

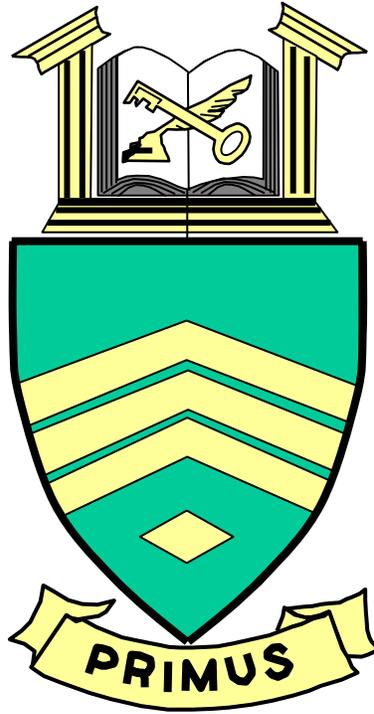
U.S. ARMY SERGEANTS MAJOR ACADEMY (FSC-TATS)

W661

JUN 04

MORTUARY AFFAIRS SUPPORT

PRERESIDENT TRAINING SUPPORT PACKAGE



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PRERESIDENT TRAINING SUPPORT PACKAGE (TSP)

TSP Number / Title	W661 / MORTUARY AFFAIRS SUPPORT
Effective Date	01 Jun 2004
Supersedes TSP(s) / Lesson(s)	W661, Mortuary Affairs Support, Jun 01.
TSP Users	521-SQIM, First Sergeant Course
Proponent	The proponent for this document is the Sergeants Major Academy.
Improvement Comments	<p>Users are invited to send comments and suggested improvements on DA Form 2028, <i>Recommended Changes to Publications and Blank Forms</i>. Completed forms, or equivalent response, will be mailed or attached to electronic e-mail and transmitted to:</p> <p style="text-align: center;">COMDT USASMA ATTN ATSS D BLDG 11291 BIGGS FIELD FORT BLISS TX 79918-8002</p> <p style="text-align: center;">Telephone (Comm) (915) 568-8875 Telephone (DSN) 978-8875 E-mail: atss-dcd@bliss.army.mil</p>
Security Clearance / Access	Unclassified
Foreign Disclosure Restrictions	FD5. This product/publication has been reviewed by the product developers in coordination with the USASMA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

PREFACE

Purpose

This Training Support Package provides the student with a standardized lesson plan of instruction for:

Task Number

Task Title

Individual

101-515-0002

Plan Mortuary Affairs Support Functions

**This TSP
Contains**

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MORTUARY AFFAIRS
W661 / Version 1
01 Jun 2300

SECTION I. ADMINISTRATIVE DATA

All Courses Including This Lesson	<u>Course Number</u>	<u>Version</u>	<u>Course Title</u>
	521-SQIM	1	First Sergeant Course

Task(s) Taught(*) or Supported	<u>Task Number</u>	<u>Task Title</u>
	<u>INDIVIDUAL</u>	
	101-515-0002 (*)	Plan Mortuary Affairs Support Functions

Reinforced Task(s)	<u>Task Number</u>	<u>Task Title</u>
---------------------------	--------------------	-------------------

Academic Hours	The academic hours required to teach this lesson are as follows:	
	Distance Learning	
	<u>Hours/Methods</u>	
		3 hrs / Study Assignment
	Test	0 hrs
	Test Review	0 hrs
	Total Hours:	3 hrs

Test Lesson Number	<u>Hours</u>	<u>Lesson No.</u>
	Testing (to include test review) _____ 3 _____	On-Line Exam _____

Prerequisite Lesson(s)	<u>Lesson Number</u>	<u>Lesson Title</u>
	None	

Clearance Access
 Security Level: Unclassified
 Requirements: There are no clearance or access requirements for the lesson.

Foreign Disclosure Restrictions
 FD5. This product/publication has been reviewed by the product developers in coordination with the USASMA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

References	<u>Number</u>	<u>Title</u>	<u>Date</u>	<u>Additional Information</u>
	JTTP 4-06	Joint Tactics, Techniques, and Procedures for Mortuary Affairs in Joint Operations	28 Aug 1996	

Student Study Assignments All material included in this Training Support Package (TSP).

Instructor Requirements None

Additional Support Personnel Requirements

<u>Name</u>	<u>Stu Ratio</u>	<u>Qty</u>	<u>Man Hours</u>
None			

Equipment Required for Instruction

<u>Id Name</u>	<u>Stu Ratio</u>	<u>Inst Ratio</u>	<u>Spt</u>	<u>Qty</u>	<u>Exp</u>
None					

* Before Id indicates a TADSS

Materials Required

Instructor Materials:

None

Student Materials:

W661

Classroom, Training Area, and Range Requirements None

Ammunition Requirements

<u>Id</u>	<u>Name</u>	<u>Exp</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Spt Qty</u>
None					

Instructional Guidance None

**Proponent
Lesson Plan
Approvals**

<u>Name</u>	<u>Rank</u>	<u>Position</u>	<u>Date</u>
Santa Barbara, Robert A.	GS-09	Training Specialist	
Adams, Chris L.	SGM	Chief Instructor, FSC	
Graham, Kevin L.	MSG	Chief, FSC	
Gratton, Steven M.	SGM	Chief, Functional Courses	
Bucher, George	GS-11	Chief, CMD	
Lemon, Marion	SGM	Chief, CDDD	

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SECTION II. INTRODUCTION

Method of Instruction: Study Assignment
Technique of Delivery: Individualized, self-paced instruction
Instructor to Student Ratio is: 1:14
Time of Instruction: 5 mins
Media: None

Motivator

Caring for American soldiers who have fallen in service to our country is a time-honored mission which demands our respect and our best efforts. As a first sergeant, you may find yourself responsible for the caring for our fallen soldiers during the operation and/or staff planning of mortuary affairs operations.

Terminal Learning Objective

At the completion of this lesson, you [the student] will:

Action:	Identify mortuary affairs support functions.
Conditions:	As a first sergeant, in a self-study environment, given JTTP 4-06.
Standards:	Identified mortuary affairs support functions IAW JTTP 4-06.

Safety Requirements

None

Risk Assessment Level

Low

Environmental Considerations

NOTE: It is the responsibility of all soldiers and DA civilians to protect the environment from damage.

None

Evaluation

Before entering phase II FSC-TATS, you will receive the end of Phase I Multiple Choice Examination that will include questions based on material in this lesson. On that examination, you must answer at least 70 percent of the questions correctly to achieve a GO.

**Instructional
Lead-In**

None

SECTION III. PRESENTATION

NOTE: Inform the students of the Enabling Learning Objective requirements.

A. ENABLING LEARNING OBJECTIVE

ACTION:	Identify requirements for mortuary affairs support.
CONDITIONS:	As a first sergeant, in a self-study environment, given JTTP 4-06.
STANDARDS:	Identified requirements for mortuary affairs support IAW JTTP 4-06.

1. Learning Step / Activity 1. Identify Requirements For Mortuary Affairs Support

Method of Instruction: Study Assignment
Technique of Delivery: Individualized, self-paced instruction
Instructor to Student Ratio: 1:14
Time of Instruction: 45 mins
Media: SH-1

To complete the learning activity, you must--

- Read ELO A.
- Study Student Handout 1 (Appendix D).
- Complete practical exercise 1, Questions 1-14, (Appendix C).
- Compare your responses with the suggested solution found in the solution to PE-1 (Appendix C).
- Review the reference on any item with which your response does not agree.

CHECK ON LEARNING: PE-1 is the check on learning for this lesson.

B. ENABLING LEARNING OBJECTIVE

ACTION:	Identify administrative functions of the search and recovery team.
CONDITIONS:	As a first sergeant, in a self-study environment, given JTTP 4-06.
STANDARDS:	Identified administrative functions of the search and recovery team IAW JTTP 4-06.

1. Learning Step / Activity 1. Identify Administrative Functions Of The Search And Recovery Team

Method of Instruction: Study Assignment
Technique of Delivery: Individualized, self-paced instruction
Instructor to Student Ratio: 1:14
Time of Instruction: 50 mins
Media: SH-1

To complete the learning activity, you must--

- Read ELO B.
- Study Student Handout 1 (Appendix D).
- Complete lesson exercise 1, Questions 15-39, (Appendix C).
- Compare your responses with the suggested solution found in the solution to PE-1 (Appendix C).
- Review the reference on any item with which your response does not agree.

