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Services

**DISPOSITION OF PERSONAL PROPERTY
AND EFFECTS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 34-2, *Air Force Community Service Programs*, by providing guidance for the disposition of personal property and effects of deceased persons under Air Force jurisdiction. All Air Force military and civilian personnel (includes Air Force Reserve Command (AFRC) and Air National Guard (ANG) units and members) must comply with this publication. This instruction does not apply to the Casualty Assistance and Civil Defense programs. It may be supplemented. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule*. This instruction is effected by the Paperwork Reduction Act of 1974, as amended 1996.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This publication clarifies procedures on handling and disposition of personal effects and property. A “[” indicates revised material since the last edition.

The following forms are prescribed: AF Form 1122, **Inventory of Personal Effects/Property** and AF Form 1122A, **Inventory of Personal Effects/Property Continuation Sheet**. The following forms are adopted: AF Form 354, **Civilian Identification Card**, DD Form 2, **Armed Forces ID Card**, DD Form 139, **Pay Adjustment and Authorization**, DD Form 1173, **Uniformed Services Identification and Privilege Card**, DD Form 1299, **Application for Shipment**, DD Form 1300, **Report of Casualty**, DD Form 1351-2, **Travel Voucher or Subvoucher**, DD Form 2293, **US Government Motor Vehicle Operator’s ID Card**.

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Chapter 1

DISPOSITION OF PERSONAL PROPERTY PROGRAM OVERVIEW

1.1. Program Objective. The Air Force collects, safeguards, and promptly disposes of property and effects belonging to deceased military personnel and other eligible individuals which is located at a place under Air Force jurisdiction or in quarters.

1.1.1. Personal Effects Defined. Any personal item, organizational clothing or equipment physically *located on or with the remains*. Personal effects shipped with the remains or directly to the authorized recipient are not to be treated in the same manner as personal property. Examples of personal effects include but are not limited to, eyeglasses, jewelry, wallets, insignia, and clothing.

1.1.2. Personal Property Defined. Personal property is all of the other personal possessions of the decedent. Personal property is disposed of by the SCO and usually shipped later than personal effects. Items such as household goods, mail and personal papers, privately owned vehicle, and movable property used or owned by the person. The term doesn't include interests in real property. **EXCEPTION:** Consider debts associated with real property part of personal property.

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

- 1.2.1. Deceased active-duty personnel.
- 1.2.2. Missing, captured, or detained active-duty personnel.
- 1.2.3. Active-duty personnel designated DUSTWUN.
- 1.2.4. Active-duty personnel who are medically evacuated, hospitalized, or psychologically disabled.
- 1.2.5. Air Reserve Component personnel in active duty status.
- 1.2.6. Retired/retained personnel who die at a place or command under the jurisdiction of the Air Force and there is no legal representative or surviving spouse present.
- 1.2.7. DoD civilian employees (When in a theater of operation during contingencies)
- 1.2.8. Other individuals entitled to personal property and effects protection and disposition, but NOT an appointed SCO include: Contract personnel; Foreign National military members and civilians; and indigent persons who die on Air Force installations.

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

- 1.3.1. Surviving spouse or person designated by spouse.
- 1.3.2. Children in order of age. If the recipient is a minor, forward the property as instructed by the minor's surviving parent, guardian, or adoptive parent.
- 1.3.3. Parents in order of age. If the parents are divorced or legally separated and the divorce or legal separation occurred while the deceased was a minor, then the recipient is the custodial parent. **NOTE:**

In a shared custody arrangement the custodial parent is the one who had physical custody a majority of the time.

1.3.4. Siblings in order of age.

1.3.5. The NOK of the deceased. Where there are several persons equal in relationship to the deceased, the oldest is the recipient.

1.3.6. A beneficiary named in the will of the deceased. Where there are several primary beneficiaries, the oldest is the recipient. **NOTE:** The SCO doesn't normally consult the provisions of a will to determine where to send the deceased's personal property. If SCO can't find the authorized recipients in [1.3.1.](#), [1.3.5.](#), then they may send the personal property to a beneficiary in a will.

1.4. Roles and Responsibilities.

1.4.1. Headquarters United States Air Force, Director of Services (HQ USAF/ILV):

1.4.1.1. Establishes policy for the disposition of personal property and effects.

1.4.2. Headquarters Air Force Services Agency, Mortuary Affairs (HQ AFSVA/SVOM).

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

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

1.4.2.3. Resolves complex property and/or effects matters.

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

1.4.3. The Major Command, Director of Services (MAJCOM/SV):

1.4.3.1. Monitors personal property and effects matters for the command and ensures that personnel comply with this Instruction.

1.4.3.2. May grant additional extensions for personal property actions that remain unresolved after the maximum 60-day extension granted by the installation commander.

NOTE: The Air National Guard Services, ANG/SVX, will be treated as a MAJCOM to include required distribution of reports.

1.4.4. The Installation Commander:

1.4.4.1. Appoints a commissioned officer on orders (Special Orders Series-A), as the "Summary Court-Martial," usually referred to as a Summary Court Officer (SCO).

