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FM PTC WASHINGTON DC//ALARACT//
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***** THIS IS A COMBINED MESSAGE *****

SUBJ: ALARACT 006/2009 (CORRECTED COPY) POLICIES AND PROCEDURES FOR THE HANDLING OF PERSONAL EFFECTS FOR MEDICALLY EVACUATED SOLDIERS
UNCLASSIFIED//
CORRECTED COPY

THIS MESSAGE HAS BEEN SENT BY THE PENTAGON TELECOMMUNICATIONS CENTER ON BEHALF OF DA WASHINGTON DC//HRC//

SUBJECT: POLICIES AND PROCEDURES FOR THE HANDLING OF PERSONAL EFFECTS FOR MEDICALLY EVACUATED SOLDIERS FROM A COMBATANT THEATER
REFERENCE:

- A. ALARACT 139/2006 210236Z JUL 06, POLICIES AND PROCEDURES FOR THE HANDLING OF PERSONAL EFFECTS (PE) AND GOVERNMENT PROPERTY
 - B. ALARACT 224/2007 151802Z OCT 07, REVISED POLICIES FOR CERTIFYING AND REPORTING THEATER SUMMARY COURTS MARTIAL OFFICERS (SCMO) IN THE CENTCOM AOR
 - C. ALARACT 235/2007 191829Z OCT 2007, SCMO CHECKLIST FOR CURRENT CENTCOM THEATER ONLY
1. PURPOSE: PROVIDE NEW GUIDANCE FOR PROCESSING PERSONAL EFFECTS (PE) FOR SOLDIERS WHO ARE MEDICALLY EVACUATED FROM A COMBATANT THEATER, AND ESTABLISH A NEW POLICY ALLOWING NON-COMMISSIONED OFFICERS IN THE RANK OF E-6 AND ABOVE TO SERVE AS INVENTORY OFFICIALS FOR MEDICALLY EVACUATED PE. THIS MESSAGE DOES NOT AFFECT THE INVENTORY AND PROCESSING OF THEATER KILLED IN ACTION (KIA) PE BY SUMMARY COURTS MARTIAL OFFICERS (SCMO) WHICH IS DESCRIBED IN ALARACT 235/2007. THIS MESSAGE EXPANDS UPON ALARACT 139/2006 FOR THE PROCESSING OF MEDICALLY EVACUATED PE ONLY.
 2. BACKGROUND: COMMANDERS AT ALL LEVELS ARE REMINDED OF THE IMPORTANCE OF ACCOUNTABILITY AND RAPID RETURN OF PE FOR MEDICALLY EVACUATED PERSONNEL. DELAYS IN THE PROCESSING AND RETURN OF PE RESULTS IN MISPLACEMENT, LOSS, AND POSSIBLE CLAIMS AGAINST THE GOVERNMENT AND ADDED TRAUMA FOR OUR INJURED SOLDIERS. PE COLLECTION, INVENTORY, SAFEGUARDING, AND EVACUATION IS A UNIT COMMAND RESPONSIBILITY.
 - 2.A. PER ALARACT 139/2006, PE FOR SOLDIERS WHO ARE MEDICALLY EVACUATED ARE CURRENTLY PROCESSED IN THE SAME MANNER AS PE FOR SOLDIERS KIA. THIS REQUIREMENT ESTABLISHED THAT PE FOR MEDICALLY EVACUATED SOLDIERS BE INVENTORIED AND PROCESSED BY A COMMISSIONED OFFICER ASSIGNED AS A SCMO. PER AR 638-2, PE FOR SOLDIERS KILLED IN ACTION MUST CONTINUE TO BE PROCESSED BY A COMMISSIONED OFFICER. PER ALARACT 224/2007 ANY ASSIGNED SCMO MUST BE CERTIFIED.
 - 2.B. THE RESULT OF REQUIRING A COMMISSIONED OFFICER FOR EACH INVENTORY HAS PLACED AN UNDUE BURDEN ON COMBATANT UNITS AND THE REMOVAL OF OFFICER LEADERS FROM COMBAT OPERATIONS. ADDITIONALLY, THE REQUIREMENT TO HANDLE PE OF ALL MEDICALLY EVACUATED PERSONNEL IN THE

SAME MANNER HAS CREATED UNDUE WORK FOR MORTUARY AFFAIRS COLLECTION POINT (MACP) PERSONNEL WHO SHIP PE TO CONUS.

