

ATP 4-46 (FM 4-20.64)

Contingency Fatality Operations

December 2014

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Headquarters Department of the Army

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Contingency Fatality Operations

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Preface

Army techniques publication (ATP) 4-46 revises field manual (FM) 4-20.64, *Mortuary Affairs Operations*, and re-titles it as ATP 4-46, *Contingency Fatality Operations*. ATP 4-46, *Contingency Fatality Operations*, will provide a single, ready reference for units and Soldiers. The focus of the ATP is on techniques used by Soldiers, small unit leaders, civilians, contractors or host nation personnel physically responsible for handling, transporting, receiving, or storing human remains or personal effects (PE). This publication will address the new force design of the mortuary affairs units, and emphasize safety and the mortuary affairs reporting and tracking system (MARTS). Users should not view this manual as a sole source of information. Other supporting publications are referenced throughout this manual. A list of publications supporting this manual is provided in the reference section.

The principal audience for ATP 4-46 is commanders, staffs, Soldiers at all levels, leaders, instructors, at military institutions, students, and doctrine and training developers. Commanders and staffs of Army headquarters serving as joint task force or multinational headquarters should also refer to applicable joint or multinational doctrine concerning the range of military operations and joint or multinational forces. Trainers and educators throughout the Army will also use this publication.

Commanders, staffs, and subordinates ensure that their decisions and actions comply with applicable United States, international, and in some cases, host-nation laws and regulations. Commanders at all levels ensure that their Soldiers operate in accordance with the law of war and the rules of engagement. (See FM 27-10).

ATP 4-46 uses joint terms where applicable. Selected joint and Army terms and definitions appear in both the glossary and the text. Terms for which this ATP 4-46 is the proponent publication (the authority) are italicized in the text and marked with an asterisk (*) in the glossary. Terms and definitions for which ATP 4-46 is the proponent publication are boldfaced in the text. For other definitions shown in the text, the term is italicized and the number of the proponent publication follows the definition.

ATP 4-46 applies to the Active Army, Army National Guard or Army National Guard of the United States, and United States Army Reserve unless otherwise stated.

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

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Introduction

The title of ATP 4-46 has been changed to *Contingency Fatality Operations* to appropriately reflect the actual intended focus and content of the manual. ATP 4-46, *Contingency Fatality Operations*, serves as a planning and operations guide for all personnel involved in mortuary affairs (MA) within a theater of operations (TO). These personnel must ensure the MA mission is completed with available personnel and equipment. They must also know the types of problems they may face in performing the MA mission.

MA, as defined in joint publication (JP) 4-06, provides for the search, recovery, identification, preparation, and disposition of human remains of persons for whom the Services are responsible by status and Executive Order. The Department of Defense (DOD) Executive Steering Committee (ESC) determined that *Mortuary Affairs* required delineation to identify the *Contingency Fatality Operations*.

Contingency Fatality Operations provides for the search and recovery, contamination mitigation, tentative identification, preparation and temporary disposition of human remains of persons covered under JP 4-06 during contingency operations. (This includes PE).

The mortuary operations process is the point from which human remains are released by the Medical Examiner to the point where remains are evacuated to a receiving funeral home designated by the Person Authorized to Direct Disposition (PADD).

A mortuary is a stand-alone facility where remains are prepared and casketed, and where viewing may be afforded. There are four DOD mortuaries: Landstuhl, Germany; Dover, Delaware (does not have the capability to facilitate viewings); Kadena, Japan; and Yongsan, South Korea.

ATP 4-46 has several changes from FM 4-20.64, *Mortuary Affairs Operations*. One of the significant changes is the quartermaster (QM) mortuary affairs (MA) company mission is to provide the full range of mortuary affairs (MA) operations during contingency operations. It can perform any one of the following tasks: MA collection point (MACP) operations, mortuary affairs contaminated remains mitigation site (MACRMS) operations, theater mortuary evacuation point (TMEP), or personal effects (PE) depot. The company performs these tasks by assigning platoons to the specific task or mission; however, the company's platoons do not perform these tasks concurrently. The new unit is a combination of the quartermaster mortuary affairs company (echelons above corps) and the quartermaster collection company (MA). The combination allows all MA units to provide the same support to all areas of operations.

ATP 4-46 contains four chapters and five appendixes:

Chapter 1 discusses the role of the MA personnel, the geographic combatant commanders (GCC), and how these commanders with geographic responsibilities, designate theaters of operation, area of operations (AO), and line of communications (LOC) throughout a TO. This chapter also addresses why contingency fatality operations must be planned in detail from the unit through the joint level.

Chapter 2 describes the new quartermaster mortuary affairs company's mission and all of its functions. The responsibilities are addressed to include the organization structure. This will guide the MA personnel on their role to search for, recover, tentatively identify, and coordinate evacuating remains through the appropriate evacuation systems.

Chapter 3 discusses the concepts of offensive, defensive, and stability tasks. This allows units to have the basic knowledge to plan, prepare and execute the basis of contingency fatality operations.

Chapter 4 refers to commanders responsibilities; they include the search for, recovery, and evacuation of remains and associated PE to the nearest MA facility. Commanders of all Army units have the responsibility to care for deceased personnel within their AO. Commanders may be tasked to conduct search and recovery operations for remains of individuals of other nations or services.

Appendix A shows an example of mortuary affairs unit standing operating procedure (SOP)

Appendix B has an example of an operation order for mortuary affairs

Appendix C the commonly used forms and instructions on their completion

Appendix D depicts the information of the old quartermaster collection company (MA)

Appendix E depicts the information of the old quartermaster mortuary affairs company (echelons above corps)

This manual does not contain any new, rescinded, or modified terms.

Chapter 1

Mortuary Affairs Overview

Despite the Army's best plans, equipment, and safety efforts, the reality is that some Soldiers die. When they do, leaders must ensure all Soldiers' remains and PE are treated with a high level of care, dignity, and respect. The failure to quickly and accurately return remains and PE of Soldiers can become a major item of command interest. This chapter addresses the commanders' roles and responsibilities in an AO.

MISSION

1-1. The Joint Mortuary Affairs Program is a broadly based military program providing for the care and disposition of deceased and missing personnel, including PE.

1-2. The combatant commanders develop implementation plans based on Chairman of the Joint Chiefs of Staff (CJCS) policy and doctrine. Each service implements the doctrine. The Department of Defense (DOD) has appointed the Army as the executive agent for the Joint Mortuary Affairs Program with expanded responsibilities for providing support to all service components. The Joint Mortuary Affairs Program provides support across the range of military operations. This publication will focus on the Army mission performed by the mortuary affairs company and provide specific tactics, and techniques for accomplishing the mortuary affairs mission. For additional information refer to JP 4-06, *Mortuary Affairs* and the Department of Defense Directive (DODD) 1300.22E, *Mortuary Affairs Policy*.

1-3. The role of the Army mortuary affairs specialist (military occupational specialty 92M) is to search for, recover, tentatively identify, if authorized conduct temporary interment, disinterment or reinterment operations, and coordinate for the evacuation of remains to the designated port mortuary. The mortuary affairs specialist provides backup support and guidance for initial search and recovery during combat operations; the primary responsibility within an area of responsibility (AOR) lies with the unit commander. The mortuary affairs specialist is also tasked with providing support to the summary court martial officer (SCMO) in the handling and evacuation of PE. This task may require the establishment of a theater personal effects depot (TPED) to consolidate resources, provide accountability and a structured evacuation system. Refer to Army regulation (AR) 638-2, *Care and Disposition of Remains and Disposition of Personal Effects*, for a complete listing of personnel authorized mortuary affairs services, for eligibility criteria and authorized benefits.

THEATER RELATIONSHIPS

1-4. There are no finite limits or boundaries between these levels, but they help commanders visualize a logical arrangement of operations, allocate resources, and assign tasks to the appropriate command.

OPERATIONAL LEVEL

1-5. The operational framework for Army forces rests within the combatant commander's theater organization (figure 1-1 on page 1-2). The GCC have the responsibility to designate theaters of operation, theater of war, and line of communications as they see fit. A theater of operation is a specified geographic area in which forces conduct or support specific combat operations. Different theaters of operation within the same theater will normally be geographically separate and focused upon different enemy forces. Theaters of operation are usually of significant size allowing for operations over a significant period of time. ADP 3-0 *Unified Land Operations*, and ADRP 3-0, *Unified Land Operations*, provides a detailed discussion of theater territorial organization. The combatant commander will establish a joint mortuary affairs office (JMAO), if one is not operational. The JMAO has responsibility for the mortuary affairs

program within a joint operational area (JOA). The GCC may establish a Theater Mortuary Affairs Office (TMAO) to establish procedures and manage mortuary affairs assets. See JP 4-06 *Mortuary Affairs* for additional information on the establishment and responsibilities of the JMAO and TMAO.

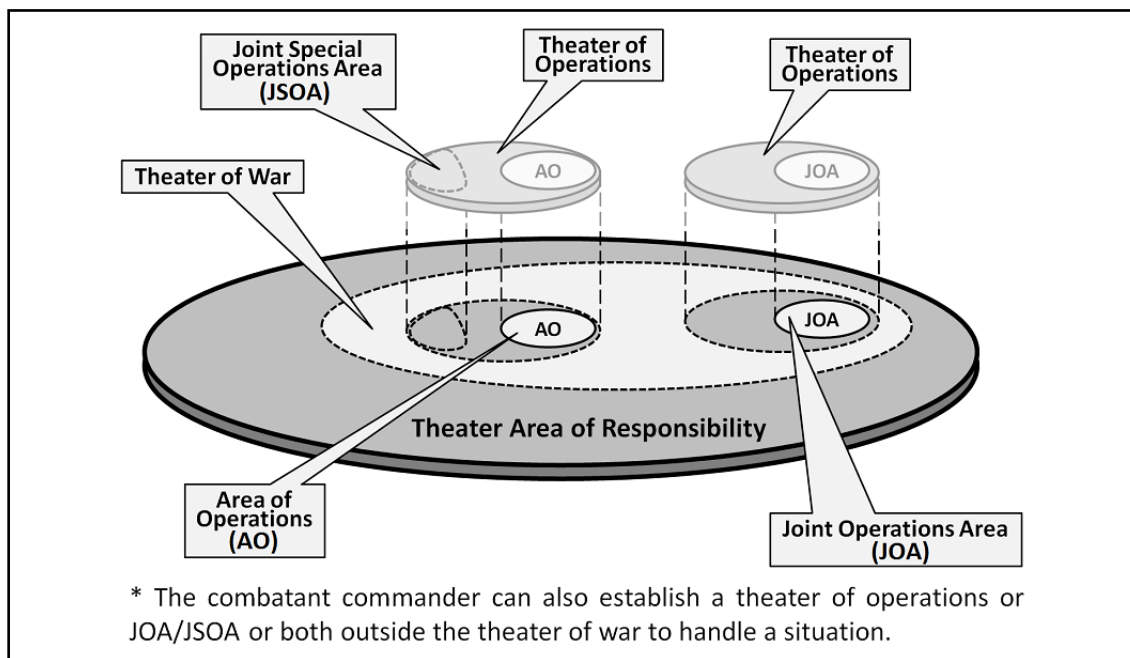


Figure 1-1. Areas of operation within a theater

1-6. Joint force commanders at all levels may establish subordinate areas of operation (figure 1-1). JP 3-0, *Joint Operations* discusses the assignment and responsibilities associated with establishing a JOA within a theater. Due to the unique structure of the mortuary affairs evacuation channel, mortuary affairs generally operate within a JOA. The GCC assigns lead service common-user logistics responsibilities, normally through the contingency planning process, in order to achieve efficiencies and eliminate redundancies. They usually assign lead service responsibilities to the dominant user or most capable service for a particular common supply item or service. In many cases, the lead service for common-user logistics and other support such as mortuary affairs within a joint or multinational force is an Army responsibility.

1-7. The key areas concerning the deployment and execution of the mortuary affairs mission include the LOC and the AO. The LOC is the area within the theater of operation which contains communication, establishments for supply, evacuation, and other agencies required for immediate support and maintenance of the field forces. In a contiguous AO, the LOC is generally located behind but contiguous to the theater of war. Within a noncontiguous AO, the LOC may be commingled with the theater of war. The theater of war is the area required by combat forces for the conduct of combat operations, generally the area forward of the corps rear boundary.

1-8. The theater sustainment command (TSC) is normally the Army service component commander's major organization responsible to provide common-user logistics within the theater of operation. The TSC is responsible for providing the Army service component command (ASCC) with a common logistical picture, maximizing throughput to provide follow-on sustainment. Each TSC is responsible for developing an operational level mortuary affairs appendix tailored to its unique AO. For more information on the TSC, see ATP 4-94, *Theater Sustainment Command*.

1-9. The TSC is a headquarter that exercises mission command over subordinate organizations and functional units executing theater opening, theater distribution and sustainment operations to include supply, maintenance, transportation, petroleum and port and terminal operations in support of the ASCC or GCC objective. The TSC is the senior Army sustainment headquarters within an AOR. The TSC is responsible for sustainment support to Army forces, and when directed, to joint or multi-national forces.

1-10. A theater level headquarters exercises mission command throughout the assigned operational area. The combatant commander will tailor the theater command structure to meet the needs of the joint forces in the theater of operation. When an Army is appointed as the theater command, it is organized and equipped primarily as the ASCC for the component commander. The theater commander normally acts as the Army service component commander and is responsible for all administrative control of all Army forces in the component command. There will be additional modular sustainment brigades specifically tailored to support the assigned division and brigade combat teams (BCT).

1-11. The TSC commander or a designated representative determines the responsibility and placement of Army mortuary affairs assets within the JOA. Normally, this is accomplished through coordination with the JMAO at the combatant command level. Requirement and placement considerations include casualty estimates from the ASCC G-3, force structure, and the mortuary affairs concept of support. The TSC commander together with the JMAO must produce a plan that places mortuary affairs assets where they can best support both current and future operations within the JOA. This places an inherent responsibility upon the TMAO and TSC to ensure that mortuary affairs assets are properly assigned to the time-phased force and deployment list (TPFDL) during the planning process. The Army provides theater level mortuary affairs assets to support all services.

1-12. The TSC commander may utilize expeditionary sustainment commands within the AO to provide effective operational level support. The role of the expeditionary sustainment command is to exercise mission command for assigned units. It normally deploys to the AO or JOA and exercises mission command when multiple sustainment brigades are employed or when the TSC determines that a forward command presence is required. This capability provides the TSC commander with the regional focus necessary to provide effective operational level support to Army or Joint Task Force missions. The TSC may employ multiple expeditionary sustainment commands within the theater.

1-13. Contingency fatality operations must be planned in detail from the unit through the joint level. They must be included in operation plans (OPLAN), contingency plans, and SOPs at both the operational and tactical level of operations. These plans and procedures should cover unit responsibilities as well as the employment, relocation criteria, and allocation of mortuary affairs personnel and equipment throughout the JOA.

1-14. Operational level mortuary affairs planners must establish and continually update OPLANs and estimates, as these are the documents that are used to build the TPFDL. For more information on building operational level estimates and OPLANs, reference Chairman of the Joint Chiefs of Staff Manual (CJCSM) 3500.03D, *Joint Training Manual for the Armed Forces of the United States*; CJCSM 3122.05, *Operating Procedures for Joint Operations Planning and Execution System (JOPES)*; and CJCSM 3500.04F, *Universal Joint Task Manual*.

TACTICAL LEVEL

1-15. Tactical level mortuary affairs planners are responsible for developing mortuary affairs plans and support to Army units capable of defeating a threat. Threats may include individuals, groups of individuals (organized or not organized), paramilitary or military forces, nation-states, or national alliances. When threats execute their capability to do harm to the United States, they become enemies. For information and guidance on developing these documents, see Army doctrine publication (ADP) 5-0, *The Operations Process*. Though the tactical mortuary affairs planner is often located at the Division assistant chief of staff, logistics (G-4) level, the BCT has become the Army's primary organization for tactical engagement of the enemy.

1-16. The three standard BCT designs are the Infantry BCT, Armored BCT, and the Stryker BCT. The higher command element of the BCT is the division. In major combat operations, the division will typically operate with a variable number of BCTs. If a division or corps headquarters is assigned responsibility of a JOA, it is known as a division or corps AOR.

THEATER MORTUARY AFFAIRS OPERATIONS

1-17. Contingency fatality operations occur at all levels in a theater of operation. The mortuary affairs program starts at the unit level with search and recovery operations and continues until remains are

returned to the person authorized to direct disposition (PADD) and all PE are returned to the person eligible to receive effects (PERE). The mortuary affairs program covers the initial search and recovery, tentative identification, coordinated evacuation, and contamination mitigation (if necessary) of remains and PE. It also covers the temporary interment, disinterment, reinterment of remains when authorized by the GCC.

1-18. The unit commander is responsible for designating and training a unit recovery team to conduct initial recovery operations during the combat phase for their AOR. Upon recovering remains the unit search and recovery team will evacuate those remains to the closest mortuary affairs collection point (MACP). For more information on establishing unit recovery teams, see chapter 4.

1-19. The mortuary affairs companies are currently aligned with the approved force design update that includes an increase in force structure as well as a redesign of the company structure and mission statement. Currently there are three types of mortuary affairs companies within the Army. The new design; QM mortuary affairs company; quartermaster collection company (mortuary affairs); and the quartermaster mortuary affairs company (echelons above corps). Under the redesign all mortuary affairs companies will be modular and be able to conduct all operations currently assigned to the quartermaster collection company or the quartermaster mortuary affairs company. The conversion to the new structure is scheduled to be completed in fiscal year 2016. Mortuary affairs companies establish MACPs, theater mortuary evacuation points (TMEP), mortuary affairs contaminated remains mitigation sites (MACRMS), per theater guidance and PE depots throughout the JOA (figure 1-2). Remains recovered by the unit are evacuated to the nearest MACP. The MACP, receives, establishes chain of custody and tentative identification, and evacuates the remains to the TMEP. The preferred method of evacuation is directly from the initial MACP to the TMEP; however, the tactical situation may dictate that remains be evacuated through several MACPs before reaching the TMEP.

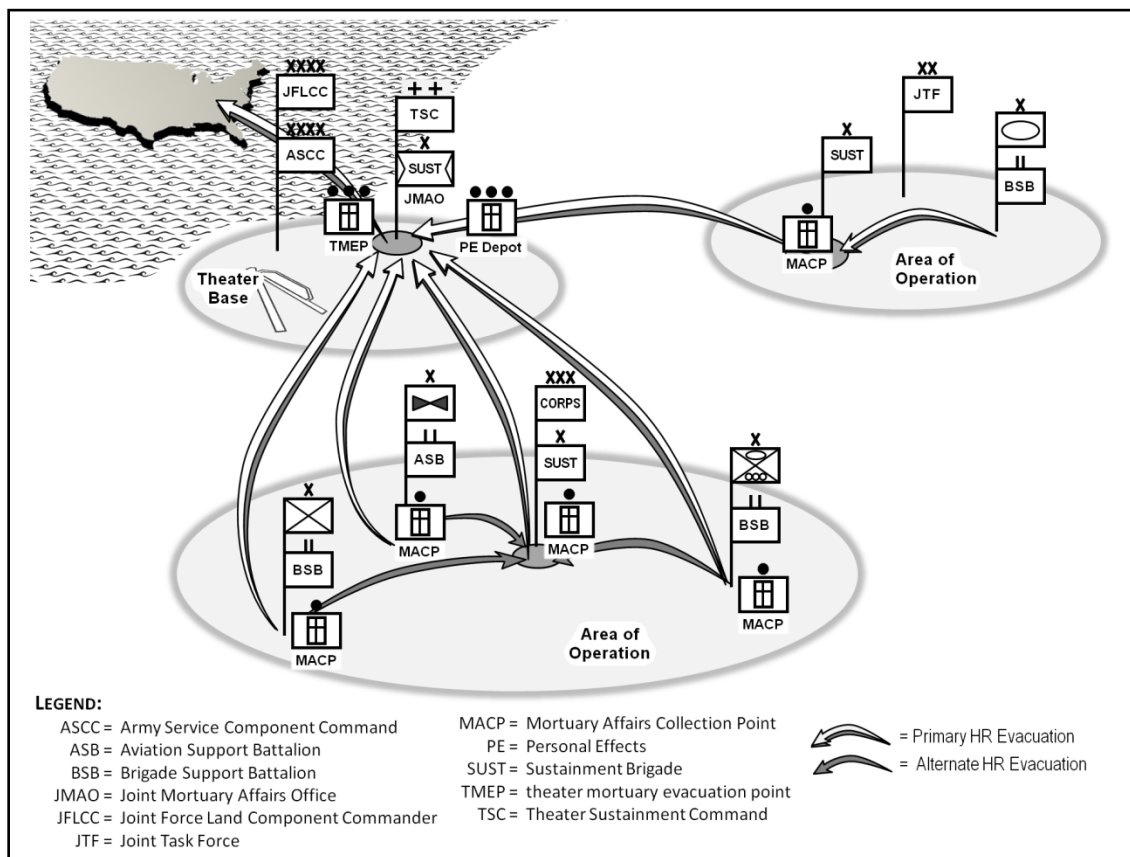


Figure 1-2. Mortuary affairs concept of operation

STAFF MORTUARY AFFAIRS RESPONSIBILITIES

1-20. Mortuary affairs staff planners plan for contingency fatality operations, prepare local MA policies and procedures. In addition, they train unit recovery teams, and act as a liaison to attached MACPs.

1-21. Mortuary affairs staff planners must be sure to include mortuary affairs estimates within the unit's overall logistics estimate. A running estimate is the continuous assessment of the current situation used to determine if the current operation is proceeding according to the commander's intent and if planned future operations are supportable. These estimates are then used to prepare the command to handle anticipated fatalities. Mortuary affairs staff planners must be able to quickly address any staff or command concern. Each theater of operation has its own unique criteria that must be coupled with the operational environment and included within the planning process. Mortuary affairs planners must create a plan that is not only tailored to both their theater of operation and the operational environment, but one that is adaptable to meet all anticipated future contingencies or operations. Below depicts some mortuary affairs staff planning considerations.

- Mortuary affairs units on time-phased force deployment data (TPFDD).
- Unit structures or capabilities.
- Unit locations or relocations.
- Number of troops supported.
- Non-combatants affected.
- Coalition or allied support.
- Coalition or allied requirements.
- Host nation support.
- Local mortuary affairs policies.
- Local interment customs.
- Embedded media relations.

1-22. Each brigade support battalion (BSB) and sustainment brigade is assigned MA personnel within their respective modified table of organization and equipment to assist them in their MA planning and training. Figure 1-3 depicts the current location of the 92M staff planners for the Army; this figure does not include joint or table of distribution and allowances positions.

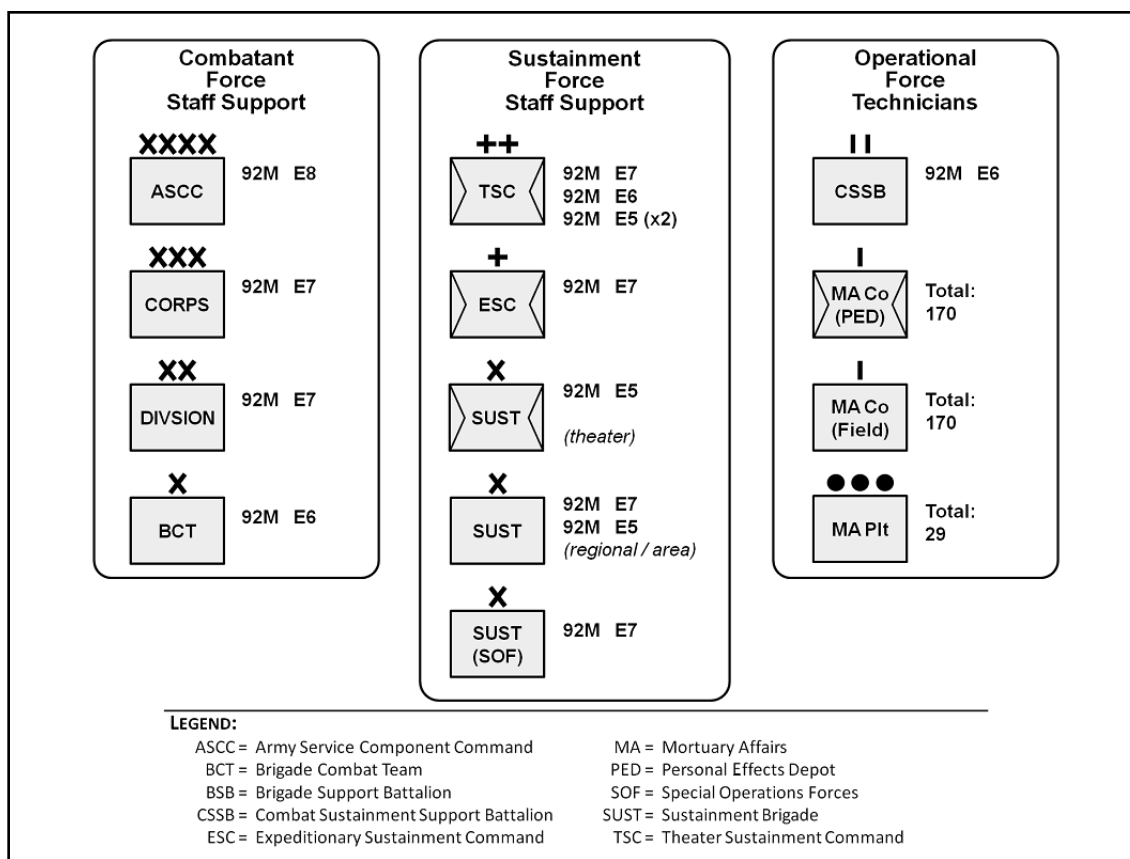


Figure 1-3. Operational force structure

1-23. Mortuary affairs planners must be adept at anticipating and understanding the support requirements of the tactical plan or independent course(s) of action. Additionally, the mortuary affairs planner must be able to assess sustainment feasibility, while identifying support requirements for synchronization with the commander's intent. For more information on Sustainment, see ADP 4-0, *Sustainment*. The mortuary affairs staff officer or noncommissioned officer (NCO) assigned must ensure that all subordinate units follow this list:

- Develop mortuary affairs plans and procedures at all levels of command.
- Coordinate mortuary affairs support at all levels within the TO. Units in theater or arriving in theater must be kept informed of reporting procedures, local mortuary affairs policies, current operation order (OPORD), annexes, standing operating procedures, and command guidance.
- Assist in logistical estimate planning required to support not only the unified land operations but also possible military and civilian mass fatality incidents.
- Develop, coordinate, and complete required mission analysis, formulate staff recommendations, and prepare the mortuary affairs support annex for the OPLAN. See FM 6-0, *Commander and Staff Organization and Operations*, for how to develop this document.
- Obtain the mortuary affairs support concept of the GCC and the JMAO of the planned TO. Continue to request the mortuary affairs support concept down to the level of staff the planner is assigned.
- Ensure that units are knowledgeable on mortuary affairs plans and annexes prior to deployment.
- Identify and train unit recovery teams.

1-24. MA staff planners are crucial in developing the operational concept and initiating the entire planning process. Mortuary affairs staff officer or NCO planning responsibilities include:

- Prepare a mortuary affairs running estimate for each proposed course of action.

- Identify and resolve any mortuary affairs logistical problems as soon as the situation permits.
- Advise commanders on contingency fatality operations.
- The planning considerations for creating mortuary affairs annexes to OPLANs are similar to creating any other annex for an OPLAN. Planners must ensure all known factors are taken into account during the development process. Figure 1-4 looks at the input for the mortuary affairs plan.

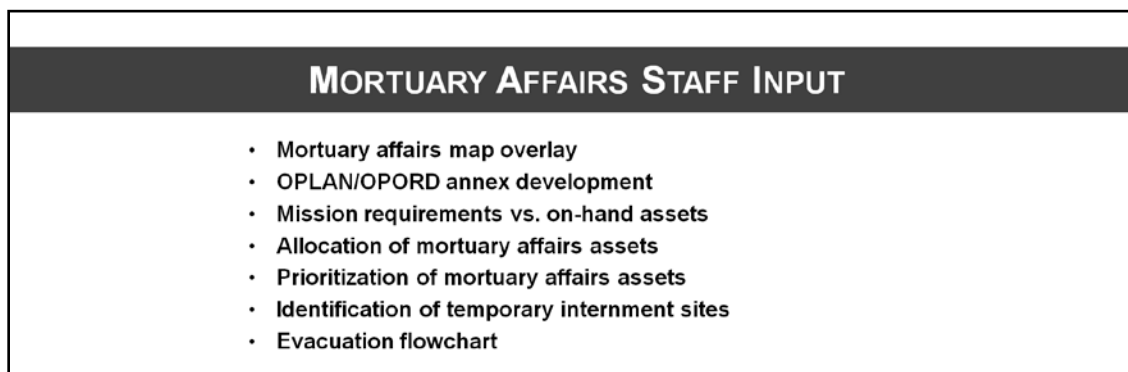


Figure 1-4. Mortuary affairs staff input

- Validate all mortuary affairs planning assumptions throughout the military decisionmaking process as defined in ADRP 5-0, *The Operations Process*.
- Ensure all supported units have established a team for initial search and recovery, tentative identification and evacuation to a MACP. See chapter 4 for non-mortuary affairs unit responsibilities.
- Ensure all supported units have a validated mortuary affairs SOP prior to deployment. See Appendix A for a sample standing operating procedure.
- Identify procedures for handling deceased local nationals, enemy combatants', coalition, and allied Soldiers. Lacking policy or guidance from the JMAO, all remains are handled in the same manner. Ideally, mortuary affairs personnel will have established procedures and policies for the correct procedures on the disposition of non-U.S. remains as established for that theater of operation.

1-25. Staff planners who are developing mortuary affairs plans must be aware of several factors that affect mortuary affairs activities and operations. These include the following:

- The type of conflict—regional or global.
- The size of the LOC and TO for a contiguous AO. The lack of a LOC for a noncontiguous AO.
- Logistical resources available, including assets within the AOR, existing contingency contracts, pre-positioned assets, and assets within the TPFDD.
- The level of infrastructure development, including fixed facilities for mortuaries and airfields for evacuation.
- Facts and figures on casualty estimates from the ASCC G-3, force structure for different levels of conflict intensity within the different phases of the OPLAN.
- How to best use mortuary affairs assets to fully support the commander's intent and concept of operations.
- Procedures for reporting war crimes and violations of the uniform code of military justice and the Geneva and Hague Conventions.
- Request temporary storage facilities or containers through the TMAO or JMAO for incidents where remains are contaminated and the MACRMS has not been established.
- MACRMS personnel requirements.