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

1.4.4.1.2. Appoints a chaplain as the Summary Court Officer when a chaplain dies, to safeguard professional, religious, and confidential materials.

1.4.4.2. Responsible for seeing that personal property and effects located on or near the installation for any person covered by this instruction, are collected, safeguarded, inventoried, and stored or forwarded.

- 1.4.4.3. Grants extensions up to 60 days beyond the initial 45 days given for completing property actions.
- 1.4.4.4. Reviews and signs AF Forms 1122, **Inventory of Personal Effects/Property**, and 1122A, **Inventory of Personal Effects/Property Continuation Sheet**.
- 1.4.4.5. Reviews and signs the completed summary court file.
- 1.4.4.6. Ensures the SCO keeps the Family Liaison Officer (FLO) advised of the SCO's actions (see AFI 34-1101, *Assistance to Survivors of Persons Involved in Air Force Aviation Mishaps*, paragraphs **2.2.**, **2.3.**, and 6.4.).

1.4.5. The Base Mortuary Affairs Officer (MO).

- 1.4.5.1. Determines entitlements for each reported death.
- 1.4.5.2. Advises the Installation Commander of an entitled deceased.
- 1.4.5.3. Completes the Personal Effects Checklist (**Attachment 4**).
- 1.4.5.4. Collects, inventories, safeguards, and disposes of personal effects.
- 1.4.5.5. Helps the Installation Commander collect and safeguard the property pending the appointment of a SCO.
- 1.4.5.6. Identifies the authorized recipient for the deceased member's property and effects (refer to paragraph **1.3.**).
- 1.4.5.7. Obtains personal effects (PE) and property disposition instructions from the recipient if a local death. Carries out PE instructions and gives property instructions to the SCO.
- 1.4.5.8. Briefs the SCO on duties and provides the SCO a copy of **Chapter 3** of this instruction.
- 1.4.5.9. Monitors summary court actions from start to finish.
- 1.4.5.10. Develops a comprehensive checklist for the SCO (refer to **Attachment 2** and **Attachment 3**).
- 1.4.5.11. Responds to inquiries or complaints from the authorized recipient.
- 1.4.5.12. Reviews the summary court file and consults with the SJA before submitting the file to the Installation Commander.
- 1.4.5.13. Attaches the finalized summary court file to the left side of the mortuary case file, or forwards the file to the MO handling the remains.
- 1.4.5.14. Ensures AF Forms 1122 and 1122A are included in the mortuary case file.
- 1.4.5.15. Ensures mortuary personnel are trained annually on PE procedures.
- 1.4.5.16. Ensures local operating instructions (OI) are developed implementing Air Force PE procedures.
 - 1.4.5.16.1. CONUS Port Mortuaries will update OIs annually and send to Headquarters Air Mobility Command, Director of Services (HQ AMC/SV).
 - 1.4.5.16.2. CONUS Port Mortuaries will complete the checklist (**Attachment 5**).

1.4.5.17. Assists Air Reserve Component (ARC) full time technician and/or MO in their area of responsibility on dispositions of personal property and effects.

1.4.6. The Defense Finance and Accounting Service, Special Actions, (DFAS-DE/FJSCA).

1.4.6.1. Settles deceased active-duty members' pay accounts.

1.4.7. The Transportation Management Officer (TMO). Provides applicable weight limits and arranges for packing, storing, and shipping personal property. Refer to the checklist at [Attachment 6](#) for a specific list of TMO actions.

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

1.4.9. The Military Personnel Flight (MPF). Personal Affairs. Provides copies of the DD Form 1300, **Report of Casualty**, as needed.

1.5. SCO Requirements. The Installation Commander must appoint an SCO when:

1.5.1. An active duty member dies or is reported missing, detained, or captured for over 30 days.

1.5.2. A Department of Defense (DoD) civilian who works in a theater of operations during a war dies or is reported missing, detained, or captured for over 30 days. **NOTE:** An SCO is not authorized for any other category of civilian personal since they are not within the jurisdiction of the Uniform Code of Military Justice (UCMJ).

1.6. SCO Actions. When an active duty military member dies, the SCO will dispose of personal property within 45 days. Use [Attachment 2](#), SCO Checklist to accomplish duties. **EXCEPTION:** If a dispute arises over an Air Force determination of the authorized recipient, disposition may take longer. Shipment of personal property from overseas may be delayed due to customs and legal requirements of the foreign country involved.

Chapter 2

HANDLING AND DISPOSING OF PERSONAL EFFECTS (PE) OF DECEASED PERSONNEL

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

2.2. Inventorying Personal Effects. The MO will:

2.2.1. Inventory PE using AF Forms 1122 and 1122A.

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

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

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

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

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

2.3. Personal Effects Containing Organizational Clothing or Equipment. The SCO:

2.3.1. Collects all organizational clothing and equipment, when such items are no longer required for investigative work by the government, and contacts the deceased members' squadron commander to return pool issue organizational clothing (i.e., parkas, cold weather foot-wear) and all organizational equipment back to the squadron.

