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***** THIS IS A COMBINED MESSAGE *****

SUBJ: ALARACT 139/2006

THIS MESSAGE HAS BEEN SENT BY THE PENTAGON TELECOMMUNICATIONS CENTER ON BEHALF OF DA WASHINGTON DC//DAMO-AOC//.

SUBJECT: POLICIES AND PROCEDURES FOR THE HANDLING OF PERSONAL EFFECTS (PE) AND GOVERNMENT PROPERTY

THIS ALARACT MESSAGE IS RELEASED ON BEHALF OF THE OFFICE OF HQDA G4. FROM THE CENTCOM THEATER FOR ARMY KILLED IN ACTION (KIA), MISSING IN ACTION (MIA), AND MEDICALLY EVACUATED PERSONNEL.

REF A: JOINT PUB 4-06, DATED 28 AUG 96, JOINT TACTICS, TECHNIQUES, AND PROCEDURES FOR MORTUARY AFFAIRS IN JOINT OPERATIONS

REF B: ARMY REGULATION (AR) 638-2, DATED 22 DEC 00, CARE AND DISPOSITION OF REMAINS AND DISPOSITION OF PERSONAL EFFECTS

REF C: USCENTCOM REG 638-1, DATED 13 APR 04, DECEASED PERSONNEL MORTUARY AFFAIRS SUPPORT

REF D: AR 40-400, DATED 12 MAR 01, PATIENT ADMINISTRATION

REF E: DEPARTMENT OF THE ARMY PERSONNEL POLICY GUIDANCE (PPG), DATED 2 JUN 06, AVAILABLE AT

[HTTP://WWW.ARMYG1.ARMY.MIL/MILITARYPERSONNEL/PPG.ASP](http://www.armyg1.army.mil/militarypersonnel/ppg.asp)

REF F: AR 700-84, DATED 18 NOV 04, ISSUE AND SALE OF PERSONAL CLOTHING

REF G: DEPARTMENT OF THE ARMY PAMPHLET (DA PAM) 710-2-1, 31 DEC 97, USING UNIT SUPPLY SYSTEM (MANUAL PROCEDURES)

REF H: AR 735-5, DATED 28 FEB 05, POLICIES AND PROCEDURES FOR PROPERTY ACCOUNTABILITY

1. PURPOSE: PROVIDE GUIDANCE FOR PROCESSING PERSONAL EFFECTS (PE) AND GOVERNMENT PROPERTY FROM THE CENTCOM THEATER OF OPERATIONS FOR SOLDIERS AND OTHER PERSONS THE ARMY IS RESPONSIBLE FOR (GOVERNMENT OR CONTRACT EMPLOYEES WHO ARE SUBJECT TO MILITARY LAW) WHO ARE KILLED IN ACTION (KIA), MISSING IN ACTION (MIA), OR MEDICALLY EVACUATED. THE FOLLOWING GUIDANCE WILL BE INCORPORATED INTO REFS B-H.

2. BACKGROUND: COMMANDERS AT ALL LEVELS ARE REMINDED OF THE IMPORTANCE OF ACCOUNTABILITY AND TIMELY MOVEMENT OF PE FOR ALL KIA, MIA, AND MEDICALLY EVACUATED PERSONNEL. DELAY IN PROCESSING PE RESULTS IN MISPLACEMENT, LOSS, AND A POSSIBLE CLAIM AGAINST THE GOVERNMENT. THE MORTUARY AFFAIRS CONTROL POINTS (MACP) ARE TO BE USED FOR THE PROCESSING OF PE AND ORGANIZATIONAL CLOTHING AND EQUIPMENT (OCIE) OF ALL DECEASED, MIA AND MEDICALLY EVACUATED INDIVIDUALS.

2.A. PE COLLECTION, INVENTORY, SAFEGUARDING, AND DISPOSITION IS A COMMAND RESPONSIBILITY. COMMANDERS MUST ENSURE THAT SOLDIERS ARE NOT CHARGED FOR LOST OR MISHANDLED ITEMS DUE TO THE INDIVIDUALS MEDICAL EVACUATION. THE DECISION TO SHIP PE AND OCIE WITH MEDICALLY EVACUATED INDIVIDUALS, INSTEAD OF THROUGH THE MACP, MUST BE MADE PRUDENTLY CONSIDERING THE INDIVIDUALS STATE OF MIND, THE LIMIT ON ALLOWABLE BAGGAGE THAT CAN BE CARRIED ON MILITARY AIRLIFT, AND ABILITY TO CONTROL THE ITEMS IN THEIR POSSESSION THROUGHOUT THE EVACUATION PROCESS.

