

Contingency Operations Summary Court Martial Officer (SCMO) Checklist For the Processing of Personal Effects (PE)

*Read everything before doing anything! This will save time and increase accuracy. If you have questions, call U.S. Army Human Resources Command (AHRC), Policy, Plans and Training Section at DSN 312-983-8234/ Com 502-613-8234 or email: usarmy.knox.hrc.mbx.casualty-mortuary-policy@mail.mil.

PE Inventory for: _____

| Soldier Name (Last, First, MI) | Rank |
|--------------------------------|------|
| DoD Identification Number | Unit |

BEFORE YOU START:

- ___ **CONTACT** your unit Mortuary Affairs (MA) LNO to assist you with the entire PE process.
- ___ **INITIAL** each step as you work thru the checklist.
- ___ **YOU MUST** designate an assistant to help you collect and inventory the PE. (Recommend your assistant be a supply Soldier or clerk, if available).
- ___ **PRINT** your name, rank, e-mail address, DSN number, and that of your assistant.

| | |
|---------------------------------|--------------------------|
| SCMO Rank and Name: | |
| E-Mail: | DSN Number () |
| Assistant Rank and Name: | |
| E-Mail: | DSN Number () |
| Command POC: | |
| E-Mail: | DSN Number () |

___ **COMPLETE THE INVENTORY WITHIN 12 HOURS** FOLLOWING THE INCIDENT using this checklist as a guide.

___ **BEFORE YOU BEGIN, make sure you have these documents:**

- a. DD Form 1076, Record of Personal Property/ Personal Effects
- b. CENTCOM Customs Permitted and Prohibited Items List (see page 6)
- c. Example: Memorandum of Destruction of Personal Effects – available from Theater Mortuary Affairs Office (TMAO)
- d. Example: Memorandum for NO Unexploded Ordnance – available from TMAO
- e. SCMO Checklist, computer, and blank CD

Note: A copy of the checklist can be stored on a CD for SCMO use so that web access is not required.

Note: DO NOT release any of the PE documentation to anyone other than the Mortuary Affairs Collection Point (MACP), AHRC, or the Joint Personal Effects Depot (JPED). The JPED will release a final report when all actions are complete.

_____ **OBTAIN** the following items to bag, tag, and secure the PE for shipment:

- a. Clear plastic (freezer) locking bags and garbage bags of various sizes.
- b. Enough footlockers to secure **ALL** of the PE. **OVERSIZE** items will be secured as well as possible. Otherwise, all items will fit in a lockable or sealed container.
- c. Permanent markers, index cards, and reinforced tape to identify items and containers.
- d. Packing materials, such as newspaper, bubble wrap, etc.
- e. Padlocks for each footlocker (200 series locks are preferred, NSN 5340-00-158-3807).
- g. Serialized metal seals are available at the Mortuary Affairs Collection Point (MACP).

_____ **NUMBER** the footlockers using the index cards and a magic marker. Tape a card with the phrase "Personal Effects of _____, Box ___ of ___." (e.g., 1 of 2, 5 of 6) on both the ***outside and inside*** of the footlockers. Refer to this number on all the DD Forms 1076 for the PE in that container (e.g., Box 1 of 6).

_____ **CHECK WITH** the Soldier's NCOIC, OIC, roommate, friends, acquaintances, work site, supply room, local laundry, sewing facility, and any other locations the Soldier may have stored PE. Identify any items that may have been loaned to, or borrowed from, another person, or stored at other locations in-theater. Include any items that you cannot retrieve quickly (within 12 hours) in a subsequent inventory.

_____ **IF YOU OBSERVE** any **tampering or theft of PE** during any stage of the inventory process immediately inform your commander and the military police.

THINGS NOT TO DO:

_____ **DO NOT** COMMUNICATE WITH ANY PERSON OTHER THAN THOSE INVOLVED IN THE MA PROCESS, AND **DO NOT SHIP** ANY PE TO ANY LOCATION OTHER THAN TO THE MORTUARY AFFAIRS COLLECTION POINT (MACP).

_____ **DO NOT** open or read diaries, personal letters, or any other personal entries. If a diary or book appears to have other material "sticking out," describe the item by its external appearance and annotate "with unviewed items sticking out of it," and place in a sealed plastic bag. Send it all to the MACP.

