

**BY ORDER OF THE  
39TH AIR BASE WING COMMANDER  
(USAFE)**

**INCIRLIK AIR BASE INSTRUCTION 34-242**

**23 NOVEMBER 2012**



*Services*

**MORTUARY AFFAIRS PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Lt Col Bernadette P. Bowman)

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This instruction implements Air Force Instruction 34-242, *Mortuary Affairs Program*, AFI 34-244, *Disposition of Personal Property and Effects*, AFPAM 34-259, *Escorting Deceased Air Force Military Personnel*, and AFI 34-1101, *Assistance to Survivors of Persons Killed in Air Force Aviation Mishaps and Other Incidents*. It explains the duties of personnel in the event their unit has an active duty or dependent death. It also discusses mortuary entitlements and outlines the duties of the Summary Court Officer (SCO), Family Liaison Officer (FLO), and the escort. It applies to all active duty Air Force organizations on Incirlik Air Base. 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*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

**1. OVERVIEW.** The Mortuary Affairs program provides for the care of deceased personnel, shipping or delivering remains to a place designated by the next of kin or to proper authority. This program is to be implemented and used for managing mortuary cases involving USAF active duty, USAF dependent civilians, civilian Appropriated/Non-Appropriated Fund employees, associated contractor personnel and retirees within Turkey. This includes all

geographically separated units (GSUs) under the control of Incirlik AB, Turkey. All deaths will be reported to the mortuary officer by any base agency or whoever first learns of the death. If a commander learns of a death in his or her unit, he or she must contact the Command Post immediately.

## **2. ROLES AND RESPONSIBILITIES.**

### **2.1. Installation Commander will:**

2.1.1. Administer and maintain overall responsibility of the installation mortuary affairs, DSN 676-5317, program in accordance with AFI 34-242.

2.1.2. Assist the Mortuary Officer (MO) with any coordination with other agencies as required.

### **2.2. Mortuary Officer and Alternates will:**

2.2.1. Implement the installation's mortuary affairs program in accordance with AFI 34-242.

2.2.2. Ensure a Summary Court Officer (SCO), Family Liaison Officer (FLO), and escort are appointed.

2.2.2.1. Consult with 39 FSS Civilian Personnel, DSN 676-3067, before appointment of a civilian SCO to ensure compliance with possible duty restrictions

2.2.2.2. Provide training for SCO, FLO, and escort. The training will be signed by the escort.

2.2.3. Confirm and document in writing the disposition instructions, as well as the Person Authorized to Direct Disposition's (PADD) right to relinquish disposition using AF Form 970, Statement of Disposition of Remains (Active Duty) or DD Form 2065, Disposition of Remains Reimbursable Basis for (Dependent/Contractor/Retiree). The proper form will be obtained only after positive identification is established and the death notification is received by the PADD. When the PADD is in the CONUS, Air Force Mortuary Affairs Operations (AFMAO) will obtain disposition instructions from the PADD.

2.2.3.1. In the case of a dependent, contractor, or retiree who is eligible for mortuary benefits, the PADD will make a check payable to the US Treasury to cover preparation (embalming) and casket expenses. The PADD will provide clothing.

2.2.4. Furnish timely and accurate information to the casualty affairs representative on all deaths.

2.2.5. Provide initial, supplemental, and final death reports by e-mail message to:

**HQ USAFE/AISAM  
UNIT 3050 BOX 25  
APO AE 09094-0025**

**DSN 314-478-1258, COMM 99-0049-6371-405-1258, FAX 314-478-2224**

**AFTER DUTY HOURS 0049-171-330-7434 (Blackberry)**

2.2.6. Ensure supplemental or the final death reports include the mission, tail number, type of aircraft, date and time of departure, and estimated time of arrival (ETA) to Ramstein AB, Germany and Military Travel Authorization (MTA) number for the escort, when applicable.

2.2.7. Use all resources and capabilities available to establish individual identification of remains. DD Form 565, Statement of Recognition of Deceased, will be obtained and forwarded with the remains to Landstuhl Regional Medical Center Mortuary Office. When individual identification is not possible locally, request an identification team be dispatched from HQ USAFE/A1SAM, DSN 314-478-1258. During non-duty hours, contact HQ USAFE Command Post, DSN 314-480-8200, and request to speak with the on-call USAFE mortuary affairs representative or call the mortuary cell phone at 0049-171-330-7434.