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

2.3.3. Includes any organizational clothing the authorized recipient desires on the inventory sheet(s).

2.3.4. Makes a separate AF Form 1122 for the organizational clothing and equipment to be turned into supply.

2.3.5. Has the supply officer sign the form accepting the items.

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

2.4. Securing Personal Effects. The MO completes the inventory, cleans the PE and locks them in a secure area such as a cabinet, safe, or room. Establishes and maintains a log for deposit and withdrawal of PE from the secured storage area. Port Mortuaries need a secure storage area to support PE from a mass fatality incident of 50 or less. Port Mortuary personnel must be able to control access to the area to ensure PE is safeguarded.

2.5. Disposition of Effects.

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

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

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

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

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

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

2.6. Destroying Personal Effects.

2.6.1. Mortuary personnel have no authority to arbitrarily destroy personal effects. If the remains are being shipped to a port mortuary, all PE should be shipped with the remains to the port mortuary. Port mortuary personnel should contact HQ AFSVA/SVOM to obtain instructions from the authorized recipient.

2.6.2. If the authorized recipient agrees mortuary personnel should destroy some items, record the authorized recipients' instructions in the case file and annotate the items to be destroyed on the AF Form 1122.

2.6.3. On all items to be destroyed, the MO should wait for written authorization by the authorized recipient before destroying items. Ensure items are destroyed beyond recognition.

2.6.4. After destruction, annotate destroyed items on the AF Form 1122. Place the documentation in the case file.

2.7. Record Final Disposition of Personal Effects: Ensure the signed and dated inventory sheet(s) are included in the case file. If a funeral director or base mortuary personnel accept the items, verify they will deliver the PE to the authorized recipients and note this on the AF Form 1122.

Chapter 3

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

3.1. Personal Property Disposition Instructions. The SCO:

3.1.1. Obtains property disposition instructions and the names and addresses of authorized recipients from the mortuary affairs officer, and reviews the Training Video “You Are A Summary Court Officer - What Now?” Establish a log of events.

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

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

3.1.4. Coordinates with the mortuary affairs officer on all correspondence to the recipient, other agencies and interested parties.

3.1.5. Places a minimum of two announcements of death in the base bulletin and/or newspaper asking anyone with a claim for or against the estate to step forward.

3.1.6. Sends the local defense accounting officer completed copies of DD Form 139, **Pay Adjustment and Authorization**, with bills for the member’s debts to the US Government within 2 weeks of the date of death.

3.1.7. Completes and signs a DD Form 1351-2, **Travel Voucher or Subvoucher**, if the deceased member was on temporary duty (TDY), or en route to a PCS submits the voucher with the member’s orders (refer to DFAS-DEM 177-373, Volume 1, *Joint Uniform Pay System*).

3.2. Inventorying Property. The SCO:

3.2.1. Inventories all property on AF Forms 1122 and 1122A.

3.2.2. Promptly gathers the uniform and clothes needed for burial and gives to MO.

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

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

3.2.4.1. Categories of Questionable Property. Questionable property falls into one of three categories: Category 1.) Property with no intrinsic or sentimental value that includes, but is not limited to, items that have no salable value (for example, used toothpaste, soap, deodorant, lotions, shampoo, tobacco, magazines, candy, opened food items) or items that could damage other property such as liquid shoe dye, corrosives, flammables, or oils. Category 2.) Obnoxious or embarrassing property that includes, but is not limited to, items that are mutilated, burned, bloodstained, damaged beyond repair, obscene, or unsanitary. Category 3.) Inflammatory property that includes, but is not limited to, items that could cause further grief to the next of kin such as compromising pictures, videos, personal letters, or other items that involve the decedent directly.

3.2.4.2. Criteria for Disposition of Questionable Property in Categories 1 and 2. Property items determined to be in category 1 (no intrinsic or sentimental value) or category 2 (obnoxious or may be embarrassing to the recipient) may only be destroyed with written confirmation by the authorized recipient. **The SCO has no authority to arbitrarily destroy personal property in these two categories.** When possible, soiled, bloodstained, or torn clothing should be made presentable using a government facility. However, the authorized recipient should be asked if they would like to have the items, and if so, state the condition of the items and that they will be cleaned before return (see AFI 34-252, *Laundry, Dry Cleaning, and Linen Exchange*). Opened mail, papers, photographs, videotapes, books, magazines, and other such items will be screened for suitability. Exposed, but unprocessed film will be processed at government expense and screened for suitability.

3.2.4.3. Criteria for Disposition of Questionable Property – Category 3. The possession of and decision to destroy inflammatory items *will not* involve the authorized recipient. These items will be annotated on a separate AF Form 1122 and turned over to the mortuary officer. The MO will retain the property for a minimum of 45 days in the event the authorized recipient requests information pertaining to these items. Once the 45 days has passed, and the authorized recipient has made no inquiry regarding the property, the MO should then ensure the property in question is destroyed.

3.2.4.4. Items prohibited for shipment will be disposed of according to existing directives; however, privately owned firearms and ammunition may be shipped to the eligible recipient of the property provided they meet Customs entry requirements.

3.2.5. The SCO will provide a list, of all items withdrawn and disposed of, to the MO for inclusion in the official case file.