_____ **DO NOT** attempt to clean soiled clothing or PE in-theater. ***Place soiled items in plastic bags*** and ship with the PE. Attach a tag stating that the enclosed items "need to be cleaned." Per Army Policy these items may be cleaned only at the JPED, if the Person Eligible to Receive Effects (PERE) desires the items be cleaned.

_____ **DO NOT** store PE or perform the inventory in a room to which the Soldier's roommate or others have access. It is important to limit access to the room during the inventory. If the

roommate needs anything from the room, it can only be done under direct observation by you and your assistant.

___ **DO NOT** attempt to pay or collect any local debts of the deceased Soldier. Prepare a Memorandum for Record (MFR) only, and send the MFR to AHRC- PDC-C (address below). AHRC will ensure that the home station SCMO updates and reports the debt to the PERE.

THINGS TO BE REMOVED:

Note: The JPED will remove and store any questionable items that could embarrass or cause added sorrow for the Soldiers' Family, to include any sexually questionable material. Any items removed are held for six months at the JPED. If no inquiry is made for the return of removed items, they will be destroyed at the JPED after six months.

___ **REMOVE** all mission critical or hazardous items, such as: night vision goggles, optics, weapons, munitions, masks, radios, compasses, military GPS equipment, government satellite cell phones, classified documents, explosives, ordnance, flammables, or other hazardous materials.

___ **REMOVE** all OCIE and turn in to the unit supply. Attach DA Form 3645 showing OCIE turn-in to the SCMO'S final report.

___ **REMOVE** flammables such as butane lighters and perishables such as food items. List them on a destruction memo as destroyed. **Do NOT SEND ITEMS THAT WILL SPILL, MELT, OR IGNITE.**

___ **IF** you discover any war souvenirs, illegal drugs, or alcohol during the inventory, inform your Commander. Transfer or removal of these items will be documented by MFR.

___ **IF** any other investigative agency (e.g., Military Police, CID) takes custody of any of the Soldier's PE, get a receipt for the items. Include copies with the inventory. Attach a summary of the actions taken on an appropriate MFR.

___ **Be** sure to include a supporting document for all removed items (e.g., memorandum of destruction, DA 3645 for turn-ins, CID/MP receipt, MFR).

CONDUCT THE INVENTORY:

___ **COLLECT AND SAFEGUARD** all of the Soldier's PE located in places under the Army's jurisdiction or control until it has all been transferred and receipted to the MACP.

___ **IMMEDIATELY RECOVER** any items separated from the Soldier at the time of the incident such as individual body armor (IBA), outer tactical vest (OTV), helmet, or personal effects on the human remains that were returned to unit or removed at a medical facility. Tag these items (name and full SSN) and deliver them to the MACP immediately. The MACP sends these items to the Dover Port Mortuary. Do not include full SSN on the outside of any package.

_____ **CHECK** all items for UXO and remove them if found. Handheld wands/scanners must be used to ensure all possible UXO are identified.

_____ **ENSURE** all items are packed in an orderly manner with sufficient packing materials to protect the personal effects from damage.

_____ **INCLUDE FOR ALL ITEMS WHEN AVAILABLE:** the item number, manufacturer, brand name, serial number (SN), and model number. If the item is damaged, dented, scratched, not operational, etc., include that information in the description (e.g, 1ea. Laptop computer, black in color, inscribed Sony, SN: 1234567, damaged.)

_____ **BE SURE** to look at receipts for things that the Soldier may have bought at the PX and locate those items to ensure MP3 players, CDs, DVDs, and game cartridges, etc. are returned to the PERE.

_____ **INVENTORY**, describe, and ship all damaged, smashed, broken, dented, etc., items.

_____ **EXERCISE EXTREME CARE** when describing items of intrinsic or sentimental value. When describing jewelry, rings, precious stones, valuable papers, keepsakes, etc., avoid using terms such as “diamond,” “gold,” and “platinum,” without qualifying remarks. The description of jewelry should include only the color of the metal (not the metal content), presence and color of stones, if any, and all inscriptions (e.g., “**ring, yellow in color, inscribed JHS, with stone blue in color**”).

_____ **INVENTORY** cash, important personal documents, papers, bank and credit cards, all other currency, Government checks, personal checks, and savings bonds separately.