2.2.8. Determine eligibility and entitlement benefits by using the criteria in AFI 34-242. **NOTE:** Notify HQ USAFE/A1SAM when mortuary benefits are requested by the PADD, or another relative of the deceased, but are not authorized. This may occur in cases of tourists or retired personnel living or on leave in the AOR.

2.2.8.1. A dependent, as specified in AFI 34-242, must be verified by 39 FSS/FSMP (Military Personnel Section), DSN 676-6840, prior to providing mortuary benefits. A bona fide dependency statement must accompany the remains.

2.2.8.2. Mortuary benefits for U.S. DoD civilians, and DoD contractors must be verified in writing by the 39 FSS Civilian Personnel Office or the 39th Contracting Squadron.

2.2.9. Ensure the timely processing and shipment of the remains. This includes providing 39 LRS with DD Form 1149, Requisition, Invoice and Shipping Document. The following blocks will be filled in: 1-3, 4b-I, 7-9, 12a-b, and 18.

2.2.10. Monitor the SCO's progress to effect timely disposition of the deceased's personal property. Keep HQ USAFE/A1SAM updated on the SCO's progress and requesting extensions if SCO duties are not completed within 45-days after the death occurred. A 60-day extension may be granted by the 39 ABW/CC. Additional extensions must be approved by HQ USAFE/A1SAM.

2.2.11. Ensure the SCO case file, along with copies of all letters received and delivered by the SCO is reviewed by the 39 ABW/JA and the report is signed by the 39 ABW/CC.

2.2.12. Ensure the special escort is a person specifically requested by the PADD for an active duty deceased member. Special escorts assigned to Incirlik AB can be approved at the base level. The MO will provide HAF/MA and HQ USAFE/A1SAM with the special escort's name and travel itinerary. Escorts are fully briefed at the Dover AFB Port Mortuary.

2.2.13. Ensure the escort has a Government Travel Card and proper uniforms. If the escort does not have proper funds or uniforms, then consider assigning a new escort IAW AFI 34-242, Mortuary Affairs Program.

2.2.14. Request PADD information from Casualty Affairs.

2.2.15. If PADD desires burial in an overseas area, contact HQ USAFE/A1SAM for guidance.

2.2.16. If the deceased's personal property is off base work with Security Forces, Office of Special Investigations, or local civil authorities to ensure the active duty member's personal property is safeguarded and secured until a SCO can be appointed, trained and arrives on-site. The on-site location may include offices, workspaces, vehicles, or quarters on or off-base.

2.2.17. Arrange for the escort to be released from all duties until he/she returns from the funeral services (usually 5-6 days).

### **2.3. The Mortuary NCOIC will:**

2.3.1. Maintain mortuary case files IAW AFI 34-242, and AFMAN 37-139, Disposition of Air Force Records-Records Disposition Schedule. 2.3.1.1. For all cases, maintain a log of events and consult closely with the Mortuary Officer and HQ USAFE/A1SAM.

2.3.2. Implement procedures contained in AFI 34-242 and AFI 34-244

2.3.3. From Casualty Collection Point (CCP) to Bldg 912, 728 AMS Cold Storage, and/or flight line for loading remains onto aircraft.

2.3.4. Handle transportation of remains occurring off base.

2.3.5. Make the necessary arrangements for shipment of remains and transportation of the special escort.

2.3.5.1. Advise Air Terminal Operations Center (ATOC), DSN 676-6801, when the remains are ready for shipment.

2.3.5.1.1. Remains will be shipped "999" priority.

2.3.5.2. The transportation of the special escort will be designated "Blue Bark" and will be so noted on the escort orders.

2.3.5.3. Contact HQ USAFE/A1SAM for appointment of Transportation Authorization Code (TAC) code.

2.3.6. Will review the Incirlik Mortuary Affairs Plan at least annually and amend as new information becomes available and resources change to include provisions for individual deaths, mass casualties, and biochemical contamination.

2.3.7. Shipment of Infant Remains:

2.3.7.1. Infant remains will be shipped in the same manner as an adult. A check payable to the US Treasury is required from the sponsor to cover preparation (embalming) and casket expenses. The PADD will provide clothing.

### **2.4. Casualty Assistance Representative will:**

2.4.1. Inform the MO of all deaths involving Incirlik AB personnel.

2.4.2. Inform the MO once the initial notification team has made contact with the Next of Kin (NOK).

2.4.3. Determine the person entitled to make disposition of remains decisions through the use of AFI 34-242, DD Form 93, and 39 FSS/FSMP.

