when coordinating for the arrival of transportation assets.
- Secure the case file with all pertinent documents for evacuation.
- Coordinate transportation assets through the supported logistics unit's MA NCO:
 - If HRTCs or IHRTCs are available, ensure the transfer cases are sanitized and record the transfer case numbers in the case files and MARTS.
 - Coordinate for ice support through the supported unit logistics officer (S4) or the logistics supply operations.
 - To assist with preservation, place 7 bags of crushed wet ice (approximately 9 to 10 pounds [lbs.] each) on the bottom tray of the transfer case. Two additional bags of crushed wet ice are placed on top of the HRP once the remains are placed in the transfer case. Double or triple bag the ice to prevent condensation.
 - Use approximately 60 to 90 lbs. of crushed wet ice. Ensure bagged ice does not come into direct contact with the HR per the AFMES guidance.
 - Place the ice inside the transfer case (see chapter 6 for the recommended placement of ice).
 - Complete the Mortuary Affairs Evacuation Ice Worksheet MACP entries, including the departure temperature as indicated on the transfer case temperature gauge, upon loading the transfer vehicle.
 - Place the HRP with the remains zipped up at the head inside the transfer case according to the label (head and foot). See chapter 6 for instructions on securing an HR inside a transfer case.
- Ensure the transport operator is a DOD-affiliated military, civilian, or contractor authorized to transport HR onboard:
 - Ground transportation—Ensure use of a covered vehicle (for example, military cargo vehicle or commercial box truck).
 - Air transport (rotary wing)—Load the HR with the head towards the tail of the aircraft.
 - Air transport (fixed wing)—Load the HR with the head towards the nose of the aircraft.
- Initiate a DD Form 1075. List all the HR being evacuated from the MACP at the same time on the same DD Form 1075 if space is available. (See appendix C for form instructions.)
- Load the HR on the covered transport vehicle. Ensure HR are handled with dignity, reverence, and respect at all times when loading HR onto a covered vehicle. Always carry HR feet first and face up. Position the HR in such a manner as to prevent stacking. Secure the HR in such a manner as to prevent shifting during transport.
- Ensure the driver signs a DD Form 1075 listing all the HR on their vehicle.
- Give the original signed copy of DD Form 1075 to the driver. Maintain a duplicate copy at the MACP for internal records. Annotate the evacuation location for the HR on the appropriate DD Form 1077.
- Ensure all documents in the deceased case file are uploaded to MARTS as a permanent historical record.

MINIMUM PROCESSING

5-68. This occurs during large-scale combat operations or mass fatality incidents when the MACP exceeds its capability and capacity to perform standard processing of HR. The NCOIC will contact the TMAO for authorization to conduct minimum processing for rapid evacuation. If the MACP has no communications with the TMAO, the MACP NCOIC may request authorization from the local commander on the ground to switch to minimum processing but must continue to try and relay this information to the TMEP and TMAO.

5-69. No DD Form 1076 will be completed during minimum processing since the priority will be to record tentative ID media (SSN or DOD ID number) for a rapid evacuation on DD Forms 1075 and 1077. Relay this information to the TMEP, and the TMAO will issue further guidance if the DD Form 1076 is required.

5-70. The MACP minimum processing procedures are as follows:

- Search remains for any ID media (for example, common access card, driver license, or ID tags).

- Remove any ammunition, explosives, and weapons from HR.
- Create an evacuation tag number with remains believed to be information.
- Create an individual deceased case file that travels with the HR. Label the top portion of the file with the believed to be name, rank, last four SSN or DOD ID number (if available), metal security seal number for HRP, and evacuation number.
- Complete a DD Form 565, (only if situation permits and a unit member is present to sign the form).
- Complete DD Form 1077 for an MACP permanent record.
- Complete DD Form 1075 for evacuation and create a duplicate copy for the MACP.
- Forward any documents accompanying the remains in the case file to travel to the TMEP:
 - Check for recovery tags.
 - Check for DD Form 1380.
 - Check for DD Form 2064 (signed by a medical authority).
 - Check for SF 600.
 - Place HR in an HRP (if not already in one) with PE bag (if required).
- Attach an evacuation tag to the outside zipper of the HRP.
- Place the case file with all documents inside a slide interlocking sealed plastic bag for evacuation with the HR. Secure this plastic bag inside the HRP, awaiting evacuation.
- Place the HR in the refrigeration container while awaiting transportation (omit this step if ready to evacuate).
- Load the HR on the transportation vehicle for evacuation.
- Obtain the driver signature on DD Form 1075. Retain a copy for MACP permanent record.
- Upon arrival at the TMEP, remains will be processed using standard procedures using MARTS unless situation does not allow before evacuation.

5-71. Refer to figure 5-9 for a pictorial layout of MACPs in the AO. (See FM 1-02.1 and FM 1-02.2 for additional information on operational terms and military symbols.)

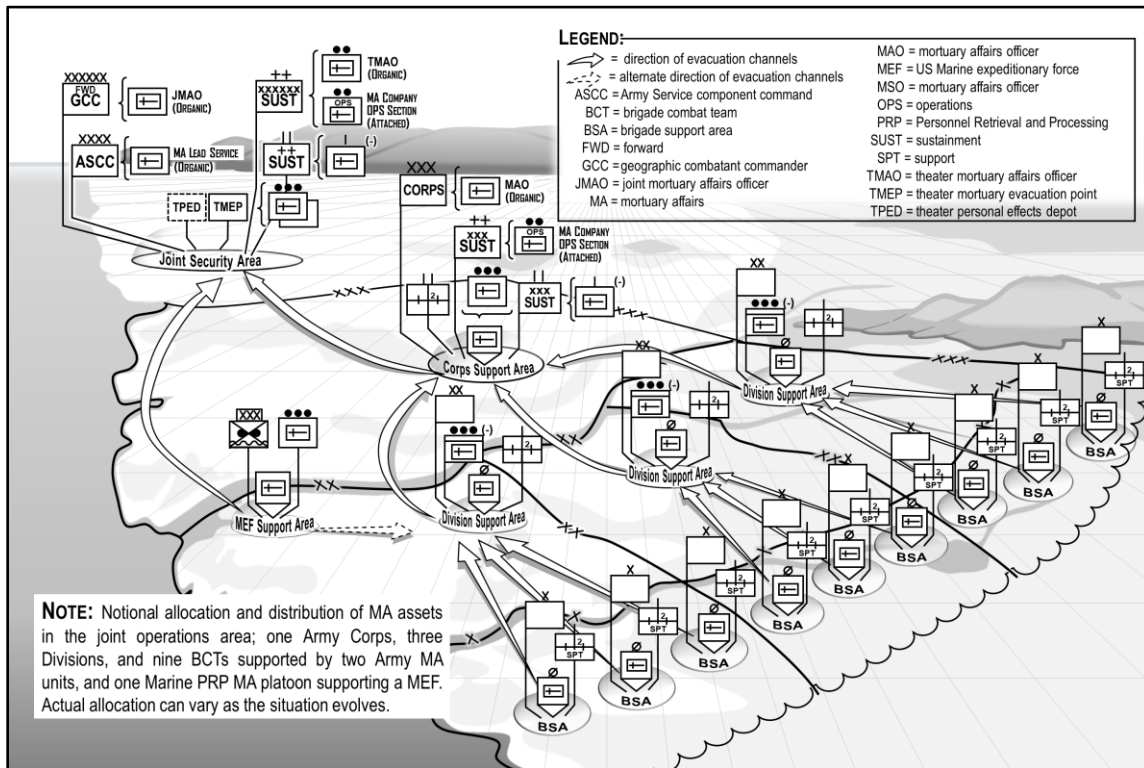


Figure 5-9. Operational employment of mortuary affairs units

DISPOSITION OF FILES

5-72. The JMAO and TMAO establish MACP locations in theater to support the JOA. As MA teams rotate, the teams must exchange information and review the MACP and TMAO standard operating procedures (SOPs) as a part of the incoming MA team's integration into the theater. In order for the outgoing team to redeploy, the incoming team and associated equipment must be in place and ready to assume responsibility for the mission. All MACP files will also transfer to the new MA team in accordance with the TMAO SOP. The TMAO will notify the JMAO when the relief in place occurs with a new MA team.

5-73. As the JMAO closes MACP locations within the theater, forward the MACP case files to the TMAO for disposition. The original case file travels with the deceased inside the transfer case to the AFMES for final disposition. Contact the TMAO for guidance on case files for HR that have a destination other than AFMES. Upon deactivation of the MACP, the files are transferred to the TMAO for forwarding to the GCC JMAO for archiving. Once the TMAO terminates operations and returns to the current death program, files are transferred to the JMAO for archiving.

5-74. GCCs will establish a formal process for the archiving of all documents prepared or obtained in the disposition of all human remains processing, to include documents relating to recovery, presumptive identification preparation, temporary interment, and transportation from their geographic area of responsibility pursuant to DODI 5015.02.

TRANSIT COLLECTION POINT OPERATIONS

5-75. Theater-level MA operations may require logistics support that spans multiple countries. In such cases, an MACP can also act as a transit point. Do not assign a new evacuation number to HR that arrive at a second MACP in transit to the TMEP. Instead, place a T before the original evacuation number on supporting documentation (DD Form 1077 and on the evacuation tags) to signify a transit item. This will assist with avoiding the duplicate counting of HR and PE items. An example of a transit number for HR is TR7-19/AR54thQMCO/MACP1.

5-76. MACP personnel will not remove any numbered security seals or further process the HR and PE when at a transit location. If a numbered security seal is broken in transit, the receiving MACP notifies the TMEP, TMAO, JMAO, and the appropriate investigative agency, as required. Before replacing a broken security seal, annotate the new numbered security seal information on the case file and evacuation tags.

5-77. Upon arrival at the MACP, make a note of the transfer case temperature gauge reading. Ensure the Mortuary Affairs Evacuation Ice Worksheet MACP entries are completed, including the temperature noted at arrival, and the departure temperature as indicated on the transfer case temperature gauge upon loading onto the transfer vehicle for onward movement.

5-78. To complete the DD Form 1077, enter T in block 6, enter the evacuation number, enter the security seal number in block 7a, and complete blocks 12 and 13.

SPECIAL CONDITIONS FOR HANDLING HUMAN REMAINS

5-79. Contact the TMAO for special conditions and procedures on handling HR that are local nationals, MNF partners, detainees, and civilian internees. These categories of deceased personnel have specific requirements for processing and evacuation. Contact the AFMES for further guidance and disposition instructions in the event there is a commingling of these categories of remains with U.S. DOD-affiliated personnel. Contact the JMAO for coordination instructions on repatriating any of these above categories to an appropriate location.

5-80. There is a requirement to report all suspected law of war violations and detainee deaths to the servicing judge advocate or legal advisor. Make timely reports to higher HQ and military criminal investigatory agencies as required IAW the *Department of Defense Law of War Manual* and FM 3-63.

PROCEDURES FOR HANDLING LOCAL NATIONAL HUMAN REMAINS

5-81. The MACP coordinates with the TMAO and the TMEP for the return of local national HR and PE to the host nation government. Enemy combatant and host nation HR processing is performed with the same care and respect afforded United States or partner nation remains. If possible, store local national HR in a separate refrigerated container not used for U.S. remains or partner nation HR. Encourage the utilization of international agencies for coordinating the repatriation of host nation HR back to local control (for example, International Committee of the Red Cross or equivalent).

PROCEDURES FOR HANDLING MULTINATIONAL FORCE PARTNER HUMAN REMAINS

5-82. Accomplish handling of MNF partner HR according to current international agreements, standardization agreements, or contracts (for third-country nationals). If no agreements or policies are in place, then use U.S. policies and procedures for handling the HR. Afford MNF partner remains the same care and respect given to U.S. remains. The MACP coordinates through the TMEP, TMAO or JMAO, and embassies for processing guidance and repatriation of MNF partner HR to their country of origin.

PROCEDURES FOR HANDLING DETAINEE HUMAN REMAINS

5-83. The investigative agency representative accompanies the detainee HR to the nearest MACP facility for transport and evacuation IAW the GCC's regulations and procedures. The AFMES will determine requirements for an autopsy. Do not release detainee HR from U.S. custody without authorization from the AFMES and the responsible commander. Place the detainee HR in an HRP with a security seal and prepare for movement. The MA personnel at an MACP or TMEP will assign an evacuation number and prepare appropriate shipping documents and a case file in MARTS. The JMAO will coordinate through the TMAO for movement of the detainee HR.

PROCEDURES FOR HANDLING CIVILIAN INTERNEE HUMAN REMAINS

5-84. The U.S. commander of the facility or U.S. unit exercising custody over the HR shall report the death to the responsible investigative agency and TMAO or JMAO. The TMAO or JMAO and investigative agency will contact the AFMES to coordinate disposition. The AFMES will determine the requirement for an autopsy. Do not release civilian internee HR from U.S. custody without authorization from the AFMES and the responsible commander.

5-85. The investigative agency representative accompanies the civilian internee HR to the nearest MACP for transport and evacuation according to the GCC's regulations and policies. Place the civilian internee HR in an HRP with a security seal and prepare for movement. The MA personnel will assign an evacuation number, prepare appropriate shipping documents, and create a case file in MARTS. Procedures for handling and disposition of civilian internee HR will be IAW FM 3-63, GCC MA Support Regulation or Memorandum or Letter of Instruction for MA Operations, and the AFMES authority.

MILITARY WORKING DOGS

5-86. The following references establish guidance for the DOD Military Working Dog (MWD) Program:

- DODD 5200.31E.
- DODD 6400.04E.
- AR 40-905/SECNAVINST 6401.1B/AFI 48-131.
- TB Med 283.

5-87. MA personnel will provide very limited assistance when requested, as human remains take precedence. Initially, it is the responsibility of the supporting Army veterinary services personnel to manage deceased MWD remains after recovery and find temporary refrigeration if the postmortem cannot be performed immediately. Refer to the GCC theater guidance on MWD remains within the AOR.

5-88. If brought to the MACP, place the MWD remains and all PE in a designated area separate from HR and contact the supporting veterinary services asset. Place the MWD remains in a marked (military working dog name, tattoo number, and unit) HRP and place in a designated area of cold storage (if available). If an

HRP is unavailable, a leak-proof bag with a marked overlay such as a poncho, blanket, or wet weather gear may be used. The MA personnel may need to assist the owning unit or veterinary unit with supplies or by arranging transportation of the MWD remains to the closest Army veterinary asset for postmortem examination. The MWD may be covered in a U.S. Flag during transportation.

5-89. If comingled with human remains, evacuate the MWD remains with the HR to Dover Air Force Base for the AFMES examination and for DNA and separation. Contact the Joint Pathology Center Veterinary Pathology Services for further collaborative assistance.

5-90. If supporting veterinary services assets do not have temporary refrigeration capability, MACPs, transfer points, or TMEPs with refrigeration capabilities can temporarily store MWD remains, if space is available, until transportation can be arranged for postmortem examination. Isolate the MWD remains in a separate, clearly marked area from the human remains. Treat the MWDs with dignity, reverence, and respect.

5-91. After postmortem examination, coordinate transportation of MWD remains with the MWD-owning unit commander or the U.S. Forces that the MWD team was attached to, or operating with, if death occurs in a deployed location. Options for disposition of remains may include clean cremation or medical incineration followed by return to the MWD parent organization

Chapter 6

Theater Mortuary Evacuation Point Operations

The TMEP provides mortuary affairs processing, tentative identification, and storage and evacuation of HR not processed at a mortuary affairs collection point. The TMEP is task-organized to perform quality assurance checks on existing documentation, provide refrigeration capability for HR awaiting transportation, and coordinate available airlift for evacuation to the designated mortuary for forensic examination and final disposition. When required, all Services may augment the TMEP operation with mortuary affairs personnel in order to facilitate the processing and expedite the evacuation of all DOD-affiliated HR and accompanying PE.

SECTION I – MISSION AND RESPONSIBILITIES

6-1. The TMEP has the primary mission of evacuating all HR and PE to a military mortuary. The TMEP also has the responsibility to initiate required movement control documents, provide storage, and coordinate the evacuation of HR and PE from the theater to either the port mortuary or as indicated by the AFMES. The Army is tasked with the theater-level mission to operate a TMEP.

6-2. The TMEP is task-organized to—

- Receive HR and PE from any theater location.
- Perform quality assurance checks on existing documentation or initiate, complete, or obtain required processing documentation. It can receive HR in MARTS or initiate documentation in MARTS if a file does not exist.
- Prepare the HR for evacuation and refrigerate the remains while arranging transportation out of theater if possible.
- Coordinate for aircraft and initiate all required shipping and special handling documents.
- Load, palletize, tie down transfer cases, and transport pallets to the AMC cargo special handling area if required.

6-3. The TMEP can operate a theater PE transfer point (see chapter 7) as a secondary mission and is organized to—

- Receive pre-inventoried and packaged PE from either the SCMO, SCO, or personal effects inventory officer (PEIO) in theater.
- Store and safeguard PE until transportation is coordinated.
- Load, palletize, tie down PE tri-walls, and transport pallets to the AMC cargo holding area for shipment to the CONUS JPED.

6-4. The TMEP is responsible for initiating any missing required documentation. Evacuation will not be delayed awaiting documentation from the unit. It is paramount to preserve forensic evidence to the maximum extent possible for the forensic pathology investigation.

6-5. When feasible, the TMEP is responsible for processing, tentative ID, storage, and evacuation when minimum processing procedures were used at an evacuating MACP.

SECTION II – CAPABILITIES, PLANNING, AND LAYOUT

6-6. A TMEP consists of one Army MA platoon and contains four sections: receiving, processing, administrative, and evacuation. The TMEP minimum staffing requirement is 28 personnel, which can be

augmented with additional Army MA platoons and multi-Service MA personnel. During large-scale combat operations, the TMEP requires two to four platoons depending on surge requirements.

6-7. TMEP capabilities —

- Process up to 250 HR a day per one Army MA platoon.
- Move a transfer case in excess of 450lbs using a four to six-person team.
- Conduct continuous 24-hour operations.
- Maintain a stock of 500 HRTCs or IHRTCs. (The HRTCs and IHRTCs, as well as HRP, PPE, and sanitation cleaning materials, are replenished by the MA lead Service with MA supplies.)

6-8. The minimum recommended composition of personnel required to operate a TMEP includes—

- One TMEP officer in charge (OIC) (MARTS and DCIPS access).
- One MA NCO (MOS 92M); TMEP NCOIC supervisor (MARTS and DCIPS access).
- Four MA NCOs (MOS 92M); TMEP section/team leader (MARTS and DCIPS access).
- Four MA NCOs (MOS 92M); each operate in a section (MARTS access).
- Sixteen MA specialists (MOS 92M); divided into the four sections as receiving, processing, administrative, and evacuation specialists (at least eight personnel with MARTS access).
- Support personnel: MOS 91C, Utilities Equipment Repairer (one per four MIRC). Additional refrigeration requires more refrigeration mechanics than the aforementioned 1:4 ratio. This requirement is based on maximum use for 24 hours. Additionally, a 92M MA specialist is required as a dedicated driver.

6-9. The TMEP is responsible for ensuring quality control for each section:

- The receiving section receives HR and PE into the TMEP from the main, transfer, and forward MACPs. It may also receive HR and PE directly from local units that have sustained fatalities.
- The processing section processes HR and PE from the receiving section in the TMEP.
- The administrative section either prepares or updates the original individual deceased case file, creates the TMEP file copy, and conducts all associated administrative actions that support the TMEP.
- The evacuation section prepares and conducts quality assurance checks on the HR and PE for transport, coordinates transportation, and evacuates the HR and PE to the designated mortuary.

ASSIGNMENT AND ALLOCATION

6-10. The TMEP mission is assigned to the Army. The quartermaster (QM) MA companies execute this mission with multifunctional MA platoons. The MA company is more versatile during a full company deployment, capable of assigning any MA collective task to any of the platoons. A MA company can support a force of 165,000 personnel while assigning missions to separate MA platoons. When tasked to establish and operate a TMEP, the MA platoon should operate in within the JSA. In cases where multiple MA companies must deploy to support large-scale combat operations, the ASCC or the Service component command lead for MA will call forward those MA units to backfill or go forward to support maneuver units. (See chapter 9 in this publication for more information on the Army MA company.)

6-11. The JMAO determines the employment of MA capabilities along with the ASCC or the MA lead Service that manages the TMAO. The ASCC or the Service component command lead for MA submits the TPFDD for an MA company (or more) to deploy by separate standard requirement code to fill theater MA authorizations. Throughout the requirements selection process, the assigned MA unit will establish and operate the TMEP. Other MA platoons will move forward to support the JOA as the theater is set. Once coordination is complete and unit placement is determined, the TMEP will contact the TMAO to publish the TMEP location to all units within the JOA.

6-12. The TMAO will direct all Services operating in the JOA to evacuate remains through the TMEP. The location of the TMEP in the JSA supports MA teams and units evacuating HR and PE all the way from the forward area to the theater rear for onward movement to the CONUS port mortuary. The TMEP will submit updates and reports to the TMAO and facilitate the distribution of correspondence throughout the JOA on behalf of the TMEP.

6-13. All TMEP personnel, equipment utilization, and theater MA supply status reports and updates submitted to the TSC are also reportable to the ASCC or Service component command lead for MA. Daily reports and updates contain information on HR and PE processed, evacuated, and backlogged in refrigerated storage awaiting transportation. This data helps provide the GCC a common operational picture of the status of MA support across the theater and helps identify increased requirements for equipment and supply support. It also helps forecast surge planning estimates, unit rotation timelines, and assets required to reinforce the theater.

6-14. When established, the MA platoon operating the PE depot will be co-located with the TMEP. If assets are available, a separate MA platoon will initiate TPED operations (see chapter 7).

SITE SELECTION

6-15. The TMEP should be located in the JSA, adjacent to a major air or sea port of embarkation (POE). The TMEP personnel must coordinate with the area commander prior to selecting a site to ensure the proposed site will not interfere with any ongoing flight line (if APOE) or base operations. The area needs to be secure and segregated from the living, but do not compromise site security by completely isolating the TMEP.

6-16. Additional TMEPs may be established at other APOE throughout the theater based on the following factors:

- The geographical size, population, and location of units in the theater.
- The projected number of HR and the availability of aircraft to evacuate them.
- The operational concept and scheme of maneuver for all units in the theater.

6-17. Location of the TMEP is key to the overall success of its mission. Choose a site based on the following factors:

- Quick, easy access to and from all flight lines.
- Quick, easy access to AMC operations, transportation, and cargo or special handling areas.
- Ability to use existing facilities, and build or install temporary fixed facilities with trailers, additional refrigeration vans (40 or 53 foot), and cold storage units.
- Area to set up multiple MIRCS or other refrigerated containers.
- Wash rack area (for cleaning and disinfecting transfer cases, vehicles, misc. equipment).
- Large space to store bulk quantities of transfer cases, HRPs, and MA PPE.
- Ability to use an existing road network or build one to handle and regulate large traffic flow.
- Ability to use existing or install cooling and ventilation systems, electrical lines, additional phone lines, and water lines.
- Ability to access the internet, government email (non-classified), MARTS, and DCIPS, and write data to RFID tags or other approved advanced in-transit visibility devices.

6-18. The suggested organizational and facility layout is a guide and will vary based on the size of the operating area. When developing a facility layout, consider the following:

- Vehicle and helicopter traffic flow, including parking.
- Space for additional contracted refrigeration containers (for example, 40 or 53-foot trailers).
- Electrical power source or generators.
- Bulk water and ice delivery support.
- Fuel pod.
- Communications.
- Connex space.
- Waste disposal (regular and biohazard).
- Ordnance disposal area.
- Supply, equipment, and publication storage.
- Laundry and personal hygiene facilities.
- Dining, and morale, welfare, and recreation facilities.

- Ability for future expansion to meet potential mission requirements.

6-19. When establishing the actual layout for the TMEP, structure the facility in a manner that minimizes the manual lifting of HR (see appendix A for ergonomics information). Figure 6-1 illustrates a suggested TMEP layout, however, operational constraints may warrant other layouts.

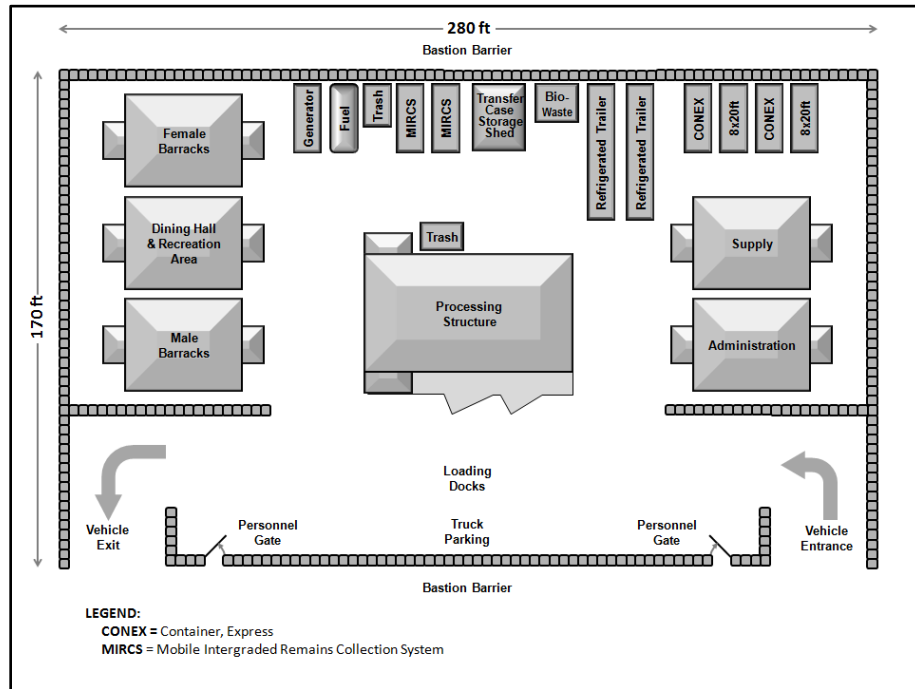


Figure 6-1. Suggested layout for theater mortuary evacuation point

REQUIRED SUPPORT

6-20. Required support considerations for the TMEP include—

- Contracted refrigeration support.
- Electrical power source or generators.
- Environmental control units (for work and living area tents).
- Water support.
- Communications (Contingency plan for degraded or denied communications in a contested environment).
- Waste disposal (regular and hazardous).
- EOD support.
- Automation and information technology (internet capability) server support.
- Laundry and personal hygiene facility support.
- Morale, welfare, and recreation support.
- Commercial vehicle (box truck) and warehouse material handling equipment with drivers.
- Bagged crushed ice delivery or equipment to produce wet ice.
- Maintenance personnel (for example, refrigeration, power generation equipment, and wheeled vehicle mechanics).
- Aircraft cargo loading specialists or laborers.
- Religious ministry support (see appendix D).

EQUIPMENT AND SUPPLIES

6-21. Required items of equipment and supply to operate a TMEP include —

- Covered cargo vehicles or box trucks.
- Computers with monitor equipment (minimum 4).
- MA PPE (masks, gloves, goggles, surgical gowns and aprons, foot protective booties).
- Nitrile gloves.
- Surgical face shields.
- Serializable processing tables.
- Printers.
- Wet ice, crushed when feasible.
- Mass refrigeration equipment.
- Transfer cases.
- Security seals.
- Metal detectors.
- Litters.
- Multiple NATO dolly litters.
- Office supplies.
- Bulk HRP—
 - NSN 9930-00-451-1231 Pouch, Human Remains (type II pouch, self-contained, military unique). This depot-stocked HRP is marked with NSN, nomenclature and U.S. directly on each individual pouch.
 - NSN 9930-01-331-6244 Pouch, Human Remains (type IIa pouch, self-contained) is a commercial (depot stocked) item and will be the standard item of issue HRP for all military. This NSN is marked with NSN and nomenclature directly on each individual pouch (the marking U.S. does not appear on individual pouch).
 - NSN 9930-01-592-0095 Pouch, Human Remains (Bag, Litter, Sea Recovery, Pole-less, Non-rigid, GREEN), local purchase.
 - NSN 9930-01-597-1336 Pouch, Human Remains (odor-absorbing, leak-resistant, BLACK) local purchase at this time.
 - NSN 9930-01-632-0180 Pouch, Human Remains (infectious disease, fluid-resistant, heavy-duty, SILVER) local purchase at this time.
 - NSN 9930-01-632-4256 Pouch, Human Remains (infectious disease, fluid-resistant, heavy-duty, WHITE color) depot stocked.
- Human Remains Transfer Cases—
 - NSN 9930-00-823-9805 Case, Human Transfer (HRTC). Item coded AAC Y / terminal status. This item is being replaced by NSN 9930-01-581-5643. The current model HRTC is 125lbs empty for planning purposes. The DOD is in the process of phasing out this HRTC. Use this version until exhausted.
 - NSN 9930-01-581-5643 Case, Transfer, Human Remains, Insulated (IHRTC). Includes temperature indicator, drain port, improved document holder, and the RFID number tag bracket. This new model transfer case is insulated, stackable, and weighs 160lbs. The IHRTC is depicted with its dimensions in figure 6-6 on page 6-13. Use this reusable IHRTC for transfer of HR in situations where local field mortuary facilities are absent.
 - If overseas, transport the HR to the Dover Port Mortuary or an AFMES-designated mortuary for forensic examination. Other related mortuary items can be located through the Defense Logistics Agency.

6-22. Consider the supplies and services that an HN can provide when establishing and equipping a TMEP. Depending on the AO and contractual agreements, the HN might be in a better position to provide support. Supplies and services often available through HN support include—

- Office, communications, and publication supplies and equipment.
- Medical and sanitation supplies and equipment.
- Sanitation and waste disposal treatment and removal.
- Refrigeration vans or trucks.
- Commercial vehicles and material handling equipment with drivers.
- Bagged crushed ice delivery or equipment to produce ice.
- Maintenance personnel.
- Aircraft cargo loading specialists or laborers.

Note. TMEP personnel must remember the overall sensitivity of their mission when they use HN labor.

ICE-MAKING CAPABILITY AND PROCUREMENT

6-23. When operating out of permanent, hard standing facilities (such as with past counterinsurgency and stability operations), attempt to acquire access to ice making equipment. Procure ice-making machines capable of producing large quantities of ice. When required, use operational contract support to locate vendors that make large quantities of ice for preserving HR for transport. Use all possible capabilities without degrading operations that support the living (for example, dining or recreation facilities).

6-24. During large-scale combat operations, the large number of fatalities may outpace the ability to create ice. Plan for and establish an alternate storage mechanism. This may be a container, refrigerated if possible, but not required. MA activities may improvise ice-making capabilities, providing that the ice bottles or other devices can be secured in the transfer case and do not pose a threat to damage or inflict more harm to the remains.

6-25. When ice is available, ice the HR immediately prior to sealing the transfer case for evacuation. Recommend double or triple-bagging with approximately 60-90lbs bags of ice around the outside of the HRP (AFMES guidance for icing remains listed in paragraph 6-35).

Note. Ice, ice-water, or melted ice used in MA must not be re-used for consumption or cooling of class I (food or water for consumption).

FORMS AND REPORTS

6-26. See appendix C for the following shipping documents used by the TMEP in the return of HR, portions, and disassociated PE:

- DD Form 565 (*Statement of Recognition of Deceased*).
- DD Form 1075 (*Chain of Custody for Transportation of Remains and Personal Effects of Deceased Personnel*).
- DD Form 1076 (*Record of Personal Effects of Believed to Be (BTB) Deceased*).
- DD Form 1077 (*Collection Point Register of Deceased Personnel*).
- DD Form 1384 (*Transportation Control and Movement Document [TCMD]*).
- DD Form 1387 (*Military Shipment Label*).
- DD Form 1387-2 (*Special Handling Data/Certification*).
- DD Form 2855 (*U.S. Military Customs and Border Clearance Program*).
- DD Form 2890 (*DOD Multimodal Dangerous Goods Declaration*).

6-27. See appendix C for preparing the following MA reports in memorandum format as needed:

- Report of atrocity.
- Report of unrecoverable remains.

- Report of incident.
- Report of area clearance.
- Report of non-recoverability of major missing portions.

SECTION III – THEATER MORTUARY EVACUATION POINT TECHNIQUES

6-28. The TMEP uses a four-section system to process HR, portions, and disassociated personal effects. The TMEP sections are receiving, processing, administrative, and evacuation. (See chapter 5 for non-U.S. human remains and PE handling techniques.)

RECEIVING SECTION

6-29. The receiving section will—

- Meet the delivering driver outside in the reception area and obtain DD Form 1075.
- Check HR for UXO using a handheld metal detector at a safe standoff distance from the area. If UXO is discovered, clear the area around the HR, take cover, and call for EOD support. (Refer to ATP 4-32 for proper EOD support procedures.)
- Verify HR, portions, and PE are safe for transportation. Ensure seals are untampered prior to signing the receipt on DD Form 1075.
- Move remains into the TMEP receiving area or staging area. Make a note of the transfer case temperature gauge reading upon arrival at the TMEP.
- Ensure the Mortuary Affairs Evacuation Ice Worksheet entries are completed for the TMEP including the temperature noted at arrival.
- Create a TMEP case file and copy forms found in the MACP case file, if present. Initiating a case file in MARTS will automatically generate a new evacuation number (refer to chapter 5 for instructions on manually creating an evacuation number).
- Remove MACP evacuation tags and place in the individual deceased case file folder.
- When receiving HR from a transfer MACP, record the HR data on the DD Form 1077 using the originally assigned evacuation number. The TMEP will receive the HR in MARTS and issue a new evacuation number for onward movement to the port mortuary.
- Prepare three evacuation tags (for example, HR, HRP, and transfer case) using a TMEP evacuation number. If the TMEP is the first MA facility to receive the HR or PE, the TMEP—
 - Completes the inventory of PE using the two-person control system to maintain the integrity and chain of custody for the received PE.
 - Completes the DD Form 1076 in MARTS for each HR received that has PE.
- Secure one TMEP evacuation tag to the HR, one tag to the HRP, and one tag to the transfer case. Once HR are received at the TMEP, the TMEP evacuation number becomes the primary tracking number and the MACP evacuation number is no longer used. Record the evacuation tag number in the paper case file.
- Enter the deceased case file data on DD Form 1077.
- Initiate a case in MARTS or receive in MARTS if a main MACP has initiated a case file.
- Give the case file to the processing section upon completion of the receiving tasks.

PROCESSING SECTION

6-30. The processing section uses a three-step process (inspect, process, and quality control) to—

- Verify all paperwork and evacuation tags match the HR, portions, and PE.
- Complete the missing required forms for the individual deceased case file. If the TMEP is the first MA facility in the chain to receive HR and PE or if there is no inventory with the case file—
 - Inventory any undocumented PE found. Use the two-person control system to maintain the integrity and chain of custody for the received PE.

- Complete DD Form 1076 and upload in MARTS for each HR received that has PE. In the event that an HR has arrived at the TMEP without any PE, initiate a DD Form 1076 with a line crossed through the upper most line of block 7 and block 8 with the caption “nothing follows”.

Note. Make a comment in the MARTS file that the HR arrived to the TMEP with no PE.

- Verify DD Form 2064, DD Form 1380, or SF 600 is present, with the cause of death pending Armed Forces Medical Examiner Determination. If DD Form 2064 is missing, contact the supporting medical treatment facility to examine the HR and complete the required forms for transport.
- Process the HR using normal procedures (see chapter 5) if the evacuating MACP used minimal processing procedures and workload allows.
- Inventory all forms, tags, and case files, including the MARTS entries. Quality assurance/quality control will do the inventory.
- Scan and upload all accompanying documents or TMEP-prepared documents into MARTS, if not already uploaded.
- Place paper forms in the TMEP case file and original individual deceased case file that will accompany the HR, portions, and PE.
- Give the case files to the administrative section.
- Place the HR in refrigerated storage or deliver to the evacuation section as the situation dictates.

ADMINISTRATIVE SECTION

6-31. The administrative section is responsible for updating the original individual deceased case file, establishing the TMEP case file folder, and performing the following tasks:

- Directs the transfer of the HR from storage to the processing area.
- Receives the case folder and paperwork from the processing section.
- Scans and uploads accompanying documentation in the original individual deceased case file or TMEP-prepared documents into MARTS (DD Form 2064, DD Form 1380, DD Form 1076, DD Form 565, and SF 600).
- Calls the air terminal operations center to determine flight schedules, flight times, and dates. Informs the air terminal operations center how many HR are ready for shipment.
- Requests an immediate evacuation flight. Requests a flight diversion when remains are held longer than 24 hours or a longer delay is projected.
- Obtains flight mission number and estimated time of departure from the air terminal operations center and informs the TMEP evacuation section leader.
- Prepares three copies of transportation documents:
 - DD Form 1384.
 - DD Form 1387 (Figure 6-2).
 - DD Form 1387-2 (Figure 6-3).
- Places the transportation documents and original individual deceased case file documents in the case folder.
- Places photocopies of the same documents in the TMEP case file folder.
- Inputs required evacuation and shipping information into MARTS:
 - Uses automatic identification technology system for capturing data (barcode or RFID tags) and adds automatic identification technology data into the MARTS case file.
 - Transmits data to CONUS.
- Dispatches the shipping priority message to the message center (within 2 hours of flight departure). At a minimum, the message must be addressed to United States Transportation Command, AMC at Scott Air Force Base, Illinois, the destination military mortuary, and the JMAO.

- Reviews and completes the TMEP case folder. Files the case folder using the sequential evacuation number.
- Completes DD Form 1075 for each shipment of HR and places an unsigned copy of DD Form 1075 in each original individual deceased case file. Provides three copies to the evacuation section for use.
- Takes the original case folder and the third copy of the evacuation documents to the TMEP evacuation NCOIC.
- Receives the signed DD Form 1075 from the evacuation section, uploads to MARTS, and places a copy in each related TMEP case file.

| MILITARY SHIPMENT LABEL | | Form Approved OMB No. 0704-0188 | |
|--|--|---------------------------------|---------------------|
| 1. TRANSPORTATION CONTROL NUMBER WELLA14021L1234XX | | 2. POSTAGE DATA | |
| 3. FROM TMEP, KCLIA, Kuwait | | 4. TYPE SERVICE | |
| 5. SHIP TO/POE KWI | | 6. TRANS PRIORITY 1 | |
| 7. POD DOV | | 8. PROJECT | |
| 9. ULTIMATE CONSIGNEE OR MARK FOR SFC Coppock, Everette Dover Port Mortuary Dover AFB, Dover DE (xxx) xxx-xxxx | | 10. WT. (This piece) 340 | 11. ROD 4022 |
| | | 12. CUBE (This piece) 24 | 13. CHARGES |
| | | 14. DATE SHIPPED 4021 | 15. FMS CASE NUMBER |
| | | 16. PIECE NUMBER 1 | |
| | | 17. TOTAL PIECES 1 | |

DD FORM 1387, JUL 1999 PREVIOUS EDITION IS OBSOLETE.

Figure 6-2. DD Form 1387, Military Shipment Label

| SPECIAL HANDLING DATA/CERTIFICATION | | |
|---|------------------------------------|--|
| 1. ITEM NOMENCLATURE LORENZO, ARTHUR J., US Army, xxx-xx-xxxx D Co., 710th BSB | 2. NET QUANTITY PER PACKAGE 340 | 3. TRANSPORTATION CONTROL NO. WELLA14021L1234XX |
| | 4. CONSIGMENT GROSS WEIGHT 340 | 5. DESTINATION DOV |
| 6. SUPPLEMENTAL INFORMATION Human remains- handle with dignity reverence and respect | | |
| This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and in proper condition for transportation according to the applicable regulations of the Dept of Transportation. THIS IS A U.S. DEPARTMENT OF DEFENSE SHIPMENT! (Complete applicable blocks below) | | |
| 7. DTR REFERENCE | | |
| 8. HANDLING INSTRUCTIONS | | |
| 9. ADDRESS OF SHIPPER TMEP, KCLIA, Kuwait | | 10. TYPED NAME, SIGNATURE AND DATE Jackson, Michael K. 20140121 |

DD FORM 1387-2, NOV 2004 PREVIOUS EDITION IS OBSOLETE. Form Approved OMB No. 0704-0188

Figure 6-3. DD Form 1387-2, Special Handling Data/Certification

6-32. In addition to the above tasks, the administrative section also checks with airlift personnel for any requirement to stack transfer cases. In the case of multiple HR, transfer cases may be either floor-loaded or palletized for transport (aircraft crew chief determines based on mission). Personnel must work with aerial port and operations support squadron lead personnel to verify pallet specifications and space requirements for transport aircraft. The following list includes planning factors for palletization of transfer cases:

- A maximum of 12 transfer cases may be loaded on a 463-L pallet, stacked no more than four high.
- C-5 aircraft can carry a maximum of 36 pallets for a total of 432 transfer cases.
- C-17 aircraft can carry a maximum of 18 pallets for a total of 216 transfer cases.
- C-130 aircraft can carry a maximum of 5 pallets for a total of 60 transfer cases.
- Only palletize transfer cases to maximize limited aircraft space during transport. Draping transfer cases with the U.S. flag is not authorized when cases are palletized.

Note. U.S. flags are authorized for draping of transfer cases during conflict and will be used when available. The transfer case will be inspected and prepared for dignified transfer upon arrival in the U.S. prior to being transferred to the port mortuary.

EVACUATION SECTION

6-33. The evacuation section's primary functions are to prepare HR and documentation for evacuation, certify customs documents, and transport the remains to the AMC for airlift to the designated DOD mortuary. The only authorized reasons for delaying transport are insufficient transfer cases, limited airlift, or extenuating circumstances as approved by the commander.

6-34. The evacuation section will—

- Receive the HR from the processing section or the refrigeration unit.
- Verify that the case folder paperwork from the administrative section matches the HR and HR tags.
- Report any delay in departure time if the time requirement for return of HR cannot be met:
 - Immediately notify the TMAO and AFMES of the reason for the delay (the TMAO will notify the applicable Service casualty offices).
 - Coordinate with Air Force Mortuary Affairs Operations to attempt to resolve any delays.
- Inspect the transfer case for any damage, cleanliness, and transfer case number.
- Double-seal the case file in the plastic slide closure bag and secure.
- Tape the case file to the inside top (above the foot area) of the HRTC or place in the document compartment drawer box (if using the IHRTC).

6-35. Follow AFMES guidance on icing the HR:

- Never use dry ice.
- Never place ice directly against the skin or over the face of the HR.
- Ensure the transfer case is sanitized and the number is assigned to the remains for evacuation.
- Ensure ice bags are double or triple-sealed bags (individually) to prevent leakage and reduce condensation. This is to maintain preservation of the HR.
- Prepare nine bags of crushed wet ice weighing approximately 9-10lbs each. Position seven of the ice bags in the empty bottom tray of a sanitized transfer case.
- Place ice bags according to the diagram provided in figure 6-4. Typical placement of ice bags will vary according to condition of the HR:
- Place the bags of crushed wet ice in the following locations:
 - Head—Two bags, one on each side of the head (do not place over face).
 - Chest—Three bags, one on each side of the torso (oblique), and one over chest.
 - Lower Extremities— Three bags, one on each side of lower extremities, and one over the groin area.
 - Feet—One bag under the feet.
- Before positioning the HRP in the transfer case, verify that the remains are assigned to that transfer case.
- Lay the HRP over top of the wet ice bags in the bottom tray of the transfer case.
- When using pre-bagged crushed wet ice, place on the outside of the HRP.
- Do not use ice in place of a head block, as it will melt, leaving the head and neck region under-elevated. This will result in blood becoming fixed permanently.
- Secure the HRP and ice bags with the white engineer tie-down straps crisscrossing the straps or 550-cord over the HRP and the ice. Use the metal ring attached to the inside of the transfer case to prevent shifting during transport.

Note 1. If access to ice is not available, but refrigerated cold storage assets are on hand, leave the HR in the cold storage until preparing for evacuation from the theater.

Note 2. When applying ice to the HR for transportation to the port mortuary or re-icing at an aerial port, it may be necessary to place additional bags of ice to compensate for climatic conditions. USAF expeditionary force support personnel, specifically the Prime RIBS team members, routinely re-ice HR at in-transit locations using 60-90 lbs. of crushed wet ice. (See chapter 12 for information on re icing procedures.)

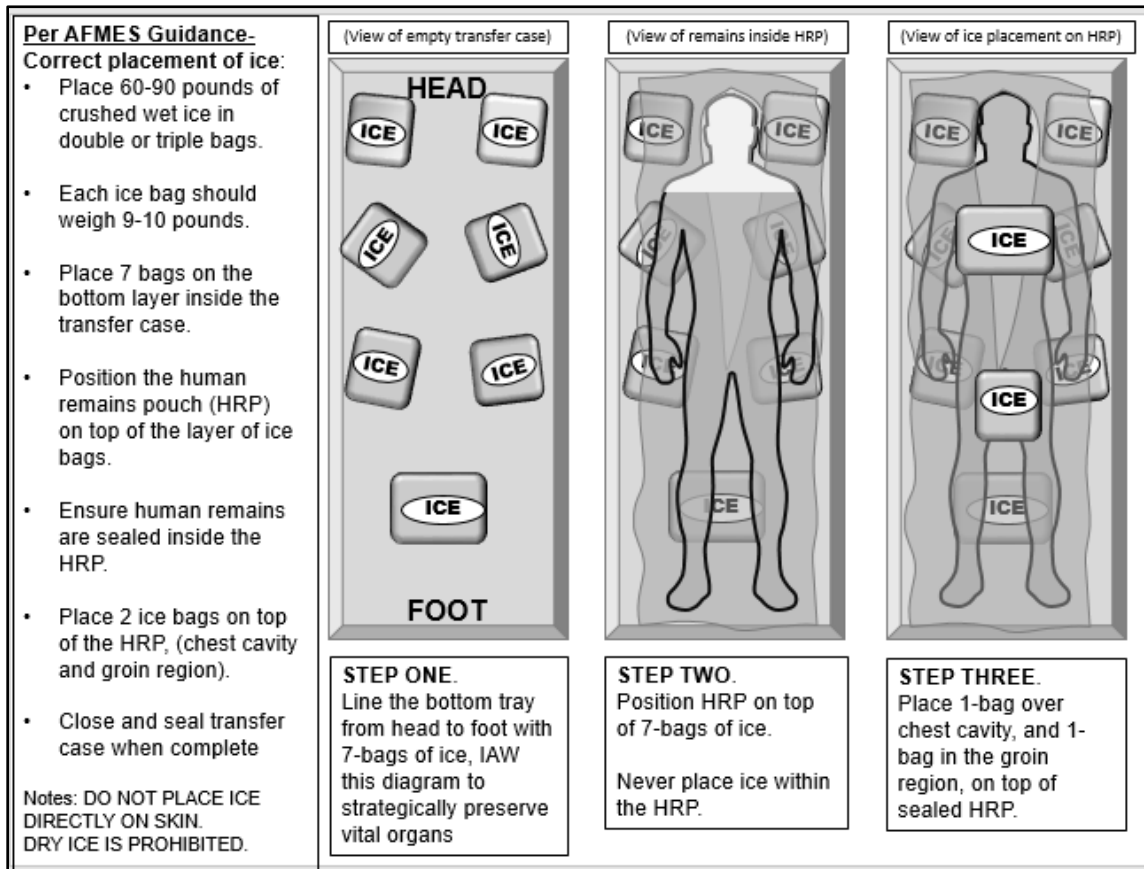


Figure 6-4. Recommended placement of ice for human remains

6-36. Prepare the HR for evacuation:

- The MA NCO inspects and certifies the HR and PE inside the transfer case for transport.
 - The mortuary affairs individual present during the preparation and inspection of remains will ensure that each HR and transfer case/container is examined for prohibited and restricted items prior to closure of the transfer case/container.
 - MA certifies completion of the examination by annotating "The attached HR transfer case contains no prohibited items or commodities" on the DD Form 1384 and signing the form (instructions for completing the DD Form 1384 are located in Appendix C).
- Secure the lid to the transfer case and put the metal security seals on opposite corners.
- Complete the next re-icing block entry on the MA Evacuation Ice Worksheet. If no sheet was included from the previous evacuation, fill out a new worksheet.
- Affix DD Form 1387 on top of the transfer case at the head end approximately six inches from the edge (do not cover the transfer case number).

- Place DD Form 1387-2 (last copy) into the plastic packing list and affix to the transfer case.
- Place an RFID tag on each transfer case.
- Place one additional RFID tag securely on the pallet or other approved in-transit visibility device on the transfer case if palletizing.
- Place the cargo net and tie-down straps on or over cargo (usually done at cargo special handling).
- Use material handling equipment to lift pallets onto the truck.
- Use a six or eight-person dignified carry when not using material handling equipment.
- Provide the driver with copies of DD Form 1384 and DD Form 1387-2 for each HR.
- Ensure the TMEP driver delivers the HR to the airfield flight line cargo and special handling section in time for the joint inspection and palletizing.
- Ensure the driver, aircraft commander, or loadmaster signs three copies of DD Form 1075 and retains the original and one copy.
- Return one copy of the signed DD Form 1075 to the TMEP administrative section for upload to MARTS, evacuate the HR in MARTS, and file the signed DD Form 1075 in the TMEP case file folder.