1-26. Non-mortuary affairs company level units in theater must be involved in the mortuary affairs mission and operations. Units must identify unit recovery teams to recover remains within their AOR. The teams

must be briefed on local customs and courtesies dealing with remains. The teams are trained to the mortuary affairs standard and understand that all remains are to be treated with the utmost dignity, reverence, and respect. For more information on non-mortuary affairs unit responsibilities, see chapter 4.

1-27. The MA NCO and staff planner should plan for temporary storage in incidents where remains are contaminated and MACRMS, which is an established location utilizing specialized equipment where MA personnel safely handle contaminated human remains and perform the MA tasks, has not been set up and operational. Temporary storage units can be obtained from local or host nation support. In addition, a chemical, biological, radiological, and nuclear (CBRN) NCO should be available for monitoring the contaminants.

EMPLOYMENT OF MORTUARY AFFAIRS ASSETS

1-28. Mortuary affairs qualified officers (Additional Skill Identifier 4V) or 92M NCO's are responsible for planning the employment of mortuary affairs assets assigned to the command in support of operations. Mortuary affairs staff planners should :

- Provide guidance on pre-stocking essential mortuary affairs equipment, supplies, forms, and publications.
- Ensure that subordinate units are training according to OPLAN annexes.
- Ensure that deploying mortuary affairs assets and unit mortuary affairs plans are certified prior to deployment.
- Develop and assess mortuary affairs TPFDD.
- Determine the readiness posture, capabilities, and limitations of each unit.
- Publish local mortuary affairs policy directives, mutual cooperation agreements, or international agreements as units flow into the theater of operation.
- Establish a means to maintain records of transferring remains and PE to host nation and coalition or allied forces.
- Coordinate with the TSC for planning, resourcing, monitoring, and analyzing field services support to the MA units.
- Evaluate each unit that is to be assigned a mortuary affairs asset.
- Identify mortuary affairs equipment and personnel shortages.
- Provide guidance on estimated times for unit deployments.
- Establish liaisons with other mortuary affairs staff from the JMAO or TMAO through the MACP.
- Integrate the current CBRN threat into the mortuary affairs plan.
- Initiate a reporting system within the theater of operation or the assigned level of command.
- Ensure that the MARTS are operational and that the MA facilities have a sufficient number of trained personnel to operate the system.
- Establish communications with all supported and supporting mortuary affairs units, JMAO, transportation assets, and units providing logistical support.
- Coordinate a PE evacuation system.
- Coordinate with movement control personnel for transporting remains and PE by surface and by air.
- Provide input to the appropriate staff concerning contingency fatality operations.
- Ensure that media requests are routed through the local public affairs office. See FM 3-61, *Public Affairs Operations*.
- Ensure that matters concerning family members are routed through higher headquarter and the TMAO or JMAO are informed.

1-29. During multinational operations, mortuary affairs staff planners must ensure that joint doctrine takes precedence. Specifically, it is imperative that mortuary affairs planners and mortuary affairs personnel process all remains in the same manner in accordance with JP 4-06, *Mortuary Affairs*, and all applicable international and cooperative agreements in the specific theater of operation. For more information on the site selection, setup, layout, maintenance and any other planning requirements for the mobile integrated

remains collection system (MIRCS), refer to TM 10-4110-263-10, *Mobile Integrated Remains Collection System (MIRCS)*.

SEARCH AND RECOVERY

1-30. Search and recovery is the first step in the mortuary affairs process. Search and recovery operations have three distinct phases: Combat, post-combat, and area clearance.

COMBAT PHASE

1-31. The combat phase of search and recovery begins immediately. Unit commanders are responsible for the search and recovery of all remains in their AO. If additional support is required, it may be requested through the unit's higher headquarters. When the unit has conducted the recovery it is important to document the site location and report this information to the MACP or closest MA facility. This information will be used to conduct either a site closure or area clearance by trained MA personnel. See chapter 4 for more information and planning criteria for unit search and recovery operations during the combat phase.

POST COMBAT PHASE

1-32. As the conflict develops, the situation changes, or the unit relocates, the unit's higher headquarters may assign additional assets to assist with security or actual search and recovery. Unit commanders may request to use mortuary affairs specialists from the closest MACP to assist with the search and recovery operations. See chapter 2 for MACP allocation, responsibilities, and capabilities. However, to take mortuary affairs personnel from the MACP will degrade that MACP's capability to process and evacuate other remains. Units must make every effort to recover remains during this phase. Document the location of all recoveries and provide this information to the MACP in order to assist with area clearance operations.

AREA CLEARANCE PHASE

1-33. Area clearance is a final and thorough search and recovery for all remains and PE not previously recovered during either the combat or post combat phase. Immediately after a conflict, mortuary affairs units should be tasked to conduct area clearance operations to recover or account for deceased or missing personnel from all known recovery sites. Area clearance operations from past conflicts are usually conducted by the Joint Prisoner of War, Missing in Action Accounting Command (JPAC). Joint Prisoner of War, Missing in Action Accounting Command's mission is to achieve the fullest possible accounting of all Americans missing as a result of the nation's past conflicts.

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Chapter 2

Quartermaster Mortuary Affairs Company

This chapter describes the QM MA company's mission and all of its functions. The responsibilities are addressed to include the organizational structure. This will guide the mortuary affairs personnel on their role to search for, recover, tentatively identify, and coordinate evacuating remains through the appropriate evacuation systems.

COMPANY MISSION

2-1. The Army recently approved a new force design update for the mortuary affairs companies. The new organization has each MA company with the same structure, mission, and capabilities. The company has five identical mortuary affairs platoons per company, there are no longer unique platoons such as collection, PE, or evacuation. Each platoon is self contained with cooks and mechanics organic to the platoon so that they can integrate into the supporting unit's field feeding and maintenance element during deployment. In garrison, these assets are consolidated into the mortuary affairs company headquarters. The headquarters section has a civil support operations section which aides in responsiveness, flexibility and increases capabilities of the company. This structure is better suited for major combat operations, small scale contingencies, and across the broad range of military operations as it is more responsive to the changing needs of the command and mission. The structure is modular in nature and can deploy as a team, platoon, or company. (See figure 2-1 on page 2-3.)

2-2. The QM MA company mission is to provide the full range of MA operations during contingency operations. The company can perform any one of the following tasks: MACP operations, MACRMS operations, TMEP, and PE depot. The company performs these tasks by assigning platoons to the specific task or mission; however, the company's platoons do not perform these tasks concurrently.

NOTE: For information on the old quartermaster collection company and the mortuary affairs company, see Appendices D and E.

RESPONSIBILITIES

2-3. The QM MA company's responsibilities are to:

- Conduct limited search and recovery missions, as required.
- Set up and operate MACPs, with refrigeration capability, within the BSB or BCT area.
- Set up and operate a main MACP, with refrigeration capability, within the sustainment brigade area.
- Maintain essential records and reports.
- Establish and operate a TMEP.
- Establish and operate a PE depot.
- Establish and operate a MACRMS with additional support.
- Conduct temporary interment and disinterment operations as directed by the GCC.
- Respond to continental United States (CONUS) or U.S. territory peacetime mass fatality incidents as requested and authorized by the Secretary of Defense, in accordance with DOD Directive 3025.18, *Defense Support of Civil Authorities (DSCA)* and the National Response Framework (NRF).
- Respond to outside the continental United States (OCONUS) peacetime mass fatality incidents as requested by the State Department and authorized by the Secretary of Defense, and in accordance with DOD Directive 5100.46, *Foreign Disaster Relief*.

- Establish and maintain site security.
- Control access to the processing area.

2-4. Commanders and staff planners must understand that the QM MA company's ability to accomplish their table of organization and equipment mission is degraded as it is tasked to perform additional duties and responsibilities outside the scope of that mission. The QM MA company commander, or a designated representative, must continually inform the chain of command about current responsibilities and the capabilities of the unit. The chain of command must also be informed on how the additional assigned responsibility will impact the ability of the QM MA company to adapt and flex to future operations within the OE.

ORGANIZATION

2-5. This section shows the makeup of the quartermaster mortuary affairs company.

COMPANY HEADQUARTERS

2-6. QM company headquarters mission is to exercise mission command and provide administrative, logistical, and field feeding support and field level maintenance management to the QM MA company. See figure 2-1.

- The civil support operations section coordinates and controls MA operations.
- Maintenance section provides field level maintenance management, direct maintenance supervision of the company's subordinate units, equipment repair and vehicle recovery for the company.
- Field feeding section provides field feeding for the company. Additional cooks are organic to their corresponding platoons but will be assigned to the company headquarters when they are co-located to provide consolidated unit feeding.

MA PLATOON

2-7. Mortuary affairs platoon headquarters provides supervision, coordination and scheduling for the operational elements of the platoon.

2-8. The platoon can set up and operate an in-theater mortuary with the support of subject matter experts such as embalmers, Armed forces medical examiner (AFME), and odontologists; execute the Army mortuary affairs program; conduct collection, processing, tentative identification, evacuation, and PE operations; provide tailored support to any TO or domestic attack.

2-9. Collection teams conduct limited search, recovery, and evacuation operations of deceased U.S. military, certain U.S. civilian and allied personnel. Each team is capable of receiving, inventorying, and coordinating the evacuation of deceased personnel and their PE. The teams may be combined to perform MACRMS operations, main collection point, and TMEP or PE depot. The platoon can be tasked to perform any one task but not concurrently.

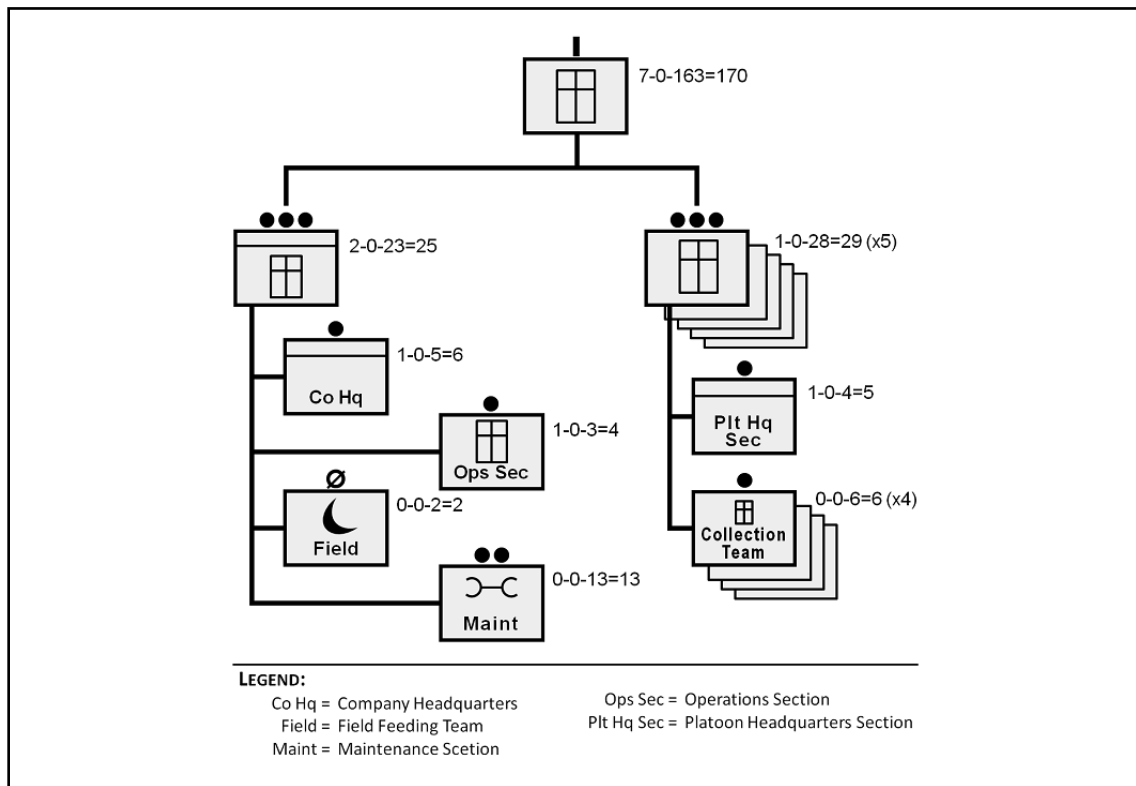


Figure 2-1. Quartermaster Mortuary Affairs company

ASSIGNMENT AND ALLOCATION

2-10. The QM MA company is assigned to a TSC, table of organization and equipment 63702. If the TSC is not fully deployed to theater, the QM MA company assets will be assigned to the highest sustainment unit located within that theater until the TSC is established. During full deployment the company can support a force of 179,000 Soldiers, or up to 20 individual BCT equivalent units. Individual sections may be deployed from the company as the mission and logistics requirements dictate. This allows supported units the flexibility required to operate effectively within the operational environment. However, the increased modularity places additional responsibility upon MA staff officers to produce and maintain accurate MA estimates. The estimates prepared are used for planning both the timeline and the number of assets deploying.

2-11. MA platoons are assigned to the BSB for allocation to the different BCTs within a division. The headquarters element from this platoon will be assigned to the sustainment brigade of that division. Each BCT size element will be assigned a MA Team. This team is responsible for providing direct support to the BCT by establishing a MACP. Because the AO is a non-fixed structure, the number of platoons and sections assigned within an AO will vary by operation.

2-12. MACRMS placement within the AO is based upon JMAO and theater command guidance. Normally the platoon operating the MACRMS will be attached to a sustainment brigade within the TSC. The platoon will be the primary asset called upon to establish a MACRMS but may be used to augment different MACPs based upon forecasted mission requirements and the operational environment.

2-13. The civil support operations section is built into the company headquarters section and will be integrated in the TSC, G-4 sustainment operations cell. The company civil support operations section is responsible for the oversight of all MA assets in the TO and for tracking the evacuation of remains to a military mortuary or to a CONUS port mortuary and shipment of PE to the CONUS joint personal effects

depot (JPED). In addition each platoon has field feeding and maintenance personnel who will augment any supporting unit field feeding or maintenance element.

2-14. Upon full company deployment, the commander of the QM MA company may become the subject matter expert advisor to the TSC, G-4 sustainment operations division. The commander may also act as a liaison between the JMAO, TSC, and supported units with the responsibility to ensure proper Army MACP placement and coordinating MA life support. The QM MA company commander's primary responsibility is to ensure the Army MA mission is accomplished in accordance with JMAO and GCC intent. The QM MA company commander must be given the flexibility required to ensure mission success.

2-15. The first sergeant of the QM MA company is attached to the TSC, G-4 sustainment operations division upon deployment. The first sergeant is responsible for preparation and review of the MA support Tab H (Mortuary Affairs) to Appendix 1 (Logistics) to Annex F (Sustainment) within all Army OPLAN or OPORDs while still administering the inherent first sergeant responsibility of troop welfare. Troop welfare is enhanced by proper assignment to units for life support that understand the MA mission requirements and ensuring coordination mechanisms are in place to monitor support.

CAPABILITIES

2-16. The QM MA company is capable of establishing, operating, and maintaining up to 20 MACPs to include the following:

- Conduct limited search and recovery, tentative identification, and evacuation
- Operate a PE Depot
- Operate a TMEP with the ability to process up to 250 remains a day
- Establish a main collection point (when required)
- Conduct MACRMS operations (Additional support will be required for decontamination of personnel, equipment, and human remains)
- Establish an in-theater mortuary, with additional subject matter expertise augmentation

MOBILITY

2-17. The QM MA company can conduct intra-theater transport of 100 percent of its table of organization and equipment, equipment and supplies in a single lift by using 100 percent of its authorized organic transportation assets. The MACP should not move until all remains have been processed and evacuated. However, when the MACP is being operated out of a MIRCS, a collection system with the capability to store 15 remains in refrigeration, the MACP may relocate prior to evacuation of remains, if required.

2-18. Army MA companies have MIRCS as part of their authorized equipment. MACP may relocate prior to evacuation of remains if required. MACPs may operate out of a MIRCS or temporary facility.

REQUIRED SUPPORT

2-19. The company is capable of providing its own food service and unit maintenance (except communications security maintenance) when co-located. When deployed in support of operations the individual teams and platoons require external life support. The supported unit is often tasked to provide life support. This is especially challenging for the staff planner, as several of the MA equipment, repair parts, and supplies are low-density items.

2-20. When determining the placement of the MACPs the commander and first sergeant of the QM MA company must ensure that the appropriate mission command structure is in place. ADRP 5-0 lists support and reporting responsibilities for the different mission command applications.

2-21. MA controlled supplies and equipment will be managed by the TMAO or JMAO and forwarded to the MA elements. Based upon the operational situation, reusable controlled items, such as human remains transfer cases may be forwarded down to the MACP level based upon the operational environment.

Doctrinally, transfer cases are used at the TMEP as MACPs are not established to support storage and transport of transfer cases.

2-22. If exposed to a CBRN contaminated environment the QM MA Company has minimal capability to conduct personnel and equipment decontamination operations. The unit relies upon the supported element to provide operational decontamination operations and upon the CBRN company for the conduct of thorough decontamination.

SITE SELECTION/ESTABLISHMENT

2-23. The QM MA Company is designed to establish four distinct operations all that have unique site selection criteria. The four distinct operations are: MACP, TMEP, TPED, and interment sites.

2-24. This section will address site selection for each of these operations separately.

MACP SITE SELECTION

2-25. MACP site selection is dependent upon which unit the MA assets are attached to and the defensive structure of those units. Generally the MACP will be co-located with the Brigade Support Area and will need to be integrated into the overall defense plan. A MACP may operate out of a MIRCS. MACPs should operate in an area that allows for restricted access and viewing of the MA operation. Placement of the MIRCS should follow these MACP site selection considerations and criteria provided below which will support the operation as indicated. The MACP should be:

- Highly mobile providing direct support to a combat maneuver element site selection considerations and criteria:
 - Proximity to a main supply route to facilitate delivery and evacuation of human remains.
 - Accessibility for units evacuating human remains as well as being clearly marked so that the unit can recognize the MACP.
 - Proximity to life support and personnel services.
 - Proximity to tactical communications support.
- MACP providing general support to a given area or major command site selection considerations and criteria:
 - Proximity to a main supply route.
 - Ability to build a road network on site or to use an existing road network.
 - Ability to build a helipad on site or to use an existing landing strip, helipad, or airport.
 - Proximity to engineer support for construction or maintenance of a road network and helipad.
 - Proximity to a landing strip, or airport.
 - Proximity to tactical communications support.
 - Ability to write data to frequency identification tags or other approved advance information technology devices.
 - Ability to screen area using natural screening or screening material.

2-26. Upon arrival at a new location, and establishment of the MACP, the noncommissioned officer in charge (NCOIC) will notify both the supported unit and the MA higher headquarters that the MACP is ready to receive remains. The NCOIC will then implement the priorities of work.

TMEP SITE SELECTION

2-27. The TMEP should be located at or adjacent to a major aerial port of embarkation (APOE). This arrangement will capitalize on all available aircraft and corresponding logistic support. Additional TMEPs may be established at other APOEs throughout the theater based on the following factors:

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

2-28. Location of the TMEP is key to the overall success of its mission. Choose a site based on the following factors:

- Quick, easy access to and from all flight lines.
- Quick, easy access to Air Mobility Command operations, transportation, and cargo or special handling areas.
- Ability to use existing facilities and/or build or install temporary fixed facilities such as trailers, refrigeration vans, and cold storage units.
- Ability to use an existing or build a road network to handle and regulate large traffic flow.
- Ability to use existing or install cooling system, ventilation system, electrical lines, phone lines, and water lines.
- Ability to write data to radio frequency identification tags or other approved advance information technology devices.
- Area to set up MIRCS.
- TMEP personnel must coordinate with the area commander prior to selecting a proposed site to ensure the proposed site will not interfere with any ongoing flight line or base operations.

TPED Site Selection

2-29. When feasible the TPED should be co-located with the TMEP in order to leverage administrative, logistical, and sustainment support. The following guidance is provided in selecting a site and developing a site layout:

- Ability to establish separate areas for each section with sufficient space to accomplish its designed function.
- Ability to establish controlled receiving and shipping points.
- Ability to build or emplace storage bins or shelves.
- Ability to secure high-dollar-value items.
- Ability to store oversized or bulky items.
- Ability to locate close to air evacuation channels and TMEP.
- Ability to write data to frequency identification tags or other approved advance information technology devices.
- Ability to use an existing or build a road network to handle and regulate large traffic flow.
- Ability to use existing or install cooling system, ventilation system, electrical lines, and phone lines.

Temporary Interment Site selection

2-30. When interment is necessary, the interment site should be under U.S. control and on high ground with good drainage. Avoid areas that have high water tables or that can flood easily.

2-31. During the survey of the site, ensure that pilot holes are dug to check for underlying rock formations and ease in digging. Use of preexisting sites is recommended when available. Engineer support is required for the establishment of temporary interment sites.

MACP Operations

2-32. The MACP NCOIC is responsible for initiating MACP operations. The following are some of the responsibilities:

- Tie in with adjacent unit.
- Establish site security.
- Establish communication.
- Coordinate life, personnel, medical and engineer support.
- Establish habitual transportation link.
- Prepare road network.

- Prepare refrigeration.
- Provide a munitions holding area.
- Prepare to receive remains.

2-33. The MACP facility layout is based upon the structure and the support mission of the MACP. Army MACPs are operated out of a MIRCS to allow for a highly mobile MACP operation that can respond to the changing operational environment. During early entry operations or in environments where the MIRCS is not available a MACP may be established using existing resources such as a mobile refrigeration container, the back of a vehicle, existing hardened structures, or in tentage on a designated area. These points have the flexibility to tailor their facility layout based on the tactical situation. The ability of these MACPs to establish a temporary facility depends directly on the maneuver scheme of the unit supporting the MACP. When possible a MACP will be established using the MIRCS.

2-34. The following actions should be taken to ensure successful operation of the MACP:

- Establish a road network with parking areas with directional signs.
- Erect screening material at the earliest possible moment to shield the operations of the MACP from public view from the ground and, if possible, from the air.
- Construct a perimeter to prevent unauthorized personnel and news media from entering the area.
- Establish coordination to engineering support for construction or maintenance of road network and helipad.
- Tailor the facility layout to the features of the area to be used.

MORTUARY AFFAIRS COLLECTION POINT COMPOSITION

2-35. A MACP is composed of three basic sections: receiving, processing, and evacuation.

RECEIVING

2-36. To the best extent possible, human remains and PE during receiving operations at a MACP must be inspected for unexploded ordnance, booby traps, and other hazardous items prior to entering the receiving area. Receiving personnel must verify that this was accomplished.

2-37. The level of verification will be determined by the GCC based on the level of risk to personnel and strategic airlift assets.

2-38. If items are found, explosive ordnance disposal personnel must be notified at once and all processing must cease until items have been cleared for further processing.

2-39. Prepare Department of Defense (DD) Form 1077 (*Collection Point Register of Deceased Personnel*). DD Form 1077 is a daily log of all human remains received at the MACP, whether unidentified, believe-to-be (BTB), or portions.

2-40. Prepare a new register each day the MACP is in operation. The reporting period starts at 0001 and ends at 2400 (local time). Retain a copy of all registers at the MACP for internal records.

2-41. Upon arrival of the human remains, MACP personnel record all required information on DD Form 1077. Confirm the actual number of human remains delivered.

2-42. Human remains are checked for recovery tags and any other accompanying paperwork. Recovery tags, if present, are removed and placed in the case folder file, and MACP evacuation tags are placed on the human remains. Do not delay normal processing and evacuation for lack of information. The evacuation number preparation instructions and contents are reflected in the paragraphs below (see figure 2-2 on page 2-8).

2-43. The evacuation number consists of a sequential number. A letter is placed in front of the evacuation number to identify what is being evacuated. An "R" can represent a BTB or unidentified human remains. The BTB is one where tentative identification (ID) can be obtained from ID media on the human remains or through a DD Form 565 (*Statement of Recognition of Deceased*). An unidentified status is assigned

when there is no ID media present to aid in ID of the human remains. A “P” represents a portion, An “E” represents PE, and a “D” represents disassociated effects.

2-44. A “T” represents transfer of those items through an additional MACP during the current calendar year. When receiving a transfer item the receiving MACP will not assign a new evacuation number, they will receive the item and ship the item utilizing the current evacuation number. The evacuation number is automatically assigned in MARTS at the first MACP. When manually recording the item in the collection point register place a T before the evacuation number to designate that it is a transfer for that MACP and that the processing and evacuation number was conducted by another MACP to avoid double counting the item.

2-45. Complete two evacuation tags for each human remains. For BTB human remains, record the last name, first name, middle initial, and the last four digits of the social security number (SSN) on one side of the tag.

2-46. For unidentified human remains, write “unidentified” instead. On the reverse side, record the evacuation number issued to each human remains as recorded on DD Form 1077 and the seal number used to seal the human remains pouch. One tag is attached to the human remains and the other to the human remains pouch (see figure 2-2).

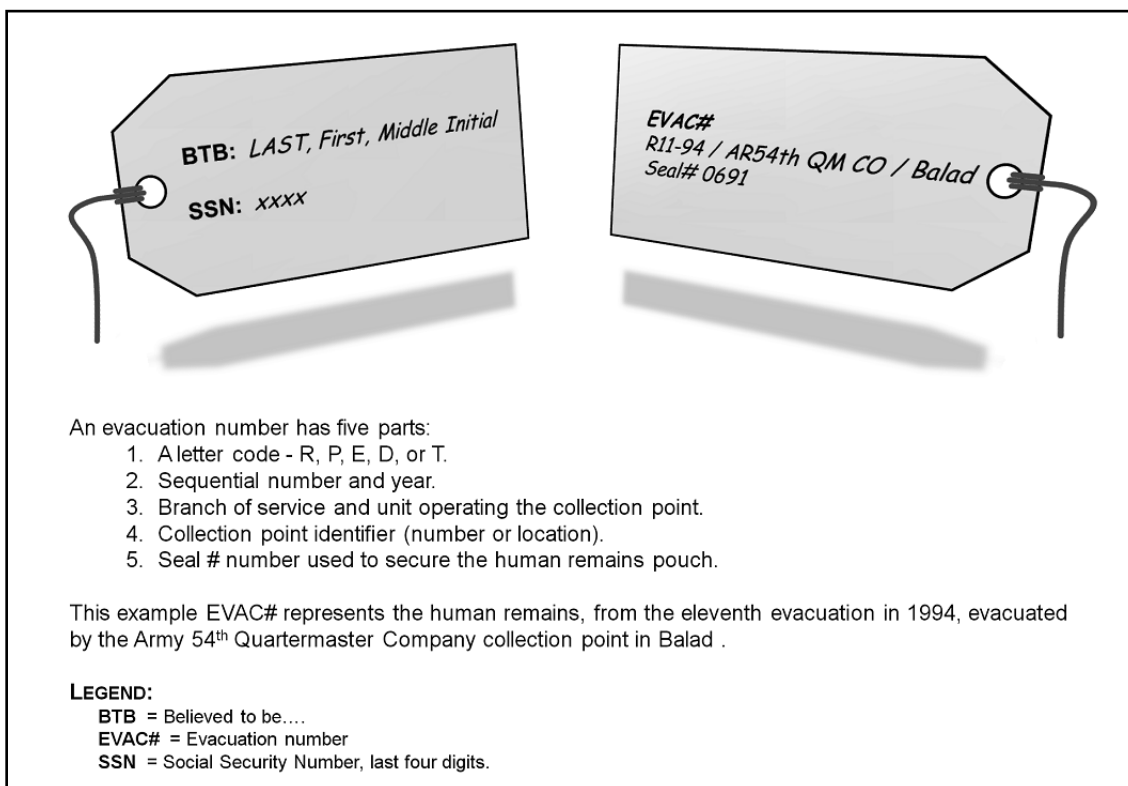


Figure 2-2. Evacuation tag for human remains

2-47. When MACP personnel process body portions, the evacuation tag is completed as follows:

- “PORTIONS” is written on one side of the tag; beneath “PORTIONS” the sequential “P” number of portions is written as shown in figure 2-3.

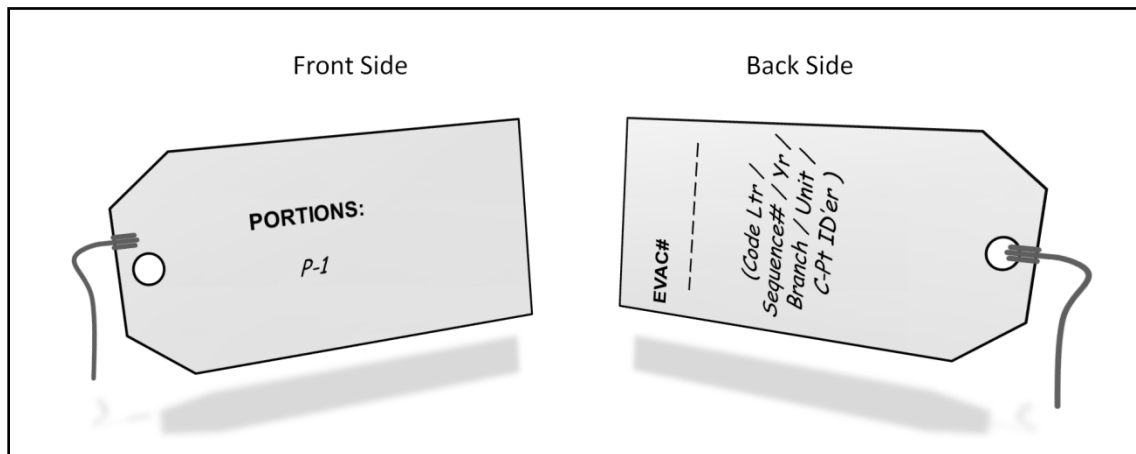


Figure 2-3. Evacuation tag for portions

- The reverse side is completed the same as for human remains. When placing several portions into one human remains pouch, recovered from the same general location, the portions will not be individually bagged unless there is a strong presumption that the human remains belong to a distinct BTB or that the place or recovery (provenience) information for each portion is critical to an investigation. When possible, maintain skeletal integrity and keep skeletal remains together. The human remains pouch must have an evacuation tag; on the front, the word “PORTIONS” is written and beneath it the total number of portions contained in the human remains pouch.
- Portions recovered from geographically or incidentally distinct areas should be bagged separately from one another. Per guidance from the Armed forces medical examiner system (AFMES), the portions should not be individually bagged and tagged. This would be especially for incidents such as vehicle explosions or any other type of bombings. When preparing for evacuation, human remains pouches with portions that have been tagged and sealed may be placed inside a second human remains pouch to consolidate them for transport. This means that there would be an outer human remains pouch which contains separated, tagged and sealed human remains pouches.
- The evacuation tag would be marked on the front “PORTIONS,” and beneath it the total number of portions contained in the human remains pouch from both internal pouches. The back of the tag is completed the same as for Portions (figure 2-4). Do not physically associate any portions with human remains. Human remains pouches will contain unidentified human remains, BTB human remains, or portions of human remains. Commingling of these categories of human remains in a single human remains pouch is not authorized, e.g. (a human remains pouch may not contain both a BTB and portions), or a (human remains pouch may not contain both an unidentified human remains and portions), or a (human remains pouch may not contain both an unidentified human remains and a BTB human remains).