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

3.3. Disposing of Identification (ID) and Military Documents. The SCO:

NOTE: Military ID cards, Military Driver's Licenses, and other documents that the deceased member may have carried are extremely powerful mementos for surviving family members and, every attempt

should be made to return these items to the families. SCOs may work with the MPF, Transportation, and other offices to clear these accounts and then return the cards to family members. Refer to AFI 36-3026, Issuing and Controlling ID Cards. Items such as line badges and cards for entry to controlled or classified areas should be disposed of IAW current directives.

- 3.3.1. Gives ID tags to the MO to place with the body. **EXCEPTION:** If the body has already been shipped, send the ID tags to the authorized recipient.
- 3.3.2. Gives the DD Form 2293, **US Government Motor Vehicle Operator's ID Card**, to the authorized recipient after clearing with transportation.
- 3.3.3. Clears DD Form 2, **Armed Forces ID Card**, with the personnel records custodian and then provides it to the authorized recipient.
- 3.3.4. Safeguards military documents and submits any classified documents to the proper authorities for disposition.

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

- 3.4.1. Marks mail received for the member after death with the word, "DECEASED", endorses it, takes it to the servicing post office for return to sender, and keeps a record of the items returned.
- 3.4.2. Forwards all personal papers promptly by registered mail to the authorized recipient and keeps a record of the forwarded items (refer to [Attachment 1](#) for a definition of personal papers).

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

- 3.5.1. If requested by the recipient, notify financial institutions of the death and arrange to have the accounts closed and the funds forwarded to the recipient.
- 3.5.2. Pay off a deceased member's local or government debts with available cash and collected money for debts owed to the member. Get a receipt for payment and record all cash transactions on AF Form 1122A.
- 3.5.3. Give unused cash to the recipient, if that person lives in the local area. If the recipient lives outside the area and you need to mail the money, take it to the local Defense Finance and Accounting Service (DFAS) for conversion to a US Treasury check payable to the recipient.
- 3.5.4. Give uncashed or undelivered US Treasury Checks or Military Pay Orders, and any government funds to the DFAS office (refer to [Attachment 1](#) for a definition of government funds).
- 3.5.5. Give foreign currency to the DFAS office for conversion to a US Treasury Check. **NOTE:** If the currency exceeds the amount authorized in DoD 7000.14-R, Volume 5, *DoD Financial Management Regulation*, give an application to the installation commander to certify that Air Force personnel acquired the currency properly. Include souvenir currency with the deceased member's personal property (refer to [Attachment 1](#) for a definition of souvenir currency).

3.6. Shipping Items. The SCO coordinates with the Transportation Officer to arrange shipment of household goods. PCS funds are used to move personal property of deceased active duty personnel. PCS funding classifications for officers and enlisted members are annotated on DD Form 1300, **Report of Casualty**.

3.7. Shipping Other Items. The SCO:

- 3.7.1. May ship one vehicle owned by the member or member's legal dependent if it is in good operating condition (refer to definition in [Attachment 1](#) for a privately owned vehicle). **NOTE:** Vehicles shipped from a foreign country must meet US safety and pollution requirements.
- 3.7.2. May be able to ship a boat as a household good. (Contact the transportation officer for guidance.)
- 3.7.3. May not ship pets at government expense (refer to Title 37 U.S.C. and DoD 4515.13-R, *Air Transportation Eligibility*).

3.8. Packing and Storage Services. The SCO:

- 3.8.1. Contacts the transportation office for items that cannot be shipped at government expense, and for packing and storage services.
- 3.8.2. Advises the recipients of their right to personally arrange for disposition or give the SCO power of attorney to sell the items. Provides them a list of shipping documents to be used.
- 3.8.3. Marks or tags all packages and items with the names and addresses of the sender and recipient.
- 3.8.4. Stores the property in the CONUS until the recipient provides disposition instructions.
- 3.8.5. Stores property from outside CONUS by shipping it to a CONUS port of entry for nontemporary storage pending disposition instructions.

3.9. Disposing of Property in Transit or in Nontemporary Storage. The SCO:

- 3.9.1. Obtains the location, weight, and cube of the deceased member's property from the transportation office.
- 3.9.2. Diverts the property if it is in transit or moves the property not in storage to the location specified by the recipient. **NOTE:** Do not inventory this property.
- 3.9.3. Advises the recipient of the property shipping date, mode, and anticipated date of delivery.
- 3.9.4. Distributes copies of AF Forms 1122 and 1122A (refer to [Attachment 3](#) for instructions).

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

- 3.10.1. Ask the MO for help if a recipient is not found.
 - 3.10.1.1. Collect from local debtors and pay local creditors.
 - 3.10.1.2. Inventory the property on AF Forms 1122 and 1122A as needed.
 - 3.10.1.3. Hold the property for at least 30 days following the death.
- 3.10.2. If no authorized recipient comes forward within 30 days, sell the property and use the funds collected from the sale to pay any remaining local debts. Record all cash transactions on AF Form 1122A.
- 3.10.3. Do not sell:
 - 3.10.3.1. Articles of keepsake value such as medals or insignia (refer to 10 U.S.C. 9712[e]).

