



**DEPARTMENT OF DEFENSE
UNITED STATES SOUTHERN COMMAND
9301 NW 33RD STREET
DORAL, FL 33172-1202**

SC-Regulation 0638-2

22 April 2020

MORTUARY AFFAIRS PROGRAM

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1. **Purpose.** This regulation establishes policy, procedures and assigns responsibilities for Mortuary Affairs support within the United States Southern Command (USSOUTHCOM) Area of Responsibility (AOR) while the Current Death Program is in effect (see Annex E). The provisions of this regulation apply to all elements, to include sub-unified commands, subordinate Task Forces, service components and Security Cooperation Organizations (SCOs) operating within the USSOUTHCOM AOR.

2. **Applicability.** Members of the United States Armed Services, Department of Defense (DoD) Civilians, and their dependents are entitled to Mortuary Affairs Support IAW DoD Directive 1300.22, Army Regulation (AR) 638-2, and this Regulation. Personnel assigned to USSOUTHCOM, its components, and subordinate joint activities and their families, as well as eligible personnel operating or traveling in the USSOUTHCOM AOR are entitled to Mortuary Affairs support with the least possible delay.

3. **Summary.** The care for the remains of all deceased personnel for which USSOUTHCOM is responsible will be in keeping with the highest standards and traditions of the United States Armed Services. The coordinated support of all individuals and agencies assigned or attached to USSOUTHCOM is necessary to achieve this objective.

4. **Conflict.** If the provisions of this regulation conflict with a respective service regulation, the provisions of the service regulation will apply.

5. **Records Management.** Records generated by the implementation of this regulation will be maintained IAW CJCSM 5760.01, Joint Staff Records Schedule. This regulation will be reviewed every three (3) years or sooner, as needed.

6. **Point of contact** for this regulation is SCJ4, at OMB Mailbox southcom.miami.scj4.mbx.omb-jma-office@mail.mil.

<p>The proponent agency of this regulation is U.S. Southern Command. Users are invited to send comments and suggested improvements directly to: HQ USSOUTHCOM J4-LOGISTICS, 9301 NW 33RD Street, Doral FL 33172.</p>

FOR THE COMMANDER

Patricia M. Anslow
Major General, USA
Chief of Staff

DISTRIBUTION:
D

APPENDIX 1 REFERENCE

1. **References.**

- a. U.S.C. Title 10, Part II, Chapter 75, Armed Forces, Personnel, Death Benefits.
- b. DoD Directive 1300.22, Mortuary Affairs Policy.
- c. DoD 4515.13-R, Air Transportation Eligibility.
- d. DoDI 1300.18 Personnel Casualty Matters, Policies, and Procedures.
- e. CJCSM 3150.05D, Joint Reporting System Situation Monitoring Manual.
- f. Joint Pub 4-0, Joint Logistics.
- g. AFI 34-501, Mortuary Affairs Program.
- h. AR 638-2, Army Mortuary Affairs Program.
- i. AR 12-15, Joint Security Assistance Training (JSAT).
- j. Naval Medical Command (NAVMEDCOM) 5360.1c, Handling of Deceased Personnel in Theater of Operation.
- k. USSOUTHCOM Regulation 31-2, Event and Incident Reporting Procedures.
- l. ATP 4-46, Contingency Fatality Operations.

APPENDIX 2 RESPONSIBILITIES

1. **CDR, USSOUTHCOM:**

a. Ensure this policy remains within the limits of policies established by DoD, service components or higher authority. The Geographic Combatant Commander (GCC) has the authority and responsibility to conduct sufficient joint training for Mortuary Affairs within the command to ensure effective conduct of joint operations. The procedures for Mortuary Affairs should be evaluated in the Chairman of the Joint Chiefs of Staff (CJCS) and Combatant Commands (CCMD) sponsored exercises.

b. Monitor the effectiveness of established mortuary policies and make revisions as necessary.

c. Conduct recurring Inspector General (IG) inspections of SCOs and other military activities to ensure compliance with the provisions of this regulation and Army South's Mortuary Affairs guidance.

d. Determine when to temporarily suspend the Current Death Program in the USSOUTHCOM AOR, and activate the appropriate Concurrent Return or Temporary Interment Operations.

e. In wartime, the Commander, United States Southern Command (CDR, USSOUTHCOM) will determine if, and when, operational constraints necessitate a transition to a program of temporary interment in theater. All interments performed within the scope of this policy are temporary, except for burial at sea.

2. **Commander, United States Army South (CDR, USARSOUTH) will:**

a. As USSOUTHCOM's designated executive agent and logistics lead, be prepared to provide Mortuary Affairs assistance for all forces located in the USSOUTHCOM AOR while the Current Death Program is in effect.

b. Designate a (4V) Mortuary Affairs Officer or (92M) Senior NCO from USARSOUTH G4 as Lead Agent.

c. Establish and publish Mortuary Affairs procedures, as required, to supplement those contained in this regulation. Obtain USSOUTHCOM J4-Directorate approval of such doctrine, procedures, and training materials.

d. Publish and update as required, Mortuary Affairs guidance for all components and military activities in the USSOUTHCOM AOR. This guidance will:

(1) Outline USSOUTHCOM AOR unique mortuary procedures.

(2) Include a list of key contacts (email and phone number).

(3) Provide checklists for common-service key mortuary and decedent effects disposition procedures.

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(4) Identify recommended mortuary supplies, equipment, and forms that should be maintained by each military activity.

(5) Maintain reserve Mortuary Affairs (MA) supplies (transfer cases, human remains pouches, and flags) for theater wide contingency in case of a Mass Casualty event.

e. Assist military activities in the USSOUTHCOM AOR establish country specific Standard Operating Procedures (SOPs) that will outline the actions required to process and evacuate Human Remains (HR) to CONUS. Each SOP will include consideration of local laws and procedures, and will identify key points of contact and numbers.

f. Negotiate local contracts, as necessary, to support the requirements of this regulation.

g. When requested, follow-up on mortuary program discrepancies identified by USSOUTHCOM-IG inspections to ensure corrective actions are completed.

h. Monitor specific actions taken by military activities in the USSOUTHCOM AOR in individual mortuary cases.

i. Assist in developing contingency plans for military activities to respond to accidents, natural disasters, etc., involving a substantial number of U.S. fatalities. The plans should address command and control, search and recovery, identification, Mortuary Affairs officer support, sources for search and recovery supplies, and human remains pouches.

j. Provide guidance to military activities on current mortuary cases or other mortuary matters, and be prepared to deploy to provide assistance as needed.

k. Provide mortuary orientation training to appointed Mortuary Affairs officers along with Search and Recovery training for Task Forces and military activities. Mortuary affairs officers can take the Computer Based Training (CBT) Mortuary Affairs course at the following link: <https://jko.jten.mil/southcom>, select course catalog, change prefix to SOU and search for Mortuary Affairs course. In person training is also available and can be scheduled by contacting the USARSOUTH G4 Mortuary Affairs Officer at (210) 295-5957.

l. Maintain a current list of the mortuary officers at military activities in the USSOUTHCOM AOR. Provide the updated list to the USSOUTHCOM JMAO NLT 31 January and 30 June yearly.

m. Fund and procure equipment and supplies as necessary for the fulfillment of mortuary responsibilities.

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n. Recommend changes in mortuary policies and procedures to USSOUTHCOM J4 Directorate.

3. Component Commanders will:

a. Ensure subordinate commanders comply with policies and procedures established to conduct Mortuary Affairs operations in the USSOUTHCOM AOR.

b. Ensure subordinate commanders are prepared to provide for their own mortuary support when deployed.

c. As required, provide military activities with technical training assistance on service mortuary procedures.

d. Coordinate mortuary arrangements with USARSOUTH Mortuary Affairs Section during all USSOUTHCOM exercises or contingencies.

e. Commanders of military activities who deploy on exercises or contingencies in the USSOUTHCOM AOR will deploy with adequate search and recovery supplies, equipment, and human remains pouches.

4. Subordinate Task Forces, Security Cooperative Offices, Commanders, and Chiefs of U.S. Military Activities will:

a. Maintain applicable service mortuary directives, guides, and comply with the mortuary policies and procedures established or supplemented by this regulation.

b. Maintain Mortuary Affairs supplies IAW USARSOUTH directives (2 x transfer cases, 2 x flags, 2 x human remains pouches). Please contact USARSOUTH for MA supplies shipment and replenishment. In the event of a Mass Casualty; USARSOUTH maintains reserve supplies (transfer cases, human remains pouches and flags) staged at both JTF-B and JTF-GTMO that can be diverted via aircraft to any location needed.

c. Designate a Mortuary Affairs representative. In this regard, commanders or chiefs of permanent military activities will appoint a primary and alternate Mortuary Affairs Officer, either a DOD Civilian, Senior NCO or Officer (an alternate MAO is required for SCOs with three or more GOV personnel assigned). Activities with more than 10 personnel should assign an Officer as the Primary MAO. The mortuary representatives will:

(1) Provide the appointment letter with name, unit, and phone number of the designated officer to the USARSOUTH G4 MA section within one month of appointment.

