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OF THE AIR FORCE**

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Services

**DISPOSITION OF PERSONAL
PROPERTY AND EFFECTS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 34-5, *Mortuary Affairs*, by providing guidance for the disposition of personal property and effects of deceased persons under Air Force jurisdiction. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) develops policy for the Air Force Disposition of Personal Property and Effects. All Air Force military and civilian personnel (includes Air Force Reserve Command (AFRC) and Air National Guard (ANG) units and members) must comply with this publication. This publication does not apply to the Casualty Assistance and Civil Defense programs. This publication may be supplemented at any level; all MAJCOM Level supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. No waivers may be granted for any part of this publication. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) in the Air Force Records Information Management System (AFRIMS)".

SUMMARY OF CHANGES

This publication has been revised and must be completely reviewed. Summary Courts Officers have 90 days from being appointed to complete inventory and shipment of personal property and effects to PERE. Installation Commanders may grant extensions up to 90 days to SCO to complete duties. Additional extensions may be granted by Air Force Mortuary Affairs Operations (AFMAO).

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Chapter 1

DISPOSITION OF PERSONAL PROPERTY PROGRAM OVERVIEW

1.1. Program Objective. The Air Force collects, safeguards, and promptly disposes of property and effects belonging to deceased military personnel and other eligible individuals, which is located at a place under Air Force jurisdiction, in quarters under Air Force jurisdiction, or when there is no legal representative or surviving spouse present to act on behalf of the member.

1.1.1. Personal Effects Defined. Any personal item, organizational clothing, or equipment physically **located on or with the remains**. Personal effects shipped with the remains or directly to the Person Eligible to Receive Effects (PERE) **are not** to be treated in the same manner as personal property. Examples of personal effects include, but are not limited to, eyeglasses, jewelry, wallets, insignia, and clothing. Organizational clothing and equipment will be returned through unit supply channels. The Mortuary Officer is responsible to collect, inventory, safeguard, and dispose of personal effects.

1.1.2. Personal Property Defined. Personal property is all of the other personal possessions of the decedent found at a place under jurisdiction or command of the Air Force. These include items such as household goods, mail and personal papers, privately owned vehicle, and movable property used or owned by the person. Personal property is inventoried and disposed of by the Summary Courts Officer (SCO) and usually shipped later than personal effects. The term does not include interests in real property. Personal property found in off-base housing may only be shipped by a SCO upon receipt of a power of attorney by the PERE. **EXCEPTION:** Consider debts associated with real property part of personal property.

1.2. Entitled Air Force Personnel and Other Individuals. Personnel entitled to personal property and effects, protection, and disposition under this instruction include:

1.2.1. Deceased Regular Air Force personnel.

1.2.2. A member of a reserve component of an armed force who dies while:

1.2.2.1. On active duty.

1.2.2.2. Performing inactive-duty training.

1.2.2.3. Performing authorized travel directly to or from active duty or inactive-duty training.

1.2.2.4. Remaining overnight immediately before the commencement of inactive-duty training, or remaining overnight, between successive periods of inactive-duty training, at or in the vicinity of the site of the inactive-duty training.

1.2.2.5. Hospitalized or undergoing treatment for an injury, illness, or disease incurred or aggravated while on active duty or performing inactive-duty training; or:

1.2.2.5.1. Serving on funeral honors duty under section 12503 of Title 10 or section 115 of Title 32.

1.2.2.5.2. Traveling directly to or from the place at which the member is to serve.

- 1.2.2.5.3. Remaining overnight at or in the vicinity of that place before so serving, if the place is outside reasonable commuting distance from the member's residence.
- 1.2.3. Retired/Retained Personnel who die at a place or command under the jurisdiction of the Air Force and there is no legal representative or surviving spouse present.
- 1.2.4. Deceased Department of Air Force civilian employees and persons serving with or accompanying an armed force, in the field, in a time of declared war or a contingency operation. The Air Force will provide support to other Federal Agency Employees in accordance with DoDI 1300.18, Enclosure 6.
- 1.2.5. Residents of the Armed Forces Retirement Homes (AFRH) who die in an Air Force Hospital when sent from the Home to the hospital for treatment.
- 1.2.6. Other individuals entitled to personal property and effects protection and disposition, but NOT an appointed SCO include: missing, captured, or detained active duty personnel; personnel on active duty designated Duty Status Whereabouts Unknown (DUSTWUN); personnel on active duty who are medically evacuated, hospitalized, or psychologically disabled; contract personnel; foreign national military members and civilians; and indigent persons who die on Air Force installations.

1.3. Authorized Person Eligible to Receive Effects (PERE). A prioritized list of persons authorized to accept personal property and effects from Air Force officials is provided below. **NOTE:** If a dispute arises over a determination of the authorized recipient, request legal help from the Staff Judge Advocate (SJA) and place property and/or effects in temporary storage pending resolution.

- 1.3.1. Surviving spouse or Legal Representative.
- 1.3.2. Children in order of age. If the recipient is a minor, forward the property as instructed by the minor's surviving parent, guardian, or adoptive parent.
- 1.3.3. Parents in order of age. If the parents are divorced or legally separated and the divorce or legal separation occurred while the deceased was a minor, then the recipient is the custodial parent. **NOTE:** In a shared custody arrangement the custodial parent is the one who had physical custody at the time the deceased reached age of majority or entered the military.
- 1.3.4. Siblings in order of age.
- 1.3.5. The Next of Kin (NOK) of the deceased. Where there are several persons equal in relationship to the deceased, the oldest is the recipient.
- 1.3.6. A beneficiary named in the will of the deceased. Where there are several primary beneficiaries, the oldest is the recipient. **NOTE:** The SCO does not normally consult the provisions of a will to determine where to send the deceased's personal property. If SCO cannot find the authorized recipients in paragraphs **1.3.1** through **1.3.5**, then they may send the personal property to a beneficiary in a will.

1.4. Roles and Responsibilities.

- 1.4.1. Headquarters United States Air Force, Director of Services (HQ USAF/A1S):
 - 1.4.1.1. Establishes policy for the disposition of personal property and effects.

1.4.2. Air Force Mortuary Affairs Operations (AFMAO):

1.4.2.1. Develops and implements procedures, based on policy, for the disposition of personal property and effects.

1.4.2.2. Provides guidance in resolving unusual property and/or effects matters.

1.4.2.3. Resolves complex property and/or effects matters.

1.4.2.4. Obtains disposition instructions for personal effects and property from the authorized recipient located in Continental United States (CONUS) for members who die OCONUS.

1.4.2.5. May grant additional extensions for personal property actions that remain unresolved after the maximum 90-day extension granted by the installation commander.

1.4.3. Installation Commander or General Court-Martial Convening Authority (GCMA) (joint bases):

1.4.3.1. Appoints a commissioned officer on orders (Special Orders Series-A), as the "Summary Court Officer," usually referred to as an SCO. See AFI 33-328, *Administrative Orders*, and AFI 51-201, *Administration of Military Justice*.

1.4.3.1.1. Should not appoint a person who serves in a flying, deployment, or Permanent Change of Station (PCS) status, or who serves in an exercise that would interfere with Summary Court duties.

