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This manual implements portions of AFD 34-5, *Mortuary Affairs*. It provides guidance on Air Force requirements and procedures necessary to manage a mass fatality incident during wartime or a peacetime natural disaster, terrorist attack, or other event which results in large numbers of fatalities. This publication does not apply to the Air National Guard but does apply to Air Force Reserve Command units.

SUMMARY OF REVISIONS

This interim change IC 03-01 provides guidance for Mass Fatality Management at the Dover AFB Port Mortuary. All references to the Travis AFB Port Mortuary, which closed in CY 01 have been deleted. *1.1. Multiple deaths now refers to 10 or more fatalities. *2.4. A member of the HQ AMC/SV staff will no longer assist the affected base's mortuary officer in processing remains of 10 or more fatalities. *Figure 2.1. The Mortuary Control Center (MCC) Director will report to the 436 AMW/CC with liaison through the 436 MSG/CC. The MCC Director will be an officer with the rank of Colonel. *Figure 2.2. The Mortuary Control Center (MCC) Director will report to the 436 AMW/CC with liaison through the 436 MSG/CC. The MCC Director will be an officer with the rank of Colonel. *2.10. The Theater Commander will request support from HQ AMC transportation for movement of remains and personnel required to support the operation. *2.12.10. Once the agreement is made to activate expansion of the port mortuary, HQ AMC/SV will notify the 436 AMW/CC, and an MCC Director will be appointed. *9.2. The MCC Director and Logistics officer assigned to the MCC must ensure that all borrowed or rented equipment is properly accounted for and returned prior to their departure. *9.5. The correct HQ AMC/SVX address to send the MFIMS database to for storage is HQ AMC/SVX, 503 Ward Drive, Suite 203, Scott AFB IL 62225-5335. *A2.1.3. Position Source for establishment of command and control will be the MCC Director, a deployed O-6. Attachment 4, CONUS Port Mortuary Total Personnel Requirements. The Commander will be the MCC Director (AFSC 34M4, rank of colonel), with a Deployed Services Officer (AFSC 34M3, GS-15/Lt Col) replacing the Wing Commander. A bar (|) indicates a change since the last edition.

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Chapter 1

INTRODUCTION

1.1. Purpose. A mass fatality incident is defined as the occurrence of multiple deaths, normally ten and above, due to a natural or man-made disaster. This type of incident can be caused by any number of scenarios including aircraft mishaps, large vehicle mishaps (buses, trains), explosions, natural disasters, terrorist activity, armed conflict, etc. These situations are normally characterized by confusion and chaos due to multiple deaths, dismemberment and commingling of human remains, post accident fire, charred flesh; and extreme emotional distress for the survivors, next of kin (NOK), and families of the victims. Since disasters cannot be predicted, it is imperative that a strategy be established to minimize the confusion and establish an orderly and timely process for returning the remains of the deceased to the NOK. A mass fatality situation is one of the most trying and emotional human experiences possible, and the human remains must be handled with the utmost care, professionalism, and dignity. This document addresses the processes and resources required for the return of human remains to the NOK in the event of a mass fatality incident. It provides guidance on how to organize and manage a mass fatality operation, addresses the activities necessary to establish the command and control network and the required support functions, and describes the responsibilities and functions of the major mass fatality management phases listed below:

- 1.1.1. Notification.
- 1.1.2. Mobilization.
- 1.1.3. Search and Recovery (S&R).
- 1.1.4. Identification.
- 1.1.5. Preparation.
- 1.1.6. Disposition.
- 1.1.7. Honors.
- 1.1.8. Personal Effects and Property.
- 1.1.9. Demobilization.

NOTE: The order of these phases may vary. While this document primarily addresses Air Force operations, and specifically the expansion of AMC port mortuaries, it could be used for other military services, federal agencies, and civil defense functions. A disaster could easily cross military service boundaries and involve military, dependents and/or Department of Defense (DoD) civilians, and foreign nationals. Two or more military service agencies could be involved in a mass fatality situation. When more than one service has personnel involved in the disaster or, as in past operational situations, the Air Force may not be the affected service, but it is required to provide technical assistance and expertise as well as the use of port mortuary facilities. In a given disaster, any service could be called on for assistance because they have a particular technical specialty or because they have a nearby installation with the required facilities. The Gander, Newfoundland, mass fatality incident in December 1985 and the Desert Storm military operation in early 1991 were remarkable displays of joint cooperation that proved how well federal agencies and the military services can work together when a devastating tragedy creates a common bond. Because the possible mass fatality scenarios are so varied, this document is meant to be conceptual; more specific plans must be developed from it to fit the circumstances and location of each particular incident as it

unfolds. The guidance given for the expansion of port mortuaries, however, is applicable regardless of the scenario.

1.2. Objective. A mass fatality incident requires a massive amount of data to be gathered, collated, correlated, and passed among the various functional elements involved in search and recovery, movement of remains, identification, preparation and disposition of remains, providing honors, and contact with the NOK. The gathering, processing, and distribution of information about the fatalities and their status for recovery, preparation, and shipment are a major part of any mass fatality and usually creates the most frustrating problems for the military services. This document takes a step-by-step approach in presenting methods and procedures to return the remains to the NOK. It also defines specific requirements for expansion of the AMC port mortuaries. In addition, it identifies areas where automated systems can best be utilized in the dissemination of the required data. Appendix A provides an abbreviated actions checklist which can be followed in preparation for the mass fatality recovery operation. The objective of this document is to facilitate the following major tasks, which are part of every mass fatality situation:

- 1.2.1. A thorough and prompt search and recovery of human remains.
- 1.2.2. Accurate identification of human remains.
- 1.2.3. Timely preparation and return of remains.
- 1.2.4. Prompt and accurate fatality reporting.
- 1.2.5. Compassionate and responsive support to the NOK.
- 1.2.6. Appropriate honors.
- 1.2.7. Resolution of personal effects and property.

1.3. General Assumptions.

- 1.3.1. The Air Force has the lead role in the transportation to and preparation of human remains at the CONUS port mortuaries.
- 1.3.2. The Mortuaries at Dover AFB, Delaware, and at Travis AFB, California, are the primary facilities used for processing remains. However, this document considers the ancillary use of other installations or a field mortuary near the site if the situation requires.
- 1.3.3. Required non-DoD agencies will be available to participate in the operation immediately after the notification of the fatalities.
- 1.3.4. Fatalities may include personnel from all services, as well as dependents, US civilians, and persons of other nationalities.
- 1.3.5. Cooperation and support will be provided from several US Government agencies outside DoD.
- 1.3.6. Appropriate organizations will participate in the identification process; e.g., Armed Forces Institute of Pathology (AFIP), Armed Forces Medical Examiner (AFME), the Federal Bureau of Investigation (FBI), and Services Identification Specialists.
- 1.3.7. Air Mobility Command (AMC) will provide airlift for movement of remains, personnel, equipment and supplies.
- 1.3.8. Supplies will be made available where needed.

- 1.3.9. S&R teams (installation mortuary teams) have their equipment identified and prepositioned.
- 1.3.10. Where skilled personnel, equipment, and facilities exist, they will be made available as required.
- 1.3.11. The magnitude of the incident may require special assistance not available from a single installation or service. Other military services may augment USAF personnel at CONUS port mortuaries or a field mortuary on an as requested basis (or vice versa).
- 1.3.12. Except for personnel permanently assigned to the mortuary, all personnel will be augmentees.
- 1.3.13. The remains will require recovery, identification, processing, preparation, dressing or wrapping, casketing, shipment to final destination, and honors.
- 1.3.14. The full resources of AMC will be made available to support the operation.
- 1.3.15. The procedures in this document will be used in both peacetime and wartime.

1.4. Scenarios. A mass fatality scenario could include one or more of the following:

- 1.4.1. An armed conflict involving US military forces anywhere in the world.
- 1.4.2. Accident, natural disaster, or terrorist act on a government installation.
- 1.4.3. Accident, natural disaster, or terrorist act off a government installation.
- 1.4.4. Accident, natural disaster, or terrorist act within or outside US territory.
- 1.4.5. An armed conflict involving US military forces anywhere in the world.

1.5. Applicable Publications. Refer to [Attachment 3](#).

Chapter 2

MOBILIZATION

2.1. General Concepts. The preliminary notification of a mass fatality incident activates the complex operation to recover, identify, prepare and return the remains of deceased personnel for which the military has been designated responsibility. This section covers the command, control, communications, organization, facilities, and personnel required for mobilization to accomplish this extremely time-sensitive mission. The initial notification of a mass fatality will most likely come through the Joint Staff (J-4), or the Air Force Operations Center, the Air Force Services Agency's (AFSVA) mortuary office, or Tanker Airlift Control Center (TACC).

2.1.1. A mass fatality functional organization (see [Figure 2.2.](#)) is created in any mass fatality incident affecting military personnel, their dependents, government civilian employees, US citizens, and even foreign nationals if the situation dictates. Except for the specific expansion plans for CONUS port mortuaries, this document is generic because of the variety of scenarios that might occur within and outside the CONUS. All the organizations that could become involved in a mass fatality situation are identified. An extremely important consideration is that all identified agencies required for supporting the operation be informed of the incident as early as possible so that the assistance needed is identified and will be rendered. This not only includes DoD agencies but also foreign, federal, state, and local government agencies.

2.1.2. HQ AMC/SV directs the expansion of a CONUS port mortuary's capabilities to meet mass fatality requirements. A Mortuary Control Center (MCC) director is established, through coordination with the host wing commander and HQ AMC/SV to direct all operations in the port mortuary during processing of human remains, including command and control (refer to [Attachment 4](#)). The MCC director has jurisdiction over the processing and movement to the NOK of all human remains that are at the port mortuary. In addition to the use of specialists from the military services and other federal agencies, hundreds of augmentees may be required in a mass fatality situation.

2.2. Situation Analysis. Evaluating the task ahead is the first step.

2.2.1. Facts Concerning the Disaster. An evaluation must be made of the incident as soon as the pertinent facts are known and communication can be established with personnel on or arriving at the incident site (police, fire department, military commander, etc.). If the incident involves an aircraft crash, local fire department, police and medical personnel assess the site situation. Immediate feedback is obtained as soon as possible. An accident investigation team from the Air Force, National Transportation Safety Board (NTSB), (refer to [Attachment 4](#)), etc., is immediately dispatched (depending on location within or outside CONUS) to the site. The on-scene commander advises when fatality recovery actions can commence. Jurisdictional issues can also delay site recovery; these will be discussed in paragraph [2.5](#). To define the parameters of the mass fatality situation, evaluate to determine the number of personnel involved and survivors, if any. In an aircraft accident, the passenger manifest is a key item that needs to be obtained quickly, since both Casualty and Mortuary Affairs work from this listing.

2.2.2. Local Support Capabilities. As soon as possible, determine the amount of support that can be obtained at or near the incident site for S&R operations. Address and determine the location for the holding area for recovery of the remains. Make these decisions quickly and accurately to lay the foun-

dation for follow-on activities. If supplies and equipment are not readily available, initiate actions to procure and transport the items identified (refer to paragraph 2.9.).

2.3. Notification. Prompt notification and efficient, thorough assistance to the NOK are primary goals of the notification process. Detailed information on mass casualty reporting within the Air Force is contained in AFI 36-3002, *Casualty Services*, and is the responsibility of the Casualty Affairs program manager at Headquarters Air Force Personnel Center/Casualty Operations Division (HQ AFPC/DPWC (refer to paragraph 2.4.1.2.)). Refer to **Attachment 6** for addresses and telephone numbers.

2.4. Command and Control. When a mass fatality incident has occurred, the first step is to identify the command and control elements necessary to manage the overall operation. For 10 or more fatalities, the 436 AMW/CC and the HQ AMC/SV will confer to determine if and when a Mortuary Control Center Director is required. This Director will normally be a Colonel or Colonel Select in Air Force Specialty Code 34M4. HQ AMC/SV will obtain HQ AMC/CC approval and work for immediate sourcing. Additionally, either the HQ AMC/SV2 or SVX may be dispatched to provide interim or additional assistance. The key element is coordinating the actions of all the various functions and if other Service Department fatalities, other Services Components, to ensure remains are returned expeditiously to the next of kin. The Mortuary Control Center Director reports to the 436 AMW/CC, with liaison through the 436 MSG/CC. The Mortuary control Center Director is accountable for all activities within the Port Mortuary during this contingency.

2.4.1. Identification of Control Centers. A generic organizational structure for use during a multiservice scenario is shown in **Figure 2.1**. It portrays the functions involving representatives of the military services and local authorities and shows the interface/coordination paths between them. One part of that organizational structure is an MCC. **Figure 2.2**. shows the breakdown of a generic MCC operation for a mass fatality incident. The most efficient location for the MCC is at the port mortuary at either Dover AFB, Delaware, or at Travis AFB, California. However, this may not be possible in all scenarios. The MCC is the primary control center for all mortuary affairs matters, with the activities of the subcontrol centers channeled through it. The MCC staff consists of the Director (Vice Wing Commander) and key staff functions. The MCC supports the Director, AFME, and the identification (ID) operations. Sample control center charts for use in the MCC are found in **Attachment 5**. Use the USAF Mass Fatality Information Management System (MFIMS) to track fatalities from receipt through the processing and shipment of the remains.

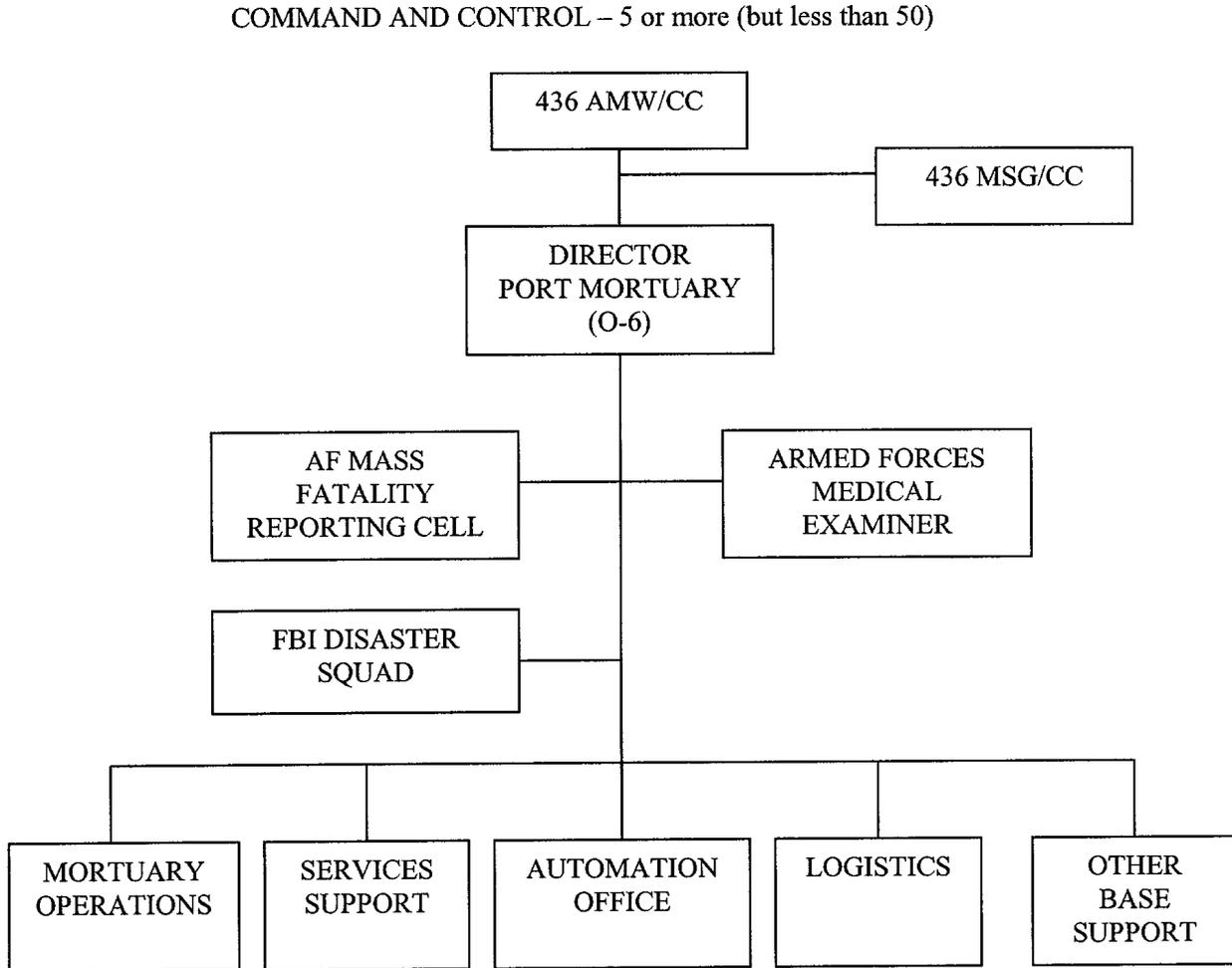
2.4.1.1. S&R Control Center. Locate the control center as close as possible to the incident site to control the S&R activities and monitor and coordinate airlift and supply activities.

2.4.1.2. Casualty Command Post (CCP). The CCP plays a vital role in reporting and initial notification of death actions for the NOK, and its activities must be coordinated with the Disposition Center at the port mortuary. USAF CCP is located at HQ AFPC, Randolph AFB, Texas. The CCP alerts DoD and other government agencies, as applicable. The CCP establishes notification teams to work closely with installation commanders and assigns and contacts notification officers, as necessary, to notify the NOK. Casualty officers prepare a notification letter and personally deliver it to the NOK. **NOTE:** The Disposition Center is advised of completed notifications by the CCP as they occur.

2.4.1.3. Disposition Control Center (DCC). Where more than one Service is involved, the DCC is staffed by members of all the involved services. The center assists the families in all the affairs

necessary to provide proper disposition of remains, including honor ceremonies, travel for remains and family members, final interment and return of personal effects and property. This control center is the hub for communication with the NOK concerning mortuary matters. Its location is dependent on the circumstances of the operation. The Air Force DCC is located at the Port Mortuary is responsible for processing remains. It will be more fully covered under "Disposition" in paragraph [6.2](#).

Figure 2.1. CONUS Port Mortuary Command & Control Structure.



2.4.2. Control Centers Communications. Establish communications between and among the various mortuary control centers, headquarters, subcenters and other agencies, as required. Key support agencies that are normally a source of information pertaining to the decedents are shown in [Attachment 6](#). The data generated by these support agencies, in conjunction with other information elements, produce the communications flow required to complete the information network. Major participants in the communications control center links are:

- 2.4.2.1. Military Services Casualty Control Centers.
- 2.4.2.2. AFME.
- 2.4.2.3. Military Services Surgeon General(s).
- 2.4.2.4. NTSB.
- 2.4.2.5. FBI.
- 2.4.2.6. Military Services Mortuary Affairs Offices.
- 2.4.2.7. MCC.
- 2.4.2.8. S&R Control Centers.
- 2.4.2.9. US DOS (when non DoD civilians are involved)

2.4.3. Commander's Situation Report (SITREP) (RCS: HAF-XOO (AR) 7123). Dispatch the SITREP from the MCC as required. The addresses are determined by the agencies involved. The MCC determines which agencies receive the report. Refer to [Attachment 5](#) for the sample SITREP format.

2.5. Jurisdictional Determination.

2.5.1. In a mass fatality incident, the need may arise to conduct one or more autopsies. Authority for conducting autopsies depends upon jurisdictional arrangements with local authorities, jurisdictional arrangements with national authorities (outside the United States), local law, United States law, and requirements in Air Force instructions; therefore, you must coordinate these issues with the local staff judge advocate, medical group commander, and services squadron commander.

2.6. Organizational Responsibilities.

2.6.1. General Support Required. Numerous agencies and organizations may be involved. Set up the MCC as rapidly as possible. Request support early in the mobilization phase. Establish the communications links listed in paragraph [2.4.2](#). [Attachment 6](#) contains a listing of all agencies whose assistance may eventually be required on a full time or intermittent basis.

2.6.2. DoD. Proper communications must be established with the applicable service secretariats and the DoD staff to ensure they are apprised of the status of events throughout the operation. Normally, this is accomplished through the service's operations centers. When special requirements are generated by unanticipated problems, these agencies provide sources of assistance or task their respective units for the needed assistance.

2.6.3. FBI. The FBI Disaster Squad can assist in previous mass fatalities and is instrumental in establishing the identity of human remains for several mass fatality incidents processed at the Dover AFB, Delaware, Port Mortuary. The squad obtains prints from the victims and compares them with finger-

prints obtained by searching for the names of the victims in the files of the FBI's Identification Division. The squad is on call at all times.

2.6.4. NTSB. The NTSB has statutory responsibility for investigating a common carrier accident in the US. It has primary jurisdiction over accidents involving civilian aircraft, but not military aircraft. NTSB investigates accidents overseas when invited to assist or observe by authorities of the country in which an accident occurs.

2.6.5. Armed Forces Organizations. Refer to [Attachment 6](#).

2.7. Designation of Key Locations. The following locations may be established in a mass fatality incident:

2.7.1. Remains Decontamination Site.

2.7.2. Remains Collection Point.

2.7.3. Remains ID Location.

2.7.4. Remains Initial Processing Location.

2.7.5. Remains Final Preparation Location.

2.7.6. Collocated Locations. These locations may not all be different. The decontamination site is always separate, as is the collection point. However, the ID location, the processing location, and the final preparation location can be the same. The preferred sites for these last three functional areas are the port mortuaries at either Dover AFB, Delaware, or Travis AFB, California. The incident location may make this impossible. An example is during an armed conflict in a remote location.

2.7.7. Selection of Locations. The identification, processing, and final preparation locations must be selected early, and change at a later date may not be possible. The ID and processing locations must have sufficient space to handle large numbers of remains. If the nature of the disaster precludes the exact number of deaths from being known early, it is beneficial to choose an oversized facility to ensure that it can meet the demand. See [Figure 2.3](#) for a schematic of the functional relationship of locations.

2.7.8. Remains Decontamination Site. A decontamination site is where Nuclear/Biological/Chemical (NBC) contaminated remains are decontaminated so they may be transported (refer to [Attachment 24](#)). This location is normally required only during wartime.

2.7.9. Remains Collection Point. The collection point is the place where remains are taken from the site (or decontamination site) to a location where they are held pending shipment to an ID location. Ensure the remains are either refrigerated or iced. The ID location is usually collocated with the initial/final processing site.

2.7.10. Remains ID Location. The ID location is the place where the ID process is accomplished. Depending on the incident, significant temporary modifications may have to be made. Even though the port mortuary at Dover AFB Delaware or, as an alternate, the port mortuary at Travis AFB California, are the preferred locations, the circumstances of the incident or the local government at the site may preclude use of either. At the ID location, large numbers of personnel are brought together from numerous diverse agencies. Because many of these personnel have never worked together, there must be a clearly defined written system of information gathering, analysis, and flow. During mass fatali-

ties, the time required for the ID and medico-legal process is usually the single largest limiting factor in returning human remains to the NOK.

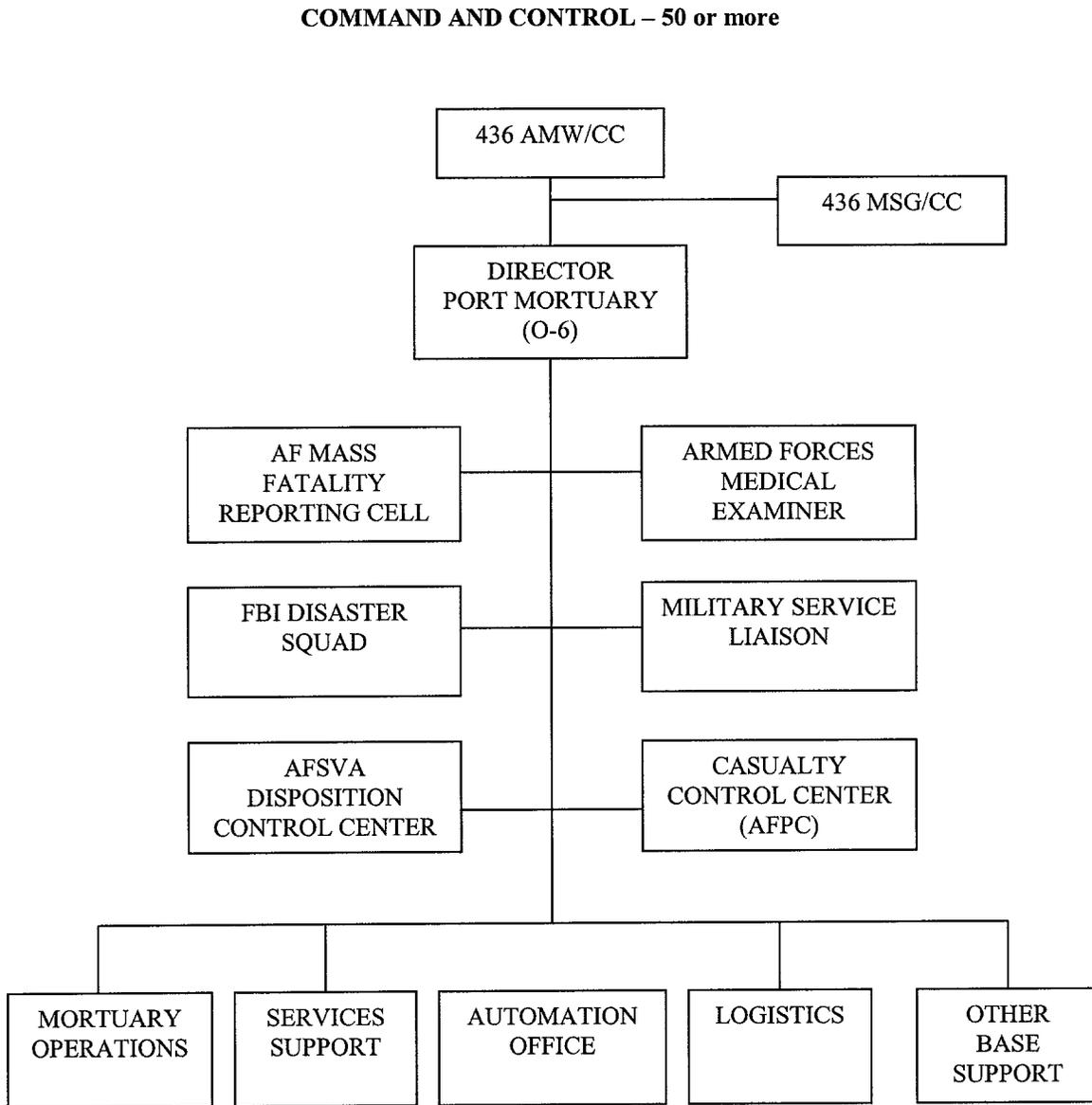
2.7.11. Remains Processing Location. This is where remains are prepared, wrapped, and shipped. It may be collocated with the ID location.

2.7.12. Remains Reprocessing Location. This is where the remains are reprocessed, casketed, dressed/wrapped, and shipped to the final destination, as directed by the NOK.

2.7.13. Escort Management. Escort management refers to the office where escorts are briefed and assigned to accompany human remains during shipment to the final destination.

2.8. Records. The MCC, by the most expeditious means available, obtains a roster of the deceased and very seriously ill (VSI) and seriously ill (SI) in the incident. In an aircraft accident, this is normally the passenger manifest. Identify changes to the roster as expeditiously as possible. Collect health, fingerprint (for FBI use), dental records, and aircrew footprint records for use in identifying the victims. Supplemental records may be requested by the DCC from the family members if circumstances of the incident dictate.

Figure 2.2. Mass Fatality Control Center Functional Organization.



2.9. Supplies and Equipment.

2.9.1. General Requirements. The supply and equipment items needed to execute the operational requirements during a mass fatality incident include the following (refer to [Attachment 9](#) for specific requirements):

2.9.2. Administrative, medical, and S&R supplies/general equipment.

2.9.3. Forensic serology kit.

2.9.4. Forensic dental kit.

2.9.5. Forensic examination kit.

2.9.6. Mortuary supplies and equipment.

2.9.7. Acquisition of Equipment and Supplies. Obtain medical supply and equipment support at the nearest medical facility. Requirements for standard expendable items not stocked or available in sufficient quantities are identified as emergency requirements to the nearest supporting military installation and/or the MCC.

2.10. Transportation. The mass fatality process begins with the initial notification of the incident. The Executive Agent appointed by the Theater Commander of the area where the mass fatality occurred requests HQ AMC transportation support for movement of remains and personnel required to support the operation. HQ AMC normally provides airlift support. Local military transportation (motor pool) normally provides overland transportation. Arrange special transportation (e.g., hearse rentals) requirements locally. The AMC/CC tasks the 15th Air Force (Travis AFB, California) or 21st Air Force (McGuire AFB, New Jersey) to establish airlift requirements for the return of remains to the CONUS port mortuary. The MCC is the focal point for collection of information on transportation of remains and coordinates activities for airlift with:

2.10.1. 21st/15th AF Operations Center.

2.10.2. AMC Tactical Airlift Control Center (TACC).

2.10.3. Air Force Operations Center (AFOC).

2.10.4. National Military Command Center (NMCC).

2.10.5. DoD.

2.10.6. DOS (if applicable).

2.11. Stress Management. Military and/or civilian volunteers who are not normally exposed to mutilated human remains will almost always supplement the mortuary affairs work force. It is imperative that a stress management plan be implemented for all personnel involved in mass fatality operations. Appropriate guidance for such a plan is located in [Attachment 23](#).

2.12. Expansion of CONUS Port Mortuary Capabilities. The Air Force operates mortuaries at two CONUS aerial ports of entry: Dover AFB, Delaware and Travis AFB, California. The Dover AFB facility has the largest capability for expansion of the two for processing human remains during mass fatalities. The identification of remains is a limiting factor in the facility capacity. The more difficult identification of the remains, the fewer remains that can be processed in a 24-hour period. The maximum capacity of the

facility is, therefore, dependent not only upon the embalming capacity, but also upon the number of remains in the mass fatality that will require autopsies and/or the application of identification procedures.

2.12.1. General Port Mortuary Operations. The CONUS port mortuaries are normally used for processing human remains during mass fatalities incidents. When mass fatalities occur and the number of remains exceeds the capabilities of the permanent mortuary staff, the mortuaries expand utilizing augmentees. HQ AMC/SV is tasked to organize and staff the mortuaries to support the processing of large numbers of human remains. This section specifies the process and requirements needed for expansion of the port mortuaries into the mass fatality mode of operation. The expansion is on a proportionate basis in direct correlation to the anticipated number of fatalities to be processed. The CONUS port mortuaries do not require massive expansion unless there are more than 50 fatalities. HQ AMC, AFSVA Mortuary Affairs, and AFIP coordinate the gradual augmentation of the facility depending upon the mass fatality scenario, the condition of the remains, and the expected receiving schedule of the remains at the port. Port mass fatality mortuary operations are divided into three levels of activity: Phase I, a single incident, involving 10 to 50 remains; Phase II, a single incident involving 50 to 500 remains; and Phase III, a single incident, involving over 500 remains. During wartime, fatalities are normally transported unembalmed from the battlefield to a CONUS port mortuary. Refer to [Attachment 4](#) for manning requirements under each of the listed phases (the augmentation under Phase I is gradual, and the maximum numbers of personnel are shown).

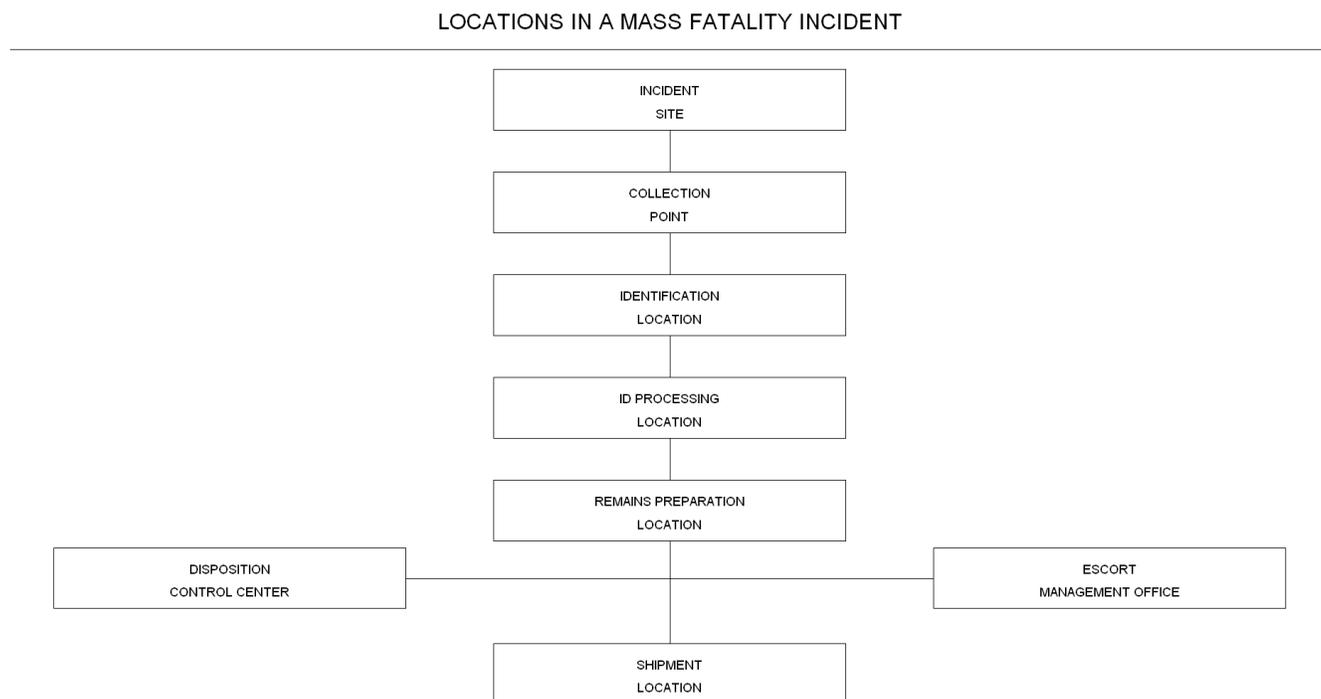
2.12.2. When These Procedures Apply. These procedures apply to expansion of either the Dover AFB or the Travis AFB port mortuaries to receive, identify, examine, prepare, and ship remains to receiving funeral homes selected by the NOK. They are applicable to expansion of the port mortuaries for both peacetime and wartime mass fatalities.

2.12.3. Activation Procedures. The appropriate port mortuary is activated through coordination by HQ AMC/SV, HQ AFSVA, and AFIP.

2.12.4. Assumptions. HQ USAF and MAJCOMs provide qualified Services personnel to assist in managing and operating the port mortuaries in support of mass fatality operations. The parent service of the deceased members provide personnel to assist in processing remains at the port mortuaries. This includes providing escorts for the remains to the NOK, remains handlers, handling of personal effects, and technical expertise and administrative support unique to their service. Base support (to include baseline Services support) from the appropriate host base of the port mortuary is provided as needed and is coordinated with the installation commander.

2.12.5. Operations Organization. Use the organization shown in Figure 2.4 for operation of an expanded CONUS port mortuary (Note that it is based on the generic command & control organization shown in [Figure 2.1](#)). The duties of each work center are:

2.12.5.1. Control Center Director. Operates of the expanded port mortuary and is responsible to the USAF installation wing commander where the port mortuary is located. Monitors movement and inbound status of remains, receives casualty and mortuary messages, enters data in the MFIMS, communicates and coordinates with internal divisions, external offices and agencies in resolving discrepancies/problems. Monitors progress of remains processing from arrival through shipment to final destination; notifies appropriate military service mortuary affairs office when remains have been identified, and requests that disposition instructions be provided to the port mortuary. Coordinates requests and receipts for antemortem records/prints, and coordinates honors/arrival ceremonies.

Figure 2.3. Locations in a Mass Fatality Incident.

2.12.5.2. Public Affairs/Legal Advisor/Chaplain/Psychologist. Each provides the director with required support for their specific expertise. The Public Affairs representative establishes a firm policy from the beginning of the operation that all visitors to the port mortuary must be approved in advance by the MCC Director and arranges for photographic/video documentation of the mortuary operation from start to finish.

2.12.5.3. Supervisory Senior Noncommissioned Officer/Noncommissioned Officer in Charge (NCO/NCOIC). Each reports directly to the MCC Director. Supervises the functions in direct support of all other mortuary divisions/functions. Establishes work details for the enlisted work force through assignments and schedules. Ensures that augmentees who actually view or handle remains are rotated frequently into other duties to reduce the stress and trauma. Supervises the administrative, clerical, and general duties to include answering telephones, act as runners, typing reports and messages, operating office machines and word processors, moving remains from one processing station to another, facility clean up, manning access points, escorting visitors, and other duties as needed. Maintains close coordination with installation first sergeants and senior enlisted advisors. Keeps detailed logs (automated or manual) on the names, number of hours worked, and jobs worked by all personnel.