(2) Ensure appointed members complete the mandatory Computer Based Training

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(CBT) Mortuary Affairs course at the following link: <https://jko.jten.mil/southcom>. In person training is also available and can be scheduled by contacting the USARSOUTH G4 Mortuary Affairs Officer at (210) 295-5957.

(3) Select a replacement for the incumbent mortuary officer in advance of PCS/TDY processing, to accomplish USSOUTHCOM AOR mortuary training.

(4) Discourage Host Nation officials from performing autopsies on the remains of active duty military members, unless required by law IOT preserve a deceased member's remains in viewable condition. An autopsy normally can best be performed by a U.S. Armed Services medical facility (i.e., Dover Center for Mortuary Affairs), with the results being provided to the Host Nation government.

(5) Inspect, maintain, and replace any equipment and supplies, as necessary, for the fulfillment of mortuary responsibilities. Commanders of military activities in the USSOUTHCOM AOR who deploy on exercises or contingencies, will ensure that their activity deploys with adequate search and recovery supplies, equipment, and human remains pouches.

(6) With the exception of JTF's, host nation resources will be used to transport and store human remains. Because service specific funeral home contracts exist within the USSOUTHCOM AOR, the MAO will contact the losing services casualty office prior to use of Host Nation funeral homes. If necessary, contact the U.S. Embassy or Consulate to expedite the release of remains from Host Nation. Commanders of other military activities will provide assistance as needed. If further assistance is required, the responsible impacted commander will immediately contact USARSOUTH Command Center.

(7) For the purpose of continuity, develop a unit mortuary SOP that provides guidance for coordination with U.S. Embassies, U.S. Consulate officials, and Host Nation officials in regard to the recovery and release of remains. SOPs should also identify support required within the unit to handle a mortuary case.

APPENDIX 3
PROCEDURES FOR ASSISTANCE PERTAINING TO HUMAN REMAINS

1. Support Relationships.

a. Under the Current Death Program, U.S. Army South (USARSOUTH) is responsible for administering the Mortuary Affairs Program within the USSOUTHCOM AOR.

b. To fulfill mortuary responsibilities, the USARSOUTH G4 Mortuary Affairs section is authorized direct liaison with USSOUTHCOM component commands and military activities. This includes the authority to obtain assistance from all component commands and military activities to support the Mortuary Affairs Program within the USSOUTHCOM AOR.

c. AR 638-2 should be consulted to determine if a person, other than a member of the U.S. Armed Services, has any entitlements that Mortuary Affairs support can or should process. Family members will receive entitlements IAW service regulations.

2. Preservation of Remains.

a. It is imperative that human remains be preserved in a viewable condition whenever possible. Every effort must be made to safeguard the condition of the HR until transportation to a mortuary facility can be arranged.

b. Autopsies on service members are accomplished at Dover Port Mortuary by the Armed Forces Medical Examiner (AFME). The JTF's, SCO's or TF's MAOs should attempt to deter autopsies until the AFME has been contacted and provides guidance on how to proceed. Under USC Title 10, Section 1471 AFME is authorized to perform an autopsy, without consent, on any case within their jurisdiction that they deem a medical examiner case.

(1) If the country where the HR is located agrees to defer or waive rights to an autopsy, contact the AFME's office for instructions. If the country allows the HR to leave without autopsy, SDDOC will coordinate transportation.

(2) If host nation insists on performing an autopsy; request that they wait until an AFME pathologists arrives to witness the procedure.

c. Because commercial embalming standards in the USSOUTHCOM AOR are not uniform, embalming through Host Nation facilities should be a last resort.

d. Whenever possible, HR will be refrigerated, placed into a human remains pouch, transfer case, iced, and evacuated to Dover Port Mortuary by military airlift for processing.

e. In the case of infectious disease or Host Nation laws demand it, USARSOUTH is authorized to contract local mortuary services as required. The HR will then be transported to Dover Center for Mortuary Affairs for final processing.

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3. Shipping of Remains.

a. The responsible or impacted military activity will evacuate human remains pouches containing unidentified human remains, positively identified human remains, and portions in separate human remains pouches and separate transfer cases. There should never be a situation where portions are placed in the same transfer case as a believed to be or unidentified human remains. Portions from one incident may be grouped in the same transfer case; however, portions from two or more separate incidents shall not be grouped in the same transfer case.

b. If there are insufficient transfer cases, limited airlift, or any condition that would delay evacuation of remains, USARSOUTH may waive the requirements above in coordination with the theater's Joint Mortuary Affairs Officer, Armed Forces Medical Examiner (AFME), Casualty Assistance Center (CAC), and Dover Center for Mortuary Affairs.

4. Transportation of Remains.

a. Immediately following confirmation that a death has occurred, the military activity, in coordination with the USSOUTHCOM Joint Operations Center (JOC), and USSOUTHCOM Deployment and Distribution Operations Center (SDDOC), will arrange for the transportation of the remains to CONUS (Dover Port Mortuary Affairs) via military aircraft.

b. If Air Mobility Command (AMC) airlift is not available within 12 hours of the anticipated release of remains for shipment, arrangements will be made by the SDDOC, in coordination with the JOC, to divert an aircraft or to initiate a Special Assignment Airlift Mission (SAAM). If military airlift is used, the decedent's parent Service provides the Transportation Account Code (TAC).

c. If military airlift is not possible, obtain the approval of the Person Authorized to Direct Disposition (PADD) and AFME to have the remains embalmed and transported by commercial aircraft. When remains are shipped by commercial airlift, an escort is mandatory. Assignment and selection of the escort is determined by the losing Service.

d. To ensure that the flight schedule of the aircraft transporting remains out of the USSOUTHCOM AOR is known, the responsible or impacted military activity will contact the SDDOC and the receiving mortuary facility by telephone. This will be followed up by a message to the JOC, the USARSOUTH Command Center, and the appropriate Service personnel center. Current telephone numbers and email addresses are located in Annexes A and B. If any phone number or e-mail address is inaccurate, contact ARSOUTH MAO for updated information.

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e. The transportation of remains will not be delayed for services of any kind in the USSOUTHCOM AOR without prior approval from CDR, USSOUTHCOM, IAW AR 638-2, paragraph 6-6.

5. Reporting.

a. Within 15 minutes of confirmation that a death has occurred, the military activity will telephonically notify the USSOUTHCOM JOC that possible support is required with additional information to follow. The purpose of this telephone call is to alert USSOUTHCOM Command Group, the USSOUTHCOM Mortuary Affairs Officer and the SDDOC of the incident, and to establish the military activity point of contact.

b. Within one (1) hour of the initial message; the responsible or impacted military activity will send an electronic Operational Report-3 (OPREP-3) message via SIPR or AMHS to the USSOUTHCOM JOC for each incident. This message will include all information as required in Annex C of this regulation.

c. A casualty report shall be forwarded to the losing services casualty office IAW applicable service directives and DoDI 1300.18. A copy of this report will also be sent to the USSOUTHCOM JMAO, and USARSOUTH MAO.

6. Requests for Assistance. All requests for assistance concerning either an open mortuary case (i.e., the need for aircraft diversions, special airlift missions, search and recovery support, remains identification assistance, etc.) or other mortuary procedural matters will be addressed to the JOC for action with the SDDOC and USARSOUTH Command Center as information addressees. Telephone conversations concerning open mortuary cases should be followed-up with confirmation e-mails to the same activities.

7. U.S. Citizen Casualties in the USSOUTHCOM AOR. U.S. citizens, in or associated with the Department of Defense (DoD), who die while in the USSOUTHCOM AOR, will be afforded mortuary benefits as authorized by Service mortuary directives and other applicable directives. Mortuary Affairs support and transportation will be provided on a reimbursable basis for the recovery, identification, and disposition of remains and personal effects of contractor personnel authorized to accompany the force (CAAF). DoDI 3020.41 Reference (f) provides conditions when contractor personnel may accompany U.S. Military personnel in austere, uncertain, or hostile environments.

8. Contractor personnel. IAW DoDI 3020.41 Reference (f), Host Nation agreements, and applicable contract provisions, the disposition of non-CAAF contractors (local nationals and third-country nationals) may be provided on a reimbursable basis for the recovery identification and disposition of remains and personal effects at the request of the Department of State (DOS). Mortuary Affairs support and transportation may be provided on a reimbursable basis for the recovery, identification, and disposition of remains and personal effects of U.S. citizens and employees of other government agencies who die outside of the United States, upon the specific request of the DOS or other government agency and IAW section 1486 of Reference (c), section 5741 of

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Reference (d), and section 1535 of Title 31, U.S.C. Reference (g).

9. **Host Nation Casualties.** Incidents involving foreign nationals and members of other Nations' armed forces require immediate notification to local authorities by the responsible or impacted commander in the USSOUTHCOM AOR. Tact and diplomacy are essential because U.S. forces are not responsible for processing foreign remains. If U.S. and foreign personnel die in the same incident and remains are comingled, the AFME will perform DNA testing at the location of incident. Shipping of comingled remains back to the U.S. for DNA testing will not be allowed without written approval from U.S. and Host Nation officials. Contact the AFME's office for clarification of the approval process.