- 3.10.3.2. Stocks, bonds, evidence of bank accounts, or any other forms of purely commercial paper.
- 3.10.4. Give all unused cash and checks, with AF Form 1122A, to the local DFAS office for deposit (refer to DoD 7000.14-R).
- 3.10.5. Make sure the accounting officer shows receipt of the funds by signing and returning AF Form 1122A.
- 3.10.6. Give the completed inventory forms to the installation commander for review and signature. Place the signed original in the summary court file and contact HQ AFSVA/SVOM, DSN 487-5806, to obtain disposition instructions IAW 10 U.S.C. 9712[f].

3.11. Closing the Summary Court File. The SCO:

- 3.11.1. Places a chronological account of all summary court transactions with supporting documents in the file.
- 3.11.2. Places the signed AF Forms 1122 and 1122A in the file. Document unsuccessful efforts made to get the forms signed and includes this report in the file.
- 3.11.3. Coordinates the completed file with the SJA.
- 3.11.4. Gives the completed file to the MO.
- 3.11.5. The MO forwards the file to the Installation Commander for approval and signature.
- 3.11.6. Property actions should be closed within 45 days of being appointed SCO. However, the Installation Commander may grant an extension up to 60 additional days. Extensions beyond 60 days may be granted by the MAJCOM/SV.
- 3.11.7. Once the work is completed, telephones the family and follows-up with a letter providing contact numbers and/or address for the family if they have questions in the future.

Chapter 4

DISPOSING OF PROPERTY AND SETTLING ACCOUNTS FOR OTHER INDIVIDUALS

4.1. Missing, Detained, and Captured Persons.

4.1.1. The MO secures and holds the property for at least 30 days, or until a member's status is changed from missing to detained or captured.

4.1.1.1. When the status is changed to detained or captured, the property is released to the authorized recipient.

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

4.1.2. The Installation Commander appoints an SCO if, after 30 days, the member's missing status doesn't change, or when the member's status is changed to detained or captured, or deceased.

4.1.3. The SCO secures, inventories, and gives or ships the property to the authorized recipient who would receive it in the event of the person's death.

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

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

4.3.1. The authorized recipient, if present, arranges with TMO to ship the property of disabled personnel. When the recipient can't be present, the installation commander appoints, in writing, a military member or civilian to make shipping arrangements.

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

4.4. DoD Civilians. (Including appropriated fund employees, nonappropriated fund employees and ARC technicians). The installation asks the chief of civilian personnel to appoint someone, in writing, to assist the authorized recipient.

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

4.4.2. For civilians outside CONUS (including Alaska and Hawaii).

4.4.2.1. If the authorized property recipient cannot be present, the Installation Commander secures the property. An accurate inventory is to be made of all property to be disposed of or sent to the authorized recipient.

4.4.2.2. If the authorized recipient lives in CONUS, HQ AFSVA/SVOM obtains disposition instructions and provides the information by message to the MO at the installation involved, who, in turn, will provide it to the appointed assistant. **NOTE:** In some geographic locations the appointed assistant may need help from the American Embassy or other foreign service post in getting property from the civil domain. When no Air Force representative or authorized recipient is present where the death occurred, the American Consulate officer should be asked to secure and hold the property pending receipt of disposition instructions from HQ AFSVA/SVOM.

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

4.4.4. The local DFAS office, Civilian Payroll, or Travel Pay Office will pay accounts and settle travel vouchers.

4.4.5. The appointed assistant gives a completed travel voucher and orders to the DFAS office for individuals who die while on TDY or PCS en route.

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

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

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

4.5.2.1. Secures and inventories the property.

4.5.2.2. Delivers the property to the authorized recipient upon receiving proof of entitlement.

4.5.3. Contractors pay to move property for contract personnel.

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

4.6.1. The MO:

4.6.1.1. Secures the property.

4.6.1.2. Inventories it on AF Forms 1122 and 1122A.

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

4.6.2. The MAAG:

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

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

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

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

4.7. Foreign National Civilian Employees. The MO:

- 4.7.1. Forwards AF Form 354 found on a foreign national civilian employee to the agency shown on the card.
- 4.7.2. Delivers personal property to the authorized recipient.
- 4.7.3. Contacts the foreign embassy for assistance if the deceased person owned property in CONUS.
- 4.7.4. Delivers property that can't be delivered or isn't claimed within 45 days to the judicial officer of the local civil government that has jurisdiction over the deceased person's estate.
- 4.7.5. The foreign government pays to move property for entitled foreign nationals.

4.8. Indigent Persons Who Die on Air Force Installations.

- 4.8.1. If no authorized recipient comes forward, the installation commander secures the property and notifies the state official responsible for people who die without a known authorized recipient or a legal representative.
- 4.8.2. Use Operations and Maintenance funds to pay for moving the property of indigents.

Chapter 5

WARTIME PERSONAL PROPERTY AND EFFECTS OFFICE PROCEDURES

5.1. Establishing a Property and Effects Office. If a central DoD effects and property office is not established, the Air Force will establish a personal property and effects office when combat conditions do not allow shipment of property from the theater of operations to the authorized recipient. Personal effects must stay with the remains to be processed at the port mortuary.

