

U.S. Department of
Homeland Security

United States
Coast Guard



Military Personnel Casualties and Decedent Affairs

**COMDTINST M1770.9A
June 2016**

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U.S. Department of
Homeland Security

United States
Coast Guard



Commandant
United States Coast Guard

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COMMANDANT INSTRUCTION M1770.9A

Subj: MILITARY PERSONNEL CASUALTIES AND DECEDENT AFFAIRS

- Ref:
- (a) Title 10, United States Code
 - (b) Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)
 - (c) Administrative Investigations Manual , COMDTINST M5830.1 (series)
 - (d) Manual for Courts-Martial, United States
 - (e) Safety and Environmental Health Manual, COMDTINST M5100.47 (series)
 - (f) DoD Directive 1344.8, "Interment Allowance for Deceased Military Personnel," Change 1, 17 April 2013
 - (g) Joint Travel Regulations
 - (h) Invitational Travel Orders, COMDTINST 12570.3 (series)
 - (i) Title 37, United States Code
 - (j) DoD Directive 1300.18, "Personnel Casualty Matters, Policies, and Procedures," Change 1, 14 August 2009
 - (k) Title 38, United States Code
 - (l) Title 40, Code of Federal Regulations, §229.1
 - (m) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
 - (n) Title 4, United States Code

1. PURPOSE. This Manual establishes Coast Guard policy and procedures concerning military personnel casualties and decedent affairs.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Manual. Internet release is authorized.
3. DIRECTIVES AFFECTED. Military Casualties and Decedent Affairs, COMDTINST M1770.9 is hereby cancelled.

DISTRIBUTION – SDL No. 167

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NON-STANDARD DISTRIBUTION:

4. BACKGROUND. This Manual promulgates policy and procedures for processing military personnel casualties and conducting decedent affairs activities and services. References to commands and Headquarters offices have been updated to reflect the current Coast Guard organizational structure. The Decedent Affairs Guide, COMDTINST M1770.1 (series), was previously cancelled and is no longer a reference to this Manual.
5. DISCUSSION. Use of the word “Article” throughout this Manual denotes a paragraph or section and is not citing Code of Federal Regulations (CFR), United States Codes (U.S.C.), Uniform Code of Military Justice (UCMJ), etc., except where so noted.
6. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to, nor does it, impose legally-binding requirements on any party outside the Coast Guard.
7. MAJOR CHANGES. Major changes to this policy include:
 - a. Changed the title to emphasize “personnel” casualties, rather than equipment or asset casualties, and to conform to Department of Defense (DOD) wording and comparable policy titles.
 - b. Added a new Chapter 1 detailing the Coast Guard’s support organization for military personnel casualties and decedent affairs. This includes a description in Article 1.A.5. of the four phase concept of survivor assistance.
 - c. Reorganized material throughout all three chapters for a more logical flow of information and ease of use of this Manual.
 - d. Article 1.A.: Added article detailing the organization that supports military personnel casualties.
 - e. Article 2.A.1.: Added Table 2-1 depicting military personnel casualty categories and who qualifies to be classified in each category.
 - f. Article 2.B.9.: Added article that points to additional definitions in Appendix B of this Manual.
 - g. Article 2.C.: Added article regarding administrative preparedness for military personnel casualties.
 - h. Article 2.D.3.: Added Table 2-2: Military Personnel Casualty Reporting Time Requirements.
 - i. Article 2.D.4.: Removed the requirement to report a death via message to Fleet Home Town News (FHTN). FHTN has a mailing address, but a plain language message address is no longer available.
 - j. Articles 2.D.10. - 2.D.11.: Updated and added two articles detailing remaining “death imminent” procedures.
 - k. Article 2.E.5.: Clarified alternate methods of Next of Kin (NOK) notification to communicate the death of a servicemember.

- l. Article 2.F.: Completely overhauled information on releasing the names of military personnel casualties.
- m. Articles 2.H.2. – 2.H.3.: Added two new articles regarding boards of investigation and preliminary inquiries.
- n. Article 2.I.4.: Changed the officer responsible for reporting to NOK the circumstances of a missing servicemember from Commandant (CG-094) to Commander (CG PSC).
- o. Article 2.I.6.: Added article on determining the date of death for pay purposes, particularly for a servicemember that has been missing for an extended period of time.
- p. Article 3.A.: Expanded this article to incorporate a detailed explanation of funeral expenses/ interment allowances for deceased military personnel.
- q. Article 3.B.: Added a detailed description of invitational travel due to military personnel casualties.
- r. Article 3.D.4.: Added article regarding the dignified transfer (DT) of remains from an overseas location through Dover Air Force Base (AFB).
- s. Articles 3.E.2. - 3.E.4.: Updated to comply with changes regarding burial eligibility and service characterizations on Certificate of Release or Discharge from Active Duty, Form DD-214.
- t. Article 3.F.: Updated information regarding arrangements for interment at Arlington National Cemetery (ANC). Deleted the requirement for all remains being transported by air to arrive in the Base National Capital Region (BNCR) at Ronald Reagan International Airport since ANC representatives no longer meet the escorts at the airport.
- u. Article 3.H.: Updated and expanded information detailing procedures for Burial at Sea (BAS).
- v. Article 3.H.1: Added Table 3-1 depicting the Military Funeral Honors (MFH) and BAS coordinators' areas of responsibility (AORs).
- w. Article 3.I.1.: Added Table 3-2 depicting the specific MFH appropriate for various categories of servicemembers.
- x. Article 3.I.3.: Added instructions for obtaining USCG Ceremonial Honor Guard support at military funerals.
- y. Articles 3.J.: Added article explaining the sources and funding of burial flags and flag cases.
- z. Article 3.K.: Added definitions and updated information regarding eligibility for headstones and private markers in various types of cemeteries.
- aa. Articles 3.L. - 3.M.: Added articles detailing orders to half-mast the National Ensign and when to send a Coast Guard-wide message and/or publish an obituary.

- bb. Article 3.L.1.: Added Table 3-3 depicting which servicemembers are entitled to a Coast Guard-wide message and/or half-masting of the National Ensign upon their death.
 - cc. Appendices A and B: Added a list of acronyms and related definitions as ready references.
8. IMPACT ASSESSMENT. No new personnel, training, or funding resources are required by this revision.
9. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
- a. The development of this Manual and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CE) # 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).
 - b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, Department of Homeland Security (DHS) and Coast Guard NEPA policy, and compliance with all other environmental mandates.
10. DISTRIBUTION. No paper distribution will be made of this Manual. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: <http://www.uscg.mil/directives/>, and CGPortal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.
11. RECORDS MANAGEMENT CONSIDERATIONS. This Manual has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and Information Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
12. FORMS/REPORTS. The forms referenced in this Manual are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/> or <http://www.uscg.mil/ppc/forms/>; CGPortal: <https://cgportal2.uscg.mil/library/forms/Sitepages/Home.aspx>; and Intranet: <http://cgweb.comdt.uscg.mil/CGForms>. Additionally, forms required by this Manual are available on the Defense Technical Information Center website: <http://www.dtic.mil/whs/directives/infomgt/forms/fpoc.htm>. Department of Defense (DoD) forms may be found at this link; <http://www.dtic.mil/whs/directives/infomgt/forms/index.htm>.

13. REQUEST FOR CHANGES. Units and individuals may recommend changes via the chain of command to Commandant (CG-1331), U.S. Coast Guard Stop 7907, 2703 Martin Luther King Jr Ave SE, Washington, DC 20593-7907.

Kurt B. Hinrichs /s/
Rear Admiral, US Coast Guard
Director of Reserve and Military Personnel

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CHAPTER 1 SUPPORT ORGANIZATION FOR MILITARY PERSONNEL CASUALTIES AND DECEDENT AFFAIRS

1.A. Organizational Responsibilities for Military Personnel Casualties

The Office of Casualty Matters, Commander (CG PSC-PSD-FS-Casualty), and the Decedent Affairs program are activated by a Coast Guard military personnel casualty, which includes death, serious illness and injury, and involuntary absence due to being missing, captured, etc. Every personnel casualty is connected to people who need information provided to them promptly and accurately. There are also people who need official support from the Coast Guard or other agencies, as well as the unofficial support of friends and shipmates. For non-fatal military personnel casualties, Coast Guard members may also need support. Three layers of organization provide support for military personnel casualties in the Coast Guard: The Office of Casualty Matters (CG PSC-PSD-FS-Casualty), the Decedent Affairs Officer (DAO), and the Casualty Assistance Calls Officer (CACO).

1.A.1. Office of Military Personnel, Policy and Standards Division, Commandant (CG-1331)

Establishes and maintains policy for the CG Casualty Program.

1.A.2. Office of Casualty Matters (CG PSC-PSD-FS-Casualty)

- a. The Office of Casualty Matters (CG PSC-PSD-FS-Casualty), which reports to Commander, Coast Guard Personnel Service Center (CG PSC) in Washington, DC, is the field execution and oversight component of the CG Casualty Program.
- b. Within Commander (PSC, Personnel Service Division (PSD), Field Support Branch (FS)), is the Office of Casualty Matters (CG PSC-PSD-FS-Casualty) containing the Chief, Casualty Matters position and an administrative support staff. The Chief, Casualty Matters is the Coast Guard's subject matter expert (SME) on military personnel casualties and decedent affairs.
- c. The Office of Casualty Matters (CG PSC-PSD-FS-Casualty) oversees every personnel casualty case in the Coast Guard. The following are some of the duties performed by the Chief, Casualty Matters:
 - (1) Provides technical direction directly to each DAO;
 - (2) Maintains Personnel Casualty Procedure guides, CACO duty checklists, and other training/reference materials on the Commander (CG PSC-PSD-FS-Casualty) website <http://www.uscg.mil/psc/psd/fs/Casualty.asp>;
 - (3) Organizes, coordinates, trains, and exercises local DAOs. DAOs are required to attend a mandatory 40-hour annual in-person training at a central location determined by the Chief, Casualty Matters. CACOs are trained a number of ways

according to the needs of individual units, which vary due to size, geography, personnel requirements, operational tempo and risk, and command preference;

- (4) Reviews funeral claims and expenses and makes decisions on what is considered “usual and customary” interment expenses;
- (5) Certifies all Servicemembers’ Group Life Insurance (SGLI), Family SGLI (FSGLI), and SGLI Traumatic Injury Protection (TSGLI) claims associated with Coast Guard personnel;
- (6) Is the SGLI certification point of contact for other military services and other government agencies;
- (7) Advises Commanding Officers(COs)/Officers in Charge (OICs);
- (8) Oversees the Military Funeral Honors (MFH) program and the regional MFH coordinators;
- (9) Coordinates funding and reimbursement for units with expenses due to military personnel casualties; and
- (10) Provides external coordination to the Department of Defense (DOD); the Casualty Advisory Board; the Central/Joint Mortuary Affairs Board (CJMAB); the Department of Veterans Affairs (VA); the Social Security Administration; state governors’ offices, and others.

1.A.3. Decedent Affairs Officer (DAO)

- a. The DAO is a local unit’s SME for military personnel casualties and decedent affairs. Usually, their DAO assignment is a collateral duty. However, when there is a military personnel casualty, DAO duties take precedence over all other assigned work.
- b. When working as a DAO, each DAO represents a flag officer, such as the district commander, based on the evolution over time of a position that used to be on each district staff. They may work in close support of a commander or CO/OIC whose unit has suffered a personnel casualty.
- c. DAOs take technical direction from the Chief, Casualty Matters. DAOs directly supervise CACOs during a personnel casualty case.
- d. DAOs are often also the regional coordinators for MFH, although the MFH coordinator may be a separate person.
- e. DAOs will receive claims for usual and customary interment expenses. They will also coordinate payment for reimbursement of those expenses using the claim for Request for Payment of Funeral and/or Interment Expenses, Form DD-1375, to show payment approval for items claimed by the Next of Kin (NOK). See Article 3.A.6. of

this Manual for additional information regarding invoicing of funeral expenses.

- f. The following units have DAOs:
- (1) Every Base and Base Detachment. A Base DAO is also a regional coordinator for MFH and Burial at Sea (BAS). A few Bases assign an additional person to coordinate MFH and BAS under the DAO's direction;
 - (2) Every Training Center and the U.S. Coast Guard Academy (USCGA);
 - (3) Headquarters-type units with frequent involvement, including Commanding Officer, Coast Guard Pay and Personnel Center (CG PPC); Commanding Officer, Coast Guard Institute (CGI); and Commander, Coast Guard Recruiting Command (CGRC);
 - (4) Special case units with frequent involvement in casualty matters, such as Sectors and Air Stations. These units may appoint an alternate DAO, as needed. Alternates must attend standard DAO training, as if they were the primary DAO; and
 - (5) Other units may have a DAO, as needed.

1.A.4. Casualty Assistance Calls Officer (CACO)

- a. CACOs are local unit collateral duty personnel who are activated when a personnel casualty occurs at their unit, or when the NOK reside in the vicinity of their area of responsibility (AOR). They are not expected to be technical experts in all personnel casualty matters.
- b. CACOs deal directly with Primary Next of Kin (PNOK), usually face-to-face. They are the Coast Guard's representatives for personnel casualty survivors, making in-person notifications and condolence calls, with chaplain support. CACOs also help family members of deceased Coast Guard personnel with claims for reimbursement of interment expenses.
- c. Most CACOs are selected with very little notice, due to geographic proximity to the PNOK who need support. Operational units, as well as mission support units, may be tasked with this duty.
- d. All ranks and ratings, E-6 and above, including Reserve members, are eligible for selection as CACO. There are additional criteria that may apply. DAOs can provide specific guidance when a CACO is needed.

1.A.5. Four Phase Concept of Survivor Assistance

- a. When a military death occurs, CACOs (or another person delegated by the unit CO/OIC to perform these duties) use a four phase concept to assist survivors. Conceptually, CACO visits fall into one of these four phases:

- (1) Phase A: Notification or Condolence Visit. The CACO personally informs the NOK of the member's death and establishes a trust-based relationship with the NOK. The CACO should work with a chaplain in Phase A. Refer to Article 1.A.6. of this Manual for more information about chaplain support. Refer to Article 2.E.4. of this Manual for more information about making an in-person notification.
 - (2) Phase B: Funeral and Immediate Benefits Visit. The CACO returns within 1-2 days and explains funeral, interment, and travel benefits to the NOK; helps them make decisions regarding MFH and other funeral arrangements; guides NOK through a description of their privacy rights and describes the option to release their information to support organizations; and assists the NOK with the forms and paperwork required to obtain immediate SGLI and Death Gratuity payments.
 - (3) Phase C: Benefits Visit. Shortly after the conclusion of all funeral services, CACOs transition into the Benefits Phase, which generally lasts four to six weeks after date of death. The CACO explains the various benefits the family may be entitled to receive – financial, educational, medical, status/memberships - and assists them in completing the forms and paperwork required to claim the benefits; ensures they receive payments in a timely manner; advocates and acts as a liaison with the Commanding Officer (CG PPC), Commander (CG PSC) and other military divisions, as necessary; and coordinates additional assistance from external organizations with the DAO.
 - (4) Phase D: Follow-up and Long-Term Care. CACOs establish contact with the NOK that balances proactive concern with respect for the NOK's privacy and space needed to grieve. CACOs provide periodic "check-ins" with survivors that last anywhere from 4-12 weeks after the death, dependent on the needs of the NOK, but will generally taper off somewhere in this phase in favor of the DAO as the long-term point of contact.
- b. Once the NOK are satisfied with the majority of their support and benefits, the DAO enters a passive role, available for the NOK to reach, if needed. Check-ins at 3-month, 6-month, and 1-year intervals, are appropriate and required by the CACO/DAO team. Such proactive reach-backs signify to the NOK that the Coast Guard still honors and values their deceased loved one and that the NOK are still part of a community.

1.A.6. Chaplains

Members of the U.S. Navy Chaplain Corps are assigned to the Coast Guard to serve as Coast Guard chaplains. A CACO will be closely supported by a chaplain, particularly for notification and condolence visits. When a Coast Guard chaplain is not reasonably available, a chaplain from any other military service may be used. When a military chaplain is not available, chaplains from local fire/police departments or civilian clergy are also authorized to assist.

1.A.7. Mutual Support of Other Uniformed Services

- a. Requests for personnel casualty support from other uniformed services will be honored with the same dispatch as for any Coast Guard personnel casualty.
 - b. Requests for other uniformed services to support Coast Guard personnel casualties will be coordinated through the Office of Casualty Matters (CG PSC-PSD-FS-Casualty).
 - c. Per agreement, Navy Wounded Warriors - Safe Harbor (NWW-SH) provides non-medical assistance to seriously wounded, ill, or injured Coast Guard active duty and Reserve members while they are undergoing treatment, recuperation, or therapy. Services to include assistance with pay issues, orders, housing and lodging, child programs, transportation needs, legal issues, education opportunities, access to exchanges/commissaries for caregivers, automobile adaptations, animal therapy, & traumatic brain injury/post-traumatic stress disorder services. For more information, visit <http://safeharbor.navylive.dodlive.mil>.
 - d. The Coast Guard will normally pay for personnel casualty-related travel of regular and Reserve members of the Coast Guard when they are the NOK of personnel casualties in other services. This is a reciprocal practice of all services. See Article 3.B.2. of this Manual for more information on NOK personnel casualty travel.
 - e. Inter-service support will not usually require an exchange of funding for personnel casualty cases.
-

1.B. Financial Responsibilities for Military Personnel Casualties

Support of military personnel casualties is an operational function of the Coast Guard; therefore, expenses associated with military personnel casualties and decedent affairs are unit operational expenses that may be reimbursed. Required elements of this operational function include: travel; funeral and burial expenses; invitational travel for NOK and other authorized travelers; MFH; and training of those providing support or honors for military personnel casualties and survivors. Field units expend unit funds for the various funeral, honors, transportation, and other personnel casualty expenses (that are not entitlements or other statutory benefits) and are typically fully reimbursed from Commander (CG PSC) via Financial Transfer Authorization (FTA). Decedent affairs and MFH functions are funded separately, but both are managed by Commander (CG PSC). MFH is funded through the budget model. Other decedent affairs funds come from Commandant (CG-8) using AFC-01 funds (as they are considered de-accession costs) that are disbursed to Commander (CG PSC) on an as-needed basis. Additional offices and their financial responsibilities for personnel casualties are listed below, in Articles 1.B.1. – 1.B.6. of this Manual.

1.B.1. Office of Military Personnel, Compensation Division, Commandant (CG-1332)

Oversees travel policy related to military personnel casualties.

1.B.2. Office of Resource Management, Division of Personnel Allowance, Commandant (CG-833)

- a. Provides Servicewide funding to Commander (CG PSC) for travel related to fatal personnel casualties, as the AFC-01 funds manager.
- b. Establishes and maintains recurring centralized funding to support travel entitlements based on non-fatal personnel casualties.

1.B.3. Commander (CG PSC)

- a. Manages Individual Travel Authorizations (ITAs) in support of military personnel casualties as part of the Casualty Matters program.
- b. Publishes authoritative procedural guidance to the Service, as needed.
- c. Coordinates delegation of ITA approval, as needed throughout the Service.
- d. Exercises Secretarial authority for all military personnel casualty-related issues.
- e. Makes case-by-case decisions in unique situations not covered elsewhere in policy.

1.B.4. Commanding Officer (CG PPC)

Processes interim and final travel claims.

1.B.5. Unit DAO

Exercises delegated authority to approve personnel casualty-related ITAs.

1.B.6. Personnel Casualty Response Manager (PCRM)

Acts as a liaison to the NOK when arranging and submitting claims for invitational travel. Shall normally be the DAO, but may be a CACO in certain situations.

1.B.7. Third Party Claims in Personal Injury Accidents

The Federal Medical Care Recovery Act, implemented by Executive Order 11060 and an Attorney General Regulation, 28 CFR, Part 43, provides the authority under which a claim may be asserted against a third party in personal injury accidents.

1.C. Military Funeral Honors (MFH) Support Responsibilities

By its nature, tasking for MFH will often have little lead-time. Despite this short lead-time, MFH shall be executed by all levels of responsible parties in a professional and sensitive manner. The responsible offices/positions and their associated MFH responsibilities are listed below, in Articles 1.C.1. – 1.C.5. of this Manual.

1.C.1. Office of Military Personnel, Policy and Standards Division, Commandant (CG-1331)

Establishes and maintains policy on the provisions of MFH, in accordance with the authorities listed in Article 3.I.1. of this Manual.

1.C.2. Office of Casualty Matters (CG PSC-PSD-FS-Casualty)

- a. Overall MFH Procedures. Develops procedures for performing MFH, in accordance with the policy provided in this Manual;
- b. Compliance. Monitors compliance with the policy provided in this Manual;
- c. Quality Assurance. Conducts quality reviews and responds to complaints regarding MFH;
- d. Support. Ensures Regional Coordinators and the DAOs are fully supported with the requisite training, equipment, transportation, uniform items unique to this duty, other items necessary to perform the mission, and that sufficient funds are budgeted for this purpose; and
- e. MFH Denial Authority. Denies MFH when servicemembers are ineligible based on the provisions of Articles 3.E.4. and 3.I.2.b. of this Manual. When denying MFH, provides a written explanation detailing the decision to the requesting NOK of the deceased individual. A copy of this denial letter shall be forwarded to the Principal Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD (P&R)), Attention: Military Funeral Honors.