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

- Based on the workload, move the human remains to the processing area or keep the human remains at the receiving holding area under refrigeration to wait for further processing.
- Initiate an original and duplicate individual case file. The top portion of the file should have BTB name, rank, SSN, seal number, and evacuation number. Create an alpha index card containing the following information: BTB name or unidentified, SSN, evacuation number, and other appropriate remarks (figure 2-4 on page 2-10). This file is kept at the MACP as a quick reference for questions about human remains processed through the MACP.

Name	Henry Feldman
BTB:	
SSN:	580-74-XXXX
EVAC#	R11-94/
	AR54th QM Co/Balad/
	Seal# 0691

Figure 2-4. Alpha index card

- Initiate a case file in MARTS by “accepting” the human remains into the system. Prepare all MA documents in MARTS if available. If MARTS is not operational, follow the guidance for preparation of paper forms. See Appendix C for information on completing paper forms.

PROCESSING SECTION

2-48. The method and extent of processing conducted at the MACP depends on the prevailing operational constraints and local MA procedures. A mobile forward MACP might not have the time or support to conduct full-scale processing operations. When the MACP workload is overwhelming, the MACP officer in charge (OIC) or NCOIC may make the decision to follow the minimum hasty processing procedures. The minimum procedures that must be accomplished are: prepare evacuation tags; complete DD Form 1077; remove any ammunition, explosives, weapons, or classified material; place evacuation tag on human remains; and if not already in a human remains pouch, place human remains in a human remains pouch. Put the PE bag in the human remains pouch, then put an evacuation tag on the human remains pouch and seal it. The human remains are then placed in the refrigeration container. A DD Form 1075 (*Convoy List of Remains of Deceased Personnel*) must be prepared. Finally, load the human remains on the transport vehicle. The driver must sign for the human remains on the DD Form 1075.

2-49. When human remains are taken to the processing area, personnel who operate the processing section examine all documents in the case file and the state of the human remains. Check to see if a DD Form 1380 (*Tactical Combat Casualty Care (TCCC) Card*), Standard Form (SF) 600 (*Medical Record—Chronological Record of Medical Care*), or DD Form 2064 (*Certificate of Death Overseas*) is present. Certified medical authority will pronounce death and complete a DD Form 2064 or other appropriate documents for transport of the human remains back to a designated military mortuary. On the death certificate, the cause of death will be listed as “Pending AFMES determination.”

2-50. The state of the human remains should be checked to determine if they are intact. In cases where human remains are missing major portions, check to see if there is any documentation from the unit indicating that a search for missing portions was conducted. If sufficient documentation does not exist, attempt to contact the unit for a report. After all attempts to recover major portions have been exhausted, generate a certificate of non-recoverability of missing major portions. **Do not delay shipment** of the recovered remains in order to search for missing portions. Include this certificate in the case file. If information is received after the human remains have been evacuated, prepare a message stating all pertinent information and forward it through higher headquarters to the JMAO.

2-51. Chain of custody and inventory integrity for decedent effects (DE) is a primary responsibility of the MA community; two person controls will be maintained while conducting an inventory of DE or PE. Identify, inspect, and record all official military and personal ID media, and personal clothing and

equipment using DD Form 890 (*Record of Identification Processing [Effects and Physical Data]*) and DD Form 1076 (*Military Operations Record of Personal Effects of Deceased Personnel*). Figure C-1 has an example of DD Form 890 located on page C-3. Search all personal equipment, clothing, pockets, and the areas around the neck, wrists, and fingers for PE. (Note: Be particularly careful during processing to avoid contaminating or destroying forensic evidence. Carefully remove the DE from the pockets to record the content and place the items back in the original location. Minimize handling to preserve physical and biological forensic evidence. DE should not be removed from the human remains (ID tags, rings). Record the items and leave in place, annotating their location on a DD Form 1076. Pay particularly close attention to locating the ID tags and the ID card. Leave ID tags or ID card in the location found on the human remains. Use official ID media found as a basis for establishing tentative ID. Leave all ID media, PE, clothing and organizational equipment on the human remains for forensic analysis. Inventory DE and record these items on DD Form 1076. Note: No military clothing or military issued items are annotated on this form. Only DE found on the human remains or in the human remains' clothing or equipment are annotated on this form.

2-52. In cases when disassociated effects are received at a MACP, do not attempt to associate them with particular human remains. Create a file using DD Form 1076. Generate a disassociated effects tag (figure 2-3 on page 2-9) for the disassociated effects. The tags will have the words "DISASSOCIATED EFFECTS" written on one side. On the reverse side assign a sequential "D" number to each disassociated effect. Record service letter designator, the unit operating the MACP and MACP number designator. Place the disassociated effects, with one copy of DD Form 1076 and the tag, in the slide closure plastic bag and store in one or more PE bag(s) as needed. Place the other tag on the PE bag. Evacuate the loose PE when evacuating human remains as a separate item. Disassociated effects will not be transported in a human remains pouch or placed in a transfer case. The use of MARTS software at the MACP will facilitate expedient processing and tracking of human remains and PE throughout the process.

2-53. For each human remains two sets of pictures should be taken using a digital camera. Take a full facial picture, complete anterior photo of the remains, then gently roll the body over and take a posterior view of the body. The pictures are used to document the state of the human remains at the time the human remains enter the MA system. Pictures should be stored on disk and only released to the AFMES.

2-54. The original, completed case file should be placed in a closed or sealed plastic bag which is placed inside the human remains pouch. If transporting the human remains inside a transfer case, place the sealed plastic bag inside the document drawer located in the transfer case lid. The duplicate case file is kept at the MACP along with a statement as to whether DE was present on the human remains and if it was evacuated from the MACP. Additional documentation that could be in the file includes a DD Form 1076, DD Form 2064, SF 600 *Medical Record-Chronological Record of Medical Care*, DD Form 1380, DD Form 565; and photos of the human remains. The human remains pouch is then sealed and stored or evacuated. The seal number should already be recorded on the case file and both evacuation tags.

STORAGE/EVACUATION SECTION

2-55. Transportation to evacuate the human remains needs to be well coordinated. When vehicles are used, they must be covered. Aircraft are the preferred method for evacuating human remains. Human remains awaiting evacuation should be kept under refrigeration if available. The temperature of the refrigeration container is maintained between 34 and 40 degrees Fahrenheit (1.1 and 4.4 degrees Celsius). Holding human remains in a refrigeration container will minimize decomposition. Do not freeze human remains under any circumstances. Ensure that the temperature is checked at periodic intervals. Additionally, ensure that maintenance checks are performed as prescribed in applicable technical manuals on the refrigeration unit and generator.

2-56. Use of radio frequency identification tags or current automated identification technology for tracking human remains and PE should be initiated at the MACP whenever possible for better tracking and visibility of human remains and PE. Prior to loading and evacuation of human remains or PE, MA personnel prepare and input required information into MARTS to include tracking information such as barcode tag or radio frequency identification tag. MA personnel ensure that the tag is activated prior to shipment.

2-57. A DD Form 1075 should be initiated. All human remains that are being evacuated at the same time from the MACP should be listed on the DD Form 1075. The driver signs on the DD Form 1075

establishing a chain of custody for the human remains. Give the original copy of DD Form 1075 to the driver. Maintain a signed copy at the MACP for internal records. The evacuation location of the human remains will be annotated on the appropriate DD Form 1077.

2-58. Upon arrival of transportation, human remains should be loaded on a first received or first evacuated basis. Ensure that the human remains are handled in a respectful and reverent manner. Carry human remains feet first and face up. Position human remains in such a manner that prevents the stacking of human remains. Secure human remains in such a manner that prevents shifting during movement.

2-59. Some operations in a theater require logistic support that spans vast areas to include more than one country. This may require a transit collection point. Human remains and DE that arrive at the MACP en-route to the TMEP are assigned a transit number, which is entered on the evacuation tag attached to the human remains pouch or container. The transit number consists of the letter "T," calendar year, MACP branch of service, MACP unit, and MACP identifier. To complete DD Form 1077, enter "T" in block 6, enter the evacuation number and seal number in block 7a, then complete blocks 12 and 13. Normally, there is no need to open the human remains pouch or break the seal. If, however, the JMAO approves removal of the seal, or the seal is broken in transit or at the MACP, the incident must be documented. Record the reason, person responsible, location, and the date and time of the incident on the MA forms accompanying the human remains pouch and in MARTS. Also record any corrective actions taken. Place a new seal on the human remains pouch and record the serial number on the case file, in MARTS, and on the evacuation tags. If PE containers are damaged or seals are broken in transit, the MA personnel will conduct a two-person inventory with the SCMO or Personal Effects Inventory Officer (PEIO) and report any discrepancies to the TMAO and the appropriate investigative agency. If the SCMO is not present, the MA personnel will conduct a two-person inventory and report any discrepancies to the SCMO, TMAO, and appropriate investigative agency. The PE will be packaged, sealed, and marked for onward shipment. MACPs are not staffed to handle PE but can be directed to assist in evacuation to the PE depot. External support may be required to perform this task.

Note: in joint doctrine, Personal Effects Inventory Officer (PEIO) is used in place of SCMO.

THEATER MORTUARY EVACUATION POINT OPERATIONS

2-60. A TMEP will be established with the primary mission of evacuating all human remains and DE to a military mortuary. The TMEP is task-organized to provide the following capabilities:

- Receive human remains and DE from any theater location.
- Perform quality assurance checks on existing documentation or initiate, complete, or obtain required processing documentation. "Receive" human remains in MARTS or initiate documentation in MARTS if a file does not exist.
- Prepare human remains for evacuation or hold and refrigerate human remains until transportation out of the theater can be arranged.
- Coordinate for aircraft and initiate all required shipping and special handling documents.
- Depending on mission requirements, may be required to load, palletize, and tie down transfer cases and transport pallets to the Air Mobility Command cargo special handling area.

2-61. The TMEP when tasked can operate a PE transfer point. When tasked with this secondary mission, the TMEP is organized to:

- Receive pre-inventoried and packaged PE from the SCMO in theater.
- Store and safeguard PE until transportation is coordinated.
- Load, palletize, and tie down PE and transport pallets to AMC cargo holding area for shipment to CONUS JPED.

2-62. The suggested organizational and facility layout is a guide and will differ based on the size of the operating area. When developing a facility layout, consider the following:

- Vehicle and helicopter traffic flow, to include parking.

- Refrigeration, either contracted containers or MIRCS. The MIRCS has the capability to store 15 remains in individual refrigeration units. Army MA companies have MIRCS as part of their authorized equipment.
- Electrical power source or generators.
- Water support.
- Communications.
- Waste disposal (regular and hazardous).
- Ordnance disposal area.
- Supply, equipment, and publication storage.
- Laundry and personal hygiene facilities.
- Morale and welfare recreation facilities.

2-63. In establishing the actual layout for the facility, consideration should be given to structuring the facility in a manner that minimizes the manual lifting of human remains. Figure 2-5 illustrates a suggested layout for a TMEP.

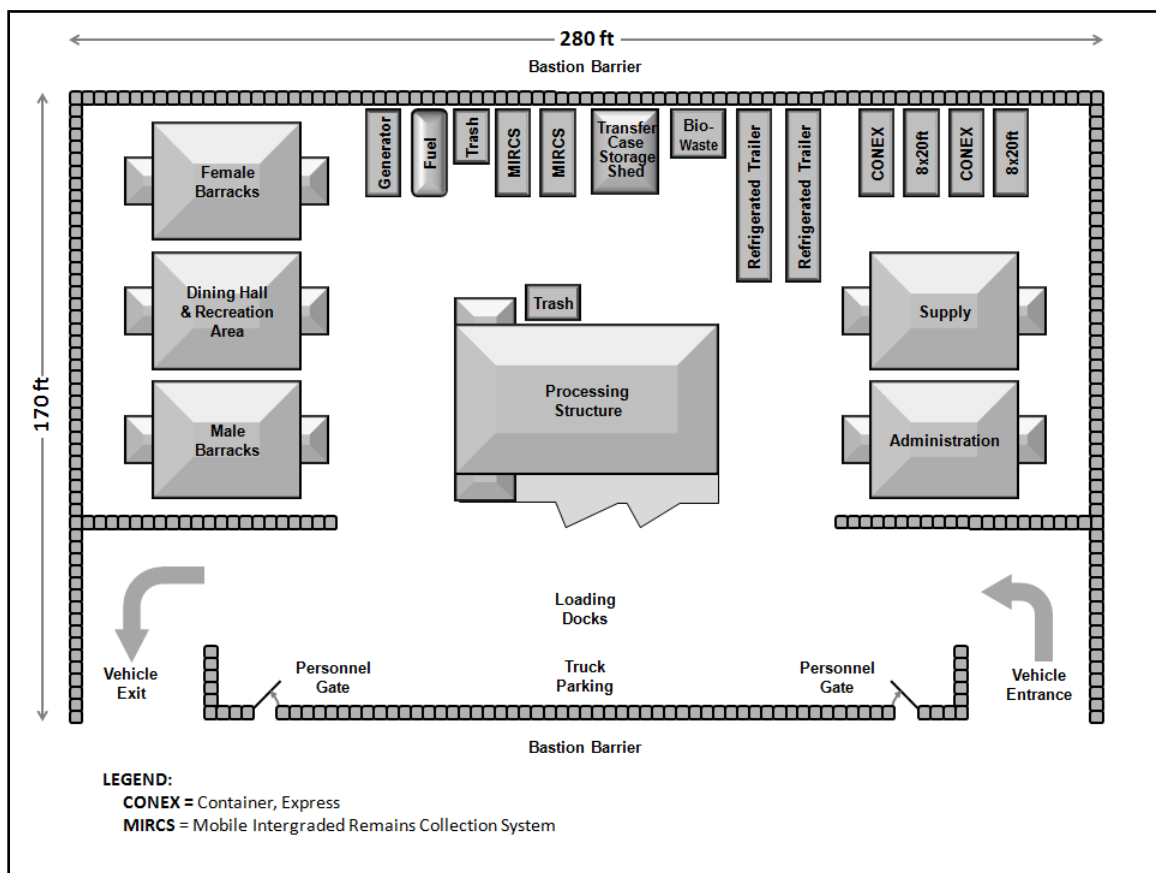


Figure 2-5. Suggested layout for theater mortuary evacuation point

2-64. Consider the supplies and services that a host nation can provide when establishing and equipping a TMEP. Depending on the operational area and contractual agreements, the host nation might be in a better position to provide support. Supplies and services often available through host nation support include:

- Office, communications, and publication supplies and equipment.
- Medical and sanitation supplies and equipment.
- Sanitation and waste disposal treatment and removal.
- Refrigeration vans or trucks.
- Commercial vehicles and materials handling equipment with drivers.

- Bagged crushed ice delivery or equipment to produce ice.
- Maintenance personnel.
- Aircraft cargo loading specialists or laborers.

2-65. TMEP personnel must remember the overall sensitivity of their mission when they use host nation labor.

TMEP STRUCTURE AND RESPONSIBILITIES

2-66. A TMEP is structured into four sections. These sections are receiving, processing, administrative, and evacuation.

Receiving

2-67. Receiving section personnel must meet the driver or persons transporting the human remains, portions, and effects. The receiving clerk:

- Obtains DD Form 1075 from the driver.
- Check off human remains on DD Form 1075 as they are offloaded and ensure that the seal number on the human remains pouch matches evacuation tag and case file.
- Using a detection device, such as a handheld metal detector, digital x-ray, or fluoroscope, conduct a sweep of the human remains pouch for explosive ordnance and unexploded ordnance. Ensure the human remains, portions, or effects are safe for transport. If there is a presence of any type of explosive hazard, immediately evacuate the area, set a perimeter and request explosive ordnance disposal support to remove the explosive ordnance from the human remains prior to processing or transport. All receiving areas should have an area located at a safe stand-off distance from the facility for the use of the explosive ordnance disposal team to conduct emergency disposal of any explosive ordnance. If explosive ordnance disposal personnel require breaking of the seal in order to clear ordnance, request permission from the TMAO or JMAO. Safety of personnel always has priority over procedures. Once the human remains are free of explosives, sign for human remains and PE after completing an inventory with the driver. Refer to ATP 4-32, *Explosive Ordnance Disposal Operations* for proper explosive ordnance disposal support procedures.
- If the TMEP is the first MA facility to receive the remains or PE, the TMEP prepares two evacuation tags using a TMEP evacuation number. The TMEP will also initiate a case file in MARTS and the evacuation number will be automatically assigned in MARTS. If the remains is received from a MACP record the remains on the DD Form 1077 using the assigned evacuation number. The TMEP will receive the remains in MARTS. Note: the evacuation number will already be assigned and no change in evacuation number is required.
- Record entry into the TMEP evacuation log (figure 2-6) based on convoy list data and enter name data on the TMEP case folder. Note: This log entry may be recorded in a standard "RECORD" book or on individual paper logs in order to have a paper copy on hand.
- Enter location of human remains (e.g., processing tent, holding tent, or refrigeration trailer number) on case folder.
- When MACP evacuation tags are not present, secure one TMEP evacuation tag to human remains and one to the human remains pouch. If evacuation tags are present, verify that the evacuation number is correct and record the evacuation tag number on the paper case file. Remove MACP evacuation tags and place in case folder, replace with TMEP evacuation tags, one on remains and one on human remains pouch.

THEATER MORTUARY EVACUATION POINT LOGBOOK									
Operating Organization		Location		Date of Report (DD-MMM-YY)					
54 TH QM Co.		Kuwait		16-Mar-11					
EVAC No	Time Received	Deceased's Info Name/SSN/Branch	EVAC Date	Transfer Case#	Mission#	Aircraft Tail#	Depart Time	Destination	Processing Remarks
R23-11	1300L	Bob Smith xxx-xx-xxxx U-5: Army	16 MAR 11	23	Tork 73	86282	1000Z	ETAR	
R24-11	0200L	Bill John xxx-xx-xxxx U-5: Navy	16 MAR 11	24	Tork 73	86282	1000Z	ETAR	Delivered By:
R25-11	1400L	Jill Kay xxx-xx-xxxx U-5: Navy	17 MAR 11	25	Moose 13	AP1456	1300Z	KDOV	SPC Jones
PT-11	1400L	Disassociated Portions	17 MAR 11	26	Moose 13	AP1456	1300Z	KDOV	SSN: 123-XX-XXXX
									Unit 54 TH QM
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- Prepares transportation documents: DD Form 1384 (*Transportation Control and Movement Document*) (see figure 2-7), DD Form 1387 (*Military Shipment Label*) (see figure 2-8), and DD Form 1387-2 (*Special Handling Data/Certification*) (see figure 2-9). Uses date human remains will be evacuated on forms.
- Places transportation documents and original decedent documents in the case folder to be evacuated with the human remains. Places photocopies of the document in the TMEP case folder.
- Takes case folder that is to be evacuated with human remains to the evacuation NCOIC.
- Prepares and inputs required information into MARTS and uses an advance information technology system for capturing data, such as barcode tags or radio frequency identification tags.
- Transmits data to CONUS using the automated system.
- Dispatches shipping priority message to message center within 2 hours after actual flight departure. Message, at a minimum, must be addressed to: United States Transportation Command, AMC at Scott Air Force Base, Illinois; the destination military mortuary; and the JMAO.

[illegible]

Figure 2-7. DD Form 1384, Transportation Control and Movement Document

- Reviews and completes the TMEP case folder. The case folder is to be filed using the sequential evacuation number.

Evacuation

2-70. The evacuation section's primary functions are to prepare human remains for evacuation and transport human remains to the AMC transportation section for evacuation to the designated DOD mortuary. The evacuation section:

- Receives human remains from quality control (station 4) or from the refrigeration unit.

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

DD FORM 1387, JUL 1999 PREVIOUS EDITION IS OBSOLETE.

Figure 2-8. DD Form 1387, Military Shipment Label

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

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

Figure 2-9. DD Form 1387-2, Special Handling Data/Certification

- Verifies that the case folder paperwork from administration matches human remains and human remains tags.
- Places human remains into transfer case ensuring that only one human remains pouch is placed inside the transfer case. There will be no delay in the evacuation of human remains to the port mortuary. If there are insufficient transfer cases, limited airlift, or any other condition that would delay evacuation of human remains, the designated service component commander may waive

the time requirement for return of human remains after coordination with the JMAO or TMAO, Air Force Contingency fatality operations, applicable service casualty office(s) and AFMES.

- Gives the transfer case and security seal serial numbers to the administrative section for completion of transportation documents message and automation entry.
- Secures human remains with tie-down straps in the transfer case. Human remains should be secured so that the human remains will not shift during transport. Figure 2-10 indicates the recommended placement of the human remains, ice, and case file in a transfer case.

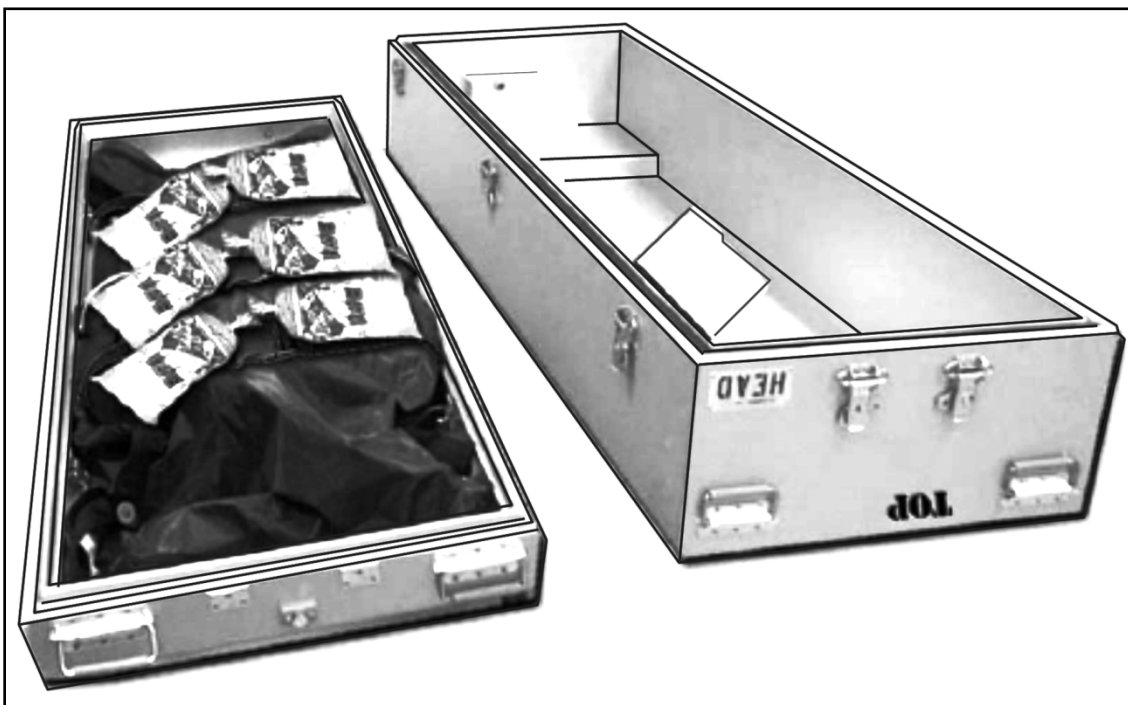


Figure 2-10. Recommended placement of human remains, ice, and case file in a transfer case

- Double seals case file in plastic slide closure bag and secures, with duct tape, to the inside top of transfer case, or if using the improved transfer case, places in transfer case document compartment.
- Places bagged wet ice (approximately 40 to 80 pounds) in the transfer case but not in direct contact with human remains. Place ice on the outside of the human remains pouch on and around human remains, but never on top of the face. Ice should be placed as indicated in figure 2-10.
- Secures lid to the transfer case and puts on seals at the top and the bottom for security.
- Places DD Form 1387 (*Military Shipment Label*) on top of transfer case at the head end approximately 6 inches from the edge (do not cover transfer case number).
- Places DD Form 1387-2 (last copy) into plastic packing list and affixes to transfer case as directed by AMC.
- Transfer cases may be palletized to utilize limited airlift support for transport. If transfer cases are palletized, then draping the transfer case with the U.S. flag is not authorized. Utilization of U.S. flags for draping of transfer cases in a conflict operation is authorized and will be utilized when available. The transfer case will be inspected and prepared for dignified transfer upon its arrival in the U.S. prior to being transferred to the port mortuary.
- Palletizes transfer cases when required. (Maximum 12 per pallet. No more than 4 high.)
- Places a radio frequency identification tag on each transfer case and if palletizing, places one additional radio frequency identification tag securely to the pallet.
- Places cargo net and tie-down straps on or over cargo.
- Lifts pallet onto truck.

- Provides driver with copies of DD Form 1384 (*Transportation Control and Movement Document*) and DD Form 1387-2 (*Special Handling Data/Certification*) for each human remains.
- Delivers human remains to U.S. Air Force flight line cargo section.
- Turns over paperwork and human remains to U.S. Air Force.
- Ensures that cargo section signs for receipt of human remains on DD Form 1075.

2-71. When the TMEP is tasked to handle PE, it processes the PE of deceased or missing personnel. Units are responsible for transporting pre-inventoried (with signed inventory form) and packaged PE to the TMEP.

NON- U.S. REMAINS AND PE HANDLING PROCEDURES

2-72. The TMEP will coordinate with the TMAO for the return of enemy and local national human remains and DE to the host nation government. Enemy combatants and local national human remains will be processed with the same care and respect afforded U.S. or partner nation human remains. Enemy and local national human remains will be stored in separate refrigerated units from those used for U.S. or partner nation human remains. Utilization of international agencies for the coordination of host nation and local national human remains repatriation back to local control is encouraged (i.e., Red Crescent or International Red Cross).

2-73. Handling of multinational partner human remains will be in accordance with established international agreements or standardized agreements in place. If no standing agreements or policies are in place, then current U.S. policy and procedures for handling U.S. human remains will be used. Multinational partner human remains will be accorded the same care and respect given to U.S. human remains. The TMEP will coordinate through the TMAO or JMAO and embassies for the repatriation of these human remains to the country of origin.

2-74. The U.S. commander of the facility or U.S. unit exercising custody over the human remains shall report the death to the responsible investigative agency and TMAO or JMAO. The TMAO or JMAO and investigative agency will contact the AFMES to determine whether an autopsy will be performed on the remains of a detainee. The investigative agency representative will accompany the detainee remains to the nearest MACP for transport and evacuation in accordance with GCC policies and procedures. Detainee human remains will not be processed by MA personnel. The detainee remains will be placed in the human remains pouch with minimal handling, and the human remains pouch will be sealed and prepared for evacuation. An evacuation number and appropriate shipping documents will be prepared by MA personnel. For additional guidance on detainee operations, see JP 3-63, *Detainee Operations*.

PERSONAL EFFECTS IN A THEATER OF OPERATIONS

2-75. When human remains arrive at the MACP, personnel will conduct an inventory of all DE and organizational equipment that may accompany the human remains. With as little handling as possible and extreme care not to damage any forensic evidence, inventory but do not remove DE from the remains. Sentimental DE (e.g., rings, jewelry, religious medals) and other high-value effects shall be inventoried and will remain with the human remains. Only the AFME is qualified to determine if DE are or are not needed for ID. Removal of DE may cause loss of forensic evidence. Do not remove organizational and government equipment (other than weapons, munitions, mission essential serialized equipment (e.g. night vision goggles, or classified items) from the human remains. Individual combat clothing and individual equipment should not be removed from the human remains, but may be shifted to search for explosive ordnance, unexploded ordnance, weapons, ammunition, and classified materials. Weapons and mission essential serialized equipment that is removed is returned to the unit or turned in through normal supply system procedures. Classified items are turned into the appropriate authority. Do not remove the ID tags and ID cards under any conditions. Keep them in the original location on the human remains where they were found at the time of recovery if there is no risk that they will become unsecured or lost. Decedent effects are inventoried and left in the original location on human remains for evacuation to the servicing mortuary.

2-76. MACPs should not be utilized for PE collection at the unit as they are not adequately staffed or equipped to conduct this mission. When required the MACP may be asked to assist in the shipping of missing and deceased personnel PE. When this occurs the SCMO is still responsible for the collection,

inventory, and transport to the MACP. The SCMO is required to accompany the PE and provide the completed inventory to the MACP for upload into MARTS. When the MACP receives PE delivered by SCMOs, the following processing occurs.

- Upon arrival, MACP personnel verify that packages are sealed and properly labeled. A frequency identification tag, barcode tag, or package label is placed on the outside of the PE container. The tag or label will record the appropriate information regarding casualty status, decedent, PE, and organization. Personnel verify that the name on the package label matches the name of the signed inventory sheet and annotate on the inventory sheet that the package was sealed at arrival. The signing of the inventory sheet only certifies liability for the actual sealed package and not the contents inside the package.
- Establish a case file for each decedent's PE received.
- Assign an evacuation number for all packages pertaining to a particular individual. The evacuation number consists of three parts: a numerically sequential case number, the location of the MA facility, and the number of packages containing PE for the particular individual. Record the evacuation number on the case file and on all applicable inventory sheets and DD Form 1076 inside the file.
- Prepare and secure an evacuation tag to each package pertaining to a particular individual. Place a plastic packing list envelope on each package and place a copy of the inventory sheet for that package inside the envelope.
- Complete a DD Form 1076 and have the SCMO and the receiving authority sign for the PE. Evacuate the PE in accordance with current policy and procedures. SCMO receives receipt for PE from the MACP to accompany their SCMO report to CMAOC. If SCMO arrives at MACP without PE being secured or inventoried; a joint inventory must be conducted.