2.B. PERSONAL EFFECTS ARE ALL PRIVATELY-OWNED, MOVEABLE, PERSONAL PROPERTY OF AN INDIVIDUAL. PE INCLUDE THOSE PERSONAL ITEMS THAT ARE NORMALLY WITH A PERSON SUCH AS A WATCH, RINGS, JEWELRY, A WALLET CONTAINING PERSONAL PAPERS AND PICTURES, MONEY, ETC. PE ALSO INCLUDES OTHER ITEMS OWNED AT DEATH, MISSING STATUS OR AT TIME OF INJURY SUCH AS PERSONAL CLOTHING, PERSONALLY OWNED MILITARY CLOTHING, STEREOS AND TELEVISIONS.

2.C. PERSONAL EFFECTS DO NOT INCLUDE GOVERNMENT PROPERTY SUCH AS OCIE, WEAPONS, MASKS, AND OTHER PROPERTY ISSUED BY THE GOVERNMENT. WHILE IN THE CENTCOM THEATER, OCIE, WILL BE PROCESSED AS PE BECAUSE

IT HAS BEEN FOUND THAT SOME OCIE ITEMS HAVE BEEN PRIVATELY PURCHASED. THE JOINT PERSONAL EFFECTS DEPOT (JPED), IN CONJUNCTION WITH THE ABERDEEN PROVING GROUND CENTRAL ISSUE FACILITY (CIF) AND UNIT, WILL DETERMINE WHICH OCIE IS TO BE HANDLED AS GOVERNMENT-OWNED OCIE AND CLEARED FROM THE INDIVIDUALS OCIE HAND RECEIPT AND WHICH WILL BE HANDLED AS PE.

3. WHEN AN INDIVIDUAL IS KILLED, MISSING OR WOUNDED IN ACTION, DO NOT REMOVE PE OR OCIE FROM THE INDIVIDUAL AT THE INCIDENT LOCATION EXCEPT FOR SAFETY OR SECURITY REASONS. ALL ITEMS EXCEPT WEAPONS, RADIOS, MUNITIONS, CLASSIFIED DOCUMENTS AND HAZARDOUS MATERIAL FOUND ON OR NEAR THE INDIVIDUAL ARE TO BE SHIPPED WITH THE INDIVIDUAL TO THE LOCAL MEDICAL TREATMENT FACILITY (MTF).

3.A. PROTECTIVE GEAR AND OCIE REMOVED BY HOSPITAL PERSONNEL TO TREAT THE INDIVIDUAL SHOULD BE TAGGED BY HOSPITAL PERSONNEL TO IDENTIFY TO WHOM THE PROTECTIVE GEAR WAS ASSOCIATED (PATIENT NAME, RANK, UNIT, SSN, AND BRANCH OF SERVICE) AND FOLLOW THE INDIVIDUAL TO DETERMINE THE EFFECTIVENESS OF PROTECTION.

3.B. A DEPARTMENT OF THE ARMY (DA) FORM 4160, PATIENTS PERSONAL EFFECTS AND CLOTHING RECORD, WILL BE COMPLETED BY MEDICAL PERSONNEL LISTING ALL PE, PROTECTIVE GEAR, AND OCIE RETAINED BY THE MTF AND A COPY OF THE FORM PROVIDED TO THE UNIT.

3.C. GOVERNMENT PROPERTY BROUGHT IN WITH THE PATIENT, OTHER THAN THE PROTECTIVE GEAR AND OCIE REMOVED BY THE MTF TO TREAT THE INDIVIDUAL, WILL BE INVENTORIED USING A SEPARATE DA FORM 4160. THE UNIT WILL RECOVER AND MAINTAIN THIS EQUIPMENT. THE MTF WILL SAFEGUARD AND MAKE EVERY EFFORT TO RETURN THE PROPERTY TO THE INDIVIDUALS ASSIGNED UNIT. A RECEIPT WILL BE OBTAINED AND FILED WHEN UNIT ACCEPTS THE PROPERTY (REF D).