10. **Migrant Casualties.** Incidents involving the death of international migrants in the USSOUTHCOM AOR will be handled IAW procedures outlined in Annex G.

APPENDIX 4
MORTUARY AFFAIRS SUPPORT FOR ACTIVE DUTY MILITARY

1. Key Aspects of Mortuary Affairs Support for Active Military. Refer to AR 638-2 for specific requirements and guidance for Mortuary Affairs support and categories of eligible personnel.

a. The remains of all members of the U.S. Armed Services will be returned for permanent disposition IAW the decedent's will, as allowed within the laws of the deceased person's state, territory, or country as directed by the PADD.

b. When military or other factors prevent evacuating the remains of U.S. Armed Services, civilian personnel, allied or deceased enemy, the remains will not be cremated. Such remains are to be temporarily interred according to established procedures. Disinterment may commence when evacuation of the remains is operationally advisable.

c. Recording Key Personnel Data. The responsible Mortuary Affairs Officer will record key personnel data for each mortuary case in a systematic manner. Information should include, but not limited to name, rank, age, sex, branch of service, assigned unit, job, and cause of death IAW Service requirements.

d. Returning the belongings of the deceased (decedent effects). The commander of the responsible or impacted military activity will arrange for the deceased's personal belongings not under the Next of Kin's (NOK) control to be secured immediately following the death. Such belongings will then be entrusted to an appointed summary court or decedent effects officer for return to the PERE. Personal belongings will be thoroughly inventoried, and recorded IAW service directives of the deceased.

e. Search and Recovery (S&R) of Remains. Coordination with the Armed Force Medical Examiner is mandatory. As necessary, military activities will send daily reports indicating the progress being made.

(1) Land-based military activities, that are responsible for U.S. Armed Services aircraft operations or have an authorized military strength of 25 or more military personnel, will each have a search and recovery team. Such team would be composed of a minimum of five military personnel, with a minimum of one NCO assigned as team leader. The mortuary officer should serve as the team's commander.

(2) This team will form the nucleus of a much larger team that may have to be formed from local augmentation in the event of an aircraft accident or major disaster.

(3) Commanders of all units are responsible for the initial search and recovery of remains located within USSOUTHCOM'S AOR. The personnel assigned as search and recovery team members are responsible for ensuring that the Search and Recovery Kits, are on hand and serviceable. Search and Recovery Kits should be based upon Five percent (5%) of the unit's strength.

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Search and Recovery Kit

Item	QTY	Notes
Footlockers	1 Box	
Latex Gloves	1 Box	1 x each (S, M, L)
Facemasks	20 each	
Bio-Hazard Bags	10 each	
Bio-Protective Suits	Optional	
Hand Disinfectant	1 Box	
Human Remains Pouches	5%	Unit Strength
Manila Tags	5%	Unit Strength
Zip-Lock Bags (S,M, L)	5%	Unit Strength
Personal Effects Bags	Optional	
Trash Bags (Heavy Duty)	1 Box	
Multi-Colored Pin Flags (3 colors)	50 each	
Nylon Rope	120'	
DA Form 1156 (Casualty Feeder Report)	5%	Unit Strength
DD Forms 565 (Statement of Recognition)	5%	Unit Strength
DD Forms 567 (Record of Search and Recovery)	5%	Unit Strength
DD Form 1074 (Local Inhabitants)	5%	Unit Strength
Blank Sketch paper (8 1/2" x 11")	Optional	
Permanent Markers	Optional	
Document Protector (for Overlay)	Optional	
#2 Lead Pencils	Optional	
Clipboards	Optional	

(4) Each team will be responsible for responding to all accidents in their assigned country involving the loss of life by a member of the U.S. Armed Services and where a search for remains is deemed appropriate by the respective military activity commander.

(5) This team will provide search and recovery support to a military activity that does not have a search and recovery team. Normally, this support will come from the nearest military activity with a search and recovery team. This support relationship should be documented in a Memorandum of Understanding between activities.

(6) Each military activity that does not have a search and recovery team will be prepared to assist the military activity providing search and recovery support with a liaison mortuary officer and local augmentation.

(7) In the event there is a requirement for a search and recovery operation that is beyond a military activities capability, and assistance is not available from other military activities in the USSOUTHCOM AOR, USARSOUTH Command Center will coordinate assistance.

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(8) Each military unit that deploys to the USSOUTHCOM AOR as part of an exercise or contingency operation and qualifies as a military activity, as defined by paragraph 5h, will be prepared and equipped to conduct its own search and recovery operation, IAW ATP 4-46.

f. Preservation of Remains. Human remains decompose very rapidly in temperate climates. If the decomposition is allowed to continue, remains become extremely difficult to move. Decomposition may also render a deceased's remains non-viewable that normally would be viewable to the NOK. To preserve remains, commanders will use refrigeration (ideally between 34 to 40 degrees Fahrenheit or 1.1 to 4.4 degrees Celsius), ice chest or ice packs in lieu of refrigeration equipment to temporarily hold and preserve the remains. Freezing damages body tissue and should be avoided. When remains are transported via military aircraft to a mortuary facility, ice, ice chest, or ice packs should be put in the remains transfer case. At no time should ice or water be placed directly on remains or dismembered portions. It is recommended to place ice in a plastic bag, and triple-bag to prevent melted ice from leaking and damaging the remains. Dry ice should not be used.

g. Individual Identification of Remains. When possible, military activities are responsible for tentative identification of deceased personnel, IAW service mortuary directives until positive identification has been made by a competent authority. When positive individual identification is beyond an activity's capability, its mortuary officer will immediately advise USSOUTHCOM. Based on the advice of the mortuary officer and assisting medical personnel, USSOUTHCOM will determine if it is best to provide on-the-spot identification assistance or remove the remains to a U.S. Armed Services mortuary for further identification and processing.

h. Notification of NOK and ADD. When a service member dies, and their NOK or PADD lives in the USSOUTHCOM AOR, the SCO's Mortuary Affairs Officer may be asked to be the CNO, and should notify both if possible. Once the casualty notification is complete, casualty assistance will be provided by the service's casualty office. When a reportable DoD contractor casualty occurs, the respective Military Service or DoD Component will notify the appropriate contracting agency who will be responsible for notifying the contractor's NOK.

(1) Do not request instructions for disposition of remains until remains are recovered and individually identified.

(2) Disposition instructions should include the following information:

(a) Name, address, and telephone number of receiving funeral home and cemetery, or other method of disposition.

(b) Whether or not military honors are desired at place of interment.

(c) Date NOK will depart for CONUS, relationship, address, and telephone number where he or she can be contacted.

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(d) If the PADD is unable to decide on a funeral home, other burial arrangements, or military honors, note this in the status report. The PADD should be advised to contact the appropriate service headquarters mortuary office upon arrival in CONUS, and provide information regarding funeral arrangements with which he or she desires assistance.

i. Coordination with Host Nation Authorities. Action regarding the release of remains, autopsies, investigations, movement of remains, and other aspects of the Mortuary Affairs operation will be coordinated with civilian or other foreign authorities, as required.

j. Remains Transportation. At the earliest possible time, the mortuary officer will arrange with USSOUTHCOM J4 SDDOC for the transportation of remains to Dover Center for Mortuary Affairs, Dover AFB, DE or to the place designated by the PADD. For Contractor Personnel Authorized to Accompany the Force (CAAF) human remains extraction, mortuary support and transportation are provided on a reimbursable basis. Shipment of the remains will not be delayed pending disposition instructions from the PADD. If identification can be determined locally, the following documents, if available, will be provided to Dover Center for Mortuary Affairs:

(1) Positive identification will be established using dental records, fingerprints, or DNA.

(2) Foreign death certificate, if applicable.

(3) U.S. Military Certificate of Death Overseas, DD Form 2064, signed by a competent DoD medical official or CONUS medical examiner when a medical examiner is not available in the OCONUS command.

(4) Dental and medical records of the deceased, if available (Records should not be placed in the human remains pouches or transfer case.)

(5) Authorization of autopsy signed by a medical officer (Standard Form 523).

(6) American Consulate Report of Death of an American Citizen Abroad, issued by the American Consulate in country of death.

(7) For remains embalmed by Host Nation, an Embalming Certificate and Burial Transit permit is required, and are issued by the Host Nation Authorities. Note – Host Nation embalming is not desired – remains should be embalmed in CONUS.

k. Remains Escort. Remains flown on military aircraft do not require an escort, the aircraft commander acts as the escort. Remains flown on civilian aircraft must have an escort accompany remains from point of origin to stopover point to final destination. An additional escort may be appointed to accompany remains from the CONUS preparing port mortuary to the final destination. The escort will be selected IAW the

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policy of the deceased member's service. Escort duties are assumed after processing and preparation of the remains are completed, and they are released.

l. Decedent Personal Effects Disposition. Military activities will conduct summary Court and decedent effects disposition actions in safeguarding and transporting personal property to the person eligible to receive effects (PERE). These actions must be conducted as expeditiously as possible, and should be completed not later than 30 days after the date of death.

m. Payments. IAW service mortuary directives, the local Mortuary Affairs officer will process claims for authorized mortuary expenses incurred overseas. Claims may include human remains transportation, commercial telegrams, mailgrams, phone calls, faxes, escort travel and per diem, and clothing purchases or dry cleaning for the deceased.

n. Mortuary and Summary Court Logs.