CHECK ON LEARNING: PE-1 is the check on learning for this lesson.

C. ENABLING LEARNING OBJECTIVE

ACTION:	Identify mortuary affairs logistical planning and operational considerations.
CONDITIONS:	As a first sergeant, in a self-study environment, given JTTP 4-06.
STANDARDS:	Identified mortuary affairs interment and disinterment procedures IAW JTTP 4-06.

1. Learning Step / Activity 1. Identify Mortuary Affairs Logistical Planning and Operational Considerations

Method of Instruction: Study Assignment
Technique of Delivery: Individualized, self-paced instruction
Instructor to Student Ratio: 1:14
Time of Instruction: 45 mins
Media: SH-1

To complete the learning activity, you must--

- Read ELO C above.
- Study Student Handout 1 (Appendix D).
- Complete lesson exercise 1, Questions 40-44, (Appendix C).
- Compare your responses with the suggested solution found in the solution to PE-1 (Appendix C).
- Review the reference on any item with which your response does not agree.

CHECK ON LEARNING: PE-1 is the check on learning for this lesson

SECTION IV. SUMMARY

Method of Instruction: <u>Study Assignment</u>
Technique of Delivery: <u>Individualized, self-paced Instruction</u>
Instructor to Student Ratio is: <u>1:14</u>
Time of Instruction: <u>5 mins</u>
Media: <u>None</u>

Check on Learning

PE-1 is the check on learning for this lesson.

Review / Summarize Lesson

Planning a unit's wartime mission requirements is an essential part of your peacetime training process. As events in western Asia and the world demonstrated in the past, commanders don't spend enough time planning for the eventuality of processing the remains of soldiers killed in their units. How will your unit deal with these losses? How you plan today will determine if your unit can take care of its soldiers effectively on the battlefield of tomorrow.

In this lesson, we covered the steps you need to follow to plan mortuary affairs support functions. They are:

- Determine requirements for mortuary affairs support.
 - Identify all records and reports to be completed by the search and recovery team.
 - Identify mortuary affairs logistical planning and operational considerations.
-

Transition to Next Lesson

None

SECTION V. STUDENT EVALUATION

Testing Requirements

Before entering phase II, you will receive the end of Phase I Multiple Choice Examination that will include questions based on material in this lesson. On that examination, you must answer at least 70 percent of the questions correctly to achieve a GO.

Feedback Requirements

NOTE: Feedback is essential to effective learning.

STUDENT QUESTIONNAIRE

Directions

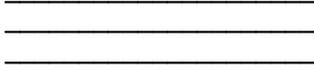
- Enter your name, your rank, and the date you complete this questionnaire.

Rank: _____ Name: _____ Date: _____

- Answer items 1 through 6 below in the space provided.
- Fold the questionnaire so the address for USASMA is visible.
- Print your return address, add postage, and mail.

Note: Your response to this questionnaire will assist USASMA in refining and improving this course. While completing the questionnaire, answer each question frankly. Your assistance helps build and maintain the best curriculum possible.

Item 1	Do you believe you have met the learning objectives of this lesson?
Item 2	Was the material covered in this lesson new to you?
Item 3	Which parts of the lesson were most helpful to you in learning the objectives?
Item 4	How could we improve the format of this lesson?
Item 5	How could we improve the content of this lesson?
Item 6	Do you have additional questions or comments? If you do, please list them here. You may add additional pages if necessary.



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Appendix A - Viewgraph Masters (N/A)

Appendix B - Test(s) and Test Solution(s) (N/A)

PRACTICAL EXERCISE 1

Title	MORTUARY AFFAIRS						
Lesson Number / Title	W661 version 1 / MORTUARY AFFAIRS						
Introduction	None						
Motivator	Caring for American soldiers who have fallen in service to our country is a time-honored mission which demands our respect and our best efforts. As a first sergeant, you may find yourself responsible for the caring for our fallen soldiers during the operation and/or staff planning of mortuary affairs operations.						
Terminal Learning Objective	At the completion of this lesson, you [the student] will: <table border="1"><tr><td>Action:</td><td>Identify mortuary affairs support functions.</td></tr><tr><td>Conditions:</td><td>As a first sergeant, in a self-study environment, given JTTP 4-06.</td></tr><tr><td>Standards:</td><td>Identified mortuary affairs support functions IAW JTTP 4-06.</td></tr></table>	Action:	Identify mortuary affairs support functions.	Conditions:	As a first sergeant, in a self-study environment, given JTTP 4-06.	Standards:	Identified mortuary affairs support functions IAW JTTP 4-06.
Action:	Identify mortuary affairs support functions.						
Conditions:	As a first sergeant, in a self-study environment, given JTTP 4-06.						
Standards:	Identified mortuary affairs support functions IAW JTTP 4-06.						
Safety Requirements	None						
Risk Assessment	Low						
Environmental Considerations	None						
Evaluation	Before entering phase II FSC-TATS, you will receive the end of Phase I Multiple Choice Examination that will include questions based on material in this lesson. On that examination, you must answer at least 70 percent of the questions correctly to achieve a GO.						
Instructional Lead-In	None						
Resource Requirements	Instructor Materials: None Student Materials: W661						
Special Instructions	Do not use any reference material or refer to the solution until after you complete the items in this practical exercise (PE). Write your answers in the space provided.						

Procedures

This is a self-graded exercise.

Question 1 The Joint Mortuary Affairs Program consists of three distinct programs. Name the three programs.

Question 2 The graves registration program provides for what activities?

Question 3 What organization has the mission to search, recover, and identify the remains resulting from previous wars as well as humanitarian missions and other conflicts?

Question 4 What is the Joint Mortuary Affairs Program?

Question 5 According to mortuary affairs policy, whose remains may you temporarily inter?

Question 6 What type of interments are NOT considered temporary?

Question 7 After a temporary interment, when may disinterment commence?

Question 8 When should authorities initiate the graves registration program?

Question 9 Who can authorize temporary burial?

Question 10 What are the capabilities of the Army's mortuary affairs force structure?

Question 11 What will the Army provide, through its facilities, to other services?

Question 12 When will the Army provide technical assistance to other services?

Question 13 Who serves as the centralized manager for human remains pouches, transfer cases, and other key mortuary affairs support material?

Question 14 What mortuary affairs support can the Army supply to the Navy?

Question 15 Who is responsible for the control and coordination of mortuary affairs support for personnel of all Services in the commander's AOR?

Question 16 Who is responsible for the initial search, recovery, tentative identification, and evacuation of all deceased unit personnel within their area of operation?

Question 17 IAW JP 4-06, what is the guidance on evacuating remains?

Question 18 What is the DOD policy on remains when death occurs aboard ship?

Question 19 When is it permissible to conduct committal of remains at sea?

Question 20 JP 4-06 defines search, recovery, tentative identification and evacuation as what?

Question 21 Besides searching for remains and personal effects, what other actions take place during this process?

Question 22 Who conducts missions of search, recovery, tentative identification, and evacuation?

Question 23 What should a unit do if it is unable to recover its own remains?

Question 24 What steps can you take to ensure the success of a search and recovery mission?

Question 25 Whose duty is it to obtain all reports concerning an incident from the casualty section, intelligence sections, and the unit which suffered the losses?

Question 26 If possible, what should the team leader do before a mission?

Question 27 When you find personal effects during a search, where should you secure them?

Question 28 When moving remains how should you orient the body?

Question 29 When searching using the "straight-line box" closed formation, personnel are on line at what interval?

Question 30 During a search, what situations should team members investigate to determine if there are hidden remains?

Question 31 For safety and sanitary reasons, what should units provide personnel conducting recovery operations?

Question 32 How can you safeguard identification media found on the remains from destruction by body fluids, weather conditions, and other environmental factors?

Question 33 What should you do with any personal equipment found on the remains?

Question 34 What three pieces of information should personnel performing recovery operations record on a tag or piece of paper?

Question 35 What form do you prepare for remains found during mortuary affairs recovery site operations?

Question 36 What form would you prepare during mortuary affairs recovery site operations if you find no remains?

Question 37 How do you treat personal effects found in the immediate area of the remains?

Question 38 How should you transport remains to prevent the loss of identification media due to decomposition?

Question 39 What is the correct way to load remains on vehicles and rotary-wing aircraft?

Question 40 Why would a unit implement temporary interment procedures?

Question 41 When selecting a burial site, what areas should you avoid?

Question 42 What is the maximum number of remains that you place in each row in a burial site?