1.4.3.1.2. Appoints a chaplain as the SCO when a chaplain dies, to safeguard professional, religious, and confidential materials.

1.4.3.1.3. Appoint a judge advocate as the SCO when an attorney dies, to safeguard Attorney-Client privileged material.

1.4.3.2. Is responsible for ensuring personal property and effects located on or near the installation for any person covered by this instruction are collected, safeguarded, inventoried, and stored or forwarded.

1.4.3.3. Grants extensions up to 90 days (total) beyond the initial 90 days given for completing property actions.

1.4.3.4. Reviews and signs the completed summary court file.

1.4.3.5. Appoints a uniformed member to safeguard, inventory and return the property for personnel listed in paragraphs [4.1](#), [4.2](#) and [4.3](#) to the person who would have been the PERE had the member been declared dead. The appointed uniformed member shall meet the qualifications of an SCO, listed in paragraphs [1.4.4.1.1](#) and [1.4.4.1.2](#) (Administrative appointment, not on Series A Orders).

1.4.4. Installation Mortuary Affairs Officer:

1.4.4.1. Determines entitlements for each reported death.

1.4.4.2. Advises the Installation Commander of an entitled deceased member.

1.4.4.3. Completes the Personal Effects Checklist (**Attachment 4**).

1.4.4.4. Collects, inventories, safeguards, and disposes of personal effects.

1.4.4.5. Helps the Installation Commander collect and safeguard the personal property pending SCO appointment.

1.4.4.6. Identifies the PERE for the deceased member's property and effects (paragraph **1.3**).

1.4.4.7. Obtains personal effects (PE) and personal property disposition instructions from the PERE, if a local death. Carries out PE instructions and gives property instructions to the SCO.

1.4.4.8. Briefs the SCO on duties and provides the SCO a copy of **Chapter 3** of this instruction.

1.4.4.9. Monitors SCO actions from start to finish.

1.4.4.10. Develops a comprehensive checklist for the SCO (**Attachment 2** and **3**).

1.4.4.11. Responds to inquiries or complaints from the PERE.

1.4.4.12. Ensures the SCO keeps the Family Assistance Representative (FAR) advised of the SCO's actions (see *AFI 34-501, Mortuary Affairs Program, Chapter 13*).

1.4.4.13. Reviews the summary court file with the SCO and coordinates with the SJA before submitting to Installation Commander for signature.

1.4.4.14. Attaches the finalized summary court file to the left side of the mortuary case file, or forwards the file to the Mortuary Officer handling the remains.

1.4.4.15. Ensures mortuary personnel are trained annually on PE procedures.

1.4.4.16. Ensures local operating instructions (OI) are developed implementing Air Force PE procedures.

1.4.4.16.1. AFMAO will review installation OI, when requested.

1.4.4.17. Ensures budget procedures are in place with the local Comptroller Squadron to work mortuary-related funding issues (i.e., fees for shipping documents/PE, travel in performance of SCO duties).

1.4.4.18. Assists Air Reserve Component (ARC) full-time technician and/or Mortuary Officer in their Area of Responsibility (AOR) with dispositions of personal property and effects. **NOTE:** Many Mortuary Officer responsibilities can be delegated to the Mortuary Technician.

1.4.5. Defense Finance and Accounting Service, Special Actions, (DFAS-IN/FJSCA):

1.4.5.1. Settles deceased members' on active duty pay accounts IAW the DoD Financial Management Regulation, Vol 7A, Chapter 36.

1.4.6. Traffic Management Office (TMO). Provides applicable weight limits and arranges for packing, storing, and shipping personal property. Refer to the checklist at **Attachment 6** for a specific list of TMO actions.

1.4.7. Staff Judge Advocate (SJA). Reviews the summary court file for legal sufficiency before closing a case and provides guidance for legal questions concerning PERE, property and effects disposition.

1.4.8. Casualty Assistances Representative (CAR) (FSS) provides copies of the DD Form 1300, *Report of Casualty*, as needed.

1.5. SCO Requirements. The Installation Commander or GCMA must appoint a SCO when an individual meets the criteria outlined in sections [1.2.1](#) to [1.2.5](#)

1.6. SCO Actions. When a military member dies on active duty, the SCO will dispose of personal property within 90 days. Use [Attachment 2](#), SCO Checklist, to accomplish duties. **EXCEPTION:** If a dispute arises over an Air Force determination of the PERE, disposition may take longer. Shipment of personal property from overseas may be delayed due to customs and legal requirements of the foreign country involved. All claims for damages to real property resulting from the death of a member on active duty, occurring off installation, are a civil matter. There is no provision for the Air Force to cover these costs. Due to various causes/manners of death, the SCO may be questioned as to how the location of death (residence, automobile, clothing, etc.) is to be cleaned. If the death took place in a residence, refer the lien holder/leaser to the insurance company which insures the deceased's residence/property. Another source of funds may be a security deposit which might settle costs associated with the clean-up. For deaths occurring in an automobile, the company insuring the vehicle should be consulted as a possible source to cover associated clean-up or repair cost. If the lien holder/leaser persists, request their contact information and advise them you will ensure the legal next of kin is provided their information. Consult with the Mortuary Officer and SJA as appropriate for guidance. This is the extent the SCO and Mortuary Officer is able to assist these parties. Mortuary Funds cannot be utilized to clean personal clothing items of the deceased. Any clothing items soiled with blood or bodily fluid should be disposed of as medical waste in accordance with paragraph [3.2.4.2](#) of this instruction.

Chapter 2

HANDLING AND DISPOSING PERSONAL EFFECTS (PE) OF DECEASED PERSONNEL

2.1. This chapter describes the procedures for handling and disposing of the *personal effects of deceased personnel*. Chapter 3 describes the procedures for handling and disposing of *personal property*.

2.1.1. Personal effects are broadly defined as any personal item, organizational clothing or equipment physically located on the remains. Personal effects shipped with the remains or directly to the authorized recipient are not to be treated in the same manner as personal property. Personal property is disposed of by the SCO and usually shipped later.

2.2. Inventorying Personal Effects. The Mortuary Officer will:

2.2.1. Inventory PE using DD Form 1076.

2.2.2. List every item with a full description. Annotate "LAST ITEM" below last item and draw a line through the rest of the form. Sign and date the form. Attach additional sheets as necessary.

2.2.3. Thoroughly inspect remains to ensure all PE is found. If needed, check pockets of clothing to ensure all PE is accounted for.

2.2.4. Take digital photos of the PE and include as documentation in the case file (Port Mortuary only).

2.2.5. The inventory sheet(s) must accompany the personal effects at all times. Keep a copy for the case file.

2.2.6. For deaths under investigation or when circumstances dictate PE cannot be inventoried immediately, perform a visual inventory and annotate the inventory sheet. Conduct a complete inventory as soon as possible, and make every attempt to ensure PE will be returned when available.

2.3. Personal Effects Containing Organizational Clothing and Individual Equipment (OCIE). The SCO:

2.3.1. Collects all OCIE (i.e., parkas, cold weather footwear) when such items are no longer required for investigation, and inventories on DD Form 1076. SCO contacts the deceased member's squadron commander to arrange the return of all issued organizational equipment and clothing to the squadron.