6-37. When preparing only PE for evacuation—

- It must be free of narcotics, drugs, and other contraband items prior to movement to a CONUS JPED or family members/next of kin.
- An MA NCO will conduct an inspection/examination of the PE, ensure the containers are sealed, and will affix a DD Form 2855 certifying it as cleared of any prohibited items (see figure 6-5).
- Ship the PE to the JPED through the military transportation system or official US mail. Current Customs and Border Patrol prohibited and restricted items are listed at the web site URL in the references.

| U.S. MILITARY CUSTOMS AND BORDER CLEARANCE PROGRAM | |
|--|---|
| Authorized use only in accordance with DoD 4500.9-R, Part V Chapters 505 and 506. | |
| <input checked="" type="checkbox"/> The U.S. Government property to which this label has been affixed meets the entry requirements of the Bureau of Customs and Border Protection. | |
| <input checked="" type="checkbox"/> The U.S. Government property to which this label has been affixed meets the entry requirements of the U.S. Department of Agriculture. | |
| 1. INSPECTOR'S RANK AND NAME | 2. DATE (YYYYMMDD) |
| SSG JONES, RAFAEL A. | 20220225 |
| 3. ORIGIN | 4. DESTINATION |
| TMEP, APOD, KWI, APO AE 09855 | JPED, DOVER AFB DE. 19902-5501 |
| 5. INSPECTOR'S STAMP | 6. REMARKS |
| THEATER MORTUARY AFFAIRS EVACUATION POINT KUWAIT CITY, KUWAIT, APO AE 09855 TMEP NCOIC: SSG JONES, RAFAEL A. POC NUMBER: DSN (XXX)-XXX-XXXX SIGNATURE OR STAMP OF CERTIFYING OFFICIAL: | LAW DTR 4500-9R, Part V - Chapter 502-20 Human Remains and Personal Effects 7 JAN 2022 / US Customs and Border Protection Prohibited and Restricted Items. "PERSONAL EFFECTS CONTAINERS HAVE BEEN CERTIFIED AND CLEARED OF ANY PROHIBITED ITEMS OR COMMODITIES". |
| DD FORM 2855, SEPT 2020 PREVIOUS EDITION IS OBSOLETE. Reset | |

Figure 6-5. DD Form 2855, U.S. military customs and border clearance program

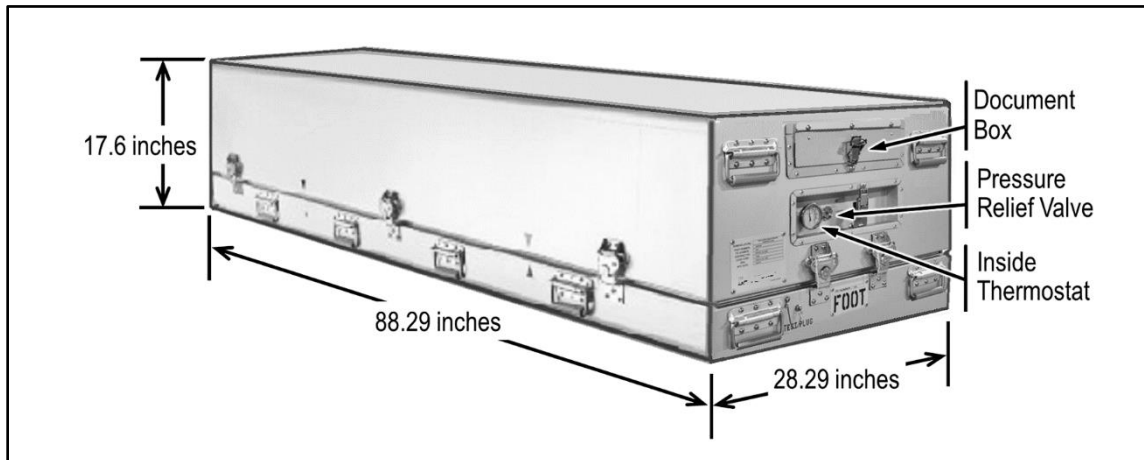


Figure 6-6. Insulated human remains transfer case (IHRTC)

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Chapter 7

Personal Effects

This chapter outlines the techniques for unit recovery, collection, inventory, transfer, and custody of PE. It details the techniques for processing PE through MACPs, TMEPs, and TPEDs to the JPED. Personal effects will be tracked through MARTS for the theater of operations.

SECTION I – OVERVIEW

7-1. This section provides a general overview and examples of PE that may require handling and processing. It also discusses unit and commander responsibilities for the handling, safeguarding, and evacuation of PE.

PERSONAL EFFECTS

7-2. PE are the removable personal property of the deceased or missing person. PE include all privately-owned removable personal property of an individual that are found on HR, in camp or quarters, and in unit areas under the jurisdiction or C2 of the unit commander.

7-3. PE includes—

- Jewelry (for example, watch, rings, bracelets, earrings).
- Personal clothing.
- Personal papers (for example, cards, letters, correspondence, and receipts).
- Books and stationary items (for example, religious publications such as Bibles, Korans, and Torahs, reference volumes, magazines, paperbacks, pens, and pencils).
- Personal hygiene articles (for example, cologne, perfume, shaving cream, razor, cosmetics).
- Electronic appliances and accessories (for example, personal computer, cell phones, laptop, monitor and related equipment, radio, televisions, compact discs, video, and audio tapes).
- Tools.
- Household Goods (for example, furniture, major appliances, food, lawn care equipment, children's toys).
- Personal vehicles (for example, automobiles, and trucks).
- Hobby materials, craft supplies, collections, military coins.
- Religious items (for example, Rosaries, Menorahs, etc.).
- Sporting equipment.
- Money.

7-4. The following items are not considered PE:

- Money on deposit with financial institutions.
- Investment accounts with brokerage agency.
- Real estate (improved or unimproved).
- Commercial business equipment, inventories, supplies, and vehicles.
- U.S. government property issued, loaned, or leased to the decedent.
- Items commercially leased by the decedent.
- Pets, livestock, or other animals.
- Government property and equipment.

ROLES AND RESPONSIBILITIES

7-5. Each Service casualty headquarters maintains a casualty assistance office as the focal point on all casualty matters. The casualty assistance officer maintains an organizational capability to provide for casualty reporting, recording, notification, and assistance pertaining to PE. The Service casualty assistance office will—

- Appoint a casualty assistance officer, in writing, to assist the family in all casualty matters including the receipt and inventory of PE.
- Provide all casualty assistance or casualty call officers training required by Service policies and regulations.

7-6. Deployed unit commanders are responsible for—

- The inventory, safeguard, and evacuation of the PE of deceased Service members, select DOD-affiliated civilians, and CAAF under their control or jurisdiction.
- The appointment of a PEIO IAW Title 10 law, Service regulations and Service-specific instructions.

Note. For the purpose of this chapter's discussion, the SCMO, SCO, and inventory board will be referred to as PEIO.

- Ensuring personnel identified to perform PEIO duties complete the Casualty and Mortuary Affairs Operations Division SCMO course through the Joint Knowledge Online website prior to deploying.

7-7. Units sending PE to a TMEP that is acting as an in-transit transfer point are responsible for—

- Safeguarding the PE.
- Transporting pre-inventoried (with signed DD Form 1076) and packaged PE to the TMEP.
- Appointing a SCMO, SCO, or PEIO according to Service-specific regulations as soon as possible, but within 48 hours of the date of death or determination status.
- Inventorying PE on DD Form 1076. (See appendix C for instructions.)
- Accompanying sealed PE containers with signed DD Forms 1076 to the TMEP or nearest MA facility.

SECTION II – PERSONAL EFFECTS ACTIVITIES

7-8. There are several MA activities, both in theater and in CONUS, which perform functions involving the handling, processing, and evacuation of PE. The level of processing varies between the different activities. This section describes the roles and functions of these activities and their relationship with each other.

JOINT PERSONAL EFFECTS DEPOT

7-9. The JPED is a permanent PE depot located in CONUS and maintained by the U.S. Army IAW DODD 1300.22. The JPED receives PE from mortuary evacuation channels and is responsible for the receipt, safeguarding, inventory, screening, cleaning, packaging, and shipment of PE IAW DODI 1300.29. Furthermore, is also responsible for coordinating the transfer of PE to the appropriate Service representative for delivery to the person eligible to receive effects. The JPED is located on the MA campus, next to the Dover Port Mortuary and the AFMES, on Dover Air Force Base, Delaware. The JPED operates under the auspices of the Army Casualty and Mortuary Affairs Operations Division, Human Resources Command (HRC) at Fort Knox, Kentucky. Policy changes and guidelines are made available through Service-specific publications.

THEATER PERSONAL EFFECTS DEPOT

7-10. The mission of the TPED is to receive, safeguard, inventory, store, process, and evacuate the PE of deceased and missing personnel to the JPED. Establishing a TPED eliminates the need for a Service to handle

the disposition of PE. When the TPED is located in the operational area, it may process the PE of deceased U.S. military personnel, DOD-affiliated U.S. civilians, MNF partners, local nationals, and adversary personnel that come into custody of the U.S. military IAW the TMAO SOP.

THEATER PERSONAL EFFECTS DEPOT FUNCTIONAL SECTIONS

7-11. The TPED layout (figure 7-1) is structured into four main sections: receiving, processing, storage (shipping), and administrative. The following describes the primary functions of each section:

- The receiving section receives, accounts for, and stores all PE.
- The processing section screens, inventories, and packages PE.
- The storage and shipping section initiates required shipping documents, coordinates for transportation, ensures activation of tracking devices, and consolidates packages for shipment.
- The administrative section prepares and maintains all required reports and case files, and provides administrative assistance to the inventory officer.

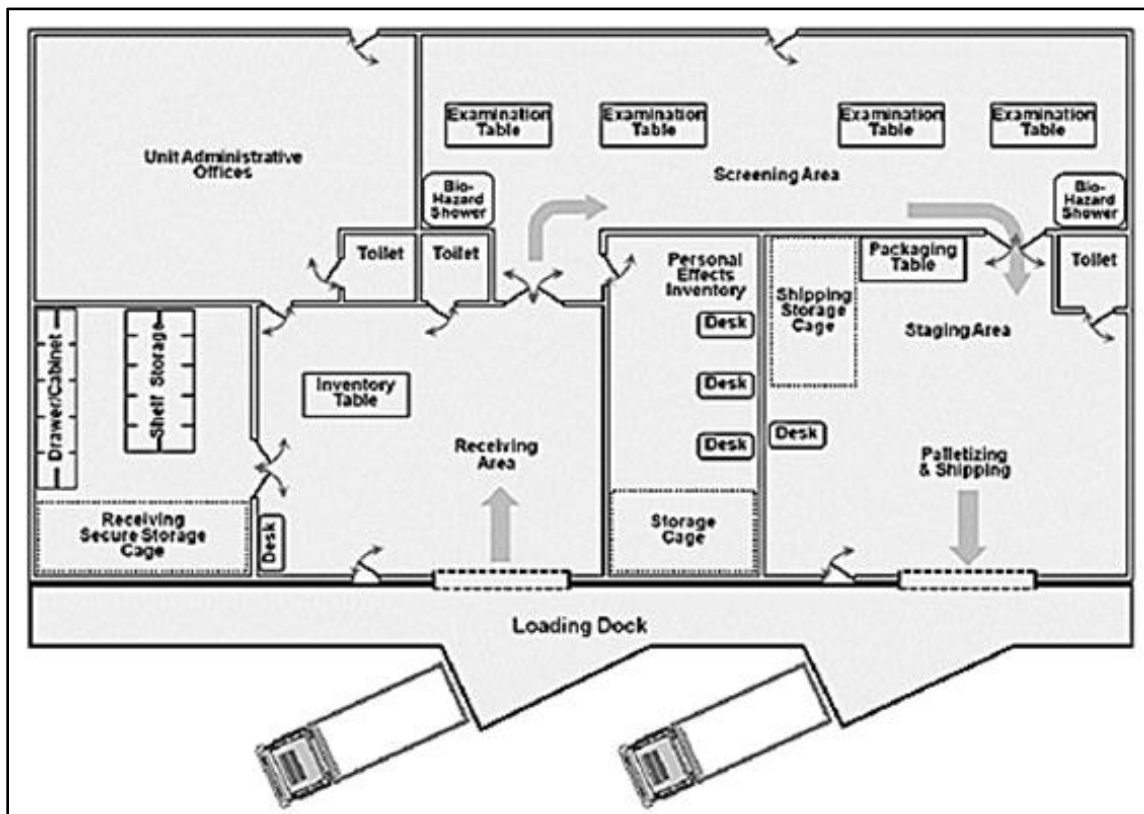


Figure 7-1. Layout for a personal effects depot

Receiving Section

7-12. When the PE depot is located in the operational area, personnel who operate the receiving section—

- Meet with organizational representatives.
- Log the case on DD Form 1077, which will be the PE logbook for the TPED (see appendix C for a sample of this form). Assign an evacuation number for each case. If MARTS has not already issued an evacuation number, create an evacuation number (see paragraph 5-54).
- Obtain all inventory sheets or DD Form 1076 from the unit representative.
- Establish a paper case file for each individual and an automated case file in MARTS.
- Record the name, rank, SSN, and branch of Service of the individual on the top of the case file.

- Conduct a joint inventory to verify and account for all items on the inventory sheet or DD Form 1076 of any damaged containers or when seals or locks are broken.
- Record any discrepancies on the inventory sheet or DD Form 1076 and initiate an investigation, if necessary.
- Turn the case over to the appropriate criminal investigation agency and continue to monitor progress of the investigation if the discrepancy cannot be resolved internally.
- Obtain the correct casualty status of the individual for each package of PE.
- Process the PE of deceased personnel for shipment to the JPED. Ensure all data is properly entered into MARTS.
- Secure and store PE until they are shipped to the JPED.

Processing Section

7-13. The processing section will assist the PEIO with the following tasks if the PEIO has not already inventoried and containerized the PE:

- Check the case file to determine the exact location of all PE for the individual.
- Screen and inventory all items.
- Remove any organizational clothing and individual equipment (OCIE) and unit-issued equipment for return through the appropriate supply channels. Do not send OCIE to the JPED.
- Document all PE on DD Form 1076 as required.
- Place the inventory documents in the case file.
- Place items inventoried into a container with the documents and take them to the shipping section or into secure storage.
- Secure all high-dollar-value items and official personal papers in an individual container and store the container in a safe or in a locked security cage if the PE are not going directly to shipping. Annotate on the case file where those items are stored.
- Complete the documents for any items removed from the PE that are not being shipped. (Remove government property or items that are classified, hazardous, or that did not meet customs requirements.) Update the entries in MARTS.

Shipping (Storage) Section

7-14. The shipping section will—

- Prepare the PE for shipment:
 - Select proper size containers for shipment (It is recommended to use footlockers for packaging PE. Tri-wall containers are the preferred method of shipment for footlockers).
 - Line all containers with packing material.
 - Use assigned MA specialists who have been certified as customs border certification agents to conduct the inspection and certification. Coordinate for a customs inspection to coincide with the actual packing of PE if there are no customs border certification agents assigned to the TPED.
 - Wrap all items that may be damaged during shipment.
 - Place items in the container in the reverse order of that appearing on the inventory to allow for the unpacking of the items in the order shown on the inventory.
 - Place a copy of the inventory on top of the PE inside the container prior to closing.
 - Close and seal the containers for shipment.
 - Write data to automatic identification technology devices, such as RFID tags. Enter the RFID data into MARTS.
 - Activate tracking device and request quality assurance NCOIC verification.
- Attach automatic identification technology devices to the tri-wall containers after closing and sealing. The automatic identification technology device or barcode label will contain the appropriate information regarding casualty status, decedent, PE, and organization:

- Verify that the status on containers matches the status shown on the inventory documents.
- Attach a plastic packing list envelope to the outside of each container.

7-15. The quality assurance NCOIC of packing and shipment operations will—

- Verify the contents against the inventory sheet for accuracy.
- Check that all items are packed in a professional manner according to current directives and guidance.
- Ensure containers are securely sealed and in good working order upon completion of packing.
- Check that proper labels and shipping documents are on the container.
- Ensure the items are shipped to the correct address (either JPED for U.S. personnel, or as directed for non-U.S. personnel).
- Ensure the containers are shipped on either a government bill of lading, or by registered or insured mail.
- Check disposition instructions, verify request and implement for oversized items.
- Write data correctly to the RFID tag and ensure that the tag information matches the information in the server.
- Complete the required shipping documents and coordinate with AMC transportation personnel for airlift. Palletize containers and arrange transport for pallets to the AMC cargo special handling section. Send a representative with the pallets to the AMC cargo area. Upon delivery of the pallets, the TPED representative will obtain a signature from the AMC representative on the shipping documents.
- PE shipment must meet customs requirements IAW DTR 4500-9R, Part V chapter 502-20, see paragraph 6-37 with more details.
- Secure PE in a secure location with controlled access. Individually seal items once inventory is complete. Grant access maintaining two-person control, and secure high-value items in a locked safe or cage for additional security.

Note. Ship PE within 24 hours of receipt, or as soon as mission constraints allow.

Administrative Section

7-16. The administrative section will—

- Provide administrative assistance to the inventory officer at the PE depot.
- Prepare and maintain the original case files.
- Upload all documents in MARTS and update the DD Form 1077 register.
- Prepare and maintain an internal copy of each case file to document all events pertaining to the case. Monitor the status of the PE.
- Conduct appropriate inquiry to determine loss or theft in cases of missing PE. Report suspected thefts of PE to appropriate law enforcement agencies. Report loss of PE via chain of command for appropriate disciplinary action.
- Request disposition instructions for oversized items of PE.
- Coordinate the return of any MNF and adversary PE in the custody of the TPED to the appropriate government representative.

THEATER PERSONAL EFFECTS TRANSFER POINT

7-17. A surge in combat operations may overwhelm normal PE evacuation channels. The TMEP may act as an intermediate transfer point between the units in theater and the JPED if a TPED is not operational. The TMEP is then responsible for the receipt, storage, palletization, and evacuation of PE to the JPED.

Note. During large-scale combat operations when using minimum processing procedures in theater, do not use the TMEP as a theater PE transfer point. Recommend requesting additional personnel to establish a TPED, since the TMEP may already be overwhelmed or additionally tasked to conduct other MA operations.

7-18. When the TMEP handles PE while operating as an in-transit transfer point, it—

- Verifies that packages are sealed and properly labeled. The chain of custody receipt will reflect acceptance of the secured PE containers only.
- Conducts a two-person confirmation inventory if the containers are damaged, or if the seals or locks are broken. The PEIO delivering the PE must conduct a confirmation inventory with the MA specialist receiving the PE.
- Documents any missing items on a memorandum for record. Add the memorandum to the PE documentation that is forwarded to the JPED. Notifies the appropriate investigating authority in an effort to recover the missing items if theft or negligence is suspected. If no inventory is required, the chain of custody receipt will reflect secured PE containers only.
- Provides a receipt to the PEIO. The receipt documents the acceptance of the PE, confirms the chain of custody, provides an inventory of items, and relieves the PEIO of responsibility for PE.
- Attaches an RFID tag, barcode tag, or package label to the outside of the PE container (include casualty status, decedent, PE, and organization).
- Verifies the name on the package label matches the name of the signed inventory sheet and annotates on the inventory sheet the package was sealed at arrival. The signing of the chain of custody receipt only assigns responsibility for the sealed package, not the individual package contents.
- Establishes an electronic effects case file in MARTS to document the receipt of PE from a PEIO. Uploads all inventory documents, completes necessary shipping documents (ensure special handling code “KY” is indicated to ensure hand-to-hand custody and safeguarding required by Service regulations), coordinates movement, and ships to the next MA facility in the evacuation chain. Ensures each package of PE has a printed case file.
- Assigns an evacuation number for all packages pertaining to a particular individual. The evacuation number consists of three parts:
 - A numerically sequential case number.
 - The location of the TMEP.
 - The number of packages containing PE for the particular individual.
- Records the evacuation number on the case file, all applicable inventory sheets, and DD Form 1076 inside the file.
- Prepares and secures an evacuation tag to each package pertaining to a particular individual.
- Places a plastic packing list envelope on each package, and places a copy of the inventory sheet for that package inside the envelope.

Note. Ship PE within 24 hours of receipt, or as soon as mission constraints allow.

SECTION III – PERSONAL EFFECTS INVENTORY OFFICER

7-19. PEIOs are unit officers appointed by commanders on written orders, who provide a full accounting of all decedent PE. This section provides in-depth discussion of the procedures PEIOs use to inventory and accurately record PE, and provides guidance on the identification, removal, and disposition of certain unauthorized items. It also outlines the final actions required for the PEIO to successfully complete the assignment and be released back to regular duties.

RESPONSIBILITIES

7-20. Once appointed, the PEIO is responsible for—

- Collection, inventory, and safeguarding of the PE of Service members, DOD-affiliated civilians, or contractors under the command's control or jurisdiction.
- Completing the PE inventory within 12 hours of being appointed.
- Delivery of all PE in inventoried, sealed PE containers to the MACP or TPED for shipment to the JPED (In some instances the MACP, TMEP, or TPED may be used as in-transit PE transfer points).
- Per Service regulation, unit evacuates PE to the home base through supply channels for injured or medically evacuated.

Note: If the unit mistakenly evacuates PE to home base, the home station detachment should contact the home station SCMO and JPED to coordinate shipment of PE to JPED. PE packages or containers received must not be opened to ensure chain of custody is not broken.

7-21. U.S. Navy ship commanding officers at sea should appoint PEIOs IAW Service policy and regulations. PEIOs should prepare to debark when the ship next makes port, or coordinate for helicopter support if close enough to shore. Once in port, the PEIO should report to the beach detachment for assignment until all tasks have been completed, and the sealed and inventoried PE boxes have been signed for by the nearest MACP, TMEP, or TPED for shipment to the JPED.

7-22. Unit PEIOs are responsible for recovering all PE and government equipment located at MTFs. MTFs have procedures to safeguard the PE of personnel receiving care, however, safeguarding PE is of secondary importance to patient treatment. The medical staff will collect, safeguard, and inventory the PE of patients and decedents upon completion of medical treatment. Patient personal property or decedent PE should accompany them whenever possible. MA Staff should inquire about personal protective gear if the deceased arrives from an MTF without body armor, plates, vest, or helmet for AFMES analysis.

SERVICE DEFINITIONS FOR INVENTORY OFFICERS

7-23. The following Service definitions for the SCMO, Inventory officer, and SCO are listed in—

- Army SCMO: AR-638-2, Title 10 USC Chapter 775 Section 7712.
- Marine Corps Inventory Board: Marine Corps MCO 4400.201-V-13, (Chapter 14 to 23).
- Navy Inventory Board: Naval Supply Procedures NAVSUP Pub-485, Volume 1, (Revision 6) (Part D, section 1302).
- Air Force SCO: Air Force DAFI 34-160, SCMO- Title 10 USC Chapter 945 Section 9712.

INVENTORY OFFICER PRE-INVENTORY TASKS

7-24. The responsible PEIO will perform the following tasks prior to PE inventory (see the Theater SCMO Checklist 2018 for step-by-step instructions):

- Contact the unit MA liaison officer, NCO, or TMAO to assist with the entire PE process.
- Contact the deployed command to determine if the deceased Service member had access to classified materials.
- Initial each step on the checklist as completed.
- Designate an assistant for a two-person inventory (supply personnel recommended).
- Obtain the following documents and supplies:
 - SCMO Checklist 2018 (check with the Service casualty HQ for latest version).
 - Completed DD Form 1076 (multiple copies if necessary, and signed digitally when possible). Save inventories to a Service specific share-point server file site, or save on a compact disc or other approved memory storage device for delivery to the MACP, TMEP, or TPED.
 - Customs permitted and prohibited items list (see the SCMO Checklist).

- Memorandum for destruction of personal effects (Contact the TMAO for example memorandums).
- Memorandum for no UXO.
- Memorandum for no OCIE or other unit equipment.
- Clear plastic interlocking sealed closure bags or garbage bags.
- Footlockers to secure PE. Oversized items will be secured as well as possible. Otherwise, place all items in a lockable or sealable container (for example, gorilla box, tough box, or footlocker).
- Permanent markers, index cards, and reinforced tape to identify items and containers.
- Packing materials such as craft paper, bubble wrap, foam, or cardboard.
- Padlocks for each footlocker (200-series locks are preferred, NSN 5340-00-158-3807).
- Serialized metal seals (available at the TMEP and TPED).
- Check with the deceased Service member's NCOIC, OIC, roommate, friends, acquaintances, work site, supply room, local laundry, sewing facility, and any other locations the deceased Service member may have stored PE. Identify any items the deceased may have loaned to, or borrowed from, another person, or stored at other locations in-theater. Any items that cannot be retrieved quickly (within 12 hours of appointment as PEIO) will require a subsequent inventory.

Note. Check all items for UXO using handheld wands or scanners and remove them if found (may require EOD support).

ITEMS TO BE REMOVED BY INVENTORY OFFICER

7-25. Remove the following items during PE inventories:

- All mission critical or hazardous items, like night vision goggles, optics, weapons, munitions, masks, radios, compasses, military GPS equipment, government satellite cell phones, classified documents, explosives, ordnance, flammables, other hazardous materials, and SECRET Internet Protocol Router Network tokens.
- Government-issued OCIE and unit equipment. Turn equipment in to the unit supply and add the Service-specific unit supply receipt to the case file.
- Flammables (for example, butane lighters), perishables (food items), and toiletries (used toothpaste tube, deodorant, and shampoo). List the items on a destruction memorandum.
- War souvenirs.
- Illegal drugs or alcohol found during the inventory. Notify the chain of command, transfer items to the appropriate Service law enforcement agency using a change of custody form, and document in a memorandum for record. Obtain a receipt for any items taken by investigating agencies and include a copy with the case file.

INVENTORY PROCEDURES

7-26. Pack all items in an orderly manner with sufficient packing materials to protect the PE from damage while in transit. Use any available bubble wrap, packing materials, or clothing items within the PE (towels, shirts, and socks) to wrap and protect electronic or fragile items (laptops, hard drives, cellphones, and game consoles) and place in the middle of the containers. Do not place at the top or bottom of the containers in order to prevent damage to these fragile items.

7-27. Number footlockers using index cards and a permanent marker. Tape a card with the phrase "Personal Effects of Believed to Be: ___ Box ___ of ___" on both the outside and inside of the footlockers. Refer to this number on all DD 1076 forms for the PE in that container (for example, box 1 of 6).

7-28. Record all of the following information for each item, if present:

- Quantity.

- Unit of issue.
- Item.
- Manufacturer.
- Brand name.
- Serial number.
- Model number.
- Condition (damaged, dented, scratched, inoperable). Include that information in the item description.

Example: 1 EA, Computer, Laptop, Black in color, Inscribed: Sony, SN: 1234567, Damaged.

7-29. Exercise extreme care when describing items of intrinsic or sentimental value. When describing jewelry, rings, precious stones, valuable papers, or keepsakes, avoid using terms such as diamond, gold, and platinum, without qualifying remarks. The description of jewelry should include only the color of the metal (not the metal content), presence and color of stones, if any, and all inscriptions.

Example: 1 EA, Ring, Yellow in color, Inscribed: JHS, w/ 1EA, Stone, Blue in color.

7-30. Inventory cash, important personal documents, papers, bank and credit cards, all other currency, government checks, personal checks, and savings bonds separately:

- For cash—record the amount, type, and denomination of currency, including any Service exchange tokens. Include serial numbers.
Example: 2 EA, Coin, U.S. currency 25 cents. 1EA, Bank note, U.S. currency one dollar, SN: EA14578.
- For credit, debit, and ATM cards—list the company or bank that issued it, card holder name, the last four digits of the card number, and the expiration date.
Example: 1 EA, Card, Debit, Inscribed: USAA, Issued to: John Doe, CN: XXXX-XXXX-XXXX-1111, Exp. 10/19.
- For unused personal checks and any checks to the deceased Service member—list the name of the bank, account holder, and the check numbers. Ensure to list if any of the checks in the series are missing from the checkbook.
Example: 25EA, Checks, Personal, Inscribed: USAA, Issued to: John Doe, Check numbers: 2126-2150.
- For any personal or USG checks or savings bonds—indicate the type, dollar amounts, serial numbers, and issuer's name in the remarks section of the DD Form 1076.
- Describe any other items that could be redeemable for cash (for example, Gift Card – Army and Air Force Exchange Service).

UNOPENED MAIL

7-31. Return all unopened letters and packages to the post office IAW DOD 4525.6-M, paragraph C3.4.9 (after notification has been completed to all next-of-kin).

WAR SOUVENIRS

7-32. See General Order 1 for the specific theater list of authorized war souvenirs. Common souvenirs could include the following:

- Helmets and head coverings.
- Bayonets.
- Uniforms and uniform items such as insignia and patches.
- Canteens, compasses, rucksacks, pouches, and load bearing equipment.
- Flags.
- Military training publications, books, and pamphlets.
- Posters, placards, and photographs.

- Other items that clearly pose no safety or health risk and are not prohibited otherwise by law or regulation.

7-33. The appropriate reviewing officer must review all items that are subject to the war souvenir retention process. If suspected war souvenirs are found, complete DD Form 603-1 (*War Souvenir Registration/Authorization*) and add it to the case file.

MEMORANDUMS FOR RECORD

7-34. Prepare and sign the following memorandums:

- No UXO memorandum.
- Memorandum of destruction.
- OCIE and other government and unit equipment removal memorandum.
- Other memorandums, as necessary (for example, memorandum of lateness).

TRANSFER OF PERSONAL EFFECTS TO MACP, TMEP, OR TPED

7-35. The PEIO will complete the following transfer actions:

- Make four copies of appointment orders, no UXO memorandum, OCIE memorandum, destruction memorandums, complete inventory, DA Form 3645 (*Organizational Clothing and Individual Equipment Record*), OCIE turn-in or Service specific equipment turn-in document, chain of custody documents from law enforcement, and any other memorandums for reference. All documents should be in packet form.
- Place a numbered copy of the DD Form 1076 in each corresponding numbered footlocker. Place a copy of all the completed inventory documentation in a sealed envelope marked entire inventory and secure it to the outside of footlocker number 1.
- Tape a label on the outside of each PE footlocker with the phrase “Effects of KIA (Name, Grade, deceased Service member’s DOD ID number/electronic data interchange personal identifier and Organization)”.
- Lock each container with a padlock or zip-tie and secure the PE until you can deliver it to the TPED or TMEP (Do not delay evacuation, the mortuary affairs facility will place tamper-proof seals on each container and footlocker if needed).
- Escort the PE personally to the TPED or TMEP within 72 hours from the date of the incident or as soon as the combat situation allows. If the PE cannot be delivered within 72 hours, the PEIO will prepare a memorandum of lateness, add it to the case file, notify the chain of command, and contact the JPED.
- PEIO maintains custody of the PE until the MACP, TMEP, or TPED signs for the footlockers.
- Obtain a receipt for the number of PE footlockers or containers delivered. The memorandum must include the serial numbers of any seals placed on the PE containers.

FINAL ACTIONS

7-36. The PEIO will complete the following final actions:

- Return any excess packing materials to the supply section when finished.
- Sign the certification statement at the bottom of the SCMO checklist.
- Scan and email PE inventory documents to the JPED, including—
 - DD Form 1076 (*Record of Personal Effects of Believed to Be (BTB) Deceased*).
 - SCMO Checklist with step-by-step instructions.
 - DD Form 1075 (*Chain of Custody for Transportation of Remains and Personal Effects of Deceased Personnel*).
 - Receipts from MACP, TMEP, or TPED.
 - DA Form 3645 (*Organizational Clothing and Individual Equipment Record*).
 - Turn-in documents.

- Destruction Memorandum.
- Any other memorandums for record.
- Chain of custody documents from law enforcement (for example, U.S. Army Criminal Investigation Division, Air Force Office of Special Investigations, Naval Criminal Investigative Service).

Note 1. Ask the MA Facility, refer to the SCMO Checklist, or check the Army HRC website for JPED contact information.

Note 2. The PEIO must verify the JPED has electronically received all documents. There is no need to physically mail documents to the JPED after the electronic receipt has been verified.

7-37. The JPED SCMO will contact the unit PEIO to reconcile any issues or discrepancies with the PE inventory.

7-38. The JPED SCMO will notify the points of contact listed on the SCMO checklist once discrepancies have been reconciled or if no discrepancies are noted. This allows the appointing commander to release the PEIO from assignment.

Note. Identified discrepancies must be reconciled before the PEIO is released from duties.

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Chapter 8

Temporary Interment and Disinterment Operations

This chapter identifies the requirements, responsibilities, planning considerations, and procedures for temporary interment and disinterment operations. These operations will vary based on the ability to evacuate human remains from a theater and the availability of resources to execute temporary interment after exploring all other options. The GCC is the sole approval authority for conducting temporary interment, disinterment, and reinterment operations within the AOR.

SECTION I – OVERVIEW

8-1. Military operations have the potential to produce large numbers of fatalities that may overwhelm military and civilian capabilities. This may impede the evacuation of deceased personnel from theaters of operations. Weapons of mass destruction attacks and man-made or natural disasters have the potential to create fatalities with the added complexity of contaminated human remains. The GCC may authorize temporary interment in the AOR and should plan for this possibility during large-scale combat operations and CBRN response operations, but only when all other options for processing the remains have been exhausted.

8-2. There is presently no enduring solution or program of record within the DOD MA program that facilitates the repatriation of contaminated HR from OCONUS back to CONUS. There is a limited contaminated HR processing capability developed to support a combatant command operational needs statement. Until there are tactics, techniques and procedures approved to return contaminated remains, the GCC must resort to the extreme measure of temporary interment to protect and safeguard the living while maintaining the preservation of deceased personnel in the AOR. Although this is a risky course of action, combatant commanders will need to reserve the appropriate land required to execute this function.

8-3. With limited resources to search, recover, and evacuate HR from a theater, temporary storage or interment may be the only course of action available at that time. Planners will have to exhaust all avenues of evacuation before utilizing this option.

SECTION II – PURPOSE AND RESPONSIBILITIES

8-4. Commanders are responsible for temporary storage, interment, and disinterment operations to ensure the preservation and accountability of deceased personnel under their control. The primary objectives of these operations are to maintain morale and field sanitation, and to comply with the law of war, international law, and international agreements.

PURPOSE

8-5. *Temporary interment* is a site for the purpose of interment of human remains, if the circumstances permit, or the reburial of human remains exhumed from an emergency interment (JP 4-0). The temporary interment site is established so HR can be organized and preserved in a known location; it serves as a temporary resting place for those remains that cannot be returned to CONUS immediately. HR that cannot be returned in a timely manner may pose a serious health and morale threat to U.S. and coalition forces. Temporary interment allows for the HR to be disinterred and returned in the future if conditions in the OE permit. In most cases, exhumation will occur during the post-combat or area clearance phase after the conflict.

8-6. Some temporary interment sites from past conflicts eventually became the final resting place for U.S. Service members, and today are overseas cemeteries.

RESPONSIBILITIES

8-7. MA assets in the AOR are responsible for staffing and maintaining the interment site and associated records. Whenever possible, a record of the site should be forwarded to the next higher echelon MA asset and the TMAO for final disposition to the JMAO. The GCC maintains the responsibility of returning all U.S. DOD-affiliated HR, both military and non-military, to CONUS.

SECTION III – PLANNING CONSIDERATIONS

8-8. Planners should take into consideration all types of interment possibilities before committing to an acquisition of property that will have a significant impact on the surrounding nations or HN. When interment is necessary, the interment site should be under U.S. control and on high ground with good drainage. Avoid areas that have high water tables or flood easily. Engineer support should be coordinated for assistance in digging the necessary trenches.

SITE SELECTION AND ESTABLISHMENT

8-9. The JMAO will provide courses of action to the GCC for temporary interment operations using large land mass areas that can accommodate several thousand remains. These courses of action will address options for the GCC to potentially expand the interment site for future use as a temporary cemetery. This would be beneficial for exhuming HR from emergency burial sites, isolated interments, and other temporary interment sites. The temporary interment site may also have an above ground cold storage site on location to accommodate contaminated HR from a CBRN incident. The JMAO will maintain data and records on all temporary interment or cold storage sites and the recovery status of all deceased and missing personnel for the AOR.

8-10. The JMAO planner should incorporate air reconnaissance for a survey team to visit proposed sites, and coordinate clearance for the proposed locations with the HN. The team will be required to survey the large land mass that will potentially be used for the temporary interment site. The team should consist of MA personnel, preventive medicine personnel, and engineers to determine if the locations meet the requirements for an interment operation. During the survey of the site, ensure that pilot holes are dug to check for underlying rock formations and ease of digging. Use preexisting sites when available. Engineer support (personnel and equipment) is required for establishing temporary interment sites.

8-11. MA unit leaders responsible for temporary interment site personnel should consult with operational public health and preventive medicine personnel for occupational and environment health site assessments. They should also be documenting suspected or known occupational and environmental health or CBRN exposures in accordance with DODD 6490.02E. Commanders responsible for temporary interment site personnel should coordinate behavioral health support for the temporary interment operations team.

8-12. MA unit commanders must obtain permission from the GCC to conduct temporary interment operations. The temporary interment site will establish separate plots or sites for temporary interment of U.S., MNF partner, and adversary deceased. Inter all PE with the HR, do not remove ID tags or ID card, and mark the interment site for future recovery teams with ten-digit grid coordinates when possible.

RELIGIOUS CONSIDERATIONS

8-13. When conducting interment or disinterment operations, it is important to consider cultural customs and religious beliefs.

8-14. Interment site leadership should consult with chaplains and religious leaders from all major faiths at the interment site for appropriate customs and guidelines that should be followed IAW their guidance. Some cultures place a great deal of importance on certain customs and courtesies to provide honor and respect to the deceased. Follow these rituals as much as possible to provide the greatest level of dignity and honor.

These customs are important to families for closure. (For more information on religious ministry support to MA operations, see JG 1-05, ATP 1-05.01, NTRP 1-05.1M, and appendix D in this publication.)

EXTERNAL SUPPORT

8-15. The following external support requirements may be needed for temporary interment and disinterment operations:

- CBRN personnel.
- Security.
 - Armored, covered transportation with ring mounts.
 - Crew-served weapons.
- EOD.
- Ground transportation.
- Air support.
- Engineer support with construction grade equipment.
- Communications (internet, wireless, and hand-held devices).
- Health service support.
- Preventive medicine.
- Wartime host-nation support.
- Operational contract support.
- RST/RMT support.
- Behavioral health support for MA personnel.
- Authorized personnel for the transfer of HR to the International Committee of the Red Cross or equivalent.

EQUIPMENT AND SUPPLIES

8-16. The following equipment and supplies may be required for temporary interment and disinterment operations:

- Processing tents (for privacy and operations).
- Light sets.
- Camouflage netting.
- Latrine screens (for concealment from public view).
- Razor wire.
- GPS device.
- Hand-held metal detector.
- Compass.
- Maps.
- Drone (if available) with camera.
- Phone or radio.
- Litters.
- Litter stands.
- HRP.
- Nitrile gloves.
- Field desk.
- Field chairs.
- MA forms.
- File folders.
- Engineer tape, multiple rolls.

- 550-cord.
- Mallet.
- Wooden stakes (36, 24, 18, and 12 inches).
- Metal stakes (at least 4-foot length), NSN# 5660-00-270-1587.
- Die Set, Metal Stamp Lettering and Numbering Kit 3/16 inch, NSN#5110-00-293-1905 (to mark the metal tags).
- Blank metal tags, aluminum plate 3.375" x 2.125" with two 0.156" inch holes, commercial item (to mark the numbered rows and the interment tags for each HR).
- Embossing device or engraving machine (for etching or engraving the processing number on the metal tags and the row number information on).
- Spray paint.
- Metal circle (for datum point).
- Metal security seals.
- Administrative supplies and utensils.
- Seal closure bags.

FORMS AND REPORTS

8-17. The GCC establishes a formal process for the archiving of all documents prepared or obtained in the disposition of all HR processing, to include documents relating to recovery, presumptive identification preparation, temporary interment, and transportation from their geographic area of responsibility pursuant to DODI 5015.02.

8-18. For temporary interment operations, consult with the JMAO for guidance on developing temporary interment site records until a DOD Form for temporary interment is published.

8-19. The following forms (see appendix C) are required for temporary interment and disinterment operations:

- DD Form 1075 (*Chain of Custody for Transportation of Remains and Personal Effects of Deceased Personnel*).
- DD Form 1076 (*Record of Personal Effects of Believed to Be (BTB) Deceased*).
- DD Form 1079 (*Disinterment Register from Temporary Interment Sites*) (disinterment only).
- GCC temporary interment site register (JMAO guidance required).

8-20. Upon receipt of HR, the receiving section will accept all documentation and information. If there is a DD Form 1075 listing all the believed to be HR present, verify the list of HR being offloaded. Upon verification, MA personnel sign for the HR on the DD Form 1075. Forms that will not be scanned, or that may be interred with remains, should be completed legibly in pencil. Avoid using ink; it may smear when wet, or evaporate and degrade over time to become faint or invisible on paper. Pencil is more enduring and appears better than ink after many years have passed. For disinterment operations, use DD Form 1079 (see appendix C for form instructions).

8-21. The MA company conducting the temporary interment or disinterment operations will provide the JMAO with a memorandum report. The memorandum will be sent to the JMAO through the TMAO for archiving and disinterment at a future date. The memorandum report will contain the following information:

- Details of the type of operations.
- MA company conducting operations and duty description of any augmenting personnel.
- Site sketch showing GPS reference points, plots, rows, and spaces labeled along with interment or disinterment records attached.

8-22. Send the memorandum to the TMAO for forwarding to JMAO. Potential future disinterment planning will rely on archives with this important temporary interment data. Scan all records and ensure the scan is clear and writing is legible.

INTERMENT TRIGGERS

8-23. The process of HR decomposition poses a health risk to personnel. It is a biohazard risk in itself, and can also attract insects and predators that carry transmittable diseases. When the number of HR exceed the logistical support capabilities required to repatriate them, or if the unit is isolated from the higher HQ, temporary interment may be necessary.

8-24. Depending upon the time of the year or temperature, units may not need to dig interment trenches. If temperatures are at or below freezing, the HR will be in a frozen state and interment may not be necessary. At temperatures below freezing, decomposition will be slowed drastically, and insects, vectors, and predators will not be attracted to the HR.

Note. Frozen HR sustain cellular damage due to the development of small ice crystals. When thawed, HR will begin to rapidly decompose.

MASS FATALITY ENTRENCHMENT TECHNIQUES

8-25. When authorized by the GCC, mass fatality entrenchment is part of temporary interment. Planners will assign this mission to an MA company. Entrenchment requires many resources and synchronization between MA units and personnel supporting the operation. Responsibilities for this mission are delineated to the MA company. The NCOIC, and the receiving, administrative, and interment sections will function simultaneously while receiving and interring HR. The temporary interment site will receive, process, and inter deceased U.S. military, DOD-affiliated, MNF, local national, and adversary personnel with the associated PE.

SECTION IV – INTERMENT SITE AND PROCEDURES

8-26. When interment is authorized during large-scale combat operations, establish a temporary interment site utilizing mass fatality entrenchment. The number of plots depends upon the terrain and the number of temporary interments.

8-27. The interment site consists of a plot identified by a letter (A through Z, minus the letter I). A plot will have no more than 10 rows, with each row holding 10 remains (spaces), head to foot, lengthwise, for a total of 100 remains per plot. When more than 25 plots are required, lettering will continue with AA through ZZ, AAA through ZZZ, and so on. Mass fatality entrenchment plots are constructed using the following instructions:

- Use earth-moving equipment if possible as it can open all types of soil with relative ease.
- All rows in a plot should be constructed by digging three feet deep by three feet wide.
- All rows in a plot are approximately 70 feet long (not to exceed 75 feet), as wide as the earth-moving equipment blade (minimum of 2.5 feet).
- All rows in a plot will have a space of seven feet between rows.
- Ideally, all rows in a plot should be side by side, but may not be if terrain conditions prohibit. (See figure 8-1 on page 8-6 for a depiction of the site.)
- Do not individually bag disassociated portions recovered from same general location.
- Bag portions recovered from geographically or incidentally distinct areas separately from one another.
- Do not remove the ID tags or ID card from the HR.

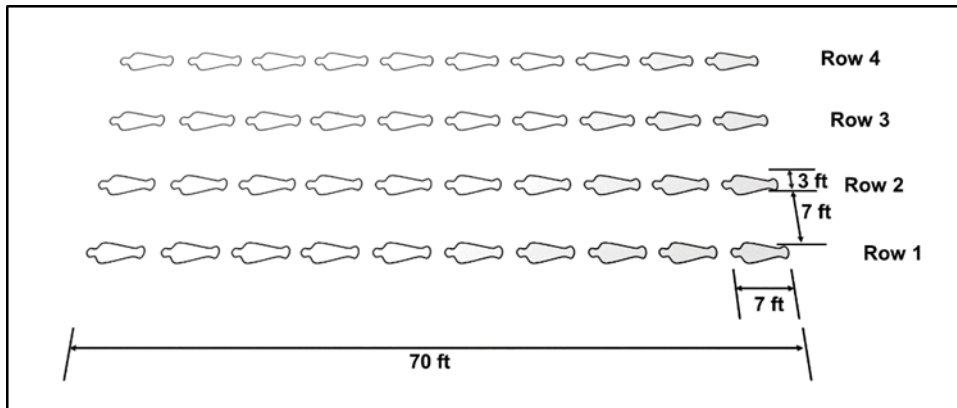


Figure 8-1. Temporary Interment site diagram

NONCOMMISSIONED OFFICER IN CHARGE RESPONSIBILITIES

8-28. The NCOIC is responsible for the following tasks:

- Contact the TMAO or JMAO and request the GCC authorization to conduct temporary interment operations.
- Coordinate for engineer support, including surveying and topography information.
- Coordinate with chaplain on customs and rites.
- Establish field office space.
- Assign personnel and equipment to individual sections supporting the operation.
- Plan temporary interment sites with engineer land surveyors.
- Request drone support, if available, for aerial photographs and view of temporary interment layout and future locations for expansion.
- Maintain a site map including grid coordinates, temporary site positions, interment rows, and spaces.
- Assign interment plots to specific interment numbers (HR of U.S., coalition, enemy) and maintain record of assignments on the site map.
- Maintain all interment records, files, and site maps.
- Coordinate with engineer support for the closing of trenches when full and opening of new ones.
- Close the interment site.
- Send all records to the JMAO for archiving and disposition upon closing the site.

RECEIVING SECTION

8-29. The receiving section is responsible for the following tasks:

- Utilize a handheld metal detector to check all HR, portions, and disassociated personal effects for hazardous material and UXOs prior to entering the interment facility.
- Obtain the DD Form 1075 from the driver.
- Verify the list of HR as they are offloaded, (check if there is a DD Form 1075 listing all the believed to be HR that are present.)
- Interview the driver for information required for DD Form 1075.
- Inventory the HR upon receipt, including any documentation accompanying the HR. Prior to signing the DD Form 1075, interview driver for information on remains, and release the driver.
- Check for any case file documentation from an MA facility belonging to the HR.
- Establish a case file folder for each HR unless there is a case file already provided.
- Search HR for ID media:

- Look for ID tags, ID card, billfold items with name, clothing nametags, or anything else that might help.
- Establish tentative ID based on one or more of the above ID media.
- Use UNIDENTIFIED if tentative ID cannot be established or is unknown.
- Deliver the HR and any case file information to the administrative section.

ADMINISTRATIVE SECTION

8-30. The administrative section is responsible for the following tasks:

- Obtain case file, all documentation, and HR from the receiving section.
- Initiate a case file for each HR if there is no case file established. Label the file with interment processing number, the believed to be name, rank, DOD ID number or SSN, and branch of Service.
- Include any documentation generated at the MACP or MA facility as part of the interment case file, and in MARTS.
- Initiate the GCC temporary interment site register (JMAO guidance).

Note: When creating a GCC temporary interment site register, the JMAO ensures the register has the following information: Unit conducting the interment, location of the interment site, name of temporary interment location, and grid coordinates, date (YYYY/MM/DD), interment processing number, believed to be decedent, grade, SSN/DOD ID number, branch of Service, organization, plot name, row, space number, preparing official and verifying official name, grade, organization, and signature section.

- Assign a processing number on GCC temporary interment site register:
 - Assign each HR a sequential cumulative interment processing number with the calendar year.
 - Record the cumulative number with the calendar year, for example 00126-19 (see figure 8-2 on page 8-8).
 - Initiate the GCC temporary interment site register (see previous note).
- Verify any ID media on the HR:
 - Establish tentative ID based on one or more of the ID media on the HR.
 - Use unidentified if tentative ID cannot be established.
- Complete DD Form 1076 (if inventory was not previously conducted):
 - Inventory PE and list the items on the form (time permitting).
 - Place the PE found on the HR in a slide interlocking sealed (clear plastic) bag.
 - Place the inventory DD Form 1076 in the clear plastic bag with PE items all inside a PE bag.
 - Ensure PE bag is secured to the left wrist unless the HR is missing that extremity. If the left wrist is unavailable, attach to any other upper or lower extremity available, as long as it does not damage, disarticulate, or otherwise affect the physical integrity of the HR. If no extremities are available, place the PE bag inside of HRP.
 - Do not remove ID tags or ID card from the HR.
- Assign plot, actual row, and space number for the HR upon arrival at the interment site location.
- Prepare two metal tags for each HR for temporary interment operations:
 - Etch the interment processing number on each metal tag using the metal stamp lettering and numbering kit or using an engraving device or embossing machine, if available.
 - Attach one metal tag to the HR and the other metal tag to the HRP or burial shroud, if utilized (see figure 8-2 on page 8-8).
- Label and document all rows.
- Deliver the HR and any case file information to the interment section for processing.

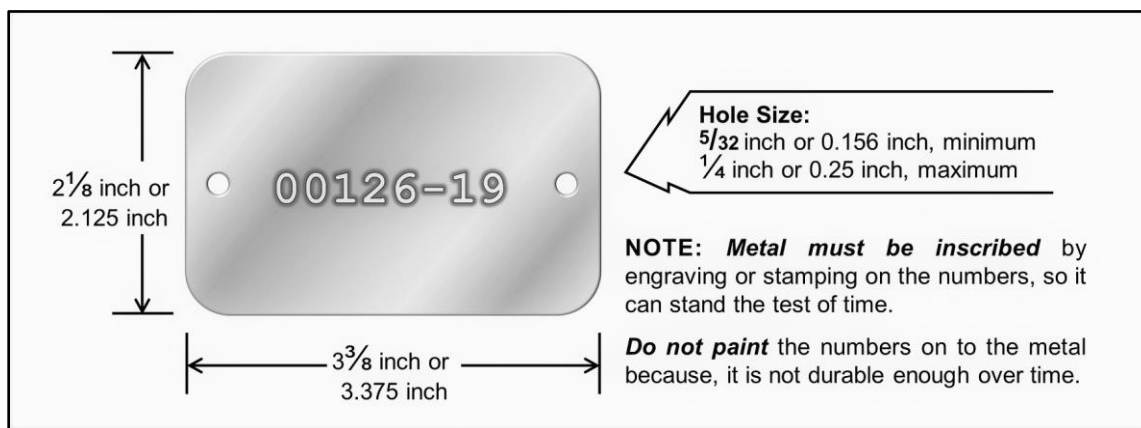


Figure 8-2. Metal interment processing tag used for remains in temporary interment

INTERMENT SECTION

8-31. The interment section will complete the following tasks:

- Coordinate engineer support to manually survey the land, use a drone (if available) to create an aerial photograph, and to open trenches with earth moving equipment. Refer to ATP 3-34.10 and ATP 3-34.40/MCWP 3-17.7 to assist when discussing interment instructions with the engineer platoon leadership.
- Establish a datum point for the first row of each plot by using a metal circle around the metal stake.
- Mark a ring around each stake at ground level with spray paint.
- Mark interment trenches as indicated on the interment site map with stakes and engineer tape.
- Coordinate with the chaplain for interment rites.
- Receive the HR and any case files from the administrative section.
- Verify the interment processing number with the tag on the remains, HRP, and the GCC temporary interment site register.
- Receive the plot-row-space assignment from the NCOIC (for example, U.S.-A-9-6):
 - The plot indicates the category (example, U.S.).
 - The row indicates what the row number is in the plot (example, 9).
 - The space indicates location where the HR will be interred in that row (example, space number 6).
- Place the HR in an HRP or wrap with shrouding material (if not already in an HRP). Attach the metal tag with the interment processing number to the HR and attach the other tag to the outside of the HRP or shroud.
- Assign the next available interment site row and space number (for example, Row 9, Space 6), on the GCC temporary interment site register.