Question 43 How should you align the remains in a burial site?

Question 44 Should you remove personal effects (identification tags or ID cards) from remains?

Feedback Requirements None

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**SOLUTION FOR
PRACTICAL EXERCISE 1**

NOTE: The answers in this solution packet are verbatim from JP 4-06. Passive voice and/or grammatical errors may be present.

Question 1 The correct response is:

Current death program.

Concurrent return program.

Graves registration program.

Ref: JP 4-06, Executive summary, 2nd para under The Mortuary Affairs Program, SH-1-3

Question 2 The correct response is:

Search.

Recovery.

Tentative identification.

Evacuation or temporary interment

Ref: JP 4-06, Executive summary, 2nd para under The Mortuary Affairs Program, SH-1-3

Question 3 The correct response is:

U.S. Army Central Identification Laboratory, Hawaii.

Ref: JP 4-06, Executive Summary, 2nd para under Continental U.S. Mortuary Affairs Arrangements, SH-1-4

Question 4 The correct response is:

It is a broad based military program providing for the necessary care and disposition or missing and deceased personnel, including personal effects (PE).

Ref: JP 4-06, Chapter 1, para 2, SH-1-5

Question 5 The correct response is:

U.S. Military and civilian personnel.

Friendly.

Third country.

Enemy dead.

Ref: JP 4-06, Chapter 1, para 3, SH-1-6

Question 6 The correct response is:

At-sea disposition.

Ref: JP 4-06, Chapter 1, para 3, SH-1-6

Question 7 The correct response is:

When evacuation of the remains is operationally acceptable.

Ref: JP 4-06, Chapter 1, para 3, SH-1-6

Question 8 The correct response is:

Only when all other options have been exhausted.

Ref: JP 4-06, Chapter 1, para 4b, SH-1-6

Question 9 The correct response is:

The responsible geographic combatant commander during military operations.

Ref: JP 4-06, Chapter 1, para 4b, SH-1-6

Question 10 The correct response is:

The Army maintains a mortuary affairs force structure capable of providing support to its units and backup general support to the other Services.

Ref: JP 4-06, Chapter 1, 2nd para under 5a, SH-1-7

Question 11 The correct response is:

Collection and evacuation support.

Ref: JP 4-06, Chapter 1, 2nd para under 5a, SH-1-7

Question 12 The correct response is:

When requested by the Service concerned.

Ref: JP 4-06, Chapter 1, 6th para under 5a, SH-1-7

Question 13 The correct response is:

The Army Deputy Chief of Staff for Logistics.

Ref: JP 4-06, Chapter 1, 8th para under 5a, SH-1-7

Question 14 The correct response is:

Ground force collection point support and GS.

Ref: JP 4-06, Chapter 1, 1st para under 5b, SH-1-8

Question 15 The correct response is:

The geographic combatant commander.

Ref: JP 4-06, Appendix A, 1st para under 3b, SH-1-10

Question 16 The correct response is:

Unit commanders at all levels.

Ref: JP 4-06, Appendix A, 3rd para under 3b, SH-1-11

Question 17 The correct response is:

Evacuate remains to the most convenient mortuary affairs activity.

Ref: JP 4-06, Appendix A, 3rd para under 3b, SH-1-11

Question 18 The correct response is:

Remains will be preserved for burial on land.

Ref: JP 4-06, Appendix A, para 3c, SH-1-11

Question 19 The correct response is:

When refrigerated storage facilities cannot be made available aboard ship and transfer to shore cannot be accomplished within a reasonable time.

Ref: JP 4-06, Appendix A, para 3c, SH-1-11

Question 20 The correct response is:

It is the four-phased activity which is the first step in the care and handling of deceased personnel.

Ref: JP 4-06, Appendix A, para 4a, SH-1-11

Question 21 The correct response is:

Plotting and recording locations and evacuation to a mortuary affairs facility.

Ref: JP 4-06, Appendix A, 1st para under 4a, SH-1-11

Question 22 The correct response is:

Unit level organizations and mortuary affairs personnel.

Ref: JP 4-06, Appendix A, 1st para under 4a, SH-1-11

Question 23 The correct response is:

Coordinate with the appropriate higher headquarters to request search and recovery support.

Ref: JP 4-06, Appendix A, 1st para under 4a, SH-1-11

Question 24 The correct response is:

Have a well-organized search pattern that fits the particular situation.

Ref: JP 4-06, Appendix A, 1st para under 4b, SH-1-11

Question 25 The correct response is:

The team leader.

Ref: JP 4-06, Appendix A, 2nd para under 4b, SH-1-11

Question 26 The correct response is:

Perform map or aerial reconnaissance of the search area.

Ref: JP 4-06, Appendix A, 3rd para under 4b, SH-1-11

Question 27 The correct response is:

Secure to the remains.

Ref: JP 4-06, Appendix A, 30th para under 4b, SH-1-13

Question 28 The correct response is:

Evacuate remains feet first.

Ref: JP 4-06, Appendix A, 32nd para under 4b, SH-1-13

Question 29 The correct response is:

Close arm interval.

Ref: JP 4-06, Appendix A, 33rd para under 4b, SH-1-13

Question 30 The correct response is:

Unusual odors, congregation of insects, scavenger birds, or animals.

Ref: JP 4-06, Appendix A, 35th para under 4b, SH-1-13

Question 31 The correct response is:

Gloves, protective clothing, and adequate washing facilities.

Ref: JP 4-06, Appendix A, 1st para under 4c, SH-1-14

Question 32 The correct response is:

Store items in a waterproof plastic zip lock bag or wrap items in a dry article of clothing.

Ref: JP 4-06, Appendix A, 2nd para under 4c, SH-1-14

Question 33 The correct response is:

Keep it with the remains until the items can be inspected for identification value.

Ref: JP 4-06, Appendix A, 2nd para under 4c, SH-1-14

Question 34 The correct response is:

Believed-to-be (BTB) name of the deceased or unidentified.

Unit of deceased if known.

Grid coordinates (map location) of recovery.

Ref: JP 4-06, Appendix A, 5th thru 7th para under 4c, SH-1-14 thru 1-15

Question 35 The correct response is:

DD form 567 (Record of Search and Recovery).

Ref: JP 4-06, Appendix A, 6th para under 4d, SH-1-15

Question 36 The correct response is:

DD form 567 (Record of Search and Recovery) to identify mission.

Ref: JP 4-06, Appendix A, 6th para under 4d, SH-1-15

Question 37 The correct response is:

Treat as unassociated personal effects. Do not try to associate any portion to a particular remains.

Ref: JP 4-06, Appendix A, 12th para under 4d, SH-1-16

Question 38 The correct response is:

Transport by the most expedient manner.

Ref: JP 4-06, Appendix A, 1st para under 4g, SH-1-18

Question 39 The correct response is:

Feet first

Ref: JP 4-06, Appendix A, 4th para under 4g, SH-1-18

Question 40 The correct response is:

For health, safety, sanitation, and morale reasons.

Ref: JP 4-06, Appendix C, para 3a, SH-1-20

Question 41 The correct response is:

Areas with high water tables or that can flood easily.

Ref: JP 4-06, Appendix C, para 4, SH-1-21

Question 42 The correct response is:

10.

Ref: JP 4-06, Appendix C, para 5a, SH-1-21

Question 43 The correct response is:

Head to foot, lengthwise.

Ref: JP 4-06, Appendix C, para 5a, SH-1-21

Question 44 The correct response is:

NO.

Ref: JP 4-06, Appendix C, 4th para under 5b, SH-1-22

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HANDOUTS FOR LESSON: W661 version 1

**This Appendix
Contains**

This appendix contains the items listed in this table---

Title/Synopsis	Pages
SH-1, Extract from JTTP 4-06	SH-1-1 thru SH-1-25

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Student Handout 1

Extracted Material from JTTP 4-06

This student handout contains 24 pages of extracted material from the following publication:

JTTP 4-06, Joint Tactics, Techniques, and Procedures for Mortuary Affairs in Joint Operations, 28 Aug 1996.

Table of Contents	page SH-1-2
Executive Summary	pages SH1-3 and SH-1-4
Chapter 1	pages SH-1-5 thru SH-1-9
Appendix A	pages SH-1-10 thru SH-1-19
Appendix C	pages SH-1-20 thru SH-1-24
Appendix F	page SH-1-25

Disclaimer: The training developer downloaded the extracted material from the United States Army Publishing Agency Home Page. The text may contain passive voice, misspellings, grammatical errors, etc., and may not be in compliance with the Army Writing Style Program.