1.C.3. MFH Regional Coordinator

- a. Designation. The DAO in the Mission Support organization, currently at each Base, is designated as the Regional Coordinator of MFH. The Regional Coordinator is responsible for the actions described in Articles 1.C.3.b. – g. of this Manual, within their AOR (usually one or more Coast Guard districts);
- b. Oversight of the Process. Upon requests from the NOK, authorized representatives, or authorized funeral directors, the Regional Coordinator shall arrange the provisions of MFH and ensure compliance with all requests. The Regional Coordinator assumes the responsibilities of the entire MFH process from initial request to final report of completion;

- c. Identifying Units within Their AOR to Support MFH. The Regional Coordinator shall select units and act as direct liaison to perform MFH as needed. Units will be selected based on efficient proximity of their AOR to the location of honors. No unit is exempt. The Regional Coordinator has the discretion to rotate MFH assignments to ensure equitable tasking among all units. In some cases, this will cross district boundaries. Reserve members near a funeral location may be assigned. When using Recruiting Offices to support MFH, the Regional Coordinator shall coordinate the MFH detail through Commander (CGRC);
- d. Training MFH Details. The Regional Coordinator shall appropriately train military members to perform MFH using the Marine Corps Drill and Ceremonies Manual, NAVMC 2691, and ensure a sufficient number of trained military members are available for the mission. This training shall consist of, at a minimum, the following:
 - (1) Proper decorum;
 - (2) Implementation of standardized MFH procedures;
 - (3) Professional dress and appearance;
 - (4) Synchronization of movement; and
 - (5) Use of consistent wording accompanying the presentation of the flag to the NOK, in accordance with the respective Service traditions;
- e. Reporting Data. Report data on all MFH in the database maintained by the DOD, including MFH that were missed and those completed by an authorized provider when these honors were coordinated through the Coast Guard;
- f. Travel. Fund and provide travel orders for details traveling beyond the local area of the unit providing personnel for the MFH detail; and
- g. Burials at Sea. Coordinate burials at sea as prescribed in Article 3.H. of this Manual.

1.C.4. Unit Commander/Commanding Officer(CO)/Officer-in-Charge (OIC)

- a. Response. Respond expeditiously and sensitively to requests for funeral support; and
- b. Travel. Fund and provide travel orders, if required, when MFH is within the local area. If necessary, the unit's parent command is responsible for providing funding and travel orders. For travel outside the local area of the unit, see Articles 3.B.3.b.(2) – (4) of this Manual.

1.C.5. MFH Detail

- a. Composition of Detail. A MFH detail may be comprised of:
 - (1) Active duty members;

- (2) Members of the Ready Reserve (Selected Reserve (SELRES) or Individual Ready Reserve (IRR)) in either a paid or unpaid status. Refer to the Reserve Policy Manual, COMDTINST M1001.28 (series) for further guidance; or
 - (3) Individuals or groups recognized by a Secretary of a Military Department or the Commandant of the Coast Guard who are not members of the military services or employees of the U.S. but who augment the uniformed members of a MFH detail. Authorized providers may include, but are not limited to: veterans' service organizations, members of the Reserve Officer Training Corps, and other appropriate individuals and organizations that support the rendering of MFH;
- b. Senior Member of the Detail. The grade or rate of the senior member of the MFH detail shall be commensurate or higher than that of the deceased, when available. When not available, the Regional Coordinator may assign a senior member whose participation would be consistent with the manners of our service; and
 - c. Knowledge of Local Area. Detail members, to include drivers and escorts, must know travel routes and locations of ceremonies to ensure punctuality.
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CHAPTER 2 MILITARY PERSONNEL CASUALTIES

2.A. General Personnel Casualty Definitions

2.A.1. Definitions of Casualty Statuses

- a. Military personnel casualty status exists when a person is lost to the Coast Guard or other military service because the person is ill, injured, deceased, missing, on an Excused Absence Whereabouts Unknown (EAWUN – civilian employees only) or in a Duty Status Whereabouts Unknown (DUSTWUN – military only), or captured.

NOTE: DUSTWUN does not include willful Unauthorized Absence (UA).

- b. The different military personnel casualty statuses are:

(1) Ill or injured. Includes:

- (a) Very seriously ill or injured (VSI): competent medical authority declares that death will likely occur within 72 hours.
- (b) Seriously ill or injured (SI): requires medical attention, and competent medical authority declares that death is possible but not likely within 72 hours, and/or the severity of the injury is such that it is permanent and life-altering.
- (c) Not seriously ill or injured (NSI): requires medical attention, may or may not require hospitalization, and competent medical authority classifies condition as less severe than SI.

(2) Deceased. Includes, but it not limited to:

- (a) Died of Wounds received in action (DOW). (Defined in Article 2.B.3. of this Manual.)
- (b) Killed in Action (KIA). (Defined in Article 2.B.4. of this Manual.)

(3) Missing. (Defined in detail in Article 2.A.2 of this Manual.). Includes:

- (a) Missing In Action (MIA). (Defined in Article 2.A.2.b. of this Manual.)
- (b) Excused absence but whereabouts are unknown - EAWUN - for civilian employees only. (Defined in Article 2.A.2.c.(1) of this Manual.)
- (c) Duty status but whereabouts are unknown - DUSTWUN - for military members only. (Defined in Article 2.A.2.c.(2) of this Manual.)

- (4) Captured. (Defined in Article 2.B.6. of this Manual.)
- c. The policies in this Manual apply at all times, for any military personnel casualty status, and to any person who is a:
 - (1) Regular member on active duty;
 - (2) Reserve member in a qualifying duty status. A qualifying duty status includes any status listed below in Article 2.A.1.c.(2)(a) – (g) of this Manual, whether or not the Reserve member was on or off duty when in a qualifying duty status (i.e., on/off duty, on/off watch, on authorized liberty, or on authorized leave):
 - (a) Any type of active duty orders;
 - (b) Inactive duty for training (IDT) or Readiness Management Period (RMP) orders;
 - (c) Orders in connection with funeral honors duty in accordance with Reference (a), §1481(a)(2)(G);
 - (d) Traveling directly to or from any orders listed in Article 2.A.1.c.(2)(a) – (c) of this Manual;
 - (e) Remaining overnight immediately before the commencement of any orders listed in Article 2.A.1.c.(2)(a) – (c) of this Manual, or remaining overnight between successive orders or periods of IDT at, or in the vicinity of, the site of the orders.
 - (f) Remaining at the member's residence, when so authorized by proper authority, during any orders listed in Article 2.A.1.c.(2)(a) – (c) of this Manual, or between successive periods of IDT;
 - (g) Hospitalized or undergoing treatment for an injury, illness, or disease incurred or aggravated on any orders listed in Article 2.A.1.c.(2)(a) – (c) of this Manual.
 - (3) USCGA cadet, Coast Guard Academy (CGA) Scholars preparatory school student, Officer Candidate (OC), Reserve Officer Candidate Indoctrination (ROCI) student, or College Student Pre-commissioning Initiative (CSPI) student;
 - (4) U.S. Public Health Service (USPHS) officer detailed to the Coast Guard;
 - (5) Auxiliarist when assigned to duty; and
 - (6) Federal Coast Guard civilian employee while on the job.

- d. Personnel casualty policy applies to the following persons only when deceased (as opposed to injured, missing, etc.): Reserve members not in a qualifying duty status per Article 2.A.1.c.(2)(a) – (g) of this Manual; dependents; Federal Coast Guard civilian employees while not on the job (i.e., outside of normal business hours, and not in any travel or overtime status where pay is received); retirees; personnel in the process of joining the Coast Guard, or former members who die within 120 days of separation from the Coast Guard (including Release from Active Duty (RELAD) and retirement). See Table 2-1 of this Manual for a depiction of military personnel casualty categories.
- e. Appendix B of this Manual contains additional definitions.

Who	Deceased	SI, VSI	NSI	Missing, Captured, etc.	EAWUN	DUSTWUN
Regular active duty	X	X	X	X		X
Reserve member in a qualifying status per Article 2.A.1.c.(2)(a) - (g) of this Manual (or in any status, if deceased)	X	X	X	X		X
USCGA cadet, CGA Scholars prep school student, (OC), (ROCI) student, or (CSPI) student	X	X	X	X		X
USPHS officer detailed to USCG	X	X	X	X		X
Auxiliarist when on orders	X	X		X		X
Civilian employee on the job	X	X	X	X	X	
<i>Dependent (including stillborn children)</i>	X					
<i>Civilian employee <u>not</u> on job</i>	X					
<i>Retiree</i>	X					
<i>Person in the process of joining the Coast Guard</i>	X					
<i>Person separated (including RELAD or retired) within 120 days</i>	X					

Table 2-1: Military Personnel Casualty Categories & Who Qualifies

2.A.2. Definitions of Missing and Missing in Action (MIA)

- a. For this article, “missing” refers to the temporary casualty status of a person whose whereabouts or actual fate is yet unknown. Such person includes one who is in the active service or performs full-time training duty, other full-time duty, or inactive training duty. The casualty status “Missing” triggers a rerouting of pay according to the member’s designations on form CG-2020D. Though in most cases it is a temporary status, “Missing” can persist indefinitely if the person is not declared constructively deceased or enough evidence uncovered to determine his or her likely whereabouts.
 - b. A servicemember is Missing in Action (MIA) when:
 - (1) They cannot be accounted for after combat or an operation;
 - (2) It has not been determined the member is deceased;
 - (3) Evidence is not available which establishes the person has survived or has been interned (ITD) in a foreign country or captured, beleaguered or besieged by a hostile force; and
 - (4) The member is on active duty or is a Reserve member in a qualifying status, per Article 2.A.1.c.(2)(a) – (g) of this Manual.
 - c. Missing also includes:
 - (1) EAWUN - civilian employees only: Similar to DUSTWUN but for civilian employees, used only when absence is believed to be involuntary and there is not currently sufficient evidence to make a definite determination of missing or deceased.
 - (2) DUSTWUN - military only: A temporary status assigned when the whereabouts of a member are unknown. DUSTWUN is used when the responsible commander suspects the member may be a personnel casualty whose absence is involuntary, but does not feel sufficient evidence currently exists to make a definitive determination of missing or deceased. DUSTWUN is different from “missing” because it is an intermediary status that does not affect pay.
 - d. Appendix B of this Manual contains additional definitions.
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2.B. Definitions, Classifications, and Nomenclatures to Use in Collecting and Reporting Battle Casualty Statistics

2.B.1. Battle Casualty

A battle casualty is a person lost to their organization because they are deceased, wounded, missing, captured, or interned, provided such loss is incurred in action. “In action” characterizes the personnel casualty status as having been the direct result of hostile action, sustained in combat and related thereto, or sustained in going to or returning from a combat mission, provided the occurrence was directly related to hostile action. However, injuries due to the elements or self-inflicted wounds are not considered as sustained in action, and they are thereby not reported as battle casualties.

2.B.2. Wounded in Action (WIA)

Use the term Wounded in Action (WIA) to describe all battle casualties other than KIA who have incurred a trauma or injury due to external agent or cause. Thus, broadly used, it encompasses all kinds of wounds and other injuries incurred in action, whether the wound pierces the body, as in a penetrating or perforating wound, or not, as in contusions; fractures; burns; blast concussions; the effects of gases and like chemical warfare agents; and the effects of exposure to radioactive substances. Battle casualty reporting of the WIA will be limited to (but include all) those who require admission to a hospital or corresponding field activity or those who die of their wounds after reaching any medical treatment facility. The WIA category includes DOW but excludes KIA.

2.B.3. Died of Wounds Received in Action (DOW)

Use the term DOW to describe all battle casualties who died of wounds or other injuries received in action, after having reached any medical treatment facility. It is essential to differentiate these cases from battle casualties found deceased or who died before reaching a medical treatment facility (the preceding would be classified as KIA). The criterion is reaching a medical treatment facility while still alive. The fact that death occurs before submitting a battle casualty report does not constitute a basis for considering such a case KIA. Count all cases of DOW also as WIA.

2.B.4. Killed in Action (KIA)

The term KIA describes battle casualties who are killed outright or died of wounds or other injuries before reaching any medical treatment facility. This provides an objective basis to distinguish between these and a DOW case since it is often impossible to determine whether deaths in combat were not instantaneous. Do not include KIA cases in the WIA category.

2.B.5. Missing in Action (MIA)

Defined in Article 2.A.2.b. of this Manual.

2.B.6. Captured (CPTR)

This term is used to describe all battle casualties definitely known to have been taken into custody of a hostile force as a result of and for reasons arising out of any armed conflict in which Armed Forces of the U.S. are engaged.

2.B.7. Interned (ITD)

This term describes all battle casualties known to have been taken into custody of a non-belligerent foreign power as the result of and for reasons arising out of any armed conflict in which Armed Forces of the U.S. are engaged.

2.B.8. Beleaguered and Besieged

This term describes surrounded units rather than individual members. The dependents of persons in these categories will be provided for under the provisions of the Missing Persons Act.

2.B.9. Additional Definitions

Appendix B of this Manual contains additional definitions.

2.C. Administrative Preparedness for Military Personnel Casualties

Refer to Article 5.A. of Reference (b) for additional information on the death gratuity, spousal notification of changes to SGLI benefits, and the administrative preparedness topics contained below in Articles 2.C.1. – 2.C.3. of this Manual.

2.C.1. Designation of Beneficiaries & Record of Emergency Data, Form CG-2020D

- a. Designation of Beneficiaries & Record of Emergency Data, Form CG-2020D, is mandatory for military members and optional for civilian employees.
- b. Every new military accession (enlisted, cadet, or officer; regular or reserve) is required to have completed Designation of Beneficiaries & Record of Emergency Data, Form CG-2020D, on or before their first day of duty. However, a Reserve member is not required to complete a new form when called to duty, such as when called to active duty under Reference (a) or Title 14 U.S.C.
- c. Every member shall have a current Designation of Beneficiaries & Record of Emergency Data, Form CG-2020D, in the hardcopy Personnel Data Record (PDR). Each member must complete a new form on the following occasions: accession, commissioning, marriage, divorce, death of spouse, annulment of marriage, Permanent Change of Station (PCS) (arrival), or change of status (regular to reserve, reserve to regular).
- d. Every new Designation of Beneficiaries & Record of Emergency Data, Form CG-2020D, after 1 August 2013 must be electronically filed in the Electronically Imaged – Personnel Data Record (EI-PDR). However, annual certifications need not be electronically filed when the member’s certification was the only change to the hardcopy form.
- e. When a member’s PDR is in transit, such as during PCS, the unit sending the PDR shall keep a copy of the Designation of Beneficiaries & Record of Emergency Data, Form CG-2020D, until the receiving unit confirms receipt of the PDR.

2.C.2. Servicemembers’ Group Life Insurance (SGLI) and Family SGLI (FSGLI)

- a. Every member’s PDR shall contain one current Servicemembers’ Group Life Insurance Election and Certificate, Form SGLV-8286. When a member completes a new form, the older form will be destroyed.
- b. Every new Servicemembers’ Group Life Insurance Election and Certificate, Form SGLV-8286, after 1 August 2013, must be electronically filed in the EI-PDR.

- c. Every married member's PDR shall contain one current Spouse Coverage Election and Certificate, Form SGLV-8286A, when applicable, such as situations of member-married-to-member, restoration of previously declined or reduced coverage, declined coverage, etc. When a member completes a new form, the older form will be destroyed.
- d. For additional policies and requirements regarding SGLI and FSGLI, see Reference (b), Article 5, and the Military, Civil and Dependent Affairs, COMDTINST M1700.1 (series).

2.C.3. Emergency Contact Information in Direct Access

Every regular member, and every Reserve member, regardless of duty status, shall keep their emergency contact information current in Direct Access - Self Service. Members shall review and verify this information annually.

2.D. Reporting Military Personnel Casualties

Refer to Article 5.A.5. of Reference (b) for additional information on casualty reporting.

2.D.1. Privacy and Records

- a. Military personnel casualty reports are required in order to keep the Coast Guard chain of command informed of:
 - (1) The availability and fitness for duty of every military member;
 - (2) The availability of every military retiree and civilian employee;
 - (3) Dependent situations that may reduce the availability of military members; and
 - (4) Situations that may establish a Coast Guard responsibility to provide various benefits and entitlements.
- b. Different privacy requirements apply to fatal military personnel casualties, non-fatal military personnel casualties, and survivors. Records are retained until potential beneficiaries are no longer eligible for any benefits due to their death, or until the Coast Guard is no longer following-up with the NOK. Records are also used for statistical and epidemiological purposes.

2.D.2. Military Personnel Casualty Reporting Requirements

- a. A personnel casualty report message is required for each military personnel casualty defined in Article 2.A.1. of this Manual, including VSI, SI, and NSI. See Reference (b), Enclosure (7), and the Commander (CG PSC-PSD-FS-Casualty) website (<http://www.uscg.mil/psc/psd/fs/Casualty.asp>) for examples of military personnel casualty report messages.
- b. The initial military personnel casualty report message will be prepared and sent by either the parent unit, a senior unit in the chain of command, or by the first unit receiving notice of the personnel casualty. Responsibility for subsequent reports will remain with the original reporting unit, unless a shift to another concerned unit has been coordinated. Reports shall be timely. Most initial reports are required within four hours of first learning of a military personnel casualty.

2.D.3. Time Constraints for Reporting Military Personnel Casualties

A message or equivalent report shall be submitted within the required time noted in Table 2-2 below.

Reported No Later Than	Individual Status of Military Personnel Casualty	Military Personnel Casualty Situation
4 hours of first notice	Regular member on active duty	All
	Reserve Member in a qualifying duty status, per Article 2.A.1.c.(2)(a) – (g) of this Manual	All
	USCGA Cadet, CGA Scholars prep school student, OC, ROCI student, and CSPI student (on or off duty)	All
	Civilian employee on the job	All
	Uniformed personnel assigned to the Coast Guard	All
	Auxiliarist under orders	All
	Retired flag officer	Death
	Person in process of joining the Coast Guard	Death
24 hours of first notice	Dependent spouse	Death
	Dependent child	Death
Noon of next business day after first notice	Retiree (permanent retired, Temporary Disability Retirement List (TDRL), and Permanent Disability Retirement List)	Death
	Stillborn child	Death
	Civilian employee not on the job	Death
	Former member within 120 days after separation from the Coast Guard, including released from active duty (RELAD) or retired	Death
Not reported in this system	Auxiliarist not under orders	Death
	Merchant mariner	Death
	Coast Guard or Coast Guard Reserve veteran (not retired or recently separated)	Death
	Non-Coast Guard personnel at sea	Death

Table 2-2: Military Personnel Casualty Reporting Time Requirements

2.D.4. Addressees on Message Traffic

The CO/OIC shall report the personnel casualty of any active duty member at or near the unit. Send a message to the commander of the district in which the NOK resides. Information addressees shall be the district commander where the personnel casualty occurred; Commander, logistics/service centers; Commander (CG PSC-PSD-FS-Casualty); and Commanding Officer (CG PPC). Message traffic will be marked For Official Use Only (FOUO).

2.D.5. Personnel Casualties that Occur Away from Permanently Assigned Unit

When a Coast Guard member on active duty becomes a personnel casualty while away from their assigned duty station, the commander of the district where the Coast Guard member was permanently assigned shall also be an information addressee on the personnel casualty message report.

2.D.6. Reporting Reserve Personnel Casualties

For a Reserve member in a qualifying duty status, per Article 2.A.1.c.(2)(a) – (g) of this Manual, the personnel casualty shall be reported in accordance with Articles 2.D.2. - 2.D.5. of this Manual.

2.D.7. Reporting Retiree, Dependent, and Former Member Personnel Casualties

The CO/OIC of any Coast Guard unit who receives information of the death of a retired member; dependent; or discharged person who dies within 120 days after separation from the Coast Guard (including RELAD or retirement), shall verify the fact and notify Chief, Casualty Matters.

2.D.8. Reporting Serious or Critical Injury or Illness, Including WIA

- a. Initial Notification. The CO/OIC shall submit an initial notification report, by message, in accordance with Articles 2.D.2. - 2.D.5. of this Manual. The PNOK and Commander (CG PSC-PSD-FS-Casualty) and Commandant (CG-11) will be notified immediately.
- b. Progress Reports. Progress reports will be sent until the member is either deceased or out of danger.

2.D.9. Reporting Psychotic or Other Serious Psychiatric Disorders, Major Amputations or Disfigurements, or Extensively Diminished Sensory Capabilities

The CO/OIC shall report by message in accordance with Articles 2.D.2. - 2.D.5. of this Manual.

2.D.10. End of Expedited Review (Death Imminent) Retirements

- a. Prior to 2004, it was common for each of the services to retire a member to the Temporary Disability Retirement List (TDRL) when that member's death was expected within 72 hours. The practice was officially known as "expedited review" for physical disability, or more commonly known as a "death imminent" retirement. Due to a change in federal law in 2004 that established an automatic mechanism to provide Survivor Benefit Plan (SBP) entitlements to dependents of members who die on active duty, the practice of expedited review ended.
- b. One vestige of the expedited review remains: a Reserve member with at least 15 years but less than 20 years of satisfactory federal service, who has not been awarded a 20-year letter, may be retired under provisions of Reference (a), §12731b, as approved by Commander (CG PSC – Reserve Personnel Management (RPM)). See Article 2.D.11. of this Manual for more information.
- c. The "death imminent" practice never applies to dependents, civilian employees, or Auxiliarists.
- d. A military member or spouse who has less than nine months to live, due to a terminal illness or injury, may be eligible to claim up to half of their existing life insurance coverage prior to death. Eligibility for the "accelerated benefit option" (ABO) applies to a member covered by life insurance under SGLI or a spouse covered under FSGLI. There is no ABO coverage for children.