Note: While the receiving section writes the sequential processing number on the GCC temporary interment site register, the assignment of the actual plot, row, and space number for the HR should not take place until the HR are located at the interment site and assigned a location.

- Annotate the following on the GCC temporary interment site register:
 - The plot identifier (United States, MNF Partner, and Enemy), which indicates HR by category (for example U.S., MNF, E).
 - The row number in that plot (dependent on space allocated for that plot).

- The space number in that row (the space is the location where the HR will be interred). No more than 10 spaces in a row.
- Engrave a metal tag for the metal stake with the Plot-Row-Calendar Year information and attach the metal tag to the stake (see figure 8-3):
 - Engrave the plot indicator to identify the category (U.S., MNF, or Enemy).
 - Engrave the alphabetical plot designation.
 - Engrave the row to identify the numbered row in that plot (no more than 10 rows in a plot).
 - Engrave the calendar year to indicate the calendar year that the interments were done.
- Inter enemy, MNF, and Armed Forces of the U.S. HR in separate rows to aid in later disinterment operations. When multiple plots are used, it is preferred to dedicate an individual plot to one category of deceased when possible.
- Enter the plot, row, and space number on the top right-hand corner of DD Form 1076. Place the HR in the assigned row and space, in a head to foot relationship to other HR. Place all completed forms in the case folder. Write the believed to be name, DOD ID Number, and SSN of the HR on the folder label, along with the processing number.
- Move HR feet-first, face-up to the assigned interment space.
- Lower the HR gently into the interment space.
- Close the rows when they are full.
- The appropriate interment officials must fill in the preparing official and verified by fields on the GCC temporary interment register.
- Safeguard the GCC temporary interment register, maintaining an original and a copy of the interment register at the interment site facility office.

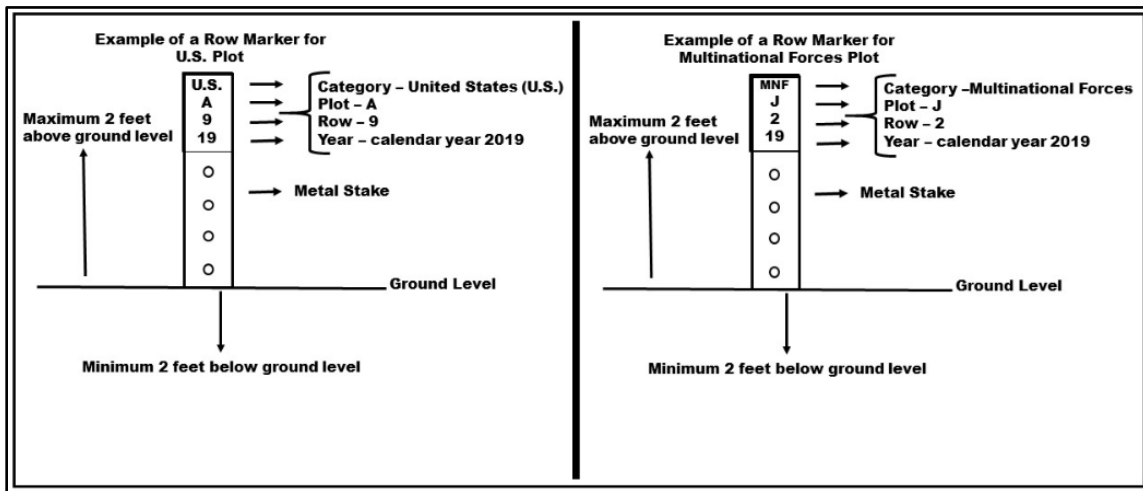


Figure 8-3. Metal tag to be used for the row marker in temporary interment operations

8-32. The layout of mass entrenchment rows is depicted in figure 8-4 on page 8-10.

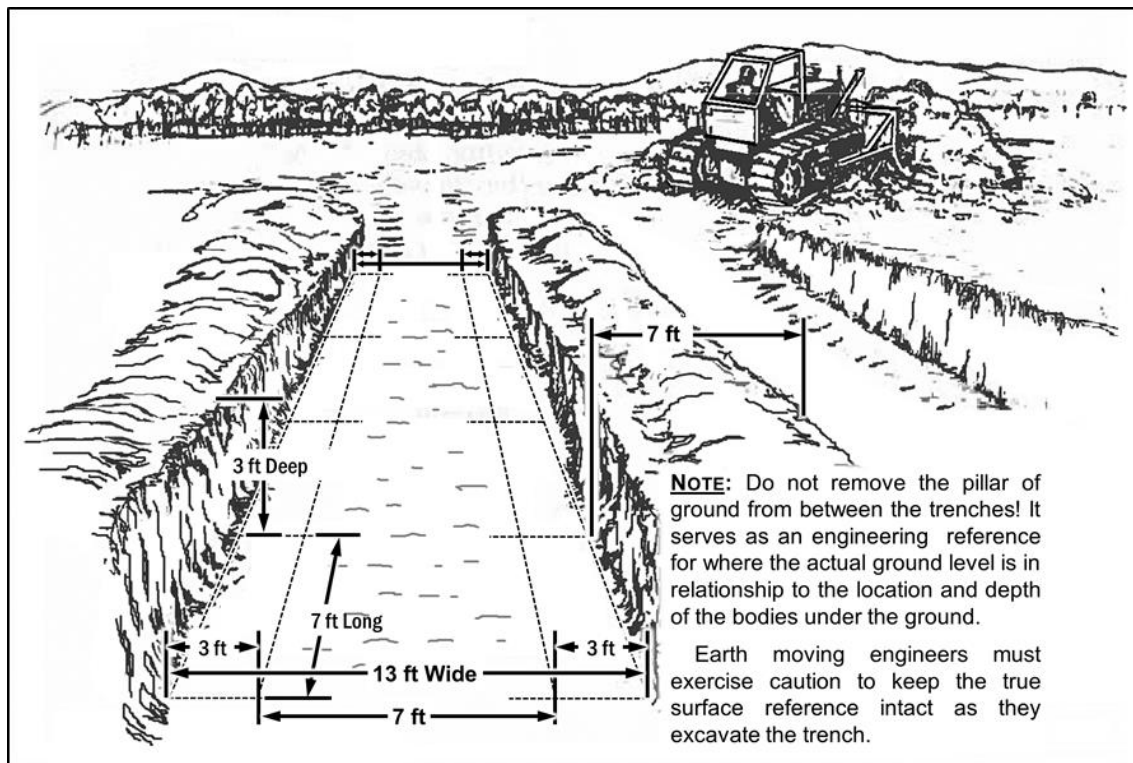


Figure 8-4. Example mass entrenchment site

GUIDANCE ON INTERMENT AND DISINTERMENT OF NON-UNITED STATES MILITARY

8-33. MA support for military dependents or U.S. civilians accompanying or employed by U.S. forces is performed in a manner similar to that provided for U.S. military personnel. The same records and reports are used.

8-34. For multinational operations, the U.S. may or may not be the lead nation for the MNF. Use existing standardization agreements whenever possible to facilitate common policies and procedures among participating nations. If agreements do not exist and the U.S. is the lead nation, USG policy and doctrine have primacy. If agreements do not exist and another nation is charged with lead nation responsibility, U.S. policy would apply only to U.S. forces and citizens, unless otherwise adopted by the MNF. The GCC should exercise situational judgment if required to blend MA throughout the MNF.

8-35. The following techniques are applicable where no other guidance is available:

- When possible, complete and maintain the same records and reports as for U.S. military personnel.
- When interment is required, establish separate interment sites for the interment of MNF and enemy dead. Provide separate sections for U.S., MNF, and enemy deceased when circumstances require interment in a U.S. temporary interment site.
- PE of MNF personnel is processed IAW standing agreements. In the absence of agreements, process PE in the same manner as in current MA procedures.
- HR and PE of enemy prisoners of war will be processed IAW the 1949 Geneva Convention (III) relative to the Treatment of Prisoners of War.
- Civilian detainees will be processed IAW the 1949 Geneva Convention (IV) relative to the Protection of Civilian Persons in Time of War.

8-36. Personal health and sanitation practices are vitally important, as handling HR in various stages of decomposition can result in exposure to physical, chemical, and biological hazards.

8-37. The potential for infection and spread of contagious disease, although low, is always present. Decedents with blood borne viruses (hepatitis or human immunodeficiency), tuberculosis, or diarrheal disease have a higher chance of spreading infection than those with epidemic-causing infections such as plague, cholera, typhoid, or anthrax.

8-38. Most infectious organisms do not survive beyond 48 hours with exceptions such as human immunodeficiency virus. Therefore, personnel handling or working in the areas where HR have been must be conscious of sanitation hazards and keep themselves and their work areas clean.

8-39. To prevent the contraction or spread of infection, personnel handling HR should adhere to the following health and sanitation guidelines:

- Wear disposable surgical gloves, N-95 respirator or surgical masks, aprons or over-garments, and eye protection at all times. Change the gloves after each use and dispose of properly in a biohazard bag.
- Scrub hands, forearms, and any other body portion that came into contact with the HR or the bodily fluids of the HR. Use a medicated or disinfectant soap.
- Avoid wiping the face or mouth with hands.
- Shower, cleansing the entire body, including the hair at the end of the duty day in which HR were handled.
- Dispose of all contaminated protective equipment IAW local policy.
- Wash and disinfect all equipment, clothing, and vehicles that came into contact with HR or fluids of the HR thoroughly.
- Maintain current vaccinations recommended for medical personnel and first responders.

Identification, Personal Effects, and Records of Human Remains

8-40. When the HR identity is known, the case file associated with the HR should be labeled as believed to be and the name of the deceased. All PE will stay on the HR when interment occurs. Maintain the case file in the administrative section of the interment site.

Unidentified Human Remains

8-41. Process unidentified HR in the same manner that would be done processing an unknown fatality at an MACP or TMEP.

Enemy/Adversary/Unknown Detainees

8-42. All enemy HR should be collected, processed, and given the same dignity, reverence, and respect that would be given to U.S. military HR. Coordination for repatriation or return of the HR to an enemy or adversary should be coordinated with the guidance of the JMAO. Record and turn over all records to the joint MA office for disposition.

CLOSING THE SITE

8-43. When all interments have been completed in each row, the row may be refilled. A bucket loader-type vehicle should be used for refill. Care should be taken not to drive over the rows, even after they have been refilled:

- Mark the beginning and end of each row with a metal stake. The stake should extend into the ground at least two feet, and two feet should be left above ground.
- Securely affix a metal tag to each stake indicating the row number. Use a GPS device (if available) to determine the location of each row and record it on GCC temporary interment register.
- Hand-carry all forms and records by special courier to the JMAO or TMAO. The JMAO or TMAO will provide one copy of all records of HN or adversary interments to the HN government.

8-44. All interments conducted by U.S. forces will be maintained by the JMAO for later disposition.

OTHER TYPES OF INTERMENT

8-45. Other types of interment are emergency burial, individual graves, and burial at sea. TTPs for CBRN temporary interment operations are being developed at the time of this publication and are not included within this chapter.

EMERGENCY BURIAL

8-46. Emergency graves are shallow graves used only when extracting the HR is not possible due to tactical constraints. Shallow graves should be dug just enough to obscure the HR from sight. Forward the coordinates of the site to a higher command so they may be recorded for future recovery operations. Emergency war burial procedures can also be found in Allied Tactical Publication-92.

INDIVIDUAL GRAVES

8-47. Individual shallow graves are constructed to prevent leaving HR unattended in open areas when no other method of interment or means of transporting the casualty to a mortuary affairs collection point is possible. All PE and other ID media should be interred with the HR. Leave any ID tags or ID cards on the HR. Be sure to mark the interment site for future recovery teams and forward the location to higher HQ for record keeping. Individual graves are used in an organized fashion in the manner that any cemetery is organized. Only remove unit property or classified documents for safeguarding and transfer back to the unit, or to an intelligence officer for reviewing sensitive media.

BURIAL AT SEA

8-48. When the death occurs aboard ship or the HR are recovered from the sea, the HR should be preserved for burial on land. Burial at sea should only be used as a last resort when refrigerated storage facilities are unavailable aboard ship and transfer to an MA site on land cannot be accomplished within a reasonable time, or when current conditions do not permit access to land. The authority for final determination of burial at sea resides with the commanding officer of the ship.

SECTION V – DISINTERMENT PROCEDURES

8-49. The purpose of disinterment operations is to return all fallen Service members back to CONUS. Disinterment operations should be conducted as soon as the tactical situation permits. When the order to disinter remains from the temporary interment site is given, it is important that heavy equipment not be used past the first 18 inches of dirt. After removing the first 18 inches, small hand tools and fine-scale excavation methods should be used. If HR are not in the marked area or HRP damage is noticed, conduct a search of the surrounding area for any evidence of bone matter or PE. The HR should be disinterred on a first in-first out basis.

8-50. Disinterment techniques are carried out in the reverse order of interment operations (see previous section). Instructions for completing DD Form 1079 for disinterment are located in appendix C in this publication.

8-51. When all disinterment operations are complete, it is the responsibility of the unit operating the site to restore the land so it may be returned to the HN in the same manner it was received. This process, known as transferring the land, must be properly coordinated through the JMAO.

8-52. Whenever personnel are conducting disinterment operations, they should wear N-95 high efficiency particulate air respirators, gloves, aprons, and other types of protective clothing IAW Service health and safety guidance.

8-53. Once in the general area of the interment site, use a GPS device in conjunction with maps to determine the exact location of each row.

8-54. A chaplain or RMT, if present, may offer a prayer or other appropriate religious support. If not, the senior military person may lead those present in 60 seconds of silence, with bowed heads, as a memorial. Perform the following disinterment procedures:

- Open the row from either end. Using a backhoe and digging with care, the operator may dig down approximately 18 inches. Multiple rows may be opened simultaneously depending on the availability of equipment. Dig the remaining depth with hand tools so as not to mutilate the HR.
- Remove the dirt from all sides of the HR carefully. Look for the metal tag that was pinned to the outside of the HRP or shroud.
- Match the number on the tag to the GCC temporary interment register processing number recorded during interment operations.
- Complete the DD Form 1079 (front side of the form for that plot and row). Prepare processing tag in the same manner as in interment operations. Attach this tag to the HRP or shroud.
- Sift the soil in the immediate area for skeletal anatomy and PE if the HRP or shroud is not intact.
- Place the HRP with the HR on a litter and remove from the interment site.
- Refill all rows and return the area as closely as possible to the original condition after all rows have been opened and the HR removed. Process the HR at an MACP adjacent to the disinterment site.

8-55. The NCOIC will report through command channels to the JMAO or TMAO when all HR have been disinterred from the interment site and will include the condition of the restored land being vacated in this report. Upon closure of the disinterment site, the NCOIC is responsible for delivering all disinterment records to the JMAO. Once a site has been evacuated, the JMAO or TMAO is responsible for turning the land back to the appropriate host government agency. If HR from other nations are still buried at the site, maintain the site if operationally feasible or until custody of the site can be turned over to the appropriate government.

8-56. The use of non-military MA support, host-nation support, and local or third-country national support should be limited to general labor, administration, transportation, and facility support. Only U.S. military, U.S. government civilians, or DOD CAAF should be used to conduct interment processing of U.S. remains and inventory of PE. Theater-specific Logistics Civil Augmentation Program agreements will identify MA functions to be performed by CAAF. If an agreement cannot be negotiated, MA support is performed under current U.S. military procedures.

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Chapter 9

United States Army Mortuary Affairs

This chapter describes Army MA capabilities and how they provide support to theaters of operations. This information will assist staff planners in synchronizing MA resources to support a wide range of military operations such as DSCA, recovery, evacuation, and large-scale combat operations. The Army has the largest MA force structure, and it is essential to integrate Army MA capabilities within the framework of all planned and ongoing theater activities, crisis response requirements, and combat operations.

ROLES AND RESPONSIBILITIES

9-1. The Army is required to maintain an MA force structure to provide DS to the Army and GS to other Services when requested. Additionally, the Army provides guidance and support for initial S&R during combat operations for other units. MA specialists are able to conduct a variety of tasks, including—

- Searching for HR.
- Recovering HR.
- Operating MA facilities.
- Tentatively identifying HR.
- Conducting temporary interment and disinterment operations.
- Conducting MACRMS operations.
- Coordinating the evacuation of HR to the designated port mortuary.
- Providing support to the SCMO in handling and shipping PE.

HEADQUARTERS, DEPARTMENT OF THE ARMY G-4 RESPONSIBILITIES

9-2. The Headquarters, Department of the Army (HQDA) G-4, in coordination with the Army assistant chief of staff, personnel, develops regulations and procedures for Army MA operations to ensure interdependence of regulations prescribed in AR 638-2. The Army G-4 provides support to MA force structure and theater-level missions per DOD MA policy and procedural guidance for the following:

- Operating MACPs.
- Operating TMEPs and TPEDs.
- Operating MACRMS.
- Operating temporary interment and disinterment sites.
- Developing and coordinating MA common materiel for use among the DOD components. Coordination among the DOD components may include devising procedures for use of this materiel.
- Operating, maintaining, funding MARTS, and administering the MARTS configuration control board. (See appendix B.)
- Operating and monitoring fatality data for HR and associated PE using the DCIPS.
- Operating and maintaining overseas mortuaries IAW force demands and needs of the military Services and GCCs.
- Processing HR of DOD-affiliated personnel and eligible noncombatants quickly and efficiently.

MAJOR ARMY COMMAND, ARMY SERVICE COMPONENT COMMAND, AND DIRECT REPORTING UNIT RESPONSIBILITIES

9-3. Due to the unique structure of the MA evacuation channel, MA generally operates within a JOA. GCCs assign lead Service common-user logistics responsibilities, normally through the contingency planning process, in order to achieve efficiencies and eliminate redundancies. They usually assign lead Service responsibilities to the dominant user or most capable Service for a particular common supply item or Service. In many cases, the Army serves as the lead Service for common-user logistics and other support such as MA within a joint force or MNF.

9-4. Theater Army planners play a critical role in shaping support by leveraging MA resources for integration in the JOA. In addition to the capabilities provided by the lead Service, a GCC will exercise directive authority for logistics. This ensures necessary logistics directives, including peacetime measures, are issued to subordinate commanders to ensure the effective execution of approved operation plans (OPLANs).

ARMY SERVICE COMPONENT COMMAND

9-5. The ASCC for a GCC enables interagency access, sets the theater, enables expeditionary maneuver, and protects joint bases, nodes, and networks. The ASCC sets the conditions for operational and tactical convergence by calibrating force posture with CCMDs, the Joint Staff, and HQDA to ensure that required multi-Service MA supplies and capabilities are in the theater and accessible. The ASCC MA officer and NCO work closely with the JMAO and the TMAO providing theater policy and guidance for all MA operations in the JOA.

9-6. The commanders will—

- Execute ASCC Title 10 responsibilities, HQDA and CCMD mission assignments for MA, enforce the administration of the DOD MA policy, and ensure the processes are compliant with policies and mandatory tasks established in AR 638-2 and this publication.
- Establish an MA lead Service office to provide control and coordination of MA support.
- Establish a TMAO to provide control and coordination of MA support.
- Execute duties, when tasked as MA lead Service office.
- Coordinate MA actions and planning with the JMAO and TMAO.
- Enable subordinate commanders to train basic MA tasks on handling and evacuating HR and PE IAW policy, procedures, and standards in this publication.
- Establish disaster MA response teams to recover DOD-affiliated HR and PE at multiple fatality incidents within their geographic AOR.
- Establish a TPED to support the transfer of PE for Army and Army-sponsored personnel.
- Maintain accuracy of reports for fatalities and associated PE by monitoring DCIPS and MARTS.
- Maintain liaison with, and provide MA information to, all Army units, installations, activities, and MTFs within the AOR.
- Maintain the required theater quantity stocks for MA (transfer cases, HRPs, PE bags, and MA PPE items).
- Maintain reports for MA common user equipment, operational contract, and maintenance support for MA facilities within the JOA.
- Maintain an MA office in the G-4 logistics operations supply and services directorate with an officer and NCO:
 - Mortuary affairs officers (MAOs) Army logistics officer 90A92 with additional skill identifier 4V, major (O-4) or an Army civilian equivalent with this additional duty.
 - Senior MA Sergeant, MOS 92M5O2S (additional skill identifier 2S for battle staff qualified), master sergeant (E-8).

Note. All ASCCs are authorized an Army 92M Master Sergeant (E8), except for U.S. Army North, which is authorized an Army civilian as the MAO.

Note. The U.S. Army Pacific and U.S. Army Central commands are authorized an Army commissioned officer as the MAO. The other three ASCCs are authorized an Army civilian as the MAO (U.S. Army Europe, U.S. Army South, and U.S. Army Africa).

9-7. See FM 3-94 and ATP 3-93 for more information on ASCCs.

STAFF PLANNER RESPONSIBILITIES

9-8. Army MAOs serving as MA staff planners are—

- Army MA-qualified officers with an additional skill identifier 4V.
- Commissioned and warrant officers.
- DOD civilians serving in the capacity of an MAO with the additional skill identifier 4V.
- MOS 92M NCOs who are battle staff qualified with additional skill identifier 2S.

9-9. MA NCO staff planners serve on logistics command staffs at all levels from battalion to theater Army. Their responsibilities include—

- Planning the employment of assigned MA assets.
- Providing advice to commanders on MA operations.
- Developing and reviewing operational plans for military operations supporting Army forces across the JOA.
- Identifying the priority and movement of logistics support for each phase of the MA concept for proper execution.
- Ensuring their concept/plan nests with that of their higher HQ to incorporate simultaneity, depth, synchronization, and flexibility to employ MA resources properly.

9-10. MA planners must train to anticipate and understand the support requirements of the tactical plan or the independent course of action. Additionally, MA planners must be able to assess sustainment feasibility while identifying support requirements for synchronization with the commander's intent. For this reason, commands must ensure these planners attend the SPO and battle staff courses to enhance the overall sustainment planning capability within the SPO.

9-11. Staff planners developing MA plans must be aware of several factors that affect MA activities and operations. These factors include—

- The type of conflict (regional or global).
- The size of the theater of operations (TO) and corresponding lines of communication for a contiguous AO, or lack of lines of communication for a noncontiguous AO.
- The logistics resources available, including assets within the AOR, existing contingency contracts, pre-positioned assets, and assets within the time-phased force and deployment data.
- The level of infrastructure development, including fixed facilities for mortuaries and airfields for evacuation.
- Fatality estimates and MA team requirements for different levels of support.
- The MA assets to support the commander's intent and concept of operations.
- The procedures for reporting war crimes and violations of the Uniform Code of Military Justice and the Geneva and Hague Conventions.
- Temporary storage (requested through the TMAO or JMAO) for contaminated HR if MACRMS has not been established.
- MACRMS personnel requirements.

9-12. For more information on sustainment, see ADP 4-0 and FM 4-0.

9-13. Staff planners are crucial in developing the operational concept and initiating the entire planning process. The MA staff officer or NCO responsibilities include—

- Preparing a running estimate for each proposed course of action.
- Identifying and resolving any logistics problems as soon as the situation permits.

- Advising commanders on fatalities (for example individual, multiple, or large-scale combat operations).
- Creating MA tabs for OPLANs (see JP 5-0 and figure 9-1 for MA plan input).
- Validating all MA planning assumptions throughout the military decision-making process as defined in ADP 5-0, ATP 5-0.2-1, and ATP 5-0.2-2:
 - Ensure all supported units have established a team for initial S&R, tentative ID, and evacuation to an MACP (see chapter 4 for non-MA unit responsibilities).
 - Ensure all supported units have an MA SOP prior to deployment.
 - Identify procedures for handling deceased local nationals, enemy combatants, and coalition and allied Soldiers.

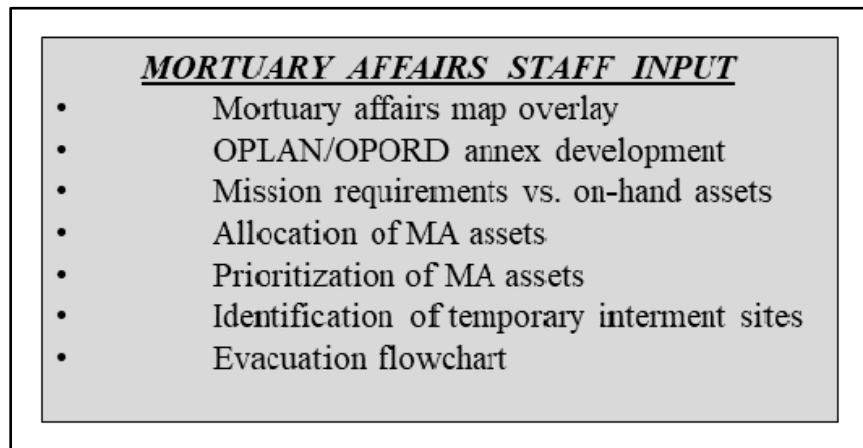


Figure 9-1. Mortuary affairs staff input

9-14. Within the command, these MA staff planners will—

- Complete mission analysis, formulate staff recommendations, develop plans, and conduct lateral coordination.
- Obtain guidance from the GCC MA concept of support for the planned theater through the JMAO.
- Request higher echelon MA concept of support plans.
- Develop and prepare MA plans, local policies and procedures, and input to the concept of operations plan, OPLAN, or operation orders (at all echelons):
 - Formulate joint operations staff recommendations and prepare the MA support tab (Annex C, Appendix 1) for the theater distribution plan per JP 5-0.
 - Provide information to submit courses of action, reports, and executive summaries on MA support for the AOR.
 - Provide MA input to Army operation orders and develop Annex F, Appendix 1, Tab H per FM 6-0.
- Coordinate MA support at all levels within the TO during all planning phases.
- Inform units in or arriving to the theater of reporting procedures, all local policies, current operations orders, annexes, standard operating procedures, DCIPS and MARTS access, and command guidance.
- Ensure that units are knowledgeable on MA plans and annexes prior to deployment.
- Maintain a DCIPS and MARTS account to monitor, track, and report on fatalities and associated PE within the OE.
- Provide command liaison support to the attached MACPs or other MA facilities providing support.
- Train subordinate unit recovery teams on unit-level battlefield recovery tasks (see chapter 4).
- Train and assist SCMOs on tracking PE from the theater.
- Conduct staff assistance visits and inspections and review the MA theater SOP for readiness.

- Check operational project stocks for MA supplies and equipment for forward deployed MA personnel.
- Plan for temporary above and below ground storage for incidents where HR are contaminated.

9-15. Staff planners will ensure non-MA company level units are involved in the MA mission or operation. Unit commanders must identify unit recovery teams within their AO. Unit recovery teams must be briefed on the local customs and courtesies for dealing with HR. The teams are trained to the MA standard by the MA liaison officer at the lowest echelon available, with the understanding that all HR are treated with the utmost dignity, reverence, and respect. For more information on non-MA unit responsibilities, see chapter 4.

Army Mortuary Affairs Officer/92M Mortuary Affairs Noncommissioned Officer Staff Planners

9-16. MAOs and MA NCOs can be located on staffs within theater down to the support battalion level. For more information, see JP 4-0, Appendix M, and chapter 2 in this publication. See figure 9-2 to view the authorized Army MAO and MA NCO staff positions.

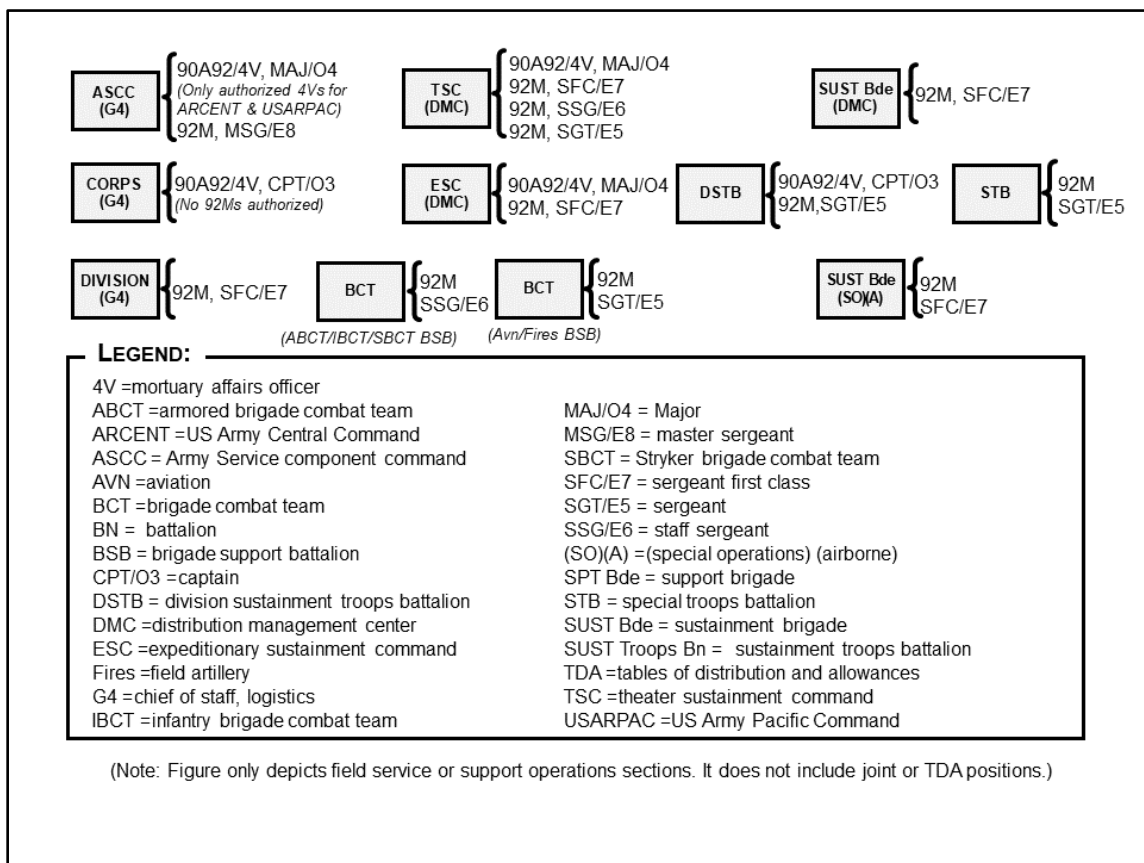


Figure 9-2. Mortuary affairs officer and noncommissioned officer staff planner positions

9-17. The following staff sections have Army MAOs and MA NCOs assigned within the various commands and components:

- GCC (J-4, JMAO): MAO only.
- ASCC (G-4, logistics operations, supply and services): MAO and NCO.
- Corps level (G-4, sustainment/logistics operations/services element): MAO only.
- TSC/ESC distribution management center (SPO, field services directorate): MAO and NCOs.
- Division level (G-4, field services): NCO only.
- Division sustainment brigade (DSB): NCO only.

- Sustainment brigade (non-divisional): NCO only.
- BCT, brigade support battalion (BSB): NCO only.
- Division sustainment troops battalion: MAO and NCO.
- QM company: MA specialist only.
- QM operations section: MAO and MA specialist.
- MA company.

Mortuary Affairs Staff Planners in Multi-Service Positions

9-18. In the JOA, Army MA staff planners organize, plan, train, and execute operations with a common language that is clearly articulated and universally understood. Within the JMAO, the MAO and MA staff planners are assigned to the J-4. The MA staff planners will—

- Maintain a centralized office that oversees MA operations to provide oversight of, coordinate, and manage MA support within their AOR.
- Give direction and guidance on providing MA support to all assigned and attached forces physically present in their AOR.
- Develop and provide input to the Appendix 1 (Mortuary Affairs) to Annex C (Distribution Network Processes) of the theater distribution plan for operational controls in their AOR.
- Provide information and submit reports on MA support for Army forces; develop Tab H (Mortuary Affairs) of Appendix 1 (Logistics), Annex F (Sustainment) of the operations order.
- Monitor DCIPS and MARTS for accuracy to report on fatalities and associated PE in the command.

9-19. For more information on the operation order, OPLAN, and concept plan formats, see CJCS GDE 3130, JP 4-0, Appendix M, JP 5-0, Appendix A, and FM 6-0.

COMMAND AND SUPPORT RELATIONSHIPS

9-20. Clearly defined command and support relationships throughout the AO are critical for providing effective MA support. Army command relationships indicated in this chapter will highlight the type of support to MA along with the command responsibility and authority. Army support relationships define the purpose, scope, and effect desired when one capability supports another.

9-21. Army command relationships define superior and subordinate relationships for unit commanders. By specifying a chain of command, these relationships unify effort and provide maximum flexibility to commanders employing MA forces. They also identify the authorities and degree of control of the gaining commander. The type of command relationship selected often relates to the expected longevity of the relationship between the units involved, and determines the administrative and logistics support responsibilities for both the gaining and losing commanders. (For more information on Army command relationships, see FM 4-0.)

9-22. Army command relationships include—

- Organic: assigned to and forming an essential part of a military organization (table of organization and equipment).
- Assigned: unit stays subordinate to the higher HQ (years).
- Attached: unit temporarily subordinate to the gaining HQ (months).
- Operational control: gives gaining commanders the authority to assign missions and further task-organize forces placed under their control (specific mission).
- Tactical control: gives gaining commanders the authority to assign missions, but not further task-organizing forces placed under their tactical control (specific mission).

9-23. A support relationship is established between superior and subordinate commanders when one organization should aid, protect, complement, or sustain another force on a temporary basis. Designating support relationships is an important aspect of C2 that provides a flexible means of establishing and changing priorities with minimal additional instruction. Each Army support relationship identifies specific authorities and responsibilities between the supported and supporting units, including which unit has the authority to

sustain, establish communication with, position, and set priorities for the supporting force. (See FM 4-0 for more information.)

9-24. For example, when establishing an AO or a JOA within a theater, the ASCC commander establishes support priorities IAW ARFOR requirements to achieve the GCC objectives. The ARFOR and the TSC establish a support relationship that permits the TSC to employ theater-wide MA resources to provide timely, responsive operational-level support to the Army forces (ADP 5-0). Figure 9-3 depicts command and support relationships for MA support.

9-25. Examples of support relationships could include—

- A sustainment element (TMEP) in general support of multiple units employed in the JOA having priorities of support established by its parent unit (associated with the TSC TMAO).
- An MACP attached to a BSB in direct support of the BSA. The maneuver unit establishes priorities and the BSB synchronizes support with the BCT for MA support.

9-26. The following list identifies the four Army support relationships and provides MA-related examples:

- DS: MACP providing MA support to the BSB for a BCT.
- GS: TMEP providing MA support to the TSC in the JSA.
- Reinforcing: reallocating resources, normally provides additional MA assets to the decisive operation.
- GS-reinforcing support: MA platoons standing by in the JSA or corps support area for further assignment.

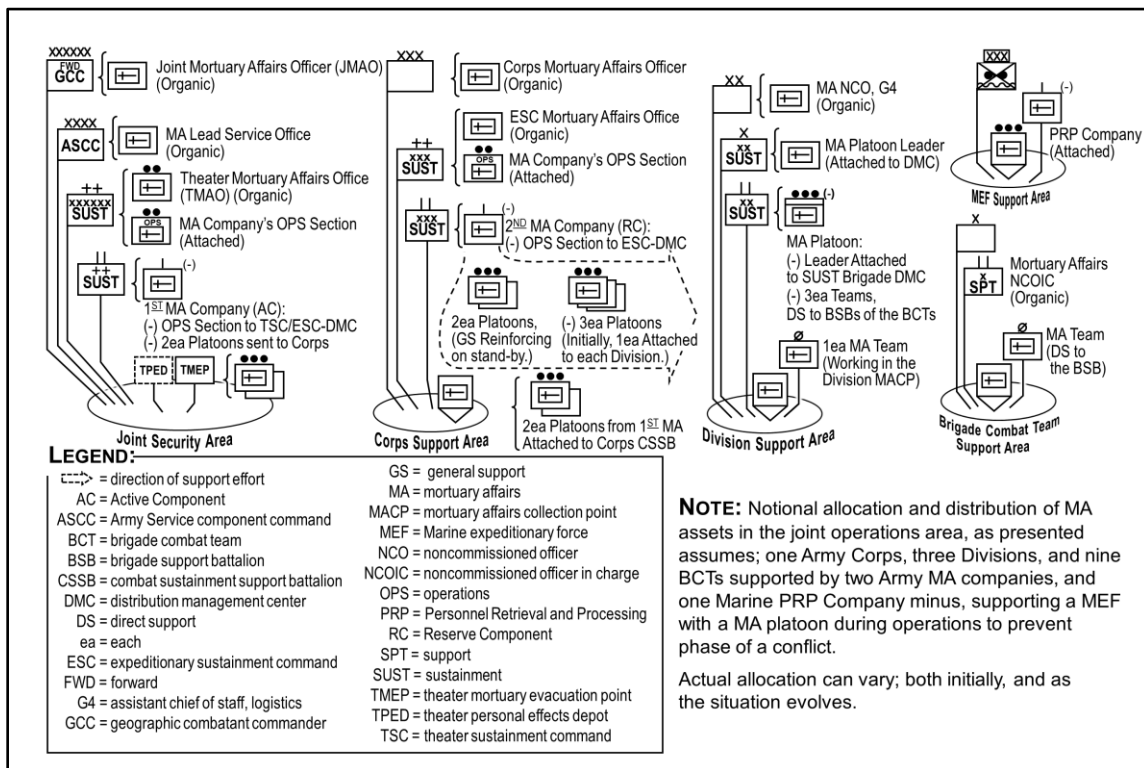


Figure 9-3. Command and support relationships for mortuary affairs support

Corps Headquarters

9-27. The corps HQ is organized, trained, and equipped to serve as ARFOR in campaigns and major operations, with command of two or more Army divisions, together with supporting theater-level organizations, across the range of military operations. As the ARFOR for the joint force command, the corps serves as an operational-level HQ, conducting land operations as the Service component command. A corps

can control up to five Army divisions in large-scale combat operations and normally has one ESC in direct support. Other theater-level assets are attached as required. The corps HQ organizational structure allows it to adapt to operational or tactical-level roles, depending upon the GCC's requirements (FM 3-94).

9-28. The corps has the following organic MA personnel:

- Corps MAO, Captain (O-3), serving in the G-4.
- No authorized MA NCO.

Theater Sustainment Command

9-29. The TSC is the ASCC's common-user logistics provider within the TO. The TSC is responsible for providing the ASCC with a common logistical picture, establishing the TMAO, and ensuring that the flow of MA assets into theater is timed properly. The GCC (JMAO) and the ASCC (MA lead Service office) directives must specify the authorities delegated to the TSC as well as the importance of the delineation of responsibilities between them. The theater MA concept of operations, OPLAN, and operations orders delineate responsibilities between the ASCC and TSC so the joint functions are clearly explained to the supported units in the AOR. The TMAO will control the Army theater MA mission, request for forces, and employ MA resources per the GCC and ASCC directives.

9-30. An MA company is normally assigned to the TSC but can be temporarily assigned to the highest sustainment echelon in the AO until the TSC establishes a forward presence. One MA company can support a three-division corps. It can provide DS to the corps BCTs with 12 forward MACPs and can also provide reinforcing support for a main MACP in the corps support area. The TSC assigns MA teams to support the corps AO, with planners positioning MA units to support corps, division, and brigade support areas. One MA company is allocated per corps. AC MA companies are capable of establishing, operating, and maintaining up to 16 MACPs; RC MA companies can establish, operate, and maintain up to 20 MACPs.

9-31. Individual sections may detach from the MA company and operate separately as the mission and logistics requirements dictate. This allows supported units the flexibility required to operate effectively within the AO. The MA company operations section is attached to the TSC special troops battalion and performs duties with the TMAO staff, providing additional QM functional expertise. It is responsible for the oversight of all MA assets in the TO, including tracking HR and PE to the CONUS port mortuary and the JPED using DCIPS and MARTS. However, the increased modularity places additional responsibility upon MA staff officers to produce and maintain accurate MA estimates. The estimates prepared are for planning both the timeline and the number of assets deploying.

9-32. The MA company, minus the operations section, will be attached to the combat sustainment support battalion (CSSB). The MA company minus is positioned to support the mission of the TMAO within the JSA. Two MA platoons will establish and operate the TMEP and TPED (if required), while the two remaining MA platoons go forward to support the corps, divisions, and BCTs with MACPs.

9-33. The TSC monitors the MA mission across the AOR, providing the ESC MA staff with the concept of sustainment for future operations. During certain operations, MA staff may recommend holding specific administrative or management functions at the TSC level or may augment the ESC. This recommendation will depend on an assessment of mission and operational variables. For more information on the TSC and ESC, see ATP 4-94. The TMAO—

- Establishes theater MA policies, procedures, and reports for the MA lead Service office and JMAO.
- Recommends redistribution of MA assets throughout theater as required.
- Monitors and manages MA-specific equipment and supply stockage levels throughout theater.
- Monitors DCIPS for accuracy of fatality reporting, manages the MARTS operators, and delineates responsibilities for the MA facilities throughout the TO (see appendix B in this publication).
- Identifies transportation requirements for movement of HR and PE.
- Tracks HR movement throughout the TO, and to the designated CONUS port mortuary using DCIPS, MARTS, USTRANSCOM Single Mobility System, and RFID information.
- Manages and tracks PE cases in the theater using MARTS and RFID.

- Operates at the lowest level authorized to disseminate information on deceased personnel to authorized entities.
- Maintains records and reports for all MA cases within the theater.

9-34. The TMAO organic staff resides in the SPO field services directorate within the distribution management center of the TSC. The section consists of four personnel:

- Theater MA officer: Army logistics major (O-4) with MOS 90A92 and additional skill identifier 4V.
- MA NCO: Sergeant first class (E-7) with MOS 92M4O2S.
- MA NCO: Staff sergeant (E-6) with MOS 92M3O.
- MA sergeant: Sergeant (E-5) with MOS 92M2O.

9-35. During full MA company deployments, the company operations section will augment the TMAO. This section consists of four personnel that have QM functional expertise:

- Operations officer: First lieutenant (O-2) with MOS 92A00 and additional skill identifier 4V.
- Operations NCO: Staff sergeant (E-6) automated logistics supply NCO with MOS 92A3O.
- Shower and Laundry NCO: Sergeant (E-5) with MOS 92S2O.
- MA Specialist: E-4 or below with MOS 92M1O.

Expeditionary Sustainment Command

9-36. ESC MA staff personnel are assigned to the distribution management center, SPO field services section. This section operates in the corps support area and plans, recommends resourcing, monitors, and analyzes field services support to deployed Army forces. The ESC, in coordination with the TSC TMAO and the JMAO, determines the requirements for and placement of Army theater MA assets. Requirement and placement considerations include fatality estimates from the ASCC operations and plans section, force structure, and the MA concept of logistics support. When tasked, or in absence of the TSC, the ESC acts as the TMAO to facilitate the processes involved with evacuating HR and PE from the theater.

9-37. When the ESC MA office is responsible for the theater MA mission, the MA company operations section provides the same augmentation to the ESC staff as it does to the TMAO. The operations section is attached to the CSSB and performs duties with the ESC MA staff. The ESC MA staff consists of only two personnel:

- MAO: Army logistics major (O-4) with MOS 90A92 and additional skill identifier 4V
- Senior Mortuary Staff NCO: Sergeant first class (E-7) with MOS 92M4O2S.

9-38. The ESC MA staff planner duties include, but are not limited to, the following:

- Recommend redistribution of MA assets throughout the TO, as required.
- Monitor and manage MA-specific equipment and supply stockage levels throughout the theater.
- Process flight requests; track HR movement throughout the TO and to the designated CONUS port mortuary.
- Maintain a DCIPS and MARTS account to track movement of HR and PE, manage MARTS operators, and delineate responsibilities for the MA facilities throughout the theater (when operating as the TSC).
- Manage and track PE cases in theater.
- Maintain records for all MA cases in theater.
- Execute all duties as previously outlined in the TSC TMAO MA staff planner responsibilities.

Division Mortuary Affairs

9-39. Divisions are the Army's primary tactical warfighting HQ. The division commands multiple Army brigades and is the Army's primary tactical HQ for decisive action (FM 3-94). An attached MA platoon supports division operations. The platoon HQ and one collection team are attached to the DSB and operate in the DSA. The platoon HQ augments the DSB MA staff, while the collection team establishes and operates

a main MACP in the DSA. This MACP supports the remaining platoon collection teams that operate DS MACPs positioned forward in BSAs.

9-40. The division staff has an MA NCO assigned to the division G-4 who performs the following duties:

- Provides guidance to the division commander and staff on MA actions in the theater.
- Prepares and reviews OPLANs, assists with the MA support annex, and initiates request for forces for MA augmentation personnel.
- Coordinates MA support for the division.
- Trains subordinate unit recovery teams on unit-level battlefield recovery tasks.
- Trains and assists SCMOs and PEIOs on collecting, documenting, packaging, and shipping PE from the theater.
- Conducts staff assistance visits, inspects, and reviews the unit MA SOP.
- Checks operational project stocks for MA supplies and equipment for forward deployed MA personnel.
- Executes all duties as previously stated in the MA staff planner responsibilities.
- Provides liaison to any MA elements requiring logistical support within the division AO including—
 - Main collection point in the DSA.
 - Forward MACPs providing DS to the BCTs.

Division Sustainment Brigade

9-41. Each division has an assigned DSB that supports division operations. The DSB has organic MA planning capability resident within both the brigade HQ and division sustainment troops battalion staffs. There is an MA NCO in the DSB SPO section, and an MAO and MA sergeant in the division sustainment troops battalion SPO section.

9-42. The MA platoon HQ section (platoon leader, platoon sergeant, wheeled vehicle mechanic, and MA specialist) augments the DSB SPO staff.

Brigade Combat Teams and Separate Support Brigades

9-43. BCTs and other separate support brigades (aviation, maneuver enhancement, and fires) have an MA NCO authorized in the support battalion SPO section. The sustainment brigade supporting special operations command has one organic 92M MA NCO.

9-44. The MA staff NCOs that perform those functions are—

- Supporting brigades; 92M MA NCO, Staff Sergeant/E-6 or Sergeant/E-5, varies by the table of organization and equipment (TO&E).
- BCT (Armored, Infantry, Stryker); BSB; 92M MA NCO.

Combat Sustainment Support Battalion

9-45. CSSBs may have Army QM MA companies, platoons, or teams assigned or attached to perform a variety of MA functions (for example MACP, TMEP, TPED, or MACRMS). These elements may augment corps and division MA staff sections. Theater MA assets and companies remain consolidated at a higher level until required. The CSSB has C2 responsibility for the Army QM MA company at the JSA or in the corps AO, and task organizes MA units to conduct operations as required (see ATP 4-93.1). There are no organic MA personnel on the CSSB staff.

9-46. Coordination through the CSSB logistics officer is vitally important for additional MA logistical requirements, medical supplies, and supplemental transportation for evacuating HR from the MTF to the MACP or TMEP.

TOTAL ARMY MORTUARY AFFAIRS SPECIALIST ASSIGNMENT AND ALLOCATION

9-47. Army MA specialist, MOS 92M, is a low-density career field managed by the Army QM proponent. The 92M critical mission is to ensure the U.S. Army carries out DOD directives to handle all fatalities with dignity, reverence, and respect.

9-48. Within the MA force structure, MA specialists assigned to the AC, RC, and National Guard contribute to the overall MA mission. The following are authorized 92M positions:

- Army MA specialists assigned to work in an Army mortuary.
- Armed Forces Medical Examiner System.
- Joint personal effects depot.
- Observer controller/trainer, combat training center.
- Defense Prisoner of War/Missing in Action Accounting Agency.
- Instructor or small group leader at an NCO academy.
- MOS instructor.
- MA staff planners (all echelons, all components).
- MA company (first sergeant, platoon sergeant, section chief, MA collection team leader).
- MA detachment (Army liaison team).

MORTUARY AFFAIRS COMPANY MISSION

9-49. The MA company mission is to perform a full range of MA operations and provide tailored support for unified land operations and large-scale combat operations in the JOA. MA company personnel conduct search, recovery, and evacuation operations for deceased U.S. military and designated U.S. civilian and allied personnel, receive and process PE, and maintain essential records and reports. The MA company is designed to be modular, maintaining the ability to deploy at the team level. This modularity is essential to support the Army and provide GS for the other Services when requested. Each MA platoon can perform any of the MA tasks in support of decisive action, but cannot perform all tasks concurrently.

9-50. The MA company as a whole can perform several MA functions with each platoon providing a different capability. Performing either the TMEP or MACRMS mission greatly reduces the ability to provide other MA functions.

DEPLOYMENT ROTATIONS

9-51. QM MA company elements deploy for 6-month rotations if actively conducting MA operations during extended deployments. This methodology has reduced the post-traumatic stress disorder cases among MA personnel. Leaders must ensure that their personnel are allowed to properly decompress after deployments and should coordinate with the local chaplain and behavioral health team to plan and implement a decompression program. Leaders should also maintain a resiliency program that promotes physical and mental fitness and a healthy lifestyle. For more information on resilience, see appendix A in this publication.

MISSION-ESSENTIAL TASKS

9-52. The Army QM MA company has two different configurations, but they have identical mission-essential task lists (see table 9-1 on page 9-12). The mission essential tasks for collective training can be found on the Army Knowledge Online, Army Training Network, and Combined Arms Training Strategies web sites. Web site URLs are provided in the references section of this publication.