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• Responsibilities	SH-1-6
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APPENDIX F Memorial Ceremony for Non-Clergy Use in Temporary Interment Situations	SH-1-24

EXECUTIVE SUMMARY COMMANDER'S OVERVIEW

- **Discusses the Mortuary Affairs Program**
- **Covers Continental United States Mortuary Affairs Arrangements**
- **Reviews Theater Mortuary Affairs Support**

The Mortuary Affairs Program

The Joint Mortuary Affairs program is a broadly based military program providing for the necessary care and disposition of missing and deceased personnel, including personal effects.

Based upon the guidance and direction of the National Command Authorities, the Chairman of the Joint Chiefs of Staff (CJCS) provides direction and policy to the combatant commands who, in turn, develop implementation plans based on the CJCS doctrine. Each Military Department develops its own Service-unique doctrine in consonance with approved joint doctrine. The Joint Mortuary Affairs Program provides support across the full range of military operations and is divided into **three distinct programs**. Under the **current death program**, remains are shipped to a place designated by the person authorized to direct permanent disposition and are provided with professional mortuary services, supplies, and related services. The **graves registration program** provides for search, recovery, tentative identification, and evacuation or temporary burial of deceased personnel. The **concurrent return program** is the preferred method of handling during periods of conflict. It should be activated when the current death program capabilities are exceeded, yet conditions do not require temporary interment. The Army, Navy, Air Force, and Marine Corps all maintain a mortuary force structure capability to provide support during operations and are responsible for collecting and maintaining information concerning the deceased and missing.

Mortuary affairs support must be responsive and able to provide support across the full range of military operations.

Prior coordination with the United States Transportation Command should be made to arrange for evacuation of remains to the continental U.S. Units capable of providing mortuary affairs support should be scheduled on the time-phased force and deployment list to arrive at the beginning of any operation. Active duty mortuary affairs units should be able to sustain operations until reserve units can arrive. The lack of mortuary affairs support during the initial stages of the operation could adversely affect troop morale, family notification, and the personnel replacement system. **As executive agent, the Army manages the development and obtains CJCS approval of joint mortuary affairs doctrine, procedures, and training materials for use by all Services.** The Army takes necessary measures leading to the establishment of a doctrine and training integration center for all Services. Effective command, control, communications, and computers systems are vital to planning and conducting successful mortuary affairs programs. The public release of information on casualties will be in accordance with the Services' policies and procedures.

Continental U.S. Mortuary Affairs Arrangements

The mortuary affairs program is designed to support all military operations other than war and war to include mass military and civilian fatality situations.

Each Service is responsible for mortuary affairs support for its own personnel. Direct initial contact with family members of deceased personnel will be performed by the parent Service. **The Army maintains the Central Joint Mortuary Affairs Office**, which functions as a coordinating group consisting of Colonel or Navy Captain level representatives from the Army, Navy, Air Force, Joint Staff Logistics Directorate, and the Armed Forces Medical Examiner (AFME). The U.S. Army Central Identification Laboratory, Hawaii has the mission to search, recover, and identify the remains resulting from previous wars as well as humanitarian missions and other conflicts and operations as directed by competent authority. The Office of the AFME authorizes medical investigations, including an autopsy, of the death of any military member serving on active duty. Port-of-entry mortuary facilities (Dover and Travis Air Force Bases) handle most remains returned from outside the continental U.S. **Mass military or civilian fatality incidents also require the military mortuary affairs support.**

CHAPTER 1 THE MORTUARY AFFAIRS PROGRAM

“There be of them that have left a name behind them. And some there be which have no memorial...Their bodies are buried in peace; but their name liveth for evermore.”
Ecclesiasticus, XLIV

1. Purpose

This chapter provides an introduction to the joint tactics, techniques, and procedures (JTTP) that govern the planning and conduct of the Joint Mortuary Affairs Program.

2. Overview

The Joint Mortuary Affairs Program is a broadly based military program providing for the necessary care and disposition of missing and deceased personnel, including personal effects (PE). Based upon the guidance and direction of the National Command Authorities, the Chairman of the Joint Chiefs of Staff (CJCS) provides guidance and policy to the combatant commands and Military Departments. The combatant commanders develop implementation plans based on the CJCS policy and doctrine. Each Military Department implements the doctrine. **The Joint Mortuary Affairs Program provides support** across the full range of military operations for the following.

- a. **Search, recovery, tentative identification, evacuation** and, when required, **temporary interment, disinterment, and reinterment** of deceased U.S. military and civilian personnel as well as friendly and enemy dead.
- b. **Establishment and operation of mortuary affairs facilities** during military operations. Mortuary affairs facilities include collection points (CP), theater mortuary evacuation points (TMEP), military mortuaries, and interment sites.
- c. **Collection, inventory, storage, and processing PE of deceased and missing U.S. personnel** and deceased friendly and enemy personnel.
- d. **Operation of permanent port-of-entry mortuary facilities in the continental U.S. (CONUS)** for the preparation of remains and coordination of final disposition.
- e. **Preparation and coordination of shipment of remains for final disposition.**
- f. **Response to mass-fatality incidents.**

3. Mortuary Affairs Policy

Policy states that **the remains of all members of the Armed Forces of the United States will be returned for permanent disposition according to the direction of the person authorized to direct disposition of remains (PADD)**. (CJCS Memorandum of Policy 16, “Joint

Mortuary Affairs Policy.”) In war and operations other than war, geographic combatant commanders will determine if and when operational constraints necessitate a transition to a program of temporary interment in the area of responsibility. **When military necessity or other factors prevent evacuation** of the remains of U.S. military and civilian personnel, friendly, third country, or enemy dead, the **remains will be temporarily interred according to established procedures**. The geographic combatant commander makes this decision. All interments performed within the scope of such a program are temporary, except for at-sea disposition. **Disinterment may commence when evacuation of the remains is operationally acceptable**. Cremation is not considered to be an option. The recovery, evacuation, tentative identification, and final disposition of deceased military and civilian personnel under the jurisdiction of the Armed Forces of the United States are command responsibilities. For humanitarian, health, and morale reasons, this policy may be extended to the local populace fatalities.

4. The Joint Mortuary Affairs Program

The Joint Mortuary Affairs Program is divided into **three distinct programs**. These are **the current death, graves registration, and concurrent return programs**.

a. Current Death Program

- Under this program **remains are shipped to a place designated by the PADD for permanent disposition**. The decedent’s PE are shipped to the person legally eligible to receive effects (PERE) in accordance with Service regulations and procedures.
- **The program provides for professional mortuary services, supplies, and related services to statutory eligible personnel**. Disposition of PE is also part of this program.
- **The program is operational worldwide during peacetime**. It may continue to operate in theaters of operations during major military operations depending on the logistical and tactical situation. Geographic combatant commanders will make this decision.

b. **Graves Registration Program**. The graves registration program **provides for search, recovery, tentative identification, and evacuation of deceased personnel to temporary burial sites**. Temporary burial is performed only when authorized by the responsible geographic combatant commander during military operations. The disposition of PE is part of this program. **This program should only be initiated when all other options have been exhausted**.

c. Concurrent Return Program

- This program is the preferred method of handling remains during periods of conflict. It should be activated when the current death program capabilities are exceeded, yet conditions do not require temporary interment.
- Provides for the search, recovery, and evacuation of remains to a mortuary,

where remains are identified and prepared as directed by the PADD and shipped to the final destination for permanent disposition.

- The decedent's PE will be shipped to the legal recipient.
- Concurrent return program may be phased into either the current death or graves registration programs as the situation dictates.