3.D. AFTER EVERY ATTEMPT HAS BEEN MADE BY THE MTF TO RETURN THE GOVERNMENT PROPERTY TO THE INDIVIDUALS ASSIGNED UNIT AND THE PROPERTY CANNOT BE RETURNED, USE THE PROCEDURES IN REF D, CHAPTER 4.

3.E. COMMANDERS WILL APPOINT A COMMISSIONED OFFICER OR A COMMISSIONED WARRANT OFFICER AS A SUMMARY COURT MARTIAL OFFICER (SCMO) IMMEDIATELY UPON NOTIFICATION OF DEATH, MISSING STATUS, OR HOSPITALIZATION, RATHER THAN THE 48 HOURS AS PRESCRIBED IN REF C. THE SCMO'S MANDATORY DUTIES, DEFINED IN REF B, CONSIST OF COLLECTING AND SAFEGUARDING THE INDIVIDUALS PE AND GOVERNMENT PROPERTY FOUND IN PLACES UNDER ARMY JURISDICTION OR CONTROL.

***** START OF SECTION 2 *****

3.E.1. THE SCMO WILL IMMEDIATELY SAFEGUARD ALL PE AND EQUIPMENT OF THE INDIVIDUAL EXCEPT THE PE, PROTECTIVE GEAR, AND OCIE RETAINED BY MEDICAL PERSONNEL.

3.E.2. THE SCMO WILL PERFORM AN INVENTORY WITHIN 12 HOURS USING TWO-PERSON CONTROL OF ALL SAFEGUARDED EQUIPMENT.

3.E.3. THE SCMO WILL RECORD THE INVENTORY OF PE USING A DD FORM 1076, MILITARY OPERATIONS RECORD OF PERSONAL EFFECTS OF DECEASED PERSONNEL. IF THE INDIVIDUAL IS WOUNDED OR MISSING AND IS NOT DECEASED, LINE THROUGH THE OF DECEASED PERSONNEL PORTION OF THE FORM. NOTE: THE NEXT UPDATE OF THE FORM WILL NOT CONTAIN THE DECEASED PERSONNEL WORDING.

3.E.4. THE SCMO WILL RECORD THE INVENTORY OF PERSONAL MILITARY CLOTHING (CONSIDERED PE) USING DA FORM 3078 (PROCEDURES IN REF F, PARAGRAPH 12-14), AND OCIE USING DA FORM 3645/3645-1 (PROCEDURES CONTAINED IN REF G, PARAGRAPH 10-18).

3.E.5. THE SCMO WILL SIGN AND DATE THE FORMS. PLACE THE ORIGINALS WITH THE PROPERTY AND FILE COPIES WITH THE UNIT ABSENTEE FILES. PLACE A COPY OF THE DA FORM 4160 FROM THE MTF IN UNIT ABSENTEE FILES TO DOCUMENT THE PROPERTY THAT WAS RETAINED AT THE MTF. SECURE THE INVENTORIED PE AND OCIE IN UNIT FACILITIES.

3.E.6. THE SCMO WILL TURN IN ALL UNIT-ISSUED GOVERNMENT EQUIPMENT (SUCH AS WEAPON, MASK, RADIO, ETC) TO THE SUPPLY ROOM AND ENSURE THE INDIVIDUALS HAND RECEIPT IS UPDATED.

3.F. IF THE INDIVIDUAL HAS BEEN DECLARED DECEASED OR IS MEDICALLY EVACUATED FOR FURTHER MEDICAL CARE AND IS NOT EXPECTED TO RETURN TO

THE UNIT:

3.F.1. THE SCMO WILL ENSURE THAT THE SECURED PE AND OCIE IS PACKAGED, SEALED, PROPERLY LABELED AND SENT TO THE NEAREST MORTUARY AFFAIRS COLLECTION POINT (MACP).

3.F.2. THE SCMO WILL NOT COMMUNICATE DIRECTLY TO THE DECEASED OR MEDICALLY EVACUATED INDIVIDUALS HOME OF RECORD, PERSON ELIGIBLE TO RECEIVE EFFECTS OR THE INDIVIDUALS HOME STATION NOR WILL THE SCMO SHIP PE OR OCIE TO THESE INDIVIDUALS. THE CONUS JPED WILL BE THE ONLY AGENCY TO DO SO.