2.D.11. Special Rule for Retiring Reserve Personnel with Physical Disabilities Not Incurred in the Line of Duty (LOD) and Death Imminent

- a. A Reserve member with at least 15 but less than 20 satisfactory years of service, who has not been issued a 20-year notification letter in accordance with Reference (a), §12731(d), may be retired in accordance with Reference (a), §12731b, if the Reserve member is no longer fit to serve. Commander (CG PSC-RPM) has the authority to retire a Reserve member with this special retirement if the Reserve member meets the requirements of Reference (a), §12731b. Requirements:
 - (1) Member of the SELRES;
 - (2) Completed at least 15 years of service computed in accordance with Reference (a), §12732;
 - (3) Completed less than 20 years of service computed in accordance with Reference (a), §12732;
 - (4) No longer meets SELRES qualification because the Reserve member is unfit due to physical disability, i.e., at a minimum, does not meet the retention standards of Article 3.F., Coast Guard Medical Manual, COMDTINST M6000.1 (series);

- (5) The disability was not the result of the member's intentional misconduct, willful neglect, or willful failure to comply with standards and qualifications for retention; and
 - (6) The disability was not incurred during a period of UA.
 - b. Commander (CG PSC-RPM-3) may immediately retire a SELRES member under Reference (a), §12731b, without the command having to refer the Reserve member to the Physical Disability Evaluation System (PDES) only when:
 - (1) the SELRES member has been determined to be "death imminent" under the special rule for retiring Reserve personnel, per Article 2.D.10.b. of this Manual; and
 - (2) the disability was clearly not incurred or aggravated while in a qualifying duty status, per Article 2.A.1.c.(2)(a) – (g) of this Manual.
 - c. In the case of a Reserve member who meets the requirements of Article 2.D.10.b. of this Manual; and whose disability was incurred or aggravated while in a qualifying duty status, per Article 2.A.1.c.(2)(a) – (g) of this Manual; the LOD determination authorities shall presume that the Reserve member's disability was incurred or aggravated in the LOD, and not due to misconduct, unless clear and convincing evidence shows otherwise, per Article 2.H. of this Manual.
 - d. Document the situation and decision by rapid means, such as email or telephone. Verbal reports and verbal decisions must be documented soon thereafter, such as by email.
 - e. An administrative decision to retire a Reserve member in accordance with Reference (a) §12731b may be sufficient without further medical review when based on clear and convincing evidence that the Reserve member may die within 72 hours.
 - f. Assignment of a Reserve member to hospice care may be clear and convincing evidence of physical unfitness.
 - g. A Reserve member cannot be retroactively retired if the Reserve member was already pronounced dead.
 - h. For this purpose, a Reserve member who is maintained on a life support system is not deceased.
 - i. Assignment of a disability rating is not required.
 - j. A decision to retire a Reserve member may be reversed, based on additional information.
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2.E. Notifying Next of Kin (NOK) About a Personnel Casualty

2.E.1. Principles of Personnel Casualty Notification

- a. Advanced Preparedness. The Coast Guard may have difficulty notifying an individual servicemember's NOK of a personnel casualty in a timely manner, unless each servicemember takes the time to complete several critical forms upon service entry and verified annually. Members shall complete and update the following, as applicable:
 - (1) BAH Dependency Data in Direct Access (with assistance from the local SPO), which generates Form CG-4170A;
 - (2) Designation of Beneficiaries & Record of Emergency Data, Form CG-2020D;
 - (3) SGLI Election and Certificate, Form SGLV-8286; and
 - (4) Spouse Coverage Election and Certificate (if the member has a spouse), Form SGLV-8286A.
- b. Definitions. This article contains the instructions considered necessary to provide complete coverage of the very sensitive, extremely important responsibility of notifying NOK of Coast Guard personnel casualties. For the sake of clarity and to avoid repetition of certain words or phrases, the following definitions apply (see 10 U.S.C. §2771 for more information, and see Appendix B of this Manual for additional definitions):
 - (1) Primary Next of Kin (PNOK). The PNOK is the first applicable person in the following list: a beneficiary designated in writing; surviving spouse; children and their descendants, by representation; father and mother in equal parts, or if either is dead, to the survivor; a legal representative; person entitled under the law of the domicile of the deceased member.
 - (2) Secondary Next of Kin (SNOK). The SNOK are other family members who also shall be notified of a military personnel casualty status, including any child of the servicemember who does not reside with the PNOK (in the case of a minor, notify the adults with whom the child resides) and both parents, if living. If neither child nor parent is listed, any other near relative named on the Designation of Beneficiaries & Record of Emergency Data, Form CG-2020D and SGLI Election and Certificate, SGLV-8286 may be considered a SNOK.
 - (3) Message. The term "message" in this context means Coast Guard Messages.

2.E.2. Responsibility for Notification

If a personnel casualty occurs, the DAO is responsible for coordinating the notification on behalf of the district commander or other flag officer. Unit COs/OICs shall send a Personnel Casualty Report (PCR) message Outlook email to the standard distribution group "CG-PERSONNEL-CASUALTY-REPORT", found in the Global Address List (GAL).

2.E.3. Method of Notification

- a. Military Personnel Casualties from Other-than-Combat Causes. Whenever practicable, the notification shall be made in person. The PNOK/SNOK (per definitions in Article 2.E.1.b. of this Manual) should be advised of available details concerning the personnel casualty that are deemed appropriate. No reference of an unfavorable nature shall be made concerning LOD or misconduct status, nor shall details which would be likely to aggravate the distress of the PNOK/SNOK be included. If the death was anticipated, as in the case of a terminal illness, the notification becomes a condolence call where all the other principles of notification still apply.
 - (1) In the case of deceased personnel, ascertain the wishes of the PADD. The PADD should be fully advised regarding funeral expenses payable by the Coast Guard.
 - (2) In case of missing personnel, the NOK shall be advised of the circumstances surrounding the disappearance, the search being made, and whether or not the search will be continued.
 - (3) See Reference (b), Enclosure (7), for further critical guidance on personnel casualty notifications and example letters and scripts.
- b. Military Personnel Casualties in Combat. The PNOK/SNOK of Coast Guard personnel who are reported VSI, SI, deceased, missing, or MIA in combat, or those WIA who require admission to a hospital or corresponding field activity, will be notified by personal contact from a member of the Uniformed Services. The CO/OIC shall notify the Office of Casualty Matters (CG PSC-PSD-FS-Casualty) by telephone as soon as possible after personal notification has been completed and follow-up with a message in accordance with Articles 2.D.2. – 2.D.5. of this Manual.
- c. Reports of Psychotic or Other Serious Psychiatric Disorders, Major Amputations or Disfigurements, or Extensively Diminished Sensory Capability as a Result of Combat. In these cases, the CO/OIC will notify the PNOK only, except for married members, when the CO/OIC shall also notify the parents or other nearest adult relative named in the records. Notify by letter, unless some critical condition exists which is deemed to justify message notification or there is a possibility that the NOK will learn of the condition unofficially. When a psychosis is involved, in order not to unduly alarm the NOK, it is recommended that the NOK initially be informed that the servicemember is under observation for an emotional illness, pending full evaluation

of their condition at a hospital particularly equipped and staffed to diagnose the servicemember's case. NOK should be assured that the servicemember is receiving the best possible care and that the NOK will be informed of any change in condition. When a servicemember is admitted to a hospital in the CONUS, the NOK will be informed by the CO/OIC of the servicemember's arrival and visiting privileges at such hospital. See Articles 3.B.2.a. and 3.B.3.a. for information regarding NOK travel to the hospital.

- d. Progress Reports. For VSI and SI members, the CO/OIC shall provide progress reports to the PNOK until the member is either deceased or out of danger. When the NOK is residing with or near the injured or ill servicemember, the CO/OIC has discretion regarding whether or not to provide subsequent progress reports to SNOK. The CO/OIC, when exercising such discretion, shall ascertain if the NOK residing with or near the injured or ill servicemember will keep the other members of the family informed.

2.E.4. In-Person Notification

The individual delegated to personally contact the PNOK/SNOK may be the CACO, command cadre, or other suitable servicemember. For a fatality, the delegate shall be accompanied by a chaplain unless one is not reasonably available. Refer to Article 1.A.6. of this Manual for more information about chaplain support. The delegate also advises the PNOK, to the extent possible, of the rights, benefits, and privileges to which they may be entitled as a result of the member's death. The delegate offers condolences on behalf of the Coast Guard and should, among other things, advise on funeral arrangements; military honors, when requested; disbursement of final pay and allowances; discontinuance of dependents' allotments and allowances; payment of SGLI; and other emergency matters deemed appropriate. See Reference (b), Enclosure (7), for further critical guidance on in-person notifications and example scripts. See Article 1.A.5. of this Manual for more information about the four phase concept of survivor assistance and information covered in follow-up visits with NOK.

2.E.5. Alternate Notification

If circumstances do not permit in-person notification, personnel casualty information, except for combat personnel casualties, may be sent to the SNOK by other means, including by telephone and electronic notification. For notification of personnel casualties occurring in combat, refer to Article 2.E.3.b. of this Manual. Request return receipt of an electronic report. In case of death, when the remains are available to be returned to the NOK, two notifications shall be made to the PNOK. The initial notification to the PNOK shall contain only the date, place and time of death, and a brief of the circumstances of death together with appropriate condolences and details as to how to contact the Coast Guard for additional information or in connection with any special requests. The second notification shall follow 1-2 days after initial notification, to discuss arrangements for NOK to receive remains. When remains are not recovered or when it does not appear that positive identification of recovered remains can be established, only an initial notification shall be sent to the PNOK.

2.F. Releasing the Names of Military Personnel Casualties

Military personnel casualty statuses are defined in Article 2.A.1. of this Manual. In common practice with the Army, Navy, Marine Corps, and Air Force, the names of Coast Guard personnel casualties shall not be publicly released or confirmed until 24 hours after the last required notification to NOK is completed. A new 24-hour delay period begins when additional notifications to NOK are made, such as when partial remains are returned, or a missing member is confirmed deceased. The 24-hour delay provides a period of decency and privacy for NOK to absorb their initial grief.

2.F.1. Exceptions to the Policy for Releasing the Names of Military Personnel Casualties

Exceptions to this policy may be approved only by the Commandant or Vice Commandant. Requests for exceptions must involve the Office of Casualty Matters Commander (CG PSC-PSD-FS-Casualty).

2.F.2. Situations and Rules for Releasing the Names of Military Personnel Casualties

- a. This article outlines specific rules for releasing names to the public.
- b. This policy applies at all times, and for any personnel casualty status to regular members on active duty, Reserve members in a qualifying duty status per Article 2.A.1.c.(2)(a) – (g) of this Manual, USCGA cadets, USCGA preparatory students, USPHS officers detailed to the Coast Guard, Auxiliarists when assigned to duty, and civilian employees while on the job.
- c. This policy applies to the following categories of personnel only when deceased: dependents, civilian employees while not on the job, retirees, persons joining the Coast Guard, or former members who die within 120 days after separation from the Coast Guard (including RELAD or retired). The following situations and rules apply to releasing a name to the public or confirming with media who already have the name of a personnel casualty:
 - (1) For a single Coast Guard personnel casualty: The name of the personnel casualty may be released 24 hours after the last required NOK notification has been completed in accordance with Article 2.F. of this Manual;
 - (2) For multiple Coast Guard personnel casualties in a single incident: The names of all the personnel casualties may be released together 24 hours after the last required NOK notification has been completed for the last personnel casualty. Treat all personnel casualty names as a single batch. If notification to one family is complete but for another family is incomplete, release cannot proceed; or
 - (3) For multiple personnel casualties in multiple services in a single incident: Use the rule for multiple Coast Guard personnel casualties in a single incident.

- d. In addition, coordinate between services to ensure accurate accounting for notifications. The release of names of all personnel casualties will be coordinated so as to be simultaneous with the other services involved.
- e. Under the Privacy Act, disclosure is authorized for military members, civilian employees, and their dependents in emergency circumstances.
- f. For more information, the Office of Casualty Matters (CG PSC-PSD-FS-Casualty) is the point of contact for inter-service coordination of personnel casualty information. Further details and examples of releasable personnel casualties are available at: <http://www.uscg.mil/psc/psd/fs/casualty.asp>.

2.F.3. Supporting Details Accompanying the Release of Names of Military Personnel Casualties

- a. The fact that an incident occurred or that a Coast Guard member was killed or injured is releasable as soon as it is confirmed and prior to NOK notification. Names are not yet releasable.
- b. Imminent or actual media publication of the names of Coast Guard personnel casualties does not justify release or confirmation by the Coast Guard until the 24-hour period has passed.
- c. Personnel casualty report messages must be clear about the date, time, and time zone where notification occurred, who was notified, and by what means.
- d. Other agencies sometimes assume responsibility for notifying PNOK (for example, local sheriff, state marine patrol, or local fire department might notify PNOK of a death such as a motor vehicle accident or homicide). This policy does not constrain the normal procedures of those agencies. The Coast Guard normally does not make notifications between 0000-0600, but if local authorities are planning immediate notification, unit commanders may ask them to delay notification long enough for a Coast Guard CO/OIC, DAO, CACO, and/or chaplain to join them.
- e. This policy applies to retirees such as retired flag officers, unless PNOK waives the 24-hour waiting period to release the name.

2.F.4. Internal Communications Authorized

COs/OICs may release information within their commands when not releasing the information could indirectly cause more harm, i.e., in situations where an involved crew has knowledge of a situation or information is appearing in social media. These communications are preferably not written and are internal to the assigned crew, including civilian employees. COs/OICs shall be very clear with their crews that this information is not to be discussed or released outside the Coast Guard until a given time (24 hours after the last notification was made). If releasing the information via message traffic, the message shall be clearly labeled, "Internet release is not authorized."

2.G. Commanding Officer's Letter to Next of Kin (NOK) Relating Circumstances of a Personnel Casualty

2.G.1. Letter Notification within 48 Hours

In all cases of death or of missing personnel when the Coast Guard is providing first notice of the incident to the family (except as specified in Article 2.G.5. of this Manual), COs/OICs shall write a letter to the spouse and parents or designated beneficiary within 48 hours of the personnel casualty occurrence. Should unusual circumstances preclude compliance within 48 hours, send the letter(s) at the earliest practicable date. Military personnel casualty reporting examples are contained in Reference (b), Enclosure (7).

2.G.2. Facts to Include in the CO/OIC's Letter

The CO/OIC's letter should contain sufficient facts about the incident, searches, or medical care, as applicable, to satisfactorily answer all immediate questions in the minds of the PNOK and parents, if they are not the PNOK (except as specified in Article 2.G.5. of this Manual). If for any reason this cannot be done when the letter is prepared, explain the situation to the PNOK, and send the supplemental information as soon as it becomes available or upon completion of the investigative report. Exercise care, however, to ensure that the information given corresponds to the findings of any court or board that may be convened. The fact that a court or board will investigate the case should not delay this communication, as it is important to give the circumstances connected with the occurrence, so far as definitely are known. In cases where cause of death, responsibility therefore, or other pertinent factors have to be established by review and evaluation of the report of the investigation of the attendant circumstances by Commandant (CG-094), the NOK may be so informed, and any inquiries or complaints may be referred to the Commandant for information and further reply.

2.G.3. Explaining Termination of Searches to NOK

- a. When searches for personnel in a casualty status are conducted, do not advise the NOK that the searches have been terminated inasmuch as this allows possible misinterpretation. State instead that the search has met with negative results. Suggested phraseology for this notification is contained in Reference (b), Enclosure (7).
- b. If the missing person is the subject of a Coast Guard Search and Rescue (SAR) case and active searching is suspended, the SAR Coordinator and CACO will advise the NOK.

2.G.4. Personal Consideration for the NOK

This communication should be in language that conveys personal consideration for the NOK, but extreme caution must be exercised to avoid the creation of any impression in their minds that the information furnished is inconsistent with the facts. The letter should convey warmth and a genuine interest in the person to whom it is addressed. In addition, an offer to be of assistance, if suitable to the situation, will reassure the relative of the Coast Guard's interest. The letter also may contain information concerning the disposition of personal effects (PE), automobile, or a will (see Article 2.K.1.b. of this Manual for an expanded definition of PE). Military personnel casualty reporting examples are contained in Reference (b), Enclosure (7).

2.G.5. Care of Information Obtained During Hostilities or International Incidents

During hostilities or in the case of an international or other applicable incident, records of personnel MIA will be treated as FOUO until the individual is determined deceased or returned. Do not publicly disclose significant details, including biographical data. MIA notification only will be made to the PNOK and will disclose no information other than the fact that the member is missing. The PNOK will be informed by the officer making the personal notification and/or by the Office of Casualty Matters (CG PSC-PSD-FS-Casualty) that this is to protect the member since disclosure of information as to duty station, area, and/or circumstance of missing status may adversely affect the member's safety and well-being. The NOK also will be informed that any disclosures on their part could adversely affect the safety and well-being of the servicemember, as well as endanger mission security.

2.H. Boards of Investigation

2.H.1. Informing Primary Next of Kin (PNOK) and Parents of a Coast Guard Investigation

- a. Whenever a regular member, Reserve member, USCGA cadet, CGA Scholars preparatory school student, OC, ROCI student, or CSPI student is a personnel casualty (deceased, VSI, or SI), and an investigation is convened, the Coast Guard authority convening an investigation shall provide written notice to the PNOK (see definitions in Article 2.E.1.b. of this Manual) and the member's parents (if parents are not PNOK) within seven calendar days of convening an investigation.
- b. This written notice shall include:
 - (1) The general purpose of the investigation;
 - (2) An approximate timeline for completion;
 - (3) Information on the manner in which the results will be communicated;
 - (4) Any potential for involvement of PNOK or parents; and
 - (5) A point of contact for any questions.
- c. When the estimated completion date is more than one month, the convening authority shall require the point of contact to maintain a regular communication schedule with the PNOK and parents. The term "regular communication schedule" should be established by the point of contact during discussions with the PNOK, but shall be initiated once per month, at a minimum. Communications may be vague during investigations but shall be regular. More information can be found at the Commander (CG PSC-PSD-FS-Casualty) website (<http://www.uscg.mil/psc/psd/fs/Casualty.asp>) under "Casualty Procedures, CACO Actions."
- d. Exceptions: Initial notice and final reports to PNOK or parents may be delayed or omitted if there is:
 - (1) Potential for the PNOK or any parent to be a party to the investigation. Results of the investigation will be reported appropriately when this exception is exercised; or
 - (2) Concern that the initial notice or the reported results may be harmful to the physical or mental health of the PNOK or parents. Results of the investigation will be reported to an appropriate surrogate, if practicable, when this exception is exercised. This surrogate shall normally be the DAO, as a representative of their District Commander. If there are any concerns, elevate the issue to the Chief, Casualty Matters.

- e. Cooperative participation by Coast Guard Investigative Service (CGIS) when other agencies are the lead investigators, such as for a homicide investigated by local police, is not required to be reported to PNOK or parents.

2.H.2. General Requirements for Investigations

- a. Coast Guard investigations may be required in accordance with Reference (c), Reference (d), or Reference (e).
- b. The vast majority of military personnel casualties leading to death will necessitate an Administrative Investigation in accordance with Chapter 7 of Reference (c) and Reference (e), with varying degrees of complexity, as appropriate to the personnel casualty circumstances. Convening formal investigative boards or courts-martial may occasionally be required where circumstances of significant or egregious criminal activity or activity in violation of the Uniform Code of Military Justice (UCMJ) associate closely with the member's casualty; these boards or courts-martial should be executed in accordance with Reference (d) and under Coast Guard legal advice.
- c. Investigations are required when a member's death resulted from injury or occurred in peculiar or doubtful circumstances.
- d. Investigation is not required when a member's death was expected, as with a terminal illness, or was unexpected but clearly due to natural causes, based on a doctor's or coroner's report. See Article 7.H.2. of Reference (c).
- e. A brief investigation may be required for an off-duty Reserve member in order to clearly establish any basis for entitlement to benefits.

2.H.3. Preliminary Inquiries for Line of Duty (LOD) Determinations

- a. A preliminary inquiry for LOD determination purposes is brief and informal. It is not a "convened investigation" and need not be reported to NOK. However, an investigation convened as a result of a preliminary inquiry will always be reported to PNOK and parents, unless an exceptional circumstance exists.
- b. General rule: LOD determination authorities shall presume that a Coast Guard member's death on active duty was incurred in the LOD and not due to misconduct, unless clear and convincing evidence shows otherwise. See also Article 7.F. of Reference (c).
- c. When a preliminary inquiry does not identify issues that may suggest significant potential for a finding of misconduct, a CO/OIC may approve a favorable LOD determination using an Injury Report For Not Misconduct and in Line of Duty Determination, Form CG-3822. Forward the form(s) or Letter Incident Report (LIR) to the Office of General Law (CG-0944) for filing and to the Office of Casualty Matters (CG PSC-PSD-FS-Casualty) in support of the final Report of Casualty,

Form DD-1300. For further details, see Chapter 7 of Reference (c).

- d. A preliminary inquiry into a self-inflicted death may rely on the special presumption of lack of mental responsibility in Article 7.M.1.d.(1) of Reference (c) in order to rule out misconduct and determine that death was in the LOD. Articles 7.M.1.d.(1)(a) and 7.M.1.d.(1)(b) of Reference (c) apply only when attempting to overcome the special presumption of lack of mental responsibility.
 - e. When a preliminary inquiry identifies significant issues or significant potential for a finding of misconduct, an administrative investigation should be convened to look at the specific issues identified by the preliminary inquiry. An investigative report will be required. See Article 7.H.4. of Reference (c).
 - f. An investigation convened pursuant to References (c) or (d) may require the investigator or investigating body to make a preliminary report in support of a favorable LOD determination, when it is possible to do so without compromise to the larger investigation. Such a preliminary report will normally be made within 14 calendar days of convening.
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2.I. Reporting Requirements for Missing or Missing in Action (MIA)

2.I.1. Command Reporting for Missing or MIA

- a. Initial Report Requirements. Not later than four hours following receipt of information that a Coast Guard member is missing, send a message to comply with Articles 2.D.2. – 2.D.5. of this Manual.
 - (1) This applies to military members on active duty, a Reserve member in a qualifying duty status per Article 2.A.1.c.(2)(a) – (g) of this Manual, or a civilian employee on the job.
 - (2) Unknown or unconfirmed information in the original message will be clearly labeled and then clarified in supplemental reports.
 - (3) Include a statement of the status of the search or the impracticability of conducting a search.
 - (4) Not later than 48 hours following information that a Coast Guard member is missing, the unit CO/OIC shall write a letter to the Coast Guard member's spouse and parents, or other applicable persons. See Article 2.G. of this Manual.
- b. Follow-On Reports. After the initial report placing a person in a form of missing status (missing, MIA, EAWUN, DUSTWUN) has been submitted and searches are in progress, periodic message reports are required. The reports shall furnish extent, progress, and other pertinent information in order that the PNOK may be kept informed. Periodic reports shall be submitted until a final report is sent.

NOTE: If periodic reports cannot be sent for security reasons, they should be submitted as soon as possible.
- c. Final reports. When search and recovery efforts are suspended or concluded, the final report from the command will be one of the following:
 - (1) Recovered alive (or “recovered alive, returned to military control”);
 - (2) Recovered deceased;
 - (3) Remains not recovered, retained in a missing status; or
 - (4) Remains not recovered, status changed from EAWUN or DUSTWUN to missing.
- d. Evidence of Death. When remains are not recovered, a separate report is required to address inconclusive evidence of death or conclusive evidence of death. See Articles 2.I.2. - 2.I.3. of this Manual.