**2.5. 39 ABW/CP will:**

2.5.1. Contact the MO once they have received notification of a death and report the following information, if known:

2.5.1.1. Full name and rank of the deceased or dependent.

2.5.1.2. Social Security Number.

2.5.1.3. Unit the member is assigned to.

2.5.1.4. NOK contact information.

2.5.1.5. Cause of death (if known).

**2.6. Summary Court Officer will:**

2.6.1. Collect, safeguard, and promptly dispose of property within military control belonging to the deceased at the time of his or her death IAW AFI 34-511. **NOTE:** Copies of AF Form 1076 will be forwarded to HQ USAFE/A1SAM for final disposition.

2.6.2. A SCO will not be appointed for civilian deaths.

**2.7. Family Liaison Officer will:**

2.7.1. Implement and administer all duties in accordance with AFI 34-1101.

**2.8. Escort/Special Escort will:**

2.8.1. Accompany the remains or hand carry the cremated remains of the deceased military member entitled to full mortuary benefits from shipping facility Continental United States, to the final destination when the two places are not located in the same locale, IAW AFPAM 34-259. **NOTE:** While escorts may feel compelled to offer consolation and/or advice to the PADD during this tragic time, it is important for the escort to refer questions regarding the death, remains, search and recovery process, arrangement of funeral services and entitlements to the MO. As inflexible this may seem, most confusion, irritation, and dissatisfaction in how the Air Force assists the PADD occurs at this stage and is a result of an escort providing incorrect or inappropriate information. The escort should call the MO regularly to receive an update on actions.

2.8.2. Notify the MO of any problems that come up during the transportation of the remains.

2.8.3. The unit may appoint a "Unit Representative" to send to the funeral, however, he or she will not be considered an official escort. The unit is responsible for funding all costs associated with the "Unit Rep's" temporary duty. The unit rep is not authorized to travel under any mortuary entitlements.

**2.9. 39 MDG will:**

2.9.1. Provide 10 notarized Death Certificates signed by a competent medical authority.

2.9.2. Provide refrigerated storage in the event Bldg 912 is unavailable.

**2.10. 39 LRS will:**

2.10.1. Provide shipping documentation and proper TAC code. Will load remains on manifest.

2.10.2. Notify Mortuary Affairs NCOIC of any required documents that need to be completed.

2.10.3. Assist mortuary team with completion on DD Form 1149.

**2.11. 728 AMS will:**

2.11.1. Notify Mortuary Affairs NCOIC of scheduled flight times/changes.

2.11.2. Load remains onto aircraft.

2.11.2.1. If remains are an active-duty member, make necessary adjustments for flight line operations for loading ceremony.

2.11.3. In the event storage is down or there is an aircraft maintenance issue, store palletized transfer case in refrigerated storage facility.

2.11.3.1. Allow Mortuary Affairs NCOIC access to refrigerated storage to check on condition of remains every 2-3 hours until remains are loaded on aircraft.

**2.12. 39 SFS will:**

2.12.1. Work in coordination with the MO to block traffic at the intersection of "A Street and 4th Street" and the intersection of "A Street and 7th Street" while remains are being moved at building 912. This is to prevent the base population from seeing movement of remains, which could have a negative effect on the morale of the base.

**3. GEOGRAPHICAL SEPARATED UNITS (GSUs) will:** coordinate all Mortuary operations through 39 FSS/FSOXU at DSN 676-5317.

**4. FUNDING PPROCEDURES:** HQ USAFE/A1SAM handles all mortuary funding issues for USAFE.

**5. COORDINATION WITH REGIONAL MORTUARY.**

5.1. The Landstuhl Regional Medical Facility Mortuary Office is the servicing mortuary for Europe.

5.1.1. All remains will be transported by MILAIR to Ramstein AB Germany for surface transportation to the Landstuhl Regional Medical Facility with the DD Form 2064, Certification of Death Overseas, Authorization for Autopsy, SF Form 523, and DD Form 565, Statement of Recognition, and copies of the deceased person's medical and dental records, when applicable.

5.1.2. The servicing mortuary is responsible for preparation and embalming all remains and will transport remains to the 721 APS Special Handling Cargo, Ramstein AB.

5.1.3. Adult-size caskets are not stocked in Turkey; however, child and infant caskets (two-foot, three-foot, and four-foot, six inches) may be obtained from the Incirlik Exchange Furniture Store. A McCord Fiberglass combination Casket/Vault can also be obtained through the Landstuhl mortuary.