3.F.3. UNITS ARE TO PROVIDE CRUSH-PROOF CONTAINERS AND OTHER SUPPLIES FOR THE SHIPMENT OF THE PE AND OCIE. IF UNITS CANNOT PROVIDE SHIPMENT SUPPLIES, COORDINATE WITH THE MACPS FOR CONTAINERS. ALL COLLECTION POINTS WILL PROVIDE SEALS FOR UNITS TO USE ON SUPPLIED CONTAINERS.

3.F.4. THE CONTAINER(S) WILL BE LABELED IAW REF A. THE LABEL WILL CONSIST OF THE PHRASE EFFECTS OF DECEASED/MISSING/MEDICALLY EVACUATED PERSON (NAME/GRADE, SSN AND ORGANIZATION). INCLUDE ON THE OUTSIDE OF THE SHIPMENT A COPY OF THE INVENTORY SHEETS AS WELL AS THE INSIDE. FOR PRIVACY ACT PURPOSES, LINE THROUGH THE SSN ON THE OUTSIDE INVENTORY SHEETS SO THE SSN IS NOT VISIBLE. KEEP ANOTHER COPY OF ALL INVENTORIES AT THE UNIT. PE MUST ARRIVE AT THE MACP WITHIN 3 DAYS UNLESS OPERATIONAL OR SAFETY CONCERNS PRECLUDE MEETING THAT TIME STANDARD.

4. UNLESS A DIRECT MEANS OF SHIPMENT TO THE CONTINENTAL UNITED STATES (CONUS) JPED HAS BEEN ESTABLISHED, MACPS IN IRAQ WILL FORWARD THE PE AND OCIE TO THE THEATER PERSONAL EFFECTS DEPOT (TPED) LOCATED AT KUWAIT CITY INTERNATIONAL AIRPORT IN KUWAIT BY THE MOST EXPEDITIOUS MEANS POSSIBLE, ENSURING ADEQUATE ACCOUNTABILITY OF PE DURING SHIPMENT.

4.A. THE TPED WILL PROCESS AND SHIP THE PE AND OCIE TO THE CONUS JPED AT ABERDEEN PROVING GROUND, MARYLAND.

4.B. MACPS IN AFGHANISTAN WILL BYPASS THE TPED IN KUWAIT AND FORWARD DIRECTLY TO THE JPED BY USE OF A PREMIER AIR FREIGHT SERVICE PROVIDER ENSURING ADEQUATE ACCOUNTABILITY OF PE DURING SHIPMENT.

4.C. THE JPED WILL CLEAN, SORT, DISTRIBUTE PE AND PERSONALLY OWNED OCIE TO THE INDIVIDUALS HOME OF RECORD, PERSON ELIGIBLE TO RECEIVE EFFECTS OR THE INDIVIDUALS HOME STATION. THE JPED WILL TURN IN THE INDIVIDUALS REMAINING OCIE TO THE ABERDEEN PROVING GROUND CIF. THE ABERDEEN PROVING GROUND CIF PROPERTY BOOK OFFICER WILL ADJUST THE INDIVIDUALS OCIE RECORDS.

5. IF APPOINTED, THE HOME STATION SCMO ENSURES THAT THE INDIVIDUAL IS CLEARED OF ANY HAND RECEIPTS AT HOME STATION, INCLUDING OCIE RECORDS FROM A CIF, COORDINATING WITH THE JPED AND DEPLOYED UNIT AS REQUIRED FOR THE COMPLETED DA FORM 4160 AND DA FORMS 3645/3645-1. THE JPED WILL SUPPLY THE HOME STATION SCMO WITH COPIES OF ALL DOCUMENTATION RECEIVED TO AID IN THE CLEARING OF THE INDIVIDUALS OPEN HOME STATION HAND RECEIPTS. OCIE RECORDS ARE TO BE ADJUSTED USING THE DA FORM 4160 FROM THE MTF.