(1) The mortuary officer will maintain a log for each mortuary case. The log will list sequentially the key case actions, and events, along with the date and time of each entry. As a minimum, backup documentation, messages, identification statements, remains disposition instructions, death certificate(s), bills, escort and summary court officer order should be attached to the case log. The purpose of this log is to provide a record of events should the U.S. Government's handling of a mortuary case be questioned. The log may also serve as a useful reference tool for future cases.

(2) The summary court or decedent effects officer will maintain a log of actions taken to secure and return the deceased's personal belongings to the PERE and resolve other appropriate outstanding matters as required in service regulations. Backup documentation (i.e., letters to the NOK, receipts from the NOK for the deceased's personal property, receipts for debts paid, funds collected, etc.), should be attached to the log. When complete, this log should be filed with the mortuary case log.

(3) The Summary Court-Martial Officer (SCMO) will comply with service directives pertaining to the documentation and submission of summary court-martial reports. The appointed SCMO or summary court officer will be appointed within 48 hours of the incident. The SCMO is not relieved of their duties until PE is shipped and all documents are closed by CAC or losing service.

(4) Once all actions are complete a copy of the Mortuary and Summary Court Logs will be forwarded to USSOUTHCOM JMAO and USARSOUTH G4 MAO for filing.

ANNEX A
MORTUARY AFFAIRS CHECKLIST

Task	When notified that a death has occurred in the AOR:	Responsible of Coordination	DTG Contacted	Name of Person Notified
1	Employment Classification: - Service Member Dependent DoD Civilian Other Contractor <i>(If Other or Contractor contact the State Department)</i>	UNIT		
2	Obtain relevant information about deceased:	UNIT		
2.a	Rank/Name:			
2.b	SSN:			
2.c	Unit:			
2.d	Date and Time of Death:			
2.e	Location of remains:			

Notification:

1	<p>US Army deaths only: UNIT notifies Casualty Assistance Center within 4 hours, Fort Buchanan Puerto Rico 787-707-3245/ 787-707-2987 <u>After Hours</u> 787-370-3903/ 787-370-3908</p> <p>Email: luis.a.cruz58.civ@mail.mil, ignacio.gonzalez-ruiz.civ@mail.mil</p>	UNIT		
2	<p>Notify the appropriate service. Provide info / from step 1 above:</p> <p>USA - HQ, Mortuary Affairs 1-800-626-3317</p> <p>USAF – AF Casualty Affairs- Comm: 1-800-433-0048</p> <p>USN – MA - Comm: 1-800-368-3202</p> <p>USMC – MA – 1-800-847-1597</p> <p>USCG – MA-1-202-372-2100</p> <p>Dover Port Mortuary- DSN 445-3982 Comm:1800-565-1398</p>	UNIT		

ANNEX A
MORTUARY AFFAIRS CHECKLIST

2.a	<p>To determine Contracting Agency Contact: SPOT & TOPPS helpdesk at dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil or via phone at: 703-578-5407</p>	UNIT		
3	<p>UNIT notifies USSOUTHCOM (SC) JOC COM: 305-437-3722/3716/3600 Fax 3744</p>	UNIT		
4	<p>SC JOC makes internal and Executive Agent notifications within (1) hour:</p> <p>SDDOC: <i>(southcom.miami.scj4.mbx.omb-j43-mobility@mail.mil)</i></p> <p>JMAO: <i>(southcom.miami.scj4.mesg.jma-office@mail.mil;southcom.miami.scj4.mbx.omb-j44-sustainment@mail.mil)</i></p> <p>USARSOUTH: C2 210-295-6900 MAO 210-295-5957 <i>(usarmy.jbsa.arsouth.list.g4-mortuary-affairs@mail.mil)</i></p> <p>National Military Command Center (NMCC): <i>(703-695-0100/0098)</i></p>	USSOUTHCOM JOC		
5	<p>USARSOUTH notifies Dover AFB Port Mortuary DSN 445-3982</p>	ARSOUTH G-4		
6	<p>USARSOUTH notifies the Armed Forces Medical Examiner's Office (AFME) of a death. NOTE: Any death under suspicious circumstances, i.e., death in a hospital, homicide, etc. will probably require an autopsy in the country of the incident. <i>If a foreign country insists on accomplishing an autopsy on a military member, notify AFME immediately to see if they will travel to witness the autopsy to avoid the requirement of a secondary autopsy in CONUS</i></p>	ARSOUTH G-4		

ANNEX A
MORTUARY AFFAIRS CHECKLIST

7	NOK notification completed by CAC or Casualty Office	CAC/Service MA		
8	SCOs and JTFs notify SC when remains have been released	UNIT		
9	Establish communications with POC at location of remains	ARSOUTH G-4		

Transportation Coordination:

1	Coordinate transfer case for remains. If no transfer case is available, ARSOUTH MAO will coordinate the shipment of a case. Cases are available in Soto Cano, GTMO, and most SCO offices throughout the theater	ARSOUTH G-4		
2	Notify USSOUTHCOM SDDOC of requirement to move remains and DTG remains will be ready to be repatriated	ARSOUTH G-4		
3	SDDOC will check airlift availability: - Check currently scheduled airlift from location - If no A/C for time requirements, look into SAAM - Check with operations for coronet oak if intratheater lift is required to APOE for subsequent movement to CONUS	USSOUTHCOM SDDOC		
3.a	If no MILAIR meets requirement, contact CAC or Embassy for support with commercial airlift (remains must be embalmed). - Determination of commercial or military air by Executive Agent - Commercial Air - US Embassy engaged - MILAIR- USSOUTHCOM SDDOC engaged TAC provided by losing Military Service	USSOUTHCOM SDDOC		
4	Escort appointed, authorized and coordinated by unit with USSOUTHCOM JMAO	CAMAC/ WASHINGTON DC/ USSOUTHCOM/ JMAO		

ANNEX A
MORTUARY AFFAIRS CHECKLIST

5	Transfer case on hand - remains transferred CONUS - Dover AFB or final destination	ARSOUTH G-4		
6	Continue to monitor until remains are in CONUS	ARSOUTH G-4/ USSOUTHCOM/ JMAO		
7	If casualty is related to an on-going contingency or operation, enter appropriate information in events log	USSOUTHCOM/ JMAO/ ARSOUTH G-4/ UNIT		

Documentation (Transported with remains)

1	Host Nation Guidelines and regulations for the release, movement, and inspection of remains will be identified by the unit to USSOUTHCOM, USARSOUTH MAO, and AFME	UNIT		
2	The following documentation WILL be required:			
2.a	DD Form 2064 - U.S. Military Certificate of Death Overseas, signed by a DoD medical official or CONUS medical examiner when OCONUS examiner is not available (transported with remains)	AFME DOVER MORTUARY EMBASSY		
2.b	Original dental and medical records of deceased, if available	UNIT		
2.c	Authorization of autopsy signed by medical officer (SF 523)	AFME DOVER MORTUARY		
2.d	American Consulate Report of Death of an American Citizen Abroad, issued by the American Consulate in country of death (transport with remains)	EMBASSY		