3. EFFECTIVE IMMEDIATELY, ARMY UNITS SERVING IN A COMBATANT THEATER ARE AUTHORIZED TO ASSIGN NON-COMMISSIONED OFFICERS IN THE RANK OF E-6 AND ABOVE TO SERVE AS INVENTORY OFFICIALS FOR THE PE OF MEDICALLY EVACUATED SOLDIERS. UNIT COMMANDERS MAY CHOOSE TO CERTIFY THESE INVENTORY OFFICIALS. LOCAL COMMAND CERTIFICATION REPORTING IS ENCOURAGED.
 - 3.A. THE PE OF SOLDIERS ALREADY MEDICALLY EVACUATED FROM THEATER FOR COMBAT-RELATED INJURIES, OR RETAINED OUT OF THEATER FOR UNEXPECTED MEDICAL REASONS, WILL BE PROCESSED IAW THE ATTACHED CHECKLIST AND EVACUATED THROUGH MACPS ONLY.
 - 3.B. PHYSICALLY ABLE AMBULATORY SOLDIERS LEAVING THEATER FOR NON-COMBAT-RELATED MEDICAL REASONS ARE RESPONSIBLE TO ARRANGE MOVEMENT OF THEIR PE PRIOR TO EVACUATION. PREGNANCY IS A NON-COMBAT-RELATED EVACUATION. ANY REMAINING PE THAT IS NOT CARRIED BY THE SOLDIER SHOULD THEN BE PROCESSED AND EVACUATED THROUGH UNIT SUPPLY CHANNELS IAW AR 700-84 CHAPTER 12-15. AS A LAST RESORT ANY REMAINING PE COULD BE RETURNED BY OFFICIAL MAIL, WITH COMMAND APPROVAL, TO THE ORIGINAL UNIT HOME STATION, OR DEPLOYMENT STATION FOR SOLDIERS DEPLOYED AS INDIVIDUALS. RESTRICTIONS REGARDING THE MAILING OF GOVERNMENT EQUIPMENT, HAZARDOUS MATERIALS, OR OTHER PROHIBITED ITEMS STILL APPLY.
 - 3.C. PE TURNED IN TO A MEDICAL TREATMENT FACILITY (MTF) WILL BE SAFEGUARDED BY HOSPITAL PERSONNEL AND INVENTORIED ON DA FORM 4160, PATIENTS PERSONAL EFFECTS AND CLOTHING RECORD. THE MTF WILL RETAIN THE PE WHILE MAKING EVERY EFFORT TO RETURN THE PE TO THE MEDICALLY EVACUATED SOLDIER'S UNIT. PE THAT CAN NOT BE RETURNED TO THE UNIT WILL CONTINUE TO BE EVACUATED PER THE PROCEDURES IN AR 40-400, CHAPTER 4.
 - 3.D. PROCEDURES THAT INVENTORY OFFICIALS WILL FOLLOW ARE DETAILED IN THE ATTACHED CHECKLIST. USE OF THE ATTACHED CHECKLIST WILL ENSURE THAT PERSONAL EFFECTS ARE INVENTORIED, PACKAGED, AND PROCESSED CORRECTLY, AND ENSURE THAT U.S. CUSTOMS PRE-CLEARANCE PROGRAM REQUIREMENTS ARE MET. THE CUSTOMS PROHIBITED ITEMS EXTRACT IS LISTED AT PAGE SIX OF THE CHECKLIST.
4. PE FOR MEDICALLY EVACUATED SOLDIERS CUSTOMARILY INCLUDES ITEMS DEEMED TO BE ESSENTIAL FOR DAILY USE, SUCH AS EYEGASSES OR CONTACT LENSES, WALLETS, ID CARDS, PERSONAL JEWELRY, AND SENTIMENTAL PHOTOGRAPHS. SUCH ITEMS MAY OR MAY NOT BE CARRIED BY A SOLDIER DURING OPERATIONS BUT ARE NEEDED WHILE THE SOLDIER IS HOSPITALIZED FOR MEDICAL CARE. SPECIFIC INSTRUCTIONS FOR THE SHIPPING OF THESE DAILY ESSENTIAL ITEMS OF PE ARE CONTAINED IN THE CHECKLIST.
5. UNIT PE INVENTORY PERSONNEL ARE REMINDED THAT THE CHECKLIST REQUIRES THE REMOVAL OF MISSION-ESSENTIAL GOVERNMENT ITEMS SUCH AS WEAPONS, GOVERNMENT CELL PHONES, ARMS-ROOM KEYS, NIGHT VISION DEVICES, ETC. UNIT PE INVENTORY OFFICIALS WILL PROPERLY INVENTORY, PACKAGE AND SEND ALL OTHER NON-HAZARDOUS, NON-CLASSIFIED ITEMS AS WELL AS ALL OTHER PERSONAL EFFECTS AS INSTRUCTED IN THE CHECKLIST.
6. AS PER ALARACT 139/2006 OCIE AND TA-50 ARE TO BE TREATED AS PE IN THE CURRENT CENTCOM THEATER.
7. DISSEMINATE THIS CHECKLIST WIDELY AND REFER QUESTIONS TO THE