Table 9-1. Quartermaster mortuary affairs company mission-essential tasks

| Quartermaster Mortuary Affairs Company Table of Organization and Equipment 10490K000 Mission-Essential Tasks | |
|---|---------------------------|
| Conduct Mortuary Affairs Operations (10-CO-0324) | |
| Operate a Mortuary Affairs Contaminated Remains Mitigation Site (MACRMS) | Task number (10-CO-0318) |
| Conduct Mortuary Affairs Interment Operations | Task number (10-CO-0321) |
| Conduct Mortuary Affairs Disinterment Operations | Task number (10-CO-0322) |
| Conduct Troop Leading Procedures | Task number (71-CO-5100) |
| Operate a Mortuary Affairs Collection Point (10-CO-0315) | |
| Conduct Mortuary Affairs Search and Recovery Missions | Task number (10-CO-0316) |
| Establish a Mortuary Affairs Theater Personal Effects Depot | Task number (10-CO-0323) |
| Operate a Theater Mortuary Evacuation Point | Task number (10-CO-2417) |
| Conduct Troop Leading Procedures | Task number (71-CO-5100) |
| Conduct Unit Defense (63-CO-0727) | |
| Camouflage Equipment | Task number (05-PLT-3003) |
| Treat Casualties | Task number (71-CO-5100) |
| Evacuate Casualties | Task number (71-CO-5100) |
| Conduct Troop Leading Procedures for Companies | Task number (71-CO-5100) |
| Conduct Expeditionary Deployment Operations (55-CO-4830) | |
| Conduct Rail Load Operations | Task number (55-CO-4802) |
| Perform Pre-deployment Training Activities | Task number (55-CO-4803) |
| Prepare Equipment for Deployment | Task number (55-CO-4806) |
| Conduct Rail Unload Operations | Task number (55-CO-4814) |
| Conduct Staging Activities | Task number (55-CO-4826) |
| Conduct Unit Redeployment | Task number (55-CO-4829) |
| Conduct Troop Leading Procedures | Task number (71-CO-5100) |

MISSION REQUIREMENTS

9-53. The Army QM MA company is required to provide theater-level support in a JOA. The unit provides support capabilities to—

- Establish and operate MACPs with refrigeration capability within the BSA.
- Establish and operate a TMEP.
- Conduct limited deliberate S&R missions when required if support is available.
- Conduct temporary interment and disinterment operations when directed by the GCC.
- Conduct interment operations at two temporary interment sites (engineer support required).
- Operate and maintain MARTS.
- Establish and operate a TPED.
- Establish and operate a MACRMS (requires personnel and equipment augmentation from the CBRN, AFMES, and medical communities).

RESPONSIBILITIES

9-54. In addition to the MA company theater mission requirements, on-order duties include—

- Responding to CONUS or U.S. territory peacetime mass fatality incidents as requested and authorized by the Secretary of Defense, in accordance with DODD 3025.18 and the National Response Framework (NRF).

- Responding to OCONUS peacetime mass fatality incidents as requested by the State Department, authorized by the Secretary of Defense, and in accordance with DODD 5100.46.

9-55. The MA company must also—

- Establish and maintain site security.
- Control access to MA facility processing areas and safeguard the fatality information from unauthorized personnel and media.

MORTUARY AFFAIRS COMPANY STRUCTURE

9-56. There are different variations of the Army Quartermaster MA company structure for the AC and the RC:

- The AC MA company (figure 9-4) has four MA platoons and an HQ platoon.
- The RC MA company (figure 9-5 on page 9-14) has five MA platoons and an HQ platoon.

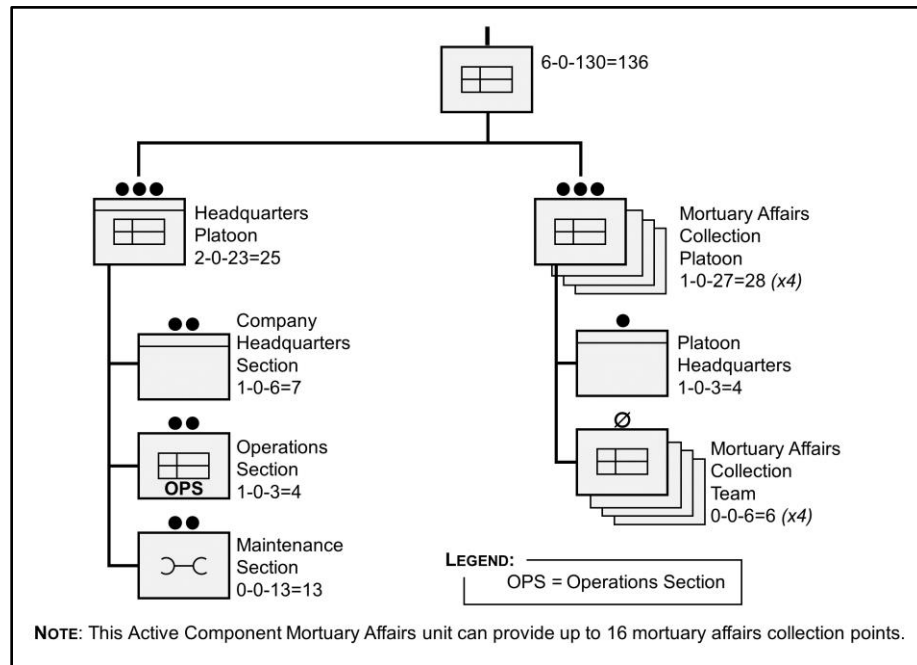


Figure 9-4. Active Component quartermaster mortuary affairs company

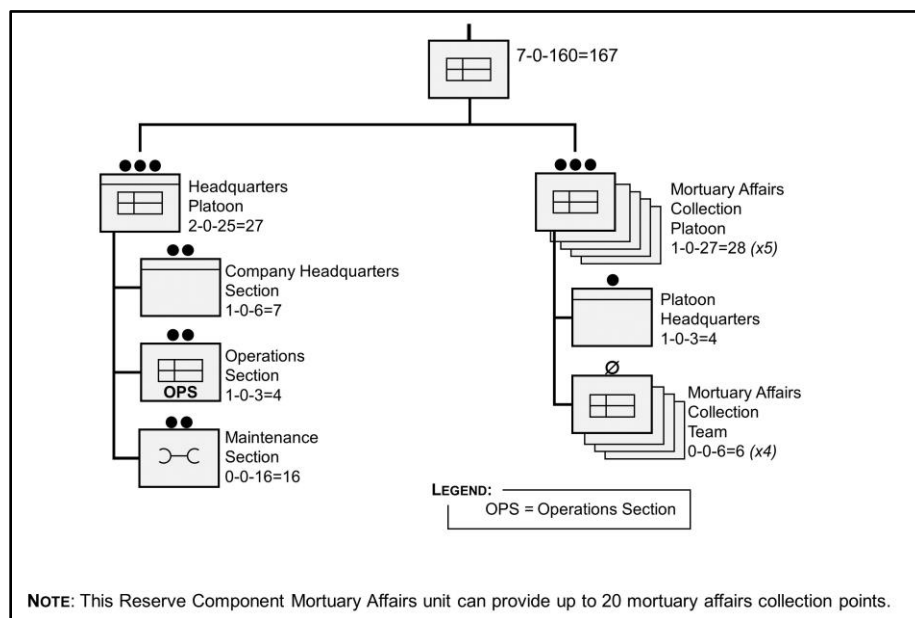


Figure 9-5. Reserve Component quartermaster mortuary affairs company

MORTUARY AFFAIRS PLATOON AND SECTION MISSIONS

9-57. The QM MA company design allows it to tailor support and attach capabilities throughout the AO.

COMPANY HEADQUARTERS PLATOON

9-58. The company HQ section provides C2 and administrative and logistical support to the company and any attached elements operating within the company. In the deployment phase, the commander and first sergeant may deploy ahead of the company as an early entry module with other advance forces to allocate and place the MA unit for integration within the JOA.

9-59. The maintenance section provides unit-level maintenance management, direct maintenance supervision of the company subordinate elements, equipment repair, and vehicle recovery. The MA company commander will place and assign maintenance personnel with forward deployed elements for best support to the MA teams or facilities.

9-60. The operations section is comprised of Soldiers and NCOs from across all the major functional proponents within the QM discipline to provide subject matter expertise to complement the first sergeant. Upon arrival as an early entry module or advance party, this section integrates with the TSC MA section to be a cell for the support operations division. Once integrated, this cell acts as a coordination and logistics hub for the assignment and placement of all Army MA assets going through the reception, staging, onward movement, and integration into the JOA. Once all company MA assets are in position, this section is responsible for the oversight and overall execution of the MA mission at the corps level.

MORTUARY AFFAIRS PLATOON HEADQUARTERS

9-61. The MA platoon HQ provides supervision, coordination, and scheduling for MA operational elements of the platoon. The platoon HQ can also serve as an early entry module for the MA company or MA platoon to allocate or place MA assets on the battlefield.

MORTUARY AFFAIRS PLATOON COLLECTION TEAMS

9-62. The collection team conducts limited search, recovery, and evacuation operations of deceased U.S. military, certain U.S. civilian personnel, and allied personnel. Each MA team is capable of receiving,

inventorying, and coordinating the evacuation of deceased personnel and their PE. The teams may be combined for modular support to perform MACP, MA transfer point, main collection point, TMEP, TPED, or MACRMS operations. The platoon can be tasked to perform any one task. It cannot perform the tasks concurrently.

9-63. A MA collection team consists of six personnel with a dedicated MIRCS and prime mover (M1120A4 truck palletized load handling system). The team can temporarily store 15 HR in refrigeration and process up to 20 HR per day. The MA collection teams are capable of processing HR in fixed facilities, tents, MIRCS, or makeshift MACPs.

ASSIGNMENT AND DEPENDENCIES

9-64. The following paragraphs discuss the characteristics for assigning and allocating an Army MA company throughout the AO.

ASSIGNMENT

9-65. MA units are assigned to a CSSB or DSB. When performing MACP operations, the MA collection teams may be attached to a supported BCT (see chapter 5). Within the DSA, the DSB serves as the C2 for the MA company and works with the TMAO to employ MA assets in support of the theater MA mission. Commanders and staff planners must understand the MA company's ability to accomplish their TO&E mission. Tasking the MACP with performing additional duties and responsibilities outside of its scope will have a severe degradative impact on the MACP mission.

9-66. The MA company commander or a designated representative must continually inform the chain of command about current responsibilities and the capabilities of the unit. The chain of command should know how any additionally assigned responsibilities affect the ability of the MA company to adapt and flex to future operations. Upon a full MA company deployment, a DSB receives an MA platoon. This platoon provides forward MACPs to support each BCT with an MA team to stay in the division support area.

DEPENDENCIES

9-67. The QM MA company is dependent upon—

- Appropriate elements of the division, corps, or theater for religious, legal, engineer, EOD, medical support (including role 1-3, behavioral health support, and operational public health for biohazard management guidance), finance, personnel and administrative services, supplemental transportation support, and QM supply company support to establish the TPED.
- The CBRN company to provide augmentation personnel for the contamination mitigation of personnel and equipment and CBRN technical support to the MA company. The CBRN company assists with the mitigation and monitoring of chemically, biologically, or radiologically contaminated HR during the tentative ID process at a MACRMS.
- A field feeding company or supported BCT for field feeding support.
- GCC theater support for a MACRMS, including specialized personnel (AFMES, Federal Bureau of Investigation, and medical), additional refrigeration capability, additional containers for above ground storage, and transportation assets to evacuate HR for large-scale combat operations.
- The ASCC theater MA lead for theater project stock of HRTC, IHRTCs, HRP, PE Bags, MA supplies and PPE for all MA facilities supporting the JOA.

MOBILITY

9-68. The MA company requires 100 percent mobility of its TO&E to be transported in a single lift using organic vehicles. The unit can deploy the MA platoons separately but do not have all the company resources to accompany the MA platoons.

9-69. The MA company can conduct intra-theater transport of 100 percent of its TO&E equipment and supplies in a single lift by using its authorized organic transportation assets with supplemental transportation.

EMPLOYMENT

9-70. The MA company will deploy and establish operations in theater as required by the GCC, and IAW the theater Army priorities established by the TMAO. The company establishes MA activities and conducts operations in the JSA, DSA, and BSA.

BASIS OF ALLOCATION

9-71. The MA company supports deployed forces with a variety of MA operations during contingency, large-scale combat operations, and DSCA missions, as required. One MA company will be allocated per corps and each MA platoon will support a division. The division positions the MA teams to provide DS to the BCT from the BSA. Based on mission requirements and the duration of the fight, an additional MA company can augment the corps and call forward MA platoons for reinforcing support to the divisions.

9-72. The Army has two AC and six RC MA companies. Figure 9-6 below depicts all the locations of the MA units. The RC MA company in Hawaii has MA platoons dispersed throughout the Pacific.

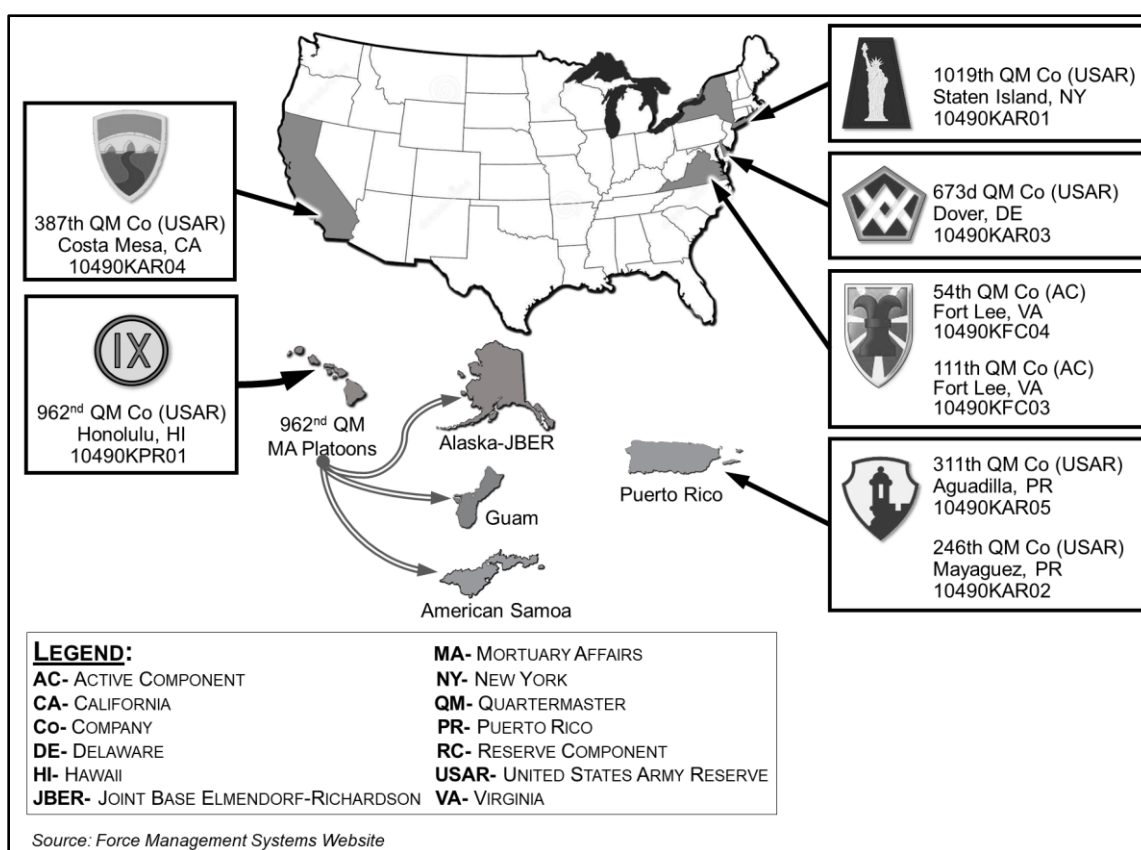


Figure 9-6. Army mortuary affairs company locations

MORTUARY AFFAIRS COMPANY CAPABILITIES

9-73. The RC MA company is capable of establishing up to 20 MACPs (16 for AC). Additionally, the company is able to establish a main collection point and provide MA staff augmentation to supported corps and division HQ. Each MACP is capable of processing up to 20 HR per day, which includes the receipt, processing, and evacuation of HR along with all associated PE. The main collection point is capable of receiving and managing remains and PE received from the forward MACPs on a 24-hour basis. When called forward, the company operations section is able to act as the early entry module to assist the TSC with the reception, staging, onward movement, and integration of MA units.

9-74. Operational capabilities drop significantly if the MA company is also tasked to conduct S&R, operate a TMEP, conduct MACRMS operations, or temporary interment and disinterment operations. The MA company can—

- Establish MACP locations. May establish a main collection point at corps or division level when required and evacuate fatalities to the TMEP.
- Operate a TMEP with the ability to process up to 250 HR per day to the CONUS port mortuary.
- Establish a TPED.
- Provide limited support for deliberate S&R, including contaminated HR recovery operations.
- Recover, secure, account for, and evacuate PE with the HR.
- Operate a MACRMS.
- Provide theater-level MA support to other Services.
- Maintain essential records and reports.
- Perform field maintenance on all organic equipment, except communications security equipment.

9-75. The MA company is capable of providing its own unit maintenance (minus communications security equipment). When co-located with the command being supported, the supported unit must provide any required external maintenance. The unit maintenance section requires maintenance contact team support for MIRCS maintenance while deployed.

9-76. The JMAO or the MA lead Service office manages MA-controlled supplies and equipment and forwards to the MA activities. They may forward reusable controlled items (for example, transfer cases) to the MACP level based upon the situation and AO. The MA company has minimal capability for contamination mitigation operations in a CBRN environment. The MA unit relies on the supported element to provide operational decontamination and the CBRN company for thorough decontamination of personnel and equipment.

9-77. The MACPs may operate out of a MIRCS. The MACP should not move until all HR have been processed and evacuated. However, when the MACP operates out of a MIRCS, the MACP may relocate prior to evacuation of the HR onboard, if required. Priority is to evacuate the HR to the rear where the TMEP is located as well as the APOE for transportation to the CONUS port mortuary for final disposition. The Army MA companies have the MIRCS authorized as common user equipment. (See chapter 5 for more details on this equipment.)

9-78. When refrigeration of HR is required, the following apply:

- The refrigeration unit should be clean, and temperature should be maintained between 34-40 degrees Fahrenheit, to prevent freezing and/or advance decomposition, as indicated in TG 195A and TM 10-4110-263-10.
- The MA leaders must use the first-in, first-out concept for the placement of HR in refrigeration.
- MA refrigeration is not a storage unit; do not factor this equipment into planning estimates for additional storage.
- Place no other items, such as class I (food and perishables) or Class VIII (medical supplies) in MA refrigeration assets.
- If additional refrigeration is required, the NCOIC should contact the BSB SPO or division G-4 to initiate augmentation by external units or local contract.
- According to TM 10-4110-263-10, the MIRCS consists of 16 morgue tray compartments but can only hold 15 intact HR. The top right tray is partially blocked by a refrigeration conductor. However, HR portions or PE that are soiled with blood borne pathogens can be stored in this compartment awaiting evacuation.
- The refrigeration unit strictly holds HR until they can be processed or evacuated.
- If military working dogs or other government-owned animal remains will be stored in a refrigeration unit with DOD-affiliated HR they must be isolated from HR unless the remains are comingled with the military working dog or other government owned animal remains (for example, IED incident). Working animal remains will be processed IAW AR 40-905/SECNAVINST 6401.1B/AFI 48-131, and DAFI 31-121/AR 700-81/OPNAVINST 5585.2C/MCO 5585.6.

- Four temporary HR holding shelters are supplied with the MIRCS. Each ambient temperature, non-refrigerated shelter is capable of holding six HR for a total of 24 HR, see figure 23 in TM 10-4110-263-10 (for MIRCS operational characteristics, see chapter 5 in this publication).

MORTUARY AFFAIRS COMPANY REQUIRED SUPPORT

9-79. MA company support requirements include—

- Life support.
- Field feeding support.
- General logistics support (water, fuel, and replenish MA supplies).
- External maintenance (including refrigeration) support.
- Religious ministry support.
- Health service support.
- Force health protection (for example, behavioral health, operational public health, and preventive medicine).
- Legal support.
- Finance.
- Engineer.
- EOD support.
- CBRN personnel and equipment decontamination.
- Additional transportation.
- Unit-level communications security maintenance.
- Automation and cyber support.
- Ice support or ice-making capability (if situation allows).

MORTUARY AFFAIRS OPERATIONS

9-80. Upon deployment, the MA company commander and first sergeant must work closely with the TSC, G-4, and sustainment operations division. This coordination provides MA leaders visibility of the transportation, personnel, and logistics assets available throughout the AO to resolve issues. It also allows the leadership to mitigate any MA issues, specifically those concerning transportation, communications, and command and support relationships.

9-81. MA leaders must continually produce logistics estimates in order to identify operational shortfalls that impact availability of personnel and equipment. Before deploying to a specific JOA, the commander or a designated representative must coordinate with the TSC. The key areas to coordinate are synchronizing the TPFDD, matching unit personnel to equipment, and identifying equipment shortfalls. MA leaders should—

- Coordinate daily with the appropriate individuals who have oversight for MA issues and continued support.
- Attend recurring briefings to obtain current and vital information needed to make informed MA decisions.
- Provide the SPO in the supported command with accurate flow of information on MA issues.
- Safeguard fatality information (treat as sensitive information).

9-82. Upon arrival at a new location, the MACP NCOIC will notify both the supported unit and the TMAO. The supported unit provides C2 for the MACP, but the NCOIC continues to communicate and report MA issues to the TMAO. The MACP will follow additional reporting requirements IAW the supported unit SOP.

9-83. The MACP NCOIC is responsible for initiating MACP priorities of work that specifically include establishing and maintaining site security. The increased presence of embedded media within combat formations requires that MA leaders strictly control access to the processing area. The MA leadership has an inherent responsibility to safeguard information related to fatalities and protect death information from unauthorized media reporting.

9-84. Refer media questions about DOD S&R efforts or any fatality to the CCMD public affairs office. All Service component news releases and samples of media coverage are copied to the CCMD public affairs office.

SITE SELECTION AND ESTABLISHMENT

9-85. Site selection is dependent upon unit of attachment and their defensive structure. Generally, the MACP will be located in the BSA and integrated into the overall defense plan. The MACP should be located in an area that allows for restricted access and viewing of the operation. A MACP operates out of a MIRCS for mobility, which should be placed IAW the MACP site selection considerations and criteria provided below.

SELECTION CONSIDERATIONS AND CRITERIA

9-86. The MACP should be highly mobile and prepared for rapid-load operations while providing DS to maneuver units. The following should be taken into consideration when determining the location of an MACP:

- Accessibility for combat units evacuating HR and marked clearly for easy recognition.
- Ability to establish a screen area using natural screening or screening material.
- Proximity to a main supply route to facilitate delivery and evacuation of HR.
- Ability to build a road network on-site or to use an existing road network.
- Ability to build a helipad on site or to use an existing helipad.
- Proximity to engineer support for construction and maintenance of a road network, interment site, and helipad.
- Proximity to a landing strip or airport.
- Proximity to life support, human resource personnel services, and MTF, but out of sight from the patient decontamination site or CCP.
- Proximity to tactical communications support.
- Access to mobile refrigeration containers (overflow).

PRIORITIES OF WORK

9-87. The NCOIC implements the priorities of work:

- Tie-in with adjacent unit.
- Establish site security.
- Establish communication.
- Coordinate life, administrative, personnel, and medical support.
- Establish habitual transportation link.
- Establish or create signs to identify the MA facility.
- Coordinate engineer support to prepare road network and other mission requirements.
- Prepare refrigeration (overflow).
- Construct munitions holding area per guidance from EOD personnel.
- Shield the MA facility from public view by using a latrine screen, overhead camouflage screening materials, or fence with canvas attached for privacy.
- Prepare to receive HR, and notify the supported unit and higher HQ that the MACP is ready to receive HR.

9-88. The command responsible for the MACP or TMEP (sustainment brigade, BSB) duties include:

- Command team, chaplain, and MA NCO monitors MA team for sustainment and readiness.
- Provides PPE, MA supplies, ice (if available), bulk water and fuel for the MACP operations.
- Maintains close liaison with MA team for MA facility maintenance, biohazard waste disposal, and additional equipment and personnel requirements.

Note. The MACP and TMEP are not resourced with additional personnel or equipment to retrieve HR and PE from the unit, CCP, MTF, or another MACP. Evacuation of HR and PE is a logistics function.

9-89. Roles and responsibilities for HR evacuation differ by organization:

- Unit-level. The unit S&R team recovers the unit's loss and—
 - Transports the HR to the nearest MACP.
 - Ensures all appropriate documentation accompanies HR to the MACP along with associated PE, government ID, organizational clothing, individual equipment, and body armor to aid in the tentative ID and determine the manner of death.
 - Completes a DD Form 565 at the MACP.
- Medical treatment facility. If the Service member dies at an MTF, the staff will—
 - Coordinate for transporting the HR to the nearest MACP.
 - Ensure appropriate documentation accompanies the HR to the MACP.
 - Ensure all associated PE, government ID, and government equipment (helmet and body armor) accompany the HR to MACP.
 - Transport HR using a covered vehicle and resources that are not dedicated for air or ground ambulance medical evacuation.
- Commands responsible for MACP or TMEP support (for example, sustainment brigade, BSB). The supporting unit provides a detail with personnel available to assist only with remains handling, driving, and clean up. These personnel do not process the HR, PE, or any portions.
- MA facility personnel coordinate with the command MA liaison officer or NCO for transportation (ground or air):
 - Follow all procedures in chapters 5 and 6 for processing at an MACP and TMEP.
 - Prepare HR for transport in a transfer case from the MA activity (icing HR, complete case file information, and account for PE and body armor for AFMES staff).
 - Complete all transportation documentation, enter fatality information into MARTS for evacuation with flight information from the MACP or TMEP to the CONUS port mortuary, and transport in a covered vehicle from the MA facility to the USAF cargo special handling area.

MORTUARY AFFAIRS COLLECTION POINT AND THEATER MORTUARY EVACUATION POINT PROTOCOLS

9-90. Army MA teams require observation of the following protocols:

- Army MACPs operate 24 hours per day, seven days a week processing fatalities for evacuation.
- Show dignity, reverence, and respect at all times in and around the vicinity of the MACP.
- Strictly control access, permitting only personnel that conduct business with the MACP and TMEP for privacy and respect to the deceased.
- Prohibit photography of any kind in and around the MACP and TMEP, unless authorized by the AFMES, a military criminal investigative organization, or federal investigative agency with jurisdiction.
- Establish a “No hat/No Salute” area within the vicinity of the MACP and TMEP.
- Cover or shroud HR at all times when outside of refrigeration, especially when there is no processing or awaiting evacuation.
- Make every effort to assist those responsible for the PE inventory, SCMO duties, or personal property turn-in to the MACP.
- Do not permit reporters and media in and around the MACP and TMEP. Refer them to the public affairs office.

- MA personnel will not recover fatalities from MTFs unless no other means are available and no other HR are at the MACP.
- All MA facilities require internet and communications to input HR data in MARTS, generate reports for casualty liaison teams, and coordinate evacuation.
- Use screening material to shield facility from public view to protect morale, prevent unnecessary interruptions to HR processing, and show respect for the fallen.

THEATER MORTUARY EVACUATION POINT REQUIREMENTS

9-91. The Army has the responsibility to establish and operate TMEPs when required.

9-92. The MA platoon operating the TMEP must comply with the GCC regulation for MA support and established theater MA policies and procedures. The TMEP must complete any HR preparation for evacuation not completed at an MACP. The TMEP must be able to process up to 250 HR per day and requires—

- One MA platoon (minimum) to operate and process HR and PE.
- An additional workforce of personnel to augment the TMEP. Multi-Service MA personnel to assist with any Service-specific concerns and to process any surge in remains and effects because of backlog from large-scale combat operations.
- A location in close proximity to the APOE.
- A covered vehicle for transporting HR and PE to and from the flight line (preferably a commercial refrigerated box truck). The TMEP is usually located in a secure area on, or near, an APOE with additional storage space for transfer cases.
- Access to the flight line (AMC cargo special handling) for preparation of documentation.
- Access to read and write RFID tags for globally tracking HR and PE.
- Internet access support with additional bandwidth for laptop computers, including support from the base signal command or logistics support unit.
- Additional electrical outlets, water, printer capability, telephone, and fax support.
- Additional refrigeration containers, a fixed facility with a stand-alone ice-making capability, or a host nation contract support for crushed ice and refrigeration support.
- Constant communication and coordination with the aerial port transportation personnel for evacuation procedures and updates on flight departure information.
- Bulk resupply of HRTCs, IHRTCs, HRPs, MA supplies (including PE bags), and medical supplies (PPE) for processing HR and PE.
- A secure storage container for sensitive items.
- Contact with chaplain and behavioral health team for resiliency support.
- Administrative, uniform code of military justice, life support, medical (physical and behavioral health), and external maintenance support for organic vehicles and refrigeration units.

SITE SELECTION AND ESTABLISHMENT

9-93. Site selection is similar to the MACP except the TMEP will be located in the JSA and require integration into the overall defense plan. A TMEP normally operates out of a fixed facility or large tents and has at least four MIRCS and additional refrigeration storage containers. The TMEP should operate in an area that allows for restricted access and limited viewing of the operation. The TMEP placement should follow the site selection considerations and criteria provided in chapter 6.

THEATER MORTUARY EVACUATION POINT ACTIONS

9-94. The following actions must take place at the TMEP:

- Log in HR using DD Form 1077.
- Provide quality control actions, complete case files, coordinate fatality documentation and evacuation, and enter data into MARTS prior to evacuation.
- Receive all HR and accompanying PE destined for the CONUS port mortuary from MACPs.

- Verify case file contents, tentative ID, and obtain or validate medical verification of death.
- Obtain an SF 600 or local national treatment records in place of the DD Form 2064 (signed by a competent medical authority pronouncing death) if DD Form 2064 cannot be executed.
- Record and secure additional PE received in transit on DD Form 1076 (for example, command coins, or regimental awards presented posthumously to the deceased).
- Complete icing procedures, MA evacuation ice work sheet, and secure HR in a transfer case. Place the case file folder in the document drawer on the transfer case IAW GCC or theater MA SOP.
- Enter all applicable data and upload all forms associated with the deceased's case file in the MARTS.
- Fasten new metal seals to transfer case, remove the old metal seals, and place in a plastic bag with an interlocking seal attaching to the HRP.
- Prepare HR for final processing, awaiting availability of airlift or other United States Transportation Command assets.
- Keep under refrigeration or ice until movement to the flight line.
- Ice remains as instructed in chapter 6. Enter transfer case temperature as indicated on the temperature gage on the MA evacuation ice work sheet.
- Transport the HR to the APOE (flight line) for evacuation to the CONUS port of entry mortuary.

Note. All deaths from an operational theater are AFMES cases. Medical verification of the death will be annotated as "Pending Armed Forces Medical Examiner Determination" on DD Form 2064. The final death certificate will be prepared by the AFMES.

MORTUARY AFFAIRS IN LARGE-SCALE COMBAT OPERATIONS

9-95. As operations intensify, MA assets will disperse throughout the OE. During large-scale combat operations, MA operations will require additional personnel and equipment resources for planning estimates. To facilitate fatality processing, the Army MA collection teams will be processing fatalities 24 hours a day and must conduct MACP operations with at least two MA teams (12 personnel) at an MACP. See figure 9-7 for placement of MA assets in the JOA. See FM 1-02.2 for more information on military symbols.

Note 1. All deaths from an operational theater are AFMES cases unless AFMES specifically declines jurisdiction when they accept competent local medical authority's cause and manner of death. For these AFMES cases, a copy of the medical verification of the death or theater death certificate will be annotated as, Pending Final AFMES Determination. Forward the death certificate with the remains and upload the document into MARTS. For these AFMES cases, AFMES will complete the final death certificate. The original unaltered death certificate will be sealed in an envelope, the envelope marked with original death certificate and forwarded with remains. The original death certificate, without the AFMES annotation, will not be uploaded to MARTS.

Note 2. On AFMES declined cases, the death certificate from theater may become the final death certificate. Ensure the U.S. Embassy has been notified of the death and has determined if a Consular Report of Death of a U.S. Citizen Abroad is required. Frequently, this report is required by surviving next-of-kin to accomplish official death reporting to local, state, and federal US Agencies and insurance companies when foreign death certificates are not accepted or recognized.

PLANNING

9-96. During large-scale combat operations, the tactical commands that will simplify MA operations is the ESC and DSB. The ESC provides a forward presence of the TSC within an AOR. This logistics command supplements some TSC functions during high volume theater operations. The tactical commands that will simplify MA operations is the Army DSB.

- The ESC oversees tactical execution of sustainment operations, adjusting operations plans within an AOR, and provides mortuary affairs DS to a division.
- The DSB conducts tactical execution of logistics, delivering support to the supported elements, and provides mortuary affairs DS to a brigade support battalion (BSB)

9-97. The MA teams may not be able to use the MIRCS effectively due to huge surge in HR processing or evacuation. Therefore, upon entering the TPFDD to request for forces, another consideration is to request additional MA common equipment and interchange with larger refrigeration or storage containers. The peer adversary along with the high volume/demand to process will challenge the MACP. The capacity the MA collection team has to process large numbers beyond the normal with minimal resources and lack of preservation techniques is challenging. For more information on MACP operations, see chapter 5 in this publication.

9-98. Commanders, SPO, and unit logistics officers determine which supplies are needed and how often to supply MA equipment repair, retrograde, reconstitution, and replacement of multi-Service MA personnel. CBRN and explosive incidents require unique supplies that must be incorporated into the replenishments cycle. Individual personal protective equipment (IPE), personal protective equipment (PPE), medical CBRN countermeasures, and disease prevention materials such as insect repellent must be incorporated into the replenishments cycle. MA support elements within the ASCC provide support to echelons above brigade and division units. BCTs require multiple sustainment missions executed forward of the brigade support area (BSA) by maintaining replenishment and evacuation of remains and associated PE with forward support battalions and forward support companies.

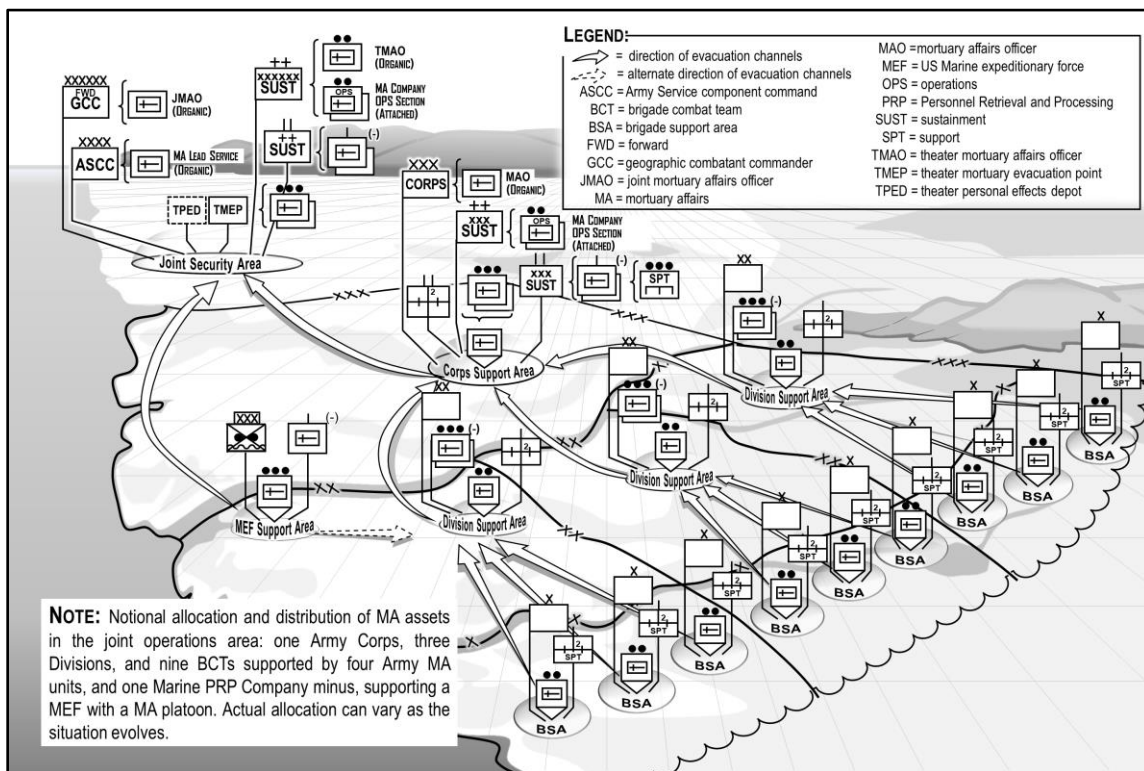


Figure 9-7. Mortuary affairs units in a large-scale combat operations scenario

9-99. The large-scale combat operations scenario above depicts four MA companies supporting a corps. The MA company and the additional platoons in the JSA and corps rear area are waiting to reinforce the forward MACPs and augment the engineer platoon to support temporary interment operations. Not visible in the allocation is another four brigades that are augmenting the OE. In addition, the two AC and two RC MA companies are deployed to support a corps with a potential temporary interment mission. Meanwhile, off

shore, a Marine Corps Personnel Retrieval and Processing company is postured to support a Marine expeditionary brigade with up to 12 MACPs and S&R capability in the JOA.

SEARCH AND RECOVERY

9-100. The S&R operations in a large-scale combat operations environment will not have the flexibility to have time as a resource. The evacuation of the living and wounded will have the highest priority; however, the methods for accelerated processing for immediate evacuation will rely heavily on available transport, temporary storage awaiting transportation, and ability to preserve HR and tentative ID media for the AFMES positive ID. The senior commander will maximize the use of 92M personnel by designating S&R teams using available Army 92M MA personnel to lead S&R teams embedded with unit-level non-MA personnel in the mass fatality AO. The JMAO and TMAO will provide S&R CCP locations for the commanders on the ground to recover their personnel. A MIRCS may deploy to support recovery operations if conditions warrant. For example, if there are a total number of fatalities that require multiple airlifts and/or ground evacuations, with limited available assets or if recovery operations are expected to last multiple days before evacuation is possible.

FORWARD MORTUARY AFFAIRS COLLECTION POINT OPERATIONS

9-101. When MACPs are forward in DS to a combat maneuver element, they should be highly mobile and located in the forward logistics support area with the combat maneuver element. The MACP refrigeration section of the MIRCS does not have up-armored protection surrounding the MIRCS, so traveling behind the maneuver element is a tactical challenge for the load handling system as the prime mover. Main challenges for MACP teams will be to be able to sustain more than 20 HR per day and continue that rate to collect and evacuate HR as quickly as possible. The mission is to get HR evacuated to the aerial and seaport of embarkation so United States Transportation Command can identify the mode of transport required in order to evacuate HR back to the CONUS port mortuary.

GENERAL SUPPORT MORTUARY AFFAIRS COLLECTION POINTS

9-102. When providing GS to a given area or major command, MACPs are generally more stationary in their operation and are located at large logistics bases. GS MACPs are task-organized with increased receiving, processing, refrigeration, and evacuation capacities, like a main MACP. They are more fixed in nature and maintain the modular capability to deploy forward with the logistics base or the major command. The GS MACPs also provide backup theater level support for other Services. (For more information on MA in large-scale combat operations, see chapter 3 in this publication.)

TEMPORARY INTERMENT OPERATIONS

9-103. Planning for any type of interment operations will require authorization from the GCC who is the only authority in the theater when evacuation is not possible, when all options have been exhausted, and as the last resort. Planners must advise commanders on identifying the trigger that will result in requesting authorization during large-scale combat operations. Temporary interment will be executed under the auspices of the JMAO at the GCC and the TMAO for accomplishing this table of organization and equipment MA unit mission. Responsibilities for executing this mission are within the scope of the MA unit and require significant assistance from engineers for the planning, execution, and excavation required to perform these temporary interment tasks.

EVACUATION OPERATIONS

9-104. When coordinating air evacuation, the TMAO personnel will coordinate with the military airlift terminal to determine 463L pallet space availability for transfer cases based on the aircraft that is ready for transportation of HR. Normally, four flag-draped transfer cases with fatalities fit on a 463L pallet (no stacking). During large-scale combat operations mass fatality evacuation, to maximize space availability, 12 transfer cases will be loaded on a 463L pallet (no flags draped on them except after arrival to the port mortuary). Cargo special handling will dedicate pallets with transfer cases to hold 5 pallets per C-130 aircraft,

18 pallets per C-17, and 36 pallets per C-5 aircraft. Before offloading, MA personnel will ensure that each transfer case is draped with a U.S. flag.

DEFENSIVE TASKS

9-105. Defensive tasks are not a passive activity nor are they stationary units awaiting an attack. Defensive operations use mobile and static elements. Operationally, the defense is used to buy time, economize forces, and develop conditions favorable for resuming offensive tasks. The commanders will position sustainment MA assets to best support the forces.

9-106. Sustainment MA planners must have full understanding of the operations and the commander's intent. Specifically, planners must be prepared to resume any offensive tasks projected to follow the defense. The plan must take into account both the enemy's most probable course of action and the most dangerous courses of action. These two courses of action will have direct impact on the placement of MA assets in the AO and will determine current and projected locations of the MACPs and if needed, a MACRMS.

9-107. MA planners must strive to support the defense in depth. Because of the fixed nature of MA assets and evacuation routes, they are more vulnerable to enemy action. MA planners must identify both primary and secondary line of communications for evacuating the HR of friendly, enemy, and local nationals. Due to the unique nature of defensive operations, MA units will handle fewer friendly HR but most likely larger numbers of enemy and local nationals. Planners must be aware of policies and procedures established for the prompt, dignified return of these HR to local government officials, Red Cross, Red Crescent, or family members. Coordinate with the JMAO/TMAO for clarification on these policies.

9-108. All individual units must identify an MA evacuation plan, including reconnaissance assets located away from the defensive lines. Additionally, units must develop contingency plans and alternate evacuation routes for HR if their supporting MACP is lost to enemy activity. As with all operations, refrigeration assets are used for HR storage while awaiting transportation; however, large-scale combat operations may not permit the use of refrigeration units or standard MACP processing due to a large volume of fatalities being recovered and brought to the MACPs. The HR received are processed and evacuated as soon as transportation has arrived. MA units must arrange to evacuate HR to the nearest MA facility (TMEP) or the most expedient transportation available to the rear as quickly as possible, see FM 3-90-1 for more information.

OFFENSIVE TASKS

9-109. Offensive tasks are characterized by speed, precision, mobility, and high intensity. These operations generally seek to seize, retain, and exploit the initiative to defeat the enemy decisively. Army forces attack simultaneously throughout the AO to throw enemies off balance, overwhelm their capabilities, disrupt their defenses, and ensure their defeat or destruction. Often during offensive tasks, planning is conducted in a time-constrained environment where the focus is to quickly develop a flexible, tactically sound, and fully integrated and synchronized plan.

9-110. Fatality rates of friendly forces tend to be higher during offensive tasks generally coupled with fast-paced forward movement of troops and material. With these characteristics in mind, planners allocating adequate MA resources is essential in large-scale combat operations. Plans should be flexible enough to allow for units to adapt to the rapidly changing situation. In addition to operational flexibility, MA plans must provide mobility and options to the GCC. The MA planner must ensure the commander is not limited to one course of action because of mismanagement or inadequate MA planning.

9-111. Planners must consider a fatality increase as well as more frequent moving of the logistics bases associated with offensive tasks. During these tasks, ground communications are frequently congested with forward movement of troops and material. During large-scale combat operations, the battlefield communications may begin to lengthen between the rapidly moving force and the support areas from which MA personnel operate. These factors place greater importance on MA planners coordinating evacuation of HR that must go to the rear using the most expedient logistical means possible.

9-112. MA planners must strongly emphasize the evacuation of HR using any assets available (ground and air backhaul). Evacuating HR is always a national priority. However, the instability and congestion of ground

communications places greater emphasis on air evacuation during offensive operations. Once evacuation assets have arrived, processing of HR is complete then refrigeration assets are used as a storage area.

STABILITY TASKS

9-113. Stability tasks are often conducted in noncontiguous AOs, are often time/manpower intensive; they are inherently complex and place great demands on small units. The MA planner must take into account the noncontiguous OE. MA assets must be placed into positions that best support the commander's intent and increase the effectiveness of the overall mission. Sustainment and MA in stability operations often involve supporting U.S. and MNF in a wide range of missions.

9-114. These missions range from long-term logistics-focused operations in humanitarian and civic assistance to major short-notice peace enforcement missions. Tailoring MA assets and resources to the specific requirements of the stability mission is sustainment operations contribution to supporting victory. (See ADP 3-07 for more information on stability operations.)

9-115. Often MA assets operate far from their traditional line of communications. The MA units must be tailored to the actual mission and may be deployed by nontraditional methods. For example, an MACP positioned on an APOE in a small-scale stability operation may serve as a TMEP if fatality estimates are less than 20 per day. In this situation, the MA planner must ensure evacuation assets leaving the APOE are capable of reaching a port of entry mortuary.

9-116. Stability tasks often result in frequent and direct contact with the locals. Planners must define the process of returning civilian fatalities to the local government, Red Cross, Red Crescent, or family members. This includes not only local nationals, but those of any additional subcontractors brought to support the AO. Due to the increased contact with the locals, MA personnel may be required to operate local contract equipment and facilities. Integrating this equipment to existing MA theater assets or establishing separate MA facilities are some of the challenges faced with local sourcing of MA assets.

9-117. As offensive and defensive tasks may be necessary to defeat enemies that oppose a stability operation, MA plans must remain flexible at all times and should plan for handling HR of joint and MNF coalition Soldiers, civilians, and contractors in the AO. The desired end-state of stability tasks requires a long-term commitment. Due to the distinctive MA mission, a long-term plan must include a rotation schedule of personnel that must include an adequate battle handover for the incoming unit and decompression time for the returning personnel. See figure 9-8 for information on large-scale combat operations tasks in relation to operations to consolidate gains.

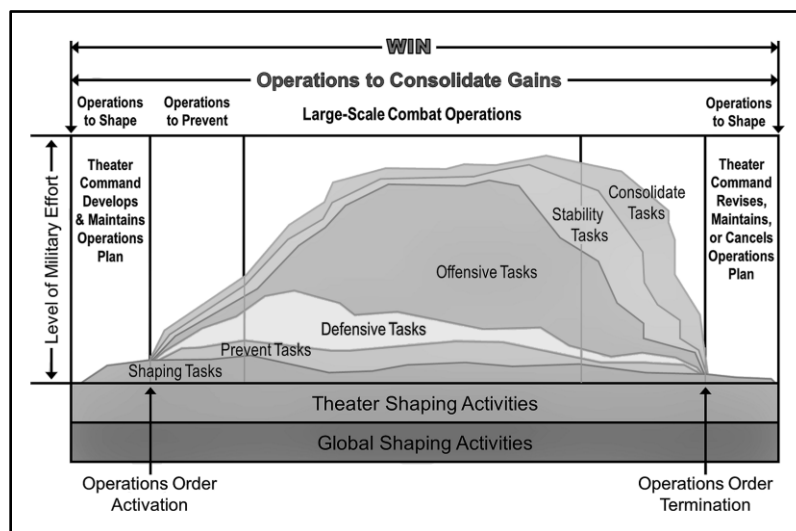


Figure 9-8. Operations to consolidate gains

Chapter 10

United States Marine Corps Mortuary Affairs

Expedient and respectful repatriation of deceased personnel to the person authorized to direct disposition of human remains is the top priority of the mortuary affairs program. The Marine Corps' primary means of executing mortuary affairs operations and integrating with the joint logistics enterprise during protracted operations is the PRP company. All small-unit leaders and commanders bear some responsibility for fatality management and augmenting mortuary affairs services. The process begins at the point a Service member dies. Formal chains of evacuation and accountability begin at the small-unit level by establishing seven-person search and recovery teams and following reporting procedures. These search and recovery teams properly recover and evacuate HR with care, dignity, and respect to the nearest mortuary affairs collection point.

MORTUARY AFFAIRS

10-1. The Marine Corps MA program closely aligns with the roles, responsibilities, and contingency support provided by the Army MA program. The PRP company and Marine Corps MA planners follow the planning and training requirements set forth in chapter nine of this publication.

10-2. Service MA capability resides within the two PRP companies in the Marine Corps RC. They provide MA services for Fleet Marine Forces in support of combat or contingency operations, and expedite recovery, processing, and evacuation of HR to designated facilities. PRP companies will task-organize to form scalable units as required, capable of deploying in support of maneuver units (see table 10-1 on page 10-3). The PRP company can—

- Conduct MACP operations.
- Conduct mass fatality operations.
- Conduct fatality management operations.
- Provide temporary theater-level MA support.
- Provide MA support to disaster relief operations.
- Conduct interment and disinterment operations.
- Conduct search and recovery operations (limited capacity).
- Provide MA support teams for unit planning and recovery training. (See chapters 4 and 5 in this publication).

FORMAL TRAINING

10-3. Assigned PRP personnel attend the formal U.S. Army MA Specialist Course located at Fort Lee, Virginia.

- Enlisted personnel attend a four-week MA Specialist Course (USMC MOS 0471, PRP Specialist).
- Officers attend a two-week MAO course to obtain the additional MOS of 0407.
- Active-duty Marine staff NCOs (E6-E9) and officers are authorized to attend the two-week MAO course with a colonel (O6) approval letter. Officers who attend the two-week MAO course obtain the additional MOS of 0407. The MAO course is beneficial for MA planners who may serve as MA advisors or planners for deployed Marine forces. MAO-trained personnel are key enablers to set up MA operations for an austere theater prior to the establishment of the PRP.

MARINE CORPS MORTUARY AFFAIRS PLANNERS

10-4. Marine Corps MA planners are embedded in all elements of the MAGTF (commonly resident within logistics staff sections) as advisors to commanders in leveraging MA capabilities across the conflict continuum.

10-5. MA during expeditionary advanced basing operations and distributed maritime operations planning considerations include—

- MAGTF planners will experience reduced MA capabilities during expeditionary advanced basing operations and require owning units to manage HR until evacuation from the area of operations can be coordinated.
- Due to the nature of expeditionary advanced basing operations, units will have limited access to both air and sea connectors. This will require immediate access to refrigerated storage, ice, or the owning unit to request authorization for temporary interment through their chain of command.
- Only the GCC can authorize temporary interment of HR.
- Commanders should be prepared to conduct HR recovery during amphibious operations (ship to shore).

10-6. Figure 10-1 depicts the PRP company organizational structure.