2.12.5.4. AFME. Conducts pathological and investigative examination of remains; establishes individual identification of remains by scientific means; determines cause and manner of death and signs the death certificate.

2.12.5.5. FBI Disaster Squad. Conducts comparison of antemortem/postmortem fingerprints and footprints to assist in identification of individual remains.

2.12.5.6. Other Military Services Escorts and Personal Effects. Interfaces with the Command & Control Center regarding their respective service's remains; ensures necessary information is available to their service. Arranges for escorts to accompany their service's remains to final destination. Receives the personal effects of their service's remains from operations and takes appropriate action for those effects based on their service's directives.

2.12.5.7. Operations. Directs and supervises the port mortuary subelements: Mortuary operations, preparation and casketing, body handling, uniforms, personal effects, and Nuclear-Biological Chemical/Explosive Ordnance (NBC/EOD) activities.

2.12.5.7.1. Mortuary. Manages the mortuary functions in the mortuary facility (e.g., ID, status, location, and shipment of remains to include all statistics reported in SITREPS). Interacts with the Director, Command and Control Center, AFME, FBI, Support and Administration. Reports positive ID and method of ID.

2.12.5.7.2. Preparation and Casketing. Accomplishes the complete preparation (embalming), restoration, cosmeticizing, dressing/wrapping, casketing, and encasement (shipping container) of remains. Checks documentation for the remains, and affixes and encloses documentation on outer container. The US Navy has Reserve embalmers that can augment this function upon request.

2.12.5.7.3. Remains Handlers. Receive remains from flight line, load remains in refrigerated vans, off load remains from vans and wheel them into the mortuary as needed. Remove remains from transfer cases and place them on gurneys for processing. Remove ice and fluids from transfer cases, clean transfer cases for reuse, and clean human remains pouches for reuse. Personnel selected for this duty should have four (six if possible) sets of battle dress uniforms (BDU) for duty and one service dress uniform.

2.12.5.7.4. Uniform Preparation. When large numbers of remains are expected, sources uniforms directly from DPSC and sources undergarments, ribbons, and insignia directly from Headquarters Army and Air Force Exchange Service (HQ AAFES). Prepares uniforms to be placed on remains or on top of remains. This function also includes tailoring, cleaning, pressing (which may be done by contract), and affixing chevrons, insignia, awards, etc. decoration, badges, unit patches/crests, and name tags.

2.12.5.7.5. Personal Effects. Removes clothing, accessories, and equipment from remains, checks items for personal effects or items which may indicate the identity of the remains. Collects the items, inventories, and safeguards until the case is finalized. Completes AF Form 1122, **Personal Property Inventory**, or appropriate service form for transfer of effects to the mortuary officer or shipment directly to the authorized recipient, provided the items are restored to a presentable condition. Enters personal effects data into the MFIMS with assigned bar coding at USAF port mortuaries. The personal effects operation should be located close to or in the processing mortuary.

2.12.5.7.6. NBC/EOD Remains. In suspected cases of remains containing ordnance, especially on all remains from combat areas, screen remains to ensure there is none. Request assistance from EOD specialists immediately. If the remains contain Explosive Ordnance (EO), the remains must be moved immediately to a designated EOD area. If there is evidence of NBC contamination, report the type of contamination immediately to bioenvironmental engineering

personnel for chemical or nuclear contamination and to the senior medical officer on station for biological contamination.

2.12.5.7.7. Escorts. Requests and schedules escorts to accompany remains shipments to final destinations.

2.12.5.8. Support. Directs and supervises the following functions:

2.12.5.8.1. Services Support. Provides the mortuary staff with necessary lodging, food service (within the mortuary compound), laundry/dry cleaning, recreational facilities, equipment, and services to accommodate from 75 to 600 personnel, depending upon the scenario (Phase I, II or III). Coordinates with the host base for baseline support, using additional services forces as augmentees. Also provides commercial travel services, Scheduled Airline Ticket Office (SATO, etc.) in the mortuary facility for shipment of remains and escorts and mortuary personnel. Provides a waiting area for special escorts (family or friends) away from the mortuary area. Notifies Mortuary Operations, at least 12 hours prior, of shipment schedules of remains and escorts. Provides military honors when required for arrival ceremonies at the port.

2.12.5.8.2. Logistic Support. Provides the mortuary with necessary contracting, supply, civil engineering, transportation, communications, equipment, security, and maintenance support. In a Phase III scenario (wartime), coordinates with AMC/LGC and arranges for commercial air support directly from the port mortuary installation runway to selected key commercial air hubs for movement of remains and escorts. Provides disposal of disarmed ordinance found on remains by personnel assigned to Operations/EOD.

2.12.5.8.3. Security and Other Support. Provides external, and internal security for the mortuary. Requests and schedules any other support not included in the previous work center descriptions. Also prepares the photo security badges for personnel working in the mortuary.

2.12.5.9. Automation and Office Administration. Directs and supervises the following functions in direct support of all other mortuary divisions/functions.

2.12.5.9.1. Reports. Provides daily reports (management tools) to all functional areas on their respective function. Prepares and dispatches SITREPS. Develops and modifies reports, as requested, to enhance efficiency of information flow.

2.12.5.9.2. Data. Ensures operation and maintenance of the MFIMS and the Defense Casualty Information Processing System (DCIPS). Manages computer System Security Administrators (SSA) and limits access to computer files and ability to enter/change data to specifically authorized personnel only in each division. Ensures adequacy of automation hardware, software, and supplies. Ensures all required data is entered in the MFIMS. Accomplishes data entry for security and personnel management.

2.12.5.9.3. Administration. Provides administrative support to the mortuary operational elements. Prepares and dispatches all correspondence (internal/external) and messages, and provides all clerical and word processing support to all elements of the mortuary. Obtains and stocks necessary forms, administrative supplies, maintains unit locator and personnel listings. Handles classified documents according to prescribed USAF procedures. Prepares death certificates for AFME signature.

2.12.5.9.4. Medical Records Management/Records Collection. Sends message requests to all remains collection points asking that all records shipped with remains be shipped in water-

proof containers. Secures mortuary case files upon shipment of the remains. Reviews files and ensures all necessary data is contained therein to include required forms. Upon termination of the mortuary operation, forwards the decedent's case file to the parent military service's mortuary or Decedent Affairs Office. Requests, receives, compiles, processes, maintains health and dental records, and duplicates original panorex (dental) from Defense Eligibility Enrollment Recording System (DEERS). Makes records available for identification processing. Once records are no longer needed, ships records to parent Service Mortuary or Decedent Affairs Office.

2.12.6. Manpower Requirements. Personnel requirements on a phased scale of operation are shown in [Attachment 4](#). USAF manpower resources, as shown in [Attachment 4](#) are sourced through the Joint Deployment System. These may also be sourced directly by AMC or HQ AFSVA. Manpower requirements for support by other military services are shown in [Attachment 4](#). MOUs should be established with the other military services which state their agreement to support the CONUS port mortuaries with the requested number of personnel with specific skills from their service. Reservists with needed technical skills are called up by presidential order from all the military services. They comprise a large portion (50 percent of the primary port facility and 90 percent of a secondary facility) of the port mortuary work force. Data Automation personnel (6 SSAs) must be sourced by name to fully activate the MFIMS at the port mortuaries due to the high system security levels built into the system parameters. The names of the individuals with the required system pass words are maintained at HQ AMC/SV and AFSVA. These personnel must also be included in annual training exercises at the port mortuaries.

2.12.7. Key Points of Contact. Key points of contact for activating the port mortuary expansion are shown at [Attachment 7](#).

2.12.8. Responsibilities for Expansion. HQ AMC Plans and Force Management (SVX) Division, HQ AFSVA, and AFME implement the expansion of port mortuaries. This responsibility includes providing operating procedures, policies, training, and maintaining current information on manpower staffing resources. Installation commanders are responsible for maintaining, operating, and supporting expansion of the port mortuaries on their installations. Commanders of personnel postured on port mortuary support teams are responsible for designating team members.

2.12.9. Training. HQ AMC/SV and HQ AFSVA/SVOM train the team members. Annual on-site training for management and supervisory personnel postured on Prime Readiness in Base Services teams and core data automation personnel (MFIMS SSAs) will be conducted at one of two sessions per year at a port mortuary for those positions specified as critical. Utilize home station training for personnel in all other positions.

2.12.10. HQ AMC Alert Notification Process. HQ AFSVA/SVOM normally receives notification of a mass fatality from the USAF Operations Center. This information is immediately passed on to HQ USAF/ILV and HQ AMC/SV. HQ AMC/SV consults with HQ AFSVA/SVOM and AFME to determine if the capabilities of the port mortuary need to be expanded, and to what level. Once an agreement is made to activate expansion of the port mortuary, HQ AMC/SV notifies the 436 AMW/CC and confers on the MCC director. USAF personnel postured on Prime RIBS unit type code teams (UTC) for deployment to a port mortuary in an operational plan (OPLAN) are notified through the joint deployment system or by HQ AMC/SVX if the port mortuary is expanded without an OPLAN activation. Other required personnel not postured on a Prime RIBS team are requested by HQ AMC/SVX from the MAJCOM/SVs who have the resources. Selected Air Force Reserve Command (AFRC) personnel postured against specialty teams may be requested to deploy to the port mortuary using MPA

man days. All individuals reporting to the port mortuary must be prepared to stay at least 30 days. The military duty uniform is BDUs and one service dress uniform should also be taken.

2.12.11. Additional Facilities. A large hanger will be identified for use for unloading remains from aircraft out of public view. The peacetime remains processing capability of the port mortuary will be expanded. The refrigerated storage capabilities of the port mortuary will be increased through the use of refrigerated vans (which can hold approximately 20 remains each). Currently, the Dover AFB port mortuary and the Travis AFB facility can store three refrigerated remains overnight at any one time. However, they maintain "on call" contracts for refrigerated vans. A separate building or bunker will be identified for removing unexploded ordnance (UXO) from human remains during Phase III operations. A field kitchen, portable toilets, office trailers, dining/break area tents or portable building, shipping containers for supplies storage, and secure area(s) for cleaning/storage of transfer cases will all be needed for Phase II and III operations to augment the host base services facilities.

2.12.12. Additional Equipment. Depending upon the number of fatalities, additional items will be needed for identification of remains; e.g. dental X-ray units, portable X-ray shields, fluoroscopes, embalming tables, etc. (see [Attachment 9](#)). Other materials handling items for movement of remains will be required; e.g. gurneys, fork lifts, conveyors, etc. Administrative support equipment such as computers, floor scrubbers, wet vacs, office supplies, and uniforms will be needed.

Chapter 3

SEARCH AND RECOVERY (S&R)

3.1. Command Control and Communications.

3.1.1. On-Scene Commander. A senior officer will be designated as On-Scene Commander, with the rank dependent on the location and intensity of the disaster. The primary function is to interface between the military and civil authorities.

3.1.2. Control Center. The on-scene commander establishes the control center as close as possible to the site to ensure that the updated status of site activities is relayed to the MCC and other appropriate agencies. Status is relayed through channels to the executive agencies and the OIC of the mass fatality operation. The center maintains personnel status and establishes duty shifts. The center is manned on a 24-hour basis. The S&R Control Center maintains close coordination with the investigation board president, if applicable. Before any wreckage can be moved for searching operations, the board president's approval must be obtained. The S&R Control Center closely coordinates with the board safety representative:

3.1.2.1. If movement of any aircraft piece is required.

3.1.2.2. To ensure the S&R team is briefed on safety procedures and site status before they commence their search.

3.1.2.3. If the search situation appears unsafe at any time (fuel spillage, fire breakout, etc.).

3.1.2.4. To ensure no remains have been or are in close proximity of EO, otherwise remains must be cleared by an appropriate EOD disposal team.

3.1.3. Civil Authorities. In a mass fatality incident, there will be interaction with the local civil authorities, regardless of where the incident occurred. Whether the incident occurs within the United States or outside, civilian jurisdiction over human remains may be established by applicable law, agreements, or regulation, even if the accident occurred on a United States military installation. You must work closely with the local staff judge advocate, medical group commander, and services squadron commander on these issues.

3.1.3.1. Local Governmental Agencies. If a disaster involving mass fatalities occurs off a military installation, local authorities will definitely be involved. If it occurs on a military installation, the local authorities may have jurisdiction over remains, depending on the state. Obtain clearance from the appropriate authority, normally the county coroner or the medical examiner, before any remains are removed from the site.

3.1.3.2. Foreign Authorities. If the tragedy occurs on foreign soil, the process will probably involve the DOS working with the foreign officials.

3.1.4. Status Reports/Control Charts. Send daily status reports to the MCC. Coordinate with the president of the accident investigation board prior to dispatch. Any information concerning the accident or investigation must be approved for release by the board president. Refer to [Attachment 10](#) for samples of control charts for the S&R Control Center.

3.1.5. Communications. Communications are an important factor at the site location. The control center could be some distance from the accident site. This will create the need for internal and external radio communications to the site.

3.2. Jurisdictional Agreements. Outside the United States, agreements at the national and local level, as well as foreign and United States law, may influence how human remains are recovered and processed. Inside the United States, local agreements of this nature may exist. Federal, state, and local laws may also be applicable. It is important that military jurisdiction over the remains be obtained immediately, if possible. Immediate coordination with the local staff judge advocate, medical group commander, and services squadron commander on these issues is necessary.

3.2.1. Agreements Within the US. For an accident within CONUS, where the county coroner or medical examiner has jurisdiction, it is important that military jurisdiction over the recovery and processing of remains be obtained quickly. If an MOU is found to exist, it is exercised or an agreement is negotiated on the spot. A key jurisdictional requirement is obtaining a medical release as quickly as possible so that the military can start the difficult process of remains ID. Any delay in obtaining this release extends the time required for effecting positive ID and return of the remains to the NOK.

3.3. Collection Point Facility. This facility is designated as collection point for remains recovered from the incident site. Depending on the season and local climate, the remains are maintained in a refrigerated state to delay decomposition. Refrigerated vehicles are used at the site for remains storage. Then the remains are placed in transfer cases and iced down for shipment to the ID facility. This facility must be adequate to protect the remains from the elements and curiosity seekers. If a building is not available, obtain some type of temporary shelter.

3.3.1. Unexploded Ordnance. During wartime operations, all remains are searched for UXO by EOD teams. Separate areas must be provided for removal of the ordnance from remains.

3.3.2. NBC Contaminated Remains. The US Army is responsible for decontaminating NBC contaminated remains.

3.4. Security/Safety. The remains could be scattered over a wide area. If not already accomplished by the aircraft investigation board, determine, mark, and secure the search area. Because an aircraft often breaks up over a large area, remains and personal effects may be scattered for a considerable distance in and around the wreckage and could be buried under ground cover, burned by fire, or hidden in trees and shrubbery. The search area could extend beyond the impact area. Aerial reconnaissance can determine how large an area must be secured. Security police should then secure the site and post warning signs around it. EOD personnel should be on site if any ordnance was involved in the event. Consult with the mishap accident investigation safety officer regarding any possible safety hazards located in the search area. Establish an access control point to enable security personnel to limit access to only those personnel required on the site (S&R team, accident investigation board, etc.), safeguarding evidence and preventing destruction of the remains.

3.5. Infrastructure. The available utilities and basic support functions must be determined as soon as possible. Do not automatically assume they are all in place and readily available.

3.5.1. Utilities. If located in a remote area, electricity and water will be required at the site. Establish requirements for the following equipment items:

3.5.1.1. Water truck/water buffaloes (canvas storage containers).

3.5.1.2. Generators for lights and other electrical equipment.

3.5.1.3. Portable chemical toilets.

3.5.2. Lodging and Feeding. The services officer of the responding AMC installation for the S&R team arranges lodging and feeding.

3.5.3. Transportation. Establish transportation requirements to move the teams from their living area to the site. Normally, buses, vans, jeeps, and trucks (4-wheel drive) are requisitioned through a nearby base or by contract. Helicopters may be required if the incident is located in a remote area with difficult accessibility. Trucks or vans will be needed to transport the remains to the collection point. Use covered vehicles to provide protection from the elements and curiosity seekers during transportation. Helicopters may be required to transport the remains from the recovery site to the collection point.

3.5.4. Local Support. Become familiar with local civilian support that can provide supplies and equipment obtained directly. Local hospitals can provide needed medical supplies. Police, fire departments, or private diving associations can provide divers for water searches.

3.6. Logistics. Getting the necessary equipment and supplies moved to the S&R site, the collection point site, and the processing site will be a major logistical effort.

3.6.1. S&R Kits. Each S&R team identified at a US Air Force installation will have its own prepositioned kit ready to move to the incident site.

3.6.2. Transfer Cases. Transfer cases are shipped to the site from a port mortuary or another supply point if more are required than available through the mortuary.

3.6.3. Storage. The primary requirement for storage is to preserve the human remains until they can be shipped to the ID facility. A building with a refrigerated area or refrigerated vans must be obtained for storing the remains to slow the rate of decomposition and provide as much security as possible. Nonrefrigerated storage is also required for the S&R kits and other supplies needed by the S&R teams and site personnel.

3.6.4. Special Equipment/Supplies. The incident site and the receiving site for preparation may require unique equipment.

3.6.4.1. Incident Site. Depending on the particular situation, several items of special equipment could be required at the site. A sample listing is:

3.6.4.1.1. Heavy equipment such as bulldozers, front-end loaders, winches, etc., needed to move pieces of wreckage on the site.

3.6.4.1.2. Boats/dredges to search a water area if the accident is located near or in a body of water.

3.6.4.1.3. Chain saws to remove downed trees on the accident site in order to complete search activities.

3.6.4.2. Receiving Location. If ceremonies are required at the receiving port mortuary, US flags and straps will be required to drape the transfer cases during shipment. In addition, the following items may be required:

3.6.4.2.1. Straps with handles for center positions on transfer cases (refer to paragraph 7.2.2.3.).

3.6.4.2.2. Church trucks for use in honors ceremonies.

3.6.4.2.3. Cement blocks to serve as catafalques (low platforms for placing transfer cases or caskets for ceremonies).

3.7. Personnel. Personnel with special experience and training will be required for the incident site.

3.7.1. Mortuary Officer. The mortuary officer (field grade officer trained in S&R) responding to the incident, will lead the S&R team and report to the on-scene commander. Using the procedures in AFMAN 34-243, Mortuary Affairs Program Procedures, the mortuary officer:

3.7.1.1. Ensures the exact location of each of the remains is plotted on the grid map of the incident site with the assigned "X" number.

3.7.1.2. Ensures that team members affix a tag to each of the remains, stake and zipper pull the human remains pouch, or plastic bag closure, as applicable. (This will correspond to the "X" number assigned and plotted on the grid.)

3.7.1.3. Ensures the remains are photographed at the scene before recovery with color print film. Two photos must be taken of each remains, a close-up and a distant shot. Also ensures that the assigned "X" number is clearly visible. Video taping of the entire S&R is recommended.

3.7.1.4. Evacuates remains as soon as feasible on a continual basis to the collection point location.

3.7.1.5. Arranges for transportation of remains from the holding area to the designated mortuary by military aircraft or motor vehicle, as applicable.

3.7.1.6. Ensures a copy of the grid map of the incident site with recovery locations of the remains being conveyed is sent with the remains to the mortuary. Also, ensures that any other applicable or required documentation is sent with the remains.

3.7.1.7. Ensures remains have been cleared of explosive ordnance by certified ordnance specialists.

3.7.1.8. Ensures S&R operations are not terminated until the mortuary officer is absolutely certain no more remains can be found and the on-scene commander concurs in the termination. When the mortuary officer terminates the S&R operation at the scene, he/she advises and is cleared off site by the MCC Director, and proceeds to the mortuary for debriefing.

3.7.2. S&R Team. The team OIC evaluates the situation and determines the number of S&R personnel and number of teams required to accomplish the job, taking into account the magnitude of the mass fatality situation, the geographical area to be searched, and the number of shifts per day to be employed (S&R is conducted during daylight only).

3.7.3. Chaplain. Services of a chaplain or minister for the S&R team members will be required at the incident site.

3.7.4. Security. Depending upon circumstances, US Military, state or local government agencies provide security. This is determined by the on-scene commander.

3.7.5. Public Affairs (PA) Representative. All requests for information on the incident at the site are channeled through an on-site PA Officer. This officer refers all information releases up channel

through the MCC to the DoD Executive Agent for mortuary affairs and appropriate military services (refer to paragraph 3.12 for specific duties).

3.8. S&R Procedures. The search is the first step in recovering and identifying remains. Its purpose is to locate all the remains and dismembered portions at the mass fatality incident site using the procedures in AFMAN 34-243. If the situation warrants, requests are submitted by the on-scene mortuary officer through the MCC for aerial reconnaissance. Refer to [Attachment 11](#) for a general overview of the S&R function.

3.9. PA Functions. A PA representative handles the overall supervision of the PA program. Although the principal representative will most likely be located at the port mortuary, a PA representative from the base nearest the incident will be required to be at the incident site location to provide general public affairs support at the site. This representative:

- 3.9.1. Establishes a formal press center, if required, at the incident site.
- 3.9.2. Prepares an initial news release.
- 3.9.3. Establishes coordination with appropriate DoD and other governmental public affairs offices and the media.
- 3.9.4. Conducts periodic and special public affairs briefings and releases as required.
- 3.9.5. Assigns escorts to media representatives as required.
- 3.9.6. Coordinates with Security Coordinator to ensure:
 - 3.9.6.1. PA Office is notified when media representatives arrive.
 - 3.9.6.2. Media representatives are accompanied by escorts.
 - 3.9.6.3. Areas and events accessible by media are clearly defined and strictly controlled by the designated escort.

3.10. Evacuation of Remains. Human remains must be moved from the incident site to a collection point and then on to an ID and processing site.

3.10.1. Evacuation to the Collection Point. If there are many remains, the collection point may be set up near the recovery site.

3.10.1.1. Contaminated Remains. NBC contaminated remains are separated from noncontaminated remains. However, if one remains is found to be contaminated, then all remains are treated as contaminated until chemical agent monitors, nuclear detection, or biological detection methods can be used to verify contamination or noncontamination. If remains cannot be decontaminated, they must be temporarily interred in the theater of operations.

3.10.1.2. Preparing for Transportation. Before evacuating remains, ensure personal effects attached to or contained on the remains are secured. The personal effects bag are tied to the remains. If the effects are in something other than a personal effects bag, a belt or boot lace is used to tie the effects to the remains. They are tied so that they are protected from body fluids and weather. Before movement, ensure that the ID tags are still on the remains. Ensure that adequate vehicle transportation is available to move the remains to the collection point. Before pickup of the remains, all remains are moved to one location at the recovery site, and the chaplain is notified

of the collection point location. The selection of the location is based on the availability of transportation. The request for transportation gives the number of remains that need to be moved and an estimation of the weight and cube per remains. This helps transportation personnel decide what type of vehicles to send. The request states that the vehicles are to be covered. It also gives the location of the remains, the grid coordinates of the location, and any major landmarks. Finally, the location of the collection point is given.

3.10.1.2.1. Preparing Remains for Movement. While waiting for transportation, remains are laid out shoulder to shoulder on the ground. The remains are placed in human remains pouches, which provide protection from the elements and unauthorized viewing. Post guards to ensure security. The guards keep unauthorized personnel away from the remains. Keep all clothing and equipment with the remains. Make sure that no photographs, except for official purposes, are taken.

3.10.1.2.2. Loading Remains. When transportation arrives, load human remains immediately, if possible. Remains always travel feet first when being transported from one point to another. Maintain an attitude of reverence and respect while loading remains. An escort is sent with the remains during evacuation to guard against theft and unauthorized entry to the vehicle. Do not stack remains in human remains pouches.

3.10.2. Evacuation from the Collection Point. Any time remains are moved from one location to another, they must be tracked and their movement documented.

3.10.2.1. Military Airlift. Maintain close coordination of aircraft requirements with the number of remains recovered and to be transported from the site. Develop and display control charts to monitor the inbound and outbound aircraft and to monitor the transfer cases being airlifted to the ID location (see [Attachment 10](#)). Remains are always loaded on an aircraft so as to travel head first. Remains are then positioned for unloading at the destination. If ceremonies are to be accomplished at the receiving end, a US flag accompanies each transfer case.

3.10.2.2. Military/Commercial Vehicles. Depending on the accident site and its distance from the ID location, the remains are removed by vehicle, either military or under commercial contract. The vehicles will be large enough to hold the remains and will be covered so the bags or transfer cases containing the remains cannot be viewed.

Chapter 4

IDENTIFICATION

4.1. General ID Process. Remains must be identified scientifically. The mortuary officer at the nearest installation arranges for the ID of the remains. In a mass fatality incident, the mortuary officer contacts the HQ AMC/SV (mortuary affairs officer), who, in turn, contacts HQ AFSVA/SVOM for deployment of an ID team if needed. The AFIP will also be asked to assist the Air Force and other services with ID processing. ID is a major facet of the mass fatality operation. During wartime, major regional contingencies, or peacetime mass disasters, complete ID of remains will be performed at the CONUS port mortuaries. Every step will be taken to ensure that once the remains of an individual have been positively identified, there is no question that it is the correctly named individual. Identification is the crucial phase in the operation. It must be done accurately and as rapidly as possible so that the NOK is notified in a reasonable time. The entire ID process hinges on prompt and accurate notification to the NOK so they can make funeral arrangements. The ID process is a scientific process to reassociate remains through any one or a combination of the following:

4.1.1. Fingerprints/footprints.

4.1.2. Dental characteristics.

4.1.3. Serology.

4.1.4. Anthropological factors.

4.1.5. Hair.

4.1.6. DNA sequencing.

4.1.7. The process provides for definitive ID (legally sufficient) where expert comparison is made between post-mortem findings and the above areas and antemortem records. Supplemental ID such as personal effects, physical characteristics, and visual identification by associates be used only as supporting evidence.

4.2. Pre-ID Activities. The Dover AFB Delaware Port Mortuary is the larger of the two CONUS port mortuaries. However, the location of the incident may render the Dover Port Mortuary unsuitable or inaccessible. The second best choice of location is the Travis AFB, California, Port Mortuary. If a mortuary other than these two is selected due to special circumstances, coordinate with HQ AMC/SV. Keep in mind it needs to be large enough to handle the total number of remains within a 5- to 7-day period. There must be adequate refrigerated truck van (or other) storage. It is important not to choose an undersized mortuary. This will cause a backlog and create a bottleneck in processing actions. A fairly accurate assessment of the fatalities must be made as soon as possible. Facility requirements are discussed in paragraph 4.5. Here are general requirements:

4.2.1. The mortuary facility must be located in a semisecluded area of the base, away from public view.

4.2.2. Utilities and highly effective ventilation are a must.

4.2.3. Adequate parking is available for personal vehicles and refrigerated vans.

4.2.4. Security is easy to maintain.

4.2.5. Feeding facilities are located within a reasonable distance or in a clear area to allow erection of kitchen/dining tents.

4.2.6. There is a break/rest area.

4.2.7. A facility or area is identified for removal of unexploded ordnance from remains if there is any possibility of this requirement.

4.2.8. A hangar or other facility is identified for off-loading remains from aircraft so that the process is out of view of unauthorized personnel.

4.3. Reception of Remains. The arrival of human remains at any point is always an event filled with great emotion and often requires special ceremonies and care.

4.3.1. Honors. Circumstances could require that initial honors be presented for the remains at this first arrival point, whether it is Dover AFB or some other location. Honors may be required especially where US military remains are returning from an accident site in a foreign country to a US military installation. If honors are afforded the remains at an initial site, refer to [7.2](#).

4.3.2. Arrival Preparation. The human remains usually arrive at the ID location by aircraft. The remains will be in transfer cases and/or human remains pouches. If necessary, initially load remains into a temporary storage building or refrigerated vans. Move the remains to the examination and identification facility upon determination of that location. All equipment and facilities must be in place prior to the arrival of remains. Provide adequate vehicle support to carry the transfer cases without stacking and to maintain proper respect for the remains. Ensure vehicles are covered to provide adequate security from the environment and public viewing. When the human remains arrive at the ID location, immediately unload and place into refrigerated vans. Move remains feet forward. ID processing commences as soon as possible after the remains are received.

4.4. Command Control and Communications.

4.4.1. Responsibilities. The MCC in conjunction with the Armed Forces Medical Examiner/Armed Forces Institute of Pathology (AFME/AFIP).

4.4.1.1. Obtains antemortem records on the presumed dead. Medical and dental records are obtained on all those presumed dead and all VSI and SI patients. If no records are available, family doctors and dentists are contacted to obtain any records available. Fingerprint, dental X-ray, or medical X-ray records are also useful, as well as records describing distinguishing data (i.e., scars, operations, etc.). Additionally, records from the USAF Office of Special Investigation (OSI) or security police may also be useful. The FBI is contacted to provide fingerprint records support. In the event of an aircraft accident, inquiries are made concerning footprint records (on aircrew members).

4.4.1.2. Obtain photographs, if possible (i.e., passport, ID card, if applicable, or recent photographs).

4.4.1.3. Maintain an accurate tracking system on all records received for each individual. [Attachment 12](#) contains a check list that can be useful in obtaining the required information. It also contains a worksheet for gathering information from the remains. These two data gathering forms can be cross referenced.

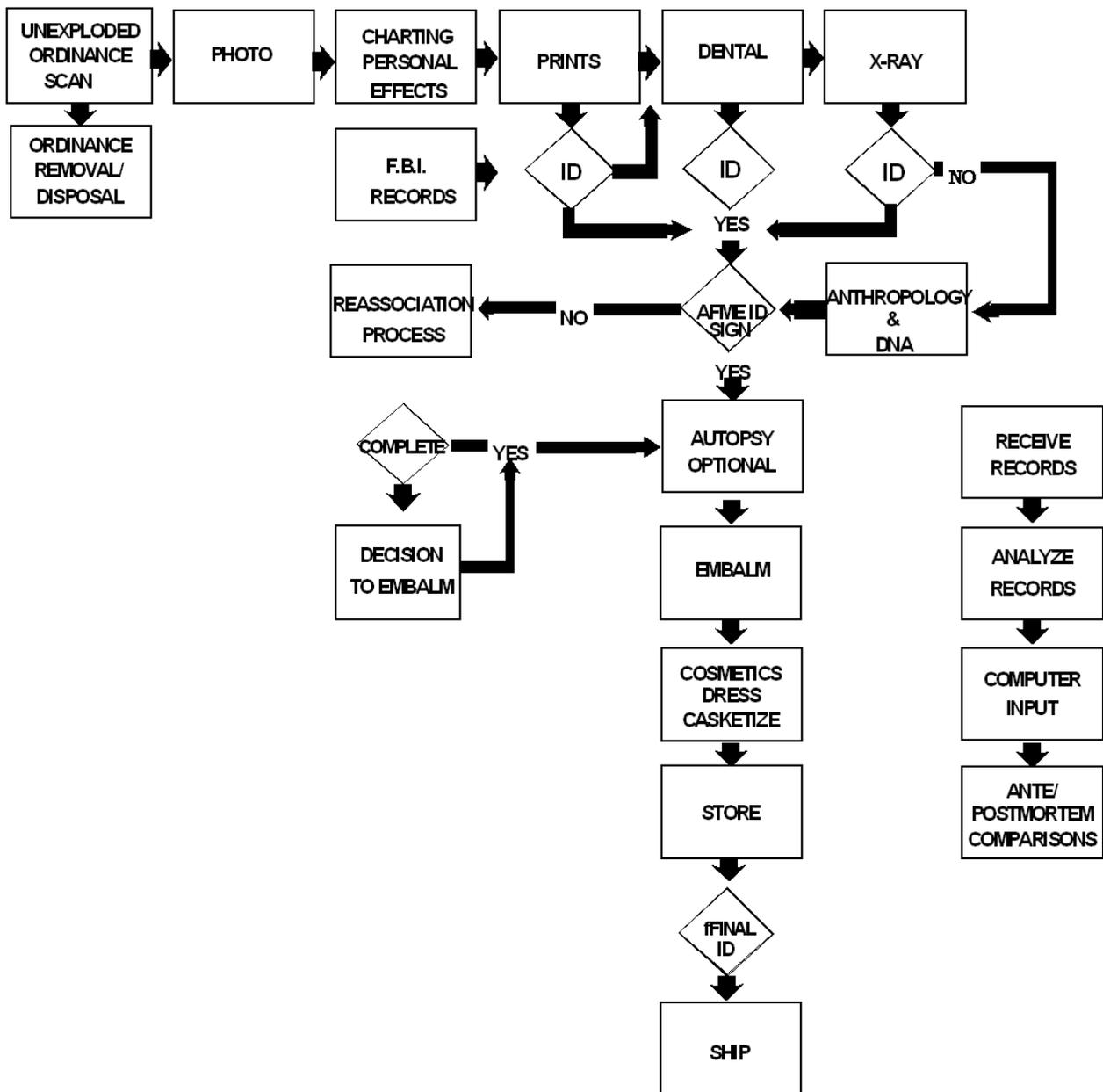
4.4.1.4. As a last resort, if no records are available on the presumed dead, obtain pertinent information from family members (use the DCC as point of contact).

4.4.2. Communications. Alert the local military communications unit for the necessary communication support to the ID facility location. For external communications, class A & B telephone service and a dedicated facsimile line are needed to communicate with higher headquarters and coordinate activities with all the interested support agencies. Class C service is required to communicate with all the installation service organizations. The MCC is the focal point of this communication activity. Hand-held radios and mobile or field telephones are very essential to internal communications.

4.5. Mortuary Facility Requirements. Mortuary facilities have special requirements.

4.5.1. General Selection Guidelines. Several overseas mortuaries could be used in the event of a mass fatality incident. However, they have limited capabilities (less than 15 remains at any one time) and are designed and manned for peacetime deaths only. These are listed in [Attachment 13](#). The preferred and most efficient procedure is to air transport remains directly to Dover AFB, Delaware. Other installation facilities that may be used to augment mortuary facilities include hangars, large open warehouses, and auto hobby shops; all of which can be quickly converted. It may be necessary to erect temporary facilities such as the portable mortuary section from a Harvest Falcon (WRM) package; i.e., tents. Consult the installation engineer for resolution of temporary morgue requirements. [Attachment 14](#) defines specific requirements and specifications for a portable mortuary facility, if one is required for small numbers of remains. These facilities are more often used for collection, temporary storage, and tentative identification facilities than for actual embalming of remains. If air transportation is available, the preferred procedure to prepare the remains is to refrigerate/chill the remains, place in body bags, place the bags in transfer cases containing ice, and air ship them back to a CONUS port mortuary as soon as possible.

Figure 4.1. Human Remains ID/Preparation Process.



4.5.2. Internal Work Areas. The ID work area consists of several work stations. These include the X-ray, finger/foot printing, and dental exam areas along with the pathology and autopsy exam areas. The postmortem records produced in this process are compared with the antemortem records in the records comparison area in an attempt to produce a positive identification. Figure 4.1. shows the processing stations used at previous mass fatality incidents.

4.5.3. Storage Areas. Allow adequate space for unrefrigerated storage during the ID process. Numerous supplies are brought into the ID center to meet the examination demands of the numerous remains from a mass fatality incident. Additional storage space is also needed if space is inadequate in the facility selected. Adequate refrigeration for temporary storage of human remains may not be available

in a temporary or even permanent mortuary. The remains require refrigeration at a temperature of 35 to 45 degrees Fahrenheit to retard decomposition. Commercial 40 or 44 foot refrigerated vans, which can be procured through installation contracting, are adequate storage vehicles to handle the refrigeration and storage requirements for approximately 20 human remains each.

4.5.4. Support Areas. The ID processing location requires several support activities to maintain its workflow. Adequate space must be made available to house such functions as:

4.5.4.1. Administrative Work Area (35 sq ft/person).

4.5.4.2. Serology Support Area (50 sq ft/person).

4.5.4.3. ID Documentation and Body Charting Area (500 sq ft minimum).

4.5.4.4. Personnel Break Area (200 sq ft minimum).

4.5.4.5. Darkroom (300 sq ft minimum).

4.5.4.6. X-ray Development Area (300 sq ft minimum).

4.5.5. Utilities. The primary utilities required are water, electricity, and sewage. Water is required to wash the remains, maintain personal sanitary conditions of the workers, and clean the working areas in the evening after the remains are processed. A drainage system is also necessary. Consider a portable bladder if a drainage system does not exist or environmental health requires a separate refuge system. Both 110 and 220 volt systems are required for various types of equipment. Additional power outlets are also required for portable equipment. Adequate lighting must be available. Install additional lighting, if necessary, especially in the processing line area for identification. This is a very critical process. Good lighting is required. Provide an adequate air handling system to exhaust the odors and embalming fluid fumes and make the working conditions as manageable as possible.

4.5.5.1. X-ray Solution Waste Disposal. Recover and contain X-ray solution waste.

4.5.5.2. Contaminated Waste Disposal. Coordinate proper disposal of all contaminated and sensitive waste with the civil engineer representative on location and local environmental officials.