5.2. Air Force military remains will be dressed and casketed at the Port Mortuary.

5.3. Civilians and dependents will be prepared, dressed, and casketed by the Landstuhl Army mortuary for commercial movement to the final destination.

5.4. The Regional Medical Center and Mortuary are responsible for providing HQ USAFE with a DD Form 2062, Statement of Preparation and Disposition of Remains; applicable traffic transfer receipts, and DD Form 2064, Certificate of Death Overseas.

## **6. REQUESTS FOR OVERSEAS HONORS AND INTERMENT FLAGS.**

6.1. Air Force active-duty members buried overseas must be provided limited military honors, if requested by the PADD.

## **7. REQUESTS FOR CREMATION.**

7.1. Mortuary benefits and monetary reimbursements required for cremation will be explained carefully to the PADD. Deceased active-duty Air Force remains will be transported in a transfer case from the servicing mortuary to the Dover Port Mortuary for cremation. Deceased civilians, infants and children will be transported in a suitable container.

**8. MORTUARY CASES INVOLVING TURKISH AUTHORITIES.** In mortuary cases where remains are in possession of Turkish authorities, or where remains will be interred in Turkey, coordination must be accomplished with the assistance of HQ USAFE/A1SAM DSN 478-1258 and the 39 ABW/JA, Staff Judge Advocate Office, DSN 676-6800.

### **8.1. Obtaining remains from Local Turkish Authorities.**

8.1.1. In most cases where a military or associated person dies as the result of an accident or natural causes not involving local authorities the remains will normally be made available for pickup by 39 FSS/FSOXU. Turkish authorities may also release remains directly to the 39th Medical Group if the person was hospitalized locally.

8.1.2. The remains could be held if damage was caused to Turkish property or persons, or if drugs, alcohol, or criminal activity is suspected. In these instances, the remains may be held for an autopsy by the Turkish authorities. The 39 MDG/CC and mortuary officer will work closely with the Turkish authorities and 39 ABW/JA to ensure the remains are promptly released and transported to Incirlik AB.

8.1.2.1. Due to United States medical autopsy and death certificate procedures, if an autopsy is accomplished by the Turkish authorities, a second autopsy by U.S. authorities may be required.

**8.2. Burial in Turkey.** With the permission of the Turkish Government, active-duty military, and their dependents and DoD civilians and their dependents may be interred in Turkey if the PADD desires.

8.2.1. The following procedures must be accomplished for the USAF:

8.2.1.1. If the PADD decides to have the remains disinterred at a later date, a burial agreement form (Interment of Remains Outside of CONUS) must be signed by the PADD to release the Department of the Air Force from any interment and/or transportation costs

8.2.1.2. A local mortuary may provide embalming and preparation.

8.2.1.3. Transportation costs will be paid or reimbursed by the Air Force.

## **9. AMERICAN TOURIST AND RETIRED UNITED STATES MILITARY PERSONNEL.**

9.1. **This category consists of the following:** Retired United States military personnel (including their bona-fide dependents) who are not currently employed by the United States Department of Defense (DoD); agencies affiliated with the DoD who die while residing or traveling in Turkey; any American on vacation or passing through Turkey; or any deceased person who **is not** authorized mortuary benefits IAW AFI 34-242.

9.2. **Responsibilities.** Assistance can be obtained from the nearest U.S. Embassy or Consulate when death occurs to one of the above categories of persons, the mortuary officer **does not** have responsibility for the case or for disposition of the remains.

### **9.3. Procedures:**

#### **9.3.1. The Mortuary Officer will:**

9.3.1.1. Inform the PADD to contact the American Consulate in Adana, Turkey, local telephone DSN 676-6600.

9.3.1.2. Assist the PADD with turning in the passport to the consulate, with a copy of DD Form 2064, Certificate of Death and DD form 565, Statement of Recognition, if applicable.

9.3.1.3. Ask the PADD to contact the 39 FSS/FSFR (Casualty Affairs), DSN 676-6755.

9.3.1.4. Inform the PADD that transportation is only authorized for Retired personnel on a space available basis. Air Force and DoD directives prohibit the use of military transportation for deceased dependents and tourists. However, if directed by the State Department, the mortuary officer can authorize preparation services at the nearest United States military servicing mortuary on a reimbursable basis. The PADD will be informed that, regardless of State Department approval or disapproval, a local funeral director must be contacted for casketing, a shipping container, and transportation of remains using commercial air transportation. Contact HQ USAFE/A1SAM for additional guidance.