2.I.2. Inconclusive Evidence of Death

If remains are not recovered and conclusive evidence of death is not established after searching, a determination of death will be required. The CO/OIC shall submit a written report furnishing pertinent details and recommending appropriate action. The report should include information as set forth in Article 5.A. of Reference (b). Send the report to Commander (CG PSC) for determination.

2.I.3. Conclusive Evidence of Death

Conclusive evidence of death may be considered to exist when information immediately overcomes any doubt or logical possibility that a missing person may have survived. Evidence may include, but is not limited to, eyewitness statements; circumstances of disappearance; results of immediate search; local conditions, such as depth of water, temperature of water, other climatic conditions, and terrain; recovery of partial remains, etc. Examples of conclusive evidence of death have included cases where a person was known to be in a plane and the plane is known to have crashed at sea, or a person was lost overboard and recovery was not possible. Situations may arise in which a person is deceased but remains will never be recovered. This must be balanced against historical examples of survival of remarkable duration, since survival is an explanation for unrecovered remains. If extensive searches are unsuccessful and conclusive evidence of death appears to exist, the responsible command has the duty to submit a recommendation for a determination of death. Send the report to Commander (CG PSC) for determination.

2.I.4. Command Report of Circumstances to NOK

Many factors affect determinations made under the provisions of the Missing Persons Act, as amended; therefore, it is very important for the command to make no promise to the NOK about the length of time personnel will be listed as missing. The NOK shall be informed that a full report of the circumstances will be furnished to Commander (CG PSC) for review and final determination of status. On completing this review, the NOK and the command will be informed of the action taken.

2.I.5. Recovery after Long Lapse of Time

- a. When Coast Guard personnel are lost without recovery and are listed on Coast Guard records as missing or deceased, the command discovering remains or the site of potential remains shall ensure that the Office of Casualty Matters (CG PSC-PSD-FS-Casualty) is informed, along with the appropriate headquarters office. For example, Commandant (CG-711) would be notified when a lost Coast Guard aircraft is found. To avoid the unnecessary distress which could result from erroneous reports of identification, no information on recovery or possible identification of remains may be released without full coordination with the Office of Casualty Matters (CG PSC-PSD-FS-Casualty). Chief, Casualty Matters is the Coast Guard representative for inter-Service coordination with organizations such as the Central/Joint Mortuary Affairs Board (CJMAB) and the Joint Prisoner of War

(POW)/MIA Accounting Command.

- b. When Coast Guard personnel are listed on Coast Guard records as absent without leave (AWOL) or with the mark of “deserter,” the discovery of remains may substantially change a previous administrative determination. Details will be sent to Commander (CG PSC) to consider revision of previous administrative determinations or adverse personnel actions. If Commander (CG PSC) makes a new finding that the Coast Guard person was not AWOL or was not a deserter, the case will be referred to Commander (CG PSC-PSD) to revise records and restore benefits and entitlements to survivors. Where the date of death cannot be precisely established due to deterioration of remains, Commander (CG PSC) will consider the best interests of the deceased Coast Guard person’s survivors when administratively determining a reasonable date of death.

2.I.6. Date of Death for Pay Purposes

- a. When a person was missing for a period of time, the date of death may be uncertain. Pay and allowances continue to accrue until a date of death is officially determined by Commander (CG PSC). The Report of Casualty, Form DD-1300, will report both the date of death, as administratively determined, and the date of the determination.
- b. When sufficient remains are recovered to establish death and identification, the date of recovery will usually be the official date of death. However, the following must be considered:
 - (1) Judicial involvement may result in a different official date of death, such as results from a homicide prosecution. In such cases, the date of death listed on Report of Casualty, Form DD-1300, will usually conform to the judicial determination by a state or federal court of the U.S. or by another respected judicial organization of a non-hostile nation;
 - (2) A judicial determination of date of death may be made long after a Coast Guard administrative determination, and the dates may differ. If survivors received benefits and allowances in good faith based on the Coast Guard administrative determination, that determination shall remain unchanged if conforming to the later judicial determination would disadvantage any survivors or other beneficiaries; and
 - (3) A determination of time or date of death may have a range of uncertainty, such as from three hours before to three hours after midnight. When the decision will have consequences for the benefits and entitlements of survivors or other beneficiaries, Commander (CG PSC) will consider the best interests of the deceased Coast Guard person’s survivors when administratively determining a reasonable date of death. The date at the latter end of the range will normally be selected when there is no evident difference.

- c. When remains are not recovered, the date of death may be established by executive, legislative, or judicial means. These include:
 - (1) An administrative decision by an officer of the Executive branch, or Board for Correction of Military Records (BCMR);
 - (2) A legal opinion based on legislated state or federal law, or retroactive change in law; or
 - (3) A judicial ruling of a state or federal court, or an appellate ruling of a higher court.
 - d. If survivors received benefits and allowances based on one date of death, and a later decision, opinion, legislation, or ruling changes the date of death, the date of death used before the change will be retained, within the limits of law, if conforming to the later date of death would disadvantage survivors.
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2.J. Absentees and Deserters

2.J.1. Investigation in the Case of Deserters

Frequently, the NOK of persons administratively held in the status of desertion petition the Coast Guard to remove the mark of desertion from their records and pay survivor benefits. Unless an investigation is conducted when the absentee disappears and its report is available, it is difficult to reconstruct the circumstances at some later date to determine whether the person may have erroneously been reported so, and had in fact died at the time of disappearance or on some later date. Therefore, in unusual cases, such as those where the individual has performed long, faithful service with evidence of being content in the Service, and it appears the absence may have been involuntary due to accident, foul play, or illness, the responsible CO/OIC shall convene an informal, fact-finding investigation, similar to that assigned to a Preliminary Investigating Officer for an administrative investigation. A report thereof, similar to that required in the case of missing persons, shall be forwarded to Commandant (CG-094). This report shall set forth any pertinent facts and any unusual circumstances brought to light, including statements as to the mental responsibility and last known physical condition of the person. This report shall include any evidence, opinion, and recommendation as to doubt the person's intent to remain away permanently, and whether or not the member may be considered missing on the basis of the information available. See Reference (c), Article 7.F.2.c, for further guidance on establishing intent of a deserter.

2.J.2. Death of Absentees and Deserters

While absence without authority beyond a prescribed period is a basis for administratively declaring a member a deserter, such period of absence does not necessarily establish desertion as such. When no administrative determination of desertion is made in such cases, or when such determination, if made, was erroneous and it is subsequently administratively determined that the member was AWOL, the Comptroller General has held that in the absence of compelling evidence to the contrary, they would not be required to conclude that the absentee was a deserter for purposes of payment of the death gratuity. Therefore, in the case of the death of a member administratively listed as a deserter, the case shall be investigated as specified in Article 2.J.1. of this Manual, and the report of the investigation of the attendant circumstances shall be forwarded to Commandant (CG-094) for review and determination of LOD, and for recommendation concerning removal of the mark of desertion. In accordance with benefits authorized in accordance with Reference (a) §1481, Coast Guard members who are administratively declared deserters are not eligible for subject benefits unless returned to military control prior to death.

2.K. Disposition of Personnel Casualties' Personal Effects (PE)

2.K.1. General Information Regarding PE

- a. PE are privately owned belongings.
- b. PE may include, but are not limited to:
 - (1) Coast Guard owned special clothing and equipment;
 - (2) Uniform items;
 - (3) Money;
 - (4) Negotiable and non-negotiable instruments (bonds, checks, wills, deeds, etc.);
 - (5) Miscellaneous articles of intrinsic, sentimental, and/or utilitarian value (jewelry, fountain pens, cameras, medals, etc.); and
 - (6) Perishable items (tobacco, food, beverages, etc.).

2.K.2. PE of Deceased Personnel

- a. General. The CO/OIC shall, upon the death of any military person under their command, cause all the PE of the decedent, including money, electronics, firearms, clothing, personal papers, and miscellaneous articles of intrinsic, sentimental, and utility value, to be collected and inventoried except in those cases where the member occupies government quarters or rental housing and the widow, widower, or PNOK requires no assistance. If the PNOK or other persons have knowledge of some personal belongings of the decedent having been left at previous duty stations, lockers ashore, etc., the CO/OIC shall cause an investigation to be initiated to locate such belongings and have them forwarded to the PNOK, or to ascertain their disposition. In the event of the simultaneous death of a Coast Guard member and their spouse, as in an automobile accident, the CO/OIC shall cooperate with any surviving relatives of the deceased and the civil authorities to protect the property of the deceased occupying local civilian or government rental housing.
- b. Inventory Board. The CO/OIC shall appoint, orally or in writing, an inventory board consisting of two members, one of whom is a commissioned officer, unless impractical. The inventory board shall address the following:
 - (1) Remove from the PE any classified matter, indecent material, and any articles likely to injure personnel, e.g., unexploded ordnance. The material so removed will not be recorded on the inventory and will be disposed of in such manner as may be approved by the officer who appointed the board;

- (2) Personal firearms, knives, etc. shall be made safe and separated from any ammunition, in accordance with applicable state laws. Record any serial numbers that are visible on Personal Effects Inventory and Disposition, Form CG-3853;
 - (3) Perishable Items. Any perishable items (tobacco, food, and beverages) found among the PE will be disposed of by the CO/OIC first receiving the PE from the inventory board;
 - (4) Electronics. The Inventory Board shall take special care with any electronics, not only due to their monetary value, but because they may contain images or voice recordings that will be especially sentimental to the NOK. Electronics, whether government-issued or personal, shall be reviewed and any material that is classified, indecent, or proprietary shall be removed. Record any serial numbers that are visible on Personal Effects Inventory and Disposition, Form CG-3853;
 - (5) Hazardous Material. Any hazardous material inventoried shall be properly disposed of by the command;
 - (6) Government Property. Government property found in such effects will be recovered immediately for the Government by the CO/OIC; and
 - (7) Record of Inventory. The inventory will be recorded on Personal Effects Inventory and Disposition, Form CG-3853. It shall be duly attested and signed by the members of the board and by the officer who appointed the board.
- c. Distribution of Personal Effects Inventory and Disposition, Form CG-3853. Copies of Personal Effects Inventory and Disposition, Form CG-3853, will be distributed as follows:
- (1) The CO/OIC retains the original;
 - (2) One copy is packed with the PE;
 - (3) One copy is sent to the Person Eligible to Receive Effects (PERE);
 - (4) The Chief, Casualty Matters retains one copy;
 - (5) If the personnel casualty is declared an absentee, AWOL, UA, or a deserter, a copy is sent to Commander (CG PSC) – Officer Personnel Management (OPM) or Enlisted Personnel Management (EPM);
 - (6) One copy is filed in the unit PDR; and
 - (7) One copy is retained in the unit correspondence file.

- d. Disposition of PE when NOK are Not Located. When the NOK, heir, or legal representative cannot be determined or located, the effects, other than money (see Article 2.K.2.f. of this Manual), together with remaining copies of Personal Effects Inventory and Disposition, Form CG-3853, will be referred to the probate court for disposition. This form will be updated, as necessary, by the Chief, Casualty Matters.
- e. Authority for Disposition of PE. Except in questionable cases, the deceased's CO/OIC shall control the release of the PE to the NOK without prior approval from the Office of Casualty Matters (CG PSC-PSD-FS-Casualty). Under no circumstances will soiled or unlaundered garments be delivered or shipped to the NOK prior to laundering and pressing.
- f. Disposition of Money Found in PE or Derived from the Sale of Perishable PE. When the NOK, heir, or legal representative of the deceased member is known, money found in the PE or derived from the selling of perishable PE (tobacco, food, beverages, etc.) should be given to that person (in the order of PERE first, then PADD, and then normal inheritance precedence) by a hand-delivered check or via registered mail. When the NOK, heir, or legal representative cannot be determined or contacted after a reasonable amount of time (a minimum of three attempts in a one-month period), post unclaimed money to DHS deposit account 70X6199 (Abandoned or Unclaimed Property). These funds will remain in such account for a period of one year, after which time deposit amounts over \$25 are automatically transferred by the Coast Guard Finance Center (FINCEN) personnel to Treasury account 20X6133 (Payment of Unclaimed Money), and deposit amounts under \$25 are transferred to DHS account 70X1060 (Forfeitures of Unclaimed Money and Property), as prescribed in the Financial Resource Management Manual, COMDTINST M7100.3 (series). Send the money to FINCEN by check via registered mail, along with information about the deceased servicemember and specific casualty case, a record of attempts to contact any known NOK, and instructions to post the funds to the Abandoned or Unclaimed Property Account 70X6199. Copy Commandant (CG-84) and the Chief, Casualty Matters, on these communications to notify them of the deposit that is being made.
- g. Shipping PE to NOK, Heir, or Legal Representative. PE of deceased personnel may be shipped at public expense. When PE include money, negotiable instruments, or articles of value, send these items separately by registered mail accompanied by a copy of a letter of advice with a description of the items shipped, numbers of any checks included to cover money found among the PE, the registry number of the shipment, and the pertinent data shown on the Personal Effects Inventory and Disposition, Form CG-3853. Send the original of the letter to the consignee under separate cover.

- h. Disposition of Other PE. Hold privately owned vehicles, mobile homes, boats, or household goods at the custodian unit and coordinate their disposition with the local transportation officer.
 - (1) When determining NOK, heir, or legal representative of owner, if no duly appointed legal representative of the owner of the PE demands them from the Coast Guard, use personnel records or other applicable documents. Reference (a), §2771, prescribes the precedence of the NOK or heirs to whom the PE may be delivered. Specifically, PE go to the first applicable person in the following list: a beneficiary designated in writing; surviving spouse; children and their descendants, by representation; father and mother in equal shares, or if either are dead, the survivor; legal representative; person entitled under the law of domicile of the deceased member.

- i. Claims for Money Found in PE. After unsuccessful attempts by the Coast Guard to locate a NOK or heir of deceased servicemember, a NOK, heir, or legal representative may come forward to make a claim at any time prior to the expiration of five years from the date of discovery of the money in the effects or the date of the sale of the effects. Send claims for money found in the PE of deceased personnel and for the proceeds of the sale of such effects to FINCEN, with documentation identifying the claimant's relation to or legal representation of the deceased member, and instructions to determine and render to the claimant any money previously deposited into account 70X6199, 20X6133, or 70X1060 that is tied to the specific casualty case. Copy Commandant (CG-84) and the Chief, Casualty Matters on these communications to notify them of the claim.

2.K.3. PE of Captured or Missing Personnel

The effects of persons captured or missing shall be collected, inventoried, and disposed of in the same manner as provided in accordance with Article 2.K.2. of this Manual.

2.K.4. PE of Personnel Incapacitated Physically or Mentally

If any Coast Guard member becomes mentally or physically incapacitated under such circumstances as to render it impractical for them to care for their PE, the CO/OIC shall cause such effects to be collected and inventoried as specified in Article 2.K.2. of this Manual and held in appropriate safekeeping until the owner's recovery or transfer. One copy of the inventory shall be retained by the CO/OIC, a copy shall be kept with the effects, and a copy shall be sent to the unit's Servicing Personnel Office (SPO) for filing in the disabled person's PDR. If the patient is transferred, the effects with the second copy of the inventory shall accompany them in care of the attendant, and a statement of the disposition of the effects shall accompany the transfer papers.

CHAPTER 3 DECEDENT AFFAIRS**3.A. Funeral and Burial Expenses (Interment Allowances)****3.A.1. Eligibility for Coast Guard Interment Allowances**

- a. Reference (a) §1481 authorizes the Secretary, DHS to provide for recovery, care and disposition of the remains for eligible Coast Guard members.
 - (1) Expenses authorized are those incurred in the recovery (transportation), care (preparation), and disposition (encasement or cremation) of remains. In accordance with Reference (e), other usual and customary expenses associated with and appropriate to the recovery, care, and disposition of the member's remains are also covered. Examples include inurnment expenses related to cremation and expenses associated with a memorial service for a military member whose remains are not located.
 - (2) Burial benefits are also known as interment allowances. These benefits apply to each person described in Article 3.A.1.b. of this Manual, even though they may have been temporarily absent from active duty, with or without leave, at the time of their death, unless the person was dropped from the roles of the Coast Guard prior to death.

NOTE: The term "burial" in this Manual refers to the final laying to rest of a person's remains, whether interred or inurned in a grave, crypt, vault, or tomb; or buried at sea.
- b. The Coast Guard provides funeral and burial expenses/interment allowances for the following:
 - (1) Any regular member of the Coast Guard, including a cadet, who dies while on active duty;
 - (2) Any Reserve member of the Coast Guard who dies while in a qualifying duty status, per Article 2.A.1.c.(2)(a) – (g) of this Manual, including any of the following situations:
 - (a) Traveling directly to or from active duty for training (ADT) or IDT;
 - (b) Remaining overnight at, or in the vicinity of, the site of the IDT, either the night before commencement of IDT or between successive periods of IDT; or
 - (c) Staying at the member's residence, when authorized by proper authority, during a period of IDT or between successive periods of IDT.
 - (3) Any accepted applicant for enlistment in the Coast Guard;

- (4) Any person discharged or separated from enlistment in the Coast Guard while a patient in a U.S. hospital and who continues to be a patient until their death;
 - (5) Any retired member of the Coast Guard who dies during a continuous hospitalization of the member as a patient in a U.S. hospital that began while the member was on active duty for a period of more than 30 days;

NOTE: Military treatment facilities and VA hospitals are examples of U.S. hospitals, whether in or out of the U.S. Hospice is considered an extension of the hospital.
 - (6) Any member of the Coast Guard retired for disability under Reference (a), Chapter 61, §§1201-1222, who dies during a continuous hospitalization that began while the member was on active duty as a regular member of the Coast Guard;
 - (7) Any USPHS officer assigned to the Coast Guard; and
 - (8) Any military prisoner who dies while in Coast Guard custody.
- c. In accordance with Reference (a), §1482a., Paragraph (a), some expenses incident to death may be paid for a civilian employee who dies of injuries incurred in connection with the employee's service with an armed force in a contingency operation, or who dies of injuries incurred in connection with a terrorist incident occurring during the employee's service with an armed force. Questions about expenses for the death of a civilian employee should be directed to Office of Civilian Human Resources CG-121.

3.A.2. Exceptions to Eligibility for Coast Guard Interment Allowances

The Coast Guard may pay or reimburse some decedent affairs expenses for retirees and dependents of retirees who die outside the U.S. Most coverage is limited to transportation of their remains to a point of entry in the U.S. and basic preparation of remains. Transportation is authorized, including on a space-available basis, on military or military-chartered aircraft. See Reference (a), §1481(a)(9) and § 1482(f), for additional information.

3.A.3. Contracts for Recovery and Preparation of Remains

- a. The first Coast Guard officer in charge at the scene of the deceased person shall endeavor to assume custody of the body; contact Coast Guard and/or local law enforcement authorities, as applicable; arrange for recovery of remains; arrange for biohazard cleanup, as applicable; and arrange for preparation and other primary care activities on contract. The DAO can assist with contracting with the local morgue, funeral home, and/or professional cleaning company. In cases when death occurs at or near a Coast Guard activity not having an existing contract for the care of deceased military personnel, a contract may be initiated with the nearest available morgue, funeral home, and/or professional cleaning company. Normal contracting

processes do not apply, due to the emergent nature of the circumstances.

- b. Contact the Chief, Casualty Matters, for additional guidance.

3.A.4. Oversight of Preparation or Cremation of Remains

- a. When the Coast Guard has responsibility for primary care of remains, the person responsible for oversight of the preparation of remains shall determine by final inspection in each instance that embalming, cleansing, shaving, and dressing of the body have been properly performed to the extent permitted by the state of the remains, and that clothing and encasement meet the requirements of the occasion.
- b. In no instance shall a body be released for shipment until the inspecting officer is satisfied it is so preserved that it may be reasonably expected to reach its destination in proper condition.
- c. When the PADD directs cremation of the remains, the person responsible for oversight shall ensure that the correct remains are cremated and that the cremated remains are completely collected and accurately labeled. Some states may have laws/specific requirements about who may authorize cremation of remains; the PADD shall cooperate with the funeral director or state authorities to satisfy the applicable state law.

3.A.5. Dressing the Remains

- a. Remains that are suitable for dressing, even if not considered viewable, will be dressed as directed by the PADD to conform to the spiritual and social practices of the member and NOK. Usually the remains will be dressed in a clean Service Dress uniform (blue or white) of the proper grade or rate. PADD may direct another uniform. The uniform used will be presentable as for inspection, except that cover and shoes are omitted. Awards, decorations, and devices will be correct.
- b. If a posthumous advancement, promotion, or award is approved in time, the uniform will be of the higher grade or with the new award, as long as doing so would cause no delay in funeral and burial.
- c. If the deceased member's own uniform is not available in suitable condition, a new uniform may be procured, striped, and tailored at Coast Guard expense, or a shipmate may volunteer a uniform. When a uniform is volunteered, the owner will be reimbursed for the cost of a similar uniform with striping and tailoring. See Article 3.A.6. of this Manual for additional information regarding reimbursement.
- d. When awards and devices are incomplete or not suitable, a proper set may be procured at Coast Guard expense. If a shipmate volunteers awards or devices, the owner may be reimbursed. See Article 3.A.6. of this Manual for additional information regarding reimbursement.

- e. In some cases the remains may not be suitable for normal dressing, particularly if recovered after a long lapse in time. Seek advice from a knowledgeable person such as Chief, Casualty Matters.