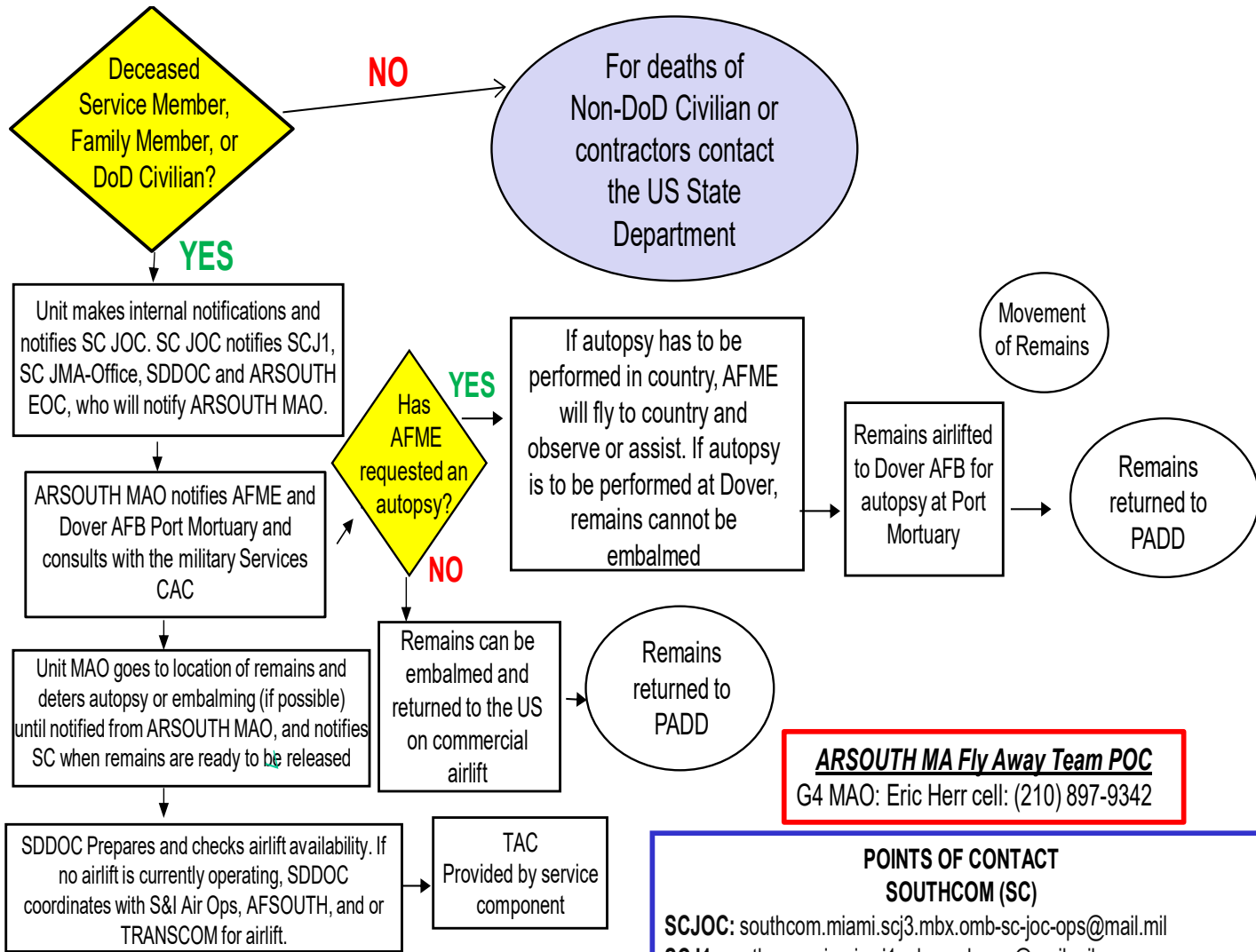
ANNEX A
MORTUARY AFFAIRS CHECKLIST

2.e	For remains embalmed by Host Nation, an Embalming Certificate and Burial Transit permit is required, issued by Host Nation Authorities (NOTE: Host Nation embalming is not a desired action)	SCO MAO/ TF MAO		
2.f	DD Form 1076 - Military Operations Record of Decedent effects of Deceased Personnel	UNIT		
3	The following documentation MAY be required:	UNIT		
3.a	DD Form 567 - Record of Search and Recovery			
3.b	DD Form 1074 - Questionnaire of Local Inhabitants			
3.c	DD Form 1077 - Collection Point Register of Remains			

Decedent Effects

1	Appoint a unit Summary Court-Martial Officer (SCMO) within 48 hours of death	UNIT		
2	Provide copy of SCMO appointment order to USSOUTHCOM JMAO and USARSOUTH MAO	UNIT		
3	Decedent effects safeguarded by unit as soon as possible	UNIT		
4	Decedent effects disposition commenced. To be completed no later than 30 days after the date of death	UNIT		
*	Review SC Reg 0638-2, AR 638-02, DA PAM 638-02, and JP 4-0	ARSOUTH G-4/ USSOUTHCOM J-4		

ANNEX B
USSOUTHCOM MORTUARY AFFAIRS PROCESS (FLOW CHART)



ARSOUTH MA Fly Away Team POC
G4 MAO: Eric Herr cell: (210) 897-9342

POINTS OF CONTACT

- **SOUTHCOM Joint Operations Center (JOC) - C2-Watch:**
305-437-3719/3716
- **SC Joint Mortuary Affairs Officer (JMAO):**
Office 305-437-1035, Cell 305-804-6095
- **SC Deployment and Distribution Operations Center (SDDOC):**
305-437-1069/2508
- **SCJ1:** 305-437-1101, BB 786-239-2058
- **US Army Casualty Assistance Center Ft Buchanan, Puerto Rico:**
787-707-3245/ 787-707-2987 **After Hours** 787-370-3903/ 787-370-3908
- **US Army South (ARSOUTH) C2:** 1-877-613-8270, 210-295-6900/6902
- **ARSOUTH MAO:** 210-295-5957/295-5703/ DSN:421
- **Armed Forces Medical Examiner (AFME):** 302-346-8648 / DSN: 366
- **Dover Port Mortuary:** DSN 445-3982 Comm: 1800-565-1398

**POINTS OF CONTACT
SOUTHCOM (SC)**

SCJOC: southcom.miami.scj3.mbx.omb-sc-joc-ops@mail.mil
SCJ1: southcom.miami.scj1.mbx.omb-ops@mail.mil
SDDOC: southcom.miami.scj4.mbx.omb-j43-mobility@mail.mil
SCJ4/JMAO: southcom.miami.scj4.mesg.jma-office@mail.mil; southcom.miami.scj4.mbx.omb-j44-sustainment@mail.mil

ARSOUTH

ARSOUTH EOC: usarmy.jbsa.arsouth.mbx.eoc@mail.mil
ARSOUTH MAO: usarmy.jbsa.arsouth.list.g4-mortuary-affairs@mail.mil

Casualty Reporting Phone #s

US Army CAC (PR)	1-787-707-3245/2987
US Marine Corps	1-800-847-1597
US Navy	1-800-368-3202
US Air Force	1-800-433-0048
US Coast Guard(DHS)	202-372-2100

ANNEX C
CASUALTY REPORTING

1. Incidents involving casualties will be reported using the Operational Report-3 (OPREP-3) (see Annex D) and transmitted to the JOC by the most expeditious means (telephonic with hard copy message to follow). Initial reports will contain as much information as possible with follow-up reports submitted as additional details become available. See DoDI 1300.18 paragraph 6.1.1.4 to determine reporting requirements. Reports are required for all deceased or missing military personnel, DoD civilian employees and DoD contractors, OCONUS, who are casualties as a result of hostile or non-hostile action or while accompanying Armed Forces in the field. For CONUS, this requirement is for all casualties as a result of hostile action.

a. Reporting.

(1) Voice: The responsible/impacted military activity will **TELEPHONICALLY** notify the USSOUTHCOM JOC within 15 minutes upon confirming a death has occurred. Provide the following information, as known:

(a) Deceased Name, Grade, Branch of Service, Social Security Number, and assigned unit.

(b) Date, Time, Place, and apparent cause(s) of death.

(c) Present location of deceased's remains and type of storage (i.e. refrigeration).

(d) Details of search and recovery actions, if any.

(e) Condition of Remains (Viewable, Non-viewable, or Questionable).

(f) Problems anticipated or being experienced, while dealing with the release of remains by Host Nation officials. For example, does the Host Nation require that they perform an autopsy and issue the Certificate of Death? If so, the USSOUTHCOM Mortuary Affairs Officer will coordinate with the Armed Forces Medical Examiner to assist and witness the process.

(g) Estimated date and time remains will be available for airlift to Dover Center for Mortuary Affairs.

(h) Provide any other relevant information to Headquarters and the NOK in the coordination of disposition arrangements.

(2) OPREP-3: Not more than one (1) hour following the initial telephonic notification, the military activity will electronically submit an **OPERATIONAL REPORT-3 (OPREP-3)** to the JOC via SIPRNET or AMHS message for each fatality.

ANNEX C
CASUALTY REPORTING

(a) Use a secure telephone for all classified voice reporting and for unclassified voice reporting when available.

(b) OPREP-3 initial reports will contain only as much of the requested information as is immediately available. The initial report must not be delayed to gain additional information. Submit follow-up reports as additional information becomes available.

1. How to Correct OPREP-3 Reports. The originator will submit a correction if an error is found after submitting a report. Include in the corrected report only those sections of the report requiring correction.