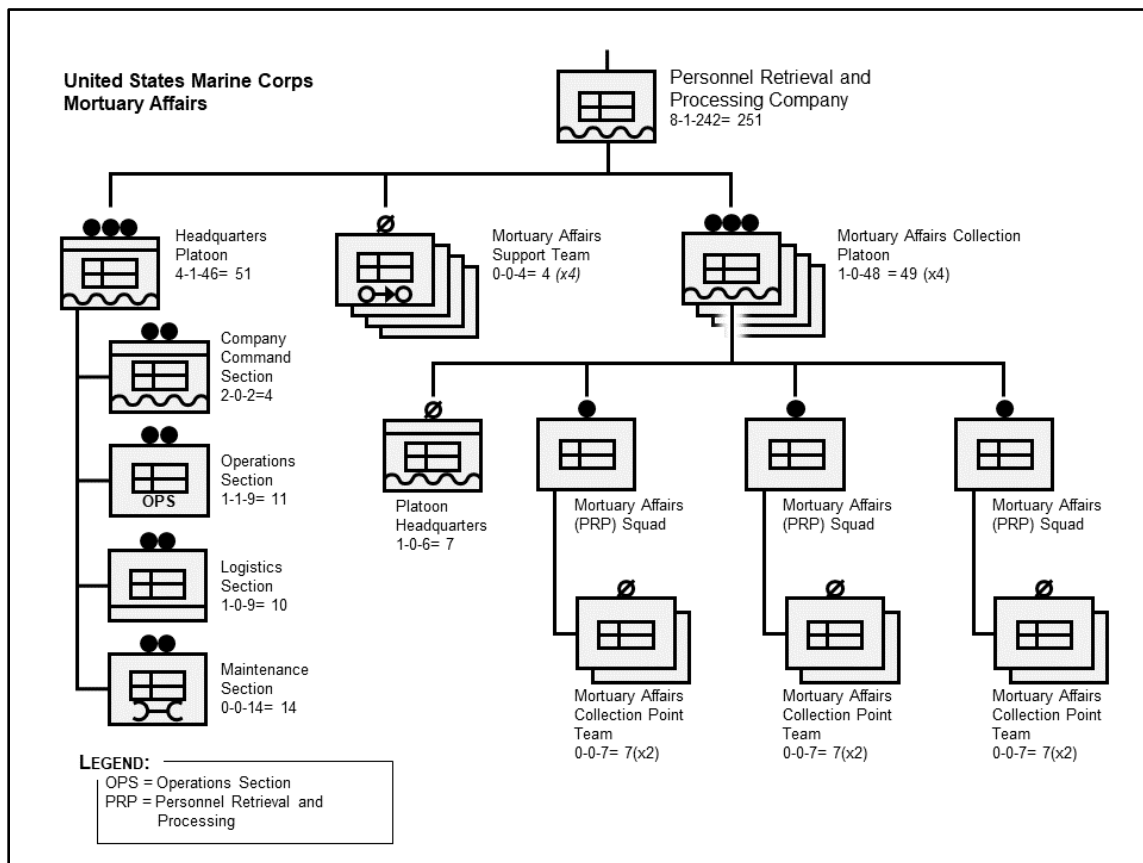


Figure 10-1. Marine Corps organization chart

10-7. For a PRP MA capability to capacity matrix, see table 10-1.

Table 10-1. Capability/capacity matrix

| <i>PRP Component</i> | <i>Capacity</i> |
|--|--|
| PRP company | -Component LNO/SME -Combined Marine Component/MEF LNO -MEB/MEU LNO -12 MACPs -Up to 240 remains per day (surge) / 75% sustainability rate -Conduct limited S&R* -TMEP augmentation |
| Detachment PRP company | -Detachment PRP OIC -Four MACPs -Up to 80 remains per day (surge) / 75% sustainability rate -Conduct limited S&R* |
| Detachment PRP company | -Detachment PRP OIC -Four MACPs -Up to 80 remains per day (surge) / 75% sustainability rate Conduct limited S&R* |
| PRP Platoon (reinforced) | -PRP Platoon Commander -Three MACPs -Up to 60 remains per day (surge) / 75% sustainability rate -Conducted limited S&R* |
| PRP Squad | -Staff noncommissioned officer in charge -MACP -Up to 20 remains per day (surge) / 75% sustainability rate -Conduct limited S&R* |
| Team of 7 (minimum) | -Staff noncommissioned officer in charge -Transfer point -Up to 10 remains per day (surge) / 75% sustainability rate -Conduct limited S&R* -Must transfer remains to MACP for EVAC to TMEP |
| Legend: EVAC = evacuation LNO = liaison MACP = mortuary affairs collection point MEB/MEU = Marine expeditionary brigade/Marine expeditionary unit MEF = Marine expeditionary force OIC = officer in charge PRP = Personnel Retrieval and Processing SME = subject matter expert S&R = search and recovery TMEP = theater mortuary evacuation point Note: *Capacity to process remains decreases when PRP is utilized for S&R. | |

MORTUARY AFFAIRS COLLECTION POINT SUPPORT REQUIREMENTS

10-8. MACP requirements are situationally dependent. MACPs will require internal and external support to complete MA operations. These include but are not limited to—

- Life Support.
- Security.
- EOD.
- Ground Transportation.
- Air Support.

- Heavy Equipment (Material Handling Equipment).
- Communications.
- Medical/Corpsman Support.
- Host Nation Support.
- Environmental Services.
- Water/Shower.
- CBRN.

RELIGIOUS MINISTRY SUPPORT

10-9. For religious ministry support to MA, see Appendix D in this publication.

RESILIENCY

10-10. There is a high correlation between MA duties and post-traumatic stress disorder. Commanders at all levels must make mental/behavioral health a high priority for individuals that conduct MA activities. Existing combat operational stress control and force preservation programs are the basis of this resiliency effort. Commanders are responsible for the training, care, and reintegration of all Service members under their charge, and shall engage local existing health resources for individual resiliency and health assessments. Resources include, but are not limited to—

- Military and family life counselors.
- Chaplains.
- Behavioral health providers.
- Family members of the individual.

CONTINGENCY FLOW OF HUMAN REMAINS

10-11. Figure 10-2 depicts HR evacuation flow.

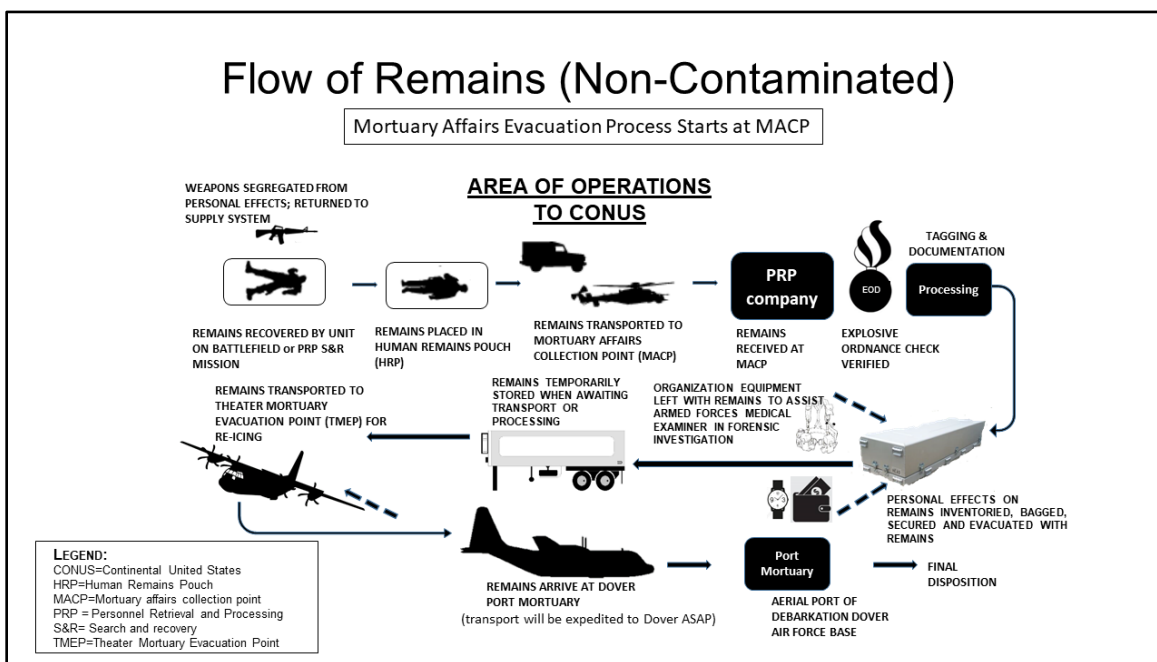


Figure 10-2. Human remains evacuation flow

COMMANDER RESPONSIBILITIES

10-12. Commanders are ultimately responsible for fatality management and the recovery of HR from their units. They must be prepared to recover HR in CONUS and OCONUS, before and after MA missions are established. The scope of responsibilities includes, but is not limited to—

- Initiate immediate S&R operations for deceased Service members, or as soon as conditions permit.
- Provide for the recovery, tentative identification, storage, and evacuation of deceased U.S. military personnel, designated civilians, and allied and enemy dead (as authorized) within geographical AORs.
- Prepare to receive and incorporate MA capabilities. Attach teams as available to subordinate commands for life support and administrative control based on the tactical situation.
- Prepare and operate MACPs for all Services within the command's AO once PRP personnel arrive.
- Provide appropriate personal protective equipment for MA missions, teams, and augmentees.
- Establish a temporary TMEP near an airstrip, landing zone or seaport to evacuate an anticipated number of HR prior to arrival of MA personnel.
- Negotiate with HN authorities for necessary land, excavation capability, cold storage facilities, ice-making capability, sanitation, and general labor to assist in opening and operating collection points, temporary TMEPs, or temporary interment sites.
- Evacuate PE (normally done by losing unit) through supply channels. PE on remains will be evacuated with the HR to the TMEP, unless the PRP MA platoon is operating as an interim TMEP. In that case, the HR and associated PE will be evacuated to the CONUS port mortuary. (See chapter 7 for more information on PE.)
- Ensure the unit has received the appropriate level of training and has a fundamental understanding of remains recovery operations. At a minimum, a unit recovery team should consist of seven Marines with an NCO assigned as team leader. The team must clearly understand the unique requirements and demands of their mission. Ensure all body armor is returned with the human remains as this will be returned to the AFMES for forensic analysis. All appointed recovery team personnel must receive high-risk occupation immunizations and be issued PPE for recovering HR. (See chapter 4 for PPE requirements and unit recovery team responsibilities.)
- Conduct recovery team training annually. The unit may solicit a PRP MA support team to conduct annual training and provide an assessment of unit readiness.
- Determine if a contaminated site is safe enough for a recovery team in appropriate CBRN protective equipment to recover HR. However, the Marine Corps does not possess the capability to process contaminated HR.

PERSONAL EFFECTS

10-13. PE are any effects located on the HR that will stay on the remains throughout the MA process. The body armor (vest, helmet) will stay on the remains and be returned to the AFMES for analysis. PE located within a personal living or workspace will be handled according to MCO 4400.201-V-13.

Note. The Army is no longer the executive agent of the DOD mortuary affairs program; however, the Army is the DOD executive agent for the Chemical and Biological Defense Program pursuant to Title 50, USC, sections 1522 and 1523. This governs research, analyzes, and develops MA products and guidelines pertaining to effective management of biological, chemical, and radiological contaminated HR in accordance with DODD 5160.05E.

PERSONNEL PROCESSING AND RETRIEVAL AUGMENTATION

10-14. The PRP company generally does not require augmentees. However, during significant incidents or sustained operations, the PRP company will provide a program of instruction and evaluations to designated personnel to train and equip them for MA responsibilities. The PRP company may also require augmentation of support personnel. Their duties may include, but are not limited to:

- Litter bearers.
- Drivers for transportation of HR.
- Dignified carry of HR.

DIGNITY AND RESPECT FOR DECEASED PERSONNEL

10-15. In combat, PRP company personnel will typically not be the first to see or handle HR. All units should have personnel aware of basic recovery, records, PE, storage, and handling of HR to ensure deceased Service members are treated with due dignity. The appropriate, dignified, and respectful handling of HR is critical to maintaining morale within the unit and joint force and maintaining trust and confidence of the American public.

Chapter 11

United States Navy Mortuary Affairs

MA, in any theater of operations, focuses on the expeditious search for, recovery, and movement of deceased personnel. The Department of the Navy Mortuary Affairs Program works for the return, care, and disposition of recovered deceased naval (Navy and Marine Corps) personnel and other eligible persons.

MORTUARY AFFAIRS RESPONSIBILITIES

11-1. Unit commanding officers are responsible for the operational and administrative reporting of deaths in their unit and following theater policy. Commanding officers must balance the duty to repatriate deceased personnel with maintaining combat effectiveness and efficiency IAW theater guidance. Afloat unit commanding officer responsibilities include S&R and tentative ID of HR. They are also responsible for disposition of PE to the JPED, and evacuation of HR to the closest MACP or MA facility at the discretion of the commanding officer, or as operations dictate. Commanding officers are not required to provide a uniformed escort with HR.

11-2. Upon arrival at the port mortuary, AFMES forensic specialists conduct a post-mortem examination and scientific ID of remains. Navy Personnel Command and Commander, Navy Installations Command are both responsible for notification of next of kin, transportation and escort of HR once released by the AFMES, as well as funeral and honors support.

AFLOAT UNIT MISSION

11-3. The afloat unit mission is to execute S&R efforts and coordinate movement of HR as operations allow:

- HR should be processed, stored (see paragraph 11-14), and evacuated as operations dictate.
- Navy units will always follow Navy administrative protocols for administration and notification tasks.
- The afloat commanding officer will coordinate the transfer of the HR through established logistics hubs.
- Additionally, the PE of the deceased shall be collected, inventoried, safeguarded, and shipped IAW NAVSUP P-485 VOL 1, Part D, section 1310.

Note. In the event afloat units are unable to properly transfer or store HR IAW NAVMEDCOMINST 5360.1 due to operational requirements, Navy units shall conduct a combat burial at sea IAW procedures established by the GCC or the afloat commanding officer.

ASHORE UNIT MISSION

11-4. Shore-based units will rely heavily upon multi-Service support to handle MA tasks immediately. For naval personnel embedded with other Services, processing, storage, and transfer of HR will generally follow lead-Service protocols for MA IAW DODD 1300.22. Navy units will follow Navy administrative protocols for administration and notification tasks.

Note. Navy units embedded with joint commands will follow lead Service MA protocols.

MORTUARY AFFAIRS CAPABILITIES

CASUALTY/MORTUARY AFFAIRS DUTY LOCATIONS

11-5. The USN morticians are staffed primarily for current death (peace time) response with duty locations at—

- Navy Personnel Command, Millington, Tennessee.
- Dover Port Mortuary at Dover Air Force Base, Delaware.
- USMC Casualty Branch at Quantico, Virginia.

PREPARATION POINTS

11-6. There are four Navy preparation points (co-located with medical facilities):

- Guam.
- Naples, Italy.
- Rota, Spain.
- Guantanamo Bay, Cuba.

11-7. USN MA capabilities support all Services, as needed, if death has occurred within the geographical location of the USN preparation points.

11-8. The USN has 14 authorized enlisted (E4 to E7) mortician billets filled by licensed funeral directors and assigned the Navy occupational specialty code L29A. While capable of deploying to forward areas or fleet units to provide MA guidance, Navy morticians are not equipped to conduct mortuary operations outside of the four Navy preparation points. In the event that embalming in forward operating areas becomes a necessity, the Navy could allocate 40% of the current staffing to equipped field mortuaries, if available.

11-9. When deaths occur aboard ship, the Navy will—

- Store HR in a refrigerated container.
- Evacuate HR to the nearest port or facility, then to the port mortuary.
- As a last resort, perform a burial at sea following the established protocol.

BURIAL AT SEA

11-10. The Department of the Navy has long recognized the sea as a fit and final resting place for personnel who perish at sea. However, burial at sea will only be utilized in exigent circumstances as established by cognizant operational authority. Burial or committal at sea is permissible only when refrigerated storage facilities cannot be made available aboard ship and transfer to shore cannot be accomplished within a reasonable time or is operationally inadvisable:

Note. Safety considerations due to operational activity or CBRN contamination may hinder the execution of the following steps. Commanding officers should attempt to obtain as much evidence and documentation as possible, without endangering the crew.

- Prior to committal, the ship's commanding officer ensures the identity of the HR. When feasible, the commanding officer should—
 - Contact the AFMES for guidance on obtaining ID media and biological samples prior to committal.
 - Examine ID tags and then securely place them on the HR.
 - Remove PE from the HR and examine them for ID value.
 - Establish an ID case file, which consists of a statement of recognition from two individuals and a certificate of death signed by a medical officer.
 - Take fingerprints, dental x-rays, and a blood or tissue sample (for DNA), if assets are available, and place into the ID case file.

- Include any onboard medical and/or dental records in the ID case file.
- The ship's commanding officer appoints an officer to be in charge of the committal. An embarked chaplain and the RST/RMT will work with the OIC to ensure a dignified and appropriate committal is carried out. The OIC is responsible for—
 - Accurately recording all facts, including the exact latitude and longitude of the committal, in the ship's log.
 - Ensuring due respect and honors to the deceased are rendered.
 - Preparing the deceased for committal by covering or shrouding with an appropriate cloth or suitable material.
 - Making sure the HR is weighted to ensure rapid submersion.
- For the HR of U.S. military personnel—
 - Drape the HR with the U.S. flag.
 - Conduct religious services, if a chaplain is not present, the commanding officer or an officer designated by him/her, conduct committal services.
 - Conduct military honors as authorized according to applicable regulations.

Note. The flag is used to drape the HR prior to interment; it is not interred with the HR, nor is it committed to the sea. If the HR identity is unknown, no U.S. or other national flag shall drape the body. The HR may be committed to the sea with the words appropriate for the individual being committed.

- The OIC is responsible for—
 - Ensuring that all PE belonging to the deceased are gathered, inventoried, packaged, sealed, and safeguarded until proper disposition is arranged.
 - Shipping PE to either the PE depot, TMEP, or if the PE have been properly screened, directly to the person eligible to receive effects IAW USN regulations. (Depending on the MA program and support structure that is in place).
 - Sending the ID case file and a report containing the facts of the committal, including the distribution list of the PE and the fleet commanding officer, to the JMAO and the Navy Casualty Office upon committal at sea.

MISSION ESSENTIAL TASKS OVERVIEW

11-11. Mission essential tasks include reporting, S&R, processing, identification, evacuation of HR, other afloat storage, and PE.

REPORTING

11-12. Report fatalities to leadership IAW theater guidance:

- Report the fatality through the DCIPS to Navy Casualty per the *Navy Military Personnel Manual* article 1770-030.
- Reporting to Navy Casualty does not satisfy local theater or Navy operational report reporting guidance.

SEARCH AND RECOVERY

11-13. The commanding officer of the on-scene activity, nearest station or vessel, or other assigned units will—

- Dispatch personnel to the incident properly equipped to initiate S&R and transport HR to the station or vessel.
- Commence operations immediately, or as soon as conditions permit.

- Initiate requests for assistance in conducting S&R efforts, which may be made to other military or civil authorities located in the area of the fatalities, as necessary under local S&R procedures.
- Cooperate to the fullest extent possible in providing information and assistance in the S&R efforts to the GCC, JMAO, any other unified commands, fleet, and others in the conduct of the commanding officer's recovery operation.

PROCESSING HUMAN REMAINS

11-14. For processing HR—

- Place decedent in the HRP; include all clothing, PPE, and PE on them at the time of their death.
- Refrigerate and take every precaution to ensure the HR does not freeze. Maintain the prescribed temperature range of 34 to 40 degrees Fahrenheit.
- Monitor the temperature frequently to prevent degradation of the HR, which could affect the medical examiner's ability to determine cause of death.
- Prohibit photography of HR unless directed by the AFMES, military law enforcement, or another authorized investigative body.
- Remove PE if needed to aid in believed to be ID, and place back with HR once completed for transportation. Evacuation of HR should occur as soon as possible to facilitate medicolegal examination by the AFMES.

HUMAN REMAINS IDENTIFICATION

11-15. Units will make every effort to assist identifying the HR and document the ID. Two protected signed copies of DD Form 565 will accompany the HR. The AFMES will determine and document the positive ID.

EVACUATION OF HUMAN REMAINS

11-16. Navy afloat units, to include hospital ships, are not configured to support multiple HR storage and transportation and carry a limited supply of HRPs. Larger afloat units have a limited refrigeration storage for HR (for example, carrier vessel nuclear [2 to 4 HR] and landing helicopter dock [up to 12 HR]).

Note. In an emergency, at the discretion of the commanding officer, other afloat units may store one to two HR in food service refrigerators, though only after removing all food items stored in the refrigerator. Clean and disinfect the refrigerator prior to replacing food.

11-17. Items will not be placed on top of HR at any time and should be placed on either side. Navy ashore units with no evacuation capability will rely entirely on external support. Navy units are not authorized to handle, store, or transport CBRN-contaminated HR.

OTHER AFLOAT STORAGE

11-18. Other afloat storage and transport capabilities can be coordinated with Military Sealift Command and United States Transportation Command.

PERSONAL EFFECTS

11-19. The PE located on a decedent should be left in place and accompany the HR in transit. Any residual PE should be inventoried and shipped IAW Department of the Navy Service regulations regarding PE, NAVSUP P-485 VOL 1, Part D, chapter 7, section 7115, and IAW chapter 6 in this publication.

Chapter 12

Department of The United States Air Force Mortuary Affairs

The purpose of the United States Air and Space Forces MA program during contingency operations is to ensure that human remains are evacuated to the port mortuary in the most expeditious way possible and to preserve the remains for identification and preservation of evidence of death. Air and Space Forces members support the mortuary affairs mission through either augmentation or operational control of MA collection point, TMEP, or aerial staging facility operations. If the return of HR in a timely manner is not possible, the Air and Space Forces leaders with MA responsibilities will secure temporary refrigerated storage or temporary interment in accordance with this publication. This chapter details the established Air and Space Forces guidelines required for Airmen and Guardians to successfully support MA operations.

SECTION I – STRATEGIC CONTINGENCY REQUIREMENTS

12-1. Air and Space Forces senior leaders, with direction from the CCMD and TMAO, must identify whether MA operations will be established as an augmentation role or if they will have operational control of MA operations at the contingency location. In instances where Air and Space Forces have operational control of MA operations, senior leaders must ensure that MA teams are appropriately trained, manned, and equipped to successfully fulfill mission requirements. Air and Space Forces members must be pre-identified and receive initial MA operations and MARTS training from the Joint Mortuary Affairs Center (JMAC) prior to supporting contingency operations.

12-2. Air expeditionary force agile combat support provides force capabilities that can rapidly respond by creating, sustaining, and protecting all air power capabilities to accomplish mission objectives. Agile combat support produces the combat support capabilities critical to decisive air power. By focusing on the expeditionary capabilities of agile combat support, expeditionary combat support concepts assure air expeditionary forces are supported and are able to operate with a support footprint and streamlined infrastructure requirements.

12-3. AETF force modules are a method of packaging C2, operational mission, and expeditionary combat support forces for presentation to a combatant commander through the Commander, Air and Space Forces. These force modules provide a standardized template optimizing initial planning through rapid requirements generation.

12-4. The AETF force modules consist of six scalable, modular elements: Open the Base, Command and Control, Establish the Airbase, Generate the Mission, Operate the Airbase, and Robust the Airbase.

12-5. The Open the Base AETF force module contains the minimum essential combat support functions necessary to seize and open an austere bed-down location. These forces will normally arrive first and assess the base for establishment of minimum airfield operating parameters, C2, and supporting host-nation support capabilities. The capabilities contained in this module fall under the following eight categories: assess the base, establish minimum operating strip, protect the forces, initial C2 of forces, conduct airfield operations, establish communications, handle cargo/passengers, receive/bed-down initial forces.

12-6. This congressionally mandated airspace control system mission requirement will be executed with the lethality and capability required to support the joint warfighter. The basic expeditionary airfield resources

base mortuary unit type code (UTC) XFWXN will be sourced to arrive during the Open the Base AETF force module.

12-7. Forward operating location priorities in a contingency environment will adjust based on the mission, situation, and flow of resources and manpower. The general objective is to protect United States interests at home and abroad. Services Prime RIBS team members must be prepared to fulfill their mission requirements across the full range of all military operations. The Air and Space Forces have multiple MA operating locations with capabilities across the globe:

- The Air Force has a regional mortuary located at Yokota Air Base, Japan for OCONUS current death support, which includes limited logistical mortuary storage and regional distribution in support of contingency operations.
- Air Force MA Operating Location Europe in Ramstein Air Base, Germany, and Location Pacific Joint Base Pearl Harbor-Hickam, Hawaii support current death and concurrent return programs.
- Air Force Mortuary Affairs Operations, Mortuary Affairs Division will prepare, casket, and ship remains and PE per disposition instructions provided by the person authorized to direct disposition, primary next of kin, or sponsor.

SECTION II – CONTINGENCY MORTUARY AFFAIRS PROCEDURES

12-8. In a contingency environment, the roles and responsibilities for the USAF MA program and Prime RIBS team members are to provide support throughout the theater during military operations, which include—

- Establishing, operating, and supporting MACPs, TMEPs, military mortuaries, and interment sites.
- Processing information into MARTS for return of remains for onward movement.
- Collecting, accounting, storing, and processing PE of deceased and missing U.S. and enemy personnel IAW DODD 1300.22, DODI 1300.29, DAFI 34-160 (chapter 13), and this publication.
- Ensuring preparation, coordination, and evacuation of HR for final disposition.
- Responding to mass fatality incidents.
- Training all management and lead UTC personnel on wartime and contingency S&R procedures.
- Training S&R teams (minimum of 11 force support personnel) through home station and force support contingency training. If operational constraints exist, the mortuary officer or designated representative will request base augmentation. Augmentees will receive just in time training conducted by the S&R team.

CONTINGENCY FLOW OF HUMAN REMAINS

12-9. Subsequent paragraphs outline the flow of HR from the CCP to an OCONUS military mortuary or the CONUS port mortuary. Re-Icing and quality assurance checks must be accomplished in the event the HR is transported to an OCONUS aerial port.

12-10. Figure 12-1 shows the flow of HR in the TO. The figure depicts evacuation flow from the unit CCP, through the TO, to the Dover Air Force Base Port Mortuary for final disposition.

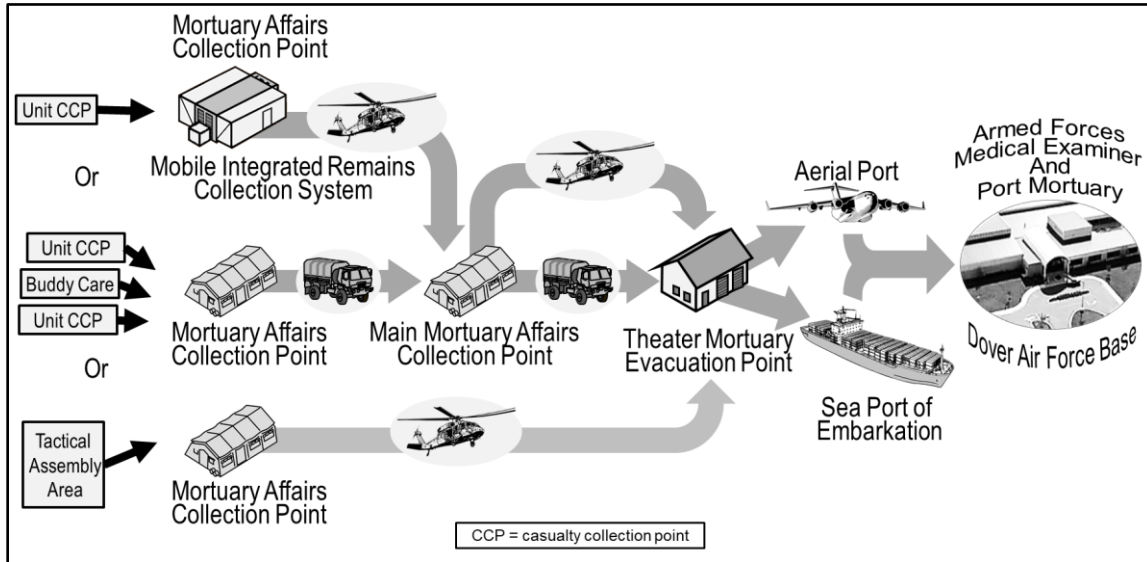


Figure 12-1. Contingency flow of human remains

12-11. Ideally, the CCP is located near a medical facility. The *casualty collection point* is a location that may or may not be staffed, where casualties are assembled for evacuation to a medical treatment facility (ATP 4-02.2). Medical personnel may or may not be available to staff these points, and combat lifesavers and ambulatory casualties may be required to perform self-aid, buddy aid, or enhanced first aid. An Air and Space Forces representative will coordinate with the CCP to begin actions to receive the deceased. CCP personnel may request a competent medical authority or designated medical representative, which is required to declare death and complete generation of the draft DD Form 2064 (the DD Form 2064 is a controlled form that is maintained by the competent medical authority for issue only when requested). When CCPs are not established, the MACP may take the role of receiving the deceased. CCP personnel may request that a competent medical authority or designated medical representative to declare the death and present a DD Form 2064. Additionally, it is the responsibility of the decedent's unit through the Buddy Care process to transport remains to the MACP or CCP. Furthermore, DD Form 2064 is a controlled form that is maintained by the competent medical authority for issue only when requested.

Note. The draft DD Form 2064 is not final and should not be used for any other purpose other than to transport from theater to the location AFMES directs for autopsy. The draft will be marked "Pending AFME Determination." When the AFMES declines jurisdiction, coordination must be made with medical authorities for a final death certificate.

MORTUARY AFFAIRS COLLECTION POINT OPERATIONS

12-12. The MACP mission is to prepare HR along with accompanying PE for transport to the TMEP or port mortuary as quickly as possible. Air and Space Forces MACP operations can be established as a stand-alone entity providing general support for joint operations or in operations led by the Air and Space Forces. The Army, as the lead agent for MA, will provide pre-deployment MACP and MARTS training for Air and Space Forces Prime RIBS team members. Air and Space Forces Prime RIBS team members must be pre-identified. When requested by the TMAO, the Air and Space Forces can establish and conduct MACP operations. For standard remains processing procedures, follow instructions provided in this publication. When the JMAO and TMAO publish theater specific guidance, the published guidance takes precedence. MACPs may receive HR from other sources (for example, buddy care, other units, and tactical assembly area). In this case, a request for competent medical authority or designated medical representative support for declaration of death is required.

12-13. Site selection is dependent upon the type of aircraft and flight line operational support for the transfer of HR. If flight line operational support is available, the senior NCO or NCOIC will notify the expeditionary mission support group, expeditionary civil engineer's prime base engineer emergency force, and rapid engineer deployable heavy operational repair squadron engineers to coordinate the MACP site selection near the flight line.

12-14. The MACP site location should be coordinated with the expeditionary security forces squadron, prime base engineer emergency force, and rapid engineer deployable heavy operational repair squadron engineers personnel and added to the base defensive structure considerations for site planning. Planning factors should include concertina wire, HESCO-MIL barriers, and concrete barriers for camouflage, concealment, and deception measures. Camouflage, concealment, and deception measures is the use of materials and techniques to hide, blend, disguise, decoy, or disrupt the appearance of military targets and/or their backgrounds. Camouflage, concealment, and deception measures helps prevent an enemy from detecting or identifying friendly warfighters, equipment, activities, or installation priority resources. Properly designed camouflage, concealment, and deception techniques take advantage of the immediate environment, shields surveillance, and enhances MACP safety and security operations.

12-15. The following illustration in figure 12-2 shows the general Air and Space Forces MACP layout.

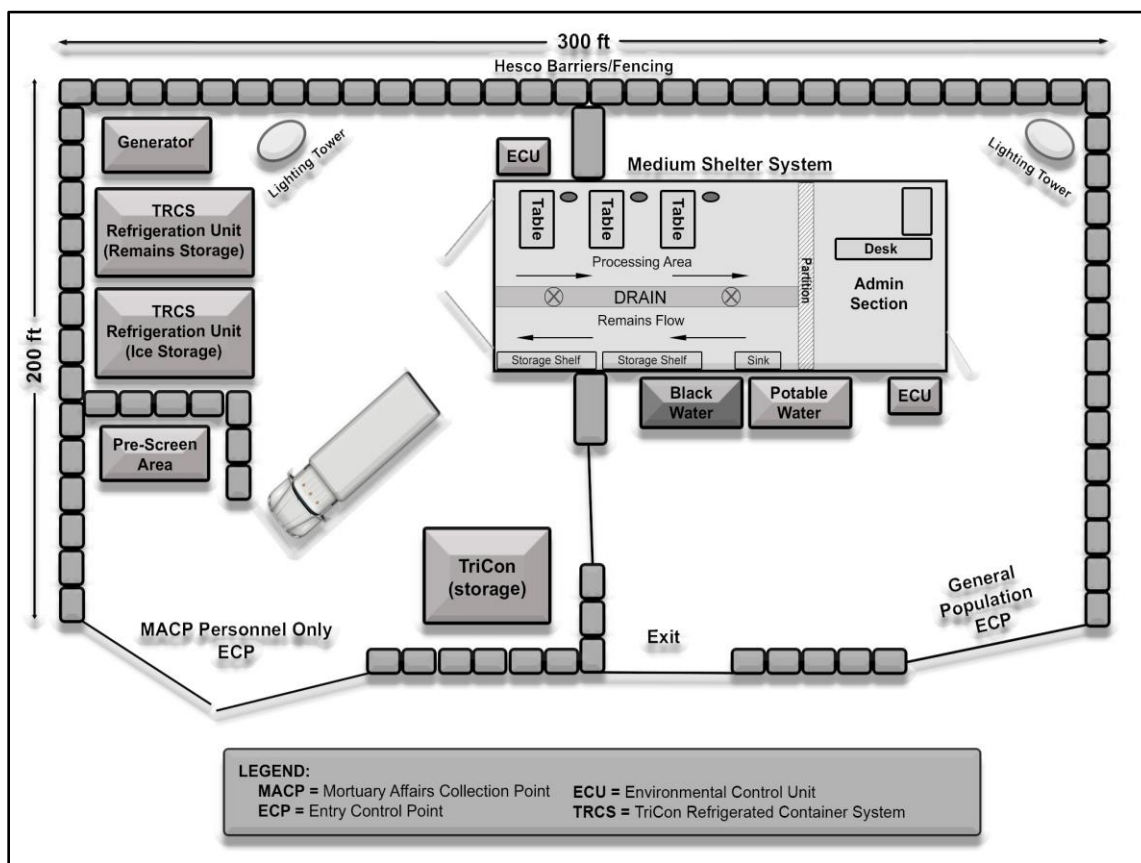


Figure 12-2. Mortuary affairs collection point operational layout

12-16. Designated mortuary UTCs will deploy with the initial basic expeditionary airfield resources war reserve material MA kit (XFWXN, UTC title). The XFWXN UTC is equipped with initial MACP and S&R equipment capabilities. At a minimum, the dimensions of the MACP will be 52 x 29.5 x 15 feet (1,534 square feet). Members with lead responsibility over MACP operations will need to replenish disposable supplies through local supply channels as soon as possible.

12-17. If the XFWXN UTC is utilized, MA teams must conduct a thorough inventory of all items prior to set-up of MACP operations and provide a situational report to the Service component (for example, United

States Air Forces Central Command, the Combined Air Operations Center) through the combatant command (for example, United States Central Command). In a contingency environment where the Service component (Air Force) or air component (Air Force) is given the authority as the base operating support-integrator, the Air and Space Forces will assume MACP airspace control system requirements for each location. Table 12-1 lists the equipment needed to establish Air and Space Forces MACP and S&R operations.

Table 12-1. Recommended mortuary affairs equipment and supply listing

| NOMENCLATURE | QUANTITY |
|---|-----------------|
| INDUSTRIAL 2 PLY PAPER TOWELS | 10 BOXES |
| SMALL TRASH BAGS (7 GALLON) | 10 BOXES |
| MEDIUM TRASH BAGS (30 GALLON) | 10 BOXES |
| DISPOSABLE SURGICAL GLOVES (SMALL) (50 COUNT) (PPE) | 10 BOXES |
| DISPOSABLE SURGICAL GLOVES (MEDIUM) (50 COUNT) (PPE) | 10 BOXES |
| DISPOSABLE SURGICAL GLOVES (LARGE) (50 COUNT) (PPE) | 10 BOXES |
| DISPOSABLE SURGICAL MASK (20 EACH) (PPE) | 10 CASES |
| LABORATORY APRONS (PPE) | 20 EACH |
| DISPOSABLE FACE SHIELD (25 EACH) (PPE) | 4 CASES |
| FLAG HOLDER OPAQUE ELASTIC BAND (CLEAR) | 15 EACH |
| 5' X 9.5' U.S. INTERMENT FLAG (COTTON) | 15 EACH |
| CLEAR RAIN GUARD COVER (5MM VINYL) | 1 CASES |
| FLAT METAL SEALS (NUMBERED) | 1 CASES |
| WET/DRY SHOP VACUUM | 1 EACH |
| HUMAN REMAINS POUCH | 50 EACH |
| 30 INCH CROWBAR | 2 EACH |
| FLAT AND PHILLIPS HEAD SCREWDRIVER | 4 EACH |
| TRANSFER CASE, HUMAN REMAINS (MODEL: MIL-C-43179) | 4 EACH |
| BIOHAZARD WASTE BAGS (100 EACH) | 1 CARTONS |
| AVIATION SNIPS | 4 EACH |
| SHEARS (SCISSORS) | 4 EACH |
| ROUND RED TRASH CAN (20 GALLON) | 2 EACH |
| 2" X 4" SHIPPING TAGS (MANILA) (1000 EACH) | 1 BOXES |
| PLASTIC BAG WITH AN INTERLOCKING SEAL 6" X 9" (1000 EACH) | 1 CARTON |
| ACCESS TO AN ICE MACHINE | AS NEEDED |
| Legend: MM = millimeter PPE = personal protective equipment | |

SUPPORT AGENCIES

12-18. When Air and Space Forces personnel are the MA lead Service, planning and considerations must be made when establishing MA operations using the UTC: XFWXN. The MACP personnel should utilize equipment and supplies previously listed in Table 12-1. All MACP and MA leaders must also establish communications with, and compete for support from, other Air and Space Forces agencies at deployed locations for set-up and maintenance of their MACP operations. Required support and the corresponding Air Force agencies that may assist with set-up and long-term support of MACP operations include—

- Communications support:
 - Issue land mobile radios, charging stations, and a base station to enable communications with base operations.

- Establish on-site network connectivity for use of MARTS program and information forwarding capabilities.
- Civil engineering support:
 - Erect HESCO-MIL barriers or fencing with privacy screen material as a requirement to provide a barrier of protection around the MACP (HESCO is preferred for decreasing inward visibility & blast protection for explosions or small arms fire).
 - Civil engineering structures support for erection of medium shelter system.
 - Set up AM-2 matting around the exterior of the MACP to protect the environment from bioenvironmental waste and provide an added measure of safety for medical and MACP personnel.
 - Set up and conduct routine maintenance of all generator equipment.
 - Install ice machines (electricians and utilities personnel).
 - Set up and conduct routine maintenance of environmental control units for heating and air conditioning.
 - Set up light carts or lighting systems for MACP night operations (power production team).
 - Procure, set up, and conduct routine maintenance of 3000 gallon water bladders, both potable and non-potable, along with black water bladders for bioenvironmental waste (utilities personnel).
 - Coordinate HR stand-off distance and check remains when HR are suspected to have UXO to ensure S&R site is clear prior to the start of S&R operations (EOD).
- Logistics support:
 - Provide Mobility Chemical Defense (C-Bags) to include chemical warfare defense ensembles for use as PPE for completing S&R operations in contaminated areas.
 - Provide adequate vehicle support. When requesting vehicles, MA personnel must spell out exact vehicle codes and requirements listed below in order to receive the vehicle needed to complete the mission.
 - An all-terrain crew cab truck (5-person) with 4x4, an extended bed with truck cap and tinted windows.
 - B121, 29 Passenger bus and B118, 23 Passenger van, for transportation of S&R teams
 - B185, eight Passenger, B188, seven Passenger, and B192, 15 Passenger van, for transporting S&R teams or human remains.
 - B180, Box Truck, to transport human remains.
 - C211, Refrigerated Truck.
 - Other vehicles that could be requested to support robust MA operations include a light medium tactical vehicle, or stake bed truck.
- Medical support:
 - Establish medical bio-waste collection procedures and verify supply channels for waste collection products through local medical agencies.
 - Ensure that all members that may come into contact with HR receive pre-exposure briefs.
 - Identify key personnel from the traumatic stress response team to provide periodic mental health screening for MACP personnel, pre-screening and post-screening for S&R operations, and screening for any outside agencies that support the MA program that may come into contact with HR.
 - Receive contamination avoidance, hazardous materials handling and disposal and blood-borne pathogens training from public health and bio-environmental offices.
 - Establish lines of communication with the medical operations center to establish competent medical authority communications for declaration of death and generation of the DD Form 2064.
- Other operations that play key roles within the MACP program are security forces, airfield management, contracting, personnel, and public affairs.

- The Air and Space Forces contract augmentation program is a force multiplier that augments civil engineer and Service capabilities to support worldwide contingency planning and deployment operations. However, the Air and Space Forces contract augmentation program will not be utilized to augment MACP, S&R, or re-icing mission requirements. Based on unique training, qualifications, and highly sensitive operational support, this is strictly a Prime RIBS team requirement.

12-19. The Air and Space Forces role within TMEP operations is to assist or manage the evacuation of HR along with accompanying PE to CONUS or OCONUS military mortuaries. Designated Air Force Services Prime RIBS team members may be selected to augment TMEP operations. When tasked to support or manage TMEP operations, Air and Space Forces members must be provided MA operations and MARTS training from the JMAC prior to assignment to TMEP operations. For standard TMEP operations guidance, refer to chapter 6 of this publication.

12-20. The responsibility of the aerial staging facility (ASF) is to conduct quality assurance checks, re-ice, and process HR for transport (if practical) to CONUS or OCONUS military mortuaries. In the event HR must be transported to an OCONUS MA ASF, re-icing and quality assurance checks will be accomplished IAW the instructions outlined in this chapter.

12-21. The MA technician of the aerial port has the responsibility to conduct quality assurance checks, re-ice, and process HR for transport if practical to CONUS or an OCONUS military mortuary.

12-22. The AFMES—

- Exercises custody over HR received until released for disposition.
- Makes positive scientific ID of HR through dental, fingerprint, or DNA analysis.
- Determines the manner and cause of death.
- Releases custody of the HR and PE to CONUS or OCONUS military mortuaries to prepare, casket, and transport the HR and PE (per disposition instructions provided by the person authorized to direct disposition of HR, primary next-of-kin, or person eligible to receive effects) pursuant to Section 1471 of Title 10 USC.

SPECIAL RECOGNITION FOR HUMAN REMAINS

12-23. Installation or unit members may desire to pay respects to a fallen comrade during departure to a mortuary facility or place of rest. Leadership must ensure when a send-off occurs, it does not under any circumstances impact the scheduled departure time.

12-24. A send-off is not a ceremony, but instead is a dignified carry whereby a small cadre of persons from the member's unit, and possibly select leaders from the installation, are present. Those in attendance form up and salute when the carry team moves the deceased from the transport vehicle to the aircraft.

12-25. The number of persons from the unit and installation should be small; an exact number cannot be specified. However, it should not create a burden on the local mortuary team or special handling team whose purpose in this event is to ensure the on-time departure of the aircraft. No photography or video recording is allowed by anyone participating or witnessing the send-off. No internal or external media is allowed. Uniforms for those participating can be Airmen combat uniform, or flight suit, but not Service dress.

12-26. Base or local leadership will not comment upon nor eulogize the fallen member. Time-permitting, it is permissible for a chaplain to pray over the deceased. It is not permitted to have the honor guard parade the colors or to have a band present, which would be part of a ceremony and not a send-off.

SEARCH AND RECOVERY OPERATIONS

12-27. Air and Space Forces base operating support responsibilities (for example, bed-down locations) will be required to execute S&R operations in support of incidents on or near their installation for minor incidents with two or fewer fatalities. Prior to conducting any S&R operations, the mortuary officer must contact the air component HQ Air Force director of manpower, personnel, and services staff. This staff will coordinate with the TMAO to determine who will conduct S&R. When Air and Space Forces personnel will conduct the S&R, certain guidance applies:

- If operational constraints exist, the mortuary officer or designated representative will request for base augmentation through local leadership channels. Force support leaders will outfit the 11 core 3F-series UTC personnel with additional augmentation to ensure a minimum of 26 personnel, depending on the severity of the incident scene. If additional manning is needed outside of the 26 S&R-trained personnel, force support leaders may request that additional forces receive just in time training conducted by the S&R team leader or designated representative to ensure mission success.
- Conduct S&R only under conditions that do not endanger their members. Senior leadership will make all attempts to conduct S&R operations during daylight hours. Under hostile conditions, the installation or incident commander will determine when it is safe to begin S&R. Under non-hostile conditions, EOD, CBRN (USAF emergency management), fire emergency services, and security forces will determine if the area is safe to conduct S&R. For further information on S&R, see chapter 4.
- Establish leadership roles for the S&R team using 3F1X1 core personnel:
 - A senior NCO or junior officer that has real world S&R experience or possesses strong verbal and leadership skills should serve as the S&R team leader. MA leaders supporting S&R operations will, at a minimum, complete force support combat training, MA training along with mortuary training provided by JMAO or JMAC. Ideally, the S&R team lead will also be affiliated with the local MA program.
 - Assign an S&R team member as the grid plotter, which holds the responsibility of search site photography. This member should be trained by civil engineering on the proper use of GPS, union gridding system (explained in Chapter 4), and basic photography skills through the local public affairs office.
 - Ensure the S&R team flankers maintain line integrity and proper spacing throughout the search. Flankers must also act as active search team members during the entire S&R mission.
 - Pre-designate team member duties to document and safeguard PE. Immediately conduct IED checks. Personnel must thoroughly check the entire HR for PE.
 - The S&R team leader must establish HR bag and tag procedures. Bagging and tagging can either be done independent of the standard line searchers or conducted by designated members behind the S&R search line.
- The Air and Space Forces do not have a MACRMS capability and rely on the GCC for proper handling of contaminated HR through coordination with the joint staff logistics directorate, JMAO, or TMAO.
- For specific S&R procedures not mentioned in Chapter 4, refer to Air Force Handbook DAFH 34-102, located on the Air Force Mortuary Affairs Share Point (see website URL in the references) or contact Air Force Mortuary Affairs Operations (AFMAO) for further guidance.
- Transport HR and the PE on remains to the nearest MACP or TMEP as soon as possible for onward movement to a CONUS or OCONUS military mortuary.
- The S&R team leader will ensure that all requests for equipment and supplies needed for S&R operations go through the MA office utilizing the list in Table 12-1 or XFWXN UTC.

SECTION III – MORTUARY OPERATIONS AT AERIAL STAGING FACILITIES

12-28. This section introduces common processes and procedures when processing HR at an Air and Space Forces-led MA ASF operation. When establishing MA operations at an ASF, Air and Space Forces senior leaders within the force support community will request adequate manning and equipment to ensure that the re-icing mission is prepared to support the flow of remains mission. It is also important that Air and Space Forces senior leaders establish support agreements with local agencies to include special cargo handling, logistics, and base operations to ensure effective support procedures are established for mission success. MA activities at an ASF must request deviation from the below standard operating procedures through the TMAO, in coordination with AFMAO.

RE-ICING PROCEDURES FOR HUMAN REMAINS

12-29. The recommended re-icing equipment and supply listing is located in table 12-2.

Table 12-2. Recommended re-icing equipment and supply listing

| NOMENCLATURE | QUANTITY |
|---|-----------------|
| INDUSTRIAL 2 PLY PAPER TOWELS | 10 BOXES |
| SMALL TRASH BAGS (7 GALLON) | 10 BOXES |
| MEDIUM TRASH BAGS (30 GALLON) | 10 BOXES |
| DISPOSABLE SURGICAL GLOVES (SMALL) (50 COUNT) (PPE) | 10 BOXES |
| DISPOSABLE SURGICAL GLOVES (MEDIUM) (50 COUNT) (PPE) | 10 BOXES |
| DISPOSABLE SURGICAL GLOVES (LARGE) (50 COUNT) (PPE) | 10 BOXES |
| DISPOSABLE SURGICAL MASK (20 EACH) (PPE) | 10 CASES |
| LABORATORY APRONS (PPE) | 20 EACH |
| DISPOSABLE FACE SHIELD (25 EA) (PPE) | 4 CASES |
| FLAG HOLDER OPAQUE ELASTIC BAND (CLEAR) | 15 EACH |
| 5' X 9.5' U.S. INTERMENT FLAG (COTTON) | 15 EACH |
| CLEAR RAIN GUARD COVER (5MM VINYL) | 1 CASE |
| FLAT METAL SEALS (NUMBERED) | 1 CASE |
| HUMAN REMAINS POUCH | 50 EACH |
| 30 INCH CROWBAR | 2 EACH |
| FLAT AND PHILLIPS HEAD SCREWDRIVER | 4 EACH |
| TRANSFER CASE (MODEL: MIL-C-43179) | 4 EACH |
| BIOHAZARD WASTE BAGS (100 EACH) | 1 CARTON |
| AVIATION SNIPS | 4 EACH |
| SHEARS (SCISSORS) | 4 EACH |
| ROUND RED TRASH CAN (20 GALLON) | 2 EACH |
| 2" X 4" SHIPPING TAGS (MANILA) (1000 EACH) | 1 BOX |
| PLASTIC BAG WITH AN INTERLOCKING SEAL 6" X 9" (1000 EACH) | 1 CARTON |
| ACCESS TO AN ICE MACHINE | AS NEEDED |
| Legend: MM = Millimeter | |

12-30. The proper re-icing procedures for HR processing through ASF operations are explained in order of completion in the following paragraphs.

TRAINING AND MANNING REQUIREMENTS

12-31. Senior leadership with ASF responsibility will establish a fully trained HR handling team consisting of one team lead and two additional members. Additional members may be required when there are two or more HR in need of re-icing. When identifying teams, make sure the members are medically qualified to conduct the re-icing mission. Prior to assignment, HR handling teams will train on proper techniques and procedures when processing HR for transportation to the CONUS port mortuary.

RE-ICING MISSION PREPARATION

12-32. The team lead will receive notification of HR inbound for re-icing and will gather as much information as possible in preparation. Below are common questions to ask when gathering data:

- When is the HR scheduled to arrive?
- What is the aircraft layover time?

- How many transfer cases with HR on board?
- What is the cargo configuration, and are there passengers on board?
- What is the aircraft parking location, and is there need for K-Loader?
- Has MARTS access been requested and obtained by aerial port ASF mortuary personnel?