4.5.6. Security. Ensure the physical location of the facility has adequate security. Strict access control is necessary in and around the mortuary. All visitors to the ID location are preapproved by the theater commander and the MCC commander. A controlled ID badge/pass system is necessary. The local security/military police assist in setting this up (refer to paragraph 4.9.).

4.5.7. Parking. The refrigerated vans require adequate parking immediately adjacent to the facility. Access as close as possible to the processing area in order to move the remains back and forth and minimize travel through public areas of the facility. Ensure adequate vehicle parking for the large number of workers involved in the ID and mortuary process. However, buses can be used to move personnel between the facility and lodging.

4.6. Personnel. In a mass fatality incident, there are several key individuals comprising the identification group. The number of personnel on each team varies depending on the number of fatalities to be identified. (Refer to [Attachment 15](#) for a listing of ID personnel duties.) Key individuals and ID teams are:

4.6.1. Lead Pathologist.

4.6.2. Processing Team.

4.6.3. Morticians.

- 4.6.4. Forensic Pathologist.
- 4.6.5. Photographers.
- 4.6.6. Forensic Fingerprint Specialists.
- 4.6.7. Radiologist/Technicians.
- 4.6.8. Forensic Dentists.
- 4.6.9. Oral Surgeons.
- 4.6.10. Dental Radiologists.
- 4.6.11. Odontologists.
- 4.6.12. Forensic Anthropologists.
- 4.6.13. Serology Team (A Toxicology Section may be required to support autopsies).
- 4.6.14. Records Management Section Team Chief.
- 4.6.15. Registrar.
- 4.6.16. File Clerks.
- 4.6.17. Administration Section Clerks.
- 4.6.18. Administration NCO.
- 4.6.19. Administration Clerk(s).
- 4.6.20. Word Processing Clerk(s)/Clerk Typist(s).
- 4.6.21. Psychologist(s).

NOTE: Because the ID process is a traumatic experience, ensure psychologists are available for consultation. Additionally, establish a buddy system for both professionals and volunteers so that personnel can have someone to communicate with during off-duty time (meals, relaxation, etc.). Guidance for stress management is contained in [Attachment 23](#).

4.7. Equipment/Supplies. Specialized equipment and supplies are needed. The numbers provided are relative to a potential mass fatality situation involving up to approximately 200 fatalities. Make logical adjustments depending on the number of fatalities involved. [Attachment 19](#) lists specific items needed.

4.8. Infrastructure. Because of the nature of the ID process and the need to maintain security, locate support functions in close proximity to the ID processing facility. Also, this will reduce the travel time of ID specialists and the need to enter and leave the facility.

4.8.1. Lodging and Feeding. The services officer responsible for USAF support activities handles lodging and feeding at the ID facility. Use of services by another military service may be more logical, if available. Refer to paragraph 3.8.2.

4.8.2. Morale Facilities. Establish morale facilities for all workers. The ID process is extremely long, tiring, and mentally draining. It is important to set up outlets to allow participants to periodically leave the work areas for awhile. TV rooms, VCR movie viewing, and break areas should be set up. These release valves go a long way in helping participants cope with this unusual duty.

4.8.3. **Chaplain Services.** Working in a mass fatality operation causes traumatic emotional responses. Workers react differently when exposed to the sights and smells associated with large numbers of decomposing and dismembered remains. Professional chaplain support helps both technical and non-technical personnel deal with these traumatic sights and odors. The chaplains ensure the buddy system is in effect. They are advised by the buddy if an individual needs any type of counseling. The chaplain sets up support groups to discuss any problems that members may be having in dealing with the situation. Chapel services are also held at the mortuary.

4.9. Security Operations. Security of the entire operation is necessary to avoid adverse publicity and to protect the personal property of the deceased.

4.9.1. **Security Officer.** The Security Officer is responsible for the overall security of the ID location. Security personnel are recruited as required. There are four areas of security control: (1) access control, (2) perimeter security, (3) visitor control, and (4) photographic equipment (individual approval of all photographic equipment brought into secure areas).

4.9.2. **Access Control.** An access control system must be established to prevent unauthorized entry into the ID location. Photo/ID badges are issued to all authorized personnel and controlled access points are established and manned. The Security Officer appoints a central authority for approval of access lists.

4.9.3. **Perimeter Security.** A secure perimeter is established around the ID/mortuary location. It includes the area containing the refrigerated vans and any other locations used in the processing and storage of remains and personal effects. Existing chain-link fences are used wherever possible. These are supplemented by portable security fencing and concertina wire. The perimeter is patrolled by security personnel to prevent unauthorized entry. Camouflage netting over the van area assists in the degree of privacy accorded to the movement of remains and deters curiosity seekers from lingering in the area. The following supplies and equipment are required to establish security requirements.

4.9.3.1. ID badges (as required).

4.9.3.2. Label maker/tape (2).

4.9.3.3. Field or mobile telephones (2).

4.9.3.4. "Light all" units (At least 4 or as required).

4.9.3.5. Concertina wire (Approx. 1500 ft. or as required).

4.10. Public Relations. It is important that public relations be handled in a strictly professional manner in mass fatality incidents. The PA officer is in charge of all information that is released to the public. In this way, incorrect information, speculation, and rumors are minimized. The PA officer coordinates with the MCC commander before any public statements or press releases are made.

4.11. Records and Forms. Specific records and forms are used in the identification process. Descriptions of these are located in [Attachment 22](#) of this manual. Use these or other service preferred forms.

4.12. ID Process Strategy. The Process Strategy is an organized and scientific evaluation of the remains in order to achieve a positive ID of remains. The following summarizes this flow:

4.12.1. Segregate remains into four categories:

- 4.12.1.1. Intact, tentative IDs (Category I)
- 4.12.1.2. Partial, tentative IDs (Category II)
- 4.12.1.3. Intact, not ID (Category III)
- 4.12.1.4. Partial, not ID (Category IV)
- 4.12.2. Clean remains, inventory personal effects, and accomplish anatomical charting.
- 4.12.3. Perform photo, X-rays, fingerprinting, dental exams, medical exams, and autopsies (if required).
- 4.12.4. Examine and match as many dental, fingerprint, and medical IDs as possible.
- 4.12.5. Process and embalm Category I first. Reexamine Category III in an effort to upgrade to Category I. Process Category II and try to reassociate other body parts.
- 4.12.6. Examine and describe in detail all disassociated body parts and match parts with Categories II and IV.
- 4.12.7. Perform Deoxyribonucleic Acid (DNA) sequencing
- 4.12.8. Pursue exhaustive investigation and full body X-rays on the unidentified.

4.13. ID Processing Line. The identification/preparation station system is described in detail in [Attachment 16](#).

Chapter 5

PREPARATION OF REMAINS

5.1. General Concept of Operations. Preparation of remains takes place only after ID work is completed. Accurate and positive ID is the most critical procedure of the mass fatality operation. Once this is accomplished, the remains proceed through the preparation process, which is the beginning of the final journey to interment.

5.1.1. The preparation phase addresses the following areas and is also referred to as the mortuary processing flow (see [Figure 4.1.](#)):

5.1.1.1. Cleaning.

5.1.1.2. Autopsy.

5.1.1.3. Embalming.

5.1.1.4. Dressing.

5.1.1.5. Wrapping.

5.1.1.6. Casketing.

5.1.2. During mass fatality incidents, all these processes are normally performed at an armed forces mortuary. The operation could be split, however, if the incident took place overseas, the cleaning, autopsy, and embalming of remains could be performed at an overseas mortuary. Then, the remains could be returned to the port mortuary for preparation of uniforms, dressing, casketing, and disposition.

5.2. Intermediate Honors Requirements. If the preparation phase is split, an intermediate honors ceremony could be conducted when the remains arrive at the port mortuary for final preparation. Refer to [Chapter 7](#) for information on honors ceremonies. Providing arrival honors is a tremendous drain on manpower resources.

5.3. Facility, Equipment, and Supply Requirements.

5.3.1. Facility Requirements. The military mortuaries identified in [Attachment 13](#) are used in the preparation process. These facilities have mortuary specialists assigned and access to contract morticians who can be called in to augment the staff in the performance of this operation. During a mass fatality incident, daily operations of the mortuary continue with minimum disruption. This means that the mortuary officer and his staff continue to execute their daily mission and perform their usual duties. They, however, assist and augment the work force for the mass fatality incident to the extent possible.

5.3.2. Equipment and Supply Requirements. The mortuary prestocks items required for the preparation phase. Obviously, the mass fatality incident requires more supplies than are normally on hand. The additional supplies must be obtained through supply sources. The logistics representative assists in this function. Additional supplies for preparation are ordered in the mobilization phase (Refer to [Attachment 9](#) for a listing of mortuary supplies and equipment).

5.4. Control and Tracking Procedures.

5.4.1. Scenarios. Two situations are reviewed in this section with descriptions on how to track the remains. In the first, the ID and preparation functions are performed at the same facility (preferably the Dover Port Mortuary). In the second, the ID and preparation are separated, with the preparation split between initial and final. The most important consideration is that adequate control be placed on the movement of remains in order that no mix-up of remains occurs.

5.4.2. ID and Preparation in Same Facility. Accountability for the remains must be maintained through a tracking subsystem. The system monitors and controls the location of casketed remains awaiting shipping instructions. Attach paperwork to each casket to assure the identity of remains.

5.4.3. Preparation Phase Separated. The mortuary in the overseas area prepares, wraps, and encases the remains in a transfer case. When the remains are ready for shipment, they are moved by military aircraft from the overseas mortuary to the appropriate port mortuary facility for final processing. The clearance for moving remains out of a foreign country requires some or all of the following actions:

5.4.3.1. Foreign certification or seals.

5.4.3.2. Autopsy (postmortem) examination.

5.4.3.3. Actual preparation of the remains, to include a required post embalming surveillance period.

5.5. Personnel. This operation requires the services of licensed morticians.

5.5.1. Officer in Charge. A field grade (or equivalent grade civilian) or above mortuary officer is in charge of the preparation phase. As stated in paragraph 5.4., if the preparation phase is separated, the mortuary officer in the overseas area is responsible for tracking the movement of remains out of the country.

5.5.2. Mortuary Specialists. The preparation process calls for professional morticians. HQ AFSVA/SVOM provides civilian Department of the Air Force (DAF) morticians, as available, to assist in preparation and identification. Contract civilian morticians are more than likely necessary to augment the performance of military services' morticians. If contractual morticians are used, the OIC appoints quality control specialists to ensure that proper procedures are followed. The US Navy has qualified active duty and Reserve morticians, which may be made available upon request through the Navy Decedent Affairs Office (Medical/Dental) (MEDDEN Affairs/O2C). Personnel from other military services may be requested through the DoD Mortuary Affairs Executive Agent.

5.5.3. Augmentees. Augmentees are required to fill out paperwork, type, assist the morticians in the preparation process by moving remains from one processing station to another, move transfer cases and caskets, prepare awards and decorations, sew and size uniforms, and clean the facility. Most augmentees come from the base or area where the MCC is located. Other parent services augment port mortuary operations with an organized trained group of screened personnel to support all phases of operations.

5.6. Preparation Procedures.

5.6.1. Cleaning, Embalming, and Wrapping. The mortuary officer must ensure appropriate procedures for embalming and cosmeticizing are followed as described in AFMAN 34-243.

5.6.2. Assembling Uniforms. Appropriate uniforms must be obtained for dressing the remains, including the collection and placement of proper rank, awards, badges, and decorations. Obtain uni-

forms through military clothing supply channels. The parent service of the deceased provide uniforms and determine appropriate awards, decorations, and badges to which the decedents are entitled. **NOTE:** Be sure to look for posthumous promotions and decorations.

5.6.3. Dressing Remains. If the remains cannot be dressed, place the uniform in the casket on top of the wrapped remains.

5.7. Casketing and Shipping Process. Casket remains in an 18-gauge metal sealer or wooden casket. The casket is then encased in an outer shipping container for protection while in transit. The DCC provides instructions (taken from the person authorized to direct disposition) to the CONUS MCC for shipping the remains to the selected receiving funeral home. An accurate inventory system is maintained for the accountability of all casketed remains before release is made to a commercial carrier for shipment. The mortuary officer is responsible for the control of the temporary storage of prepared remains (see [Attachment 17](#) for sample control charts for preparation and shipping status).

5.8. Mortuary Records. It is extremely important that accurate accounting be maintained for the casketed remains (i.e., location and contents). As appropriate documentation is completed, necessary shipping permits are issued to the CONUS port mortuaries from the states of Delaware or California, as applicable.

5.9. Remains Recovered But Not Identified. In circumstances that preclude the ID of the remains in spite of extensive efforts by the ID team, processing is accomplished as directed by the parent service(s) in consultation with the AFME.

Chapter 6

DISPOSITION

6.1. Importance of Disposition. The disposition phase interlocks and crosses boundaries with all the other phases. This is possibly the most sensitive phase, since a continuous dialogue must take place with the person authorized to direct disposition (PADD) over the course of the incident from recovery to interment. This phase connects the recovery and identification of the remains with the final interment desires of the family. The personnel working the disposition phase must be acutely aware of the status of the remains so that accurate updates are presented to the NOK. After the initial contact with the Casualty Affairs representative, the personnel in the disposition operation are the main point of contact for the PADD. All personnel must be sympathetic to the emotional trauma experienced by the PADD during all contacts.

6.1.1. Disposition of remains can cover one of three possible categories (refer to [Attachment 18](#)):

6.1.1.1. Remains individually identified.

6.1.1.2. Remains not individually identified.

6.1.1.3. Remains not recovered.

6.1.2. The installation mortuary officer normally handles the disposition of remains. However, a mass fatality requires close coordination and a greater effort than one mortuary officer can handle. To track status, coordinate efforts, and communicate with the NOK, the DCC is the key to effective coordination of several ongoing disposition activities. When possible, the DCC is located at the CONUS port mortuary used for processing/preparation of the remains.

6.2. DCC.

6.2.1. Function. In a mass fatality incident, the DCC is the focal point for the NOK. After the initial fatality notification, all contact with the NOK for disposition instructions is funneled through this office. The duties of the responsible mortuary officer, as specified in AFI 34-501, Mortuary Affairs Program, are centralized at this location. Because of the workload generated by a mass fatality incident, a number of mortuary officers are assigned at this location, with each mortuary officer responsible for several families. Depending on the incident, the DCC could move to different locations. It could start at the incident site and end up at the final preparation facility. However, this would be an unusual circumstance, as the DCC is normally located at a CONUS port mortuary.

6.2.2. Assistance to NOK. The primary purpose of the DCC is to maintain personal contact with the NOK. To provide this function, one of the first activities of the mortuary officer is to determine the primary NOK authorized to direct disposition of the remains. Once this is accomplished, the secondary NOK is determined so that proper information may also be provided. The DCC always provides compassionate support and responsiveness to the families and must be sensitive to their inquiries. Figure 6.1 displays the functional steps. [Attachment 8](#) summarizes the general disposition functions that mortuary officers perform while assigned to the DCC.

6.2.3. Tracking/Transportation Arrangements After Preparation of Remains. Upon completion of the preparation phase, which includes casketing and placement in a shipping container, the remains are ready for the final journey to interment. At this point, the remains are stored in a categorized system for easy location while awaiting shipping instructions. The tracking system is sufficiently redundant

and contains cross checks to avoid error in the shipment of remains. Once the disposition of the remains is final, shipping takes place. The following procedure is recommended:

6.2.3.1. An identification tag previously prepared for the remains is attached to the handle at the head of the casket outer shipping container.

6.2.3.2. The casket is placed inside the shipping container. Prior to sealing the shipping container, a flag is placed inside the container at the head of the casket (flag cases are provided by the honors team at the final destination).

6.2.3.3. A head card envelope is attached to the head of the shipping container. The cover of the head card envelope contains the name of the remains and the name and address of the receiving funeral director. As soon as the name of the escort is known, the escort's name will be put on the cover of the head card envelope. The transit permit from the county health department and a letter of instruction to the receiving funeral director are also inside the head card envelope.

6.2.3.4. The casketed remains are moved to the shipping area to await transportation to the commercial air terminal or transportation by hearse (if applicable) to the receiving funeral home. A shipping container is not required if movement is authorized from the mortuary to the receiving funeral home by hearse.

6.2.4. Records Collection. As a focal point, the DCC initiates actions for collecting available ante-mortem health and dental records and X-rays of DoD personnel who perished in the incident. Obtain required duplicate panorex (full mouth X-ray) from DEERS. DEERS has a 24-hour panograph retrieval hot line (refer to [Attachment 6](#)). If more than 20 records are required, submit the request via (Facsimile Electro Mail Transmittal (FAX)), to the panograph department. The DCC is also the focal point for all inquiries from the NOK. This office continues to collect this information until its termination or close-out and is the last function to suspend operations.

6.2.5. Other Functions. A member of the DCC briefs the NOK concerning all funeral and interment benefits and fulfills the desires of the NOK to the maximum extent possible. All transportation coordination for the NOK, remains, and escort is made through the DCC. A member of the DCC briefs all escort officers only when a CONUS port mortuary is not used for processing of remains. Because of the volume of assistance rendered by this office, consider using a toll-free (800) number for use by the NOK and families for communications with the DCC.

6.3. Storage Facility. Identify adequate space within the mortuary or at another secure location as a holding/storage area for the remains awaiting shipment to funeral homes. Utilize this space only for completely prepared remains awaiting shipment. Ensure adequate markings to avoid confusion in shipments. Post guards for casketed remains awaiting disposition in the identified holding area if this area is outside the confines of the mortuary.

6.4. Personnel.

6.4.1. Mortuary Officer. Disposition is the primary responsibility of a mortuary officer. Close contact with the NOK ensures that:

6.4.1.1. An accurate and comprehensive briefing is given to the NOK to help them fully understand all the interment options available, the services provided, and what is not provided by the Government.

6.4.1.2. The NOK's desires are understood and accurately reflected in the final interment proceedings.

6.4.2. Summary Court Officer (SCO). The role of the SCO is fully explained in paragraphs [8.1](#) and [8.2](#). The SCO is responsible for gathering all personal property and effects at the decedent's home station, at the place of death, and found on the remains. During this phase, the SCO coordinates their activities with the mortuary officer to comply with the desires of the NOK.

6.4.3. Escort. During a mass fatality incident, the escort is normally briefed on his/her assignment at one of the port mortuaries, since the remains are processed or reprocessed there. The mission of the military escort is to ensure the remains are properly safeguarded and receive all due respect, from the time of release by the mortuary until delivery to the funeral director employed by the NOK, and subsequent burial. The escort:

6.4.3.1. Contacts the primary NOK through coordination with the mortuary officer and completes all the necessary forms and paperwork.

6.4.3.2. Remains at the disposal of the primary NOK to render any service required in order to ensure completion of a dignified and respectful interment service.

6.4.3.3. Acts as the personal representative to the NOK for the chief of the military service he/she represents.

NOTE: [Attachment 19](#) outlines the duties of a military escort from the time of departure from the mortuary to the completion of the mission.

6.5. Interment Site.

6.5.1. Government Cemetery. If interment is requested at a government cemetery, the mortuary officer makes travel arrangements and coordinates activities with the receiving funeral home. The receiving funeral director then coordinates with the superintendent of the cemetery. Remains are moved to the interment site by the funeral home. The schedule for movement of the remains and escort is furnished by telephone to the NOK, to other relatives, and to the funeral home selected by the NOK.

6.5.2. Non-Government Cemetery. Normally, if the NOK requests a non-government cemetery, the remains are shipped to a receiving funeral home. When remains are consigned to a funeral home, the schedule for movement of the remains and escort is furnished to the receiving funeral home by telephone. A letter to the receiving funeral home is forwarded with the casketed remains. The content of the letter depends on whether the remains are viewable or nonviewable (examples in AFMAN 34-243). This letter should not imply that the Air Force prohibits the opening of a closed casket. That right to open the casket, unless restrictions are imposed by state law, remains with the NOK.

6.5.3. Temporary Interment. When remains are contaminated with NBC agents, they cannot be safely handled, autopsied, or embalmed without protective gear. Even if the exterior of the remains have been decontaminated, they still may not be safely autopsied or embalmed (refer to [Attachment 24](#)). In those cases, temporarily inter at or near the mass fatality site (refer to paragraph [3.5.1](#) for interment in foreign countries). During wartime, if the number of fatalities overwhelms the available outbound transportation system or the refrigerated storage capacity, the remains may also have to be temporarily interred as a last resort. When fatalities occur in a foreign country, obtain permission from that country

through the US DOS before any temporary interments are made. Even if temporarily interred, the military services must make every reasonable effort to eventually return the remains to the NOK.

Chapter 7

MILITARY HONORS

7.1. Eligibility. The USAF considers it a privilege to assist in the conduct of military funerals. Every active duty member, retired member, and veteran who served honorably is eligible for military funeral honors when available. Even though honors furnished must be consistent with available personnel and resources, commanders are encouraged to place sufficient emphasis on the program to provide the honors and ensure they are properly rendered in every instance. Specific guidelines are contained in AFMAN 34-243. In a mass fatality incident that receives national attention, additional honor ceremonies may be required as the remains are moved from the accident site (which may be overseas) to processing facilities closer to or in CONUS. The military funeral honor ceremony is the final respect a grateful nation pays to its military service members who served honorably in its defense. With the exception of honors at interment, providing military honors ceremonies at both the arrival point and intermediate point of transported remains are optional, and should be kept to a minimum, to expedite the timely processing of remains and return to the next of kin. Honors plans are formulated as the situation dictates. Refer to AFMAN 34-243 for Military Honors procedures.

7.2. Honors at Initial Arrival Point.

7.2.1. Situation. The honors afforded the remains at the initial arrival point are a variation of those afforded at the funeral site. In this instance, the remains are in transfer cases, have been shipped from the accident site and are arriving at the location where ID and preparation are to be performed. If not at the port mortuary at Dover AFB or Travis AFB, it will probably be at an overseas mortuary. This is the first formal ceremony dedicated to receipt of remains. **Attachment 20** has examples for the arrival and transfer ceremonies including an example of the Dover AFB plane side ceremony. An example of a ceremonial program used at Dover AFB is also provided.

7.2.2. Personnel. The following personnel take part in this type of ceremony:

7.2.2.1. Pallbearers provide military support to this activity. All requests for pallbearer support are directed through the MCC.

7.2.2.2. Consider fatigue factors, weather conditions, etc., when determining the number of personnel required for this function. A minimum of six pallbearers are required to move each transfer case.

7.2.2.3. To maintain the dignity of the honors ceremony, canvas straps are fabricated for the center positions of the transfer cases.

7.2.2.3.1. A Chaplain will be present to give invocation and assist family and all other personnel.

7.2.2.4. The number of troops for Troop Escort to be used in this ceremony are predicated on the number of fatalities and the desires and judgment of the Installation or MCC commander. A firing party and bugler could also be included, if desired. If a band is to be provided, the bugler is part of that formation.

7.2.2.5. A color guard is provided according to the situation and the request of the OIC. The color guard carries the US flag and the organizational flag. It consists of two NCOs as flag bearers and two armed guards.

7.2.3. Ceremonies. Because so many variations of the basic memorial service are possible, no one ceremony can be prescribed that is appropriate for all occasions. Such ceremonies and variations are executed in a manner consistent with AFI 34-501.

7.3. Honors at Intermediate Arrival Point.

7.3.1. Situation. If ceremonial honors are afforded at the initial arrival point for remains, an intermediate honors ceremony (prior to interment) could also take place at Dover AFB or Travis AFB. The ceremony will probably have major media significance. Also, the families of the deceased could attend. **Attachment 20** has examples of the arrival and transfer sequence of events and activity layouts.

7.3.2. Personnel. Refer to paragraph **7.2.2.**

7.3.3. Ceremonies. Refer to paragraph **7.2.3.**

7.4. Honors at Interment.

7.4.1. Personnel. The installation nearest the final interment site provides the personnel and equipment for the funeral honors ceremony. After determining the availability of personnel, the mortuary officer contacts the NOK to determine his/her wishes for the honor ceremonies and discusses the funeral arrangements. Arrangements for honor ceremonies are found in AFMAN 34-243.

Chapter 8

PERSONAL EFFECTS AND PROPERTY DISPOSITION

8.1. Responsibilities. The collection, identification, and disposition of the personal effects of deceased victims in a mass fatality incident are conducted concurrently with the collection, identification, and disposition of human remains. These activities are mortuary responsibilities. See AFI 34-244, Disposition of Personal Property, for specific guidance. The disaster site, generally, has personal property widely scattered among debris and the remains. In addition, disasters occur where the victims have a considerable amount of property with them (in an aircraft, hotel, bus, etc.). These circumstances create a complex problem in both collection and determination of ownership. Personal property of deceased military personnel located at their home station (when the NOK does not reside there), temporary duty location, or other places under military jurisdiction requires collection, inventory, and transfer to the NOK. Therefore, the total personal property effort results in actions at multiple locations.

8.2. Procedures. Specific guidance concerning the collection, inventory, and disposition of personal property is contained in Air Force Instruction 34-244.

8.2.1. Careful collection and location plotting of personal effects found at the disaster site is critical to preserving clues to ownership. For example, property found on remains (wallets, jewelry, etc.) must stay with the recovered remains. When property is found close to remains, tag it to identify its location in relation to the remains. This is the responsibility of the on-scene mortuary officer conducting the S&R.

8.2.2. Recovering and identifying personal effects requires a large group of trained mortuary specialists. In the Air Force, trained Services personnel are available for this duty. In the Army, GRREG specialists are available.

8.2.3. A large secure area is needed for sorting property (hangar, gym, etc.). In addition, secure storage is essential (vans, lockers, etc.). Special security is required for high value items, such as cameras and jewelry. Only use tents as a last resort since they can be easily pilfered.

8.2.4. An SCO is appointed for each deceased military member. Usually, the SCO is appointed from personnel assigned to the member's home station. The SCO is responsible for collecting, securing, inventorying, and disposing of personal property of the deceased that is under military jurisdiction, which could be at multiple locations. All USAF SCOs should view the USAF video presentation entitled "You Are A Summary Court Officer. What Now?" (60398DF) if possible before assuming their duties.

8.2.5. Laundry and dry cleaning service is needed for soiled clothing that is to be returned to the NOK. Effect other cleaning or repair services, as required.

8.2.6. Numerous problems that must be solved arise as personal property issues are worked. Examples include insistence by the NOK that certain property was in the decedent's possession that cannot be found, inability to determine ownership of property, NOK turmoil over which party can legally receive the property, property held by local, foreign or military officials as contraband or as evidence in investigations, and handling property of local nationals or US citizens.

8.2.7. Handle all cash or checks found through the finance office. The Staff Judge Advocate is the source of advice and legal interpretation on issues relating to disposition of personal property.

Chapter 9

DEMOBILIZATION

9.1. Continuing Actions. Once the mass fatality mission has been completed, and all deceased personnel have been identified, processed, and returned to the NOK for interment, the operation can begin demobilization. It is possible that personal effects are still being in the process of being returned to the rightfully designated recipient. However, the operation at the port mortuary is to be demobilized and personnel returned to their permanent duty stations.

9.2. Rental Equipment Return. All rented or borrowed equipment at the ID, processing, and preparation location(s) is returned. This includes items such as refrigerated vans, furniture, computer equipment, and office equipment. The MCC Director and the Logistics officer assigned to the MCC ensure that all borrowed or rented equipment is properly accounted for and returned prior to their departure.

9.3. Temporary Facilities Dismantled. All temporary facilities that have been set up at the port mortuary are dismantled. Such facilities include tents and other temporary shelters set up for the identification, processing, and preparation activities. Dining tents, temporary housing, and security fencing are typical of the temporary facilities that would be included. The MCC staff is responsible for ensuring the completion of the dismantling process and returning facilities to the proper organizational function in a timely and efficient manner. Seek the assistance of the civil engineer and bioenvironmental engineer to ensure proper dismantling and return of these facilities.

9.4. Return of Personnel to Home Stations. Upon mission completion and wrap up of the deceased case files, all personnel involved with the ID processing and preparation phases of the operation return to their home stations and regular duties. Personnel involved in the return of personal effects, however, maintain contact with recipients until all effects are returned. The shipping installation keeps the case files open until the NOK is reimbursed for authorized expenses. Personnel assisting in the very trying process of ID and processing are commended for their work by the mass fatality OIC and/or MCC Director before departure, and follow-up letters are dispatched to their commanders. Normal Air Force, Army, Navy or Marine service procedures are used in getting personnel and volunteers back to their home stations. With concurrence of home station commanders, every attempt is made to grant special leave to service personnel who participated in the operation before return to regular duties at their home bases. Commanders of personnel participating in the operation are notified of the work accomplishments. Special emphasis is placed on the nature of the work and the possibility of morale and psychological after effects. Participating personnel are tracked and given psychological follow-up counseling. The chaplain and the hospital/clinic commander at the home base is also notified to ensure religious and/or psychological counseling support is given, if required.

9.5. After-Action Report and Actions. Upon the termination of the operation, the OIC of the operation together with the MCC Director, and each organizational element on his/her staff prepares an after-action report for higher headquarters information and review. This report gives a brief description of the incident and response. It notes any particular problems that were encountered and makes suggestions for changes and improvements to this plan for any future incidents. Changes and improvements that are adopted by higher headquarters are then incorporated into this plan. The MFIMS database must be backed up to tape (two copies). The system is purged to remove all incident data to ensure program security/integrity. The

MFIMS database is then reset. One copy of the database is sent to HQ AFSVA/SVOM, 9504 IH 35 North, Suite 320, San Antonio TX 78233-6635. The other is sent to HQ AMC/SVX, 503 Ward Drive, Suite 203, Scott AFB IL 62225-5335, for storage.

ROBERT L. WORLEY, JR, Colonel, USAF
Director of Services

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

AFPD 34-5, *Mortuary Affairs*

AFI 23-110, *USAF Supply Manual*, Vol I and Vol IV

AFI 36-3002, *Casualty Services*

AFI 34-501, *Mortuary Affairs Program*

AFMAN 34-243, *Mortuary Affairs Program Procedures*

AFI 34-244, *Disposition of Personal Property*

Joint Pub No. 4-06, *Joint Tactics, Techniques and Procedures for Mortuary Affairs in Joint Operations*

Abbreviations and Acronyms

AAFES—Army and Air Force Exchange Service

AFCC—Air Force Communications Command

AFIP—Armed Forces Institute of Pathology

AFI—Air Force Instruction

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

AFME—Armed Forces Medical Examiner

AFOC—Air Force Operations Center

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFRES—Air Force Reserves

AFSVA—Air Force Services Agency

AIDS—Acquired Immunodeficiency Syndrome

AMC/CC—Commander, Air Mobility Command

AMC/SV—Air Mobility Command Services Directorate

ANG—Air National Guard

AOC—Army Operations Center

AOR—Area of Responsibility

APOE—Aerial Port of Entry

BDU—Battle Dress Uniform

BNR—Body Not Recovered

CCP—Casualty Command Post
CINC—Commander in Chief
CONUS—Continental United States
DA—Department of the Army
DAF—Department of the Air Force
DCC—Disposition Control Center
DCIPS—Defense Casualty Information Processing System
DCS—Deputy Chief of Staff
DEERS—Defense Eligibility Enrollment Reporting System
DFAS—Defense Accounting and Finance System
DoD—Department of Defense
DoS—Department of State
DPSC—Defense Personnel Support Center
DUSTWUN—Duty Status Whereabouts Unknown
DWRIA—Died of Wounds Received in Action
EOD—Explosive Ordnance Disposal
FAA—Federal Aviation Administration
FAX—Facsimile Electro Mail Transmittal
FBI—Federal Bureau of Investigation
GBL—Government Bill of Lading
GRREG—Graves Registration
GTR—Government Transportation Request
HF—High Frequency
HIV—Human Immunodeficiency Virus
ID—Identification
JCS—Joint Chiefs of Staff
JTR—Joint Travel Regulation
KIA—Killed in Action
MADCP—Mortuary Affairs Decontamination Collection Point
MAJCOM—Major Command (USAF)
MFIMS—Mass Fatality Information Management System
MARS—Military Affiliated Radio System

MCC—Mortuary Control Center

MEDDEN—Medical Dental

MFMP—Mass Fatality Management Plan

MFO—Multinational Force and Observers

MIA—Missing in Action

MOU—Memorandum of Understanding

MTMC—Military Traffic Management Command

NBC—Nuclear, Biological and Chemical

NCO—Noncommissioned Officer

NMCC—National Military Command Center

NOK—Next of Kin (a non specific term, see PADD & PER)

NSI—Not Seriously Ill

NTSB—National Transportation Safety Board

OASD—Office of the Assistant Secretary of Defense

OCONUS—Outside the Continental United States

OIC—Officer in Charge

OPLAN—Operational Plan

OPR—Office of Primary Responsibility

OSI—Office of Special Investigation

PA—Public Affairs

PADD—Person Authorized to Direct Disposition

PER—Personal Effects Recipient

PNOK—Primary Next of Kin

POC—Point of Contact

BEEF—Prime Base Engineering Emergency Force

RIBS—Prime Readiness in Base Support

SATO—Scheduled Airline Ticket Office

S&R—Search and Recovery

SCO—Summary Court Officer

SG—Surgeon General

SI—Seriously Ill

SITREP—Situation Report

SJA—Staff Judge Advocate

SOFA—Status of Forces Agreement

SNOK—Secondary Next of Kin

SSA—System Security Administrators

TA—Table of Allowances

TMO—Transportation Management Office

TR—Transportation Request

USAF—United States Air Force

UXO—Unexploded Ordnance

VIP—Very Important Person

VSI—Very Seriously Ill

Attachment 2

MASS FATALITY ACTIONS CHECKLIST

Table A2.1. Mobilization Actions Checklist.

	DATE STARTED	DATE COMPLETED
MOBILIZATION ACTIONS CHECKLIST		
NOTIFICATION OF INCIDENT RECEIVED		
A. MAJCOM (service) identified as Executive Agent		
B. OIC selected for mass fatality operation		
COMMAND/AGENCY ELEMENTS TO BE NOTIFIED FOR POSSIBLE ASSISTANCE (See Attachment 6 for telephone Nos.)		
HQ USAF/ILV, Pentagon		
HQ USAF Director of Services		
(AF Mortuary Responsibility)		
HQ AFSVA/SVOM		
Randolph AFB TX		
Location of Mortuary Services Office and Air Force Identification Team		
HQ USAF/PA		
Pentagon		
Washington DC		
Air Force Public Affairs		
HQ USAF/SG		
Bolling AFB DC		
Air Force Surgeon General		
HQ AMC/SVX		

Scott AFB IL		
Owns Dover Port Mortuary		
HQ AMC/TACC		
Scott AFB IL		
AMC Transportation		
436 AW		
Dover AFB DE		
Operates Dover Port Mortuary		
(Normally notified by HQ AMC/SV)		
US Public Health Service		
Atlanta GA		
The Center for Disease Control (CDC)		
SAF/GCM, Pentagon		
Air Force General Counsel		
HQ AFMPC/DPWC		
Randolph AFB TX		
Air Force Casualty		
(Notify of mortuary location)		
AFIP, (OAFME) Walter Reed Hosp		
Washington DC		
Armed Forces Medical Examiner		
(ID assistance)		
Dept. Of State		
Washington DC		
Military liaison for non-DOD fatalities		
senior watch officer assists with incidents that occur overseas and involves civilians		
JCS/J4, Pentagon		
Assists in resolving services jurisdictional problems		

FBI, Disaster Squad		
Washington DC		
Assists with remains identification		
FAA, Washington DC		
Assist with civilian aircraft questions		
NTSB, Washington DC		
Assist in civilian aircraft crash questions		
Army Operations Center, Pentagon,		
Army Emergency Command & Control Center		
Casualty & Memorial Affairs Operations Center		
Alexandria VA,		
Air Force Mortuary Affairs		
DoD Executive Agent Mortuary Affairs		
Can assist in dealing with other Services		
Army Casualty Affairs		
Assists with disposition of remains for Army personnel		
US Navy, BUMED/Code 332, Washington DC		
Navy Decedent Affairs Office		
(Only notified when fatalities are Navy and Marines)		
US Navy, BUPERS/Code 642		
Navy Casualty Office		
Memphis TN		
Only notified when fatalities are Navy		
USMC-CMC/MHP-10, Washington DC, Marine Casualty Office		
Only notified when fatalities are Marines		

COMMANDANT USCG (G-PS-1/TP56)		
Washington, DC 20593, COMM. 202-426-1845		
State of Delaware, Dept of Health,		
(Bureau of Vital Statistics),		
Verify Delaware state laws on remains in/out movement (when Dover is used)		
State of California, Dept of Health		
(Bureau of Vital Statistics),		
Verify California state laws on remains in/out movement (when Travis is used)		
Mortuary Officer		
USAF Port Mortuary		
Dover AFB DE		
(when CCP is not located at a CONUS port mortuary)		
CHINFO, Washington DC		
Navy Public Affairs		
ESTABLISHMENT OF COMMAND & CONTROL		
Check with Casualty Command Post to confirm that:		
(1) NOK notified		
(2) Initial benefits rendered		
Mortuary Control Center (MCC)		
Activation / Establishment		
<u>Position Source</u>		
Director, Deployed O-6		
Mortuary Control Center		
Deputy Director, HQ AMC/SV		
Mortuary Control Center (AMC/SV)		

Deployment of Prime RIBS, HQ AMC/SV		
Prime RIBS Teams MAJCOM/SVX		
Public Affairs HQ USAF/PA		
Public Affairs HQ AMC/PA		
S&R Mortuary Officer of nearest base		
Services Officer Chief of Services for base support at nearest base		
Activation of S&R Control Center		
Activation of Disposition Control Center (DCC)		
SITUATION		
Location of incident site		
Type of incident, no. of personnel involved:		
military and civilians (to include dependents)		
If aircraft accident request:		
(1) Origin of flight		
(2) Manifest		
Gather pertinent facts on incident site		
Accident investigation team dispatched by nearest installation (if required)		
LOCAL SUPPORT CAPABILITIES		
Jurisdictional control:		
(1) determine jurisdictional authority over remains		
(2) requirements for agreements/MOUs determined		
Assistance expected by local or foreign authorities (personnel, equipment, vehicles)		
SITREP DISPATCHED		
IDENTIFICATION OF MASS FATALITY OPERATIONAL LOCATIONS		
Collection location (at site)		

Decontamination location (if required)		
Identification location		
Processing location		
Preparation location selection		
(1) Initial site		
(2) Reprocessing site (if required)		
AMC/SC NOTIFIED: COMMUNICATION REQUIREMENTS IDENTIFIED & REQUESTED		
Cell phones		
Telephones		
HF/UHF/VHF radios		
Hand held portable radios		
Facsimile machine with "secure" transmission capabilities		
ANTEMORTEM RECORDS COLLECTION INITIATED		
AFPC/DPWC assembles roster of deceased		
DCC requests antemortem health and dental records (as required) and personnel records		
AFPC to obtain personnel records		
Records requested from Army and Navy (if required)		
Finger/footprint records request to the FBI		
Passport and identification data requests to DOS (if required)		
NOTIFY USAF SUPPORT GROUP/WING COMMANDER TO:		
Secure personal effects of deceased on base (work place and quarters)		
Appoint Summary Court Officer (SCO)		
SUPPLIES/EQUIPMENT IDENTIFIED LOCATED AND REQUESTED (SEE Attachment 10)		

Administrative, medical and S&R supplies		
General equipment		
Forensic serology kit		
Forensic dental kit		
Forensic examination kit		
Mortuary supplies and equipment		
ITEMS NEEDED AT S&R SITE; DETERMINE TEAM TO DEPLOY AND SUPPLIES (SEE AFMAN 34-508)		
AIRLIFT COORDINATION FOR DEPLOYMENT OF PERSONNEL/MOVEMENT OF REMAINS		
15 th /21 st AF Operations Center		
AMC Operations Center		
Air Force Operations Center		
National Military Command Center		

Table A2.2. Search & Recovery (S&R) Actions Checklist.