2. Notify the deceased respective Military Service Mortuary or Casualty Operations Center (see Annex A).

**ANNEX D
OPERATIONAL REPORT (OPREP-3)**

POC: <input style="width:90%;" type="text"/>	TIME OF RECEIPT:
CONTACT NUMBER: NON-SECURE <input style="width:200px;" type="text"/>	SECURE <input style="width:100px;" type="text"/>
FROM (PLA): <input style="width:95%;" type="text"/>	
TO (PLA): Pfacc_watch@hq.southcom.mil ; pfacc_ops_officer@hq.southcom.smil.mil	
<input style="width:300px;" type="text"/>	
EXER <input style="width:200px;" type="text"/>	<input style="width:250px;" type="text"/>
(CLASSIFICATION)	
(EXERCISE NAME)	(ORIGINATING HQ)
OPER <input style="width:200px;" type="text"/>	<input style="width:250px;" type="text"/>
(OPERATION NAME)	(ORIGINATING HQ)
MSGID/OPREP-3 <input style="width:20px;" type="checkbox"/> S (if SOCOMREP)	<input style="width:250px;" type="text"/>
P (if PINNACLE)	<input style="width:50px;" type="text"/>
	(COMMAND)
	(REPORT #)
	(MONTH)
AMPN/FLAGWORD <input style="width:200px;" type="text"/>	<input style="width:50px;" type="text"/>
(SOCOMREP or PINNACLE)	
TIMELOC <input style="width:50px;" type="text"/> Z <input style="width:250px;" type="text"/>	<input style="width:50px;" type="text"/>
(DTG of Incident)	(LOCATION of Incident)
	(INIT, FOLUP, FINAL)
GENTEXT/INCIDENT IDENTIFICATION AND DETAILS	
<ol style="list-style-type: none"> 1. WHO: 2. WHAT: 3. WHERE: 4. WHEN: 5. HOW: 	
RMKS / VOICE REPORT INITIATED AT <input style="width:100px;" type="text"/>	CONTINUATION SHEET ATTACHED:
IF CLASSIFIED, COMPLETE "CLASSIFIED BY" LINE	YES NO
CLASSIFIED BY:	<input style="width:30px;" type="checkbox"/>
REASON: 1.5a	<input style="width:30px;" type="checkbox"/>
DECLASSIFY ON: X-4	

ANNEX D
OPERATIONAL REPORT (OPREP-3)

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS (CONTINUATION)

6. WHAT ACTIONS HAVE BEEN TAKEN BY THE COMMAND AT THIS TIME IN RESPONSE TO THE EVENT?

7. WHAT ACTIONS HAVE BEEN TAKEN BY OTHER PERSONNEL, UNITS, OR AGENCIES INVOLVED IN THE EVENT?

8. WHAT IS THE HIGHEST LEVEL OF THE CHAIN OF COMMAND CURRENTLY AWARE OF THE INCIDENT?

9. WHO VERIFIED AND RELEASED THIS REPORT? FOLLOW-UP REPORT:

10. IF THE INCIDENT IS "SPOUSE OR CHILD ABUSE," THE FOLLOWING INFORMATION WILL BE RECEIVED:

- A. WHAT ACTIONS HAVE BEEN TAKEN TO SAFEGUARD THE VICTIMS'S FAMILY MEMBERS? (IAW AR 608-18, PARA 3-13D)**
- B. WHAT ACTIONS HAVE BEEN TAKEN TO NOTIFY THE PROPER AUTHORITIES? IAW AR 608-18, PARA 1-7B(4)?**

11. IF THE INCIDENT INVOLVES AN ACCIDENT WITH "PUBLIC AFFAIRS IMPLICATIONS," THE FOLLOWING INFORMATION WILL BE RECEIVED:

- A. WHAT EXTERNAL (TO DoD) MEDIA IS CURRENTLY AWARE OF THE INCIDENT?**
- B. WHAT DoD PUBLIC AFFAIRS ACTIVITIES ARE AWARE OF THE INCIDENT?**

12. ON THE INITIAL WRITTEN REPORT, UNITS MUST PROVIDE DETAILS ON WHAT ACTIONS WILL BE TAKEN IN THE FUTURE REGARDING THE INCIDENT.

ANNEX E
ADDITIONAL CONSIDERATIONS IN HANDLING OF REMAINS

1. Of primary consideration are view-ability and timeliness of the return of remains. Of secondary importance are the costs incurred by the Armed Services. All contracts and plans must be made within these considerations.

a. View-ability of Remains. It is imperative that remains be maintained in a viewable condition. This is especially important in a tropical environment.

(1) Refrigeration is the preferred means of preservation prior to embalming at a mortuary facility. When this is not possible, remains should be packed in ice. Recommended that human remains team fill six (5 lbs.) bags of ice per human remains container (triple bagged). The total of the six bags of ice should range between 25-30 lbs. with placement as such: Place (1 bag) of ice under head, (2 bags) on upper torso/chest, (1 bags) under feet, and (2 bags) 1 bag on each side of obliques. At no time should ice or water come in direct contact with the remains. Remains should never be frozen because of the damage caused to tissue. Dry ice should never be used.

(2) Embalming is performed at a mortuary facility. Embalming standards vary greatly from country to country. If embalmed OCONUS, remains must be reprocessed at a CONUS facility (normally Dover AFB, Dover Center for Mortuary Affairs) prior to shipment to CONUS funeral home.

(3) Embalming is not required prior to remains arriving CONUS, provided that the cause of death is not due to an infectious disease.

(a) AMC can transport remains from OCONUS APOE to first CONUS APOD without restriction.

(b) Ensure all required certificates and documentation are present and correct and that the remains are transported in a hermetically sealed container (transfer case).

(c) Usually the minimum embalming and preservation requirements of the Country in which death occurred must be met prior to the release of the remains to U.S. custody. This can be coordinated through the local U.S. Embassy or U.S. Consulate. The USARSOUTH G4 MA Officer will coordinate with the Dover Center for Mortuary Affairs, Medical Examiner's office for support as required.

b. Timeliness of return of human remains to CONUS is of critical importance for medical and social reasons. For remains requiring identification, flights should terminate at Dover AFB where remains will be processed at the Dover Center for

ANNEX E
ADDITIONAL CONSIDERATIONS IN HANDLING OF REMAINS

Mortuary Affairs facility. If Air Mobility Command (AMC) airlift is not available within 12 hours of the anticipated release of remains by medical authorities for shipment, the SDDOC will make arrangements to divert an aircraft or initiate a special assignment airlift mission (SAAM).

c. Costs. Entitlements and reimbursable expenses for Mortuary Affairs are outlined in U.S. Code Title 10 and AR 638-2.

ANNEX F
MIGRANT REMAINS

1. U.S. Department of State is the controlling Agency for all issues, to include Mortuary Affairs Support, for international migrants. Currently the Immigration and Naturalization Service (INS) and Coast Guard share responsibility for coordinating with the State Department concerning the disposition of migrant remains.

2. Migrant Camps under U.S. Armed Services Control.

a. Responsibilities.

(1) Department of State is the controlling agency for Mortuary Affairs support for international migrants.

(2) USARSOUTH will:

(a) Be prepared to perform duties as executive agent for Mortuary Affairs Support for any and all migrant camps established in USSOUTHCOM AOR. Establish contingency plans to cover Mortuary Affairs Support for migrant camps using facilities at Guantanamo Naval Base. Plans must consider preservation (embalming), temporary storage (30 days), temporary interment, and permanent burial of migrant remains.

b. Disposition Instructions.

(1) Gather all available information on the deceased: Full name, Next of Kin (NOK), time of death, place of death, cause of death, race or ethnic background, sex, age, identifying marks, and any other information that aids in the identification of the deceased.

(2) If NOK is present in migrant camp, determine disposition instructions for the remains.

(3) Contact Department of State (DoS) Operations Center, commercial phone: (202) 647-1512 with as much information as possible. Inform them of the situation and the desired disposition instructions.

(4) DoS will contact the appropriate agencies and notify the JTF controlling the camp of the procedures to follow.

(5) Mortuary facilities must be prepared to store remains for at least 30 days in cases where the DoS must attempt to locate NOK.

ANNEX G
JOINT MORTUARY AFFAIRS OFFICE (JMAO)

1. The United States Southern Command (USSOUTHCOM) Joint Mortuary Affairs Office (JMAO) sets forth policies, guidance, and responsibilities for Joint Mortuary Affairs program support during theater contingency operations, mobilization planning, and for peacetime mass-fatality events. This regulation applies to all elements, to include sub-unified commands, subordinate task forces, service components and Security Cooperation Organizations (SCOs) operating within the USSOUTHCOM area of responsibility (USSOUTHCOM AOR).

a. In peacetime, the mission of the JMAO is to promote uniform policies, procedures, plans, and records for the disposition of remains and decedent effects for all components. An additional mission of the JMAO is to establish a single system for the care and disposition of deceased personnel and their decedent effects in joint theater contingency operations and mass fatality disaster incidents.

b. In the case of prolonged hostile action, CDR, USSOUTHCOM will direct activation of a full-time JMAO, based upon recommendation of the Chairman of the JMAO. If fully activated, the JMAO will become the governing body from which Mortuary Affairs wartime operational direction will be promulgated to the components.

c. Theater contingency functions of the JMAO will include, but not be limited to, disposition of records, mass fatality planning, and post-conflict disposition of remains and decedent effects programs.

2. Responsibilities.

a. CDR, USSOUTHCOM will establish the JMAO to:

(1) Approve joint Mortuary Affairs theater contingency doctrine and procedures.

(2) Recommend any changes to executive agent responsibilities.

(3) Coordinate with the executive agent for Mortuary Affairs requirements in support of theater contingency operations and mass fatality disaster incidents.

b. J-1, Manpower will:

(1) Designate a member of the JMAO.

(2) Coordinate joint casualty reporting IAW AR 600-8-1.

(3) Monitor casualty reporting activities within the theater and notify the Chairman and JMAO of incidents when appropriate.

ANNEX G
JOINT MORTUARY AFFAIRS OFFICE (JMAO)

c. J4-Director will:

(1) Appoint a Mortuary Affairs Officer as chairman of the Joint Mortuary Affairs Office.

d. Mortuary Affairs Officer will:

(1) Convene the JMAO no less than annually.

e. Component Commanders will:

(1) Designate a member of the JMAO.