5. Responsibilities

a. **Executive agent (U.S. Army). The Secretary of the Army is designated as the executive agent for the Joint Mortuary Affairs Program.**

- Policies, procedures, and reports required for joint mortuary tasks will be uniform among the Services. To this end, **the Army manages the coordination of doctrine, procedures, training materials, and policies for mortuary affairs tasks** that are common to all Services, then obtains CJCS approval.
- **The Army maintains a mortuary affairs force structure capable of providing support to its units and backup general support (GS) to the other Services.** The Army will provide collection and evacuation support to the other Services through its facilities. **GS is defined as activities related to the operation and maintenance of a central CP, the handling of PE, and any mutually agreed-upon support.** The force structure includes a peacetime active duty force that can respond to the sudden onset of hostilities or to peacetime mass-fatality disasters.
- As the executive agent, **the Secretary of the Army maintains a Central Joint Mortuary Affairs Office (CJMAO).** The CJMAO will function as a coordinating group with representation from the Departments of the Army, Navy, and Air Force, the Joint Staff Logistics Directorate (J-4), and the Armed Forces Medical Examiner (AFME). Detailed procedures and operations of the CJMAO are discussed in Chapter II, "Continental U.S. Mortuary Affairs Arrangements."
- To facilitate the transition to and from war, the Army **maintains and designates a single office as point of contact (POC) to respond to mortuary affairs** issues.
- During peacetime, the Army is responsible for **providing or arranging mortuary affairs support for its deceased personnel.**
- The Army maintains the capability to **provide technical assistance to other Services.** This technical assistance will be provided when requested by the Service concerned.
- The Army establishes a **doctrine and training integration center for all Joint Tactics, Techniques, and Procedures.**
- The Army Deputy Chief of Staff for Logistics serves as the **centralized manager for human remains pouches, transfer cases, and other key mortuary affairs support materiel.**

- The Army operates a **central identification laboratory** for processing remains recovered from past conflicts.

b. U.S. Navy Responsibilities

- The Navy maintains adequate mortuary affairs force structure to **provide support for its units**. Personnel are trained to provide mortuary support. The Army provides ground force collection point support and GS to Navy units when requested.
- During peacetime, **the Navy provides or arranges mortuary affairs support for Navy and Marine Corps deceased personnel**. The Navy maintains the capability to accomplish burials at sea.
- To facilitate the transition to and from war, the Navy **maintains and designates a single office as POC to respond to mortuary affairs issues**.
- The Navy **provides capabilities to evacuate deceased personnel from its units and other Services**. The Navy develops contingency plans to evacuate remains by surface from a theater of operations should air evacuation be interrupted.
- The Navy **provides the Army Office of the Deputy Chief of Staff for Logistics (ODCSLOG) with a report of requirements, on-hand stockage levels, and shortages of mortuary affairs supplies and equipment** stocked to support joint operation plans and military operations other than war (MOOTW) on an annual basis. Reports are due to the Army no later than 1 October of each year.

c. U.S. Air Force Responsibilities

- The Air Force **maintains a mortuary affairs structure capability to provide support to its units**. Personnel are trained to provide mortuary support. The Army provides backup GS to Air Force units when requested.
- During peacetime, the Air Force **provides or arranges mortuary affairs support for its deceased personnel**.
- To facilitate the transition to and from war, the Air Force **maintains and designates a single office as POC to respond to mortuary affairs issues**.
- The Air Force **develops the capability to provide equipment, materiel, and personnel to evacuate the deceased of all Services from a theater to CONUS**.
- The Air Force **operates and maintains CONUS east and west coast port-of-entry military mortuary facilities** in support of all Services. These facilities perform the identification, medical examination, preparation, and shipment of remains to final destination. They develop contingency plans to expand these facilities during wartime and to support peacetime mass-fatality incidents.

d. U.S. Marine Corps Responsibilities

- The Marine Corps **maintains a mortuary affairs force structure capability to provide support during operations to Marine Corps units.** Personnel are fully trained to provide mortuary support. The Army provides back-up and GS support to Marine units. During amphibious operations, Marine Corps units coordinate all mortuary affairs actions with the commander, amphibious task force.
- To facilitate the transition to and from war, the Marine Corps **maintains and designates a single office as POC to respond to mortuary affairs issues.**
- The Marine Corps **provides the Army ODCSLOG with a report of requirements, on-hand stockage levels, and shortages of mortuary affairs supplies and equipment** stocked to support joint operation plans and MOOTW on an annual basis. Reports are due to the Army no later than 1 October of each year. This information will be coordinated with the Navy Mortuary Affairs Office.

e. In addition to providing or arranging mortuary affairs support for deceased Service personnel, **each Service is also responsible for collecting and maintaining information concerning the deceased and missing of its Service.** The Services provide information concerning deceased and missing personnel to the Joint Mortuary Affairs Office (JMAO). Antemortem identification media is maintained by each Service in accordance with Service policy. See subparagraph 6b for the geographic combatant command responsibilities.

APPENDIX A

MORTUARY AFFAIRS PROCEDURES FOR THE SEARCH, RECOVERY, TENTATIVE IDENTIFICATION, EVACUATION, AND ACCOUNTABILITY OF REMAINS

1. Purpose

To provide mortuary affairs procedures for the search, recovery, tentative identification, evacuation, and accountability of remains.

2. Overview

This appendix provides procedures for the search, recovery, tentative identification, and evacuation of U.S. military, friendly, and enemy dead as well as deceased civilians under U.S. military jurisdiction and the maintenance of appropriate records and reports. Detailed procedures associated with the recovery and evacuation of contaminated remains are provided in Appendix D, "Decontamination of Human Remains."

3. General Guidance

a. **Standard Procedures.** Policies, procedures, and reports required for mortuary services must be uniform among the Services. To that end, the Army develops coordinated doctrine, procedures, and training materials for tasks common to all Services. Each Service invests considerable time, effort, and resources in developing and maintaining its own search and rescue capability. Each Service also has the latitude to use existing training expertise, operational capability, procedural knowledge, or accepted technique to continue to develop and use its search and rescue procedures. The JTTP contained in this appendix applies primarily to ground forces and the procedures the Army uses for its operations when backup GS support is requested.

b. Responsibilities

• **Geographic Combatant Commander.** The geographic combatant commander is responsible for the control and coordination of mortuary affairs support for personnel of all Services in the commander's AOR. The search, recovery, evacuation, tentative identification and, when necessary, interment of deceased personnel who are under the jurisdiction of the Armed Forces are the combatant commander's responsibilities. Geographic combatant commanders normally establish a JMAO. The commanders of units in areas not under U.S. control are responsible for providing control and coordinating mortuary affairs support.

• **Service Component Commander.** Services are responsible for providing or arranging for mortuary affairs support for their personnel. During major operations, each Service component commander establishes a mortuary affairs office to provide control and coordination of mortuary affairs activities. Each Service is responsible for collecting and maintaining information concerning the deceased and missing of its Service. The Service component provides information concerning deceased and missing personnel to the JMAO.

- **Subordinate Commanders.** Unit commanders at all levels are responsible for the initial search, recovery, tentative identification, and evacuation of all deceased unit personnel within their area of operation. Remains should be evacuated to the most convenient mortuary affairs activity.

c. **Unique Requirements (Ships at Sea).** When death occurs aboard ship, it is DOD policy that the remains will be preserved for burial on land. Committal at sea is permissible only when refrigerated storage facilities cannot be made available aboard ship and transfer to shore cannot be accomplished within a reasonable time. When committal is made at sea, the PE are processed in accordance with established procedures and further disposition will be made in accordance with current regulations.

4. Search, Recovery, Tentative Identification, and Evacuation Operations

a. Introduction

- Search, recovery, tentative identification, and evacuation is the four-phased activity which is the first step in the care and handling of deceased personnel. It is the systematic process of searching for remains and PE, plotting and recording their location, and evacuating them to a mortuary affairs facility. These missions are conducted by unit level organizations and mortuary affairs personnel. In situations when a unit is unable to recover their own remains, the unit coordinates with the appropriate higher headquarters to request search and recovery support.

- To ensure successful mission accomplishment, the Officer in Charge (OIC) or Noncommissioned Officer in Charge (NCOIC) of the unit tasked to conduct the search and recovery must gather all information available for the mission. The safety of the search and recovery team members is of the utmost importance to ensure a successful mission. When the mission requires the recovery of remains from or near damaged combat aircraft, vehicles, and other military equipment, it is vital to coordinate with individuals who are familiar with the particular item(s) (i.e., explosive ordnance disposal [EOD] and nuclear, biological, and chemical [NBC] personnel, pilots and crews). This will help to determine if any potentially hazardous conditions exist.

b. Search Operations

- The success of a search and recovery mission depends on a well-organized search pattern that fits the particular situation. Additionally, strict discipline during the search must be maintained. This means that all team members must perform their duties and follow the established plan unless the tactical situation dictates otherwise. During the search phase of the mission, the duties of the team leader are as follows.

- Obtain all reports concerning the incident from the casualty section, intelligence sections, and the unit which suffered the losses.

- If possible, perform map or aerial reconnaissance of the search area before the mission.