MORTUARY AFFAIRS OFFICER AT CORPS OR THEATER HEADQUARTERS LOCATIONS,
***** START OF SECTION 2 *****

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OR TO AHRC-PDC-P, AS LISTED IN THE CHECKLIST.

8. POINT OF CONTACT FOR THIS MESSAGE AT THE CASUALTY AND MORTUARY
AFFAIRS OPERATIONS CENTER, LTC DAVID MARTINELLI, E-MAIL:

DAVID.MARTINELLI@CONUS.ARMY.MIL, OR DSN 312-221-0069.

9. MEDICALLY EVACUATED PE CHECKLIST, DATED 19 DECEMBER 2008, FOLLOWS.
IT MUST BE PRINTED AS 6 SEPARATE PAGES WHEN USED. THE FORMATTED
CHECKLIST IS ALSO AVAILABLE ON THE WEB AT [HTTP://WWW.QUARTERMASTER.A
RMY.MIL/MAC/JMAC_MAIN.HTML](http://www.quartermaster.army.mil/mac/jmac_main.html).

INVENTORY OFFICIALS (GRADE E-6 AND ABOVE) CHECKLIST FOR PROCESSING OF
MEDICALLY-EVACUATED PERSONAL EFFECTS (PE)

*READ EVERYTHING BEFORE DOING ANYTHING! THIS WILL SAVE YOU TIME AND
INCREASE ACCURACY. IF YOU HAVE QUESTIONS, CONTACT THE NEAREST
MORTUARY AFFAIRS COLLECTION POINT (MACP).

INVENTORY OF PE OF: _____

SOLDIER NAME, RANK, UNIT, STATUS (WIA / OTHER), FULL SSN
BEFORE YOU START:

___ CONTACT YOUR UNIT MORTUARY AFFAIRS (MA) LNO TO ASSIST YOU WITH THE
ENTIRE MEDICALLY-EVACUATED PERSONAL EFFECTS (PE) PROCESS.