(2) Coordinate, IAW JMAO guidance, service Mortuary Affairs capability to support joint theater contingency operations and mass fatality disaster incidents within the USSOUTHCOM AOR.

(3) Plan for and coordinate service component Mortuary Affairs capabilities within the USSOUTHCOM AOR.

3. Point of contact for SC JMAO:

Telephone: 305-437-1035

OMB Mailbox: southcom.miami.scj4.mbx.omb-jma-office@mail.mil

ANNEX H DEFINITIONS

The definitions used herein apply solely to this instruction and may vary from definitions established IAW Joint Pub 1-02, "Department of Defense Dictionary of Military and Associated Terms."

Active Duty (AD). Full-time duty in the Active Military Services of the United States. A general term applied to all Active military service with the Active Force without regard to duration or purpose. The term "active duty" also applies to Reserve Officer Training Corps (ROTC) applicants, cadets, and midshipmen participating in practical military training; service academy cadets and midshipmen, and members of the reserve components serving on AD, ADT, or IDT.

Active Duty for Training (ADT). A tour of AD that is used for training members of the reserve components to provide trained units and qualified persons to fill the needs of the Armed Forces in time of war, or national emergency and such other times as national security requires. The tour of duty is under orders that provide for return to non-active duty status when the period of ADT is completed. It includes annual training, special tours of ADT, school tours, and the initial tour performed by non-prior Military Service enlistees.

Armed Conflict. Conflict between nations or other contestants entailing the physical destruction of, or injury to one another's armed forces. Armed conflict exists when the lives or safety of members of the armed services of a nation, belligerent power, coalition, or faction are endangered as a direct result of the use of physical force.

Casualty. Any person who is lost to the organization by having been placed in a temporary or permanent casualty status.

Casualty Category. A term used to specifically classify a casualty for reporting purposes based upon the casualty type and the casualty status. Casualty categories include killed in action (KIA), died of wounds received in action (DWRIA), beleaguered, besieged, captured, detained, interned, missing in action (MIA), and wounded in action (WIA).

Casualty Status. A term used to classify a casualty for reporting purposes. There are seven casualty statuses: Deceased, DUSTWUN (a temporary status), Missing, Very Seriously Ill or Injured (VSI), Seriously Ill or Injured (SI), Incapacitating Illness or Injury (III), and Not Seriously Injured (NSI).

Casualty Type. A term used to identify a casualty for reporting purposes as either a hostile casualty or a non-hostile casualty.

ANNEX H DEFINITIONS

Certificate of Death Overseas (DD Form 2064). Issued and signed by a competent DoD medical official or CONUS medical examiner when a medical examiner is not available in the OCONUS command.

Circumstance of Casualty. A major occurrence that causes a casualty or directly sets off a series of actions leading to a casualty.

Classification of Casualty:

- **Air Casualty.** A casualty resulting from the intent for flight of an aircraft; e.g., manned vehicles that are supported in flight by buoyancy or dynamic action. The intent for flight begins when an aircraft engine is started for commencing flight and continues until the aircraft comes to rest with the engine(s), propeller(s), or rotors stopped and brakes set or wheel chocks in place. The aircraft's engine is considered started when the intentional attempt is made to set the engine in motion. For amphibian aircraft landing on water, intent for flight continues until all normal flight operations have ended. It ceases when the engine(s) have been stopped and the aircraft has been either moored or taken in tow. For non-engine powered aircraft; e.g., balloons, nonpowered gliders, etc., intent for flight begins with any intentional operations for commencing flight and ends when said operations cease and the aircraft is properly moored, chocked, or the like.

- **Sea Casualty.** A casualty occurring in water areas in conjunction with the operation of seagoing vessels. The term includes casualties aboard seagoing vessels while underway, casualties aboard seagoing vessels while in port that result in death aboard ship, and ground crew aboard ship that are killed in an aircraft crash.

- **Ground Casualty.** A casualty other than an air or sea casualty.

Current Death Program. (See AR 638-2) Provides for professional mortuary services, supplies, and related services to statutory eligible personnel. Disposition of decedent effects is part of this program. Under this program, remains are shipped to a place designated by the PADD for permanent disposition. The decedent's personal effects are shipped to the Person Eligible to Receive Effects (PERE) from the Summary Court- Martial Officer (SCMO or equivalent IAW service regulations). The program operates during peacetime, including exercises, and may continue to operate during contingencies and conflicts until the Concurrent Return and Temporary Interment Programs are activated by CDR, USSOUTHCOM.

Concurrent Return. Provides the search for, recovery, tentative identification, processing, and evacuation of human remains and decedent PE from a theater of operation to a servicing mortuary through MA evacuation channels.

Date of Casualty. For deceased persons, the date of casualty is the date of death. For members declared DUSTWUN or persons declared missing, the date of casualty is the date declared DUSTWUN or missing. For members declared missing who

ANNEX H DEFINITIONS

were initially declared DUSTWUN, the date of casualty is the date declared DUSTWUN unless there is evidence to indicate a more current date. For persons reported VSI, SI, III, or NSI, the date of casualty is the date the illness or injury occurred, if known, or the date the person is so classified as ill or injured by competent medical authority.

Date of Death. The date a person died based upon actual knowledge of when the death occurred, receipt of conclusive evidence, or a presumptive finding of death. For persons that suffer irreversible brain death, the law differs among States and countries concerning when a person is legally considered deceased. The date of death in these cases is the date determined by competent medical authority based upon either declaring the person brain dead or removal from life support systems, whichever the local law dictates. For persons declared missing and subsequently deceased, the date of death is dependent upon either receipt of conclusive evidence of death or a presumptive finding of death. The date of death based upon receipt of conclusive evidence is the date determined by competent medical authority or by the Military Service Secretary or his or her appointed designee. The date of death based upon a presumptive finding of death is the date the Military Service Secretary or his or her appointed designee signs the change in casualty status from missing to deceased.

Deceased. A casualty status applicable to a person, who is either known to have died, determined to have died based upon receipt of conclusive evidence, or declared to be dead based upon a presumptive finding of death. The recovery of remains is not a prerequisite to determining or declaring a person deceased.

Died of Wounds Received in Action (DWRIA). A casualty category applicable to a hostile casualty, other than the victim of a terrorist activity, who dies of wounds or other injuries received in action after having reached a medical treatment facility.

Duty Status. A status in which the military member was serving under 10 U.S.C. or 32 U.S.C. at the time the member becomes a casualty. Duty status is used as a basis for determining eligibility for survivor benefits and entitlements. A member's duty status is reported as AD, ADT, or IDT.

Duty Status - Whereabouts Unknown (DUSTWUN). A temporary designation, applicable to military members only, used when the reason for a member's absence is uncertain and it is possible that the member may be a casualty whose absence is involuntary, but there is not sufficient evidence to make a determination that the member's actual status is missing or deceased.

Full-time National Guard Duty. Training or other duty, other than inactive duty, performed by a member of the National Guard of the United States in the member's status as a member of the National Guard of a State or Territory, the Commonwealth of Puerto Rico, or the District of Columbia under sections 316, 502, 503, 504, or 505

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of 32 U.S.C., for which a member is entitled to pay from the United States, or for which a member has waived pay from the United States. For the purposes of this Instruction, full-time National Guard duty is considered AD.

Home of Record. A term unique to the military used to determine a member's pay, allowances, and other entitlements under various Federal statutes. In general, it is synonymous with the concept of "domicile" at the time when it is initially recorded, and yet unlike "domicile," it does not have the flexibility of change during the continuation of an uninterrupted tour of military service. The place recorded as the home of the individual when commissioned, reinstated, appointed, reappointed, enlisted, reenlisted, inducted, or ordered into the relevant tour of duty. As such, the home of record remains constant throughout the member's career unless a member separates and has a definite break in military service greater than one day.

Hostile Casualty. A person who is the victim of a terrorist activity or who becomes a casualty "in action." "In action" characterizes the casualty as having been the direct result of hostile action, sustained in combat or relating thereto, or sustained going to or returning from a combat mission provided that the occurrence was directly related to hostile action. Included are persons killed or wounded mistakenly or accidentally by friendly fire directed at a hostile force or what is thought to be a hostile force. However, not to be considered as sustained in action and not to be interpreted as hostile casualties are injuries or death due to the elements, self-inflicted wounds, combat fatigue, and except in unusual cases, wounds or death inflicted by a friendly force while the individual is in an absent-without-leave (AWOL), deserter, or dropped-from-rolls status or is voluntarily absent from a place of duty.

Human Remains. Refers to the remains of a military member, his or her dependents, or other personnel eligible for mortuary benefits IAW service mortuary directives.

Inactive Duty Training (IDT). Authorized training performed by a member of a reserve component not on AD or ADT and consisting of regularly scheduled unit training assemblies, additional training assemblies, periods of appropriate duty or equivalent training, and any special additional duties authorized for reserve component personnel by the Secretary concerned, and performed by them in connection with the prescribed activities of the organization in which they are assigned with or without pay. Does not include work or study associated with correspondence courses.