SEARCH & RECOVERY (S&R) ACTIONS CHECKLIST		
INITIATE PRE S&R ACTIVITIES		
Identify On-Scene Commander		
Ensure site has been secured		
Determine toxic or NBC substances involved with incident		
Identify S&R team for deployment		
Determine assistance requirements for GREGG specialists; notify AOC to request GREGG specialists be placed on standby (if required).		
Accident site declared safe; site released by controlling authority for S&R activities to commence		
Lodging food services arrangements		
(1) Ensure adequate lodging is available for command post S&R team support personnel		
(2) Availability of dining facilities - temp facility at site (if required)		
ON-SCENE COMMANDER		
Establish communications with local officials (county coroner, medical examiner, foreign officials)		
Obtain US custody; consummate jurisdictional agreements (MOU)		
INCIDENT LOCATION		
Notify affected agencies of:		
Clothing requirements, terrain conditions, unusual characteristics of the site		
Special personnel requirements (EOD, NBC specialists, scuba divers)		
Determine special equipment requirements (e.g.; four-wheel drive vehicles, boats, dredges, chain saw and scuba gear etc.)		

ESTABLISH S&R CONTROL CENTER		
Identify:		
Mortuary Officer		
Medical Officer		
Security Forces Rep		
Public Affairs Officer		
Chaplain		
Supply Representative		
Others		
Coordinate with board safety representative (if required)		
S&R team briefed on safety and site conditions prior to search		
Coordinate message releases with accident investigation board prior to release		
Status boards posted		
Communication requirements established		
Obtain area maps		
Check availability of local support		
Define establish supply requirements (see Attachment 10)		
S&R kits		
Transfer cases		
Administrative supplies		
Flags (if Honors anticipated)		
Photographic equipment		
COLLECTION POINT LOCATION		
Adequate shelter obtained		
Security established		
Refrigerated storage available to maintain a temperature of 35 to 46 degrees Fahrenheit.		
ESTABLISH PUBLIC AFFAIRS PROGRAM		

Establish formal press center		
Prepare initial news release		
Establish coordination with DoD and other		
HQ's & PA offices		
Conduct required special briefings		
Coordinate visitors with security representative		
TRANSPORTATION REQUIREMENTS		
Buses, vans to shuttle S&R team		
Enclosed trucks to move remains to collection point		
SITE REQUIREMENTS		
Search area marked - use helicopter to aid in site location		
Secure the site - temporary fencing (concertina wire) and post signs		
Establish access control point		
Determine site utility requirements (Water, generators for electricity, chemical toilets)		
S&R PROCEDURES		
Pre-Critical Incident Stress Briefing		
OIC (mortuary officer) brief S&R team on accident & recovery techniques and other pertinent data (see Attachment 11)		
Photograph remains before removal		
Security police notified to post guards on remains prior to removal from site		
EVACUATION OF REMAINS FROM INCIDENT SITE		
Ensure adequate body bags transfer cases are available to ship remains		

Ensure proper forms completed on each remains		
Collection point designated at the site for remains pick-up		
Transportation notified for pick-up at site		
EVACUATION OF REMAINS FROM THE COLLECTION FACILITY		
Ensure paperwork for each remains is forwarded		
Maintain accurate status of remains movement in the control center		

Table A2.3. Identification Actions Checklist.

IDENTIFICATION ACTIONS CHECKLIST		
PRE IDENTIFICATION ACTIVITIES		
ID location selected		
Adequate security measures in place		
Rope off the area		
Establish entry/control point		
Place light-all around facility		
Establish a roving security patrol to sweep bldg exterior		
Keep exterior bldg doors locked		
Establish main door entry control point		
Visitor control:		
ID badge system used		
MCC notification of agencies for assistance:		
(1) AFIP (OAFME)		
(2) FBI		
Establish comm systems networks		
Obtain refrigerated storage		
Lodging food service arrangements		
ESTABLISH ID CONTROL CENTER		
Key staff representatives notified		
Base personnel		
Resource management (supply logistics)		
ID coordinator		
Security forces		
Public affairs		
Chaplain		
Supervisory senior NCO		
Augmentees requested (if required)		
Status boards in place to include disposition		
Tracking and telephones		

ID FACILITY REQUIREMENTS		
Functions requiring space are:		
ID processing work area		
Administrative work area		
Serology support area :		
ID		
Documentation & body		
Charting area		
Personnel break area (Morale facilities/equipment)		
Dark room		
X-ray development area		
Public affairs media center		
(Located away from ID facility)		
Determine POC for information release		
ID work area includes work stations		
(Indicate date & time of set-up)		
ID PERSONNEL REQUIRED		
Lead OAFME Forensic Pathologist		
(See Attachment 16 for personnel duties)		
Forensic pathologists		
Photographers		
Fingerprint specialists		
Radiologist/Technicians		
Forensic Odontologist		
Dental radiologists		
Forensic Anthropologists (as required)		
Serology Team		
Toxicology section (if required)		
Records Management Section		
Team chief		
Records section		
Administration Section		
Administrative NCO		

Administrative clerks		
Word processing clerks		
Psychologists		
IF HONORS REQUESTED, COORDINATE ACTIVITIES WITH ALL APPLICABLE AGENCIES (SEE Table A2.7. CHECKLIST)		
ARRIVAL PREPARATION		
In-bound aircraft arrival time coordinated with all agencies		
Transportation notified on ETA		
Security Public Affairs notified		
Remains placed in refrigeration		
Establish remains tracking system		
OBTAIN ANTEMORTEM RECORDS ON PRESUMED DEAD		
MCC notified for follow-up help		
DCC notified if records required through NOK		
DATE/TIME DATE/TIME STARTED/COMPLETED		
Obtain photographs		
Establish tracking system for Received records		
ESTABLISH EQUIPMENT SUPPLY REQUIREMENTS (See Attachment 11)		
See Attachment 4.7.1 for photography equipment		
TEMPORARY CHAPEL FACILITY ESTABLISHED		

Table A2.4. Preparation Actions Checklist.

PREPARATION ACTIONS CHECKLIST		
PREPARATION PROCESSING LOCATION IDENTIFIED (MILITARY FACILITY)		
ESTABLISH TRACKING SYSTEM FOR REMAINS		
If remains processed in a foreign country ensure foreign certification seals obtained		
Autopsy exam complete		
Post embalming surveillance complete		
Identify local tracking system to account for all remains		
Check state law for return of unembalmed remains		
Contact the Center for Disease Control (CDC) in Atlanta, GA (provides info on state laws about remains returning from foreign soil)		
Actions involving non military US citizens involved in a mass fatality incident, contact the DOS Citizens Emergency Services Center		
ADVISE DCC WHEN REMAINS ARE TO BE SHIPPED OUT OF FOREIGN MORTUARY (RELEASE REQUIRED BY FOREIGN CIVIL AUTHORITIES)		
OVERSEES MORTUARY TO PROVIDE DAILY STATUS REPORTS TO MCC		
COORDINATE INTERMEDIATE HONORS (IF REQUIRED)		
COMPILE LISTING OF THE NUMBER OF UNRESOLVED REMAINS AND THE VICTIMS		
IDENTIFY NUMBER OF MORTICIANS REQUIRED FOR PREPARATION		

Contractual morticians procured		
US Navy (BUMED 332) asked to provide Navy morticians (if required)		
Quality control specialist appointed		
Volunteers selected to:		
Assist morticians		
Move transfer cases, gurneys and caskets		
Prepare awards and decorations		
Sew and size uniforms		
Fill out paperwork		
Type and file		
Clean-up duties		
IDENTIFY AND PROCURE APPROPRIATE UNIFORMS, RANK, AWARDS AND DECORATIONS		
PREPARE APPROPRIATE UNIFORMS		
CHECK FOR SPECIAL RECOGNITION; TRACK SPECIAL PROCUREMENT (IF REQUIRED)		
CHECK IF SUFFICIENT 18 GAUGE METAL SEALER CASKETS ON HAND		
WHEN CASKETED REMAINS ARE COMPLETED		
Local tracking system established for casketed remains		
Required paperwork completed and attached to outside of casket		
IF REMAINS RECOVERED BUT NOT IDENTIFIED		
HQ AFSVA (with AF/CV coordination) makes decision for group burial		

Table A2.5. Disposition Actions Checklist.

DISPOSITION ACTIONS CHECKLIST		
DCC ESTABLISHED		
Military Services identified for personnel staffing		
Identify initial location		
Identify follow-on locations (if required)		
ESTABLISH A TOLL FREE (800) NUMBER FOR NOK AND FAMILY TO COMMUNICATE WITH THE DCC		
MORTUARY OFFICER FUNCTIONS (To be accomplished for each individual)		
Keeps primary and secondary NOK informed of developments and progress in the S&R and identification phase.		
Briefs NOK on their entitlements and options.		
Obtains NOK desires and disposition instructions for remains and personal effects.		
NOTE: No disposition instructions will be requested for individual remains until identification is completed.		
Determines person(s) authorized to receive personal effects and property. Arrangements for the appointment of a SCO for property disposition and oversees his/her actions.		
Arranges interment if burial is in military cemetery, or at the direction of NOK, the remains can be shipped to a funeral home for burial in a nonmilitary cemetery.		
Notifies base nearest place of burial for obtaining military honors (if desired by NOK)		
Prepares appropriate forms and letters		
Determines and obtains the required number of flags to drape casket(s)		

Responsible for supervising escort (identified by NOK or assigned by USAF)		
Duties include:		
Briefing the escort on duties		
Preparation of escort travel orders		
Obtaining transportation request and arranging escort movement schedule		
Obtaining lodging for escort		
Arrangements for return of personal effects requested by NOK (Refer to Chapter 8)		
Arrangements for transportation of remains		
Travel arrangements, travel orders, and tickets for NOK.		
Notifies all appropriate parties of the movement schedule for remains, escort and NOK.		
Provides the GTR for the movement of remains		
Concluding funeral; receives, processes and pays mortuary claims		
Prepares and sends the appropriate messages to AFSVA, MAJCOM and Defense Finance and Accounting System; (DFAS); validating the death		
Disposition instructions to DFAS and the installation providing the honors		
Phones and fax others to government cemetery if applicable		
To the escort advising him/her of appointment		
ESCORTS IDENTIFIED FOR EACH OF THE DECEASED		
TRACKING SYSTEM ESTABLISHED FOR CASKETS; PAPERWORK COMPLETED AND ATTACHED		
AREA IDENTIFIED FOR HOLDING SHIPPING CONTAINERS AWAITING TRANSPORTATION		
Guards posted (if required)		

COORDINATE ACTIVITIES OF SUMMARY COURT OFFICER FOR FINAL DISPOSITION		

Table A2.6. Honors Checklist.

HONORS CHECKLIST		
INITIAL ARRIVAL HONORS DETERMINED (AT IDENTIFICATION LOCATION IF REQUIRED)		
Determine organization responsible		
Layout of honors ceremonies		
Personnel required based on number of remains returning		
Chaplain		
Pallbearers (6 remains)		
Troop escort required?		
Color guard (4)		
INTERMEDIATE HONORS REQUIRED DETERMINED (REQUIRED WOULD BE AT FINAL PREPARATION LOCATION FOR REMAINS RETURNING FROM OCONUS)		
Determine organization responsible		
Layout of honors ceremonies		
Personnel required based on no. of remains returning:		
Chaplain		
Pallbearers (6 remains)		
Troop escort required?		
Color guard (4)		
HONORS AT INTERMENT		
Contact installation nearest interment site for honors support		
Based on NOK desires, honors support should include:		
Pallbearers (6)		
Firing party (7)		
Bugler (1)		
Color guard (4)		
Honor Guard OIC/NCOIC (1)		

Chaplain (1)		
Flyover (active duty rated officers & Ret 0-10)		
Determine type of ceremonies		
Chapel service		
Graveside service		
Memorial service		

Table A2.7. Personal Effects & Property Disposition Checklist.

PERSONAL EFFECTS AND PROPERTY DISPOSITION CHECKLIST (FOR EACH REMAINS)		
SCO (AT DECEASED'S INSTALLATION OF ASSIGNMENT) APPOINTED TO SECURE AND ACCOUNT FOR PERSONAL EFFECTS		
IDENTIFY PERSONAL EFFECTS OF EACH DECEASED TO INCLUDE:		
Household goods & effects		
Property or estate		
Privately owned motor vehicle(s)		
SUMMARY COURT ACTIONS		
Correspondence with NOK		
Announcement of Death		
Screening, cleaning and repairing personal effects		
Return of mail		
Proper disposition of property or household goods in transit or nontemporary storage		
Proper disposition of funds, commercial instruments, stocks and bonds		
Proper disposition of personal property		
Payment of personal debts		
DECEASED U.S. CIVILIANS		
DISPOSITION OF PROPERTY OF FOREIGN NATIONALS		

Table A2.8. Demobilization Actions Checklist.

DEMOBILIZATION ACTIONS CHECKLIST		
NOTE AND CONTINUE RETURN OF DECEASED PERSONAL EFFECTS AND PROPERTY UNTIL COMPLETED		
LIST ALL RENTAL EQUIPMENT AND RETURN AS REQUIRED		
DISMANTLE TEMPORARY FACILITIES		
MONITOR RETURN OF PERSONNEL TO HOME STATION(S)		
Letters of commendation to volunteers' commanders		
Chaplain and critical incident stress follow-up counseling of personnel		
AFTER ACTION REPORT		
Participating personnel debrief (MCC Director)		
MCC director and OIC debrief (parent Service Headquarters, AFSVA, SVOM and HQ USAF/ILVP)		

Attachment 3

SIGNIFICANT PUBLICATIONS

A3.1. Air Force Instruction 36-3002, *Casualty Services*. This publication describes the Air Force Casualty Program and how it affects the operations at each organizational level from the Department of the Air Force to the lowest level of command. It incorporates and consolidates the casualty directives for reporting and notifying, casualty assistance and survivor benefits. The goals of the program are prompt reporting, dignified and humane notification and efficient and thorough assistance to the NOK. The publication provides procedures, establishes certain minimum requirements for the program and attempts to fulfill the Air Force's obligation to its members and their families. Section 2, **Chapter 2**, of this publication provides detailed information on Mass Casualty Reporting.

A3.2. Air Force Policy Directive 34-5, *Mortuary Affairs*. This directive states the Air Force responsibility for meeting the needs and protecting the interests of the NOK of deceased Air Force members.

A3.3. Air Force Instruction 34-501, *Mortuary Affairs Program*. This publication defines the Air Force Mortuary Affairs Program and lists the actions to be taken by an installation mortuary officer in the event of a death.

A3.4. Air Force Manual 34-243, *Mortuary Affairs Program Procedures*. This publication contains procedures for search, recovery, identification, preparation, transportation and disposition of remains of deceased Air Force personnel and certain other categories of deceased personnel. It describes authorized mortuary benefits; how to obtain mortuary Services; how to select, assign and brief escorts; how to conduct an Air Force funeral; and military honors. The Mortuary Affairs Program is subdivided as follows:

- A3.4.1. Current Death Program.
- A3.4.2. Graves Registration.
- A3.4.3. Personal Property.
- A3.4.4. USAF Base Honor Guard.

A3.5. Air Force Manual 34-504, *Handling of Deceased Personnel in Theaters of Operations*. (forthcoming). This manual provides information to Air Force personnel who are engaged in graves registration activities during major military operations. It is designed for use by all commanders, logistical staff officers and personnel involved in or responsible for the following activities:

- A3.5.1. Search, recovery, evacuation and identification of deceased personnel.
- A3.5.2. Location and layout of temporary cemeteries.
- A3.5.3. Preparation of reports and records connected with these activities.
- A3.5.4. This manual, along with other pertinent publications, may be used for handling and disposing of personal effects.

A3.6. Air Force Instruction 34-244, *Disposition of Personal Property*. This instruction contains procedures on the disposal of personal property of deceased Air Force military personnel and of civilians when the property is under Air Force jurisdiction or responsibility. It assigns responsibilities for the personal

property program and for safeguarding the property from damage or loss. In addition, the regulation outlines responsibilities of the SCO who effects the prompt disposition of personal property of the deceased.

A3.7. Air Force Pamphlet 34-259, *Escorting Deceased Air Force Military Personnel*. The pamphlet furnishes instruction and guidance for escorts of deceased Air Force personnel. It describes the roles and responsibilities of the escort, his/her prescribed duties, and the proper use and display of the US flag.

A3.8. Air Force Instruction 10-404, *Base Support Planning*. This document gives guidance on how to develop base support plans.

Attachment 4

CONUS PORT MORTUARY TOTAL PERSONNEL REQUIREMENTS

Table A4.1. Total Personnel Requirements.

<u>AIR FORCE</u> <u>SPECIALTY TITLE</u>	<u>AFSC</u>	<u>GRADE</u>	<u>SINGLE</u> <u>INCIDENT</u> <u>OVER 50</u> <u>LESS 100</u>	<u>SINGLE</u> <u>INCIDENT</u> <u>100-500 OR</u> <u>10/DAY</u> <u>AVG</u>	<u>SINGLE</u> <u>INCIDENT</u> <u>500-1000/WAR</u> <u>0R>20/DAY</u> <u>AVG.</u>
<u>COMMAND</u>					
Director					
*Services Officer	34M4	Col	1	2	2
*Services Officer	34M4	GS-15/Lt Col	1	2	2
DISPOSITION:					
Services Officer	34M3/4	LtCol	2	3	6
Services Officer	34M3/4	Maj	8	10	18
Services Officer	34M3/4	Capt	0	2	6
Services Enlisted	34M3/4	MSgt	1	1	2
Services Enlisted	34M3/4	TSgt	1	1	2
Services Enlisted	34M3/4	SSgt	0	1	2
Mortician (Civ or Navy)		GS-12/13	1	2	2
SUBTOTAL			15	24	42

Planning Factors: Disposition Case Officers will handle up to 6 cases at once. Each Enlisted person will support 5 Disposition Case Officers. Dover can handle a maximum of 80 remains per day. Average processing time for each remain is 72 hours.

MANPOWER REQUIREMENTS PER NUMBER OF FATALITIES:

<u>AIR FORCE</u> <u>SPECIALTY TITLE</u>	<u>AFSC</u>	<u>GRADE</u>	SINGLE	SINGLE	SINGLE
			INCIDENT	INCIDENT	INCIDENT
			OVER 50	100-500 O	500-1000/WAR
			<u>LESS 100</u>	<u>10/DAY</u>	<u>0R>20/DAY</u>
				<u>AVG</u>	<u>AVG.</u>

CONTROL CENTER

DIRECTOR, CONTROL CENTER:

*Services Officers	34M4	GS-14/15	0	1	2
*Services Officers	34M4	LtCol	1	1	1
*Services Officers	34M4	Capt	1	1	6
Judge Advocate	51J3	Maj	1	1	1
Public Affairs Officer	35P3	Capt	1	1	1
Chaplain	53R3	Maj	1	2	2
Chaplain Support Service Personnel	52R071	SSgt/Sgt	1	2	2
Clinical Psychologist	42P4	Maj	1	1	2
Services Manager	3M001	CMSgt	1	1	1
Services Supervisor	3M071	MSgt	0	1	8
Information Mgt Spec	3A051	SSgt	1	2	10

Mortician (Civ or Navy)	GS13	1	1	2
SUBTOTAL		9	13	36

***OR CIVILIAN
EQUIVALENT**

MANPOWER REQUIREMENTS PER NUMBER OF FATALITIES:

<u>AIR FORCE</u> <u>SPECIALTY TITLE</u>	<u>AFSC</u>	<u>GRADE</u>	<u>SINGLE</u> <u>INCIDENT</u> <u>OVER 50</u> <u>LESS 100</u>	<u>SINGLE</u> <u>INCIDENT</u> <u>100-500 OR</u> <u>10/DAY</u> <u>AVG</u>	<u>SINGLE</u> <u>INCIDENT</u> <u>500-1000/WAR</u> <u>OR>20/DAY</u> <u>AVG.</u>
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OPERATIONS

CHIEF, OPERATIONS:

*Services Officers	34M4	LtCol	0	1	1
*Services Officers	34M4	Maj	1	0	0

MORTUARY OPERATIONS:

Mortician (Civ or Navy)	GS050	GM13/EQ	1	1	1
Mortician (Civ, Contr or Navy)	GS050	GS12/EQ	1	2	2
Information Mgt Spec	3A051	SSgt/Civ	1	3	11

REMAINS HANDLERS:

Services Officers	34M4	Maj	1	1	3
Services Supervisors	3M071	MSgt	0	1	3
Service Spec	3M051	SSgt	1	0	0

Unspecified - Manpower Pool	XXXX SRA X	20	20	160
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***OR CIVILIAN
EQUIVALENT**

MANPOWER REQUIREMENTS PER NUMBER OF FATALITIES:

<u>AIR FORCE</u> <u>SPECIALTY TITLE</u>	<u>AFSC</u>	<u>GRADE</u>	<u>SINGLE</u> <u>INCIDENT</u> <u>OVER 50</u> <u>LESS 100</u>	<u>SINGLE</u> <u>INCIDENT</u> <u>100-500 OR</u> <u>10/DAY</u> <u>AVG</u>	<u>SINGLE</u> <u>INCIDENT</u> <u>500-1000/WAR</u> <u>0R>20/DAY</u> <u>AVG.</u>
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OPERATIONS CONTINUES

UNIFORM ASSEMBLY:

*Services Officer	34M4	Maj	0	1	2
*Services Officer	34M4	Capt	0	2	2
Services Supervisor	3m071	MSgt	0	1	4
Unspecified - Other Services	XXXX SSGT X		2	2	20

PERSONAL EFFECTS:

*Services Officer	34M4	Maj	0	1	3
Services Superintendent	3M091	SMSGT	1	1	1
Services Supervisor	3M071	MSgt	0	3	3
Services Spec	3M051	SSgt	1	0	0
Services Spec	3M051	Sra	2	4	40

**PREPARATION/
CASKETING:**

Services Supervisor	3M071	MSgt	0	0	1
Services Spec	3M051	SSgt	1	4	4

***OR CIVILIAN
EQUIVALENT****MANPOWER REQUIREMENTS PER NUMBER OF FATALITIES:**

<u>AIR FORCE</u> <u>SPECIALTY TITLE</u>	<u>AFSC</u>	<u>GRADE</u>	<u>SINGLE</u> <u>INCIDENT</u> <u>OVER 50</u> <u>LESS 100</u>	<u>SINGLE</u> <u>INCIDENT</u> <u>100-500 OR</u> <u>10/DAY</u> <u>AVG</u>	<u>SINGLE</u> <u>INCIDENT</u> <u>500-1000/WAR</u> <u>0R>20/DAY</u> <u>AVG.</u>
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OPERATIONS CONTINUES**EOD/NBC:**

Explosive Ord Spec	3E871	SSgt	1	1	1
Disaster Preparedness Spec	3E971	SSgt	1	1	1

SUBTOTAL			35	50	265
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MANPOWER REQUIREMENTS PER NUMBER OF FATALITIES:

<u>AIR FORCE</u> <u>SPECIALTY TITLE</u>	<u>AFSC</u>	<u>GRADE</u>	<u>SINGLE</u> <u>INCIDENT</u> <u>OVER 50</u> <u>LESS 100</u>	<u>SINGLE</u> <u>INCIDENT</u> <u>100-500 OR</u> <u>10/DAY</u> <u>AVG</u>	<u>SINGLE</u> <u>INCIDENT</u> <u>500-1000/WAR</u> <u>0R>20/DAY</u> <u>AVG.</u>
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SUPPORT**CHIEF, SUPPORT:**

*Services Officer	34M4	LtCol	0	1	1
*Services Officer	34M4	Maj	1	1	1
Information Mgt Spec	3A051	SSgt/Civ	1	1	1

SERVICES SUPPORT:

Services Officer	34M4	Capt	0	1	1
Services Supervisor	3M071	MSgt	1	4	4
Services Spec	3M051	SSgt	1	10	10
Apr Services Spec	3M031	A1C	0	12	17

***OR CIVILIAN
EQUIVALENT**

MANPOWER REQUIREMENTS PER NUMBER OF FATALITIES:

<u>AIR FORCE</u> <u>SPECIALTY TITLE</u>	<u>AFSC</u>	<u>GRADE</u>	<u>SINGLE</u> <u>INCIDENT</u> <u>OVER 50</u> <u>LESS 100</u>	<u>SINGLE</u> <u>INCIDENT</u> <u>100-500 OR</u> <u>10/DAY</u> <u>AVG</u>	<u>SINGLE</u> <u>INCIDENT</u> <u>500-1000/WAR</u> <u>0R>20/DAY</u> <u>AVG.</u>
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SUPPORT CONTINUES**LOGISTICS SUPPORT:**

Materiel Stor & Dist Supv	2S071	MSgt	1	1	2
Inventory Mgt Spec	2S051	SSgt	0	0	2
Med Materiel Supervisor	4A171	MSgt	0	1	1
Traffic Mgt Craftsman	2T071	MSgt	1	1	1

Traffic Mgt Journeyman	2T051	SSgt	0	1	9
Contracting Supervisor	6C071	MSgt	0	1	2
Security Police Supervisor	3P071	MSgt	0	1	1
Security Police Supervisor	3P071	TSgt	1	0	1
Security Police Spec	3P051	SSgt	6	6	20
Engineering Superintendent	3E591	SMSgt	0	1	1
Engineering Supervisor	3E571	MSgt	1	0	3
SUBTOTAL			14	42	77

MANPOWER REQUIREMENTS PER NUMBER OF FATALITIES:

<u>AIR FORCE</u> <u>SPECIALTY TITLE</u>	<u>AFSC</u>	<u>GRADE</u>	<u>SINGLE</u> <u>INCIDENT</u> <u>OVER 50</u> <u>LESS 100</u>	<u>SINGLE</u> <u>INCIDENT</u> <u>100-500 OR</u> <u>10/DAY</u> <u>AVG</u>	<u>SINGLE</u> <u>INCIDENT</u> <u>500-1000/WAR</u> <u>OR>20/DAY</u> <u>AVG.</u>
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ADMINISTRATION**CHIEF, AUTOMATION &
OFFICE SUPPORT**

*Services Officer	34M4	LtCol	0	1	1
*Services Officer	34M4	Maj	0	0	1
Information Management Supervisor	3A071	MSgt	0	2	4

REPORTS:

Services Supervisor	3M071	MSgt	0	1	1
Services Spec	3M051	SSgt	1	2	2

DATA:

*Services Officer	34M4	Capt	0	1	1
Services Supervisor	3M071	MSgt	0	1	1
Services Supervisor (SSA)	3M071	MSgt	1	3	6
Services Spec	3M051	SSgt	2	6	50

***OR CIVILIAN
EQUIVALENT**

MANPOWER REQUIREMENTS PER NUMBER OF FATALITIES:

<u>AIR FORCE</u> <u>SPECIALTY TITLE</u>	<u>AFSC</u>	<u>GRADE</u>	<u>SINGLE</u> <u>INCIDENT</u> <u>OVER 50</u> <u>LESS 100</u>	<u>SINGLE</u> <u>INCIDENT</u> <u>100-500 OR</u> <u>10/DAY</u> <u>AVG</u>	<u>SINGLE</u> <u>INCIDENT</u> <u>500-1000/WAR</u> <u>0R>20/DAY</u> <u>AVG.</u>
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**ADMINISTRATION
CONTINUES****ADMINISTRATION:**

Services Officer	34M4	Capt	1	1	1
Information Management Supervisor	3A071	TSgt	1	5	5

**MEDICAL RECORDS MGT
AND COLLECTION:**

Health Services Admin	41A3	Maj	0	1	2
Health Services Admin	41A3	Capt	0	0	2
Health Services Manager	4A071	TSgt	1	3	6
Information Mgt Spec	3A051	SSgt	1	3	6

SUBTOTAL			9	31	90
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MANPOWER REQUIREMENTS PER NUMBER OF FATALITIES:

<u>AIR FORCE</u> <u>SPECIALTY TITLE</u>	<u>AFSC</u>	<u>GRADE</u>	<u>SINGLE</u> <u>INCIDENT</u> <u>OVER 50</u> <u>LESS 100</u>	<u>SINGLE</u> <u>INCIDENT</u> <u>100-500 OR</u> <u>10/DAY</u> <u>AVG</u>	<u>SINGLE</u> <u>INCIDENT</u> <u>500-1000/WAR</u> <u>0R>20/DAY</u> <u>AVG.</u>
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MEDICAL**ARMED FORCES MEDICAL
EXAMINER SUPPORT:**

Radiological Supt	4R071	MSgt	0	0	1
Radiological Journeyman	4R051	SSgt	1	1	5
Medical Laboratory Tech	4T071	MSgt	1	1	4
Histology Technician/Navy	Nec 85 XX	SSgt	1	6	6
Biomed Equipment Tech	4A271	TSgt	1	1	2
Dental Lab Tech	4Y071	TSgt	1	1	6

Dental Lab Craftmans	4Y171	MSgt	1	1	6
SUBTOTAL			6	11	30
MANPOWER REQUIREMENTS PER NUMBER OF FATALITIES:					
			SINGLE	SINGLE	SINGLE
			INCIDENT	INCIDENT	INCIDENT
			OVER 50	100-500 OR	500-1000/WAR
<u>AIR FORCE</u>	<u>AFSC</u>	<u>GRADE</u>	<u>LESS 100</u>	<u>10/DAY</u>	<u>0R>20/DAY</u>
<u>SPECIALTY TITLE</u>				<u>AVG</u>	<u>AVG.</u>
GRAND TOTAL ALL SKILLS			77	158	520
RECAP OF SERVICES PERSONNEL REQUIREMENTS:					
Services Officers	34M4	Col	1	1	2
Services Officers	34M4	GS-14/15	1	1	1
Services Officers	34M4	LtCol	2	4	4
Services Officers	34M4	Maj	3	10	20
Services Officers	34M4	Capt	2	6	11
Services Manager	3M001	CMSgt	1	1	1
Services Superintendent	3M091	SMSgt	1	1	1
Services Supervisor	3M071	MSgt	2	15	31
Services Spec	3M051	SSgt	7	22	66

Services Spec	3M051 SRA	2	4	40
Services Apr Spec	3M031 A1C	0	12	17
TOTAL SERVICES PERSONNEL		22	76	193

NOTE: ALL REQUIREMENTS WILL BE COORDINATED WITH AFME, AFSVA/SVOM, AND AMC/SV PRIOR TO MOBILIZATION. WHEN FATALITIES OF OTHER MILITARY SERVICES ARE INVOLVED, THOSE SERVICES WILL BE ASKED TO FILL A PROPORTIONATE SHARE OF THE TOTAL REQUIREMENTS LISTED IN THIS CHART FOR DISPOSITION, OPERATION, PERSONAL EFFECTS, AND AFME SUPPORT WORK CENTERS.

ACTION ITEMS

#	ITEM	OPR	STATUS	COMMENTS

STATUS BOARD

NAME OF MANIFEST: _____ **STATUS AS OF:** _____ **HOURS ON:-** _____

NAME	SSAN	RANK	SERVICE	NUMBER	DATE	DATE
				AS ASSIGNED AT DOVER	POSITIVE ID	SHIPPED
REMARKS: 						

REMAINS CONTROL LOG

ID'S	TRAILER #	LOCATION	IN BUILDING	ID

**TRANSFER CASE LOCATION
(INSIDE OF TRAILER)**

1
2
3
4
5
6

TOP = C
MIDDLE = B
BOTTOM = A

**TRAILER
DOOR**

7
8
9
10
11
12

**SIGN IN/OUT
MESSAGES**

NAME	TIME OUT	TO	ESTIMATE D RETURN	MESSAGE

AF PERSONNEL

NAME	OUT	RETURN	VOQ ROOM #	PHONE #

SITREP STATUS

AS OF: _____

	OPR	1600(L)	2400(L)
A. TOTAL # OF HUMAN REMAINS (HR'S) PROCESSED			
B. RECORDS			
1. Complete Medical Records Received			
2. Complete Dental Records Received			
3. Partial Medical Received / Evidence Received			
4. Partial Dental Received / Evidence Received			
5. CID Records Received / Evidence Received			
6. Number of Fingerprint Records Received			
7. Passport Photos Received			
C. NUMBER OF FINGERPRINTS TO FBI			
D. NUMBER OF FINGERPRINTS VERIFIED BY FBI			
E. NUMBER OF HR'S WITHOUT RECORDS (MEDICAL/DENTAL/FINGERPRINT)			
F. NUMBER OF HR'S VALIDATED ID'd			
G. NUMBER OF HR'S EMBALMED			
H. NUMBER OF HR'S AWAITING SHIPMENT			
I. NUMBER OF HR'S SHIPPED TO NOK			

SHIPPED: ARMY (OR OTHER SERVICES) _____ AIR CREW: _____

SITREP STATUS

	AS OF: _____	AS OF: _____
1. IDENTIFICATION OF HUMAN REMAINS (HR'S):		
A. Transfer cases received Dover AFB		
B. HR's Processed		
C. HR's with insufficient information to make positive identification		
D. HR's positively ID'd		
2. HR'S SHIPPED TO NOK		
3. RECORDS RECEIVED:		
A. Complete Medical Records		
B. Complete Dental Records		
C. Medical X-Rays		
D. Dental X-Rays		
E. Criminal Investigation Division Evidence		
F. Fingerprint Records (FBI)		

REMARKS: # ARMY (OR OTHER SERVICES) _____ # AIR CREW: _____

Attachment 6

**COMMAND/AGENCY ELEMENTS
KEY LISTING**

AFIP, Walter Reed Hosp., Washington DC, DSN 291-2908/2905
Armed Forces Institute of Pathology - ID Assistance

CHINFO, Washington DC, DSN 227-7391/COMM. 202-697-7391
Navy Public Affairs

COMMANDANT USCG (G-PS-1/TP56)
Washington DC, 20593, COMM. 202-426-1845

DEERS, Dependent Eligibility Enrollment System, Support Office, 2511 Garden Road, Bldg A, Suite 260, Monterey CA, 93940-5331. COMM. 408-647-2244, FAX 408-373-1228

Dept. of State, Washington DC, Military Liaison,
COMM. 202-647-6097 and Senior Watch Officer,

COMM. 202-647-1512
Assist with incidents that occur overseas and
involve civilians

FAA, Washington DC, COMM. 202-366-4000 (operator)
Assist in civilian aircraft questions

FBI, Disaster Room, Washington DC, COMM. 202-324-3363 (24 hrs)

COMM. 202-324-2222 (daytime)

HQ ACC/DOXO, Langley AFB VA, DSN 574-7853,

Coordinates flyovers in Washington DC area

HQ AMC, Scott AFB IL

HQ AMC/SV - owns Dover & Travis Port Mortuaries,
DSN 576-4408/2618

HQ AMC/TACC - AMC Tanker Airlift Control Center,
DSN 576-1709/1747

HQ AFPC/DPWC, Randolph AFB TX, DSN 487-3505,

Air Force Casualty, COMM 1-800-531-5501
Provides military records and Notification to NOK

**HQ AFSVA/SVOM, Randolph AFB TX, DSN 487-5806/After Hours - 1-800-531-5803, Location of
Mortuary Affairs Office and Air Force Identification Team****HQ CENTCOM, DSN 968-2187**

Responsible for fatalities in CENTCOM area

HQ PACAF/SV, Hickam AFB HI, DSN 449-2963

Responsible for all fatalities in the Pacific

HQ USAF/AFOC, Pentagon, DSN 227-6103

Approves flyovers for areas other than Washington DC

HQ USAFE/SV, Ramstein AFB GE, DSN 480-7228

Responsible for all fatalities in Europe

HQ USAF HONOR GUARD, Bolling AFB DC, DSN 297-4418/4793**HQ USAF/LGXX, Pentagon, DSN 227-8860**

HQ USAF Logistics Plans and Concepts,
Provides assistance in obtaining transportation and
non medical supplies worldwide

HQ USAF/ILV, Pentagon, DSN 664-0010

HQ USAF Director of Services (AF Mortuary Responsibility)

HQ USAF/XOOOF, Pentagon, DSN 227-6481
225-7220/4509

Coordinates all flyovers

HQ USAF/PA, Pentagon, DSN 225-5766

Air Force Public Affairs

HQ USAF/SG, Bolling AFB DC, DSN 297-5078/5054

Air Force Surgeon General
Can provide medical/dental personnel for records
collection, dental exams, X-rays, medical supplies &
equipment.