- Determine the requirements for personnel and equipment to conduct the search.
- Arrange for suitable transportation to and from the recovery site.
- Arrange for a security force, if necessary.
- Arrange for EOD, if necessary.
- Brief team members on all aspects of the mission.
- Inspect team members and equipment for readiness.
- Assign team members to complete the necessary paperwork.
- Make sure local inhabitants are questioned.
- Know where team members are at all times.
- Control where and how team members search.
- Take appropriate blank forms.
- Be sure all records prepared at the recovery site are complete and accurate before leaving the area.
- Complete and forward necessary after-action reports when the mission has been completed.
- The duties of team members during the search phase are outlined below.
- Understand the mission requirements.
- Question local inhabitants.
- Search only during daylight hours.
- Always search with other team members.
- Search places such as ditches, riverbanks, bushes, foxholes, trees, damaged structures, and disabled vehicles.
- Check for booby traps before moving remains.
- Tag each remains and portion with a search and recovery number tag.
- Make a sketch or photograph of the recovery site.

- Double-check azimuths and distances. Use a global positioning system device, if available.
 - Complete the required reports for each remains.
 - Search area around remains for PE.
 - Inventory PE.
 - Keep PE secured to the remains.
 - Keep remains covered except when they are being checked for identification.
 - Evacuate remains feet first.
- When searching for remains, follow a systematic method. This allows for team members to thoroughly cover a large area. One of the recommended methods is the “straight-line box” (Figure A-1). This method incorporates an open and closed formation. Use the open formation in open areas or areas with sparse vegetation where visibility is good. This formation places team members side-by-side at a double arm interval. Use the closed formation in areas where visibility is obstructed or limited due to dense vegetation or other terrain features. This formation places personnel on line at a close arm interval.
 - The straight-line box method starts with the team on a straight line at the top left corner of the area to be searched. The team then proceeds to move forward maintaining a straight line until reaching the other side of the area to be searched. Once the other side of the search area is reached, the team guides around the pivot person until facing the opposite direction. The team then proceeds forward in a straight line until reaching the side they started from. This process is continued until the entire area is searched.
 - Team members search until they find remains or until the team leader determines that there are no remains in the area. Team members must be aware of areas where remains may be located. Team members should also search unusual ground disturbances which may be due to emergency interments, collapsed bunkers, or fighting positions. Unusual odors, congregation of insects, scavenger birds, or animals should be investigated as they might lead to hidden remains.
 - If no remains are found or if the team must suspend operations for tactical reasons, the team leader will record this information and the extent of the search to higher headquarters. The team leader includes as much detailed information as possible to aid any future search and recovery missions.

c. Unit Recovery Operations

- Units conducting battlefield recovery operations during the combat phase must take special precautions to preserve all items that might be useful in establishing a tentative identification for a remains. When performing recovery operations, use any means available to cover all remains and

portions of remains recovered. Units that do not have human remains pouches can use ponchos, blankets, large plastic bags, or other suitable items. Safety and sanitation factors should be considered. Diseases can easily be transmitted through the body fluids from the remains to individuals handling the remains. Units should use all means available to provide personnel who conduct recovery operations with gloves and protective clothing for the mission and adequate washing facilities after the mission.

- When personnel conducting a recovery missions encounter a remains, they must first check to ensure that the remains is safe to evacuate. Remains must be free of the risk of spreading harmful contamination and must have all unexploded ordnance, explosives, booby-traps, and other hazardous items removed. Coordination should be made with a NBC or EOD specialist for assistance or guidance when biological or chemical agents or hazardous items are suspected. Once the remains are determined safe to handle, proceed with the recovery. Pay particular attention during the recovery to ensure that the identification tags and the identification card, if present, are not removed from the remains under any conditions. Safeguard other identification media found on the remains from destruction by body fluids, weather conditions, and other environmental factors. This may be done by storing these items in a waterproof plastic zip lock bag or by wrapping these items in a dry article of clothing. After these items are protected, they are secured to the remains. Keep all personal equipment found on the remains with the remains until these items can be inspected for identification value. If time permits, inspect equipment and record any identifying markings. Once inspected and documented, only serviceable equipment is removed and segregated until the equipment can be returned to the appropriate supply activity. Check the immediate area for unassociated PE and equipment that could aid in identification. Do not place unassociated items on the remains. Instead, evacuate these items with the remains as unassociated PE and equipment.

- In cases when personnel encounter a remains that is missing major portions, they will thoroughly search the immediate area to the maximum extent possible for the missing portions. If the missing portions are not located, the pertinent information on the incident is reported through channels to the MACP when the remains are evacuated. When dealing with multiple remains in the same area that have severed portions, do not attempt to associate any portions found to a particular remains. Instead, tag each individual portion separately for evacuation. Finally, in cases when fragmented remains are encountered, attempt to recover as much of the remains as possible. No piece or portion is considered too small. As the overall percentage of body tissue recovered for a particular remains increases, so does the chance of positive identification. Pay particularly close attention in attempting to locate hands, individual fingers, teeth, and dental work for identification by fingerprint and dental chart comparison. In addition to traditional methods, deoxyribonucleic acid (DNA) testing may make it possible to make positive identification based on body tissue, skin samples, hair samples, and other items. Pay close attention in the search for PE and equipment in the immediate area. These items could provide significant clues as to the identity of the remains.

- Personnel performing the recovery should record the following information on a tag or piece of paper:

- Believed-to-be (BTB) name of the deceased or unidentified;
 - Unit of deceased if known; and
 - Grid coordinates (map location) of recovery.
- This recorded information should be protected from body fluids and evacuate with the remains. Upon completion of recovery operations, personnel who perform the recovery will coordinate for transportation to evacuate all remains, personal effects, and equipment to a unit marshalling area or the nearest MACP.

d. Mortuary Affairs Recovery Site Operations

- Recovery involves a thorough search, video and/or sketch, and still photographs of the area. The recovery must be accomplished with care to retain all evidence to the identity of the remains. The video, sketch, and/or photographs should include wreckage, location of remains, PE, and their relationship to each other. Team members must pay particular attention to accurately documenting the recovery.
- When recovering a single remains, conduct the recovery using the following procedures.
 - Ensure that the remains are safe to handle.
 - Prepare two search and recovery tags (Figure A-2). A search and recovery tag consists of: the search and recovery mission number, the branch of Service letter designator, the unit conducting the search, and the number of this remains of the total number remains found. Attach one tag to the remains so that it will not fall off during handling. If paper tags are used, mark the tag with waterproof ink. Attach the other tag to the human remains pouch.
 - Check to see if a DD Form 1380 (U.S. Field Medical Card, Figure A-3) is present. If present, ensure that it is securely fastened to the remains.
 - Prepare DD Form 567 (Record of Search and Recovery, Figure A-4), for each remains found. If no remains are found, prepare one DD Form 567 to document the mission. When time constraints prevent completing a DD Form 567 on site, at a minimum, record the following information: (1) Date of recovery; (2) Full name, rank, and social security number (SSN) of the deceased; (3) Organization of deceased; (4) Identification media found on deceased; (5) Place of recovery; and (6) Name, rank, and organization of the individuals making the recovery.
 - Prepare DD Form 565 (Statement of Recognition of Deceased, Figure A-5) if possible.
 - Prepare a Recovery Site Sketch (Figure A-6) for a single remains utilizing the following procedures. (1) Orient the sketch to the recovery site by annotating magnetic north on the sketch. (2) Record the baseline on the sketch by shooting an azimuth with the compass aligned with the left side of the remains or grave from foot to head. (3) Indicate the recovery site or grave site by drawing a rectangular box on the right side of the baseline. Record the search and recovery number

in the box. (4) Determine the grid coordinates for the recovery site. Use a global positioning system (GPS) when available. (5) Plot and record azimuths and distances to prominent features used as reference points to tie in the location of the recovery site.

NOTE: If a large boulder or tree is used as a reference point, ensure that it is blazed, painted, or marked for easy recognition.

- Prepare an information and title box at the lower portion of the sketch. Include pertinent information about the sketch in these boxes.

- Prepare DD Form 1074 (Questionnaire of Local Inhabitants, Figure A-7) as applicable.

- Assign a sequential “P” number for each portion. Prepare a recovery tag for each portion (Figure A-8). Record the assigned number on the tag. Record the search and recovery mission number, the branch Service letter designator, and the unit conducting the search. Place each portion in a separate clear plastic bag with the recovery tag. Do not under any circumstances associate any portion to a particular remains.