2-77. The TMEP role in handling PE in a TO should be limited to decedent effects whenever possible. The TMEP is not adequately staffed to function as both a TMEP and a TPED. The TMEP will have the primary responsibility of accounting for decedent effects in a theater of operation. The TMEP will ensure that all decedent effects are accounted for and properly stored for shipment to reduce damage. Any discrepancies in decedent effects records will be investigated and accounted for by the TMEP. The seal should never be broken just to re-inventory decedent effects. However, when the JMAO or TMAO has authorized the breaking of the human remains pouch seal, the decedent effects will be re-inventoried to ensure that all decedent effects are accounted for. The human remains will not be delayed in transit to rectify decedent effects discrepancies.

2-78. When the TMEP is tasked to handle PE as an in-transit transfer point, it processes PE in the following manner.

- Upon arrival, TMEP personnel verify that packages are sealed and properly labeled. A frequency identification tag, barcode tag, or package label is placed on the outside of the PE container. The tag or label will record the appropriate information regarding casualty status, decedent, PE, and organization. Personnel verify that the name on the package label matches the name of the signed inventory sheet and annotate on the inventory sheet that the package was sealed at arrival. The signing of the inventory sheet only certifies liability for the actual sealed package and not the contents inside the package.
- Establish a case file for each decedent and include each package of PE received.
- Assign an evacuation number for all packages pertaining to a particular individual. The evacuation number consists of three parts: a numerically sequential case number, the location of the MA facility, and the number of packages containing PE for the particular individual. Record the evacuation number on the case file and on all applicable inventory sheets and DD Form 1076 inside the file.
- Prepare and secure an evacuation tag to each package pertaining to a particular individual. Place a plastic packing list envelope on each package and place a copy of the inventory sheet for that package inside the envelope.
- Record all information relating to the shipment in MARTS.

THEATER PERSONAL EFFECTS DEPOT (TPED) OPERATIONS

2-79. A TPED may not always be established in a TO. A TPED may be established to facilitate the transport of PE from the theater to the CONUS PE depot or JPED. The primary mission of the TPED is to receive, safeguard, inventory, store, process, and evacuate PE for deceased and missing personnel. Establishment of a TPED allows for consolidation of assets to support this mission. MACPs are not staffed to provide this support. The following planning factors should be considered when determining if and where a TPED will be established.

- The amount of PE to be processed and evacuated out of the AOR as well as the assets and personnel required to establish a TPED.
- Availability of air transport is a key factor along with facility requirements. Site selection, development, and sustainment are major factors in determining the value of a TPED.

2-80. For accountability, a two-person inventory will be conducted by the person delivering and receiving a deceased and missing person's PE when the containers are damaged or when seals or locks are broken. If no inventory is required, chain of custody receipt will reflect secured PE containers only. A receipt will be provided to any person delivering PE to the TPED. The receipt provides a chain of custody, establishes an inventory of items, and documents the acceptance and release of responsibility for PE. When possible, digital photographs of high-dollar-value items will be taken and forwarded as part of the documentation with the PE shipment. Copies will be retained at the TPED.

THEATER PERSONAL EFFECTS DEPOT FUNCTIONAL SECTIONS

2-81. The TPED is structured into four main sections: receiving, processing, storage and shipping, and administrative sections. See figure 2-11 for a PE depot layout. The primary functions of each section of the depot are as follows:

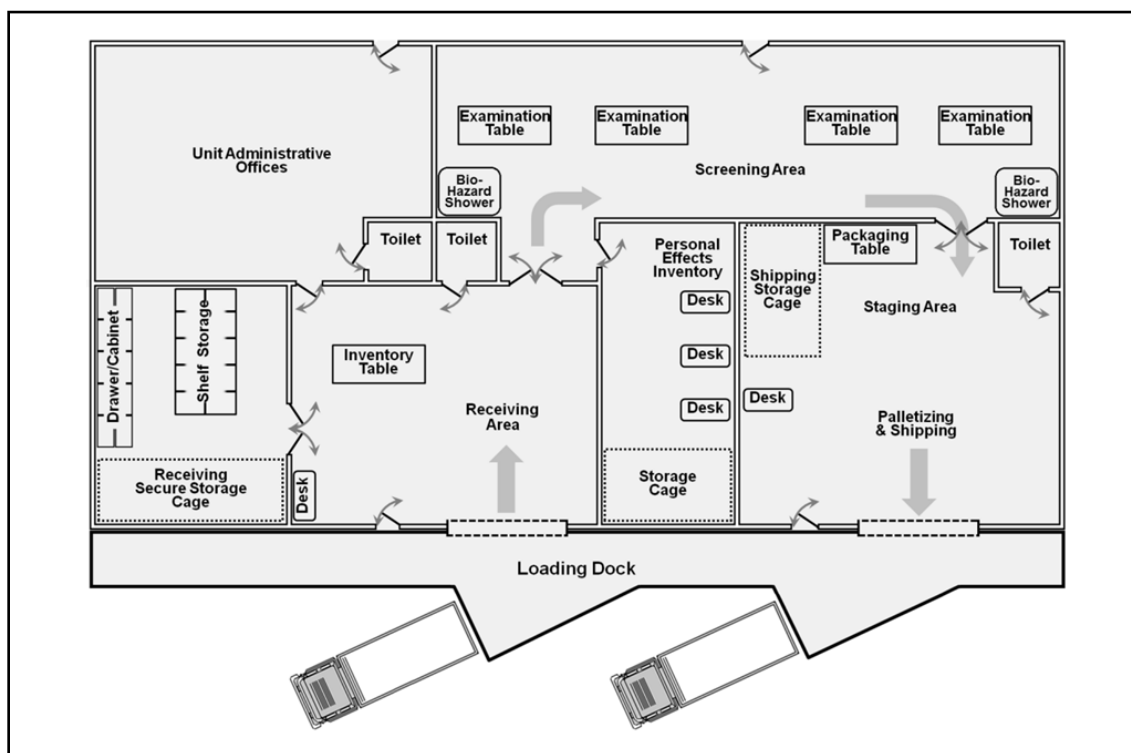


Figure 2-11. Layout for a personal effects depot

- Receiving section receives, accounts for, and stores all PE.
- Processing section screens, inventories, and packages PE.

- Storage and shipping section initiates required shipping documents, coordinates for transportation, ensures tracking device is activated, and consolidates packages for shipment.
- Administrative section prepares and maintains all required reports and case files and provides administrative assistance to the SCMO.

Receiving Section

2-82. When the PE depot is located in the operational area, personnel who operate the receiving section accomplish the following tasks:

- Meet with organizational representatives.
- Log the case in the PE depot logbook (see figure 2-12). Assign a case number for each case. The case number consists of a sequential number and the current year. Record the case number and PE depot name and location on all processing documentation.
- Obtain all inventory sheets or DD Form 1076 from the unit representative.
- Establish a paper case file for each individual and an automated case file in MARTS.
- Record the name, rank, SSN, and branch of service of the individual on the top of the case file.
- Conduct a joint inventory to verify and account for all items on the inventory sheets or DD Forms 1076 when the containers are damaged or when seals or locks are broken.
- Record any discrepancies on the inventory sheet and initiate an investigation, if necessary.
- If the discrepancy cannot be resolved internally, turn the case over to the appropriate criminal investigation agency and continue to monitor progress of the investigation.
- Obtain the correct casualty status of the individual for each package of PE.
- Process the PE of deceased and missing personnel for shipment to the CONUS PE depot.
- Ensure all data is properly entered into MARTS.
- Secure and store PE until they are shipped to the CONUS PE depot.

PERSONAL EFFECTS DEPOT LOGBOOK									
Operating Organization		Location		Date of Report (DD-MMM-YY)					
54 th QM Co.		Kuwait		12-Mar-13					
EVAC No	Time Received	Deceased's Info Name/SSN/Branch	EVAC Date	Transfer Case#	Mission#	Aircraft Tail#	Depart Time	Destination	Processing Remarks
E3-13	1300L	Bob Day XXX-XX-XXXX U.S. Army	12 MAR 13		Glide 24	CH448	0130Z	KDOV	Delivered By:
E4-13	1300L	Jane Smith XXX-XX-XXXX U.S. AF	12 MAR 13		Glide 24	CH448	0130Z	KDOV	SSG Rice
E5-13	1700L	Mary Frost XXX-XX-XXXX U.S. Army	15 MAR 13		Torch 16	P-032	1800Z	KDOV	SSN: 184-XX-XXXX Unit 54 th QM Delivered By:
									SSN:
									Unit
									Delivered By:
									SSN:
									Unit
									Delivered By:
									SSN:
									Unit

Figure 2-12. Personal effects depot logbook

Processing Section

2-83. This Processing Section is used when the PE are not already inventoried and containerized by the SCMO.

- Complete documents for any items removed from the PE that is not being shipped. (Only remove items that are classified, hazardous, or that did not meet customs requirements.) Update entries in MARTS.
- Document all PE on DD Form 1076 as required.
- Check the case file to determine the exact location of all PE for the individual.
- Screen and inventory all items.
- Place inventoried items into a container with the documents.
- Deliver the container to the storage and shipping section.
- If the PE are not going directly to shipping, all high-dollar-value items and official personal papers must be secured in an individual container and stored in a safe or in a locked security cage. Annotate on the case file where those items are stored.
- Line all containers with packing material.
- Wrap all items that may become damaged in shipment.
- Place items in the container in reverse order from that appearing on the inventory to allow for the unpacking of the items in the order shown on the inventory.

Storage and Shipping Section

2-84. Prepare the PE for shipment by completing the following:

- Select proper size containers for shipment.
- Coordinate for a customs inspection, if required, to coincide with the actual packing of PE.
- Place a copy of the Packing list both inside the container lid and on the outside of the shipping container prior to closing the container.
- Write data to the advance information technology device, such as a frequency identification tags. Activate the frequency identification tag and request quality assurance NCOIC verify procedures have been followed. Place the activated frequency identification inside the container. Ensure frequency identification data is entered into MARTS.
- Verify that the status on the container matches the status shown on the inventory documents. Attach a plastic packing list envelope to the outside of each container. The advance information technology device or label will record the appropriate information regarding casualty status, decedent, PE, and organization.
- Close and seal the container for shipment. Record Seal numbers and frequency identification tag numbers in MARTS.

2-85. The quality assurance NCOIC of the storage and shipment operations verifies:

- The contents packed against the inventory sheet for accuracy.
- That all items are packed in a professional manner according to current directives and guidance.
- That containers are securely sealed and in good working order upon completion of packing.
- That proper labels and shipping documents are placed on the container.
- That items are shipped to the correct address—CONUS PE depot or as directed for non-U.S. personnel.
- That all containers are shipped on a government bill of lading or by registered or insured mail.
- That disposition instruction are requested and implemented for oversized items.
- That data is correctly written to the advance information technology device (frequency identification tag) and the data on the frequency identification tag is correctly associated and visible in the radio frequency in-transit visibility server.
- Completion of the required shipping documents based on previous coordination with AMC transportation personnel and coordinates for an aircraft.
- Palletized Containers and arrange for transport of the pallets to the AMC cargo section. The quality assurance NCOIC sends a representative with the pallets to the AMC cargo area. Upon delivery of the pallets, the representative obtains a signature on DD Form 1384 (*Transportation Control and Movement Document*) from the AMC cargo representative.

- PE are stored in a secure location with controlled access. Items should be individually sealed once inventory has been completed. Access is granted maintaining two-person control. High-value items need to be given another level of security—locked in a safe or a cage—again maintaining two-person control.

Administrative Section

2-86. This section performs the following:

- Provides administrative assistance to the NCOIC of the PE depot.
- Prepares and maintains the original case files.
- Prepares and maintains an internal copy of each case file to document all events pertaining to the case.
- Monitors the status of the PE.
- In cases of missing PE, initiates and conducts appropriate inquiry to determine loss or theft. Report suspected thefts of PE to appropriate law enforcement agencies. Reports the loss of PE via chain of command for appropriate disciplinary action.
- Requests disposition instructions for oversized items of PE.
- Coordinates the return of any multinational and enemy PE that may be in the custody of the TPED through command channels to the appropriate government or representative.

2-87. Figure 2-13 depicts the evacuation channels for the flow of human remains. Depending on transportation support and the evacuation support plan, human remains might be evacuated through several MACPs that serve as intermediate or transit points before they arrive at a TMEP.

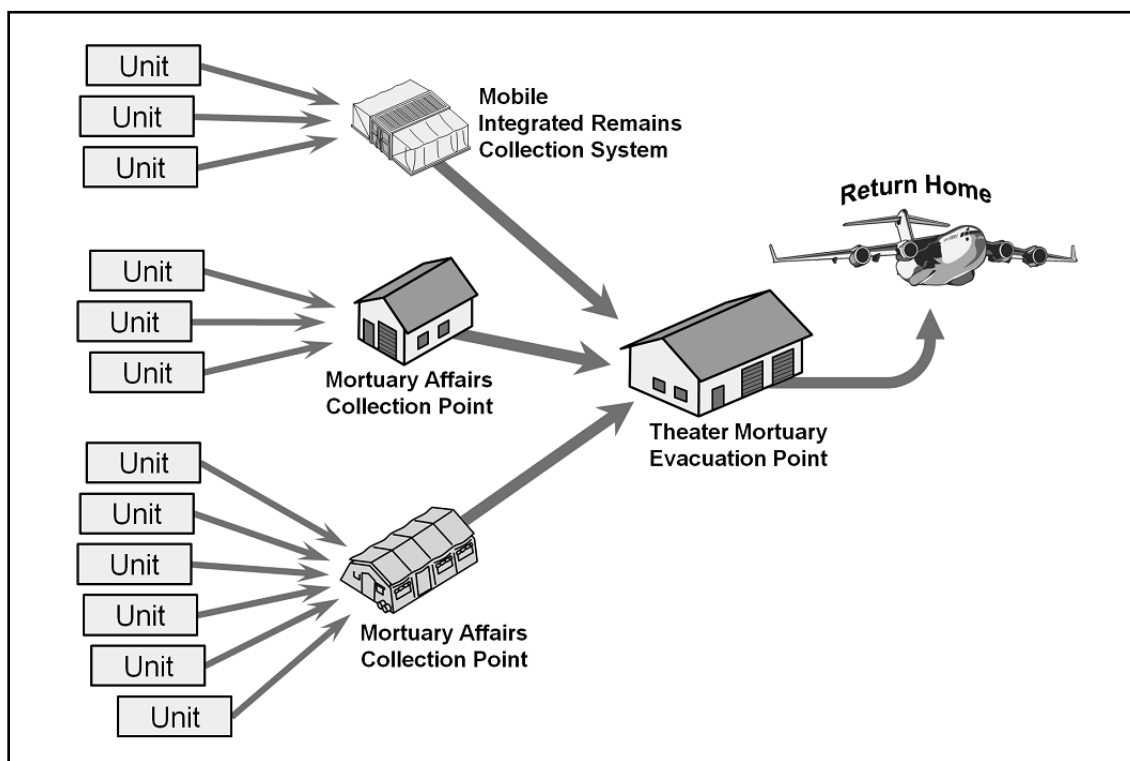


Figure 2-13. Evacuation channels

TEMPORARY INTERMENT/DISINTERMENT OPERATIONS

2-88. When human remains cannot be rapidly evacuated out of a TO, they will need to be under temporary storage or interment. Interment should be used as a last resort. Commanders are responsible for temporary

storage, interment, and disinterment operations to ensure the preservation and accountability of human remains under their control. When conducting interment or disinterment operations, it is important to take religious considerations into account when feasible.

INTERMENT TECHNIQUES

2-89. The interment site may consist of any number of rows. Each row holds 10 human remains, head to foot, lengthwise. The rows are approximately 70 feet long, 3 feet deep, as wide as the earth-moving equipment blade (minimum of 2.5 feet) 7 feet between rows. 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.

PROCESSING

2-90. When human remains are received all documentation and information is turned over to interment site personnel. If a list of human remains is present, it is verified as the human remains are offloaded. Upon verification, MA personnel sign for the human remains. Perform the following steps upon processing:

- Assign each human remains an interment processing number by using the next available sequential number from DD Form 1079, (*Interment/Disinterment Register*). Use one page of DD Form 1079 for each row of 10 human remains. The number consists of a cumulative number and the current calendar year (e.g., 00024-02).
- Prepare two metal tags for interment operations, (figure 2-14). Etch the processing number on each tag and attach both tags to the human remains. One tag will later be attached to the interment shroud.
- Initiate a case file for each human remains, labeling the file with the interment processing number the name, rank, SSN, and branch of service for each human remains. Include any documentation generated at the CP as part of the interment case file.

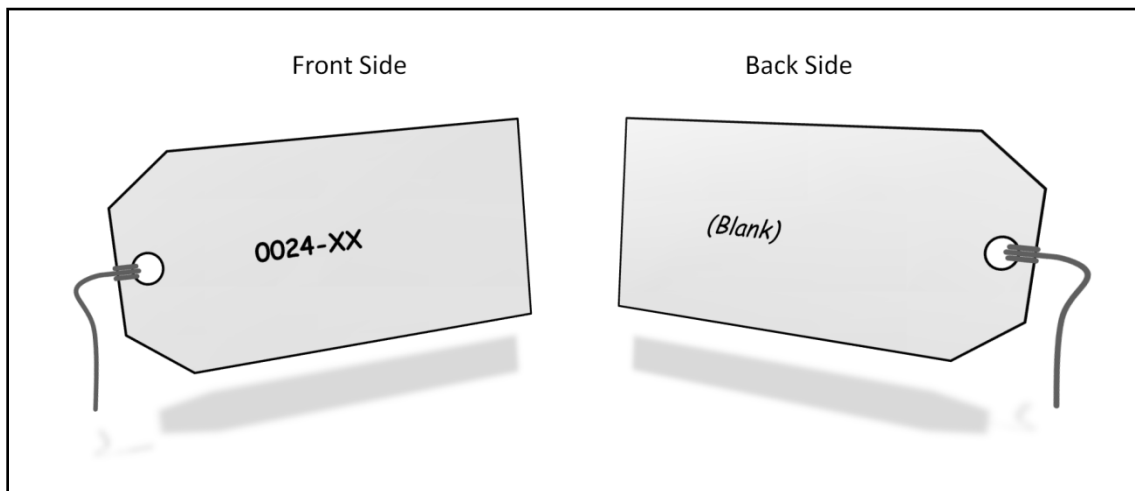


Figure 2-14. Interment processing tag

- Search human remains for ID media (e.g., ID tags, ID card, billfold items with name, clothing nametags), or anything else that might help. Establish tentative ID based on one or more of the above ID media. 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 human remains are placed in a plastic bag and attached to the human remains for interment. Personnel should ensure that the bag is sealed securely. Do not remove ID tags or ID card from human remains.
- Complete DD Form 894, [*Record of Identification Processing (Fingerprint Chart)*] by printing all available fingers. Ensure that the DD Form 894 is placed in the case folder.

- Place the human remains in a human remains pouch or wrap with shrouding material. Remove one metal tag from the human remains and attach it to the outside of the human remains pouch or shroud.
- Then assign the next available interment site row and space number (e.g., Row 10, Space 6), on DD Form 1079, Blocks 10 a. and b. The assignment of the actual row and space number to the human remains should not take place until the human remains are located at the interment site. Enemy, multinational, and Armed Forces of the United States human remains 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 human remains in the assigned row and space, in a head to foot relationship to other human remains. Place all completed forms in the case folder. Write the name and SSN of the human remains on the folder label, along with the processing number.

CLOSING THE SITE

2-91. When all interments have been completed in each row, the row may be refilled. A bucket loader-type vehicle should be used for refill. Care should be taken not to drive over the rows, even after they have been refilled.

2-92. The beginning and end of each row should be marked with a metal stake. The stake should extend into the ground at least 2 feet, and 2 feet should be left above ground. Securely affix a metal tag to each stake indicating the row number. Use a global positioning system device (if available) to determine the location of each row, and record it on DD Form 1079, Block 4. All forms and records will be hand-carried by special courier to the JMAO or TMAO. The JMAO or TMAO will provide one copy of all records of HN or adversary interments to the HN government. The JMAO or TMAO will send the original records for all interments conducted by US forces to the JMAC for archive. The JMAC is required as part of Army EA responsibilities to collect and maintain complete MA records as required.

ROW DISINTERMENT TECHNIQUES

2-93. Whenever personnel are conducting disinterment operations, they should wear M-95 (high efficiency particulate air) respirators, gloves, aprons, and other types of protective clothing in accordance with component services health and safety guidance.

2-94. Once in the general area of the interment site, the global positioning system device, in conjunction with maps, may be used to determine the exact location of each row.

2-95. A chaplain, if present, may offer a prayer or other appropriate religious support. If a chaplain is not available, the senior military person may lead those present in 60 seconds of silence, with bowed heads, as a memorial. Perform the following upon disinterment:

- Open the row from either end. Using a backhoe and digging with care, the operator may dig down approximately 1 1/2 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 human remains.
- Remove the dirt from all sides of the human remains carefully. Look for the metal tag that was pinned to the outside of the human 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 human remains pouch or shroud.
- If the human remains pouch or shroud is not intact, the soil in the immediate area should be sifted for skeletal anatomy and PE.
- Place human remains and human remains pouch on a litter and remove them from the row or interment site.

- Refill all rows and return the area as closely as possible to the original condition after all rows have been opened and human remains removed. Human remains are processed at a MACP adjacent to the disinterment site.

2-96. The NCOIC will report through command channels to the JMAO or TMAO when all human 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 or TMAO is responsible for turning the land back to the appropriate host government agency. If the human 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.

2-97. The use of non-military MA support or host-nation support and theater support local national or third country national support should be limited to general labor, administration, transportation, and facility support. Only U.S. military, U.S. Government civilians, or DOD contracted civilians should be used to accomplish search, recovery, processing of U.S. human remains and inventory of PE. If an agreement cannot be negotiated, MA support is performed under current U.S. military procedures.

GUIDANCE ON INTERMENT AND DISINTERMENT OF NON-U.S. MILITARY

2-98. MA support for military dependents or U.S. civilians accompanying or employed by U.S. forces is performed in a manner similar to that provided for U.S. military personnel. The same records and reports are used.

2-99. For multinational operations, the U.S. may or may not be the lead nation for the multinational force. Existing standardization agreements should be used whenever possible to facilitate common policies and procedures among participating nations. If agreements do not exist and the U.S. is the lead nation, U.S. policy and doctrine have primacy. If agreements do not exist and another nation is charged with lead nation responsibility, U.S. policy would apply only to U.S. forces and citizens, unless otherwise adopted by the multinational force. The geographic combatant commander should exercise situational judgment if required to blend MA throughout the multinational force. The following techniques are applicable where no other guidance is available.

- When possible, the same records and reports as for U.S. military personnel are accomplished and maintained.
- When interment is required, separate interment sites should be established for the interment of multinational and enemy dead. Separate sections are provided for U.S., multinational, and enemy deceased when circumstances require interment in a U.S. interment site.
- PE of multinational personnel is processed in accordance with standing agreements. In the absence of agreements, PE are processed in the same manner as in current MA procedures.
- Processing of human remains and PE of enemy Prisoner of War will be in accordance with the Geneva Convention Relative to the Treatment of Prisoner of Wars.
- Civilian detainees will be processed in accordance with the Geneva Convention Relative to the Protection of Civilian Persons in Time of War.

2-100. Proper personal health and sanitation practices are vitally important as handling human remains in various stages of decomposition can result in exposure to both medical and biological hazards. The potential for infection and the spread of contagious disease although low is always present. Decedents with chronic infections with blood borne viruses (hepatitis or human immunodeficiency virus), tuberculosis, or diarrheal disease are more likely than those with epidemic-causing infections such as plague, cholera, typhoid or anthrax. Most infectious organisms do not survive beyond 48 hours in human remains although there are exceptions such as human immunodeficiency virus. Therefore, MACP personnel handling human remains or working in the areas where human remains have been should always be conscious of sanitation hazards and keep themselves and their work areas clean. To prevent the contraction or spread of infection, personnel handling human remains should adhere to the following health and sanitation guidelines:

- Always wear disposable surgical gloves, M-95 surgical masks, aprons or over-garments, and eye protection. Change gloves after each use and dispose of properly in a bio-hazard bag.
- Scrub hands, forearms, and any other body portion that came into contact with the human remains or the bodily fluids of the human remains. Use a medicated or disinfectant soap.

- Avoid wiping face or mouth with hands.
- Shower, cleansing the entire body, including the hair at the end of the duty day in which human remains were handled.
- Dispose of all contaminated protective equipment in accordance with local policy.
- Thoroughly wash and disinfect all equipment, clothing, and vehicles that came into contact with human remains or fluids of the human remains.
- Personnel should maintain current vaccinations recommended for medical personnel and first responders.

2-101. For additional personal health and sanitation guidance refer to *United States Army Public Health Command* website or Technical Guide (TG) 195, *Safety and Health Guidance for Mortuary Affairs Operations: Infectious Materials and CBRN Handling*.

Chapter 3

Mortuary Affairs in Unified Land Operations

The importance of mortuary affairs on the modern battlefield is evident. It is important you understand the concepts of offensive, defensive, and stability operations so that you have the basic knowledge to plan, prepare and execute the basis of contingency fatality operations. The training of Soldiers in search and recovery techniques, identification of fallen comrades, and appropriate burial that includes the performance of military rites for the deceased will be addressed in this chapter.

OFFENSIVE TASKS

3-1. Offensive tasks are characterized by speed, precision, mobility, and high intensity. These operations generally seek to seize, retain, and exploit the initiative to defeat the enemy decisively. Army forces attack simultaneously throughout the AO to throw enemies off balance, overwhelm their capabilities, disrupt their defenses, and ensure their defeat or destruction. Often during offensive tasks, planning is conducted in a time-constrained environment where the focus is to quickly develop a flexible, tactically sound, and fully integrated and synchronized plan.

3-2. Casualty rates of friendly forces tend to be higher during offensive tasks. The higher casualty rate is generally coupled with fast-paced forward movement of troops and material. With these characteristics in mind the MA planner must ensure that adequate assets are allocated and placed for the operations. Plans should be flexible enough to allow for units to adapt to the rapidly changing situation. In addition to operational flexibility, MA plans must provide mobility and options to the combatant commander. The MA planner must ensure that the commander is not limited to one course of action because of mismanagement or inadequate MA planning.

3-3. Planners must consider the higher casualty rates as well as the more frequent moving of the logistics bases associated with offensive tasks. Often during offensive tasks ground LOC are congested with the forward movement of troops and material. Additionally, on the noncontiguous battlefield the LOC may begin to lengthen between the rapidly moving force and the support areas from which the MA personnel will be working. These factors place greater importance on MA planners coordinating the expedient evacuation of remains. Remains must be evacuated to the nearest MA facility as quickly as logistically possible using every evacuation means available to the unit.

3-4. MA Planners must continually emphasize the importance of evacuating remains using any assets available, specifically ground and air backhaul. The fact that evacuating remains is always a national priority, coupled with the instability and congestion of ground LOC, places greater emphasis on air evacuation during offensive tasks. Refrigeration assets are to be used as a storage area. They are only authorized for holding remains until all processing is complete and evacuation assets have arrived.

DEFENSIVE TASKS

3-5. Defensive tasks are not a passive activity nor are they stationary units awaiting an attack. Defensive operations use mobile and static elements. Operationally, the defense is used to buy time, economize forces, and develop conditions favorable for resuming offensive tasks. Commanders will position sustainment MA assets to best support the forces in the defense and survive.

3-6. Sustainment MA planners must have full understanding of the operations and the commander's intent. Specifically, planners must be prepared to resume any offensive tasks projected to follow the defense. The plan must take into account both the enemy's most probable course of action and the most

dangerous course of action. These two courses of action will have direct impact on the placement of MA assets in the AO. Specifically, these courses of action will determine current and projected locations of the MACPs and MACRMS.

3-7. MA planners must strive to support the defense in depth. Because of the fixed nature of MA assets and evacuation routes, they are more vulnerable to enemy action. MA planners must identify both primary and secondary LOC for evacuating the remains of friendly, enemy, and local nationals. Owing to the unique nature of defensive operations, MA units will handle fewer friendly remains but have the chance of handling increased numbers of enemy and local remains. Planners must be aware of this, and ensure that policies and procedures are established for the prompt, dignified return of these remains to local government officials, red cross or red crescent or family members. Coordination may be made with the JMAO/TMAO for clarification on these policies. Only the GCC can authorize temporary interment of remains and only when no evacuation means exist.

3-8. Individual units must identify MA evacuation plans for all units, including reconnaissance assets located away from the defensive lines. Additionally, units must develop contingency plans and alternate evacuation routes for remains if their supporting MACP is lost to enemy activity. As with all operations, refrigeration assets are to be used for the storage of remains. Refrigeration units are used only to hold remains until all processing is complete and evacuation assets have arrived. MA units must arrange to evacuate the remains to the nearest MA facility as quickly as possible. For more information on offense and defense operations, see FM 3-90-1 Offense and Defense Volume 1.

STABILITY TASKS

3-9. Stability tasks are often conducted in noncontiguous areas of operation (AOs). Stability tasks are often time and manpower intensive; they are inherently complex and place great demands on small units. The MA planner must take into account the noncontiguous operational environment. MA assets must be placed into positions that best support the commander's intent and increase the effectiveness of the overall mission. Sustainment and MA in stability operations often involve supporting U.S. and multinational forces in a wide range of missions. These missions range from long-term logistics-focused operations in humanitarian and civic assistance to major short-notice peace enforcement missions. Sustainment, specifically MA assets, must be tailored to the specific requirements of the stability mission. See ADP 3-07, *Stability* for more information on stability operations.