JCS/J4, Pentagon, DSN 227-1064

Assist in resolving Services jurisdictional problems

NTSB, Washington DC, COMM. 202-382-6629 (operator 202-382-6600)

Assist in civilian aircraft questions

US Army Operations Center, Pentagon, COMM. 202-697-0218,

DSN 227-0218

Army Emergency Command & Control Center

US Army Casualty and Memorial Affairs Operations Center, Alexandria VA

Army Mortuary Affairs, DSN 221-5300,

COMM. 703-325-5300

Army Casualty, DSN 221-7990; COMM. 202-325-7990

Provides graves registration, mortuary, & casualty
services

USMC-CMC/MHP-10, Washington DC, COMM. 202-694-1787/1788

Marine Casualty Office

US Navy, MEDDEN Affairs Code 02C, Great Lakes IL, DSN 792-3950

Navy Decedent Affairs Office

Provides Navy morticians and Navy mortuary services

US Navy, BUPERS/Code 642, Washington DC

DSN 224-2934 or (toll free) 1-800-368-3202

Navy Casualty Office

US Public Health Service, Atlanta GA, COMM. (404)-331-2316, Center for Disease Control

SAF/GCM, Pentagon, DSN 225-5663

Air Force General Counsel

60 AW/CC, Travis AFB CA, DSN 837-2201

Wing Commander, Travis AFB CA

60 SV/SVD, Travis AFN CA DSN 837-5252, COMM (707) 424-5252, or 1-800-586-8402

Travis Port Mortuary Officer

436 AW/CC Dover AFB DE, DSN 455-6001 and 436 AW/PA,

DSN 445-6881

Wing Commander, Dover AFB DE

436 SV/SVD, DSN 455-3220; COMM. 302-678-3220

USAF Port Mortuary, Dover AFB DE,

Dover AFB DE Port Mortuary Officer

Attachment 7

MANPOWER SOURCING CHART
FOR
CONUS PORT MORTUARY EXPANSION

SPECIALTY TITLE	<u>AFSC</u>	<u>GRADES</u>	<u>SOURCE</u>
Services Officers	34M4	O-5 & O-6	HQ AMC/SV selects & deploys
Services Officers	34M4	O-1 to O-4 & E-1 to E-9	Prime RIBS UTCs are deployed via the Joint Deployment System for the applicable OPlan used
Services Managers	3M001	All	Same as above
Services Supervisors	3M071	All	Same as above
Services Specialists	3M051	All	Same as above
Services Apprentice Spec	3M031	All	Same as above
Judge Advocate	51J3	All	Support base for mortuary
Public Affairs Officer	35P3	All	Support base for mortuary
Chaplain	53R3	All	Support base for mortuary
Clinical Psychologist	42P4	All	Support base for mortuary
Mortician, Civ	GM050	13	AFSVA/SVOM
Mortician	GS050	13/12	AFSVA/SVOM or AMC/SVX or civilian contract or Navy

SPECIALTY TITLE	<u>AFSC</u>	<u>GRADES</u>	<u>SOURCE</u>
Information Mgt Supvr	3A071	All	Support base for mortuary
Information Mgt Spec	3A051	All	Support base for mortuary
Explosive Ord Specialist	3E871	All	Support base for mortuary
Disaster Preparedness Spec	3E871	All	Support base for mortuary
Materiel Stor & Dist Supvr	2S073	All	Support base for mortuary
Inventory Mgt Specialist	2S051	All	Support base for mortuary
Medical Materiel Supvr	4A171	All	Support base for mortuary
Traffic Mgt Craftsman	2T071	All	Support base for mortuary
Traffic Mgt Journeyman	2T051	All	Support base for mortuary
Security Police Supvr	3P071	All	Support base for mortuary
Security Police Spec	3P051	All	Support base for mortuary
Engineering Supt	3E51	All	Support base for mortuary
Health Services Admin	41A3	All	Support base for mortuary
Health Services Mgr	4A071	All	Support base for mortuary
Radiological Supt	4R071	All	Support base for mortuary
Radiological Journeyman	4R051	All	Support base for mortuary
Medical Laboratory Tech	4T071	All	Support base for mortuary

SPECIALTY TITLE	<u>AFSC</u>	<u>GRADES</u>	<u>SOURCE</u>
Histology Technician	NEC85XX	All	US Navy, BUMED 33
Biomedical Equipment Tech	4A271	All	Support base for mortuary
Dental Lab Technician	4Y071	All	Support base for mortuary
Dental Lab Craftsman	4Y171	All	Support base for mortuary

Attachment 8**DISPOSITION CONTROL CENTER FUNCTIONS
FOR CONTACT WITH NOK**

A8.1. First ensures that the USAF Casualty Command Post (CCP) or other service casualty agency has made initial notification to the NOK. Then keeps primary and secondary NOK informed of developments and progress in the S&R and identification phase.

A8.2. Briefs NOK on their entitlements and options and obtains their desires in the disposition of remains and/or personal property and effects.

NOTE: No disposition instructions will be requested for individual remains until recovery and positive identification have been completed.

A8.3. Determines person(s) authorized to receive personal effects and property. Arranges for the appointment of a SCO for property disposition and oversees his/her actions.

A8.4. Arranges interment if burial is in a military cemetery, or at the direction of NOK, the remains can be shipped to a funeral home for burial in a non military cemetery.

A8.5. Notifies base nearest place of burial for obtaining military honors (if so desired by NOK).

A8.6. Prepares the appropriate forms and letters.

A8.7. Determines and obtains the required number of flags to drape the casket.

A8.8. When a CONUS port mortuary is not used for preparation of remains, the Center is responsible for escort duties (either assigned by NOK or assigned by AF) which include:

A8.8.1. Briefing the escort on duties.

A8.8.2. Preparing escort travel order.

A8.8.3. Obtaining transportation request and arranging movement schedule for the escort.

A8.8.4. Providing lodging for the escort.

A8.9. Arranges for the return of personal effects requested by the NOK (refer to **Chapter 8**).

A8.10. Arranges for the movement schedule of the remains.

A8.11. Makes travel arrangements, prepares travel orders and provides tickets to the NOK.

A8.12. Notifies all appropriate parties of the movement schedule for the escort, remains, and NOK.

A8.13. Provides the Government Bill of Lading (GBL) for the movement of the remains.

A8.14. Following the funeral, receives, processes and forwards mortuary claims to AFSVA/SVOM for payment.

A8.15. Prepares and sends the appropriate messages:

A8.15.1. To the DFAS validating the death.

A8.15.2. For obtaining disposition instructions for DFAS and the installation providing the honors at the place of interment.

A8.15.3. To a government cemetery, if applicable.

A8.15.4. To the escort confirming the appointment.

Attachment 9

SUPPLY REQUIREMENTS

A9.1. Administrative, Medical, S&R Supplies (For Up To 200 Remains)

A9.1.1. Office Supplies:

Pencils (2 doz each)

Black

Red

Green

Blue

Red wax

Felt tip pens (2 doz each)

Red

Black

Felt tip markers (2 doz each)

Red

Black

Ball point pens (4 doz)

Safety pins

Scotch tape dispenser

Extra Scotch tape (2 doz rolls)

Flashlight (6 each)

Flashlight batteries

Gummed labels (10 boxes)

Paper clips (4 boxes)

Thumb tacks (2 boxes)

Bottle openers (6 each)

Staple pullers (12 each)

Staplers

Rubber bands

Ruled and unruled paper pads
(various sizes)

Clip boards (12 each)

Clasp envelopes (200 each)

4" x 5"

8" x 11"
Manila envelopes (200)
9 1/2" x 12
White envelopes (200)
Legal size

A9.1.2. Medical Supplies:

Scrub gowns (500)
Orange oil (6 cs.)
Surgical masks (3,000)
Embalming gloves (200)
Disposable rubber gloves (10,000)
Specimen bottles (400)
Chap Stick (200)

A9.1.3. Photography Equipment: Adequate photographic equipment will be needed at S&R and ID Processing locations.

Cameras, 35-mm
Color print film
Darkroom
Film Developing equipment
Print paper
Trays, timers, lights, etc.
Developing Chemicals
Printer

A9.1.4. S&R Supplies: The following items will be required at the S&R site, if not transported by S&R team; refer to AFI 34-501 (quantities will be as required).

Human remains pouches
Plastic Zip-Lock bags
Marker pens
Cloth evidence tags with wire ties
Stakes, at least 4 feet in length
Transfer cases
Body bags

White bed sheets
 Workman's cowhide leather gloves
 Personal effects bags
 Surgeon's gloves
 Surgical masks
 Litters
 Cold weather gear (if necessary)

A9.1.4.1. Adequate photographic support should be made available. This would include the proper equipment and film as well as the capability for reasonably rapid processing of both color and black and white negative film.

A9.1.4.2. Supplement S&R team supplies with extra items such as surveyor wire stakes, encompasses, canteens, etc. as necessary.

A9.2. General Equipment Items (For Approximately 200 remains, Excluding Forensic Kit)

A9.2.1. Identification Items.

Gurneys	12
Refrigerated vans	17
Non-refrigerated van	1
Refrigerator thermometers	10
Temperature charts	20
Flashlight pouches	10
Magnetic lights	2
Camouflage netting with stakes/poles Flatbeds (2/40', 2/25')	1 set

A9.2.2. Radiology.

Field full-body X-ray machines	5
Portable dental X-ray machines	6
X-ray shields with assembly parts	5
Radiation badges	10
Portable freestanding X-ray screens	6
Full-body X-ray screens	3
Tabletop dental X-ray screens	11
Field hospital utility packs	3
Fluoroscope (ordnance detection)	1

A9.2.3. Storage.

Tents, general purpose med.	2
-----------------------------	---

A9.2.4. Dining/Break Area.

Tents, general purpose med.	2
Portable electric serving line	1
Folding tables	10
Folding chairs	32
TV	1
Army field hospital utility pack	1

A9.2.5. Security.

Identification badges	500
Label marker/tape	2
Field or cellular telephone	2
Light alls	6
Concertina wire	Approx 1500 ft

A9.2.6. Administration.

Microfiche readers/printers	4
File cabinets with locks	6
Wall partitions	6
Typewriters	10
Map pins (assorted colors)	500
Copy machine	1
Calculators	2
Color markers for acetate	24
Acetate	1 roll

A9.2.7. Miscellaneous.

Portable two way radios	6
Bullhorn	1
Extension cords (50 foot)	2
US flags with cases	as required

Leather work gloves	10 pairs
Trash cans	10
Trash can liners	100
TV monitor with VCR	1
Strapping tape	6 rolls
Key locks	3

A9.3. Forensic Serology Kit (For 200 Remains)

Micro slides, 1,000 each
 Round bottom culture tubes, 12 x 75mm, 6,000 each
 Normal saline solution, 5 gallons
 Applicator sticks, 4 boxes
 Anti Sera A, 6 bottles
 Anti Sera B, 6 bottles
 Anti Sera D, 6 bottles
 Commercially prepared Dried RBC, type A, 8 bottles
 Commercially prepared Dried RBC, type B, 8 bottles
 Commercially prepared Dried RBC, type O, 8 bottles
 Commercially prepared 2% cell suspension, RBC A1, 8 bottles
 Commercially prepared 2% cell suspension, RBC A2, 8 bottles
 Commercially prepared 2% cell suspension, RBC B, 8 bottles
 Commercially prepared 2% cell suspension, RBC O, 8 bottles
 O-Tolidine, 16 oz. bottle, 2 each
 Peroxide, 16 oz. bottle, 2 each
 Methyl alcohol, 16 oz. bottle, 2 each
 Ethyl alcohol, 16 oz. bottle, 2 each
 Bio homogenizers, 4 each
 8 extra heads for above homogenizers
 Agglutination reading lamp, table top, 4 each
 Test tube rack (40 tube capacity), 20 each
 Plastic squeeze bottles with curved tube, 10 each
 Erlenmeyer Flask, 50ml, 20 each
 Glass beakers, 50ml, 20 each
 Glass beakers, 100ml, 20 each
 Glass beakers, 150ml, 20 each

Glass Pasteur pipettes, 16 boxes
Stainless steel beakers, 1500ml-2000ml, 4 each
Dental scalpel handles, 10 each
Tissue forceps, 6 inch, 6 each
Forceps, 6 inch, 6 each
Hot plate up to 750 watt, 4 each
Rotator, 4 each
Squeeze bulb for pasteur pipettes, 300 each
Table top centrifuge, 4 each
Paraffin paper, 4 rolls
Timers, 4 each
Surgical gloves, 7 1/2, 6 boxes
Surgical gloves, 8, 6 boxes
Surgical gloves, 8 1/2, 6 boxes
Laboratory smocks, medium, 10 each
Laboratory smocks, large, 10 each
Permanent markers, fine point, 36 each
Laboratory tape, various colors, 2 rolls each
Floor centrifuge with 6,000 minimal RPM, 1 each
Oven, counter top, 1 each
pH meter, 1 each
Microscope, dual ocular, 3 each
Refrigerator, 14 cu ft, 1 each
Laboratory freezer, 1 each
Dental napkins, 10 boxes
Forceps, very fine point, 4 inch, 6 each
Serological pipettes
Eyewash, wall type, 1 each
Burnie slides, 500 each
Portable propane burner, 2 each
Propane gas canisters, 6 each
2 x 2 gauze pads, 4 boxes
4 x 4 gauze pads, 4 boxes
Cotton swabs, 6 inch, 4 boxes
Syringe (disposable) 15 or 20cc, 200 each
Needle disposable for above, #20m 200 each

Evacuation tubes, sterile, 200 each
Bone curette, 12 each
Autopsy saw, 2 each
Extra blades for above saw, 4 each
Mortar and pestle, 2 each
Urin-tex tube with flat (or similar) bottom, 1,000 each
Small specimen jars, plastic, 1,000 each

A9.4. Forensic Dental Kit. (For 200 Remains)

2000 watt transformer, 1 each
X-ray unit, film developer, 1 each
Electric cord 100 volt with 220 adapter, 50 ft.
X-ray viewer, 1 each
Gooseneck lamps with stand, 2 each
Autopsy saw 110 volts, 1 each
Diagnostic fiber optic light 110 volts, 1 each
Collapsible bottles, plastic, 2 each
Tongue depressors, 2 boxes
H2O2, 4 bottles
Hibiclens, 4 oz., 12 bottles
Hand soap, 5 small bars
Jars, screw cap, powder, 4 oz. (12 each), 2 boxes
Cloth tip applicator (100 each), 3 pkg
Pump spray bottles vomit neutralizer, 1 bottle
Clay, modeling, 1 box (1/2 lb)
Flashlights, 2 each
Disposable mirrors, 2 boxes
102's toothbrushes, 1 box
Utility wax, 1 box
Mikrochlor sanitizer, 2 lb, 1 box
4 x 4 gauze, 3 pkg
Cotton 1 1/2 inch, 4 pkg
Paper towels, 5 pkg
X-ray envelopes, 100
Bite wing mounts, 4 pkg

Full mouth mounts, 6 pkg
Stainless steel pan, 1 each
Ball-point pens, 12 each
Surgical gloves, size 7, 1 box
Surgical gloves, size 7 1/2, 2 boxes
Shoe covers, 3 boxes
Disposable operating gown, 12 each
Trousers, operating, men's surgical, 9 large
Trousers, operating, men's surgical, 9 medium
Bracket table covers, 1 bundle
Apron, plastic, 4 each
Plastic bags, 13"x12"x24", 1 box
Surgical head covers, 1 pkg
Specimen labels stickers, 3 rolls (1-3 cm, 1-6 cm, 1-6 inches)
No 12 surgical blades, 3 boxes
No 11 surgical blades, 1 box
No 10 surgical blades, 72 each
Disposable surgical masks, 2 boxes
Vicks VapoRub, 1 jar
Peppermint oil, 3 bottles
Orange oil, 2 bottles
Hibiclens surgical soap, 17 bottles
10-watt darkroom bulb, 110 volt, 1 each
Surgical scrub brushes, 4 each
Large record envelopes, 150 each
Rolls of tape, 1 masking and 2 nylon, 3 each
AF 697A Forms, 300 each
Clip boards, 4 each
Bandage adhesive, 1 box
Writing pads, 4 each
Rubber bands, 1 box
Paper clips, 4 pkg
Stamp pad, 1 each
Stamp pad ink, black, 1 each
Scotch tape, 3 rolls
Paper clamps, 1 box

Stapler, 1 each
Staples, 1 box
Brushes, 6 each
Large markers, red, 6 each
Large markers, black, 6 each
Pencils, 6 each
Small markers, red, 6 each
Small markers, black, 6 each
Sticker labels, 1 bd
Mirror, mouth, exam, plain glass, 6 each
Hemostatic forceps, 144 each
Curved iris scissors, 6 each
Scissors 5 1/8" straight surgical, 4 each
Needle holders, 4 1/2", 6 each
Elevator and retractor periosteel #23, 2 each
Beal #7 spatula, 6 each
Scaler U-15-33, 4 each
Explorers, 36 each
Handle, mouth exam mirror, 10 each
Fixer solution for x-rays, 1 box
Developer solution for x-ray, 1 box
Kodak occlusal film DF-46, 6 pkg
Kodak periapical film D-58, 6 pkg
Disposable flex surgical light, 2 pkg
Disposable flashlight, patient exam, 2 pkg
Size D flashlight batteries, 1 box
Melt-away water soluble bags, 1 box
X-ray clip (single), 2 boxes
Hanger, x-ray film, 1 each
Lab apron, plastic, 1 each
Water for irrigation, sterile, 3 boxes

NOTE: Order through Hospital Supply Representative.

A9.5. Forensic Examination Kits (If Needed) (For 200 Remains)

A9.5.1. The following equipment items used in autopsy examination are needed. These items can be found in the standard supply catalogue.

Surgical set, postmortem, 3 each
Chest, medical instrument and supply set, field number 3,
30" long by 18" wide by 10" deep, 5 each
Knife, Craftsman 5", 3 each
Forceps, tissue Russian type, 6", 10 each
Chisel, bone, 5", 3 each
Forceps, bone cutting, straight, Liston, 8 3/4", 3 each
Ronsuer, curved, Hartmann, 7 1/4", 3 each
Forceps, dressing, straight, Ranking, 5 1/2", 10 each
Forceps, tissue, straight, no teeth, 5 1/4", 10 each
Forceps, tissue, Russian, 8", 5 each
Malalet, autopsy, metal with hook, 3 each
Blade, surgical knife, detachable blade number 4, 10 each
Handle, surgical knife, detachable blade number 4, 10 each
Needle, postmortem, double curved, 10 each
Probe, general operating, 10", 3 each
Saw, amputating, Saterlee, 8", 3 each
Scissors, general surgical straight, Mayo, 6 3/4", 10 each
Scissors, enterotomy, 8", 3 each
Scissors, iris, angled, 4 1/2, 5 each
Scissors, general surgical, straight, 7", 10 each
Scissors, general surgical, straight, double shape, 5 1/4" long with 1 3/4" cut, 5 each
Scales, autopsy, weighing to 5000 grams, 2 each
Knife, slicing, carbon steel, 16" clear of handle, 3 each
Saw, bone-cutting, autopsy, Stryker type with 10 extra
blades and three extra arbors, 100 volt, 550 hz
Sealing iron, electric, 110 volt, for sealing pathological specimen bags
Pathological specimen bags, 8" x 10", 500 each
Chisel, Virchow, skull opening type, 3 each

A9.5.2. The following list of items may also be required for collection and preservation of evidence. Check with the Senior Pathologist before ordering.

Candles, 20 each
Matches, 2 boxes matchbooks
Alcohol, 100%, 2 gallons, denatured
Gloves, rubber, 3 cases each in sizes 6 1/2, 7, 7 1/2, 8
Glassine envelopes, 100 each
Plastic zip-lock bags, 100 each, large, medium, small
Syringes, 100 each, 1cc, 2 1/2cc, 5cc, 10cc, 30cc, 50cc
Normal saline, 1 case, 2 liter bottles, screw cap, sterile
Hypodermic needles, 100 each, 18, 21, 25 (standard) and each 16 or 18 gauge spinal needles
Cover slips, one box, 18 x 44 mm
Petroleum jelly, approximately 350 ml
Glass microscope slides, 2 boxes each, both sides frosted and end frosted
Tape, 10 rolls each, transparent frosted tape, clear cellophane tape, double sided adhesive tape
Unexposed print paper, updated, 20 each 4x5 sheets
Tubes of Polaroid print coating solution, 5 each
Cotton balls, 5 boxes
Tongue blades, 100 each
Plastic bulb pipettes, 100 each
Applicator sticks, 2 boxes of 10
Cotton swabs in tubes (culturettes) 200 each
Alginate swabs, 100 each
Film, 20 rolls each, color infrared, black and white infrared, 1000 iso color print, 400 ISO color print, 200 ISO color print, UV, Panatomic-X saran wrap, 2 boxes
Vaccutainers, 4 boxes each, regular size (red, violet, green, pink top), 4 boxes each, large red top, one box each micro red and violet top
Small test tubes, plastic, with caps, 10cc, 100 each
Ruler, 10 each 6" with metric and inches, 3 ft with inches and metric and 1 each 25 foot tape measure
String, 100 feet, waxed cotton twine
Evidence tags, 300
Urine combisticks, 1 box of 10 bottles
pH paper, 1 box or 5 rolls (1-14)
Xylene, 1 liter in leak proof bottle
Formaline, 100%, 5 gallon drum or equivalent number of bottles

A9.5.3. Additionally, adequate photographic support should be available. This would include the proper equipment to utilize the film provided above as well as capability for reasonably rapid processing of color negative film and rapid processing of black and white negative film. This could be accomplished through the X-ray processing facility for the medical radiographs.

NOTE: Order through Hospital Supply Representative.

A9.6. Mortuary Supplies and Equipment. (When Preparation Must Be Done At A Temporary or Foreign Mortuary)

MORTUARY ITEMS:

<u>Federal Stock No.</u>	<u>Description Data</u>
9930-191-9319	Aspirator, Hydro, Mortuary, attached to a water faucet and operated by running water
9930-555-171	Aspirator, Post, Mortuary, attached to hydro aspirator
9930-927-4569	Bag, Plastic, Clear, 90" long, 36" wide, 4mm thick, 50 per package
9930-255-8719	Carotid Set
9930-935-3638	Embalming Fluid, Arterial, Liquid 15-gallon drum
9930-935-3639	Embalming Fluid, Cavity, Liquid 15-gallon drum
9930-935-3973	Embalming Fluid, 15-gallon drum, Hexaphene
9930-281-4656	Embalming Kit with components
9930-255-9167	Eyecap
9930-654-2470	Fluid, Sensitizing
9930-654-2468	Footprint Record, Sensitizing
9930-654-2469	Footprint Pad
9930-340-1800	Gooseneck, Embalming, Curved brass tubes
9930-164-0668	Hardening Compound, Mortuary, Powder, 30 lbs per 5-gallon metal pail
9930-164-0658	Head Rest, Mortuary, Molded semi-hard rubber
9930-576-0849	Injector, Embalming Fluid, 1 qt cap, glass percolator
9930-242-4409	Injector, Embalming Fluid, Pressure Type; 2 1/2 gallon cap, Glass tank or percolator
9930-376-1320	Injector, Embalming Needle, Utility model
9930-375-1708	Needles, Injector, Embalming, 1 gross per box
9930-170-1492	Pouch, Human Remains, Cotton duck, olive green
9930-240-2766	Pump, Aspirating, Mortuary
9930-238-2416	Separator, Bone, Mortuary
9930-584-0610	Sheeting, Plastic, Clear

<u>Federal Stock No.</u>	<u>Description Data</u>
9930-255-9296	Spatula, Tapered, flexible blade
9930-292-9613	Table, Embalming, Mortuary, Type I non-hydraulic, type II hydraulic
9930-386-0200	Trocar, Straight, Perforated, with non-reversible detachable handle and replacement irrigating Attachment 12"
9930-170-8379	Trocar, Straight, Perforated, with non-reversible detachable handle
9930-170-8377	12"
9930-170-8376	14"
9930-170-8381	16"
9930-163-9921	Truck, Casket Steel Utility Type
	Tube, Drainage, Embalming, Axillary type, curved with plunger
9930-250-2532	Large
9930-250-2533	Medium
9930-250-2534	Small
9930-694-5196	Tube, Drainage, Embalming, Nasal type, curved without plunger, Medium
9930-384-4100	Tube, Injecting, Embalming, Straight, Medium size
9930-164-6929	Curved shape large size
9930-164-6930	Curved shape medium size
9930-164-6931	Curved shape small size
8465-174-0808	Bag, deceased military personal affects
7520-275-8078	Kit, Fingerprint Taking
9905-720-5333	Plate, Marking, Blank
3540-056-5890	Sealer, Electric Portable
8135-852-8180	Tape, plastic 2" pressure, waterproof, heat resistant
8105-837-7757	Interlocking Seal Bag, 12"x12" - .004 polyethylene, 100 each

NOTE: The above mortuary supplies will be needed only if the Air Force must perform embalming and processing at a temporary mortuary or foreign contract facility.

Attachment 11

SEARCH AND RECOVERY MISSION OUTLINE

A11.1. Reference. Specific guidance for conducting Air Force S&R of human remains is contained in AFMAN 34-243. The following guidance is generic in nature, and describes the general procedures used in the process. A S&R checklist is contained in [Attachment 2](#).

A11.2. General Procedures. The S&R OIC should describe to the team members the areas in which they will be operating. Such areas could include mountains, marshes, dense forests, or other types of terrain. Initiate search from the perimeter of the crash site that will allow for recovery of the largest anatomical portions of remains as quickly as possible. If the fatalities are a result of a terrorist action, discuss with team members the information received. If any nuclear, biological, or chemical (NBC) agents were involved, team members should be instructed on how to work in the resulting environment and the protective measures that must be taken. If the fatalities are a result of an impact explosion, the OIC should describe the possible conditions (dismembered or burned) in which they may find remains. This may help to prepare the team members for this grim task. The OIC should also brief the team on the importance of maintaining area security during the S&R mission.

A11.2.1. Unexploded Ordnance. If there is a possibility of explosives (wartime environment or terrorist activity) associated with the incident, the OIC should get EOD specialists to check the incident site and clear the area.

A11.2.2. NBC Contamination. If there is a chance of NBC contamination, the OIC should request NBC personnel to check the search area to determine if it is contaminated or safe to enter.

A11.3. Ground Search Techniques. Ground search execution is conducted using a parallel or contour search pattern depending on the terrain of the search area.

A11.3.1. Each team member can systematically search a two linear foot area to his left and right, or about 4 linear feet. The team (a 26-member moving unit) can cover about 100 linear feet in one direction. The grid search sketch ([A11.1.](#)) depicts a crash site encompassing a 10,000-square-foot area and shows the movement of the team.

A11.3.2. In a group sweep, each member slowly searches a 4 linear-foot area. The sweep, beginning from the east or west border, proceeds until the entire 1,000-foot length of the crash site is covered.

A11.3.3. The width of the crash site is then covered by 10 separate group sweeps, beginning from the north or south border, until the entire 100-foot width of the crash site is searched. Should a further search be necessary, the above procedures are repeated.

A11.3.4. Search team discipline is controlled by the team leader. The team leader takes a position in the center of a straight line-abreast formation or as the leading person in either a right or left echelon search line. The dress of the search line is on the team leader. The team should move forward in a line-abreast (scrimmage line) formation simultaneously and stop at the command of the team leader. The search progresses at a slow pace through a wooded area as each thicket and depression is thoroughly checked. The search is conducted as follows:

A11.3.5. Two flankers are required for the line-abreast search line. Both the team leader and the flankers check to ensure that straight search lines are maintained throughout the search.

A11.3.6. The search line is initially formed at either the north or south boundary of the search area. Boundary control of each successful sweep through an area is usually delegated to the pivoting flanker. After the search line is initially formed at the boundary, it moves forward on a signal from the team leader. Linemen remain evenly spaced as the team progresses.

A11.3.7. When remains are found by a part of the team, a stake with tag attached should be driven into the ground to mark the location. Other team members continue just past the "find location" and halt. When the location has been marked, these checkers rejoin the search line. The entire search line again moves forward upon the signal of the team leader.

A11.3.8. When the search line completes its first leg, the search team uses a pivoting movement around the inboard flanker to reposition themselves for a second leg search to the south or north, depending upon the boundary line that the team began to search. The other flanker will be the pivot flanker for the maneuver between the second and third search sweeps and so on (see Figure All.2).

A11.3.9. When the north-south search sweep is completed, a similar search will be conducted for the east-west direction. As an example, if the north-south search is completed in the southwest corner, the search line would now pivot around the flanker now positioned in the southwest corner, until the search line is at the south boundary starting line. Should it become necessary, the search may be extended beyond the initial boundaries.

A11.3.10. In the case of aircraft crashes, the location, size, and shape of the search area will have been determined by other personnel involved in the many actions and events immediately following the crash. Thus, close coordination between the team leader and the accident investigation board is required.

A11.3.11. The objective of the search is to find the remains of all deceased personnel to include intact remains and dismembered portions (legs, arms, or portions thereof). Close examination of trees, brush, bushes, the ground, and underneath ground cover within the search area is an essential requirement of a successful search operation.

A11.3.12. Depending on the location of the accident, the S&R could be a slow process. If additional manpower can be obtained, it should be organized into duty shifts. This may negate the problem of physical exhaustion common in stressful situations. Haphazard removal of remains and body parts from the scene must be avoided. Such a procedure will make subsequent accident reconstruction impossible, will delay or prevent investigation into the cause, and may prolong or even deny positive identification. At a minimum, two passes of the area and staking remains and personal effects should be accomplished prior to any movement of the remains from the site. Since all disasters are different, there is no set way to perform S&R; however, the above basic procedures are a good example.

A11.4. Site Mapping and Grid. In the event of a mass fatality incident, especially in an aircraft crash, it is imperative that an accurate map be prepared of the incident site where remains are found. This map should be exact and keyed into an established grid system such as the US Geological Survey System of established points expressed in degrees, minutes, and seconds of longitude and latitude. Placed on this map should be a detailed north-south and east-west grid of approximately 2 meters (or similar grid of five or six feet). Such a system will allow the S&R team to enter specific locations of remains into a portable computer on site as the remains are found and tagged.

A11.5. Recovery Techniques. Recovery involves locating, collecting and making initial identification of the remains (if possible); recording all equipment and personal effects found with the remains; and precisely recording the location of remains on the recovery site grid map. It is important that as much detail as possible be included in the recovery report. This will help ensure that a positive identification is made. It is important that the area be guarded when recovery operations are in progress.

A11.5.1. Tagging/Staking/Numbering. When remains are found, all items should be preserved that may be useful in identification. If metal ID tags or other personal property are on the remains, they should not be removed. S&R tags with string or wire fasteners should be used to tag each of the remains, stakes and body bags. Write the same number on all three tags with a marker using non-water-soluble ink.

A11.5.1.1. Historically a chronological system of assigning a letter and number to each recovered body part has proven successful in reassociating body parts with positive ID. The first part located should be marked X-1, the next part X-2, and so forth. Assign a new number to each portion of remains found. Small body parts and tissues are referred to as unassociated remains. These unassociated remains should also be marked with the "X" number designation. As parts are found a stake with the body part number should be placed at each location where they are found. A tag should also be placed on the respective remains by attaching it to the foot or toe of the victim or whatever part of the body is available. Do not attach the tag to a piece of clothing but secure it to the remains.

A11.5.1.2. The location where the parts are recovered should be marked on the grid map of the accident site. The marking should be by body part number. Because of dismemberment, there may be more body part numbers than the estimated number of people killed. No attempt should be made to reassociate loosely found personal property with remains. Personal property not located on the remains should also be staked and tagged with a "P" designator and then placed in plastic bags. If loose articles of clothing or personal property found nearby are included with the remains, the risk of an incorrect identification is greatly increased. Likewise, personal property found on a deceased should not be removed from the remains at the crash site. However, these personal items should be tagged and recorded. These items could be valuable pieces of information that may assist in the identification.

A11.5.1.3. In addition to locating and tagging remains and personal property, the recovery team must be trained to preserve evidence that may be beneficial in identification. First, hands and feet attached to the remains by tendons or small strips of flesh should be kept intact. Team members must be careful not to leave these parts behind in removing the bodies. Secondly, the epidermal layers of skin sometimes become detached from the hands or fingers of decomposed bodies. This identifiable skin must not be left at the scene. Finally, pieces of clothing fastened to or clinging to the remains should be secured with the remains. This clothing could help in identification.

A11.5.2. Coding/Numbering Concepts. There are three separate, distinct numbers assigned during the numbering process. These numbers are assigned to facilitate the automation of records but not confuse any of the workers in the process.

A11.5.2.1. PART #. This is assigned at the site by the S&R team to each portion of remains and is plotted on the remains location grid map. This is either a "X" number for body parts or a "P" number for personal effects. Information is gathered and cataloged during the processing using this number.

A11.5.2.2. **TRANSFER CASE #.** This number is assigned at the collection point to the physical transfer case to be used in shipment to the ID location. It is used only to manage and control transfer cases from the collection point to the start of ID processing.

A11.5.2.3. **CASE #.** This a number assigned to the transfer case containing one individual as it proceeds through the identification process (refer to **Chapter 4**). See Figure A11.3 for examples of numbering.

A11.5.3. **Photographing Remains.** Before remains are removed from the incident site, they must be photographed. Color print film should be used, and two photos should be taken of each of the remains, a close-up shot and a distant shot. The assigned number must be clearly visible in the photograph.

A11.5.4. **Handling and Bagging Remains.** It is important that all personnel maintain a reverent and respectful attitude in the recovery and removal of the deceased. Keep the remains covered except when examining them. Do not remove clothing or equipment unless it is necessary for identification. Personnel should always wear rubber gloves such as chemical agent protective gloves when handling or touching remains. All personal effects found on the deceased should be left in place and all other personal effects should be placed in personal effects bags. The remains should be placed in a human remains pouch. If the remains have a weapon attached, it should be unloaded, and unexploded ordnance should be removed from the remains. Assistance of EOD personnel should always be obtained. When moving remains, always move them feet first. Remains of foreign personnel will be handled in the same reverent manner as for US personnel. Remains should be guarded to prevent theft of personal effects or equipment and unauthorized viewing or photographing.

A11.5.5. **Handling Contagious and Contaminated Remains.** All remains found in a contagious or contaminated area should be handled as if they are contaminated. NBC personnel should be tasked to monitor the contamination levels of the area and of the remains. NBC tags should be attached to remains that are found to be contaminated. Examples of tags and information to be written on them are shown in Figure A11.4. If NBC tags are not available, attach a tag with a large "C" written on it to identify contaminated or contagious remains. How the remains became contaminated or contagious should also be written on this tag. When handling contaminated remains, personnel must wear protective gear. Contaminated remains will not be evacuated unless they can be thoroughly decontaminated and checked by NBC personnel, otherwise, they must be temporarily buried. NBC trained personnel can provide advice on decontaminates to be used and how to use them to avoid spreading contamination.