- For cash: record the amount and type of currency, including any AAFES POGS: e.g., 5 ea. \$20 bills (include serial numbers), 2 ea. quarters, 3 ea. 50 cent coins.
- For credit, debit, and ATM cards: list the company or bank that issued it, card holder name, the last eight digits of the serial number, and the expiration date.
- For unused personal checks and any checks to the Soldier: list the name of the bank, account holder, and the check numbers; e.g., “2126 thru 2150”. Ensure to list if any of the checks in the series are missing from the checkbook, e.g. “2126 thru 2150, missing 2128”.
- For any personal or Government checks, or savings bonds: indicate the type, dollar amounts, serial numbers, and the payer’s name in the remarks section of the inventory form.
- Describe any other items that could be redeemable for cash (e.g., Gift Card - AAFES)

_____ **RETURN** all unopened letters and packages to the Post Office marked “Return to Sender.”

_____ **SIGN** an MFR stating that you have removed all ordnance, munitions, explosives, and flammables after you complete the inventory. Place a copy in each PE container.

SHIPPING ACTIONS:

_____ **MAKE 4 COPIES** of your **appointment order, no UXO Memorandum, Destruction Memorandums, complete inventory, any other MFRs, and *this checklist*** completed up to

“Final Actions.” All these documents should be in packet form, consisting of one copy of each **underlined item**.

_____ **MAKE A CD** of the completed SCMO Template, and print out 4 copies of the complete inventory from the CD to meet the above requirement. The CD will be hand delivered along with the PE to the MACP for upload into the Mortuary Affairs Tracking System (MARTS).

_____ **PLACE A NUMBERED COPY** of the DD Form(s) 1076 in each corresponding numbered footlocker. Place a copy of all the completed inventory documentation in a sealed envelope marked “**entire inventory**”, and secure it to **THE OUTSIDE** of footlocker #1.

_____ **TAPE A LABEL** and place it on the outside of each PE footlocker with the following phrase, “**Effects of KIA** (Name/Grade, last four of the SSN, and Organization)”.

_____ **LOCK** each container with padlock or zip-tie, and secure the PE until you can deliver it to the MACP. The MACP will place Tamper-proof seals on each PE container/footlocker.

_____ **PERSONALLY ESCORT** the PE to the MACP within 72 hours from the date of the incident. If you are unable to meet this suspense, or if you must conduct subsequent inventories, notify your chain of command, then contact AHRC-PDC-C at Comm 502-613-8351 or DSN 312-983-8351, or send an email message to: usarmy.knox.hrc.mbx.tagd-cmaoc-csb-casualty@mail.mil.

_____ **REMAIN WITH THE PE** until the MACP signs for the footlockers. Get a receipt memorandum from the MACP for the number of PE footlockers or containers you delivered. The memorandum must include the serial numbers of any seals placed on the PE containers.

FINAL ACTIONS:

_____ **RETURN** any excess packing materials to your supply section when you have finished.

_____ **AFTER COMPLETING** all the steps of this checklist, you and your assistant must sign the certification statement at the bottom of this page.

_____ **E-MAIL** a copy of the MACP receipt you received when the PE was delivered to the MACP to: usarmy.knox.hrc.mbx.tagd-cmaoc-csb-casualty@mail.mil.

_____ **MAIL** the **original** signed inventory and checklist of the **DECEASED** Soldier’s PE to AHRC-PDC-J at the address below. These items will be included in the Individual Deceased Personnel File (IDPF). Be sure to retain copies for your appointing authority and your own files.

OUR ADDRESS: CDR, Joint Personal Effects Depot
(Attn: Operations/Mr. Delgado)
122 Purple Heart Drive
Dover AFB, Delaware 19902

Remember that YOU CAN **RECONCILE** any SCMO inventory related questions by calling the JPED at: Comm 302-346-7965 or DSN: 312-366-7965, or by email: jped.pa@us.af.mil.

The JPED SCMO will contact you, if needed, to reconcile any issues with the PE inventory.

JPED will notify the POCs listed on page one if no discrepancies are noted. This allows your command to release you from your assignment as that Soldier's Theater SCMO. Identified discrepancies must be reconciled before you may be released from SCMO duties.

We certify a complete inventory of the above referenced Soldier's Personal Effects was completed in accordance with this checklist with the SCMO and Assistant, who were present at all times. This Soldier's Personal Effects have been properly secured while under our custody and control, and that we have complied with the provisions of every item on this checklist, unless noted where applicable.