2.3.2. Contacts the PERE to determine if they desire any of the remaining organizational clothing. **NOTE:** Dangerous articles and weapons may not be offered to the PERE.

2.3.3. Includes any organizational clothing, not turned in to the member's squadron, requested by the PERE, on DD Form 1076.

2.3.4. Makes a separate DD Form 1076 for the organizational clothing and equipment to be turned into supply.

2.3.5. Ensures the supply officer signs the DD Form 1076 accepting the items.

2.3.6. Includes any organizational clothing the PERE desires with the rest of the personal property.

2.4. Securing Personal Effects. The Mortuary Officer completes the inventory, cleans the PE, and locks it in a secure area such as a cabinet, safe, or room. Establishes and maintains a log for deposit and withdrawal of PE from the secured storage area.

2.5. Disposition of Personal Effects.

2.5.1. Once the Mortuary Officer has ensured the PERE has been officially notified of the death, the Mortuary Officer requests the PERE provide instructions for disposition of the PE. Options include using the military escort or mail.

2.5.1.1. Via Military Escort: The military escort can hand deliver the PE to the receiving funeral home or to the PERE. Military escorts will check the inventory sheet(s), inventory, and accept responsibility for the personal effects by signing the inventory sheet. Two copies of the DD Form 1076 inventory should accompany the PE Escorts will annotate the inventory sheet with the name of the person who accepted responsibility for final disposition of the effects and will have that person (funeral director or PERE) sign the inventory sheet. Signed DD Form 1076 will be maintained in summary courts file.

2.5.1.2. Via US Mail or delivery service: Mail PE expeditiously to the PERE, base mortuary office, or funeral director. Use a mail or delivery service that has tracking capability and require a signature at the receiving destination. Include the inventory sheet and an addressed, stamped envelope with the PE and request the receiving party sign, date, and return the DD Form 1076. Call the recipient prior to sending to advise what items are being sent and when they will arrive to ensure receipt and reduce any emotional trauma to the family.

2.5.2. Ensure only the items the PERE requested be shipped with the remains are on the remains or in the casket and are visible if the casket is opened.

2.5.3. Ensure the escort and receiving funeral director are notified if PE is shipped with the remains.

2.5.4. Ensure the PERE is advised of the nature of the PE on hand before shipping.

2.6. Destroying Personal Effects.

2.6.1. Mortuary personnel have no authority to arbitrarily destroy personal effects. If the remains are being shipped to a port mortuary, all PE should be shipped with the remains and the port mortuary personnel should contact AFMAO to obtain instructions from the PERE.

2.6.2. If the PERE agrees mortuary personnel should destroy some items, record the PERE's instructions in the case file and annotate the items to be destroyed on the DD Form 1076.

2.6.3. On all items to be destroyed, the Mortuary Officer should wait for written authorization by the PERE before destroying items. Ensure items are destroyed beyond recognition.

2.6.4. After destruction, annotate destroyed items on the DD Form 1076. Place the documentation in the case file.

2.6.5. For additional information regarding destruction of property see paragraph [3.2.4.3](#)

2.7. Record Final Disposition of Personal Effects: Ensure the signed and dated DD Form 1076 is included in the case file. If a funeral director or base mortuary personnel accept the items, verify they will deliver the PE to the PERE and note this on the DD Form 1076.

Chapter 3

DISPOSING OF PROPERTY AND SETTLING ACCOUNTS FOR MEMBERS WHO DIE ON ACTIVE DUTY

3.1. Personal Property Disposition Instructions. The SCO:

3.1.1. Obtains property disposition instructions and the name and address of PERE from the Mortuary Officer, reviews the Training Video, *“You Are A Summary Court Officer - What Now?”*, and establishes a log of events.

3.1.2. When the SCO and the PERE are in the CONUS, the SCO telephones the PERE and introduces him or herself and explains what his or her function is and what he or she will be doing. When the death occurs overseas and the PERE is in the CONUS, AFMAO will be the point of contact (POC) between the PERE and the SCO and Mortuary Officer in the overseas location. AFMAO will determine the PERE and obtain disposition instructions for the property. These instructions are provided in a Personal Property Message to the SCO and Mortuary Officer by e-mail. In either case, the SCO sends a formal letter of introduction to the PERE within 3 duty days after appointment as SCO to advise them of summary court actions. The SCO will also explain the need for any additional information necessary to help with disposition, e.g., power of attorney, if needed. When speaking to the family, all references to the deceased should be stated in a personal nature such as “Capt Jones’ wristwatch” and not as “the deceased’s wristwatch.” The SCO should coordinate all outgoing correspondence with the Mortuary Officer.

3.1.3. Advises the PERE at least once a week about progress in resolving property matters. Annotate all correspondence in the log of events.

3.1.4. Informs the Mortuary Officer and Technician of all correspondence with the PERE, other agencies, and interested parties.

3.1.5. Places a minimum of two announcements of death in the base newspaper asking anyone with a claim for or against the estate to step forward. **NOTE:** An alternate base-wide notification may be made via email. Coordinate with the installation Public Affairs office for message release.

3.1.5.1. Review deceased’s correspondence to identify potential creditors with a claim for or against the estate.

3.1.5.2. If there is a charge to publish the announcements of death, this expense must be paid using O&M Funds.

3.1.6. Provide completed DD Form 139, Pay Adjustment and Authorization, with bills for member’s debts to the US Government within 2 weeks of the date of death to local Financial Services Office to be included in the Case Management System case for DFAS to compute final pay.

3.1.7. Completes and signs a DD Form 1351-2, *Travel Voucher or Subvoucher*, if the deceased member was on temporary duty (TDY) or en route to a PCS, submits the voucher with the member’s orders (reference AFI 65-114, *Travel Policy and Procedures for Finance Support Offices and Finance reserve Component*).

3.2. Inventorying Property. The SCO:

3.2.1. Inventories all property on DD Form 1076.

3.2.2. Promptly gathers the uniform and clothes needed for burial and gives to Mortuary Officer or Technician, when requested by the PADD. Consideration should be given to providing a new uniform to allow the Airman's uniform to be retained by the family for sentimental purposes.

3.2.3. Collects organizational clothing and equipment. Turns in organizational clothing and equipment to the responsible supply officer (see section 2.3 for organizational clothing that may be offered to the authorized recipient).

3.2.4. Removes any questionable items and determines the disposition of this property based on the following criteria:

3.2.4.1. Categories of Questionable Property. Questionable property falls into one of three categories:

3.2.4.1.1. **Category 1** - Property with no intrinsic or sentimental value which includes, but is not limited to, items which have no resell value (for example, used toothpaste, soap, deodorant, lotions, shampoo, tobacco, magazines, candy, opened food items) or items which are not allowed to be shipped IAW JPPSO requirements, such as liquids, corrosives, flammables, or oils.

3.2.4.1.2. **Category 2** - Property that is unfit to forward to the PERE which includes, but is not limited to, items which are mutilated, burned, soiled with blood or bodily fluid, damaged beyond repair, or unsanitary. Pornographic items magazines and paraphernalia.

3.2.4.1.3. **Category 3** - Inflammatory property which includes, but is not limited to, items which could cause further grief to the PERE such as compromising pictures, videos, personal letters, or other items which directly involve the decedent.