**10. HOST NATION OR NATO CASUALTIES.** In most cases involving host nation or NATO casualties, the search and recovery team and mortuary officer will respond to requests from NATO countries channeled through HQ USAFE/A1SAM and the 39 ABW/CC. Processing of remains will not take place until directed by the 39 ABW/CC and the Staff Judge Advocate Office.

**11. CONTAMINATED REMAINS.** If contaminated remains are found, refer to AFI 34-242, 12.19. for guidance. The Army, as the Executive Agent for Mortuary Affairs, has dedicated decontamination teams and is responsible to respond to all contamination events. They are responsible for decontamination and certification of remains as decontaminated prior to transport out of the AOR or CONUS. Contaminated remains will be stored in mobile refrigerated units until they are decontaminated by the Army.

**12. STORAGE OF REMAINS.** Remains will be stored in the Bldg 912 Morgue. There is refrigerated storage capacity for five remains in the morgue.

12.1. In the event refrigeration is inoperable, 39 MDG has refrigerated storage located at the clinic at the Casualty Collection Point (CCP) and the 728 AMS has refrigerated capability to store aircraft pallets.

12.2. In the event of a mass casualty, Bldg 912 will be used as the Mortuary Collection Point (MCP) and refrigerated trucks will be contracted to be used as storage.

**13. MASS FATALITY PLAN.** Mass fatality incident operations will be conducted in accordance with AFI 34-242. Circumstances of the mass fatality will determine the guidance to be used.

13.1. Command and Control following a mass casualty incident will be established following 39 ABW Emergency Management procedures.

13.2. The onsite commander will survey the site and pass the information to the MO. The MO will decide how many search and recovery team members are needed.

13.2.1. If more than 12 members are needed, augmentees from the base may be used. Augmentees are required to complete just-in-time training before performing any Search and Recovery (S&R) duties. The mortuary affairs office will assign augmentees via appointment letter signed by the 39 ABW/CC.

13.3. Building 912 is the primary location for the MCP.

13.3.1. All search and recovery supplies are kept in the morgue of building 912. An inventory of S&R supplies will be conducted at least once per quarter. The Mortuary Technician will ensure needed supplies are ordered as needed.

13.3.2. All functions of processing remains for shipment will be conducted at this location with the exception of contaminated remains.

CHRISTOPHER E. CRAIGE, Colonel, USAF  
Commander

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

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Title, 38, Sections 2402 and 2411

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AS 405, *Funeral Service Organizational Support Equipment*

TO 00-80-F-2, *Inspection and Maintenance Instruction, Case, Transfer, Human Remains*

TO 00-105E-9, *Emergency Rescue and Mishap Response Information*

USAFAI 32-242

USPHS Regulation 71.157, *Dead Bodies in the Foreign Quarantine Manual of Operations*

48 CFR 237.7000-7004, Code of Federal Regulation

***Prescribed Forms***

No forms prescribed.

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AAFES**—Army Air Force Exchange Service

**ABW**—Air Base Wing

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFMAO**—Air Force Mortuary Affairs Operations

**AFPAM**—Air Force Pamphlet

**AMS**—Air Mobility Squadron

**AOR**—Area of Responsibility

**ATOC**—Air Tactical Operations Center

**CAR**—Casualty Affairs Representative

**CCP**—Casualty Collection Point

**CONUS**—Continental United States

**DoD**—Department of Defense

**ETA**—Estimated Time of Arrival

**FLO**—Family Liaison Officer

**GSU**—Geographically Separated Unit

**IAW**—In Accordance With

**JA**—Judge Advocate

**NCOIC**—Noncommissioned Officer In Charge

**NOK**—Next of Kin

**MCP**—Mortuary Collection Point

**MO**—Mortuary Officer

**MILAIR**—Military Air

**MDG**—Medical Group

**MTA**—Military Travel Authorization

**PADD**—Person Authorized Direct Disposition

**S&R**—Search and Recovery

**SCO**—Summary Court Officer

**SFS**—Security Forces

**TAC**—Transportation Authorization Code

### *Terms*

**Accoutrements**—Those belongings worn on the person (such as jewelry, rings, watches, tiepins, and similar items).

**Aerial Port Mortuary**—Mortuary staffed by licensed embalmers and funeral directors located at Dover AFB DE. The staff reprocesses or prepares, dresses, caskets, inspects and ships remains to destination. The staff also serves as the primary and alternate installation mortuary officers for local eligible deaths.