3.A.6. Reimbursing Primary Funeral Expenses, Transportation, and Recovery of Remains

- a. The process of recovery, identification, care, funeral, military honors, and burial is a type of de-accession from the Coast Guard. This is the mirror image of the accession process that brought the military member into the Coast Guard. The Coast Guard is responsible by law to pay the de-accession expenses of interment, or to reimburse a person who paid these expenses. Commander (CG PSC) coordinates the reimbursement process and will publish specific guidance.
- b. The Coast Guard matches the reimbursement rates for interment allowances published in Reference (f). DOD updates the amounts biennially, and Commander (CG PSC) shall publish those changes by an ALCGPSC message that remains in effect until cancelled. Expenses that may be reimbursed to NOK will be reasonably consistent with DOD practices. Commander (CG PSC) will reimburse Coast Guard units who have paid interment allowances with unit funds.
- c. The Coast Guard bears the cost of recovery of remains. Recovery may be paid directly or may be reimbursed to the PADD or another person who makes arrangements for recovery. Recovery includes the thorough collection of all available remains of a member, with PE, when available. Biohazard cleanup is part of recovery.
- d. Transportation of remains for mortuary preparation, and transportation of prepared or cremated remains to a place of worship and/or to their final resting place are authorized government expenses. Transportation is normally by hearse, rail, air, or some combination thereof. Transportation includes each movement of the remains, including intermediate movement, such as from a funeral home to a place of worship, and from a place of worship to a cemetery. The cost of transportation of remains varies too much to establish reimbursement limits because it depends on the origin and destination. Reimbursement for transportation of remains is not limited, except that each movement of remains will be at a reasonable cost. Any questions regarding the definition of “reasonable” will be adjudicated by the Chief, Casualty Matters.
- e. When the PADD or another person takes charge of the arrangements for the remains, the Coast Guard may reimburse the parties concerned for the reasonable expense of primary, secondary or tertiary funeral expenses (see Articles 3.A.6. and 3.A.12. of this Manual). If the PADD pays any removal and transportation fees, then the PADD may be reimbursed for those reasonable expenses. If the PADD does not pay these fees, then the Coast Guard will pay the carrier directly for all such reasonable expenses.

- f. The PADD of a military member's remains may release authority to the Coast Guard to make arrangements that will be consistent with the wishes of the PADD and the member's family. In this case, the Coast Guard will pay all reasonable expenses for a casket or urn of standard quality, mortuary preparation of the remains, funeral, and burial.
- g. Individuals may be reimbursed no more than the reasonable expenses they actually paid. No amount may be paid for expenses not actually incurred, including services provided without charge, such as the cost of preparation of the remains when performed or directly paid by the Government. The Government cannot prepay a reimbursement if the person making the claim has not already paid for the claimed expense.
- h. See Articles 3.A.6. and 3.A.12. of this Manual for more information about reimbursement and submitting invoices for funeral expenses.

3.A.7. Interment in a Cemetery

- a. In addition to preparation, encasement, and transportation of remains at government expense, further funeral and burial expenses/interment allowances are authorized.
- b. Maximum allowance amounts differ based on whether interment is made in a private cemetery, remains are consigned to a funeral director prior to interment in a VA national cemetery, or remains are transferred directly to a VA national cemetery. These expenses shall include the usual and customary services, such as hearse hire, transportation for immediate relatives to cemetery, undertaker's services, clergyman's services, cost of single gravesite, opening and closing of a grave, etc. When interment is in a VA national cemetery, the applicable amount allowed is for services not duplicating those furnished by the Government. Normally, the services furnished by the Government are limited to the gravesite, its opening and closing, and, at some locations, the chaplain's services.

3.A.8. Contract Undertaker Unavailable

When death occurs at a place where a contract undertaker is not available and interment is made locally, the applicable secondary allowances as set forth in Reference (e) and Article 3.A.12. of this Manual may be allowed in addition to the expense for preparation and encasement authorized in accordance with Article 3.A.6. of this Manual.

3.A.9. Local Contract Undertaker

When the Government pays primary expenses through a local contractor, and remains are delivered to the family in the same city for private interment, the secondary expenses specified in Article 3.A.12. of this Manual may be allowed except for items which duplicate expenses already incurred.

3.A.10. Memorial Services

When memorial services are held for members declared dead (body not recovered), contact the Chief, Casualty Matters, to determine the maximum allowable for reimbursement.

3.A.11. Cremating Remains

- a. The Coast Guard may pay directly, or may reimburse the PADD, for cremation of a member's remains, if the member is entitled to the burial benefit. See Article 3.A.1. of this Manual for a list of eligible members/situations.
- b. State laws vary significantly. In most states, the PADD or PNOK must personally authorize the cremation.
- c. Remains may be cremated as part of primary care of remains, without embalming or other preparation. Or, remains may be fully prepared intact for cremation at a later time as part of secondary care, such as after the funeral. The PADD should elect Option C on Statement of Disposition of Remains, Form CG-1770, if they desire that the Coast Guard to be responsible for arranging the cremation.
- d. When cremated remains of a military member must be transported, they will be accompanied by the usual military escort in accordance with Article 3.C. of this Manual. Planeside honors are not required. Advance coordination with airport security may be helpful. The escort's mission, "Escorting cremated remains of a military member," should be clearly stated on orders.
- e. When PADD or other family members file a claim for reimbursement, and the cremains were scattered at sea, the reimbursement rate will be the same as for burial in a VA national cemetery.
- f. Purchase of a casket will not normally be paid directly or reimbursed when remains are to be cremated. Casket rental is allowed. A presentable temporary casket, intended for cremation, is an allowable expense.
- g. Cremated remains are normally contained in an urn. An urn may be metal, wood, or a degradable material such as salt. Engraving is authorized. The Coast Guard will normally pay for, or reimburse for, one urn. Exceptions may be considered by Chief, Casualty Matters, whose decision is final for the Coast Guard.

3.A.12. Reimbursing Secondary and Tertiary Funeral Expenses

- a. The Coast Guard may reimburse a PADD for incurring reasonable expenses for the final care and disposition of the remains of an eligible member. FINCEN is responsible to pay claims that are properly presented.

- b. The Coast Guard may pay directly for some or all of the final care and disposition of an eligible member, when requested by the PADD. If there is no person available to serve as PADD after diligent search, the DAO may appoint a person to serve as PADD.
- c. Reference (e) sets the maximum amounts that may be reimbursed to the PADD when the PADD elects to personally arrange some or all of the burial services. The PADD will bear all costs that exceed the maximum reimbursement levels. Recovery and transportation expenses are in addition to the burial benefit.
- d. The PADD shall complete a Request for Payment of Funeral and/or Interment Expenses, Form DD-1375, and shall submit it to FINCEN along with all applicable invoices. The DAO and CACO are available for assistance.
- e. The Coast Guard is not constrained by the burial/interment allowance limits of Reference (f). Those limits only apply for reimbursement to the PADD or other appropriate person. The person making the arrangements on behalf of the Coast Guard shall follow standard contracting procedures, use government contracts when available, and make a reasonable effort to be consistent with the wishes of the PADD.
- f. When the NOK want an item or services for which the Coast Guard cannot or will not pay, NOK may pay for the item or service.
- g. When NOK desire an item or service at a cost above a level determined to be reasonable, NOK may take responsibility for the cost above the reasonable limit. Chief, Casualty Matters, may set reasonable limits on a case-by-case basis.
- h. When paying directly, the Coast Guard may pay for suitable, dignified encasement. The container may be a metal or wooden casket of standard quality; a cremation container; a metal, wooden, or salt urn; or an urn made from another biodegradable material. If cremation occurs after viewing and the funeral, a dignified rental casket is also authorized.
- i. When paying for a cemetery plot or equivalent space, any title or interest in the grave will be assigned to PNOK, or to such other person as PNOK may direct.
- j. When a cemetery requires placement of a vault to prevent settling, the Coast Guard may pay for a vault of standard quality. Such a vault will usually be made of concrete, concrete with a plastic liner, or a reasonable alternative as determined by Chief, Casualty Matters. NOK may pay the upcharge for a vault with additional features.
- k. The Coast Guard may reimburse a claim for a reasonable amount of expenses identified after-the-fact and paid for by the NOK or PADD.

- l. Federal law prohibits the Coast Guard from paying or reimbursing the cost of food, beverages, or capital improvements. However, non-consumable expenses are permitted, e.g., flowers, memorial announcements, vocalists, clergy honorariums, memorial plaques, etc. For additional examples of authorized and unauthorized expenses that services typical reimburse, see Army Regulation (AR) 638-2, Section III, Tables 1-1 through 1-5.
- m. When paying directly, the DAO will identify the unit that will obligate funds. When billing is final, unit will request reimbursement from Commander (CG PSC). Commander (CG PSC) will issue a Funds Transfer Authorization or another suitable billing arrangement to the unit obligating funds. Other procedures may be used at the beginning or end of the fiscal year (FY) as determined by Commander (CG PSC).
- n. If a PADD makes a claim in the next FY, the unit or Commander (CG PSC) may expend current FY funds to reimburse the claimant.

3.A.13. Veterans Administration Allowances

The VA offers burial allowances for qualifying veterans. Details, including who is eligible, how to apply, and how much the VA will pay, are available at www.va.gov.

3.B. Invitational Travel Due to Military Personnel Casualties

3.B.1. Invitational Travel Authorization (ITA)

General. Eligible NOK of military personnel casualties and an applicable attendant or escort may be authorized and reimbursed travel via an ITA per Reference (h) and the Federal Travel Regulations (FTR). Approval authority is delegated to DAOs listed in Article 1.A.3.f of this manual.

3.B.2. Military Personnel Casualty Statuses That May Require an ITA

- a. For NOK and other designated persons, travel at government expense is authorized in accordance with Reference (g) in support of a military member with a personnel casualty status of:
 - (1) VSI;
 - (2) SI; or
 - (3) Deceased.
- b. A military member in this situation may be an active duty member, a Reserve member in a qualifying duty status, per Article 2.A.1.c.(2)(a) – (g) of this Manual, a cadet, or a USPHS officer detailed to the Coast Guard.

- c. The following personnel casualty statuses are not covered in the ITA process:
 - (1) NSI;
 - (2) DUSTWUN; and
 - (3) CPTR.
- d. NOK travel at government expense is not authorized through this Manual when the following are personnel casualties:
 - (1) Dependents;
 - (2) Retirees;
 - (3) Civilian employees;
 - (4) Auxiliarists; or
 - (5) Recently separated (within 120 days) from the Coast Guard, including RELAD or retired servicemembers.
- e. Members of any Service who become personnel casualties may have NOK who are members of the Coast Guard or employed by the Coast Guard.
 - (1) The Coast Guard pays for travel of Coast Guard members even when the personnel casualty is a member of another branch of Service.
 - (2) The Coast Guard is authorized to issue orders per Chapter 7 of Reference (g) for a Coast Guard uniformed member or civilian employee when a family member in any military service becomes a personnel casualty.

3.B.3. Events That May Require an ITA

- a. Reimbursement for NOK travel and an applicable attendant or escort may be authorized under Chapter 7 of Reference (g) and require an ITA. The authorization must be signed by the appropriate approving official before the individual can travel. In no instance should travel begin prior to the authorization being approved per COMDTINST 12570.3 (series) or Commandant (CG-1332).
- b. Events where some travel payment or reimbursement may be authorized include:
 - (1) Dignified Transfer (DT) at Dover AFB, Delaware. When the remains of military personnel casualties from overseas arrive at Dover AFB, the remains are transferred from the aircraft to the port mortuary with dignity and ceremony. Travel of NOK to the DT at Dover AFB is authorized in accordance with Section 4.10 of Reference (j) and in accordance with Reference (i), §481f(e).
 - (a) Such a trip is invitational travel and will be reimbursed. No more than three

travelers are permitted.

- (b) Travelers must be designated by the PNOK (even when PNOK is not PADD).
 - (c) The remains of military members who die overseas while outside a theater of combat operations sometimes do not transition through the port mortuary at Dover AFB, and in those cases there will be no travel entitlement.
- (2) Funeral service and burial (interment, inurnment, or BAS).
 - (3) Memorial service (when remains are not recovered).
 - (4) Unit memorial service (if held). Reference (h) and Reference (f) permit NOK to attend unit memorial services at government expense, using an ITA.
 - (a) This travel, if performed, is in addition to other travel entitlements such as travel to burial ceremonies or to a DT.
 - (b) A unit memorial service may be in addition to the family's memorial service when remains were not available for burial.
 - (5) Re-interment (when remains are officially moved and reburied).
 - (6) Repatriation (when unrecovered remains are found, identified, and returned).
 - (7) Subsequent return (when partial remains are returned, then additional remains are identified and returned).
- c. All of the above apply for the death of a member on active duty (regular or reserve). Depending on details, some may apply for a Reserve member in a qualifying duty status, per Article 2.A.1.c.(2)(a) – (g) of this Manual. Rules vary by situation. Reference (g) is authoritative. Small adjustments occur regularly.
 - d. There is no similar provision under this Manual to support personal travel due to the death of a dependent. Please refer to Chapter 7 of Reference (h) for uniformed members emergency leave.

3.B.4. Travel to Burial Site and Return

- a. Eligible relatives and an applicable attendant or escort are entitled to travel and transportation allowances per Chapter 7 of Reference (h) to attend burial ceremonies of a deceased member at a location determined by the Office of Casualty Matters (CG PSC-PSD-FS-Casualty). The per diem payable must not exceed the appropriate rate for the authorized burial location for a period not to exceed two days and the necessary time for round-trip travel. No per diem is authorized when the total travel time from departure to return is less than 12 hours.
- b. Round trip travel and transportation allowances are authorized for the family of a

deceased military member who died as a POW/MIA during the Vietnam conflict when remains are repatriated to the U.S. for burial. See Reference (i), §481f(d).

3.B.5. Format of ITAs

Per Reference (h), upon review of the letter of justification, the issuing office shall prepare either CG Form 4251 or Letter Orders to the traveler. Use travel voucher form DD 1351-2 for claim submission. Please refer to the 3PM and PPC (TVL) website for guidance and examples: <http://www.uscg.mil/ppc/travel/ito.asp>.

3.C. Escorts for Remains (Military and Special)

3.C.1. Military Escort Required

- a. The Coast Guard will provide an escort for the remains of:
 - (1) An officer, enlisted person, or cadet who dies while on active duty in the Coast Guard.
 - (2) A Reserve member in a qualifying duty status, per Article 2.A.1.c.(2)(a) – (g) of this Manual.
- b. The escort shall continuously accompany any intact or cremated remains from the preparing mortuary or crematory to the funeral home or other location, as requested by the PADD.
- c. The Coast Guard shall provide one uniformed military escort for the remains of a military member in accordance with Reference (a), §1482(a)(8). There is no provision for additional escorts. See Reference (f), Paragraphs U7804 and U1015 C.2.m., for additional information.
- d. The escort shall accompany the remains in transit and be responsible for safe delivery to their destination. Orders to the escort will normally instruct the escort to attend the funeral and burial service, unless such attendance is contrary to the wishes of the NOK. After the burial services, the escort will proceed in accordance with orders.
- e. A person selected for escort duty shall be of such character and appearance as to reflect credit upon the Service.

3.C.2. Equivalent Grade or Rate of Escort

The military escort shall be of a grade or rate nearly equivalent to, or higher than, that of the deceased member, in keeping with the manners of the Service. However, if the deceased is an O-6 or above, the escort may be junior to the deceased. When possible, the escort may be a friend or shipmate of the deceased.

3.C.3. Civilian Escort

- a. The PADD or PNOK (if not PADD) may request a special escort who is a civilian for the remains of a military member. A special escort is in addition to the one military escort provided. A special escort may be supported with an ITA in accordance with Article 3.B. of this Manual.
- b. For a special escort, approval is required only for purposes of funding. The Coast Guard has no authority to restrict the travel of persons not in the Coast Guard. Chief, Casualty Matters, normally exercises authority on behalf of Commander (CG PSC) for funding special escorts.

3.C.4. Escort From Points Outside the Continental United States (OCONUS)

- a. When a member dies outside the U.S., and the remains are returning to the U.S., the need for an escort, and the qualifications of the escort, depend on the details of transit.
- b. When returning by military ship or military air, or military-chartered ship or aircraft, the CO/OIC, aircraft commander, or ship's master functions as the escort to the U.S. port of entry. See Reference (g), Paragraph 4.4, for additional information.
- c. A dependent of the deceased who is overseas and entitled to transportation to the U.S. may act as escort to the port of entry, and may continue as a special escort, if approved by Chief, Casualty Matters.
- d. When remains arrive at a port of entry in the U.S., the Coast Guard district in which the port of entry is located shall assign a military escort from the port of entry to the final destination.
- e. A special escort may travel at government expense to the port of entry, accompany the remains to the place of burial, and continue to home.
- f. A military escort for remains going overseas will normally go only to the port of departure or embarkation. However, the Chief, Casualty Matters, may assign a military escort to accompany the remains outside the U.S., if Armed Forces representatives or other U.S. Government officials are not available to receive or transfer remains or otherwise guarantee safe transportation of remains.
- g. A suitable escort shall continue to the destination for outbound remains when the location is within a U.S. territory.

3.C.5. Transportation of Escort

For transportation by air, sea, or rail, the escort will normally travel with the remains on the same plane, ship, or train. If separate transportation is necessary, coordinate the travel of the escort so that the escort can meet the remains when they arrive at the airport, port, or station.

3.D. Transporting Remains

3.D.1. Special Transportation Requirements for Remains

- a. Remains of persons who have died of contagious or communicable diseases shall be placed in hermetically and permanently sealed metal caskets.

NOTE: Additional expenses are authorized in these situations.

- b. Disinterred remains shall be enclosed in metal or metal-lined boxes which shall be hermetically sealed. Bodies in a receiving vault, when prepared by licensed embalmers, shall not be regarded as disinterred bodies until after the expiration of 30 days.
- c. The PADD or special escort shall obtain special permission from local health authorities at the place of disinterment before remains may be disinterred and transported to another locality for funeral or burial.
- d. Common carriers will require a transit permit and a transit label issued by the proper health authorities for each body they are transporting.

3.D.2. Authorized Transportation Modes Within the Continental U.S. (CONUS)

- a. Shipment of Human Remains. Shipment of remains of deceased personnel shall be made in accordance with the Coast Guard Personal Property Transportation Manual, COMDTINST M4050.6 (series).
- b. By Rail (Freight). In most parts within the CONUS, remains may be transported in the same manner as the shipment of other freight. Funeral directors may need to provide staff to load and unload the casket at embarkation and debarkation locations. Check the specific shipping policy of the applicable railway.
 - (1) Escort. The uniformed Coast Guard escort may purchase a round-trip passenger ticket for travel on the same train.
 - (2) PE. The deceased's immediate PE may accompany the remains at no extra cost. Shipping of non-immediate PE should be made in accordance with Article 2.K. of this Manual.
- c. By Commercial Air Freight. This method may be used when the NOK requests it, or if there is a time requirement. It is the Coast Guard's most frequently used method of transportation of remains.
 - (1) Considerations. Despite a specific request by the NOK, air freight does not necessarily have to be used. Generally, air freight is available only between large cities. Other considerations include delays caused by weather and mechanical

failures. If, in the opinion of the command arranging the transportation, this method would not be in the best interest of the NOK, the command should bring this situation to the NOK's attention. If the original request is adhered to, arrange air freight transportation.

- (2) Escort. The uniformed Coast Guard escort may purchase a round-trip passenger ticket for travel on the same flight.
- d. By Funeral Coach or Other Suitable Closed Vehicle Provided by a Funeral Director.
- (1) This method may be used:
 - (a) If common carrier service is not available;
 - (b) If common carrier service is available only part of the way to the city or town designated by the NOK, a funeral coach may be used for the remaining portion of the transportation required;
 - (c) If the cost is not in excess of the cost of the common carrier service;
 - (d) As a continuation of common carrier service when remains are consigned directly to a VA national cemetery and the cemetery cannot provide transportation from the terminal to the cemetery; or
 - (e) When requested by the NOK and the NOK pays any cost in excess of the cost of the method that the Government would have used.
 - (2) When it is necessary to supplement air or rail transportation by funeral coach service, arrangements for such service should normally be made with the funeral director selected by the NOK as consignee. The funeral director should be instructed to send the bill for the transportation to the commander of the district in which burial is made. When transportation has been provided to the city or town designated by the NOK, and the remains are consigned to a funeral director, a reasonable payment as transportation expense is authorized for removal from the commercial carrier terminal at destination to the funeral director's establishment.
- e. By Combination Air Freight and Rail. Generally, this method should be used only if the carrier originally accepting the remains for transportation agrees to assume responsibility for all transportation to the common carrier terminal nearest the city or town designated by the NOK. This type of transportation may be made on one government bill of lading if the carriers agree. Because of the many uncertainties in the combination of rail and air transportation, it is considered a generally undesirable method, and should be used only when the NOK specifically requests it or when other methods are impracticable.

- f. By Government Air. Government air transportation (provided by Air Mobility Command (AMC), Coast Guard, or other sources) may be provided within the CONUS in certain circumstances. Consult with the Chief, Casualty Matters, for additional information.
- g. By Ferry or Other Boat. On-water transportation may be used when no other means of transport is available, such as when the place of burial is on an island accessible only by water.

3.D.3. Authorized Transportation Modes OCONUS

Government air transportation (AMC, Coast Guard, or other sources) normally is used to transfer remains between two points OCONUS, from a point OCONUS to a point of entry within the CONUS, or from a point within the CONUS to a point OCONUS. When U.S. Government transportation is not available, or its use would not be practical or would cause undue delay, the use of commercial air transportation is authorized.

3.D.4. Authorized Transportation Through Dover Air Force Base

The U.S. Air Force is the authorized agent for transporting remains of deceased U.S. servicemembers from OCONUS into the U.S. The authorized port of embarkation for the U.S. is Dover AFB, Delaware. A definition of the DT of remains through Dover AFB is contained in Appendix B of this Manual.

3.D.5. Transporting Remains of Dependents of Military Personnel

The Coast Guard will pay the cost of transporting to the place of burial the remains of an eligible dependent of a member of the Coast Guard (including Commissioned Officers of the USPHS assigned to the Coast Guard) who dies while the member is on active duty (other than for training), within the CONUS as well as OCONUS.

3.D.6. Notification Required to Receiver of Remains

- a. The unit or activity making shipping arrangements for remains of dependents shall notify the receiving activity.
- b. The following shall be provided by the shipper to the receiving activity:
 - (1) Name of deceased;
 - (2) Name and address of consignee at final destination;
 - (3) Type of transportation used; and
 - (4) Estimated time of arrival.

3.D.7. Mortuary Services

Reference (a), §1485(a), authorizes reimbursement of certain removal and transportation expenses for remains of dependents in the CONUS, as well as additional preparation expenses for remains of dependents OCONUS. The member shall submit a Request for Payment of Funeral and/or Interment Expenses, Form DD-1375.