3.2.4.2. Criteria for Disposition of Questionable Property in Categories 1 and 2. Property items determined to be in Category 1 (no intrinsic or sentimental value) or Category 2 (property unfit to be forwarded to the PERE) may only be destroyed with written confirmation by the authorized recipient. **The SCO has no authority to arbitrarily destroy personal property in these two categories.** When possible, soiled, bloodstained, or torn clothing should be made presentable by the SCO or Mortuary Officer using FSS O&M Funds to cover cleaning expenses through commercial vendors. However, the PERE should be asked if they would like to have the items, and if so, state the condition of the items and that they will be cleaned before return. Opened mail, papers, photographs, videotapes, books, magazines, and other such items will be screened for suitability. The SCO should pay close attention to cell phones, iPods, digital cameras, and computers to ensure these and like devices do not contain unfit items. If so, all efforts should be made to ensure this data is removed and transferred from the device to a storage medium for retention until a decision on destruction is made. Exposed, but unprocessed film will be processed using FSS O&M Funds and screened for suitability. The Mortuary Officer will ensure FSS funds are available to the SCO to cover these expenses.

3.2.4.3. Criteria for Disposition of Questionable Property - Category 3. The possession of and decision to destroy inflammatory items *will not* involve the PERE. These items will be annotated on a separate DD Form 1076 and turned over to the Mortuary Officer. The Mortuary Officer will retain the questionable property for a minimum of 45 days following receipt of the property by the PERE, in the event the PERE requests information pertaining to these items. Once 45 days have passed, and the PERE has made no inquiry regarding the questionable property, the Mortuary Officer should then ensure the questionable property is destroyed. All destruction of personal property must be coordinated with the installation legal office.

3.2.4.4. Items prohibited for shipment will be disposed of according to existing directives; however, privately owned firearms and ammunition may be shipped to the PERE through an individual or company with a Federal Firearms License and in accordance with TMO policies and Customs entry requirements. If the PERE is a minor, the shipment will be required to go through their guardian who is at least 18 (for long guns) or 21 (for handguns) years of age. Ammunition may be shipped as arranged by the PERE or disposed of using local procedures.

3.2.5. The SCO will provide a list, of all items withdrawn and disposed of to the Mortuary Officer for inclusion in the official SCO File.

3.2.6. Methods of destruction. The SCO, in coordination with the Mortuary Officer, may destroy and dispose of inappropriate items by incineration, shredding, or mangling. In determining which method to use, consideration must be given to the possibility of other persons recovering the items designated for destruction. Destruction must be absolute, obliterating all evidence of the prior owner's and other related person's identity, and rendering the item useless and without any value.

3.3. Disposing of Identification (ID) and Military Documents. The SCO: *NOTE:* Military ID cards/CAC Cards, Military Driver's Licenses, and other documents the deceased member may have carried are extremely powerful mementos for surviving family members and every attempt should be made to return these items to the families. SCOs may work with the Military Personnel Section (MPS), Logistics Readiness Squadron (LRS), and other offices to clear these accounts and then return the cards to family members. Refer to AFI 36-3026, *Issuing and Controlling ID Cards*. Items such as line badges and cards for entry to controlled or classified areas should be disposed of IAW current directives.

3.3.1. Gives ID tags to the Mortuary Officer to place with the body or send with personal effects. **EXCEPTION:** If remains have already been shipped and PERE did not request to be sent with personal effects, send the ID tags, as part of personal property shipment, to the PERE.

3.3.2. Gives the DD Form 2293, *US Government Motor Vehicle Operator's ID Card*, to the PERE after clearing with LRS.

3.3.3. Clears DD Form 2, *Armed Forces ID Card*, DoDCIO/OUSD (P&R), United States DoD/Uniform Service Identification Card (CAC), with the personnel records custodian and then provides it to the PERE. IAW AFI 36-3026, Table 12.2, Item #4, all DD Form 2s provided to the PERE, or NOK, must be terminated, have the certificates revoked and have a hole punched through the integrate circuit chip prior to its release.

3.3.4. Safeguards military documents and submits any classified documents to the proper authorities for disposition.

3.4. Disposing of Mail and Personal Papers. The SCO:

3.4.1. Marks mail received for the member after death with the word, "DECEASED", endorses it, takes it to the servicing post office for return to sender, and keeps a record of the items returned.

3.4.2. Forwards all personal papers promptly by registered mail to the PERE and keeps a record of the forwarded items (refer to [Attachment 1](#) for a definition of personal papers).

3.5. Disposing of Funds and Negotiable Instruments. The SCO may:

3.5.1. If requested by the PERE, notify financial institutions of the death and arrange to have the accounts closed and the funds forwarded to the recipient.

3.5.2. Pay off a deceased member's local or government debts with available cash and collected money for debts owed to the member. Get a receipt for payment and record all cash transactions on DD Form 1076.

3.5.3. Give unused cash to the PERE, if that person lives in the local area. If the PERE lives outside the area and you need to mail the money, take it to the local Comptroller Squadron for conversion to a US Treasury check payable to the PERE. (reference DoD 7000.14-R, Volume 5, *DoD Financial Management Regulation*, Chapter 7)

3.5.4. Give foreign currency to the -local Comptroller Squadron for conversion to a US Treasury Check. **NOTE:** If the currency exceeds the amount authorized in DoD 7000.14-R, Volume 5, *DoD Financial Management Regulation*, give an application to the installation commander to certify Air Force personnel acquired the currency properly. **NOTE:** Include souvenir currency with the deceased member's personal property (refer to [Attachment 1](#) for a definition of souvenir currency).

3.6. Shipping Items. The SCO coordinates with the Traffic Management Office (TMO) to arrange shipment of household goods. PCS funds are used to move personal property of deceased personnel on active duty. PCS funding classifications for officers and enlisted members are annotated on DD Form 1300.

3.7. Shipping Other Items. The SCO:

3.7.1. May ship one vehicle owned by the member or member's legal dependent (refer to definition in [Attachment 1](#) for a privately owned vehicle). **NOTE:** Vehicles shipped from a foreign country must meet US safety and pollution requirements. The SCO must receive written authorization from lien holder to ship vehicles encumbered by a lien.

3.7.2. May be able to ship a boat as a household good. Contact TMO for guidance.

3.7.3. May not ship pets at government expense (refer to Title 37 U.S.C. and DoD 4515.13-R, *Air Transportation Eligibility*).

3.7.3.1. Immediate care may be needed for a pet(s) owned by a single member or member without family in the immediate area. Work with the member's unit if at all possible to provide temporary pet care until the PERE can assume those responsibilities either by way of professional pet care services, pet transport or some other method to

ensure the health and safety of the pet(s). Ultimately the PERE is responsible for the care and transportation costs of the pet(s). The PERE may also decide to surrender the pet(s) to a local animal shelter or rescue facilities.

3.8. Packing and Storage Services. The SCO:

3.8.1. Contacts TMO or items which cannot be shipped at government expense and for packing and storage services.

3.8.2. Advises the PERE of their right to personally arrange for disposition or give the SCO power of attorney to sell the items. Provides a list of shipping documents to be used.