3-10. Often MA assets operate far from their traditional LOC. MA units must be tailored to the actual mission, and may therefore be deployed in nontraditional methods. For example, a MACP positioned on an APOE in a small-scale stability operation may serve as its own TMEP if the estimated casualty rate is less than 20 per day. In such a situation the MA planner must ensure that evacuation assets leaving the APOE have the capability of reaching a port of entry mortuary.

3-11. For MA personnel, stability tasks often result in frequent and direct contact with the local population. Planners must define the process of how to return civilian remains to the local government, Red Cross or Red Crescent or family members. This includes not only the remains of the local national population, but those of any additional subcontractors brought into the AO in support of the operation. Due to the increased contact with the local population, MA personnel may be required to operate locally contracted equipment and facilities. The contracted equipment may be either integrated into the existing MA assets or used to establish separate MA facilities.

3-12. As offensive and defensive tasks may be necessary to defeat enemies that oppose a stability operation, MA plans for stability operations must remain flexible at all times. MA plans should include handling the remains of joint and multinational coalition Soldiers, civilians, and contractors in the AO. Often the desired end-state of stability tasks is not a short-term goal but requires a long-term commitment. Owing to the unique nature of the MA mission, a long-term plan must include a rotation schedule for MA personnel. The schedule must include adequate time for a battle handoff to the incoming unit and decompression time for the returning personnel.

DEFENSE SUPPORT OF CIVIL AUTHORITIES (DSCA) OPERATIONS

3-13. The mortuary affairs company or any of its subcomponents can be activated in support of U.S. Northern Command for support of civil authorities at the direction of the Secretary of Defense.

3-14. When Title 10 forces are activated for this mission they do not take the lead, they are in support and operate under the policies of the local, state, or federal civil authorities. Information on DSCA can be found in DODD 3025.18.

FOREIGN HUMANITARIAN ASSISTANCE/ DISASTER RELIEF OPERATIONS

3-15. Generally, the adversaries in civil support operations are disease, hunger, or the consequences of disaster. Often the operations are short in duration and meant to assist the local government in regaining control of the situation. Sustainment operations are often the primary focus, and therefore the decisive factor within civil support operations.

3-16. The key to success in civil support operations is interagency coordination. MA planners must coordinate not only with other Army units, but also other services, agencies, and nongovernmental organizations. Actual agencies requiring coordination will vary depending on the operation.

3-17. The mission of MA personnel within civil support operations varies widely and is based upon the specific requests from the host government. Often MA personnel will be required to quickly deploy to the specific region or nation in support of a natural disaster. This gives the force limited time for preparation, and it will often deploy only with mission essential equipment and personnel tailored to support the request. Therefore, it is essential that MA planners clearly understand the host government's request and convey the full requirements to the deploying force.

3-18. Additional information and guidance concerning MA civil support operations can be found in JP 4-06, *Mortuary Affairs*.

MULTINATIONAL AND JOINT OPERATIONS

3-19. Although each country is responsible for providing sustainment and MA support for the forces it deploys, varying degrees of common user logistics support in multinational operations can be expected to achieve economy of effort and to avoid duplication. Allies and coalition partners can delineate responsibilities among themselves based upon theater requirements. They may also request U.S. MA support through the JMAO. As stated within JP 4-06, the JMAO is the deciding authority on MA support to other nations.

3-20. Multinational commanders typically form multinational sustainment staff sections to facilitate sustainment coordination and support multinational operations. The TSC may serve as the building block for this organization. Ultimately, MA planners must be represented within this multinational sustainment staff. Multinational MA planning is a major challenge. Possible problem areas include cultural differences, doctrinal differences, interoperability of communications systems, competition and jealousies among services and nations, and national resource limitations. MA reporting and visibility is required within multinational operations as is required in purely U.S. operations. No matter what the overall mission, U.S. MA planners must strive to ensure that all remains are treated with the appropriate dignity, reverence, and respect. See FM 3-16, *The Army in Multinational Operations* for more information.

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Chapter 4

Unit Mortuary Affairs Responsibilities

Commanders of all Army units have the responsibility to care for deceased personnel within their AO. This responsibility includes the search for, recovery, and evacuation of remains and decedent effects to the nearest MA facility. In addition to the initial search and recovery of remains within the AO, unit commanders are responsible for the proper integration of all MA assets.

SEARCH AND RECOVERY

4-1. The search for and recovery of remains is the first step in the care and handling of deceased personnel. A search and recovery operation is the systematic process of searching for remains and PE; plotting and recording their locations, and evacuating them to a MA facility. Commanders must make every reasonable effort to successfully search for, recover, and evacuate all remains within their AO. Use TC 3-25.26, *Map Reading and Land Navigation*, for navigation information when conducting search and recovery.

4-2. Commanders may be tasked to conduct search and recovery operations for remains of individuals of other nations or services. Commanders at all levels must understand that search and recovery operations are a unit level task during the combat phase. When remains are located in an area, often the commander responsible for that AO will be tasked with conducting the search and recovery. The tasked commander may request additional support or advice from their supporting MA facility, but ultimately the tasked commander is responsible. Guidance for planning, coordinating, and executing search and recovery operations is listed in JP 4-06.

UNIT RECOVERY TEAM

4-3. All commanders must have a unit recovery team appointed on orders. This team should consist of at least five Soldiers, with a minimum of one NCO assigned as the team leader. The team leader is ultimately responsible for the safety of the team members and the success of the mission.

4-4. MA staff NCOs assigned to support battalions is responsible for the training of non-MA unit recovery teams. Unit commanders will ensure that this training is conducted at least semiannually. If additional training support is required, contact the Joint Mortuary Affairs Center located at Fort Lee, Virginia for further guidance. MA units or MACP teams may be requested through command channels for integration into scheduled combined training center rotations. Requests will be approved by U.S. Forces Command depending upon unit availability.

4-5. Team members must clearly understand the unique security requirements and demands that are encountered when dealing with human remains. Unit leaders must ensure that all appointed team members are given the high-risk occupation immunizations (Reference AR 40-562). Team members should also have access to spiritual support and behavioral health as needed.

SEARCH AND RECOVERY PLANNING

4-6. The tasked unit commander or designated NCOIC is responsible for overall team safety and information gathering concerning the search and recovery. Safety of the recovery team is paramount to the success of the mission.

4-7. Once all the pertinent information is gathered, coordination must be initiated. Analysis of the mission variables consisting of mission, enemy, terrain and weather, troops and support available, time available, civil considerations (METT-TC) will greatly influence different missions, search and recovery

teams may require coordination with several different outside agencies or units. It is essential to mission success that personnel are present who are familiar with the equipment and munitions located at the search and recovery site. Some specialists include: explosive ordnance disposal, engineers, CBRN and any other required personnel. If human remains have been outside the custody of US or coalition forces or death was caused by an explosion, the recovery team must assume there will be explosive threats in the area, to include the remains themselves. Upon arrival at the search and recovery site, the team leader will select an open or closed search pattern. Sample search pattern and additional coordination requirements are listed within JP 4-06.

4-8. Search and recovery operations will only be conducted during daylight hours. Team leaders will ensure that strict search discipline is maintained and that the whole area is searched completely. The team leader ensures that the search and recovery is conducted in the proper manner and the proper report (*U.S. Army Report and Message Formats – REMAINSARSTAT*) is completed (FM 6-99, *U.S. Army Report and Message Formats*). If remains are irretrievable or incomplete (missing major portions), the proper reports will be initiated (see Appendix A on page A-118).

SEARCH AND RECOVERY OPERATIONS

4-9. When searching for human remains, follow a systematic method. This allows team members to thoroughly cover a large area. Ensure each team consists of a team leader, two flankers, and enough people to adequately cover the search area. Equip the team with a global positioning system, compasses, sketch maps, appropriate personal protective equipment (minimum of gloves and masks to protect against depleted uranium, asbestos fibers, carbon fibers, and other associated hazards), and possibly a machete or hand ax, if required to clear ground brush.

4-10. Once the search and recovery team has arrived at the designated dismount point, the team leader should first conduct a leader reconnaissance of the site prior to deploying the team. This assessment is used to establish boundaries, identify danger areas, coordinate security boundaries, and establish the search methodology to be used. Additional personnel may be required to stay at the dismount point for security and to relay communications. The team should move single file, with the team leader and communications operator in the center of the formation. Once the team leader has determined that the team is within approximately 100 meters of the given recovery site location, the team will assemble into either an open search formation (double-arm interval), used for open or sparsely vegetated areas, or a closed formation (single-arm or close interval), used for densely vegetated areas or difficult terrain with limited visibility. The fields of view of adjacent searchers should overlap. The team should then use the “straight-line box” search method (see figure 4-1), that is; the team leader will be in the rear-center of the formation. The search and recovery team will search in a slow and steady pattern, searching side-to-side for items pertaining to the operation and potential recovery site. The team leader should ensure that the team maintains proper intervals, moves in the direction of the potential recovery site, and always stays online.

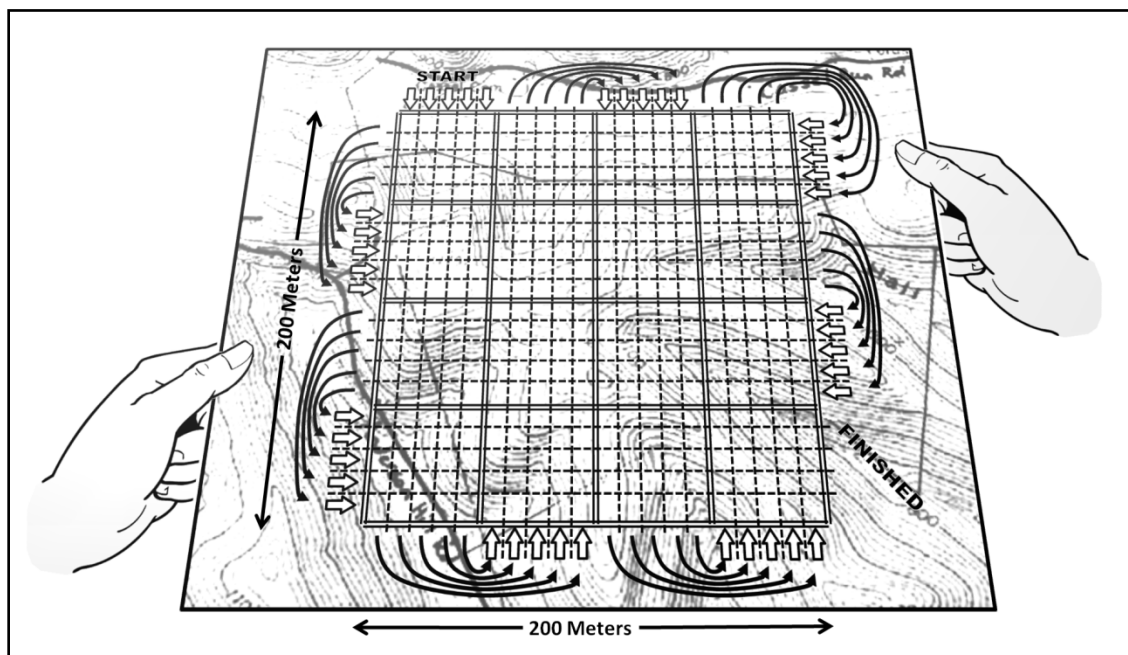


Figure 4-1. Example of a straight-line box search

4-11. When team members observe an item that may be relevant to the search, the team member will use a predetermined verbal or hand-and-arm signal to alert the team to halt. The team leader will examine the item(s) and if the item is deemed to be human remains, portion of human remains, or disassociated PE, the team leader will mark the item with a predetermined color pin flag or other suitable marking method. Team leaders will mark any item that could be associated with the event; when in doubt, collect and return to AFMES for examination. The team leader will mark the pin flag using a grease pencil with the proper sequential “R” number for human remains, “E” number for disassociated PE, or “P” number for a portion of human remains. The team leader will then annotate the number assigned to the item and a description in a field notebook.

Note. An “R” number will be assigned to any item found that constitutes more than 50 percent of a human body and includes a majority of the torso. The team leader will make this determination. If there are no items representing more than 50 percent, all portions will receive a sequential “P” number. A torso will be marked as human remains. Body regions such as an isolated head or legs, even if attached at the pelvis, will be marked as a portion.

4-12. This search and marking method will continue until the team has reached a point at least 100 meters past the last marked item. The team leader will then halt the team and direct the left or right flanker to perform an about-face, depending on which direction the search will proceed. The remaining team members will pivot around the flanker, remaining online until the team is facing in the opposite direction. The team leader will move to the rear-center of the formation and direct the movement of the team. This search pattern will continue until there is at least a 100-meter buffer in each direction around the defined recovery area.

4-13. Team members search until they find all human remains or until the team leader determines there are no human remains in the area. Team members must be aware of areas where human remains may be located. Team members should also search unusual ground disturbances that may be due to temporary interments, collapsed bunkers, or fighting positions. Unusual odors, congregation of insects, scavenger birds, or animals should be investigated as they might lead to hidden human remains.

RECOVERY

4-14. Once the entire area has been searched and all relevant items marked, the team will begin the documentation and recovery process. During combat, human remains and disassociated PE should be considered booby-trapped. Thus, proper precautions should be taken prior to handling any human remains, portions, or PE. Small portions and disassociated DE can be checked for possible booby traps by close examination prior to handling. Human remains represent a higher probability of being booby-trapped, so visual inspection may not always locate the presence of these devices.

4-15. The recommended method to check human remains for booby traps is for one team member to attach a rope or strong cord to the side of the human remains opposite from the direction that they will pull the rope. After taking cover and with the remaining team members at a safe distance and behind cover, the designated personnel will pull the rope until the human remains are rolled over and moved slightly away from its original position.

4-16. All team members will stay behind cover for at least one minute, after which the human remains can be assumed safe to handle. If an explosive device discharges, the recovery team should immediately request explosive ordnance disposal assistance to clear the area of any additional explosive threats and conduct a post blast analysis on the human remains. Once the explosive ordnance disposal team has determined the area is clear of explosive threats the recovery team will continue the collection of the human remains, to include fragmentation of the human remains or disassociation of DE, these items should be placed in a human remains pouch with the human remains, as all preexisting disassociated evidence would have already been marked.

4-17. All personnel handling human remains, portions, or effects must wear the proper personnel protective equipment. Selection of personal protective equipment must be based on the exposure potential, that is, the probability of contact with blood and other potentially infectious materials, the likely amount of contact, and the expected duration of contact. Pre-designated team members should complete the following tasks:

- Personnel designated to document and safeguard DE should be the first personnel to come into contact with the human remains after booby trap checks are complete. These personnel must thoroughly check the entire human remains for DE, including the hands, neck, pockets, boots, and load bearing vest. (Note: Pay particularly close attention to locating the ID tags and the ID card. Leave ID tags or card in place on the human remains. Use official ID media found as a basis for establishing tentative ID. Leave all ID media, DE, clothing, and organizational equipment on the human remains for forensic analysis. Inventory PE and record these items on Department of Defense [DD] Form 1076.)
- Provide ID media to team members completing other documentation.
- Place DE in a plastic slide closure bag, then place in a DE bag.
- Secure DE bag to the left wrist of the human remains, if possible. If not, securely attach DE bag(s) to another location on the human remains.
- Sign DD Form 1076. This becomes the chain of custody document for the DE.
- Place DD Form 1076 in a plastic slide closure bag with DE.

Recording ID Media

4-18. Personnel designated to locate and record items of official ID media should thoroughly check all areas of the human remains' clothing and equipment. Any items or markings such as uniform nametape, laundry marks, helmet band marks, uniform and equipment sizes, serial numbers and markings on items of unit-issued equipment, Armed Forces ID Card, ID tags, rank insignia, and uniform patches should be annotated on DD Form 567 (*Record of Search and Recovery*). (Note: No items of PE are annotated on this form.)

4-19. All equipment (except weapons, ordnance, or unit-essential equipment) is transported with human remains. All equipment is annotated on DD Form 890. Body armor is recorded on both the DD Form 890 and as a specific entry item in the MARTS case file for accountability and tracking purposes.

4-20. All weapons must be unloaded, ammunition and explosive ordnance removed from human remains. These items must be returned to the unit armorer.

Obtaining Statements of Recognition

4-21. When there are search and recovery team members or other personnel in the recovery area who can visually identify the human remains, a designated team member should complete DD Form 565.

4-22. The search and recovery team member completing the form will annotate as much information as possible using information provided by the acquaintance out of sight of the human remains. See Appendix C for further guidance on DD Form 565.

4-23. Once these blocks are completed, after verifying that the human remains are identifiable, the team member will escort the acquaintance to the human remains and determine if the human remains can be visually recognized. Any discrepancies found during the viewing with the descriptions provided prior will be annotated in the “remarks” block of the form. (Note: Human remains will not be washed or have clothing removed to aid the recognition process.)

4-24. All remaining blocks on the form must be completed and the acquaintance must sign in the appropriate block.

4-25. The team member completing the form will sign in the “witness” block.

Questioning Local Inhabitants

4-26. When local civilians are encountered during the search or during recovery operations that may have information pertaining to the loss, a designated team member should attempt to complete DD Form 1074 (*Questionnaire of Local Inhabitants*). See Appendix C for further guidance on DD Form 1074.

4-27. A linguist or interpreter may be needed to accomplish this task.

4-28. Attempts must be made to gain information on other unrecovered human remains in the area.

4-29. This report is then forwarded to the JMAO or TMAO with other documents, even when no human remains are found.

Completing Tags for Human Remains, Portions, and Disassociated PE

4-30. A designated team member should prepare two search and recovery tags for each human remains and one tag for each portion and disassociated PE.

4-31. The search and recovery tags for human remains should have the search and recovery number on one side that consists of the mission number, the branch of service of the recovering unit, the unit designation, and the number assigned to the human remains, (see figure 4-2 on page 4-6).

Example. 001/AR311th QM/2 of 3 would be the search and recovery number for the first search and recovery (S&R) mission for the Army’s 311th Quartermaster Company. These human remains would be the second of three human remains recovered on this mission, or “R-2.”

4-32. The reverse side of the search and recovery tag is left blank, except for human remains recovered from aircraft crashes or vehicles. For human remains from aircraft crashes the reverse side of the tag would be marked “ACM,” for advanced composite materials (see figure 4-3 on page 4-7). This marking will alert receiving MA personnel that the human remains may contain hazardous residue and special handling precautions may be warranted.

4-33. The reverse side of S&R tags for human remains recovered from any vehicle suspected to contain depleted uranium should be marked “DU” for depleted uranium as a precaution.

4-34. S&R tags for portions (see figure 4-4 on page 4-7) and effects (see figure 4-5 on page 4-8) should have the number assigned to the item annotated on one side and the reverse side should be left blank.

4-35. One search and recovery tag will be attached to each human remains and the other to the zipper tab of the human remains pouch.

4-36. Portions recovered from the same general location should not be individually bagged, unless there is a strong presumption that the human remains belong to a distinct BTB or that the location of recovery (provenience) information for where each portion was recovered is critical to an investigation. When at all possible, maintain skeletal integrity and keep skeletal remains together. The portions must be placed in a human remains pouch for evacuation.

4-37. The outside of the human remains pouch will be marked “portions.” A tag, or automated identification technology device, will be placed inside a clear zip-closure bag or a sealed, watertight container and placed inside the human remains pouch, or attached to the outside of the human remains pouch.

4-38. Disassociated effects will be recovered and placed in a human remains pouch for evacuation; the outside of the human remains pouch will be marked “effects.” A tag or automated identification technology device will be placed inside the human remains pouch or attached to the outside of the human remains pouch.

4-39. Portions recovered from geographically or incidentally distinct areas should not be placed in the same human remains pouch or transfer case. Never combine portions transported from different S&R locations within the same human remains pouch or transfer case. If commingling is suspected, place the portions together in a human remains pouch. The AFMES anthropological staff will examine and sort.

4-40. The documents prepared for each human remains will be put into a sealed, watertight container or clear zip-closure bag and placed inside the proper human remains pouch.

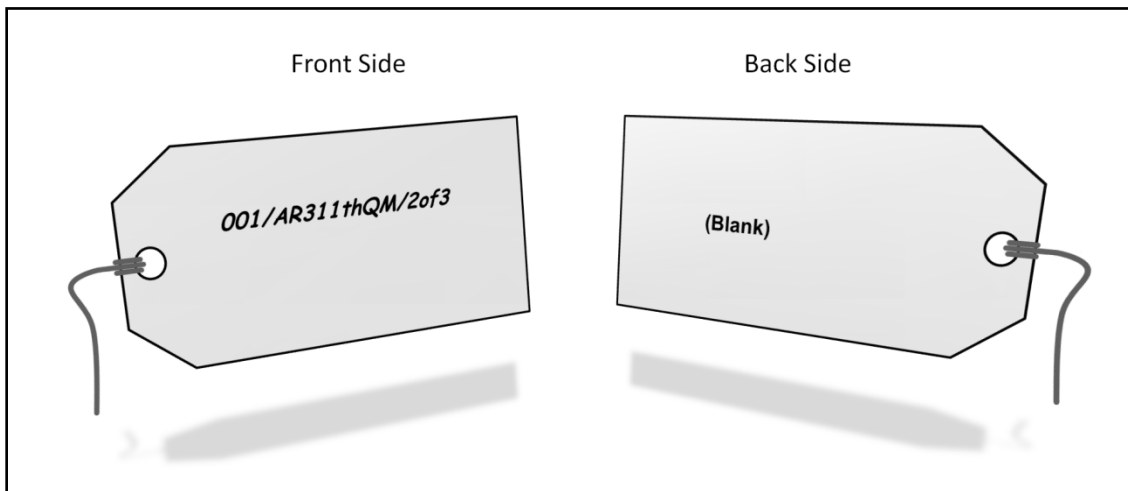


Figure 4-2. Search and recovery tag - human remains ground

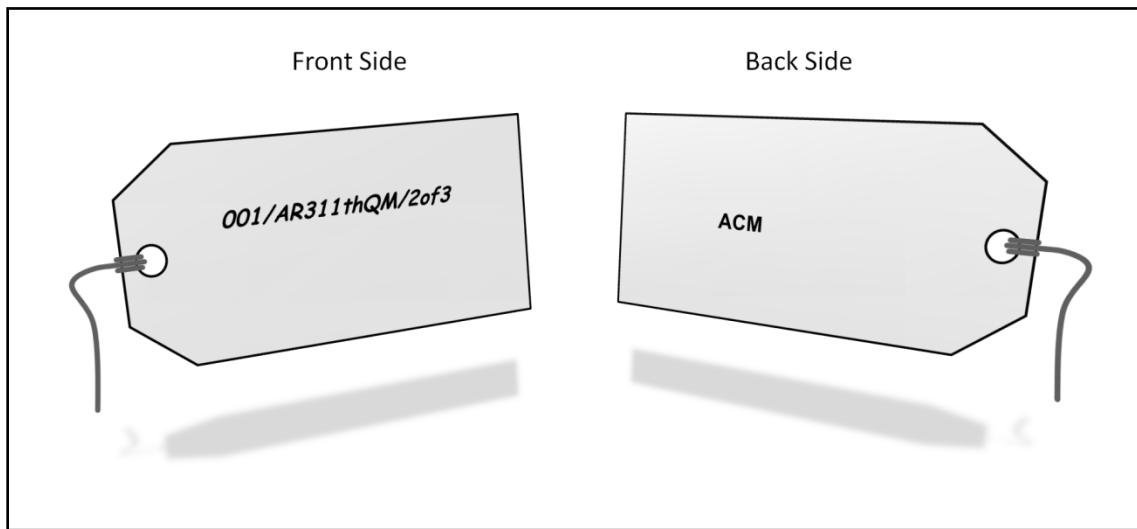


Figure 4-3. Search and recovery tag - human remains aircraft

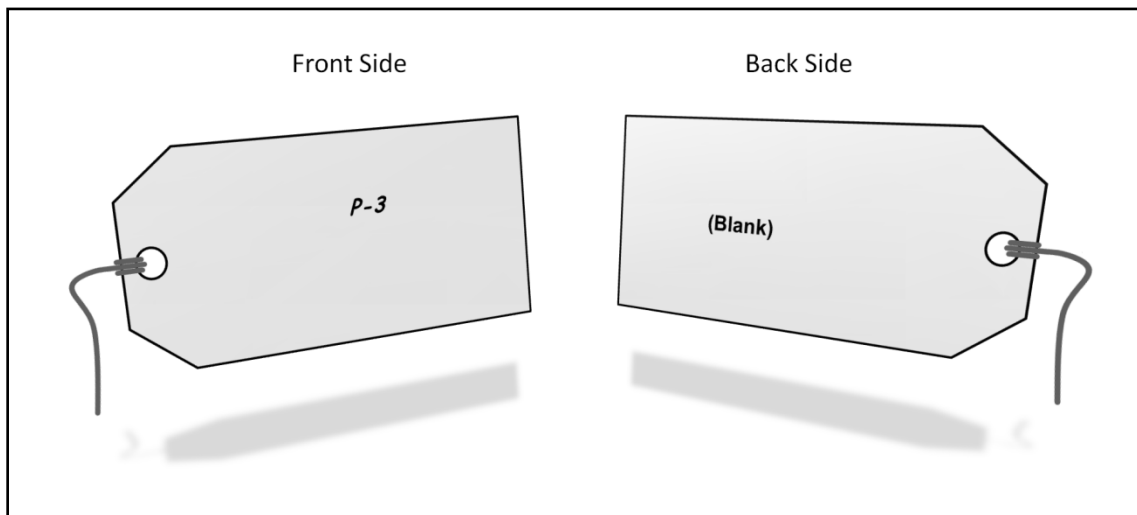


Figure 4-4. Search and recovery tag - portions

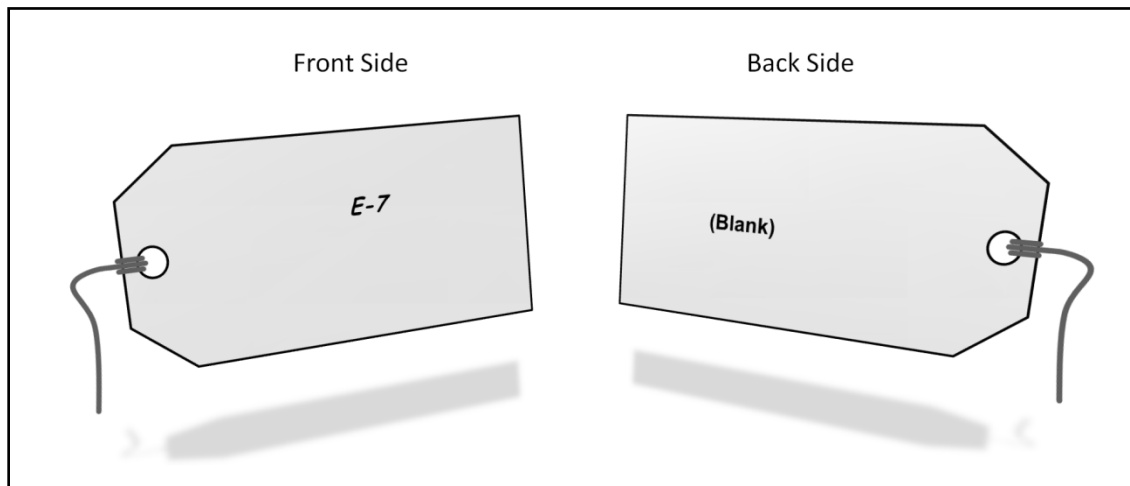


Figure 4-5. Search and recovery tag - disassociated personal effects (PE)

EVACUATION OPERATIONS

4-41. Once human remains, portions, and disassociated effects have been tagged and placed in human remains pouches, the human remains should be evacuated to the evacuation point. Human remains should always be:

- Carried feet first.
- Treated with dignity, reverence, and respect.
- Loaded head first toward the nose on fixed-wing aircraft.
- Loaded feet first towards the front on vehicles and rotary-wing aircraft.
- Escorted to the most convenient MA facility.

POST-COMBAT AND AREA-CLEARANCE PHASE RECOVERY SITE OPERATIONS

4-42. Recovery site operations conducted by individual units or MA personnel during the post-combat or area-clearance phases of a military operation are usually more thorough and better documented than those conducted during the combat phase. Recovery sites are defined as areas where human remains or other material evidence have been deposited, or are believed to have been deposited. An area clearance mission can also be performed in response to a fatality incident in a non-combat scenario such as an aircraft crash.

4-43. MA personnel may be available to supervise or conduct these types of operations, but the techniques outlined may be used by non-MA personnel whenever MA personnel are not available and the tactical situation permits. In addition to the aforementioned search techniques, the following search methods may be employed based on available resources and the area being searched.

- Strip or line search is usually used for covering large or open areas.
- Zone or sector search is the area to be searched divided into zones or sectors.
- Point to point search is used in small confined areas.
- Spiral or circular search is typically used for outdoor scenes with one to two personnel conducting the search.
- Clockwise search and counter-clockwise search is an inside search pattern with two personnel conducting the search.

USE OF ADDITIONAL SPECIAL SKILLS PERSONNEL

4-44. After cessation of major hostilities, it is more likely to have a greater availability of specialized personnel to assist during search and recovery operations. These personnel may include, but are not limited to:

- Linguists.
- Life support technicians.
- Explosive ordnance disposal.
- CBRN.
- MA.
- Medical personnel.
- Canine search teams.
- Anthropologists.
- Archaeologists.

GRIDDING THE RECOVERY SITE

4-45. Use of the union grid system will ensure a more thorough and accurate documentation of the recovery site.