6.A. FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (DD FORM 200) WILL BE INITIATED FOR ALL GOVERNMENT PROPERTY NOT CLEARED FROM THE INDIVIDUALS HAND RECEIPTS (BOTH IN THEATER AND AT HOME STATION) USING PROCEDURES IN REF H.

6.B. FINANCIAL LIABILITY INVESTIGATING OFFICERS AND APPROVING AUTHORITIES MUST CAREFULLY EVALUATE THE PROXIMATE CAUSE OF LOSS, DAMAGE OR DESTRUCTION OF PROPERTY REMAINING ON AN INDIVIDUALS HAND RECEIPT. THE PROXIMATE CAUSE OF EQUIPMENT LOST, DAMAGED OR DESTROYED DUE TO COMBAT, EMERGENCY CONDITIONS OR MEDICAL TREATMENT MAY OFTEN NOT BE LINKED TO THE DECEASED, MISSING, OR MEDICALLY EVACUATED INDIVIDUALS CULPABILITY AND THEREFORE SHOULD NOT BE ASSOCIATED TO PERSONAL LIABILITY. INDIVIDUALS ARE NOT TO BE CHARGED FOR OCIE RETAINED BY THE MTF.

7. WHEN THE PATIENT HAS ADVANCE NOTICE OF MEDICAL EVACUATION, SOME PORTION OF HIS/HER PE CAN ACCOMPANY THE PATIENT. THE PATIENT CAN USUALLY CARRY UP TO TWO BAGS/PIECES OF LUGGAGE. THE DECISION TO SHIP

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PE AND OCIE WITH MEDICALLY EVACUATED INDIVIDUALS MUST BE MADE PRUDENTLY CONSIDERING THE INDIVIDUALS STATE OF MIND AND ABILITY TO CONTROL THE ITEMS IN THEIR POSSESSION THROUGHOUT THE EVACUATION ***** START OF SECTION 3 *****

PROCESS.

7.A. IF THE INDIVIDUAL IS UNABLE TO CARRY ALL PE AND OCIE WITH HIM/HER AND WILL BE EVENTUALLY RETURNING TO THE UNIT, WITH TIME PERMITTING JOINTLY INVENTORY WITH THE INDIVIDUAL ALL PROPERTY THAT IS BEING LEFT IN THE UNIT AREA USING PROCEDURES IN STEP 4.B.5.B. HAVE THE INDIVIDUAL CO-SIGN ALL DOCUMENTS. PROVIDE COPIES OF THE INVENTORIES TO THE INDIVIDUAL AND MAINTAIN A COPY IN UNIT ABSENTEE FILES. TURN IN ALL GOVERNMENT PROPERTY EXCEPT OCIE USING PROCEDURE IN STEP 3.E.6. PROVIDE A COPY OF THE CLEARED HAND RECEIPT TO THE PATIENT.

7.B. AT TIMES, EMERGENCIES MAKE IT IMPOSSIBLE FOR THE MEDICALLY EVACUATED PATIENT TO TAKE PE WITH HIM/HER AND/OR TO DO A JOINT INVENTORY OF THE PE AND OCIE. WHEN THE INDIVIDUAL IS MEDICALLY EVACUATED AND THE PE AND OCIE CANNOT BE JOINTLY INVENTORIED, A SCMO WILL BE APPOINTED AND PROCEDURES IN PARAGRAPHS 3.E.1. THROUGH 3.E.6. WILL BE FOLLOWED.

8. THE ARMY, IN COORDINATION WITH CENTCOM, CONTINUES TO REVIEW PROCEDURES FOR PROCESSING AND SHIPPING OF PE FROM THE THEATERS OF OPERATION. THAT ONGOING REVIEW MAY RESULT IN FURTHER MODIFICATIONS OR CLARIFICATION TO THE PROCEDURES FOR PROCESSING AND SHIPPING PE FROM THE THEATERS OF OPERATIONS.

9.A. THE POC OF THIS MESSAGE IS CW5 LESLIE CARROLL AT HQDA G4, DSN 312-225-6166, CAROLLLM@HQDA.ARMY.MIL.

9.B. ARMY MORTUARY AFFAIRS POC IS LTC TOM CROSS AT DSN 312-221-2946, CROSST@HOFFMAN.ARMY.MIL.

10. EXPIRATION DATE CANNOT BE DETERMINED