___ INITIAL EACH STEP AS YOU WORK THROUGH 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 AND DSN NUMBER, AND THAT OF
YOUR ASSISTANT, BELOW:

INVENTORY OFFICIAL RANK AND NAME E-MAIL DSN NUMBER

_ ASSISTANT RANK AND NAME E-MAIL DSN NUMBER

___ COMPLETE THE INVENTORY WITHIN 12 HOURS FOLLOWING YOUR APPOINTMENT
USING THIS CHECKLIST AS A GUIDE.

___ BEFORE YOU BEGIN, MAKE SURE YOU HAVE THESE DOCUMENTS:

A. DA FORM 54 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

NOTE: DO NOT RELEASE ANY OF THE PE DOCUMENTATION TO ANYONE OTHER THAN
THE MORTUARY AFFAIRS COLLECTION POINT (MACP), ARMY HUMAN RESOURCES
COMMAND (AHRC) OR THE JOINT PERSONAL EFFECTS DEPOT (JPED).

___ OBTAIN THE FOLLOWING ITEMS TO BAG, TAG, AND SECURE THE PE FOR
SHIPMENT:

A. CLEAR PLASTIC (STORAGE TYPE) SELF-SEALING BAGS AND GARBAGE BAGS OF
VARIOUS SIZES.

B. ENOUGH FOOTLOCKERS TO SECURE ALL OF THE PE. OVERSIZE ITEMS WILL BE
SECURED AS BEST 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 WILL BE AVAILABLE AT THE MORTUARY AFFAIRS COLLECTION POINT (MACP).

___ NUMBER THE FOOTLOCKERS USING INDEX CARDS AND A MAGIC MARKER. TAPE A CARD WITH THE PHRASE, "PERSONAL EFFECTS OF _____, BOX ___ OF ___." (E.G., 1 OF 2, OR 5 OF 6) ON BOTH THE OUTSIDE AND INSIDE OF THE FOOTLOCKER. REFER TO THIS NUMBER ON ALL THE DA FORMS 54 FOR THE PE IN THAT CONTAINER (E.G., BOX 1 OF 6).

___ CHECK WITH THE SOLDIER'S NCOIC, OIC, ROOMMATE, FRIENDS AND ACQUAINTANCES, THE WORK SITE, SUPPLY ROOM, LOCAL LAUNDRY, THE SEWING FACILITY, AND ANY OTHER LOCATIONS THE SOLDIER MAY HAVE STORED PE. IDENTIFY ANY ITEMS THAT MAY HAVE BEEN LOANED TO, OR 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 MATERIALS. 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." THESE ITEMS WILL BE CLEANED AT THE JPED.

___ 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.

THINGS TO BE REMOVED:

___ REMOVE ANY MISSION CRITICAL ITEMS SUCH AS: NIGHT VISION GOGGLES, OPTICS, WEAPONS, MUNITIONS, MASKS, RADIOS, COMPASSES, MILITARY GPS EQUIPMENT, GOVERNMENT SATELLITE CELL PHONES, OR CLASSIFIED DOCUMENTS. ALSO REMOVE ALL EXPLOSIVES, ORDNANCE, FLAMMABLES, OR OTHER HAZARDOUS OR MATERIALS.

___ REMOVE FLAMMABLES SUCH AS BUTANE LIGHTERS OR 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

***** START OF SECTION 3 *****

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DURING THE INVENTORY, INFORM YOUR COMMANDER. TRANSFER OR REMOVAL OF THESE ITEMS WILL BE DOCUMENTED BY MFR.

___ IF ANY OTHER INVESTIGATIVE AGENCY (I.E., MILITARY POLICE OR 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, I.E., MEMORANDUM OF DESTRUCTION, DA 3645 FOR TURN-INS, CID/MP RECEIPT, OR MFR.

CONDUCT THE INVENTORY:

___ COLLECT AND SAFEGUARD ALL OF THE SOLDIER'S PE LOCATED IN PLACES UNDER THE ARMY'S JURISDICTION OR CONTROL IN THEATER.

___ RECOVER IMMEDIATELY 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 SOLDIER THAT WERE RETURNED TO THE UNIT OR REMOVED AT A MEDICAL TREATMENT FACILITY. TAG THESE ITEMS (NAME AND FULL SSN) AND DELIVER THEM TO THE MACP ALSO. THE MACP SENDS THESE ITEMS TO THE DOVER PORT MORTUARY.