**Authorizing Agent(s)**—Mortuary officer of the military installation caring for the remains.

**Authorized Partnership Provider Program (AP3)**—To support the military honors mission, Congress has provided for the Authorized Provider Partnership Program. As authorized by law, AP3 allows members of veterans' and other organizations to participate with the Armed Forces in providing Military Funeral Honors. In addition, these volunteers may be reimbursed for their expenses as amplified in guidance from the Acting Assistant Secretary of Defense (Force Management Policy). 10 U.S.C. Section 1491 authorizes the civilian augmentation (i.e., authorized providers) of the Armed Forces for MFH performance. *Military Funeral Support*, DOD Directive 1300.15, authorizes inclusion, training, and reimbursement of expenses for the authorized providers.

**BNR**—An abbreviation (body not recovered) that is used after terminating extensive search and recovery efforts and the Air Force cannot recover the remains.

**Burned**—Remains exposed to heat resulting in first, second, or third degree burns.

**Casket**—The Armed Services uses an 18-gauge metal sealer, cut top casket, and a solid hardwood casket, cut top casket.

**Charred**—Remains exposed to prolonged heat (fourth-degree burns) resulting in extensive loss of tissue and anatomical parts.

**Chemical Preservative Preparations**—Arterial, cavity, and other embalming chemicals used in the treatment of all remains under this contract shall effect the maximum preservation and disinfection of all body tissues, including those associated with body cavities (internal organs).

**Commingled**—The remains of two or more individuals whose anatomical structures are intermingled.

**Contract Funeral Home**—A facility engaged under contract to provide mortuary services in accordance with a statement of work.

**Crematory Authority**—The legal entity or the authorized representative of the legal entity who conducts the cremation.

**Crematory or Crematorium**—The building that houses the cremation chamber.

**Cremated Remains**—The remaining bone fragments after the cremation process is completed.

**Cremation**—The technical heating process that reduces human remains to bone fragments. The reduction takes place through combustion and evaporation.

**Cremation Chamber**—The enclosed space within which the cremation process takes place. Cremation chambers covered by these procedures shall be used exclusively for the cremation of human remains.

**Decedent**—A deceased person.

**Decomposed**—Remains in an advanced state of putrefaction.

**Dependents**—Persons who are dependent on a military member or civilian employee (sponsors), for over half of their support. *NOTE:* A stepparent-stepchild relationship is terminated by the divorce of the blood parent from the stepparent.

**Deter**—An abbreviator word used on death messages that is a temporary designation of status of remains that will be used when the reported person is dead, but the Air Force has not made a final determination as to the status of the remains.

**Disintegrated**—Remains that have undergone extreme trauma, no longer have any resemblance to a human form and have been reduced to many torn segments and fragmented portions.

**Dismembered**—Remains from which the head is decapitated, partially decapitated and/or any one or all upper and lower extremities or portions thereof have been traumatically separated from the torso.

**Extra**—An abbreviator word used on death reports. Use this designation when none of the other conditions apply. Examples are burial outside CONUS, as directed by the PADD, contagious disease or other reasons requiring immediate burial at the place of death or group burial.

**Full Spectrum Threat Response**—Physical threats facing military installations including major accidents, natural disasters, HAZMAT, terrorist use of WMD, enemy attack and a broad spectrum of planning, response and recovery actions.

**Hardwood Flag Case**—It is a decorative hardwood case containing the deceased member's awards, decorations, insignia and the interment flag. It is presented to eligible members of the deceased military member's family. Retirees and veterans are not authorized a hardwood flag case.

**Holding Facility**—An area designated for the retention of human remains prior to cremation within the crematory facilities that shall comply with any applicable public health laws, preserve the dignity of human remains, and recognize the personal integrity and health of the crematory authority personnel operating the cremation chamber.

**Funeral Home or Mortuary**—A facility designed and equipped to care for the dead.

**Government Cemetery**—A cemetery that is under the jurisdiction of a state or federal government such as state and national cemeteries.

**Group interment**—The burial of remains that represent two or more persons who could not be individually identified.

**Hardwood Casket**—The container in which the human remains shall be delivered to the crematory to be placed in the cremation chamber for cremation. The casket shall meet or exceed the hardwood casket specifications.