3.D.8. Transporting Remains of Military Retirees Dying in Military Hospitals

When a military retired member or their dependent(s) dies while properly admitted to an Armed Forces medical facility located in the U.S., at the request of the NOK, the Coast Guard pays to transport the member's remains to the place of burial or may pay the cost of such transportation. Transportation may not be to a place either outside the U.S. or farther from the place of death than the decedent's last permanent residence. Also, the cost of transportation to the place of burial may not exceed the cost for transportation from the place of death to that of last permanent residence (Reference (a), §1490). Transporting remains under this authority will not be authorized if a deceased retired member qualifies for VA transportation (Reference (k), §2308); qualifies due to hospitalization in a U.S. hospital for more than 30 days while on active duty; or was retired and continued as a patient until date of death (Reference (a), §§1481 - 1482). These latter two programs take precedence.

3.E. Interment in Department of Veterans Affairs (VA) National Cemeteries

3.E.1. Authority for Interment in VA National Cemeteries

Authority for interment in VA national cemeteries is based on the provisions of Reference (k), §2402. The remains of the persons described as eligible in Article 3.E.2. of this Manual may be buried in any VA national cemetery under the control of the National Cemetery Administration (NCA), provided the requested cemetery has an available gravesite/niche space. Proper supporting documentation must be provided to the requested cemetery's superintendent. (State veterans cemeteries follow their own state's rules and must be independently consulted.)

3.E.2. Eligibility for Interment in VA National Cemeteries

- a. Veterans and Members of the Armed Forces. Members of the Armed Forces (Army, Navy, Air Force, Marine Corps, Coast Guard) are eligible for interment in a VA national cemetery.
 - (1) This includes any member of the Armed Forces of the U.S. who dies on active duty.
 - (2) This specifically applies to any Coast Guard veteran who was discharged, retired, or died with a Character of Service, Block 24 entry of "Honorable" or "Under Honorable Conditions (General)" on their Certificate of Release or Discharge from Active Duty, Form DD-214. This includes a USCGA cadet, CGA Scholars preparatory school student, OC, ROCI student, CSPI student, or enlisted person of the U.S. Coast Guard or U.S. Coast Guard Reserve who rendered active service (see Article 3.E.2.b. of this Manual for more information on Reserve eligibility).
 - (3) With certain exceptions, service beginning after 7 September 1980, as an enlisted person, and service after 16 October 1981 as an officer, must be for a minimum of 24 months or the full period for which the person was called to active duty. (Examples of exceptions include those serving less than 24 months in the Gulf War or Reserve members that were federalized by Presidential Act.)
 - (4) Any citizen of the U.S. who, during any war in which the U.S. has or may be engaged, served in the Armed Forces of any Government allied with the U.S. during that war, whose last active service was terminated honorably by death or otherwise, and who was a citizen of the U.S. at the time of entry into such service and at the time of death, is also eligible.
 - (5) For more information refer to DoD Instruction 1336.1, "Certificate of Release or Discharge from Active Duty, Form DD-214," Change 3, 28 February 2003.

- b. Members of the Reserve Component. Membership in the Coast Guard Reserve does not in itself constitute service within the meaning of the laws governing eligibility for interment in VA national cemeteries. However, members of the Coast Guard Reserve are eligible for interment in a VA national cemetery if any of the following situations applies:
 - (1) Reserve members who, at time of death, were entitled to retired pay under Reference (a), Chapter 1223, or would have been entitled to retired pay, but for being under the age of 60. Specific categories of individuals eligible for retired pay are delineated in Reference (a), § 12731, of Chapter 1223;
 - (2) Reserve members who die while hospitalized or undergoing treatment at the expense of the U.S. for injury, illness, or disease contracted or incurred under honorable conditions while in a qualifying duty status, per Article 2.A.1.c.(2)(a) – (g) of this Manual; or
 - (3) Reserve members who were disabled or died from a disease, illness or injury incurred or aggravated in the LOD while in a qualifying duty status, per Article 2.A.1.c.(2)(a) – (g) of this Manual.

- c. Commissioned Officers, National Oceanic and Atmospheric Administration (NOAA). (This group was formerly titled the Coast and Geodetic Survey and the Environmental Science Services Administration.) Commissioned Officers, NOAA, must meet at least one of the following criteria in order to be eligible for interment in a VA national cemetery:
 - (1) Served on full-time duty on or after July 29, 1945;
 - (2) Served before July 29, 1945;
 - (3) Were assigned to an area of immediate military hazard as determined by the Secretary of Defense while in time of war, or in a Presidentially declared national emergency; or,
 - (4) Served in the Philippine Islands on December 7, 1941, and continuously in such islands thereafter.

- d. Commissioned Officers, USPHS. Commissioned Officers, USPHS (Regular or Reserve Corps), who meet at least one of the following criteria, are eligible for interment in a VA national cemetery:
 - (1) Served on full-time duty on or after July 29, 1945. If the service of the particular USPHS officer falls within the meaning of ADT, as defined in Reference (k), §101(22), he or she must have been disabled or died from a disease or injury incurred or aggravated in the LOD;

- (2) Served on full-time duty prior to July 29, 1945:
- (a) In time of war;
 - (b) On detail for duty with the Army, Navy, Air Force, Marine Corps, or Coast Guard; or,
 - (c) While the Service was part of the military forces of the U.S. pursuant to Executive Order of the President; or
- (3) Served on IDT as defined in Reference (k), §101(23), whose death resulted from an injury incurred or aggravated in the LOD.
- e. World War II Merchant Mariners. U.S. merchant mariners in ocean-going service during the period from December 7, 1941, to December 31, 1946, are considered active duty under the provisions of Public Laws 95-202 and 105-368, and they may be eligible for interment in a VA national cemetery.
- (1) A member must not only have served within the qualifying period, but must also meet the following eligibility criteria:
- (a) Was a merchant marine serving as a crewmember of a vessel that was:
 - [1] Operated by the War Shipping Administration or the Office of Defense Transportation (or an agent of the Administration or Office);
 - [2] Operated in waters other than inland waters, the Great Lakes, and other lakes, bays, and harbors of the U.S.;
 - [3] Under contract or charter to, or property of, the Government of the U.S.;
 - [4] Served the Armed Forces; and
 - (b) While serving, was licensed or otherwise documented for service as a U.S. crewmember of such a vessel by an officer or employee of the U.S. authorized to license or document the person for such service.
- (2) Members eligible by this definition should request a Certificate of Release or Discharge from Active Duty, Form DD-214, or a Report of Casualty, Form DD-1300, by submitting an Application for Discharge of Member or Survivor of Member of Group Certified to Have Performed Active Duty with the Armed Forces of the United States, Form DD-2168, along with a \$30 check made out to the U.S. Treasury, to:
- (a) NATIONAL MARITIME CENTER (NMC),
Attn.: CORRESPONDENCE (NMC-41)
100 FORBES DRIVE
MARTINSBURG, WV 25404; or
 - (b) NMC's Fax: 304-433-3417
Attn.: Correspondence (NMC-41); or

- (c) Electronically via the NMC's webpage for WWII Veteran Record Requests:
http://www.uscg.mil/nmc/records_request/veteran_request.asp .
- (3) NMC's WWII Veteran Record Requests webpage contains more information about how to find vessel logbooks and other appropriate documentation of qualifying service.
- f. Spouses and Dependents. Spouses and dependents are eligible for interment in a VA national cemetery if they meet certain conditions, described in the paragraphs that follow. If the spouse or dependent dies prior to the servicemember or veteran, they may be buried in a VA national cemetery; Arlington National Cemetery (ANC) and other VA national cemeteries may require that in these cases, prior to the spouse or dependent interment, the servicemember or veteran executes an agreement that upon their own death, they elect to be buried/inurned in the same grave site/niche space in the same VA national cemetery. Consult the Superintendent of the cemetery in question to obtain the forms for such agreement.
 - (1) The spouse or surviving spouse of an eligible veteran is eligible for interment in a VA national cemetery even if that veteran is not buried or memorialized in a VA national cemetery. In addition, the spouse or surviving spouse of a member of the Armed Forces of the U.S. whose remains are unavailable for burial is also eligible for interment.
 - (2) Per Reference (k), §2402(a)(5), amended in 2003, the surviving spouse of an eligible veteran who had a subsequent remarriage to a non-veteran and whose death occurred on or after January 1, 2000, is eligible for interment in a VA national cemetery, based on his or her marriage to the eligible veteran.
 - (3) The minor children of an eligible veteran are eligible for interment in a VA national cemetery. For this purpose, a minor child is a child who is unmarried and:
 - (a) Who is under 21 years of age; or,
 - (b) Who is under 23 years of age and pursuing a full-time course of instruction at an approved educational institution.
 - (4) The unmarried adult child of an eligible veteran is eligible for interment in a VA national cemetery. For this purpose, an unmarried adult child is of any age but became permanently physically or mentally disabled and incapable of self-support:
 - (a) Before reaching 21 years of age; or
 - (b) Before reaching 23 years of age if pursuing a full-time course of instruction at an approved educational institution.

g. Parents. Parents may be interred in a VA national cemetery if they meet all of the following conditions:

- (1) Biological or adoptive parents, who died after October 13, 2010, and whose biological or adoptive child was a servicemember:
 - (a) Whose death occurred on or after October 7, 2001; and
 - (b) Whose death was the result of a hostile personnel casualty or a training-related injury; and
 - (c) Who is interred in a VA national cemetery, in a gravesite/niche space with available space for subsequent interment/inurnment; and
- (2) At the time of the parent's death, had no spouse, surviving spouse, or child who is interred, or who, upon death, may be eligible for interment in a VA national cemetery.

NOTE (1): In determining the eligibility for interment of a servicemember's parent, the term "hostile casualty," as applies to the deceased servicemember, means the following: a person who, as a member of the Armed Forces, dies as the direct result of hostile action with the enemy while in combat; while going to or returning from a combat mission if the cause of death was directly related to hostile action; or while hospitalized or undergoing treatment at the expense of the U.S. for injury incurred during combat; and includes a person killed mistakenly or accidentally by friendly fire directed at a hostile force or what is thought to be a hostile force. The term "hostile casualty" does not include a person who dies due to the elements, a self-inflicted wound, combat fatigue, or a friendly force while the person was AWOL, a deserter, on dropped-from-rolls status, or was voluntarily absent from a place of duty.

NOTE (2): In determining the eligibility for interment of a servicemember's parent, the term "training-related injury," as applies to the deceased servicemember, means the following: an injury incurred by a member of the Armed Forces while performing authorized training activities in preparation for a combat mission.

h. Others. Such other persons or classes of persons as designated by the Secretary of Veterans Affairs (Reference (k), § 2402(a)(6)), or the Secretary of Defense (Public Law 95-202, § 401, and 38 CFR § 3.7(x)), may be eligible for interment in a VA national cemetery. For additional information about eligible persons, consult the website for the VA's NCA at <http://www.cem.va.gov/CEM/index.asp>.

3.E.3. No Reservations Permitted for VA National Cemeteries

Regulations governing national cemeteries provide that gravesites/niche spaces will not be reserved or pre-arranged. Gravesites and niche spaces are assigned only when immediately needed for interment purposes (at the time of death). If requesting interment/inurnment in the same gravesite/niche space as a spouse or dependent, availability will be determined by the cemetery in question.

3.E.4. Persons Ineligible for Interment in VA National Cemeteries

- a. Family Members. Family members of an eligible person, including parents and in-laws, are ineligible for interment in a VA national cemetery, except those defined as eligible in Article 3.E.2.g. of this Manual.
- b. Disqualifying Character of Service upon Discharge. The following sub-paragraphs define discharge service characterizations that render a person ineligible for interment in a VA national cemetery.
 - (1) Persons whose last separation from the Coast Guard was under other than honorable conditions are not eligible for interment in a VA national cemetery, notwithstanding the fact that they may have received veterans benefits, treatment in a VA hospital, or that they died in such a hospital.
 - (2) Personnel discharged with any of the following Character of Service, Block 24, entries on their Certificate of Release or Discharge from Active Duty, Form DD-214, may or may not qualify for individual veterans benefits, depending upon a determination made by a VA Regional Office:
 - (a) Under Other Than Honorable Conditions;
 - (b) Bad Conduct;
 - (c) Dishonorable; or
 - (d) Uncharacterized.
 - (3) Bad Conduct and Dishonorable discharges are the only two service characterizations that are the outcome of a courts-martial. Uncharacterized discharges are administrative in nature, and may or may not be assigned to a veteran with insufficient length of service to qualify for VA benefits. For more information see Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series), Department of Defense Instruction (DODI) 1336.1, Change 3, 28 February 2003, found at <http://dd214.us/reference/>.
 - (4) Cases presenting multiple discharges of varying service characterizations are also referred for adjudication to a VA Regional Office.

- c. Discharge from Draft. A person who was ordered to report to an induction station, but was not actually inducted into military service, is ineligible for interment in a VA national cemetery.
 - d. Persons Found Guilty of a Capital Crime or Sex Offense. In accordance with Reference (k), §2411, and 42 U.S.C. §16901, interment or memorialization in a VA national cemetery, ANC, or a Federally funded state veterans cemetery is prohibited if:
 - (1) A person is convicted of a Federal or State capital crime for which a sentence of imprisonment for life or the death penalty may be imposed, and the conviction is final;
 - (2) A person is shown by clear and convincing evidence to have committed a Federal or State capital crime but was unavailable for trial due to death or flight to avoid prosecution; or if
 - (3) A person has been convicted of a Federal or State crime causing the person to be a tier III sex offender for purposes of the Sex Offender Registration and Notification Act of 2006.
 - e. Subversive Activities. Any person convicted of subversive activities after September 1, 1959, shall have no right to interment in a VA national cemetery from and after the date of commission of such offense, based on periods of active military service commencing before the date of the commission of such offense, nor shall another person be entitled to interment on account of such an individual. Eligibility will be reinstated if the President of the U.S. grants a pardon.
 - f. Active or Inactive Duty for Training. A person whose only service is ADT or IDT in the Coast Guard Reserve, unless the individual meets the eligibility criteria listed in Article 3.E.2.b.(1) – (3) of this Manual, is not eligible for interment in a VA national cemetery.
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3.F. Arrangements for Interment in Arlington National Cemetery (ANC)

3.F.1. Requests for Interment in ANC

- a. When a Coast Guard member (on active duty or in a retired status), or the member's spouse or minor dependent, dies outside the District of Columbia, and PNOK request interment/inurnment in ANC, the PADD or the funeral director sends the information to the Superintendent of ANC. When message traffic is used, Commanding Officer, Base National Capital Region (BNCR) and the Commander of the CG District in which the PADD resides, are information addressees.
- b. To reach the Superintendent, ANC, Arlington, VA, by phone, call (703) 607-8585, toll-free 1-877-907-8585, fax (571)-256-3334, or email: arlingtoncemetery.isb@mail.mil. Office hours are from 0700 to 1700 hours, Monday through Friday, and from 0900 to 1700 hours, Saturday and Sunday. Travel arrangements for shipment of remains should NOT be made until the ANC Confirmation of Service form has been received from ANC Scheduling, signed by the PNOK/PADD, and returned to ANC.
- c. The following information is needed for determination of eligibility for burial at ANC:
 - (1) Full name of deceased (if spouse or minor dependent, include relationship and full name of servicemember on whose service request for burial is based), service number, social security number, and branch of Service;
 - (2) Grade held at time of death and highest grade held during service;
 - (3) Date of entry on active duty and present duty status;
 - (4) Place and date of birth;
 - (5) Place and date of death;
 - (6) Personal decorations;
 - (7) Name, address, and relationship of PNOK requesting authority for burial;
 - (8) Date and time the PADD is requesting interment services be held;
 - (9) Type of honors desired: simple/standard, full, or none;
 - (10) Type of service desired: chapel or graveside only;

- (11) Whether a chaplain is desired, and if so, whether Protestant (with denomination, if applicable), Catholic, Jewish, or Muslim. In connection with interments at ANC, when Catholic burial services are desired, the command Catholic Chaplain or a local priest should provide an additional note stating that the deceased is entitled to Catholic last rites.
- d. There are three interment options that affect the dimensions of the burial site. If the interment of remains will be within a casket, the PADD has the option of using a government-furnished concrete outer burial liner or purchasing a burial vault at their own expense. In-ground burial of cremains is also permitted.
- (1) If the PADD decides to use a government-furnished burial liner, the PADD must furnish the cemetery with the outer dimensions of the casket so ANC may prepare the proper size liner.
- (2) Alternately, a pre-purchased and constructed burial vault may be used, and in this case, the PADD should make contractual arrangements for purchase and delivery of the vault to ANC. For this option, the PADD must furnish ANC with the outer dimensions of the vault so they may prepare the proper size grave.
- (3) If the interment will be cremains in an in-ground burial, ANC will provide a concrete outer liner. The urn should be no larger than nine inches in any one dimension. PADD must furnish the cemetery with the outer dimensions of the urn to ensure it will fit into the outer liner.
- e. The headstone will be formatted by the cemetery in accordance with ANC headstone policy. A template will be sent for the family to review and approve upon completion of scheduling.
- f. For more information, refer to <http://www.arlingtoncemetery.mil/FuneralInformation/SchedulingServices.aspx>.

3.F.2. Transfer of Remains to ANC

- a. On receiving verification that burial arrangements are concluded, the remains should be shipped to a local contracted funeral home. This is the responsibility of the PADD; ANC no longer consigned remains directly or arranges for a contracted funeral home.
- b. Generally, funeral directors arrange for the shipment of casketed remains through a commercial airline. The PADD's local funeral director will contact a funeral home in the Washington, D.C. metropolitan area to arrange for the pickup of the casket at an airport within the BNCR. The receiving funeral home will store the casket until the day of the scheduled service.
- c. On the day of the service, the casket will be taken by the receiving funeral home to ANC for the interment service. For cremated remains, the urn can be hand-carried to ANC or shipped to a local funeral director for subsequent delivery.

3.F.3. Coast Guard Representative to Meet Funeral Party

- a. If practical, a Coast Guard representative will meet the Coast Guard escort and/or funeral party. If arriving by train, the Coast Guard representative will meet them at the Military Police Booth at Union Station, Washington, D.C. When the Coast Guard escort and/or funeral party arrive by plane at Washington's Reagan National Airport, the Coast Guard representative will meet them at the airline's ticket desk.
- b. Except under unusual circumstances, no attempt will be made to meet the escort of remains or funeral party arriving at Baltimore-Washington International Airport or Dulles International Airport; the Coast Guard representative will meet them at ANC before the services.

3.F.4. ANC Burial Without Attendant

If no one is attending the burial at ANC, cemetery staff will conduct the interment service with the same reverent respect and careful attention to every detail as if the NOK were accompanying the remains. Standard honors will be conducted if they have not already been rendered elsewhere.

3.G. Arrangements for Interment in VA National Cemeteries**3.G.1. Arrangements for VA National Cemeteries**

Funeral directors and other persons making arrangements for interment shall not set a definite time for the funeral, or ship remains, until after arrangements have been made with the Superintendent of the VA national cemetery or their office. The required documentation for interment in other national cemeteries is the same as set forth in Article 3.E.2. of this Manual.

3.G.2. Confirmation with Superintendent of the VA National Cemetery

The PADD shall ensure a phone call or email confirmation is received from the Superintendent of the VA national cemetery in advance of shipment of remains; the DAO shall provide a courtesy follow-up to the commander of the Coast Guard district in whose jurisdiction the VA national cemetery is located. Remains are not to be shipped until after receipt of instructions from the Superintendent of the requested VA national cemetery.

3.H. Burial at Sea (BAS)

3.H.1. General Information About BAS

- a. The Coast Guard will provide a BAS for cremated remains (ashes, or “cremains”) of military personnel, dependents, and federal Coast Guard civilians.
- b. A BAS will include MFH, when appropriate, for a eligible military veterans. The eligibility requirements for MFH during BAS are the same as the eligibility requirements for interment in a VA national cemetery, in accordance with Article 3.E.2. of this Manual.
- c. The Coast Guard will not normally provide BAS for caskets with intact human remains. This type of BAS requires executive approval (at least three-star or equivalent).
- d. Burial of cremated remains may be performed by personnel aboard Coast Guard boats, ships or aircraft, while meeting the requirements set forth in Reference (k).
- e. The unit performing the BAS is responsible for the report to the Environmental Protection Agency (EPA), in accordance with Reference (k), §229.1. The MFH/BAS Coordinator at each of the Bases listed in Table 3-1 below is responsible for assigning individual burials at sea to afloat or aviation units for BAS missions that originate within each MFH/BAS Coordinator’s AOR. The MFH/BAS Coordinators’ AORs are functionally the same as Coast Guard Districts except as noted in Table 2-2, and per the Defense Manpower Data Center (DMDC) Military Funeral Honors website: <https://www.dmdc.osd.mil/mfh/selectStSvc.do>. This link brings you to the “Funeral Directors’ Information” page, where the service and state may be selected from drop-down menus to obtain additional coordinator’s contact information.

- f. Table 3-1 below depicts the MFH/BAS Coordinators' AORs

USCG District	Base
First	Boston, MA
Fifth	Portsmouth, VA
Seventh	Miami Beach, FL
Eighth	New Orleans, LA
Ninth	Cleveland, OH
Eleventh – South	Los Angeles – Long Beach, CA
Eleventh – North	Alameda, CA
Thirteenth	Seattle, WA
Fourteenth	Honolulu, HI
Seventeenth	Kodiak, AK

Table 3-1: Military Funeral Honors (MFH)/Burial at Seas (BAS) Coordinators' Areas of Responsibility (AORs)

- g. The person requesting a BAS, normally the PADD, may deal directly with the MFH/BAS Coordinator in the AOR where the burial is requested to occur.

3.H.2. Requests for BAS

- a. After the death of the individual for whom the request for BAS is being made, the PADD may request a BAS by contacting a Coast Guard unit. The unit may refer the requestor to the district's MFH/BAS Coordinator to select an appropriate unit to perform the BAS.
- b. The MFH/BAS Coordinator will coordinate as needed with operational commanders, then, assign responsibility to a specific unit. The date of burial will be determined by the availability of the Coast Guard asset assigned and by other factors, such as weather.
- c. If the person for whom the request is being made was a veteran, their service did not have to be in the Coast Guard to have a Coast Guard unit perform the BAS.
- d. The unit performing the BAS shall direct the PADD to complete a unit BAS worksheet and provide supporting documentation.