3.8.3. Marks or tags all packages and items with the names and addresses of the sender and PERE.

3.8.4. Stores the property in the CONUS until the PERE provides disposition instructions.

3.8.5. Stores property from outside CONUS by shipping it to a CONUS port of entry for non-temporary storage pending disposition instructions.

3.9. Disposing of Property in Transit or in Non-temporary Storage. The SCO:

3.9.1. Obtains the location, weight, and cube of the deceased member's property from the TMO.

3.9.2. Diverts the property if it is in transit or moves the property not in storage to the location specified by the PERE. **NOTE:** Do not inventory this property.

3.9.3. Advises the PERE of the property shipping date, mode, and anticipated date of delivery.

3.9.4. Distributes copies of DD Form 1076 (refer to [Attachment 3](#) for instructions).

3.10. Disposing of Property Without a Recipient. The SCO will:

3.10.1. Ask the Mortuary Officer for help if a PERE is not found.

3.10.1.1. Collect from local debtors and pay local creditors.

3.10.1.2. Inventory property on DD Form 1076, as needed.

3.10.1.3. TMO will hold property for at least 30 days following the death.

3.10.2. If no PERE comes forward within 30 days, sell the property and use the funds collected from the sale to pay any remaining local debts. Record all cash transactions on DD Form 1076.

3.10.3. Do not sell:

3.10.3.1. Articles of keepsake value such as medals or insignia (refer to 10 U.S.C. 9712[e]).

3.10.3.2. Stocks, bonds, evidence of bank accounts, or any other forms of purely commercial paper.

3.10.4. Give all unused cash and checks, with DD Form 1076, to the local Comptroller Squadron for deposit (reference DoD 7000.14-R, Volume 5).

3.10.5. Make sure the Comptroller shows receipt of the funds by signing and returning DD Form 1076.

3.10.6. . Place signed original DD Form 1076 in the summary court file.

3.11. Closing the Summary Court File. The SCO:

3.11.1. Places a chronological account of all summary court transactions with supporting documents in the file.

3.11.2. Places the signed DD Form(s) 1076 in the file. Documents unsuccessful efforts made to get the forms signed.

3.11.3. Prepares eSSS and package to be coordinated through Mortuary Officer and JSA for final signature by Installation Commander.

3.11.4. Gives the completed file to the Mortuary Officer.

3.11.5. The Mortuary Officer forwards the SCO file to the Installation Commander for approval and signature.

3.11.5.1. The SCO File is the only portion of a Mortuary Case File which is forwarded to the Installation Commander to be signed and closed.

3.11.6. Property actions should be closed within 90 days of appointment of SCO. However, the Installation Commander may grant an extension up to 90 additional days. Extensions beyond the 90 days granted by the Installation Commander may be granted by the AFMAO Commander.

3.11.7. Once the work is completed, the SCO telephones the PERE and follows-up with a letter providing contact numbers and/or address in the event they have questions in the future.

Chapter 4

DISPOSING OF PROPERTY AND SETTLING ACCOUNTS FOR OTHER INDIVIDUALS

4.1. Missing, Detained, and Captured Persons. Military Personnel.

4.1.1. Once a member is declared missing, if PERE is not in local area, the Mortuary Officer secures and holds the property for at least 30 days or until a member's status is changed from missing to detained, captured, or the member returns.

4.1.1.1. If the missing member returns, the property is released back to the member.

4.1.2. If, after 30 days, the member's missing status does not change or when the member's status is changed to detained or captured, and the PERE is not in the local area, the installation commander appoints an uniformed member meeting the qualifications of an SCO; not on Series A Orders.

4.1.2.1. The appointed uniformed member secures the property from the Mortuary Officer, inventories, and gives or ships the property to the person who would have been the PERE had the member been declared dead.

4.2. Duty Status Whereabouts Unknown (DUSTWUN). The Mortuary Officer secures and holds property for up to 10 days pending the return of the person to military control or a change in status to deceased, missing, detained, or captured.

4.3. Medically Evacuated, Hospitalized, or Mentally Incompetent Personnel.

4.3.1. After permanent disposition of evacuated or hospitalized member has been determined that member will not return to his or her current installation:

4.3.1.1. The PERE, if present, arranges with TMO to ship the property of disabled personnel.

4.3.1.2. When the PERE is not present, the Installation Commander appoints, in writing, a military member to make shipping arrangements.

4.3.1.2.1. The appointed military member gets disposition instructions, when possible, from the disabled person, and secures, inventories, and ships the property as instructed. **EXCEPTION:** If the disabled person is not of sound mind, get instructions from the PERE.

4.4. DoD Civilians. (Includes APF, NAF, and ARC technicians). The Installation Commander asks the Chief of Civilian Personnel or NAF Human Resources Officer to appoint someone, in writing, to assist the PERE.

4.4.1. For civilians in CONUS (including TDY) and US possessions, decedent's personal property will provided to the person appointed by Civilian Personnel, who will provide it to the PERE, if present. If the PERE is not present and the property cannot be shipped or claimed within a reasonable time, the person appointed by Civilian Personnel will deliver it with all available information to a recipient designated by the judicial officer or by the local civil government with jurisdiction over estates of deceased persons.

4.4.2. For civilians OCONUS (including Alaska and Hawaii).

4.4.2.1. If the PERE cannot be present, the Mortuary Officer or decedent's commander secures the property. The appointed person will inventory all property and ship IAW instructions received from AFMAO. The appointed person works with TMO to ship property.

4.4.2.2. If the PERE lives in CONUS, AFMAO obtains disposition instructions and provides the information by message to the Mortuary Officer at the installation involved, who, in turn, will provide it to the appointed assistant. **NOTE:** In some geographic locations, the appointed assistant may need help from the American Embassy or other Foreign Service post in getting property from the civil domain. When no Air Force representative or PERE is present where the death occurred, the American Consulate officer should be asked to secure and hold the property pending receipt of disposition instructions from AFMAO. Items prohibited for shipment will be disposed of according to existing directives; however, privately owned firearms and ammunition may be shipped to the PERE through an individual or company with a Federal Firearms License and in accordance with TMO policies and Customs entry requirements. If the PERE is a minor, the shipment will be required to go through their guardian who is at least 18 (for long guns) or 21 (for handguns) years of age. Ammunition may be shipped as arranged by the PERE or disposed of using local procedures.

4.4.3. After 45 days, unclaimed property or property which cannot be shipped will be delivered by the Mortuary Officer, or the appointed assistant to the person designated by the judicial officer or the local civil government with jurisdiction over the estates of deceased persons.

4.4.4. The appointed assistant gives a completed travel voucher and orders for individuals who die while on TDY or PCS en route to the local Travel Pay Office who process and submit unpaid travel claims to local DFAS office IAW *AFI 65-114, Travel Policy and Procedures for Finance Support Offices and Finance Reserve Component*.

4.5. Contract Personnel Whose Property is in Possession of the Air Force. (Refer to [Attachment 1](#) for definition of contract personnel).