- Treat PE found in the immediate area of the remains as unassociated PE. Assign a sequential “E” number for each personal effect. Prepare a recovery tag for each effect (Figure A-9). Record the assigned “E” number. Record the search and recovery number, the Service letter designator, and the unit conducting the search. Place each effect in a zip lock bag along with the recovery tag. Do not under any circumstances try to associate any unassociated PE to a particular remains.

- Secure PE found on the remains. Place them in a PE bag and secure it to the remains prior to movement.

- Prepare an incident report containing all pertinent information on the recovery.

- Place the remains in a human remains pouch or suitable shrouding material and prepare to evacuate.

e. When recovering multiple remains, conduct the recovery in the same manner as a single remains recovery with the following exceptions.

- Prepare a multiple remains recovery site sketch (Figure A-10) utilizing the following procedures.

- Orient the sketch to the recovery site by annotating magnetic north on the sketch.

- Determine the grid coordinates for the area where the remains were found. Use a GPS device to determine the grid coordinates if available.

- Mark the location where intact remains were found by recording an “R” for the intact remain followed by the recovery number.

- Mark the location where portions were found by recording the assigned “P” number for the portion.
- Mark the location where PE were found by recording the assigned “E” number for the unassociated personal effect.
- Annotate distinguishable reference points such as roads, buildings, or other easily recognizable objects.
- Prepare an information box on the bottom of the sketch. Include pertinent information about the sketch in this box.
- All sites where multiple and/or incomplete remains have been recovered should be rechecked within 24 hours if combat conditions permit. If additional remains portions or PE are found, the appropriate field organization must be notified, who will in turn notify the port-of-entry military mortuary. Upon notification, the mortuary will delay shipment until all portions can be matched to the remains.

f. Recovery of Remains From Aircraft Crashes

- When recovering remains from a crash site, the procedures used are based on the current tactical situation for the area of the crash. Crash site recoveries under hostile conditions are not as involved as those under non-hostile conditions, due to time and security constraints. Recoveries after air crashes must be carefully planned and carried out due to the great amount of damage that normally results from such crashes. Conduct these recoveries in a manner similar to recovering multiple remains. Prepare a crash recovery site sketch (Figure A-11) following the same procedures for preparing a multiple remains recovery sketch with the following exceptions:
 - Annotate the direction of impact for the aircraft;
 - Annotate the location of the major section of the aircraft;
 - Record the exact location of remains, including remains that were found inside the wreckage; and
 - Record the tail number and type of aircraft in the information box.
- If the assets exist, photograph the recovery area showing the relationship of remains and portions to each other and to the wreckage. Recovery operations should not be terminated until all the remains are recovered. However, if changes in the tactical situation occur or if time is limited, more than one search and recovery mission to the same area may be warranted.
- Crash site or major disaster recoveries (i.e., terrorist activities, earthquakes, or major fires) under non-hostile conditions are more systematic as additional time, personnel, and resources can be allotted to conduct a more thorough search of the incident site. Follow the guidelines mentioned

above when preparing for non-hostile crash site or major disaster recoveries. However, take full advantage of the additional time and resources to conduct a well-documented and thorough search. The recovery techniques used in non-hostile recoveries are different from those used in hostile conditions. Use the following procedures upon arrival to the incident site.

- Develop a grid system such as a 10 meter by 10 meter grid (100 square meters) for the area to be searched.
- Mark the corners of each grid so that each grid square is recognizable. Use twine or other suitable material to section off each grid square when appropriate.
- Assign a grid designator consisting of a letter and a number (Figure A-12) to each grid starting with the lower left corner.
- Search each grid thoroughly for remains, unassociated portions, and loose PE.
- Mark each area where remains, portions, or PE were found with stakes or other suitable items.
- Tag remains, portions, and unassociated PE in the same manner as in recovering remains.
- Photograph each grid square, showing the relationship of remains and portions to each other and any wreckage or other items that could aid in the identification process.
- Prepare a grid recovery sketch for each grid in a manner similar to a crash site sketch.
- Prepare a map overlay for the area being searched.
- Recover and place remains in a human remains pouch. Recover portions and place them in a human remains pouch. Recover PE and place them in appropriate clear plastic bags.

g. Evacuation to a Mortuary Affairs Collection Point

• Movement of Remains

- Evacuate remains, portions, and PE from the recovery site to a mortuary affairs facility. Transport remains in the most expedient manner to prevent the loss of identification media due to decomposition of remains. Operational requirements may dictate the use of all available covered transportation assets. However, use of medical and food-bearing vehicles is not encouraged. Fixed- and rotary-wing aircraft are the preferred method to evacuate remains.
- While waiting for transportation, lay remains shoulder to shoulder on the ground. Screen the remains to the extent possible to prevent them from being in public view. Post guards to prevent the theft of PE and equipment. Keep unauthorized persons away from the remains.
- When transportation arrives, begin loading. Carry remains feet first at all times. While loading remains, maintain an attitude of reverence and respect. Load remains on vehicles and rotary-wing

aircraft feet first. Load remains head first on fixed-wing aircraft. Place remains in such a manner that will prevent stacking. Secure remains in a manner that will prevent shifting during movement. Assign a team member to accompany the remains and PE during evacuation. Evacuate remains to the nearest MACP.

APPENDIX C INTERMENT AND DISINTERMENT

1. Purpose

To provide mortuary affairs procedures for the interment and disinterment of remains.

2. Overview

This appendix provides guidance on standardized procedures and commanders' responsibilities. It describes temporary interment and disinterment operations and procedures for temporary burial. Temporary interment of remains OCONUS is permitted as a last resort. Every effort should be made to return remains to CONUS as soon as possible. When interment is required, separate interment sites should be established for burial of allied and enemy deceased. When arrangements are made to transfer remains to the host country or to a friendly nation, commanders will maintain accountability records and provide information for all enemy or friendly deceased transferred from temporary interment sites for which they have responsibility.

3. General Guidance

a. The expedient and respectful repatriation of deceased personnel to their PADD is the top priority of the joint mortuary affairs program. However, during extreme situations when the tactical and logistical situation leave no alternatives, a program of temporary interment may be implemented. All interments, whether performed at the unit level or by mortuary affairs personnel, are considered temporary except for committal at sea. Temporary interments are a last resort used for health, safety, sanitation, and morale reasons at unit level. Unit commanders must obtain permission from the geographic combatant commander to conduct temporary interment operations. In extreme circumstances, when a unit is cut off and has no means to communicate with higher headquarters, the senior commander is responsible for deciding whether temporary interment will be utilized after all known support options have failed. When circumstances warrant the interment of remains, conduct recovery operations as soon as possible.

b. Special Considerations

- **Religious.** Chaplain support should be available to hold memorial services at temporary interment sites. If unavailable, see Appendix F, "Memorial Ceremony for Non-Clergy Use in Temporary Interment Situations," for a non-clergy memorial ceremony for use by non-clergy personnel.
- Commanders should be aware of customs followed by various ethnic groups in their AORs. Many cultures have various customs for care of the dead.

c. Responsibilities

- **Geographic Combatant Commander.** The geographic combatant commander is responsible for control and coordination of mortuary affairs support in the AOR. The commander may authorize temporary interments only when operational constraints prevent the evacuation of remains out of the AOR.

- **Service Component Commander.** Each Service component commander in the combatant command must provide or arrange support for its deceased personnel. The prime objectives of these operations are to maintain morale and field sanitation and to comply with the rules of land warfare, international law, and international agreements. However, remains are to be evacuated as long as the operational situation permits.

4. Site Selection

The burial site should be on high ground with good drainage. Avoid areas which have high water tables or that can flood easily. Ensure that during the survey of the site that pilot holes are dug to check for underlying rock formations and ease in digging.