- e. Supporting documents which must accompany a BAS request include:
 - (1) A legible copy of the death certificate (may be a photocopy);
 - (2) The cremation certificate; and,
 - (3) If active duty or veteran, one of the following:
 - (a) A copy of Report of Casualty, Form DD-1300 (military in-service deaths only); or
 - (b) A copy of the Certificate of Release or Discharge from Active Duty, Form DD-214, or equivalent discharge certificate or retirement order (military veterans only).
- f. The PADD is the person designated on the Designation of Beneficiaries and Record of Emergency Data, Form CG-2020D, for Coast Guard members; or on the Record of Emergency Data, Form DD-93, for military members of DOD services. For civilians, the PADD is a matter of state law. Usually, the PADD for a civilian is the first person from the hierarchy in the following list: spouse or partner (depending on state law), natural children, parents, siblings, or other relatives. In some cases, funeral directors or other officials may function as the PADD for unclaimed or unidentified remains.

3.H.3. Taking Remains into Custody for BAS

- a. The unit taking remains into Coast Guard custody must receive the following minimum documentation prior to accepting the remains:
 - (1) Signed request and authorization from the PADD. Unit BAS worksheet is sufficient. Other documentation such as a letter may be accepted;
 - (2) A legible copy of the death certificate (may be a photocopy);
 - (3) A transit permit, burial permit, or cremation certificate. Permits are issued by the responsible civil authorities at the place of death and are dependent on applicable state law; and
 - (4) If active duty or veteran, one of the following:
 - (a) A copy of Report of Casualty, Form DD-1300 (military in-service deaths only); or
 - (b) A copy of the Certificate of Release or Discharge from Active Duty, Form DD-214, or equivalent discharge certificate or retirement order (military veterans only).
- b. For units maintaining logs, record receipt of the remains in the log.

- c. Before getting underway or airborne, verify that there is no plastic packaging inside the urn or other container.

3.H.4. Government Expenditures for BAS

- a. Unless specifically authorized, such as interment expenses for the death of an active duty member, there is no authority for the expenditure of Coast Guard funds for materials in connection with BAS. For example, the Coast Guard will not provide an urn for the BAS of a civilian. See Articles 3.A. and 3.D. of this Manual for specific authorized expenses.
- b. The restriction does not apply to the normal movement of Coast Guard ships, boats or aircraft because a BAS may be a brief incident while the vessel is underway or the aircraft airborne. Minor administrative expenses are not restricted, such as mailing a chart, letter, or DVD to the PADD as documentation of the BAS.

3.H.5. Transporting Civilians on Coast Guard Vessels and Aircraft

Attendance of NOK at a BAS ceremony is not automatic or routine. A unit commander, district commander, or operational commander may authorize the attendance of NOK. The actual presence of NOK is at the discretion of the unit CO/OIC.

3.H.6. Reports after BAS

- a. The CO/OIC of the unit must make two reports after performing a BAS. These two reports are:
 - (1) Report completion promptly to the PADD. These reports should be mailed via first class mail to PADD within five days of return to port; and
 - (2) Report completion within 30 calendar days to the EPA region where the BAS occurred. See Reference (k).
- b. Report BAS to the Joint Mortuary Affairs Center (JMAC) in accordance with Article 3.H.8.b. of this Manual.
- c. When time and operations permit, the unit may provide the PADD with a chart depicting the latitude/longitude, date, and time that their loved one's remains were laid to rest. An appropriate letter from the unit CO/OIC may accompany the chart, describing elements of the ceremony if the PADD and/or family members were not present for the BAS. Additionally, the BAS may be recorded and a copy sent to the PADD on DVD.

3.H.7. Special “Retirement at Sea” for Partial Remains of Military Members

Due to the real hazards of military service, the remains of servicemembers and others may sometimes be incomplete or unidentifiable. Consistent with regulations of the DOD, when requested by a mortuary of any Service, the Coast Guard will perform BAS ceremony to retire such remains with dignity.

3.H.8. BAS in Operational Circumstances

- a. In operational circumstances, BAS may be authorized by the ship’s captain only when a preservation capability is not available aboard the ship or when transfer to shore is not operationally feasible. Such burials at sea must be reported to the JMAC upon completion of military operations.
 - b. See Joint Publication 4-06 (JP 4-06), Mortuary Affairs, which applies to the Coast Guard in this circumstance.
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3.I. Military Funeral Honors (MFH)

3.I.1. General Information About MFH

- a. The MFH program is authorized by Reference (a), §1491, Reference (k), §101, and Military Funeral Support, Department of Defense Instruction 1300.15, 22 October 2007. When requested by the NOK or a funeral director, the Coast Guard shall provide a funeral honors detail for the funeral of a qualified Coast Guard veteran. Rendering MFH reflects the high regard and respect accorded to military service and demonstrates military professionalism to the nation and the world. Additional details are available at the DMDC website: <https://www.dmdc.osd.mil/mfh/>.
- b. Commanders at all levels must support paying a final tribute on behalf of a grateful nation to comrades in arms by providing a dignified ceremony that honors our profession and respects the servicemember and their family. The detail shall consist of at least two regular or Reserve members of the Armed Forces (of which at least one must be Coast Guard). The funeral detail must be in uniform, normally Service Dress Blue with combination covers.
- c. The ceremony will include, at a minimum, the folding of a U.S. Flag, the presentation of the flag to the family of the veteran, and the playing of Taps. Taps may be played by a bugler, simulated using an electronic bugle, or played using a recording on audio equipment. Other musical tribute may be performed in addition to Taps. For example, a bagpipe salute may be provided by a member of the Coast Guard Pipe Band or a piper from another organization (additional information is available at www.uscgpipeband.org). The funeral honors detail will provide the audio equipment if adequate audio equipment is not otherwise available.
- d. Table 3-2 depicts the specific MFH appropriate for various categories of servicemembers. The following considerations apply:
 - (1) The specific honors elements listed in Table 3-2 that are in addition to the minimum elements listed in Article 3.I.1.c. of this Manual are all provided on an “as available” basis.
 - (2) The additional honors elements listed in Table 3-2 are normally provided for active duty and Reserve member deaths; ANC may be able to provide these services for veterans, depending on availability.
 - (3) The depiction of these additional honors elements in Table 3-2 does not guarantee that all options will be available for every funeral, particularly those ceremonies that take place at cemeteries other than ANC, only that they are authorized for the pay grade of the deceased.

Type of honors	For pay grade	Details
<p>Standard Honors</p> <p>Additionally, burials at Arlington National Ceremony may include:</p>	<p>E-1 to E-10</p> <p>E-9 & E-10</p>	<ul style="list-style-type: none"> • Casket team (pallbearers) • Ceremonial flag folding and flag presentation to NOK • Firing party squad • Bugler • Military chaplain, as requested • Caisson (horse-drawn wagon for dignified conveyance of remains, carrying a flag-draped casket) • CHG normally provides 15-member detail
<p>Full Honors</p> <p>Additionally, burials at Arlington National Ceremony may include:</p>	<p>W-2 to W-4; O-1 to O-5; & Enlisted Personnel who died as a result of wounds received in action</p>	<ul style="list-style-type: none"> • Casket team (pallbearers) • Ceremonial flag folding and flag presentation to NOK • Firing party squad • Bugler • Military chaplain, as requested • Escort platoon, 15 members (may be 10, if 15 members are not available) • Colors detail • Military band • Caisson • CHG normally provides 38-member detail
<p>Special Full Honors</p> <p>Additionally, burials at Arlington National Ceremony may include:</p>	<p>O-6 to O-10</p> <p>O-7 to O-10</p>	<ul style="list-style-type: none"> • Casket team (pallbearers) • Ceremonial flag folding and flag presentation to NOK • Firing party squad • Bugler • Military chaplain, as requested • Escort platoon 15 members (may be 10, if 15 members are not available) • Colors detail • Military band • Caisson • CHG normally provides 55-member detail • Minute Guns/gun salute (number of volleys depends on rank of deceased) • Additional colors guidon for admiral's flag
<p>Honors for Dependents, no military service</p>	<p>N/A</p>	<ul style="list-style-type: none"> • Casket team (pallbearers) • Military chaplain or family minister, as requested

Table 3-2: Military Funeral Honors (MFH)

3.I.2. MFH Eligibility

- a. The eligibility requirements for MFH are the same as the eligibility requirements for interment in a VA national cemetery, in accordance with Article 3.E.2. of this Manual.
- b. Persons ineligible for interment in a VA national cemetery, in accordance with Article 3.E.4. of this Manual, are also ineligible to receive MFH.

3.I.3. MFH Honors Rendered

- a. Use of the USCG Ceremonial Honor Guard. Families (specifically, the PADD) of deceased Coast Guard servicemembers and veterans, conducted via coordination of the DAO, may request the attendance of the USCG Ceremonial Honor Guard (CHG), located in Arlington, VA, to render MFH. CHG members may also supplement local honors details as needed. In such cases, the DAO shall facilitate the family's formal request and verify with CHG their availability. DAOs should ensure that the family understands that while CHG will attempt to accommodate Active Duty, Reserve, and Veteran funerals alike, their availability is limited, and their attendance cannot be guaranteed. DAOs should further assure families that there is no less honor rendered in use of a local Coast Guard honors detail; if use of CHG is especially important, the PADD should consider burial at ANC.
- b. Death of Active Duty Members. For the death of a Coast Guard member on active duty or a Reserve member while in a qualifying duty status, per Article 2.A.1.c.(2)(a) – (g) of this Manual, all honors described in Table 3-2 of this Manual shall be provided, if feasible. When it is impossible to provide all honors per Table 3-2, the following minimum honors shall be rendered:
 - (1) A detail consisting of at least two regular or Reserve members of the Armed Forces, of which at least one must be Coast Guard, shall be present. They must be in uniform;
 - (2) The folding of a U.S. Flag and presentation of a flag to the PADD and to each eligible family member. Eligible family members are the parents (individually if they are not married), surviving spouse, and each child of the deceased servicemember. Only one flag is presented to the PADD, even if they are also an eligible family member; and
 - (3) The playing of Taps either by bugler, simulated using an electronic bugle, or played using a high-quality recording on audio equipment.
- c. Death of Retiree, Reserve Member Not in a Qualifying Duty Status, or Veteran. The Coast Guard shall provide MFH for the funeral of Coast Guard retirees, Reserve members not in a qualifying duty status, per Article 2.A.1.c.(2)(a) – (g) of this Manual, and veterans as described in Article 3.E.2.b. of this Manual, except that only one U.S. Flag will be provided to the NOK.

- d. Death of a Flag Officer. Article 14-10 of Reference (j) provides specific honors and observances for the death of a flag officer or retired flag officer; expenses are authorized and must comply with Article 14-10.
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3.J. Funeral Flags and Flag Cases

3.J.1. Flags for Military Personnel Who Die While on Active Duty

For all military personnel who die in any status described in Article 3.A.1.b. of this Manual, the Coast Guard provides a U.S. Flag to the PADD and to each eligible family member, in accordance with Reference (a), §1482(e), and Reference (k), §2301. Eligible family members are the parents (individually if they are not currently married), the surviving spouse, and each child of the deceased member. "Child" includes natural children, adopted children, and stepchildren. Only one flag is presented to the PADD, even if the PADD is also an eligible family member.

3.J.2. Flags for Reserve Members Who Die When Not in a Qualifying Duty Status, Retirees, and Veterans

The VA provides one flag to drape the casket or accompany the urn of a deceased veteran who served honorably in the U. S. Armed Forces. This flag may be obtained at any VA regional office or U.S. Post Office. NOK may also complete an Application for United States Flag for Burial Purposes, Form VA-27-2008. For more information including a downloadable version of this form, refer to the Veterans Benefits Administration, VA website: <http://www.benefits.va.gov/benefits/>.

3.J.3. Sources and Funding of Flags

- a. Burial flags for retirees, veterans, and Reserve personnel who die while not in a qualifying duty status, per Article 2.A.1.c.(2)(a) – (g) of this Manual, are normally funded by the VA. Burial flags for regular members and Reserve members who died in a qualifying duty status, per Article 2.A.1.c.(2)(a) – (g) of this Manual, are normally funded by the Service. All are purchased at taxpayer expense so that a grateful nation may honor the service of every veteran who serves now or served in the past. A MFH detail may expend a U.S. Flag at the Coast Guard's expense for a veteran of any Service when a flag was not previously obtained by the funeral director or a family member.
- b. When a ship's flag is used for a BAS, the flag will normally be returned to daily use. However, the flag may be folded and sent to the PADD if the PADD did not already receive one.
- c. DAOs coordinate with the Office of Casualty Matters for additional questions regarding the funding of flags.

3.J.4. Flag Display Cases

- a. A triangular display case will be provided for every flag presented in accordance with Article 3.J.1. of this Manual. In special cases, a flag case may be provided for a flag presented in accordance with Article 3.J.2. of this Manual. Each flag case must be sized for a burial flag. An engraved plate to identify the deceased member may be included.
 - b. Each flag case must be made in the U.S. Exceptions must be approved in advance by Chief, Casualty Matters.
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3.K. Headstones, Markers, Medallions, and Private Monuments

3.K.1. Definitions Pertaining to Headstones and Markers

- a. Headstone. A marker on a grave, placed above the head end of a casket. Headstones are traditionally vertical but may also be flush at ground level.
- b. Cenotaph. A memorial headstone on an unoccupied grave plot. The grave may be unoccupied because the person's remains were not recovered, or the remains may have been donated to science, buried at sea, or scattered.
- c. Marker. Generic term for a marker other than a headstone or cenotaph that may be applied to a niche in a columbarium or mausoleum.
- d. Medallion. A small memorial piece that may be affixed to a privately purchased headstone.
- e. Private monument. A marker created and placed at private expense.
- f. Additional definitions. See Appendix B of this Manual for additional definitions.

3.K.2. Eligibility for Headstones, Markers, and Medallions

- a. The eligibility requirements for a government headstone, marker, or medallion are the same as the eligibility requirements for interment in a VA national cemetery in accordance with Article 3.E.2. of this Manual.
- b. Persons ineligible for interment in a VA national cemetery, in accordance with Article 3.E.4. of this Manual, are also ineligible for a government headstone, marker, or medallion at their gravesite/niche site.

3.K.3. General VA Headstone Information

- a. The VA furnishes upon request, at no charge to the applicant, a government headstone or marker for the unmarked grave of any deceased eligible veteran in any cemetery around the world, regardless of their date of death.
- b. For eligible veterans who died on or after November 1, 1990 and whose graves are marked with a privately purchased headstone, VA may also furnish a headstone or marker to supplement the graves or a Medallion to be affixed to a privately purchased headstone.
- c. The VA furnishes headstones or markers at no cost to the deceased member's family. VA will also replace a damaged or incorrect headstone or marker at no cost to the family.

- d. Flat markers in granite, marble, or bronze, and upright headstones made of granite or marble are available. Bronze niche markers are also available to mark columbaria used for interment of cremated remains. The style chosen must be permitted by the officials in charge of the private cemetery where it will be placed.
- e. Normally only one location will be marked by VA, even if remains are located in multiple places.
- f. There is no charge for the headstone or marker itself, however arrangements for placing it in a private cemetery are the applicant's responsibility, and all setting fees are at private expense.

3.K.4. Markers in VA National Cemeteries

- a. A member or former member of the Coast Guard is not required to be buried in a VA national cemetery in order to receive a government headstone, marker, or medallion. See Article 3.K.5. of this Manual for information about markers in other types of cemeteries.
- b. For cemeteries under federal jurisdiction, such as the VA, new graves and niches may be marked without application from the NOK, when the VA receives a report of the interment/inurnment. However, NOK may complete the Application for Standard Government Headstone or Marker, Form VA-40-1330, available at <http://www.va.gov/vaforms/va/pdf/VA40-1330.pdf>, in order to specify some information on the marker, such as religion, personal awards, or campaigns. The form is also available at any VA regional office. The form contains instructions for submitting the application.
- c. When interment or memorialization is in a VA national cemetery, state veterans' cemetery, or military post/base cemetery, a VA headstone or marker will be ordered by the cemetery officials based on inscription information provided by the NOK or authorized representative.

3.K.5. Markers in Other Cemeteries

- a. For a deceased member or former member interred in a non-government cemetery (private or local cemetery), obtain a government headstone or marker by submitting the Application for Standard Government Headstone or Marker, Form VA-40-1330, available at <http://www.va.gov/vaforms/va/pdf/VA40-1330.pdf>. The form is also available at any VA regional office. The form contains instructions for submitting the application.
- b. The DAO and CACO may assist with filling out the form.

3.K.6. Private Monuments in VA National Cemeteries

- a. Restrictions. Placement of private monuments at private expense in national cemeteries was common until the end of World War II. It is not permitted in newly-established national cemeteries or in new sections of existing national cemeteries. Placement of private monuments is restricted to those sections in existing national cemeteries in which private monuments were authorized as of 1 January 1947. Graves not marked by a private monument will be marked with regulation government headstones.
- b. Authority. Authority to place monuments at private expense must be obtained from the VA. Send detailed specifications for the proposed monument's design, materials, finish, carving, lettering, and exact inscription to the VA's Requirements Division for approval.
- c. Funding. Private monuments in national cemeteries are placed at private expense. For private cemeteries, a VA marker can be provided at no cost to the family; hence private markers are not normally part of the reimbursable expenses claimed on a Request for Payment of Funeral and/or Interment Expenses, Form DD-1375. Rarely, a private marker in a private cemetery may be considered to be a reimbursable tertiary expense in accordance with Article 3.A.12. of this Manual. Exceptions may be considered by Chief, Casualty Matters.

3.K.7. Memorial Headstones and Markers

- a. Memorial headstones and markers, for individuals or groups, are furnished for eligible deceased active duty servicemembers and veterans whose remains are not recovered or identified, are buried at sea, are donated to science, or whose cremated remains have been scattered.
 - b. Memorial headstones and markers may also be furnished in national, military post/base or state veterans cemeteries to eligible spouses whose remains are unavailable for interment, whether or not they predecease the eligible veteran.
 - c. These headstones and markers bear an, "In Memory of" inscription as their first line and must be placed in a recognized cemetery.
 - d. Memorial headstones and markers for spouses and other dependents are not available for placement in private cemeteries.
 - e. Application for Standard Government Headstone or Marker, Form VA-40-1330, available at <http://www.va.gov/vaforms/va/pdf/VA40-1330.pdf>, must be submitted to request a memorial headstone or marker.
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3.L. Orders to Half-Mast the National Ensign

3.L.1. Half-Staff Honorees

- a. Reference (m), Article 14-10-1 and Table 14-10-1A(1) describe which United States Civil Officials are entitled to half-masting of the National Ensign upon their death, including location and duration.
- b. Reference (m), Article 14-10-2 and Table 14-10-2A(1) describe which military servicemembers are entitled to half-masting of the National Ensign upon their death, including location and duration.
- c. Refer to Table 3-3 of this Manual for an additional depiction of servicemembers' eligibility for half-masting the National Ensign upon their death.

Category of Servicemember	CG Message Required?	Half-Masting of National Ensign Ordered?
Active Duty Flag Officer	Yes	Yes, ordered by the Commandant or appropriate delegate
Active MCPO-CG	Yes	Yes, ordered by the Commandant or appropriate delegate
Retired Flag Officer	Yes	Yes, ordered by the Commandant or appropriate delegate
Active SES	Yes	At Commandant's discretion
Active Gold Badge/Silver Badge/CSEL	No	At Commandant's discretion

Table 3-3: Servicemembers Entitled to a Coast Guard-Wide Message and/or Half-Masting of the National Ensign Upon Their Death

3.L.2. General Authority and Terms for Half-Masting the National Ensign

- a. The Commandant has the authority to order the National Ensign to half-mast for all Coast Guard units. Reference (m), Articles 14-10-1 and 14-10-2, describe the types of death notifications that are sufficient to order the flag to half-mast.
- b. Under delegated authority, The Deputy Commandant for Mission Support (DCMS) or Assistant Commandant for Human Resources (CG-1) may order the Nation Ensign to half-mast for all Coast Guard units.

- c. Area, District, and Unit Commanders, COs, and OICs are authorized to order the National Ensign to half-mast onboard a Coast Guard asset or at a Coast Guard facility within their AOR when they determine it is appropriate. They should consult with the references listed in Articles 3.L.1.a-c of this Manual for guidance when making a determination to half-mast the National Ensign in their AOR.
- d. Reference (n), §7(m), makes the term “half-staff” interchangeable with the term “half-mast” and the term “flag of the United States,” or “flag,” interchangeable with the term “National Ensign” for discussions regarding manner of display and who is eligible to be so honored.
- e. Reference (n), §7(m), permits the Governor of a State, territory, or possession, or the Mayor of Washington, D.C., to proclaim when and for which federal officials and servicemembers the flag of the United States shall be flown at half-staff.

3.L.3. Half-Masting Manner, Location, and Periods of Display

- a. Reference (n), §7(m), describes how to fly the flag at half-staff.
 - b. Reference (m), Tables 14-10-1A(1) and 14-10-2A(1) describe the location and periods of half-mast display of the National Ensign for different categories of honorees.
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3.M. Coast Guard-Wide Personnel Casualty Messages and Obituaries

3.M.1. Personnel Casualty Messages

- a. An ALCOAST or ALCGPSC message shall be released announcing the death of the following categories of Coast Guard personnel:
 - (1) Active duty flag officers;
 - (2) The current Master Chief Petty Officer of the Coast Guard (MCPO-CG);
 - (3) Retired flag officers;
 - (4) Members of the SES corps; and
 - (5) A Command (“Gold Badge”) Master Chief, if requested or of particularly high visibility.
- b. Refer to Table 3-3 of this Manual for a depiction of servicemembers’ eligibility for a Coast Guard-wide personnel casualty message.
- c. Examples of messages are available in Reference (b), Enclosure (7), and the Commander (CG PSC-PSD-FS-Casualty) website (<http://www.uscg.mil/psc/psd/fs/Casualty.asp>).

3.M.2. Obituaries

- a. Publishing an obituary via a press release or other media outlet is appropriate upon the death of a flag officer or retired flag officer.
- b. Each obituary should include all of the following information that is readily available or provided by the deceased member’s NOK:
 - (1) Facts of death;
 - (2) Half-mast order;
 - (3) Funeral and final disposition;
 - (4) Biography and service highlights; and
 - (5) Flowers or donation preferences.