12-33. The team lead will notify team members, and relay mission information along with the start time for re-icing. The team lead will call the ASF of embarkation one hour prior to confirm the flight arrival time and will relay changes to team members. Upon aircraft arrival, the team lead will notify the special handling team of HR team's arrival and start prepping for the initial re-icing process. The team will complete the following measures:

- Gather on-hand equipment and supplies in preparation for initial re-icing.
- Fill six to nine double-bagged small plastic bags with ice that will hold 8-10lbs of ice per bag. Remove trapped air and double or triple bag ice to prevent leaks and prevent condensation from occurring.
- Gather required PPE (surgical gloves, masks, face shields, and aprons).
- Ensure a wet/dry shop vacuum marked with biohazard labeling is available.
- Secure supplies (for example, 2-ply paper towels and biohazard bags).
- Secure U.S. interment flags, dimensions 5' X 9.5' cotton.
- Secure opaque elastic bands (flag holders).
- Secure a clear rain guard cover (5mm clear vinyl), if available at the location.
- Complete the MA Evacuation Ice Worksheet (see JMAC milSuite or AFMAO Share Point site listed in the references section of this publication).
- Print and ensure the events log is available to document important data.

Note. Refer to the equipment and supply listed in Table 12-2 on page 12-9.

12-34. Special handling personnel will either move the transfer case to the re-icing preparation area, or will escort the re-icing team to the aircraft for re-icing on the aircraft for short layovers. Once the transfer case is safely moved to the re-icing preparation area, the quality assurance check will be conducted.

Note 1. No one other than the re-icing team is authorized to be in the room or hanger where re-icing is being conducted. Commanders, escorts, losing unit, and special handling members are among those not authorized.

Note 2. Pictures, videos, and media outlets are prohibited while conducting re-icing.

QUALITY ASSURANCE CHECK PROCEDURES

12-35. The team will do the following:

- Don PPE prior to the start of re-icing procedures.
- Annotate the date and time the team arrived to conduct the re-icing on an events log.
- Walk around the transfer case; inspect the U.S. flag for any stains, tears, or anything out of the ordinary.
- Annotate the condition of the flag on the events log.
- Prepare and place one U.S. flag on the transfer case if one is not already placed.
- Ensure the latches on the transfer case are not broken, and free of major dents and rust that may impair operational capability.
- Check if there is a temperature gauge present; annotate the reading on the events log.
- Check for damage to the transfer case. If there is damage, a replacement transfer case will be required.

- Ensure the replacement transfer case is located near the re-icing, if required.
- Ensure there is adequate manning when transferring HR to the replacement transfer case. This will mitigate sagging and protect the HR from unnecessary harm.
- Position the replacement transfer case next to the damaged one containing the HRP (ensuring the lids are removed from both). Once ready, remove the HRP from the damaged transfer case and place it into the replacement.

Note 1. Replace the transfer case if there are not at least three handles on each side, or if an original handle is missing. This applies to the older transfer case, which weighs 125lbs empty.

Note 2. The new IHRTC is equipped with a temperature gauge, a file drawer to protect the MA evacuation and transportation documents, and weighs 160lbs empty.

12-36. The re-icing team should—

- Check the transfer case. It should arrive with numbered metal security seals. There are two seals, located at the head and foot of the transfer case.
- Log the correct security seal number for the head and the foot on the events log.
- Use shears or cutting snips to remove both the head and foot security seals off the transfer case latches. Place the seals in a small interlocking plastic bag.
- Ensure the cut seals are secured and placed back inside of the transfer case once re-icing is complete.
- Unclasp all latches from transfer case. If the flag is in good condition, lift the lid not to damage the flag. If the flag is not in good condition, remove it and replace it with a new one.

Note 1. Some transfer cases have labels to identify the head and foot. If the transfer case is not labeled, follow the direction of the U.S. flag to determine the head and foot locations. When looking from the field end (the foot), the union portion of the flag should be placed on the left side of the transfer case at the head.

Note 2. Do not disturb the positioning of the flag. Place fingertips in the gap where the transfer case lid stops and the base of the transfer case begins. Remove the lid off the base of the transfer case and place the lid to the side.

Note 3. Ensure proper lifting techniques are used (see appendix A).

Note 4. Never place the lid of the transfer case on the floor if a flag is already on the case.

Note 5. Members must document information into MARTS prior to release of HR to AFMAO for further movement.

12-37. The team should conduct a proper inspection of the HRP:

- Ensure the HRP has a numbered metal seal.
- Inspect the HRP for any damages, tears, or defects:
 - Annotate whether the HRP arrived with or without a seal on the events log.
 - Note the seal number if present.
 - Avoid cutting or removing the seal attached to the HRP.
 - Check the HRP for rips, tears, or holes.
 - Inspect the HRP for damage. If damaged, place the HRP inside an additional HRP and secure it with a new seal.
 - Annotate the condition of the HRP in the events log.

- If there is a tag on the HRP with the believed to be information on it, copy that information onto the events log.

Note 1. The metal seal secures the HRP and deters tampering with the HR.

Note 2. At no point should the HRP ever be opened and expose the HR.

Note 3. If the transfer case has a green PE bag attached to the handles or exterior, remove the bag. Place it inside the storage drawer (if using the new IHRTC) or inside a plastic bag in the transfer case to protect it from water damage. Annotate the new placement on the events log.

REMAINS RE-ICING PROCEDURES

12-38. Count the number of ice bags and note their condition in the events log.

12-39. Interior transfer case maintenance tasks include—

- Removing all bags of ice and water from the transfer case.
- Removing excess water in the bottom of the transfer case using a wet/dry shop vacuum.
- Drying off the top and bottom (underneath) of the HRP as well as the interior base of the transfer case using cloths.
- Disposing of all used material in a bioenvironmental approved dumpster.
- Working with medical personnel to develop a plan for disposal of the waste.
- Placing pre-bagged crushed wet ice around the outside of HRP. Typical placement of bags will vary according to condition of the HR. At the ASF, place 60 to 90 lbs. of crushed wet ice, divided into six to nine bags (8 to 10 lbs. each) in the following locations:
 - Head: Two bags, one on each side of the head (do not place over face).
 - Chest: Three bags, one on each side of the torso (oblique) and one over chest.
 - Lower Extremities: Three bags, one on each side of lower extremities, one over the groin area.
 - Feet: One bag under the feet.

12-40. Proper ice placement is depicted in figure 12-3.

12-41. Do not place ice directly against the skin (place on outside of HRP). Using dry ice for the preservation of remains is prohibited.

Note. If a temperature gauge is not present on the transfer case (new IHRTC only) and the HRP feels warm or hot, increase the amount of ice placed on the HRP. 60 to 90lbs of ice should be sufficient to lower the temperature of the HR. The goal is to preserve the HR as much as possible. Ideal temperature should remain steady at 34 to 40 degrees Fahrenheit. If multiple re-icings are needed, reduce time increments between re-icings from 6 to 8 hour increments down to 4 to 6 hour increments until the temperature is at 34 to 40 degrees Fahrenheit.

12-42. Once re-icing is complete, place the lid back on the transfer case and lock down all of the latches.

Note 1. If only conducting re-icing for one HR, proceed to final re-icing below. If more re-icings are needed, skip the next two steps.

Note 2. If re-icing disassociated or subsequent portions, use four to five bags of ice (depending on size of portions) and place the bags where the portions are located; however, avoid placing ice bags directly on top of the portions if possible.

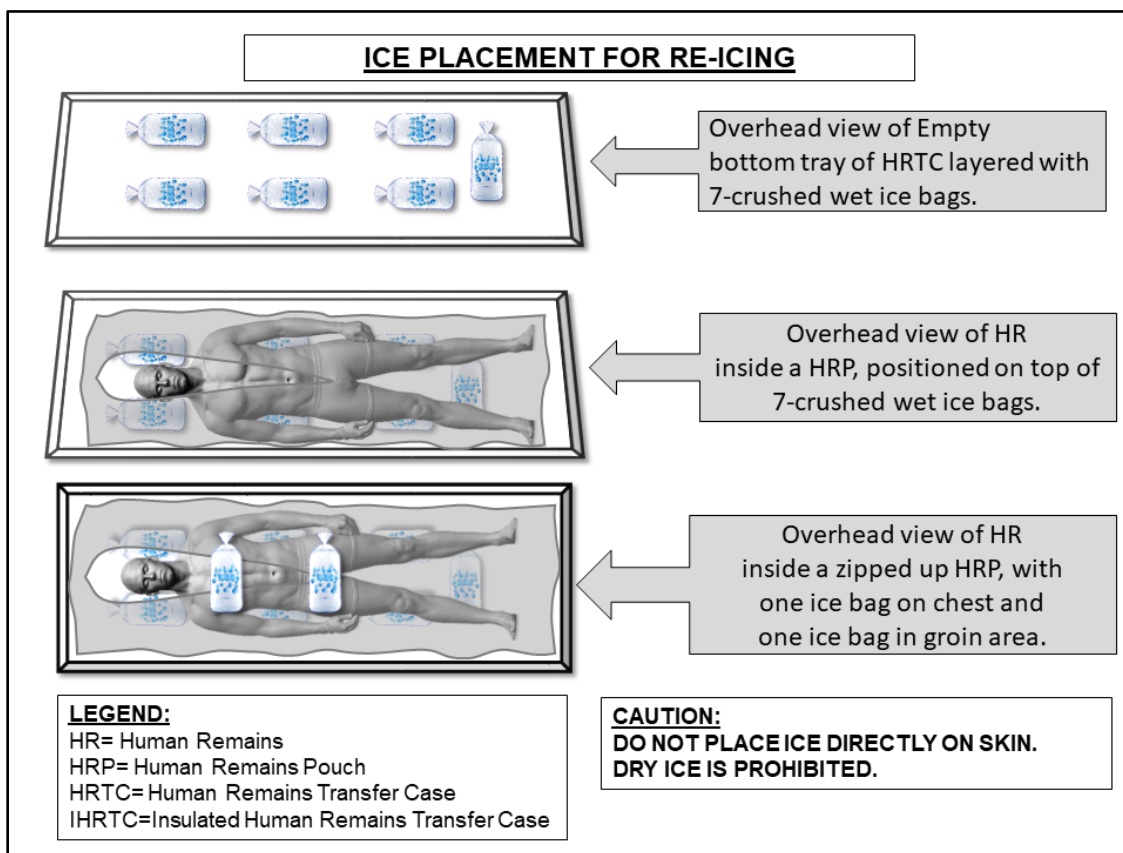


Figure 12-3. Re-icing diagram

12-43. Conduct required re-icing area clean-up activities:

- Remove all trash (towels, paper, gloves, and masks) and discarding in approved bio-environmental bag.
- Provide a final inspection of the transfer case and flag to ensure they are set for departure. Check that the seals are secured, and that the flag is properly affixed and secured with an opaque elastic band.
- Dispose of all melted ice IAW TG 195A.
- Request the DD Form 1075 from the special handling team once final re-icing procedures have been completed.
- Pick up all used material and place in an approved bioenvironmental dumpster or turn over to designated disposal area.
- Email the aircraft manifest, DD Form 1075, and events log to the senior mortuary representative on location for coordination.
- Annotate in an email who participated in the re-icing along with the date and time it was completed.
- If multiple re-icings were performed, note the times of completion and any issues that arose during the re-icing process (for example, missing seals, damaged transfer case or HRP). Members must document information into MARTS prior to release of HR to AFMAO for further movement.

Note 1. Never transport biohazardous waste in a privately-owned vehicle. Only transport in government vehicles.

Note 2. For in-aircraft re-icing procedures, perform all the steps in accordance with the HR re-icing procedures in previous paragraphs. Normal quick-turn missions are only on ground for 30 to 45 minutes.

REMAINS RE-ICING PROCEDURES (MULTIPLE REMAINS)

12-44. The following procedures should be followed when re-icing multiple HR:

- Inform the special handling team when initial re-icing is complete.
- Ensure the special handling team holds the transfer case in a secure area that is under guard or locked.
- Notify the special handling team on the times the team will return. If the mission is to depart earlier than expected, the special handling team will inform the team lead if final re-icing is needed sooner.
- Complete the additional quality assurance checks.
- Ensure the re-icing occurs every 6 to 8 hours.
- Conduct the final re-icing, no less than one and a half to two hours prior to departure of the aircraft.
- Annotate the date and time re-icing occurred on the MA Evacuation Ice Worksheet.
- Annotate the re-icings times in the events log, when complete.
- Finish the re-icing by completing additional quality assurance checks, ensuring re-icing occurs every 6 to 8 hours, and conducting final re-icing.

SECTION IV – FATALITY SEARCH AND RECOVERY TEAM CAPABILITIES

12-45. The mission of the Air National Guard (Title 32) fatality search and recovery team is to locate and recover remains of victims killed in hostile actions or natural disasters that may have hazardous conditions and contamination. Some key attributes of this Air National Guard team are—

- Specialized training for a weapons of mass destruction environment. Equipment meets National Institute for Occupational Safety and Health /Occupational Safety and Health Administration standards.
- Does not perform mitigation of hazard on the HR or collection point tasks.
- Can be utilized in State Active Duty, Title 32, or Title 10 status.
- There are 27 fatality search and recovery teams, aligned with the 10 FEMA regions:
 - 27 Fatality Search and Recovery Teams—17 FEMA/10 Homeland Response Force.
 - Stand-alone or as part of the CBRN enhanced response force package.
 - Under state control (Title 32)—may act as initial response.
 - Traditional Guardsmen—not full-time.
 - The figure 12-4 depicts the 10 FEMA Regions in CONUS.

12-46. FEMA is organized into ten regions. Each region serves as the focal point for organizing and coordinating state and federal emergency management for incidents within the respective region.

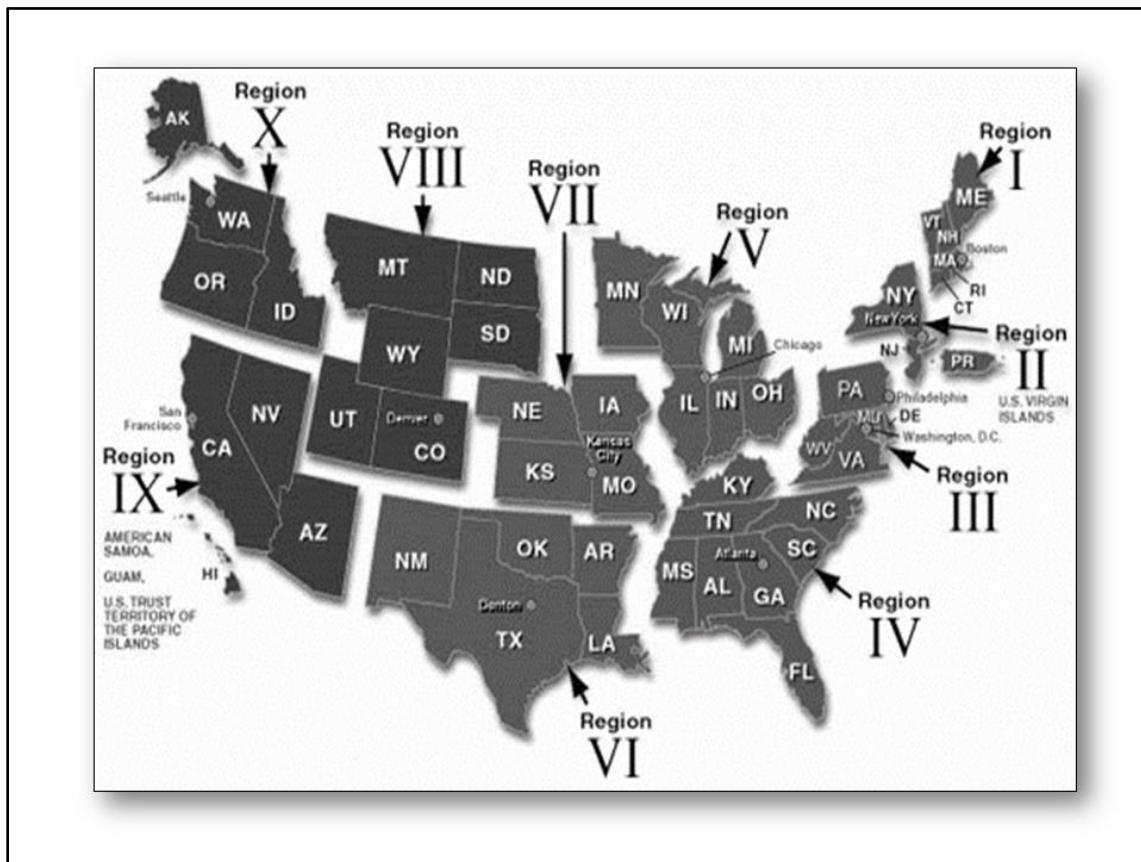


Figure 12-4. Federal Emergency Management Agency regions

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Chapter 13

Mortuary Affairs Support in the United States

Homeland Security Presidential Directive 5 enhances the ability of the United States to manage domestic incidents by establishing a single, comprehensive National Incident Management System that is to prevent, prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies.

OVERVIEW

13-1. DOD primarily organizes, trains, and equips forces to conduct combat operations. It also has the capability to respond to domestic emergencies, disasters, and provide a response capability known as Defense Support of Civil Authorities (DSCA). DODD 3025.18 refers to DOD support provided as directed by the Secretary of Defense as provided in JP 3-28.

13-2. The NRF identifies the lead federal agency providing the core response. The lead federal agency emergency response will entail a highly coordinated, multiagency local, tribal, state, and federal effort. The USG treats crisis management and consequence management as a single, integrated function, rather than separate functions IAW Homeland Security Presidential Directive 5. The framework outlines responsibilities (including DOD) and provides an outline for coordinating civil-military requirements.

13-3. In addition, the NRF is designed to ensure that all levels of government have the capability to work efficiently and effectively using a national approach to domestic incident management. It serves as the core strategic national-level plan for coordinating incident management activities for terrorist attacks, disasters, and incidents of national significance. The DOD could be asked to provide capabilities that other agencies do not possess, have exhausted, or that have been overwhelmed, under the authority of the mission process or immediate response authority. Support is provided with the provision it does not conflict with DOD's mission or its ability to respond to military operational contingencies.

13-4. The NRF employs a functional approach to response using emergency support functions that group the type of assistance a state will need, as well as operations support to sustain response actions. MA responsibilities are identified in Emergency Support Function #8 (Public Health and Medical Services) activities. The Department of Health and Human Services is the lead federal agency for Emergency Support Function #8 based on authorities, resources, capabilities, and expertise in a specific area. Lead federal agencies, in conjunction with their support agencies, are responsible for overall planning and coordination of the delivery of support function-related assistance to their state counterparts.

13-5. United States Northern Command and United States Indo-Pacific Command have principal responsibility for coordinating military assistance under national planning frameworks such as the NRF. This support normally includes personnel, equipment, and supplies in the absence of other national disaster system resource capabilities. The NRF is only one of five national planning frameworks (prevention, protection, mitigation, response, and disaster recovery).

DEFENSE SUPPORT OF CIVIL AUTHORITIES

13-6. There are numerous mass fatality scenarios (natural, manmade, or terrorist incidents) where DOD may be asked to support. These events can overwhelm and exceed capabilities of local, tribal, state, and federal authorities.

13-7. The responsibility for responding to disasters and emergencies rests with local and state authorities. The local and state medical examiner or coroner have jurisdictional responsibility for MA. During mass fatality incidents, local resources are used first, and then state or neighboring state resources are used if

necessary. The state (Governors or representatives) requests federal assistance through the NRF. Limited MA assets are available through Emergency Support Function #8. If requested, the Secretary of Defense can approve requests for the mission assignment of military MA to assist.

DIRECTIONS AND GUIDANCE

13-8. The President and Secretary of Defense establish priorities and determine what DOD resources will be available for DSCA operations. GCCs will ensure that resources are used judiciously by adhering to the following principles:

- Provide DOD resources only when requirements exceed the capabilities of civil authorities (as determined by the FEMA or another primary federal agency).
- Staffing of military forces remains under military C2 under the authority of the DOD lead agent at all times.
- Use the incident command system within National Incident Management System for civilian communities. The MA units assisting civil authorities will have to interface with the incident command system and ensure the DOD chain of command maintains situational awareness of the civilian incident. The incident commander is responsible for all aspects of the disaster site and normally works out of the incident command post. When authorizing DOD assets, a unified command structure establishes and ensures an integrated response. The lead law enforcement agency and medical examiner or coroner will determine procedures and the handling of all forensic evidence.

CIVILIAN MASS-FATALITY INCIDENTS

13-9. The DOD may provide Dover Air Force Base Port Mortuary as an option available following a mass fatality incident to civilian authorities, like in the humanitarian relief mission of the earthquake in Haiti. An incident of this type will generally result in considerable confusion and a lack of personnel to handle the caring of the deceased. Federal, state, and local governments may request DOD assistance. Once properly tasked, military support must be provided quickly and efficiently.

13-10. Unlike DSCA operations, DOD conducts foreign humanitarian assistance operations outside of the U.S. homeland. Foreign humanitarian assistance operations are DOD activities, normally in support of the United States Agency for International Development or Department of State, conducted outside of the U.S. and its territories to relieve or reduce human suffering, disease, hunger, or privation. See JP 3-29 for further guidance and information on foreign humanitarian assistance.

13-11. The procedures used by outside agencies requesting MA support are found in DSCA. The Stafford Act also provides the procedures for declaring an emergency or major disaster, as well as the type and amount of federal assistance available. See JP 3-28 for further guidance.

13-12. The DOD provides temporary support to civil authorities when permitted by law. DSCA operations are routinely undertaken when an emergency overtakes the civil authorities and are quite often multiagency and multi-jurisdictional.

13-13. Support provided by DOD mortuary affairs will be tailored to the needs of the supported authority. This support may include transporting fatalities, assisting in ID, or, as a last resort, assisting in temporary interment. For example, the DOD provided Army MA personnel to operate MACPs in New York City and Washington, D.C. during the Corona Virus Disease 2019 pandemic, including an advisor/planner assigned to the New Jersey region as an MAO. Federal and local laws regulate how operations are conducted. The local medical examiner or coroner with jurisdictional authority (city, county, or state) over the mass fatalities will determine what and how functions are performed.

13-14. The medical examiner or coroner, and lead law enforcement agency have approval authority over all MA site activities. The medical examiner or coroner only controls the HR in most jurisdictions (local laws will define full authority). They will also manage ante mortem data collection, next of kin notifications, and PE policies for the deceased. Other site activities will be governed by the incident commander or designated representative.

13-15. Within the mission assignment, a civilian point of contact is provided to the tasked unit to begin the military and civilian integration process. Coordination between the military and civilian agencies should incorporate—

- How both agencies will interface operations involving—
 - Other efforts affecting the MA mission.
 - Other elements present.
 - Overall operations layout.
- Civilian special operating instructions and requirements.
- Military requirements.
- Retention of military responsibility for safety and care of their personnel within the context of the civilian effort. Coordination should be made with civilian and other military entities to limit risk and promote safe operations.

13-16. The medical examiner or coroner, depending on the incident, will work with the military and civilian incident commander's public media relations representative. Together they will determine how media operations will be conducted, and how photographic materials will be used. Military personnel will follow command guidance on how to interact with the media.

13-17. All recovery information should be documented as required by the medical examiner or coroner with jurisdiction.

13-18. The MA tasks that can be requested in support of civil authorities include reception, advising, photography, administrative and logistic support, DNA sample collection, S&R, transportation, fatality storage (refrigerated), and disposition operations. In addition, DOD can be asked to provide contamination mitigation support of the deceased. To accomplish the vast variety of potential assignments, DOD will integrate other agencies along with MA personnel to conduct operations.

13-19. MA units may be asked to provide basic mortuary just in time training to non-MA units and other augmentation personnel. MA will provide technical advisors for oversight and assistance insuring proper techniques, safety considerations, and rightful respect for the deceased.

LEGAL CONSIDERATIONS

13-20. If an incident is caused by a terrorist or suspected terrorist act, or involves weapons of mass destruction, it then becomes a crime scene. If such crimes are suspected, then all clothing, articles, and debris are now potential evidence and should be carefully preserved.

13-21. The Federal Bureau of Investigation is the lead agency with jurisdiction over the investigation of all weapons of mass destruction incidents. They will coordinate the MA activities with the medical examiner or coroner to ensure the collection of evidence, including on or in the deceased is complete. Normally, contamination mitigation of the deceased will involve forensic documentation and collection on the contamination mitigation line. Military contamination mitigation teams should ensure a complete plan is in place, and that law enforcement agencies and the medical examiner or coroner have concurred before operations begin.

13-22. During the integration process and ongoing operations, there may be some unresolved issues or disputed areas. If unable to resolve issues, commanders should seek additional higher HQ guidance. It is important to remember the military and civilian efforts should be a partnership focused on providing the best and most appropriate consequence management response to the American people. To do this, it requires both parties to develop a cooperative relationship and positive attitude addressing the needs of the military and civilian community. Commanders should consult with their servicing office of the staff judge advocates and involve them in the process.

13-23. CONUS installations may have losses even if a fatality event occurs partially or completely off of the installation. The medical examiner or coroner will most likely establish an emergency family assistance center to collect ante mortem data from the families, complete notifications of death, and provide assistance to next of kin as required. Installation and Service component commanders should consider pre-planning

with local authorities, and offer help with casualty assistance officers, in local emergency family assistance centers with the military members' data collection, notifications, and return of PE.

13-24. Below are types of federal military installation jurisdictions—

- Exclusive jurisdiction is an area over which the federal government exercises and maintains legal control without interference from the jurisdiction and administration of state law.
- Concurrent jurisdiction exists when both state and federal governments retain all their legislative authority.
- Partial jurisdiction exists when both state and federal authorities have some legislative authorities, but neither one has absolute power.
- Proprietary jurisdiction means that the U.S. has only a possessory interest in property it occupies.

13-25. Consult with the United States Northern Command and Indo-Pacific Command MA offices for any additional CONUS or OCONUS DOD MA-specific instructions, and for DOD MA operations in the homeland.

13-26. For further guidance on procedures and requesting DOD support, refer to ADP 3-28 and ATP 3-28.1/MCRP 3-30.6/NTTP 3-57.2/AFTTP 3-2.67.

Appendix A

Health and Safety Information for Mortuary Affairs

One of the intrinsic dangers of mortuary affairs operations is the sustained contact with human remains. This exposes mortuary affairs personnel to special physical and mental risks. Proper personal health and sanitation practices are vitally important, as handling remains in various stages of decomposition can potentially carry infectious organisms and operation-specific chemical, biological, radiological, and nuclear hazards. The related exposure to many unique psychological stressors poses a threat to the morale, welfare, and spiritual well-being of mortuary affairs personnel. Therefore, each Service member involved in recovery, evacuation, or processing of remains must ensure strict adherence to all Occupational Safety and Health Administration procedures, as well as unit behavioral health programs and stress reduction techniques before, during, and after deployment.

SECTION I – OPERATIONAL PUBLIC HEALTH AND OCCUPATIONAL SAFETY

A-1. This section covers occupational health and safety considerations, infectious disease considerations, ergonomic safety, recommended minimum PPE standards, and handwashing for personal hygiene. The safety standards developed for MA personnel can also be located in TG 195A.

OCCUPATIONAL HEALTH AND SAFETY CONSIDERATIONS

A-2. To reduce exposure to pathogens, personnel conducting MA functions should—

- Adhere to the industry standard precautions for Occupational Safety and Health Administration procedures when dealing with HR outlined in TG 195A.
- Develop and implement an effective safety and health program that identifies and manages risks associated with workplace hazards that include, but are not limited to—
 - Blood borne pathogens and other potentially infectious materials (29 CFR 1910.1030).
 - Hazardous chemicals (29 CFR 1910.1200).
 - Musculoskeletal injuries (MIL-STD-1472H page 415, DA PAM 40-21, and DAFMAN 91-203).
 - Stress associated with handling HR (consult with chaplain or mental health team).

A-3. Planning considerations for MA personnel safety include—

- PPE (levels, items, size, quantity, and resupply).
- Water source for sanitation of workstations and personnel.
- Medical support requirements and access to the nearest MTF in the event of occupational exposure, injury, or illness.
- Cleaning supplies, including cleaning solutions and plastic brushes for wiping away biohazards.
- EOD inspection procedures.
- Biohazard storage and disposal.
- Access to a burn site and required PPE for burning biohazardous material.
- Documenting suspected or known occupational and environmental health or CBRN exposures IAW DODD 6490.02E.

A-4. Personnel responsible for biohazardous material disposal must ensure compliance with the safety requirements outlined by the Code of Federal Regulations for Environmental Compliance, established intergovernmental agreements, and GCC interim operational policy for environmental compliance:

- Use proper PPE IAW established safety and sanitation guidelines.
- Incinerate all disposable protective clothing, bandages, dressings, sheets, towels, and other items coming into direct contact with the HR or body fluids.
- Develop a contingency plan in the event that an incinerator is not available at their location.

INFECTIOUS DISEASE CONSIDERATIONS

A-5. Many infectious agents associated with medical and paramedical environments are classified as opportunistic pathogens or microbial agents normally considered to be of low virulence. Such organisms are commonly associated with HR and environmental areas adjacent to the storage of HR. The implementation of personal health and sanitation procedures as outlined in TG 195A will help prevent—

- Spreading diseases from HR to personnel working in or located at an MA facility.
- Contracting diseases from the MA facility environment (for example, walls, floors, protective clothing, equipment, and supplies used to handle and process HR) by individuals who work in or visit an MA facility.
- Spreading contracted or carried diseases between people.

A-6. Leaders responsible for MA personnel should—

- Incorporate occupational health and operational public health preventive medicine measures into plans to identify requirements and resources available to MA personnel.
- Identify procedures for reporting blood-borne pathogen exposure to medical authorities. Annual blood-borne pathogen training is required for all MA personnel.
- Identify behavioral health support available to MA personnel and establish procedures for accessing that capability. This includes critical debriefing and interventional counseling assets.
- Identify occupational health or preventive medicine operational public health support available to MA personnel and establish procedures for accessing that capability.
- Identify immunization requirements for personnel upon completion of their respective DOD-affiliated technical training. The same environmental hazards exist for medical and MA personnel and immunization requirements should be a standard prophylaxis.
- Ensure baseline immunization requirements and testing include (at a minimum), hepatitis B, human immunodeficiency virus (also called HIV), tuberculosis, and tetanus. Additional immunizations may be required based on the hazards in the region; check with the supporting immunization department for a complete list of recommended immunizations.

ERGONOMIC SAFETY

A-7. Engineering controls and equipment for lifting, moving, transferring, pushing, pulling, and any other manual handling tasks should be considered and used whenever possible. In an environment where use of an engineering control is not feasible, use administrative controls (for example, ensuring the proper number of lifters) as dictated by MIL STD 1472H.

A-8. Use proper lifting technique to execute single-person lifts safely. There are three basic methods of lifting: straight back-bent knees, free-style, and kinetic. Each has advantages and limitations.

A-9. Seek and obtain assistance when required to manually move heavy or unusually shaped items. Never attempt to move these items alone. When two or more people are required to move or carry an object, adjust the load so each person bears an equal amount. Test lifts should be made before proceeding. The key to lifts using two or more personnel is to make every move in unison. One person should be designated to call out the moves to keep the team in unison. The supervisor and workers are responsible for assessing all available methods described above to safely handle materials and use mechanical assistance whenever possible.

A-10. For more details on ergonomic safety, techniques for using heavy-lift devices, and team lifting (for example, dignified transfer and honorable carry, and MIRCS hydraulic lift for moving HR), see the following publications:

- MIL-STD-1472H, page 415.
- TG195A (Fact sheet 16).
- DAFMAN 91-203.
- Service specific ergonomic safety regulations.

MINIMUM PERSONAL PROTECTIVE EQUIPMENT STANDARDS

A-11. For the minimum PPE standards required for an MA activity or task, see table 4-1 on page 4-5.

SECTION II – FIELD SANITATION AND HYGIENE CONSIDERATIONS

A-12. This section covers personal hygiene, hand washing, regulated medical waste, showers, and laundry for MA occupational health and safety.

A-13. After removing PPE, it is vital to wash both the hands and arms to reduce the risk of infection and transmission of any pathogenic agents to which MA personnel may be exposed. Follow these hand washing procedures:

- Wet hands and arms under clean hot or warm water.
- Apply soap and work into a rich lather.
- Scrub vigorously for a minimum of 30 seconds.
- Rinse under clean hot or warm water.
- Dry immediately with clean, disposable towels.
- Dispose of towels in the appropriate biohazardous waste container.
- Avoid making direct contact with the wash station using a bare hand.
- Always use a clean towel to turn the faucet off after use.

REGULATED MEDICAL WASTE

A-14. Regulated medical waste is potentially capable of causing disease in personnel and can pose a risk to health if not disposed of properly. MA personnel should wear disposable gloves at a minimum when handling regulated medical waste. For more information on regulated waste, see TM 3-34.56, NAVFAC MO-213/AFR 91-8/TM 5-634, TB MED 593, and Service and CCMD-specific regulations.

A-15. Examples of regulated medical waste include—

- Blood.
- Bodily fluids.
- Items contaminated with blood or bodily fluids.
- Wastewater from facility and equipment cleaning or self-care when contaminated with blood or bodily fluids.
- Used medical sharps.
- PPE soiled with the above.

A-16. A waste disposal contractor within CONUS and OCONUS generally removes regulated medical waste. Contact the higher HQ or local medical treatment facility to determine the means of disposal available in the AOR.

A-17. For more information on regulated medical waste, see references for medical waste management for deployed forces.

SHOWERS AND LAUNDRY

A-18. The requirements listed in ATP 4-42 provide for shower and laundry support. The AFMES requires that DOD-affiliated MA personnel, along with other personnel working in direct contact with human remains, will require additional showers and laundry for occupational health and cleanliness. The logistics command supporting the MA teams in their AO will ensure and coordinate for the MA teams to receive the additional showering and laundry support.

A-19. When MA personnel process HR and PE, they will require additional showering and the laundering of clothing to remove blood-borne pathogens, especially during a change in shift. Additional showers and laundry contribute to the prevention of spreading biohazardous pathogens that could lead to sickness among all personnel that potentially share living space. Dealing with death and grief on a daily basis has a significant impact on the MA teams' physical and mental health. Personal cleansing following this type of shift work may not allow the team to completely forget what they have seen; however, it does provide a modicum of physical and mental comfort after the end of their duty day. Thus, the hygienic benefits of showering and fresh, clean laundry promote morale, safety, and overall good health, and therefore is paramount to mission success.

SECTION III – STRESS, RESILIENCY, AND BEHAVIORAL HEALTH SUPPORT

A-20. The DOD MA mission places unique stressors on the military and civilian personnel charged with this mission. The AFMES and other MA personnel are limited to six-month tours of duty on a rotating basis during long operations. Following deployments, leaders must ensure personnel have the opportunity to decompress after recurring and repeated exposure to the unique circumstances of this mission. Coordination should be made with the home station or local chaplain and behavioral health personnel to plan and implement a decompression program for DOD Service members and civilians upon return to home station.

CONCEPT OF RESILIENCE

A-21. Responses to environmental conditions and experiential circumstances are varied and unique to the individual. Consequently, similar circumstances may have differing risk levels based upon the personal resilience of the individual. An individual's response to stress is relative, not absolute, and the degree of resistance to stressors varies over time. Resilience in the face of adversity is an interactive process, one that depends upon the operation of protective factors and interactive processes within the individual and the environment.

A-22. Stressful experiences may either strengthen the resilience of Service members or make them more sensitive to future adversity. Resilience is the ability of an individual to “bounce back” from adverse circumstances and life changes. It is characterized by action, with a definite aim in mind, and a strategy of how to achieve that objective based on self-esteem, self-confidence, and belief in one's own ability to deal with change. The self-confidence that fosters resilience and positive adaptive behaviors can be cultivated through mastery experiences. Guidelines presented here are designed to help personnel achieve successful mastery experiences throughout the planning, execution, and follow up of operations involving death and the dead.

A-23. Stressors can occur prior to, during, and after an operation, and may manifest themselves long after the conclusion of the event.

ANTICIPATION

A-24. Apprehension or anxiety prior to a mortuary operation is normal. Mortuary personnel may wonder what they will see and do, how they will react, how they will be seen by others, and what they will tell their family. Leadership should present information accurately, neither exaggerating risks nor ignoring questions and concerns. No amount of training can fully prepare MA personnel for every possible scenario, and even experienced personnel can be apprehensive about confronting new issues and stressful events. Leadership can use anticipation to assuage fears of contamination from nuclear, biological, and chemical material by directly addressing the risks and fears inherent to these operations.

A-25. Assuring MA personnel that PPE and contamination detection devices are on-hand, and that medical support is available in the event contamination is detected, can help to mitigate potential stressors for MA personnel. Regardless of whether the scenario is for training purposes or in preparation for an actual mission, leaders should elicit questions and facilitate discussion amongst team members. Personnel should be reminded that no question is stupid, and that others may have similar concerns. Leaders should share personal experiences with the MA mission and encourage others to do the same. Leaders may also find it useful to remind personnel that each mission and situation is unique, and that they may never be comfortable handling all types of HR.

PAST EXPERIENCE

A-26. Having workers with prior operational experience is extremely valuable for training and supporting inexperienced personnel. Leaders should not avoid discussions about Service members' bad experiences, but instead consider them prime opportunities to teach their personnel. Mission participation can either become a mastery experience for a Service member, or it could be a traumatic event for that person and their team. One way for leaders to approach the topic is to ask people about their fears and anxieties, and whether their fears are based on a past experience or anticipation of the unknown. There could be strategies to help the Service member get through future experiences, such as by pairing the Service member with another experienced member of similar rank and age.

COMMON STRESSORS

A-27. Leaders should tell personnel what they are likely to experience and offer suggestions as to how they can approach the situation from both a physical and mental standpoint. For example, when working with PE, personnel are likely to encounter details of the deceased's personal life, or they may experience overwhelming sensory (sight, smells, and sounds) stimulation while working with the HR. The following paragraphs outline the most common stressors and offer suggestions for potential strategies to mitigate their immediate effects.

Personal Effects

A-28. For many, exposure to and handling of PE is more difficult than handling HR. The deceased are likely to have photos, letters, watches, or rings, all of which can provoke thoughts about the deceased's life. The personal material contained within electronic media presents its own unique set of challenges. Exposure to personal material can inadvertently draw one into the story of the deceased's life. As one learns more about the deceased, emotions may become involved and feelings of loss and grief are more likely. It is best to keep exposure to a minimum by taking breaks, avoid dwelling on the PE or their content, and avoid becoming emotionally involved. It may help personnel to share their thoughts with others, and keep in mind that the family will appreciate what is being done for their loved one.

Sights

A-29. Mortuary personnel may see a wide variety of causes and manners of death like penetrating wounds, blasts, burns, drownings, accidents, suicides, homicides, and natural deaths. Reactions to HR may include surprise, shock, horror, curiosity, anger, and grief. Some HR, such as remains of children, are more universally stressful to process. The remains of family or friends, as well as deceased Service members who were about the same age, sex, race, and wearing the same uniform also tend to be stressful.

A-30. Exposure to HR should be kept to a minimum to reduce the risk of emotional involvement. Some stress reduction techniques include—

- Avoid looking at the hands or face.
- Do not dwell on the cause or manner of death.
- Avoid imagining what the person's last moments might have been like.
- Remember the soul is gone and the worker is performing a job.

Smells

A-31. Unpleasant odors associated with HR cannot be avoided and people are likely to feel sick when they first encounter them. Some supervisors will recommend using masks or applying a masking smell like menthol cream below or inside nostrils (a potential drawback is that the masking smell may become associated with the particular work). Mouth breathing tends to be an effective way of diminishing unpleasant odors. While some people can become used to the unpleasant odors associated with their duties, adaptation is often very difficult, if not impossible.

A-32. The memory has an excellent ability to recall scents, as well as associate those scents to past events and experiences. One should not be surprised to discover they recognize scents associated with their work outside the mortuary setting. Fortunately, these effects tend to be short in duration.

THREE TYPICAL PHASES OF AN OPERATION

A-33. The following information describes the three typical phases of an operation: prior to operations, during operations, and after operations.

PRE-DEPLOYMENT

A-34. Training and education are the primary methods of building the adaptive skills to use when facing adversity. Training should include the essentials of behavioral health support, including skills for self-help and helping others. The goal is to have units where Service members monitor and support one another. At a minimum, training should teach personnel to—

- Recognize mental health issues in oneself and others.
- Use adaptive skills and stress reduction techniques.
- Build supportive relationships.
- Overcome barriers to seeking care.
- Access care.

A-35. As opposed to passive learning experiences (for example, viewing slides), this training can be integrated into daily operations and across deployment cycles. Experiential training that involves the learner, such as group discussions, role playing, and exercises that integrate behavioral issues into an operational training event, are more likely to be assimilated and become part of the operational routine. While some training is best delivered by behavioral health professionals, stress management training is best delivered by commanders and peers who can present the training in realistic scenarios that consider the strategic and operational impact of the mission. Commanding officers can consult with behavioral health professionals regarding the content of the stress management training they provide.

Training for Challenging Experiences

A-36. Training that addresses experiences MA personnel may find stressful provides an opportunity to talk about approaches and techniques that may be helpful in the future. Examples of potentially challenging topics include—

- Working with potentially distressing HR:
 - A child or pregnant woman.
 - A decedent who was known and cared for.
 - Partial, decomposed, or gruesome HR.
 - A decedent who suffered prior to death.
 - Burned HR (for example, coping with smells).
 - Contaminated HR (for example, contamination by CBRN).
 - Mass death (for example, following a pandemic or natural disaster).
- Interacting with unit members and family members of the deceased.
- Working under fire or recovery missions in dangerous locales.
- Working in austere environments.

- Observing people enduring extreme suffering and hardship (for example, without food or resources).
- Conducting operations when systems and resources are overwhelmed (for example, following use of weapons of mass destruction).

A-37. Training does not make one invulnerable to stress or ensure the individual will not feel distress when confronted by adverse situations. However, training can develop the experience and skills necessary to build the resilience required to face adversity, and to aid in achieving mastery experiences.

A-38. Consulting behavioral health professionals regarding the content of stress management training cannot be stressed enough to commanders charged with the MA mission.

Behavioral Health Support Within the Unit

A-39. Consulting with local supporting behavioral health providers on distress recognition is particularly important for commanders and is strongly encouraged. Training should include being alert to signs of distress, being open and approachable by subordinates, providing support (for example, listening skills and offering guidance and advice), and knowing when and to whom to make referrals. It is a commander's responsibility to ensure personnel know what support is available, how to access it, and how to promote a healthy environment. Service members should support one another and encourage each other to seek help.

A-40. Commanders and support personnel should talk to MA personnel regularly and listen for signs of distress. Peer support and buddy care involves teaching personnel to watch out for one another, being mindful of signs of distress, providing support, encouraging communication, and assisting a distressed individual in seeking professional help if needed. There are DOD-affiliated civilian personnel that endure the same stressors as their military counterparts working within the MA community, and ensuring support is available is a command responsibility.

Behavioral Health Support Outside the Unit

A-41. Pre-operational medical assessments have standard procedures to detect specific behavioral health problems. Formal behavioral health screening is not conducted. Current evidence does not support universal mental health screening beyond what is recommended by the U.S. Preventive Services Task Force and required Periodic Health and Deployment Health Assessments in accordance with current DOD and Service policy.

DEPLOYED ENVIRONMENT

A-42. A theater may have varying levels of support to MA personnel. It is helpful to have visibility from higher command and civilian authorities, but not to the extent that it hinders operations. Isolation of the working units should be avoided. Depending on the support arrangements, MA personnel can be isolated by design or by accident. Visits by mobile mental health teams and religious service providers should be encouraged; however, these visits should ideally be made by personnel with prior experience with the MA mission or have demonstrated a willingness to learn.

Jurisdiction, Authority, and Cultural Awareness

A-43. There should be clear lines of command authority and jurisdiction. This can be difficult with a mixture of military Services, civilian authorities, and workers from other nations. This authority extends to the requirement for security of operations, property, and personnel. Leaders must provide an organization and a structure to manage the scene and the necessary personnel and equipment to accomplish the job. Cultural norms should be considered at every step in a disaster situation. A consultant familiar with the local religion, customs, and traditions should be available to command.

Managing Exposure and Work Fatigue

A-44. Due to the effects of strong visual and olfactory stimuli, the duration of exposure to HR should be kept to a minimum. Though MA personnel may desire to work until the mission is completed, schedules should be managed with the mindset that the mental and physical health of the attendants are paramount. Personnel

should be encouraged to take breaks, leave the work area, and to rest during the course of their duties. Neglecting one's physical condition (hydration, food, and ergonomics) can contribute to the deterioration of both mental and physical health. Schedules should not be unrealistic, such as three shifts per day or working until the entire job is completed, in order to facilitate the long-term health of MA personnel. Supervisors must be vigilant in monitoring the stress of their subordinates and take measures appropriate to the individual and situation.

Encourage Verbal Interaction

A-45. Personnel should be encouraged to communicate their thoughts, feelings, and concerns to their peers, and to trained professionals in the behavioral health and chaplain communities. The experience of being around death has the propensity to lend one to introspection and to withdraw from their environment. Conversations about topics unrelated to the MA mission can help others penetrate this shell and to lessen the stressors of this mission. Humor is one way to relieve stress; however, caution should be exercised to ensure humor does not become detrimental to unit morale, the mission, or the wider Army and U.S. community. Humor should never be used in reference to the deceased as this violates the dignity, respect, and reverence of our fallen comrades.

Experienced Versus Inexperienced Personnel

A-46. Experienced Service members are extremely valuable in training younger inexperienced personnel. It is recommended that inexperienced personnel be paired with experienced personnel. However, not all experience is good. A Service member who has had a bad previous experience could cause negative reactions in an inexperienced Service member. Pairing should be with people who are compatible and feel comfortable working together. The experienced Service member should adopt the role of a mentor.

Motivation

A-47. People can do very difficult things when they understand the importance of what they are doing. It is recommended that personnel be reminded of the positive aspects of their work. MA personnel are part of a long and faithful tradition of service:

- Care of the dead is an American priority and a pillar of every branch of the military.
- All who depart in the defense of this nation will return.
- Care of our fallen soldiers is a national tradition and source of pride.
- When we respect our fallen, should we fall, we can expect the same level of respect in return.
- Our nation owes a tremendous debt to those who have made the ultimate sacrifice, and we will carry this tradition of honor forward.

A-48. Remind personnel their work has implications beyond the immediate operation which may include:

- Affording family and loved ones the opportunity for closure.
- Knowledge that the fallen was respectfully cared for can provide a degree of comfort to their families and loved ones.
- Knowledge of the circumstances surrounding the event facilitates the grieving process of family and friends and helps them heal from their tragedy.
- Alleviates some of the burden in preparing for funerals, monuments, and memorials.

Healthy Behaviors

A-49. Sleep and maintaining a good work/life balance is crucial to the overall health of MA personnel. Encouraging rest, exercise, hobbies, and other enjoyable activities, and remaining in touch with family, friends, and loved ones is a key component to maintaining overall individual and unit health and well-being.

Behavioral Health Support Within the Unit

A-50. During operations, commanders and peers can provide support by being available to talk and listen to a distressed individual. Peer support becomes more challenging when there are too few personnel at an

operational location. There may be few people to talk to and no one to relieve stressed personnel of their duties, especially when the operating tempo is high. Personnel may have little to no peer support from military personnel outside of their environment. This may be in part due to not having trained or deployed with the larger units to which they have been attached for support.

A-51. Ostracism by non-MA personnel is an occupational hazard of the mission. Others may consider MA personnel to be bad luck, different, or find it difficult to relate to them. This could potentially be humiliating, demoralizing, and place additional burdens on an already stressful mission. Supervisors should actively engage and participate with the wider military community to help reduce this form of stress.

Behavioral Health Support Outside the Unit

A-52. Other resources can be available depending on the support in the immediate AO. MTFs typically have mobile combat stress teams and clinics with professional support. Chaplains can provide spiritual support and counseling, if desired. Commanders can request a site visit from a behavioral support team such as combat and operational stress control. Routine visits by the support team may facilitate acceptance and reduce barriers to seeking care when needed. The goal for behavioral support during operations is to provide the support as near to the operation as possible and keep the distressed individual with their unit.

Critical Events

A-53. If personnel experience a specific potentially traumatic event, the command may conduct an operational debriefing or after action review. A group reconstruction of events is not a mental health intervention in which people are encouraged or required to talk about their feelings. It will help participants learn what other people did, what was learned, and how others experienced the event in what may have been a novel situation. This is a time for teaching, and this type of communication helps to build experience. The debriefing or review should not require attendees to talk about the traumatic aspects of the event or how they reacted to it as such a requirement may increase distress.

A-54. It may be necessary to talk about all aspects of a traumatic event if doing so increases survivability during subsequent operations. Commands can acknowledge that people may be feeling distress and set the tone for recovery by stating that individuals may be experiencing normal reactions to a difficult event and that food, rest, exercise, leisure activities, camaraderie, talking about the event (when one is ready to talk), contacting loved ones, and the passage of time are likely to reduce distress. A point of contact should be provided in case individuals have questions after the debriefing or review is over.

Families of Mortuary Personnel

A-55. Leadership should be aware of the needs of the families of MA personnel. This can be done by giving family members a briefing on the general aspects of the operation and facilitating communication between personnel and families. Leadership can inform families what they can do to support their family member before, during, and after the operation.

POST-DEPLOYMENT

A-56. After operations, it is helpful to have a period of decompression where personnel remain together, but workload is minimal. This can be a time to acknowledge and reward personnel for the work performed. There may be screenings to assess well-being, and briefings and educational opportunities provided after deployment. They can address and normalize the potential psychological impact of the work, and reinforce personal skills related to attaching meaning to the event and mastering feelings. While still together, personnel continue to support one another and transition as a group towards garrison and home life.

A-57. Post-deployment screenings should be conducted in accordance with current DOD and Service policy. Upon return from deployment, MA personnel complete a mental health assessment that is integrated into the DOD Periodic Health Assessment. However, they may require additional screening intended to aid in early identification and intervention of behavioral health conditions. This will enable access for deployed personnel to available behavioral health and other support resources.

Recognition and Rewards

A-58. Personnel should be recognized for their work following its completion. This may involve awards, commendations, and letters of recommendation. Sincerely thanking MA personnel may often serve as an impactful and beneficial form of appreciation.

Training

A-59. Reintegration to the family, home, and unit can be a source of stress for those returning from deployment. This is not limited to the MA mission itself, but also includes everyday challenges such as finances and legal matters. Briefings as to what one can expect upon return are beneficial to both the MA personnel as well as their families and can help alleviate some of the distress faced upon the member's return.

Leave Time

A-60. There is often a tendency to have personnel resume work immediately. It is advisable to allow some time off to relax and take care of business that may have gone untended for some time. Some will want time with family or friends while others may want to be alone.

Return to Work

A-61. Unsympathetic leaders can place an unnecessary burden upon personnel transitioning from the MA mission to normal duties. Leadership should be aware of the unique experiences of former MA personnel and exercise vigilance to identify any potential signs of distress on the part of that individual.