4.5.1. For an employee who resides and dies while living in CONUS, the contractor appoints a representative.

4.5.2. For contract personnel who reside and die OCONUS, the contractor-appointed representative or an American Consulate officer:

4.5.2.1. Secures and inventories the property.

4.5.2.2. Delivers the property to the PERE upon receiving proof of entitlement.

4.5.3. Contractors pay to move property for contract personnel.

4.6. Foreign National Military Members Who Die While on Training in the United States.

4.6.1. The Mortuary Officer:

4.6.1.1. Secures the property.

4.6.1.2. Inventories it on DD Form 1076.

4.6.1.3. Forwards it to the appropriate Military Assistance Advisory Group (MAAG).

4.6.2. The MAAG:

4.6.2.1. Turns the property over to the Air Force of the deceased member's country.

4.6.2.2. Forwards any DD Form 1173, *Uniformed Services Identification and Privilege Card*, or AF Form 354, *Civilian Identification Card*, found to the issuing agency shown on the card.

4.6.3. The Air Force of the deceased member's country advises the MAAG what to do with items which cannot be shipped.

4.6.4. The foreign government pays to move property for entitled foreign nationals.

4.7. Foreign National Civilian Employees. The Mortuary Officer:

4.7.1. Forwards AF Form 354 found on a foreign national civilian employee to the agency shown on the card.

4.7.2. Delivers personal property to the PERE.

4.7.3. Contacts the foreign embassy for assistance if the deceased person owned property in CONUS.

4.7.4. Delivers property which cannot be delivered or is not claimed within 45 days to the judicial officer of the local civil government that has jurisdiction over the deceased person's estate.

4.7.5. The foreign government pays to move property for entitled foreign nationals.

4.8. Pensioners, indigent patients, and persons who die on Air Force Installations.

4.8.1. If no PERE comes forward, the Installation Commander ensures the property is secured and notifies the state official responsible for people who die without a known PERE or a legal representative.

4.8.2. Use O&M Funds to pay for moving the property of indigents.

4.9. Traditional ANG or Dual Status Technician Members Who Die While Not In A Duty Status.

4.9.1. Traditional ANG members or Dual Status Technician members, who die while not in an active duty status, are not eligible for a SCO. However, the Mortuary Officer is responsible for ensuring personal property and effects located on the ANG Installation for any Traditional ANG member or Technician member are collected, safeguarded, inventoried, and stored. The Mortuary Officer also identifies the authorized recipient for the deceased member's property and effects.

Chapter 5

WARTIME PERSONAL EFFECTS AND PROPERTY PROCEDURES

5.1. Personal Effects and Property:

5.1.1. **Personal Effects (PE).** Any personal items, organizational clothing or equipment physically located on the remains will be shipped with the remains.

5.1.2. **Personal Property.** Any property not on the remains will be shipped as personal property. The Mortuary Officer or decedent's commander will secure property while the Installation Commander appoints a SCO. The appointed SCO will inventory and account for property and ship to the Theater Personal Effects Depot (TPED), if established, or the coordinate with the Mortuary Officer to ship to the Joint Personal Effects Depot (JPED).

5.1.3. **Theater Personal Effects Depot (TPED).** The TPED is responsible for the receipt, safeguard, inventory (when required), storage, palletizing, and evacuation of personal property to JPED. When the TPED is located in the operational area, the depot may process the personal property of deceased US military personnel, US civilians and others, multinational partner, local national, and adversary personnel that come into custody of the US military. In the case of multinational partner, third country, local national, and adversary personal property, the TPED will work to return those effects back to the originating country representative as promptly as possible.

5.1.3.1. . If a TPED is not established, ship personal property to the Joint Personal Effects Depot (JPED). **NOTE:** PE must stay with the remains to be processed at the Port Mortuary.

5.2. In Forward Areas:

5.2.1. Unit commanders must recover and secure personal property of military and civilian members who are reported dead, missing, detained, or captured and forward the property to the nearest Mortuary Officer for disposition. **NOTE:** PE found on or with the remains must stay with the remains.

5.2.2. When wartime conditions do not allow removal of remains and collection of PE, theater commanders will authorize burial of remains without removing or inventorying PE. See AFI 34-501, [Chapter 12](#), for interment in the AOR.

5.2.3. When remains are moved to a collection point or cemetery, all personnel involved are responsible for safeguarding PE. PE will remain on the deceased.

5.3. In Rear Areas:

5.3.1. Commanders must recover and safeguard personal property of members who are reported dead, missing, detained, or captured and turn the personal property over to the appropriate Mortuary Officer.

5.3.2. Installation commander appoints a SCO.

5.3.3. Mortuary Officer assists installation commander in appointing a SCO, briefs the SCO on responsibilities and coordinates personal property shipment to TPED or JPED, as appropriate.

5.3.4. SCO will collect, safeguard, and inventory decedent's personal property. Property may be located in various locations, to include living and working quarters, laundry, and Medical Treatment Facility, etc. Coordinate with the Mortuary Officer to ship decedent's property to TPED or JPED, as appropriate.

5.3.5. If member dies in medical treatment facility, medical personnel release remains and PE through the evacuation process.

5.4. Disposing of the Property and Funds of Deceased Persons:

5.4.1. The Mortuary Officer ensures, prior to disposition, the property is inventoried, and sorted into the following groups:

5.4.1.1. Items of sentimental or intrinsic value (refer to [Attachment 1](#) for definition of these items).

5.4.1.2. Items of no intrinsic or sentimental value (refer to [Attachment 1](#) for definition of these items).

5.4.1.3. Explosives and highly combustible items are withdrawn and disposed of by appropriate means.

5.4.2. Forward all items to the TPED or JPED, as appropriate. When disposes of property, prepare three copies of DD Form 1076. Place the original in the personal property container, keep a copy for the originating unit, and forward one copy directly to TPED or JPED, as appropriate. Do not send a copy to the next of kin.

5.4.3. Take cash and other financial instruments to local Finance Office. The Finance Officer will issue a receipt for record and will forward financial instruments to their servicing DFAS office for disposition IAW the DOD Financial Management Regulation, Vol. 5, Chapter 8.

5.4.4. If less than \$5.00 is found, forward the cash with the property.

5.4.5. If \$5.00 or more is found take it to the Finance Office, which will forward to DFAS. Document on DD Form 1076.

5.4.6. DFAS will issue a check for the amount turned in and send the check to the authorized recipient.

5.4.7. Places mutilated currency refused by DFAS, in an envelope and sends it with the personal property. Records the disposition action on DD Form 1076, and forwards the form with the currency.

5.5. Effects Disposition for Allied Dead:

5.5.1. Commanders secure and handle personal property and effects of allied deceased the same as for US military deceased. **EXCEPTION:** Do not pay or collect debts.

5.5.1.1. Include any money with the other personal property and forward with one copy of each DD Form 1076, clearly marked "ALLIED DEAD."

5.5.1.2. Send personal property to the TPED, which will work to return those effects back to the originating country representative as promptly as possible. If no TPED is established, coordinate with the Theater Mortuary Affairs Office (TMAO) for disposition

or command headquarters responsible for arranging disposition with the country concerned.

5.5.2. The command headquarters forwards the property and effects inventories to the liaison officer.

5.5.2.1. Keeps a receipt, which becomes a permanent part of the records of the unit responsible for the burial.

5.5.2.2. Lists the personal property and effects on a memorandum advising the graves registration officer and higher headquarters of the burial when delivering the remains to a civilian cemetery.