5.1.1. HQ AFSVA/SVOM, 9504 IH 35 North, Suite 300, San Antonio TX 78233-6635, is responsible for directing and processing bulk or individual personal property shipments of deceased, missing, captured or detained persons, and will arrange for delivery to the authorized recipient.

5.1.2. HQ AFSVA/SVOM arranges for the appointment of an appropriate number of SCOs, identifies the authorized recipients for property that arrive at the command property and effects office, and supervises disposition of property and communications with the recipients. **NOTE:** The property may be sent directly to the authorized recipient if the recipient lives in the same country. When sending property directly to recipients, keep a detailed report of actions taken, to include date, name and address of recipient, and the two copies of AF Forms 1122 and 1122A for HQ AFSVA/SVOM.

5.1.3. The Air Force Element Commander within the theater may establish a Command Property and Effects Office to receive, store, and dispose of personal effects and property, and may appoint an SCO to support the office.

5.1.4. The Command Property and Effects Office SCO may work all disposition and payment actions when an installation-appointed SCO cannot.

5.2. In Forward Areas

5.2.1. Commanders must recover property of members of their commands who are reported dead, missing, detained, or captured and forward the property to the nearest MO or the command property and effects office for disposition. **NOTE:** Personal effects found on or with the remains must stay with the remains.

5.2.2. When wartime conditions do not allow removal of remains and collection of effects, commanders will authorize burial of remains without removing or inventorying effects.

5.2.3. When remains are moved to a collection point or cemetery, all personnel involved are responsible for safeguarding the personal effects.

5.2.4. At collection points, effects are removed from the remains only temporarily for “believed to be” identification purposes. At the cemetery, Graves Registration personnel inventory and dispose of effects received with the remains.

5.3. In Rear Areas:

5.3.1. Commanders must recover property of members of their commands who are reported dead, missing, detained, or captured and turn the property over to the appropriate MO.

5.3.2. The MO forwards the property to the recipient. **EXCEPTION:** The MO will send the property to the Command Property and Effects Office if they cannot send them to the recipient.

5.3.3. Medical personnel release property for members who die in medical treatment facilities to the nearest MO, for disposition as in A6.3.2. Personal effects must stay with the remains.

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

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

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

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

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

5.4.2. Forward all items to the Command Property and Effects Office. When HQ AFSVA/SVOM disposes of property, prepare three copies of AF Form 1122. Place the original in the personal property container, keep a copy for the originating unit, and forward one copy direct to HQ AFSVA/SVOM. Do not send a copy to the next of kin.

5.4.3. Forward uncashed US Treasury checks or military payment orders to DFAS office for disposition.

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

5.4.5. If more than \$5.00 is found (this includes military payment certificates, foreign currency not in excess of 1 month's pay and basic allowances, and funds collected from debtors or authorized sales of effects), forward it to the nearest DFAS office.

5.4.6. DFAS will issue a check for the amount turned in and send the check to the authorized recipient. For funds of more than one person, DFAS will issue a check, along with a transmittal sheet listing name, service number, and dollar amount for each person. Forward the check and transmittal sheet to the command property and effects office.

5.4.7. The Command Property and Effects Officer or the SCO sends checks that represent an individual's effects to the person authorized to receive property, and transfers the information from transmittal sheets onto individual copies of AF Form 1122A for each person designated by DFAS.

5.4.7.1. Forwards check for more than one person, transmittal sheets, and the forms to the person authorized to receive property.

5.4.7.2. Places mutilated currency refused by DFAS, in an envelope and sends it with the person's effects. Records the disposition action on AF Form 1122A, and forwards the form with the currency.

5.5. Shipping Effects:

5.5.1. SCOs ship property at government expense by any available means.

5.5.1.1. Clearly mark each container with the member's name, rank, and organization when forwarding property to the command property and effects office and number each container (if more than 1): Box No__of__boxes.

5.5.1.2. Clearly mark each box with the sender and receiver names and addresses when sending property directly to authorized recipients.

5.5.1.3. Put small packages into one large box and mark the number of packages on the outermost container.

5.5.1.4. Secure property in a separate, locked compartment under control of a security officer while en route to the US.

5.5.2. The receiving officer opens damaged containers.

5.5.2.1. Checks the contents against the enclosed inventory list and investigates any damaged or missing items.

5.5.2.2. Includes information in the property container about damaged or missing items, and forwards results of the investigation to HQ AFSVA/SVOM.

5.6. Effects Disposition for Allied Dead:

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

5.6.1.1. Include any money with the other personal effects and forward with one copy of each personal effects inventory, clearly marked "ALLIED DEAD."

5.6.1.2. Send property and effects to the command headquarters responsible for arranging effects disposition with the country concerned.

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

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

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

5.7. Unclaimed, Miscellaneous, or Wrongfully Assigned Property.

5.7.1. The SCO holds unclaimed property in the command for 120 days. If property remains unclaimed, and efforts to locate the missing person are unsuccessful, then forward the property to HQ AFSVA/SVOM.