- Once the area has been searched and all items marked, a permanent point of reference or “datum” is selected. This datum should be in the southwest corner of the defined recovery site. There should be no known human remains, portions, or effects located to the south or west of this position. Before evacuating human remains from the recovery site, the datum should be marked so as to be easily located in the future. This can be done in several ways, such as by driving a metal stake into the ground or even by stacking rocks. If there is already a nearby prominent object in the southwest corner that can be used as a datum, mark it so that it is easily distinguishable from other like items in the area.
- The line from the datum running due north (0 degrees) is called the meridian line. This line extends in uniformed increments (meters) until it surpasses the northernmost marked item in the recovery area. (Note: The smaller the increments, the more accurately the site will be documented.) Wood or metal stakes are placed at the proper increments in a direct line from the datum to the northernmost boundary of the recovery area.
- The line from the datum running due east (90 degrees) is called the baseline. This line extends in the same increments as the meridian line until it surpasses the easternmost marked item in the recovery area. (Note: The length of the baseline is rarely the same as the length of the meridian line.)
- To build the grid interior you must start with the meridian and base line. Once the meridian and baselines have been emplaced, a measuring tape or rod is extended north from the first stake east of the datum on the baseline and east from the first stake north of the datum on the meridian line. An additional stake is placed at the point where these two devices intersect. This process is continued northward until the end of the meridian line is reached. The devices are moved over one stake to the east and the process repeated. This process is continued until the entire recovery area is gridded. This process will create a graph-like appearance comprised of small boxes, which are called “units.” Twine or engineer tape can be strung between the stakes to better define these units.
- The Pythagorean Theorem is used to check the accuracy or squareness of the units. The units are measured diagonally and the theorem $A^2 + B^2 = C^2$ is used. Example: A 4-meter (m) \times 4m unit measured diagonally should be 5.657m.
- The numbering system that will be used to define each unit within the recovery site begins with the datum. The datum should always be numbered N500/E500. The numbers for each unit north and east of the datum will ascend in the increments the units were emplaced. Example: If each unit is 2m \times 2m, then the first stake north of the datum on the meridian line will be numbered N502/E500, since it is 2m north and 0m east of the datum. Likewise, the first stake east of the datum on the meridian line will be numbered N500/E502, since it is 2m east and 0m north of the datum. The unit to which these numbers correspond will be the unit directly north and east of the stake.
- Each unit is comprised of four individual quadrants: northwest (NW), northeast (NE), southwest (SW), and southeast (SE). Indicating in which quadrant of a particular unit an item was found

will make documentation of the recovery more accurate. Example: If it were noted that item P-7 was found in N512/E504 on a recovery site comprised of 2m × 2m units, the variance of marking the location during a site recreation would be 2m. But if it were noted that item P-7 was found in the SW quadrant of N512/E504, the variance would be reduced to only 1 m.

EXCAVATING A RECOVERY SITE

4-46. In order to recover human remains from interment sites, collapsed bunkers, and especially aircraft crashes, excavation of soil within the recovery site may be required. The equipment used for excavation can vary from large earth-moving machines, to small hand trowels and toothbrushes. It is important to always recover as much of the human remains as possible. With modern technological and scientific methods, it is possible to make a positive ID using a small portion of soft tissue, or hard tissue found amongst thousands of fragments from several different individuals. During catastrophic events, often all that is recoverable are minuscule pieces of human anatomy. Sometimes these portions can be present as scattered surface materials, or buried at a depth of several feet interspersed with aircraft debris, foliage, and soil. Excavations of these types of recovery sites usually employ the methods of archaeology and are often very slow, deliberate operations. If the tactical situation permits, all recoverable human remains and portions of human remains should be recovered and evacuated to help ensure ID and proper repatriation of all individuals involved in the loss.

4-47. Excavation and recovery operations employ several types of strategies, methods, and techniques. Basic excavation strategies employed on a recovery site must be flexible and adaptable to environmental, cultural, and physical challenges. There are two types of excavation strategies; strategy-discovery and strategy-recovery.

- **Strategy-Discovery.** This strategy is employed when the exact location of human remains within a defined perimeter continue to be unknown after all information has been gathered. The excavation methods used are usually trenching and large-scale testing.
- **Strategy-Recovery.** This strategy is employed whenever information gathered points to a specific location within the recovery site. The preferred excavation method is block-excavation.

4-48. Excavation methods employed within a recovery site are determined by the circumstances of the loss and the information gathered. There are four basic excavation methods; large-scale testing, trenching, block-excavation, and collection.

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

4-49. There are three basic types of excavation techniques that are employed on a recovery site; fine-scale, coarse-scale, and mechanical collection.

- Fine-scale excavation technique consists of the use of hand tools, including but not limited to hand trowels, toothbrushes, dental picks, paintbrushes, and bamboo picks. It is usually used when human remains or other material evidence are located and adjacent soil must be removed.
- Coarse-scale excavation technique consists of the use of hand tools, such as picks and shovels. It is the most common technique for excavating recovery sites and is used when large amounts of soil must be removed and screened. It is often mixed with fine-scale excavation when human remains or soil disturbances are located.

- Mechanical excavation technique consists of the use of mechanical equipment, including but not limited to bulldozers, belly scrapers, and frontend loaders. It is normally employed when large amounts of overburden, or soil that has been deposited on top of the recovery site, must be removed to proximate the location of human remains and material evidence.

4-50. Basic recovery techniques are the methods used to recover human remains and other material evidence during excavations. There are three types of basic recovery techniques: collection, dry-screening, and wet-screening.

- Collection recovery technique is employed when no soil needs to be excavated and all human remains, artifacts, and material are present on the surface, such as on a rock-slope.
- Dry-screening recovery technique is employed when conditions permit the conveyance of excavated soil to a location outside of the recovery site, and the soil is placed into ¼-inch wire-meshed screens in an attempt to locate human remains, artifacts, or other material evidence. The soil passes through the screen by shaking or pressing by hand. All material evidence is placed in a clear plastic bag and checked periodically or prior to closing the unit.
- Wet-screening recovery technique is employed when conditions will not allow soil to pass through the screen without assistance. Soil from the recovery site is conveyed to an outside area, placed in a screen, and water pressure is used to degrade the soil to a point where it will pass through the screen, leaving behind any material evidence and organic matter larger than the diameter of the wire mesh.

DOCUMENTATION OF THE RECOVERY SITE

4-51. It is vital that all aspects of the recovery operation be documented. This documentation provides a spatial and contextual reference as to where human remains, artifacts, and other material evidence are found within the recovery site. The recovery operation is documented in three manners; maps, field notebooks, and photos.

4-52. ATTP 3-90.15, *Site Exploitation*, provides techniques and procedures for documenting sites, detecting, collecting, analyzing and disseminating forensic and biometric information. Doctrinal synergy can be obtained by nesting these two publications.

MAPPING AND RECORDING THE RECOVERY SITE

4-53. Making accurate maps of every recovery site is essential. A map of the recovery site showing the locations of human remains, portions, and disassociated PE in relation to the datum can be used for future excavations and re-creation of the recovery site (see figure 4-6 on page 4-13).

4-54. A detailed recovery site map should include:

- X for the location of the datum in the SW corner.
- Individual grid units within the recovery site.
- Size of grid units.
- Codes for each human remains, portion, and disassociated PE recovered.
- Quadrants for each item recovered.
- Grid coordinates and description of the datum.
- Unit conducting recovery.
- Team leader name and grade.
- Date(s) of recovery operation.
- Vehicle and aircraft ID numbers, if applicable

4-55. Upon completion of the recovery, a detailed clearance report is generated and provided to the TMAO or JMAO, normally within 30 days. This report summarizes the mission and includes the following information.

- Recovery team background:
 - Team member data.

- Operation order information.
- Dates and times of movements.
- Method of transportation.
- Recovery site location:
 - Global positioning system coordinates.
 - Number of satellites.
 - Nearest town.
 - Prominent features.
- Recovery site environmental and physical characteristics:
 - Type (ex: weather conditions, climate).
 - Slope.
 - Boundaries.
 - Soil composition (loose, rocky, sandy, compacted).
 - Vegetation.
- Recovery site information:
 - Photo log.
 - Search pattern.
 - Location and type of all evidence.
 - Evacuation numbers.
- Team leader daily notes:
 - Brief and detailed.
 - Chronological order of events.
 - Personnel present.
- Additional information:
 - Witness interviews.
 - Number of personnel and logistical requirements.
 - Recommendations for further investigation.
 - Photocopy of the report.

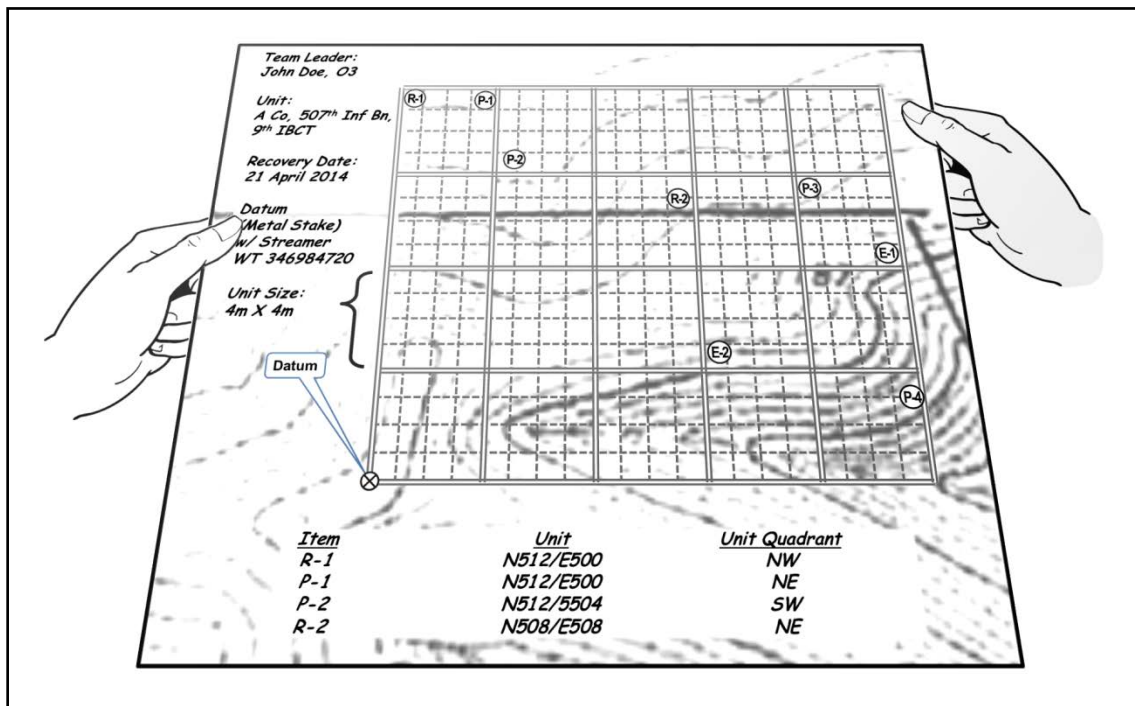


Figure 4-6. Sample recovery site map

FIELD NOTEBOOKS

4-56. During recovery operations, the team leader should keep a detailed record of every aspect of the recovery operation in a field notebook. The last page in the notebook should include the team leader's information, date of recovery and signature. This notebook should be forwarded with the human remains to the MA facility.

PHOTOGRAPHING THE RECOVERY SITE

4-57. Digital media is suggested for documenting recoveries. Each recovery site should be photographed on its own memory card(s) each day and the photographs should be downloaded to a permanent storage outlet in their raw or unadulterated form. Close-ups and overall views of each item should be taken. A description and number of each photograph taken should be recorded in the field notebook or separate photographic log. Each roll of film should be numbered and every roll, memory card, or storage disc of digital media should be forwarded with the human remains to the MACP.

Note. It is important to safeguard this photographic evidence and ensure that no unauthorized photographs are taken.

4-58. If no human remains are found or if the team must suspend operations for tactical reasons, the team leader will report this information and the extent of the search to higher headquarters. The team leader includes as much detailed information as possible to aid any future S&R missions.

HEALTH AND SANITATION

4-59. One of the intrinsic dangers of search and recovery operations is the sustained contact with human remains. Proper personal health and sanitation practices are vitally important as handling remains in various stages of decomposition can result in both medical and biological hazards. Infectious organisms may be associated with remains and the areas where remains are found or processed. Personnel may be exposed to a number of pathogens that can cause infection when they perform mortuary affairs operations. When the

body dies, the environment in which these pathogens live can no longer support them. However, this does not happen immediately, and the transmission of an infectious agent from a deceased human to a living person can occur. Therefore, each person involved in recovery, evacuation or processing of remains must ensure successful implementation of safety and health procedures. Refer to U.S. Army Center for Health Promotion & Preventive Medicine Technical Guide (TG) 195 *Safety and Health Guidance for Mortuary Affairs Operations: Infectious Material and CBRN Handling*.

SUPPLIES

4-60. Commanders of all units in the DOD are responsible for the initial search and recovery of remains located within their AO. The personnel assigned as search and recovery team members are responsible for ensuring that the required MA supplies are on hand and serviceable. Quantities of supplies within a packing list should be based upon 5 percent of the unit's strength.

ISOLATED INTERMENTS

4-61. When the tactical situation requires a unit to move out of an area in an expedient manner without evacuating human remains, the unit may request authorization through command channels from the geographic combatant commander to conduct isolated interments. Isolated interments are individual shallow graves constructed to prevent leaving human remains unattended in open areas. Inter all DE and other ID media with the human remains. Do not remove the ID tags or the ID card from the human remains under any circumstances. Attempt to mark the interment site in a manner that is easily distinguishable for future recovery teams.

4-62. The commander 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 JMAO or TMAO. Timely and accurate documentation from the commander is vital in ensuring that all human remains are recovered and evacuated in a timely manner. At a minimum, the incident report should include the following: 10-digit grid coordinates (by global positioning system), the number of isolated graves, the tentative ID of each human remains, and how each isolated grave is marked.

INTEGRATION OF ASSIGNED MORTUARY AFFAIRS (MA) ASSETS

4-63. MA companies and personnel are deployed throughout the entire JOA and therefore require proper integration and support to successfully carry out their mission. Staff elements at all levels of command must understand the importance of providing the proper support to MA personnel. Often the MA mission is not thought about until it is too late. Commanders must ensure that adequate planning and support is in place to prevent a MA mission failure. Several vital military and political objectives hinge upon the success of the MA mission. A failure within the MA mission or disrespectful handling of remains can have a negative impact in the following key areas:

- Troop morale within the losing unit.
- National public support.
- Coalition support.
- Local national support.
- Enemy treatment of remains or prisoners.

OPERATIONAL LEVEL INTEGRATION

4-64. Successful integration begins at the operational level. MA planners must carry out several key steps to ensure the MA mission does not fail. These processes are not linear and may occur simultaneously. Additionally, the TPFDD is not static; units arriving are based upon real-world situations and events. Therefore, MA planners are required to continually update and rework their portion of the OPLAN.

- The first step is a thorough TPFDD scrub to ensure adequate MA resources are allocated to the theater. This determination is based upon OPLAN analysis and casualty estimates for all forces and civilians in the JOA.

- Next, the MA planner will assign allocated MA resources to specific units listed on the TPFDL. This allocation of resources is based upon OPLAN analysis and is designed to ensure that adequate MA resources are positioned to support current and future operations. The proper command relationship must be clearly identified and articulated to subordinate units. (See appendix B.)
- Once MA resources are allocated to a specific unit, MA planners will ensure that these MA assets will flow into the same APOE, seaport of embarkation, or staging area as the supported unit. To expedite this integration, MA planners will ensure MA personnel arrive with, or as close as possible to, the MA equipment.
- Once MA personnel and equipment arrive and link up, they must successfully integrate into their supported unit. Successful integration of MA assets with the supported unit facilitates the completion of the reception, staging, onward movement, and integration process and allows the GCC to generate combat power.

TACTICAL LEVEL INTEGRATION

4-65. Tactical units must strive to ensure successful integration of their assigned MA equipment and personnel. Logistics planners must execute several key steps to achieve this goal.

- Units will receive allocated MA assets from higher command; once assigned, every effort must be made to complete the integration process prior to the unit starting operations. If successful integration is not possible, it is the staff planners' responsibility to ensure that commanders are informed of the tactical and political risks associated with conducting operations with no MA assets.
- Planners must develop and inform the supported unit of their command relationship with MA assets. To facilitate the proper reporting and reassignment of MA assets, it is imperative that this relationship is clearly defined and understood.
- All subordinate units must be informed on the proper evacuation procedures for both human remains and PE. This includes DE associated with the remains and PE left in the unit areas.

4-66. Planners must ensure that all subordinate units understand the priorities of forward and rearward movement of troops and material. Evacuation of human remains must always be of the utmost priority.

PERSONAL EFFECTS

4-67. The unit commander of deceased, missing, and captured Soldiers have operational responsibility to recover, safeguard, and make further disposition of the effects of members of their command. Per AR 638-2, a SCMO will be appointed by the summary court martial convening authority over the decedent's unit. The unit must assist the SCMO in quickly and accurately inventorying all PE for shipment to the proper location. Units must keep AR 638-2 and DA Pam 638-2 on hand to facilitate the quick and accurate inventory and evacuation of PE.

4-68. It is a judgment call of the unit SCMO responsible for inventorying the PE to determine if an item may or may not be damaging to the memory of the decedent. SCMOs performing duties in a TO will forward PE IAW policies and procedures developed for that TO. Items determined to be damaging to the decedent will be inventoried and placed on a certificate of destruction or certificate of items withdrawn. Items annotated will be destroyed and not forwarded to the PERE or included on the inventory. If no determination can be made at the unit level, the items will be inventoried and sent to the appropriate PE Depot. See AR 638-2, *Care and Disposition of Remains and Disposition of Personal Effects*, paragraph 20-14.

4-69. Per AR 638-2 and DA Pam 638-2 (*Procedures for the Care and Disposition of Remains and Disposition of Personal Effects*), the SCMO will complete a certificate of destruction for all items destroyed and a certificate of items withdrawn for all items withdrawn. Items listed on these certificates will not be included on DA Form 54 (*Record of Personal Effects*) or DD Form 1076.

4-70. PE is the moveable personal property of the deceased or missing person. PE includes but is not limited to:

- Jewelry (watches, rings, bracelets, earrings, and so forth).
- Personal clothing.
- Personal papers (letters, receipts, and so forth).
- Books and stationary items (religious publications, reference volumes, magazines, paperbacks, pens and pencils, and so forth).
- Personal hygiene articles (shaving cream, razor, toothbrush, cosmetics, and so forth).
- Electronic appliances and accessories (personal computer and related equipment, radio, televisions, compact discs, digital video disks, audio tapes, and so forth).
- Tools.
- Household goods.
- Personal vehicles, such as automobiles and trucks.
- Hobby material, craft supplies, collections.
- Religious items, such as Bibles, Torahs, Korans, rosaries, menorahs, and so forth.
- Sporting equipment.
- Money.

4-71. While the list of PE is long, several items are not considered PE. When inventorying PE, units must identify and segregate the following:

- Classified material, either digital or hard-copy.
- Organizational clothing and individual equipment.
- Hazardous materials, explosives, flammables, corrosives, and oils.
- Contraband items, such as drugs, war trophies, and so forth.
- Items not of sentimental or saleable value that may damage other PE in shipment (open mouthwash, open containers of soda, food, and so forth).
- Items damaging to the memory of the decedent (see AR 638-2, chapter 20).

4-72. PE can be found in several areas on and off remains and in or around unit areas. PE found on the remains are often referred to as DE. DE are inventoried and secured at the receiving MA facility. It is the unit's responsibility to inventory, safeguard, and ship PE located in the unit area for all deceased and missing Soldiers. Per AR 638-2, when inventorying PE outside a TO (current death), use DA Form 54 in a TO (concurrent return or graves registration), use DD Form 1076. Responsibilities for different areas where PE are found include, but are not limited to:

- On the remains, the PE is considered DE and is inventoried at the first possible MA facility within the evacuation process.
- At the unit, the dispositions of PE are a unit responsibility with assistance and guidance from the Casualty Assistance Center. During the Current Death Program, the SCMO will send the PE to the casualty assistance officer for delivery directly to the PERE. During Concurrent Return, the SCMO will send the PE to their supporting PE depot.
- At a military treatment facility, often DE and clothing are removed from the patient while receiving medical treatment. Medical personnel annotate these items on DA Form 4160 (*Patient's Personal Effects and Clothing Record*). When a patient dies while in medical channels in theater, evacuate effects with remains and accompanying paperwork to the nearest MA facility. The SCMO may use DA Form 4160 in lieu of DD Form 1076 for inventory purposes. Do not transcribe information from DA Form 4160 onto DD Form 1076. If effects do not accompany the remains, it is essential that the appointed SCMO follow up on these items. Often, losing unit receives effects from medical treatment facility for inventory and shipment.
- In the event the Soldier has PE located on more than one military installation, the commander exercising summary court-martial convening authority for each installation where PE are located will appoint a supporting SCMO. The supporting SCMO will perform duties IAW AR 638-2.

4-73. PE disposition is an extremely sensitive area for the loved ones of the deceased. Often, the successful return of PE is one of the lasting contacts that loved ones have with the deceased or missing personnel. This mission must be conducted quickly and accurately; there is no margin for error. Always inventory PE in

two-person teams. While one person describes the object, the other will transcribe what is described onto the appropriate inventory form. Fill out the inventory form (DD Form 1076 or DA Form 54, depending on location) in triplicate. One copy goes with the case file of the deceased or missing person, one copy goes with the PE, and one copy will remain with the unit. All paper currency must be inventoried by denomination and serial number. Initiate a separate inventory form for items that will be signed for by different entities. For example, the Defense Finance and Accounting service will sign only for cash; therefore, inventory all cash on a separate form. In theater money and other negotiable instruments will not be separated from the other effects (or exchanged or converted) but will be evacuated intact with the other effects. Units should maintain a record of all inventories conducted to preserve chain of custody. Include serial numbers of every piece of PE that has a serial number. Do not describe items by what you believe them to be. Do not automatically assume that gold-colored wedding bands are gold or that the clear stones are diamonds. Ensure that the items being inventoried are not on a government hand receipt.

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Appendix A

Sample Unit Mortuary Affairs SOP

1. PURPOSE. To establish procedures for the recovery, tentative identification, and disposition of remains and personal effects of remains found on the battlefield within the 34th Infantry Division.

2. GENERAL. Mortuary Affairs (MA) operations within the 34th Infantry Division are conducted at the BSB and infantry brigade combat team (IBCT) level. Additional mortuary support is provided through the 1st Sustainment Command (Expeditionary) when a Quartermaster Company Mortuary Affairs (MA) is attached or operational control.

3. RESPONSIBILITIES

a. 1st COSCOM. 1st Sustainment Command (Expeditionary) is the executive agent for MA activities in the XVIII Airborne Corps:

(1) Provide direct support to units within the corps area of responsibility (AOR) in processing, identifying and evacuating human remains and PE.

(2) Arrange for additional assets for individual units when recovery of remains exceeds their capabilities in the corps AOR.

(3) Provide technical assistance in the recovery and processing of human remains to units.

(4) Coordinate with the joint mortuary affairs office (JMAO).

(5) Investigate all congressional inquiries as required by the JMAO.

(6) Coordinate through echelons above corps (EAC) for mortuary specific items required to conduct mortuary operations.

(7) Track the number of remains processed through the corps or Joint Task Force collection points.

(8) Develop and publish supporting plans and procedures for MA operations.

(9) Coordinate with EAC and other designated agencies (for example, the International Red Cross) for transferring the remains of deceased allied, enemy, or civilian personnel.

(10) Coordinate through JMAO to geographic combatant commander for permission to establish temporary interment or disinterment operation if needed.

(11) Coordinate evacuation of human remains from collection points to the theater's mortuary evacuation point or PE depot.

(12) Maintain adequate supplies of mortuary affairs specific items to conduct daily operations.

(13) Inform the G-4 of problems at the collection points that must be resolved by corps.

b. Assistant Chief of Staff (G-4)

(1) Provide staff supervision over MA in the division.

(2) Develop policies and procedures regarding the proper disposition of human remains and PE within the division AO.

c. Divisional units

(1) 1st, 2nd, 3rd, and 4th infantry brigade combat team will be responsible for coordinating and providing life support for MA collection points within their AOR.

(2) Conduct search, recovery, and evacuation operations of all deceased personnel within their AOR, regardless of branch of service or nationality.

(3) Transport remains and PE by the most expeditious means to the nearest collection point.

(4) Establish and train company recovery teams in accordance with JP 4-06. Units must ensure team members have required vaccinations and personal protective equipment in accordance with the U.S. Army Public Health Command Technical Guide (TG) 195.

(5) Develop hasty evacuation plan for removing remains in the event that the number of killed in action overwhelms MA teams.

(6) Each infantry brigade combat team is required to have on hand 5 percent of human remains pouches of unit strength. The only remains pouches authorized for use is national stock number (NSN) 9930-01-331-6244 type 2A.

4. DIVISION MORTUARY AFFAIRS OPERATIONS

a. Intent. The division policy is to immediately recover, process, and evacuate remains (with PE) from the AO to corps. The division goal is to achieve this as soon as it is tactically possible, using the following flow of remains:

- (1) Clear the AO in 2 hours.
- (2) Remains will be processed NLT 4 hours after arrival at the collection point. Augment personnel if necessary.
- (3) Command emphasis must be placed on remains evacuation to minimize decomposition and ensure the remains of our fallen comrades are treated with the utmost dignity, reverence, and respect.
- (4) Central Command (CENTCOM Regulation 638-1, Deceased Personnel Mortuary Affairs Support) states: PARA 4.4.6. Departure ceremonies, fallen Soldier details, or other ceremonies are not authorized in theater unless specifically approved in writing by the first general officer in the chain of command. Such requests may only be approved if they will not delay the scheduled evacuation of the deceased's remains. Such requests must be considered on a case-by-case basis, and a copy of the approved request must be provided to the Theater Mortuary Affairs Executive Agent at least 12 hours before the scheduled departure time of the aircraft to ensure proper arrangements can be made with the Air Force.
- (5) Human remains being transported from place of death to the mortuary affairs collection point (MACP) or from MACP to MACP via vehicle or rotary aircraft will be placed in a human remains pouch. Remains traveling on fixed-wing aircraft must be transported in a transfer case.
- (6) AFMES requires that human remains be placed in a human remains pouch with a minimum of handling, consistent with personnel safety. Do not remove any gear (including helmets, vests, safety equipment, or other organizational equipment) or clothing. All items on the remains, except weapons, ammunition, classified documents, and hazardous material, are to be shipped with the remains. Organizational items will be returned to the supply system when the Office of the AFME releases the remains.

b. Recovery of remains.

- (1) Unit commanders are responsible for recovering deceased personnel within their area of responsibility. Searches will be made as the tactical situation permits. Augmentation may be required to conduct search operations.
- (2) Units are required to provide the necessary logistical support and security to conduct recovery operations.
- (3) Conduct all recovery operations in accordance with JP 4-06.
- (4) Keep remains shrouded at all times and under constant security. Remains should be shrouded in a human remains pouch or other suitable material (i.e. poncho, blanket, or sheet).
- (5) Units are responsible for the control of remains until received at a MA collection point.
- (6) Units are responsible for the immediate evacuation of remains to the nearest MA collection point. The unit representative will take custody of the decedent's weapon and mission critical equipment. All individual body armor and protective gear will be evacuated with the remains.
- (7) Medical treatment facilities coordinate with the logistics command for evacuation of deceased personnel to the nearest MACP. No amputated limbs from surgical operations will be accepted by the collection point personnel. The medical facility is responsible for disposing of amputations.
- (8) Photographs or note-taking devices are prohibited.

c. Temporary interment. The division commander's intent is to evacuate remains as soon as it is tactically possible. When this cannot be accomplished, refrigeration storage is the next option. Interment is the last available option, only authorized by the geographic combatant commander.

- (1) Inter all remains in accordance with JP 4-06.
- (2) Complete a DD Form 1079 for each temporary interment and forward to corps Assistant Chief of Staff, G-4 or JMAO.
- (3) 10th Mountain Division units will not assist in mass burial of local civilian dead except when requested by the corps civil affairs and approved by the corps commander.
- (4) Inventory all PE using DD Form 1076. The PE and one copy of the DD Form 1076 are placed in a watertight container, attached securely, and interred with the remains.

d. Disposition of personal effects

- (1) Effects found on the remains of any U.S. personnel will accompany the remains through the channel of evacuation to the collection point. All PE found around the remains will be placed in a separate PE

bag and shipped to the same collection point as the remains. At each stage of the evacuation process, examine the PE for identification value. Turn over the effects to the PE depot for disposition after processing at the TMEP is completed.

(2) The person delivering and the person receiving the remains jointly inventory effects found on the remains and around the remains at the first MA collection point. Inventory the effects on DD Form 1076. Place the original and all remaining copies of DD Form 1076 with the PE in a PE bag, attach the bag securely to the right wrist of the remains, and evacuate the bag with the remains to the intermediate collection point or TMEP.

(3) At each point of transfer in the channel of evacuation of remains and effects, the person accepting and the person relinquishing custody of the remains and effects must verify the security tag on the transfer case and verify that it isn't broken. If security seal is broken, inventory PE to ensure that it matches the original DD Form 1076. If PE are missing, conduct an internal investigation, and if not resolved, contact the criminal investigation division for further investigations.

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Appendix B

Sample Operation Order Mortuary Affairs

The MA mission relies on successful integration and coordination of multiple agencies. This can only be accomplished through diligent and thorough planning. The purpose of this appendix is to provide planning guidance for the development of a mortuary affairs appendix to OPLANs and contingency plans with or without TPFDD and functional plans.

CHARACTERISTICS

B-1. MA plans and orders are the way that MA planners expect to support the commander's mission and intent. MA planners must fully integrate the MA concept of support into the plan at both the operational and tactical level. It is not enough merely to verbalize or write the concept of support; the MA planner must continually coordinate with affected units and agencies in order for the plan to be successful.

B-2. MA planners use existing facts and necessary assumptions in OPLANs to ensure mission success. It is essential that MA Planners continually strive to validate assumptions and eliminate any false facts or assumptions. For more on orders production, see ADP 5-0, *The Operations Process*.

CLASSIFICATION

HEADQUARTERS USEUCOM

APO AE 09128

28 February 1999

APPENDIX D TO ANNEX D TO USEUCOM OPLAN 4999-99 ()

MORTUARY AFFAIRS ()

() **References:** DODD 1300.22E, JP 4-06, service regulations, support agreements, and other documents necessary for a complete understanding of this appendix.

1. () Situation. Identify any significant factors that may influence mortuary affairs (MA) activities in support of this OPLAN. Use the following subparagraphs to the extent necessary.

a. () Enemy. Refer to Annex B, Intelligence (standard OPORD annex). Assess the effect of enemy capabilities and probable courses of action on MA activities.

b. () Friendly. Include any coalition military forces and U.S. civilian agencies that will support the assigned Forces in accomplishing MA activities.