___ ENSURE ALL ITEMS ARE PACKED IN AN ORDERLY MANNER WITH SUFFICIENT PACKING MATERIALS TO PROTECT THE PERSONAL EFFECTS FROM DAMAGE.

___ ENSURE THAT ANY DAILY USE ESSENTIAL ITEMS OF PE SUCH AS EYEGLASSES OR CONTACT LENSES, WALLETS, ID CARDS, PERSONAL JEWELRY, AND SENTIMENTAL PHOTOGRAPHS ARE PACKED ON TOP IN FOOTLOCKER # 1 ONLY. FIRST PACK THIS FOOTLOCKER WITH LARGE BULKY ITEMS OF CLOTHING, LEAVING ONLY ROOM FOR THE ESSENTIAL PE. THIS WILL ALLOW FOR RAPID RE-INVENTORY WHENEVER THE PE IS REMOVED AT THE JPED AND ITS IMMEDIATE RETURN TO A SOLDIER IN MEDICAL CARE.

___ INCLUDE IN THE DESCRIPTION OF ALL ITEMS, WHEN AVAILABLE, 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.

___ 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 GET RETURNED TO THE SOLDIER.

___ INVENTORY, DESCRIBE, AND SHIP ALL DAMAGED, SMASHED, BROKEN, DENTED, ETC. ITEMS.

___ EXERCISE EXTREME CARE IN 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 (FOR EXAMPLE: "RING, GOLD IN COLOR, WITH A BLUE STONE, INSCRIBED JHS").

___ INVENTORY CASH, IMPORTANT PERSONAL DOCUMENTS, PAPERS, BANK AND CREDIT CARDS, ALL OTHER CURRENCY, GOVERNMENT CHECKS, PERSONAL CHECKS AND SAVINGS BONDS SEPARATELY.

1. FOR CASH, RECORD THE AMOUNT AND TYPE OF CURRENCY, INCLUDING ANY AAFES POGS: E.G., 5 EA \$20 BILLS, 2 EA QUARTERS, 3 EA 50 CENT POGS.

2. FOR CREDIT, DEBIT AND ATM CARDS, LIST THE COMPANY OR BANK THAT ISSUED IT, CARD HOLDER NAME, LAST EIGHT DIGITS OF THE SERIAL NUMBER

AND THE EXPIRATION DATE.

3. FOR UNUSED PERSONAL CHECKS AND ANY CHECKS TO THE SOLDIER, LIST THE NAME OF THE BANK, ACCOUNT HOLDER, AND THE CHECK NUMBERS; I.E., 2126 THRU 2150.

4. FOR ANY PERSONAL OR GOVERNMENT CHECKS OR SAVINGS BONDS, INDICATE THE TYPE, DOLLAR AMOUNTS, SERIAL NUMBERS AND THE NAME OF THE PAYER IN THE REMARKS SECTION OF THE INVENTORY FORM.

5. DESCRIBE ANY OTHER ITEMS THAT COULD BE REDEEMABLE FOR CASH (I.E., GIFT CARD -AAFES)

RETURN ALL UNOPENED LETTERS AND PACKAGES TO THE POST OFFICE MARKED "RETURN TO SENDER."

SIGN A MEMORANDUM FOR RECORD STATING THAT YOU HAVE REMOVED ALL ORDNANCE, MUNITIONS, EXPLOSIVES AND FLAMMABLES WHEN 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, AND THIS CHECKLIST (PAGES 1-5 ONLY), COMPLETED UP TO "FINAL ACTIONS." ALL THESE DOCUMENTS SHOULD BE IN PACKET FORM, CONSISTING OF ONE COPY OF EACH UNDERLINED ITEM.