5. Interment Procedures

a. **Opening the Burial Site.** The burial site may consist of any number of rows. Each row holds 10 remains, head to foot, lengthwise (see Figure C-1). The rows are approximately 70 feet long, 3½ feet deep, and as wide as the earth-moving equipment blade (minimum of 2.5 feet). Earth-moving equipment should be used if possible, as it can open all types of soil with relative ease. Ideally, rows should be side by side, but may not be if terrain conditions prohibit.

b. Processing

- When remains are received, interment site personnel meet the personnel transporting the remains. All documentation and information is turned over to interment site personnel. If a list of remains is present, verify the list as remains are offloaded. Upon verification, mortuary affairs personnel sign for the remains.
- Assign each remains an interment processing number by using the next available sequential number from DD Form 1079 (Interment/Disinterment Register, Figure C-2), Block 5. Use one page of DD Form 1079 for each row of 10 remains. The number consists of an accumulative number and the current calendar year, e.g., 00024-94.
- Prepare two metal interment tags (Figure C-3). Write or etch the processing number on each tag and attach both tags to the remains. One tag will later be attached to the burial shroud. Finally, initiate a case file for each remains, labeling the file with the interment processing number and the name, rank, SSN, and branch of Service for each remains. Include any documentation generated at the CP as part of the interment case file.
- Search remains for ID media, i.e., ID tags, ID card, billfold items with name, clothing name tags. Establish tentative identification based on one or more of the above ID media. Complete blocks 6 through 9 of DD Form 1079. Use “unidentified” if tentative ID cannot be established. Complete DD Form 1076, time permitting. PE found on the remains are placed in a plastic bag and attached

to the remains for interment. Personnel should ensure that the plastic bag is sealed securely. Do not remove identification tags or ID card from remains.

- Complete DD Form 894 by printing all available fingers. Ensure that the DD Form 894 is placed in the case folder.
- Place the remains in a remains pouch or wrap with shrouding. Remove one metal tag from the remains and attach it to the outside of the remains pouch or shroud.
- The assignment of the actual row and space number to the remains should not take place until the remains is at the interment site. Then assign the next available interment site row and space number, i.e., Row 10, Space 6, on DD Form 1079, Block 11 a. and b. Enemy, allied, and Armed Forces of the United States should be interred in separate rows to aid in later disinterment operations.
- Enter the row and space number on the top right hand corner of DD Form 894 and DD Form 1076. Place the remains in the assigned row and space, in a head to foot relationship to other remains. Place all completed forms in the case folder. Write the name and SSN of the remains on the folder label, along with the processing number.

c. Closing the Site

- When all burials have been completed in each row, the row may be refilled. A bucket loader-type vehicle should be used for refill. Care should be taken not to drive over the rows, even after dirt has been refilled.
- Mark the beginning and end of each row with a metal stake. The stake should extend into the ground at least two feet, and two feet should be left above ground. Securely affix a metal tag to each stake indicating the row number. Use a GPS device (if available) to determine the location of each row, and record it on DD Form 1079, Block 2. All forms and records will be hand-carried by special courier to the JMAO.

6. Committal at Sea

a. When a death occurs aboard a ship at sea and prevailing operational constraints do not permit evacuation, the remains may be committed at sea. To perform this procedure, use the applicable regulations upon authorization from the appropriate Service component commander. Prior to committal, the ship's commanding officer ensures that the remains are positively identified. Examine identification tags and then securely place them on the remains. Remove PE from the remains and examine them for identification value. Establish an identification case file which consists of a statement of recognition from two individuals and a certificate of death signed by a medical officer. If assets permit, take and place into the identification case file fingerprints and dental x-rays. Include in the identification case file any onboard medical and/or dental records.

b. The ship's commanding officer appoints an officer to be in charge of the committal. The OIC is responsible for accurately recording all facts on the committal in the ship's log and for ensuring that due respect and honors be paid to the deceased. Prepare the deceased for committal by covering or shrouding the remains with a human remains pouch or other suitable material. The remains are then weighted to ensure rapid submersion. Drape the remains with the U.S. flag, hold religious services, and conduct military honors as authorized according to applicable regulations. The OIC acts or appoints the Summary Court to process the PE. The OIC is also responsible for ensuring that all PE belonging to the deceased are gathered, inventoried, packaged, sealed, and safeguarded until proper disposition is arranged. Depending on the mortuary affairs program and the support structure that is in place, the PE are either shipped to the PE depot, to the TMEP, or if the PE have been properly screened, directly to the eligible recipient. Upon committal at sea, the OIC sends the identification case file and a report containing the facts of the committal, to include the distribution of the PE, through higher headquarters to the joint mortuary affairs office.

7. Isolated Interments

a. When the tactical situation requires a unit to move out of an area in an expedient manner without evacuating remains, a unit may request permission through command channels from the geographic combatant commander to conduct isolated interments. Isolated interments are individual shallow graves constructed to prevent leaving remains unattended in open areas. Inter all PE and other identification media with the remains. Do not remove the identification tags or the identification card from the remains under any circumstances. Attempt to mark the interment site in a manner that is easily distinguishable for future recovery teams.

b. The unit prepares and submits an incident report on the isolated interment to higher headquarters as soon as time permits. This report should then be forwarded through channels to the joint mortuary affairs office. Timely and accurate documentation from the unit is vital in ensuring that all remains are recovered and evacuated in a timely manner. At a minimum, the incident report should include the following: ten digit grid coordinates (by GPS), the number of isolated graves, the tentative identification of each remains, and how each isolated grave is marked.

8. Disinterment

a. **Purpose.** To provide guidance for the disinterment of remains temporarily interred in a theater of operations.

b. Responsibilities

- **Geographic Combatant Commander.** The geographic combatant commander is responsible to ensure that all temporary interments are disinterred and U.S. remains are returned to CONUS for disposition. This responsibility is carried out by the JMAO. The JMAO is responsible for monitoring, coordinating, and providing special guidance during disinterment operations.

- **Service Component Commander.** It is the responsibility of the designated Service component commander to coordinate and supervise disinterment operations within the operational area. Service component commanders provide specialized equipment, personnel, and other support as

necessary to accomplish the mission. The component commander's mortuary affairs office coordinates with the JMAO and obtains records and reports of burials which will be necessary during the disinterment.

c. Trench Disinterment Procedures

- Whenever personnel are conducting disinterment operations they should wear protective clothing, such as surgical masks, gloves, aprons, and other types in accordance with Occupational Safety and Health Administration requirements.
- Once in the general area of the burial site the GPS device, in conjunction with maps, may be used to determine the exact location of each row.
- The row may be opened from either end. Using a backhoe and digging with care, the operator may dig down approximately one and one half feet. Multiple rows may be opened simultaneously depending on the availability of equipment. Dig the remaining depth with hand tools so as not to mutilate the remains.
- Remove the dirt from all sides of the remains carefully. Look for the metal tag that was pinned to the outside of the remains pouch or shroud.
- Match the number on the tag to the DD Form 1079 processing number recorded during interment operations.
- Complete the DD Form 1079 and prepare processing tag in the same manner as in interment operations. Attach this tag to the pouch or shroud.
- If the pouch or shroud are not intact, the soil in the immediate area should be sifted for skeletal anatomy and PE.
- Place remains and pouch on a litter and remove them from the row or interment site.
- Evacuate the remains to a MACP for processing and further evacuation to the TMEP. It may be beneficial to establish a CP at or near the disinterment site.
- After all rows have been opened and remains removed, refill all rows and return the area as close as possible to the original condition. Report through command channels to the JMAO when all remains have been disinterred from the interment site. Include the condition of the restored land being vacated in this report. Once a site has been evacuated, the JMAO is responsible for turning the land back to the appropriate host government agency. If the remains of deceased personnel from other nations are still buried at the site, maintain the site if operationally feasible or until custody of the site can be turned over to the appropriate government.

APPENDIX F

**MEMORIAL CEREMONY FOR NON-CLERGY USE IN
TEMPORARY INTERMENT SITUATIONS**

OPENING SENTENCE: God is my light and my salvation, whom shall I fear? God is the stronghold of my life, of whom should I be afraid?

PRAYER: Almighty God, we commemorate these your servants, remembering with gratitude their courage and strength. We hold before you those who mourn them. Look upon your bereaved servants with mercy. As this day brings memories of those they have lost, may it also bring your consolation, and the assurance of your eternal care.

AMEN.

WORDS OF REMEMBRANCE: We gather to pay tribute to the memory of these dead who have paid the ultimate price for the defense of our nation. We are honored to have served with them. They were our friends and our compatriots, and we shall sorely miss them.

What grief we feel amid the shock of battle. We are people who know fear and death, yet we follow duty's call despite the uncertainty of the hours and days ahead.

We ask the blessing of God upon our nation, those who serve, and for the dead who no longer stand in our ranks.

MOMENT OF SILENCE: Let us pay tribute in a moment of silence.

TAPS: (If bugler or tape and player is available).

CLOSING PRAYER: God, as we honor these here fallen, protect those who carry on. Comfort, O God, both the living and the dead. Keep us safe from evil. Let us live with honor. Grant us courage. Be our guide, in your holy name.

AMEN.

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