A11.5.6. **Personal Effects and Property Recovery.** Ensure safety and preclude accidental detonation of explosive ordnance that may be on or in close proximity of remains. Remains should be checked for explosive ordnance. If found, ordnance should be removed by EOD team. In checking remains, S&R team members must check all pockets, packs, etc. Personal effects found during this process should be placed in a plastic bag (zip lock type or equivalent), or personal effects bag. The bag should then be placed with the remains in the human remains pouch. Personal effects found loose at the crash site should be designated on the grid map with a "P" followed by consecutive disassociated property and effects numbers (e.g. P-1, P-2). Property and effects should be placed in personal effects bag and tagged and secured. No attempt should be made to associate personal effects found loose at the crash site. Association of personal effects, when possible, will be accomplished following the identification processing of remains.

Attachment 12

DATA COLLECTION FORMS FOR CIVILIAN DISASTER VICTIMS

Date: _____

1. Full name of victim

Last First Middle

2. Any other names used (maiden name, previous marriages, alias)

Last First Middle

3. Sex _____ Race _____

4. Date of Birth _____ Place of Birth _____

5. Has person ever been fingerprinted for any reason

(applicant, alien, criminal, military service, merchant marine, driver's license, personnel records)? If so, for what reason and by what organization and date?

6. Physical Description

a. Height _____

b. Weight _____

c. Build _____

d. Color of Hair_____ and length_____

Style of cut_____ Wig or toupee____

e. Color of eyes_____

f. Glasses_____

g. Complexion_____

h. Mustache_____

i. Beard_____

j. Scars (all scars from operations, birthmarks, pregnancies, amputations, deformities, etc.).
Describe in detail missing organs (breast, gallbladder, appendix, etc.).

k. Tattoos_____

l. Nationality_____

m. Organizations_____

n. Occupation_____

o. Did victim smoke?_____

p. Brand of tobacco used_____

7. Describe in detail clothing victim was wearing. List color, fabric, label (brand), size and any descriptive factors.

a. Overcoat or topcoat_____

b. Suit or dress_____

c. Jacket_____

d. Sweater_____

e. Trousers_____

f. Shirt or blouse_____

g. Vest_____

h. Tie_____

i. Hose or socks_____

j. Gloves_____

k. Shoes_____

l. Girdle_____

m. Belt_____

n. Panties, shorts_____

o. Undershirt_____

p. Slip_____

q. Bra_____

r. Care of fingernails (long, bitten, etc.) _____

s. Physical deformity? _____

t. Nail polish (hands) _____ (Feet) _____

u. Hat _____

w. Laundry marks _____

x. Dry cleaning marks _____

y. Other items _____

8. Jewelry. - give detailed description, number of stones, type, carats, finger size, engravings, jeweler's scratch marks, code numbers, detailed distinguishing characteristics. (Distinguish between white gold, yellow gold and other metals. Fingers on which rings are worn. Brand names of rings and watches. Place where purchased will be able to supply trade names inscribed in jewelry.)

a. Watch _____

b. Rings _____

c. Birthstones _____

d. Bracelets _____

e. Was victim wearing jewelry that belonged to someone else? _____

f. Describe in detail _____

g. Earrings _____

Ears Pierced? _____ Left _____ Right _____ Both _____

- h. Necklaces _____
- i. Tie clips _____
- j. Ankle bracelets _____
- k. Belt buckles _____
- l. Religious medal and chain worn around neck _____
- m. Unusual charms or tokens carried on the person (coins, medals, knives, keys, etc.) _____
- n. Other items _____

9. History of fractured bones (give detailed description and location)

- a. X-rays obtained and forwarded? _____
- b. Do these have to be returned? _____
- c. To whom? _____

10. Has person had any plastic surgery? _____

11. Does victim have a foreign object lodged in body that X-rays would disclose? (steel plate in head, shrapnel, bullet, needles, etc.)? _____

12. Dental Information

- a. Dental charts obtained and forwarded? _____
- b. X-rays or impressions obtained and forwarded? _____
- c. Do these have to be returned? _____

d. To whom? _____

13. Did person conceal valuables in lining of clothing, bra, etc.? _____

14. Blood type available? _____ Where? _____

Steps taken to procure? _____

15. Medicines - Did victim carry medicines on person for heart, diabetes, other? _____

16. Footprints _____

a. Was victim footprinted at birth? _____ If so, what hospital, when, where? _____

Does family have copy of these? _____

Steps taken to procure? _____

b. If victim was a mother and no other fingerprints are available, was she printed when she gave birth, and her prints recorded on hospital footprint record of infant? _____

Steps taken to procure this document for Disaster

Squad at scene? _____

17. Person from whom family history and facts were obtained

a. Name _____

b. Address _____

c. Phone _____

d. Relationship _____

e. Name of person to be contacted in future _____

f. Address _____

Name of Disposition Control Center Member

Attachment 13**MILITARY MORTUARY FACILITIES**

A13.1. CONUS Aerial Port Mortuaries are responsible for receiving, inspecting, reprocessing and shipping the remains of deceased personnel from outside the CONUS and for use during mass fatalities worldwide:

A13.1.1. Dover AFB, Delaware

A13.1.2. Travis AFB, California

A13.2. Overseas Government Mortuary Facilities are available in the following locations outside CONUS and are used primarily for current death (peacetime) programs and occasionally for small number of mass fatalities (approximately 10 and under):

A13.2.1. Air Force Facilities

A13.2.1.1. RAF Lakenheath, England.

A13.2.1.2. Yokota AB, Japan.

A13.2.1.3. Camp Kinser, Okinawa, Japan.

A13.2.1.4. Incirlik AB, Turkey (standby).

A13.2.2. Army Facilities

A13.2.2.1. Frankfurt, Germany.

A13.2.2.2. Vicenza, Italy (standby).

A13.2.2.3. Honolulu, Hawaii.

A13.2.2.4. Yongsan (Seoul), Korea.

A13.2.2.5. ANCON, Republic of Panama.

A13.2.3. Navy Facilities

A13.2.3.1. US Naval Hospital, Guam, Mariana Islands.

A13.2.3.2. US Naval Hospital, Naples, Italy.

A13.2.3.3. US Naval Hospital, Guantanamo Bay, Cuba.

A13.2.3.4. US Naval Hospital, Rota, Spain.

A13.3. Central Identification Laboratory, Hawaii (CILHI) is used for identification of repatriated remains and severely decomposed, but newly discovered or exhumed, remains from foreign countries and CONUS.

Attachment 14

PORTABLE MORTUARY FACILITY (HARVEST FALCON ASSETS)

A14.1. Worldwide Harvest Falcon Prepositioned Program Equipment. Table of Allowances (TA) 158, prescribes equipment required in support of the USAF worldwide bare base support program. HQ CENTAF is the only authorized requisitioner of equipment therein, however, other MAJCOMs with war-time/ contingency taskings may use it for planning purposes. Support equipment (SE) prescribed in TA 158 has special mission application and will be managed in accordance with AFMAN 34-243, *Mortuary Affairs Program Procedures*, and AFMAN 23-110, *USAF Supply Manual*, Vol I, Part One, and Vol IV, Part One. TA 158 contains hardwall shelters, tents, and other assets to support war and contingencies. Mortuary assets are contained in Part A, Housekeeping, Section ADE. These assets are not normally configured for embalming of human remains, but are used for collection, tentative identification, and preparation for shipment to CONUS port mortuaries where final identification and preparation is done. Under extreme emergency conditions, additional assets could be obtained to augment the assets and create a full field mortuary to include positive identification and embalming procedures. This would only be done as a last resort, when transportation back to CONUS port mortuaries is not readily available.

A14.2. Harvest Falcon Assets Capabilities.

A14.2.1. Rapid deployment capability, air transportable, 463L pallet compatible.

A14.2.2. Rapid setup.

A14.2.3. Climate controllable.

A14.2.4. Odor controllable via exhaust fans.

A14.2.5. Contamination controllable via wet cleaning procedures. Built-in water, electricity, sinks, drains and lighting in all major areas of storage, preparation and examination.

A14.3. Configuration of Assets for Identification and Storage Areas.

A14.3.1. Refrigerated Storage Areas (walk-ins or vans).

A14.3.1.1. One for initial storage of human remains.

A14.3.1.2. One for storage of remains after ID processing.

A14.3.1.3. One for final storage of remains before shipment.

A14.3.2. Tentative Identification Area.

A14.3.2.1. Tables, mortuary.

A14.3.2.2. Tables, folding.

A14.3.3. Administrative Area.

A14.3.3.1. Tables, folding.

A14.3.3.2. Chairs, folding.

A14.3.4. **Items Contained In Harvest Falcon Mortuary Assets.**

Refrigerators, walk-in w/refrigeration units.
Fire extinguishers, water hoses.
Axes, shovels, hammers, measuring tape, scissors.
Electrical distribution system and lighting.
Surgical soap, gloves, masks.
Folding litters, tables, chairs.
Filing Cabinets, desk lights.
Sheets, sponges, aprons, mops, buckets, brooms.
Office supply items.
Trash cans, plastic bags.
Temper tents.
Patient effects bags.
Tarpaulins.
Casket utility trucks.
Operating Tables.
Human remains pouches, type II.
Human remains transfer cases, Aluminum.

A14.3.5. Additional Assets Required To Set Up Emergency Positive Identification, Storage, and Embalming Areas. The following equipment for these areas is not included in Harvest Falcon Mortuary Sets:

A14.3.5.1. Data processing area:

Portable computer systems.
A microfiche reader and printer for personnel records.
Word processors that can type confidential material.
Three IBM typewriters.
Two x-ray light view boxes (4' x 6').
35mm slide light table.

A14.3.5.2. Dental exams area:

Three portable x-ray units.
Two x-ray processors.
High-intensity mobile light sources.
Prepackaged dental kit.
Lead screens for x-ray area.

A14.3.5.3. Medical (pathology area):

- Whole-body x-ray scanning capability.
- X-ray light view box (4' x 6').
- 35mm slide light table.
- Lead screens for x-ray area.
- Fluoroscope (detecting EOD on/in remains).

A14.3.5.4. Preparation area:

- Prepackaged mortuary kit.
- Five embalming tables.
- Seven portable embalming machines/duotronics w/tables.
- Five 55-gallon-drum trash cans.
- Five sets of mortician instruments.
- Five dressing tables.

A14.3.5.5. **Additional Harvest Falcon Mortuary Asset Packages.** One to two additional sets to house the above areas are needed, depending upon the number of fatalities needed.

Attachment 15

IDENTIFICATION PERSONNEL

A15.1. Lead Pathologist. Maintains overall responsibility and provide command supervision for the entire identification operation. Conducts meetings with key personnel during the identification operation to discuss problems encountered and to brief on the overall status of the operation. Coordinates with the PA Office concerning all press releases. Responsible for approving all final identifications made of the fatalities. Keeps Commander informed through the MCC.

A15.2. Processing Team. Responsible for all the technical ID functions to be utilized in an attempt to discover individualizing and possibly identifying characteristics for each set of remains and to determine the cause of death. The following describes the team members:

A15.2.1. **Forensic Pathologists.** Performs autopsies and thoroughly examines each set of remains, to include examination of clothing and a detailed external examination of the body, in an attempt to determine the cause of death and to discover individualizing characteristics that may assist in the identification process.

A15.2.2. **Photographers.** Responsible for all photographic support to the identification operation.

A15.2.3. **Forensic Fingerprint Specialists.** Examines all remains and utilizes scientific methods in an attempt to identify remains based upon fingerprints or footprints.

A15.2.4. **Radiologists/Technicians.** Responsible for all radiological support to include full-body radiographs of all remains. Will compare postmortem radiographs with antemortem radiographs in an attempt to identify remains. Implements and monitors an X-ray dose film badge system for monitoring personnel working in the radiology area.

A15.2.5. **Forensic Dentist.** Utilizes forensic methods in conducting dental examinations on each set of remains in an attempt to effect identification or assist in the identification process.

A15.2.6. **Oral Surgeon.** Examines each set of remains and, if required, will accomplish the necessary facial dissection to allow the oral cavity to be seen and radiographed.

A15.2.7. **Dental Radiologist.** Ensures that a full mouth postmortem dental radiographic series is accomplished on each set of remains. Ensures that only one case at a time is introduced into the film processor to avoid mixing of dental radiographs.

A15.2.8. **Odontologist.** Accomplishes a thorough postmortem dental examination to study the anatomy and growth of the teeth in order to obtain a match in dental characteristics.

A15.2.9. **Forensic Anthropologist.** Provides anthropological analyses, determines whether DNA sequencing should be performed, coordinates the DNA processing and provides the results.

A15.3. Serology Team. Takes blood samples and performs blood evaluations to assist in determining a positive ID. Toxicology Section, if required, will be responsible for the receipt, chain of custody, and proper storage and control of toxicology specimens received from the forensic pathologists.

A15.4. Records Management Section. Responsible for the acquisition, maintenance and security of all records pertaining to the fatalities, i.e., medical, dental, passport, completed identification files, etc.

A15.4.1. **Team Chief.** Responsible for the overall operation of the Records Management Team. Responsible for ascertaining the names of all possible victims of the mass disaster so that acquisition of antemortem records can begin at the earliest possible time. Responsible for initiating requests with the MCC concerning acquisition of records from the NOK.

A15.4.2. **Registrar.** Responsible for all identification files; maintains a control log for the records pertaining to each fatality, identifying which records are on hand, when they were received and from whom received. Will also maintain an adequate tracking system in order that the person responsible for possession of records is known at all times. Ensure that completed identification files are strictly controlled and turned over to the DCC.

A15.4.3. **File Clerk.** Performs duties assigned by the registrar.

A15.5. Administration Section. Responsible for all administrative matters for the identification operation, with the exception of those related functions specifically performed by another component of the identification operation, e.g., the Records Management Team.

A15.5.1. **Administrative NCO.** Responsible for the operation of the administrative section. Supervises the administrative clerk(s) and word processing clerk(s)/clerk typist(s) in the performance of their duties. Coordinates with the Records Management Team to establish procedures for the transfer and filing of paperwork after final typing. Ensures that all personnel tasked to support the identification operation receive TDY orders. Maintains records of all personnel tasked to support the identification operation.

A15.5.2. **Administrative Clerk(s).** Will perform duties assigned by the Administrative NCO to include, but not to be limited to, processing and hand-carrying paperwork, reviewing paperwork prior to submission to typists, reviewing paperwork after typing but before return to originator and reviewing final product prior to filing.

A15.5.3. **Word Processing Clerk(s)/Clerk Typist(s).** Will perform all typing functions for the identification operation.

A15.6. Psychologist. Will be on hand to assist the Lead Pathologist for any counseling required due to the trauma and strain caused by the situation.

Attachment 16

IDENTIFICATION STATION PROCESSING SYSTEM

A16.1. The Process. The following descriptions of the processing stations used in the identification process detail a manual system of record keeping that can be used at any location. When the identification process is conducted at a CONUS port mortuary, use the Mass Fatality Information Management System (MFIMS) to track the progress of the remains through the process in lieu of the manual system.

A16.2. Station 1 - EOD Check And Processing. The first step in processing of a fatality begins with the use of a fluoroscope to check for unexploded ordnance on/in the remains. The next step is to see if the shipping documents indicate whether the remains have come from an NBC contaminated area, and if they have been decontaminated. If they have been decontaminated, the Control Center Director must be notified immediately. The remains may not be suitable for autopsy or embalming.

A16.2.1. Fill out a Human Remains Control Log Sheet for each remains, showing the date/time received, the assigned refrigerated storage location, the date/time entered into the processing system, the name of the assigned body handler, and the disposition of the remains, i.e. awaiting processing, in the processing system, sent to EOD removal area, in storage, sent to Mortuary Processing after final identification approved, etc. The Human Remains Control Log (when the MFIMS is not available), which is maintained in the processing area, tracks which remains have been processed and to maintain accountability for all remains received.

A16.2.2. Additionally, an identification file will be initiated on each remains. The initial ID file consists of a manila envelope containing an Identification Processing Checklist and the autopsy workbook. Mark all forms, including the manila envelope, with the appropriate body ID number. Upon completion of the paperwork, move the remains, accompanied by an assigned body handler with the identification file, through the ID processing system. Weigh the remains and record the weight in the autopsy workbook. Place the remains, still inside the body bag, on a gurney to provide for easier movement between processing stations. The body handler will process the remains through each station in the order listed on the Identification Processing Checklist and will ensure that someone at each station signs the checklist when finished at that work station.

A16.3. Station 2 - Photography. At Station #2, the remains will be photographed in the condition received. The processing team chief will perform initial inspection of the remains, noting any significant observations for inclusion in the identification file.

A16.4. Station 3 - Personal Effects/Anatomical Charting. Here, personnel will inventory, photograph, collect and secure all personal effects, with the exception of clothing, which will be left in place until autopsy. All bags containing personal effects will be labeled with the appropriate body identification number. AF Form 1122 will be prepared as a record of personal effects inventoried. AF Form 697, **Identification Findings and Conclusions**, will be prepared for each remains. If a tentative identification is made by personal effects, that information will be recorded on the Identification Processing Checklist located in the identification file. Anatomical charting of the remains will also be performed. Initial charting on AF Form 697 will be accomplished on human remains parts and personal effects that have been recovered.

A16.5. Station 4 - Fingerprints. Fingerprint specialists will attempt to take and record postmortem fingerprints, footprints, or both from the remains. If portions of the fingers are removed from the body for fingerprinting, they will be placed in a sealed bag, after printing is completed, which will be placed in the body bag with the remains. The fingerprint specialists will compare the postmortem fingerprints/footprints with antemortem fingerprints/footprints in an attempt to make an identification. In addition to signing the Identification Processing Checklist, the fingerprint specialists will indicate whether fingerprints/footprints were obtained and, if identified, will provide the identification information on the checklist. If the remains were identified, the fingerprint specialists will provide that information to the team chief.

A16.6. Station 5 - Radiology. A radiologist will take flat plate radiographs of the remains and compare postmortem radiographs with available antemortem radiographs in an attempt to identify the remains. Additionally, the radiologists will review the postmortem radiographs, noting significant findings. A copy of the postmortem radiographs will then become a part of the identification file and will be hand carried by the body handler. If an identification is made, that information will be recorded on the Identification Processing Checklist located in the identification file. Additionally, the radiologist will provide information pertaining to the identification to the team leader.

A16.7. Station 6 - Oral Surgery. Oral surgeons will examine the remains and, if applicable, will accomplish the necessary facial dissection to allow the oral cavity to be seen and radiographed.

A16.8. Station 7 - Dental Radiology. Dental radiologists take a full-mouth postmortem dental radiographic series of the remains. Technicians will ensure that only one case at a time is introduced into the film processor to avoid confusion of dental radiographs.

A16.9. Station 8 - Dental Examination. Dentists and odontologists conduct a thorough dental examination of the remains, to include a thorough cleaning of dental structures and charting of all dental evidence on AF Form 1801, **Postmortem Dental Record**. The completed postmortem dental records and radiographs will be compared with assembled antemortem records and radiographs in an attempt to effect an identification or exclusion. If the remains are identified, pertinent information will be recorded on the Identification Processing Checklist located in the identification file. Additionally, AF Form 1803, a **Dental Identification Summary Report**, will be completed for each dental identification. Information pertaining to the dental identification will be provided to the Forensic Dentistry Chief. The photographer will take photographs, as directed, during the postmortem dental examinations.

A16.10. Station 9 - Pathology. Forensic pathologists examine the remains in an attempt to determine the cause of death and to discover individualizing characteristics that may assist in the identification process. The pathologists will perform an autopsy in accordance with the protocol established by the Lead Pathologist. All toxicology obtained during autopsy will be turned over, by the pathologists, to the Toxicology Section. Results of the autopsy will be documented in the autopsy workbook located in the identification file and on the prescribed autopsy report. When possible, the pathologists should break after four or five autopsies in order to complete paperwork. Autopsy reports must be completed on a daily basis. The photographer will take photographs as directed by the Forensic Pathologists. The photographer will take at least one Polaroid photograph of each remains for use by the pathologist in preparing the autopsy report.

A16.11. Station 10 - Toxicology (if required). The Toxicology Section receives, establishes chain of custody, and ensures proper storage and control of all toxicology specimens received from the forensic

pathologists. Members of the toxicology section assist in the autopsy area by preparing toxicology containers for each set of remains brought into the autopsy area.

A16.12. Station 11 - Storage Preparation. Once the remains have been processed from Station #1 through Station #10, the body handler accompanies the remains, along with the identification file, to Station #11, which will be adjacent to Station #1, processing. At Station #11, the processing team chief will review the identification file to ensure that the remains have been processed through all of the work stations and that all required paperwork is present and complete. He/she will ensure that the remains are placed in the proper storage location and that this location is relayed to the MCC. If the remains have been identified, the processing team chief will provide the identification file to Records Management and notify the Identification Control Center and/or MCC. He/she will note that information on the Human Remains Control Log Sheet for that remains. If no identification has been made, the identification file will be placed in the designated files area and the remains returned to refrigerated storage. (Remains may go directly to embalming, for example, to preserve facial features).

A16.13. Station 12 - Mortuary Processing (Embalming). At the end of each work day, there is a meeting of key personnel. Discussion includes the current status of the operation and any problems encountered. Identifications made that day are reviewed to ensure that all of the necessary paperwork has been completed on each identified remains. Particular care should be given to ensure that the information contained in the identification file is consistent, i.e. that incongruities do not exist between various documents pertaining to the same set of remains. Only after this careful review has been conducted will the Death Certificate be signed and approval be given for the remains to be removed to an embalming station. This approval is given by the Lead Pathologist to the processing team chief. The processing team chief personally verifies the body identification number of all remains approved for movement to Mortuary Processing, as a control measure.

A16.14. Station 13 - Dressing. The embalmed remains are dressed in a proper military uniform or civilian clothing, depending upon their status. Care is taken to see that all military awards and decorations are current and properly displayed.

A16.15. Station 14 - Casketing. The dressed remains are placed in a casket and the casket is placed into a shipping container. The exterior of the shipping container is clearly marked to indicate the contents by name, tracking number, etc.

A16.16. Station 15 - Storage And Shipment. Remains are placed into a temporary storage area while awaiting shipment. This area should be secured.

Attachment 17

PREPARATION CONTROL CHARTS

A17.1. SHIPMENT OF REMAINS

DECEDENT'S NAME	ESCORTS	FLT/CARRIER	DEP. DOVER

A17.2. FINAL LISTING OF REMAINS

DD #	NAME	TID	ID	EMB	CASK	DISP	SHIP

Attachment 18**DISPOSITION OF REMAINS CHECKLIST**

A18.1. Remains - Positively Individually Identified. The mortuary officer will take the following steps:

- A18.1.1. Keep both the primary and secondary NOK advised on developments.
- A18.1.2. Arrange for release of remains as directed by the NOK.
- A18.1.3. Resolve the disposition of personal effects.
- A18.1.4. Ensure the SCO is informed of the authorized NOK for receiving personal effects and property.
- A18.1.5. Obtain escort, if none named by NOK; brief that person on his/her duties.
- A18.1.6. Ensure that needed items of clothing and awards, badges and decorations are available.
- A18.1.7. Determine shipping date of remains to final destination. Arrange with Traffic Management Office (TMO) for a movement schedule for remains and escort.
- A18.1.8. Arrange with SATO for tickets for NOK round trip travel to place of burial.
- A18.1.9. Designate the AFB to provide the requested military honors, if required.
- A18.1.10. Coordinate and arrange the local memorial service, if required.
- A18.1.11. Arrange for local transportation for the NOK.
- A18.1.12. Coordinate the arrival time for NOK, escort and remains between the funeral home and the base providing the honors.
- A18.1.13. Accommodate NOK special requests to the maximum extent possible.
- A18.1.14. Following funeral services, process the payment to the NOK for the designated cost of the service.
- A18.1.15. Assist NOK with travel voucher and submit to finance for processing.
- A18.1.16. Supervise SCO actions and continue liaison with the NOK until disposition of personal effects is complete.
- A18.1.17. Take any other actions deemed appropriate.

A18.2. Remains Recovered But Not Individually Identified. In this instance, the presence of two or more persons can be proved, but it is impossible to identify the remains scientifically. The mortuary officer will take the following steps:

- A18.2.1. Brief the NOK on entitlements and that AF will effect a group burial.
- A18.2.2. AF will select the national cemetery that is centrally located to all NOK involved in the group burial.
- A18.2.3. AF will pay transportation expense for NOK and two other persons closely related to the deceased.

- A18.2.4. Graveside service will be nondenominational and officiated by a chaplain.
- A18.2.5. Ensure full military honors are provided.
- A18.2.6. Ensure remains are dressed in appropriate service uniform without any rank and placed in a casket.
- A18.2.7. Assign an escort to accompany each casket (predicated on the amount of remains, not number of persons).
- A18.2.8. Ship all caskets simultaneously.
- A18.2.9. Drape US interment flag on each casket and present to the NOK and parent(s) of the deceased.
- A18.2.10. Ensure headstone will be fabricated.
- A18.2.11. Attend group burial service to provide professional assistance and guidance to the NOK.
- A18.2.12. Provide any other assistance deemed necessary.
- A18.2.13. Provide NOK with a set of photos (8x10 color prints) of the service and the special headstone (normally takes 4 months after the burial).
- A18.2.14. Process NOK claim for expenses.
- A18.2.15. Submit the mortuary file to the judge advocate's office for review and then to the base commander for signature and approval followed by case closure.

A18.3. Remains Not Recovered. Conditions or circumstances preclude recovery of remains in spite of exhaustive efforts and resources expended by the military service (Body Not Recovered - BNR). The mortuary officer will take the following steps:

- A18.3.1. Brief the NOK on entitlements for a memorial service.
 - A18.3.1.1. Memorial service may be conducted at church, funeral home, cemetery, etc.
 - A18.3.1.2. If memorial service is on a federal reservation, the mortuary officer makes all arrangements.
- A18.3.2. If memorial service is in the civil domain, the mortuary officer coordinates various aspects of the service.
- A18.3.3. Set up AF participation in the service to the extent possible, i.e., military honors, etc.
- A18.3.4. Furnish VA memorial marker for placement in a government cemetery or a private cemetery (NOK has option of purchasing memorial marker).
- A18.3.5. Act as the point of contact for NOK.
- A18.3.6. Assist NOK in travel arrangements.
- A18.3.7. Assign summary court officer and supervise his/her actions.
- A18.3.8. Assist the NOK in completing and submitting travel vouchers and memorial service claims.

Attachment 19

DUTIES OF THE ESCORT OFFICER

A19.1. General Comments. Specific guidance on the role and duties of the escort are contained in AFI 34-501. Under no circumstances is an escort authorized to make a statement or grant interviews to anyone representing the news media. In the event contact is made concerning a statement or interview, the escort will contact the DCC for instructions.

A19.2. Selection. Escorts will either be selected by the NOK or be appointed by the installation commander at the deceased's installation of assignment. Escorts will be responsible to the mortuary officer at the mortuary responsible for disposition. All escorts should be provided with a copy of AFPAM 34-259, *Escorting Deceased Air Force Personnel*, immediately after selection. Assistance required after departure may be requested via a collect telephone call to the Disposition Control Center (DCC).

A19.3. Duties. The escort ensures that the remains arrive at the final destination point, and represents the military service of the deceased.

A19.3.1. Briefing of Duties. The escort should possess a copy of AFPAM 34-259 and a letter of instructions which should be read at the escort's convenience. The military escort will ensure that the remains are properly safeguarded and accorded respect from the time of release by the mortuary until delivery to the funeral home employed by the NOK and subsequent interment. In addition, the escort will contact the NOK in coordination with the mortuary officer to assist in the preparations for conducting a military funeral service, if so desired. The escort will be shown three methods for properly displaying the colors on the casket for viewable or nonviewable remains. The escort will process all required forms and remain at the disposal of the NOK to render any support possible. When departing the mortuary, the escort will be in a Service Dress uniform and well groomed. That same type uniform will be worn when contacting the NOK, during the viewings at the funeral home, and during the funeral service. Conduct and attitude will be above reproach. Behavior of the escort at this particular time reflects upon the Military Service, the Government, and the people of our nation.

A19.3.2. Transportation. An escort will be issued either a Transportation Request (TR) or a ticket and an itinerary prior to departure from the mortuary. This TR/ticket will provide transportation by common carrier to destination and return to home station. Should the escort depart the mortuary by hearse, a TR will be provided for transportation from destination to home duty station. If stationed near the final destination, the escort will provide his/her own means of transportation and be reimbursed upon return to home duty station.

A19.3.2.1. Just prior to departing the mortuary, the escort will verify the identity of the remains by checking the head card envelope that is affixed to the shipping container. On the cover of the head card envelope will be the name of the remains, the escort's name, and the name and address of the receiving funeral director. Inside the head card envelope will be the transit permit from the State's Department of Health and a letter of instructions to the receiving funeral director.

A19.3.2.2. The remains always travel feet first when being transported from one point to another, except when traveling by air. The remains will be placed on the aircraft so as to travel head first. This is done to prevent damage to the remains during fast takeoffs and landings by jet aircraft. The

escort will supervise the loading of the remains aboard the aircraft prior to boarding himself, to include any transfers en route.

A19.3.2.3. Should there be a deviation in the travel schedule of two hours or to the extent that new travel arrangements must be made with the carrier responsible for transporting the remains, the escort will make the necessary arrangements and make two collect telephone calls: one to the receiving funeral director and one to the applicable mortuary officer.

A19.3.3. Arrival. When arriving by air, the escort will observe the off-loading of the remains and movement to the airline's holding area.

A19.3.3.1. The remains will be met by the receiving funeral director. Prior to departing the air terminal, the escort will remove the outer shipping container and leave it at the airport. One flag, which will be issued to the escort prior to departure from the mortuary, will be draped over the casket. The flag will be centered on the casket so that the blue field is at the head and over the left shoulder of the deceased. The remains will be placed in the funeral coach. The escort will ride with the remains to the receiving funeral home. The casket will be opened and the remains inspected by the funeral director. At this time, the escort must also inspect the uniform of the deceased to ensure that the uniform, brass and decorations are complete and correctly placed on the uniform. The escort will place the flag that was in the shipping container on the casket.

A19.3.3.2. When meeting the NOK, the escort will offer sincere sympathy on behalf of the Military Service. The escort will advise the NOK that certain forms should be completed prior to returning to home station and assist in any way possible. Advise the NOK that the mortuary officer will assist with legal and other related legal matters.

A19.3.4. Funeral Services. As a rule, arrangements for the funeral services will have been completed prior to the escort's arrival. If military honors are desired by the NOK, arrangements will have been made by the mortuary officer. If arrangements have not been made, the escort will contact the mortuary officer and advise him/her of the desires of the NOK. The funeral director or the NOK will have the assigned mortuary officer's telephone number. Should the escort be unable to contact the mortuary officer, he/she should contact the nearest military installation mortuary affairs officer and request military honors. The escort will identify himself and explain the purpose of the mission, when and where the honors will be needed, and the type of honors desired. The escort will make arrangements to have the honors team report to the funeral home two hours prior to the start of the funeral service. Interservice honors may be used, if needed, with only one stipulation: the honors team must be composed of active duty personnel.

A19.3.4.1. The escort will attend all viewings at the funeral home, as well as the funeral service, unless the NOK releases the escort from duties. Visiting hours are usually established by the funeral home; an example might be two hours in the afternoon and two hours in the evening. Upon arrival of NOK or family, the escort will accompany them and funeral home personnel to the viewing room and will be available as the official escort for the remains. The escort is an official representative of the Armed Forces in honor of the deceased service member. Conduct should be sympathetic and attentive in keeping with military discipline and the customs of the service.

A19.3.4.2. During the funeral, the escort may sit with the congregation, with the military pallbearers, or with the family if the family so desires. The escort will ride in the hearse when the remains are being transported from one place to another. The NOK may ask that the escort ride with them in their family car, which is permissible.

A19.3.4.3. When the casket is being moved from one place to another, such as from the funeral home to the hearse, from the hearse to the church, or from the hearse to the gravesite, all military personnel in uniform will render an appropriate salute. At the gravesite, the minister or chaplain will conduct the services first, and then the military honors will be conducted. Prior to the funeral and upon arrival of the detail, the escort should coordinate the following: with the commander of the firing party on the signals to fire the three volleys; with the bugler to start playing taps; with the commander of the pallbearers, who is going to present the flag to the NOK after it is folded.

A19.3.4.4. At the gravesite, the only time uniformed military personnel (except for the military honors team) remove hats is during the final prayer. (The hat is removed while inside the church, during the funeral.)

A19.3.4.5. When the minister or chaplain has completed the graveside service, the firing party will fire three volleys and the bugler will play taps. At the firing of the first volley, the uniformed military personnel will salute and hold it through the last note of taps. The pallbearers will fold the flag, and the commander will give it to the person making the presentation to the NOK or to the person designated to receive it. The escort will normally make the presentation to the NOK. Every time the flag is passed from one person to another, it is saluted by the person who surrenders it. The person receiving the flag does not return the salute. If the escort receives the flag, he will, in turn, present it to the NOK or the person who is to receive the flag with an appropriate remark: "I present this flag to you on behalf of a grateful nation, etc." After presentation of the flag, the escort will take one step back from the person receiving the flag, render the hand salute to the flag and return to his position.

A19.3.4.6. When there are no military honors, the escort must make arrangements for someone to help fold the flag upon completion of the funeral service, e.g., an employee of the funeral home.

A19.3.4.7. The flag case provided to protect the colors may be presented to the NOK after the funeral. The escort usually makes this presentation. If this is impractical, the escort may give the case to the funeral director so that he may present it when next contacting the NOK.

A19.3.5. Departure. After the graveside services are completed, the escort will contact the NOK to find out if further assistance is needed. If not, the escort will inform the NOK of his/her return to home station. If the escort is a relative of the NOK, or a special escort living in the immediate area and on authorized leave, he/she is required to be en route to his/her duty station within 24 hours after the funeral services are completed. The escort will arrange the return trip to meet this requirement by checking transportation schedules and making the necessary reservations in advance. If the escort is not returning to the mortuary, all paperwork will be forwarded to that office by mail with the envelope provided. This includes the escort's report formal report for the mission.

A19.3.6. Administrative Duties. The escort will maintain a complete record of the itinerary, so that a travel voucher can be completed upon return to the home station. Receipts for transportation not provided by the TR/ticket should be kept for reimbursement on the travel voucher.

A19.3.6.1. While on TDY, the escort will be authorized per diem at the locality rate per day, which is listed in the Joint Federal Travel Regulation (JFTR). The escort will be paid on the orders issued by the mortuary. When submitting the travel voucher, these orders, along with the white copy of the TR and any unused portions of the tickets, must be surrendered to the finance office. Lodging and subsistence, from the time of the departure from the mortuary until the mission is completed, are included. The additional flag issued to the escort prior to departure will be mailed

back as soon as possible to the mortuary, in the preaddressed box provided, unless it is required for presentation to another family member, e.g., to a divorced parent, or if there is a widow and the parents also request a flag.

A19.3.6.2. The escort should also have several forms: a survey sheet and a transportation invoice instruction form, which should be presented to the funeral director; and a DD Form 1375, **Request for Payment of Funeral and/or Interment Allowance**, which the escort should assist the NOK in completing. The escort should obtain the following information from the funeral director for use in completing this form:

A19.3.6.2.1. Name and location of cemetery interment.

A19.3.6.2.2. Date of interment.

A19.3.6.2.3. The total estimated cost of the funeral, with a copy of the itemized bill, minus transportation charges.

A19.3.6.3. The escort should explain the DD Form 1375 to the NOK and advise them of the amount allowable by the Government and that the amount in excess of the maximum allowable reimbursement will be their responsibility for payment. The escort will find out where the NOK desires the check to be mailed and enter this information in the appropriate blocks on the DD Form 1375. Regardless of where the check is to be mailed, the NOK or their legal representative must sign all five copies of the DD Form 1375. The fifth copy is to be given to the NOK to retain for personal records, and the remaining four copies are to be mailed back to the mortuary along with the escort report form.

A19.3.7. Headstone. VA Form 40-1330, **Application for Headstone or Marker**, does not have to be completed prior to the escort's departure. Policies for headstones and markers differ from cemetery to cemetery; the particular guidelines may be unknown until after the funeral. The NOK should be advised that the mortuary officer or the funeral director will assist in completing this form (available at the local Veterans Administration Office). Also inform the NOK that four designs and types of markers are available, and they may choose one of the following:

A19.3.7.1. An upright headstone of American white marble, 42" long x 13" wide x 4" thick.

A19.3.7.2. A flat marker of American white marble, 24" long x 12" wide x 4" thick.

A19.3.7.3. A flat marker of light gray granite, 24" long x 12" wide x 4" thick.

A19.3.7.4. A flat marker of bronze, 24" long x 12" wide and a 3/4" rise above the foundation.

NOTE: One of the above listed markers may be furnished at no cost to the NOK. When burial is in a civilian cemetery, costs for transporting the headstone or marker from the consignee to the cemetery and erection there must be at the expense of the applicant. Such costs, however, are allowed as an expense item under the authorized interment allowance.