**Hold**—An abbreviator word that is used when remains have been recovered and individually identified, but medical requirements or medical legal implications temporarily prevents release to the Mortuary Officer.

**Human Remains**—The dead human body or portions thereof prior to cremation.

**Home**—A person's legal or permanent residence.

**Infant and Child Caskets and Shipping Cases**—These caskets apply to Port of Entry Mortuary Facilities only.

**Intact**—A remains in which the head, torso, and all extremities are present and articulated.

**Interment expenses**—Costs incurred by the PADD at a funeral home, cemetery and/or crematory for disposition of remains.

**Mutilated**—Remains that have undergone severe disfiguring or distorting trauma.

**Next-of-Kin (NOK)**—The person most closely related to the deceased individual.

**Nonviewable Remains**—A remains that has been extremely mutilated, severely burned or charred, or in an advanced stage of decomposition so that restoration to the known ante mortem appearance by major restorative procedures is not possible. Examples of nonviewable remains include: "floaters", some homicides, some suicides, fatal injury cases involving extensive mutilation or disfiguration to the head and facial features; charred and burned viewable surfaces.

**Outer Shipping Container**—A wooden or lightweight protective container where the casket is placed during commercial shipment. When a government contract funeral home is not used, the cost for the outer shipping container is reimbursed to the PADD as a primary (funeral) expense. For eligible dependents and retirees, it is a remains transportation expense.

**Person Authorized Direct Disposition (PADD)**—In accordance with Federal law the PADD is the person authorized to direct disposition of the remains.

**Preparation (embalming) of remains**—The disinfection and chemical preservation of remains.

**Processed Remains**—The end result of pulverization where the residual from the cremation process is cleaned, leaving only bone fragments reduced to unidentifiable dimensions.

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

**Properly Admitted**—The person was placed under treatment or observation in a military medical facility. Patients stay for at least overnight, and receive room, board, and continuous nursing care.

**Performance Work Statement (PWS)**—The Air Force requirements, specified in writing, for the care and handling of remains to include funeral home facilities, equipment, licensed personnel, motor vehicles, supplies, caskets, urns, hygienic practices, outer shipping containers, and transportation.

**Quality Assurance Evaluator (QAE)**—Representative of the contracting officer who normally performs surveillance of the contract.

**Ready**—An abbreviator word used on death messages to indicate remains have been recovered, individually identified and are ready for transportation and disposition as directed by PADD.

**Receiving Funeral Home**—A funeral home selected by the PADD to receive the casketed remains from the government for the funeral and interment services or other disposition.

**Remains**—Autopsied (partial or complete) or unautopsied bodies.

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

**Residence**—A person's legal or permanent residence.

**Safety Investigation Board (SIB)**—Investigates mishaps when there has been loss of life. The board is usually on scene within 72 hours following a mishap. The On-Scene Commander assumes control of the scene. The SIB president assumes control of the safety investigation under the provisions of AFI 91-204. Policy for all Air Force mishap investigation is provided in AFI 91-204.

**Sealable Container**—Any container in which processed remains can be placed and sealed to prevent leakage of processed remains or the entrance of foreign materials.

**Secondary PADD**—The person who has the second highest priority for directing disposition.

**Shipping Installation**—The installation that accomplishes the shipment or delivery of the remains to the final destination. This term applies to all CONUS installations, Elmendorf AFB, Alaska.

**Skeletonized**—Remains that have lost at least 90 percent of all soft tissue.

**Specimen**—A portion of remains that may have a relationship with others.

**Sponsor**—Eligible individual, agency or firm.

**Unite**—An abbreviator word that will be used in the death reports when remains are recovered with others but not individually identified. The designator will not be used until HQ AFSVA/SVOM has processed the remains identification specialists.

**United States Property and Fiscal Officer**—The USP&FO is the qualified commissioned officer of the Air National Guard or the Army National Guard, as the case may be, designated by the Chief, National Guard Bureau, to be the United States and Fiscal Officer of a State or Territory. The USPFO receives and accounts for all funds and property of the U.S. in possession of the National Guard for which he or she is property and fiscal officer.

**Urns**—There are two urn types used by the armed services, a solid bronze urn and a solid walnut urn.

**Viewable Remains**—Any remains undamaged by trauma or disease; or those damaged by trauma or disease but viewable tissue surfaces have been restored to the known ante mortem appearance of the deceased by restorative artwork.