Appendix A - ACRONYM LIST

ABO	Accelerated Benefit Option
ADT	Active Duty for Training
AFB	Air Force Base
AIM	Administrative Investigations Manual , COMDTINST M5830.1 (series)
ALCGPSC	General message outlining procedures applicable to Commander (CG PSC)
ALCOAST	General message originating from Commandant that applies to all Coast Guard personnel including military, civilian, and Auxiliary
AMC	Air Mobility Command (formerly MAC)
ANC	Arlington National Cemetery
AOR	Area of Responsibility
AWOL	Absent Without Leave
BAS	Burial at Sea
BCMR	Board for Correction of Military Records
BNCR	Base National Capital Region
CACO	Casualty Assistance Calls Officer
CE	Categorical Exclusion
CFR	Code of Federal Regulations
CGA	Coast Guard Academy
CGI	Coast Guard Institute
CGIS	Coast Guard Investigative Service
CGMS	Coast Guard Message System
CG PPC	Coast Guard Pay and Personnel Center
CG PSC	Coast Guard Personnel Service Center
CG PSC-PSD	Personnel Services Division at Commander (CG PSC)
CG PSC-PSD-FS	Field Support Branch of Commander (CG PSC-PSD)
CG PSC-PSD-FS-Casualty	Office of Casualty Matters at Commander (CG PSC-PSD-FS)
CGRC	Coast Guard Recruiting Command
CJMAB	Central/Joint Mortuary Affairs Board
CO	Commanding Officer
CONUS	Continental United States (Contiguous “lower 48” states of the United States and the District of Columbia)
CPO	Chief Petty Officer
CPTR	Captured
DAO	Decedent Affairs Officer
DC	District of Columbia
DCMS	Deputy Commandant for Mission Support
DHS	Department of Homeland Security
DMDC	Defense Manpower Data Center
DOD	Department of Defense
DOW	Died of Wounds Received in Action
DT	Dignified Transfer
DUSTWUN	Duty Status Whereabouts Unknown
EAWUN	Excused Absence Whereabouts Unknown

Appendix A to COMDTINST M1770.9A

EI-PDR	Electronically Imaged – Personnel Data Record
EPA	Environmental Protection Agency
EPM	Enlisted Personnel Management Division of Commander (CG PSC)
FHTN	Fleet Home Town News
FINCEN	Coast Guard Finance Center
FOUO	For Official Use Only
FS	Field Support Branch of Commander (CG PSC-PSD)
FSGLI	Family Servicemembers’ Group Life Insurance
FTA	Financial Transfer Authorization
FY	Fiscal Year
IDT	Inactive Duty Training
IRR	Individual Ready Reserve
ITA	Invitational Travel Authorization
ITD	Interned
ITO	Invitational Travel Orders
JTR	Joint Travel Regulations
JMAC	Joint Mortuary Affairs Center
KIA	Killed in Action
LIR	Letter Incident Report
LOD	Line of Duty
MCM	Manual for Courts-Martial, United States
MCPO	Master Chief Petty Officer
MCPO-CG	The Master Chief Petty Officer of the Coast Guard
MFH	Military Funeral Honors
MIA	Missing in Action
NARA	National Archives and Records Administration
NCA	National Cemetery Administration
NEPA	National Environmental Policy Act
NMC	National Maritime Center
NOAA	National Oceanic and Atmospheric Administration
NOK	Next of Kin
NSI	Not Seriously Ill or Injured
NWW-SH	Navy Wounded Warriors - Safe Harbor
OCONUS	Outside the Continental United States (outside the contiguous “lower 48” states of the United States and the District of Columbia)
OIC	Officer-in-Charge
OPM	Officer Personnel Management Division of Commander (CG PSC)
PADD	Person Authorized to Direct Disposition of human remains
PCRM	Personnel Casualty Response Manager
PCS	Permanent Change of Station
PDES	Physical Disability Evaluation System
PDR	Personnel Data Record
PDUSD (P&R)	Principal Deputy Under Secretary of Defense for Personnel & Readiness
PE	Personal Effects
PERE	Person Eligible to Receive Effects
PNOK	Primary Next of Kin

POW	Prisoner of War
PPC	See “CG PPC”
PSC	See “CG PSC”
PSD	See “CG PSC-PSD”
RELAD	Released from Active Duty
RMP	Readiness Management Period
RPM	Reserve Personnel Management Division of Commander (CG PSC)
SAR	Search and Rescue
SBP	Survivor Benefit Plan
SCPO	Senior Chief Petty Officer
SELRES	Selected Reserve
SES	Senior Executive Service
SGLI	Servicemembers’ Group Life Insurance
SI	Seriously Ill or Injured
SME	Subject Matter Expert
SNOK	Secondary Next of Kin
TDRL	Temporary Disability Retirement List
TDY	Temporary Duty
TSGLI	SGLI Traumatic Injury Protection
UA	Unauthorized Absence
UCMJ	Uniform Code of Military Justice
U.S.C.	United States Code
USCGA	U.S. Coast Guard Academy
USPHS	U.S. Public Health Service
VA	Department of Veterans Affairs
VSI	Very Seriously Ill or Injured
WIA	Wounded in Action
3PM	Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)

Appendix B - DEFINITIONS

1. **Arrange:** Take financial responsibility. Arrangements are the results of decisions and actions by a person taking financial responsibility.
2. **Burial:** The disposition of human remains by placement underground (in a grave), in a crypt, vault or tomb, or at sea, in accordance with Army Regulation 638-2, Care and Disposition of Remains and Disposition of Personal Effects, 22 December 2000, Glossary, which can be found at: http://www.apd.army.mil/pdffiles/r638_2.pdf.
3. **Burial Benefits:** A traditional phrase with the same meaning as interment expenses.
4. **Captured (CPTR):** This term is used to describe all battle casualties definitely known to have been taken into custody of a hostile force as a result of and for reasons arising out of any armed conflict in which Armed Forces of the U.S. are engaged
5. **Casket:** A box or container of one or more parts in which a deceased human body is placed prior to interment, entombment, or cremation, which may or may not be permanently interred, entombed, or cremated with the human remains. Most modern caskets are rectangular. Coffins are a non-rectangular subset of caskets.
6. **Casket of Standard Quality:** May be made of wood or metal.
7. **Casket of Standard Quality (Metal) Description:** Standard size, steel, 18-gauge metal sealer cut-top casket. Ends may be square or rounded. An oversize casket may be used when needed. Construction will be of welded steel sheet, properly lined, with a painted finish within the color range of silver-tone to grey. The handle assembly will be a continuous fixed bar or a swing-out-type. The casket will be constructed to yield an airtight seal when closed, to prevent the escape of odors and leakage. An outer shipping container, such as an air tray, is authorized when needed.
8. **Casket of Standard Quality (Wooden) Description:** Standard size, perfection cut, half-couch, hardwood casket. An oversize casket may be used when needed. Construction throughout will be of select hardwood using poplar, salix (willow), or cottonwood, and finished with a walnut color stain and sealer, with either a satin or high-gloss appearance when finished. The handle assembly will be a swing-out type. Such a casket is commonly known within the hardwood casket industry as a "Stateside" design. An outer shipping container, such as an air tray, is authorized when needed.
9. **Casualty:** A person who is lost to the Coast Guard because of a qualifying military personnel casualty status. This person may be a regular member on active duty, a Reserve member in a qualifying duty status per Article 2.A.1.c.(2)(a) – (g) of this Manual, a USCGA cadet, CGA Scholars preparatory school student, Officer Candidate (OC), Reserve Officer Candidate Indoctrination (ROCI) student, College Student Pre-Commissioning Initiative (CSPI) student, USPHS officer detailed to the Coast Guard, Auxiliarist when assigned to duty, or civilian employee while on the job. Deceased dependents, retirees, civilian employees while not on the job, Auxiliarists not assigned to duty, and personnel recently separated from service (RELAD or retired within 120 days) qualify as reportable personnel casualties, but they do not qualify for ITA situations because they are not authorized in accordance with Reference (a) §1481.

10. **Casualty Assistance Calls Officer (CACO):** Assists family members and PADD.
11. **Casualty Status:** A term used to classify a military personnel casualty for reporting purposes. Military personnel casualty status exists when a person is lost to the Coast Guard. There are eight cases of personnel casualty status:
 - a. **VSI** (see definition #57);
 - b. **SI** (see definition #49);
 - c. **NSI** (see definition #40 of this Appendix);
 - d. Deceased (including **KIA** – see definition #31, or **DOW** – see definition #17);
 - e. Missing (including **MIA** – see definition #37);
 - f. **CPTR** (see definition #4);
 - g. **EAWUN** - civilian employees only (see definition #21); and
 - h. **DUSTWUN** – military only (see definition #20).
12. **Cenotaph:** A marker on an unoccupied grave plot. The grave may be unoccupied because the person’s remains were not recovered, or remains may have been recovered, cremated, and buried at sea.
13. **Columbarium:** A structure with niches used to contain cremated human remains. It may be a structure of durable and lasting, fireproof construction; a room or other space within such a structure; or a plot of earth.
14. **Cremains:** Cremated human remains, more commonly called “ashes.”
15. **Decedent Affairs Officer (DAO):** A trained person, or the trained alternate, at each Base; Base Detachment; Training Center; Commander (CG PSC); Commanding Officer (CG PPC); Commanding Officer (CGI); and Commander (CGRC). In spite of the word “decedent,” DAOs are responsible to manage personnel casualty support for both fatal and non-fatal personnel casualties. DAOs do not routinely serve as CACOs. DAOs take technical direction from Chief, Casualty Matters; provide direction and administrative support to CACOs; and exercise delegated authority to approve invitational travel, without further executive level review, when the travel is due to a military personnel casualty. A DAO’s connection to a case may be based on where the case began, where the deceased member’s survivors are located, or on other factors. Several DAOs may partner on a single case.
16. **Designated Person:** Reference (g) provides an option for an ill, injured or wounded member to designate up to three people to receive ITA support. This may be particularly notable for fiancées, fiancés, partners, and unmarried roommates of long standing, as well as for traditional designees such as spouses or parents.

17. **Died of Wounds Received in Action (DOW):** The term DOW describes all battle casualties who died of wounds or other injuries received in action, after having reached any medical treatment facility.
18. **Dignified Transfer (DT):** The process by which military services move transfer cases containing human remains from one conveyance to another. For example, a DT occurs when human remains are removed from an aircraft arriving at Dover AFB from overseas - remains are placed into a mortuary transfer vehicle for ground transportation to the Port Mortuary. Travel of NOK to the DT at Dover AFB is authorized in accordance with Section 4.10 of Reference (j) and in accordance with Reference (i) §481f(e).
19. **Disinterred:** A grave that has been exhumed or dug up.
20. **Duty Status Whereabouts Unknown (DUSTWUN):** A transitory personnel casualty status applicable only to military personnel. DUSTWUN is used when the responsible commander suspects the member may be a personnel casualty whose absence is involuntary, but does not feel sufficient evidence currently exists to make a definite determination of missing or deceased. DUSTWUN does not include UA of a voluntary nature.
21. **Excused Absence Whereabouts Unknown (EAWUN):** Similar to DUSTWUN but for civilian employees, used only when absence is believed to be involuntary and there is not current sufficient evidence to make a definite determination of missing or deceased.
22. **Executive Level Review:** Flag officers (O-7 through O-10) and flag-equivalent executives of the Senior Executive Service (SES). In accordance with Reference (g), ITOs are reviewed and approved by executive level reviewers.
23. **Final Death Certificate:** Document issued by a vital statistics office, often at the city or county level. It shows the actual cause of death. For death of a dependent, use a final death certificate. By contrast, a mortician's death certificate, often handwritten, is proof that someone died but not why. The final death certificate may be used as proof that the Requests for Payment of Funeral and/or Interment Expenses, Form DD-1375, claimant did not intentionally cause the death.
24. **Government Cemetery:** Includes cemeteries provided by federal or state governments. More than two hundred government cemeteries are maintained by the VA, state governments, the U.S. Army, and the National Park Service. More information is available at <http://www.cem.va.gov/>.
25. **Headstone:** A marker on a grave, placed above the head end of a casket. Headstones are traditionally oriented vertically but may also be flush at ground level.
26. **Inter:** To deposit human remains in the earth (terra) or in a tomb as their final resting place or disposition. Although not precisely correct, it is common for people to use inter generically to include committal of cremains to the sea, or inurnment of a funeral urn in a columbarium niche or other suitable place.

27. **Interment Expenses:** Those expenses typically incurred incident to the death of a member covered by Reference (a) §1481. Interment expenses are authorized to be paid or reimbursed under the provisions of Reference (a) §1482. In accordance with Reference (e), such expenses include not only those specifically listed in the law, but also any other usual and customary expense clearly associated with and appropriate to the recovery, care, and disposition of a member's remains, including cremation and associated inurnment expenses and, when a Service determines that remains are non-recoverable, those expenses associated with a memorial service.
28. **Interned (ITD):** Describes all battle casualties known to have been taken into custody of a non-belligerent foreign power as the result of and for reasons arising out of any armed conflict in which Armed Forces of the U.S. are engaged.
29. **Inurn:** To deposit or entomb ashes of the deceased into an urn.
30. **Invitational Travel Authorization (ITA):**
- a. Authorizes travel by individuals either not employed by the government or employed (under 5 USC §5703) intermittently in the governments service as consultants or experts and paid on a daily when-actually-employed basis.
 - b. Authorizes travel by an individual serving without pay or at \$1 a year when the individual is acting in a capacity directly related to, or ICW, official government activities.
 - c. Travel and transportation allowances authorized (COMDTINST 12570.3 (series)) for such a person are the same as those ordinarily authorized for a civilian employee ICW TDY, except for a certain spouse invitational travel.
31. **Killed in Action (KIA):** The term KIA describes battle casualties who are killed outright or died of wounds or other injuries before reaching any medical treatment facility.
32. **Liner:** An oversized container placed in a grave. The casket is placed in the liner. Many cemeteries require a liner to reduce settling over time; also called "grave liner" or "vault."
33. **Marker:** Other than a headstone or cenotaph, a marker may be applied to a niche in a columbarium or mausoleum.
34. **Memorial Service:** A gathering in memory of a person who has died or is missing. A memorial service is distinguished from a funeral by the absence of the remains of the person memorialized. It may be a non-religious, secular gathering; a specifically religious gathering or ceremony; or a non-religious gathering of a spiritual nature. For example, a ship or station crew might have a memorial service for a deceased shipmate even though they are far distant from the funeral of their shipmate. In lieu of a funeral, expenses for one memorial service may be paid when no human remains are available. If remains are later recovered, the expenses of a funeral may also be paid.
35. **Military Departments:** The departments of the Army, Navy, and Air Force. The Department of the Navy includes both the Navy and the Marine Corps. The Coast Guard is a military service but is not covered by the phrase "Military Department" except when serving under the Secretary of the Navy.

36. **Military Escort:** In accordance with Reference (a)§1482(a)(8), an escort of one military member of appropriate grade will continuously escort the remains of a deceased member from the preparing mortuary to the funeral home or other location requested by the PADD. In accordance with Reference (a), Paragraph U5951, military escorts are issued TDY orders, not ITAs. The law specifies “an escort of one person” so more than one military escort is not authorized. The military escort is normally of the same Service as the deceased but exceptions are possible, such as a brother in a different Service, when requested by the PADD. When remains are transported by commercial conveyance such as aircraft or train, the escort must be on the same trip as the remains in order to satisfy the “continuous” standard. “Appropriate grade” usually means of similar paygrade to the deceased, or higher paygrade. When the deceased is very senior (e.g. O-5 through O-10) the appropriate grade might be lower than that of the deceased. A special escort, if approved, is in addition to the military escort.
37. **Missing in Action (MIA):** A person is MIA when: they cannot be accounted for after combat or an operation; it has not been determined the member has died; evidence is not available which establishes the person has survived or has been ITD in a foreign country or captured, beleaguered or besieged by a hostile force; and the member is in the active service or performs full-time training duty, other full-time duty, or IDT.
38. **Navy Wounded Warriors - Safe Harbor (NWW-SH)** provides non-medical assistance to seriously wounded, ill, or injured Coast Guard active duty and Reserve members while they are undergoing treatment, recuperation, or therapy. Services include assistance with pay issues, orders, housing and lodging, child programs, transportation needs, legal issues, education opportunities, access to exchanges/commissary for caregivers, automobile adaptations, animal therapy, & traumatic brain injury/post-traumatic stress disorder services. For more information, visit <http://safeharbor.navylive.dodlive.mil>
39. **Next of Kin (NOK):** Close relatives of the deceased military member. They may be kin by marriage, such as a spouse, or by blood, such as biological parents. They may have standing as kin due to legal action (adoption) or remarriage (step-parent). The closest kin is designated the Primary NOK (PNOK). Other kin may be Secondary NOK (SNOK) or potentially Tertiary NOK. When a member’s parents are not PNOK because the member’s designated beneficiary, spouse, or children have higher precedence, the parents are always given the courtesies of PNOK, such as personal notification or condolence due to the death of their son or daughter, as well as a flag during the funeral. A person no longer related to the member by marriage (former spouse) or not yet related by marriage (fiancée, fiancé) cannot be NOK. An estranged spouse is still a spouse and is still the primary NOK (PNOK) until the moment a divorce is judicially final. A widow or widower of a deceased servicemember is the PNOK and is not considered a “former spouse” even if they eventually remarry.
40. **Not Seriously Ill or Injured (NSI):** The personnel casualty status of a person whose illness or injury requires medical attention, may or may not require hospitalization, and competent medical authority classifies as less severe than SI.

41. **Person Authorized to Direct Disposition of Human Remains (PADD):** The person who is authorized to direct disposition of human remains. Each member must pre-designate a PADD using Designation of Beneficiaries and Record of Emergency Data, Form CG-2020D. When appropriate, such as when deployed in a joint service environment, the Record of Emergency Data, Form DD-93, is acceptable for designating PADD. In the absence of a valid Designation of Beneficiaries and Record of Emergency Data, Form CG-2020D, or Record of Emergency Data, Form DD-93, the default PADD is the first person in the following list: spouse, adult child (eldest to youngest), parent (elder, then younger), siblings (eldest to youngest).
42. **Police Escort:** Required for a funeral procession in some municipalities. It is an authorized transportation expense when required by law.
43. **Primary Care:** Comprised of the services and supplies used for search, recovery, identification, storage, mortuary preparation, and casketing of remains. (Search and recovery, in this context, are not related to the Coast Guard's SAR mission.) It may also include cremation and one urn for cremains. They are termed primary because, sequentially, they come first.
44. **Private Monument:** A marker created and placed at private expense.
45. **Qualifying Duty Status:** A qualifying duty status applies to Reserve members only. It includes any status listed in Article 2.A.1.c.(2)(a) – (g) of this Manual, and #45.a. – g. below, whether or not the Reserve member was on or off duty when in a qualifying duty status (i.e., on duty, off watch, on authorized liberty, or on authorized leave):
 - a. Any type of active duty orders;
 - b. IDT or RMP orders;
 - c. Orders in connection with funeral honors duty in accordance with Reference (a), §1481(a)(2)(G);
 - d. Traveling directly to or from any orders listed in #46.a. – c. above;
 - e. Remaining overnight at, or in the vicinity of, any orders listed in #46.a. – c. above, or between successive periods of IDT;
 - f. Remaining at the member's residence, when so authorized by proper authority, during any orders listed in #46 a. – c. above, or between successive periods of IDT; and
 - g. Hospitalized or undergoing treatment for an injury, illness, or disease incurred or aggravated on any orders listed in #46.a. – c. above.
46. **Reimbursement:** Payment made to a claimant who already paid the reported expenses. The Government will not pre-pay; it will only reimburse.
47. **Removal:** Recovery of remains from place of death to the primary mortuary. Includes biohazard cleanup, if needed, and recovery and identification of remains, in accordance with Reference (a) §1482(a)(1).

48. **Secondary Care:** Comprised of the services and supplies used for a funeral along with interment (casket) or inurnment (urn with cremains). It may include one memorial service when remains were not recovered. Additional secondary care expenses may be reimbursed if remains are recovered after a memorial service, or if there is more than one return of partial remains. They are termed secondary because, sequentially, they come after the expenses of primary care.
49. **Seriously Ill or Injured (SI):** The personnel casualty status of a person whose illness or injury requires medical attention, and competent medical authority declares that death is possible, but not likely within 72 hours, *or* the severity of the injury is such that it is permanent and life-altering. For purposes of eligibility for invitational travel, a member with a life-altering injury cannot be downgraded to NSI, regardless of improved medical condition.
50. **Special Escort:** A relative or civilian friend may be assigned as a “special escort” to accompany the remains of a member from the preparing mortuary to the funeral home or other destination specified by the PADD. Normally, a special escort is in addition to a military escort. A special escort may be authorized by Chief, Casualty Matters, or higher authority. The ITA should cite this Manual and authorization by Chief, Casualty Matters.
51. **Statement of Disposition of Remains:** A written declaration by the PADD as to their intent to exercise the rights and responsibilities of the PADD for the remains of their family member or close friend who died while on duty with the Coast Guard.
52. **Tertiary Care:** An uncommon term that may distinguish final disposition, such as burial, from the funeral process in secondary care. Examples could be opening and closing of the grave, or reopening and reclosing of the grave. This may be termed tertiary because, sequentially, it comes after secondary expenses like the funeral service.
53. **Unauthorized Expenses:** Primarily items intended for human consumption (food and beverages). The Government neither provides food and beverages nor reimburses the cost of food and beverages. However, the cost of labor to serve foods and beverages may be reimbursed if included on a claim for reimbursement. An uncommon unauthorized expense would be capital improvements, such as landscaping in a cemetery.
54. **Urn of Standard Quality:** A receptacle for cremains made either of bronze or American black walnut.
55. **Usual and Customary:** Customs or norms of the spiritual beliefs of the member or member’s family and society, to the normal practices of the mortuary and funeral industry, to temporal and secular requirements of law or regulation, to sanitary requirements to protect the public health, and to customs of the Service.
56. **Vault:** An oversized container placed in a grave. The casket is placed inside the vault. Many cemeteries require a vault to reduce settling over time; also called a “liner” or “grave liner.”

57. **Very Seriously Ill or Injured (VSI):** The personnel casualty status of a person whose illness or injury is such that competent medical authority declares it more likely than not that death will occur within 72 hours.

58. **Wounded:** Injured by hostile action.