5.6. Missing, Detained, or Captured Personnel. .

5.6.1. If military or civilian personnel is determined to be mission, detained, or captured, installation commander will assign a person to secure, inventory, and ship property to TPED or JPED, as appropriate.

5.7. Return of a Missing Person. When a missing person returns, that person must submit a written request to the TPED or JPED, depending on location of personal property, for the return of funds and property.

5.8. Disposition of Classified Matter. Dispose of organizational property, log books, and records containing classified information as directed by higher authority and applicable security directives.

GINA M. GROSSO, Lt Gen, USAF
DCS, Manpower, Personnel and Services

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoD 4515.13-R, *Air Transportation Eligibility*, November 1994, through Change 3, 9 Apr 1998

DoD 7000.14-R, Vol 5, *DoD Financial Management Regulation*, “Disbursing Policy,” February 2014

AFPD 34-5, *Mortuary Affairs*, 13 Sep 2013

AFI 34-501, *Mortuary Affairs Program, 2015 (replaced AFI 34-242)*

AFI 36-3026_IP Volume 1, *Identification Cards for Members of the Uniformed Services, Their Family Members and Other Eligible Personnel*, 17 Jun 2009

AFI 65-114, *Travel Policy and Procedures for Finance Support Offices and Finance Reserve Component*, 26 August 2005

AFMAN 33-363, *Management of Records*, 1 March 2008

The Joint Travel Regulations Uniformed Service Members and DoD Civilian Employees

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 354, *Civilian Identification Card*

DD Form 2, *Armed Forces ID Card*

DD Form 139, *Pay Adjustment and Authorization*

DD Form 1076, *Record of Personal Effects of Deceased Personnel*

DD Form 1173, *Uniformed Services Identification and Privilege Card*

DD Form 1299, *Application for Shipment and/or Storage of Personal Property*

DD Form 1300, *Report of Casualty*

DD Form 1351-2, *Travel Voucher or Subvoucher*

DD Form 2293, *US Government Motor Vehicle Operator’s ID Card*

DoDCIO/USD (P&R), *United States DoD/Uniform Service Identification Card (CAC)*

Abbreviations and Acronyms

AFMAO—Air Force Mortuary Affairs Operations

AFRC—Air Force Reserve Command

AFSVA—Air Force Services Agency

ANG—Air National Guard

ARC—Air Reserve Component

CONUS—Continental United States

DFAS—Defense Finance and Accounting Service
DFAS—DE/FJSCA—Defense Finance and Accounting Service Denver, Special Actions
DoD—Department of Defense
DUSTWUN—Duty Status Whereabouts Unknown
FAR—Family Assistance Representative
FSS—Force Support Squadron
HQ USAF/A1S—Headquarters United States Air Force, Director of Services
ID—Identification
JMAO—Joint Mortuary Affairs Office
MAAG—Military Assistance Advisory Group
MPF—Military Personnel Flight
NGB—National Guard Bureau
NOK—Next of Kin
OCONUS—Outside of the Continental United States
OI—Operating Instruction
PCS—Permanent Change-of-Station
PE—Personal Effects
PERE—Person Eligible to Receive Effects
SCO—Summary Court Officer
SV—Director of Services
TDY—Temporary Duty
TMAO—Theater Mortuary Affairs Office
TMO—Traffic Management Office
TPED—Theater Personal Effects Depot
UCMJ—Uniform Code of Military Justice
US—United States
USAF—United States Air Force
U.S.C—United States Code

Terms

Authorized Recipient—Person authorized to make decisions and be given personal property and effects of the deceased. (See paragraph 1.3 for order of precedence). Also designated as the Person Eligible to Receive Effects (PERE).

Available Cash—Money found on the deceased person or in that person’s living quarters.

Captured (Person)—A casualty (person) seized as the result of action by an unfriendly military or paramilitary force in a foreign country.

Detained (Person)—A casualty (person) prevented from proceeding or restrained in custody for alleged violation of international law or other reason claimed by the government or group under which the person is being held.

Continental United States (CONUS)—United States territory, including the adjacent territorial waters, located within North America between Canada and Mexico.

Contract Personnel—Any employee of a private enterprise operating under contract with the US Government.

Debts to the US Government—Debts to a noncommissioned or officers' club, base exchange, or base organization such as lodging, laundry, and hospital.

Duty Status—Whereabouts Unknown (DUSTWUN)—A transitory casualty status, applicable only to military personnel, which is used when the responsible commander suspects the member may be a casualty whose absence is involuntary, but does not feel sufficient evidence currently exists to make a definite determination of missing or deceased. Authorities may assign this status for no longer than 10 days. On or before that time, the status is changed to “returned to military control,” “missing,” or “deceased.”

Government Funds—Funds found on or with a deceased member that appear to belong to the government, such as funds entrusted to the agent of a Comptroller office.

Missing (Person)—The casualty (person) not present at his or her duty location due to apparent involuntary reasons and whose location is unknown. (*NOTE:* There are several subcategories of the term “missing”.) Also defined as a person reported as missing under the Missing Persons Act, as amended (10 U.S.C. 1501). The SJA rules on questionable cases.

Negotiable Instrument—Items such as personal checks, traveler's checks, money orders, stocks, and bonds. **EXCEPTIONS:** Military payment orders or US Treasury or foreign depository checks.

OCONUS—All areas, to include Alaska and Hawaii, not physically in CONUS.

Personal Effects—Personal effects are broadly defined as any personal item, organizational clothing or equipment physically located on the remains. Personal effects shipped with the remains or directly to the authorized recipient are not to be treated in the same manner as personal property. Personal property is disposed of by the SCO and usually shipped later.

Personal Effects Having Intrinsic or Sentimental Value—Items such as jewelry, wallets, eyeglasses, medals, insignia, diaries, letters, books, keepsakes, religious items, cameras, writing instruments, monetary instruments.

Personal Papers—Items such as personal letters, purchase agreements, insurance policies, negotiable instruments, and mail received before death.

Personal Property—Items such as household goods, personal clothing, electronic equipment (computers, cameras, iPod, etc.), mail and personal papers, privately owned vehicle, and movable property used or owned by the person. The term does not include interests in real property. **EXCEPTION:** Consider debts associated with real property part of personal property.

Privately Owned Vehicle—A privately owned conveyance primarily used to carry passengers (not to exceed a 9-passenger capacity) such as sedans, station wagons, vans, trucks, jeeps, motorcycles, camper conversions, and other similar types of vehicles (refer to Joint Federal Travel Regulation [JFTR]).

Souvenir Currency—Currency of a foreign country, other than the country to which the decedent was assigned, which belonged to the deceased person.

Attachment 2

SUMMARY COURT OFFICER CHECKLIST

Figure A2.1. Summary Court Officer Checklist.

NOTE: Checklist does not apply to Wartime/Contingency Operations.