5.7.2. Miscellaneous property is sent by the SCO to the Command Property and Effects Office only. The property will be inventoried and the place of recovery noted on AF Form 1122. The container will be clearly marked "MISC PROPERTY".

5.8. Lost Property. The SCO forwards to the Command Property and Effects Office any property left at a military installation, or on a plane or other common carrier, and disposes of property that belongs to a deceased US military person.

5.9. Return of a Missing Person. When a missing person returns, that person must submit a written request to the officer-in-charge of the Command Property and Effects Office for the return of funds and property.

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

5.11. Forms Prescribed. AF Forms 1122, **Inventory of Personal Effects/Property** and 1122A, **Inventory of Personal Effects/Property Continuation Sheet**.

5.12. Forms Adopted. AF Form 354, **Civilian Identification Card**, DD Form 2, **Armed Forces ID Card**, DD Form 139, **Pay Adjustment and Authorization**, DD Form 1173, **Uniformed Services Identification and Privilege Card**, DD Form 1299, **Application for Shipment**, DD Form 1300, **Report of Casualty**, DD Form 1351-2, **Travel Voucher or Subvoucher**, DD Form 2293, **US Government Motor Vehicle Operator's ID Card**.

MICHAEL E. ZETTLER, Lt General, USAF
DCS/Installations & Logistics

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

DoD 4515.13-R, *Air Transportation Eligibility*, November 1994

DoD 7000.14-R, Vol 5, *DoD Financial Management Regulation*, May 1996

AFPD 34-2, *Air Force Community Service Program*

AFI 34-252, *Laundry, Dry Cleaning, and Linen Exchange*

AFI 34-1101, *Assistance to Survivors of Persons Involved in Air Force Aviation Mishaps*

AFI 36-3026, *Identification Cards for Members of the Uniformed Services, Their Family Members and Other Eligible Personnel*

AFMAN 37-139, *Records Disposition Schedule*

DFAS-DEM 177-373, Vol 1, *Joint Uniform Pay System*

Joint Federal Travel Regulation

Abbreviations and Acronyms

AFRC—Air Force Reserve Command

AFSVA—Air Force Services Agency

ANG—Air National Guard

ARC—Air Reserve Component

CONUS—Continental United States

DFAS—Defense Finance and Accounting Service

DFAS-DE/FJSCA—Defense Finance and Accounting Service Denver, Special Actions

DoD—Department of Defense

DUSTWUN—Duty Status Whereabouts Unknown

FLO—Family Liaison Officer

HQ AFSVA/SVOM—Headquarters Air Force Services Agency, Mortuary Affairs
Division

HQ USAF/ILV—Headquarters United States Air Force, Director of Services

ID—Identification

MAAG—Military Assistance Advisory Group

MAJCOM/SV—Major Command, Director of Services

MO—Mortuary Affairs Officer

MPF—Military Personnel Flight

NOK—Next of Kin

OI—Operating Instruction

PCS—Permanent Change-of-Station

PE—Personal Effects

SCO—Summary Court Officer

SV—Director of Services

TDY—Temporary Duty

TMO—Transportation Management Office

UCMJ—Uniform Code of Military Justice

US—United States

USAF—United States Air Force

U.S.C.—United States Code

Terms

Authorized Recipient—Person authorized to make decisions and be given personal property and effects of the deceased. (See paragraph 1.3. for order of precedence).

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

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

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

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

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

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

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

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

Missing (Person)—The casualty (person) not present at his or her duty location due to apparent

involuntary reasons and whose location is unknown. (**NOTE:** There are several subcategories of the term “missing”.) Also defined as a person reported as missing under the Missing Persons Act, as amended (10 U.S.C. 1501). The SJA rules on questionable cases.

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

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

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

Personal Effects Having Intrinsic or Sentimental Value—Items such as jewelry, wallets, eyeglasses, medals, insignia, diaries, letters, Bibles, books, keepsakes, religious articles, cameras, writing instruments, money orders, and travelers checks.

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

Personal Property—Items such as household goods, mail and personal papers, privately owned vehicle, and movable property used or owned by the person. The term doesn’t include interests in real property. **EXCEPTION:** Consider debts associated with real property part of personal property.

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

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

Attachment 2

SUMMARY COURT OFFICER CHECKLIST

- ___ 1. Collect and secure property.

- ___ 2. When property is located in civil domain, work with the SJA and local civil authorities.

- ___ 3. Prepare AF Forms 1122 and 1122A.

- ___ 4. Ask the MO for the name and address of the person entitled to receive property.

- ___ 5. Give the TMO copies of the official notice of death, AF Form 1122/1122A, PCS fund citation, and DD Form 1299, **Application for Shipment**, to initiate pickup and movement of the property.

- ___ 6. Get shipping instructions for property from the authorized recipient or MO.

- ___ 7. Tell the TMO to divert property in transit when a person dies, or to move property if the person stored it before death.

- ___ 8. Advise the recipient of all actions you have taken to forward the personal property.