A-62. In garrison, behavioral health support is available from military behavioral health clinics. Additional resources can be obtained through Military OneSource, respective Service Family Support Centers, and other non-profit agencies supporting military mental health. Additionally, for those experiencing severe mental distress, there are crisis hotlines and emergency room services on and off-base available to all personnel.

A-63. For additional personal health and sanitation guidance, refer to TG 195A. For additional behavioral health guidance, refer to Army Public Health Center's behavioral health website located in the references of this publication. For additional Service-specific references and websites on health promotion and preventive medicine, see the references in this publication and the Service-specific publication directorate.

Appendix B

Mortuary Affairs Reporting and Tracking System

MARTS is used to store official DOD information related to Service members who die in a theater of operations. This system is the Army MA program of record for the reporting, tracking, and evacuation of both HR and PE during MA operations. The primary users of the system are MA personnel conducting operations at established or designated MA facilities during combat operations.

MORTUARY AFFAIRS REPORTING AND TRACKING SYSTEM

B-1. MARTS is used by all Service branches and DOD personnel to provide real-time tracking of HR and PE from an MACP to a final destination, such as the CONUS port mortuary or JPED, both located at Dover Air Force Base, Delaware. During combat operations, MARTS provides MA personnel with the ability to electronically record information in real time and generate DOD forms on the recovery, preparation, and evacuation of HR and PE. MARTS has three main functional areas, each with specific subsections for data recording:

- MACP operations—initial data entry relating to HR or PE in a TO.
- MACP management—manage incidents of fatalities, associate/import DCIPS fatalities, and define capabilities and roles of MACPs.
- Administration—grant new user access to MARTS by assigning MACP roles, privileges to roles, and deletion of functions in MARTS.

B-2. MARTS is hosted on the DCIPS website portal. Access is restricted to authorized users only. For detailed information on system description, capabilities, functions, and access requirements, authorized users can refer to the *MARTS User Manual* and *HRC Access Policy* at the JMAC milSuite site (website information listed in references).

RESPONSIBILITIES

B-3. The configuration control board chaired by the Chief, Troops Support Division, HQDA deputy chief of staff, G-4 provides functional oversight of MARTS. The Army G-4 provides the required funding for the operation and sustainment of the system, which is performed by the Army assistant chief of staff, personnel. The Director of Supply, deputy chief of staff, G-4 is the approving authority for all changes, proposals, and upgrades to MARTS. The MARTS configuration control board consists of representatives from all Services. The configuration control board provides effective and efficient management of the MARTS configuration, using a structured process to consider proposed changes and incorporate them into specified MARTS releases to meet the needs of joint forces.

B-4. The Army HRC hosts MARTS for the Army G-4 and is responsible for—

- Performing technical operation and maintenance of MARTS.
- Performing hardware, software, and technical security upgrades to MARTS to include normal maintenance activities.
- Performing bug fixes and enhancements to the MARTS application when requested by the Army G-4.
- Vetting and creating user accounts (through the Army HRC DCIPS support team) to access the DCIPS web portal where MARTS resides:
 - The Army HRC collaborates with TSCs that have established a TMAO to assist them with the setup and configuration of TMEPs and MACPs for a particular theater.

- The theater MA officer should contact the DCIPS support team as soon as MA activities employment is determined.

B-5. AFMAO, as the CONUS port mortuary, utilizes MARTS in the operations control center to track HR from a TO until arrival at Dover Air Force Base for the dignified transfer. The command, control, and communications controllers use MARTS to receive information on HR and disassociated portions in transit from MACPs and TMEPs and input the arrival of the HR to Dover Air Force Base. MARTS access will only be granted to USAF personnel who are currently responsible for management of an MACP within a CCMD where MARTS is being utilized, AFMAO staff, aerial port staff, or select training cadre at Silver Flag Sites.

B-6. The AFMES uses MARTS to track the flow of HR and gather data related to time of death, transit issues, and estimated time of arrival at the port mortuary. Real-time information available in MARTS is crucial to members who support the AFMES and is used throughout the MA program. The AFMES enlisted personnel, medicolegal death investigators, and associate medical examiners only use MARTS for tracking, as they do not input data. AFMES personnel will receive training and authorization upon assignment.

B-7. The JPED staff can use MARTS to answer PE-related questions from next of kin by accessing the PE inventory that is uploaded to MARTS in theater. PE can arrive with the deceased Service member, or may be shipped by the in-theater SCMO or PEIO. The JPED staff has real-time evacuation information from forward MACPs and the TMEP. PE moving through the theater can be tracked from one facility or location to another until arrival at the CONUS port mortuary or JPED.

B-8. The TMAO and senior MA staff NCO are responsible for coordinating with the HRC DCIPS data manager to create the MA locations for a particular operation electronically in MARTS. The MA NCO and MAO (with special skill identifier 4V) must be trained in MARTS to provide the appropriate level of administrative support to MA forces and oversight of all data entries in MARTS for accuracy. The TMAO staff and the MA NCOs assigned to a TSC should coordinate with JMAC for MARTS training to prepare Service personnel for imminent deployments.

B-9. The TMAO will—

- Act as approval and vetting authority for MARTS production site access for all requesting Service members operating an authorized MACP, TPED, TMEP, or Air Force ASF.
- Serve as theater MARTS administrator and point of contact between the HRC and units performing the theater MA mission.
- Coordinate with the HRC DCIPS data manager for the creation of MACP, TMEP, TPED, and Air Force ASF locations for a designated TO.
- Determine if requesting unit or Service personnel have a need-to-know to access MARTS.
- Process and sign DD Form 2875 (*System Authorization Access Request*), as supervisor, for all personnel granted MARTS access to perform MA functions in an MACP, TPED, or TMEP.
- Submit all DD Form 2875 through the appropriate theater security manager for clearance validation and digital signature IAW HRC access policy.
- Assign authorized users to appropriate MA facilities in MARTS (MACP, TPED, or TMEP).
- Activate user roles, permissions, and privileges in MARTS based on user functions at an MACP, TPED, or TMEP.
- Maintain a roster of all theater authorized MARTS users and send to HRC.
- Notify HRC immediately to deactivate MARTS user account once the user access is no longer required and before user departs the theater.

B-10. The JMAC, on behalf of HQDA, G-4, provides MARTS functional expertise, advance individual training, and mobilization training to all Service components with MA units and personnel, and maintains the administrative functions of the MARTS configuration control board. When requested, JMAC collaborates with the HRC DCIPS support team to assist all the Services in obtaining MARTS training accounts in preparation for deployments and training exercises, and to fulfill Service component command requirements. The JMAC operations division also provides reach-back support to the TMAO on areas ranging from troubleshooting, assignment of user roles, MACP management, and providing general guidance pertaining to the usage and administration of MARTS.

UNIT LEVEL TRAINING

B-11. To properly maintain the knowledge and skills required to master all the functional areas of MARTS, unit commanders must incorporate MARTS into all unit-level training that supports the unit mission essential task list (see the JMAC milSuite for more information). Units can use the *MARTS User Manual* to learn how to use and navigate the system. Below are the MARTS-related MACP and TMEP critical tasks for 92M (MA Specialist) and Marine Corps MOS 0471 that require quarterly training:

- 101-92M-1108 Input Data into the Mortuary Affairs Reporting and Tracking System.
- 101-92M-2106 Confirm Data Entry into the Mortuary Affairs Reporting and Tracking System.
- 101-92M-3120 Confirm the Mortuary Affairs Reporting and Tracking System.
- 101-92M-4720 Validate the Accuracy of Information in Mortuary Affairs Reporting and Tracking System.

B-12. JMAC introduces and conducts training on MARTS as a system during MOS-producing institutional training. While this training familiarizes Service members with MARTS and provides fundamental overall knowledge, units will have to provide refresher training for personnel to develop individual skills and improve proficiency. Army, Marine Corps, and Air & Space Forces units can request a staff assistance visit to receive MARTS training as a train-the-trainer program. It is important that commanders consider developing a quarterly training plan to ensure all Service members maintain proficiency in executing MARTS functions. Additionally, Department of The Air Force cadre and SILVER flag instructors that train members on MA operations should be required to participate in this training.

PRE-DEPLOYMENT TRAINING RECOMMENDATIONS FOR GEOGRAPHIC COMBATANT COMMANDS AND MORTUARY AFFAIRS STAFF PLANNERS

B-13. In coordination with the GCC and the Service component command lead for MA, pre-deployment requirements for MARTS to meet mission demands must be pre-coordinated in OPLANs. Paragraphs B-14 through B-19 can be used to develop a recommended special requirements message. GCCs can use the aforementioned paragraphs to include the MARTS training requirements. Additional MA requirements can be added to a force tracking number when identifying MA assets for a deployment to a specific AOR. The MA staff planners must provide input including MARTS support requirements for TMAO operations as part of the GCC's OPLAN under the MA tab detailing the training, support requirements for access, and instructions when real-time access is not available.

THEATER MARTS ACCESS

B-14. Service members assigned to the following positions or locations require theater MARTS access:

- TMAO.
- MACP.
- TMEP.
- TPED, when established.
- MA staff level positions.
- Air Force ASF.

B-15. Service members must complete and submit a DD Form 2875 to request access to MARTS through the HRC Casualty Mortuary Affairs Operations Division. Access policy and procedures website information can be found on the JMAC milSuite site listed in the references section of this publication.

B-16. The MA staff NCOs and MAOs (4V) assigned to the TSC or ESC supporting the theater MA mission require MARTS training. They will serve as the forward support and administrators for MARTS.

MORTUARY AFFAIRS REPORTING AND TRACKING SYSTEM TRAINING CERTIFICATION REQUIREMENTS

B-17. All Service personnel and leaders performing theater MA functions will train to accurately input data into MARTS and create electronic field records IAW AR 638-2 and appropriate Service-specific regulations.

B-18. Training is a three-day resident course for 20 to 30 Service members. Groups larger than 30 requiring training for deployment will increase the length of training by three days. Contact the JMAC Operations Division to coordinate MARTS training.

B-19. Resources required for training are classroom/computer lab for 20-30 people, standard workstation, or notebook computer (one per student and instructor), projection equipment, internet access for all computers, and individual common access card with known pin number.

B-20. Students will receive instruction on—

- MACP operations:
 - The ten MARTS functions and the associated procedures most MARTS users require.
 - The first five primary functions required to accept, receive, process, and ship HR and PE.
- MACP Management:
 - Managing incidents of fatalities and MACP capabilities.
 - Importing fatality data from DCIPS and associating previously entered fatalities with known incidents in DCIPS.
 - Generating standard forms and defining new MACPs and their capabilities.
- Administration:
 - Instruction required by the administrator to manage users and roles for MARTS.
 - Users are assigned a role that can be granted full or limited access, to enter data and functions.
 - Users granted administrator roles can grant new users access by assigning roles, can create new roles for users, and can assign privileges to existing roles.
 - Users with the administrator role can also perform a delete function on certain artifacts in MARTS.

B-21. The instructor provides a memorandum for record or a certificate of training identifying users who completed training.

Note. Upon deployment notification, the JMAC provides pre-deployment training to all Service personnel with deployment assignments to an MACP, TMEP, TPED, TMAO, Air Force ASF, and MA staff positions where MARTS access is required. Units can request training to ensure Service personnel are proficient on functions to meet operational mission requirements. Units should allocate three days for MARTS training.

Appendix C

Forms and Reports

When personnel search, recover, and evacuate human remains, the forms and reports detailing the mission must be completed. This appendix provides detailed instructions for completing necessary forms and reports. All Department of Defense and Department of the Army forms can be accessed via the Service publishing directorate at the front of this publication.

NECESSARY FORMS

C-1. This appendix outlines the necessary MA forms, MA report formats, and other forms that support multi-Service MA units providing support in theaters of operations.

C-2. Successful MA missions require accurate documentation and fully completed forms. This section lists the necessary forms for MA missions. Forms not listed in this appendix may also be required based on the situation. MA personnel will reference the proper document for accurate form completion:

- DD Form 565.
- DD Form 567.
- DD Form 1074.
- DD Form 1075.
- DD Form 1076.
- DD Form 1077.
- DD Form 1079.

C-3. Often MA personnel will need to complete required shipping documentation. The following list contains possible documents that may be essential to accomplishing this task. Local theater policy may require additional or different documentation for movement of remains and special handling material. For more information, contact the local movement control team that supports the command.

- DD Form 1384.
- DD Form 1387.
- DD Form 1387-2.
- MA Evacuation Ice Worksheet (see JMAC milSuite or AFMAO Share Point site listed in the references section of this publication).

DD FORM 565

C-4. Use DD Form 565 for visual ID of a decedent (see figure C-1 on page C 2). This can be by an individual who knew the person well or has knowledge of the decedent's distinguishing physical characteristics. Entries on this form must fall within guidelines. If any entry cannot be verified, the terms UNKNOWN or UNK will be used as applicable.

| STATEMENT OF RECOGNITION OF DECEASED | | | |
|--|--|---------------------------|---|
| 1. BELIEVED TO BE (BTB) IDENTIFIED DECEDENT | | | |
| a. NAME (Last, First, Middle Initial) (or Unidentified) | b. GRADE | c. SSN/DoD ID NUMBER | d. DATE OF BIRTH (YYYYMMDD) |
| BTB: Romano, Alexander A | E-1 | 7839725629 | Unknown |
| e. ORGANIZATION | | f. SERVICE | |
| A Co. 117th INF BN, 2BCT, 2ID | | Army | |
| g. RECEIVED FROM | h. EVAC # | i. RFID # | j. CBRNE STATEMENT (X) |
| A Co. 117th INF BN, 2BCT, 2ID | R-27/ARQMC0/111 | 87356467 | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| 2. I HAVE PERSONALLY VIEWED THE REMAINS BTB IDENTIFIED ABOVE. RECOGNITION IS BASED ON THE FOLLOWING: Recognition was based on physical viewing of remains at MACP by Squad-leader where he confirmed identity of BTB: Romano, Alexander A. Squad-leader was physically present at time of incident and personally recovered decedent from scene and evacuated to MACP. Recognition is based work related and personal relationship with decedent. | | | |
| 3. DETAILS OF VIEWING/BTB IDENTIFICATION | | | |
| a. DATE (YYYYMMDD) | b. TIME | c. PLACE | |
| 20190827 | 1300hrs | MACP, Baghdad, Iraq | |
| 4. PERSON MAKING VISUAL IDENTIFICATION | | | |
| a. NAME (Last, First, Middle Initial) | b. GRADE | c. SSN/DoD ID NUMBER | |
| Sample, Someone Jr. | E-6 | 9255234132 | |
| d. ORGANIZATION | e. SIGNATURE | f. DATE SIGNED (YYYYMMDD) | |
| A Co. 117th INF BN, 2BCT, 2ID | Someone Sample Jr. | 20190827 | |
| g. RELATIONSHIP TO DECEASED (CDR, ISG, Friend, Relative, Mortuary Affairs Personnel, etc.) | h. LENGTH OF TIME YOU KNEW DECEASED (Number of months or years) (Mortuary Affairs Personnel mark this block N/A) | | |
| Squad-Leader | 7 Months | | |
| 5. WITNESS | | | |
| I certify that the individual identified in Item 4 has viewed the remains in my presence, and that to the best of my knowledge the above information is true. | | | |
| a. NAME (Last, First, Middle Initial) | b. GRADE | c. DoD ID NUMBER | |
| Doe, Johnny A. | E-5 | 6262738378 | |
| d. ORGANIZATION | e. SIGNATURE | f. DATE SIGNED (YYYYMMDD) | |
| 111th QM MA Co | Johnny Doe A. | 20190827 | |

DD FORM 565, AUG 2015

PREVIOUS EDITION IS OBSOLETE.

Adobe Professional X

Figure C-1. DD Form 565, Statement of Recognition of Deceased

C-5. Due to the importance of preserving forensic evidence regarding the cause of death of DOD-affiliated personnel, MA personnel must not remove clothing and military equipment (such as individual protective equipment) when looking for identifying marks. Additionally, do not wash HR to determine identifying marks because washing may result in the loss of forensic evidence.

C-6. MA personnel at the first receiving MA facility prepare DD Form 565 for each HR. Both the person making the visual recognition and a witness must sign the DD Form 565. Additionally, MA personnel may want to interview people who were in the recovery area. Sometimes, no one recognizes the deceased, but the interview still may help in providing tentative ID. The original and one copy of the DD Form 565 are evacuated with the HR. One copy is kept in the processing files of the MA facility.

C-7. Complete DD Form 565 as follows:

BLOCK 1. BELIEVED TO BE IDENTIFIED DECEDENT

1a Name - The believed to be name of the decedent (*Last, First, MI*) or (*Unidentified*).

1b Grade - Enter officer, warrant officer, enlisted grade, or civilian and alphanumeric grade (for example, O-3, WO-3, E-7, or GS-10), coalition, local national, or enemy/insurgent.

1c SSN/DOD ID number - The DOD ID number takes precedence over the SSN when available. Only provide one Service number.

1d Date of Birth (*YYYYMMDD*) - Enter the decedent's date of birth if known.

1e Organization - Enter the decedents unit of assignment (A Company, 2nd FSB, 2BCT, 2ID).

1f Service - Enter component: USAF, U.S. Army, USN, U.S. Coast Guard, USMC, coalition, enemy/insurgent, or local national.

1g Received From - Enter the name of the medical unit, forward operating base, and camp or place of incident from where decedent was recovered and evacuated from to the MACP/TMEP.

1h EVAC # - Enter the sequential evacuation number issued by MARTS or manually constructed at the MACP/TMEP.

1i RFID # - Enter the RFID number located on the RFID tag that will be attached to transfer case.

1j CBRNE Statement (*X*) - Mark NO for conventional warfare deaths (non-CBRN) HR. The CBRN statement will be required and checked as YES on this form when MACRMS operations are in effect.

BLOCK 2. I HAVE PERSONALLY VIEWED THE REMAINS BELIEVED TO BE IDENTIFIED ABOVE. RECOGNITION IS BASED ON THE FOLLOWING:

1. Ask information such as:

- How long have you known the decedent?
- What was your relationship to the decedent (squad leader/platoon sergeant/first sergeant/executive officer/commander/ friend)?
- Was the decedent assigned to your team/squad/platoon/company?
- Do you know of any visible and clearly unique identifying marks or tattoos the decedent may have had?

2. Complete a small narrative or paragraph to document in correct sentence format and grammar the information that has just been provided to you as tentative ID information.

BLOCK 3. DETAILS OF VIEWING/ BELIEVED TO BE IDENTIFICATION

3a Date (*YYYYMMDD*) - Enter the date of the viewing.

3b Time - Enter the time of the viewing as HHMM.

3c Place - Enter the location of the viewing. If possible, include military grid coordinates for the location.

BLOCK 4. PERSON MAKING VISUAL IDENTIFICATION

4a Name (*Last, First, Middle Initial*) - Enter the name of the person making the visual ID.

4b Grade - Enter the grade of the person making the visual ID as officer, warrant officer, enlisted, or civilian and alphanumeric grade (for example, O-3, WO-3, E-7, or GS-10).

4c SSN/DOD ID number - DOD ID number takes precedence over SSN when available. Only provide one Service number.

4d Organization - Enter the unit or organization of the person conducting the visual ID.

4e Signature - The person conducting the visual ID must sign in this block after verifying that all information on the form is correct.

4f Date Signed (*YYYYMMDD*) - The signer must enter the date signed.

4g Relationship to Deceased (*commander, first sergeant, friend, relative, mortuary affairs personnel*) - Enter the relationship the person conducting the visual ID had with the decedent.

4h Length of Time You Knew Deceased (*Number of months or years*) (*Mortuary Affairs Personnel mark this block N/A*) - Enter the time the visual identifier has known the decedent.

BLOCK 5 WITNESS

5a Name (*Last, First, Middle Initial*) - Enter the name of the person who witnessed the ID. This person must certify the individual identified in block 4 viewed the HR and the annotated items in block 2 are true to the best of his or her knowledge.

5b Grade - Enter officer, warrant officer, enlisted grade, or civilian and alphanumeric grade (for example, O-3, WO-3, E-7, or GS-10), coalition, local national, or enemy/insurgent.

5c DOD ID number – The DOD ID number takes precedence over the SSN when available. Only provide one Service number.

5d Organization - Enter the unit or organization of the witness.

5e Signature - Once the witness signs the form, he or she attests that all the information entered in Blocks 1 through 4 are true to the best of his or her knowledge.

5f Date Signed (*YYYYMMDD*) - Enter the date the witness signs the form.

DD FORM 567

C-8. The S&R team members at a receiving MA facility (for example, MACP, TMEP) prepare DD Form 567 for each HR recovered. Team members prepare this form even if no HR are found. This action is to document the search and other search information needed. Use this form for field search cases in the area clearance phase of S&R. It is prepared in triplicate, with one copy retained at the MA facility. The original and another copy are forwarded with the HR.

C-9. Use the DD Form 567 (figure C-2) to establish initial ID. Do not leave any blank blocks on this form, fill unnecessary blocks with either NONE or N/A. If information is unknown, enter either UNKNOWN or UNK.

| RECORD OF SEARCH AND RECOVERY | | | | 1. DATE (YYYYMMDD) 20190827 | |
|---|--------------------------------------|---|--------------------------------------|--|---|
| 2. DECEDENT | | | | | |
| a. NAME (Last, First, Middle Initial) (or Unidentified) | | b. GRADE | c. SSN/DoD ID NUMBER | d. ORGANIZATION | |
| BTB: Someone, Found H. | | E-2 | 2361094672 | 117th FA Co/2FA BN/2ID | |
| 3. TYPE OF SEARCH | | 4. DATE OF MISSION (YYYYMMDD) | 5. SEARCH AND RECOVERY NUMBER | 6. DATE OF RECOVERY (YYYYMMDD) | 7. CBRNE STATEMENT ATTACHED (X) |
| Initial | | 20190827 | 001/AR111thQM/1of4 | 20190827 | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| 8. PLACE OF RECOVERY (Indicate map sheet number, grid coordinates, name of nearest village or town; name, description, or number of roads, mountains or other landmarks; type of grave (shallow, deep, surface); type of position (artillery, infantry). If recovered from a vehicle, tank or plane, give position therein.) | | | | | |
| <p>MAP Name: Tenino; Edition: 7-DMA; Series: V791; Sheet: 1477 IV.</p> <p>Grid coordinates: EG12309150; unimproved road intersection 300M north @ 349 degrees. Improved road at 350M @ 225 degrees.</p> <p>Nearest village: Tenino, 2,000 meters SW from recovery site. HR's found near "Chain Hill" at 140m elevation in infantry position in shallow grave.</p> | | | | | |
| 9. IDENTIFICATION MEDIA FOUND IN GRAVE AND/OR SURROUNDING AREA (include serial numbers found on vehicles, tanks, aircraft and weapons.) | | | | | |
| <p>M16A2 Rifle SN# 87492645</p> <p>Identification Tags: Name: Someone, Found H.; DODID# 8453142536; Blood type: A Pos; Roman Catholic</p> | | | | | |
| 10. OTHER REMAINS RECOVERED ON THIS MISSION (Use continuation sheet if necessary.) | | | 11. RECOVERY TEAM MEMBERS | | |
| SEARCH AND RECOVERY NO. a. | SEARCH AND RECOVERY NO. b. | NAME (Last, First, Middle Initial) a. | GRADE b. | ORGANIZATION c. | |
| 001/AR111thQM/2of4 | | Travis, John J. | E-2 | 111th QM MA Co | |
| 001/AR111thQM/3of4 | | Rosas, Rodrigo | E-4 | 111th QM MA Co | |
| 001/AR111thQM/4of4 | | Jones, Jaklin | E-5 | 111th QM MA Co | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 12. TEAM LEADER | | | | | |
| a. NAME (Last, First, Middle Initial) | | b. GRADE | c. ORGANIZATION | | |
| Romsted, Charles | | E-6 | 111th QM MA Co. | | |
| d. SIGNATURE <i>Charles Romstead</i> | | | | e. DATE SIGNED (YYYYMMDD) 20190828 | |
| 13. RECEIVING OFFICIAL | | | | | |
| a. NAME (Last, First, Middle Initial) | | b. GRADE | c. ORGANIZATION | | |
| Flowers, Steven L. | | E-6 | 111th QM MA Co. | | |
| d. SIGNATURE <i>Steven Flowers L</i> | | | | e. DATE SIGNED (YYYYMMDD) 20190828 | |

DD FORM 567, AUG 2015 PREVIOUS EDITION IS OBSOLETE. Adobe Professional X

Figure C-2. DD Form 567, Record of Search and Recovery

C-10. Complete the DD Form 567 as follows:

BLOCK 1. DATE

Date (YYYYMMDD) - The date the report was initiated.

BLOCK 2. DECEDENT

2a Name (Last, First, Middle Initial) (or Unidentified) - The believed to be name of the decedent.

2b Grade - Enter officer, warrant officer, enlisted grade, or civilian and alphanumeric grade (for example, O-3, WO-3, E-7, or GS-10), coalition, local national, or enemy/insurgent.

2c SSN/DOD ID number. DOD ID number takes precedence over SSN when available. Only provide one Service number.

2d Organization - The deceased's unit of assignment, organization, coalition, enemy, or local national.

BLOCK 3. TYPE OF SEARCH

Enter whether it is an initial or subsequent search.

BLOCK 4. DATE OF MISSION

Date of Mission (YYYYMMDD) - The date of the mission execution.

BLOCK 5. SEARCH AND RECOVERY NUMBER

The S&R number assigned to the mission (Per ATP 4-46).

BLOCK 6. DATE OF RECOVERY

Date of Recovery (YYYYMMDD) - The date the HR were recovered.

BLOCK 7. CBRN STATEMENT ATTACHED (X)

CBRN Statement - Mark Yes or No if there is any type of contamination and the statement is attached.

Note. Block 7 will be checked YES when contaminated HR are received at a MACRMS.

BLOCK 8. PLACE OF RECOVERY

Indicate map sheet number, grid coordinates, name of nearest village or town; name description or number of roads, mountains, or other landmarks; type of grave (shallow, deep, surface); type of position (artillery, infantry). If recovered from a vehicle, tanks, or aircraft, give the position therein.

BLOCK 9. IDENTIFICATION MEDIA FOUND IN GRAVE AND/OR SURROUNDING AREA

Identification Media Found in Grave and/or Surrounding Area (Include serial numbers found on vehicles, tans, aircraft, and weapons) - Document the ID media found in the grave and/or surrounding area.

BLOCK 10. OTHER REMAINS RECOVERED ON THIS MISSION (*Use continuation sheet if necessary.*)

10a Search and Recovery No. - Enter the S&R number assigned to the specific HR (for example, 002/AR54/1 of 2). An S&R number consists of 3 parts:

- S&R mission number.
- Branch of Service of the unit conducting the S&R.
- Unit conducting S&R.
- The number of this HR of the total number of HR found (for example, 1 of 2, 2 of 2, and so on.). If additional space is needed, continue to Block 10b.

Note. All deceased personnel listed here must have an additional DD Form 567 listing them as the principal decedent. This block is for grouping HR into a single area or incident. Use new DD Form 567 as continuation sheet if more than eight HR are in the group. Label the continuation sheet on the TOP Right corner with Continuation Sheet pg. 1 of 2. Label original DD Form 567 on Top Right corner pg. 1 of 2 See Continuation Sheet.

BLOCK 11. RECOVERY TEAM MEMBERS

11a Name (*Last, First, Middle Initial*) - Enter each recovery team member's name.

11b Grade - The grade of the recovery team member listed: officer, warrant officer, enlisted, or civilian and alphanumeric grade (for example, O-3, WO-3, E-7, or GS-10).

11c Organization - The recovery team member's unit of assignment, organization, coalition, or local national.

BLOCK 12. TEAM LEADER

12a Name (*Last, First, Middle Initial*) - The name of the recovery team leader.

12b Grade - Enter officer, warrant officer, enlisted grade, or civilian and alphanumeric grade (for example, O-3, WO-3, E-7, or GS-10), coalition, local national, or enemy/insurgent.

12c Organization - The recovery team leader's unit of assignment, organization, coalition, or local national.

12d Signature – The team leader signs the form here after verifying the accuracy of the information.

12e Date Signed (YYYYMMDD) - The date the team leader signed the form.

BLOCK 13. RECEIVING OFFICIAL

13a Name (*Last, First, Middle Initial*) - The name of the receiving official.

13b Grade - Enter officer, warrant officer, enlisted grade, or civilian and alphanumeric grade (for example, O-3, WO-3, E-7, or GS-10), coalition, local national, or enemy/insurgent.

13c Organization - The receiving official's unit of assignment, organization, coalition, or local national.

13d Signature - The receiving official signs the form here after verifying the accuracy of the information.

13e Date signed (YYYYMMDD) – The date the receiving official signed the form.

DD FORM 1074

C-11. The DD Form 1074 (see figure C-3 on page C-8) is used when citizens of a search area are questioned about deceased or missing personnel. All entries on this form must be completed; if any entry cannot be verified, the term UNKNOWN or UNK will be used. Additionally, if a question in any block does not apply, annotate as N/A in the block.

C-12. At the first receiving MA facility, MA personnel ensure DD Form 1074 is prepared for each person interviewed. It is also prepared in triplicate, with the same protocols as DD Form 567.

| QUESTIONNAIRE OF LOCAL INHABITANTS | | | | |
|--|---|--|-------------------------------|---------------------------------------|
| <p align="center">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 10 USC Sections 1481 through 1488, EO 9397, Nov. 1943 (SSN).</p> <p>PURPOSE AND USE: This form is used to establish initial identification of deceased personnel.</p> <p>DISCLOSURE: Personal information provided on this form is given on a voluntary basis. Failure to provide this information, however, may result in improper identification of the deceased person and person making visual identification.</p> | | | | |
| 1. PERSON INTERVIEWED | | b. ADDRESS | | |
| a. NAME (Last, First, Middle Initial) KALID, AQBEL | | AL-MANSOUR/MAHLA 609/ZUQAQ 8 #12, BAGHDAD, 10013, IRAQ | | |
| c. OCCUPATION FARMER | d. DATE INTERVIEWED (YYYYMMDD) 20190827 | | | |
| 2a. ARE THERE REMAINS BELIEVED TO BE U.S. FORCES INTERRED IN THIS AREA? (If Yes, complete 2b., c., d., and e.) | | b. WHO INTERFERED THE REMAINS? Witness thinks Taliban fighters buried so it could not be found. | | |
| | | YES NO | | |
| c. DATE OF DEATH (YYYYMMDD) 20190827 | d. DATE OF INTERMENT (YYYYMMDD) 20190827 | e. WHERE WERE THE REMAINS INTERFERED? (Include grid coordinates) Witness stated remains were interred near the river bed. General location was provided with no grid coordinates. Witness was approximately 150 meters from burial site hidden from view. | | |
| 3a. ARE THERE REMAINS BELIEVED TO BE U.S. FORCES ABOVE GROUND IN THIS AREA? (If Yes, complete 3b., c., and d.) | | b. WHO FOUND THE REMAINS? Kalid Aqbel and some local villagers. | | |
| | | YES NO | | |
| c. WHERE ARE THE REMAINS NOW? (Include grid coordinates) Witness stated remains are buried near river bed. Witness took team to site of burial. | | d. DATE OF DEATH (YYYYMMDD) 20190827 | | |
| 4. WAS THE PERSON WHO FOUND THE REMAINS A WITNESS TO THE DEATH? | | 5. WERE REMAINS RECOVERED FROM AN AIRCRAFT OR ARMORED VEHICLE? (If Yes, describe type, marking, and crew position.) | | |
| | | YES NO | | |
| 6. IS THE AREA WHERE REMAINS ARE LOCATED MINED AND/OR BOOBYTRAPPED? (If Yes, describe in item 12.) | | | | |
| | | YES NO | | |
| 7a. WERE THE REMAINS TENTATIVELY IDENTIFIED PRIOR TO BURIAL? (If Yes, complete 7b.) | | | | |
| | | YES NO | | |
| b. PERSON WHO TENTATIVELY IDENTIFIED THE REMAINS: (1) NAME (Last, First, Middle Initial) N/A | | (2) TITLE N/A | | |
| | | (3) ADDRESS N/A | | |
| 8a. WERE PERSONAL EFFECTS RECOVERED WITH REMAINS? (If Yes, complete 8b. and describe in item 12.) | | b. WHERE ARE EFFECTS NOW? Don't know, all items removed by Taliban fighters. | | |
| | | YES NO | | |
| 9a. WAS GOVERNMENT PROPERTY FOUND AND/OR RECOVERED WITH REMAINS? (If Yes, complete 9b. and describe in item 12.) | | b. WHERE IS PROPERTY NOW? Fighters took what they found and left. | | |
| | | YES NO | | |
| 10a. WERE U.S. FORCES PERSONNEL GIVEN MEDICAL TREATMENT PRIOR TO DEATH? (If Yes, complete 10b., c., and d.) | | b. WHO PROVIDED MEDICAL AID? Unknown | | |
| | | YES NO | | |
| c. NAME OF MEDICAL FACILITY | | d. LOCATION OF MEDICAL FACILITY | | |
| 11a. WERE U.S. FORCES PERSONNEL MISTREATED PRIOR TO OR AFTER DEATH? (If Yes, complete 11b. and c. and explain in item 12.) | | b. WHO MISTREATED THE PERSONNEL? Taliban fighters. | | |
| | | YES NO | | |
| c. WITNESS TO MISTREATMENT (1) NAME (Last, First, Middle Initial) KALID, AQBEL | | (2) ADDRESS AL-MANSOUR/MAHLA 609/ZUQAQ 8 #12, BAGHDAD, 10013, IRAQ | | |
| 12. ADDITIONAL INFORMATION (Use continuation sheet if necessary) Witness stated that US Soldier was captured by fighters elsewhere and was brought near there village where he was killed and buried. Fighters stripped Soldier of all equipment and clothing and hid him in a shallow grave from view near the river bank and left. Grid coordinates to grave site: EG3628093638 near town of Allahabad near Tigris River bed 50 meters from water, near tall grassy vegetation. | | | | |
| 13. PREPARING OFFICIAL a. NAME (Last, First, Middle Initial) Timothy, Allen | b. RANK SFC | c. ORGANIZATION 111th QM Co (MA) | d. SIGNATURE Allen Timothy | e. DATE SIGNED (YYYYMMDD) 20190827 |

DD FORM 1074, JUL 1998 PREVIOUS EDITION MAY BE USED. Reset Adobe Professional 5.0

Figure C-3. DD Form 1074, Questionnaire of Local Inhabitants

C-13. Complete the DD Form 1074 as follows:

BLOCK 1. PERSON INTERVIEWED**1a** Name (Last, First, Middle Initial) - The name of the person interviewed.**1b** Address - The address of the person interviewed.

1c Occupation - The occupation of the person interviewed.

1d Date Interviewed (YYYYMMDD) - The date the person was interviewed.

BLOCK 2. ARE THERE REMAINS BELIEVED TO BE U.S. FORCES INTERRED IN THIS AREA?

2a Check the answer given by the person interviewed: Yes or No. If yes, finish block 2 otherwise skip to block 3.

2b Who Interred The Remains? - Place the response in this block.

2c Date of Death (YYYYMMDD) - The date the person interviewed believes the Service member died.

2d Date of Interment (YYYYMMDD) - The date the person interviewed believes the HR were interred.

2e Where Were The Remains Interred? - The location where HR of U.S. Forces were interred, ensure to include grid coordinates.

BLOCK 3. ARE THERE REMAINS BELIEVED TO BE U.S. FORCES ABOVE GROUND IN THIS AREA?

3a Check the answer given by the person interviewed: Yes or No. If yes, finish block 3, otherwise skip to block 4.

3b Who Found The Remains? - Enter the name of the person the interviewer believes to have found the HR.

3c Where Are The Remains Now? (*Include grid coordinates*) - Enter the location where the person interviewed believes the HR to be located.

3d Date of Death (YYYYMMDD) - The date of death given by the person being interviewed in the format.

BLOCK 4. WAS THE PERSON WHO FOUND THE REMAINS A WITNESS TO THE DEATH?

Enter an X in the appropriate box.

BLOCK 5. WERE REMAINS RECOVERED FROM AN AIRCRAFT OR ARMORED VEHICLE?

Enter an X in the appropriate box. If yes, then describe type, marking, and crew position in the space provided.

BLOCK 6. IS THE AREA WHERE REMAINS ARE LOCATED MINED AND/OR BOOBY TRAPPED?

Enter an X in the appropriate box. If yes, then describe in block 12.

BLOCK 7. WERE THE REMAINS TENTATIVELY IDENTIFIED PRIOR TO BURIAL?

7a Enter an X in the appropriate box. If yes, complete block 7b, otherwise continue to block 8.

7b (1) Person Who Tentatively Identified the Remains (*Last, First, Middle Initial*) - The name of the person who tentatively identified the decedent.

7b (2) Title - The professional title of the person who provided the tentative ID.

7b (3) Address - The street address of the person who provided the tentative ID.

BLOCK 8. WERE PERSONAL EFFECTS RECOVERED WITH THE REMAINS?

8a Enter an X in the appropriate box. If yes, complete block 8b and describe in block 12, otherwise continue to block 9.

8b Where Are the Effects Now? - The location where the person interviewed believes the PE are now. Describe in block 12.

BLOCK 9. WAS GOVERNMENT PROPERTY FOUND AND/OR RECOVERED WITH REMAINS?

9a Enter an X in the appropriate box. If yes, complete block 9b and describe in block 12, otherwise continue on to block 10.

9b Where is Property Now? - The location where the person interviewed believes the PE are now. Describe in block 12.

BLOCK 10. WERE U.S. FORCES PERSONNEL GIVEN MEDICAL TREATMENT PRIOR TO DEATH?

10a Enter an X in the appropriate box. If yes, complete blocks 10b-10d, otherwise continue to block 11.

10b Who Provided Medical Aid? - Enter who the person interviewed witnessed providing the medical aid.

10c Name of Medical Facility - Enter the name of the medical facility where the witness saw the decedent treated.

10d Location of the Medical Facility - Enter the location, to include grid coordinates, of the medical facility that treated the decedent.

BLOCK 11. WERE U.S. FORCES PERSONNEL MISTREATED PRIOR TO OR AFTER DEATH?

11a Enter an X in the appropriate box. If yes, complete blocks 11b and 11c describing events in block 12, otherwise continue on to block 12.

11b Who Mistreated The Personnel? - Enter who the witness saw mistreating the decedent.

11c (1) Witness to Mistreatment Name (*Last, First, Middle Initial*) - The name of who actually witnessed the mistreatment.

11c (2) Address – The address of the person who actually witnessed the mistreatment.

BLOCK 12. ADDITIONAL INFORMATION (*Use continuation sheet if necessary*)

Enter any additional information that was not covered in blocks 1-11 here.

BLOCK 13. PREPARING OFFICIAL

13a Name (*Last, First, Middle Initial*) – Enter the name of the preparing official.

13b Rank - The grade of the preparing official as officer, warrant officer, enlisted or civilian and alphanumeric grade (for example, O-3, WO-3, E-7, or GS-10).

13c Organization - The preparing official's unit of assignment or organization.

13d Signature - The signature of the preparing official

13e Date Signed (*YYYYMMDD*) – The date the preparing official signed the document.

RESET

Use this button to reset the information on the form.

DD FORM 1075

C-14. Personnel at an MA facility (MACP, TP, and TMEP) complete DD Form 1075. List all HR evacuated within an individual convoy or lift on this form. The convoy commander or crew chief will sign and begin the evacuation. If any entry on this form cannot be verified, use UNKNOWN or UNK as applicable (see figure C-4, and figure C-5 on page C-12).

| SECTION II - CUSTODY | | | | | | |
|--|------------------------------|---|--|---|--|---|
| 1.a. VEHICLE/ AIRCRAFT ID NUMBER | b. DATE (YYYYMMDD) | d. RELEASED BY | | e. RECEIVED BY | | f. ACTION/PURPOSE OF CHANGE OF CUSTODY Evacuation to TMEP |
| C-130/FG456 | 20211118 | (1) SIGNATURE <i>Jack Someone H</i> | | (1) SIGNATURE <i>Glenn Connors P</i> | | |
| | c. MILITARY TIME 1800z | (2) NAME (Last, First, Middle Initial) Someone, Jack H (3) GRADE (4) ORGANIZATION E-6 54th QM Co | | (2) NAME (Last, First, Middle Initial) Glenn Connors P (3) GRADE (4) ORGANIZATION W-04 3 ESF SQD | | |
| 2.a. VEHICLE/ AIRCRAFT ID NUMBER | b. DATE (YYYYMMDD) | d. RELEASED BY | | e. RECEIVED BY | | f. ACTION/PURPOSE OF CHANGE OF CUSTODY Received at TMEP |
| C-130/FG456 | 20211118 | (1) SIGNATURE <i>Glenn Connors P</i> | | (1) SIGNATURE <i>Juan Garcia W</i> | | |
| | c. MILITARY TIME 1920z | (2) NAME (Last, First, Middle Initial) Glenn Connors P (3) GRADE (4) ORGANIZATION W-04 3 ESF SQD | | (2) NAME (Last, First, Middle Initial) Garcia, Juan W. (3) GRADE (4) ORGANIZATION E-6 54th QM Co | | |
| 3.a. VEHICLE/ AIRCRAFT ID NUMBER | b. DATE (YYYYMMDD) | d. RELEASED BY | | e. RECEIVED BY | | f. ACTION/PURPOSE OF CHANGE OF CUSTODY |
| | | (1) SIGNATURE | | (1) SIGNATURE | | |
| | | (2) NAME (Last, First, Middle Initial) | | (2) NAME (Last, First, Middle Initial) | | |
| | | (3) GRADE (4) ORGANIZATION | | (3) GRADE (4) ORGANIZATION | | |
| | | | | | | |
| 4.a. VEHICLE/ AIRCRAFT ID NUMBER | b. DATE (YYYYMMDD) | d. RELEASED BY | | e. RECEIVED BY | | f. ACTION/PURPOSE OF CHANGE OF CUSTODY |
| | | (1) SIGNATURE | | (1) SIGNATURE | | |
| | | (2) NAME (Last, First, Middle Initial) | | (2) NAME (Last, First, Middle Initial) | | |
| | | (3) GRADE (4) ORGANIZATION | | (3) GRADE (4) ORGANIZATION | | |
| | | | | | | |
| 5.a. VEHICLE/ AIRCRAFT ID NUMBER | b. DATE (YYYYMMDD) | d. RELEASED BY | | e. RECEIVED BY | | f. ACTION/PURPOSE OF CHANGE OF CUSTODY |
| | | (1) SIGNATURE | | (1) SIGNATURE | | |
| | | (2) NAME (Last, First, Middle Initial) | | (2) NAME (Last, First, Middle Initial) | | |
| | | (3) GRADE (4) ORGANIZATION | | (3) GRADE (4) ORGANIZATION | | |
| | | | | | | |
| 6.a. VEHICLE/ AIRCRAFT ID NUMBER | b. DATE (YYYYMMDD) | d. RELEASED BY | | e. RECEIVED BY | | f. ACTION/PURPOSE OF CHANGE OF CUSTODY |
| | | (1) SIGNATURE | | (1) SIGNATURE | | |
| | | (2) NAME (Last, First, Middle Initial) | | (2) NAME (Last, First, Middle Initial) | | |
| | | (3) GRADE (4) ORGANIZATION | | (3) GRADE (4) ORGANIZATION | | |
| | | | | | | |
| 7.a. VEHICLE/ AIRCRAFT ID NUMBER | b. DATE (YYYYMMDD) | d. RELEASED BY | | e. RECEIVED BY | | f. ACTION/PURPOSE OF CHANGE OF CUSTODY |
| | | (1) SIGNATURE | | (1) SIGNATURE | | |
| | | (2) NAME (Last, First, Middle Initial) | | (2) NAME (Last, First, Middle Initial) | | |
| | | (3) GRADE (4) ORGANIZATION | | (3) GRADE (4) ORGANIZATION | | |
| | | | | | | |

DD FORM 1075, AUG 2015 PAGE 2 OF 2 PAGES

Figure C-5. DD Form 1075, Section II – Custody

C-15. Personnel at the MA facility initiating the evacuation will list all HR being transported on DD Form 1075. This form is prepared as follows, in triplicate, with the same protocols as DD Form 567:

BLOCK 1. FROM/SHIPPING ACTIVITY

The designation of the MA Facility or unit initiating the shipment of HR.

BLOCK 2. TO/RECEIVING ACTIVITY

The destination of the HR.

BLOCK 3. DATE PREPARED (YYYYMMDD).

Enter the date the form was prepared.

BLOCK 4. PAGE OF PAGES.

Enter the individual page number in relation to the series of page numbers (1 of 2, 3 of 4, and so forth).

SECTION I – REMAINS TRANSPORTED**BLOCK 5. VEHICLE/AIRCRAFT ID NUMBER**

Enter the bumper numbers, tail numbers, and any other information identifying the mode of transportation.

BLOCK 6. EVACUATION NUMBER

Enter the evacuation number assigned during processing.

BLOCK 7. BELIEVED TO BE IDENTIFIED DECEDENT (*If unidentified, so state*)

7a Name (*Last, First, Middle Initial*) - Enter the name of the decedent believed to be or UNKNOWN.

7b Grade - The grade of the decedent entered as officer, warrant officer, enlisted or civilian and alphanumeric grade (for example, O-3, WO-3, E-7, or GS-10).

7c RFID No. – Enter the RFID number located on the RFID tag that will be attached to transfer case.

7d Organization - The decedent's unit of assignment or organization, if known.

SECTION II – CUSTODY**BLOCK 1 through 7**

a Vehicle/Aircraft ID number - The ID number of the Aircraft/Vehicle transporting the HR.

b Date (YYYYMMDD) - The date the convoy/aircraft departed the shipping unit.

c Military Time - The time the convoy/aircraft departed the shipping unit entered as HHMM.

d(1) Released By Signature – The signature of the person releasing the HR.

d(2) Released By Name (*Last, First, Middle Initial*) - Enter the name of the person releasing the HR.

d(3) Grade – Enter the grade of the person releasing the HR as officer, warrant officer, enlisted or civilian and alphanumeric grade (for example, O-3, WO-3, E-7, or GS-10).

d(4) Organization – The organization of the person releasing the HR.

e(1) Received By Signature – The signature of the person receiving the HR.

e(2) Received By Name (*Last, First, Middle Initial*) - Enter the name of the person receiving the HR.

e(3) Grade – Enter the grade of the person receiving the HR as officer, warrant officer, enlisted or civilian and alphanumeric grade (for example, O-3, WO-3, E-7, or GS-10).

e(4) Organization – The organization of the person receiving the HR.

f Action/Purpose of Change of Custody – An example is evacuation to the port mortuary.

PAGE OF PAGES

Enter the individual page number in relation to the series of page numbers (for example, 1 of 2, 3 of 4).

DD FORM 1076

C-16. Complete DD Form 1076. The losing unit, MTF, or MA personnel may complete this form. The DD Form 1076 is used in all OCONUS theaters, but not in CONUS. All PE received with or belonging to the HR are listed on DD Form 1076. If no PE are with the HR, this is noted on the form. And, if the reason is known, the reason there are no effects is stated. If any entry on this form cannot be verified, use the terms UNKNOWN or UNK, as applicable. See figure C-6 on page C-16 for the front of the form and figure C-7 on page C-17 for the back page (or continuation page, if required).

C-17. Inventory PE found on HR or located in a common living area of the believed to be. Inventory and ship disassociated personal effects accordingly. The MA personnel at the receiving MA facility inventory the PE. Due to the importance of preserving forensic evidence regarding the cause of death of Service members killed in action, MA personnel must not remove clothing and/or military equipment (for example, individual protective equipment) when inventorying all PE on the HR for evacuation.

C-18. Complete DD Form 1076 in triplicate and place the original DD Form 1076 in the PE bag. The unit safeguards the PE until the PE is ready for evacuation with the HR. Re-inventory PE and sign for the PE at each stop in the evacuation process.

C-19. It is the losing unit's responsibility to inventory and evacuate the PE to the TPED (see chapter 7). The original copy of the unit's inventory is forwarded with the PE. The unit keeps one copy for their unit files.

C-20. The following are instructions to complete the DD Form 1076:

BLOCK 1. DATE

Date (YYYYMMDD) - The date the report was initiated.

BLOCK 2. PAGE OF PAGES

Enter the individual page number in relation to the series of page numbers (1 of 2, 3 of 4, and so forth).

BLOCK 3. BELIEVED TO BE DECEDENT

3a Name (*Last, First Middle Initial*) (or *Unidentified*) - The believed to be name of the decedent.

3b Grade - Enter officer, warrant officer, enlisted grade, or civilian and alphanumeric grade (for example, O-3, WO-3, E-7, or GS-10), coalition, local national, or enemy/insurgent.

3c SSN/DOD ID number - The DOD ID number takes precedence over the SSN when available. Only provide one Service number.

3d Organization - The deceased's unit of assignment, organization, coalition, enemy, or local national.

BLOCK 4. PLACE OF RECOVERY (*Include grid coordinates*)

Indicate map sheet number, grid coordinates, name of nearest village or town; name description or number of roads, mountains, or other landmarks; type of grave (shallow, deep, surface); type of position (artillery, infantry). If recovered from a vehicle, tank, or aircraft, give the position therein.

BLOCK 5. DATE OF RECOVERY

Date of Recovery (YYYYMMDD) - Date the PE was recovered.

BLOCK 6. EVACUATION NUMBERS

6a #1 Evacuation Number - Enter the evacuation number assigned during PE processing at originating MACP (intra-theater movement).

6b #2 Evacuation Number - Enter the evacuation number issued at the TMEP during quality assurance/quality control checks for transport to CONUS.

BLOCK 7. INVENTORY OF PERSONAL EFFECTS

7a Quantity - Give the exact amount of each item inventoried (each [EA], set [ST], pair [PR], and so forth).

7b Description - Write a brief and complete description of each item (examples: cigarette lighter, inscribed ZIPPO, silver-tone in color, initials WCC inscribed on front or watch, yellow in color with black band, inscribed Timex and serial # 000154). Never specify metal or jewel type; only list the color or tone, as several types of metal and jewelry look similar.

7c Received - Enter a check mark or an X and the initials of the person receiving the property. If the item was not received, a line is drawn through the description, and the person delivering **and** the person receiving initial the correction.

7d Condition - Enter one of the follow conditions: excellent, good, or poor.

- Excellent—visually outstanding
- Good—visually operable or working, no rips, no tears, nothing visually broken, not burned, and so forth
- Poor—not visually operable or working, rips, tears, broken, burned, and so on.