A19.3.8. Report of Casualty. The escort must inform the NOK that they will receive ten copies of the DD Form 1300, **Report of Casualty**, from the Air Force. These certificates will be required for processing claims for insurance, cashing bonds, and otherwise settling estates. If additional certificates are needed, the NOK should contact the designated mortuary officer and extra copies will be provided.

Attachment 20

SAMPLE FORMATS FOR HONORS CEREMONIES

A20.1. Arrival Ceremony Sequence of Events.

Band Marches Into Position.
Appropriate Musical Selections - VIPs And Guests Seated.
March On.
Dressing Sequence.
Parade Rest.
Attention.
Aircraft Positioned.
Parade Rest.
Invocation.
Attention.
Present Arms (As Each remains passes).

A20.1.1. Off-Loading.

Movement Of Remains Led By National Color And Clergy.
Positioning Of Remains.

A20.1.2. Order Arms.

Parade Rest.
Remarks/Eulogy.
Attention.
Present Arms.
National Anthem.
Order Arms.
Benediction.
Very Important Persons And Guests Depart.
Guard Of Honor Posted.
Troops Dismissed.
Hangar Secured.
Remains Administratively Removed.

A20.2. Transfer Ceremony Sequence Of Events.

March On.
Dressing Sequence.
Parade Rest.
Aircraft Positioned.
Remains Secured.
Present Arms.
Movement To Hearse.
Remains Secured In Hearse.
Hearse Departs.
Order Arms.
Parade Rest.
Body Bearers Return To Aircraft.
Begin Sequence At "Present Arms" Above For Each Remains.

A20.3. General:

A20.3.1. Purpose. Provide planeside ceremony for remains arriving at Dover AFB and establish procedures for escorting next-of-kin, if required.

A20.3.2. Objectives. Obtain the necessary material, equipment and manpower to support the honors ceremony.

A20.4. Concept of Operations: Ensure aircraft parking locations, both primary and alternate, are properly prepared for the honors ceremony. All tasked units and agencies must complete their required actions within two hours unless otherwise directed.

A20.5. Coordinating Instructions. Ceremonial procedures for those whose remains are to be honored at Dover AFB will be coordinated with the highest ranking representative and the Chief of Memorial Affairs of the affected Armed Service.

A20.5.1. The representative of the affected Armed Service will determine the scope of the ceremony and request permission to cite funds.

A20.5.2. Dover AFB focal point for ceremonial activities will be the Director of the Mortuary Control Center.

A20.6. Installation Commander will:

A20.6.1. Coordinate with Command Post/Maintenance to ensure aircraft parking location Charlie 2 (Primary) or Bravo 2 (Alternate) are reserved for incoming aircraft carrying remains.

A20.6.2. Determine ceremony location if primary and alternate locations are unavailable.

A20.7. Services Squadron will:

A20.7.1. Provide podium from Base Theater to the ceremony location as required.

A20.7.2. Provide Billeting quarters for NOK/VIPs, as required.

A20.7.3. Determine and coordinate requirement for chaplains.

A20.8. Base Civil Engineer will : Ensure ceremony location is swept by sweeper trucks prior to ceremony equipment set-up.

A20.8.1. **Security Forces will :**

A20.8.2. Provide cordons to isolate the press and spectators.

A20.8.3. Provide crowd control forces at the ceremony location.

A20.8.4. Provide police escort for hearse(s) and other vehicles used to transport remains.

A20.8.5. Provide crowd control and controlled access to the port mortuary, Bldg. 121, as required.

A20.9. The Communications Squadron will : Provide public address system equipment and personnel for set-up, operation maintenance, and removal of equipment, as required.

A20.10. Aerial Port Squadron will : Provide equipment and manpower necessary to remove any cargo from the when the cargo restricts the movement of remains from the aircraft.

A20.11. Transportation Squadron will :

A20.11.1. Provide one 40-foot flatbed trailer with driver as a camera platform for the media.

A20.11.2. Provide staff cars, carry-all vehicles and drivers to transport NOK to and from ceremony.

A20.11.3. Provide one bus to transport NOK to and from ceremony, if required.

A20.11.4. Provide additional vehicles to transport transfer cases, as required.

A20.12. Logistics Group Commander will :

A20.12.1. Provide lighting carts for ceremony, if required.

A20.12.2. Limit operations in areas adjacent to the ceremony location and other operations that may detract from the ceremony.

A20.13. PA will :

A20.13.1. Notify transportation of 40-foot flatbed trailer requirement as soon as possible.

A20.13.2. Escort and control all media personnel before, during and after the ceremony.

A20.14. Base (or designated) Honor Guard will :

A20.14.1. Provide personnel to escort next-of-kin to and from the ceremony.

A20.14.2. Provide Honor Guard personnel to form the honor cordon, as required.

A20.14.3. Provide Honor Guard personnel to act as honorary pallbearers, as required.

A20.15. Protocol will :

A20.15.1. Provide escort officers for VIPs, as required.

A20.15.2. Request staff cars, carryall vans and/or buses to transport VIPs, as required.

A20.15.3. Coordinate requirement for VIP/NOK waiting area, as required.

A20.15.4. Upon completion of the ceremony, all tasked organizations will remove their equipment or vehicles as soon as possible so the flight line area can return to normal operations.

Attachment 21**USAF CASUALTY AND MORTUARY AFFAIRS STATUS TERMS**

A21.1. Terms. The following terms are often encountered in messages regarding the status of military personnel involved in a mass casualty and/or mass fatality. A casualty is any person who is lost to the organization by reason of having been declared in one of the below listed categories. A casualty only becomes a fatality after being declared dead.

A21.2. Casualty Status. (see AFI 36-3002) A term used to classify a casualty for reporting purposes:

Deceased (a fatality).

Died of Wounds Received in Action (DWRIA) (dies after reaching a medical facility).

Killed in Action (KIA) (dies before reaching a medical facility).

Duty Status Whereabouts Unknown (DUSTWUN).

Missing (apparently due to voluntary reasons).

Missing in Action (MIA) (apparently due to involuntary reasons).

Beleaguered (surrounded to preclude escape).

Besieged (surrounded for forced surrender).

Captured (by military forces).

Detained (by a government or non military group).

Interned (by a non belligerent power during combat).

Very Seriously Ill or Injured (VSI).

Seriously Ill or Injured (SI).

Incapacitating Illness or Injury.

Not Seriously Injured (NSI).

Hostile Casualty (victim of terrorist, combat, or friendly fire action).

A21.3. Status of Remains. In reporting the status of human remains the following terms are used (refer to AFI 34-501).

DETER (final determination of status cannot be made yet).

EXTRA (used when no other term applies, must explain).

READY (recovered, identified, and ready for transport).

UNITE (recovered with other remains, but not individually identified).

BNR (Body not Recoverable).

HOLD (recovered, identified, but medical or legal reasons prevent shipment).

Attachment 22**COMPENDIUM OF FORMS**

A22.1. Purpose. This attachment provides the user an overview of the forms required by the USAF to support a peacetime/wartime mass fatality operation. It describes each form and gives a brief overview of its purpose and use. Although these forms are listed and reviewed, this manual does not prescribe these forms.

A22.2. Objectives. In any mass fatality situation, regardless of the scenario, a significant amount of data needs to be collected for present and future use. There are seven major functional phases of a mass fatality operation and this document organizes the forms required in support of each of these functional areas.

Notification.

S&R.

ID.

Preparation.

Disposition of Remains.

Honors.

Personal Effects and Property.

A22.3. Notification Forms.**A22.3.1. AF Form 58, Casualty Assistance Summary.**

FUNCTIONAL PHASE: Notification

DESCRIPTION OF USE: Accounts for the casualty assistance rendered to the NOK of deceased Air Force personnel. The casualty assistance representative ensures that entries are accurate, complete and contain ample information when a benefit is denied or approved.

A22.3.2. AF Form 484, Missing Person(s) Supplementary Report.

FUNCTIONAL PHASE: Notification

DESCRIPTION OF USE: Provides HQ AFPC/DPWC pertinent data on missing aircraft, the crew and other personnel. It details the circumstances surrounding the disappearance and documents any witnesses believed to have knowledge of missing personnel or aircraft.

A22.3.3. AF Form 1075, Personal Affairs/GSU Personnel Roster.

FUNCTIONAL PHASE: Notification

DESCRIPTION OF USE: Provides personal affairs a roster of individuals available from a particular unit for casualty notification.

A22.3.4. AF Form 1312, **Report of Retired Casualty.**

FUNCTIONAL PHASE: Notification

DESCRIPTION OF USE: Used to provide HQ AFPC information about the death of an individual retired from the Air Force.

A22.3.5. DD Form 93, **Record of Emergency Data.**

FUNCTIONAL PHASE: Notification

DESCRIPTION OF USE: An official and legal document that designates the beneficiaries for certain benefits in the event a service member is missing or in a deceased status. It provides the name and address of the person(s) to be notified.

A22.3.6. DD Form 175, **Military Flight Plan.**

FUNCTIONAL PHASE: Notification

DESCRIPTION OF USE: Used to show the name, grade, SSAN, crew position and home installation of each crew member.

A22.3.7. DD Form 2131, **Passenger Manifest.**

FUNCTIONAL PHASE: Notification

DESCRIPTION OF USE: This form contains a listing of all passengers on a USAF aircraft and is used to initiate retrieval action for antemortem records. (Does not include crew list, see DD Form 175.)

A22.3.8. DD Form 2346, **Official Combat Area Individual Name Listing of Casualties.**

FUNCTIONAL PHASE: Notification

DESCRIPTION OF USE: Lists individual casualty information for a particular geographical command area. It is primarily for a combat area but is used also for non-hostile deaths.

A22.4. S&R Forms:A22.4.1. DD Form 567, **Record of Search and Recovery.**

FUNCTIONAL PHASE: S&R

DESCRIPTION OF USE: The S&R team prepares this form for each remains recovered in an organized search. Entries are made on the form about how, where, and when a disaster took place. The recovery number must be the same as the remains number. Identification items found near the remains are listed in Block 11, e.g., engraved jewelry, wallet, letters, etc.

A22.4.2. DD Form 1074, **Questionnaire of Local Inhabitants.**

FUNCTIONAL PHASE: S&R

DESCRIPTION OF USE: Used to record information provided to the S&R team from civilians who live in or near the search area and may be able to provide information relating to the incident and the deceased

A22.4.3. DD Form 1075, **Convoy List of Remains of Deceased Personnel.**

FUNCTIONAL PHASE: S&R

DESCRIPTION OF USE: Used to list all remains evacuated at one time from the collection point/S&R area.

A22.4.4. DD Form 1076, **Military Operations Record of Personal Effects of Deceased Personnel.**

FUNCTIONAL PHASE: S&R

DESCRIPTION OF USE: Provides an inventory of personal effects received with or belonging to each deceased person found in the S&R area.

A22.4.5. DD Form 1077, **Collection Point Register of Deceased Personnel.**

FUNCTIONAL PHASE: S&R

DESCRIPTION OF USE: Used to record remains found in the S&R area for each day of the reporting period.

A22.5. Identification Forms:

A22.5.1. AF Form 137, **Footprint Record.**

FUNCTIONAL PHASE: Identification

DESCRIPTION OF USE: This form is used for both antemortem and postmortem footprint records. The postmortem footprints are used for comparison with antemortem footprints (e.g., crew member prints and infant prints).

A22.5.2. AF Form 697, **Identification Findings and Conclusions.**

FUNCTIONAL PHASE: Identification

DESCRIPTION OF USE: Used to list the physical description of the remains including any identifying items found with the remains, e.g. clothing, jewelry, equipment, etc. Any official identification found with the remains, the information imprinted on the identification tags (dog tags) and personal effects are also listed. Information documented on this form can be used as presumptive data in the identification process.

A22.5.3. AF Form 1801, **Postmortem Dental Record.**

FUNCTIONAL PHASE: Identification

DESCRIPTION OF USE: Used to chart dental findings of the deceased, in order to compare with the antemortem records. If for some reason antemortem dental records are not available on base or civilians are involved in the accident, these forms are used to extract data from private dentists via phone. This data is used as definitive identification information.

A22.5.4. AF Form 1802, **Antemortem Dental Records.**

FUNCTIONAL PHASE: Identification

DESCRIPTION OF USE: Used for comparison with postmortem dental data for definitive identification.

A22.5.5. AF Form 1803, **Dental Identification Summary Report.**

FUNCTIONAL PHASE: Identification

DESCRIPTION OF USE: Documents comparisons of antemortem and postmortem dental records and radiographs of the deceased.

A22.5.6. SF Form 88, **Report of Medical Examination.**

FUNCTIONAL PHASE: Identification

DESCRIPTION OF USE: Used for comparison with postmortem data to assist in the definitive identification process.

A22.5.7. SF Form 93, **Report of Medical History.**

FUNCTIONAL PHASE: Identification

DESCRIPTION OF USE: Used to compare with postmortem information to assist in the definitive identification process.

A22.5.8. SF Form 502, **Medical Record-Narrative Summary.**

FUNCTIONAL PHASE: Identification

DESCRIPTION OF USE: Used for comparison to the postmortem record for assisting in the identification process.

A22.5.9. SF Form 513, **Medical Record-Consultation Sheet.**

FUNCTIONAL PHASE: Identification

DESCRIPTION OF USE: Used to compare pertinent data with information on the postmortem records for definitive identification.

A22.5.10. SF Form 601, **Health Record-Immunization Record.**

FUNCTIONAL PHASE: Identification

DESCRIPTION OF USE: A copy of this form can be found in the antemortem record of the deceased. Procedures are set up to ensure that immunization information is entered on this form. The antemortem information is compared to the postmortem data to assist in the identification process.

A22.5.11. DD Form 565, **Statement of Recognition of Deceased.**

FUNCTIONAL PHASE: Identification

DESCRIPTION OF USE: Establishes a name association for a deceased person. This form is used by persons (family members, friends, others) who knew the deceased and may identify the remains by viewing them or making comparison with photographs. This is primarily used as presumptive data in the identification process.

A22.5.12. DD Form 892, **Record of Identification Processing Skeletal Chart.**

FUNCTIONAL PHASE: Identification

DESCRIPTION OF USE: Record of the skeletal measurements and features are documented, and the skeletal structure on the form is marked appropriately to show portions of the body not recovered. Symbols (which are indicated on the form) are used to black out areas on the skeletal structure that are burned, missing, fractured and/or shattered.

A22.5.13. DD Form 893, **Record of Identification Processing Anatomical Chart.**

FUNCTIONAL PHASE: Identification

DESCRIPTION OF USE: Used to document portions not recovered and the condition of the remains and other pertinent data relating to the condition of the body, e.g., burn degrees.

A22.5.14. DD Form 894, **Record of Identification Processing - Fingerprint Chart.**

FUNCTIONAL PHASE: Identification

DESCRIPTION OF USE: Recordings of fingerprints, amputation and other abnormalities of the fingers are indicated on this document and comparisons of existing prints are made; these may be against fingerprints registered with the FBI or furnished by families, etc.

A22.6. Preparation Forms:

A22.6.1. DD Form 2062, **Record of Preparation and Disposition of Remains (Outside CONUS).**

FUNCTIONAL PHASE: Preparation

DESCRIPTION OF USE: Used when remains are prepared by an Air Force contractor or mortuary outside the CONUS. All copies except copy 4, accompany the remains to the aerial port of entry (APOE). Distribution will be made by the port after completion of the forms and within 10 calendar days of reprocessing the remains.

A22.6.2. DD Form 2063, **Record of Preparation and Disposition of Remains (Within CONUS).**

FUNCTIONAL PHASE: Preparation

DESCRIPTION OF USE: Used when remains are prepared by an Air Force contractor or a mortuary within the CONUS. Copy one will be forwarded to AFSVA/SVOM, 9504 IH 35 North, Suite 320, San Antonio TX 78233-6635. Copy two will be forwarded to the MAJCOM of the installation which authorized preparation of the remains. Copy three will be retained by the installation for record purposes. Copy four will be given to the contract funeral director for file. For remains of Army, Navy and Marine Corps personnel, a fifth copy will be prepared and forwarded to the appropriate service organization.

A22.6.3. 436 AW Form 99, **Case Data Record.**

FUNCTIONAL PHASE: Preparation

DESCRIPTION OF USE: Local Dover AFB, DE form used by the Dover AFB port mortuary in contracting local mortuary support for the processing, casketing and shipment of remains.

A22.6.4. 436 AW Form 247, **Checklist for Inspection of Remains, Casket and Shipping Case.**

FUNCTIONAL PHASE: Preparation

DESCRIPTION OF USE: This local Dover AFB, DE form serves as a quality control checklist for the Dover Air Force base port mortuary for the preparation of remains.

A22.7. Disposition Of Remains Forms:

A22.7.1. F Form 57, **Mortuary Guide.**

FUNCTIONAL PHASE: Disposition

DESCRIPTION OF USE: Provides a step-by-step checklist and completion record for items that must be accomplished in processing the remains from the search and recovery phase through interment, handling NOK mortuary benefits and disposition of both remains and personal property. When a military member or Air Force civilian employee dies outside the CONUS, the mortuary officer will complete this form.

A22.7.2. F Form 969, **Request for Payment of Transportation Expenses for Deceased Dependent or Retiree.**

FUNCTIONAL PHASE: Disposition

DESCRIPTION OF USE: This form is completed by military authorities for transportation expenses incurred by the dependent for transporting the remains.

A22.7.3. AF Form 970, **Statement of Disposition of Remains.**

FUNCTIONAL PHASE: Disposition

DESCRIPTION OF USE: When the NOK is at or near the place of death, the mortuary officer of the nearest installation completes as much of the form as possible before visiting with the person authorized to direct disposition (PADD). The mortuary officer in the presence of the PADD, will complete the remainder of the form and request the PADD to initial the appropriate items and sign the form. Retain copy one of the form for the decedent's mortuary file. Leave copy two with the PADD. Forward copy three of the form to AFSVA/SVOM.

A22.7.4. AF Form 1947, **Escort Report.**

FUNCTIONAL PHASE: Disposition

DESCRIPTION OF USE: Action report submitted by the military escort of the remains detailing difficulties (if any) in connection with the shipment of remains, the funeral, military honors or other related matters. It is a critique of the Air Force function in connection with transportation, the funeral, military honors, or any other matters directly related to Air Force mortuary affairs responsibilities.

A22.7.5. DD Form 1300, **Report of Casualty.**

FUNCTIONAL PHASE: Disposition

DESCRIPTION OF USE: Prepared by AFPC, and used as the basis for paying benefits and closing out active files. It is furnished to the NOK and other relatives and may be used in lieu of a death certificate when proof of death is required for submission of a claim.

A22.7.6. DD Form 1375, **Request for Payment of Funeral and/or Interment Expenses.**

FUNCTIONAL PHASE: Disposition

DESCRIPTION OF USE: Used by the NOK to file for secondary burial allowances. An itemized funeral bill must accompany this form when furnished to NOK by the mortuary officer at the installation which ships or delivers the remains to the place designated by the NOK. The NOK completes the form with supporting documents and returns to the mortuary officer for proper payment.

A22.7.7. DD Form 2065, **Disposition of Remains-Reimbursable Basis.**

FUNCTIONAL PHASE: Disposition

DESCRIPTION OF USE: Completed by the NOK to provide instructions for disposition of remains.

A22.7.8. VA Form 40-1330, **Application for Headstone or Marker.**

FUNCTIONAL PHASE: Disposition

DESCRIPTION OF USE: Completion of this form is needed to request a headstone or marker for the deceased. A standard headstone/marker will be furnished at the expense of the United States for an unmarked grave of a deceased veteran during wartime or peacetime.

A22.7.9. 436 AW Form 90, **Mortuary Planning Checklist.**

FUNCTIONAL PHASE: Disposition

DESCRIPTION OF USE: Local Dover AFB DE form used in planning for the movement of deceased personnel from CONUS port mortuary to stateside funeral homes.

A22.7.10. 436 AW Form 141, **Telephone Disposition Worksheet.**

FUNCTIONAL PHASE: Disposition

DESCRIPTION OF USE: Used by the CONUS port mortuary for coordinating with the receiving funeral director on disposition of remains.

A22.7.11. 436 AW Form 353, **Cost Data Card.**

FUNCTIONAL PHASE: Disposition

DESCRIPTION OF USE: Local Dover AFB DE form used by the port mortuary in CONUS to record cost data associated with the casketing, shipment, etc., of each remains.

A22.8. Honors Forms:

A22.8.1. AF Form 1946, **Honor Guard Checklist.**

FUNCTIONAL PHASE: Honors

DESCRIPTION OF USE: Completed by the mortuary officer/chief of services each time the honor guard is requested to provide services.

A22.9. Personal Property Inventory:

A22.9.1. AF Form 1122, **Personal Property Inventory.**

FUNCTIONAL PHASE: Personal Effects and Property

DESCRIPTION OF USE: Completed by the SCO listing those personal effects that belonged to the deceased.

A22.9.2. AF Form 1122A, **Personal Property Inventory (Continuation Sheet).**

FUNCTIONAL PHASE: Personal Effects and Property

DESCRIPTION OF USE: A continuation sheet for AF 1122. The amounts due and collected, claims paid, personal effects sold, and other transactions are documented on this form.

Attachment 23

STRESS MANAGEMENT PLAN

A23.1. Comply with provisions of AFI 44-153, 1 Jul 97, *Critical Incident Stress Management*.

Attachment 24**CONTAMINATED REMAINS**

A24.1. Scope. This attachment addresses procedures for handling contaminated remains in a wartime theater of operations or during a peacetime CONUS or OCONUS mass fatality event. Since HQ AMC will not allow contaminated human remains on board MILAIR and AMC directed/supported airlift, the remains must be temporarily interred or decontaminated before they can be transported. In accordance with Joint Publication 4-06, *Joint Tactics, Techniques and Procedures for Mortuary Affairs in Joint Operations*.

Attachment 25**BLOODBORNE PATHOGENS BRIEFING FOR MASS FATALITY PERSONNEL**

A25.1. A pathogen is a specific agent that can cause disease. Many pathogens are carried in human blood. Bloodborne pathogens can be found in blood, body fluid, and tissues (body parts) of infected individuals.

A25.2. Bloodier pathogens are bacteria, viruses and other microorganisms present in human blood that can cause disease.

A25.2.1. Hepatitis B virus can cause chronic liver disease, or in rare cases, death.

A25.2.2. Human Immunodeficiency Virus (HIV) is the virus that causes Acquired Immunodeficiency Syndrome (AIDS).

A25.2.3. Other bloodborne pathogens include syphilis and malaria.

A25.3. Some people can be infected with a pathogen but are not ill so you cannot tell by their appearance they have it. Transmission of bloodborne pathogens occurs in several ways.

A25.3.1. Direct contact with blood and body fluids of infected persons.

A25.3.2. Sexual or intimate physical contact, sharing of contaminated needles.

A25.3.3. Needle sticks, cuts, or scrapes from contaminated sharp instruments, splashes of fluids into the eyes or mouth.

A25.4. Important measures to prevent or minimize exposure to bloodborne pathogens.

A25.4.1. Assume everyone is potentially infected and avoid direct contact with all blood and body fluids.

A25.4.2. Use latex or other water proof disposable gloves to prevent contact with blood and fluids.

A25.4.3. Wash hands thoroughly with soap and water after contact with blood, body fluids or parts, and always after removing gloves.

A25.4.4. Do not eat, drink, or smoke during duties where exposure to blood or body fluids is possible (prevents the hands from contaminating the mouth).

A25.5. Use a mask and goggles to prevent exposure to mouth and eyes, and water proof gowns and aprons to prevent contamination of your clothing. Also wear head and shoe coverings.

A25.6. Take the following actions if exposed to blood or body fluids (either by sticking or splash).

A25.6.1. Report the incident to the duty supervisor; record any information known about the exposure source (person's name, SSAN, rank, etc.).

A25.6.2. Go to the nearest medical facility for treatment and evaluation.

A25.6.3. The military medical authorities investigate exposure and may test you or the source for HIV.

Attachment 26

EXPLOSIVE ORDNANCE DISPOSAL SUPPORT TO MORTUARY OPERATIONS

A26.1. Assumptions

A26.1.1. Manpower

A26.1.1.1. Safety standards are still valid: A minimum of two EOD-qualified people are required to perform an EOD mission.

A26.1.1.2. Manpower availability factors are based on 12-hour work days, 6 days a week

A26.1.2. EOD personnel will follow guidance in established technical orders.

A26.1.3. EOD personnel will follow guidance in established CONOPS.

A26.1.4. Limiting Factors.

A26.1.4.1. Training. EOD teams receive training per the Career Field Education and Training Package and the USAF EOD Standard Training Package. EOD personnel are not trained in anatomy and must be provided on-site medical supervision.

A26.1.4.2. Equipment. Adequate operational equipment does not exist to protect personnel providing mortuary services to casualties with an embedded UXO.

A26.2. Force Requirements

A26.2.1. Forces. Force utilization will be according to the mission. EOD personnel must be assigned to ensure 24-hour coverage. Manpower shortages or mission conditions may dictate surge operation. Efforts must be made to provide adequate rest and relief periods for EOD personnel to minimize high stress rate. During shift work, attention to distribution of experience and rank based on workload will provide optimum results.

A26.3. Specific EOD Port Mortuary Mission

A26.3.1. General. Support requirements will be continuous, and increased operations tempo and increased workload can be expected as the number of casualties increase. Personnel will continue to follow all safety standards for contaminated human waste hazards and explosives. Teams will use two-person EOD team (minimum) and use remote operations where practical. EOD personnel will render respect/care for the casualty, but at no time will the safety of EOD or medical personnel be needlessly jeopardized in the interest of recovering/saving human remains.

A26.3.2. Protective Gear. All EOD personnel will, as a minimum, wear protective body armor (vest) and helmet when conducting mortuary operations.

A26.3.2.1. EOD personnel performing manual removal of ordnance/explosives will wear the authorized bomb suit IAW 60 series technical data when practical.

A26.3.2.2. Use Kevlar "bomb blankets" to mitigate the explosive effects on scanner operators during x-ray scanning when possible.

A26.3.2.3. Proper medical clothing will be worn to protect the technician from blood-borne pathogens.

A26.3.3. Render Safe Considerations. EOD teams will follow 60-series technical data after locating, identifying, and removing the ordnance/explosive components.

A26.3.4. Holding Areas. Unexploded ordnance holding and disposal areas will be designated and established in local plans.

A26.3.4.1. Due to the potential for unplanned detonation in a UXO holding area, the holding area should be located away from critical, high value, and easily damaged assets. They must, however, be near enough to the mortuary to allow for expedient UXO removal. All UXO holding areas must be plotted in the contingency operations center.

A26.3.5. Disposal Operations. Disposal methods will be commander directed and dependent upon mission, location, time available, weather, type, and quantity of ordnance.

A26.3.5.1. Locations used to dispose of ordnance contaminated with human remains will be identified to medical, environmental, and civil engineers for proper identification, marking, and recording.

A26.3.6. Force Structure. Manpower and equipment requirements will vary depending on the level of fatalities. For limited fatalities caused by a specific accident, a standard EOD base support element should be sufficient. The following guidelines outline general manpower for mass fatalities.

A26.3.6.1. One 12-hour per day shift, 6 days per week:

<u>NUMBER</u>	<u>POSITION</u>	<u>RANK</u>	<u>DUTY DESCRIPTION</u>
1	Sr Supervisor	SMSgt	Exercises overall supervision, monitors personnel for stress, rotates assignments as needed, prioritizes and deconflicts operations, ensures support to base and mortuary operations
4	Base and Mortuary Standby	MSgt TSgt SrA (2)	Respond to base emergencies; respond to transport and disposal of hazardous explosive ordnance from ordnance removal; transport safe ordnance to storage, perform daily equipment maintenance and vehicle checks. Resupply other personnel as necessary. Standby team for after-duty hour response. Provide training to other agencies.
1	EOD Operations	SSgt	Mans EOD control center and tracks

			processing of human remains with ordnance, receives requests for EOD assistance and dispatches team, maintains radio contact, coordinates use of disposal area, schedules training classes.
2	Mortuary Processing Line	SSgt SrA/A1C	Assist radiographic operators in interpreting radiographs/fluoroscope signatures; assist body handlers in moving human remains to transport vehicle, monitor processing lines for safety.
2	Ordnance Extraction Station	SSgt	Removes ordnance from human remains, places in holding area or calls standby for disposal.
2	EOD Augmentees		Personnel provided by mortuary, specially trained, and dedicated to assist EOD.
4	Body Handlers		Assist in moving human remains with ordnance from processing line to transport vehicle, drive vehicle to ordnance removal area, transport back to processing line.
2	Radiographic Operators		Operate fluoroscope equipment, monitor for suspicious items, ask EOD for confirmation.

A26.3.6.2. Personnel Requirements (two 12-hour per day shifts, 6 days per week)

<u>NUMBER</u>	<u>POSITION</u>	<u>RANK</u>	
1	Sr Supervisor	CMSgt/SMSgt	
4	Base/Mortuary Standby	MSgt (2) SrA (2)	Night shift also takes over senior supervisor duties.
2	EOD Operations & Control Center	SSgt SrA	
4	Mortuary Processing Line	SSgt (2) SrA/A1C (2)	
2	Ordnance Extraction	SSgt/SrA	
2	EOD Augmentees		
8	Body Handlers		
4	Radiographic Operators		

A26.3.7. Labels with a drawing of the human body should be used to show location of embedded hazardous ordnance. These labels will become part of the official record and should be a bright color, preferably red, and affixed to the transfer case. A separate label, with a different color, should be used to mark the location of ordnance items (fragments) which can be removed during autopsy without EOD.

A26.4. Conducting Mortuary Operations

A26.4.1. Human remains must be fluoroscoped or x-rayed on the processing line. When embedded ordnance (.50 caliber and above) are found, they should be immediately removed from the processing line. At this point, the transfer cases must be labeled with danger tags as previously described. If ordnance smaller than .50 caliber is found, the danger tag for smaller ordnance should be marked and processing of remains should continue. This smaller ordnance will be removed at autopsy by the medical examiner.

A26.4.2. Human remains removed from the processing line should be placed in a safe and secure holding area to thaw or until a medical examiner is available. When thawed, and medical examiners are available, the body should be moved in a covered vehicle with fragment protection (sandbags/

bomb blankets) to the ordnance removal area. EOD personnel will assist the augmentee body handler in the transportation.

A26.4.3. Using the Danger Tag, the general location of the embedded ordnance should be marked on the body. Using available resources, the medical examiner and radiology technician will locate the ordnance. The medical examiner (from behind a protective barrier) will expose the ordnance. The EOD technician will remove the ordnance and package it as hazardous ordnance/contaminated waste. The ordnance will then be placed in a holding area or the standby team will be notified to respond for immediate disposal. If the ordnance is extremely hazardous or if it is required to maintain the physical orientation of the item, it may be safer to amputate, if in an extremity, or cut a large portion of the body out. The ordnance and body portion will be packaged as hazardous ordnance/contaminated waste and placed in the holding area pending immediate disposal.

A26.4.4. After removal of embedded ordnance, the body will be returned to the normal processing flow. The danger tag will be turned over to the medical examiner for inclusion in the official file.

A26.4.5. EOD involvement with mortuary operations will be reported on the standard EOD report, AF Form 3579. EOD personnel must monitor for foreign ordnance and make technical intelligence reports according to established procedures.

A26.4.6. Concluding mortuary operation: When all fatalities have been processed or when otherwise directed, the EOD team will begin to draw down. EOD personnel should ensure any ordnance in storage is either destroyed or entered into routing disposal channels. A detailed after-action report, to include lessons learned, will be sent to the MAJCOM EOD functional manager.

A26.5. Training:

A26.5.1. Training: EOD teams receive training per the Career Field Education and Training Package and the USAF EOD Standard Training Package. Both classroom and practical team operations must be conducted as part of in-house training to prepare teams for mortuary operations. Additional training in basic anatomy and blood-borne pathogens is required from medical services personnel

A26.5.2. The senior EOD supervisor must ensure EOD personnel are thoroughly trained on ordnance likely to be encountered. EOD personnel must be provided with psychological and stress management training provided to other mortuary operations personnel. EOD supervisors must be sensitive to the potential trauma on personnel caused by extended exposure to mass fatalities. This trauma could be significantly increased because of graphic involvement in extracting ordnance from human remains.

A26.5.3. Port Mortuary operations are difficult and lengthy. Considerable training is required to prepare for the activation of Port Mortuary. For planning purposes, any items of U.S. or foreign ordnance up to 66mm may be found embedded in human remains. It is imperative that EOD personnel train on recognition and procedures for all items in this size range. Training established from EOD technical orders, EOD incidents reports, and technical intelligence reports must be continuously conducted.

Attachment 27

IC 99-1 TO AMCMAN 34-501, MASS FATALITY MANAGEMENT

4 MAY 1999

2.4. Command and Control. Once a mass fatality incident has occurred, the first step is to identify the command and control elements necessary to manage the overall operation. For 5 or more fatalities, a member of HQ AMC/SV (mortuary affairs) will be dispatched to the affected base to assist the mortuary officer in processing remains. It is essential that the various organizations work together and coordinate closely to get the job done, thereby minimizing duplication of effort. The key element is responsiveness in returning the remains to the NOK.

2.4.1. Identification of Control Centers. A generic organizational structure for use during a multiservice scenario is shown in **Figure 2.1**. It portrays the functions involving representatives of the military services and local authorities and shows the interface/coordination paths between them. One part of that organizational structure is an MCC. **Figure 2.2** shows the breakdown of a generic MCC operation for a mass fatality incident. The most efficient location for the MCC is at the port mortuary at either Dover AFB, Delaware, or at Travis AFB, California. However, this may not be possible in all scenarios. The MCC is the primary control center for all mortuary affairs matters, with the activities of the subcontrol centers channeled through it. The MCC staff consists of the Director (Vice Wing Commander) and key staff functions. The MCC supports the Director, AFME, and the identification (ID) operations. Sample control center charts for use in the MCC are found in **Attachment 5**. Use the USAF Mass Fatality Information Management System (MFIMS) to track fatalities from receipt through the processing and shipment of the remains.

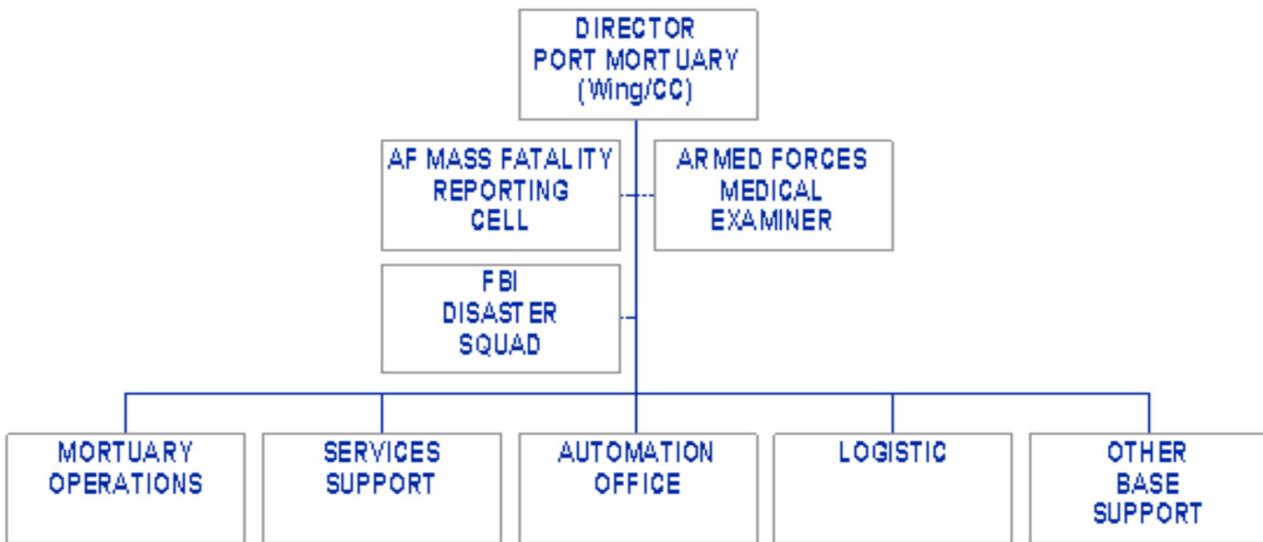
2.4.1.1. S&R Control Center. Locate the control center as close as possible to the incident site to control the S&R activities and monitor and coordinate airlift and supply activities.

2.4.1.2. Casualty Command Post (CCP). The CCP plays a vital role in reporting and initial notification of death actions for the NOK, and its activities must be coordinated with the Disposition Center at the port mortuary. USAF CCP is located at HQ AFPC, Randolph AFB, Texas. The CCP alerts DoD and other government agencies, as applicable. The CCP establishes notification teams to work closely with installation commanders and assigns and contacts notification officers, as necessary, to notify the NOK. Casualty officers prepare a notification letter and personally deliver it to the NOK. **NOTE:** The Disposition Center is advised of completed notifications by the CCP as they occur.