Signature Date
SCMO

Signature Date
SCMO Assistant

The Following Extract is published as a Guide for Theater Inventory use only.

(Extracted from the USCENTCOM Customs Permitted and Prohibited Items list, as of 18 Jan 06.)

Proper use of this extract / guide will ensure compliance with the Customs Pre-screening program.

Use of this extract / guide is not intended to cause delays in the inventory, packing, and shipping of Personnel Effects of Deceased or Evacuated personnel.

| CUSTOMS PROHIBITED ITEMS | | | |
|--------------------------|------------|----------------------------|------------------------|
| ITEM | Source | ITEM | Source |
| BRASS KNUCKLES | TSA | Animals(Live/Dead/Parts) | 4500/USDA |
| KUBATON | TSA | INSECTS | 4500/USDA |
| ASPS | UNL | Fresh Fruits or Vegetables | 4500/USDA |
| Martial Arts Weapons | TSA | HUMAN BODY PARTS | UNL |
| BLACKJACK | TSA | EGGS | 4500/USDA |
| LIGHTER | TSA | PLANT FOODS | 4500/USDA |
| SWITCHBLADE * | TSA/4500 | Un-tanned Skins/Hides | 4500/USDA |
| GRAVITY KNIFE * | 09-528 | TATAMI MATS | 4500/needs permit |
| CONCEALED KNIFE * | 09-528 | LIVE PLANTS | 4500/USDA |
| * NON-MILITARY ISSUE | | CAMEL SADDLES | 4500/USDA |
| BB GUN | TSA | SAND | UNL |
| COMPRESSED AIRGUN | TSA | SOIL / EARTH | 4500/USDA |
| Non-Military Weapons | GO 1 BRAVO | Green / Bamboo Sugar | USDA |
| FLARE GUNS | TSA | ALCOHOL Beverages | GO 1 BRAVO |
| GUN LIGHTERS | TSA | CUBAN CIGARS | 4500/Embargoed country |

| | | | | |
|------------------------------|----------------------|--|---|-----------------------------|
| GUNPOWDER | TSA | | ARTIFACTS | FRAGO 619/09-528 |
| FIREARM PARTS | TSA | | CLASSIFIED MATERIAL | Memo from 377 th |
| ITEM | Source | | ITEM | Source |
| STARTER PISTOLS | TSA | | Counterfeit Currency | 4500 |
| AEROSOL CANS | TSA | | GAMBLING DEVICES | UNL |
| FUELS | TSA | | Controlled Substances | 4500/GO 1 BRAVO |
| GAS TORCHES | TSA | | Treasonable/Seditious items | UNL |
| TURPENTINE/THINNER | TSA | | DRUG Paraphernalia ** | 4500 |
| Realistic Explosive Replicas | TSA | | ** Hookah Pipes without residue allowed | |
| CATTLE PROD | TSA | | EXPLOSIVE MATERIAL | 4500 |
| PORNOGRAPHIC Material | 4500/GO1Bravo/09-528 | | Destructive Devices | 4500 |
| AMMO | TSA/09-528 | | CORROSIVE LIQUIDS | USDA |

PERMITTED ITEMS FOR CARRY ON OR CHECKED

Cigar Cutters, Cork Screws, Cuticle Cutters, Eye Lash Curlers, Sewing Needles, Nail Clippers, Nail Files, Toy Weapons (Unrealistic), Umbrellas, Tweezers, Canes, Camcorders, Camera Equipment, Mobile Phones, Laptop Computers, Pagers, PDA, Heat Treated Wood.

AUTHORIZED SOUVENIRS PER GENERAL ORDER 1, DATED 12 FEBRUARY 2005

Helmets and head coverings; bayonets; uniforms and uniform items such as insignia and patches; canteens, compasses, rucksacks, pouches, and load bearing equipment; flags; military training manuals, books, and pamphlets; posters, placards, and photographs; or other items that clearly pose no safety or health risk and are not otherwise prohibited by law or regulation.

All items are subject to the war souvenir retention process and must be reviewed by the appropriate reviewing officer.

War Souvenir Retention Forms: DD Form 603-1,
and War Souvenir Registration/Authorization Form 603-1