PLACE A NUMBERED COPY OF THE DA FORM(S) 54 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 ON THE OUTSIDE OF EACH PE FOOTLOCKER WITH THE FOLLOWING PHRASE, "EFFECTS OF WIA (NAME/GRADE, LAST FOUR OF THE SSN, AND ORGANIZATION)" OR "EFFECTS OF INJURED (ETC.)."

LOCK EACH CONTAINER WITH PADLOCK OR ZIP-TIE, AND SECURE THE PE UNTIL YOU CAN DELIVER IT TO THE MACP. TAMPER-PROOF SEALS WILL BE PLACED ON EACH PE CONTAINER/FOOTLOCKER BY THE MACP.

PERSONALLY ESCORT THE PE TO THE MACP WITHIN 72 HOURS FROM THE DATE OF YOUR APPOINTMENT. IF YOU ARE UNABLE TO MEET THIS SUSPENSE, OR IF YOU MUST CONDUCT SUBSEQUENT INVENTORIES, NOTIFY YOUR CHAIN OF COMMAND, THEN CONTACT AHRC-PDC-P AT 703-325-5630, DSN 312-221-5630 OR SEND AN EMAIL MESSAGE TO ARMYPEOPS@CONUS.ARMY.MIL.

REMAIN WITH THE PE UNTIL THE FOOTLOCKERS HAVE BEEN SIGNED FOR BY THE MACP. 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 THAT WERE PLACED ON THE PE.

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 NOW 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 ARMYPEOPS@CONUS.ARMY.MIL .

***** START OF SECTION 4 *****

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MAIL THE ORIGINAL SIGNED INVENTORY AND CHECKLIST TO AHRC-PDC-P, ADDRESS BELOW. BE SURE TO RETAIN COPIES FOR YOUR APPOINTING AUTHORITY AND YOUR OWN FILES.

___ EXPECT A CALL FROM THE JPED, IF NECESSARY, TO RECONCILE ANY ISSUES WITH YOUR INVENTORY ON PE SENT TO THE JPED. YOU WILL RECEIVE AN EMAIL FROM ARMYPEOPS UPON THE SOLDIER'S RECEIPT OF PE. THIS WILL BE YOUR RELEASE FROM YOUR ASSIGNMENT AS THAT SOLDIER'S INVENTORY OFFICIAL.

OUR ADDRESS: CDR, US ARMY HUMAN RESOURCES COMMAND (HRC)
ATTN: AHRC-PDC-P
200 STOVALL STREET
ALEXANDRIA, VA 22332-1844

WE CERTIFY A COMPLETE INVENTORY OF THE ABOVE REFERENCED SOLDIER'S PERSONAL EFFECTS WAS COMPLETED IN ACCORDANCE WITH THIS CHECKLIST WITH THE INVENTORY OFFICIAL AND ASSISTANT 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 RANK DATE SIGNATURE RANK DATE
INVENTORY OFFICIAL INVENTORY ASSISTANT
THIS EXTRACT IS PUBLISHED AS A GUIDE FOR THEATER INVENTORY USE ONLY. IT HAS BEEN 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-MIL 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 377TH
STARTER PISTOLS TSA COUNTERFEIT CURRENCY 4500
AEROSOL CANS TSA GAMBLING DEVICES UNL
FUELS TSA CONTROLLED SUBSTANCES 4500/GO 1 BRAVO
GAS TORCHES TSA TREASONABLE/SEDITIONOUS ITEMS UNL
TURPENTINE/THINNER TSA DRUG PARAPHERNALIA ** 4500
EXPLOSIVE REPLICAS TSA ** HOOKAH PIPES WITHOUT RESIDUE ALLOWED

CATTLE PROD TSA EXPLOSIVE MATERIAL 4500
PORNOGRAPHIC MATERIAL 4500/G01BRAVO/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 ARE DD FORM 603-1 AND
WAR SOUVENIR REGISTRATION / AUTHORIZATION FORM 603-1
EXPIRATION DATE CANNOT BE DETERMINED.