2.4.1.3. Disposition Control Center (DCC). Where more than one Service is involved, the DCC is staffed by members of all the involved services. The center assists the families in all the affairs necessary to provide proper disposition of remains, including honor ceremonies, travel for remains and family members, final interment and return of personal effects and property. This control center is the hub for communication with the NOK concerning mortuary matters. Its location is dependent on the circumstances of the operation. The Air Force DCC is located at the Port Mortuary is responsible for processing remains. It will be more fully covered under "Disposition" in paragraph **6.2**.

Figure 2.1. CONUS Port Mortuary Command & Control Structure.

COMMAND AND CONTROL -- 5 or more (but less than 50)



2.4.2. Control Centers Communications. Establish communications between and among the various mortuary control centers, headquarters, subcenters and other agencies, as required. Key support agencies that are normally a source of information pertaining to the decedents are shown in [Attachment 6](#). The data generated by these support agencies, in conjunction with other information elements, produce the communications flow required to complete the information network. Major participants in the communications control center links are:

2.4.2.1. Military Services Casualty Control Centers.

2.4.2.2. AFME.

2.4.2.3. Military Services Surgeon General(s).

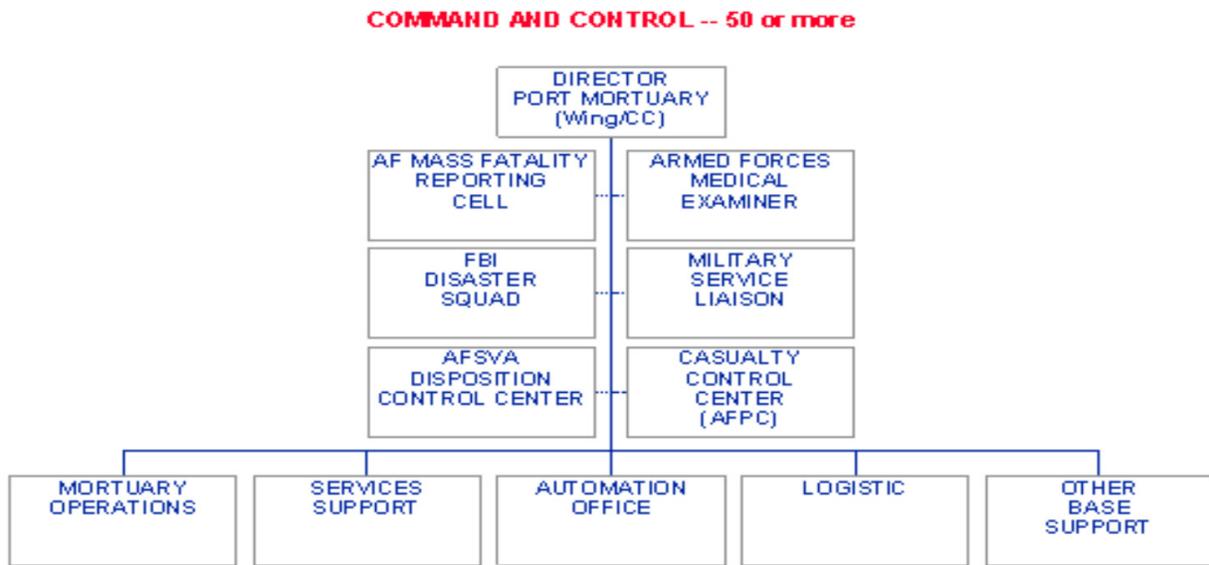
2.4.2.4. NTSB.

2.4.2.5. FBI.

2.4.2.6. Military Services Mortuary Affairs Offices.

2.4.2.7. MCC.

Figure 2.2. Mass Fatality Control Center Functional Organization.



Attachment 4

CONUS PORT MORTUARY TOTAL PERSONNEL REQUIREMENTS

<u>AIR FORCE</u> <u>SPECIALTY TITLE</u>	<u>AFSC</u>	<u>GRADE</u>	<u>SINGLE</u> <u>INCIDENT</u> <u>OVER 50</u> <u>LESS 100</u>	<u>SINGLE</u> <u>INCIDENT</u> <u>100-500 OR</u> <u>10/DAY</u> <u>AVG</u>	<u>SINGLE</u> <u>INCIDENT</u> <u>500-1000/WAR</u> <u>OR>20/DAY</u> <u>AVG.</u>
<u>COMMAND</u>					
COMMANDER:					
Wing Commander	91W0	BGen	1	1	1
DISPOSITION:					
Services Officer	34M3/4	LtCol	2	3	6
Services Officer	34M3/4	Maj	8	10	18
Services Officer	34M3/4	Capt	0	2	6
Services Enlisted	34M3/4	MSgt	1	1	2
Services Enlisted	34M3/4	TSgt	1	1	2
Services Enlisted	34M3/4	SSgt	0	1	2
Mortician (Civ or Navy)		GS-12/13	1	2	2
SUBTOTAL			14	21	39

Planning Factors: Disposition Case Officers will handle up to 6 cases at once. Each Enlisted person will support 5 Disposition Case Officers. Dover can handle a maximum of 80 remains per day and Travis 40. Average processing time for each remain is 72 hours.

Attachment 28**IC 03-01 TO AMC MANUAL 34-501, MASS FATALITY MANAGEMENT****24 JANUARY 2003*****SUMMARY OF REVISIONS***

This interim change IC 03-01 provides guidance for Mass Fatality Management at the Dover AFB Port Mortuary. All references to the Travis AFB Port Mortuary, which closed in CY 01 have been deleted.

1.1. Purpose. A mass fatality incident is defined as the occurrence of multiple deaths, normally ten and above, due to a natural or man-made disaster. This type of incident can be caused by any number of scenarios including aircraft mishaps, large vehicle mishaps (buses, trains), explosions, natural disasters, terrorist activity, armed conflict, etc. These situations are normally characterized by confusion and chaos due to multiple deaths, dismemberment and commingling of human remains, post accident fire, charred flesh; and extreme emotional distress for the survivors, next of kin (NOK), and families of the victims. Since disasters cannot be predicted, it is imperative that a strategy be established to minimize the confusion and establish an orderly and timely process for returning the remains of the deceased to the NOK. A mass fatality situation is one of the most trying and emotional human experiences possible, and the human remains must be handled with the utmost care, professionalism, and dignity. This document addresses the processes and resources required for the return of human remains to the NOK in the event of a mass fatality incident. It provides guidance on how to organize and manage a mass fatality operation, addresses the activities necessary to establish the command and control network and the required support functions, and describes the responsibilities and functions of the major mass fatality management phases listed below:

2.4. Command and Control. When a mass fatality incident has occurred, the first step is to identify the command and control elements necessary to manage the overall operation. For 10 or more fatalities, the 436 AMW/CC and the HQ AMC/SV will confer to determine if and when a Mortuary Control Center Director is required. This Director will normally be a Colonel or Colonel Select in Air Force Specialty Code 34M4. HQ AMC/SV will obtain HQ AMC/CC approval and work for immediate sourcing. Additionally, either the HQ AMC/SV2 or SVX may be dispatched to provide interim or additional assistance. The key element is coordinating the actions of all the various functions and if other Service Department fatalities, other Services Components, to ensure remains are returned expeditiously to the next of kin. The Mortuary Control Center Director reports to the 436 AMW/CC, with liaison through the 436 MSG/CC. The Mortuary control Center Director is accountable for all activities within the Port Mortuary during this contingency.

Figure 2.1. CONUS Port Mortuary Command & Control Structure.

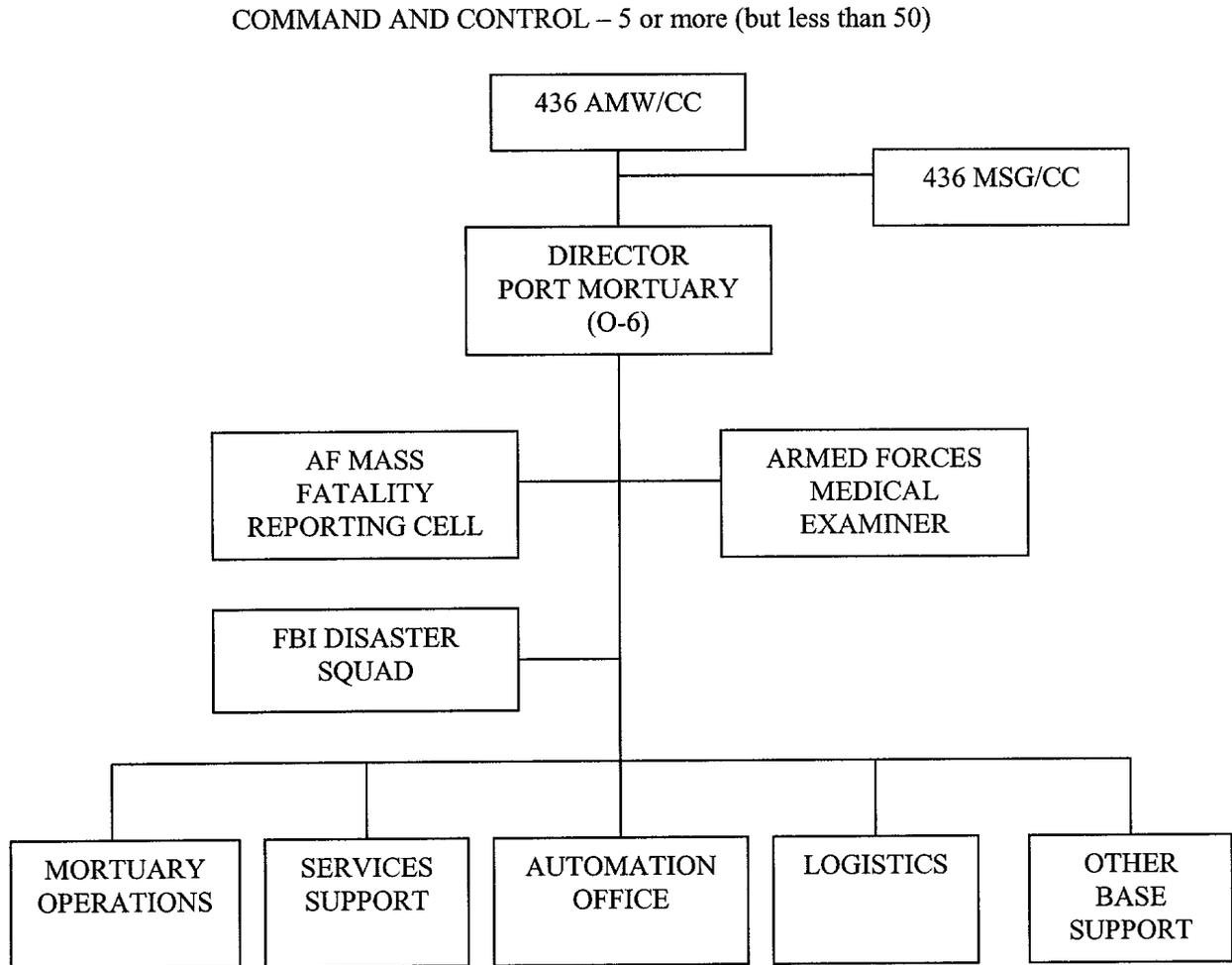
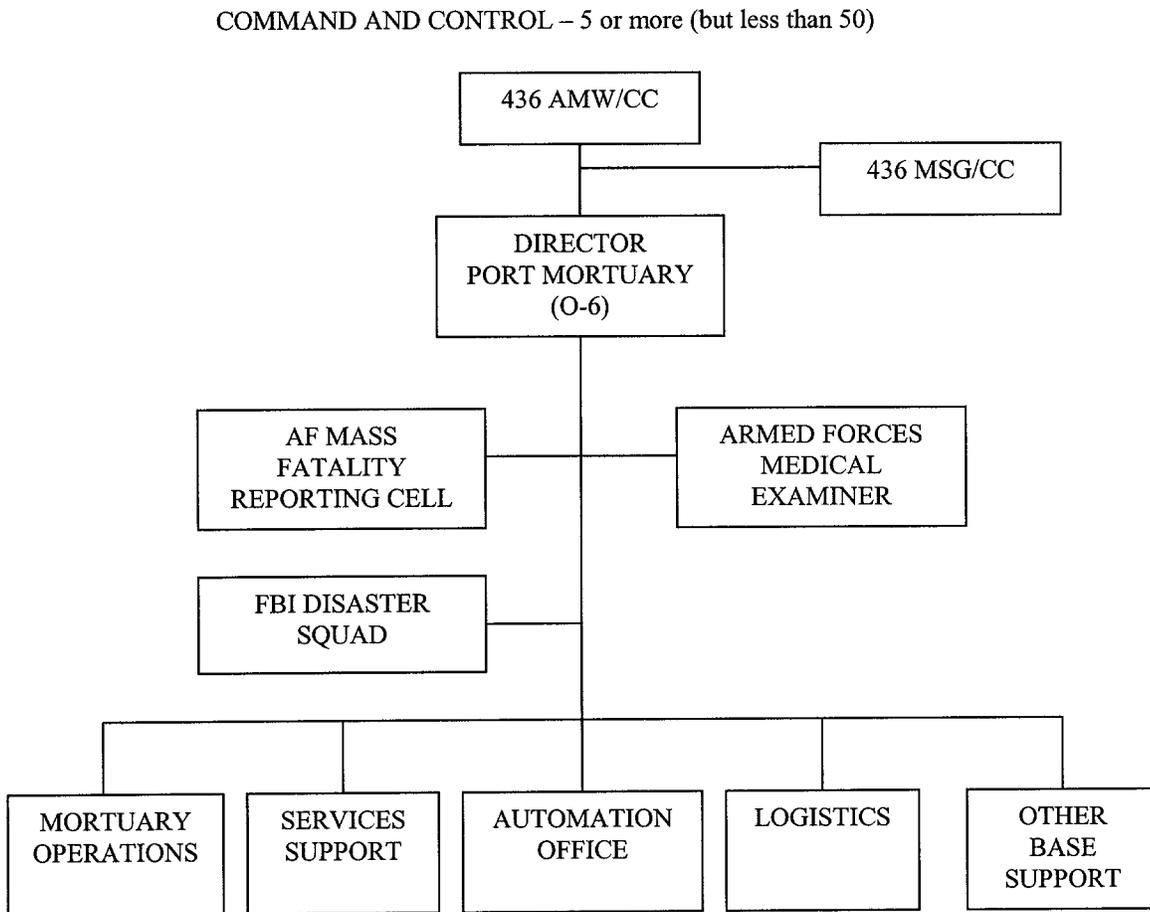


Figure 2.2. Mass Fatality Control Center Functional Organization.



2.10. Transportation. The mass fatality process begins with the initial notification of the incident. The Executive Agent appointed by the Theater Commander of the area where the mass fatality occurred requests HQ AMC transportation support for movement of remains and personnel required to support the operation. HQ AMC normally provides airlift support. Local military transportation (motor pool) normally provides overland transportation. Arrange special transportation (e.g., hearse rentals) requirements locally. The AMC/CC tasks the 15th Air Force (Travis AFB, California) or 21st Air Force (McGuire AFB, New Jersey) to establish airlift requirements for the return of remains to the CONUS port mortuary. The MCC is the focal point for collection of information on transportation of remains and coordinates activities for airlift with:

2.12.10. HQ AMC Alert Notification Process. HQ AFSVA/SVOM normally receives notification of a mass fatality from the USAF Operations Center. This information is immediately passed on to HQ USAF/ILV and HQ AMC/SV. HQ AMC/SV consults with HQ AFSVA/SVOM and AFME to determine if the capabilities of the port mortuary need to be expanded, and to what level. Once an agreement is made to activate expansion of the port mortuary, HQ AMC/SV notifies the 436 AMW/CC and confers on the MCC director. USAF personnel postured on Prime RIBS unit type code teams (UTC) for deployment to a port mortuary in an operational plan (OPLAN) are notified through the joint deployment system or by HQ AMC/SVX if the port mortuary is expanded without an OPLAN activation. Other required personnel not postured on a Prime RIBS team are requested by HQ AMC/SVX from the MAJCOM/SVs who have the resources. Selected Air Force Reserve Command (AFRC) personnel postured against specialty teams may be requested to deploy to the port mortuary using MPA man days. All individuals reporting to the port mortuary must be prepared to stay at least 30 days. The military duty uniform is BDUs and one service dress uniform should also be taken.

9.2. Rental Equipment Return. All rented or borrowed equipment at the ID, processing, and preparation location(s) is returned. This includes items such as refrigerated vans, furniture, computer equipment, and office equipment. The MCC Director and the Logistics officer assigned to the MCC ensure that all borrowed or rented equipment is properly accounted for and returned prior to their departure.

9.5. After-Action Report and Actions. Upon the termination of the operation, the OIC of the operation together with the MCC Director, and each organizational element on his/her staff prepares an after-action report for higher headquarters information and review. This report gives a brief description of the incident and response. It notes any particular problems that were encountered and makes suggestions for changes and improvements to this plan for any future incidents. Changes and improvements that are adopted by higher headquarters are then incorporated into this plan. The MFIMS database must be backed up to tape (two copies). The system is purged to remove all incident data to ensure program security/integrity. The MFIMS database is then reset. One copy of the database is sent to HQ AFSVA/SVOM, 9504 IH 35 North, Suite 320, San Antonio TX 78233-6635. The other is sent to HQ AMC/SVX, 503 Ward Drive, Suite 203, Scott AFB IL 62225-5335, for storage.

Attachment 2

MASS FATALITY ACTIONS CHECKLIST

Table A2.1. Mobilization Actions Checklist

	DATE STARTED	DATE COMPLETED
MOBILIZATION ACTIONS CHECKLIST		
NOTIFICATION OF INCIDENT RECEIVED		
A. MAJCOM (service) identified as Executive Agent		
B. OIC selected for mass fatality operation		
COMMAND/AGENCY ELEMENTS TO BE NOTIFIED FOR POSSIBLE ASSISTANCE (See Attachment 6 for telephone Nos.)		
HQ USAF/ILV, Pentagon		
HQ USAF Director of Services (AF Mortuary Responsibility)		
HQ AFSVA/SVOM		
Randolph AFB TX		
Location of Mortuary Services Office and Air Force Identification Team		
HQ USAF/PA		
Pentagon		
Washington DC		
Air Force Public Affairs		
HQ USAF/SG		
Bolling AFB DC		
Air Force Surgeon General		
HQ AMC/SVX		

Scott AFB IL		
Owens Dover Port Mortuary		
HQ AMC/TACC		
Scott AFB IL		
AMC Transportation		
436 AW		
Dover AFB DE		
Operates Dover Port Mortuary		
(Normally notified by HQ AMC/SV)		
US Public Health Service		
Atlanta GA		
The Center for Disease Control (CDC)		
SAF/GCM, Pentagon		
Air Force General Counsel		
HQ AFMPC/DPWC		
Randolph AFB TX		
Air Force Casualty		
(Notify of mortuary location)		
AFIP, (OAFME) Walter Reed Hosp		
Washington DC		
Armed Forces Medical Examiner		
(ID assistance)		
Dept. Of State		
Washington DC		
Military liaison for non-DOD fatalities		
senior watch officer assists with incidents that occur overseas and involves civilians		
JCS/J4, Pentagon		
Assists in resolving services jurisdictional problems		

FBI, Disaster Squad		
Washington DC		
Assists with remains identification		
FAA, Washington DC		
Assist with civilian aircraft questions		
NTSB, Washington DC		
Assist in civilian aircraft crash questions		
Army Operations Center, Pentagon,		
Army Emergency Command & Control Center		
Casualty & Memorial Affairs Operations Center		
Alexandria VA,		
Air Force Mortuary Affairs		
DoD Executive Agent Mortuary Affairs		
Can assist in dealing with other Services		
Army Casualty Affairs		
Assists with disposition of remains for Army personnel		
US Navy, BUMED/Code 332, Washington DC		
Navy Decedent Affairs Office		
(Only notified when fatalities are Navy and Marines)		
US Navy, BUPERS/Code 642		
Navy Casualty Office		
Memphis TN		
Only notified when fatalities are Navy		
USMC-CMC/MHP-10, Washington DC, Marine Casualty Office		
Only notified when fatalities are Marines		

COMMANDANT USCG (G-PS-1/TP56)		
Washington, DC 20593, COMM. 202-426-1845		
State of Delaware, Dept of Health,		
(Bureau of Vital Statistics),		
Verify Delaware state laws on remains in/out movement (when Dover is used)		
State of California, Dept of Health		
(Bureau of Vital Statistics),		
Verify California state laws on remains in/out movement (when Travis is used)		
Mortuary Officer		
USAF Port Mortuary		
Dover AFB DE		
(when CCP is not located at a CONUS port mortuary)		
CHINFO, Washington DC		
Navy Public Affairs		
*ESTABLISHMENT OF COMMAND & CONTROL		
Check with Casualty Command Post to confirm that:		
(1) NOK notified		
(2) Initial benefits rendered		
Mortuary Control Center (MCC)		
Activation / Establishment		
<u>Position Source</u>		
Director, Deployed O-6		
Mortuary Control Center		
Deputy Director, HQ AMC/SV		
Mortuary Control Center (AMC/SV)		

Deployment of Prime RIBS, HQ AMC/SV		
Prime RIBS Teams MAJCOM/SVX		
Public Affairs HQ USAF/PA		
Public Affairs HQ AMC/PA		
S&R Mortuary Officer of nearest base		
Services Officer Chief of Services for base support at nearest base		
Activation of S&R Control Center		
Activation of Disposition Control Center (DCC)		
SITUATION		
Location of incident site		
Type of incident, no. of personnel involved:		
military and civilians (to include dependents)		
If aircraft accident request:		
(1) Origin of flight		
(2) Manifest		
Gather pertinent facts on incident site		
Accident investigation team dispatched by nearest installation (if required)		
LOCAL SUPPORT CAPABILITIES		
Jurisdictional control:		
(1) determine jurisdictional authority over remains		
(2) requirements for agreements/MOUs determined		
Assistance expected by local or foreign authorities (personnel, equipment, vehicles)		
SITREP DISPATCHED		
IDENTIFICATION OF MASS FATALITY OPERATIONAL LOCATIONS		
Collection location (at site)		

Decontamination location (if required)		
Identification location		
Processing location		
Preparation location selection		
(1) Initial site		
(2) Reprocessing site (if required)		
AMC/SC NOTIFIED: COMMUNICATION REQUIREMENTS IDENTIFIED & REQUESTED		
Cell phones		
Telephones		
HF/UHF/VHF radios		
Hand held portable radios		
Facsimile machine with "secure" transmission capabilities		
ANTEMORTEM RECORDS COLLECTION INITIATED		
AFPC/DPWC assembles roster of deceased		
DCC requests antemortem health and dental records (as required) and personnel records		
AFPC to obtain personnel records		
Records requested from Army and Navy (if required)		
Finger/footprint records request to the FBI		
Passport and identification data requests to DOS (if required)		
NOTIFY USAF SUPPORT GROUP/WING COMMANDER TO:		
Secure personal effects of deceased on base (work place and quarters)		
Appoint Summary Court Officer (SCO)		
SUPPLIES/EQUIPMENT IDENTIFIED LOCATED AND REQUESTED (SEE Attachment 10)		

Administrative, medical and S&R supplies		
General equipment		
Forensic serology kit		
Forensic dental kit		
Forensic examination kit		
Mortuary supplies and equipment		
ITEMS NEEDED AT S&R SITE; DETERMINE TEAM TO DEPLOY AND SUPPLIES (SEE AFMAN 34-508)		
AIRLIFT COORDINATION FOR DEPLOYMENT OF PERSONNEL/MOVEMENT OF REMAINS		
15 th /21 st AF Operations Center		
AMC Operations Center		
Air Force Operations Center		
National Military Command Center		

Attachment 4

CONUS PORT MORTUARY TOTAL PERSONNEL REQUIREMENTS

Table A4.1. Total Personnel Requirements.

			SINGLE	SINGLE	SINGLE
			INCIDENT	INCIDENT	INCIDENT
			OVER 50	100-500 OR	500-1000/WAR
<u>AIR FORCE</u> <u>SPECIALTY TITLE</u>	<u>AFSC</u>	<u>GRADE</u>	<u>LESS 100</u>	<u>10/DAY</u> <u>AVG</u>	<u>0R>20/DAY</u> <u>AVG.</u>
<u>COMMAND</u>					
Director					
*Services Officer	34M4	Col	1	2	2
*Services Officer	34M4	GS-15/Lt Col	1	2	2
DISPOSITION:					
Services Officer	34M3/4	LtCol	2	3	6
Services Officer	34M3/4	Maj	8	10	18
Services Officer	34M3/4	Capt	0	2	6
Services Enlisted	34M3/4	MSgt	1	1	2
Services Enlisted	34M3/4	TSgt	1	1	2
Services Enlisted	34M3/4	SSgt	0	1	2
Mortician (Civ or Navy)		GS-12/13	1	2	2
SUBTOTAL			15	24	42

Planning Factors: Disposition Case Officers will handle up to 6 cases at once. Each Enlisted person will support 5 Disposition Case Officers. Dover can handle a maximum of 80 remains per day. Average processing time for each remain is 72 hours.

MANPOWER REQUIREMENTS PER NUMBER OF FATALITIES:

			SINGLE INCIDENT OVER 50	SINGLE INCIDENT 100-500 O	SINGLE INCIDENT 500-1000/WAR
<u>AIR FORCE SPECIALTY TITLE</u>	<u>AFSC</u>	<u>GRADE</u>	<u>LESS 100</u>	<u>10/DAY AVG</u>	<u>0R>20/DAY AVG.</u>
<u>CONTROL CENTER</u>					
DIRECTOR, CONTROL CENTER:					
*Services Officers	34M4	GS-14/15	0	1	2
*Services Officers	34M4	LtCol	1	1	1
*Services Officers	34M4	Capt	1	1	6
Judge Advocate	51J3	Maj	1	1	1
Public Affairs Officer	35P3	Capt	1	1	1
Chaplain	53R3	Maj	1	2	2
Chaplain Support Service Personnel	52R071	SSgt/Sgt	1	2	2
Clinical Psychologist	42P4	Maj	1	1	2
Services Manager	3M001	CMSgt	1	1	1
Services Supervisor	3M071	MSgt	0	1	8
Information Mgt Spec	3A051	SSgt	1	2	10

Mortician (Civ or Navy)		GS13	1	1	2
SUBTOTAL			9	13	36
*OR CIVILIAN EQUIVALENT					
MANPOWER REQUIREMENTS PER NUMBER OF FATALITIES:					
			SINGLE	SINGLE	SINGLE
			INCIDENT	INCIDENT	INCIDENT
			OVER 50	100-500 OR	500-1000/WAR
<u>AIR FORCE SPECIALTY TITLE</u>	<u>AFSC</u>	<u>GRADE</u>	<u>LESS 100</u>	<u>10/DAY AVG</u>	<u>0R>20/DAY AVG.</u>
<u>OPERATIONS</u>					
CHIEF, OPERATIONS:					
*Services Officers	34M4	LtCol	0	1	1
*Services Officers	34M4	Maj	1	0	0
MORTUARY OPERATIONS:					
Mortician (Civ or Navy)	GS050	GM13/EQ	1	1	1
Mortician (Civ, Contr or Navy)	GS050	GS12/EQ	1	2	2
Information Mgt Spec	3A051	SSgt/Civ	1	3	11
REMAINS HANDLERS:					
Services Officers	34M4	Maj	1	1	3
Services Supervisors	3M071	MSgt	0	1	3

Service Spec	3M051	SSgt	1	0	0
Unspecified - Manpower Pool	XXXX X	SRA	20	20	160
*OR CIVILIAN EQUIVALENT					
MANPOWER REQUIREMENTS PER NUMBER OF FATALITIES:					
			SINGLE	SINGLE	SINGLE
			INCIDENT	INCIDENT	INCIDENT
			OVER 50	100-500 OR	500-1000/WAR
<u>AIR FORCE SPECIALTY TITLE</u>	<u>AFSC</u>	<u>GRADE</u>	<u>LESS 100</u>	<u>10/DAY AVG</u>	<u>0R>20/DAY AVG.</u>
<u>OPERATIONS CONTINUES</u>					
UNIFORM ASSEMBLY:					
*Services Officer	34M4	Maj	0	1	2
*Services Officer	34M4	Capt	0	2	2
Services Supervisor	3m071	MSgt	0	1	4
Unspecified - Other Services	XXXX X	SSgt	2	2	20
PERSONAL EFFECTS:					
*Services Officer	34M4	Maj	0	1	3
Services Superintendent	3M091	SMSGT	1	1	1
Services Supervisor	3M071	MSgt	0	3	3
Services Spec	3M051	SSgt	1	0	0

Services Spec	3M051	Sra	2	4	40
PREPARATION/ CASKETING:					
Services Supervisor	3M071	MSgt	0	0	1
Services Spec	3M051	SSgt	1	4	4
*OR CIVILIAN EQUIVALENT					
MANPOWER REQUIREMENTS PER NUMBER OF FATALITIES:					
			SINGLE	SINGLE	SINGLE
			INCIDENT	INCIDENT	INCIDENT
			OVER 50	100-500 OR	500-1000/WAR
<u>AIR FORCE SPECIALTY TITLE</u>	<u>AFSC</u>	<u>GRADE</u>	<u>LESS 100</u>	<u>10/DAY AVG</u>	<u>0R>20/DAY AVG.</u>
<u>OPERATIONS CONTINUES</u>					
EOD/NBC:					
Explosive Ord Spec	3E871	SSgt	1	1	1
Disaster Preparedness Spec	3E971	SSgt	1	1	1
SUBTOTAL			35	50	265
MANPOWER REQUIREMENTS PER NUMBER OF FATALITIES:					
			SINGLE	SINGLE	SINGLE
			INCIDENT	INCIDENT	INCIDENT
			OVER 50	100-500 OR	500-1000/WAR
<u>AIR FORCE SPECIALTY TITLE</u>	<u>AFSC</u>	<u>GRADE</u>	<u>LESS 100</u>	<u>10/DAY AVG</u>	<u>0R>20/DAY AVG.</u>
<u>SUPPORT</u>					

CHIEF, SUPPORT:					
*Services Officer	34M4	LtCol	0	1	1
*Services Officer	34M4	Maj	1	1	1
Information Mgt Spec	3A051	SSgt/Civ	1	1	1
SERVICES SUPPORT:					
Services Officer	34M4	Capt	0	1	1
Services Supervisor	3M071	MSgt	1	4	4
Services Spec	3M051	SSgt	1	10	10
Apr Services Spec	3M031	A1C	0	12	17
*OR CIVILIAN EQUIVALENT					
MANPOWER REQUIREMENTS PER NUMBER OF FATALITIES:					
			SINGLE	SINGLE	SINGLE
			INCIDENT	INCIDENT	INCIDENT
			OVER 50	100-500 OR	500-1000/WAR
<u>AIR FORCE SPECIALTY TITLE</u>	<u>AFSC</u>	<u>GRADE</u>	<u>LESS 100</u>	<u>10/DAY AVG</u>	<u>0R>20/DAY AVG.</u>
<u>SUPPORT CONTINUES</u>					
LOGISTICS SUPPORT:					
Materiel Stor & Dist Supv	2S071	MSgt	1	1	2
Inventory Mgt Spec	2S051	SSgt	0	0	2
Med Materiel Supervisor	4A171	MSgt	0	1	1

Traffic Mgt Craftsman	2T071	MSgt	1	1	1
Traffic Mgt Journeyman	2T051	SSgt	0	1	9
Contracting Supervisor	6C071	MSgt	0	1	2
Security Police Supervisor	3P071	MSgt	0	1	1
Security Police Supervisor	3P071	TSgt	1	0	1
Security Police Spec	3P051	SSgt	6	6	20
Engineering Superintendent	3E591	SMSgt	0	1	1
Engineering Supervisor	3E571	MSgt	1	0	3
SUBTOTAL			14	42	77
MANPOWER REQUIREMENTS PER NUMBER OF FATALITIES:					
			SINGLE	SINGLE	SINGLE
			INCIDENT	INCIDENT	INCIDENT
			OVER 50	100-500 OR	500-1000/WAR
<u>AIR FORCE SPECIALTY</u>	<u>AFSC</u>	<u>GRADE</u>	<u>LESS 100</u>	<u>10/DAY</u>	<u>0R>20/DAY</u>
<u>TITLE</u>				<u>AVG</u>	<u>AVG.</u>
<u>ADMINISTRATION</u>					
CHIEF, AUTOMATION & OFFICE SUPPORT					
*Services Officer	34M4	LtCol	0	1	1
*Services Officer	34M4	Maj	0	0	1
Information Management Supervisor	3A071	MSgt	0	2	4

REPORTS:					
Services Supervisor	3M071	MSgt	0	1	1
Services Spec	3M051	SSgt	1	2	2
DATA:					
*Services Officer	34M4	Capt	0	1	1
Services Supervisor	3M071	MSgt	0	1	1
Services Supervisor (SSA)	3M071	MSgt	1	3	6
Services Spec	3M051	SSgt	2	6	50
*OR CIVILIAN EQUIVALENT					
MANPOWER REQUIREMENTS PER NUMBER OF FATALITIES:					
			SINGLE	SINGLE	SINGLE
			INCIDENT	INCIDENT	INCIDENT
			OVER 50	100-500 OR	500-1000/WAR
<u>AIR FORCE SPECIALTY TITLE</u>	<u>AFSC</u>	<u>GRADE</u>	<u>LESS 100</u>	<u>10/DAY AVG</u>	<u>0R>20/DAY AVG.</u>
<u>ADMINISTRATION CONTINUES</u>					
ADMINISTRATION:					
Services Officer	34M4	Capt	1	1	1
Information Management Supervisor	3A071	TSgt	1	5	5

MEDICAL RECORDS MGT AND COLLECTION:					
Health Services Admin	41A3	Maj	0	1	2
Health Services Admin	41A3	Capt	0	0	2
Health Services Manager	4A071	TSgt	1	3	6
Information Mgt Spec	3A051	SSgt	1	3	6
SUBTOTAL			9	31	90
MANPOWER REQUIREMENTS PER NUMBER OF FATALITIES:					
			SINGLE	SINGLE	SINGLE
			INCIDENT	INCIDENT	INCIDENT
			OVER 50	100-500 OR	500-1000/WAR
<u>AIR FORCE SPECIALTY TITLE</u>	<u>AFSC</u>	<u>GRADE</u>	<u>LESS 100</u>	<u>10/DAY AVG</u>	<u>0R>20/DAY AVG.</u>
<u>MEDICAL</u>					
ARMED FORCES MEDICAL EXAMINER SUPPORT:					
Radiological Supt	4R071	MSgt	0	0	1
Radiological Journeyman	4R051	SSgt	1	1	5
Medical Laboratory Tech	4T071	MSgt	1	1	4
Histology Technician/Navy	Nec85 XX	SSgt	1	6	6
Biomed Equipment Tech	4A271	TSgt	1	1	2

Dental Lab Tech	4Y071	TSgt	1	1	6
Dental Lab Craftmans	4Y171	MSgt	1	1	6
SUBTOTAL			6	11	30
MANPOWER REQUIREMENTS PER NUMBER OF FATALITIES:					
			SINGLE	SINGLE	SINGLE
			INCIDENT	INCIDENT	INCIDENT
			OVER 50	100-500 OR	500-1000/WAR
<u>AIR FORCE SPECIALTY</u>	<u>AFSC</u>	<u>GRADE</u>	<u>LESS 100</u>	<u>10/DAY</u>	<u>OR>20/DAY</u>
<u>TITLE</u>				<u>AVG</u>	<u>AVG.</u>
GRAND TOTAL ALL SKILLS			77	158	520
RECAP OF SERVICES PERSONNEL REQUIREMENTS:					
Services Officers	34M4	Col	1	1	2
Services Officers	34M4	GS-14/15	1	1	1
Services Officers	34M4	LtCol	2	4	4
Services Officers	34M4	Maj	3	10	20
Services Officers	34M4	Capt	2	6	11
Services Manager	3M001	CMSgt	1	1	1
Services Superintendent	3M091	SMSgt	1	1	1
Services Supervisor	3M071	MSgt	2	15	31
Services Spec	3M051	SSgt	7	22	66

Services Spec	3M051	SRA	2	4	40
Services Apr Spec	3M031	A1C	0	12	17
TOTAL SERVICES PERSONNEL			22	76	193

NOTE: ALL REQUIREMENTS WILL BE COORDINATED WITH AFME, AFSVA/SVOM, AND AMC/SV PRIOR TO MOBILIZATION. WHEN FATALITIES OF OTHER MILITARY SERVICES ARE INVOLVED, THOSE SERVICES WILL BE ASKED TO FILL A PROPORTIONATE SHARE OF THE TOTAL REQUIREMENTS LISTED IN THIS CHART FOR DISPOSITION, OPERATION, PERSONAL EFFECTS, AND AFME SUPPORT WORK CENTERS.