- ___ 1. Collect and secure property.
- ___ 2. Obtain Power of Attorney from PERE to authorize SCO entry and shipment of property not under Air Force jurisdiction.
- ___ 3. Prepare DD Form 1076, Record of Personal Effects of Deceased Personnel, as indicated in AFI 34-511, Attachment 3.
- ___ 4. Ask the Mortuary Officer for the name and address of the PERE.
- ___ 5. Meet with Casualty Assistance Representative to obtain SCO checklist to close government financial obligations, such as TDY vouchers.
- ___ 6. Give TMO copies of the official notice of death, DD Form 1076, PCS fund citation found on DD Form 1300, and DD Form 1299, Application for Shipment, to initiate pickup and movement of the property.
- ___ 7. Get shipping instructions for property from the PERE or Mortuary Officer/Technician.
- ___ 8. Tell the TMO to divert property in transit when a person dies, or to move property if the person stored it before death.
- ___ 9. Advise the PERE of all actions you have taken to forward the personal property.
- ___ 10. Complete SCO File with appropriate paperwork, obtain SJA review, prepare package for and have the installation commander approve/sign the package. Bring the finalized SCO File to the Mortuary Officer/Technician for final action.

Attachment 3**COMPLETING AND DISTRIBUTING DD FORM 1076, RECORD OF PERSONAL EFFECTS OF DECEASED PERSONNEL**

A3.1. SCO lists all personal property and effects on DD form 1076.

A3.1.1. SCO should complete/sign section 10, Preparing Official.

A3.2. SCO lists all cash and sales transactions on DD form 1076.

A3.2.1. SCO should complete section 11 with the PERE Name, Grade (list Civilian, if not military), Organization, (list Address, if not military) and request he/she sign/date blocks 11d. and 11e. and return to you for inclusion in the SCO File.

A3.3. SCO prepares enough forms to cover all situations.

A3.3.1. SCO should complete section 12 with the Installation Commanders information and the Installation Commander will sign/date 12d. and 12e. when closing the SCO File.

A3.3.2. When PERE lives in the local area, have him/her sign the original DD Form 1076 for the summary court file and give them a copy.

A3.3.3. When PERE does not live locally and the property has to be shipped:

A3.3.3.1. Place one copy of the form in with the shipment and give one copy to TMO.

A3.3.3.2. Send the original and a copy to the PERE. Have them sign the original and return it for inclusion in the summary court file.

Attachment 4

PERSONAL EFFECTS CHECKLIST (MORTUARY AFFAIRS USE ONLY)**Figure A4.1. Personal Effects Checklist (Mortuary Affairs Use Only).**

- ___ 1. Advise PERE of your responsibility.
- ___ 2. Advise PERE name of SCO and let them know the SCO will be contacting them.
- ___ 3. Were remains thoroughly inspected for personal effects (PE)? Was all PE found on or received with remains inventoried on DD form 1076?
- ___ 4. Is PE clean and stored in a secure area with a log showing deposit and pickup details by date, time, and person?
- ___ 5. Is the DD 1076 stored with PE at all times?
- ___ 6. Has the PERE been notified of PE accompanying remains?
- ___ 7. Has disposition of PE been obtained from the PERE?
- ___ 8. Has disposition been communicated to the SCO and AFMAO (if applicable)?
- ___ 9. Are only those items the PERE requested being shipped with the remains, on the remains, or in the casket? Is the PE visible if the casket is opened?
- ___ 10. Was the receiving funeral director notified that PE was shipped with remains?
- ___ 11. If an escort is used to deliver PE, has the escort been briefed, performed inventory, signed the DD 1076 from installation mortuary affairs personnel, and has two (2) copies of the DD 1076 with the PE?
- ___ 12. If a commercial shipping service is used to deliver PE, is it the most expeditious means possible, was the PERE notified of the method of shipment, and is a package tracking mechanism available?
- ___ 13. If the PERE does not want to receive damaged PE, have installation mortuary affairs personnel noted these instructions in a MFR for inclusion in the case file.
- ___ 14. If PE is to be destroyed, was verification received from AFMAO to destroy PE? Were photos and the DD 1076 annotating which items were destroyed entered into the SCO File, and was a 45-day waiting period allowed before destroying the items?
- ___ 15. Did the PERE sign the DD 1076?

___16. Was the DD 1076 returned to the installation mortuary affairs office and entered into the SCO File?

___17. Refers any inquiry regarding PCS travel entitlements to the Casualty Assistance Representative.

Attachment 5

PERSONAL EFFECTS CHECKLIST (CONUS PORT MORTUARY USE ONLY)**Figure A5.1. Personal Effects Checklist (Conus Port Mortuary Use Only).**

- ___1. Were remains thoroughly inspected for personal effects (PE) and all PE found on or received with remains inventoried on DD 1076?
- ___2. Were digital photographs taken of all processed/reprocessed remains PE and filed in the case file?
- ___3. Is PE cleaned and stored in a secure area? Is there a log showing deposits and pickup details by day, time, and person?
- ___4. Is the inventory sheet stored with PE at all times? (Answer for disasters only or when remains are shipped directly to the port mortuary and are not processed by the parent service).
- ___5. Has the parent service headquarters (AFMAO for Air Force) been notified of PE accompanying remains, to include organizational clothing and equipment, and condition of the PE?
- ___6. Has disposition of PE been obtained from the parent service?
- ___7. Are only those items the PERE requested to be shipped with the remains on the remains, or in the casket, and is PE visible if the casket is opened?
- ___8. Did the Port Mortuary director notify receiving funeral director of PE shipped with remains?
- ___9. If an escort is used to deliver PE, has the escort been briefed, performed inventory, signed the DD 1076 from Port Mortuary personnel? Does the escort have two copies of the DD 1076 with the PE?
- ___10. If a commercial shipping service is used to deliver PE, is it the most expeditious means possible, was the PERE notified of method of shipment, and is a package tracking mechanism available?
- ___11. If the parent service advises, in writing, that the PERE does not want to receive damaged PE, have port mortuary personnel noted these instructions in the case file?
- ___12. If PE is to be destroyed, was verification received from the parent service to destroy PE, were photos and the inventory on DD 1076, annotating which items were destroyed, entered into the case file? Was a 45-day waiting period allowed before destroying the items?

___ 13. Did the person who took final possession of PE sign the DD 1076?

___ 14. Was the final DD 1076 returned to the port mortuary and entered into the case file?

Attachment 6

TRANSPORTATION MANAGEMENT OFFICER CHECKLIST

Figure A6.1. Transportation Management Officer Checklist.

___ 1. Arrange packing and pickup of personal property as soon as possible after receiving the DD 1299, *Application for Shipment and/or Storage of Personal Property*, and supporting documents.

___ 2. Store property, pending receipt of shipping instructions.

___ 3. Mark code word "Bluebark" on all shipping documents and containers.

___ 4. Mark shipping documents "Direct Delivery Prohibited".

___ 5. Book shipment with carriers for pickup/delivery to coincide with dates noted on DD 1299.

___ 6. Ship property to the PERE or to the CONUS port for non-temporary storage as directed.

___ 7. Advise Air Force Water Port Logistics Offices on shipments moving to and from overseas.

___ 8. Advise destination TMO by telephone to expect shipment and send documentation via certified mail.

___ 9. Make arrangements with the recipient for delivery and inspection of delivered property.

___ 10. Advise PERE of procedures for extension of travel and transportation entitlements.

**** Additional items may be added as needed.**