Incapacitating Illness or Injury (III). The casualty status of a person whose illness or injury requires hospitalization, but medical authority does not classify as very seriously ill, or injured or seriously ill or injured and the illness or injury makes the person physically or mentally unable to communicate with the NOK.

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Killed in Action (KIA). A casualty category applicable to a hostile casualty, other than the victim of a terrorist activity, who is killed outright, or who dies as a result of wounds or other injuries before reaching a medical treatment facility.

Mass Casualty. Any large number of casualties produced in a relatively short period of time, usually as the result of a single incident such as a military aircraft accident, hurricane, flood, earthquake, or armed attack that far exceeds local logistical support capabilities.

Migrant. A person who moves from one country, place, or locality to another (often to find work and, occasionally, with the intention of returning to his or her place of origin). Status of a person who is seeking, but has not yet been granted refugee status.

Military Activity. Refers to those military units in the USSOUTHCOM AOR responsible for complying with the provisions of this regulation. In this sense, the use of the term does not relieve U.S. Armed Services groups or members in the USSOUTHCOM AOR who are not considered military activities from inherent mortuary responsibilities. For example, initially assisting supporting organization(s) as much as possible with such tasks as securing and preserving the remains and decedent effects, and transporting human remains to the supporting organization.

Missing. A casualty status applicable to a person who is not at his or her duty location due to apparent involuntary reasons and whose location may or may not be known. Chapter 10 of 37 U.S.C. provides statutory guidance concerning missing members of the Military Services. Excluded are personnel who are in an AWOL, deserter, or dropped-from-rolls status. A person declared missing is further categorized as follows:

- **Beleaguered.** The casualty is a member of an organized element that has been surrounded by a hostile force to prevent escape from its members.
- **Besieged.** The casualty is a member of an organized element that has been surrounded by a hostile force compelling it to surrender.
- **Captured.** The casualty has been seized as the result of action of an unfriendly military or paramilitary force in a foreign country.
- **Detained.** The casualty is prevented from proceeding or is restrained in custody for alleged violation of international law or other reason claimed by the government or group under which the person is being held.
- **Interned.** The casualty definitely known to have been taken into custody of a nonbelligerent foreign power as the result of, and for reasons arising out of any armed conflict in which the Armed Forces of the United States are engaged.

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- Missing. The casualty is not present at his or her duty location due to apparent involuntary reasons and whose location is unknown.

- Missing in Action (MIA). The casualty is a hostile casualty, other than the victim of a terrorist activity, who is not present at his or her duty location due to apparent involuntary reasons and whose location is unknown.

Mortuary Affairs. Covers the search for, recovery, identification, preparation, and disposition of remains of persons for whom the U.S. Armed Services are responsible. This also involves the disposition of decedent effects and all reporting associated with Mortuary Affairs actions.

Next of Kin (NOK). The person most closely related to the casualty is considered primary NOK for disposition of remains, decedent effects, and the release of records to secondary NOK and third parties. The un-remarried surviving spouse is primary NOK. The term surviving spouse does not include one who obtained a divorce from the decedent (at any time). Other NOK and interested parties are recognized in the following order:

- Natural and adopted children in order of seniority. The age of majority is 18 years. The rights of minor children, with the exception of disposition of remains, shall be exercised by their surviving parent or legal guardian. (Minor children are not entitled to make disposition of remains.)

- Parents in order of seniority, unless legal exclusive (sole) custody was granted to a person by reason of a court decree or statutory provision.

- The remarried surviving spouse. The term remarried surviving spouse does not include one who obtained a divorce from the decedent (at any time) or who remarried before a finding of death pursuant to 37 U.S.C.

- Blood or adoptive relative who was granted legal custody of the person by a court decree or statutory provision.

- Brothers or sisters of legal age in order of seniority.

- Grandparents in order of seniority.

- Other relatives of legal age in order of relationship to the individual according to civil laws. Seniority controls when persons are of equal degree of relationship. Persons standing in loco parentis to the decedent. Seniority in age will control when the persons are equal relationship. (For disposing of remains, the Secretary of the Military Department concerned may be deemed to have such standing if no other such person is available.)

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Non-hostile Casualty. A person who becomes a casualty due to circumstances not directly attributable to hostile action or terrorist activity. Casualties due to the elements, self-inflicted wounds, and combat fatigue are examples of non-hostile casualties.

Not Seriously Injured (NSI). The casualty status of a person whose injury may or may not require hospitalization, medical authority does not classify as VSI, SI, or III, and the person can communicate with the NOK.

Official Combat Area or Zone. A combat area or zone that has been officially designated by presidential or congressional authority.

Permanent Military Activity. Refers to those military activities that are assigned in the USSOUTHCOM AOR for more than one year.

Person Authorized to Direct Disposition of Remains (PADD). The person authorized to direct disposition of remains IAW service regulations.

Person Eligible to Receive Effects (PERE). The person eligible to receive decedent's effects IAW service regulations. Receipt of decedent effects does not constitute ownership.

Posthumous Promotion. Promotion to a higher grade following a person's death; however, this promotion is not for pay purposes.

Refugee. A person who flees to another country to escape danger of persecution. Under U.S. law, an individual who can establish that he or she has been persecuted or has a well founded fear of future persecution on account of race, religion, nationality, political opinion, or membership in a particular social group may be granted refugee status.

Report of Casualty (DD Form 1300). Document that is prepared by the losing services casualty office upon notification by the military activity mortuary affairs officer to officially record the death, or missing status of any deceased or missing military member, DoD civilian employees or DoD contractors. This form provides an official record of death or missing status of a military member. Government agencies use this form as the basis for paying benefits, collecting casualty data, and closing out

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personnel files. A copy of this form may be provided to persons, organizations, or agencies not connected with the Government to settle claims requiring proof of death.

Report of Death of an American Citizen Abroad. Issued by the U.S. consular officer and generally used in lieu of a foreign death certificate as proof of death. The Report of Death is provided to the appropriate service headquarters mortuary office upon the death of a military member, his or her dependents, or other personnel eligible for mortuary benefits IAW service mortuary directives.

Security Assistance. Refers to a group of programs authorized by the Foreign Assistance Act of 1961, as amended, and the Arms Export Control Act, as amended, or other related statutes by which the United States provides defense articles, military training, and other defense related services. Such programs could be by grant, credit, or cash sales, in furtherance of national policies and objectives.

Security Cooperation Organizations (SCO). Refers to elements that are located in foreign countries and are assigned security assistance management responsibilities.

Seriously Ill or Injured (SI). The casualty status of a person whose illness or injury is classified by medical authority to be of such severity that there is cause for immediate concern, but there is no imminent danger to life.

Service Occupation Codes. The identification by Military Services of occupation specialty codes for officers and enlisted personnel:

- Army:
 - Commissioned Officer - A three-digit special skill identifier (SSI).
 - Warrant Officer - A four-character military occupational specialty (MOS) code.
 - Enlisted - A five-character MOS code.
- Navy:
 - Officer - A four-digit Navy officer designator.
 - Enlisted – A two to five-character rating designation.
- Marine Corps Officer - A four-digit MOS code.
 - Enlisted - A four-digit MOS code.
- Air Force:
 - Officer - A four-digit specialty code (AFSC) plus a suffix/prefix, if appropriate.
 - Enlisted - a five-digit AFSC.

Temporary Interment. Provides for the temporary interment/disinterment of human remains. Temporary interment is performed only when authorized by the responsible commander during major military operations. Conducted only when operational constraints prevent the storage or evacuation of remains or when it is deemed

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prudent for the protection of health and welfare of personnel. Disposition of PE is not part of this program.

Terrorism. The unlawful use or threatened use of force or violence against individuals or property to coerce or intimidate governments or societies, often to achieve political, religious, or ideological objectives. A victim of a terrorist act directed against the United States or its allies is a hostile casualty.

Unaccounted For. An inclusive term (not a casualty status) applicable to personnel whose person or remains are not recovered or otherwise accounted for following hostile action. Commonly used when referring to personnel who are killed in action/body not recovered (KIA/BNR).

USSOUTHCOM Area of Responsibility (USSOUTHCOM AOR). The USSOUTHCOM geographic AOR consists of the land mass of Central America, waters adjacent of South and Central America, South America, the Caribbean (except U.S. commonwealths, territories, and possessions, Cuba, and the Bahamas), their territorial waters, and for the force of U.S. military resources at these locations.

Very Seriously Ill or Injured (VSI). The casualty status of a person whose illness or injury is classified by medical authority to be of such severity that life is imminently endangered.

Wounded in Action (WIA). A casualty category applicable to a hostile casualty, other than the victim of a terrorist activity, who has incurred an injury due to an external agent or cause. The term encompasses all kinds of wounds and other injuries incurred in action, whether there is a piercing of the body, as in a penetration or perforated wound, or none, as in the contused wound. These include fractures, burns, blast concussions, all effects of biological and chemical warfare agents, and the effects of exposure to ionizing radiation or any other destructive weapon or agent. The hostile casualty status may be VSI, SI, III, or NSI.