7e Disposition - Enter the appropriate disposition actions—

- Turn-in—turned-in to military facility for accountability.
- Destroyed—only used on the initial DD Form 1076 for items prescribed in AR 638-2.
- Person eligible to receive effects —item given to the person eligible to receive effects or actual place of disposition (for example, Federal Bureau of Investigation [FBI], museum, and so forth)).
- Evacuated with HR—through mortuary affairs facilities (for example, MACP, TMEP, TPED, JPED, AFMES).
- Shipped PE (SCMO/PEIO actions)—item shipped at the request of the person authorized to direct disposition of HR/person eligible to receive effects
- Hand-carried—item hand-carried by an escort.
- SCO/SCMO—item turned over to the SCO or SCMO for screening.

BLOCK 8. FUNDS/NEGOTIABLE INSTRUMENTS/OTHER HIGH VALUE ITEMS TRANSMITTED WITH EFFECTS

Note. Items such as cash, credit cards, or other obvious high-valued items will be entered here. These items will NOT be included in block 7.

8a Quantity - Enter the exact amount of each item inventoried.

8b Description - Enter a brief, detailed description of each item. (Examples: two one-dollar bills, U.S. currency, serial numbers D73083702H, E78839847I or one ring, yellow in color with clear stone, initials DJH inscribed on inside of band.)

8c Received - Enter a check mark or an X and the initials of the person receiving the property. If the item was not received, a line is drawn through the description, and the person delivering and the person receiving initial this block.

8d Condition - Enter one of the follow conditions: excellent, good, or poor.

- Excellent—visually outstanding.
- Good—visually operable or working, no rips, no tears, nothing visually broken, not burned.
- Poor—not visually operable or working, rips, tears, broken, burned.

8e Disposition - Enter one of the following dispositions: turned-in, destroyed, Service member, person eligible to receive effects, shipped with HR, hand-carried, or SCMO.

- Turned-in—item turned-in to military inventory.
- Destroyed—only used on the initial DD Form 1076 for items prescribed in AR 638-2.
- Service member—item returned/given to the Service member.
- Person eligible to receive effects —item given to the person eligible to receive effects or actual place of disposition (for example, the FBI, museum).
- Shipped with HR—item shipped at the request of the person authorized to direct disposition of HR/person eligible to receive effects.
- Hand-carried—item hand-carried by an escort.
- SCMO—item turned over to the SCMO for screening.

BLOCK 9. EFFECTS INVENTORIED ABOVE REPRESENT (x as appropriate)

Place an X in the appropriate block.

BLOCK 10. EFFECTS INVENTORY CONTINUED ON BACK OF FORM (X one)

Place an X in the appropriate block.

BLOCK 11. PREPARING OFFICIAL

11a Name (Last, First, Middle Initial) - The name of the preparing official to include position title, such as, MACP, TMEP, mortuary, and so forth.

11b Grade - The grade of the preparing official entered as officer, warrant officer, enlisted or civilian and alphanumeric grade (for example, O-3, WO-3, E-7, or GS-10).

11c Organization - The assigned unit or organization of the preparing official.

11d Signature – The signature of the preparing official.

11e Date Signed (YYYYMMDD) – The date the preparing official signed the form.

BLOCK 12. VERIFIED BY

12a Name (Last, First, Middle Initial) - The name of the verifying official to include position title, such as, MACP, TMEP, mortuary, and so forth.

12b Grade - The grade of the verifying official entered as officer, warrant officer, enlisted or civilian and alphanumeric grade (for example, O-3, WO-3, E-7, or GS-10).

12c Organization - The assigned unit or organization of the verifying official.

12d Signature – The signature of the verifying official.

12e Date Signed (YYYYMMDD) – The date the verifying official signed the form.

BLOCK 13. RECEIVING OFFICIAL

13a Name (Last, First, Middle Initial) - The name of the receiving official to include position title, such as, joint personal effects depot, mortuary, and so forth.

13b Grade - The grade of the receiving official entered as officer, warrant officer, enlisted or civilian and alphanumeric grade (for example, O-3, WO-3, E-7, or GS-10).

13c Organization - The assigned unit or organization of the receiving official.

13d Signature – The signature of the receiving official.

13e Date Signed (YYYYMMDD) – The date the receiving official signed the form.

BLOCK 14. PERSON ELIGIBLE TO RECEIVE EFFECTS (PERE)

14a Name (Last, First, Middle Initial) - The name of the person eligible to receive effects.

14b Were Personal Effects Inventoried Before Receipt? (X one) - Place an X in the appropriate block.

14c Signature. The signature of the person eligible to receive effects.

14d Date Signed (YYYYMMDD) – The date the person eligible to receive effects signed the form.

| RECORD OF PERSONAL EFFECTS OF BELIEVED TO BE (BTB) DECEASED | | | | 1. DATE (YYYYMMDD) 20211123 | 2. PAGE 1 OF 2 PAGES |
|--|---|--|--|---|---|
| 3. BTB DECEDENT | | | | | |
| a. NAME (Last, First, Middle Initial) (or Unidentified) BTB: Romano, Joseph A | | b. GRADE E-5 | c. SSN/DoD ID NO. 0001112220 | d. ORGANIZATION A Co, 117th INF BN, 2ID | |
| 4. PLACE OF RECOVERY (Include grid coordinates) Near city of Ramadi, Iraq, on MSR Tiger. Grid: TG45883427 | | | | 5. DATE OF RECOVERY (YYYYMMDD) 20211123 | 6. EVACUATION NUMBERS a. #1 RI-21 b. #2 |
| 7. INVENTORY OF PERSONAL EFFECTS | | | | | |
| a. QUANTITY | b. DESCRIPTION | c. RECEIVED | d. CONDITION | e. DISPOSITION | |
| 1 | OCP pants, medium regular | JFD | Burnt | TMEP | |
| 1 | OCP coat, medium regular | JFD | Burnt | TMEP | |
| 1 | Tan T-shirt, medium | JFD | Boiled | TMEP | |
| 1 | Pair, combat boots, tan in color, size 10 US | JFD | Poor | TMEP | |
| 1 | Pair, socks, black in color | JFD | Poor | TMEP | |
| 1 | Advance Combat Helmet, medium | JFD | Fair | TMEP | |
| 1 | Individual Body Armour vest, with front and back plates. Hole on left side of vest with metal shrapnel penetration. | JFD | Poor | TMEP | |
| 1 | Set of knee pads, tan in color | JFD | Poor | TMEP | |
| 8. FUNDS/NEGOTIABLE INSTRUMENTS/OTHER HIGH VALUE ITEMS TRANSMITTED WITH EFFECTS | | | | | |
| a. QUANTITY | b. DESCRIPTION | c. RECEIVED | d. CONDITION | e. DISPOSITION | |
| 1 | Common Access Card (CAC) Name: Romano, Joseph A, Branch: Army, Exp date: Aug 2022, DoDID# 0001112220 | JFD | Good | TMEP | |
| 1 | Set Identification Tags, around neck, name: Romano, Joseph A, DoDID # 0001112220, blood type: A+, Roman Catholic | JFD | Fair | TMEP | |
| 1 | Visa credit card, name: Joseph Romano, acct# 3339 44488880000, Exp date: 07/24, CVC Code: 345 | JFD | Fair | TMEP | |
| 2 | US \$20 Dollar bills, serial #s: KB070417761, P44115533N | JFD | Fair | TMEP | |
| 9. EFFECTS INVENTORIED ABOVE REPRESENT (X as appropriate) | | | | | |
| <input type="checkbox"/> ALL KNOWN EFFECTS RECOVERED FROM UNIT | | <input checked="" type="checkbox"/> ALL KNOWN EFFECTS RECOVERED FROM REMAINS | | | |
| 10. EFFECTS INVENTORY CONTINUED ON BACK OF FORM (X one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | | | | | |
| 11. PREPARING OFFICIAL | | | | | |
| a. NAME (Last, First, Middle Initial) Duke, Johnny F | | b. GRADE E-4 | c. ORGANIZATION 111th QM Co | | |
| d. SIGNATURE <i>Johnny F. Duke</i> | | | | e. DATE SIGNED (YYYYMMDD) 20211123 | |
| 12. VERIFIED BY | | | | | |
| a. NAME (Last, First, Middle Initial) Vanderport, Elmer A. | | b. GRADE E-6 | c. ORGANIZATION 111th QM Co | | |
| d. SIGNATURE <i>Elmer A. Vanderport</i> | | | | e. DATE SIGNED (YYYYMMDD) 20211123 | |
| 13. RECEIVING OFFICIAL | | | | | |
| a. NAME (Last, First, Middle Initial) | | b. GRADE | c. ORGANIZATION | | |
| d. SIGNATURE | | | | e. DATE SIGNED (YYYYMMDD) | |

DD FORM 1076, AUG 2015

PREVIOUS EDITION IS OBSOLETE.

Adobe Professional X

Figure C-6. DD Form 1076, Record of Personal Effects of Believed To Be (BTB) Deceased

[illegible]

Figure C-7. DD Form 1076 (Back), Record of Personal Effects of Believed To Be (BTB) Deceased

DD FORM 1077

C-21. The DD Form 1077 (see figure C-8 on page C-18), must be completed by the MA personnel at the MACP. This form may also be used at the TMEP, TPED, and transfer collection point. A new form must be initiated for each 24-hour period (0001 through 2400).

C-23. The MA personnel includes all the HR data in each column of the DD Form 1077. After the last HR of the 24-hour period is received, a line will be drawn under that entry and underneath that line, enter the words NOTHING FOLLOWS. If no HR are received during the 24-hour period, NO REMAINS RECEIVED is entered across the face of the DD Form 1077. If HR are received and any entry on the DD Form 1077 cannot be verified, use the terms UNKNOWN or UNK as applicable.

DD FORM 1077 AUG 2015 PREVIOUS EDITION IS OBSOLETE Adobe Professional X

C-24. DD Form 1077 will not be filed until all HR listed are evacuated. The MA facility NCOIC/OIC will annotate the date in the lower right corner when all HR listed are evacuated. This will close out the DD Form 1077 to be filed.

BLOCK 1. DATE OF REPORT

BLOCK 2. PAGE OF PAGES

BLOCK 3. COLLECTION POINT NAME

BLOCK 4. COLLECTION POINT LOCATION *(Include grid coordinates)*

Collection Point Location – Enter the collection point location to include grid coordinates.

BLOCK 5. ORGANIZATION OPERATING COLLECTION POINT

Organization Operating Collection Point - Enter the parent unit of the MA facility and the unit to which that facility is attached, if applicable (for example, 54th QM Company/115th FSB, 1CD).

BLOCK 6. EVACUATION NUMBER

Evacuation Number. Enter the evacuation number assigned to the HR upon receipt (*ATP 4-46*)

BLOCK 7. INFORMATION ON BELIEVE TO BE IDENTIFIED DECEASED

7a Name (*Last, First, Middle Initial*) (*If unidentified, so state*) - The name of the decedent, if known. If HR are unidentified, do not enter unknown; enter Unidentified.

7b Grade - The grade of the decedent entered as officer, warrant officer, enlisted or civilian and alphanumeric grade (for example, O-3, WO-3, E-7, or GS-10).

7c SSN/DOD ID Number. The DOD ID number takes precedence over the SSN when available. Only provide one Service number.

7d Organization - The assigned unit or organization of the decedent, if known.

BLOCK 8. SEARCH AND RECOVERY NUMBER

The S&R number assigned to the remains by the S&R team. This number is transferred from the DD Form 567.

BLOCK 9. NAME OF PERSON AND/OR UNIT RECOVERING REMAINS

Name of Person and/or Unit Recovering Remains - The unit and NCOIC/OIC of the S&R team obtained from the DD Form 567. If a DD Form 567 is unavailable, enter the name and unit of those who delivered the HR to the MA facility.

BLOCK 10. PLACE OF RECOVERY (*Include grid coordinates*)

Place of Recovery - The location from which the HR were recovered including grid coordinates and map reference from the DD Form 567. If a DD Form 567 is unavailable, attempt to retrieve this information from those delivering the HR to the MA facility.

BLOCK 11. DATE RECOVERED

Date Recovered. Enter the date the HR were recovered as obtained from DD Form 567. If a DD Form 567 is unavailable, retrieve this information from those delivering the HR to the MA facility.

BLOCK 12. UNIT RECEIVED FROM

Unit Received From – Enter the name of the unit actually delivering the HR to the MA facility. This is to verify delivery of the HR and the accuracy of the data entered.

BLOCK 13. REMAINS EVACUATED TO

Remains Evacuated To – Enter the unit to which the HR were shipped. Only place an entry in this block when the HR are actually evacuated.

DD FORM 1079

C-26. The DD Form 1079 (figure C-9 on page C-20) is a record of the disinterment processing from a temporary interment site. The MA personnel located at the interment site complete the DD Form 1079. The original and one copy of the DD Form 1079 are kept at the interment site until it is closed and all HR are disinterred, at which time, the original is forwarded to the JMAO. The JMAO is responsible for disposition as dictated by AR 25-400-2. The MA unit conducting the temporary disinterment mission maintains an additional copy.

C-27. When using DD Form 1079, a new form must be initiated for each individual row of disinterment (See chapter 8 in this publication). If any entry cannot be verified, an entry of UNKNOWN or UNK will be entered.

C-21

Enter the assigned processing number. See chapter 8 in this publication for the procedures.

BLOCK 6. BELIEVED TO BE IDENTIFIED DECEDENT (*If unidentified, so state*)

6a Name (*Last, First, Middle Initial*) - The name of the decedent, if known. If HR are unidentified, do not enter unknown; enter Unidentified.

6b Grade - The grade of the decedent entered as officer, warrant officer, enlisted, or civilian and alphanumeric grade (for example, O-3, WO-3, E-7, or GS-10).

6c SSN/DOD ID Number - The DOD ID number takes precedence over the SSN when available. Only provide one Service number.

6d Branch of Service. Enter the branch of Service of the decedent if known or applicable; for example, U.S. Army, USN, USMC, U.S. Coast Guard, USAF, DOD/Army Civilian, or coalition/enemy equivalent.

6e Organization - Enter the assigned unit or organization of the decedent, if known.

BLOCK 7. DATE OF DISINTERMENT (*YYYYMMDD*)

Enter the date the HR were disinterred.

BLOCK 8. DISINTERRED FROM

8a Plot - The plot number where the decedent was disinterred.

8b Row - The row number where the decedent was disinterred.

8c Space - The space within a row where the decedent was disinterred.

BLOCK 9. PREPARING OFFICIAL

9a Name (*Last, First, Middle Initial*) - The name of the preparing official to include position title, such as, MACP, TMEP, mortuary, and so forth.

9b Grade - The grade of the preparing official entered as officer, warrant officer, enlisted or civilian and alphanumeric grade (for example, O-3, WO-3, E-7, or GS-10).

9c Organization - The assigned unit or organization of the preparing official.

9d Signature - The signature of the preparing official.

9e Date Signed (*YYYYMMDD*) - The date the preparing official signed the form.

BLOCK 10. VERIFIED BY

10a Name (*Last, First, Middle Initial*) - The name of the verifying official to include position title, such as, MACP, TMEP, mortuary, and so forth.

10b Grade - The grade of the verifying official entered as officer, warrant officer, enlisted or civilian and alphanumeric grade (for example, O-3, WO-3, E-7, or GS-10).

10c Organization - The assigned unit or organization of the verifying official.

10d Signature - The signature of the verifying official.

10e Date Signed (*YYYYMMDD*) - The date the verifying official signed the form.

DD FORM 1384

C-29. The DD Form 1384 (figure C-10 on page C-22) is a basic shipping document used to control the movement of cargo while in the non-commercial Defense Transportation System; the transportation control and movement document (TCMD) performs functions similar to a Bill of Lading in the commercial transportation system.

ATP 4-46/MCRP 3-40G.3/NTTP 4-06/AFTTP 3-2.51

Figure C-10. DD Form 1384, Transportation Control and Movement Document

C-30. The following are instructions to complete the DD Form 1384:

BLOCK 1. DOC ID

- The document identifier code also specifies additional transportation required.

Note. The document identifier code is a three-character code which indicates the purpose for which the form is being used (advance TCMD, air manifest, or water manifest documents) or the type of shipment to which it relates.

- MILSTAMP indicates the letter T identifies the form as a MILSTAMP document.

Note. The third character, number 1, indicates the document is being used as the principal shipping document for a single shipment that does not require clearance approval before shipment.

BLOCK 2. TRLR CTR

- Enter the last five digits of the trailer, van, or container number in this block when a shipment is moving in a controlled container, MILVAN, or SEAVAN.
- Enter the last four digits of the container number preceded by an S or V to indicate whether it is a stake-and-flat bed or a van.

BLOCK 3. CONSIGNOR

- Enter the coded or in-the-clear address of the shipping installation, unit, or other agency.

- Address code is the same as the one appearing in the FROM block of the military shipment label on the shipping container.

BLOCK 4. COMMODITY SPECIAL HANDLING

- Provides a quick means of identifying material for manifesting, customs requirements, stevedore billing, and transportation cost.
- Provides an indication of whether the shipment requires special attention during shipment, handling, or storage.
- The Water Commodity and Special Handling Code (Comm-Spec Hdlg) is a five or six position alpha, alphanumeric, numeric code, or abbreviation used to identify a specific piece of cargo.

Note. It tells cargo handlers there is a special way to handle this particular shipment.

- First three positions-identify the commodity category.
- Fourth position-shows type of cargo.
- Fifth position-notes exception/handling procedures.
- The first character of the code identifies the commodity.

Note. The air commodity code is a two-character code.

- The second character indicates any special handling or attention that may be required; if none is needed, the code Z R, Z, or a numeral, a DD Form 1387-2 must be attached to the shipment. Cargo checkers and warehousemen can obtain detailed handling instructions by referring to that label.

BLOCK 5. AIR DIM

Air dimension (Air Dim) code when shipment is by air lists the air dimension code which is used only for shipments moving by aircraft.

Note. It identifies the type of cargo aircraft capable of transporting the largest container in the shipment.

BLOCK 6. POE

- Assign an ID code.

Note. The POE identifier code identifies an air or ocean terminal at which troops, equipment, or material are loaded aboard aircraft or vessels. Every terminal throughout the world that is used in the transportation of DOD shipments is assigned an ID code. Ocean terminal codes indicate the major geographical area, the subarea, and the specific port, port area, or island. The list of water port designators found in Appendix B of MILSTAMP indicates the POE code 3DK is located at the Military Ocean Terminal, Bay Area (Oakland, CA).

- Identify the name and location of an air terminal where the HR will be sent. NOTE: The code for McGuire Air Force Base, Wrightstown, NJ, is WRI.

BLOCK 7. POD

Port of debarkation (POD) or the aerial port of debarkation identifier code uses the same code system as that used for POEs to identify the air or ocean terminal where the shipment is designated to be unloaded.

BLOCK 8. MODE

Mode/method of shipment code - enter the mode of transportation by which the shipment is arriving. NOTE: This information will enable terminal personnel to prepare for arrival of the particular conveyance.

BLOCK 9. PACK

Pack refers to the method of packaging a shipment unit.

BLOCK 10. TRANSPORTATION CONTROL NO.

- Enter and compare the transportation control number with the transportation control number entered in the address marking the container.
- Enter a six-position alphanumeric code to identify the initiator.
- Enter the date of requisition.

Note. The first number shows the last numeric digit of the calendar year. The last three numbers show the numeric consecutive day of the calendar year.

- Assign a serial number.

Note. The requisition serial number is a four-digit numeric code assigned by the initiator or requisitioner. Serial numbers are assigned on a daily basis ranging from 0001 to 9999.

- Enter an X because X indicates a complete shipment.

Note. Refer to Appendix D of MILSTAMP for further details on how to construct these transportation control numbers.

BLOCK 11. CONSIGNEE

Enter the DODAAC code of the ultimate consignee.

BLOCK 12. PRI

Enter the transportation priority (TP) in this block.

BLOCK 13. RDD

Enter the required delivery date (RDD).

Note. This is the Julian calendar date by which the shipment must be delivered to the consignee.

BLOCK 14. PROJ

Leave this block blank.

BLOCK 15. DATE SHPD

Enter the Julian date when the shipment is to be moved to POE/APOE.

- Enter the Julian date in this block when the shipment is released to the carrier or the POE/APOE.
- Enter only the last two characters of the Julian calendar when the Transportation Control Movement Document is for an air shipment. They will be preceded by a single-character hour code to indicate the anticipated hour of release to the carrier at the point of origin.

Note. They will be preceded by a single-character hour code to indicate the anticipated hour of release to the carrier at the point of origin.

BLOCK 16. ETA

Enter the ETA.

Note. This is actually the estimated time of arrival (ETA) code to identify the number of days the shipment will be in transit to the POE/APOE.

BLOCK 17. TR ACCT

Enter the four-character transportation account code (TAC) to which the shipment will be charged.

Note. Military Services and other DOD agencies that use the DTS are required to pay for the transportation and terminal Services involved in the movement of shipments within the system. Four-character transportation account codes are assigned to these agencies to facilitate shipper ID for cost accounting and billing purposes.

BLOCK 18. CARRIER

Enter the name of the trucking company, airline, railroad, or ship that moves the HR.

BLOCK 19. FLIGHT-TRUCK-VOY-DOC NO.

Enter the license number of the truck or trailer in which the cargo is loaded.

Note. If the shipment is to be made by air or vessel, the mission or voyage number is entered. These numbers may be obtained from the Military Sealift Command representative or Military Airlift Command representative. The MILSTAMP provides that entry of this information is optional. However, local policy may dictate the name of the carrier and vehicle number be placed in these blocks.

BLOCK 20. REF

This block is optional. It should not include remarks that would apply to the shipment beyond the APOE /POE. It is the air cargo or voyage manifest reference code.

BLOCK 21. REMARKS

This block is used only when a shipper is providing information which is not applicable to the entire move.

Note. If a shipper is advised by the originating carrier the shipment will be transferred to another truck before its delivery to the POE, the shipper notes this fact in the REMARKS block.

BLOCK 22. PIECES

Record the total number of HR in the shipment unit.

Note. In order to determine whether there are any overages or shortages, the cargo checker must refer to the number of pieces shown in this block.

BLOCK 23. WEIGHT

Record the gross weight of the shipment for the entire shipment unit.

BLOCK 24. CUBE

Record the cubic feet of the shipment for the entire shipment unit.

BLOCKS 25, 26, and 27.

Blocks 25 through 27 (a. Transfer Point 1, b. Date Rec, c. Bay Whse, d. Date Shpd, e. Mode Carrier, f. Flight-Truck-Voy Doc No., g. Ref., h. Stow Loc, i. Split, j. Cond, k. Signature-Remarks) are completed by a cargo checker each time the shipment is transferred from one carrier to another, from a carrier to a temporary storage location, or from a temporary storage location to a carrier.

Note. Blocks 28 through 31 are completed by the consignee when the shipment has been delivered. When these blocks have been completed, the consignee will have a record of when the shipment was received and its condition upon arrival. A copy of the completed TCMD, signed by the consignee, may also be given to the delivering carrier as a delivery receipt to verify the shipment has been completed. Columns 32 through 44 are used to provide supplemental information for special categories of shipments. For further instructions see the Joint Travel Regulation.

RESET

Use this button to reset the information on the form.

MORTUARY AFFAIRS EVACUATION ICE WORKSHEET

C-31. The MA Evacuation Ice Worksheet serves as a tool to keep all personnel responsible for evacuating remains informed on the preservation techniques used in transit and at interim stops. This collection of data allows the AFMES and MA personnel to analyze how well the quantity of water ice used maintains transfer case temperature during evacuation.

C-32. Impacts from using the Evacuation Ice Worksheet:

- Adjustments to the recommended water ice quantity are using historical data.
- Generates a record of the local weather/temperature, honorable carry, dignified transfer, or other delays to determine the impact on transfer case preservation temperature.
- Eliminates the need to type up another memo to document the metal security seals.
- Enters metal security seal numbers onto the ice worksheet. A memo is only required if there is a discrepancy.

C-33. Follow the instructions provided on the MA Evacuation Ice Worksheet shown in the JMAC milSuite or AFMAO Share Point site listed in the references section of this publication, to include the TMAO standard operating procedures for icing HR policy in the AOR.

C-34. MARTS recording is made easier for the MA facilities with the MA Evacuation Ice Worksheet:

- Each MA location utilizes during evacuation and uploads a copy of the updated form with their completed entries to MARTS.
- Naming convention- MA Evacuation Ice Worksheet [MACP or TMEP Name].
- For example- MA Evacuation Ice Worksheet Erbil.
- The top nine blocks of the form are completed by the first originating MACP or MA facility.

C-35. Complete the remaining blocks of the MA Evacuation Ice Worksheet:

- Write in the Evacuation Number, Origin MACP, or TMEP, and Location.
 - Use standard evacuation number convention.
 - Example: R36-18/AR999QMCO/ERBIL MACP.
- Write the date and time information that the water ice is placed in the transfer case:
 - DATE and TIME (0120Z).
 - DDMMYY or YYYYMMDD is acceptable for recording the date.
- Write the weight in pounds of water ice, use crushed ice water bags:
 - The recommended water ice is between 60-90lbs.
 - Write the amount of water ice used in pounds, for example the number (60) is written for lbs.
- Write in the space, Performed by (MA NCOIC Name):
 - Document the full name and rank of the NCOIC at icing location.
 - Ensure to write out the name clearly.
- Write the metal Security Seal Numbers for:
 - SEAL # HEAD, document the security seal number used at the head end of transfer case.
 - SEAL # FOOT, document the security seal number used at the foot end of transfer case.
 - SEAL # HRP, document the security seal number attached to the HRP zippers.
- Write the departure temperature:
 - Document the transfer case internal temperature at departure time in degrees Fahrenheit.
 - The MACP uploads a copy to MARTS and forwards the original in the case file to Dover.

Icing Worksheet Re-icing Section Locations

C-36. The following actions take place during the first re-icing inspection:

- Verify seal numbers on transfer case to seal numbers documented on previous entry.
- Report any discrepancies to the TMAO.
- Record transfer case temperature gauge reading upon MA site departure/arrival at every MA site.

- Remove transfer case seals, remove melted water, and apply necessary water ice.
- Do not break the HRP seal or permit container to remain open longer than is necessary for water re-icing.
- Re-seal the transfer case at head and foot; Record re-icing details and seal numbers.
- Record transfer case temperature gauge reading at final destination.
- Upload completed form to MARTS.
- If the transfer case temperature has exceeded 40 degrees Fahrenheit, refrigerate or re-ice immediately.

C-37. The re-icing sections on the ice worksheet instructions:

- The next MACP or TMEP in the evacuation route fills out the first water re-icing blocks.
- Confirm previous security seal numbers are still intact. Complete a memorandum for record, only if seal numbers do not match.
- Upload the memorandum with the worksheet to MARTS, after the MA site's re-icing information is added.

C-38. The first re-icing location must:

- Write the MACP or TMEP location performing first re-icing.
- Write the IHRTC temperature gauge reading upon arrival at the next MACP or TMEP.
- Document the DATE and TIME the water ice is placed in the transfer case for re-icing Example: 20200705/0502Z (Zulu Time).
- Record the pounds of water ice used during re-icing.
- Record the full name and rank of the NCOIC at the re-icing location.
- Record the new seal numbers at head and foot end of transfer case.
- Record the IHRTC temperature gauge reading upon departing the MACP/TMEP re-icing location.
- The MACP uploads a copy to MARTS and forwards the original in the case file to Dover.
- If there was a discrepancy on seals, MACP uploads the memo to MARTS and adds to case file.

C-39. The next re-icing location must:

- If another MACP or TMEP were needed, the next entry would be completed.
- MACP/TMEP would:
 - Write in transfer case temperature upon arrival at MACP/TMEP.
 - Confirm previous seal numbers.
 - Write in date and hour re-ice was completed.
 - Write in pounds of water ice used.
 - Write in NCOIC's name.
 - Write in new seal numbers used.
 - Write in transfer case temperature upon departing MACP/TMEP for flight line.
 - The MACP uploads a copy to MARTS and forwards the original in the case file to Dover.
 - If there was a discrepancy on seals, MACP uploads the memo to MARTS and adds to case file.

C-40. The Aerial Staging Port (in-transit) duties include:

- USAF MA personnel will enter information for their re-icing.
- USAF MA personnel will follow the ASP procedures and log information in their log.
- If multiple re-icings are required at any location, such as when refrigeration is not available, additional ice worksheets may be used to document the additional re-icings at the same location.
- Entries continue in chronological order.
- USAF MA personnel upload a copy to MARTS and forward the original in the case file to Dover.
- If there was a discrepancy on seals, MACP uploads the memo to MARTS and adds to case file.

Destination Location Site

C-41. The last entry, destination location site, will be completed by the AFMES personnel. The AFMES 92M NCOIC will document the transfer case temperature upon arrival, confirm security seals have not changed, and write the name of the NCOIC in the space provided. AFMES then provides the completed ice worksheet to AFMAO C3 to upload into MARTS for historical record. See completed ice work sheet sample C-10 on page C-26.

Additional Ice Worksheet Entries

C-42. If more entries are needed for additional locations or multiple re-icings at the same location, then complete the icing worksheet accordingly:

- Enter original evacuation number and origin location to a blank ice worksheet.
- Cross out the other blocks.
- Use the additional re-ice blocks for entries.
- Refer to the sample ice worksheet located on the JMAC milSuite or AFMAO Share Point site for an example of an additional ice worksheet.

NECESSARY REPORTS

C-43. MA reports are prepared in memorandum format as prescribed by AR 25-50. Reports provide the JMAO with an overview of the MA situation within the theater. Samples of common MA reports are listed below; however, additional reports not listed may be necessary as the situation dictates:

- Report of suspected atrocity.
- Report of unrecoverable remains.
- Report of incident.
- Report of area clearance.
- Report of non-recoverability of major missing portions.
- REMAINSARSTAT report or Service component report.

REPORT OF SUSPECTED ATROCITY

C-44. If the recovery teams inform the MACP of an atrocity, the MACP will prepare an atrocity report (see example in figure C-13). Suspected reasons or causes of the atrocity must be provided in the report. The memorandum is forwarded to the JMAO when complete. The JMAO will use this information as necessary to initiate an investigation.


| | | |
|---|---|------|
|  | CLASSIFICATION DEPARTMENT OF THE ARMY UNIT, HIGHER UNIT (IF APPLICABLE) STREET ADDRESS (IF APPLICABLE) CITY STATE ZIP+4 | |
| | REPLY TO ATTENTION OF | DATE |
| OFFICE SYMBOL | | DATE |
| MEMORANDUM FOR Commander, Joint Mortuary Affairs Office SUBJECT: Report of Suspected Atrocity | | |
| 1. This collection point # (Enter MACP #) has received from the (Enter unit), the remains of (Enter number of, unit and nationality of remains). 2. All remains were recovered from grid coordinates (Enter grid coordinates) on map # (Enter map reference number), by a search and recovery team dispatched from collection point# (Enter MACP #). 3. All remains received were (Briefly explain suspected atrocity). | | |
| FOR THE COMMANDER: | | |
| NAME RANK, BRANCH/SERVICE Duty Description | | |

Figure C-11. Report of suspected atrocity

REPORT OF UNRECOVERED REMAINS

C-45. The responsible commander will prepare a report of unrecovered remains (figure C-14 on page C-32) when the location of HR are known but are not recovered due to the tactical situation. The report includes the number and location of HR, reasons the HR were not recovered, and other relevant information. The responsible commander forwards this report through the appropriate channels to the JMAO.


| | | |
|---|--|------|
|  | CLASSIFICATION DEPARTMENT OF THE ARMY UNIT, HIGHER UNIT (IF APPLICABLE) STREET ADDRESS (IF APPLICABLE) CITY STATE ZIP CODE+4 | |
| | REPLY TO ATTENTION OF | DATE |
| OFFICE SYMBOL | | |
| MEMORANDUM FOR Commander, Joint Mortuary Affairs Office SUBJECT: Report of Unrecovered Remains | | |
| 1. This confirms <i>(verbal/written)</i> communication of <i>(Enter Date)</i> . 2. <i>(Enter name and Social Security/Serial Number of who reported unrecovered remains)</i> , report the suspected location of <i>(Enter the number and nationality of unrecovered remains)</i> to me on <i>(Enter Date)</i> . 3. The unrecovered remains are <i>(Enter the suspected location of the unrecovered remains to include grid coordinates and map reference)</i> . 4. Because the <i>(Briefly explain why the remains were not recovered)</i> . More information is found within <i>(Enter the situation or commanders' report for the incident)</i> . 5. If necessary, a recovery team can be led to the above-mentioned site when the situation permits. | | |
| FOR THE COMMANDER: | | |
| NAME RANK, BRANCH/SERVICE Duty Description | | |

Figure C-12. Report of unrecovered remains

REPORT OF UNRECOVERED REMAINS INCIDENT

C-46. A report of unrecovered remains incident (figure C-15) is prepared to help identify deceased personnel killed in an accident or by any incident that might make ID difficult. The report includes, but is not limited to, the following information:

- Time and date.
- Location of the incident including grid coordinates and map reference numbers.
- Name, grade, SSN or DOD ID number, and unit of each person involved in the incident.
- Status of survivors (if any).
- A narrative of what took place. The narrative should include all relevant information pertaining to the incident.
- A statement within the narrative that indicates whether or not a thorough S&R was conducted.
- The name, grade, SSN or DOD ID number, and unit or organization of the person making the report.


|  | CLASSIFICATION DEPARTMENT OF THE ARMY UNIT, HIGHER UNIT (IF APPLICABLE) STREET ADDRESS (IF APPLICABLE) CITY STATE ZIP CODE+4 | | | | | | | | | | | | | | | | |
|--|--|----------------|-------------|-------------------------|----------------|-------------|-------------------------|---|--|--|--|--|----------------------|--|--|--|--|
| | REPLY TO ATTENTION OF | DATE | | | | | | | | | | | | | | | |
| OFFICE SYMBOL | | | | | | | | | | | | | | | | | |
| MEMORANDUM FOR Commander, Joint Mortuary Affairs Office SUBJECT: Report of Unrecovered Remains Incident | | | | | | | | | | | | | | | | | |
| 1. Incident: Briefly describe the incident. 2. Date Time Group: Enter date time group of the incident. 3. Location: Enter the grid coordinates, map title and sheet number reference. 4. Circumstances: Enter information pertaining to the incident. 5. Probable Cause: Enter probable cause of the incident. | | | | | | | | | | | | | | | | | |
| 6. Personnel Involved: <table border="1"> <thead> <tr> <th><u>NAME</u></th> <th><u>SSN</u></th> <th><u>SERVICE</u></th> <th><u>UNIT</u></th> <th><u>DUTY DESCRIPTION</u></th> </tr> </thead> <tbody> <tr> <td colspan="5">7. Survivors: Enter names of survivors.</td> </tr> <tr> <td colspan="5">8. Point of Contact:</td> </tr> </tbody> </table> | | | <u>NAME</u> | <u>SSN</u> | <u>SERVICE</u> | <u>UNIT</u> | <u>DUTY DESCRIPTION</u> | 7. Survivors: Enter names of survivors. | | | | | 8. Point of Contact: | | | | |
| <u>NAME</u> | <u>SSN</u> | <u>SERVICE</u> | <u>UNIT</u> | <u>DUTY DESCRIPTION</u> | | | | | | | | | | | | | |
| 7. Survivors: Enter names of survivors. | | | | | | | | | | | | | | | | | |
| 8. Point of Contact: | | | | | | | | | | | | | | | | | |
| FOR THE COMMANDER: <div style="text-align: right;"> NAME RANK, BRANCH/SERVICE Duty Description </div> | | | | | | | | | | | | | | | | | |

Figure C-13. Report of unrecovered remains incident

REPORT OF AREA CLEARANCE

C-47. The report of area clearance (figure C-16 on page C-34) is prepared when the final search of an area is complete. The officer responsible for the geographical area prepares and signs the report.


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|  | CLASSIFICATION DEPARTMENT OF THE ARMY UNIT, HIGHER UNIT (IF APPLICABLE) STREET ADDRESS (IF APPLICABLE) CITY STATE ZIP CODE+4 |
| REPLY TO ATTENTION OF | |
| OFFICE SYMBOL | DATE |
| MEMORANDUM FOR Commander, Joint Mortuary Affairs Office SUBJECT: Report of Area Clearance | |
| 1. I certify that records of this office indicate this unit conducted a thorough search of the following area for remains of U.S. Forces, Coalition, and enemy personnel and, to the best of my knowledge all recoverable remains known to be in this area have been recovered. <ul style="list-style-type: none"> a. Map Sheet Number: <i>(Enter the Map Sheet Number)</i>. b. Map Series: <i>(Enter the Map Series)</i>. c. Map Title: <i>(Enter Map the Map Title)</i>. d. Grid Squares: <i>(Enter the grid squares cleared or COMPLETED if the entire map sheet is cleared)</i>. e. Scale: <i>(Enter the map scale)</i>. | |
| 2. The area identified by the map sheet listed above has been determined "CLEARED" and no further organized searches will be conducted in this area. | |
| 3. Point of contact for this memorandum is <i>(Enter the point of contact for this information)</i> . | |
| FOR THE COMMANDER: | |
| NAME RANK, BRANCH/SERVICE Duty Description | |

Figure C-14. Report of area clearance

REPORT OF UNRECOVERED OR MISSING PORTIONS

C-48. The report of unrecovered or missing major portions (figure C-17), is prepared when HR are missing major portions (for example, arm, leg, or head). The preparer of the report may be the unit of the deceased personnel, the recovery team leader, or the receiving MA facility. The MACP personnel need to know that a thorough search was conducted and no additional portions of the deceased were or will be received by their facility. This report is forwarded to the JMAO.


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|  | CLASSIFICATION DEPARTMENT OF THE ARMY UNIT, HIGHER UNIT (IF APPLICABLE) STREET ADDRESS (IF APPLICABLE) CITY STATE ZIP CODE+4 | |
| | REPLY TO ATTENTION OF | DATE |
| OFFICE SYMBOL | | DATE |
| MEMORANDUM FOR Commander, Joint Mortuary Affairs Office SUBJECT: Report of Unrecovered / Missing Portions | | |
| 1. Reference search and recovery #. <i>(Enter search and recovery number).</i> 2. A thorough and systematic search covering a 100 meter radius of grid coordinate <i>(Enter grid coordinate)</i> was conducted. It was not possible to recover the complete remains, and no portions were found. 3. The recovery was made under supervision of the commander's representative, <i>(Enter the name of the representative)</i> , who was responsible for the area searched. 4. <i>(Enter the name of verifying official)</i> of the <i>(Enter the unit and duty description of the verifying official)</i> , verified that the mission was conducted and there were no major portions found during the search. 5. Point of contact for this memorandum is <i>(Enter the point of contact for this information).</i> | | |
| | | NAME RANK, BRANCH/SERVICE Duty Description |

Figure C-15. Report of unrecovered/missing portions

HUMAN REMAINS SEARCH AND RECOVERY STATUS REPORT (REMAINSARSTAT)

C-49. A sample REMAINSARSTAT is shown in figure C-18 on page C-36.

HUMAN REMAINS SEARCH AND RECOVERY STATUS REPORT
[REMAINSARSTAT]

REPORT NUMBER: H010 {USMTF # B965} (Number assigned by the Battalion HQ or higher S3)

GENERAL INSTRUCTIONS: Use to report the status of searching for and recovering human remains within an assigned area of responsibility. Reference: JP 4-0, FM 4-0, and ATP 4-46.

LINE 1 – DATE AND TIME (DTG) 090345OCT2019

LINE 2 – UNIT 1/504th PIR (unit making report)

LINE 3 – EFFECTIVE DTG 090545OCT2019 (DTG the information is effective)

LINE 4 – STATUS Completed unit recovery team S&R mission.

(enter: BEGAN, COMPLETE, INCOMPLETE, DELAYED, HALTED, or PERFORMING to indicate S&R status).

LINE 5 – COORDINATES XT236557895

(UTM or six-digit grid coordinate with MGRS grid zone designator)

**Send additional iterations of line 5 as required. (Number additional coordinate lines as 5a, 5b, etc.).

**LINE 5a- MAP SHEET NAME Columbus

**LINE 5b- MAP SHEET NUMBER 4048 IV

LINE 6 – RESULTS Recovered the BTB human remains of U.S. Army SGT/E5 Gerlach, Charles W.

(accomplishments attained or effort achieved from search)

LINE 7 – BTB HUMAN REMAINS Gerlach, Charles W., DOD ID No.1076645327, 11B2P

(enter the identification of the HR recovered)

LINE 8 – NARRATIVE Unit was conducting a parachute jump when SGT Gerlach's parachute did not open and the reserve parachute failed, according to eyewitnesses. SGT Gerlach was administered first aid but was not able to survive the impact. The unit S&R team was on the scene and initiated an immediate recovery. The deceased Soldier was placed in a HRP with combat gear and taken to the nearest MACP. Weapon and sensitive items were recovered and forwarded to unit supply. Parachute was recovered and is being turned over to be forwarded for the forensic examination. (free text for additional information required for report clarification)

LINE 9 – AUTHENTICATION Snuffy, Joseph 1LT (individual initiating report)

Legend

BTB believed-to-be
 DTG date-time group
 HR human remains
 MGRS military grid reference system
 S&R search and recovery
 UTM universal transverse mercator

Figure C-16. Human Remains Search and Recovery Status Report

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Appendix D

Religious Considerations in Mortuary Affairs

Religious considerations are critical factors in mortuary affairs. Honoring and respecting the deceased with regard to religion and culture are important to the morale and resiliency of U.S. forces, and the public support of operations involving disaster and death. RSTs/RMTs are available to advise the command on the impact of religion on operations such as mortuary affairs.

GENERAL GUIDANCE

D-1. Beliefs and practices concerning how HR are to be treated differ between religious faiths, regions, and subcultures within a country. Details for preparing HR, mourning, burial, or cremation practices affect joint and multinational operations. MA personnel will treat all HR with the utmost respect, and within reason, endeavor to handle the HR according to the practices, beliefs, and desires of the decedent, as much as the circumstances and mission allow.

D-2. When handling remains of an indigenous population or HN, MA personnel should coordinate with HN authorities and RSTs on specific religious practices associated with populations within the AO. Those practices should be adhered to by the first unit that comes in contact with the HR and is responsible for evacuation.

D-3. Chaplain support is made available to MA personnel for accessing behavioral health support.

RELIGIOUS MINISTRY SUPPORT FOR DEFENSE SUPPORT OF CIVIL AUTHORITIES

D-4. Non-DOD federal fatality management assets under the National Disaster Medical System include spiritual care capabilities, which may be deployed once a mission assignment has been approved. Upon Secretary of Defense approval of DOD assistance, DOD chaplains provide primary support to DOD personnel; chaplains may only provide support to non-DOD civilians in exceptional circumstances as outlined in JG 1-05.

D-5. Considerations should be made for interment and disinterment operations. RSTs/RMTs are available to advise MA personnel on the religious impacts of interment and disinterment operations, to include advisement regarding appropriate religious elements offered in conjunction with these operations. Examples of these services include prayers to consecrate sites and appropriate memorials, and prayers for the dead and their families. For further guidance, refer to JG 1-05.

CATASTROPHIC TEMPORARY INTERMENT

D-6. Prior to interment, or upon removal of HR at disinterment, chaplains or religious leaders generally offer prayers and other rituals and services specific to their faith to consecrate those sites as sacred.

MASS REINTERMENT

D-7. When possible, religious leaders representing all faith groups of those interred should be invited to offer prayers in conjunction with interment of HR at their final resting place.

MASS BURIAL

D-8. Decisions for mass burial dispositions should consider practical alternatives to burying people of many faith groups together.

D-9. A chaplain, if present, may offer a prayer or other appropriate religious service. If a chaplain is not available, a willing person may read a written prayer provided by a chaplain or the senior military person may provide appropriate respects. This situation is also applicable with individual graves, temporary interments, and DSCA events.

Source Notes

This division lists sources by page number. Where material appears in a paragraph, it lists both the page number followed by the paragraph number.

- 6-13 Photo in figure 6-6, *Insulated human remains transfer container (IHRTC)*, approved for use and modification by The Skydyne Company (Feb 2020).

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Glossary

The glossary lists acronyms and terms with Army or joint definitions. Where Army and joint definitions differ, (Army) precedes the definition. Terms for which ATP 4-46/MCRP 3-40G.3/ NTTP 4-06/ AFTTP 3-2.51 is the proponent are marked with an asterisk (*). The proponent publication for other terms is listed in parentheses after the definition.

SECTION I – ACRONYMS AND ABBREVIATIONS

| | |
|-----------------|---|
| AC | Active Component |
| ADP | Army doctrine publication |
| AETF | air expeditionary task force |
| AFI | Air Force instruction |
| AFR | Air Force regulation |
| AFMAO | Air Force Mortuary Affairs Operations |
| AFMES | Armed Forces Medical Examiner System |
| AMC | Air Mobility Command |
| AO | area of operations |
| AOR | area of responsibility |
| APOE | aerial port of embarkation |
| AR | Army regulation |
| ASCC | Army Service component command |
| ASF | aerial staging facility |
| ATP | Army techniques publication |
| BCT | brigade combat team |
| BSA | brigade support area |
| BSB | brigade support battalion |
| C2 | command and control |
| CAAF | contractors authorized to accompany the force |
| CBRN | chemical, biological, radiological, and nuclear |
| CCMD | combatant command |
| CCP | casualty collection point |
| CFR | Code of Federal Regulations |
| CJCS GDE | Chairman of the Joint Chiefs of Staff guide |
| CONUS | continental United States |
| CSSB | combat sustainment support battalion |
| DA | Department of the Army |
| DAFH | Department of the Air Force Handbook |
| DAFI | Department of the Air Force Instruction |

| | |
|---------------|--|
| DAFMAN | Department of the Air Force Manual |
| DA PAM | Department of the Army Pamphlet |
| DCIPS | Defense Casualty Information Processing System |
| DD | Department of Defense (forms) |
| DNA | deoxyribonucleic acid |
| DOD | Department of Defense |
| DODD | Department of Defense directive |
| DODI | Department of Defense instruction |
| DOD ID | Department of Defense identification |
| DS | direct support |
| DSB | division sustainment brigade |
| DSCA | Defense support of civil authorities |
| DTR | Defense Transportation Regulation |
| EOD | explosive ordnance disposal |
| ESC | expeditionary sustainment command |
| FEMA | Federal Emergency Management Agency |
| FM | field manual |
| G-4 | assistant chief of staff, logistics |
| GCC | geographic combatant commander |
| GPS | global positioning system |
| GS | general support |
| HN | host nation |
| HQ | headquarters |
| HQDA | Headquarters Department of The Army |
| HR | human remains |
| HRC | Human Resource Command |
| HRP | human remains pouch |
| HRTC | human remains transfer case |
| HSPD | Homeland Security Presidential Directive |
| IAW | in accordance with |
| ID | identification |
| IED | improvised explosive device |
| IHRTC | insulated human remains transfer case |
| J-4 | logistics directorate of a joint staff |
| JG | joint guide |
| JMAC | Joint Mortuary Affairs Center |
| JMAO | joint mortuary affairs office |
| JOA | joint operations area |
| JP | joint publication |
| JPED | joint personal effects depot |
| JSA | joint security area |

| | |
|----------------------|---|
| kW | kilowatt |
| lbs. | pounds |
| MA | mortuary affairs |
| MACP | mortuary affairs collection point |
| MACRMS | mortuary affairs contaminated remains mitigation site |
| MAGTF | Marine air-ground task force |
| MAO | mortuary affairs officer |
| MARTS | Mortuary Affairs Reporting and Tracking System |
| MIRCS | mobile integrated remains collection system |
| MCO | Marine Corps order |
| MCRP | Marine Corps reference publication |
| MCTP | Marine Corps tactical publication |
| MOS | military operational specialty |
| MNF | multinational force |
| MPM | military personnel manual |
| MTF | medical treatment facility |
| MWD | military working dog |
| NATO | North Atlantic Treaty Organization |
| NAVFAC | Naval Facilities Engineering Systems Command |
| NAVMEDCOMINST | Naval Medical Command instruction |
| NAVSUP | Naval Supply Systems Command |
| NCO | noncommissioned officer |
| NCOIC | noncommissioned officer in charge |
| NRF | National Response Framework |
| NSN | national stock number |
| NTRP | Navy tactical reference publication |
| NTTP | Navy tactics, techniques, and procedures |
| OE | operational environment |
| OCONUS | outside the continental United States |
| OIC | officer in charge |
| OPLAN | operation plan |
| PE | personal effects |
| PEIO | personal effects inventory officer |
| POE | port of embarkation |
| PPE | personal protective equipment |
| PRP | Personnel Retrieval and Processing |
| QM | quartermaster |
| QSTAG | quadripartite standardization agreement |
| RC | Reserve Component |
| RFID | radio frequency identification |
| RIBS | readiness in base services |

| | |
|-------------------|---------------------------------------|
| RMT | religious ministry team |
| RST | religious support team |
| S&R | search and recovery |
| SCMO | summary courts-martial officer |
| SCO | summary courts officer |
| SF | standard form |
| SOP | standard operating procedures |
| SPO | support operations |
| SSN | Social Security number |
| STANAG | Standardization Agreement (NATO) |
| STP | Soldier training publication |
| TB | technical bulletin |
| TC | training circular |
| TG | technical guide |
| TM | technical manual |
| TMAO | theater mortuary affairs office |
| TMEP | theater mortuary evacuation point |
| TO | theater of operations |
| TO&E | table of organization and equipment |
| TPED | theater personal effects depot |
| TPFDD | time-phased force and deployment data |
| TTP | tactics, techniques, and procedures |
| TSC | theater sustainment command |
| U.S. | United States |
| USAF | United States Air Force |
| USC | United States Code |
| USG | United States Government |
| USMC | United States Marine Corps |
| USN | United States Navy |
| USNORTHCOM | United States Northern Command |
| UTC | unit type code |
| UXO | unexploded ordnance |

SECTION II – TERMS

***deliberate search and recovery operations**

Performed during the post-combat and area clearance phases, when enemy threat is minimal, and adequate time is available to use all the detailed techniques.

***disassociated personal effects**

Personal effects not found on the human remains or cannot be associated at the time of recovery.

***immediate recovery operations**

Initial search and recovery operations performed by the unit recovery team to search for and recover human remains and personal effects during the combat phase when the tactical situation permits a recovery with the forces at hand without detailed planning or coordination.

***recovery sites**

Areas where human remains or other material evidence have been deposited, or are believed to have been deposited.

***unit recovery team**

Non-mortuary affairs personnel available to conduct immediate recovery operations.

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03 August 2022

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