Attachment 3**COMPLETING AND DISTRIBUTING AF FORMS 1122 AND 1122A, INVENTORY OF PERSONAL EFFECTS/PROPERTY AND CONTINUATION FORMS**

A3.1. SCOs list all personal property and effects on AF Forms 1122 and 1122A as needed.

A3.2. SCOs list all cash and sales transactions on AF Form 1122A.

A3.3. SCOs prepare enough forms to cover all situations.

A3.3.1. When recipients live in the local area have them sign the original for the summary court file and give them a copy.

A3.3.2. When the recipient doesn't live locally and the property has to be shipped:

A3.3.2.1. Place one copy of the form in with the shipment and give one copy to TMO.

A3.3.2.2. Send the original and a copy to the recipient. Have the recipient sign the original, return it for the summary court file, and keep the copy.

Attachment 4**PERSONAL EFFECTS CHECKLIST (INSTALLATION MORTUARY AFFAIRS USE ONLY)**

- ___ 1. Advise authorized recipient of your responsibility.
- ___ 2. Tell the recipient who was appointed SCO.
- ___ 3. Were remains thoroughly inspected for personal effects (PE) and all PE found on or received with remains inventoried on AF Form 1122?
- ___ 4. Are PE cleaned and stored in a secure area, with a log showing deposit and pickup details by day, time, and person?
- ___ 5. Is the inventory sheet stored with PE at all times?
- ___ 6. Has the authorized recipient been notified of PE accompanying remains?
- ___ 7. Has disposition of PE been obtained from the authorized recipient?
- ___ 8. Has disposition been communicated to the summary court officer (SCO) and the port mortuary (if applicable)?
- ___ 9. Are only those items the authorized recipient has requested be shipped with the remains on the remains, or in the casket, and is PE visible if the casket is opened?
- ___ 10. Was the receiving funeral director notified that PE was shipped with remains?
- ___ 11. If an escort is used to deliver PE, has the escort been briefed, performed inventory, signed the inventory form from installation mortuary affairs personnel, and does the escort have two copies of the inventory form with the PE?
- ___ 12. If a commercial shipping service is used to deliver PE, is it the most expeditious means possible and is a package tracking mechanism available?
- ___ 13. If the authorized recipient does not want to receive damaged PE, have installation mortuary affairs personnel noted these instructions in the case file?
- ___ 14. If PE is to be destroyed, was verification received from the Services Agency to destroy PE, were photos and the inventory form annotating which items were destroyed entered into the case file, and was a 45-day waiting period allowed before destroying the items?
- ___ 15. Did the person who took final possession of PE sign the inventory form?
- ___ 16. Was the AF Form 1122 returned to the installation mortuary affairs office and entered into the case file?
- ___ 17. Advise authorized recipient of the procedures for the extension of travel and transportation entitlements.

Attachment 5**PERSONAL EFFECTS CHECKLIST (CONUS PORT MORTUARY USE ONLY)**

- ___ 1. Were remains thoroughly inspected for personal effects (PE) and all PE found on or received with remains inventoried on AF Form 1122?
 - ___ 2. Were digital photographs taken of all processed/reprocessed remains PE and filed in the case file?
 - ___ 3. Are PE cleaned and stored in a secure area, with a log showing deposit and pickup details by day, time, and person?
 - ___ 4. Is the inventory sheet stored with PE at all times?
- (Answer for disasters only or when remains are shipped directly to the port mortuary and are not processed by the parent service).
- ___ 5. Has the parent service headquarters (HQ AFSVA/SVOM for Air Force) been notified of PE accompanying remains, to include organizational clothing and equipment, and condition of the PE?
 - ___ 6. Has disposition of PE been obtained from the parent service?
 - ___ 7. Are only those items the authorized recipient has requested to be shipped with the remains on the remains, or in the casket, and is PE visible if the casket is opened?
 - ___ 8. Did the Port Mortuary director notify receiving funeral director of PE shipped with remains?
 - ___ 9. If an escort is used to deliver PE, has the escort been briefed, performed inventory, signed the inventory form from port mortuary personnel, and does the escort have two copies of the inventory form with the PE?
 - ___ 10. If a commercial shipping service is used to deliver PE, is it the most expeditious means possible and is a package tracking mechanism available?
 - ___ 11. If the parent service advises, in writing, that the authorized recipient does not want to receive damaged PE, have port mortuary personnel noted these instructions in the case file?
 - ___ 12. If PE is to be destroyed, was verification received from the parent service to destroy PE, were photos and the inventory form annotating which items were destroyed entered into the case file, and was a 45-day waiting period allowed before destroying the items?
 - ___ 13. Did the person who took final possession of PE sign the inventory form?
 - ___ 14. Was the final AF Form 1122 returned to the port mortuary and entered into the case file?

Attachment 6

TRANSPORTATION MANAGEMENT OFFICER CHECKLIST

- ___ 1. Arrange packing and pickup of personal property as soon as possible after you receive DD Form 1299 and supporting documents.

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

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

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

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

- ___ 6. Ship property to the authorized recipient or to the CONUS port for nontemporary storage as directed.

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

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

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

- ___ 10. Advise authorized recipient of procedures for extension of travel and transportation entitlements.

** Additional items may be added as needed.