2. () Execution

a. () Concept of Operations. State the general concept of MA support of the Forces assigned for implementation of the OPLAN and comment on MA facilities, interment, and evacuation policies existing at the onset of hostilities versus the time when additional forces and resources became available. Project when the theater interment and evacuation policy may change. Comment on mass fatality policies and the processing of CBRN contaminated remains.

b. () Task. In separate numbered subparagraphs for each applicable component, identify specific responsibilities for MA activities. Indicate by component, responsibility for as many of the following as applicable:

(1) () Mortuary affairs support of forces for each U.S. military service.

(2) () Surface and aerial evacuation of human remains and PE.

(3) () Establishment and operation of various MA facilities: mortuary affairs collection points (MACPs), theater mortuary evacuation point (TMEP), and PE depot. Indicate the command and support relationships for each facility.

(4) () Establishment and operation of a MACRMS.

(5) () Establishment and operation of temporary interment sites.

(6) () Activation and staffing of the joint mortuary affairs office (JMAO) and the establishment of sub area JMAOs as needed.

(7) () Designate theater executive agent and Theater Mortuary Affairs Office (TMAO).

c. () Coordinating Instructions. Include general instructions applicable to two or more components. Include, if applicable, items such as:

(1) () Arrangements concerning MA support of U.S. forces under OPCON of other than U.S. command.

(2) () Agreements with coalition nations, U.S. Government and nongovernmental agencies for MA support of allied forces and civilian personnel in areas where U.S. forces are operating.

(3) () Advisory services to support allied or host nation MA activities.

(4) () Approving authority for use of temporary interment.

(5) () Providing manpower and personnel directorate of a joint staff (J-1) information for joint fatality reporting. Establish JMAO reporting requirements.

(6) () Special instructions for operations involving special operations forces.

(7) () AFME support.

d. () Special Guidance. Include guidance and policy, not discussed elsewhere, concerning the search, recovery, tentative identification, evacuation or temporary interment of U.S. military, coalition force, civilian, enemy or detainee dead under the jurisdiction of U.S. forces. Also discuss the recovery and handling of PE, assignments and duties of a summary court martial officer (SCMO), and the distribution and retention of related reports and records. If applicable include the following:

(1) () Uniform procedures for maintaining continuous accountability of human remains and PE at all MA Activities.

(2) () Evacuation of human remains and PE intra-theater, between theater, and CONUS.

(3) () Possible transfer of human remains and PE of coalition or enemy personnel to representatives of the coalition or host country concerned.

(4) () Identity of specific collection locations where non-U.S. fatalities will be evacuated, if applicable.

3. () Administration and Logistics. Refer to Annex F, Logistics. Provide a concept for furnishing logistics and administrative support for the MA activities and, as appropriate, include guidance on the following:

a. () Discuss equipment and resource requirements that may be filled by logistics civil augmentation program (Army) or host nation support.

b. () Use of U.S. forces non-MA personnel, coalition forces, contractor or host nation civilians to augment MA facilities.

4. () Network operations. Summarize special systems and command procedures required to conduct MA. Refer to appropriate section of annex H (standard OPORD annex).

Appendix C

Forms and Reports

When personnel search for, recover, and evacuate remains, forms and reports detailing the mission must be completed. This appendix provides the user with a detailed set of instructions for completing necessary forms and reports. All Department of Defense (DOD) and Department of the Army (DA) forms can be located via the internet.

NECESSARY FORMS

C-1. Proper documentation with forms completed fully and accurately is required for the MA mission to be successful. Forms may be required that are not listed in this appendix; if that is the case, MA personnel will reference the proper document for accurate form completion. The following is a list of forms that are necessary for the MA mission:

- DD Form 565, Statement of Recognition of Deceased.
- DD Form 567, Record of Search and Recovery.
- DD Form 1074, Questionnaire of Local Inhabitants.
- DD Form 1075, Convoy List of Remains of Deceased Personnel.
- DD Form 1076, Military Operations Record of Personal Effects of Deceased Personnel.
- DD Form 1077, Collection Point Register of Deceased Personnel.
- DD Form 1079, Interment/Disinterment Register.

C-2. Often MA personnel will be required to complete required shipping documentation. However, additional or even different documentation may be required based upon local theater policy. As movement and hazardous material forms and procedures change periodically, contact your local movement control team for more information. The following list contains some possible documents that may be required:

- DD Form 836, Dangerous Goods Shipping Paper/Declaration and Emergency Response Information for Hazardous Materials Transported by Government Vehicles.
- DD Form 1384, Transportation Control and Movement Document.
- DD Form 1387, Military Shipment Label.
- DD Form 2890, DOD Multimodal Dangerous Goods Declaration.

DD FORM 565

C-3. The DD Form 565 is used for visual identification of a decedent by an individual who knew that person well or have knowledge of the decedent's distinguishing physical characteristics. Entries on this form must fall within guidelines. If any entry cannot be verified, the terms "UNKNOWN" or "UNK" will be used as applicable.

C-4. Due to the importance of preserving forensic evidence regarding the cause of death of Soldiers killed in action, MA personnel must not remove clothing and military equipment (such as individual protective equipment) when looking for identifying marks. Additionally, the remains may not be washed to determine identifying marks because washing the remains may result in the loss of forensic evidence.

C-5. MA personnel at the first receiving MA facility ensure that DD Form 565 is prepared for each remains. Both the person making the visual recognition and a witness must sign the form. Additionally, MA personnel may want to interview people who were in the recovery area. Sometimes, no one recognizes the remains, but the interview still may provide help in providing tentative identification. The original and one copy of the form are evacuated with the remains. One copy is kept in the processing files of the MA facility.

DD FORM 567

C-6. Search and recovery team members or personnel at a receiving MA facility (MACP, TMEP, and so forth) prepare the DD Form 567 for each remains recovered during the search and recovery mission. Team members also prepare this form if no remains are found. This is done to provide information about the search. This form is used for field search cases in the area clearance phase of search and recovery. It is prepared in triplicate with the MA facility keeping one copy and the original and remaining copy forwarded with the remains.

C-7. The DD Form 567 is used to establish initial identification of deceased personnel. Do not leave blocks in this form blank, fill unnecessary blocks with either "NONE" or "N/A" and if information is unknown enter either "UNKNOWN" or "UNK".

DD FORM 1074

C-8. The DD Form 1074 is used anytime citizens of a search area are questioned about deceased or missing personnel. All entries on this form must be completed; if any entry cannot be verified, the term "UNKNOWN" or "UNK" will be used. Additionally, if a question in any block does not apply, "N/A" will be placed within that block.

C-9. MA personnel at the first receiving MA facility ensure that a DD Form 1074 is prepared for each interviewed person. The original and one copy of the form are evacuated with the remains. One copy is kept in the processing MA facility's file.

DD FORM 1075

C-10. The DD Form 1075 is completed by MA Personnel at a MA facility (MACP, TMEP, and so forth). All remains evacuated within an individual convoy or lifts are listed on this form. The convoy commander or crew chief will sign for the remains and begin the evacuation. If any entry on this form cannot be verified, use the terms "UNKNOWN" or "UNK" as applicable.

C-11. MA personnel at the MA facility initiating the evacuation will ensure that a DD Form 1075 is prepared listing each remains to be evacuated within a single serial. The original copy of the form is evacuated with the remains. One copy is kept in the processing MA facility's file.

DD FORM 1076

C-12. The DD Form 1076 may be completed by the losing unit, treating medical facility or MA personnel. This form is used in all TOs, but not in the CONUS. All PE received with or belonging to the remains are listed on the form. If no effects are with the remains, this is noted on the form and, if known, the reason there are no effects is stated. If any entry on this form cannot be verified, use the terms "UNKNOWN" or "UNK" as applicable.

C-13. PE are divided into two categories; associated and disassociated. Associated PE is inventoried by MA personnel at the receiving MA facility. Due to the importance of preserving forensic evidence regarding the cause of death of service members killed in action, MA personnel must not remove clothing and military equipment (such as individual protective equipment) when inventorying PE. Associated PE must be inventoried and evacuated on the remains. The DD Form 1076 is completed in triplicate when inventorying associated PE. The original is placed in the PE Bag with the PE, which the unit safeguards until the PE are evacuated with the remains. The PE must be re-inventoried and signed for at each stop in the evacuation process.

C-14. PE belonging to the decedent that is not associated with the human remains, but located in the decedent living area is the responsibility of the unit commander. This is the losing unit's responsibility to inventory and evacuate to the theater PE depot (see chapter 5). The original copy of the unit's inventory is forwarded with the PE. The unit keeps one copy for their unit files.

DD FORM 1077

C-15. The DD Form 1077 must be completed by personnel at a MA facility. A new form must be initiated for each 24-hour period running from 0001 through 2400. MA Facilities may use as many forms per day as required. Originals of the DD Form 1077 are filed at the MA facility until the facility is closed, at which time disposition instructions per AR 25-400-2, *The Army Records Information Management System*, are applied.

C-16. After completing all the data for remains on the form, a horizontal line will be drawn under those data entries. This line provides the senior personnel from the delivering unit a place to sign verifying the delivery of remains and the accuracy of data entered. This person should sign above the line drawn for each entry. After the last remains of the 24-hour period is received, a horizontal line will also be drawn under that entry and underneath that line, enter the words "nothing follows." If no remains are received during the 24-hour period, "no remains received" is entered across the face of the form. If remains are received and any entry on this form cannot be verified, use the terms "UNKNOWN" or "UNK" as applicable.

C-17. DD Form 1077 will not be filed until all remains listed are evacuated. The MA facility NCOIC or OIC will place the date in the lower right corner when all remains listed are evacuated. This will close-out the form allowing it to be filed.

DD FORM 1079

C-18. The DD Form 1079 is a record of the processing and interment of each remains at a temporary interment site. It is completed by MA personnel located at the interment site. The original and one copy of the DD Form 1079 are kept at the interment site until it is closed and all remains are disinterred, at which time, the original is forwarded to the JMAO. The JMAO is responsible for disposition as dictated by AR 25-400-2, *The Army Records Information Management System*. An additional copy is maintained by the MA unit conducting the interment or disinterment mission.

C-19. When using DD Form 1079 a new form must be initiated for each individual row of interment or disinterment (See JP 4-06). If any entry cannot be verified, an entry of "UNKNOWN" or "UNK" will be entered.

REPORTS

C-20. MA reports are prepared in memorandum format as prescribed by AR 25-50, *Preparing and Managing Correspondence*. Reports provide the JMAO with an overview of the MA situation within the theater. Samples of common MA reports are listed below; however, additional reports not listed may be necessary as the situation dictates.

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

REPORT OF ATROCITY

C-21. If the recovery teams inform the collection point of an atrocity, the collection point personnel will prepare an atrocity report in memorandum format (*Per AR 25-50*). In the report (figure C-1 on page C-4), suspected reasons or causes of the atrocity must be provided. Once complete, the memorandum is forwarded to the JMAO. This information will be used as necessary by the JMAO to initiate an investigation.

 REPLY TO ATTENTION OF	CLASSIFICATION DEPARTMENT OF THE ARMY UNIT, HIGHER UNIT (IF APPLICABLE) STREET ADDRESS (IF APPLICABLE) CITY STATE ZIP+4	
OFFICE SYMBOL	DATE	
MEMORANDUM FOR Commander, Joint Mortuary Affairs Office		
SUBJECT: Report of Suspected Atrocity		
1. This collection point # <i>(Enter MACP #)</i> has received from the <i>(Enter unit)</i> , the remains of <i>(Enter number of, unit and nationality of remains)</i> . 2. All remains were recovered from grid coordinates <i>(Enter grid coordinates)</i> on map # <i>(Enter map reference number)</i> , by a search and recovery team dispatched from collection point# <i>(Enter MACP #)</i> . 3. All remains received were <i>(Briefly explain suspected atrocity)</i> .		
FOR THE COMMANDER:		
NAME RANK, BRANCH/SERVICE Duty Description		

Figure C-1. Report of suspected atrocity

REPORT OF UNRECOVERED REMAINS

C-22. The report of unrecovered remains (figure C-2) is prepared in memorandum format by the responsible commander when he or she knows where unrecovered remains are located but does not have assets needed to recover the remains due to the tactical situation. The report includes, but is not limited to, the number and location of remains, reasons the remains were not recovered, and other relevant information. The responsible commander forwards this report through channels to the JMAO.


 <p>REPLY TO ATTENTION OF</p>	<p>CLASSIFICATION</p> <p>DEPARTMENT OF THE ARMY UNIT, HIGHER UNIT (IF APPLICABLE) STREET ADDRESS (IF APPLICABLE) CITY STATE ZIP CODE+4</p>	
OFFICE SYMBOL	DATE	
<p>MEMORANDUM FOR Commander, Joint Mortuary Affairs Office</p> <p>SUBJECT: Report of Unrecovered Remains</p>		
<ol style="list-style-type: none"> 1. This confirms <i>(verbal/written)</i> communication of <i>(Enter Date)</i>. 2. <i>(Enter name and Social Security/Serial Number of who reported unrecovered remains)</i>, report the suspected location of <i>(Enter the number and nationality of unrecovered remains)</i> to me on <i>(Enter Date)</i>. 3. The unrecovered remains are <i>(Enter the suspected location of the unrecovered remains to include grid coordinates and map reference)</i>. 4. Because the <i>(Briefly explain why the remains were not recovered)</i>. More information is found within <i>(Enter the situation or commanders' report for the incident)</i>. 5. If necessary, a recovery team can be led to the above-mentioned site when the situation permits. 		
<p>FOR THE COMMANDER:</p> <div style="text-align: right; margin-top: 20px;"> NAME RANK, BRANCH/SERVICE Duty Description </div>		

Figure C-2. Report of unrecovered remains

REPORT OF INCIDENT

C-23. The report of incident (figure C-3 on page C-6) is prepared in memorandum format to help identify deceased personnel killed in an accident or by any incident that might make identification difficult. The report includes, but is not limited to, the following information:

- Time and date
- Location of the incident including grid coordinates and map reference numbers
- Name, grade, social security number, and unit of each person involved in the incident
- Status of survivors (if any)
- A narrative of what the incident entailed (what took place). The narrative should include all relevant information pertaining to the incident
- A statement within the narrative that indicates a thorough search and recovery was or was not conducted
- The name, grade, social security number or serial number, and unit or organization of the person making the report


 REPLY TO ATTENTION OF	CLASSIFICATION DEPARTMENT OF THE ARMY UNIT, HIGHER UNIT (IF APPLICABLE) STREET ADDRESS (IF APPLICABLE) CITY STATE ZIP CODE+4						
OFFICE SYMBOL		DATE					
MEMORANDUM FOR Commander, Joint Mortuary Affairs Office SUBJECT: Report of Unrecovered Remains Incident							
1. Incident: Briefly describe the incident. 2. Date Time Group: Enter date time group of the incident. 3. Location: Enter the grid coordinates, map title and sheet number reference. 4. Circumstances: Enter information pertaining to the incident. 5. Probable Cause: Enter probable cause of the incident.							
6. Personnel Involved: <table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"><u>NAME</u></td> <td style="text-align: center;"><u>SSN</u></td> <td style="text-align: center;"><u>SERVICE</u></td> <td style="text-align: center;"><u>UNIT</u></td> <td style="text-align: center;"><u>DUTY DESCRIPTION</u></td> </tr> </table>			<u>NAME</u>	<u>SSN</u>	<u>SERVICE</u>	<u>UNIT</u>	<u>DUTY DESCRIPTION</u>
<u>NAME</u>	<u>SSN</u>	<u>SERVICE</u>	<u>UNIT</u>	<u>DUTY DESCRIPTION</u>			
7. Survivors: Enter names of survivors. 8. Point of Contact:							
FOR THE COMMANDER:							
NAME RANK, BRANCH/SERVICE Duty Description							

Figure C-3. Report of Incident

REPORT OF AREA CLEARANCE

C-24. The report of area clearance (figure C-4) is prepared in memorandum format when the final search of an area is complete. The OIC with the responsibility for the geographical area prepares and signs the report


 <p style="font-size: small; margin-top: 5px;">REPLY TO ATTENTION OF</p>	<p>CLASSIFICATION</p> <p>DEPARTMENT OF THE ARMY UNIT, HIGHER UNIT (IF APPLICABLE) STREET ADDRESS (IF APPLICABLE) CITY STATE ZIP CODE+4</p>	
OFFICE SYMBOL	DATE	
<p>MEMORANDUM FOR Commander, Joint Mortuary Affairs Office</p> <p>SUBJECT: Report of Area Clearance</p>		
<p>1. I certify that records of this office indicate this unit conducted a thorough search of the following area for remains of U.S. Forces, Coalition, and enemy personnel and, to the best of my knowledge all recoverable remains known to be in this area have been recovered.</p> <ol style="list-style-type: none"> a. Map Sheet Number: <i>(Enter the Map Sheet Number).</i> b. Map Series: <i>(Enter the Map Series).</i> c. Map Title: <i>(Enter Map the Map Title).</i> d. Grid Squares: <i>(Enter the grid squares cleared or COMPLETED if the entire map sheet is cleared).</i> e. Scale: <i>(Enter the map scale).</i> <p>2. The area identified by the map sheet listed above has been determined "CLEARED" and no further organized searches will be conducted in this area.</p> <p>3. Point of contact for this memorandum is <i>(Enter the point of contact for this information).</i></p>		
<p>FOR THE COMMANDER:</p> <div style="text-align: right; margin-top: 20px;"> NAME RANK, BRANCH/SERVICE Duty Description </div>		

Figure C-4. Report of area clearance

REPORT OF UNRECOVERED/MISSING MAJOR PORTIONS

C-25. The report of unrecovered or missing major portions (figure C-5 on page C-8), is prepared in memorandum format when remains are missing major portions, such as an arm, leg, or head. The preparer of the report may be the unit of the deceased personnel, the leader of the recovery team, or the receiving MA facility. Tentative identification personnel in the MA facilities need to know that a thorough search was conducted and no additional portions of the deceased were or will be received by their facility. This report is forwarded through channels to the JMAO.


 <p style="font-size: small; margin-top: 5px;">REPLY TO ATTENTION OF</p>	<p>CLASSIFICATION</p> <p>DEPARTMENT OF THE ARMY UNIT, HIGHER UNIT (IF APPLICABLE) STREET ADDRESS (IF APPLICABLE) CITY STATE ZIP CODE+4</p>	
OFFICE SYMBOL	DATE	
MEMORANDUM FOR Commander, Joint Mortuary Affairs Office		
SUBJECT: Report of Unrecovered / Missing Portions		
<ol style="list-style-type: none"> 1. Reference search and recovery #. <i>(Enter search and recovery number).</i> 2. A thorough and systematic search covering a 100 meter radius of grid coordinate <i>(Enter grid coordinate)</i> was conducted. It was not possible to recover the complete remains, and no portions were found. 3. The recovery was made under supervision of the commander's representative, <i>(Enter the name of the representative)</i>, who was responsible for the area searched. 4. <i>(Enter the name of verifying official)</i> of the <i>(Enter the unit and duty description of the verifying official)</i>, verified that the mission was conducted and there were no major portions found during the search. 5. Point of contact for this memorandum is <i>(Enter the point of contact for this information).</i> 		
NAME RANK, BRANCH/SERVICE Duty Description		

Figure C-5. Report of unrecovered/missing major portions

Appendix D

Quartermaster Collection Company (Mortuary Affairs)

MISSION

D-1. The quartermaster MA collection company, standard requirement code mission is to establish, operate, and maintain MACPs. Company personnel conduct search, recovery, and evacuation operations for deceased U.S. Military and certain U.S. civilian and allied personnel; dispose of PE; and maintain essential records and reports. The company is designed to be modular; maintaining the ability to deploy at the team level. This modularity is essential to support the full spectrum of Army operations in the operation environment.

D-2. To enhance modularity and deployability, the QM MA company, has four elements each with its own unique mission:

- The headquarters platoon mission is to exercise mission command and provide administrative, logistical, and field feeding support and field level maintenance management to the QM collection company (MA).
- The civil support operations section mission is to coordinate and control MA operations.
- The forward collection platoon mission is to establish, operate, and maintain up to four MACPs. The platoon can conduct limited search and evacuation operations of deceased U.S. Military, certain U.S. civilian and coalition personnel receive, inventory, and coordinate evacuation of PE with remains; maintain essential records and reports.
- The main collection platoon mission is to establish, operate, and maintain a corps main collection point that receives remains and PE from the forward collection points.

RESPONSIBILITIES

D-3. The QM MA company is designed to deploy, set up, and operate MACPs. The MACPs receive, process, and coordinate the evacuation of deceased U.S. Military, certain U.S. civilian personnel, coalition forces and their accompanying PE. The company's specified duties are to:

- Conduct limited search and recovery missions, as required
- Set up and operate MACPs, with refrigeration capability, within the BSB support area
- Set up and operate a main MACP, with refrigeration capability, within the Sustainment Brigade area
- Maintain essential records and reports

D-4. While the specified tasks of the QM MA company are extensive, additional on-order responsibilities include the following:

- Establish and operate a TMEP
- Establish and operate a PE depot
- When supplied with the necessary equipment and augmentation, establish and operate a MACRMS
- Conduct temporary interment and disinterment operations as directed by the GCC
- Respond to CONUS or U.S. Territory peacetime mass fatality incidents as requested and authorized by the Department of Homeland Security, in accordance with DOD Directive 3025.18, *Defense Support of Civil Authorities (DSCA)*, and the National Response Framework (NRF)
- Respond to OCONUS peacetime mass fatality incidents as requested and authorized by the State Department and in accordance with DOD Directive 5100.46 *Foreign Disaster Relief*.

D-5. Implied tasks of the QM mortuary affairs (MA) company include but are not limited to the following:

- Establishing and maintaining site security
- Controlling access to the processing area
 - As more reporters and media are embedded into our fighting forces, MA leaders need to ensure they are controlling access to the processing area. A MA leader has an inherent responsibility to ensure that family members do not see their loved one on a newscast before being notified by the Casualty Assistance Center.

D-6. Commanders and staff planners must understand that the QM mortuary affairs (MA) company ability to accomplish their table of organization and equipment mission is degraded as it is tasked to perform additional duties and responsibilities outside the scope of that mission. The QM mortuary affairs (MA) company commander, or a designated representative, must continually inform the chain of command about current responsibilities and the capabilities of the unit. The chain of command must also be informed on how the additional assigned responsibility will impact the ability of the QM collection company (MA) to adapt and flex to future operations within the AO.

ORGANIZATION

D-7. The QM MA company (figure D-1) comprises a headquarters element, and five MA platoons.

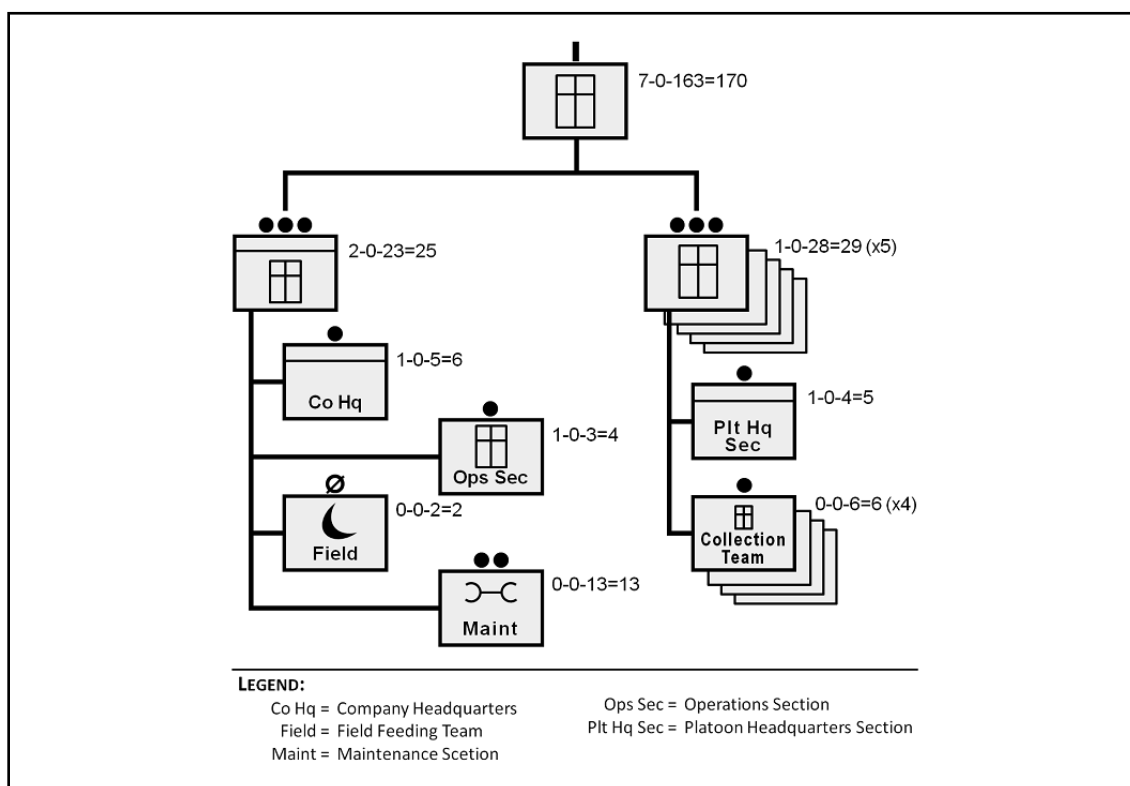


Figure D-1. Quartermaster Collection Company (MA) organizational chart

D-8. The headquarters element contains the civil support operations section, maintenance section, and field feeding section. Each section within the headquarters element has a specific function.

- The civil support operations section is responsible for exercising mission command and providing administrative support and logistical support to the company and any attached elements operating within the company. This section also operates as the net control station for the company.
- The maintenance section provides field level maintenance management, supervision of the company's subordinate units, unit level equipment repair, and vehicle recovery for the company.

The MA commander or the early entry module (EEM) OIC will place and assign maintenance personnel to best support the unit.

- The field feeding section provides field feeding for the company when the company is co-located with the platoons. When the platoons are dispersed, the MA company commander or the EEM OIC will allocate or assign field feeding assets to best support the mission.

D-9. The civil support operations section is responsible for the allocation and placement of MA assets on the battlefield. In the deployment phase this section acts as the MA EEM that deploys with other advance forces to the JOA. Upon arrival on the battlefield, the section reports to the TSC MA officer for integration into the G-4, sustainment operations division. Commanders must understand that this section must be integrated as soon as possible and be positioned where it can best support the further integration of MA assets in order for the MA mission to be successful. Once integrated this cell acts as a coordination and logistics hub for the assignment and placement of all Army MA assets going through the reception, staging, onward movement, and integration into the JOA. Once all company MA Assets have been deployed this section is responsible for the oversight and overall execution of the MA mission at the corps level.

D-10. The five mortuary affairs platoons are organized into a headquarters element and four collection teams, each of which establishes a MACP. Each MACP will generally be assigned to support a BCT sized element. Upon establishment, the MACPs receive, process, and coordinate evacuation of remains and associated PE. Each MACP is able to receive, process, and coordinate evacuation for 20 remains and associated PE per day. These platoons or teams may be designated to establish, operate, and maintain up to four MACPs, conduct limited search, recovery, and evacuation operations of deceased U.S. military, certain U.S. civilian and allied personnel. Each team is capable of receiving, inventorying, and coordinating the evacuation of deceased personnel and their PE. The teams may be combined to perform MACRMS operations, main collection point, and TMEP or PE depot. The platoon can be tasked to perform any one task but not concurrently.

D-11. The main collection point is organized into three sections: headquarters, receiving, and evacuation. Together these sections provide MA direct support to the corps. Upon establishment, the main collection platoon receives remains and PE from the forward MACPs. Additionally, the main collection point maintains the ability to receive remains and PE directly from surrounding units on an area support basis. The main collection point then coordinates evacuation of received remains and PE to the TMEP. The QM MA company may be tasked to operate a TMEP, PE depot and to inter or disinter remains in theater.

Assignment and Allocation

D-12. The QM collection company is assigned to a TSC, table of organization and equipment 63702A. If the TSC is not fully deployed to theater, the QM collection company assets will be assigned to the highest sustainment unit located within that theater until the TSC is established. During full deployment the company can support a force of 179,000 Soldiers, or up to 20 individual BCT equivalent units. Individual sections may be deployed from the company as the mission and logistics requirements dictate. This allows supported units the flexibility required to operate effectively within the AO. However, the increased modularity places additional responsibility upon MA staff officers to produce and maintain accurate MA estimates. The estimates prepared are used for planning both the timeline and the number of assets deploying.

D-13. Forward collection platoons are assigned to the BSB for allocation to the different BCTs within a division. The Headquarters element from this platoon will be assigned to the Sustainment Brigade of that division. Each BCT size element will be assigned a section from the forward collection platoon. This section is responsible for providing direct support to the BCT by establishing a MACP. Because the AO is a non-fixed structure, the number of forward collection platoons and sections assigned within an AO will vary by operation.

D-14. The main collection platoon placement within the AO is based upon JMAO and Theater Command guidance. Normally the platoon will be assigned to a sustainment brigade within the TSC. The platoon will be the primary asset called upon to establish a MACRMS and may be used to augment different MACPs based upon forecasted mission requirements and the AO.

D-15. The civil support operations section will be integrated in the TSC, G-4 sustainment operations cell. The company civil support operations section is responsible for the oversight of all MA assets on the TO and for tracking the evacuation of remains and shipment of PE to the joint personal effects depot (JPED). Upon full company deployment, the commander of the QM collection company (MA) may become the subject matter expert advisor to the TSC, G-4 Sustainment Operations Division. The commander may also act as a liaison between the JMAO, TSC, and supported units with the responsibility to ensure proper Army MACP placement and Army MA troop care. The QM collection company commander's primary responsibility is to ensure the Army MA mission is accomplished in accordance with JMAO and GCC intent. The QM collection company commander must be given the flexibility required to ensure mission success.

D-16. The first sergeant of the QM collection company (MA) is attached to the TSC, G-4 sustainment operations division upon deployment. The first sergeant is responsible for preparation and review of the MA appendix and annex within all Army OPLAN or OPORDs while still administering the inherent first sergeant responsibility of troop welfare. Troop welfare is enhanced by proper assignment to units for life support that understand the MA mission requirements and ensuring coordination mechanism are in place to monitor support.

Capabilities

D-17. At table of organization and equipment Level 1 the company is capable of establishing 20 MACPS and a civil support operations cell. In addition, the company is able to establish a main collection point.

- Each MACP is capable of processing up to 20 remains per day. This capability includes the receipt, processing, and evacuation of remains along with the receipt, inventory, and evacuation of all DE associated with the remains.
- The civil support operations cell is able to act as the EEM to assist the TSC, G-4 sustainment operations division with the integration of all Reception, staging, onward movement and integration MA Units.
- The main collection point is capable of processing 400 remains per day received from the forward MACPs.

D-18. At table of organization and equipment Level 2 the operational capabilities of the company are reduced to approximately 90 percent of the table of organization and equipment Level 1 capabilities.

D-19. At table of organization and equipment Level 3 the operational capabilities of the company are reduced to approximately 80 percent of the table of organization and equipment Level 1 capabilities.

D-20. The operational capabilities drop significantly if the company is also tasked to conduct search and recovery operations, operate a TMEP, conduct MACRMS operations, or conduct temporary interment or disinterment operations.

D-21. Soldiers assigned to support a unit can assist in the coordinated defense of that unit's area. Supported unit commanders must realize that when the MA Soldiers are given additional defense responsibilities, the MACP processing capability is reduced. When consolidated the entire company can provide unit level food service support and maintenance on all organic equipment, except communication security equipment. Personnel strength levels determine other capabilities.

Mobility

D-22. The QM collection company can conduct intra-theater transport of 100 percent of its table of organization and equipment, equipment and supplies in a single lift by using 100 percent of its authorized organic transportation assets. The MACP should not move until all remains have been processed and evacuated.

D-23. When individually deployed, the forward collection sections are 100 percent mobile using organic section equipment upon evacuation of all remains. Individually deployed the main collection point is also 100 percent mobile when using 100 percent of organic equipment and upon evacuation of all remains.

Required Support

D-24. The company is capable of providing its own unit maintenance (except communications security maintenance) and food service when co-located. When deployed in support of operations the individual sections and platoons require external support. The supported unit is often tasked to provide this support. This is especially challenging for the staff planner because of the low density of the equipment and repair parts of much of the essential MA equipment, see figure D-2.

D-25. When determining the placement of the MACPs the commander and first sergeant of the QM collection company must ensure that the appropriate mission command structure is in place. ADRP 5-0 lists support and first sergeant of the QM collection company must ensure that the appropriate mission command structure is in place. ADRP 5-0 lists support and reporting responsibilities for the different mission command applications.

D-26. MA controlled supplies and equipment will be managed by the JMAO and forwarded to the MA elements. Based upon the operational situation, reusable controlled items, such as human remains transfer cases may be forwarded down to the MACP level based upon the AO.

D-27. If exposed to a CBRN environment the QM MA company has minimal capability for decontamination operations. The unit relies upon the supported element to provide operational decontamination operations and upon the CBRN company for thorough decontamination operations.

D-28. The company is dependent upon appropriate elements within theater for religious, legal, engineer support, personnel and administrative services, supplemental transportation support and field level communication security equipment maintenance. Additional support is required for decontamination of personnel, equipment and human remains; the quartermasters supply company for operations of a TPED, and perishable sustenance support; support maintenance company for equipment maintenance; and Engineer Survey & Design Teams for interment operations.

MORTUARY AFFAIRS UNIT REQUIRED SUPPORT	
	<ul style="list-style-type: none"> • Life Support • Religious Support • Combat Health Services • Combat Stress Management • Personnel • Legal Aid • Finance • Engineering • CBRN decontamination • Additional Transportation • Unit level COMSEC Maintenance

Figure D-2. Required support

Site Selection/Establishment

D-29. Site selection is dependent upon which unit the MA assets are attached to and the defensive structure of those units. Generally, the MACP will be co-located with the Brigade Support Area and will need to be integrated into the overall defense plan. An MACP operates out of a MIRCS. MACPs should operate in an area that allows for restricted access and viewing of the MA operation. Placement of the MIRCS should follow the MACP site selection considerations and criteria provided below which will support the operation as indicated.

- Highly mobile MACP providing direct support to a combat maneuver element site selection considerations and criteria:

- Proximity to a main supply route to facilitate delivery and evacuation of human remains.
- Accessibility for combat units evacuating human remains as well as being clearly marked so that the unit can recognize the MACP.
- Accessibility to mobile refrigeration containers.
- Proximity to life support or personnel services but out of sight from the patient decontamination site or medical treatment facilities.
- Proximity to tactical communications support.
- MACP providing general support to a given area or major command site selection considerations and criteria:
 - Proximity to a main supply route.
 - Ability to build a road network on site or to use an existing road network.
 - Ability to build a helipad on site or to use an existing helipad.
 - Proximity to engineer support for construction and maintenance of a road network and helipad.
 - Proximity to a landing strip or airport.
 - Proximity to life support or personnel services but out of sight from the patient decontamination site or medical treatment facilities.
 - Proximity to tactical communications support.
 - Ability to screen area using natural screening or screening material.

D-30. Upon arrival at a new location, the MACP NCOIC will notify both the supported unit and the MA higher headquarters. The NCOIC will then implement the priorities of work. Once the MACP is established the NCOIC will notify both the supported unit and the MA higher headquarters that the MACP is ready to receive remains.

Operations

D-31. MA leaders must continually produce estimates, through which operational shortfalls are identified. Once shortfalls are identified impacts and mitigations must be implemented to ensure mission success.

Before deploying to a specific JOA, the commander, or a designated representative, must coordinate with the TSC representatives. The key areas of coordination are synchronizing TPFDD—specifically matching unit personnel to unit equipment—and identifying equipment shortfalls.

D-32. Upon deployment the commander and first sergeant must work closely with the TSC, G-4, sustainment operations division. This coordination provides the MA leaders visibility over transportation, personnel, and logistics assets throughout the AO for MA issues. This also allows the MA Leadership to mitigate any MA issues, specifically those concerning transportation, communications, and mission command.

D-33. Ideally the collection company's EEM coordinates with the individual incoming MACPs and links them up with their supported units during the reception, staging, onward, movement, and integration process. This requires initiative on the part of the EEM and forward collection platoon leaders or platoon sergeants. After each of the four sections from the forward collection platoon is assigned, the platoon leader and platoon sergeant become senior MA advisors to the division or task force logistics planners.

D-34. The MACP NCOIC will report to the BCT commander for mission command; however MA issues will still be reported through MA channels. Additional reporting requirements are based upon the supported unit's logistics situation report standing operating procedure.

D-35. The MACP NCOIC is responsible for initiating MACP priorities of work. This specifically includes establishing and maintaining site security over the collection point. As more reporters and media are embedded into our fighting forces, MA leaders need to ensure they are controlling access to the processing area. A MA leader has an inherent responsibility to ensure that family members do not see their loved one on a newscast before being notified by the Casualty Assistance Center.

D-36. Priorities of work examples are as follows:

- Tie in with adjacent unit.

- Establish site security.
- Establish communication.
- Coordinate life, personnel, medical and engineer support.
- Establish habitual transportation link.
- Prepare road network.
- Prepare refrigeration (overflow).
- Construct munitions holding area per guidance from Explosive Ordnance Disposal personnel.
- Prepare to receive remains.

D-37. MA Leaders at all levels should coordinate daily with the appropriate individuals who have oversight for MA issues. They must also attend recurring briefings to obtain current and vital information needed to make informed MA decisions. This will ensure the accurate flow of information on MA issues passed through the chain of command.

D-38. When refrigeration of remains is required, MA Leaders must use the “first-in, first-out” concept. The first remains placed in the refrigeration unit will be the first remains to be removed for processing and evacuation.

D-39. The refrigeration is not to be used as a “storage” unit and should not be factored into the planning estimates as such. The refrigeration unit is to be used strictly to hold remains until they can be processed. No other items, such as Class I (food and perishables) or medicines should be placed in MA refrigeration assets. If additional MACP refrigeration assets are required, the NCOIC should contact the BSB support operations office or Division G-4 to initiate augmentation by external units or local contract.

D-40. Based on the unique stresses placed upon the MA Soldier, the QM collection company (MA) is designed to allow 6-month rotations during long operations. MA Leaders must ensure that after these deployments Soldiers are allowed to decompress after dealing with death daily. MA leaders should coordinate with the local chaplain and behavioral health personnel to plan and implement a decompression program upon a Soldier’s return from deployment.

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Appendix E

Quartermaster Mortuary Affairs Company (Echelons Above Corps)

MISSION

E-1. The quartermaster mortuary affairs company (EAC) mission is to establish, operate, and maintain up to two TMEPs to move deceased U.S. Military, coalition, and civilian personnel to CONUS or OCONUS military mortuaries or conduct theater interment operations; establish and operate up to five MACPs; and establish and operate a PE depot. There is currently one QM MA company (EAC) in a reserve status.

E-2. To enhance deploy ability; there are five elements within the quartermaster mortuary affairs company (EAC). The headquarters platoon, civil support operations section, PE platoon, evacuation or mortuary platoon, and the collection platoon each have their own unique mission.

- The headquarters platoon mission is to provide mission command administrative, logistical, field feeding support, and field level maintenance management to the quartermaster (QM) mortuary affairs company (EAC).
- The support operations section mission is to coordinate and control MA operations.
- The PE platoon mission is to receive, store, safeguard, and ship PE of remains processed in theater.
- The evacuation or mortuary platoon mission is to operate a TMEP or a temporary interment site.
- The collection platoon mission is to recover, receive, process, secure, account, and evacuate deceased U.S. military and certain U.S. civilian personnel.

RESPONSIBILITIES

E-3. The QM MA company (EAC) is designed to deploy, set up, and operate within a TO. The company's specified duties are as follows:

- Set up and operate up to two TMEPs to receive, process, and coordinate evacuation of deceased U.S. military and certain U.S. civilian personnel to CONUS or OCONUS military mortuaries.
- Set up and operate up to five MACPs within the theater area to receive, process, and coordinate evacuation of deceased U.S. Military and certain U.S. civilian personnel and their accompanying PE.
- Set up and operate up to two temporary interment sites (upon approval of the GCC). The interment sites will receive, process, and inter deceased US Military, certain U.S. civilian , coalition, local national (if disposition cannot be determined), enemy personnel, and all associated PE.
- Set up and operate a theater PE depot to store, safeguard, and coordinate shipment of the PE of remains and missing Soldiers in theater.

E-4. While the specified tasks of the QM MA company (EAC) are extensive; additional on-order responsibilities include the following:

- When augmented with table of distribution and allowances personnel and host nation support, the company can operate one in-theater mortuary that will receive, process, embalm, and coordinate evacuation of deceased U.S. military and certain U.S. civilian personnel to CONUS or OCONUS military mortuaries.
- When supplied the necessary equipment and augmenting personnel (*Per JP 4-06*), establish, operate, and maintain a MACRMS.

- Respond to CONUS or U.S. Territory peacetime mass fatality incidents as requested and authorized by the Department of Homeland Security, in accordance with *DOD Directive 3025.18* and the National Response Plan
- Respond to OCONUS peacetime mass fatality incidents as requested and authorized by the State Department and in accordance with *DOD Directive 5100.46*.

E-5. Commanders and staff planners must understand that as the QM MA Company (EAC) is tasked to perform additional duties outside the scope of their table of equipment mission, that mission becomes degraded. Examples of external missions include area defense, supported units details, and tasking. The QM MA company (EAC) commander, or a designated representative, must continually inform the chain of command about current responsibilities and the capabilities of the unit. The chain of command must also be informed about how the additional responsibility will impact the ability of the company to conduct future operations within the operating environment.

ORGANIZATION

E-6. The QM MA company (EAC) (figure E-1) comprises a headquarters element, civil support operations cell, and four platoons.

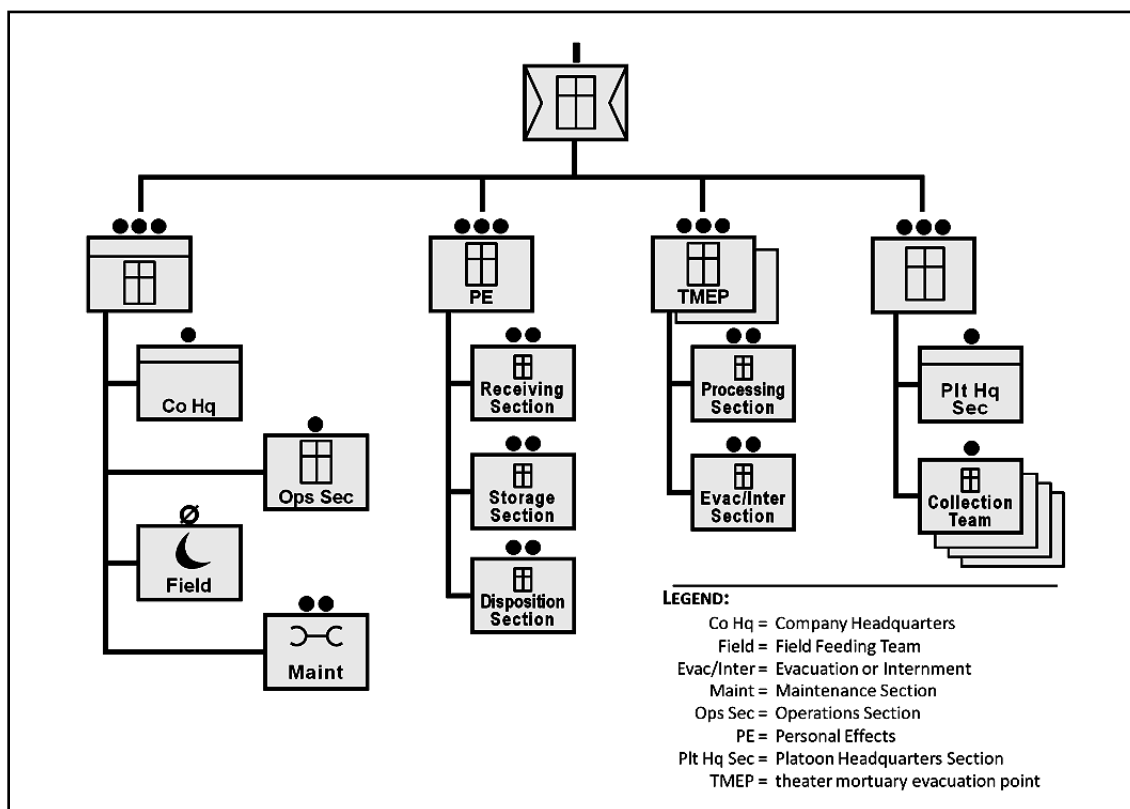


Figure E-1. Quartermaster Mortuary Affairs company (EAC)

E-7. The headquarters element contains the headquarters, food service, and maintenance sections. Each section within the headquarters element has a specific function.

E-8. The headquarters section is responsible for providing mission command administrative and logistical support to the company and any attached elements operating within the company. The section also operates as the alternate net control station for the company.

E-9. The maintenance section provides field level maintenance management, supervision of the company's subordinate units, unit level equipment repair, and vehicle recovery for the company. When the

platoons are dispersed the EAC commander or EEM OIC will direct placement of the maintenance section to best support the unit.

E-10. The field feeding section provides field feeding for the company when the company is co-located with all the platoons. When the platoons are not co-located the EAC commander or EEM OIC will direct placement of the field feeding section to best support the unit.

E-11. The civil support operations cell is responsible for the proper allocation and placement of the company's MA assets on the battlefield. Upon arrival, the section reports to the TSC MA officer for integration into the TSC G-4, sustainment operations division. Once integrated, this cell coordinates and controls assigned MACPs; search and recovery operations; and evacuation operations for deceased U.S. Military, certain U.S. civilian, and coalition personnel. The QM MA company (EAC) civil support operations cell must establish communication with the QM collection company (MA) civil support operations cell as soon as logistically possible. This is necessary to establish a common operating picture of all MA operations. Additionally the civil support operations section is the primary net control station for the QM MA company (EAC).

E-12. The PE platoon receives stores, safeguards, and ships PE of remains processed in theater. The platoon is organized into a headquarters element and three additional sections: receiving, storage, and disposition.

- The headquarters section provides supervision, coordination, and scheduling for operational elements of the platoon.
- The receiving section receives associated PE from the MACPs and also PE left in the unit areas for all individuals under custody, control or jurisdiction of the Army.
- The storage section stores and safeguards all PE received by the receiving section.
- The disposition section ships PE processed in the theater. The items will be shipped in accordance with AR 638-2 (*Care and Disposition of Remains and Disposition of Personal Effects*). Human Resources Command and Casualty Memorial Affairs Operations Center provide assistance.

E-13. The evacuation or mortuary platoon is responsible for the operation of a TMEP or a temporary interment site. The platoon is organized into a headquarters element and two additional sections: processing and evacuation and temporary interment.

- The headquarters section provides supervision and coordination for operating elements of the platoon. The section is also responsible for managing operations and ensuring quality control of the TMEP.
- The processing section processes remains received from the forward collection platoons. The section may also receive remains directly from local units that have sustained casualties.
- The evacuation and interment section operates a TMEP. The TMEP is responsible for processing and evacuating remains out of theater. The TMEP must also be prepared to receive augmentation to support interment or mortuary operations within the AO.

E-14. The collection platoon is organized into five sections, each of which establishes a MACP. The MACPs receive, process, and coordinate evacuation of remains and associated PE. Each MACP is able to receive, process, and coordinate evacuation for 20 remains.

ASSIGNMENT AND ALLOCATION

E-15. The QM MA company (EAC) is assigned to a TSC to provide MA support on an area basis to the TO. During full deployment the company can support a force of 165,000 Soldiers. Additionally, individual sections may be deployed from the company as the mission and logistical requirements dictate. This allows supported units the flexibility required to operate within the operating environment. However, the increased modularity places additional responsibility upon the MA staff officer to produce accurate MA estimates. The estimates prepared are used as the key planning factors for determining both the deployment timeline and assets deploying.

E-16. As the QM MA company (EAC) is designed to civil support operations across an entire theater, placement of assets must be thoroughly coordinated. The key commands that determine actual placement of

many of the assets are the JMAO, and the TSC sustainment operations division. The EAC company commander and first sergeant play an integral role in the coordination between these staff elements. They must take the initiative and be aggressive during the planning process to ensure proper assets and personnel arrive to establish the necessary operations to ensure the MA mission success.

E-17. Once coordination is complete and unit placement is determined, the placement location must be published to the units within the JOA. All remains within the JOA will be evacuated through the TMEP. Therefore, this notification must be to all services, not just Army forces.

E-18. The PE depot platoon may or may not be located within the JOA. If it is determined that the PE depot best supports the mission by being assigned within the JOA, then it will generally be co-located with the TMEP. All units must know the location of the PE depot as they are required to send the PE of killed in action and missing in action Soldiers and civilians through this element. Additionally the PE Depot must be prepared to accept the PE of enemy combatants, local nationals, coalition partners, and any other individual who is killed within the JOA.

E-19. The evacuation and interment platoons will generally be assigned to the sustainment command (Expeditionary) or a sustainment brigade assigned to the theater within the assigned JOA. The assigned location must be near an aerial port of embarkation (APOE). The evacuation and interment platoon must be assigned to an area that is large enough to support the TMEP mission. For more information on the TMEP mission, reference JP 4-06.

E-20. Upon full company deployment, the commander of the QM MA company (EAC) will be the subject matter expert advisor to the lead agent of the JMAO and TSC, G-4 sustainment operations division. The commander will also act as a liaison between the JMAO and TSC, with the responsibility to ensure proper placement and care of all QM MA company (EAC) assets. It is imperative that the commander integrate into the JMAO and establish communications with all participating services and coalition partners to ensure dissemination of important MA policies and procedures unique to the JOA.

E-21. At a point designated by the JMAO and the QM MA company (EAC) commander, the civil support operations section will be integrated in the TSC, G-4 sustainment operations division. The company civil support operations section is responsible for MA planning within the JOA. This includes overseeing all theater MA assets and tracking the proper evacuation and shipment of all remains and PE.

E-22. The first sergeant of the QM MA company (EAC) is attached to the JMAO upon deployment. Once assigned, he or she will become the subject matter expert for the JOA. The first sergeant is responsible for preparation and review of the MA appendix and annex within the joint OPLAN or OPORD while still administering the inherent first sergeant responsibility of caring for the troops. This is done by ensuring that all MA troops are properly assigned to their supported units and that they are given the proper support needed to accomplish the MA mission.

CAPABILITIES

E-23. The company is capable of establishing two TMEPs for coordinating the receipt, processing, and evacuation of remains. The company can also establish a PE depot for coordinating the receipt, processing, and evacuation of PE. In addition to the TMEPs and PE depot, the company can establish up to 5 MACPs, which are able to receive, process, and coordinate evacuation for a total of 20 remains per day, per MACP, including the receipt and inventory of associated PE.

- Each TMEP platoon is capable of processing and coordinating the evacuation for up to 250 remains per day.
- If the two TMEP platoons combine and are augmented with civilian table of distribution and allowances personnel, the company can operate one in-theater mortuary capable of embalming and coordinating the evacuation for up to 50 remains
- If operating under the Graves Registration Program and augmented by engineer support, each TMEP Platoon is capable of interring up to 250 remains per day.
- Each MACP is capable of processing up to 20 remains per day. This capability includes the receipt, processing, and evacuation of remains along with the receipt, inventory, and evacuation of all PE associated with the remains.

E-24. At table of organization and equipment Level 2 the operational capabilities of the company are reduced to approximately 90 percent of the table of organization and equipment Level 1 capabilities.

E-25. At table of organization and equipment Level 3 the operational capabilities of the company are reduced to approximately 80 percent of the table of organization and equipment Level 1 capabilities.

E-26. Soldiers assigned to support a unit can assist in the coordinated defense of that unit's area. When consolidated, the company can provide unit level food service support and maintenance on all organic equipment, except communication security equipment.

E-27. Personnel strength levels determine other capabilities, which are described within table of organization and equipment 10690F.

MOBILITY

E-28. The QM MA company (EAC) can move 100 percent of its table of organization and equipment and supplies in a single lift by using 33 percent of its authorized organic transportation assets. The unit should not relocate until all received remains are completely processed and evacuated.

E-29. If individually deployed, the MACPs are 100 percent mobile using organic section equipment upon evacuation of all remains.

REQUIRED SUPPORT

E-30. The company is capable of providing its own unit maintenance (except communication security maintenance) and food service when the company is co-located.

E-31. When deployed in support of operations, the individual sections and platoons require external support. The support is often provided by the appropriate sustainment brigade. This support relationship is especially challenging for the staff planner because of the low density of the equipment and repair parts of much of the essential MA equipment.

E-32. When allocating the placement of the MACPs the commander and first sergeant of the QM MA company (EAC) must ensure that the appropriate mission command structure is in place.

E-33. The following are required support:

- Life support.
- Religious or spiritual health.
- Combat health.
- Legal.
- Financial.
- Engineering.
- Additional transportation.
- Personnel services.
- Unit level communication security maintenance.

E-34. MA command controlled supplies and equipment, such as U.S. flags, will be managed by the JMAO and forwarded to MA elements. Based upon the operating environment, reusable command controlled items, such as human remains transfer cases may be forwarded down to the MACP level based upon the operating environment.

SITE SELECTION/ESTABLISHMENT

E-35. Site selection for the MACPs is dependent upon the unit of attachment and the defensive structure of the units. Generally, the MACPs will be assigned to the area support groups to provide theater support on an area basis. Once assigned to a support unit within the area support group, the MA personnel and assets will be tied into that assigned unit's overall defense plan. MACP specific site selection criteria can be found in JP 4-06.

E-36. Site selection for the TMEP is based upon the locations of major APOEs within the TO. The TMEP must have quick, easy access to both flight lines and helipads. Remains will most likely arrive to the TMEP in either rotary or fixed wing aircraft. Additionally, as coordinating and evacuating remains to the mortuary is done via strategic air lift, the evacuation section of the TMEP must be able to directly contact Air Mobility Command. Preference is given to fixed facilities for actual layout and operation of the TMEP. For additional information on site selection for a TMEP, reference JP 4-06.

E-37. Once established, the TMEP can function as a PE transfer point for pre-inventoried PE. When functioning as a PE transfer point, the TMEP will receive, store, safeguard, and coordinate evacuation for pre-inventoried PE from the units in theater.

E-38. Upon arrival at an assigned location the platoon or section NCOIC will notify both the assigned unit and the MA higher headquarters. The NCOIC will then implement work priorities in order to quickly begin receiving remains. Once the MACP is established and ready to receive remains the NCOIC will inform both the supported unit and the MA higher headquarters.

OPERATIONS

E-39. When deployed, MA leaders must strive to identify shortfalls within their operations. Once the shortfalls are identified, they must inform the command about the shortfall and the costs associated with mitigating or not mitigating the shortfall. It is imperative that MA leaders are continually updating the supported commands about shortfalls and their impacts on MA capabilities.

E-40. Prior to deploying to a specific theater, the commander or a designated representative must coordinate with the TSC representatives for the deployment. The key areas of coordination are TPFDD synchronization, specifically matching unit personnel to unit equipment and identification of equipment shortfalls.

E-41. Upon deployment the commander and first sergeant must work closely with the TSC, Assistant Chief of Staff, G-4, and sustainment operations division. This coordination provides the MA leaders visibility over transportation, personnel, and logistics assets throughout the TO for MA issues. This relationship also provides the MA leadership the assets necessary to mitigate any MA issues immediately, specifically any issues concerning transportation, communications, and mission command.

E-42. Ideally, the individual MACPs will link up with their supported units following the reception, staging, onward movement and integration process. This requires initiative on the part of the Collection Platoon leader and platoon sergeant. After each of the five sections from the collection platoon is assigned, the platoon leader and platoon sergeant become senior MA Advisors to the sustainment operations division of the senior sustainment element (the TSC or sustainment).

E-43. NCOICs of all QM MA company (EAC) units will report to the commander of which they are attached. However, MA issues will still be reported through MA channels. Additional reporting requirements are based upon the supported unit's logistical situation report standing operating procedure.

E-44. The following is an example of priority of work:

- Tie in with adjacent units.
- Establish site security.
- Establish communication.
- Coordinate life, personnel, medical and engineer support.
- Establish habitual transportation link.
- Prepare road network.
- Prepare refrigeration.
- Construct munitions holding area per guidance from explosive ordnance disposal personnel.
- Prepare to receive remains.

E-45. NCOICs are also responsible for initiating priorities of work to expedite the establishment of their MA site. This specifically includes establishing and maintaining site security over the site. As more reporters and media are embedded into our fighting forces, MA leaders need to ensure they are controlling

access to the receiving, processing, and evacuation areas. MA leaders have an inherent responsibility to ensure that family members do not see their loved one on a newscast before being notified by the casualty area command.

E-46. MA leaders at all levels should coordinate daily with the appropriate individuals who have oversight for MA issues. They must also attend recurring briefings to obtain current and vital information needed to make informed MA decisions. This will ensure the accurate flow of information on MA issues passes through the chain of command.

E-47. When refrigeration of remains is required, MA leaders must use the first in-first out concept. The first remains placed in the refrigeration unit will be the first remains removed for processing and evacuation.

- The refrigeration unit is not to be used as a “storage” unit and should not be factored into the planning estimates as such. The refrigeration unit is to be used strictly to hold remains until they can be processed.
- No other items, such as Class I or medicines should be placed inside MA refrigeration facilities.
- If additional MACP refrigeration assets are required, the NCOIC should contact the sustainment operations division of the supported unit to initiate augmentation by external units or local contract.

E-48. It is essential that leaders give Soldiers the tools and assets necessary to deal with the stresses they encounter while deployed. MA leaders must ensure that after deployments Soldiers are allowed to decompress after dealing with death daily. This is done by coordinating with the chaplain and behavioral health personnel to plan and implement a decompression program upon a Soldier’s return from deployment.

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Glossary

SECTION I – ABBREVIATIONS AND ACRONYMS

ADP	Army doctrine publication
ADRP	Army doctrine reference publication
AFME	Armed forces medical examiner
AFMES	Armed forces medical examiner system
AO	area of operations
AOR	area of responsibility
APOE	aerial port of embarkation
AR	Army regulation
ASCC	Army service component command
ATP	Army techniques publication
BCT	brigade combat team
BSB	brigade support battalion
BTB	believe-to-be
CBRN	chemical, biological, radiological, and nuclear
CJCSM	Chairman of the Joint Chiefs of Staff Manual
CONUS	continental United States
DA	Department of the Army
DA Pam	Department of the Army pamphlet
DD	Department of Defense form
DE	decendent effects
DOD	Department of Defense
DODD	Department of Defense Directive
EAC	echelons above corps (Army)
EEM	early entry module
FM	field manual
G-4	assistant chief of staff, logistics
GCC	geographic combatant commanders
ID	identification
JMAO	joint mortuary affairs office
JOA	joint operations area
JP	joint publication
JPED	joint personal effects depot
LOC	line of communications
MA	mortuary affairs
MACP	mortuary affairs collection point
MACRMS	mortuary affairs contaminated remains mitigation sites
MARTS	mortuary affairs reporting and tracking system
MIRCS	mobile integrated remains collection system

NCO	noncommissioned officer
NCOIC	noncommissioned officer in charge
OCONUS	outside the continental United States
OIC	officer in charge
OPLAN	operation plan
OPORD	operation order
PE	personal effects
PERE	person eligible to receive effects
QM	quartermaster
S&R	search and recovery
SCMO	summary court martial officer
SCO	summary court officer
SF	standard form
SOP	standard operating procedures
SSN	social security number
TG	Technical Guide
TMAO	Theater Mortuary Affairs Office
TMEP	theater mortuary evacuation point
TPED	theater personal effects depot
TO	theater of operations
TPFDD	time-phased force deployment data
TPFDL	time-phased force and deployment list
TSC	theater sustainment command
U.S.	United States

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ATP 4-46 (FM 4-20.64)
17 December 2014

By Order of the Secretary of the Army

RAYMOND T. ODIERNO
General, United States Army
Chief of Staff

Official:

A handwritten signature in black ink, appearing to read "Gerald B. O'Keefe". The signature is fluid and cursive, with the first name "Gerald" being the most prominent.

GERALD B. O'KEEFE
Administrative Assistant to the
Secretary of the Army
1434302

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